



Australian Government

MEACOM0013 Develop aviation maintenance personnel

Release: 1

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Modification History

Release 1. Application changed. Elements and Performance Criteria changed. Foundation Skills made explicit. Assessment Requirements clarified. Supersedes and is equivalent to MEA125 Develop aviation maintenance personnel.

Application

This unit describes the skills and knowledge required to apply personnel management practices in the development and training of personnel in an aviation maintenance organisation when performing scheduled and unscheduled maintenance. Work may be performed individually or as part of a team.

The unit applies to aviation maintenance personnel.

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

Any other relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil.

Competency Field

Aviation maintenance management

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Mediate and settle grievances and disputes in aviation	1.1 Conduct problem-solving issue resolution procedures according to required policy and procedures 1.2 Manage grievances and disputes in a timely and professional manner to optimise the likelihood of a favourable outcome for all parties 1.3 Communicate individual's rights and obligations in a clear, concise and professional manner 1.4 Conduct interviews and meetings in a participative and consultative manner

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	1.5 Record and store outcomes of proceedings and make them available to authorised personnel according to organisational policy and procedures
2. Motivate team towards achieving quality output in aviation	2.1 Establish team member requirements and preferences and where possible incorporate them into work assignments consistent with their level of responsibility 2.2 Promote and reward team achievements and openly acknowledge the importance of team members' contributions
3. Control allocation of tasks to teams and individuals in aviation maintenance	3.1 Allocate tasks to teams and individuals in line with organisational operational requirements; individual/team goals; development needs; and individual strengths, qualifications and authorisations 3.2 Take prompt corrective action in response to actual or potential significant deviations from plans
4. Evaluate and report individual performance	4.1 Identify and agree performance expectations based on an individual's situation and work requirements 4.2 Review individual performance against performance expectation on an ongoing basis 4.3 Provide feedback in a constructive manner 4.4 Report on individual performance in line with organisational policies and procedures 4.5 Escalate performance issues that cannot be rectified or addressed with designated personnel according to organisational policies and procedures
5. Coordinate individual aviation maintenance training	5.1 Identify individual training requirements that meet the needs of the individual and the organisation 5.2 Arrange for individual training to be delivered 5.3 Facilitate opportunities for individuals to develop and apply competencies on the job

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency but not explicit in the performance criteria.

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret maintenance information and procedures.
- Oral and written communication skills to communicate:
 - system information to designated personnel
 - personnel roles and responsibilities
- Numeracy skills to interpret technical information.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEA125 Develop aviation maintenance personnel.

Links

Companion Volume implementation guides are found in VETNet -

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