



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPSIS4008A Organise equipment and supplies**

**Release: 1**

## CPPSIS4008A Organise equipment and supplies

### Modification History

Not Applicable

### Unit Descriptor

#### Unit descriptor

This unit of competency specifies the outcomes required to organise equipment and supplies. It requires the ability to read specifications, understand spatial on-site job requirements in relation to the use of equipment and supplies, plan and execute set tasks in a team environment, often in the lead role. Functions would be carried out under limited supervision and within organisational guidelines.

### Application of the Unit

#### Application of the unit

This unit of competency supports the application of communication, interpersonal, problem-solving, teamwork and leadership skills, and the use of technology. The skills and knowledge acquired upon completion of this unit would apply to the needs of employees in supporting positions for surveying, cartography, mapping and geographic information systems.

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

## 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 Select equipment and supplies.	<p>1.1 <i>Equipment and supply</i> requirements are ascertained from <i>specifications</i> and <i>principal work activities</i> according to <i>organisational guidelines</i>.</p> <p>1.2 Tools, equipment and supplies appropriate to the environment are selected and prepared.</p> <p>1.3 <i>Contingencies</i> and <i>risk management processes</i> are considered when using equipment and supplies.</p> <p>1.4 Equipment is checked to ensure it is in safe working order.</p> <p>1.5 Equipment and supplies are allocated to appropriate personnel.</p> <p>1.6 <i>Supervisory processes</i>, checks and measures are implemented to ensure work is completed within <i>time available</i>.</p> <p>1.7 Arrangements are made for the transport of equipment and supplies.</p> <p>1.8 <i>Personal protective equipment</i> is used according to <i>OHS</i> guidelines.</p> <p>1.9 Skills and knowledge are updated to accommodate changes in equipment.</p>
2 Outlay equipment and supplies to be used.	<p>2.1 Work is allocated to team members.</p> <p>2.2 Personnel are instructed to operate equipment according to <i>manufacturer specifications</i>.</p> <p>2.3 Maintenance of equipment is arranged.</p>
3 Maintain equipment.	<p>3.1 Unsafe or faulty equipment is identified and arrangements are put in place for the <i>operational maintenance</i> of <i>equipment</i>.</p> <p>3.2 Repair work is organised for unsafe or faulty equipment under direction of relevant personnel and according to organisational guidelines.</p> <p>3.3 Tools and equipment are stored safely in an appropriate location and according to manufacturer specifications.</p>

## Required Skills and Knowledge

### 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
- ability to select and use tools and equipment safely and appropriately
- ability to train others in the use of equipment
- communication skills to:
  - discuss vocational issues effectively with colleagues
  - impart knowledge and ideas through oral, written and visual means
- computer skills (technical user level) to complete business documentation
- first aid
- interpersonal skills e.g. cooperation and flexibility
- literacy skills to:
  - assess and use workplace information
  - interpret and understand legal, financial and procedural requirements
  - process workplace documentation
  - read, record data and write technical reports
  - research and access routine sources of spatial data
- negotiation skills
- numeracy skills to:
  - analyse errors
  - record with accuracy and precision
  - statistical recording and interpretation
  - undertake computations
- organisational skills to prioritise activities to meet contractual requirements and immediate needs pertaining to equipment and supplies
- spatial skills to:
  - solve basic problems relating to height, depth, breadth, dimension, direction and position in actual operational activity and virtual representation
  - understand implications of height, depth, breadth, dimension and position to actual operational activity and virtual representation
- team leadership
- time management skills.

### Required knowledge and understanding:

- abilities of work teams
- accuracy and precision requirements
- characteristics, capabilities and limitations of tools and equipment being used

## REQUIRED SKILLS AND KNOWLEDGE

- equipment requirements
- industry ethics and practice
- legislative, statutory and industry requirements and standards
- organisational policies and guidelines, such as OHS guidelines
- planning and control processes
- project review procedures
- safe work practices
- spatial data measuring and recording
- understanding and application of relevant engineering-related tasks and associated computations
- work allocation procedures.

## 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 CPPSIS4007A Organise field services.

**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:

- interpreting specifications
- operating precision measuring equipment
- planning activity and selecting equipment and supplies
- leading a team
- understanding the nature of spatial projects.

**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

	<p>assessment support when required.</p> <p>Where applicable, physical resources should include equipment modified for people with disabilities.</p>
<b>Context of assessment</b>	<p>Holistic: based on the performance criteria, evidence guide, range statement, and required skills and knowledge.</p>
<b>Method of assessment</b>	<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>
<b>Guidance information for assessment</b>	<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>

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.

***Equipment and supplies***  
may include:

- data recording equipment
- measuring instruments
- personal computer-based digitising boards
- tools
- vehicles.

***Specifications*** may include:

- budget
- data capture methods
- personnel required
- project deliverables
- resources needed
- timelines.

***Principal work activities***  
may include:

- activities and sequence of activities determined to be essential in order to meet project objectives.

***Organisational guidelines***  
may include:

- code of ethics
- company guidelines
- legislation relevant to the work or service function, including equal employment opportunity (EEO)
- manuals
- OHS policies and procedures
- personnel practices and guidelines outlining work roles and responsibilities.

***Contingencies*** may include:

- equipment failure
- injury to personnel
- personnel turnover
- observation errors
- obstructions to project plan
- weather.

***Risk management processes*** may include:

- contingency planning
- guidelines for the selection of contractors
- effective communication and consultation
- effective planning, including such things as:

- budget control
  - anticipating external influences
  - realistic timelines
  - targeted activity
  - effective project management
  - internal and external audit processes
  - milestone review and evaluation.
- Supervisory processes*** may include:
- delegating
  - implementing
  - monitoring
  - overseeing practices
  - planning
  - reviewing
  - targeting.
- Time available*** may involve estimates for time duration of project, including:
- client instructions
  - consideration of contingencies
  - consideration of past project experiences
  - experience of project personnel
  - location of project
  - methods to be employed
  - resources and equipment to be used.
- Personal protective equipment*** may include:
- breathing apparatus
  - gloves
  - helmets
  - overalls
  - masks and respirators
  - safety boots
  - safety glasses
  - safety vests
  - sun protection equipment.
- OHS*** may include:
- Australian standards
  - development of site safety plan
  - identification of potential hazards
  - inspection of work sites
  - training staff in OHS requirements
  - use of equipment and signage.
- Manufacturer specifications*** may include:
- equipment specifications
  - operator manuals.
- Operational maintenance*** may include:
- adjusting
  - cleaning
  - lubricating

*Equipment maintenance*  
may include:

- simple repair
- tightening.
- appropriate storage
- equipment and tool monitoring
- schedule of regular checks.

## **Unit Sector(s)**

**Unit sector**                      Spatial information services