



Australian Government

Assessment Requirements for AVIW3003 Operate aircraft embarkation and disembarkation equipment

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:

- 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 hazards
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using equipment required when operating aircraft embarkation and disembarkation equipment
- implementing contingency plans
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- interpreting and following operational instructions and prioritising work
- 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 identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS/OHS standards
- 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:

- emergency procedures
- features and differences in operating requirements for various types of embarkation/disembarkation equipment in operation at Australian airports
- hazards and associated risks that may exist when operating embarkation/disembarkation equipment and related risk control procedures and precautions
- layout of airport and location of aircraft gates
- manufacturer instructions for checking and operating embarkation/disembarkation equipment
- people to consult about operating embarkation/disembarkation equipment:
 - aircrew
 - check-in staff
 - ground support staff
 - load controllers
 - other members of the baggage handling and ramp teams
 - supervisors, team leaders and managers
 - technical staff
- principles of operation of embarkation/disembarkation equipment
- problems that may occur when operating embarkation/disembarkation equipment and appropriate action that should be taken in each case
- relevant Australian Standards
- relevant information/documents:
 - conditions of service, legislation and industrial agreements including workplace agreements and awards
 - equipment log/operational record
 - embarkation/disembarkation equipment operational checklists
 - flight schedules
 - induction and training materials
 - licence requirements of the relevant licensing authority
 - manufacturer specifications and instructions for embarkation/disembarkation equipment being operated
 - pre- and post-operational checklists
 - workplace instructions and job specification
- relevant legislation and regulations
- relevant local instructions for operating embarkation/disembarkation equipment
- relevant sections of Civil Aviation Safety Regulations and Civil Aviation Orders related to ground operations
- relevant WHS/OHS and environmental procedures and regulations
- selection and correct fitment of PPE

- workplace procedures for operating embarkation/disembarkation equipment.

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 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 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>