



**Australian Government**

# **Assessment Requirements for MEACOM0013 Develop aviation maintenance personnel**

**Release: 1**

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## **Modification History**

Release 1. Application changed. Elements and Performance Criteria changed. Foundation Skills made explicit. Assessment Requirements clarified. Supersedes and is equivalent to MEA125 Develop aviation maintenance personnel.

## **Performance Evidence**

There must be evidence the candidate has completed all the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- mediate a grievance or dispute of personnel in an aviation maintenance environment relating to at least one of the following:
  - progress towards a qualification
  - employment area
  - sexual harassment
  - equity and diversity
  - employment conditions
  - interpersonal differences between personnel in a work area
- allocate jobs to aviation maintenance team members in line with organisational requirements and team members' identified preferences, qualifications and task authorisations, including:
  - training package qualifications issued under the Australian Qualifications Framework (AQF)
  - certificates issued by registered training organisations for completion of non-accredited training courses
  - certificates issued on completion of equipment-related training courses
  - maintenance engineer licences and extensions thereto
  - aviation maintenance specialist certificates
  - authorisations as an aviation safety regulatory authority representative made under the provision of relevant aviation regulations
  - task authorisations made according to maintenance organisation expositions or continuing airworthiness management organisation expositions
  - task authorisations made according to a maintenance management plan
- complete a performance appraisal of at least one aviation maintenance team member
- negotiate the individual training requirements of that team member to meet identified performance development needs.

During the course of the above work, the candidate must:

- demonstrate effective communication, interpersonal, interview, negotiation, and dispute resolution skills
- demonstrate effective planning and organising skills.

## Knowledge Evidence

There must be evidence the candidate has knowledge of:

- government legislation and regulations required to perform the work described in the performance evidence relating to work performance of aviation maintenance personnel, including:
  - relevant aviation safety regulations
  - aviation maintenance organisation expositions and manuals
  - continuing airworthiness management organisation expositions
  - aviation maintenance organisation manuals
  - work health and safety (WHS) legislation
  - organisational policy and safety manuals
- organisational policy and procedures relating to developing aviation maintenance personnel, including those relating to:
  - standing instructions
  - grievance procedures
  - escalating matters that are outside the scope of own responsibilities
  - performance appraisal reporting requirements
  - maintenance management plans
  - work instructions
  - equity and diversity
  - fraud and ethics
- personnel development principles and practices.

## Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (DASA) and (CASA) and maintenance stakeholders and must be rigorously observed.

Skills must have been demonstrated under routine supervision in the workplace or in a simulated environment that reflects workplace conditions and contingencies encountered in developing aviation maintenance personnel. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - workplace procedures, product and manufacturing specifications, codes, standards, manuals, and reference materials relevant to developing aviation maintenance personnel
  - tools, equipment, materials, and documentation required to develop aviation maintenance personnel.

Evidence of tasks demonstrating competency must be recorded in a log of industrial experience and achievement.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

## **Links**

Companion Volume implementation guides are found in VETNet -

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