



Australian Government

AVIG0004 Apply regulatory obligations

Release: 1

AVIG0004 Apply regulatory obligations

Modification History

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

Application

This unit describes the performance outcomes, skills and knowledge required to comply with laws and licensing requirements in aviation operations. It requires the ability to access and interpret regulatory information; determine scope of compliance; and develop, implement, and continuously review and update policies and practices for business compliance.

The unit applies to regulatory requirements for day-to-day operations in aviation operations in accordance with the Civil Aviation Safety Authority (CASA) rules and regulations.

It applies to personnel who operate independently or with limited guidance from others and who are responsible for making a range of operational business and regulatory compliance decisions.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P - Administration and finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Research information required for

PERFORMANCE CRITERIA

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

1.1 Sources of information for compliance with laws and licensing for business operations are accessed,

legal/regulatory compliance	identified and evaluated
	1.2 Risks, penalties and consequences of non-compliance are identified 1.3 Need for specialist or regulatory advice are assessed and acted upon
2 Develop and communicate policies and procedures for legal/regulatory compliance	2.1 Regulatory policies and procedures in a format readily accessible to all personnel are developed and clearly articulated 2.2 Roles and responsibilities of personnel for regulatory compliance in policies and procedures are nominated 2.3 Policies, procedures and legal information are distributed to personnel at appropriate times 2.4 Information updates for personnel are organised to ensure their knowledge of roles and responsibilities for legal compliance
3 Ensure compliance with legal/regulatory requirements	3.1 Regulatory authorities are communicated with when planning business operations and submitting required documentation 3.2 Business and occupational licences are maintained and contractor and employee compliances are checked to avoid risk to business 3.3 Business operations are evaluated for non-compliance and modifications implemented
4 Maintain personal and organisational knowledge of regulatory requirements	4.1 A range of opportunities are identified and used to maintain knowledge of current regulatory requirements 4.2 Organisational communication methods are used to share updated regulatory knowledge 4.3 Plans, policies and procedures are continuously reviewed and distributed for compliance with current laws and licensing requirements

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.

Non-essential conditions may be found in the AVI Aviation Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit. No equivalent unit.

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 AVIG0004 Apply regulatory obligations

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package Release 10.

Performance Evidence

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

- accessing and interpreting regulatory information and determining the scope of compliance for the operations of a specific industry area in relation to at least three different areas of compliance, including:
 - Part 101 Manual of Standards
 - relevant aviation legislation
 - work health and safety (WHS)
- developing policies and procedures for legal compliance with each of the above areas of compliance
- developing a sample Operations Manual compliant with Part 101 Manual of Standards
- handling and reporting accidents and incidents
- integrating planning activities and documentation into compliance, including:
 - sources of detailed information and advice on regulatory compliance
 - objectives and primary components of a broad range of local, state, territory and commonwealth government laws relevant to the specific business operations
 - use of policies and procedures in managing regulatory compliance.

Knowledge Evidence

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

- legal responsibilities and liabilities of managers and directors in business structures
- sources of information and advice on regulatory compliance
- local, state, territory or commonwealth government departments or regulatory agencies
- industry associations
- plain English documentation that explains the operational requirements of legislation
- computer data
- Part 101 of the Civil Aviation Safety Regulations (CASR) and guidance material
- discussions with experienced industry personnel
- industry compliance sources which may include:

- regulator
- associations and organisations
- developers of codes of conduct or ethics
- journals
- seminars
- lawyers
- networking with one or more of the following:
 - colleagues
 - suppliers
 - libraries
 - media
- reference one or more of the following:
 - personal observations and experience
 - reference books
 - training courses
 - unions
- functions and general operating procedures of regulatory authorities of particular relevance to industry
- methods of receiving updated information on laws and licensing requirements
- use of policies and procedures in managing regulatory compliance
- formats for and inclusions in policies and procedures
- workplace relations
- public liability and duty of care
- Damage by Aircraft Act 1999 or equivalent
- WHS requirements
- relevant laws, codes, standards and licensing requirements, including:
 - key practices that are prohibited by the law
 - auditing and inspection regimes
 - main consequences of non-compliance
- need to apply for and maintain business or occupational licensing and associated mandatory training and certification requirements
- requirements for record keeping and acceptable record keeping mechanisms
- statutory reporting requirements for businesses
- adherence to mandatory codes of conduct enshrined in legislation
- requirements to develop and implement plans, policies, codes of conduct or incorporate certain business practices
- rights and responsibilities of employees and employers
- other specific actions that must be taken for legal compliance
- opportunities to maintain knowledge of regulatory requirements, including:
 - discussions with experienced industry personnel
 - networking with colleagues and/or suppliers

- participating in industry accreditation schemes
- participating in industry seminars
- membership of professional industry associations
- participating in training courses
- subscribing to regulatory newsletters.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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 (PPE) currently used in industry.

Links

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