



Australian Government

MEACOM0032 Communicate aviation technical and maintenance management knowledge

Release: 1

MEACOM0032 Communicate aviation technical and maintenance management knowledge

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.

Application

This unit 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 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. 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 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

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
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 audio-visual 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

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

- Oral and written communication skills to prepare and deliver briefings and to convey information in a clear and effective manner.
- Learning and reading skills to evaluate and analyse written technical communication to identify deficiencies and non-compliance.
- Technology skills to use audio-visual equipment to assist in communicating the information.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEA153 Communicate aviation technical and maintenance management knowledge.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MEACOM0032 Communicate aviation technical and maintenance management knowledge

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.
-

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.
-

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>

