



Australian Government

CPPSIS4038A Prepare and present GIS data

Release 1

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Modification History

Version	Comment
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1	This version first released with CPP07 Property Services Training Package Version 12.
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Unit Descriptor

This unit of competency specifies the outcomes required to prepare and present geographic information systems (GIS) data to meet user requirements.

Application of the Unit

This unit of competency supports the application of the skills and knowledge required in technical supporting positions in the surveying and spatial information services (SSIS) industries.

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 | Identify presentation deliverables. | 1.1 | Presentation requirements are determined in consultation with <i>end users</i> or <i>clients</i> . |
| | | 1.2 | Extent, content and intended use of output are considered in recommending presentation format and medium. |
| 2 | Format data. | 2.1 | Relevant <i>data</i> elements are assembled. |
| | | 2.2 | <i>Data formats</i> are selected to meet customer and <i>quality requirements</i> using suitable media. |
| | | 2.3 | Procedures are designed for formatting data into compatible format. |
| 3 | Present data, and review outcomes. | 3.1 | <i>Information is presented</i> in a manner that meets customer requirements and organisational practices and policies. |
| | | 3.2 | Feedback is sought from the customer regarding satisfaction with information and presentation. |
| | | 3.3 | Customer feedback is analysed and used as a quality improvement tool. |

Required Skills and Knowledge

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

Required skills

- analytical skills to analyse data layout and design
- communication skills to:
 - consult effectively with clients and colleagues
 - impart knowledge and ideas through oral, written and visual means
- initiative and enterprise skills to:
 - negotiate with clients
 - interpret project requirements
 - translate requirements into design
- literacy skills to:
 - assess, develop and use workplace information
 - prepare and manage documentation and information flow
 - research and access information in order to source geographic information
- planning and organising skills to:
 - plan and prioritise activities to meet contractual requirements
 - conduct project activity
 - manage information
- self-management skills to maintain attention to detail
- technology skills to use computers to develop business documentation

Required knowledge

- display principles, including:
 - colour
 - composition
 - font type
 - legends
 - media
 - scale
 - size
 - text and line style
- database structures, including the relationship of spatial features of database
- procedures for the use of the following applications:
 - computer-aided design (CAD)

- graphic animation
- desktop mapping
- desktop publishing
- multimedia
- plotters
- printers and terminals
- requirements relevant to preparing and presenting GIS data:
 - accuracy and precision requirements
 - Australian drawing standards
 - data formats

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.
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: • formatting data into a compatible format • presenting GIS data in a manner that meets organisational and client needs • knowledge of presentation methods.
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 GIS • 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, which 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 SIS

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.

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.

End users may include:

- elected members
- general public
- land information authorities
- local government
- real estate agents
- residents
- state and federal government departments
- statutory bodies, including land titles office
- transport companies
- utilities.

Clients may include:

- customers with routine or special requests
- external to organisation
- internal to organisation
- regular and new customers, including:
 - business enterprises
 - government agencies
 - members of the public
 - suppliers.

Data may include:

- computer records
- graphical
- user application programs, such as:
 - accounting packages

- databases
- spreadsheets
- hard copy documents, such as:
 - books
 - maps
 - plans
 - work registers
- information, such as:
 - census data
 - community facilities
 - demographic data
 - local government facilities
 - organisational locations
 - property classifications
 - property boundaries
 - property ownership
 - transport routes
 - utilities
 - zonings
- spatial
- textual.

Data formats may include:

- databases
- desktop published documents
- digital graphic output
- hard copy
- labels
- maps
- PowerPoint presentations
- spreadsheets
- word processing documents.

Quality requirements may include:

- accuracy
- detail
- format
- information
- meeting customer requirements
- timeframe.

Presentation of information may include:

- use of the following mediums:
 - case study
 - distance learning
 - e-learning

- information pack
- information to enable self-paced learning
- interactive
- mobile learning
- PowerPoint
- service-based information
- work experience.

Unit Sector(s)

Surveying and spatial information services

Custom Content Section

Not applicable.