



Australian Government

Department of Education, Employment and Workplace Relations

MEA133B Communicate aviation technical and maintenance management knowledge

Revision Number: 2

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Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit of competency is part of the Aeroskills Diploma and Advanced Diploma training pathways. It covers the competencies required to effectively communicate aviation technical and maintenance management knowledge. The unit is used in workplaces that operate under the airworthiness regulatory systems of the ADF and CASA.

Application of the Unit

This unit 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.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

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| <p>1. Evaluate written technical communication</p> | <p>1.1. Content of <i>written technical communication</i> is checked for accuracy and a</p> <p>1.2. Format is checked against regulatory and organisational policy and proced</p> <p>1.3. The need for additional information is identified and writer advised of sam</p> <p>1.4. Verified communication is actioned in accordance with <i>regulatory require</i>
<i>organisational policy and procedures</i></p> |
| <p>2. Present technical and non-technical briefings</p> | <p>2.1. <i>Briefing</i> is planned and prepared in a well structured manner</p> <p>2.2. Briefing is delivered in an audible, articulate manner</p> <p>2.3. <i>Information</i> delivered is accurate</p> <p>2.4. Audiovisual equipment, where applicable, is used in an effective, professio</p> |

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- oral communication
- written communication
- evaluation
- planning of briefings and use of aids to delivery

Required knowledge

Look for evidence that confirms knowledge of:

- applicable technical aspects
- requirements for written communication
- planning and delivery of briefings

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.

<p>Overview of assessment</p>	<p>A person who demonstrates competency in this unit must be able to evaluate written technical communication and deliver verbal briefings on a wide range of topics related to maintenance management.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>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.</p>
<p>Context of and specific resources for assessment</p>	<p>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 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.</p>
<p>Method of assessment</p>	
<p>Guidance information for assessment</p>	

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	<p>Application of this unit may relate to:</p> <ul style="list-style-type: none"> • scheduled or unscheduled maintenance • individual or team related activities
Written technical communication	<p>Written technical communication may include:</p> <ul style="list-style-type: none"> • instructions • reports • requests being submitted in accordance with regulatory requirements
Regulatory requirements, organisational policy and procedures	<p>Regulatory requirements, organisational policy and procedures may include:</p> <ul style="list-style-type: none"> • Civil Aviation Regulations (CARs) and associated Advisory Circulars (ACs) • CASRs, Manuals of Standards and associated Acceptable Means of Compliance and Guidance Material • maintenance organisation expositions • continuing airworthiness management organisation expositions • policy manuals • procedures manuals • quality manuals • work instructions • AAP 7001.053 Technical Airworthiness Maintenance Manual • defence instructions • standing instructions • maintenance management plans
Briefing	<p>Briefing may be for:</p> <ul style="list-style-type: none"> • employees of the organisation • business associates, such as teaming partners • clients • contractors and subcontractors • representatives of regulatory bodies • higher authorities

	<ul style="list-style-type: none">• visitors
Information	Information may include: <ul style="list-style-type: none">• changes to policy and procedures or regulations• workload requirements• organisational activities• organisational familiarisation• technical knowledge and skills• work procedures• non-technical matters

Unit Sector(s)

Aviation maintenance management

Competency field

Co-requisite units

Not applicable