



Australian Government

AVIL0001 Manage shifts, crewing and rostering activities in aviation

Release: 1

AVIL0001 Manage shifts, crewing and rostering activities in aviation

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 manage shifts, crewing and rostering activities in aviation, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes preparing to manage shifts, crewing and rostering, establishing crew resourcing framework, managing the development of crew rosters, and monitoring crew rosters.

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

L – Resource Management

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.

1 Prepare to manage shifts, crewing and rostering

- 1.1 Operational timetables and schedules are identified and are kept updated within roster operations
- 1.2 Shifts and schedules are identified for routine and unplanned services to ensure routine and contingency crewing requirements can be met
- 1.3 Procedures to identify set workings or work tasks to be performed are identified and implemented
- 1.4 Potential operational problems and their impact on crewing needs are identified and contingency plans are developed

2 Establish crew resourcing framework

- 2.1 Individual fitness for work requirements are identified and confirmed as appropriate for crewing requirements
- 2.2 Fatigue risk management requirements are identified and taken into consideration when establishing shifts and rosters
- 2.3 Crew qualifications and regulated competency requirements are identified and systems to monitor their ongoing currency are used
- 2.4 Organisational and workplace requirements are identified and strategies to manage them are developed and implemented

3 Manage the development of crew rosters

- 3.1 Established regulatory, organisational and workplace requirements are met in developing crew shifts and rosters
- 3.2 Strategies that allow sufficient flexibility to allow contingency plans to be implemented are identified, developed and applied
- 3.3 Procedures are put in place to ensure rosters are circulated in accordance with organisational policies and procedures
- 3.4 Mechanisms are put in place to receive and address feedback from rostered personnel, and to identify and act on acceptable modifications
- 3.5 Procedures for documenting and distributing finalised crew rosters to appropriate personnel are established and

implemented

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| 4 Monitor crew rosters | <p>4.1 Crew rostering is reviewed at appropriate times to ensure it meets current and future regulatory and organisational requirements</p> <p>4.2 Issues with crew rostering are identified and addressed in accordance with regulatory and organisational requirements</p> <p>4.3 Crew rosters are revised and disseminated as required</p> |
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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.

Unit Mapping Information

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 AVIL0001 Manage shifts, crewing and rostering activities in aviation

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 and performance criteria on at least one occasion and include:

- adapting to differences in equipment and operating environment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate identified fatigue risk hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- modifying activities depending on workplace contingencies, situations and environments
- monitoring and anticipating operational problems and hazards and taking appropriate action
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting and/or rectifying any problems, fault or malfunctions promptly, in accordance with workplace procedures
- responding appropriately to cultural differences in the workplace
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- solving problems associated with managing shifts, crewing and rostering activities
- using hardware systems to manage crew rosters
- using software systems to manage crew rosters
- 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 and performance criteria and include knowledge of:

- documentation and reporting requirements for developing crew rosters
- fatigue risk management policies:
 - hazard identification
 - risk assessments
 - mitigation strategies
 - training and education programs
 - fatigue monitoring
 - continuous monitoring
- individual workplace procedures and policies for developing crew rosters
- operations manuals, job specifications and induction documentation
- problems that may occur when developing crew rosters and appropriate action that can be taken to resolve these problems
- regulatory and organisational requirements, and aviation/transport safety systems relevant to developing crew rosters
- relevant legislations and regulations in relation to:
 - conditions of service, award, enterprise bargaining agreement and other industrial arrangements
 - privacy
- shift crewing and rostering quality assurance procedures
- WHS/OHS and environmental protection legislation
- workplace relations and equal employment opportunity policies.

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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