



Australian Government

CPPSIS2013 Store and retrieve basic spatial data

Release: 1

CPPSIS2013 Store and retrieve basic spatial data

Modification History

Release 1.

Replaces superseded equivalent CPPSIS2013A Assist in the storage and retrieval of spatial data.

This version first released with CPP Property Services Training Package Version 3.

Application

This unit of competency specifies the outcomes required to assist team members to store and retrieve basic spatial data. Basic spatial data refers to recorded surveying measurements or datasets of objects with coordinates. The unit covers following instructions to record, maintain and retrieve spatial data from either paper or digital sources. It requires the ability to follow instructions and communicate with team members to clarify work tasks.

The unit supports those who work under direct supervision in a surveying or spatial information services team.

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

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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|------------------------------|--|
| 1. Store basic spatial data. | 1.1. Task requirements are clarified with <i>appropriate persons</i> . |
| | 1.2. Computer and software are prepared and checked to meet task requirements, and problems are reported to appropriate persons. |
| | 1.3. Requirements are followed to record data in index according to organisational requirements. |

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| 2. Retrieve basic spatial data. | 2.1. Requirements are followed to access and retrieve spatial data source according to task and organisational requirements. |
| | 2.2. Problems are identified and reported to appropriate persons. |

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
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Numeracy skills to:	• extract and compare numerical data.
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Oral communication skills to:	• ask questions to clarify task requirements.
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Reading skills to:	• understand graphical information in basic spatial data.
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Technology skills to:	• store and retrieve spatial data in digital format.
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Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Appropriate persons</i> must include at least one of the following:	• experienced colleague • supervisor or line manager.
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Unit Mapping Information

CPPSIS2013A Assist in the storage and retrieval of spatial data

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPSIS2013 Store and retrieve basic spatial data

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Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also follow procedures and instructions to store and retrieve basic spatial data for two different projects.

While storing and retrieving the above basic spatial data, the person must:

- adhere to data privacy and information copyright laws relating to data storage and retrieval
- communicate clearly with others to clarify work tasks
- comply with organisational requirements to work safely when using screen-based equipment
- cooperate with team members to store and retrieve spatial data
- report problems and seek assistance with work tasks
- use a computer and software to store and retrieve spatial data.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- organisational policies and procedures relating to:
 - data privacy and information copyright
 - preparing and using computers and software
 - reporting problems with spatial data availability and formats
 - working safely when using screen-based equipment.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - computers and software required to collect basic spatial data
- specifications:

- standard operating procedures and documentation relating to data privacy and information copyright
- physical conditions:
 - access to equipped work station
- relationships with team members and supervisor:
 - access to supervisor and other appropriate persons for assistance with work tasks.

Timeframe:

- as specified by task and organisational requirements

Links

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