# MEA133 Communicate aviation technical and maintenance management knowledge

**Release: 1**

# MEA133 Communicate aviation technical and maintenance management knowledge

## Modification History

Release 1 - New unit of competency

## Application

This unit of competency requires application of written and oral communication skills relating to aviation technical and maintenance management knowledge. Applications include the evaluation of written technical communication and the delivery of verbal briefings during scheduled or unscheduled maintenance. Work may be performed individually or as part of a team.

The unit is part of the Aeroskills Diploma and Advanced Diploma training pathways.

The unit is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

## Pre-requisite Unit

## Competency Field

Aviation maintenance management

## Unit Sector

## Elements and Performance Criteria

| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
|---|---|
| 1. Evaluate written technical communication | 1.1 Content of written technical communication is checked for accuracy and appropriateness |
| | 1.2 Format is checked against regulatory requirements, and organisational policies and procedures |
| | 1.3 The need for additional information is identified and writer advised of same |
| | 1.4 Verified communication is actioned in accordance with regulatory requirements, and organisational policies and |

procedures

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|---|---|---|---|
| 2. | Present technical and non-technical briefings | 2.1 | Briefing is planned and prepared in a well-structured manner |
| | | 2.2 | Briefing is delivered in an audible, articulate manner |
| | | 2.3 | Information delivered is accurate |
| | | 2.4 | Audiovisual equipment, where applicable, is used in an effective, professional manner |

# Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

# Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

| | |
|---|---|
| **Written technical communication includes:** | • Instructions<br>• Reports<br>• Requests being submitted in accordance with regulatory requirements |
| **Regulatory requirements, and organisational policies and procedures include:** | • Civil Aviation Regulations (CARs) and associated Advisory Circulars (ACs)<br>• Civil Aviation Safety Regulations (CASRs), Manuals of Standards and associated Acceptable Means of Compliance and Guidance Material<br>• Maintenance organisation expositions<br>• Continuing airworthiness management organisation expositions<br>• Policy manuals<br>• Procedures manuals<br>• Quality manuals<br>• Work instructions<br>• AAP 7001.053 Technical Airworthiness Maintenance Manual<br>• Defence instructions<br>• Standing instructions<br>• Maintenance management plans |
| **Briefings are conducted for:** | • Employees of the organisation<br>• Business associates, such as teaming partners<br>• Clients<br>• Contractors and subcontractors<br>• Representatives of regulatory bodies<br>• Higher authorities<br>• Visitors |
| **Information includes:** | • Changes to policy and procedures or regulations<br>• Workload requirements<br>• Organisational activities<br>• Organisational familiarisation<br>• Technical knowledge and skills<br>• Work procedures<br>• Non-technical matters |

## Unit Mapping Information

Release 1 – equivalent to MEA133B Communicate aviation technical and maintenance management knowledge

## Links

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