



Australian Government

**Assessment Requirements for
MEACOM0020 Manage budgetary
resources in the aviation maintenance
environment**

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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 MEA132 Manage budgetary resources in the aviation maintenance environment.

Performance Evidence

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

- plan and manage one of the following budgets in the aviation maintenance environment:
 - a quarterly or an annual budget
 - a budget for the length of a specific aviation maintenance project or activity
 - a budget for a specified period of time as required for aviation maintenance.

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

- identify and cost budget resource requirements, including those relating to:
 - personnel
 - finance
 - equipment
 - facilities
 - items of aeronautical product
 - breakdown spares and materials
 - consumables
- demonstrate required decision-making skills when amending budget document.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational budgetary requirements, policies, procedures and processes, including:
 - preparing and processing budget documents
 - preparing reports on expenditure and budget
- decision-making procedures and methods when amending budgets
- tasking over the period of the budget
- requirements in Civil Aviation Safety Regulations (CASRs) regarding financial status of aviation maintenance organisations
- key features of the following systems used to monitor expenditure:

- paper-based systems
- computerised systems
- receipts and invoices
- quotes
- expenditure targets relating to the budget described in the performance evidence
- key features of technology required for the resource management system
- fraud and ethics requirements set out in organisational code of conduct specific to the work described in the performance evidence.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators Defence Aviation Safety Authority (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 managing budgetary resources in the aviation maintenance environment, or a combination of on- and off-the-job assessment. 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 managing budgetary resources in the aviation maintenance environment
 - materials and technology required to demonstrate the performance evidence above.

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>