

Practical evidence mapping guide

Please read the guide in conjunction with your RPL report.

1. Introduction

This guide contains the necessary information to record, map (reference or cross-refer), compile and submit your practical experience to Trade Unit Certification Sheets (TUCS) for assessment. Not all information in this guide may be relevant to the qualification/outcome you seek, and this guide must be read in conjunction with your RPL report.

2. Glossary of Terms:

Acceptable Documents/Evidence

For assessment purposes, require that within the Assessment Conditions within the units of competency that competency shall be established via the records in the Log of Industrial Experience and Achievement or, where appropriate, an equivalent Industry Evidence Guide. Documents that may be used for this purpose are:

- Log of Industrial Experience (Work History Sheets – WHS mapped to the Trade Unit Certification Sheets – TUCS)
- CASA Schedule of Experience mapped to the Trade Unit Certification Sheets
- Copies of Aircraft maintenance documentation (job cards, defect logs, etc.) mapped to the Trade Unit Certification Sheets (TUCS)

Assessment conditions - represent the requirements of the regulators (Australian Defence Force [ADF] and Civil Aviation Safety Authority [CASA]) and maintenance stakeholders and must be rigorously observed.

Competency – The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Element – Elements describe the essential outcomes, ie. the action required against the Assessment Condition (AC), such as: Remove, Install, Inspect, Test, Troubleshoot, Maintain, Prepare, etc.

Maintenance Certification - A certification performed after completion of maintenance carried out on an aircraft.

Performance Criteria - Describe the performance needed to demonstrate achievement of the element.

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Post Training Work History Sheets (PTWHS) - Work experience history sheets, compiled by Aviation Australia, which may be used to compile a Log of Industrial Experience, which complies with regulatory requirements.

Simulation, Assessment by -

In an **off-job** training situation, competency assessment under simulated conditions may be carried out where simulated aircraft maintenance trainers are available, or where training aid aircraft or components are adequate for the development and demonstration of competency in a simulated maintenance organisation. (MTO)

In a maintenance workplace, competency assessment under simulated conditions may be carried out where a candidate has attained competency in **the majority of** units relevant to the qualification being sought; sufficient to demonstrate a broad application of basic trade skills and theory. Simulations will only be accepted against a limited number of entries, of a Range of Conditions that are extremely difficult to achieve within a reasonable timeframe due to the reliability of modern aircraft systems. Prior approval must be sought from your assessor before simulated maintenance entries would be considered or accepted.

Supervision of maintenance (CASA) - In relation to maintenance that is being done by a person — is being carried out under the supervision of a person (the supervisor) who:

- is physically present at the place the maintenance is being carried out; and
- is observing the maintenance being carried out to the extent necessary to enable the supervisor to form an opinion as to whether the maintenance is being carried out properly; and
- is available to give advice to, and answer questions about the maintenance from, the person carrying it out.

Supervision, Direct - working under direct supervision means an apprentice/trainee receives detailed instruction on the tasks to be performed, is subject to progress checks as to those tasks, and has those tasks reviewed on completion.

Supervision, Routine – Routine supervision is where the task was performed with the apprentice/trainee working independently and only standard inspection requirements or guidance was performed during the task. With this level of supervision, the candidate may have been under constant observation during the performance of the task however they do not require a level of interaction above that of a tradesperson undertaking the same task. Additionally, all associated subunits e.g., paperwork, tool control etc. were completed by the candidate.

Trade Unit Certification Sheets (TUCS) – A practical evidence register, aligned to the Unit of Competency, consisting of Elements and Assessment Conditions (AC), which detail the required work experience to satisfy the practical element of the Unit.

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Troubleshooting (CASA): - The procedures and actions taken as necessary, using approved maintenance data (e.g. following approved fault isolation procedures and data), in order to identify the root cause of a defect or malfunction.

Troubleshooting (ASQA): - To locate and determine the reason for a fault in a system, component or part by means of a systematic checking or analysis.

Troubleshooting, Advanced: (ASQA) - Troubleshooting, from first principles, requiring the application of system theory knowledge and advanced fault diagnostic skills, to identify, during the performance of scheduled or unscheduled maintenance, the cause of defects in aircraft, that are beyond the bounds of maintenance manual fault diagnosis guides.

Unit of Competency - The specification of the standards of performance required in the workplace. Also referred to as Unit.

3. Evidence requirements:

All practical evidence submitted for assessment must be able to withstand the scrutiny of regulatory audits and therefore need to meet some basic requirements:

- The evidence needs to clearly show that you (the RPL candidate) performed the task, for example:
 - Your signature must appear against the task completion on the job card, **or**
 - Your name must appear on your company maintenance summary report, **or**
 - The task completion must be recorded in your Journal of Experience/Schedule of Experience. (Your name must appear in the journal)
- The work performed must have been supervised and signed for by an appropriately rated and/or company authorised person who:
 - May perform maintenance certification for the task signed for.
 - Does not have any exclusion or limitation against the task signed for.
- The provided evidence must be valid, clear, and detailed enough to leave no doubt that the requirements of the Element, Assessment conditions and Performance Criteria of the Unit of Competency claimed have been met.
- A minimum of three routine entries are required against each Assessment Condition (AC).
- All Task Entries and Trade Unit Certification Sheets (TUCS) must be bidirectionally mapped (Entry referred to TUCS and TUCS referred to Entry), down to Element and Assessment condition (AC) level, so it is clear which entry is claimed against which AC and vice versa
- Aircraft Maintenance Industry Document Entry Standards must be complied with:
 - Tasks must be signed for on the last line of the entry. Tasks that span multiple pages must be signed on the last line of the page and the last line of the entry.
 - No-white out/ liquid paper may be used on documents.
 - Please only use a black or blue pen to write up entries.
 - Please only use industry accepted deletion/amendment practices.

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4. Introduction to the Trade Unit Certification Sheets (TUCS):

The Trade Unit Certification Sheets (TUCS) are used as a practical evidence register, which is aligned and based on the Units of Competency from <https://training.gov.au/>. The Sheets consist of Elements and Assessment Conditions (AC) which detail the required work experience required to satisfy the practical element of the Unit.

Please ensure your First name and Surname (Family name) appears on all Trade Unit Certification Sheets (TUCS).


Candidates seeking a CASA Part 66 Licensed Outcome, must have an individual ARN to interact with, or to hold any licence, permission, or authorisation with CASA. Aviation Australia needs your ARN to report any outcome to CASA. If you do not have an ARN, apply via CASA's website.

	Trade Unit Certification Sheets	
Name of Assessed Person:	Name of Engineer: _____ ARN _____	Work History Sheets

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The Unit number and Title, provides an overview of the generic practical actions required to complete the Unit (such as remove, install, inspect, test, troubleshoot, maintain, etc.) and the applicable components and systems (such as flight controls, engines, electrical, structures, instruments, etc.) on which these actions must be performed.

		Trade Unit Certification Sheets			AA TT 01a	
Name of Assessed Person:				Registration:		
UNIT MEA305: Remove and install aircraft fixed wing flight control system components						
a. Ailerons, elevators, rudders, trim tabs, speed brakes, spoilers, flaps and slats.				No. of Entries	1	2
				Tail / Job No.		
				LAME Sign.		

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a. The **Element 1** in the example below defines the action required against the **Assessment conditions (a & b)**, within the **context of the Unit**.

1a - can be read as **Remove Ailerons, Elevators, rudders, trim tabs, speed brakes, spoilers, flaps and slats**

1b - can be read as **Remove mechanical, hydraulic, pneumatic, or electric flight control actuators**

Examples:

Acceptable entry against Element 1 Assessment Condition “a.”: **Rudder removed** i.a.w. B737-200 AMM 27-21-11

Acceptable entry against Element 1 Assessment Condition “b.”: #1 (L/H outb. **Flap actuator removed** i.a.w. B737-200 AMM 27-81-31

While evidence against a variety of Assessment Conditions is preferred and encouraged, three entries against at least one of the listed systems or components within will suffice.

UNIT MEA305: Remove and install aircraft fixed wing flight control system components					
1. Remove fixed wing flight control system components.	a. Ailerons, elevators, rudders, trim tabs, speed brakes, spoilers, flaps and slats.	No. of Entries	1	2	
		Tail / Job No.			
		LAME Sign.			
		Date			
	Simulated	Yes	No	Yes	No
	No. of Entries	1	2		
	Tail / Job No.				
	LAME Sign.				
Date					
Simulated	Yes	No	Yes	No	
b. Actuators – mechanical, hydraulic, pneumatic or electric.	No. of Entries	1	2		
	Tail / Job No.				
	LAME Sign.				
	Date				
Simulated	Yes	No	Yes	No	

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5. How to map your evidence:

- 1) Consider your task record, job card, or Schedule/Journal of experience entry.

Work History Sheets

Name of Engineer: <u>JOHN SMITH</u> ARN <u>1234567</u>			Journal Owner to Complete						
Entry No.	Aircraft Type Registration or Work Ref / Job No.	Work Performed (Including type of Maintenance and type of activity)	Was the work carried out under Direct or Routine Supervision?		LAME or Supervisor's Printed Name	Signature	LAME Number or Stamp	Date	MEA Unit & Assess. Condt.
			Direct	Routine					
	B737-300 VH-000 JC 10004	L/H MLG WHEEL FOUND WORN TO LIMTS. L/H MLG WHEEL REMOVED I.A.W. B737-300 AMM TASK 32-45-11-004-001		✓	JAMES LAME	<i>James Lame</i>	L1234567 MRO-01	15 OCT 2017	

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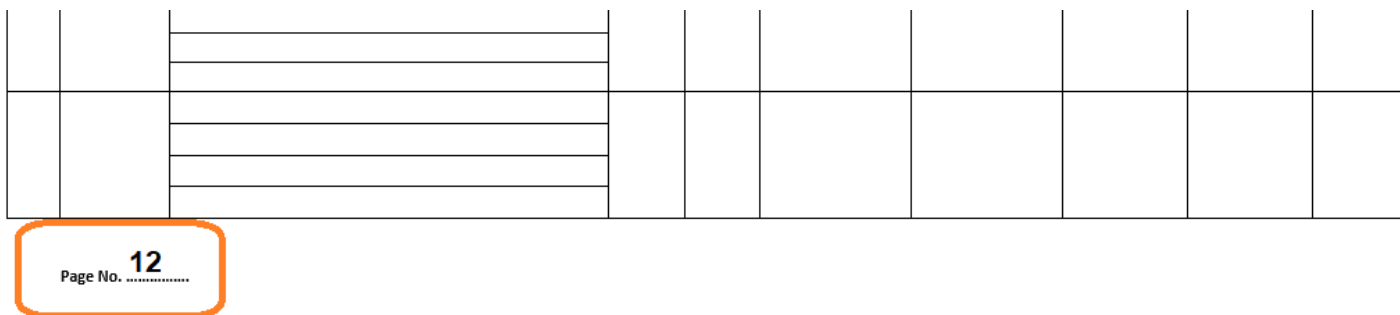
- 2) Identify the Unit of Competency, Element and Assessment Condition (AC) against which you wish to claim the entry.
 - a) In this example, we need to consider the system the work is performed on (Landing Gear) and action taken (removal).
 - b) As this is a “Removal” task, it is likely to belong to a Removal/Installation Unit.
 - c) As this is a Landing Gear component, it is likely to belong to a Unit incorporating Landing gear work, in this case – MEA398: **Remove** and Install Aircraft Hydro-mechanical and **Landing Gear** Systems and Components
 - d) To determine the Element the task belongs to, consider the action taken. In MEA398, Element 1 and Element 2 both require evidence of “removals”, but only Element 2 is applicable to the removal of Landing Gear components.
 - e) Assessment condition (AC) “a.” applies to wheel assemblies or skids, and so the entry meets all requirements to be claimed against MEA398, Element 2, Assessment condition (AC) “a.”

UNIT MEA398: Remove and install aircraft hydro-mechanical and landing gear system components							
	a. <u>Wheel assemblies or skids</u>	No. of Entries	1	2	3		
		Tail / Job No.					
		LAME Sign.					
		Date					
		Simulated	Yes	No	Yes	No	Yes
2. <u>Remove landing gear components.</u>	b. Brake units (<i>may be omitted if not applicable to enterprise</i>)	No. of Entries	1	2	3		
		Tail / Job No.					
		LAME Sign.					
		Date					
		Simulated	Yes	No	Yes	No	Yes

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- 3) To “claim” the entry,
 - a) On the Work History Sheet,
 - i) Serialise the page the entry appears on.



- ii) Number the entries on the page.

Work History Sheets

Name of Engineer: <u>JOHN SMITH</u>			Journal Owner to Complete						
ARN <u>1234567</u>									
Entry No.	Aircraft Type Registration or Work Ref / Job No.	Work Performed (Including type of Maintenance and type of activity)	Was the work carried out under Direct or Routine Supervision?		LAME or Supervisor's Printed Name	Signature	LAME Number or Stamp	Date	MEA Unit & Assess. Condt.
			Direct	Routine					
1	B737-300 VH-000 JC 10004	L/H MLG WHEEL FOUND WORN TO LIMTS. L/H MLG WHEEL REMOVED I.A.W. B737-300 AMM TASK 32-45-11-004-001		✓	JAMES LAME	<i>James Lame</i>	L1234567 MRO-01	15 OCT 2017	

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iii) Enter the Unit, Element and Assessment Condition details against which you are claiming the entry.

Work History Sheets

Name of Engineer: JOHN SMITH			Journal Owner to Complete						
ARN 1234567									
Entry No.	Aircraft Type Registration or Work Ref / Job No.	Work Performed (Including type of Maintenance and type of activity)	Was the work carried out under Direct or Routine Supervision?		LAME or Supervisor's Printed Name	Signature	LAME Number or Stamp	Date	MEA Unit & Assess. Condt.
			Direct	Routine					
1	B737-300 VH-000 JC 10004	L/H MLG WHEEL FOUND WORN TO LIMTS. L/H MLG WHEEL		✓	JAMES LAME	<i>James Lame</i>	L1234567 MRO-01	15 OCT 2017	MEA398 2a
		REMOVED I.A.W. B737-300 AMM TASK 32-45-11-004-001							

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- b) On the Trade Unit Certification Sheet (TUCS),
 - i) Map the entry by entering the tail/job, page and line/entry number and date work was performed.
 - ii) Circle “Yes” if the entry was simulated, and “No” if it not. Simulations are reserved for exceptional circumstances, for a very limited number of entries, after the majority of the Units of Competency associated with the sought qualification, and most Elements and Assessment Conditions within the outstanding Unit of Competency have been completed, and prior approval has been granted by your assessor.

UNIT MEA398: Remove and install aircraft hydro-mechanical and landing gear system components										
2. Remove landing gear components.	a. Wheel assemblies or skids	No. of Entries	1	2	3					
		Tail / Job No.	JC10004							
		LAME Sign.	Pg.12 ln1							
		Date	15/10/17							
		Simulated	Yes <input checked="" type="radio"/> No	Yes	No	Yes	No	Yes	No	
	b. Brake units <i>(may be omitted if not applicable to enterprise)</i>	No. of Entries	1	2	3					
		Tail / Job No.								
		LAME Sign.								
		Date								
		Simulated	Yes	No	Yes	No	Yes	No	Yes	No

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As per the example below, entries may be claimed against multiple Assessment conditions, in multiple Elements of multiple Units of Competency, but only if:

- The entry clearly meets the requirements of the Assessment conditions, Elements, and Units of Competency claimed,
- A separate copy of the evidence against the specific Unit of Competency is included and submitted with each Unit of Competency

Work History Sheets

Name of Engineer: <u>JOHN SMITH</u> ARN <u>1234567</u>			Journal Owner to Complete						
Entry No.	Aircraft Type Registration or Work Ref / Job No.	Work Performed (Including type of Maintenance and type of activity)	Was the work carried out under Direct or Routine Supervision?		LAME or Supervisor's Printed Name	Signature	LAME Number or Stamp	Date	MEA Unit & Assess. Condt.
			Direct	Routine					
1	B737-300 VH-000 JC 10004	L/H MLG WHEEL FOUND WORN TO LIMITS. L/H MLG WHEEL REMOVED I.A.W. B737-300 AMM TASK 32-45-11-004-001		✓	JAMES LAME	<i>James Lame</i>	L1234567 MRO-01	15 OCT 2017	MEA398 2a
2	B737-300 VH-000 JC 10004	SERVICEABLE L/H MLG WHEEL INSTALLED I.A.W. B737-300 AMM TASK 32-45-11-404-014		✓	JAMES LAME	<i>James Lame</i>	L1234567 MRO-01	15 OCT 2017	MEA398 4a
3	B737-300 VH-000 JC10005	#4 (R/H Outb) MLG WHEEL FOUND WORN TO LIMITS. #4 (R/H Outb) MLG WHEEL REPLACED I.A.W. B737-300 AMM TASK 32-45-11-004-001 AND 32-45-11-404-014		✓	JAMES LAME	<i>James Lame</i>	L1234567 MRO-01	18 OCT 2017	MEA398 2a & 4a

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UNIT MEA398: Remove and install aircraft hydro-mechanical and landing gear system components						
2. Remove landing gear components.	a. Wheel assemblies or skids	No. of Entries	1	2	3	
		Tail / Job No.	JC10004	JC10005		
		LAME Sign.	Pg.12 ln1	Pg.12 ln3		
		Date	15/10/17	18/10/17		
		Simulated	Yes <input checked="" type="radio"/> No	Yes <input checked="" type="radio"/> No	Yes	No
	b. Brake units <i>(may be omitted if not applicable to enterprise)</i>	No. of Entries	1	2	3	
		Tail / Job No.				
		LAME Sign.				
		Date				

UNIT MEA398: Remove and install aircraft hydro-mechanical and landing gear system components						
4. Install landing gear components.	a. Wheel assemblies or skids	No. of Entries	1	2	3	
		Tail / Job No.	JC10004	JC10005		
		LAME Sign.	Pg.12 ln2	Pg.12 ln3		
		Date	15/10/17	18/10/17		
		Simulated	Yes <input checked="" type="radio"/> No	Yes <input checked="" type="radio"/> No	Yes	No
	b. Brake units <i>(may be omitted if not applicable to enterprise)</i>	No. of Entries	1	2	3	
		Tail / Job No.				
		LAME Sign.				
		Date				
		Simulated	Yes	No	Yes	No

A similar approach may be used to map industry documentation such as job cards, aircraft maintenance logbook entries and workplace maintenance summaries to the Trade Unit certification sheets (TUCS):

- Reference the jobcard, work summary or worksheet in the Trade Unit certification Sheets, and
- Reference the Unit, Element and assessment condition/s claimed on the jobcard, work summary or worksheet.

6. Core Units of Competency:

The qualifications Core Units of Competency typically cover the foundational knowledge and “soft skills” associated with the qualification sought. The evidence required against these Units is often difficult to obtain, compile and map to the Trade Unit Certification Sheets (TUCS). Aviation Australia has developed training and/or assignments to collect the required evidence against these Units.

Trade Unit Certification Sheets (TUCS) and Work History Sheets **do not** need to be completed for the Core Units of Competency described below, should you choose to complete these through Aviation Australia’s available training options: (Exceptions noted*)

(AA-21) Effective Leadership for Maintenance. This online short course and assignment has been developed to address the following Units.

- **MEA112:** Plan and Implement Aircraft Maintenance Activities
- **MEA113:** Supervise Maintenance Activities and Manage Human Resources in the Workplace
- **MEA116:** Apply Occupational Health and Safety Procedures at Supervisor Level in Aviation Maintenance
- **MEA118:** Conduct Self in the Aviation Maintenance Environment
- **MEA142:** Manage Self in the Aviation Environment

(AA-53) Environmentally Sustainable Work Practices. These online short courses and their assignments have been developed to address the following Units.

AA-53a: MSMENV272: Participate in Environmentally Sustainable Work Practices

AA-53b: MSMENV472: Implement and Monitor Environmentally Sustainable Work Practices

MEA111: Perform Administrative Processes to Prepare for Certification of Civil Aircraft Maintenance

This Unit is assessed and completed by successfully passing the Module 10 multi choice and essay exams and consideration of your time and role/s in the industry.

***MEA148:** Apply Mathematics and Physics in Aviation Maintenance

This Unit is completed by passing the Module 1 and Module 2 exam and mapping tasks completed, such as oleo servicing (pressure vs. extension checks), torque wrench corrections, compass swings, cable tension adjustments and tensiometer corrections, fuel specific gravity calculations, conversions (liters to pounds or kilograms using s.g.), pressure corrections due to fluctuations in temperature, etc. to the Trade Unit Certification Sheets (TUCS).

7. Troubleshooting entries:

Troubleshooting:

- Starts with an aircraft system/component defect of unknown cause.
- May require an initial test to confirm the defect and record findings or parameters.
- Involves inspection, investigation, and testing to identify the cause of the defect.
- Follows a systematic approach to identify the cause of the defect.
- Involves positively identifying (and rectification of) the defect.
- Requires a final system test showing that the defect had been corrected and that the system is now operating normally. (This serves as confirmation that the cause of the fault had correctly been identified)

Troubleshooting is not:

- Randomly changing components until a fault disappears.
- Cycling power (turning it off and on again) or re-racking computer boxes causing a fault to disappear.
- Nil fault found.

Troubleshooting entries must reflect the process above. Entries simply stating “Troubleshooting performed” cannot be accepted.

The journal / trade certification sheets should be written up to explain what process was followed and must include the following (no matter how big or small the jobs):

- **What was the problem** to start with / how did the problem come about?
- **(Preparation)** - Referring to manuals / manufactures guidance / discussions with other etc. etc.
- **(Testing)** - Initial tests or checks of the systems or components to verify / isolate the fault (determining what the problem is and what work needs to be done).
- **(Work done)** - Remove / Install / Repair or Adjustment of components or systems to rectify the fault.
- **(Testing)** - Follow-up / Final testing or checks to confirm if the problem was rectified.
- **(Outcome)** did we fix it?

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See the examples of how the troubleshooting process should be written up below.

Name of Engineer: <u>Rodney Smith</u> ARN <u>432109</u>					Verification by Supervisor or Organisation				Journal Owner to Complete
Entry No.	Aircraft Type Registration or Work Ref / Job No.	Work Performed (Including type of Maintenance and type of activity)	Routine Supervision	Hours	Printed Name	Signature	LAME Number or Stamp	Date	MEA Unit
1.	12342018	Left hand wing leading edge light nil operation. Prepare to troubleshoot by referring to AMM and wiring manuals.							
		LH leading edge light checked for operation and confirmed unserviceable. Circuit breaker checked, found in.							
		Circuit breaker pulled and reset IAW fault finding chart.							
		Circuit breaker pulled for further troubleshooting.							
		Leading edge light removed and inspected visually for serviceability. Light bench tested IAW fault finding chart. Light							
		tested serviceable. Leading edge light relay electrically checked for correct operation and found unserviceable.							
		Relay replaced with serviceable item IAW with the AMM							
		Electrical testing carried out to confirm correct operation.							
		Leading edge light reinstalled. Circuit breaker reset.	✓	2.5	James Scott	<i>J Scott</i>	L234679	2/03/2014	MEA227 2 & 3 g
		Functional test carried out. Serviceable.							

Work History Sheets

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Name of Engineer: <u>Rodney Smith</u> ARN <u>432109</u>					Verification by Supervisor or Organisation				Journal Owner to Complete
Line No.	Aircraft Type Registration or Work Ref / Job No.	Work Performed (Including type of Maintenance and type of activity)	Routine Supervision	Hours	Printed Name	Signature	LAME Number or Stamp	Date	MEA Unit
1.	56782018	Pilot reports nose wheel shimmy during last landing.							
		Prepare to troubleshoot by referring to the aircraft maintenance manuals. Visual inspection carried out on the nose gear assembly for signs of leaks/damage. Nil found. Tyres checked for							
		uneven tread wear IAW the AMM. Normal wear pattern noted.							
		Tyre pressure checked and left hand tyre pressure found low. Tyre pressure adjusted to nominal value. Rechecked after 2 hours IAW the AMM. Left hand tyre pressure rechecked and							
		found to be out of tolerance again. Left hand nose wheel and tyre replaced with serviceable item and tyre inflated to operating pressure. Re checked tyre pressure after 2 hours. Serviceable.	✓	2.0	Henry Walters	<i>H Walters</i>	L456123	21/03/2014	MEA320 2 & 3f, h

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Advanced Troubleshooting

In addition to “regular” troubleshooting entries, entries claimed against advanced troubleshooting must show that in-depth system knowledge was required to identify the cause of the defect, that troubleshooting had to be performed from first principles, without intervention (coaching) and extended beyond the scope of standard troubleshooting steps stipulated in the manuals (AMM, TSM, FIM) and would often involve multiple systems.

For advanced troubleshooting we require evidence of troubleshooting which extends beyond the scope of simply following the instructions provided in a Troubleshooting manual/ Fault Isolation Manual.

As with troubleshooting entries, the practical evidence must show that the requirements above were met and that entries simply stating “Advanced Troubleshooting performed” cannot be accepted.

8. Compiling your practical evidence:

When compiling a journal to capture new evidence (work experience), we suggest using the following method:

- Print off and compile into a file
 - Workplace signature register/s (as many as required)
 - Testimonial/s Against Licence Routine Entries (as many as required)
 - Trade Unit Certification Sheets (TUCS) required as per your RPL report
 - Work History Sheets (WHS - as many as required)
- Method
 - Initially insert and dedicate one Work History Sheet (WHS) to each variable (add more later as required).
 - Insert only entries applicable to that Unit and Assessment condition on that Work History Sheet (WHS)
 - Add more Work History Sheets (WHS) as required.
 - Please ignore the space allocations for larger, more detailed write-ups, but ensure that the signing LAME does so on the last line of the entry (and last line on a page for entries that span multiple pages).
 - In addition to the above, it is suggested to use dividers within the file and group Units by required action, such as removal/installations, inspections, test and troubleshoot, or by common systems, such as Hydromechanical (Fuel, Hydraulics Landing gear), Flight Controls, pneumatics, together. This is entirely up to your discretion and whatever makes the most sense and works best for you.

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9. Submitting your practical evidence for assessment:

When enrolling into the final RPL assessment, all practical evidence (work experience) claimed against a Unit of Competency must be collated with the Trade Unit certification sheets (TUCS) for that Unit and must be uploaded individually as follows:

- Certified copies of all pages of the Trade Unit certification sheets (TUCS),
- Followed by certified copies of the practical evidence (work experience) for that Unit.
- If a written Work History Sheet Entry, Job card, or other industry document is used as evidence against multiple Units of Competency, a copy must be inserted with each Unit against which a claim is made.
- Scan to PDF (preferred) the Trade Unit Certification Sheets (TUCS) and practical evidence (work experience) as a single Unit when possible, and save it as the Unit name. If the file size is too large, it may be scanned and saved in parts, and named as below.



MEA227 Part 1



MEA227 Part 2



MEA227 Part 3

While scanning and submitting practical evidence is preferred, certified hardcopies of all documentation can be mailed (posted) to our mailing address or hand delivered as an alternative:

Mailing address:

Aviation Australia
Attn: Assessment Cell
P.O. Box 1038
Eagle Farm 4009 QLD
Australia

Physical address:

20 Boronia Rd,
Brisbane Airport,
QLD 4008