

**Victorian Purchasing Guide
for
MEA
Aeroskills Training Package
Release 4**

October 2019

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Victorian Purchasing Guide — Release History

Note: RTOs should refer to the [National Register](#) for the detail of changes made in each Release.

Training Package Release	Date VPG Approved	Comments
MEA Aeroskills Training Package Release No 4	18 October 2019	This Victorian Purchasing Guide for Release 4 of the MEA Aeroskills Training Package reflects the following changes: <ul style="list-style-type: none"> • MEA50219 Diploma of Aeroskills (Mechanical): Non-equivalent qualification with year code change due to addition of two elective unit groups to meet the requirements of Civil Aviation Safety Authority (CASA) licence subcategories B1.2 and B1.4. • Minor amendments to references to regulations so as to allow flexibility in their application for 12 units.
MEA Aeroskills Training Package Release No 3	July 2019	Upgrade to MEA41119 Certificate IV in Aeronautical Life Support Equipment: <ul style="list-style-type: none"> • Qualification with year code change due to replacement of core unit MSMENV472 Implement and monitor environmentally sustainable work practice with MSMENV272 Participate in environmentally sustainable work practices • Change to the packaging rules: Increase in the number of elective units that may be selected from a different qualification in the MEA Aeroskills Training Package or another endorsed Training Package (from one elective unit to 'up to two')
MEA Aeroskills Training Package Release No 2	October 2018	This Victorian Purchasing Guide for Release 2 of the MEA Aeroskills Training Package reflects the following changes: <ul style="list-style-type: none"> • All 25 equivalent qualifications with code changes due to unit code changes • One new unit of competency: <ul style="list-style-type: none"> – MEA731 Perform aircraft weight control activities • 2 revised non-equivalent units of competency: • 13 equivalent units of competency with code changes as a result of changed prerequisites • 8 equivalent units of competency with code changes due to changed titles • Refer to Companion Volume Implementation Guide (CVIG) for more detailed information.
MEA Aeroskills Training Package Release No 1	April 2015	This Victorian Purchasing Guide reflects the initial release of the MEA Aeroskills Training Package (Release 1.0)

MEA Aeroskills Training Package Release 4 Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **MEA Aeroskills Training Package Release 4** is provided in the Training Package Companion Volume Implementation Guide, available [here](#).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **MEA Aeroskills Training Package Release 4** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
MEA20418	Certificate II in Aeroskills	495	520
MEA20518	Certificate II in Aircraft Line Maintenance	590	620
MEA20618	Certificate II in Aircraft Surface Finishing	410	430
MEA30118	Certificate III in Aircraft Surface Finishing	695	730
MEA30218	Certificate III in Aeroskills (Mechatronics)	1285	1350
MEA30318	Certificate III in Aircraft Life Support and Furnishing	830	870
MEA40618	Certificate IV in Aeroskills (Avionics)	1415	1490
MEA40718	Certificate IV in Aeroskills (Mechanical)	1475	1550
MEA40918	Certificate IV in Aircraft Surface Finishing	1065	1120
MEA41018	Certificate IV in Aeroskills (Mechatronics)	1845	1940
MEA41119	Certificate IV in Aeronautical Life Support Equipment	1060	1110
MEA41218	Certificate IV in Aeroskills (Armament)	1045	1110
MEA41318	Certificate IV in Aeroskills (Structures)	1285	1350
MEA50118	Diploma of Aeroskills (Avionics)	1980	2085
MEA50219	Diploma of Aeroskills (Mechanical)	2815	2960
MEA50318	Diploma of Aviation Maintenance Management (Avionics)	610	640
MEA50418	Diploma of Aviation Maintenance Management (Mechanical)	665	700
MEA50518	Diploma of Aeroskills (Non-Destructive Testing)	1055	1110
MEA50618	Diploma of Aeronautical Engineering	1405	1480
MEA50718	Diploma of Avionic Engineering	1290	1360
MEA60118	Advanced Diploma of Aviation Maintenance Management (Avionics)	1095	1150
MEA60218	Advanced Diploma of Aviation Maintenance Management (Mechanical)	1205	1270
MEA60318	Advanced Diploma of Aviation Non-Destructive Testing	1795	1890
MEA60418	Advanced Diploma of Aeronautical Engineering	1890	1990
MEA60518	Advanced Diploma of Avionic Engineering	1890	1990

UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
MEA107	Interpret and use aviation maintenance industry manuals and specifications	20
MEA111	Perform administrative processes to prepare for certification of civil aircraft maintenance	40
MEA112	Plan and implement civil aircraft maintenance activities	80
MEA113	Supervise civil aircraft maintenance activities and manage human resources in the workplace	80
MEA114	Certify aeronautical product maintenance	60
MEA115	Plan and implement aeronautical product maintenance activities	40
MEA116	Apply work health and safety procedures at supervisor level in aviation maintenance	40
MEA117	Apply self in the aviation maintenance environment	20
MEA118	Conduct self in the aviation maintenance environment	20
MEA119	Perform administrative processes to prepare for certification of civil aircraft A level line maintenance	60
MEA120	Manage an aviation maintenance quality system	60
MEA123	Manage aviation maintenance work environment policy and practices	40
MEA125	Develop aviation maintenance personnel	40
MEA126	Manage aircraft maintenance activities	100
MEA127	Provide technical advice in the maintenance and management of aircraft and aeronautical product	80
MEA128	Provide engineering advice in the modification, maintenance and management of aircraft systems	80
MEA129	Investigate technical aspects of aviation occurrences	80
MEA130	Manage deployed/detached aviation maintenance activities	120
MEA131	Manage the custody, transfer and disposal of aircraft, aeronautical product and support equipment	40
MEA132	Manage budgetary resources in the aviation maintenance environment	60
MEA134	Establish, maintain and evaluate the organisation's occupational health and safety system	40
MEA135	Use computers in aviation maintenance-related integrated logistic support activities	40

Unit Code	Unit Title	Nominal Hours
MEA139	Perform aviation maintenance – related integrated logistic support management activities	120
MEA140	Supervise aviation maintenance teams and perform maintenance quality inspections	40
MEA141	Manage risk in aviation maintenance	60
MEA142	Manage self in the aviation maintenance environment	40
MEA143	Develop and manage maintenance error management programs	60
MEA144	Coordinate change programs in the aviation maintenance environment	40
MEA145	Conversion from allied trades for employment in aviation maintenance workshops	60
MEA146	Prepare and manage aviation maintenance organisation budgets and financial plans	70
MEA148	Apply mathematics and physics in aviation maintenance	60
MEA153	Communicate aviation technical and maintenance management knowledge	40
MEA154	Apply work health and safety practices in aviation maintenance	40
MEA155	Plan and organise aviation maintenance work activities	20
MEA156	Apply quality standards applicable to aviation maintenance processes	20
MEA157	Complete aviation maintenance industry documentation	20
MEA158	Perform basic hand skills, standard trade practices and fundamentals in aviation maintenance	80
MEA159	Manage aircraft and aeronautical product configuration	60
MEA160	Manage aircraft and equipment system performance testing	80
MEA161	Assess aviation maintenance spares and manage repairable items	80
MEA162	Write aviation technical publications	40
MEA163	Perform aviation technical publication management activities	40
MEA164	Perform airworthiness management and maintenance program tasks	60
MEA201	Remove and install miscellaneous aircraft electrical hardware/components	120
MEA202	Remove and install basic aircraft electrical system components	20
MEA203	Remove and install advanced aircraft electrical system components	60
MEA204	Remove and install basic aircraft instrument system components	20

Unit Code	Unit Title	Nominal Hours
MEA206	Remove and install aircraft basic radio communication and navigation system components	40
MEA208	Remove and install aircraft pressurisation control system components	60
MEA209	Remove and install aircraft oxygen system components	60
MEA210	Inspect, test and troubleshoot basic aircraft electrical systems and components	80
MEA212	Inspect, test and troubleshoot basic aircraft instrument systems and components	80
MEA213	Inspect, test and troubleshoot advanced aircraft instrument systems	160
MEA214	Inspect, test and troubleshoot aircraft basic communication and radio navigation systems and components	160
MEA215	Inspect, test and troubleshoot advanced aircraft communications systems and components	160
MEA216	Inspect, test and troubleshoot instrument landing systems and components	60
MEA217	Inspect, test and troubleshoot fixed wing autopilot systems and components	60
MEA218	Inspect, test and troubleshoot rotary wing autopilot systems and components	60
MEA219	Inspect, test and troubleshoot aircraft pressurisation control systems and components	60
MEA220	Inspect, test and troubleshoot aircraft primary radar systems and components	120
MEA221	Inspect, test and troubleshoot aircraft secondary radar systems and components	60
MEA222	Inspect, test and troubleshoot aircraft oxygen systems and components	60
MEA223	Inspect aircraft electrical systems and components	40
MEA224	Inspect aircraft instrument systems and components	40
MEA225	Inspect fixed wing aircraft automatic flight control systems and components	40
MEA226	Inspect aircraft electronic systems and components	60
MEA227	Test and troubleshoot aircraft electrical systems and components	120
MEA228	Test and troubleshoot aircraft instrument systems and components	170
MEA229	Test and troubleshoot aircraft radio frequency navigation and communications systems and components	120

Unit Code	Unit Title	Nominal Hours
MEA230	Test and troubleshoot fixed wing aircraft automatic flight control systems and components	60
MEA231	Inspect, test and troubleshoot rotary wing aircraft automatic flight control systems and components	80
MEA232	Test and troubleshoot aircraft pulse systems and components	140
MEA233	Inspect, test and troubleshoot aircraft inertial navigation and reference systems and components	40
MEA234	Inspect, test and troubleshoot aircraft global navigation systems and components	40
MEA235	Perform advanced troubleshooting in aircraft avionic maintenance	210
MEA238	Perform routine removal and installation of miscellaneous aircraft electrical hardware/components	20
MEA239	Fabricate aircraft electrical looms and harnesses	70
MEA241	Perform aircraft weight and balance calculations as a result of modifications	25
MEA246	Fabricate and/or repair aircraft electrical hardware or parts	60
MEA252	Test, align and troubleshoot aircraft synchro and servo system components	40
MEA261	Use electronic test equipment	20
MEA262	Modify/repair aircraft component single layer printed circuit boards	20
MEA263	Modify/repair aircraft component multi-layer printed circuit boards	20
MEA264	Remove and install aircraft electrical/avionic components during line maintenance	20
MEA265	Remove and install general aircraft electrical hardware	40
MEA266	Terminate and repair aircraft optical fibre cable	40
MEA270	Lay out avionic systems	120
MEA271	Lay out avionic flight management systems	120
MEA274	Maintain basic light aircraft electrical systems and components	60
MEA275	Maintain basic light aircraft instrument systems and components	60
MEA276	Maintain basic aircraft communication and radio navigation systems and components	60
MEA277	Maintain twin engine aircraft electrical systems and components	60
MEA278	Inspect, test and troubleshoot instrument display systems and components	60

Unit Code	Unit Title	Nominal Hours
MEA279	Inspect, test and troubleshoot full authority digital engine control systems	60
MEA280	Inspect, test and troubleshoot flight management systems and components	60
MEA281	Maintain light aircraft AC powered instrument systems and components	60
MEA282	Repair or overhaul aircraft pulse system components	60
MEA283	Repair or overhaul aircraft display, control and distribution system components	60
MEA284	Repair or overhaul aircraft instrument system components	60
MEA285	Repair or overhaul aircraft radio frequency communication and navigation system components	60
MEA286	Repair or overhaul aircraft electrical/electro-mechanical components	60
MEA287	Repair or overhaul aircraft oxygen system components	60
MEA288	Repair or overhaul aircraft audio and visual systems and reproducers	60
MEA290	Fit avionic modification sheet metal components	60
MEA291	Inspect, test and troubleshoot fixed wing single axis autopilot systems and components	80
MEA292	Remove and install advanced aircraft instrument system components	40
MEA293	Remove and install aircraft electronic system components	40
MEA294	Inspect, test and troubleshoot advanced aircraft electrical systems and components	160
MEA295	Use electrical test equipment to perform basic electrical tests on aircraft and components	70
MEA296	Use electrical test equipment in aviation maintenance activities	20
MEA297	Maintain basic avionic systems and components	60
MEA3000	Maintain small piston engine aircraft pressurisation systems	80
MEA301	Perform aircraft flight servicing	100
MEA303	Remove and install aircraft pneumatic system components	80
MEA304	Remove and install non-pressurised aircraft structural and non-structural components	60
MEA305	Remove and install aircraft fixed wing flight control system components	60
MEA306	Remove and install engines and engine system components	80
MEA307	Remove and install propeller systems and components	100

Unit Code	Unit Title	Nominal Hours
MEA308	Remove and install rotary wing rotor and flight control system components	60
MEA309	Inspect, test and troubleshoot aircraft hydro-mechanical and landing gear systems and components	120
MEA310	Inspect, test and troubleshoot aircraft pneumatic systems and components	80
MEA312	Inspect, test and troubleshoot aircraft fixed wing flight control systems and components	80
MEA313	Inspect, test and troubleshoot piston engine systems and components	200
MEA314	Inspect, test and troubleshoot gas turbine engine systems and components	200
MEA315	Inspect, test and troubleshoot propeller systems and components	80
MEA316	Inspect, test and troubleshoot rotary wing rotor and control systems and components	80
MEA317	Remove and install pressurised aircraft structural and non-structural components	80
MEA318	Inspect aircraft hydro-mechanical, mechanical, gaseous and landing gear systems and components	80
MEA319	Inspect gas turbine engine systems and components	80
MEA320	Test and troubleshoot aircraft hydro-mechanical, mechanical, gaseous and landing gear systems and components	40
MEA321	Test and troubleshoot aircraft fixed wing flight control systems and components	80
MEA322	Test and troubleshoot gas turbine engine systems and components	80
MEA323	Perform advanced troubleshooting in aircraft mechanical maintenance	160
MEA325	Weigh aircraft and perform aircraft weight and balance calculations as a result of modifications	40
MEA327	Fabricate and/or repair aircraft mechanical components or parts	140
MEA328	Maintain and/or repair aircraft mechanical components or parts	100
MEA329	Dismantle, inspect, maintain and assemble aircraft basic hydraulic and pneumatic components or parts	120
MEA330	Dismantle, inspect, maintain and assemble aircraft non-primary structural removable components or parts and internal fittings	60
MEA331	Dismantle, inspect, maintain and assemble aircraft gas turbine engine components or parts	70
MEA332	Dismantle, inspect, maintain and assemble aircraft mechanical components or parts	70

Unit Code	Unit Title	Nominal Hours
MEA333	Dismantle, inspect, maintain and assemble aircraft piston engine components or parts	70
MEA339	Inspect, repair and maintain aircraft structures	140
MEA341	Apply basic aircraft design characteristics	120
MEA342	Apply basic aircraft power plant design characteristics	120
MEA343	Remove and install avionic system components	40
MEA344	Remove and install aircraft components	60
MEA345	Perform scheduled line maintenance activities on gas turbine engine fixed wing aircraft	80
MEA346	Perform scheduled line maintenance activities on gas turbine engine rotary wing aircraft	80
MEA347	Perform scheduled line maintenance activities on piston engine fixed wing aircraft	80
MEA348	Perform scheduled line maintenance activities on piston engine rotary wing aircraft	80
MEA351	Maintain airframe systems of basic light fixed wing aircraft	100
MEA352	Maintain basic rotary wing aircraft systems	120
MEA353	Maintain basic light aircraft engines and propellers	80
MEA354	Maintain light aircraft pneumatic systems	80
MEA355	Maintain light aircraft air cycle air conditioning systems	60
MEA357	Inspect, test and repair aircraft fabric surfaces	60
MEA358	Re-cover aircraft fabric surfaces	60
MEA359	Inspect and repair aircraft wooden structures	60
MEA360	Maintain aircraft diesel engines	80
MEA361	Maintain aircraft two stroke petrol engines	80
MEA362	Maintain aircraft vapour cycle air conditioning systems	60
MEA364	Maintain and/or repair small aircraft mechanical components or parts	100
MEA365	Assess structural repair/modification requirements and evaluate structural repairs and modifications	60
MEA366	Perform borescope inspections	60
MEA367	Repair/modify aircraft composite structure using cold bonding	40
MEA368	Shot peen aircraft components	60

Unit Code	Unit Title	Nominal Hours
MEA369	Inspect and maintain structures and related components of non-pressurised small aircraft	60
MEA370	Repair the structure of non-pressurised small aircraft	60
MEA371	Perform major repairs and modifications to small aircraft metal structure	100
MEA372	Perform mechanical elementary maintenance	60
MEA380	Repair and/or overhaul aircraft hydraulic system components	120
MEA381	Repair and/or overhaul aircraft pneumatic system components	120
MEA382	Repair and/or overhaul aircraft fuel system components	80
MEA383	Repair and/or overhaul gas turbine engine air inlet and compressor components and/or modules	80
MEA384	Repair and/or overhaul gas turbine engine combustion section components and/or modules	80
MEA385	Repair and/or overhaul gas turbine engine turbine and exhaust section components	80
MEA386	Repair and/or overhaul gas turbine engine ancillary section components	80
MEA387	Test gas turbine engines and engine modules after overhaul or repair	80
MEA389	Repair and/or overhaul propellers	120
MEA390	Repair and/or overhaul rotary wing dynamic components	200
MEA391	Repair and/or overhaul aircraft mechanical system components	140
MEA392	Disassemble aircraft piston engines	40
MEA393	Repair and/or overhaul aircraft piston engine cylinder assembly components	40
MEA394	Repair and/or overhaul aircraft piston engine crankcase assembly components	40
MEA395	Reassemble aircraft piston engines	40
MEA396	Assemble aircraft piston engine quick engine change unit	30
MEA397	Test aircraft piston engines after repair or overhaul	40
MEA398	Remove and install aircraft hydro-mechanical and landing gear system components	100
MEA399	Lay out and set up aircraft systems	120
MEA401	Inspect aircraft structures	100
MEA405	Repair/modify aircraft composite material structure/components	160

Unit Code	Unit Title	Nominal Hours
MEA406	Repair/modify aircraft non-primary structural sheetmetal components	70
MEA407	Repair/modify aircraft non-primary structural non-metallic components	70
MEA410	Maintain aircraft structure/components	40
MEA411	Remove surface coatings from aircraft or aircraft components	40
MEA412	Pre-treat aluminium alloy surfaces	40
MEA413	Seal aircraft and aircraft component structural seams	40
MEA414	Remove light corrosion from aircraft	80
MEA415	Paint aircraft surfaces	60
MEA416	Apply aircraft identification markings, graphics and decals	60
MEA417	Apply specialty coatings to aircraft	80
MEA418	Perform basic repair of aircraft internal fittings during line maintenance	40
MEA420	Fabricate basic structural components for aircraft	100
MEA421	Fabricate advanced structural components for aircraft	100
MEA422	Repair/modify aircraft metal structure	120
MEA423	Aircraft structure major disassembly and reassembly	100
MEA424	Evaluate aircraft non-destructive tests	60
MEA425	Perform bolted composite skin repairs	30
MEA430	Gas weld aircraft components	20
MEA431	Braze weld aircraft components	20
MEA432	Weld aircraft components using the gas tungsten arc welding process	40
MEA433	Weld aircraft components using the gas metal arc welding process	40
MEA434	Weld aircraft components using the plasma arc welding process	40
MEA435	Weld aircraft components using the manual metal arc welding process	40
MEA436	Inspect, repair and modify non-primary structure components in aircraft cabins and cockpits	60
MEA501	Maintain and fit anti-G suits	40
MEA502	Maintain and fit helmets	40
MEA503	Maintain and fit immersion suits	40
MEA504	Maintain and fit oxygen masks	40

Unit Code	Unit Title	Nominal Hours
MEA505	Maintain and pack parachutes	60
MEA507	Maintain, pack and fit survival inflatable buoyancy vests	40
MEA508	Maintain, install and remove restraint systems	40
MEA509	Manufacture, repair and alter aircraft related fabric components	40
MEA510	Maintain seat and pod electrical and electronic systems	40
MEA511	Operate and maintain sewing machines and overlockers	40
MEA512	Maintain general aviation recovery devices with ballistic parachute systems	60
MEA513	Maintain and pack survival inflatable life rafts	40
MEA514	Maintain and pack escape slides	40
MEA601	Maintain aircraft egress systems	120
MEA602	Remove and install aircraft stores management system components	60
MEA603	Remove and install aircraft stores suspension systems and components	60
MEA604	Inspect, test and troubleshoot aircraft stores management systems and components	60
MEA605	Inspect, test and troubleshoot aircraft stores suspension systems and components	80
MEA701	Produce aeronautical engineering related graphics	80
MEA702	Produce avionic engineering related graphics	80
MEA703	Apply aeronautical modelling for computer aided engineering	80
MEA704	Apply avionic modelling for computer aided engineering	80
MEA705	Apply basic scientific principles and techniques in aeronautical engineering situations	120
MEA706	Apply basic scientific principles and techniques in avionic engineering situations	60
MEA707	Select and test aeronautical engineering materials	80
MEA708	Select and test avionic engineering materials	80
MEA709	Apply aeronautical structure design techniques	80
MEA710	Apply aeronautical system design techniques	80
MEA711	Apply avionic analogue design techniques	80
MEA712	Apply avionic digital design techniques	80

Unit Code	Unit Title	Nominal Hours
MEA713	Integrate aeronautical fundamentals into an engineering task	80
MEA714	Integrate avionic fundamentals into an engineering task	80
MEA715	Evaluate aeroplane flight control systems	80
MEA716	Evaluate avionic analogue systems	80
MEA717	Evaluate avionic digital systems	80
MEA718	Evaluate rotorcraft flight control systems	80
MEA719	Evaluate aircraft electrical systems	80
MEA720	Evaluate aircraft gas turbine engine power plants	80
MEA721	Evaluate aircraft hydro-mechanical systems	80
MEA722	Evaluate aircraft piston engine power plants	80
MEA723	Evaluate aircraft pneumatic systems	80
MEA724	Evaluate aircraft structure	80
MEA725	Apply advanced scientific principles and techniques in avionic engineering situations	60
MEA726	Apply aircraft electrical system design techniques	60
MEA727	Apply calculus in avionic engineering situations	60
MEA729	Apply configuration management procedures in airworthiness engineering management	80
MEA730	Apply systems engineering procedures to airworthiness engineering design project management	80
MEA731	Perform aircraft weight control activities	80

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
Engineering Industries	The CMM Service is provided on behalf of Higher Education and Skills. CMM Service Executive Officers can assist with questions on payable and nominal hours.	George Adda Box Hill Institute of TAFE, Private Bag 2014, Box Hill, Victoria, 3128 Phone: (03) 9286 9880 Fax: (03) 9286 9800 Email: g.adda@bhtafe.edu.au
Service Skills Organisation (SSO)		
Innovation & Business Skills Australia (IBSA)	This SSO is responsible for developing this MEA – Aeroskills Training Package and can be contacted for further information.	Address: Level 11, 176 Wellington Parade, East Melbourne, VIC 3002. Phone: 03 9815 7099 Email: manufacturing@ibsa.org.au The IBSA website can be found here .
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	National Register website can be found here .
Australian Government		
Department of Employment, Skills, Small and Family Business	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	The Commonwealth Department of Employment, Skills, Small and Family Business website can be found here
State Government		
Department of Education and Training (DET)	DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.	(03) 9637 2000 The Victorian Department of Education and Training website can be found here
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 ASQA's website can be found here
Victorian VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 VRQA's website can be found here
Industry Regulatory Bodies		
CASA Civil Aviation Safety Authority (CASA)	The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.	Phone: 131 757 CASA's website can be found here .

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Maximum Payable Hours	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
Nominal Hours	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.