



Australian Government

Department of Education, Employment and Workplace Relations

CPPSIS2006A Assist with personnel and load transfer

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to assist with the use of light vehicles, including boats to transfer personnel and loads. It requires the ability to work with others to apply safe and efficient loading practices. Functions would be carried out under direct supervision and within organisational guidelines.

Application of the Unit

Application of the unit

This unit of competency supports the application of communication skills required to follow instructions, problem-solving skills, and an understanding of technology. The skills and knowledge acquired upon completion of this unit would support the needs of new employees in the surveying or spatial information services industry sector in positions such as field hands and data collection assistants.

Licensing, legislative, regulatory or certification requirements pertaining to relevant states or territories, as well as codes concerning the loading and unloading of goods, including mass and loading regulations dealing with over-size and over-mass permits, apply to this unit.

Licensing/Regulatory Information

Refer to Application of the Unit

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Assist with plan load preparation.	1.1 <i>Supervisor</i> instructions to load <i>spatial and/or surveying requirements for site work</i> are followed. 1.2 <i>Loading and unloading plans</i> are followed to ensure efficiency and safety of operations. 1.3 <i>Characteristics of the load</i> are taken into account to ensure that the distribution is even, legal and within safe working capacity. 1.4 Skills and knowledge are updated to accommodate work environment.
2 Assist with managing load.	2.1 Supervisor instructions for loading goods are followed. 2.2 Lifting aids and appliances are selected and used to assist loading procedures in compliance with workplace procedures and <i>applicable regulations and legislation</i> . 2.3 Load is secured using the correct load restraint and protection equipment. 2.4 Load is protected according to legal and workplace <i>OHS</i> requirements. 2.5 <i>Loading and unloading activities</i> are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and balance of the remaining load. 2.6 Goods requiring special handling or <i>documentation</i> are identified and appropriate procedures are followed. 2.7 <i>Personal protective equipment</i> is used when required and according to <i>organisational guidelines</i> .
3 Assist in the transfer of goods and personnel to the destination.	3.1 <i>Traffic flow and work area conditions</i> are constantly monitored and anticipated to allow for safe, injury-free and damage-free operations. 3.2 Driver is advised of the most efficient route of travel by monitoring and anticipating traffic flow and conditions, road standards and other factors likely to cause delays or route deviations. 3.3 Traffic and road conditions are constantly monitored and acted upon to enable safe operation and to ensure no injury to people or damage to property, <i>equipment</i> , loads and facilities. 3.4 Any occurrence in the work area that may affect the safety and efficiency of operations is reported to the supervisor. 3.5 Vehicle is driven to the destination in line with

ELEMENT	PERFORMANCE CRITERIA
4 Manage vehicle efficiency.	supervisor instructions. 4.1 <i>Vehicle</i> performance is maintained through pre-operational inspections and checks as instructed by the supervisor. 4.2 Performance and efficiency of vehicle operation are monitored during use. 4.3 Defective or irregular performance or malfunctions are reported to the appropriate authority. 4.4 Minor technical vehicle problems are addressed as directed, using problem-solving techniques. 4.5 Vehicle records are maintained and updated, and information is processed according to <i>workplace procedures</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- ability to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
- communicate in a clear and concise manner in both written and verbal modes
- conduct navigation operations
- drive vehicles safely
- literacy skills to:
 - assess and use workplace information
 - interpret and understand basic legal, financial and procedural requirements
 - process workplace documentation
 - read and record data
- numeracy skills to:
 - accurately record and collate
 - undertake basic computations
- organisational skills to prioritise daily activities
- spatial skills to apply understanding of height, depth, breadth, dimension and position to actual operational activity (basic).

Required knowledge and understanding:

REQUIRED SKILLS AND KNOWLEDGE

- industry requirements and standards
- organisational policies and guidelines
- requirements for parking and securing vehicles
- safe work practices
- spatial and/or surveying site requirements (basic)
- statutory requirements for the operation of vehicles.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

This unit of competency could be assessed on its own or in combination with other units relevant to the job function, for example units CPSIS2004A Assist in the selection, operation and maintenance of equipment and supplies, and CPSIS2005A Assist in field activity.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of matching objectives with resources to ensure transport proceeds in a safe, organised and timely manner, particularly in:

- accessing and interpreting loading information
- displaying ability to work in a team
- operating a vehicle safely on a variety of travelling surfaces and in varying weather conditions while transporting personnel
- planning basic resources.

Specific resources for assessment

Resource implications for assessment include access to:

- assessment instruments, including personal planner and assessment record book
- assignment instructions, work plans and schedules, policy documents and duty statements
- registered training provider of assessment services
- relevant guidelines, regulations and codes of practice
- suitable venue and equipment.

Access must be provided to appropriate learning and assessment support when required.

	<p>Where applicable, physical resources should include equipment modified for people with disabilities.</p>
Context of assessment	<p>Holistic: based on the performance criteria, evidence guide, range statement, and required skills and knowledge.</p>
Method of assessment	<p>Demonstrated over a period of time and observed by the assessor (or assessment team working together to conduct the assessment).</p> <p>Demonstrated competency in a range of situations, that may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.</p> <p>Obtained by observing activities in the field and reviewing induction information. If this is not practicable, observation in realistic simulated environments may be substituted.</p>
Guidance information for assessment	<p>Assessment requires that the clients' objectives and industry expectations are met. If the clients' objectives are narrowly defined or not representative of industry needs, it may be necessary to refer to portfolio case studies of a variety of spatial information services requirements to assess competency.</p> <p>Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge (in assessment situations where the candidate is offered a preference between oral questioning or written assessment, questions are to be identical).</p> <p>Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.</p> <p>All practical demonstration must adhere to the safety and environmental regulations relevant to each State or Territory.</p> <p>Where assessment is for the purpose of recognition (recognition of current competencies [RCC] or recognition of prior learning [RPL]), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time.</p> <p>In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.</p> <p>Assessment processes will be appropriate to the language</p>

and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Supervisor may include:

- relevant work site personnel
- mentor
- manager.

Spatial and/or surveying requirements for site work may include:

- analysis of environment and land
- cartographic services
- civil engineering
- emergency services management
- geographic information systems (GIS)
- land ownership tenure system
- location-based services
- global positioning
- mapping determination
- site analysis
- survey marks
- sewerage
- telecommunications
- town planning observation
- utility services observation, such as water
- water catchment observation.

Loading and unloading plans may include:

- assignment instructions, work plans and schedules, policy documents and duty statements
- information on:
 - nature of load
 - size
 - shape
 - weight.

Characteristics of the load

- carrying

are identified for operations that include:

- lifting
- lowering
- loading and unloading a vehicle
- setting down a load.

Applicable regulations and legislation may include:

- relevant Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including state and territory mass and loading regulations
- relevant Australian state and territory environment protection legislation
- relevant state, territory and federal legislation affecting organisational operations, including:
 - anti-discrimination and diversity
 - equal employment opportunity (EEO)
 - OHS
 - industrial relations.

OHS may include:

- Australian standards
- identification of potential hazards
- inspection of equipment and supplies
- training staff in OHS requirements
- use of personal protective clothing
- use of safety equipment and signage.

Loading and unloading activities may be:

- aided by lifting equipment and appliances
- manual.

Documentation may include:

- awards, enterprise bargaining agreements and other industrial arrangements
- codes of practice, including the national standards for manual handling
- goods identification numbers and codes, including Australian Dangerous Goods (ADG) markings and HAZCHEM signs
- load restraint guide
- manifests, bar codes, and other goods and container identification
- manufacturer specifications for equipment and tools
- quality assurance procedures
- relevant Australian standards and certification requirements
- workplace procedures and policies for loading and unloading goods and cargo.

Personal protective

- gloves

- equipment*** may include:
- safety headwear and footwear
 - safety glasses
 - two-way radios
 - high visibility clothing.
- Organisational guidelines*** may include:
- code of ethics
 - company policies and standards
 - legislation relevant to the work or service function
 - manuals
 - OHS policies and procedures
 - personnel practices and guidelines outlining work roles and responsibilities
 - remote area operations, such as catering and camping requirements.
- Traffic flow and work area conditions*** may include:
- degree of visibility
 - nature of loads
 - obstacles
 - other traffic
 - surface conditions of work area
 - weather conditions.
- Equipment*** may include:
- camp equipment
 - surveying instruments
 - vehicles.
- Vehicle*** may include:
- boats
 - cars
 - light trucks
 - two and four-wheel drive vehicles with or without trailers.
- Workplace procedures*** may be written or verbal, including:
- assignment instructions
 - instructions from colleagues, supervisors or managers
 - personal protective equipment requirements
 - reporting and documentation requirements
 - specific client requirements.

Unit Sector(s)

Unit sector

Spatial information services

