



Australian Government

AVIF2024 Conduct housekeeping activities

Release: 1

AVIF2024 Conduct housekeeping activities

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 conduct housekeeping activities.

It includes identifying required housekeeping requirements, procedures and resources for different areas of the workplace, monitoring and maintaining cleanliness and tidiness in the workplace, and completing assigned housekeeping tasks.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to safety management duties of ground operations 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.

No licensing, legislative, regulatory or certification requirements are applicable to this unit at time of publication

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

Pre-requisite Unit

Not applicable.

Competency Field

F – Safety Management

Unit Sector

Not applicable.

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 Identify housekeeping requirements, procedures and resources of different work areas	1.1 Workplace procedures for housekeeping are identified
	1.2 Equipment and consumables are selected in accordance with work area requirements
	1.3 Specific requirements for housekeeping activities in different parts of employee work areas are identified and followed
	1.4 Hazards are identified, risks are assessed and control measures are implemented
	1.5 Personal protective equipment is selected and used as required
	1.6 Requirements for minor disassembly/reassembly of storage zones are identified as required
2 Monitor and maintain workplace cleanliness and tidiness	2.1 Initiative is used to continuously monitor cleanliness and tidiness of employee work areas
	2.2 Housekeeping issues are raised with designated personnel in accordance with workplace procedures
	2.3 Housekeeping equipment and supplies are maintained and stored
3 Complete assigned housekeeping duties	3.1 Assigned housekeeping duties are conducted and waste is removed, in accordance with workplace procedures
	3.2 Maintenance requirements of damaged items are notified to appropriate personnel
	3.3 Minor disassembly/reassembly of storage zones is conducted in accordance with enterprise policies and procedures
	3.4 Schedules and records for housekeeping duties are maintained
	3.5 Work areas are checked in accordance with required workplace standards
	3.6 Work is carried out in accordance with enterprise practices and safe work procedures

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.

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|---|--|
| Hazards in the work area will include exposure to one or more of the following: | <ul style="list-style-type: none">• chemicals• dangerous or hazardous substances• movements of equipment, goods and materials |
| Personal protective equipment must include one or more of the following items: | <ul style="list-style-type: none">• gloves• safety headwear and footwear• safety glasses• two-way radios• high visibility clothing |
| Housekeeping duties must include one or more of the following: | <ul style="list-style-type: none">• cleaning• maintenance• repacking• returning goods or equipment to storage• waste removal |

Unit Mapping Information

This unit replaces and is equivalent to AVIF2024A Conduct housekeeping activities.

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 AVIF2024 Conduct housekeeping activities

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:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and maintaining cleanliness and tidiness in the workplace
- monitoring condition and performance of housekeeping tools and equipment
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with standard operating procedures
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying problems, faults or malfunctions promptly, in accordance workplace procedures
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- servicing housekeeping tools and equipment in terms of servicing schedule and standard operating procedures
- 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:

- application of relevant industrial regulations and requirements
- housekeeping standards
- relevant WHS/OHS procedures and guidelines concerning housekeeping operations
- risks when carrying out housekeeping tasks and related precautions to control the risk
- servicing procedures for housekeeping equipment
- site layout and obstacles
- workplace procedures and policies for carrying out housekeeping tasks in the workplace.

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

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

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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