

Name of Assessed Person:

Registration:

UNIT MEA142: Manage Self in the Aviation Maintenance Environment

1. Manage own aviation maintenance or related activities	a. Interfacing with others, including internal personnel and clients	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Applying legislative, regulatory and organisational policies and procedures required for own role and workplace	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Meeting contractual, legislative, regulatory and organisational requirements	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Managing own professional development	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 Undertake work autonomously to complete tasks/roles within required timeframes and according to organisational and/or legislative and regulatory standards.
- 1.3 Demonstrate independence and initiative in identifying and solving problems relating to aviation maintenance.
- 1.4 Exercise initiative when liaising with colleagues in identifying and analysing alternative approaches to managing workplace issues and problems.
- 1.5 Evaluate and monitor own performance 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 in the aviation maintenance environment.

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<p>2. Work Effectively with Others</p>	<p>a. Interfacing with others, including internal personnel and clients</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>b. Applying legislative, regulatory and organisational policies and procedures required for own role and workplace</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>c. Meeting contractual, legislative, regulatory and organisational requirements</p>	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	<p>d. Managing own professional development</p>	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 when dealing with others.
- 2.2 Deal with others in line with organisational code of conduct and principles of diversity.
- 2.3 Use judgement and discretion as required by the situation.
- 2.4 Develop and maintain effective interpersonal relationships at all levels of the organisation.
- 2.5 Mentor other team members in specific areas of aviation maintenance and maintenance management and provide performance feedback.
- 2.6 Identify and analyse advantages, disadvantages and consequences of ideas.
- 2.7 Identify situations where there is the possibility of fraudulent behaviour.

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3. Comply with Requirements	a. Interfacing with others, including internal personnel and clients	No. of Entries	1	2	3
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		Ass. No.			
		Date			
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	b. Applying legislative, regulatory and organisational policies and procedures required for own role and workplace	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Meeting contractual, legislative, regulatory and organisational requirements	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Managing own professional development	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 3.1 Comply with contractual, legislative, regulatory and organisational requirements.
- 3.2 Survey work requirements and provide quotes relating to aviation maintenance or related activity.
- 3.3 Survey and assess organisational and customer needs.

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4. Manage Work Priorities and Resources	a. Interfacing with others, including internal personnel and clients	No. of Entries	1	2	3
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		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Applying legislative, regulatory and organisational policies and procedures required for own role and workplace	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Meeting contractual, legislative, regulatory and organisational requirements	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Managing own professional development	No. of Entries	1	2	3
Ass. Sign.					
Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 4.1 Prioritise competing demands to achieve objectives and meet requirements for deliverables.
- 4.2 Prepare, monitor and review work plans, programs and budgets in line with aviation maintenance or related industry needs.
- 4.3 Plan resource use to achieve objectives.
- 4.4 Identify nature, extent and impact of issues or changes relating to work priorities and resource allocation.

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5. Facilitate and Capitalise on Change and Innovation	a. Interfacing with others, including internal personnel and clients	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	b. Applying legislative, regulatory and organisational policies and procedures required for own role and workplace	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	c. Meeting contractual, legislative, regulatory and organisational requirements	No. of Entries	1	2	3
		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
	d. Managing own professional development	No. of Entries	1	2	3
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Ass. No.					
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Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 5.1 Support organisational change by working closely with others.
- 5.2 Identify opportunities for product and service enhancement and options for achieving the desired result.

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6. Contribute to Development of Own Skills and Professional Capability	a. Interfacing with others, including internal personnel and clients	No. of Entries	1	2	3
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		Date			
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		Ass. Sign.			
		Ass. No.			
		Date			
		Simulated	Yes No	Yes No	Yes No
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Ass. No.					
Date					
Simulated		Yes No	Yes No	Yes No	

Performance Criteria:

- 6.1 Identify opportunities for product and service enhancement and options for achieving the desired result.
- 6.2 Apply new ideas and techniques to learn new skills in aviation maintenance or related fields.
- 6.3 Seek and use performance feedback to identify and develop ways to improve competence.

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Certification of Underpinning Knowledge and Skills to Manage Self in the 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 encountered when managing self in an aviation maintenance environment. Candidate capability of providing the required performance and knowledge evidence must be established via the records in the Maintenance Management Competency Log. Where the individual does not have a Competency Log, evidence of capability can be gathered through direct observation, supervisor’s reports, project work, samples and questioning.

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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).	
Nil	
Evidence has been confirmed of the knowledge requirements for this unit as delivered by a CASR 147 Approved Organisation.	
OR	
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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