



Australian Government

Department of Education, Employment and Workplace Relations

CPPSIS2007A Use information technology for spatial information services activity

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to use information technology. The technology includes the effective use of computer software to organise information and spatial data in order to verify spatial data. It requires the ability to assess and record information from varied sources and understand the use of technology in problem solving. 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 the use of technology, data interpretation and collation, and problem-solving and teamwork skills. 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 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 <i>bold italicised</i> 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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Operate computer.	1.1 Computer hardware and related equipment are used to produce a routine spatial data outcome according to organisational guidelines. 1.2 Keyboard and equipment are used to meet functional requirements in regard to speed and accuracy, and according to OHS requirements. 1.3 Skills and knowledge are updated to accommodate information technology requirements.
2 Operate computer packages.	2.1 Appropriate software is used to produce the required outcome. 2.2 Documents are saved and stored in appropriate files. 2.3 Data is accessed, produced, manipulated and stored to meet the requirements of the task as specified by relevant personnel.
3 Access and use support resources.	3.1 Online help is used to overcome basic difficulties with applications. 3.2 Manuals and training booklets are used to solve minor problems. 3.3 Legal and ethical requirements are adhered to according to organisational guidelines.

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
- analytical skills in relation to a limited range of routine areas
- communicate in a clear and concise manner in both written and verbal modes
- computer skills
- literacy skills to:
 - assess and use workplace information
 - interpret and understand basic legal, financial and procedural requirements
 - process workplace documentation
 - read and record data
 - research and access routine sources of spatial data

REQUIRED SKILLS AND KNOWLEDGE

- use basic workplace documents and user manuals
- numeracy skills to:
 - accurately record and collate
 - undertake basic computations
- organisational skills to:
 - manage files
 - prioritise daily activities
- problem solving (basic)
- spatial skills to:
 - 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)
 - understand virtual images.

REQUIRED SKILLS AND KNOWLEDGE

Required knowledge and understanding:

- OHS principles and responsibilities, such as ergonomic principles and practices to avoid muscle strain
- operation of relevant software packages
- organisational policies and guidelines (basic)
- security management guidelines
- spatial database operation (basic)
- spatial data storage technology (basic)
- technical terminology in relation to reading help files and prompts.

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 CPPSIS2002A Assist in the collection of basic spatial data, and CPPSIS2003A Assist in the storage and retrieval of spatial data.

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:

- organising own work load
- taking directions
- working in a team
- using relevant information technology to perform routine work functions:
 - applying solutions to routine problems
 - accurate record keeping
 - organising own work load
 - performing a range of tasks where choice between a substantial range of options is required.

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.

Computer hardware may include:

- mobile devices such as personal digital assistants or data loggers
- multimedia devices
- networked systems
- personal computers
- printers and scanners.

Spatial data may include:

- digital
- hard copy
- image
- text
- raster
- vector.

Organisational guidelines may include:

- code of ethics
- company policy
- legislation relevant to the work or service function, including equal employment opportunity (EEO)
- manuals
- OHS policies and procedures
- personnel practices and guidelines outlining work roles and responsibilities.

Functional requirements refer to:

- work deliverables.

OHS requirements may

- Australian standards

include:

- identification of potential hazards
- safety plan
- safe use of:
 - computer equipment
 - mobile equipment
 - regulated equipment
 - screen-based equipment
 - workstations.

Appropriate software may include:

- commercial software applications
- communication packages and presentation functions
- computer-aided design (CAD)
- database
- geographic information systems (GIS)
- graphic
- internet
- organisational
- remote sensing
- surveying.

Appropriate files may include:

- compact discs
- diskettes
- local hard disk drive
- remote hard disk drive
- USB storage devices
- zip files.

Relevant personnel may include:

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

Ethical requirements may include:

- confidentiality
- privacy.

Unit Sector(s)

Unit sector

Spatial information services