Australian Government

CPPSIS2013A Assist in the storage and retrieval of spatial data

Release 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CPPSIS2013A Assist in the storage and retrieval of spatial data

Modification History

Unit revised and not equivalent to CPPSIS2003A Assist in the storage and retrieval of spatial data
Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements
Skills and knowledge requirements and the range statement updated

Unit Descriptor

This unit of competency specifies the outcomes required to assist in spatial data storage and retrieval. It requires the ability to perform a range of routine and basic activities involved in the use of information technology and equipment within a spatial information handling framework. Functions would be carried out under direct supervision and within organisational guidelines.

Application of the Unit

This unit of competency supports the application of teamwork, administration and communication skills, and the use of technology. The skills and knowledge acquired upon completion of this unit would support the needs of new employees in the surveying and spatial information services (SSIS) industry sector in positions such as field hands, data collection assistants and administrative assistants.

Licensing/Regulatory Information

No licensing, legislative and regulatory requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

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

1	Assist in the storage of spatial data.	1.1	Data is recorded in index according to **organisational guidelines**.
		1.2	Data index is used to maintain data storage according to organisational, legal and spatial data requirements.
		1.3	**Administrative and legal requirements** for data storage are complied with and recorded.
		1.4	Spatial data is backed up according to organisational guidelines.
		1.5	Designated **methods of spatial data storage** and **distribution** are observed, following consultation with **relevant personnel**.
2	Assist in accessing and retrieving spatial data.	2.1	Indexing system is used to locate spatial data source.
		2.2	Spatial data is presented to relevant personnel for translation into required format.

Required Skills and Knowledge

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

Required skills

- communicate in a clear and concise manner in both written and verbal modes
- 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 appreciation of height, depth, breadth, dimension and position to basic virtual representation
- technological skills to use computers

Required knowledge

- current indexing systems
- classification systems, processes and products linked to specifications
- data retrieval methods, querying and browsing
- network and security guidelines
- OHS requirements relating to operating computers:
    - observing ergonomically sound practices
    - taking regular breaks
- organisational guidelines relating to spatial data retrieval
- spatial data formats

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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 CPPSIS2012A Assist in the collection of spatial data, and CPPSIS2017A Use information technology for spatial information services 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: - applying data security and backup measures - retrieving spatial data - storing spatial data according to established policies and procedures - using a data index system - knowledge of data retrieval methods.
Specific resources for assessment	Resource implications for assessment include access to: - assignment instructions, work plans and schedules, policy documents and duty statements - assessment instruments, including personal planner and assessment record book - 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. Where applicable, physical resources should include equipment modified for people with disabilities.
Context of assessment	Holistic: based on the performance criteria, evidence guide, range statement, and required skills and knowledge.
Method of assessment	Demonstrated over a period of time and observed by the assessor (or assessment team working together to conduct the assessment). Demonstrated competency in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally

experienced in the workplace.
Obtained by observing activities in this field and reviewing induction information. If this is not practicable, observation in realistic simulated environments may be substituted.

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Guidance information for assessment	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 surveying and spatial information services requirements to assess competency.
	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).
	Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.
	All practical demonstration must adhere to the safety and environmental regulations relevant to each State or Territory.
	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.
	In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.
	Assessment processes will be appropriate to the language 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

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.

Organisational guidelines	• electronic format
	• equipment specifications

may include:	- operator manuals - printed product instructions and information - spatial database - warranty documents.

Administrative and legal requirements may include:	- access protocols and obligations
	- Australian standards, quality assurance and certification requirements
	- award and enterprise agreements
	- licensing arrangements
	- organisational protocols for accessing physical, financial and human resources
	- royalty obligations
	- relevant state, territory and federal legislation affecting organisational operations, including:
	    - anti-discrimination and diversity
	    - copyright and digital copyright
	    - industrial relations
	- reimbursements
	- Indigenous considerations
	- relevant codes of practice
	- title search processes
	- understanding of company OHS guidelines.

Method of spatial data storage may include:	- digital - hard copy.
Distribution method may include:	- network access to an authoritative data source that can accommodate storage in digital or hard copy format.
Relevant personnel may include:	- colleagues - registered surveyors - company personnel - staff or employee representatives - supervisors or line managers - suppliers - users.

Unit Sector(s)

Surveying and spatial information services

Custom Content Section

Not applicable.

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