



Australian Government

Assessment Requirements for MEA132 Manage budgetary resources in the aviation maintenance environment

Release: 2

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Modification History

Release 2. Equivalent to MEA132 Manage budgetary resources in the aviation maintenance environment. Updated to meet training package policy requirements.

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:

- plan and manage one of the following budgets in the aviation maintenance environment:
 - a quarterly or an annual budget
 - a budget for the length of a specific aviation maintenance project or activity
 - a budget for a specified period of time as required for the aviation maintenance.

In the course of the above work, the candidate must:

- identify and cost budget resource requirements, including those relating to:
 - personnel
 - finance
 - equipment
 - facilities
 - items of aeronautical product
 - breakdown spares and materials
 - consumables
- monitor ongoing budget expenditure
- evaluate expenditure against planned budget
- demonstrate required decision-making skills when amending budget document
- demonstrate required numeracy skills, including performing mathematical calculations.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational budgetary requirements, policies, procedures and processes, including:
 - preparing and processing budget documents
 - preparing reports on expenditure and budget
- tasking over the period of the budget
- requirements in Civil Aviation Safety Regulations (CASRs) regarding financial status of aviation maintenance organisations

- key features of the following systems used to monitor expenditure:
 - paper-based systems
 - computerised systems
 - receipts and invoices
 - quotes
- expenditure targets relating to the budget described in the performance evidence
- key features of technology required for the resource management system
- fraud and ethics requirements set out in organisational code of conduct specific to the work described in the performance evidence.

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 in the management of budgetary resources in the aviation maintenance environment.

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:

- materials and technology required to demonstrate the performance evidence above.

Candidate capability of providing the required performance and knowledge evidence must be established via the records in the Maintenance Management Competency Log. Where the individual does not have a Competency Log, evidence of capability can be gathered through direct observation, supervisor's reports, project work, samples and questioning.

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

Companion Volume implementation guides are found in VETNet -

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