



Australian Government

Department of Education, Employment and Workplace Relations

MEA135A Use computers in aviation maintenance-related integrated logistic support activities

Release: 2

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Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit of competency is part of the Aeroskills Diploma and Advanced Diploma training pathways. It covers the competencies required to effectively use computers in support of maintenance-related ILS activities and comply with regulatory requirements relating to the compilation and safeguarding of data.

Application of the Unit

This unit requires application of competencies relating to the use of the Internet, word processing, spreadsheets, databases and project planning software to perform tasks relating to ILS activities associated with aviation maintenance, including aircraft technical records.

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. Use word processing software | 1.1. Correspondence is drafted using word processing software
1.2. Reports, including tables, are drafted using word processing software
1.3. Instructions are drafted and amended using word processing software |
| 2. Use spreadsheets | 2.1. Spreadsheets used within the enterprise are used to obtain data
2.2. Enterprise spreadsheets are updated through data input
2.3. A simple spreadsheet is developed for a typical ILS-related application |
| 3. Use databases | 3.1. Databases used for maintenance-related ILS activities within the enterprise data
3.2. Databases are populated with data, as required |
| 4. Use project-planning software | 4.1. Project-planning software is used to plan a typical maintenance-related ILS
4.2. Project-planning software is used to monitor the progress of a task
4.3. Use and input data to enterprise maintenance task management software, w |
| 5. Use the internet | 5.1. Regulatory information is obtained from applicable internet websites
5.2. Technical data is obtained from Internet websites |
| 6. Maintain and store backup copies of data | 6.1. Required media for backup copies of data is determined
6.2. Backup copies of data are made and are updated as required by regulatory organisational policy and procedures
6.3. Backup copies of data are stored in accordance with regulatory requirements policy and procedures |

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- use of word processing software
- development and use of spreadsheets
- populating and obtaining data from databases
- use of project planning software
- use of the internet to obtain regulatory and technical data

Required knowledge

Look for evidence that confirms knowledge of:

- types of word processing software commonly used in the maintenance-related ILS environment
- development and use of spreadsheets
- database usage in the maintenance-related ILS environment
- use of project planning software and the types of task management software used by maintenance organisations
- internet websites relating to regulatory requirements, standards and specifications
- use of internet search engines to obtain technical and commercial data
- procedures for backing up and storing data

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 use computer software and the internet effectively in support of maintenance-related ILS activities.
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 equipment, materials and documentation required and must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, 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
Spreadsheets	A typical ILS-related application for a spreadsheet may include: • costing a maintenance task or proposed modification • assessing the economic value of a proposed repair • costing a training program for maintenance personnel • management of items of aeronautical product both on and off aircraft • management of life critical parts • maintenance programs
Databases	Databases used for maintenance-related ILS activities may include: • life cycle costing data • baselines for reliability, availability and maintainability • life support analysis record data • personnel task authorisations and training records • management of items of aeronautical product both on and off aircraft • management of life critical parts • maintenance programs
Project planning software	A typical maintenance-related ILS task for project planning software may include: • planning an aircraft maintenance task • planning a modification program • planning a maintenance personnel training program
Technical data	<i>Technical data may include:</i> • standards • specifications • vendor data on materials, piece parts and components • engineering data

Required media for backup copies of data	Required media for backup copies of data may be specified in: • regulations • organisational policies and procedures • contract requirements
Regulatory requirements, organisational policy and procedures	Regulatory requirements, organisational policy and procedures may include: • CASRs, Manuals of Standards and associated Acceptable Means of Compliance and Guidance Material • maintenance organisation expositions • continuing airworthiness management organisation expositions • aircraft maintenance programs • quality manuals • procedures manuals • work instructions • AAP 7001.053 Technical Airworthiness Maintenance Manual • defence regulations and instructions • standing instructions • maintenance management plan • applicable overseas airworthiness regulations, such as Federal Aviation Regulations and European Aviation Safety Regulations

Unit Sector(s)

Integrated logistics support

Competency field

Co-requisite units

Not applicable