



Australian Government

**Assessment Requirements for MEA146
Prepare and manage aviation maintenance
organisation budgets and financial plans**

Release: 2

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Modification History

Release 2. Equivalent to MEA146 Prepare and manage aviation maintenance organisation budgets and financial plans. 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:

- prepare and manage one of the following budgets and its associated financial plan:
 - aircraft maintenance budget
 - aeronautical product maintenance budget
 - logistic services sales budget
 - regulatory compliance budget
 - capital expenditure budget.

In the course of the above work, the candidate must:

- analyse and interpret required financial information
- identify strategic opportunities in aircraft and aeronautical product maintenance activities, including:
 - aircraft operators and fleet operators seeking to outsource maintenance
 - aeronautical product maintenance needs
 - changing regulatory requirements for maintenance
 - new aircraft types
 - provision of logistic support services
 - opportunity to respond to requests for tender to provide aircraft and/or aeronautical product maintenance
 - opportunity to accept sub-contract maintenance tasks from other maintenance organisations
- develop formal estimates of reviews, costs, cash flows, and logistic requirements
- communicate and consult to ensure required groups and individuals are advised of what is occurring and are provided with an opportunity for input
- produce balanced arguments to support financial proposals, including:
 - cost-benefit analyses
 - risk management plan assessing probability and consequences of potential negative event
 - market research results
 - tender details

- investment analyses evaluating capital expenditure proposals:
 - net present value (NPV)
 - incentive rate of return (IROR)
 - pay pack calculations
- negotiate agreement on budget and financial plan with required managers
- demonstrate interpersonal skills sufficient to interact with people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- arrange and deliver training to ensure team members and other managers understand the objectives and processes of the budget and financial plan
- analyse and interpret positive and negative variances from budget and plan, determining the reasons and identifying potential actions to remediate the situation
- develop and implement systems to ensure financial performance records are collected, maintained, and properly reported.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- legislation from all levels of government, codes and national standards required for business operation, including:
 - Civil Aviation Safety Regulations (CASRs) and associated Manuals of Standards
 - AAP 7001.053 Technical Airworthiness Management Manual
 - award and enterprise agreements and industrial instruments
 - work health and safety (WHS) and environmental issues, and equal employment opportunity (EEO)
- requirements in CASRs and AAP 7001.053 Technical Airworthiness Management Manual regarding financial status of aviation maintenance organisations
- aircraft and aeronautical product maintenance and maintenance management/certification requirements
- financial planning processes and procedures within the organisation
- budgeting
- organisation's intended aircraft and aeronautical product maintenance activities
- consultative methods and processes
- capital investment evaluation techniques
- performance measurement techniques
- organisation roles in respect to financial delegations, accountabilities and responsibilities, including procedures for:
 - monitoring expenditure
 - authorising expenditure within limits
 - reporting on variances to budget/plan
 - taking remedial action within budget authority
- standards for organisational record keeping and audit requirements
- procedures for reporting on non-financial objectives in the context of overall organisational performance, including:

- compliance with aviation maintenance organisation exposition (the Civil Aviation Safety Authority [CASA] regulatory system)
- compliance with maintenance management plan (Australian Defence Force [ADF] regulatory system)
- compliance with requirements of applicable airworthiness regulator
- environmental and sustainability procedures
- work health and safety (WHS)
- quality and safety management
- market share
- customer service
- security.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (ADF and 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, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations encountered when preparing and managing aviation maintenance organisations' budgets and financial plans.

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 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.education.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>