



Australian Government

Department of Education, Employment and Workplace Relations

MEA132A Manage budgetary resources in the aviation maintenance environment

Revision Number: 2

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Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit of competency is part of the Aeroskills Advanced Diploma training pathways. It is relevant to senior maintenance managers and maintenance managers within AMOs operating within either the ADF or CASA regulatory systems and covers the competencies required to manage budgeting activities in aircraft and aeronautical product maintenance and logistic support activities.

Application of the Unit

This unit requires application of procedures for the development and monitoring of a budget.

Applications include aircraft and aeronautical product maintenance organisations, including engineering and logistic support areas.

In the case of major maintenance budgets associated with integrated logistic support (ILS) maintenance programs the applicable units would be MEA139A Perform aviation maintenance-related integrated logistic support management activities and PSPMNGT610A Manage public sector financial resources, from the PSP04 Public Sector Training Package.

Those who may become Accountable Managers of CASR Part 145 AMOs may, instead of this unit, consider attaining MEA146A Prepare and manage aviation maintenance organisation budgets and financial plans.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

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|---|---|
| 1. Plan a budget | 1.1. Workplace resource needs are identified and documented
1.2. Resource needs are costed
1.3. Budget document is prepared and processed in accordance with organisation |
| 2. Manage the acquisition and allocation of budgetary resources | 2.1. Systems for monitoring expenditure are maintained
2.2. Budgets are monitored to ensure expenditure is within targets
2.3. Appropriate technology is applied to the resource management system
2.4. Changing priorities are identified and discussed with applicable personnel
2.5. Budget document is amended in response to changing activities or costs
2.6. Accountability requirements are satisfied |
| 3. Evaluate and report budget outcomes | 3.1. Expenditure against planned budget is evaluated
3.2. Impacts on financial changes/constraints on work unit objectives are evaluated
3.3. Report on expenditure/budget is prepared in accordance with organisational procedures |

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- financial management
- monitoring
- evaluation and decision making
- mathematical calculation

Required knowledge

Look for evidence that confirms knowledge of:

- organisational budgetary processes
- tasking over the period of the budget
- requirements in CASR regarding financial status of maintenance organisations
- fraud and ethics

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	A person who demonstrates competency in this unit must be able to prepare and apply budgetary resources in the aviation maintenance management environment.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts. Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways, including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is, the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The candidate must have access to all materials and documentation required and must be permitted to refer to any relevant workplace procedures, codes, standards, manuals and reference materials. The assessment environment should not disadvantage the candidate.
Method of assessment	
Guidance information for assessment	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Application

Application of this unit may relate to:

- scheduled or unscheduled maintenance
- individual or team-related activities

Workplace resource needs

Workplace resource needs may include:

- personnel
- finance
- equipment
- facilities
- items of aeronautical product
- breakdown spares and materials
- consumables

Budget

Budget may be:

- annual
- length of project/activity
- quarterly
- for another period of time as required

Systems for monitoring expenditure

Systems for monitoring expenditure may include:

- paper-based systems
- computerised systems
- receipts and invoices
- quotes

Unit Sector(s)

Aviation maintenance management

Competency field

Co-requisite units

Not applicable