



Australian Government

Assessment Requirements for MEACOM0032 Communicate aviation technical and maintenance management knowledge

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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 MEA153 Communicate aviation technical and maintenance management knowledge.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated 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, deliver and evaluate 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
- 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.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- 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
- technical aspects, regulatory requirements, and organisational policies and procedures relating to aviation technical and maintenance management, 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.
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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 when planning, preparing aids, and delivering briefings relating to aviation maintenance activities. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - audio-visual equipment
 - required workplace procedures, manufacturing specifications, codes, standards, manuals, and reference materials relevant to planning, preparing aids, and delivering briefings relating to aviation maintenance activities
- modelling of industry operating conditions, including permitting candidate to refer to relevant documentation.

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

