



Australian Government

CPPHES4003 Operate and maintain computer system to support thermal performance assessments

Release: 2

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Modification History

Release 2 This version first released with CPP Property Services Training Package Release 14.0.

Updated reference to reflect correction in Modification History from CPC Property Services 5.0 to CPP Property Services 9.0.

Release 1 This version first released with CPC Property Services Training Package Release 5.0.

Supersedes and equivalent to CPPHSA4020A Operate computer systems to support NatHERS assessment. Updated to meet the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to operate and maintain a computer system and software applications to support thermal performance assessments using accredited Nationwide House Energy Rating Scheme (NatHERS) software. It includes installing and updating software and hardware and performing computer configurations, routine data back-ups, troubleshooting and system maintenance.

This unit is for individuals who work independently as thermal performance assessors using specialised knowledge to complete thermal performance assessments of residential buildings. It involves completing routine and non-routine tasks and dealing with predictable and sometimes unpredictable problems.

This unit forms part of the licensing requirements NatHERS assessments. For further information, check with the relevant regulatory authority.

Pre-requisite Unit

None.

Unit Sector

Home Sustainability.

Elements and Performance Criteria

Elements describe the Performance criteria describe what needs to be done to

essential outcomes.	demonstrate achievement of the element.
1 Prepare to use computer system for thermal performance assessment.	1.1 Make required ergonomic adjustments to personal computer furniture and fittings. 1.2 Check physical connectivity and follow computer and operating system start-up procedures. 1.3 Confirm correct operation and performance of computer and hardware devices.
2 Configure computer system for thermal performance assessment.	2.1 Adjust computer settings to suit user requirements. 2.2 Configure power management settings to minimise power consumption. 2.3 Identify operating system and application programs loaded onto computer and confirm computer capability and correct NatHERS software version. 2.4 Conduct software installation and removal to improve computer capability and readiness for thermal performance assessment. 2.5 Create and customise desktop icons to access applications and NatHERS programs. 2.6 Connect, disconnect and configure removable storage devices used to store, maintain and back-up data.
3 Access and manipulate data for thermal performance assessment.	3.1 Access and manipulate thermal performance data using objects, macros, shortcut features and templates to increase efficiency. 3.2 Convert and store data to suit operating system and applications to support thermal performance assessment. 3.3 Employ advanced features of NatHERS software to prepare and present data. 3.4 Link and embed files to transfer data between applications. 3.5 Transmit data to support thermal performance assessment using electronic methods.

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| 4 Perform routine system maintenance. | 4.1 Perform regular system back-up to minimise risk of data loss, and label, store and retrieve back-up files according to organisational requirements. |
| | 4.2 Use firewall, antivirus and malware scans to reduce security risks and threats in the computer system. |
| | 4.3 Monitor and maintain correct functioning of automated processes. |
| | 4.4 Update off-line record of maintenance procedures according to organisational requirements. |
| 5 Solve routine problems with computer system. | 5.1 Identify problem with computer system and apply basic information technology troubleshooting techniques to resolve problem. |
| | 5.2 Access online assistance to overcome difficulties with computer system or NatHERS software. |
| | 5.3 Recover damaged or corrupted files using appropriate software, equipment or technical support according to organisational requirements. |
| 6 Upgrade and reconfigure personal computer and NatHERS software. | 6.1 Install new and update existing computer hardware. |
| | 6.2 Test new and updated computer hardware and confirm correct operation. |
| | 6.3 Install new and update existing NatHERS software. |
| | 6.4 Test and configure new and updated NatHERS software and confirm correct operation. |
| | 6.5 Maintain records of installations, updates and configurations according to organisational requirements. |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and equivalent to CPPHSA4020A Operate computer systems to support NatHERS assessment.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>