



Australian Government

Department of Education, Employment and Workplace Relations

CPPSIS6015A Conduct complex engineering set out surveys

Release: 1

CPPSIS6015A Conduct complex engineering set out surveys

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to conduct complex engineering set out surveys. It requires the ability to demonstrate highly specialised technical skills and to plan and execute project activity according to job specifications. Functions will entail complying with and developing or amending organisational guidelines.

Application of the Unit

Application of the unit

This unit of competency supports the application of planning, organisational, communication, sound problem-solving and accuracy skills; error analysis; designing and interpreting technical documentation; and a high-level understanding of technology. The skills and knowledge acquired upon completion of this unit would support the needs of employees in surveying.

Licensing, legislative, regulatory and certification requirements may impact on this unit. Incorporate these requirements according to state, territory and federal legislation.

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 Identify project.	1.1 Organisational priorities are determined to identify project activity. 1.2 Project objectives are set according to organisational priorities and client requirements.
2 Organise project resources.	2.1 Characteristics of the operating environment and any special equipment or resource requirements are identified according to organisational guidelines. 2.2 Equipment is checked to be in good working order. 2.3 Manufacturer specifications with regard to the use of equipment are complied with. 2.4 Project objectives comply with relevant legislation and company policy. 2.5 Personnel and work teams are selected for the project activity.
3 Plan the project.	3.1 Project objectives, principal work activities and constraints are defined and documented according to written spatial data specifications and client requirements. 3.2 Plan includes information on identified risks, contingencies, risk management processes and resources. 3.3 Plan gives full details of technology and techniques to be used for the engineering set out. 3.4 Design is interpreted to identify the surveying data components required for set out. 3.5 Agreed communication processes between project members, client and other stakeholders are implemented and maintained. 3.6 OHS and legislative requirements are incorporated into project risk management plan. 3.7 Pertinent legal and statutory standards are researched, considered and adhered to. 3.8 Work is allocated to appropriate personnel, and supervisory processes, checks, measures and problem-solving techniques are implemented to ensure work is completed within time available. 3.9 Skills and knowledge are updated to accommodate changes in operating environment and equipment.
4 Manage and monitor the project.	4.1 Identified project components are accurately set out. 4.2 Set out measurements are validated and recorded

ELEMENT**PERFORMANCE CRITERIA**

according to project *specifications*.

4.3 **Project management mechanisms** are implemented to measure, record and report progress of activities in relation to the agreed schedule and plans.

4.4 Progress is reviewed throughout the project, and any agreed changes are implemented to ensure consistency with project scope, objectives and constraints.

4.5 Agreed communication processes between project members, client and other stakeholders are implemented and maintained.

4.6 Contingencies and constraints are managed to ensure project meets specifications.

4.7 OHS requirements are adhered to.

4.8 **Quality assurance processes** are implemented based on the project plan.

5 Finalise the project.

5.1 **Relevant personnel** are informed of the results according to organisational guidelines.

5.2 **Required documentation** is completed according to organisational guidelines.

5.3 Spatial data is archived according to project specifications.

6 Review project's strategic achievements.

6.1 Project achievements are reviewed against the organisation's *strategic goals*.

6.2 Recommendations are made on possible links between project achievements and future organisational goals.

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
- ability to translate requirements into design
- communication skills to:
 - consult effectively with clients and colleagues

REQUIRED SKILLS AND KNOWLEDGE

- impart knowledge and ideas through oral, written and visual means
- computer skills (high technical user level) to develop business documentation
- information management
- instrument use (high level)
- literacy skills to:
 - assess, develop and use workplace information
 - locate and interpret legislation and other written documentation
 - prepare and manage documentation and information flow
 - read and write key performance reports, including technical reports
 - research and evaluate (high level) in order to source spatial information services educational information
- negotiation skills
- numeracy skills to:
 - analyse errors
 - conduct image analysis
 - estimate costs
 - interpret and analyse statistics
 - perform mental calculations
 - record with accuracy and precision
 - undertake high level computations
- organisational skills to:
 - plan and coordinate technical and human resource inputs to research activities
 - plan and prioritise activities to meet contractual requirements
- planning
- project management skills
- spatial skills to:
 - exercise precision and accuracy in relation to complex engineering set out survey techniques
 - perform spatial data archival and retrieval and train others in this task
 - perform spatial data management and manipulation and train others in this task
 - perform file management and train others in this task
 - solve problems relating to height, depth, breadth, dimension, direction and position in actual operational activity and virtual representation
 - understand implications of height, depth, breadth, dimension and position to actual operational activity and virtual representation
- working in a team.

Required knowledge and understanding:

- abilities of work teams
- accuracy and precision requirements

REQUIRED SKILLS AND KNOWLEDGE

- calibration of specialised surveying equipment
- data formats
- data management
- data reduction and manipulation techniques
- guidelines of projects
- high-level, relevant engineering-related tasks and associated computations
- legislative, statutory and industry requirements and standards
- limitations of the guidelines relating to equipment, measuring and analysis
- organisational policies and guidelines, such as OHS guidelines
- planning and control processes
- project review procedures
- safe work practices
- surveying reference systems
- surveying data capture and data set out methodologies
- use of surveying equipment for data capture and data set out.

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 unit CPPSIS6008A Conduct design and set out survey.

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 project proceeds in an organised and timely manner
- ensuring that achievement of required accuracy has been attempted by:
 - accessing and interpreting design information to identify the components to be measured and monitored
 - applying solutions to a range of problems
 - documenting and reporting
 - managing contingencies

- organising and prioritising activity
- performing measurements
- planning resources
- reducing and manipulating spatial data
- ensuring that non-conformity aspects are recorded and reported
- taking responsibility for team outputs in work and learning.

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.

Organisational priorities may include:

- client focus
- external influence and focus
- financial priorities
- internal influence and focus
- operational plan
- strategic plan.

Project objectives may include:

- agreed client requirements
- written survey specifications.

Client requirements refer to description of outputs and may be contained in:

- contracts
- memos
- tender briefs
- verbal instructions
- written instructions.

Operating environment:

- any surveying project work site.

Equipment may include:

- global positioning system (GPS)
- level
- tape
- total station.

Organisational guidelines may include:

- appropriate timelines
- code of ethics
- company policy
- final product formats
- formal design parameters
- legislation relevant to the work or service function
- manuals
- OHS policies and procedures
- personnel practices and guidelines outlining teamwork, work roles and responsibilities
- requirements for data processing.

Manufacturer

- equipment specifications
- operator manuals.

specifications may include:

Legislation may include:

- Australian standards
- award and enterprise agreements
- certification requirements
- codes of practice
- equal employment opportunity (EEO)
- quality assurance requirements.

Company policy may include:

- company OHS standards
- customer service standards
- company goals, such as mission statement
- governance guidelines
- guidelines on the use of equipment
- internal and external communication guidelines
- operational manuals
- operational plan
- strategic plan.

Principal work activities may include:

- activity and sequence of activity determined to be essential in order to meet project objectives.

Constraints may include:

- coverage
- datum
- environmental factors
- industry requirements
- legal and statutory
- financial
- resource availability
- time.

Client may include:

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

Contingencies may include:

- equipment failure
- injury to personnel
- personnel turnover
- observation errors
- obstructions to project plan
- weather.

- Techniques** may include:
- indoor
 - outdoor
 - special operating methods to suit legislative or industry requirements.
- Design** may include:
- digital information
 - hard copy plans
 - maps
 - written instructions.
- Surveying data components** may include:
- depth
 - dimension
 - direction
 - flow rates
 - position
 - slope.
- Stakeholders** may include:
- human resource personnel: internal or external
 - procurement agency: internal or external management.
- 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 personal protective clothing
 - use of safety equipment and signage.
- Risk management plan** may include:
- adhering to budget
 - anticipating external influences
 - contingency planning
 - guidelines for the selection of contractors
 - effective communication and consultation
 - effective project management
 - internal and external audit processes
 - milestone review and evaluation
 - realistic timelines
 - targeted activity.
- Legal and statutory standards** may include:
- local government requirements
 - national standards
 - state statutes and regulations.
- Supervisory processes** may include:
- directing activity
 - implementing
 - meeting deadlines
 - monitoring
 - planning

- overseeing practices
 - reviewing
 - targeting.
- Time available** may involve estimates for time duration of project, including:
- client instructions
 - consideration of contingencies
 - consideration of past project experiences
 - experience of project personnel
 - location of project
 - methods to be employed
 - resources and equipment to be used.
- Set out measures** may include:
- any equipment used for survey project:
 - current meter
 - echo sounder
 - GPS
 - level
 - remote sensing
 - tape
 - tide gauge
 - total station.
- Validated** means reflecting the true state of a test result, including tests for systematic distortions such as:
- confounding bias
 - information/data bias
 - observational bias
 - recall bias
 - selection bias.
- Specifications** may include:
- detailed technical descriptions of survey data and its requirements
 - preparation of cross-sections and plans with all information included.
- Project management mechanisms** may include:
- communication with stakeholders
 - dispute resolution guidelines
 - monitoring and adjusting key milestones.
- Quality assurance processes** may be internal and external and may include:
- monitoring target achievement
 - product or service measurement against set criteria
 - standard verification.
- Relevant personnel** may include:
- colleagues
 - registered surveyors
 - company personnel
 - staff or employee representatives
 - supervisors or line managers
 - suppliers
 - users.

Required documentation
may include:

- electronic or paper-based correspondence with client
- field records
- final report
- progress reports
- records of conversation
- survey plots
- organisational work activity sheets.

Strategic goals may include:

- key work areas and expertise
- economic positioning
- future directions
- growth model
- international alignment.

Unit Sector(s)

Unit sector

Spatial information services