Australian Government

Department of Education, Employment and Workplace Relations

MEA124B Coordinate change programs in the aviation maintenance environment

Revision Number: 2

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

MEA124B Coordinate change programs in the aviation maintenance environment

Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit of competency is part of the Aeroskills Advanced Diploma training pathways. It covers the promotion and initiation of change within the aviation maintenance environment while observing regulatory requirements.

Application of the Unit

This unit requires application of management processes that promote and initiate desirable changes that will improve individual and organisational effectiveness in the aviation maintenance environment.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1.	Promote change within workplace practices	1.1.	*Change* is promoted as an opportunity for improving individual and organis effectiveness
		1.2.	Personnel are encouraged to adopt changes which make improvements in ir organisational effectiveness
		1.3.	*Opportunities and threats* presented by change are identified and appropria planned
		1.4.	Personnel are involved in designing and implementing change within *organ regulatory guidelines*
2.	Initiate change where necessary	2.1.	The proposed *initiatives for bringing about improvements* are supported w organisation
		2.2.	Change for the better is initiated where necessary and is managed in a plann constructive manner
		2.3.	*Consultative processes* are initiated

Manufacturing Skills Australia

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- interpersonal communication
- analysis techniques
- problem solving
- team skills
- monitoring and observation

Required knowledge

Look for evidence that confirms knowledge of:

- strengths, weaknesses, opportunities, threats (SWOT) analysis
- organisational structure and culture
- policy and procedures
- legislation and regulations
- effects of change in the workplace
- change strategies
- OHS, equity, fraud and ethics

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to analyse, promote and manage the initiation of the change process within the aviation maintenance environment.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts. Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways, including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The candidate must have access to all tools, equipment, materials and documentation required and must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. The assessment environment should not disadvantage the candidate.
Method of assessment	
Guidance information for assessment	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Application	Application of this unit may relate to: • scheduled or unscheduled maintenance • individual or team-related activities
Change	Change may come about as a result of changes in: • technology • procedures • policy • government legislation • regulations • personnel • finance • ongoing evaluation and feedback
Opportunities	Opportunities can include: • improved maintenance procedures that decrease maintenance times and/or man-hours • improved procedures for the management of maintenance or logistic support activities • improvements in physical working conditions • adoption of more effective tooling or support equipment • improvements to maintenance data
Threats	Threats can include: • adoption of changes that are in violation of regulatory requirements • adoption of changes that are in violation of organisational policy or procedures • failure to recognise additional training or authorisation requirements • failure to fully comply with relevant OHS legislation • failure to get the full support of all stakeholders, including those in other parts of the overall maintenance and logistic support organisation • failure to recognise a need for changes to industrial awards or agreements

Organisational and regulatory guidelines	Organisational and regulatory guidelines may include: • Civil Aviation Regulations (CARs) and associated Advisory Circulars (ACs) • CASRs, Manuals of Standards and associated Acceptable Means of Compliance and Guidance Material • AAP 7001.053 Technical Airworthiness Maintenance Manual • defence regulations and instructions • maintenance organisation expositions • continuing airworthiness management organisation expositions • quality manual • procedures manual • standing instructions • work instructions • OHS legislation (state/territory and Commonwealth)
Initiatives for bringing about improvements	Initiatives for bringing about improvements may arise from: • changes to organisational policy and procedures • reform of regulations • changes to training and authorisation requirements • management review processes • suggestions from individual stakeholders • availability of new tools or support equipment • availability of new management technology • industry or original equipment manufacturer periodicals and newsletters • feedback from other operators of the aircraft type or item of aeronautical product
Consultative processes	Consultative processes may include: • consultation with regulators where the change has a regulatory component • consultation with higher management where organisational policy and procedures are involved • consultation with stakeholders elsewhere in the logistic support network • consultation at all levels in the relevant area of the aviation maintenance environment • consultation with stakeholders in the industrial relations system • consultation with suppliers of management systems, tooling or support equipment

Unit Sector(s)

Aviation maintenance management

Competency field

Co-requisite units

Not applicable