



Australian Government

MEACOM0020 Manage budgetary resources in the aviation maintenance environment

Release: 1

MEACOM0020 Manage budgetary resources in the aviation maintenance environment

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.

Application

This unit describes the skills and knowledge required to develop and monitor a budget for scheduled and unscheduled maintenance in aircraft and aeronautical product maintenance organisations, including engineering and logistic support areas. It involves applying regulatory requirements and organisational policies, procedures and processes. Work may be performed individually or as part of a team.

It covers the competencies required to manage budgeting activities in aircraft and aeronautical product maintenance and logistic support activities other than major maintenance budgets associated with integrated logistic support (ILS) maintenance programs. Competencies related to these programs are partly covered by MEACOM0023 *Perform aviation maintenance-related integrated logistic support management activities*. Individuals involved in the management of such programs may, as an alternative to MEACOM0020 Manage budgetary resources in the aviation maintenance environment, consider attainment of PSPMGT009 *Manage public sector financial resources*, from the PSP Public Sector Training Package. Those who are accountable managers of maintenance organisations may, instead of this unit, consider attaining MEACOM0030 *Prepare and manage aviation maintenance organisation budgets and financial plans*.

The unit is used in workplaces that operate under the airworthiness regulatory systems of the Civil Aviation Safety Authority (CASA) and the Defence Aviation Safety Authority (DASA).

Any other relevant legislation, industry standards and codes of practice within Australia must be applied.

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. Plan a budget in the aviation maintenance environment	1.1 Identify and document workplace resource needs 1.2 Cost resource needs 1.3 Prepare and process budget document according to organisational requirements
2. Manage the acquisition and allocation of budgetary resources in the aviation maintenance environment	2.1 Maintain systems for monitoring expenditure 2.2 Monitor budgets to ensure expenditure is within targets 2.3 Apply required technology to the resource management system 2.4 Identify changing priorities and discuss with designated personnel 2.5 Amend budget document in response to changing activities and costs 2.6 Satisfy accountability requirements
3. Evaluate and report budget outcomes	3.1 Evaluate expenditure against planned budget 3.2 Evaluate and document impacts on work unit objectives of financial changes and constraints 3.3 Prepare report on expenditure and budget according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Writing skills to document budgetary resourcing information.
- Numeracy skills to perform mathematical calculations for resourcing and budgets.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEA132 Manage budgetary resources in the aviation maintenance environment.

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 MEACOM0020 Manage budgetary resources in the aviation maintenance environment

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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.

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