



Australian Government

Department of Education, Employment and Workplace Relations

AVIW3021A Coordinate aircraft ground operations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit involves the skills and knowledge required to coordinate aircraft ground operations. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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This unit applies to aerodromes that operate across a variety of operational contexts within the Australian aviation industry.

The work must be carried out in accordance with applicable operational standards as required by CASA when coordinating aircraft ground operations

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

Work is performed under limited supervision.

This unit is nominally packaged at Certificate III.

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 Regulate aircraft engine ground running | 1.1 Appropriate ground engine running locations are selected
1.2 Engine ground running is checked in relation to time, duration and level
1.3 Ground running activities are reported |
| 2 Control aircraft parking | 2.1 Compliance with aircraft parking restrictions is checked
2.2 Aircraft push-backs are monitored
2.3 Marshalling services are provide (if applicable)
2.4 Parking breaches are logged and reported, and appropriate action is taken |
| 3 Provide 'follow-me' services to aircraft | 3.1 The need for the service is appropriately assessed
3.2 Appropriate communications are established and maintained
3.3 Appropriate routes are taken |
| 4 Provide for security of aircraft on the ground | 4.1 Parked aircraft are routinely observed
4.2 Suspicious or unusual activity in the vicinity of parked aircraft is investigated, logged and reported |
| 5 Monitor aircraft refuelling | 5.1 The use of correct procedures and standards in refuelling activities is monitored
5.2 Correct disposal of fuel samples is ensured
5.3 Breaches are logged and reported |

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Procedures for operating electronic communications equipment
- Requirements for completing relevant documentation
- Purpose and application of unserviceability markers
- Steps involved in planning the work activities
- Procedures to be followed in the event of an emergency
- Relevant sections of national and state or territory regulatory requirements and codes of practice
- Relevant OH&S and environmental procedures and regulations
- Procedures for managing and controlling hazardous situations when carrying out work activities
- Physical characteristics of aircraft
- Standard operating procedures for coordinating aircraft ground operations
- Communication equipment checks

Required skills:

- Communicate effectively with others when coordinating aircraft ground operations
- Read and interpret instructions, regulations, procedures and other information relevant to coordinating aircraft ground operations
- Prepare, process and complete a Notice to Airmen (NOTAM) in accordance with relevant regulatory requirements and procedures
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to aircraft ground operations
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when coordinating aircraft ground operations
- 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 coordinating aircraft ground operations in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when coordinating aircraft ground operations
- Apply precautions and required action to minimise, control or eliminate hazards that may exist while coordinating aircraft ground operations

REQUIRED KNOWLEDGE AND SKILLS

- 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 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 coordinate aircraft ground operations

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.

Types of aircraft may include:	• commercial passenger aircraft • freighter aircraft • commercial charter aircraft
Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:	• company procedures • enterprise procedures • organisational procedures • established procedures • standard operating procedures (SOPs)
The work site may include:	• the airside
Information/documents may include:	• aerodrome manuals • workplace operating procedures manuals • workplace procedures and instructions and job specification • Manual of Standards - Aerodromes (part 139) • En Route Supplement Australia (ERSA) • airline timetables • induction and training materials
Applicable regulations and legislation may include:	• sections of Civil Aviation Safety Regulations and Civil Aviation Orders • relevant requirements, standards and recommended practices of the International Civil Aviation Organisation (ICAO) pertaining to airport reporting • Manual of Standards - Aerodromes (part 139) • sections of Transport Safety Investigations Act pertaining to the reporting of transport safety matters

Unit Sector(s)

Not applicable.

Competency field

Competency Field

W - Equipment and Systems Operations