Australian Government
Department of Education, Employment and Workplace Relations

CPPSIS3002A Store and retrieve basic spatial data

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to collect basic data through a range of methods. It requires the ability to work with others in performing set task requirements within deadlines. Functions would be carried out under supervision and within organisational guidelines.

Application of the Unit

Application of the unit	This unit of competency supports the application of basic organisational, communication and problem-solving skills and the use of technology. The skills and knowledge acquired upon completion of this unit would support the needs of employees in the spatial information services industry sector in positions such as field coordination, data collection and administration.
	While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant federal, and state or territory legislation, regulations and codes of practice impact upon this unit (see unit performance criteria and range statement).

Licensing/Regulatory Information

Refer to Application of the Unit

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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 Store basic spatial data.	1.1 Data index is created for the storage and retrieval of basic spatial data.
	1.2 ***Administrative and legal requirements*** for spatial data storage are complied with and recorded.
	1.3 Spatial data is recorded in index according to ***organisational guidelines***.
	1.4 Spatial data is backed up according to organisational guidelines.
	1.5 ***Method of spatial data storage*** is selected following assistance from ***relevant personnel*** and according to organisational guidelines.
	1.6 Data ***distribution method*** is determined to ensure that the most current data is available.
	1.7 Skills and knowledge are updated to accommodate changes in data storage.
2 Access and retrieve basic spatial data.	2.1 Indexing system is used to locate basic spatial data source.
	2.2 Basic spatial data is translated into required format where necessary.
3 Implement contingency plans.	3.1 ***Contingency plans*** for spatial data retrieval are implemented on the request of relevant personnel.

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
- analytical skills (basic)
- communication skills to:
  - discuss vocational issues effectively with colleagues
  - impart knowledge and ideas through oral, written and visual means
- computer skills, including ability to use basic networking
- information technology

REQUIRED SKILLS AND KNOWLEDGE

- literacy skills to:
  - assess and use workplace information
  - interpret and understand 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
- problem solving (basic)
- spatial skills to:
  - apply understanding of height, depth, breadth, dimension and position to actual operational activity and virtual representation
  - exercise precision and accuracy in relation to basic design application.

Required knowledge and understanding:

- classification systems, processes and products linked to specifications
- corporate information database environment (basic)
- current indexing systems
- data retrieval methods, querying and browsing
- network and security guidelines
- organisational policies and guidelines, such as OHS guidelines
- reference systems and their relationship to each other
- risk management principles as applied to operational spatial data storage
- spatial data formats (basic)
- spatial data management practices (basic)
- spatial data structure requirements (basic)
- storage media.

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 unit CPPSIS3005A Collect basic spatial data.

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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
- dealing with contingencies
- storing and retrieving basic spatial data
- using an index system.

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.

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 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

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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

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.

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
	• reimbursements
	• Indigenous considerations
	• relevant codes of practice
	• relevant state, territory and federal legislation affecting organisational operations, including:
	   • anti-discrimination and diversity
	   • copyright and digital copyright
	   • equal employment opportunity (EEO)
	   • industrial relations
	• royalty obligations
	• title search processes
	• company OHS guidelines.

Organisational guidelines may be included in:	• electronic format • equipment specifications • operator manuals • printed product instructions and information • spatial database • warranty documents.
Method of spatial data storage may include:	• digital • hard copy.
Relevant personnel may include:	• colleagues • registered surveyors • company personnel • staff or employee representatives • supervisors or line managers

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	• suppliers.
Distribution method may include:	• network access to an authoritative data source that can accommodate storage in digital or hard copy format.
Contingency plans may include:	• duplicates
	• insurance
	• media malfunction
	• media and formats becoming outdated
	• storage:
	• in different media
	• fireproof
	• off site.

Unit Sector(s)

Unit sector   Spatial information services