



Australian Government

MEA118 Conduct self in the aviation maintenance environment

Release: 2

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Modification History

Release 2. Equivalent to MEA118 Conduct self in the aviation maintenance environment.
Updated to meet training package policy requirements.

Application

This unit of competency describes the skills and knowledge required to perform work ethically and efficiently in the maintenance of aircraft and aircraft components within the scope of own responsibilities and while contributing to the development of own capabilities. It involves demonstrating self-management skills and identifying own skill development requirements. Work may be performed individually or as part of a team.

The unit applies to self-management and ethical conduct during the scheduled and unscheduled maintenance of all aspects of aircraft and aircraft components. It is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

This unit forms part of the CASA requirement for maintenance certification licences under Civil Aviation Safety Regulation (CASR) Part 66. Where a CASA licensing outcome is sought, users must refer to the licensing provisions in the MEA Aeroskills Companion Volume Implementation Guide.

Pre-requisite Unit

Nil.

Competency Field

Aviation maintenance

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Manage own aviation maintenance tasks	1.1 Assess, prioritise, and accept responsibility for own workload 1.2 Complete maintenance tasks individually or as a team member within required timeframes and according to organisational procedures and requirements 1.3 Demonstrate independence and initiative in identifying

ELEMENTS**PERFORMANCE CRITERIA**

	and solving problems
	1.4 Exercise initiative when liaising with colleagues in identifying and analysing alternative approaches to resolving workplace issues and problems
	1.5 Evaluate and monitor own skills and knowledge and seek opportunities to build own capability, ideas, and vision
	1.6 Seek and apply performance feedback from others to improve work performance
	1.7 Identify organisational structure, career paths, and eligibility criteria
	1.8 Monitor impact of human factors on performance
2. Work effectively with others	2.1 Apply effective oral and written communication skills in English in relation to aviation maintenance environment
	2.2 Deal with others in line with organisational code of conduct and legislative requirements
	2.3 Develop and maintain effective interpersonal relationships at all levels of the organisation
	2.4 Provide guidance to other team members as required regarding skills application and aviation maintenance processes
	2.5 Identify and analyse advantages, disadvantages and consequences of ideas in relation to aviation maintenance
3. Participate in the process of change and innovation	3.1 Work with others to implement change in the workplace in relation to aviation maintenance
	3.2 Identify and propose opportunities for product and service enhancement and options for achieving desired result according to organisational procedures
4. Contribute to development of own skills	4.1 Identify and action units of competency required for desired career path progression through organisational procedures to facilitate their attainment
	4.2 Assess own personal knowledge and skills, and access learning opportunities as required to fill gaps and enhance skills in relation to aviation maintenance

ELEMENTS**PERFORMANCE CRITERIA**

- 4.3 Apply new ideas and accepted techniques to learn new aviation maintenance skills
- 4.4 Seek and use performance feedback to identify and develop ways to improve competence

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>

Assessment Requirements for MEA118 Conduct self in the aviation maintenance environment

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, which must include the ability to:

- maintain aircraft and aircraft components in an ethical and efficient manner on at least three different occasions, each in a different context.

During the course of the above aviation maintenance work, the candidate must:

- demonstrate effective oral and written communication in English regarding maintenance activities, including communication by email
- manage own work performance both individually and as part of a team
- interact effectively with others in the performance of maintenance and in adapting to change
- apply required legislation, regulations, and organisational policies and procedures relating to role and workplace, including principles of equity and diversity
- provide guidance to other team members.

On at least one occasion the candidate must also demonstrate having contributed to own knowledge, skills and competency development for job performance and career progression.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- protocols and standards for oral and written communication relating to own role in the aviation maintenance environment, including for email communication
- effect of human factors relating to fatigue, drugs, and alcohol on work performance as an individual and as a team member
- key components of organisational policies, procedures, code of conduct, and regulations, and legislative requirements relating to own role and workplace, including principles regarding equal opportunity, equity and diversity
- problem solving and change management principles
- continuous professional development principles and procedures
- organisational procedures and protocols for:
 - communicating aviation maintenance information

- proposing modifications or changes to work procedures
- methods of providing effective guidance to others in the aviation maintenance environment.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (Australian Defence Force [ADF] and Civil Aviation Safety Authority [CASA]) and maintenance stakeholders, and must be rigorously observed.

This unit may be assessed on the job, off the job, or a combination of both. Where assessment occurs off the job an appropriate simulation must be used where the range of conditions reflects realistic workplace situations.

The candidate must be permitted to refer to relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals, and reference materials.

The candidate must have access to:

- tools, equipment, materials, and relevant documentation required to demonstrate the performance evidence above.

Candidate capability of providing the required performance and knowledge evidence must be obtained via the records in the Log of Industrial Experience and Achievement, or where applicable an equivalent industry evidence guide (refer to the Companion Volume Assessment Guidelines).

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Where the unit is to be used for CASA licensing purposes the assessor must also meet the criteria specified in the CASR Part 147 Manual of Standards.

Links

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