



Australian Government

Department of Education, Employment and Workplace Relations

MEA142B Manage self 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 Diploma and Advanced Diploma training pathways. It covers the competencies required to perform work ethically and efficiently in complying with legislative and regulatory requirements while managing the maintenance of aircraft and aircraft systems. The unit is used in workplaces that operate under the airworthiness regulatory systems of the ADF and CASA.

Application of the Unit

This unit requires application of competencies relating to self-management and skills/professional development relating to aviation management.

Applications include all aspects of aircraft maintenance, aeronautical product maintenance and other related ILS activities.

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. Manage self | <ul style="list-style-type: none">1.1. Responsibility for own workload is assessed, prioritised and accepted1.2. Work is undertaken autonomously to complete tasks/roles in a timely manner and in accordance with organisational and/or legislative and regulatory standards1.3. Independence and initiative are demonstrated in identifying and solving problems1.4. Initiative is exercised in liaison with colleagues in identifying and analysing alternative approaches to managing workplace issues and problems1.5. Own performance is evaluated and monitored and confidence is built in own capability, ideas and vision1.6. Performance feedback from others is used to improve work performance1.7. Organisational structure, career paths and eligibility criteria are identified1.8. Awareness is maintained of the effects of fatigue, drugs and alcohol on performance |
| 2. Work effectively with others | <ul style="list-style-type: none">2.1. Effective communication is applied when dealing with others2.2. Others are dealt with ethically and principles of diversity applied2.3. Judgement and discretion are used as is appropriate to the situation2.4. The trust and confidence of others is developed and maintained at all levels of the organisation2.5. Others are mentored in specific areas of aviation maintenance and maintenance management and performance feedback is provided2.6. Advantages, disadvantages and consequences of ideas are identified and considered2.7. An awareness of the possibility of fraudulent behaviour is maintained |
| 3. Comply with requirements | <ul style="list-style-type: none">3.1. Applicable contractual, legislative, regulatory and organisational requirements are complied with3.2. Work requirements are surveyed and quotes are provided3.3. Organisation and customer needs are surveyed and assessed |
| 4. Manage work priorities and resources | <ul style="list-style-type: none">4.1. Competing demands to achieve objectives and meet requirements for deliverables are prioritised |

- 4.2. Work plans, programs and budgets are prepared, monitored and reviewed
 - 4.3. Resource use to achieve objectives is planned
 - 4.4. The nature, extent and impact of any issues or changes relating to work priorities and resource allocation are identified
- 5. Facilitate and capitalise on change and innovation
 - 5.1. Change is introduced by working closely with others
 - 5.2. Opportunities for product and service enhancement and options for achieving the desired result are identified
- 6. Contribute to development of own skills and professional capability
 - 6.1. Competency standards relevant to current employment and career path through managing own skills development are interpreted and applied
 - 6.2. Problem solving skills are reviewed for further development
 - 6.3. Own personal knowledge and skills are assessed and learning opportunities are accessed as required to fill gaps and enhance skills
 - 6.4. New ideas and techniques are accepted and time and effort invested in learning new skills
 - 6.5. Performance feedback is used to identify and develop ways to improve competence

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- oral communication
- written communication
- applying principles of equity and diversity
- managing own work performance
- managing and interfacing with others
- applying legislation, regulations and organisational policies and procedures relevant to role and workplace
- managing own professional development

Required knowledge

Look for evidence that confirms knowledge of:

- OHS legislation at Commonwealth and state/territory levels
- human factors
- equal opportunity legislation
- privacy legislation
- freedom of information legislation
- equity guidelines
- diversity principles
- detection of fraud
- Australian Quality Training Framework (AQTF) and relevant Training Packages
- leadership principles
- management principles and techniques
- regulations, policies, instructions and guidelines relevant to the organisation and role
- problem solving principles
- constant improvement principles and procedures
- change management

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 demonstrate initiative and effectively manage their own workload and professional development while engaged in the management of aviation maintenance and/or 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. Competency in this unit underpins competency in other aspects of the workplace role of employees with managerial responsibilities in aviation maintenance and related ILS activities. It may be appropriate to assess parts of this unit in conjunction with units relating to the performance of such aspects of the role.
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 tools, 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	
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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
Tasks/roles	Tasks/roles may include: • self-directed application of knowledge and skills in performing tasks related to maintenance management and/or related ILS activities
Organisational and/or legislative and regulatory standards	Organisational and/or legislative and regulatory standards may include: • equal employment opportunity legislation • Commonwealth and state/territory OHS legislation • Civil Aviation Regulations (CARs) and Advisory Circulars (ACs) • CASRs, Manuals of Standards and associated Acceptable Means of Compliance and Guidance Material • maintenance organisation expositions • continuing airworthiness management organisation expositions • procedures manuals • position descriptions • quality manuals • safety manuals • work instructions • relevant overseas regulations, such as Federal Aviation Regulations or Joint Aviation Regulations • AAP 7001.053 Technical Airworthiness Maintenance Manual • defence regulations and instructions • Australian air publications • standing instructions • maintenance management plans • duty statements
Communication	Communication may be by way of:

	• oral communication, including briefings and presentations • written communication, including email
Quotations	Quotations may include any or all of: • man-hours • time requirements • spares, materials and consumables • resources, such as facilities, support equipment and tooling • price

Unit Sector(s)

Aviation maintenance management

Competency field

Co-requisite units

Not applicable