

Project Overview and Consultation Strategy

Project Name: MEA362 Maintain aircraft vapour cycle air conditioning system unit of competency update

Training Package: *MEA Aeroskills (MEA)*

Introduction

Industry stakeholders, including the Australian Defence Force, have identified barriers to achieving the unit of competency MEA362 Maintain aircraft vapour cycle air conditioning systems. This arises because assessment of the unit requires working with two systems that are not standard design for new aircraft and therefore are not available in every industry context.

These are:

- condenser extension and retraction system
- throttle system shutoff.

The project will enable existing learners to progress to completion of the unit and will help to ensure skilled personnel are available across the industry into the future.

The unit is a licenced unit set by the Civil Aviation Safety Authority (CASA) contained in Part 66 manual of standards for B1.1, B1.2, B1.3 and B1.4 licence. CASA have provided support for this project.

Scope of the project

This project will facilitate the delivery and assessment of the unit of competency MEA362 Maintain aircraft vapour cycle air conditioning systems. This will be achieved by amending the assessment requirements to reflect broader industry contexts and/or equipment in line with requirements agreed by industry and the licensing body, CASA.

The flow on effect is that 2 qualifications and one licensing Skill Set will be updated to reflect the code change:

- MEA30222 Certificate III in Aeroskills (Mechatronics)
- MEA40718 Certificate IV in Aeroskills (Mechanical)
- MEASS00305 LME035 Airframe - B1 Licence Exclusion E14 Removal

The updates to these three products are minor changes that do not require endorsement.

Initial development

Website notification

Manufacturing Industry Skills Alliance (Manufacturing Alliance) will publish the project commencement, consultation process, and feedback options on the website www.manufacturingalliance.org.au.

Establishment of Technical Committee

A Technical Committee will be established to provide expert advice, based on evidence, across educational and expert and/or technical knowledge to assist the design and development of training products. During the research and drafting phase, the Technical Committee will help to identify changes in job roles and pathway requirements and will assist in the functional and task analysis of job roles.

Members of the Technical Committee will also be briefed and asked for advice on technical issues and potential risks within the project and any stakeholders to add to the *Project Overview and Consultation Strategy*.

This project is relatively small in size and has quite limited scope/impact, as such proportionality has been applied to technical committee membership. Technical committee members are subject matter experts with the necessary expertise to inform the development of the training products. A list of members can be found at *Attachment A: Proposed Stakeholder Consultation List*.

Notify Senior Responsible Officers, Assurance Body, and other Jobs and Skills Councils

A briefing will be sent to State/Territory Training Authorities with a request to identify key stakeholders within their jurisdiction and leverage any local industry engagement opportunities. All Jobs and Skills Councils (JSCs) will be alerted of the project and those that import units being reviewed will be contacted to determine opportunities for involvement for both the JSC and their stakeholder networks.

Drafting process

Key stakeholders will be contacted in the initial project phase and provided with an overview of the project and consultation arrangements. This enables Manufacturing Alliance to determine any risks or potential issues that may affect the project and to develop possible mitigation strategies.

The initial phase will also undertake a functional and task analysis of the industry to develop a thorough understanding of the application of skills and knowledge across different work settings and product types.

Key stakeholders will be interviewed to:

- Validate/amend the functional and task analysis
- Identify similarities and differences in skills and knowledge across roles, locations and employers.

Public and Government Consultation

Release draft training products and promote consultations

Consultation draft training products will be made available via the project page on the Manufacturing Alliance website with consultation dates and an explanation of the options for providing feedback. The links on the project page make all drafts publicly available to download for review and comment.

The opening of consultation will be promoted through Manufacturing Alliance newsletters, email alerts and social media, and reminders will be sent via the same mechanisms during the four-week consultation period.

Undertake consultations

Stakeholder engagement and collaboration will be open, proactive, inclusive, fair, and transparent across industry and the VET system. Feedback options include a feedback form made available on the project's website, phone, attendance at a webinar, as well as targeted consultations.

Targeted consultations will largely be used to collect intelligence and feedback to inform the development process. These are designed to collect the views and perspectives from relevant stakeholders across Australia. Targeted consultations with key stakeholders will be held via phone, web, and face to face meetings to facilitate individual feedback. These consultations allow for in-depth discussion on targeted topics that may be complex or where divergent views exist. These consultations will be initiated by Manufacturing Alliance, especially where feedback rates are low, and may be held with individual stakeholders or organisations or as groups forums depending on stakeholder availability.

A webinar will be undertaken during the public consultation phase to ensure the content that is drafted is accurate, relevant, and meets the needs of industry. This provides a rich source of information for training product development work and helps to determine general consensus between stakeholders with divergent views. The webinar will give the opportunity for a diverse range of stakeholders to discuss draft products, it also assists in maximising reach to rural and remote stakeholders. Commonwealth and state/territory government stakeholders, and their representatives, will be invited to participate in webinar discussions.

Maintain a Consultation Log

Throughout the development process, feedback will be captured in the project *Consultation Log*. The *Consultation Log* will include a high-level summary of feedback received and will be published to the website

at key points. It will include evidence of consultations, responses to feedback, and if relevant any dispute resolution, justification for feedback not incorporated, and issues not resolved.

Incorporating feedback

Determine revisions

Collated information from consultations will be analysed to identify trends and diverse views. Potential actions, responses and solutions will be developed through regular facilitated processes including advice from the Technical Committee, and where necessary other subject matter experts. Best efforts will be made to incorporate feedback to ensure the final product reflects a common shared view.

Where identified issues fall outside the scope of the project a project variation may be considered or recommendations for future work may be documented.

Validate revisions

The Technical Committee will provide advice on the final draft training products and a statement to this effect forms part of the submission of the final products to the Manufacturing Alliance Chief Executive Officer.

Additional consultation if required

Additional consultation may be undertaken to manage diverse viewpoints or if significant changes have been made to the training product as a result of public and government consultation. Timeframes for any additional consultation will reflect the scope and complexity of the proposed changes.

Provide justification

Justification will be provided where consultation feedback is not implemented or broad consensus from stakeholders cannot be reached, along with reasons why issues cannot be resolved. Any impact on learners and employment outcomes will be clearly identified.

Dispute resolution

Where broad agreement cannot be achieved, the Manufacturing Alliance will engage with all relevant stakeholders to facilitate an outcome. Should a formal dispute be raised Manufacturing Alliance will apply the Model Dispute Resolution Policy.

Publication of training products

The completed and endorsed training products will be released and published on the National register of VET within 10 days of endorsement. Notification of the release along with the final submission documents will be published on the Manufacturing Alliance website once the release is publicly available.

Key Stakeholders

Stakeholders from the following categories will be invited to engage throughout the development process:

- employers
- peak bodies/associations
- unions
- the Commonwealth, state and territory governments
- Registered Training Organisations (RTOs)
- educational experts
- learners and other interested stakeholders, as appropriate
- other Jobs and Skills Councils, as appropriate.

Identified stakeholders for targeted consultations can be found at Appendix A.

Please contact Cristina Ferrari on 0401844900 cristinaf@manufacturingalliance.org.au for further details.

Appendix A: Proposed Stakeholder Consultation list

Technical Committee

Name	Organisation	Stakeholder Type	State/Territory
Michael McGill	Civil Aviation Safety Authority (CASA)	Regulator	National
Andrew White	Department of Defence - Army Aviation Training Centre	Industry	National
Russell Quinn	Aviation Australia	RTO/Education expert	National

Consultation with key stakeholders

Organisation	Stakeholder Type	State/Territory
Defence Aviation Safety Authority (DASA)	Regulator	National
Department of Defence	Government	
Aviation Maintenance Repair and Overhaul Business Association (AMROBA)	Industry – association/peak body	National
BAE Systems Australia	RTO	NSW
Defence Education, Learning and Training Authority (DELTA) (Australian Defence College)	RTO	National
Flight One Academy	RTO	SA, QLD
Sigma Aerospace College	RTO	National
Aerospace Training Services	RTO	National
TAFE NSW	RTO	NSW
South Metro TAFE WA	RTO	WA
Qantas	National employer	National
Qantas link	Regional employer	Regional
Virgin Australia Regional Airlines	Regional employer	Regional
National Jet	National employer	National
Alliance Airlines	National employer	National
Jetstar	National employer	National
Virgin	National employer	National
NSW Department of Education	STA	NSW
Skills Canberra	STA	ACT
Skills Tasmania	STA	TAS
Department of Training and Workforce Development	STA	WA
Department of Employment, Small Business and Training (DESBT)	STA	QLD
Victorian Skills Authority (VSA)	STA	VIC
Manufacturing Skills Australia	Industry Advisory Body	NSW
Manufacturing Skills Queensland	Industry Advisory Body	QLD
Logistics & Defence Skills Council	Industry Advisory Body	WA
Industry Skills Advisory Council NT (ISACNT)	Industry Advisory Body	NT
Utilities, Engineering, Electrical and Automotive (UEEA)	Industry Advisory Body	WA
Manufacturing and Automotive Industry Skills Council	Industry Advisory Body	SA
Australian Licensed Aircraft Engineers' Association	Union	National

