



Australian Government

**Assessment Requirements for MEA142
Manage self in the aviation maintenance
environment**

Release: 3

Assessment Requirements for MEA142 Manage self in the aviation maintenance environment

Modification History

Release 2.1 Equivalent to MEA142 Manage self in the aviation maintenance environment. Minor amendments to references to regulations to allow flexibility in their application.

Release 2. Equivalent to MEA142 Manage 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:

- manage own work performance in an ethical and efficient manner during one scheduled or one unscheduled aviation maintenance program, including:
 - interfacing with others, including internal personnel and clients
 - applying legislative, regulatory and organisational policies and procedures required for own role and workplace
 - meeting contractual, legislative, regulatory and organisational requirements
 - managing own professional development.
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- In the course of the above work, the candidate must:
- demonstrate effective oral communication in English regarding maintenance activities, including in briefings and presentations
- demonstrate effective written communication in English regarding maintenance activities, including by email
- apply principles of equity and diversity requirements set out in organisational code of conduct specific to the work described in the performance evidence above
- satisfy workplace and client needs
- demonstrate numeracy skills sufficient to provide quotes relating to work that include:
 - man-hours
 - time requirements
 - spares, materials, and consumables
 - resources, such as facilities, support equipment, and tooling
 - price of job.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- legislative, regulatory and organisational standards and requirements relating to work described in the performance evidence, including:

- equal employment opportunity (EEO) legislation and guidelines
- federal and state or territory work health and safety (WHS) legislation
- privacy legislation
- freedom of information legislation
- relevant aviation safety regulations
- aviation maintenance organisation expositions
- continuing airworthiness management organisation expositions
- procedures manuals
- position descriptions
- quality manuals
- safety manuals
- work instructions
- applicable overseas regulations, such as Federal Aviation Regulations or European Aviation Safety Agency Regulations
- standing instructions
- maintenance management plans
- duty statements
- human factors with the potential to affect job performance in aviation maintenance activities
- diversity principles
- procedures for detecting fraud
- Australian Qualifications Framework (AQF) and Training Packages relevant to own professional development
- leadership principles
- management principles and techniques
- regulations, policies, instructions, and guidelines relevant to the organisation and own role
- problem-solving principles
- constant improvement principles and procedures
- change management techniques.

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 encountered when managing self in an aviation maintenance environment.

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:

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

Candidate capability of providing the required performance and knowledge evidence must be established via the records in the Maintenance Management Competency Log. Where the individual does not have a Competency Log, evidence of capability can be gathered through direct observation, supervisor's reports, project work, samples and questioning.

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>