

Name of Assessed Person:

Registration:

UNIT MEA118: Conduct Self in the Aviation Maintenance Environment							
1. Manage own aviation maintenance tasks	a. Demonstrate effective oral and written communication in English regarding maintenance activities, including communication by email	No. of Entries	1	2	3		
		Ass. Sign.					
		Ass. No.					
		Date					
		Simulated	Yes	No	Yes	No	Yes
	b. Manage 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
	c. Interact effectively with others in the performance of maintenance and in adapting to change	No. of Entries	1	2	3		
		Ass. Sign.					
		Ass. No.					
Date							
Simulated		Yes	No	Yes	No	Yes	No
<p>Performance Criteria:</p> <ul style="list-style-type: none"> 1.1 Assess, prioritise, and accept responsibility for own workload. 1.2 Complete maintenance tasks individually or as a team member within required timeframes and according to organisational procedures and requirements. 1.3 Demonstrate independence and initiative in identifying and solving problems. 1.4 Exercise initiative when liaising with colleagues in identifying and analysing alternative approaches to resolving workplace issues and problems. 1.5 Evaluate and monitor own skills and knowledge and seek opportunities to build own capability, ideas, and vision. 1.6 Seek and apply performance feedback from others to improve work performance. 1.7 Identify organisational structure, career paths, and eligibility criteria. 1.8 Monitor impact of human factors on performance. 							

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UNIT MEA118: Conduct Self in the Aviation Maintenance Environment

1. Cont'd Manage own aviation maintenance tasks	d. Apply required legislation, regulations, and organisational policies and procedures relating to role and workplace, including principles of equity and diversity	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	e. Provide guidance to other team members	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 1.1 Assess, prioritise, and accept responsibility for own workload.
- 1.2 Complete maintenance tasks individually or as a team member within required timeframes and according to organisational procedures and requirements.
- 1.3 Demonstrate independence and initiative in identifying and solving problems.
- 1.4 Exercise initiative when liaising with colleagues in identifying and analysing alternative approaches to resolving workplace issues and problems.
- 1.5 Evaluate and monitor own skills and knowledge and seek opportunities to build own capability, ideas, and vision.
- 1.6 Seek and apply performance feedback from others to improve work performance.
- 1.7 Identify organisational structure, career paths, and eligibility criteria.
- 1.8 Monitor impact of human factors on performance.

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UNIT MEA118: Conduct Self in the Aviation Maintenance Environment

2. Work Effectively with Others		No. of Entries	1	2	3		
		a. Demonstrate effective oral and written communication in English regarding maintenance activities, including communication by email	Ass. Sign.				
			Ass. No.				
			Date				
			Simulated	Yes No	Yes No	Yes No	
b. Manage own work performance both individually and as part of a team	No. of Entries	1	2	3			
	Ass. Sign.						
	Ass. No.						
	Date						
c. Interact effectively with others in the performance of maintenance and in adapting to change	No. of Entries	1	2	3			
	Ass. Sign.						
	Ass. No.						
	Date						
		Yes No	Yes No	Yes No			

Performance Criteria:

- 2.1 Apply effective oral and written communication skills in English in relation to aviation maintenance environment.
- 2.2 Deal with others in line with organisational code of conduct and legislative requirements.
- 2.3 Develop and maintain effective interpersonal relationships at all levels of the organisation.
- 2.4 Provide guidance to other team members as required regarding skills application and aviation maintenance processes.
- 2.5 Identify and analyse advantages, disadvantages and consequences of ideas in relation to aviation maintenance.

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2. Cont'd Work Effectively with Others	d. Apply required legislation, regulations, and organisational policies and procedures relating to role and workplace, including principles of equity and diversity	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	e. Provide guidance to other team members	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 2.1 Apply effective oral and written communication skills in English in relation to aviation maintenance environment.
- 2.2 Deal with others in line with organisational code of conduct and legislative requirements.
- 2.3 Develop and maintain effective interpersonal relationships at all levels of the organisation.
- 2.4 Provide guidance to other team members as required regarding skills application and aviation maintenance processes.
- 2.5 Identify and analyse advantages, disadvantages and consequences of ideas in relation to aviation maintenance.

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UNIT MEA118: Conduct Self in the Aviation Maintenance Environment

3. Participate in the Process of Change and Innovation	a. Demonstrate effective oral and written communication in English regarding maintenance activities, including communication by email	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
	Simulated	Yes No	Yes No	Yes No	
	b. Manage 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	
	c. Interact effectively with others in the performance of maintenance and in adapting to change	No. of Entries	1	2	3
		Ass. Sign.			
Ass. No.					
Date					
Simulated	Yes No	Yes No	Yes No		

Performance Criteria:

- 3.1 Work with others to implement change in the workplace in relation to aviation maintenance.
- 3.2 Identify and propose opportunities for product and service enhancement and options for achieving desired result according to organisational procedures.

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UNIT MEA118: Conduct Self in the Aviation Maintenance Environment

3. Cont'd Participate in the Process of Change and Innovation.	d. Apply required legislation, regulations, and organisational policies and procedures relating to role and workplace, including principles of equity and diversity	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	e. Provide guidance to other team members	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 3.1 Work with others to implement change in the workplace in relation to aviation maintenance.
- 3.2 Identify and propose opportunities for product and service enhancement and options for achieving desired result according to organisational procedures.

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UNIT MEA118: Conduct Self in the Aviation Maintenance Environment

4. Contribute to Development of own Skills	a. Demonstrate effective oral and written communication in English regarding maintenance activities, including communication by email	No. of Entries	1	2	3	
		Ass. Sign.				
		Ass. No.				
		Date				
			Simulated	Yes No	Yes No	Yes No
	b. Manage 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
	c. Interact effectively with others in the performance of maintenance and in adapting to change	No. of Entries	1	2	3	
		Ass. Sign.				
Ass. No.						
Date						
		Simulated	Yes No	Yes No	Yes No	

Performance Criteria:

- 4.1 Identify and action units of competency required for desired career path progression through organisational procedures to facilitate their attainment.
- 4.2 Assess own personal knowledge and skills, and access learning opportunities as required to fill gaps and enhance skills in relation to aviation maintenance.
- 4.3 Apply new ideas and accepted techniques to learn new aviation maintenance skills.
- 4.4 Seek and use performance feedback to identify and develop ways to improve competence.

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<p>4. Cont'd Contribute to Development of own Skills</p>	<p>d. Apply required legislation, regulations, and organisational policies and procedures relating to role and workplace, including principles of equity and diversity</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>e Provide guidance to other team members</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No

Performance Criteria:

- 4.1 Competency standards relevant to current employment are identified and applied.
- 4.2 Competency standards required for desired career path progression are identified and action is initiated through enterprise procedures to facilitate their attainment.
- 4.3 Problem solving skills are reviewed for further development.
- 4.4 Own personal knowledge and skills is assessed and learning opportunities are accessed as required to fill gaps and enhance skills.
- 4.5 Be open to new ideas and techniques and be prepared to invest time and effort in learning new skills.
- 4.6 Performance feedback is used to identify and develop ways to improve competence.

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

This unit may be assessed on the job, off the job, or a combination of both. Where assessment occurs off the job an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. Candidate capability of providing the required performance and knowledge evidence must 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 MEA118: Conduct Self in the 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:** _____

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