



Australian Government

Assessment Requirements for AVIK3002 Use infotechnology devices in an aviation 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.

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:

- accessing and/or completing electronic documentation through the use of infotechnology devices in the workplace
- adapting to differences in software and equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating effectively with others
- implementing contingency plans, including the use of security and backup software and procedures
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- maintaining eye-hand 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 manuals
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace 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:

- computer applications used within aviation workplaces including:
 - computerised control/monitoring systems
 - computerised presentation software
 - electronic data interchange (EDI) systems
 - information databases and storage systems
 - inventory control and stock management systems
 - invoicing and payment systems
 - manifests control systems
 - networks including intranet/internet browsers
 - work organisation systems
 - word processing software
- data security measures and procedures
- housekeeping standards and procedures
- how to identify and use a range of infotechnology devices used in aviation workplaces
- relevant WHS/OHS procedures and guidelines for using computer equipment in the workplace
- typical problems that can occur when using infotechnology devices, and computer applications in the workplace and related appropriate action that can be taken to prevent or solve these problems
- WHS/OHS risks and hazards when using computer equipment for work tasks, and ways of controlling the risks/hazards
- workplace or site layout
- workplace procedures for using computer equipment and application software 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

Companion Volume implementation guides are found in VETNet -

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