



**Australian Government**

# **Assessment Requirements for CPPSIS4036 Operate spatial software applications**

**Release: 1**

# Assessment Requirements for CPPSIS4036 Operate spatial software applications

## Modification History

Release 1.

Replaces superseded equivalent CPPSIS4036A Operate spatial software applications.

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

## 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 operate two different types of spatial software applications to produce spatial documents.

While operating the above spatial software applications, the person must:

- plan work tasks to select and access software, equipment and resources to meet spatial task objectives
- communicate clearly with others to clarify task requirements and required document content
- use a computer and spatial software applications to prepare spatial documents
- apply control structures, including:
  - acceptance criteria
  - inspection
  - review
  - test plans
- apply different spatial software applications to use the following tools and features:
  - alignment
  - clip art
  - comments
  - digital photographs
  - digital signatures
  - display features
  - embedding
  - exporting
  - fields
  - fills and shading
  - formulas
  - importing
  - lines and borders

- linking
- merging and splitting cells
- page and section breaks
- permissions
- reviewing
- sharing
- sort criteria
- spell check
- table of contents
- templates
- text direction
- versioning
- identify and resolve problems with spatial data and documents
- comply with organisational requirements relating to:
  - completing records and documentation
  - file naming and storing conventions
  - health and safety when using screen-based equipment
  - privacy of information.

## Knowledge Evidence

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

- features, tools and functions of different commercial software applications used to prepare and present spatial information
- organisational conventions for naming and storing spatial documents
- organisational policies and procedures relating to:
  - data privacy and information copyright
  - using equipment safely
  - using spatial software applications and input and output devices
- presentation and format requirements for spatial documents
- technical terminology relating to online help files and functions.

## Assessment Conditions

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

- equipment:
  - personal computer and keyboard
  - printer
- specifications:
  - organisational policies and procedures relating to:
    - work health and safety

- data privacy and information copyright
- spatial task specifications
- physical conditions:
  - access to equipped work station
- relationships with team members and supervisor:
  - working in a team.

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.

## Links

Companion Volume implementation guides are found in VETNet -

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