



Australian Government

CPPSIS3019 Produce basic plans of surveys

Release: 1

CPPSIS3019 Produce basic plans of surveys

Modification History

Release 1.

Replaces superseded equivalent CPPSIS3019A Perform basic drafting.

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

Application

This unit of competency specifies the outcomes required to use suitable computer software to produce basic plans of a survey from surveying field data. The unit covers setting up equipment and software, establishing surveying data and dimensions, processing data, and producing basic plans to meet task specifications. It requires an ability to read and understand surveying data, and technology skills to manipulate, import and export data using software applications.

The unit supports those who work under supervision in a surveying and 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. Prepare to create basic plan of survey. | 1.1. Task requirements are clarified with <i>appropriate persons</i> . |
| | 1.2. Hardware, software and other equipment are set up and checked to ensure requirements are met. |
| | 1.3. Dimensions and data for required plan are established according to task requirements. |

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| | 1.4. | Required data is identified and retrieved according to task requirements. |
| 2. | Compile plan content. | |
| | 2.1. | Basic software functions are used to process surveying data to prepare plan of survey according to task requirements. |
| | 2.2. | Plan marginal information is prepared according to task requirements. |
| 3. | Finalise basic plan production. | |
| | 3.1. | Preliminary plan of survey is reviewed and checked against task requirements in consultation with appropriate persons. |
| | 3.2. | Adjustments to plan are made in consultation with appropriate persons. |
| | 3.3. | Data files are stored according to organisational requirements. |

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

Numeracy skills to:

- measure bearings, angles, distances, coordinates, perimeter and area within plans.

Oral communication skills to:

- ask questions to clarify work task requirements.

Reading skills to:

- interpret plan requirements
- understand technical terminology in help files and prompts.

Technology skills to:

- import and export data into software applications
- manipulate screen-based information.

Problem-solving skills to:

- identify errors by checking plans against given data.

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.

Appropriate persons must include at least one of the following:

- experienced colleague
- supervisor or line manager.

Unit Mapping Information

CPPSIS3019A Perform basic drafting

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 CPPSIS3019 Produce basic plans of surveys

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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 use suitable software to produce basic plans of surveys for two different tasks.

While producing the above plans, the person must:

- include content data obtained from collected field surveying data
- produce the plan content and marginal information
- take measurements of bearings, angles, distances, coordinates, perimeter and area from a digital plan
- communicate clearly with others to clarify work tasks
- comply with organisational requirements relating to work health and safety, completing records and documentation, privacy of information, and data storage
- use a computer, printer and required ancillary hardware.

Knowledge Evidence

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

- basic drafting design principles
- key features of coordinate systems
- industry-accepted standards relating to preparing and producing plans using appropriate software
- methods for checking and validating drawing accuracy
- software functions to produce basic plans
- typical content of plans of a survey.

Assessment Conditions

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

- equipment:
 - ancillary hardware necessary to prepare and print plans of a survey
 - computer software suitable for preparing and producing plans of a survey

- specifications:
 - design specifications
 - organisational policies, procedures and documentation relating to:
 - work health and safety
 - data privacy and information copyright
- physical conditions:
 - access to equipped work station
- relationships with team members and supervisor:
 - working under supervision.

Timeframe:

- as specified by task and organisational requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

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