



Australian Government

MEA132 Manage budgetary resources in the aviation maintenance environment

Release: 2

MEA132 Manage budgetary resources in the aviation maintenance environment

Modification History

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

Application

This unit of competency describes the skills and knowledge required to develop and monitor a budget for scheduled and unscheduled maintenance in aircraft and aeronautical product maintenance organisations, including engineering and logistic support areas. It involves applying Civil Aviation Safety Regulations (CASRs) requirements, and organisational policies, procedures and processes. Work may be performed individually or as part of a team.

It covers the competencies required to manage budgeting activities in aircraft and aeronautical product maintenance and logistic support activities other than major maintenance budgets associated with integrated logistic support (ILS) maintenance programs. Competencies related to these programs are partly covered by MEA139 *Perform aviation maintenance-related integrated logistic support management activities*. Individuals involved in the management of such programs may, as an alternative to MEA132, consider attainment of PSPMGT009 *Manage public sector financial resources*, from the PSP Public Sector Training Package. Those who are accountable managers of maintenance organisations may, instead of this unit, consider attaining MEA146 *Prepare and manage aviation maintenance organisation budgets and financial plans*.

The unit 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 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 management

Elements and Performance Criteria

ELEMENTS

Elements describe the

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to

ELEMENTS

essential outcomes.

PERFORMANCE CRITERIA

demonstrate achievement of the element.

- | | |
|---|--|
| 1. Plan a budget in the aviation maintenance environment | 1.1 Identify and document workplace resource needs
1.2 Cost resource needs
1.3 Prepare and process budget document according to organisational requirements |
| 2. Manage the acquisition and allocation of budgetary resources in the aviation maintenance environment | 2.1 Maintain systems for monitoring expenditure
2.2 Monitor budgets to ensure expenditure is within targets
2.3 Apply required technology to the resource management system
2.4 Identify changing priorities and discuss with designated personnel
2.5 Amend budget document in response to changing activities and costs
2.6 Satisfy accountability requirements |
| 3. Evaluate and report budget outcomes | 3.1 Evaluate expenditure against planned budget
3.2 Evaluate and document impacts on work unit objectives of financial changes and constraints
3.3 Prepare report on expenditure and budget according to organisational policies and procedures |

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 MEA132 Manage budgetary resources 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:

- 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

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