



Australian Government

CPPSIS5060 Develop spreadsheets for spatial data

Release: 1

CPPSIS5060 Develop spreadsheets for spatial data

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Replaces superseded equivalent CPPSIS5060A Use complex spreadsheets for spatial information.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.

Application

This unit of competency specifies the outcomes required to design and develop spreadsheets to enter, edit and format spatial data. The unit covers using functions and features of spreadsheet software, including linked spreadsheets, multiple documents and advanced mathematical formulas based on trigonometrical functions. The unit also covers work preparation activities, including evaluating tasks to identify design parameters and setting up software and spreadsheet templates to ensure quality and consistency in format and design. The unit requires the ability to use technology to apply advanced mathematical concepts to spatial data, including identifying and resolving errors relating to formulas and other spreadsheet functions.

The unit supports those who work in a lead role in a surveying or 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.

1. Prepare for spreadsheet tasks.

1.1. Spreadsheet requirements for spatial data entry, storage, output, reporting and presentation are identified to determine task requirements in consultation with ***appropriate persons***.

- 1.2. Tasks are evaluated to identify design parameters, required mathematical formulas and areas where automation would increase efficiency according to task requirements.
 - 1.3. Software is set up and checked to ensure functionality and capacity to meet task and organisational requirements.
2. Set up spreadsheets.
 - 2.1. Spreadsheet templates are developed and edited to standardise spreadsheet operation and ensure quality and consistency in format and design.
 - 2.2. Linked worksheet solution is developed using software functions and formulas to meet task requirements.
 - 2.3. Worksheets are formatted to incorporate cell and data attributes, formulas and graphs with labels and titles.
 - 2.4. Formulas are tested to confirm that output meets task requirements and errors are identified and resolved or contingencies managed.
3. Use functions and features of spreadsheet software.
 - 3.1. Spatial data is entered, checked and edited according to task and organisational requirements.
 - 3.2. Spatial data is imported and exported between compatible spreadsheets, and host documents are adjusted according to task requirements.
 - 3.3. Software documentation and online help are used to overcome problems with spreadsheet design and production.
 - 3.4. Spreadsheets, including graphs, are produced and stored according to organisational requirements.
4. Finalise spreadsheets.
 - 4.1. Completed spreadsheets are protected to prevent accidental corruption and are archived according to organisational requirements.
 - 4.2. Documentation is completed and appropriate persons are informed of results 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:	• translate spatial data into spreadsheet design and layout.
Numeracy skills to:	• use mathematical formulas involving trigonometrical functions • use spreadsheet functions that use mathematical and statistical terms, including absolute, value, integer, square root, standard deviation, and simple if functions.
Oral communication skills to:	• ask questions to clarify spreadsheet requirements.
Reading skills to:	• interpret cell references • interpret information in graphs.
Writing skills to:	• incorporate headings and labels into spreadsheets to enhance meaning of spatial data.
Technology skills to:	• create multi-page and linked documents • use querying commands to obtain information from databases.
Problem-solving skills to:	• resolve problems with data compatibility.

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
- end user
- manager.

Unit Mapping Information

CPPSIS5060A Use complex spreadsheets for spatial information

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>