



Australian Government

Assessment Requirements for MEA153 Communicate aviation technical and maintenance management knowledge

Release: 2

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Modification History

Release 1.1 Equivalent to MEA153 Communicate aviation technical and maintenance management knowledge. Minor amendments to references to regulations to allow flexibility in their application.

Release 1. New unit of competency

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:

- evaluate the content and format of at least one of the following pieces of written technical aviation maintenance communication for compliance with regulatory requirements:
 - instructions
 - report
 - request
- plan, prepare aids, and deliver at least two different verbal briefings relating to aviation maintenance, one technical and one non-technical; each briefing on one of the following:
 - change to an organisational policy, procedures or regulations
 - work procedures
 - workload requirements
 - organisational activities
 - organisational familiarisation
 - technical skills and knowledge
- evaluate effectiveness of above briefings
- maintain records of above briefings in line with organisational requirements.

The above briefings must be delivered to at least two different audiences, which may include:

- employees of the organisation
- business associates, such as teaming partners
- clients
- contractors and subcontractors
- representatives of regulatory bodies
- higher authorities
- visitors.

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

- use audiovisual equipment to assist in communicating the information
- demonstrate oral and written communication skills to convey information in a clear and effective manner
- demonstrate evaluation skills to analyse written technical communication to identify deficiencies and non-compliance.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- technical aspects required for the performance evidence
- regulatory and organisational requirements relating to written technical communication in the aviation maintenance field
- techniques and procedures for planning and delivering verbal briefings of technical and non-technical aviation maintenance information
- regulatory requirements, and organisational policies and procedures relating to work described in the performance evidence, including:
 - relevant aviation safety regulations
 - maintenance organisation expositions
 - continuing airworthiness management organisation expositions
 - quality manuals
 - work instructions
 - standing instructions
 - maintenance management plans
- organisational policies and procedures for:
 - reviewing effectiveness of briefings
 - recording verbal briefings
 - escalating performance issues relating to briefings.

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 that would be encountered when planning, preparing aids, and delivering briefings relating to aviation maintenance activities.

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:

- equipment and materials required to demonstrate the performance evidence above, including audiovisual equipment sufficient to assist in the effective delivery of a verbal briefing relating to aviation maintenance information.

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>