



Australian Government

Department of Education, Employment and Workplace Relations

AVIM5007A Conduct pre-assessment

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to conduct pre-assessment of aeronautical knowledge and competency. 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 licence and aircraft rating requirements of the Civil Aviation Safety Authority (CASA); relevant airspace control requirements and Day Visual Flight Rules (Day VFR); and aircraft control principles and regulations.

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

Operations are conducted across a variety of operational contexts within the Australian aviation industry.

Work is performed under limited supervision.

This unit of competency is nominally packaged at Diploma.

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 Establish pre-assessment procedure	1.1 Units and elements to be pre-assessed are identified 1.2 Applicable standards for pre-assessment are reviewed 1.3 Pre-assessment procedures are planned to be valid, reliable, flexible and fair 1.4 Pre-assessment is integrated with other training and assessment activities where applicable 1.5 Pre-assessment procedures and standards are discussed with trainee 1.6 Necessary changes to planned pre-assessment due to training or other factors are identified 1.7 Changes are discussed with trainee and supervisor
2 Review evidence	2.1 Evidence requirements specified in applicable standards are reviewed 2.2 Available evidence is confirmed as being valid, sufficient, authentic and current 2.3 Evidence demonstrating consistency of performance in pre-assessment is included
3 Assist trainee	3.1 Trainee's ability to self-assess performance against applicable standards is developed 3.2 Two-way communication and feedback on the pre-assessment process is ensured 3.3 Adjustments are made based on trainee characteristics if they do not compromise the integrity of the competency standards 3.4 Supervisor or other relevant opinions are sought when more expertise is needed to assist with pre-assessment 3.5 Timely Threat and Error Management procedures are applied during skills pre-assessment where the trainee fails to manage an undesired aircraft state
4 Make pre-assessment	4.1 Assistance is sought from relevant persons in providing additional evidence when required 4.2 Competence is pre-assessed against the standards using the available evidence 4.3 The application of Threat and Error Management is pre-assessed through demonstration 4.4 Pre-assessment decision is completed in compliance with regulatory requirements and procedural fairness 4.5 Clear and comprehensive feedback is provided to the trainee, together with recommended additional training if required
5 Record pre-assessment	5.1 Pre-assessment is recorded promptly and accurately in

ELEMENT	PERFORMANCE CRITERIA
	accordance with regulatory requirements and training organisation procedures
	5.2 Relevant personnel are notified and any additional training requirements are recorded
6 Review pre-assessment	6.1 Pre-assessment process is reviewed by self-assessment, consultation with peers and supervisors
	6.2 Opportunities for improvement are identified
	6.3 The review is documented and recorded

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 national and state or territory regulatory requirements and codes of practice
- Relevant OH&S and environmental procedures and regulations
- Structure and purpose of Australian national competency-based standards
- Methods of assessment including both knowledge and competency-based assessment
- Effective use of a course of training, curricula/syllabus and lesson plans
- Assessment standards
- Debriefing and feedback techniques
- Handing-over/taking-over procedures and circumstances in which an assessor should assume control
- Requirements for completing relevant documentation
- Threat and Error Management procedures
- Procedures to be followed in the event of an emergency

Required skills:

- Communicate effectively with others when conducting pre-assessment of aeronautical knowledge and competency
- Assess learning and performance
- Plan pre-assessment procedures
- Review and evaluate evidence
- Apply Threat and Error Management procedures
- Evaluate instructional effectiveness
- Identify errors in the performance of flight manoeuvres and suggest a variety of effective strategies for improvement
- Manage an environment that fosters learning and performance
- Demonstrate flight instructor role modelling
- Apply Crew Resource Management (CRM) skills applicable to flight training and the role of the assessor in assisting the trainee to develop these skills
- Apply situational awareness and methods of developing and monitoring trainee situational awareness skills in terms of: monitoring current environmental factors, evaluating their possible effects on the flight, and anticipating the need for alternative actions
- Read and interpret instructions, regulations, procedures and other information relevant to conducting pre-assessment of aeronautical knowledge and competency

REQUIRED KNOWLEDGE AND SKILLS

- Interpret and follow operational instructions and prioritise work
- Complete documentation related to pre-assessment of aeronautical knowledge and competency
- 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 conducting pre-assessment of aeronautical knowledge and competency in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during pre-assessment of aeronautical knowledge and competency
- 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 others, or damage to goods or equipment
- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Select and use required personal protective clothing and equipment conforming to industry and OH&S standards
- Implement OH&S procedures and relevant regulations
- Identify and correctly use equipment required to conduct pre-assessment of aeronautical knowledge and competency

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:
- the underpinning knowledge and skills
- planning pre-assessment procedures ensuring validity, reliability, flexibility and fairness
- confirming evidence ensuring validity, sufficiency, authenticity and currency
- conducting pre-assessment against applicable competency standards including application of relevant Threat and Error Management
- completing decision regarding pre-assessment in compliance with regulatory requirements and procedural fairness
- providing feedback to the trainee together with recommended additional training if required
- recording pre-assessment promptly and accurately in accordance with regulatory requirements and training organisation procedures
- reviewing pre-assessment process including documentation and recording

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

EVIDENCE GUIDE

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.

Pre-assessment may include:

- aeronautical knowledge
- skill of a person training for the issue of flight crew licence, rating or endorsement
- flying skills by direct observation in a suitable aircraft or approved synthetic training device
- knowledge of tools developed and administered by the assessor, including oral and written tests and exercises
- written examination conducted by CASA, confirming the trainee's knowledge at a sufficient standard in all elements of aeronautical knowledge specified for the examination
- concurrent pre-assessment of interdependent elements as appropriate
- Threat and Error Management applicable to the units or elements being assessed
- competency standards outlining
- element
- performance criteria
- range statement
- required knowledge and skills
- evidence guide
- the process of making an objective assessment against a standard

The pre-assessment of the role of a flight crew member may include:

- direct observation
- simulation
- projects
- problem solving exercises
- oral and written questioning
- written examinations
- log books and training records

Evidence used to determine an individual's competency against a standard may show:

- validity
- authenticity
- sufficiency
- currency
- consistency

Examples used for pre-assessment in flight training may be:

- formative
- diagnostic
- summative

RANGE STATEMENT

Assessors may also explain:

- holistic
- consistency of performance and context of assessment
- requirements for assessing consistency of performance of flight crew standards
- differences in standards for consistency of performance at different licence levels
- application of the range of variables in making an assessment

Unit Sector(s)

Not applicable.

Competency field

Competency Field M - Training and Assessment