



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM404A Prepare and present geographic information systems data

Release 2

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Modification History

LGAPLEM404A Release 2: Layout adjusted.

LGAPLEM404A Release 1: Primary release.

Unit Descriptor

This unit covers designing, generating and producing information to meet user requirements.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify presentation requirements	<p>1.1 Presentation requirements are determined in consultation with end user.</p> <p>1.2 Extent, content and intended use of output are considered in recommending presentation format and medium.</p>
2 Format and present data	<p>2.1 Relevant data elements are assembled.</p> <p>2.2 Procedures are designed for formatting data into compatible format.</p> <p>2.3 <i>Data formats</i> are selected to meet customer requirements.</p> <p>2.4 Information is presented to meet user requirements using suitable media in an attractive, informative and useable manner.</p> <p>2.5 Information is presented in line with appropriate Australian standards.</p>
3 Ensure customer satisfaction	<p>3.1 Work is completed in line with council <i>quality requirements</i> .</p> <p>3.2 Feedback is sought from customer regarding satisfaction with information and presentation.</p> <p>3.3 Any areas of dissatisfaction are resolved in line with council policies and procedures.</p> <p>3.4 Customer feedback is analysed and used as a quality improvement tool.</p>

Required Skills and Knowledge

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

Required Skills

- layout and design
- attention to detail
- consultation and negotiation with customers

Required Knowledge

- display principles including colour, composition, layout, text and line style, appropriate scale, media, font types and sizes, legends and projectives
- use of software and hardware such as GIS, CAD, desktop publishing, desktop mapping, multimedia, graphic animation, plotters, printers and terminals
- Australian standards: drawing
- council policies relevant to information presentation

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	Customer requirements are met. Presentation is in line with Australian standards.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: <ul style="list-style-type: none">• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies• written and/or oral questioning to assess knowledge and understanding• completion of workplace documentation third-party reports from experienced practitioners completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor.
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to a workplace or simulated case study that provides resources, including: <ul style="list-style-type: none">• relevant software and hardware such as GIS, CAD, desktop publishing, desktop mapping, spreadsheets, word processing, multimedia, graphic animation, plotters, printers and terminals

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.

Data formats may include:

- hard copy
- digital graphic output
- spreadsheets
- databases
- word processing documents
- maps
- sticky labels
- desktop published documents

Quality requirements may include:

- percentage rework
- allowable time frame durations

Unit Sector(s)

Planning Units