



Australian Government

MEA133 Communicate aviation technical and maintenance management knowledge

Release: 1

MEA133 Communicate aviation technical and maintenance management knowledge

Modification History

Release 1 - New unit of competency

Application

This unit of competency requires application of written and oral communication skills relating to aviation technical and maintenance management knowledge. Applications include the evaluation of written technical communication and the delivery of verbal briefings during scheduled or unscheduled maintenance. Work may be performed individually or as part of a team.

The unit is part of the Aeroskills Diploma and Advanced Diploma training pathways.

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).

Pre-requisite Unit

Competency Field

Aviation maintenance management

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- | | |
|---|---|
| 1. Evaluate written technical communication | 1.1 Content of written technical communication is checked for accuracy and appropriateness |
| | 1.2 Format is checked against regulatory requirements, and organisational policies and procedures |
| | 1.3 The need for additional information is identified and writer advised of same |
| | 1.4 Verified communication is actioned in accordance with regulatory requirements, and organisational policies and procedures |

- | | |
|--|---|
| 2. Present technical and non-technical briefings | 2.1 Briefing is planned and prepared in a well-structured manner |
| | 2.2 Briefing is delivered in an audible, articulate manner |
| | 2.3 Information delivered is accurate |
| | 2.4 Audiovisual equipment, where applicable, is used in an effective, professional manner |

Foundation Skills

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- | | |
|---|---|
| Written technical communication includes: | <ul style="list-style-type: none">• Instructions• Reports• Requests being submitted in accordance with regulatory requirements |
| Regulatory requirements, and organisational policies and procedures include: | <ul style="list-style-type: none">• Civil Aviation Regulations (CARs) and associated Advisory Circulars (ACs)• Civil Aviation Safety Regulations (CASRs), Manuals of Standards and associated Acceptable Means of Compliance and Guidance Material• Maintenance organisation expositions• Continuing airworthiness management organisation expositions• Policy manuals• Procedures manuals• Quality manuals• Work instructions• AAP 7001.053 Technical Airworthiness Maintenance Manual• Defence instructions• Standing instructions• Maintenance management plans |

Briefings are conducted for:

- Employees of the organisation
- Business associates, such as teaming partners
- Clients
- Contractors and subcontractors
- Representatives of regulatory bodies
- Higher authorities
- Visitors

Information includes:

- Changes to policy and procedures or regulations
- Workload requirements
- Organisational activities
- Organisational familiarisation
- Technical knowledge and skills
- Work procedures
- Non-technical matters

Unit Mapping Information

Release 1 – equivalent to MEA133B Communicate aviation technical and maintenance management knowledge

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 MEA133 Communicate aviation technical and maintenance management knowledge

Modification History

Release 1 - New unit of competency

Performance Evidence

Evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria under the specified conditions of assessment on at least one occasion, and must include:

- oral communication
- written communication
- evaluation
- planning of briefings and use of aids to delivery.
-

Knowledge Evidence

Evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable technical aspects
- requirements for written communication
- planning and delivery of briefings.

Assessment Conditions

- This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is, the candidate is not in productive work, an appropriate simulation must be used where the range of conditions reflects realistic workplace situations that would be encountered in planning, preparing aids and delivering briefings relating to aviation maintenance activities .
- The candidate must have access to all equipment, materials and documentation required and must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials. The assessment environment should not disadvantage the candidate.
- Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

- Assessors should gather a range of evidence that is valid, sufficient, current and authentic. The preferred method is the records in the Maintenance Management Competency Log. Where the individual does not have a Competency Log evidence can be gathered through a variety of ways, including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.
- Assessors must satisfy the requirements of the National Vocational Education and Training Regulator (Australian Skills Quality Authority, or its successors).

Links

Companion Volume implementation guides are found in VETNet -

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