



Australian Government

CPPSIS4028A Organise equipment and supplies

Release 1

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Modification History

Unit revised and not equivalent to CPPSIS4008A Organise equipment and supplies
Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements
Skills and knowledge requirements and the range statement updated

Unit Descriptor

This unit of competency specifies the outcomes required to organise equipment and supplies. It requires the ability to read specifications, understand spatial on-site job requirements in relation to the use of equipment and supplies, plan and execute set tasks in a team environment, often in the lead role. Functions would be carried out under limited supervision and within organisational guidelines.

Application of the Unit

This unit of competency supports the application of communication, interpersonal, problem-solving, teamwork and leadership skills, and the use of technology. The skills and knowledge acquired upon completion of this unit would apply to the needs of employees in supporting positions for surveying, cartography, mapping and geographic information systems.

Licensing/Regulatory Information

No licensing, legislative and regulatory requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

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

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|---|---|---|
| 1 | Select equipment and supplies. | <p>1.1 <i>Equipment and supply</i> requirements are ascertained from <i>specifications</i> and <i>principal work activities</i> according to <i>organisational guidelines</i>.</p> <p>1.2 Tools, equipment and supplies appropriate to the environment are selected and prepared.</p> <p>1.3 <i>Contingencies</i> and <i>risk management processes</i> are considered when using equipment and supplies.</p> <p>1.4 Equipment is checked to ensure it is in safe working order.</p> <p>1.5 Arrangements are made for the transport of equipment and supplies.</p> <p>1.6 <i>Personal protective equipment</i> is used according to <i>OHS</i> guidelines.</p> |
| 2 | Outlay equipment and supplies to be used. | <p>2.1 Work is allocated to team members.</p> <p>2.2 Personnel are instructed to operate equipment according to <i>manufacturer specifications</i>.</p> <p>2.3 Maintenance of equipment is arranged.</p> |
| 3 | Maintain equipment. | <p>3.1 Unsafe or faulty equipment is identified and arrangements are put in place for the <i>operational maintenance</i> of <i>equipment</i>.</p> <p>3.2 Repair work is organised for unsafe or faulty equipment under direction of relevant personnel and according to</p> |

organisational guidelines.

- 3.3 Tools and equipment are stored safely in an appropriate location and according to manufacturer specifications.

Required Skills and Knowledge

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

Required skills

- ability to select and use tools and equipment safely and appropriately
- communication skills to:
 - discuss vocational issues effectively with colleagues
 - impart knowledge and ideas through oral, written and visual means
- computer skills to complete business documentation
- interpersonal skills e.g. cooperation and flexibility
- literacy skills to:
 - assess and use workplace information
 - interpret procedural requirements
 - process workplace documentation
 - read and record data, and write technical reports
 - research and access routine sources of spatial data
- numeracy skills to:
 - analyse errors
 - record with accuracy and precision
 - undertake computations
- organisational skills to prioritise activities to meet contractual requirements and immediate needs pertaining to equipment and supplies
- team leadership skills to coordinate field activities
- time management skills to complete field tasks in designated timeframes

Required knowledge

- abilities of work teams
- characteristics, capabilities and limitations of tools and equipment being used
- equipment requirements
- industry ethics and practice
- legislative, statutory and industry requirements and standards
- organisational policies and guidelines, such as OHS guidelines
- planning and control processes
- project review procedures
- safe work practices
- spatial data measuring and recording
- work allocation procedures

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 CPPSIS4027A Organise field services.
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: • interpreting specifications • operating precision measuring equipment • planning activity and selecting equipment and supplies • knowledge of equipment characteristics.
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 requires that the clients' objectives and industry

assessment

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 surveying and 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

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.

Equipment and supplies may include:

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

Specifications may

- budget
- data capture methods

include:

- personnel required
- project deliverables
- resources needed
- timelines.

Principal work activities may include:	• activities and sequence of activities determined to be essential in order to meet project objectives.
Organisational guidelines may include:	• code of ethics • company guidelines • manuals • OHS policies and procedures • personnel practices and guidelines outlining work roles and responsibilities.
Contingencies may include:	• equipment failure • injury to personnel • personnel turnover • observation errors • obstructions to project plan • weather.
Risk management processes may include:	• contingency planning • guidelines for the selection of contractors • effective communication and consultation • effective planning, including such things as: • budget control • anticipating external influences • realistic timelines • targeted activity • effective project management • internal and external audit processes • milestone review and evaluation.
Personal protective equipment may include:	• breathing apparatus • gloves • helmets • overalls • masks and respirators • safety boots • safety glasses • safety vests • sun protection equipment.
OHS may include:	• Australian standards • development of site safety plan • identification of potential hazards • inspection of work sites • use of equipment and signage.
Manufacturer	• equipment specifications • operator manuals.

specifications may include:

Operational maintenance
may include:

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

Equipment maintenance
may include:

- appropriate storage
- equipment and tool monitoring
- schedule of regular checks.

Unit Sector(s)

Surveying and spatial information services

Custom Content Section

Not applicable.