

Core Competency Units

The Core Competency Unit Certification Sheets of MEA107; 154; 155; 156; 157; 158 will only be signed off once the online training for Module 9, Human Factors (or approved company Human Factors training) and the completion of Modules 6 and 7 theories has been completed.

1. Module 9 (Human Factors).
 - Recognition of Module 9 against a CASA CASR Part 66 licence will require the apprentice/trainee to sit both the theory and essay examination at a CASA approved Part 147 examination sitting centre and achieve a minimum of 75%.
 - This module contributes to the required underpinning knowledge required for the completion of MEA 118 (see below).
 - These units will be assessed only after the above training has been completed and after the apprentice has completed a minimum of 6 months in the workplace.
 - Assessment is determined through discussion between the apprentice and the Assessor to determine competency.
 - The unit competency Certification Sheets will be signed off by the Assessor when he/she is confident that all the assessment conditions are met.
2. Competency Unit Certification Sheet MSMENV472.
 - This unit will be assessed against the completion of AA-53b online course (The apprentice will be enrolled into this course by Technical Administration and emailed access instructions).
 - On completion of AA-53b and its Assignment the assessor will sign off the Certification Sheet.

Note 1: The above competencies in Section 4 are to be completed with-in the first 12 months of the traineeship. As the core competencies are a pre-requisite for all other units of competencies, no other units of competencies will be assessed or signed off until these competencies are completed.

3. Competency Unit MEA118.
 - This unit can also be assessed against the online training course AA-21. (The apprentice will need to contact Aviation Australia’s Technical Administration and request enrolment into this course).

Technical Competency Units

1. Technical Competency Unit Trade Certification Sheets consist of Elements and Assessment Conditions (AC) that detail the work experience to be gained by the apprentice throughout the course of their practical training.
2. The trainee completes practical tasks in the workplace under ‘Routine’ supervision as detailed in the Trade Unit Certification Sheets. To be credited with the Assessment Conditions (AC) there needs to be a minimum 3 ‘Routine’ tasks completed for that Assessment Conditions (AC) and against a reasonable coverage of the individual items as listed in the Assessment Conditions (AC).
3. There are 3 blocks following each Assessment Conditions (AC) (One block represents one ‘Routine’ task). See example below.

No. of Entries	1.		2.		3.	
Tail / Job No.						
Page & Line						
Date						
Simulated	Yes	No	Yes	No	Yes	No

4. The trainee is to **record all work** carried out under 'Routine' supervision on the 'Work History – Unit of Competency Assessment Task Sheet' shown in section 3. Extra copies of these work sheets are available from Aviation Australia.
5. Each Work History – Unit of Competency Assessment Task Sheet **must** be annotated with the trainee's Name, MEA Competency Unit number, Element and Assessment Condition (AC). This work sheet is to be signed by the Supervising tradesperson e.g., LAME or Approved Signatory Supervisor along with their Licence / Authorization Number.

Note 2: The appropriate supervising tradesperson is responsible to ensure the trainee has completed the tasks under 'Routine' supervision.

Note 3: A 'Routine' entry is where the task was performed with the apprentice working independently and only standard inspection requirements or guidance was performed during the task. With this level of supervision, the apprentice 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 apprentice.

Note 4: Work history sheets should accompany each individual Unit of competency (UOC)

Note 5: Only tasks which relate to specific UOC being assessed should be listed in that UOC's work history sheets. (if the task relates to more than just the UOC being assessed, re-write the task into each of other UOC work history sheets for which it applies, ensuring the re-written entry relates to the new UOC requirements) *

Note 6: Each work history sheet entry across all UOC's must be signed by a suitably qualified LAME/supervisor who holds the UOC that is to be assessed. (this is NOT optional)

- **For jobs that relate to more than 1 UOC, those tasks should be re-entered in it's respective UOC paying attention to address the requirements of that new UOC task.**

Technical Competency Units

1. Core Competency Unit Certification Sheet MEA112; 113; 116; 118; 142.
 - These units will be assessed against assessment of AA-21 online training course. (The apprentice/trainee will be enrolled into this course by Technical Administration and emailed access instructions) and the completion of Modules 7, 9 and 10 theories.
 - On completion of the online training and the assignment this unit will be assessed through discussion between the apprentice/trainee and the Assessor to determine competency.
 - The Assessor will sign off the Certification Sheets.

6. Entries are to be recorded in the following Way:
- **A written entry of the work carried out in your journal** ('Work History Sheets' pages can be found in section 3 of your Journal and/or following each unit of competency). The entry is to explain the task carried out (Remove, Install, Inspect, Testing or Troubleshooting) and the system and/or components which work was carried out on.

Work History Sheets

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)	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. Cond.
			Direct	Routine					
1.	C172 VH-THY 303724	Removed, and Installed Rudder IAW with C172 MM Chapter XXXXXX		X	Jams Scott	<i>J Scott</i>	L436752	22/05/2015	MEA305 1a & 2a
2.									
3.									
4.									

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- The 'Trade Certification Sheet' (Form AA TT 01a for each unit of competency) is to be completed as below showing the exact location of the written entry of the work carried out.

No. of Entries	1.	2.	3.
Tail / Job No.	303685	303724	304118
Page & Line.	Pg. 63 Ln. 2	Pg. 65 Ln. 1	Pg. 68 Ln. 4
Date	04/12/2014	22/05/2015	20/08/2016
Simulated	Yes No	Yes No	Yes No

7. A signature sample page at the front of Section 3 **must** be completed by each Supervisor signing off in the 'Work History – Unit of Competency Assessment Task Sheet' to identify signatures in the signature blocks.
8. On completion of a 'Assessment Condition' (AC) within any Element or completion of the Competency Unit Sheets in total, the trainee can apply to be assessed for that Assessment Condition (AC) or Competency Unit by raising the Aviation Australia Form TT 01b Competency Standards Assessment Request and Report for each Unit to be assessed.

Procedure for apprentice/trainee JOE practical evidence assessment

1. Documents required for assessment to commence:
 - **Aviation Australia Form TT PRO 01b Competency Standards Assessment Request and Report** for each Competency Unit to be assessed. The Form TT PRO 01b advises the assessor which Units of Competency are ready for assessment.
2. Procedure
 - The Assessor reviews the apprentices/trainees **TT PRO 01b Competency Standards Assessment Request and Report**. The TT 01 b indicates the Unit of Competency and Assessment Condition (AC) which the apprentice/trainee is requesting to be assessed.
 - The Assessor is to ensure that the work described in the Work History Sheet does meet the requirements of each of the Assessment Condition (AC) requested for assessment on the TT 01b. Once satisfied that the above conditions have been met, the assessor is to stamp that line off with the date assessed and his/her assessor's stamp.
 - A copy of the 'Work History – Unit of Competency Assessment Task Sheet', Competency Unit sheets (signed and stamped by the assessor) is to be attached to the original **TT PRO 01b Competency Standards Assessment Request and Report** and returned with the Assessor to Aviation Australia to be attached to the apprentice/trainee 'blue' folder.
 - When all the Elements and Assessment Condition (AC) within the Competency Unit have been signed off, the apprentice can be assessed against that unit by raising the Aviation Australia **TT PRO 01b Competency Standards Assessment Request and Report** for each completed unit to be assessed.
 - The Assessor will ensure that the required prerequisite units and underpinning theory modules have been completed. A discussion with the apprentice may be carried out to establish if the required knowledge is being maintained of the work performed within the competency before signing off the unit.