



Australian Government

Department of Education, Employment and Workplace Relations

AVIZ1005B Maintain basic situation awareness in the aviation workplace

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills, knowledge and attitudes required to manage basic situation awareness in aviation workplaces, including being aware of and assessing situations, making appropriate decisions, setting appropriate work priorities, carrying out workplace tasks, and communicating/working with others in accordance with workplace procedures and relevant regulatory requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be carried out in compliance with the regulatory requirements.

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.

Work involves the application of safety and security policies, regulations, safety codes, protocols and procedures to maintain and manage situation awareness in aviation workplaces across a variety of operational contexts within the Australian aviation industry.

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 Maintain basic situation awareness	<p>1.1 Continuous monitoring is demonstrated of all critical factors relevant to the safety and security of an aviation workplace</p> <p>1.2 All relevant indications of an unsafe or insecure situation are recognised and appropriate action is taken to alert relevant personnel and/or take appropriate action in accordance with workplace procedures and regulatory requirements</p>
2 Assess situations and take appropriate action	<p>2.1 Factors that may adversely affect the safety and security of an aviation workplace are identified</p> <p>2.2 Relevant information concerning the safety and security of an aviation workplace is recognised and interpreted and timely action is taken in accordance with workplace procedures</p> <p>2.3 Risks to workplace safety and security are recognised and appropriate action is taken to control the risk in accordance with workplace procedures and regulatory requirements</p> <p>2.4 Changes to workplace environment and related risks are monitored and managed to ensure a safe outcome to workplace operations</p> <p>2.5 A safe alternative plan of action is formulated and implemented where necessary as a result of changed circumstances and risks</p>
3 Set priorities and manage work tasks	<p>3.1 Priorities are set and workload is organised to ensure completion of all assigned tasks relevant to the safety and security of the workplace</p> <p>3.2 Appropriate tasks are prioritised and implemented to maintain ongoing workplace operations and achieve workplace objectives</p> <p>3.3 Relevant information is accessed and used to ensure the safety and security of the workplace when completing workplace tasks</p> <p>3.4 Tasks critically essential for the safety and security of the workplace are given priority over less important activities and are completed in accordance with workplace procedures, checklists and regulatory requirements</p> <p>3.5 Situation awareness is maintained at all times during workplace activities</p> <p>3.6 Symptoms of fatigue are recognised and appropriate action is taken to reduce its effects</p>
4 Work with others in the management of situation awareness	<p>4.1 Communication with relevant personnel is undertaken in an effective and efficient manner to achieve situation awareness and all requirements for the safety and security of the workplace</p> <p>4.2 Team members and others in the workplace are encouraged to participate in and contribute to the safety and security of the workplace</p> <p>4.3 Effective interpersonal skills are used when working with others</p>

ELEMENT

PERFORMANCE CRITERIA

to maintain awareness and the safety and security of the workplace

4.4 Appropriate action is taken in conjunction with others to cooperatively correct any identified unsafe and/or insecure situations which may develop during workplace activities

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant safety, security and environmental regulations, policies, procedures and rules
- Other relevant regulatory requirements
- Procedures for maintaining situation awareness
- Weather information and its implications for workplace operations
- Communication procedures and protocols
- Safety and security problems that may be identified when maintaining and managing situation awareness and action that can be taken to overcome them
- Safety and security hazards and risks that may be identified in the aviation workplace and ways of controlling those hazards and associated risks

Required skills:

- Communicate effectively with others when maintaining basic situation awareness in the aviation workplace
- Read and interpret instructions, regulations, procedures and other information relevant to maintaining basic situation awareness in the aviation workplace
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to basic situation awareness in the aviation workplace
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when maintaining basic situation awareness in the aviation workplace
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour, communication and interactions with others
- Promptly report and/or rectify any identified problems that may occur when maintaining basic situation awareness in the aviation workplace in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when maintaining basic situation awareness in the aviation workplace
- Apply precautions and required action to minimise, control or eliminate hazards that may exist when maintaining basic situation awareness in the aviation workplace
- 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 or others, or damage to goods or equipment

REQUIRED KNOWLEDGE AND SKILLS

- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Implement OH&S procedures and relevant regulations
- Identify and correctly use equipment required when maintaining basic situation awareness in the aviation workplace

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.

- Operations may be conducted:
- by day or night
 - in variable weather conditions
- Aviation workplaces may include:
- airports
 - aircraft
 - other aviation facilities
- Performance may be demonstrated in:
- appropriately simulated work situations
 - an operational aviation workplace
- Factors that may adversely affect the safety and/or security situation of an aviation workplace may include but are not restricted to:
- changes in the wind and weather conditions
 - equipment or facility breakdown, malfunction or failure
 - persons committing criminal acts
 - breaches of security regulations and procedures
 - safety hazards in the workplace such as rotating equipment and propellers, jet blast, slippery surfaces, exposed electrical leads and connections, toxic materials, etc.
 - poor housekeeping in the workplace
 - security threat
 - equipment exceeding nominated operating parameters and tolerances
 - moving vehicles and aircraft in the workplace environs
 - a workplace emergency such as a fire, flood, chemical/toxic spill, crash, personnel injury, etc.
- Information/indicators concerning the potential safety/security problems in an aviation workplace may include, but are not restricted to:
- weather and other meteorological information that indicates a potential threat to workplace operations and/or personnel in the workplace
 - information of deteriorating or faulty equipment or facility performance obtained through routine checks of equipment and facilities
 - persons acting suspiciously
 - observed breaches of security regulations and procedures
 - recognition of safety hazards in the workplace and/or breaches of safety policies and procedures
 - observed rubbish/untidiness in the workplace
 - indications of a poorly maintained workplace and related facilities
 - observation and recognition of a security threat
 - indications that equipment is, or may be, exceeding operating parameters and tolerances

RANGE STATEMENT

- warning signs and visual/audible signals indicating hazards arising from moving vehicles and/or aircraft in the workplace
 - emergency sirens and alarms
- Persons consulted may include:
- security personnel
 - safety personnel
 - other workplace personnel and managers
 - emergency services personnel
 - aviation passengers
 - visitors to the workplace
 - contractors
 - relevant human resources staff
 - airline personnel and managers
 - relevant technical staff
- 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
- Information/documents may include:
- relevant regulations pertaining to the aviation workplace concerned
 - local instructions pertaining to the aviation workplace concerned
 - safety and security policies, procedures and guidelines
 - workplace procedures and instructions and job specifications
 - emergency procedures
 - relevant approved aviation publications
 - equipment facility performance specifications/charts (where applicable)
 - operations manuals
 - approved workplace checklists
 - weather and meteorological information, charts, advice and forecasts
 - induction and training materials
 - conditions of service, legislation and industrial agreements including workplace agreements and awards
- Applicable regulations and legislation may include:
- Civil Aviation Act
 - relevant requirements, standards and recommended practices of the International Civil Aviation Organization (ICAO) pertaining to the aviation workplace concerned

RANGE STATEMENT

- relevant Australian Civil Aviation Safety Regulations and Civil Aviation Orders pertaining to the aviation workplace concerned
- relevant IATA regulations
- relevant state/territory OH&S legislation
- relevant security regulations
- relevant health, food handling and hygiene legislation
- relevant state/territory environmental protection legislation
- relevant Australian Standards

Unit Sector(s)

Not applicable.

Competency field

Competency Field Z - Situation Awareness