



Australian Government

Department of Education, Employment and Workplace Relations

CPP40211 Certificate IV in Spatial Information Services

Release: 1

CPP40211 Certificate IV in Spatial Information Services

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Employability Skills Qualification Summary	
Employability Skill	Industry/enterprise requirements for this qualification include the following facets:
Communication	<ul style="list-style-type: none"> • apply communication skills to discuss vocational issues effectively with colleagues • impart knowledge and ideas through oral, written and visual means • apply communication skills that assist in facilitating client relationships, including: <ul style="list-style-type: none"> • accessing, synthesising and using information • assertiveness • communicating effectively on the telephone • displaying empathy, tact and diplomacy • negotiating • written skills to document follow-up action • apply literacy skills to: <ul style="list-style-type: none"> • assess and use workplace information • interpret and understand legal, financial and procedural requirements • process workplace documentation • read, record data and write routine reports • research and access routine sources of spatial data • apply numeracy skills to: <ul style="list-style-type: none"> • record and interpret statistics • record with accuracy and precision • undertake computations • document spatial data collection and set out process • complete all required documentation according to organisational guidelines
Teamwork	<ul style="list-style-type: none"> • plan and execute set tasks in a team environment • apply interpersonal skills e.g. cooperation and flexibility • relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities • work with and lead others on site • monitor team activity according to plan

Employability Skills Qualification Summary	
Problem solving	<ul style="list-style-type: none"> • assess client needs and provide appropriate information and follow-up on a variety of issues within the spatial information handling framework • develop basic policies and guidelines pertaining to spatial data systems • interpret surveying task requirements • apply spatial skills to: • understand the holistic implications of height, depth, breadth, dimension, direction and position to actual operational activity and virtual representation • perform spatial data archival and retrieval • perform spatial data management and manipulation • perform file management • solve basic problems relating to height, depth, breadth, dimension, direction and position in actual operational activity and virtual representation • interpret technical manuals • interpret surveying task requirements • verify data reliability • solve problems involving acquired image data according to organisational policies and principles
Initiative and enterprise	<ul style="list-style-type: none"> • apply analytical skills to determine data requirements of a survey project • analyse and evaluate spatial information from a variety of sources • identify and access spatial information for set task requirements • manage contingencies • establish business contacts and networks • work effectively with business contacts • apply negotiation skills
Planning and organising	<ul style="list-style-type: none"> • confirm reliability of spatial systems • amend spatial data according to changes identified, spatial systems and organisational requirements • source basic spatial data to prepare for data set out

Employability Skills Qualification Summary	
	<ul style="list-style-type: none"> • carry out data backup and recovery • archive data • use organisational skills to prioritise activities to meet contractual requirements and to prepare and administer documentation • prepare and collect data using basic global positioning system equipment
Self-management	<ul style="list-style-type: none"> • adhere to correct OHS practices • time management
Learning	<ul style="list-style-type: none"> • apply knowledge of organisational policies and guidelines regarding spatial data maintenance • update skills and knowledge to accommodate changes in data requirements • apply knowledge of industry requirements and standards • apply knowledge of legislative, statutory and industry requirements and standards
Technology	<ul style="list-style-type: none"> • use computers (technical user level) to complete business documentation • use suitable software to communicate with a global positioning system receiver • select and use appropriate tools

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of Employability Skills that are typical of this qualification and should not be interpreted as definitive.

Packaging Rules

Packaging rules
<p>To achieve this qualification, the candidate must demonstrate competency in:</p> <ul style="list-style-type: none"> • 15 units of competency: • 9 core units • 6 elective units.

Packaging rules	
The elective units are chosen as follows:	
<ul style="list-style-type: none"> • 6 units from the elective units listed below • 2 of the units may be chosen from Certificate III, IV or Diploma qualifications in CPP07 or another current Training Package or state accredited course, provided the integrity of the AQF alignment is ensured, and they contribute to a valid, industry-supported vocational outcome. 	
Core units	
CPPDSM3009A	Maintain workplace safety in the property industry
CPPSIS4001A	Maintain spatial systems
CPPSIS4002A	Store and retrieve spatial data
CPPSIS4005A	Collect basic GPS data
CPPSIS4006A	Read and interpret basic image data
CPPSIS4014A	Maintain spatial data
CPPSIS5005A	Obtain and validate existing spatial data
RIIG005A	Read and interpret maps
ICAU2006B	Operate computing packages
Elective units	
BSBINM401A	Implement workplace information system
BSBWOR402A	Promote team effectiveness
CPPCMN3001B	Participate in environmentally sustainable work practices
CPPSIS4003A	Facilitate effective spatial client relationships
CPPSIS4004A	Collect and set out basic spatial data
CPPSIS4007A	Organise field services
CPPSIS4008A	Organise equipment and supplies
CPPSIS4010A	Operate surveying equipment
CPPSIS4013A	Participate in spatial process improvement

Packaging rules	
CPPSIS4015A	Apply GIS software to problem-solving techniques
CUFMEM07A	Apply principles of visual design and communication to the development of a multimedia product
CUVCRS03B	Produce computer-aided drawings
ICAA4142B	Design a website to meet technical requirements
ICAA5139B	Design a database
ICAB4135B	Create a simple mark-up language document to specification
ICAB4137B	Produce basic client side script for dynamic web pages
ICAI3020B	Install and optimise operating system software
LGAPLEM404A	Prepare and present geographic information systems data
MNQGEN400A	Apply site risk management system
PRMCMN403A	Facilitate effective teamwork
PRMCMN404A	Facilitate effective workplace relationships