



Australian Government

AVIK2001 Use computers in the aviation screening workplace

Release: 1

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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 use computers in the aviation screening workplace, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes identifying computerised screening systems, using computerised screening equipment and ensuring data security.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to the use of technology by ground operations personnel, and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of recreational, commercial or 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

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

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|--|---|
| 1 Identify computerised screening systems | 1.1 Computerised screening systems are identified |
| | 1.2 Job specific functions and computer applications applicable to the aviation screening workplace are identified |
| | 1.3 Faults, errors or system malfunctions are identified and responded to in accordance with workplace procedures |
| 2 Use computerised screening equipment | 2.1 Computerised screening equipment and office furniture are adjusted to meet work health and safety (WHS)/occupational health and safety (OHS) requirements |
| | 2.2 Computerised screening equipment is booted and personal log-in is used in accordance with workplace procedures |
| | 2.3 Correct programs are used in accordance with workplace and manufacturer procedures |
| | 2.4 System data is identified and accessed through appropriate programs and procedures |
| | 2.5 Data is interpreted correctly in accordance with workplace procedures |
| | 2.6 Screening data is entered using correct screening equipment and procedures with an emphasis on accuracy |
| 3 Ensure data security | 3.1 Security procedures for the protection of data are identified and confirmed as required |
| | 3.2 Security procedures for the protection of data are followed at all times and in accordance with workplace 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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|---|---|
| Computer applications must include one or more of the following: | <ul style="list-style-type: none">• electronic data interchange systems• information databases and storage systems• internet browsers• word processors• work organisation systems• x-ray screening systems |
| Computerised screening equipment must include one or more of the following: | <ul style="list-style-type: none">• bar code readers• computers• keyboards• monitors• networks• printers• x-ray screening equipment |

Unit Mapping Information

This unit replaces and is equivalent to AVIK2001B Use computers in the aviation screening workplace.

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 AVIK2001 Use computers in the aviation screening workplace

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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 computerised screening systems
- communicating effectively with others
- completing electronic documentation using computerised screening systems
- identifying and using required computerised screening equipment, software, processes and procedures
- implementing contingency plans
- implementing correct procedures for management and security of data
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- inputting data to a computerised screening system
- maintaining hand-eye coordination
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting and/or rectifying problems, faults or malfunctions promptly, in accordance with workplace producers
- responding correctly to faults in operating systems, software applications or operator errors
- starting up, logging into and loading all systems required to fulfil an aviation screening job role
- working collaboratively with others.

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:

- housekeeping standards and procedures
- password protection procedures
- relevant WHS/OHS requirements for using computerised screening equipment
- reporting systems used in an aviation screening workplace
- types and functions of computerised screening systems
- typical problems that can occur when using computerised screening systems and appropriate actions that can be taken to prevent or solve these problems
- WHS/OHS risks and hazards associated with using computerised screening equipment and ways of controlling risks
- workplace or site layout including applicable security zones
- workplace procedures for using computerised screening systems appropriate for work role.

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.

Links

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