

Name of Assessed Person:

Registration:

UNIT MEA117: Apply Self in the Aviation Maintenance Environment

| | | | | | |
|---------------------------|--|----------------|--------|--------|--------|
| 1. Manage Self | a. Managing own work performance both individually and as part of a team | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | b. Interfacing effectively with others in the performance of maintenance and adapting to change | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | c. Applying legislation, regulations and organisational policies and procedures relevant to role and workplace | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | d. Contributing to own knowledge, skills and competency development for job performance and career progression | No. of Entries | 1 | 2 | 3 |
| Ass. Sign. | | | | | |
| Ass. No. | | | | | |
| Date | | | | | |
| Simulated | | Yes No | Yes No | Yes No | |

Performance Criteria:

- 1.1 Responsibility for own workload is accepted.
- 1.2 Work individually or as a team member to complete maintenance tasks in a timely manner and in accordance with enterprise procedures and requirements.
- 1.3 Initiative is exercised in liaison with colleagues in identifying and analysing alternative approaches to resolving workplace issues and problems.
- 1.4 Performance feedback from others is used to improve work performance.
- 1.5 Organisational structure, career paths and eligibility criteria are identified.
- 1.6 Awareness is maintained of the effects of fatigue, drugs and alcohol on performance.

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UNIT MEA117: Apply Self in the Aviation Maintenance Environment

| | | | | | |
|--|---|----------------|--------|--------|--------|
| 2. Work Effectively with Others | a. Oral communication in English regarding maintenance issues | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | b. Written communication in English, including email, regarding maintenance issues | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | c. Applying principles of equity and diversity | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | d. Interfacing effectively with others in the performance of maintenance and adapting to change | No. of Entries | 1 | 2 | 3 |
| Ass. Sign. | | | | | |
| Ass. No. | | | | | |
| Date | | | | | |
| Simulated | | Yes No | Yes No | Yes No | |

Performance Criteria:

- 2.1 Effective communication skills are applied in oral and written form, including email.
- 2.2 Others are dealt with ethically and principles of diversity applied.
- 2.3 The trust and confidence of others is developed and maintained at all levels of the organisation.

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| | | | | | |
|---|--|----------------|--------|--------|--------|
| 3. Participate in the Process of Change and Innovation | a. Oral communication in English regarding maintenance issues | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | b. Written communication in English, including email, regarding maintenance issues | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | c. Interfacing effectively with others in the performance of maintenance and adapting to change | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | d. Applying legislation, regulations and organisational policies and procedures relevant to role and workplace | No. of Entries | 1 | 2 | 3 |
| Ass. Sign. | | | | | |
| Ass. No. | | | | | |
| Date | | | | | |
| Simulated | | Yes No | Yes No | Yes No | |

Performance Criteria:

3.1 Work is undertaken with others to implement change in the workplace.

3.2 Opportunities for product and service enhancement are identified and proposed to supervisors.

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|---|--|----------------|--------|--------|--------|
| 4. Contribute to Development of own Skills | a. Oral communication in English regarding maintenance issues | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | b. Written communication in English, including email, regarding maintenance issues | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | c. Managing own work performance both individually and as part of a team | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |

Performance Criteria:

- 4.1 Units of competency relevant to current employment are identified and applied.
- 4.2 Units of competency required for desired career path progression are identified and action is initiated through enterprise procedures to facilitate their attainment.
- 4.3 New ideas and techniques are accepted and time and effort in learning new skills.
- 4.4 Performance feedback is used to identify and develop ways to improve competence.

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|--|--|----------------|--------|--------|--------|
| 4. Cont'd Contribute to Development of own Skills | d. Interfacing effectively with others in the performance of maintenance and adapting to change | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | e. Applying legislation, regulations and organisational policies and procedures relevant to role and workplace | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| | | Ass. No. | | | |
| | | Date | | | |
| | | Simulated | Yes No | Yes No | Yes No |
| | f. Contributing to own knowledge, skills and competency development for job performance and career progression | No. of Entries | 1 | 2 | 3 |
| | | Ass. Sign. | | | |
| Ass. No. | | | | | |
| Date | | | | | |
| Simulated | | Yes No | Yes No | Yes No | |

Performance Criteria:

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Confirmation of Underpinning Knowledge and Skills to Apply Self in Aviation Maintenance Environment

Assessors must be satisfied that the candidate can competently and consistently perform all elements and the performance criteria of the unit, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

Evidence of competency attainment shall be obtained via the records in the Log of Industrial Experience and Achievement, or where applicable an equivalent industry evidence guide (refer to the Companion Volume Assessment Guidelines).

| UNIT MEA117: Apply Self in Aviation Maintenance Environment | Date/ MTO Stamp |
|--|-----------------|
| Evidence has been confirmed of the attainment of the following pre-requisite units of competency (as they are related to attainment of the elements of competency specified in this unit). <p style="text-align: center;">Nil</p> | |
| Evidence has been confirmed of the knowledge requirements for this unit as delivered by a CASR 147 Approved Organisation. <p style="text-align: center;">OR</p> Assessment has been conducted to determine that the underpinning knowledge and skills have been achieved in accordance with the Competency Unit. | |

Certification of Unit Completion

I certify that I have reviewed the certification of the elements for this competency unit and that all of the competency unit requirements have been met.

Signed: _____ **Assessor No.** _____ **MTO:** _____ **Date:** _____