



Australian Government

CPPSIS4036 Operate spatial software applications

Release: 1

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Replaces superseded equivalent CPPSIS4036A Operate spatial software applications.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.

Application

This unit of competency specifies the outcomes required to operate spatial software applications to produce, name and store spatial documents. The unit covers planning work tasks and selecting suitable software and equipment to meet task requirements. The unit requires the ability to use a computer and the features, tools and functions of different software applications to present, calculate and check spatial information.

The unit supports those who work as part of a surveying and spatial information services team in a range of support positions.

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. Plan spatial operation. | 1.1. Task objectives and audience and presentation requirements are identified and reviewed in consultation with <i>appropriate persons</i> . |
| | 1.2. Appropriate <i>software application</i> and equipment are selected to meet task and organisational requirements. |
| | 1.3. Equipment and software are set up and checked to ensure correct operation and functionality. |

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|---------------------------------|--|
| 2. Carry out spatial operation. | 2.1. Work methodology and spatial data are selected and applied according to software application and task objectives and requirements.

2.2. Software application is operated to produce spatial documents according to task requirements.

2.3. Control structures are applied according to organisational requirements.

2.4. Technical functions and tools are used to edit, format and complete documents according to task requirements. |
| 3. Finalise spatial operation. | 3.1. Spatial documents are checked and finalised using software functions according to task requirements.

3.2. Spatial documents are named and stored in directories and folders according to organisational requirements.

3.3. Documentation is completed 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

Initiative and enterprise skills to:

- design spatial document presentation and layout.

Learning skills to:

- conduct research to source spatial data for inclusion in documents.

Numeracy skills to:

- undertake computations using basic formulas in software.
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Oral communication

- ask questions to clarify software application requirements.

skills to:

- Reading skills to:
- interpret technical commands and prompts in software applications.
- Writing skills to:
- record clear and accurate measurements and computations.
- Technology skills to:
- use a computer and software features, tools and functions to produce, name and store spatial documents
 - operate hardware, including computers and printers.
- Problem-solving skills to:
- verify accuracy of document content using formulas
 - use online help function to assist software operation.

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
 - colleague
 - supervisor or line manager.

- Software application*** must include at least one of the following:
- database
 - spreadsheet
 - word processing.

Unit Mapping Information

CPPSIS4036A Operate spatial software applications

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 CPPSIS4036 Operate spatial software applications

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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 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

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