



Australian Government

CPPSIS4036A Operate spatial software applications

Release 1

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Modification History

Version	Comment
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1	This version first released with CPP07 Property Services Training Package Version 12.
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Unit Descriptor

This unit of competency specifies the outcomes required to operate spatial software applications. It requires technical ability in the use of IT equipment, as well as an understanding of how to use it, to satisfy key task requirements. Functions would be carried out within organisational guidelines.

Application of the Unit

This unit of competency supports the application of the skills and knowledge required in supporting positions in the surveying and spatial information services (SSIS) industries.

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

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|---|---|-----|--|
| 1 | Determine and select appropriate software for the spatial task. | 1.1 | Task purpose and <i>objectives</i> and principal work activities are defined. |
| | | 1.2 | Appropriate <i>software application</i> package is selected to complete the <i>spatial</i> task. |
| | | 1.3 | Audience and presentation requirements are identified and clarified where necessary with relevant personnel. |
| | | 1.4 | OHS requirements to be followed are planned. |
| 2 | Select and apply methodology to conduct spatial task. | 2.1 | Methodology for work activities that support task objectives is selected. |
| | | 2.2 | Resources are identified to support methodology selection. |
| | | 2.3 | Required <i>control structures</i> are applied. |
| | | 2.4 | <i>Technical functions, other data and formatting</i> are used to complete the spatial task, and are recorded according to the task objectives. |
| | | 2.5 | Checks are completed according to organisational practices. |
| 3 | Finalise the task. | 3.1 | Documents are named and stored in appropriate directories or folders. |
| | | 3.2 | Required documentation is completed according to <i>organisational guidelines</i> . |

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - determine the software requirements of a spatial project
 - discuss software issues effectively with colleagues
 - impart knowledge and ideas through oral, written and visual means
 - seek assistance and expert advice
- literacy skills to:
 - assess and use workplace information
 - interpret user manuals and help functions
 - process workplace documentation
 - read, record data, and write technical reports
 - research and access routine sources of spatial data
- numeracy skills to:
 - enter simple formulas into spreadsheets
 - undertake computations
- spatial skills to solve basic problems relating to height, depth, breadth, dimension, direction and position in operational activity and virtual representation
- technology skills to:
 - operate a personal computer (PC) and printer
 - operate a keyboard to enter text and numerical data
 - use software packages

Required knowledge

- features and functions of commercial software packages
- import and export software functions
- OHS principles and responsibilities for ergonomics, such as those relating to work periods and breaks
- procedures for the use of input and output devices
- procedures for linking documents
- purpose, use and functions of applications
- software packages used by the organisation
- spatial practices relating to using software
- technical terminology relating to reading help files and responding to system help

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.

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:

- producing spatial documents using selected methodology and software packages
- using help manuals and online help
- applying knowledge of software packages to spatial tasks.

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.

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 the 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 SIS 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.

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.

Objectives may include:

- agreed client requirements
- written spatial data specifications.

Software application may include:

- database
- email
- graphics
- spreadsheet:
 - Apple iWorks, such as Numbers
 - Gnumeric
 - Microsoft Excel
 - Open Office
- word processing.

Spatial may include:

- geospatial
- geographic information systems (GIS)
- photogrammetry
- remote sensing
- surveying.

Control structures may include:

- acceptance criteria
- inspection
- review process
- test plans.

Technical functions, other data and formatting may

- alignment
- clip art
- comments

include:

- data and other software applications
- digital photographs
- digital signatures
- display features
- embedding
- exporting
- fields
- fills or shading
- formulas
- graphics
- importing
- lines and borders
- linking
- merge cells
- page and section breaks
- permissions
- reviewing
- sharing
- sort criteria
- split cell
- table of contents
- templates
- text direction
- versioning.

Organisational guidelines
may include:

- code of ethics
- company policy
- legislation relevant to the work or service function manuals
- OHS policies and procedures relating to:
 - avoiding radiation from computer screens
 - chair height, seat and back adjustment
 - document holder
 - equipment that is reasonably adjusted to meet personal needs
 - exercise breaks
 - footrest
 - lighting
 - posture
 - screen position
 - workstation height and layout
- practices and guidelines outlining work roles and responsibilities.

Unit Sector(s)

Surveying and spatial information services

Custom Content Section

Not applicable.