



Australian Government

Assessment Requirements for CPPSSI5060

Develop spreadsheets for spatial data

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 12.0.

This unit supersedes and is equivalent to CPPSIS5060 Develop spreadsheets for spatial data.

Performance Evidence

To demonstrate competency a candidate must meet the elements and performance criteria of this unit by developing three types of multi-worksheet spreadsheets for different spatial data.

Spreadsheets must include:

- complex software features:
 - cell and data attributes
 - named ranges
 - cell protection
 - embedding cell references in formulas
 - conditional formatting
 - data validation tools and processes
 - graph creation
 - simple macros
 - headings and labels
 - pivot tables
- spreadsheet functions to create formulae:
 - text
 - advanced mathematical
 - lookup
 - statistical
 - logical.

Knowledge Evidence

To be competent in this unit a candidate must demonstrate knowledge of:

- interpretation of:
 - cell references

- information in graphs
- methods for:
 - creating multi-sheet and linked documents
 - using advanced features of software applications
 - using formulas and checking for correct formula function and output
 - saving and protecting spreadsheets and data from corruption
 - identifying errors and solving problems relating to data and spreadsheets
 - preserving the integrity and accuracy of spatial data during import and export process
 - resolving problems with data compatibility
- organisational requirements for:
 - completing records and documentation
 - preparing, naming, saving and archiving spreadsheet files.

Assessment Conditions

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting where these skills and knowledge would be performed.

Candidates must have access to:

- computer with appropriate spreadsheet software
- organisational procedures and spreadsheet requirements relating to data privacy, copyright and licensing.

Links

Companion volumes to this training package are available at the VETNet website -

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