



Australian Government

Assessment Requirements for CPPSIS5060

Develop spreadsheets for spatial data

Release: 1

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Modification History

Release 1.

Replaces superseded equivalent CPPSIS5060A Use complex spreadsheets for spatial information.

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 develop three spreadsheets for different spatial data, in which the work must involve:

- linking spreadsheets
- multiple documents
- advanced mathematical formulas based on trigonometrical functions.

While developing the above spreadsheets for spatial data, the person must:

- analyse task requirements and evaluate work tasks as the basis for designing data layout, formulas and areas of automation
- communicate clearly with others to clarify work tasks and notify task results
- comply with organisational and legal requirements for:
 - accessing spatial data, including data privacy and information copyright
 - completing records and documentation
 - naming, storing and archiving spreadsheets
- design and develop spreadsheet templates which ensure consistency in format, font type and size across multiple documents
- develop spreadsheets using a range of complex software functions and formulas, including:
 - cell and data attributes
 - cell protection
 - embedding cell references in formulas
 - graphs
 - headers and footers
 - headings and labels
 - importing and exporting data
 - relative and absolute cell references

- edit and proofread spreadsheets to check for accuracy and data consistency, including checks for correct formula function and output
- identify errors and solve problems relating to data and spreadsheets
- preserve the integrity and accuracy of spatial data during import and export process
- use industry-accepted techniques to save and protect spreadsheets and data from corruption.

Knowledge Evidence

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

- advanced functions of spreadsheet software applications, including linking spreadsheets and using formulas
- display principles, including:
 - colour
 - composition
 - font type
 - legends
 - size
 - text and line style
- methods for applying trigonometrical functions to formulas in spreadsheets
- organisational requirements for:
 - completing records and documentation
 - preparing, naming, saving and archiving spreadsheet files.

Assessment Conditions

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

- equipment:
 - computer with access to appropriate spreadsheet software
 - printer
- specifications:
 - organisational policies, procedures and documentation relating to data privacy and information copyright
- physical conditions:
 - access to equipped work station
- relationships with team members and supervisor:
 - working in a team.

Timeframe:

- as specified by client and 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.

Links

Companion Volume implementation guides are found in VETNet -

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