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| **1XXXXX** | **Decode aviation terminology** |

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| **Kaupae |** Level | 2 |
| **Whiwhinga |** Credit | 2 |
| **Whāinga |** Purpose | People credited with this skill standard are able to use a 24-hour clock and the phonetic alphabet, encode and decode airport and airline codes, and understand terms and abbreviations commonly used in the aviation industry.This skill standard is intended for learners pursuing foundational knowledge in aviation. |

**Hua o te ako me Paearu aromatawai |** Learning outcomes and assessment criteria

| **Hua o te ako |** Learning outcomes  | **Paearu aromatawai |** Assessment criteria |
| --- | --- |
| 1. Decode aviation terminology.
 | 1. Convert times using the 24-hour clock.
 |
| 1. Use the phonetic alphabet.
 |
| 1. Encode and decode airport and airline codes.
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| 1. Use Civil Aviation Rule Part 1 to define and interpret common terms and abbreviations used in the aviation industry.
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**Pārongo aromatawai me te taumata paearu |** Assessment information and grade criteria

*Assessment specifications:*

The level of expertise required in this skill standard is that of a beginner rather than that expected of people who use these daily.

A minimum of ten times must be converted between the 24-hour and the 12-hour systems, Coordinated Universal Time (UTC), New Zealand Standard Time (NZST), and New Zealand Daylight Time (NZDT).

The complete alphabet must be converted into the phonetic alphabet.

A minimum of 15 New Zealand and 20 international airport codes must be encoded and decoded.

A minimum of three New Zealand and 20 international airline codes must be encoded and decoded.

A minimum of 20 terms must be defined and 20 abbreviations interpreted, all of which must be consistent with standard industry texts.

***Ngā momo whiwhinga |*** *Grades available*

Achieved

**Ihirangi waitohu |** Indicative content

Convert times

* The purposes of the 24-hour clock and UTC and their relationships with NZST and NZDT.

Phonetic alphabet

* The purpose of the phonetic alphabet.

Airport and airline codes

* Airport and airline codes in New Zealand and overseas.

Terms and abbreviations

* Common terms and abbreviations used in the aviation industry.

**Rauemi |** Resources

* [www.iata.org/en/publications/directories/code-search](http://www.iata.org/en/publications/directories/code-search)
* [www.aviation.govt.nz/assets/rules/consolidations/Part\_001\_Consolidation.pdf](http://www.aviation.govt.nz/assets/rules/consolidations/Part_001_Consolidation.pdf)

**Pārongo Whakaū Kounga |** Quality assurance information

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| **Ngā rōpū whakatau-paerewa |** Standard Setting Body | Ringa Hora Services Workforce Development Council |
| **Whakaritenga Rārangi Paetae Aromatawai |** DASS classification | Service Sector > Aviation > Aviation - Core |
| **Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga |** CMR | 0112 |

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| **Hātepe |** Process | **Putanga |** Version | **Rā whakaputa |** ReviewDate | **Rā whakamutunga mō te aromatawai |** Last date for assessment |
| **Rēhitatanga |** Registration  | 1 | [dd mm yyyy] | N/A |
| **Kōrero whakakapinga |** Replacement information | This skill standard replaced unit standard 21834. |
| **Rā arotake |** Planned review date | 30 December 2030 |

Please contact Ringa Hora Services Workforce Development Council at qualifications@ringahora.nz to suggest changes to the content of this skill standard.