



**Australian Government**

**Assessment Requirements for MEA118  
Conduct self in the aviation maintenance  
environment**

**Release: 2**

# Assessment Requirements for MEA118 Conduct self in the aviation maintenance environment

## Modification History

Release 2. Equivalent to MEA118 Conduct self in the aviation maintenance environment. Updated to meet training package policy requirements.

## Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, which must include the ability to:

- maintain aircraft and aircraft components in an ethical and efficient manner on at least three different occasions, each in a different context.

During the course of the above aviation maintenance work, the candidate must:

- demonstrate effective oral and written communication in English regarding maintenance activities, including communication by email
- manage own work performance both individually and as part of a team
- interact effectively with others in the performance of maintenance and in adapting to change
- apply required legislation, regulations, and organisational policies and procedures relating to role and workplace, including principles of equity and diversity
- provide guidance to other team members.

On at least one occasion the candidate must also demonstrate having contributed to own knowledge, skills and competency development for job performance and career progression.

## Knowledge Evidence

There must be evidence the candidate has knowledge of:

- protocols and standards for oral and written communication relating to own role in the aviation maintenance environment, including for email communication
- effect of human factors relating to fatigue, drugs, and alcohol on work performance as an individual and as a team member
- key components of organisational policies, procedures, code of conduct, and regulations, and legislative requirements relating to own role and workplace, including principles regarding equal opportunity, equity and diversity
- problem solving and change management principles
- continuous professional development principles and procedures
- organisational procedures and protocols for:
  - communicating aviation maintenance information

- proposing modifications or changes to work procedures
- methods of providing effective guidance to others in the aviation maintenance environment.

## Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (Australian Defence Force [ADF] and Civil Aviation Safety Authority [CASA]) and maintenance stakeholders, and must be rigorously observed.

This unit may be assessed on the job, off the job, or a combination of both. Where assessment occurs off the job an appropriate simulation must be used where the range of conditions reflects realistic workplace situations.

The candidate must be permitted to refer to relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals, and reference materials.

The candidate must have access to:

- tools, equipment, materials, and relevant documentation required to demonstrate the performance evidence above.

Candidate capability of providing the required performance and knowledge evidence must be obtained via the records in the Log of Industrial Experience and Achievement, or where applicable an equivalent industry evidence guide (refer to the Companion Volume Assessment Guidelines).

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Where the unit is to be used for CASA licensing purposes the assessor must also meet the criteria specified in the CASR Part 147 Manual of Standards.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>