



Australian Government

Department of Education, Employment and Workplace Relations

CPPSIS3008A Transfer personnel and loads

Release: 1

CPPSIS3008A Transfer personnel and loads

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to use light vehicles, including boats, to transfer personnel and loads. It requires the ability to operate four-wheel drive vehicles in off-road conditions, and to load according to plans to ensure efficiency and safety of operations. Functions would be carried out under supervision, often in a team environment, and within organisational guidelines.

Application of the Unit

Application of the unit

This unit of competency supports the application of communication, day-to-day organisational, problem-solving and self-management skills and the use of technology. The skills and knowledge acquired upon completion of this unit would support the needs of employees in the surveying and spatial information services industry sector in positions such as field hands, field work coordinators and data collection officers.

Licensing, legislative, regulatory or certification requirements pertaining to relevant states or territories, and codes concerning the loading and unloading of goods, including mass and loading regulations dealing with over-size and over-mass permits, apply to this unit.

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 Prepare for loading. | <ul style="list-style-type: none">1.1 Loading needs for <i>spatial and/or surveying site work</i> are identified and located according to instructions from <i>appropriate personnel</i>.1.2 <i>Loading and unloading plans</i> are followed to ensure efficient and safe operations.1.3 <i>Characteristics of the load</i> are taken into account to ensure that the distribution is even, legal and within safe working capacity.1.4 Skills and knowledge are updated to accommodate changes in <i>equipment</i> and operations. |
| 2 Manage load. | <ul style="list-style-type: none">2.1 Goods are loaded according to relevant mass and loading regulations and workplace procedures.2.2 Lifting aids and appliances are selected and used to assist loading procedures, according to workplace procedures and <i>applicable regulations and legislation</i>.2.3 Load is secured using the correct load restraint and protection equipment.2.4 Load is protected according to legal and workplace <i>OHS</i> requirements.2.5 <i>Loading and unloading activities</i> are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and balance of the remaining load.2.6 Goods requiring special handling or <i>documentation</i> are identified and appropriate procedures are followed.2.7 <i>Personal protective equipment</i> is used according to <i>organisational guidelines</i>. |
| 3 Maintain awareness of driving conditions. | <ul style="list-style-type: none">3.1 <i>Traffic flow and work area conditions</i> are constantly monitored and anticipated to allow for safe, injury-free and damage-free operations.3.2 Most efficient and safe route of travel is selected by monitoring and anticipating traffic flow, weather conditions, road standards and any other factors likely to cause delays, route deviations, injury to people or damage to equipment, loads and facilities.3.3 Any occurrence in the work area that may affect the safety and efficiency of operations is reported to the appropriate personnel. |
| 4 Manage vehicle efficiency. | <ul style="list-style-type: none">4.1 <i>Vehicle</i> performance is maintained through pre-operational inspections and checks.4.2 Performance and efficiency of vehicle operation are |

ELEMENT**PERFORMANCE CRITERIA**

monitored during use.

4.3 Defective or irregular performance or malfunctions are reported to the appropriate authority.

4.4 Vehicle records are maintained and updated, and information is processed according to ***workplace procedures***.

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
- communication skills to:
 - discuss vocational issues effectively with colleagues
 - impart knowledge and ideas through oral, written and visual means
- conduct navigation operations
- drive a range of vehicles safely
- literacy skills to:
 - assess and use workplace information
 - interpret and understand legal, financial and procedural requirements
 - process workplace documentation
 - read and record data
- numeracy skills to:
 - accurately record and collate
 - undertake basic computations
- operate four-wheel drives
- organisational skills to prioritise daily activities
- spatial skills to apply understanding of height, depth, breadth, dimension and position to actual operational activity and virtual representation.

Required knowledge and understanding:

- characteristics, capabilities and limitations of equipment
- industry requirements and standards
- organisational policies and guidelines

REQUIRED SKILLS AND KNOWLEDGE

- requirement for parking and securing the vehicle
- safe work practices
- spatial and/or surveying site requirements
- statutory requirements for the operation of vehicles.

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 CPPSIS3006A Provide field support services, and CPPSIS3007A Select, operate and maintain equipment and supplies.

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 matching objectives with resources to ensure transport proceeds in a safe, organised and timely manner, particularly in:

- applying known solutions to a range of immediate site problems
- accessing and interpreting loading information to transport goods efficiently
- displaying ability to function effectively in emergency situations
- operating a vehicle safely while transporting personnel on a variety of travelling surfaces and in varying weather conditions
- planning basic resources.

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.

Spatial and/or surveying site work may include:

- analysis of environment and land
- cartographic services
- civil engineering
- emergency services management
- geographic information systems (GIS)
- land ownership tenure system
- location-based services
- global positioning
- mapping determination
- site analysis
- survey marks
- sewerage
- telecommunications
- town planning observation
- utility services observation, such as water
- water catchment observation.

Appropriate personnel may include:

- colleagues
- contractors
- official representatives
- site visitors
- staff or employee representatives
- supervisors or line managers
- suppliers
- workplace personnel.

Loading and unloading plans may include:

- assignment instructions, work plans and schedules, policy documents and duty statements
- information on:

- nature of load
 - size
 - shape
 - weight.
- Characteristics of the load** are identified for operations that include:
- carrying
 - lifting
 - lowering down
 - loading and unloading a vehicle
 - setting down a load.
- Equipment** may include:
- camp equipment
 - surveying instruments
 - vehicles.
- Applicable regulations and legislation** may include:
- relevant Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
 - relevant Australian standards and regulations, including state and territory mass and loading regulations
 - relevant Australian state and territory environment protection legislation
 - relevant state, territory and federal OHS legislation.
- OHS** may include:
- Australian standards
 - identification of potential hazards
 - inspection of equipment and supplies
 - training staff in OHS requirements
 - use of personal protective clothing
 - use of safety equipment and signage.
- Loading and unloading activities** may be:
- aided by lifting equipment and appliances
 - manual.
- Documentation** may include:
- award, enterprise bargaining agreement, other industrial arrangements
 - codes of practice, including the national standards for manual handling and the industry safety code
 - goods identification numbers and codes, including Australian Dangerous Goods (ADG) markings and HAZCHEM signs
 - load restraint guide
 - manifests, bar codes, goods and container identification
 - manufacturer specifications for equipment and tools
 - quality assurance procedures

- relevant Australian standards and certification requirements
 - workplace procedures and policies for loading and unloading goods/cargo.
- Personal protective equipment** may include:
- gloves
 - safety headwear and footwear
 - safety glasses
 - two-way radios
 - high visibility clothing.
- Organisational guidelines** may include:
- code of ethics
 - company standards
 - 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 teamwork responsibilities
 - remote area operations, such as catering and camping requirements.
- Traffic flow and work area conditions** may include:
- degree of visibility
 - nature of loads
 - obstacles
 - other traffic
 - site
 - surface conditions of work area
 - weather conditions.
- Vehicle** may include:
- boat
 - car
 - light truck
 - two and four-wheel drive vehicle with or without trailer.
- Workplace procedures** may be written or verbal and include:
- assignment instructions
 - instructions from colleagues, supervisors and/or managers
 - personal protective equipment requirements
 - reporting and documentation requirements
 - specific client requirements.

Unit Sector(s)

Unit sector

Spatial information services