



Australian Government

Department of Education, Employment and Workplace Relations

AVIN6003A Manage flight training

Revision Number: 1

AVIN6003A Manage flight training

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to lead instructional and support staff, and manage flight training operations at a flying training organisation. 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 flight training operations regulatory requirements of the Civil Aviation Safety Authority (CASA); relevant airspace control requirements; and regulations.

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

Operations are conducted within a variety of flying training organisation contexts within the Australian aviation industry.

Work is performed without supervision.

This unit of competency is packaged at Advanced 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 compliance with applicable flight operations regulatory requirements	1.1 Regulatory requirements for obtaining an aviation operators certificate (or military equivalent) allowing flight training are explained where applicable 1.2 Operations manual, training plan and other flight training operations documentation are explained including how they apply to the conduct of operations 1.3 A training plan and all relevant lesson plans that integrate ground and flight training are developed for the issue of a licence or rating or military equivalent 1.4 Application of the 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 a manager flight training in a typical flight training operation are explained
2 Record and monitor flight training	2.1 Maintenance of current and complete flight exercise and student progress records is demonstrated using a suitable record keeping system 2.2 Recording of training information and monitoring of student progress is described 2.3 Links between recording system, student training and assessment against appropriate specified standards is explained 2.4 Instructor analysis of student progress records is described in order 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 described 3.2 Fatigue management of students and instructors is described 3.3 Instructor's activities, performance and flight instruction are directed, controlled and standardised against published competency standards 3.4 Fatigue Management System (FMS) and Safety Management System (SMS) are explained including how they enhance the safety and effectiveness of flight training operations
4 Conduct interview with regulator	4.1 Requirements for the issue of a flight training management endorsement or military equivalent are demonstrated including an operational or compliance record that does not indicate a history of continuing breaches 4.2 Examples of flight training management documentation are provided 4.3 Ability to meet flight training management standards is

ELEMENT**PERFORMANCE CRITERIA**

demonstrated using appropriate documentation

4.4 Safe, effective and compliant flight operations are explained for particular operational aspects as nominated by the interviewer

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
- In Australian Defence Force context, relevant Defence Orders and Instructions
- Relevant sections of national and state or territory regulatory requirements and codes of practice
- Relevant OH&S and environmental protection procedures and regulations
- Common risks that exist when managing flight training
- Common problems that may occur when managing flight training, and appropriate action that should be taken in each case
- Australian national competency standards for pilots or military equivalent
- Assessment and workplace training competency standards
- Principles of adult teaching and learning
- Human performance and limitations factors relevant to the training tasks
- Psychological factors affecting satisfaction of human needs, defence mechanisms and stress management
- Relevant workplace policies and procedures
- Appropriate methods of analysis and training planning
- Lesson planning and development
- Preparation of training resources
- Principles of assessment
- Assessment of behaviour
- Self-assessment and evaluation
- Questioning techniques
- Role and responsibilities of a manager flight training
- Requirements for completing relevant documentation
- Regulatory requirements for obtaining an aviation operators certificate or military equivalent
- Aviation Fatigue Management Systems (FMS) and Safety Management Systems (SMS)

Required skills:

- Communicate effectively with others when managing flight training
- Read and interpret instructions, regulations, procedures and other information relevant to the management of flight training
- Interpret and follow operational instructions and prioritise work

REQUIRED KNOWLEDGE AND SKILLS

- Complete documentation related to the management of flight training
- Provide leadership and work collaboratively with others when managing flight training
- 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 managing flight training in accordance with regulatory requirements and workplace procedures
- Make decisions related to the prioritising of tasks and the planning of flight training
- Implement contingency plans for unexpected events that may arise when managing flight training
- Apply precautions and required action to minimise, control or eliminate hazards that may exist in a flight training 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
- 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 manage flight training
- Manage an aviation Fatigue Management System (FMS) and Safety Management System (SMS)

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
 - applying relevant legislation and workplace procedures for obtaining an aviation operators certificate or military equivalent
 - explaining an operations manual, training plan and other flight training operations documentation and how they apply to the conduct of operations
 - developing a training plan and lesson plans that integrate ground and flight training relevant to the issue of a licence or rating or military equivalent
 - maintaining current and complete flight exercise and student progress records and explaining the link between the record system, student training and assessment against the appropriate specified standards
 - directing, controlling and standardising instructor's activities, performance and flight instruction against published competency standards
 - the requirements for the issue of a flight training management endorsement or military equivalent including an operational compliance record that does not indicate a history of continuing breaches
 - the ability to both meet and explain flight training management standards using appropriate documentation including safe, effective and compliant flight operations

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

EVIDENCE GUIDE**Method of assessment**

- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- 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.

Role and responsibilities of a manager flight training include:	• maintenance of appropriate training standards • maintenance of regulatory compliance • dealing with problems common to a typical flight training operation
Flight training management documentation must include but is not limited to:	• operations manual • training plan • lesson plans • record keeping system • fatigue management system • safety management system
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:	• relevant sections of Civil Aviation Safety Regulations • relevant CASA Manuals of Standards (MOS) • Aeronautical Information Publication (AIP) • 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 handbook and system manuals • documented learning and assessment strategies
Applicable regulations and legislation may include:	• Civil Aviation Safety Regulations (CASR) and Manuals of Standards (MOS) • relevant Defence Orders and Instructions • OH&S legislation (state and federal)

Unit Sector(s)

Not applicable.

Competency field

Competency Field N - Leadership and Supervision