



Australian Government

AVIK2001A Use computers in the aviation screening workplace

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge necessary to operate a computer in the aviation screening workplace. This includes identifying the correct computer systems and software to use, setting up and shutting down equipment for use and inputting files or data in accordance with work requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Work must be carried out in accordance with relevant occupational health and safety (OHS) requirements and workplace procedures concerning the use of computers in the workplace. Work is performed under some supervision usually within a team environment. Work involves the application of routine procedures for the use of computers in the aviation screening workplace.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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

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| 1 Identify computerised screening systems | <ul style="list-style-type: none">1.1 Computerised screening systems are identified1.2 Job specific functions and computer applications applicable to the aviation screening workplace are identified1.3 Faults, errors or system malfunctions are identified and responded to in accordance with workplace procedures |
| 2 Use computerised screening equipment | <ul style="list-style-type: none">2.1 Computerised screening equipment and office furniture are adjusted to meet OHS requirements2.2 Computerised screening equipment is booted and personal log-in is used in accordance with workplace procedures2.3 Correct programs are used in accordance with workplace and manufacturers' procedures2.4 System data is identified and accessed through appropriate programs and procedures2.5 Data is interpreted correctly in accordance with workplace procedures2.6 Screening data is entered using correct screening equipment and procedures with an emphasis on accuracy |
| 3 Ensure security of data | <ul style="list-style-type: none">3.1 Security procedures for the protection of data are followed at all times and in accordance with workplace procedures |

Required Skills and Knowledge

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

Required knowledge:

- Relevant OHS requirements concerning the use of computerised screening equipment
- OHS risks and hazards associated with using computerised screening equipment and ways of controlling risks
- Workplace procedures for the use of computerised screening systems appropriate for work role
- Typical problems that can occur when using computerised screening systems and appropriate actions that can be taken to prevent or solve them
- Housekeeping standards and procedures
- Workplace or site layout
- Password protection procedures
- Types and functions of computerised screening systems
- Reporting systems used in the aviation screening workplace

Required skills:

- Communicate effectively with others when using computerised screening systems
- Read and interpret instructions, procedures, information and manuals relevant to the use of computerised screening systems
- Interpret and follow instructions and prioritise work
- Complete electronic documentation using computerised screening systems
- Identify and use computerised screening equipment, software, processes and procedures required within the context of the job
- Work collaboratively with others when using computerised screening systems
- Report and/or rectify any identified computerised screening system problems, faults or malfunctions
- Implement contingency plans for unanticipated situations
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Adapt to differences in computerised screening systems
- Maintain hand-eye coordination

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.

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| Critical aspects for assessment and evidence required to demonstrate competency in this unit | <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• correctly identify the types of computerised equipment, systems and functions used in the aviation screening workplace• respond correctly to faults in operating systems, software applications or operator errors• demonstrate the ability to start up, log in to and load all systems required to fulfil the aviation screening job role• demonstrate an ability to accurately input data to a computerised screening system• implement correct procedures and management and security of data |
| Context of and specific resources for assessment | <ul style="list-style-type: none">• Performance is demonstrated consistently over a period of time and in a suitable range of contexts• Resources for assessment include:<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• relevant and appropriate materials and equipment, and• applicable documentation including workplace procedures, regulations, codes of practice and operation manuals |
| Method of assessment | <ul style="list-style-type: none">• As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests• Practical assessment must occur:<ul style="list-style-type: none">• 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

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

- Job functions may be conducted:
- in a range of work environments
 - by day or night
- Aviation screening workplaces may be:
- large, medium or small airports
- Computerised screening equipment may include:
- keyboards
 - monitors
 - bar code readers
 - computers
 - printers
 - networks
 - X-ray screening equipment
- Computer applications may include:
- word processors
 - electronic data interchange systems
 - information databases and storage systems
 - work organisation systems
 - internet browsers
 - X-ray screening systems
- Hazards may include:
- hazardous or dangerous materials
 - contamination of, or from, materials being handled
 - spills, leakages, ruptures
 - dust/vapours
- Personnel in the work area may include:
- customers and clients
 - workplace personnel
 - site visitors
 - contractors
 - official representatives
- Communication in the work area may include:
- phone
 - electronic data interchange
 - fax
 - email
 - internet
 - radio
 - oral, aural or signed communications
- Dependent on the type of organisation concerned and the local terminology used, workplace procedures may be
- airport procedures
 - enterprise procedures
 - organisational procedures
 - established procedures

referred to as:

Information/documents may include:

Applicable regulations and legislation may include:

- standard operating procedures
- manufacturers' instructions concerning the use of computing equipment
- workplace procedures and policies for the use of computer equipment
- supplier and/or client instructions
- relevant codes of practice
- relevant legislation, regulations and related documentation
- standards and certification requirements
- quality assurance procedures
- emergency procedures
- Australian and international regulations and codes of practice
- relevant IATA dangerous goods regulations
- IATA standard for air cargo packaging (TACT Rules)
- Australian Civil Aviation Regulations or Civil Aviation Safety Regulations
- Civil Aviation legislation
- local instructions
- relevant OHS legislation
- environmental protection legislation
- relevant security regulations
- relevant Australian Standards
- industrial relations and workplace compensation legislation

Unit Sector(s)

Not applicable.

Competency field

K – Technology