Australian Government

Department of Education, Employment and Workplace Relations

CPP20111 Certificate II in Surveying and Spatial Information Services

Release: 1

CPP20111 Certificate II in Surveying and Spatial Information Services

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

     Construction & Property Services Industry Skills Council

Employability Skills Summary

Employability Skills Qualification Summary	
Employability Skill	**Industry/enterprise requirements for this qualification include**:
Communication	- assess and record information from varied sources - communicate in a clear and concise manner, in written and verbal modes - apply numeracy skills to accurately record and collate and to undertake basic computations - apply literacy skills to: - assess and use workplace information - interpret and understand basic legal, financial, procedural and technical requirements - process workplace documentation - read and record data - research and access routine sources of spatial data - use basic workplace documents and user manuals - document metadata according to accepted industry standards - maintain and update records according to workplace procedures - record data according to organisational guidelines - report to the appropriate personnel any occurrence in the work area which may affect the safety and efficiency of operations - use basic workplace documents and user manuals
Teamwork	- assist in gathering basic spatial data and finalising the collection process - carry out support tasks under direction, often in a team environment, and according to specifications - present spatial data to relevant personnel - relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities - use interpersonal skills such as cooperation and flexibility

Employability Skills Qualification Summary	
	• work within a team in a range of SIS activities • work effectively as part of a team
Problem solving	• address minor technical vehicle problems as directed, using problem-solving techniques • apply appreciation of height, depth, breadth, dimension and position to basic virtual representation • apply understanding of height, depth, breadth, dimension and position to actual operational activity (basic) • assess legislation, procedural requirements and OHS issues relevant to employment in the SIS industry • identify and apply industry information • identify and research existing data sources for suitability • report contingencies that may affect equipment usage • select and assess appropriate categories of data sources • use basic problem-solving techniques
Initiative and enterprise	• identify opportunities for vocational development in consultation with appropriate persons • use analytical skills in relation to a limited range of routine areas
Planning and organising	• assist in accessing, retrieving and storing spatial data • estimate time to complete activities and prioritise tasks • compile and record basic spatial data administrative, legal and operational requirements for data collection • prepare to collect basic spatial data • collect spatial and aspatial data using electronic equipment and SIS technologies • store all data and documentation according to organisational guidelines
Self-management	• apply organisational skills to prioritise daily activities • comply with all legislation associated with job specifications and procedures

Employability Skills Qualification Summary	
	• prioritise daily activities • take into account personal values and attitudes regarding work and business when planning for future work/career directions • work on an individual basis
Learning	• apply knowledge of terms and conditions of employment • identify future career opportunities • update skills and knowledge to accommodate the vocational needs of the SIS sector • update skills and knowledge to accommodate changes in work environment
Technology	• select equipment, resources and SIS technologies according to the task requirements • store tools, resources and equipment, and SIS technologies safely and in appropriate locations, and according to manufacturer specifications • use computers to perform basic data collection • use and maintain equipment under supervision • use a range of equipment in the field safely and accurately, as required for the task

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of Employability Skills that are typical of this qualification and should not be interpreted as definitive.

Packaging Rules

Packaging rules
To achieve this qualification, the candidate must demonstrate competency in: • 8 units of competency: • 4 core units • 4 elective units. The elective units are chosen as follows: • 4 units from the elective units listed below

Packaging rules	
• 2 of the units may be chosen from other Certificate II or III qualifications in CPP07 or another current Training Package or state accredited course, provided the integrity of the AQF alignment is ensured, and they contribute to a valid, industry-supported vocational outcome.	
Core units	
CPPSIS2001B	Prepare for work in the spatial information services industry
CPPSIS2002A	Assist in the collection of basic spatial data
CPPSIS2003A	Assist in the storage and retrieval of spatial data
PRMCMN201A	Participate in workplace safety arrangements
Elective units	
BSBSUS201A	Participate in environmentally sustainable work practices
CPPSIS2004A	Assist in the selection, operation and maintenance of equipment and supplies
CPPSIS2005A	Assist in field activity
CPPSIS2006A	Assist with personnel and load transfer
CPPSIS2007A	Use information technology for spatial information services activity
ICAU1128B	Operate a personal computer
ICAU1129B	Operate a word processing application
ICAU1130B	Operate a spreadsheet application
ICAU1131B	Operate a database application
ICAU2006B	Operate computing packages
MNQGEN200A	Conduct local risk control
PRMCMN202A	Provide effective client service
PSPGOV202B	Use routine workplace communication techniques