



**Australian Government**

# **AVIN0005 Manage flight training**

**Release: 1**

# AVIN0005 Manage flight training

## 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 flight training in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes complying with applicable flight operations regulatory requirements, recording and monitoring flight training, programming and supervising flight training operations, and participating in interviews with regulatory authorities.

This unit addresses aviation non-technical skill requirements (physical, mental and task-management abilities) related to leadership and supervision duties of flight instructors 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.

## Pre-requisite Unit

Not applicable.

## Competency Field

N – Leadership and Supervision

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

**1 Comply with applicable flight operations regulatory requirements**

- 1.1** Regulatory requirements for obtaining an aviation operator's certificate (or military equivalent) allowing flight training are explained
- 1.2** Operations manual, training plan and other flight training operations documentation are explained, including how they apply to conducting operations
- 1.3** Training plan and all relevant lesson plans that integrate ground and flight training are developed for issuing a licence or rating or military equivalent
- 1.4** Application of training plan by a flight training operator is explained
- 1.5** Requirements of flight training operator facilities, including aircraft, are explained
- 1.6** Role and responsibilities of the person/s accountable for flight training in a typical flight training operation are explained

**2 Record and monitor flight training**

- 2.1** Current and complete flight exercise and trainee progress records are maintained using a suitable record keeping system
- 2.2** Recording of training information and monitoring of trainee progress is explained
- 2.3** Links between recording system, training and assessment against appropriate specified standards is explained
- 2.4** Instructor analysis of trainee progress records is explained to plan training exercises

**3 Program and supervise flight training operations**

- 3.1** Methods of programming, supervision and ensuring the safe conduct of flight training operations are explained
- 3.2** Fatigue management of trainees and instructors is outlined
- 3.3** Instructor activities, performance and flight instruction are directed, controlled and standardised against published competency standards

- |          |                                                |                                                                                                                                                                                                    |
|----------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>3.4</b>                                     | Safety and effectiveness of the aviation safety management system (SMS) and fatigue risk management system (FRMS) are explained, including how they enhance flight training operations             |
| <b>4</b> | <b>Participate in interview with regulator</b> |                                                                                                                                                                                                    |
|          | <b>4.1</b>                                     | Requirements for issuing a flight training approval, or military equivalent, are met, including having an operational or compliance record that does not indicate a history of continuing breaches |
|          | <b>4.2</b>                                     | Exemplars of flight training documentation consistent with regulatory requirements are provided for review                                                                                         |
|          | <b>4.3</b>                                     | Flight training management standards are met and appropriate governance documentation maintained                                                                                                   |
|          | <b>4.4</b>                                     | Safe, effective and compliant flight operations are explained for particular operational aspects as nominated by interviewer                                                                       |

## 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

This unit replaces and is equivalent to AVIN6003 Manage flight training.

## Links

AVI Training Package Companion Volume Implementation Guide available on VET Net: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>

# Assessment Requirements for AVIN0005 Manage flight training

## 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:

- adapting to differences in equipment and operating environment in accordance with standard operating procedures (SOPs)
- applying precautions and required action to minimise, control or eliminate identified safety and fatigue risk hazards
- applying relevant aeronautical knowledge
- applying relevant legislation and workplace procedures for obtaining an aviation operator's certificate, or military equivalent
- communicating effectively with others
- completing relevant documentation
- developing a training plan and lesson plans that integrate ground and flight training relevant to issuing a licence or rating, or military equivalent
- directing, controlling and standardising instructor activities, performance and flight instruction against published competency standards
- explaining an operations manual, training plan and other flight training operations documentation and how they apply to conducting operations
- identifying and correctly using relevant equipment
- implementing contingency plans
- implementing work health and safety (WHS) procedures and relevant regulations
- interpreting and following operational instructions and prioritising work
- issuing a flight training approval or military equivalent, including an operational compliance record that does not indicate a history of continuing breaches maintaining current and complete flight exercise and trainee progress records, and explaining the link between the record system, training and assessment against the appropriate specified standards
- making decisions related to prioritising tasks and planning of flight training
- managing an aviation safety management system (SMS) and fatigue risk management system (FRMS)
- meeting and explaining flight training management standards using appropriate documentation, including safe, effective and compliant flight operations
- 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

- providing leadership and working collaboratively with others when managing flight training
- reading, interpreting and following relevant regulations, instructions, procedures, information and signs
- reporting and/or rectifying problems, faults or malfunctions promptly in accordance with workplace procedures
- responding appropriately to cultural differences in the workplace
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS standards
- 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:

- appropriate methods of analysis and training planning
- assessment of behaviour
- Australian national competency standards for pilots or military equivalent
- aviation FRMS
- aviation SMS
- common problems that may occur when managing flight training, and appropriate action that should be taken in each case
- common risks that exist when managing flight training
- human performance and limitations factors relevant to training tasks
- in an Australian Defence Force context, relevant Defence Orders and Instructions
- lesson planning and development
- preparation of training resources
- principles of adult teaching and learning
- principles of assessment
- psychological factors affecting satisfaction of human needs, defence mechanisms and stress management
- questioning techniques
- regulatory requirements for obtaining an aviation operator's certificate or military equivalent
- relevant sections of Civil Aviation Safety Regulations (CASRs) and Civil Aviation Orders related to flight training
- relevant sections of national and state/territory regulatory requirements and codes of practice
- relevant WHS and environmental protection procedures and regulations
- relevant workplace policies and procedures
- requirements for completing relevant documentation
- role and responsibilities of a person/s accountable for flight training, including:
  - dealing with problems common to a typical flight training operation
  - maintenance of appropriate training standards

- maintenance of regulatory compliance flight training management documentation, including:
  - FRMS
  - lesson plans
  - operations manual
  - record keeping system
  - SMS
  - training plans
- self-assessment and evaluation
- training and assessment competency standards.

## 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 PPE currently used in industry.

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