



Australian Government

AVIK3002 Use infotechnology devices in an aviation workplace

Release: 1

AVIK3002 Use infotechnology devices in an aviation workplace

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 infotechnology devices in an aviation workplace, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes identifying infotechnology equipment and systems; accessing and operating computer-based equipment and systems; inputting, storing and presenting files or data; and implementing workplace procedures for management and security of data.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to the use of technology by flight or 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.

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

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Identify infotechnology systems

PERFORMANCE CRITERIA

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

- 1.1 Types of infotechnology devices and equipment used in an aviation work area are identified
- 1.2 Functions of equipment, component parts and accessories are identified
- 1.3 Applications for workplace activities of different infotechnology equipment and systems are interpreted
- 1.4 Routine faults in operating systems, software applications and operator errors are identified
- 1.5 Sources of information about rectifying/reporting faults with operating equipment, systems and application are identified

2 Access and operate computer-based equipment and systems

- 2.1 Work environments and equipment are adjusted to meet ergonomic requirements, and workplace policy and procedures
- 2.2 Systems are accessed and checked as required for corrupted data or operating systems
- 2.3 Equipment is set up for work requirements in accordance with workplace procedures and manufacturer guidelines
- 2.4 Operating manuals or help screens for infotechnology equipment and software are used to inform work practices
- 2.5 Software packages and accessories for required application are selected and accessed
- 2.6 Required file or data to be accessed is identified
- 2.7 Files and data are stored in accordance with workplace procedures
- 2.8 Shut-down procedures for files, applications and equipment are followed

3 Input, store and present files/data

- 3.1 Data is entered using appropriate equipment, keyboard/mouse, bar code reader, touch screen or other electronic input system

	3.2	Accurate input is confirmed
	3.3	Files are accessed in accordance with workplace procedures
	3.4	Data is manipulated to suit work requirements and is checked for accuracy
	3.5	Saved files are accessed through relevant directories
	3.6	Information and storage devices are stored appropriately
	3.7	Information is presented using computerised projection facilities as required
4	Implement workplace procedures for management and security of data	
	4.1	Security procedures are followed in accordance with workplace procedures
	4.2	Precautions against loss or corruption of data are followed 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.

Infotechnology devices must include one or more of the following:

- bar code readers
- central processors
- CD-ROM drives
- computer driven projectors
- desktop computers
- keyboards
- laptop computers
- mobile phones
- monitors
- notebooks
- portable electronic devices (PEDs)
- printers
- radio frequency devices

- smart phones
- tablets
- touch screens
- USB drives
- visual display units
- zip drives

Unit Mapping Information

This unit replaces and is equivalent to AVIK3002A Use infotechnology devices in the 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 AVIK3002 Use infotechnology devices in an aviation 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:

- 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.

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