



Australian Government

CPPSIS4027 Organise surveying field services

Release: 1

CPPSIS4027 Organise surveying field services

Modification History

Release 1.

Replaces superseded equivalent CPPSIS4027A Organise field services.

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

Application

This unit of competency specifies the outcomes required to organise surveying field services. The unit covers planning field activities to allow for contingencies and risks, and allocating resources. The unit also covers conducting organised field service tasks relating to measuring and marking surface positions, and documenting and reporting project results. It requires some client consultation.

The unit supports those who work in support positions for surveying, cartography, mapping and geographic information systems (GIS).

Licensing, legislative, regulatory or certification requirements concerning the use of vehicles apply to this unit in most States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

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. Plan surveying field services. | 1.1. Job specifications and principal work activities are identified and clarified with <i>appropriate persons</i> . |
| | 1.2. Field services are planned to include objectives, spatial data specifications, required resources, constraints, and health and safety requirements. |
| | 1.3. Plans and other relevant information are analysed to determine the location of services and site references. |

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| | 1.4. | Risks and contingencies are identified and risk control measures incorporated into field services plan according to organisational requirements. |
| | 1.5. | Tools, equipment and supplies are selected and prepared to meet job requirements. |
| | 1.6. | Work is allocated to appropriate persons, and checks and measures are implemented to ensure work is completed within time available. |
| 2. | Conduct field service tasks. | 2.1. Field service tasks are carried out according to job specifications. |
| | | 2.2. Surface positions are determined and marked according to site drawings and organisational requirements. |
| 3. | Complete field service tasks. | 3.1. Site is restored as near as practicable to original condition, and waste is disposed of according to organisational requirements. |
| | | 3.2. Tools and equipment are cleaned and stored in a secure location according to organisational requirements. |
| | | 3.3. Documentation is completed accurately and promptly and checked against job specifications. |
| | | 3.4. Job completion is reported to appropriate persons 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
Planning and organising skills to:	prioritise activities to meet work requirements and immediate field needs.

- Numeracy skills to:
- calculate time and resources to allocate to field services.
- Oral communication skills to:
- ask questions to identify and clarify client requirements
 - impart knowledge and ideas to meet client needs.
- Reading skills to:
- interpret technical information in manufacturer specifications.
- Writing skills to:
- complete field records
 - prepare clear and accurate technical reports that can be interpreted by a third party.
- Technology skills to:
- use a computer and software to prepare reports.

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:
- client
 - experienced colleague
 - supervisor or line manager
 - supplier.

Unit Mapping Information

CPPSIS4027A Organise field services

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 CPPSIS4027 Organise surveying field services

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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 organise surveying field services for two different projects in consultation with colleagues.

While organising the above field services, the person must:

- review job specifications and objectives to determine resource allocations in consultation with others
- plan field services to allow for contingencies, such as inclement weather
- organise a small work team to provide field services
- conduct a range of field service tasks and assist in restoring the work site on completion
- determine and mark surface positions based on information in site drawings and references
- communicate clearly with others to clarify and report project information
- comply with organisational requirements when using and storing the equipment specified in the assessment conditions, and completing records and documentation
- comply with health and safety requirements to:
 - identify potential hazards and apply risk control measures
 - inspect equipment to ensure it is in safe working order.

Knowledge Evidence

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

- basic techniques for planning field services and organising a small work team
- industry requirements and standards for determining and marking surface positions
- organisational requirements relating to resource allocation, equipment use, and health and safety when working in the field
- types and uses of spatial data obtained from:
 - global navigation satellite system (GNSS)
 - level
 - total station
- ways to minimise environmental impact from field activities.

Assessment Conditions

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

- equipment:
 - data measuring and recording equipment
 - communications equipment
 - computer and relevant software
 - safety equipment, including personal protective equipment (PPE) for field work
 - vehicle as required
- specifications:
 - organisational policies, procedures and documentation relating to work health and safety
 - maps and site drawings
- relationships with team members and supervisor:
 - work in a team
- relationships with client:
 - client consultation required.

Timeframe:

- as specified by project 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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