



Australian Government

MEA142 Manage self in the aviation maintenance environment

Release: 3

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Modification History

Release 2.1 Equivalent to MEA142 Manage self in the aviation maintenance environment. Minor amendments to references to regulations to allow flexibility in their application.

Release 2. Equivalent to MEA142 Manage 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 manage self when performing tasks relating to maintenance management and/or related integrated logistic support (ILS) activities. The unit covers developing own skills and professional development needs relating to aviation maintenance. Work may be performed individually or as part of a team.

The unit applies to scheduled and unscheduled aviation maintenance, including all aspects of aircraft maintenance, aeronautical product maintenance, and other related ILS activities. 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 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 management

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 or related activities	1.1 Assess, prioritise and accept responsibility for own workload 1.2 Undertake work autonomously to complete tasks/roles within required timeframes and according to organisational

ELEMENTS**PERFORMANCE CRITERIA**

and/or legislative and regulatory standards

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|---------------------------------|-----|---|
| | 1.3 | Demonstrate independence and initiative in identifying and solving problems relating to aviation maintenance |
| | 1.4 | Exercise initiative when liaising with colleagues in identifying and analysing alternative approaches to managing workplace issues and problems |
| | 1.5 | Evaluate and monitor own performance 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 in the aviation maintenance environment |
| 2. Work effectively with others | 2.1 | Apply effective oral and written communication skills when dealing with others |
| | 2.2 | Deal with others in line with organisational code of conduct and principles of diversity |
| | 2.3 | Use judgement and discretion as required by the situation |
| | 2.4 | Develop and maintain effective interpersonal relationships at all levels of the organisation |
| | 2.5 | Mentor other team members in specific areas of aviation maintenance and maintenance management and provide performance feedback |
| | 2.6 | Identify and analyse advantages, disadvantages and consequences of ideas |
| | 2.7 | Identify situations where there is the possibility of fraudulent behaviour |
| 3. Comply with requirements | 3.1 | Comply with contractual, legislative, regulatory and organisational requirements |
| | 3.2 | Survey work requirements and provide quotes relating to aviation maintenance or related activity |

ELEMENTS**PERFORMANCE CRITERIA**

	3.3	Survey and assess organisational and customer needs
4. Manage work priorities and resources	4.1	Prioritise competing demands to achieve objectives and meet requirements for deliverables
	4.2	Prepare, monitor and review work plans, programs and budgets in line with aviation maintenance or related industry needs
	4.3	Plan resource use to achieve objectives
	4.4	Identify nature, extent and impact of issues or changes relating to work priorities and resource allocation
5. Facilitate and capitalise on change and innovation	5.1	Support organisational change by working closely with others
	5.2	Identify opportunities for product and service enhancement and options for achieving the desired result
6. Contribute to development of own skills and professional capability	6.1	Assess own personal knowledge and skills and access learning opportunities as required to fill gaps and enhance skills
	6.2	Apply new ideas and techniques to learn new skills in aviation maintenance or related fields
	6.3	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 MEA142 Manage 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:

- manage own work performance in an ethical and efficient manner during one scheduled or one unscheduled aviation maintenance program, including:
 - interfacing with others, including internal personnel and clients
 - applying legislative, regulatory and organisational policies and procedures required for own role and workplace
 - meeting contractual, legislative, regulatory and organisational requirements
 - managing own professional development.
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- In the course of the above work, the candidate must:
- demonstrate effective oral communication in English regarding maintenance activities, including in briefings and presentations
- demonstrate effective written communication in English regarding maintenance activities, including by email
- apply principles of equity and diversity requirements set out in organisational code of conduct specific to the work described in the performance evidence above
- satisfy workplace and client needs
- demonstrate numeracy skills sufficient to provide quotes relating to work that include:
 - man-hours
 - time requirements
 - spares, materials, and consumables
 - resources, such as facilities, support equipment, and tooling
 - price of job.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- legislative, regulatory and organisational standards and requirements relating to work described in the performance evidence, including:

- equal employment opportunity (EEO) legislation and guidelines
- federal and state or territory work health and safety (WHS) legislation
- privacy legislation
- freedom of information legislation
- relevant aviation safety regulations
- aviation maintenance organisation expositions
- continuing airworthiness management organisation expositions
- procedures manuals
- position descriptions
- quality manuals
- safety manuals
- work instructions
- applicable overseas regulations, such as Federal Aviation Regulations or European Aviation Safety Agency Regulations
- standing instructions
- maintenance management plans
- duty statements
- human factors with the potential to affect job performance in aviation maintenance activities
- diversity principles
- procedures for detecting fraud
- Australian Qualifications Framework (AQF) and Training Packages relevant to own professional development
- leadership principles
- management principles and techniques
- regulations, policies, instructions, and guidelines relevant to the organisation and own role
- problem-solving principles
- constant improvement principles and procedures
- change management techniques.

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 encountered when managing self in an 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:

- all tools, equipment, materials, and documentation 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.

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