



Australian Government

AVIE3003 Complete a Notice to Airmen

Release: 1

AVIE3003 Complete a Notice to Airmen

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to complete a Notice to Airmen (NOTAM), in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes preparing a NOTAM and processing a NOTAM.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to aviation safety duties of aviation personnel, and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of recreational, commercial and military aircraft activities across a variety of operational contexts within the Australian aviation industry.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Work is performed independently or under limited supervision within a single-pilot or multi-crew environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Use for Defence Aviation is to be in accordance with relevant Defence Orders, Instructions, Publications and Regulations.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare a Notice to Airmen (NOTAM)

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|-----|---|
| 1.1 | Situations requiring the issuing of a NOTAM are identified |
| 1.2 | Specific information required for inclusion in the NOTAM is calculated or otherwise identified in accordance with workplace procedures |
| 1.3 | NOTAM containing appropriate information, formatting, terminology and abbreviations for the notifiable situation is raised and issued to relevant authorities and/or organisations, in accordance with workplace procedures and regulatory requirements |
| 2.1 | Issued NOTAM is filed in accordance with workplace procedures and regulatory requirements |
| 2.2 | NOTAM is distributed to relevant personnel in accordance with workplace procedures and regulatory requirements |

2 Process a Notice to Airmen (NOTAM)

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

NOTAM must be issued for one or more of the following situations:

- advanced notice of aerodrome works affecting runways or obstacle limitation surfaces (OLS)
- bird or animal hazards posing a danger to aircraft movements
- changes to navigational aids information
- changes (temporary or permanent) to published information
- failures in aerodrome lighting or obstacle lighting
- hazards in the work area:
 - aircraft noise
 - aircraft movements

- Information in a NOTAM must include:
- fumes and dust
 - jet blast
 - other vehicles in the vicinity of the aircraft
 - personnel in the vicinity of the aircraft
 - new obstacles
 - other changes of aerodrome serviceability that may affect the safety of aircraft operations
 - unserviceable portions of runway
 - date of issue of the NOTAM
 - name of aerodrome
 - period of validity
 - purpose of the NOTAM

Unit Mapping Information

This unit replaces and is equivalent to AVIE3003B Complete a Notice to Airmen (NOTAM).

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>

Assessment Requirements for AVIE3003 Complete a Notice to Airmen

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- identifying and correctly using relevant equipment
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- interpreting and following operational instructions and prioritising work
- modifying activities depending on workplace contingencies, situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- aerodrome operating procedures
- En Route Supplement Australia (ERSA) information:
 - aerodrome diagram
 - aerodrome frequency response unit
 - aerodrome location and administration
 - air traffic services
 - ground services
 - lighting data
 - movement area data
 - navigation aids data
 - notices
 - obstacle-clear take-off gradients
 - obstacle survey areas
 - one directional runways
 - runway distance supplement
 - runway slope
 - runway strip width
 - special procedures
 - supplementary take-off distances (STODA)
 - traffic advisory frequency
 - unicom
- aircraft schedules and their use in aerodrome inspection and reporting
- problems that may occur when completing a NOTAM and appropriate action that should be taken in each case
- purpose and application of Method of Working Plans (MOWPs)
- relevant sections of Civil Aviation Safety Regulations (CASRs) and Civil Aviation Orders pertaining to completing a NOTAM
- relevant WHS/OHS and environmental procedures and regulations
- reporting procedures
- safety hazards and risks that exist when completing a NOTAM and related risk control procedures and precautions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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