



Australian Government

Department of Education, Employment and Workplace Relations

CPPSIS2004A Assist in the selection, operation and maintenance of equipment and supplies

Release: 1

CPPSIS2004A Assist in the selection, operation and maintenance of equipment and supplies

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to assist with the operation and maintenance of equipment and supplies. It requires the ability to work under instructions to perform spatial on-site job requirements in relation to the use of equipment and supplies. Functions would be carried out under direct supervision and within organisational guidelines.

Application of the Unit

Application of the unit This unit of competency supports the application of communication, interpersonal and teamwork skills, and the basic use of technology. The skills and knowledge acquired upon completion of this unit would support the needs of new employees in the spatial information services industry sector in positions such as field hands, data collection assistants and administrative assistants. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant federal, and state or territory legislation, regulations and codes of practice impact upon this unit (see unit performance criteria and range statement).

Licensing/Regulatory Information

Refer to Application of the Unit

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Assist with the selection of equipment and supplies.	1.1 Instructions from relevant personnel are followed regarding the selection of equipment and supplies, according to organisational guidelines. 1.2 Assistance is provided to check and maintain equipment to ensure it is in safe working order. 1.3 Assistance with transport of equipment and supplies is provided where appropriate. 1.4 Skills and knowledge are updated to accommodate work environment.
2 Assist with the use of equipment and supplies.	2.1 Assistance is provided to operate appropriate equipment according to manufacturer specifications to meet task requirements. 2.2 Assistance with the use of supplies is provided in line with organisational requirements and according to established procedures. 2.3 OHS requirements are adhered to throughout the task procedures. 2.4 Data is recorded accurately under instructions from relevant personnel.
3 Assist with the maintenance of equipment.	3.1 Assistance with the operational maintenance of equipment, including mechanical problem solving and repairs, is provided according to organisational guidelines. 3.2 Repair work is organised for unsafe or faulty equipment under the direction of relevant personnel. 3.3 Tools and equipment are stored safely in appropriate locations and according to manufacturer specifications. 3.4 Assistance with implementing the equipment maintenance plan is provided as directed by relevant personnel.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- ability to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities

REQUIRED SKILLS AND KNOWLEDGE

- ability to select and use tools and equipment safely and appropriately (basic)
- communicate in a clear and concise manner in both written and verbal modes
- interpersonal skills e.g. cooperation and flexibility
- literacy skills to:
 - assess and use workplace information
 - interpret and understand basic legal, financial and procedural requirements
 - process workplace documentation
 - read and record data
- numeracy skills to:
 - accurately record and collate
 - undertake basic computations
- organisational skills to prioritise daily activities
- spatial skills to apply understanding of height, depth, breadth, dimension and position to actual operational activity (basic)
- technological skills (basic)
- work effectively as part of a team.

REQUIRED SKILLS AND KNOWLEDGE

Required knowledge and understanding:

- characteristics, capabilities and limitations of tools, equipment and supplies being used
- industry ethics and practice
- legislation as it applies to the spatial information services industry sector (basic)
- safe work practices.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment	This unit of competency could be assessed on its own or in combination with other units relevant to the job function, for example units CPPSIS2005A Assist in field activity, and CPPSIS2006A Assist with personnel and load transfer.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of: • carrying out task instructions • operating precision-measuring equipment • selecting and maintaining equipment and supplies • understanding the nature of spatial projects.
Specific resources for assessment	Resource implications for assessment include access to: • assessment instruments, including personal planner and assessment record book • assignment instructions, work plans and schedules, policy documents and duty statements • registered training provider of assessment services • relevant guidelines, regulations and codes of practice • suitable venue and equipment. Access must be provided to appropriate learning and assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.
Context of assessment	Holistic: based on the performance criteria, evidence

guide, range statement, and required skills and knowledge.

Method of assessment

Demonstrated over a period of time and observed by the assessor (or assessment team working together to conduct the assessment).

Demonstrated competency in a range of situations, that may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Obtained by observing activities in the field and reviewing induction information. If this is not practicable, observation in realistic simulated environments may be substituted.

Guidance information for assessment

Assessment requires that the clients' objectives and industry expectations are met. If the clients' objectives are narrowly defined or not representative of industry needs, it may be necessary to refer to portfolio case studies of a variety of spatial information services requirements to assess competency.

Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge (in assessment situations where the candidate is offered a preference between oral questioning or written assessment, questions are to be identical).

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

All practical demonstration must adhere to the safety and environmental regulations relevant to each State or Territory.

Where assessment is for the purpose of recognition (recognition of current competencies [RCC] or recognition of prior learning [RPL]), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

Assessment processes will be appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Relevant personnel may include:

- colleagues
- staff or employee representatives
- supervisors or line managers
- suppliers
- users.

Equipment and supplies may include:

- data recording equipment
- measuring instruments
- personal computer-based digitising boards
- tools
- vehicles.

Organisational guidelines may include:

- code of ethics
- company guidelines
- legislation relevant to the work or service function
- manuals
- OHS policies and procedures
- personnel practices and guidelines outlining work roles and responsibilities.

Manufacturer specifications may include:

- equipment specifications
- operator manuals.

OHS may include:

- Australian standards
- development of site safety plan
- identification of potential hazards
- inspection of work sites
- training staff in OHS requirements
- use of equipment and signage.

Operational maintenance may include:

- adjusting
- cleaning
- lubricating
- tightening
- simple repair.

Equipment maintenance

- appropriate storage

plan may include:

- equipment and tool monitoring
- schedule of regular checks.

Unit Sector(s)

Unit sector

Spatial information services