



Australian Government

Department of Education, Employment and Workplace Relations

AVIG5001B Work professionally in an air traffic control workplace

Revision Number: 1

AVIG5001B Work professionally in an air traffic control workplace

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to work professionally as part of a team to interpret and complete work tasks whilst conforming to the code of conduct for air traffic controllers. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant air traffic control regulatory requirements of the Civil Aviation Safety Authority (CASA), and relevant air traffic control regulations, principles, codes of practice and procedures.

Use for ADF Aviation is to be in accordance with relevant Defence Orders and Instructions and applicable CASA compliance.

Work is performed under various levels of supervision dependent on workplace context, and in a team environment.

Operations are conducted within a variety of air traffic control contexts within the Australian aviation industry.

This unit of competency is packaged at Diploma level.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Demonstrate initiative

- 1.1 Specified work tasks are correctly interpreted
- 1.2 Specified work tasks are completed within the formal requirements of job safety
- 1.3 Additional tasks are carried out, if directed, or if required to maintain operational safety
- 1.4 Appropriate initiatives consistent with the limits of responsibility are taken in abnormal or unusual situations to maintain operational safety

2 Conform to a professional code of conduct

- 2.1 Professional code of conduct is understood and correctly interpreted in terms of own work role and functions
- 2.2 Own air traffic control work role and functions are carried out in accordance with identified elements of the professional code of conduct

3 Support organisational objectives

- 3.1 Organisational objectives are correctly understood and appropriately interpreted in terms of own work role and functions
- 3.2 Own controller work role and functions are carried out in a manner consistent with the identified organisational objectives and relevant regulatory requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant sections of Civil Aviation Safety Regulations and Civil Aviation Orders
- Relevant OH&S and environmental protection procedures and regulations
- Principles of effective air traffic control
- Workplace procedures applicable in air traffic control services
- Relevant sections of the air traffic procedures manual and local instructions
- Code of conduct for air traffic controllers
- Safety hazards and risks that exist when using air traffic control communications procedures and related risk control procedures and precautions
- Problems that may occur when using air traffic control communications procedures and appropriate action that should be taken in each case

Required skills:

- Communicate effectively with others when working professionally in an air traffic control workplace
- Actively listen when working in an air traffic control workplace
- Read and interpret instructions, regulations, procedures and other information relevant to an air traffic control workplace
- Interpret and follow operational instructions and prioritise work
- Perceive incoming information associated with strategic, tactical, geographic, spatial, system and environment components of a complex system
- Comprehend incoming information and develop the current airspace and flight path model
- Complete documentation related to working professionally in an air traffic control workplace
- Provide leadership and work collaboratively with others when working professionally in an air traffic control workplace
- Communicate in a team by exchanging information through assigning responsibility, acknowledgment, inquiring, and by recognising and noting facts that create team rapport and enhance team outputs
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when working professionally in an air traffic control workplace in accordance with regulatory requirements and workplace procedures
- Demonstrate temperament reflecting a calm, composed and cooperative characteristic and emotional response under challenging situations

REQUIRED KNOWLEDGE AND SKILLS

- Make decisions related to the prioritising of tasks and the projection of and planning for traffic and environmental events
- Conduct aeronautical decision making
- Project and develop future airspace and flight path scenarios
- Maintain a strategic traffic management goal for the jurisdiction airspace
- Adhere to procedures through a series of steps followed in a regular definite order or a traditional or established way of doing things when this is required
- Implement contingency plans for unexpected events that may arise when working professionally in an air traffic control workplace
- Judge and form an opinion or evaluate situations by discerning and comparing information
- React to some form of treatment or stressful situation by a considered and measured response in a timely fashion
- Apply precautions and required action to minimise, control or eliminate hazards that may exist in an air traffic control workplace
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Modify activities dependent on differing workplace contingencies, situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Be receptive to training for the skills, knowledge, or experiences acquired or gained over a career
- Implement OH&S procedures and relevant regulations
- Be confident but not complacent or reliant on automation and technology, and readily apply human reasoning to airspace and flight path scenarios
- Allocate attention according to demand and to constantly switch between: managing the Human-machine Interface (HMI) or equipment use; managing communications; and managing traffic

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Work may be completed:	• by day or night • in variable weather conditions
Performance may be demonstrated in:	• simulated work situations, and/or • an operational air traffic control workplace
Air traffic control workplace may be a workstation in:	• Area Control • Approach Control • Aerodrome Control
Professionalism is reflected in the way in which:	• the controller approaches his/her work. In particular, the controller must demonstrate ethical behaviour and acceptance of responsibility at all times
Dependent on the type of organisation concerned and the local terminology used, workplace procedures may be referred to as:	• company procedures • enterprise procedures • organisational procedures • established procedures • standard operating procedures • regulatory standards and recommended practices
Information/documents may include:	• training curricula and syllabi • relevant sections of Civil Aviation Safety Regulations • relevant CASA Manuals of Standards (MOS) • air traffic control Local Instructions (LI) and Temporary Local Instructions (TLI) • Manual of Air Traffic Services (MATS) • Aeronautical Information Publication (AIP) • Training Standards Manual (TSM) • ICAO Document 4444, ATM/501, Procedures for Air Navigation Services, Air Traffic Management • workplace procedures and instructions • occupational specification for air traffic controllers • equipment manufacturers specifications and instructions • induction and training materials • conditions of service, legislation and industrial agreements including workplace agreements and awards • training and assessment records • operator s handbook and system manuals • documented learning and assessment strategies
Applicable regulations and	• International Civil Aviation Organization (ICAO)

RANGE STATEMENT

legislation may include:

- Standards and Recommended Practices (SARP)
- Civil Aviation Safety Regulations (CASR) and Manuals of Standards (MOS)
 - relevant Defence Orders and Instructions
 - Airservices Act (Commonwealth) 1995
 - OH&S Legislation (state and federal)
 - Civil Aviation Act (Commonwealth) 1988 and the Civil Aviation Amendment Act 1995

Unit Sector(s)

Not applicable.

Competency field

Competency Field G - Teamwork