



Australian Government

MEA153 Communicate aviation technical and maintenance management knowledge

Release: 2

MEA153 Communicate aviation technical and maintenance management knowledge

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

Application

This unit of competency describes the skills and knowledge required to communicate aviation technical and maintenance management knowledge, using written and oral communication skills. It involves evaluating written technical communication, and delivering verbal briefings during scheduled and unscheduled maintenance. Work may be performed individually or as part of a team.

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. Evaluate written technical communication	1.1 Analyse content of written technical communication for accuracy and appropriateness 1.2 Check format of communication against regulatory requirements and organisational policies and procedures

ELEMENTS**PERFORMANCE CRITERIA**

- | | |
|---|--|
| | 1.3 Identify the need for additional information and advise writer of same |
| | 1.4 Action verified communication according to regulatory requirements, and organisational policies and procedures |
| 2. Present technical and non-technical verbal briefings | 2.1 Plan and prepare an engaging verbal briefing in a well-structured manner |
| | 2.2 Check briefing content for accuracy and appropriateness |
| | 2.3 Deliver briefing in an audible, articulate manner, making effective use of audiovisual equipment as required |
| 3. Complete technical and non-technical verbal briefing process | 3.1 Review and analyse effectiveness of verbal briefing |
| | 3.2 Record verbal briefing in line with organisational policy and procedures |
| | 3.3 Escalate performance issues in relation to briefing in line with 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 MEA153 Communicate aviation technical and maintenance management knowledge

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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.

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