



Australian Government

Department of Education, Employment and Workplace Relations

AVIC4002A Administer airside driving

Revision Number: 1

AVIC4002A Administer airside driving

Modification History

Not applicable.

Unit Descriptor

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This unit involves the skills and knowledge required to administer the procedures which authorise driving on the airside. This includes testing drivers, issuing permits and investigating airside driving incidents. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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This unit applies to aerodromes that operate across a variety of operational contexts within the Australian aviation industry.

The work must be carried out in accordance with applicable operational standards as required by CASA when administering airside driving.

Use for ADF Aviation is to be in accordance with relevant Defence Orders and Instructions and applicable CASA compliance.

Work is performed under limited supervision.

This unit is nominally packaged at Certificate IV.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Test applicants to drive airside | 1.1 Airside driving tests are administered and results recorded in accordance with established procedures
1.2 Documentation is issued to the appropriate authorities when required and recorded |
| 2 Administer vehicle permits (where applicable) | 2.1 Permit is issued in accordance with aerodrome procedures
2.2 Conditions of use of permit are explained to applicant |
| 3 Investigate airside driving incidents | 3.1 Reports on incidents and accidents are prepared and escalated appropriately
3.2 Procedures and any rules for driving airside are reviewed
3.3 Recommendations are made to aerodrome management |

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Procedures for operating electronic communications equipment
- Requirements for completing relevant documentation
- Code of practice for working collaboratively with others
- Procedures for servicing and minor maintenance
- Typical defects that can occur and related action that should be taken
- Procedures for identifying equipment defects and assessing for appropriate action
- External features of equipment that must be checked during a pre-operational visual inspection
- Procedures for checking fluid levels and carrying out lubrication processes
- Principles, purpose and location of controls, monitoring devices, and systems
- Steps involved in planning the work activities
- Procedures for adjusting controls to optimise the operation of the equipment
- Procedures to be followed in the event of an emergency
- Relevant sections of national and state or territory regulatory requirements and codes of practice
- Relevant OH&S and environmental procedures and regulations
- Procedures for managing and controlling hazardous situations when carrying out work activities
- Sources of information on differences in equipment and related standard operating and servicing procedures
- Controls, instruments and indicators and their purpose, location and use
- Visual inspection procedures
- Pre-operational checks
- Start-up procedures
- Operating procedures
- Braking and safety system procedures
- Operating controls
- Functions of all supervisory indicators and controls and related checks for correct operation
- Lubrication requirements
- Cleaning requirements
- Functions of ancillary systems and related checks for correct operation
- Procedures for starting and operating ancillary systems
- Fuel tank capacity and range (where applicable)

REQUIRED KNOWLEDGE AND SKILLS

- Communication equipment checks

Required skills:

- Communicate effectively with others when administering airside driving
- Read and interpret instructions, regulations, procedures and other information relevant to airside driving
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to administering airside driving
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when administering airside driving
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when administering airside driving in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when administering airside driving
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during airside driving
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Modify activities dependent on differing workplace contingencies, situations and environments
- Work systematically with required attention to detail without injury to self others, or damage to goods or equipment
- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Select and use required personal protective clothing and equipment conforming to industry and OH&S standards
- Implement OH&S procedures and relevant regulations
- Identify and correctly use equipment required to administer airside driving

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
 - In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:
- company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
 - standard operating procedures (SOPs)
- The work site may include:
- an office and the airside
- Equipment to include:
- radio
 - vehicle
 - computer
- Information or documents may include:
- aerodrome driving rules/handbook
 - authorities to drive airside
 - vehicle permits
 - legislation
 - by-laws
 - plans
 - maps
 - the Aerodrome Manual
 - tests
 - report forms
- Operating conditions may involve a range of:
- testing
 - issuing
 - reviewing and reporting scenarios
- Applicable regulations and legislation may include:
- sections of Civil Aviation Safety Regulations and Civil Aviation Orders
 - relevant OH&S and environmental regulations
 - Manual of Standards - Aerodromes (part 139)
 - sections of Transport Safety Investigations Act pertaining to the reporting of transport safety matters
 - licence requirements of the relevant licensing authority

Unit Sector(s)

Not applicable.

Competency field

Competency Field

C - Driving Vehicle