



Australian Government

CPPSIS6026A Develop and maintain spatial information services contractual relationships

Release 1

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Modification History

Unit revised and not equivalent to CPPSIS6006A Develop and maintain spatial information services contractual relationships

Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements

References to sustainability strengthened

Skills and knowledge requirements and the range statement updated

Unit Descriptor

This unit of competency specifies the outcomes required to establish and maintain effective contractual requirements with spatial data providers. It requires the ability to analyse, diagnose, design and execute judgements across a broad spatial contractual context and accountability for personal and group outcomes. Functions will entail complying with and developing or amending organisational guidelines.

Application of the Unit

This unit of competency supports high-level project management activity in the surveying and spatial information services (SSIS) industry sector. It requires the application of planning, organisational, high-level communication, negotiation and problem-solving skills; interpreting technical documentation; the ability to demonstrate initiative and enterprise; and an understanding of technology. The skills and knowledge acquired upon completion of this unit would support the needs of employees in surveying, cartography, town planning, 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 | Establish legal agreements. | <p>1.1 <i>Provider's</i> legal <i>agreement</i> is obtained and analysed according to <i>organisational guidelines</i>.</p> <p>1.2 Protocols for communication between <i>spatial data</i> providers and the organisation are followed.</p> <p>1.3 <i>Advice</i> is sought from <i>relevant personnel</i> to determine whether the agreement addresses <i>client needs</i>.</p> <p>1.4 Amendments to agreement are negotiated with providers in line with legal advice.</p> <p>1.5 Pertinent <i>legal, statutory and industry requirements and standards</i> and <i>OHS</i> considerations are researched and considered in determining the feasibility of the contract.</p> <p>1.6 Legal agreement is ratified by all parties, according to organisational guidelines and <i>spatial information services</i> (SIS) to be provided.</p> |
| 2 | Manage contracts. | <p>2.1 Provider's performance is <i>monitored</i> against the terms of the contract.</p> <p>2.2 Provider organisation is monitored to ensure it meets the terms and conditions of the <i>contract</i>.</p> <p>2.3 <i>Higher authority</i> endorsements are obtained where necessary to ensure project is in line with organisational priorities and capabilities.</p> <p>2.4 <i>Contingencies</i> and <i>spatial technology</i> requirements are managed.</p> |

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| 3 | Conduct review of agreements. | 3.1 | Legal agreement is reviewed on an agreed basis to assess its continuing viability. |
| | | 3.2 | Advice is sought from relevant personnel to assess agreement revisions. |
| | | 3.3 | Amendments to original agreement are negotiated in line with legal advice. |
| | | 3.4 | Revisions to legal agreement are ratified by all parties. |
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| 4 | Resolve conflict as required. | 4.1 | Breaches of agreements are investigated according to organisational contractual requirements. |
| | | 4.2 | Advice is sought from relevant professionals to assess alleged breaches. |
| | | 4.3 | Settlement of breach is negotiated according to legal advice. |
| | | 4.4 | Contract review is initiated to address any breach. |
| | | 4.5 | Breach notice is issued according to contract. |
| | | 4.6 | Solution is agreed to by all parties. |

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| 5 | Complete documentation transactions. | 5.1 Documentation is completed promptly, accurately and according to organisational guidelines. |
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Required Skills and Knowledge

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

Required skills

- communication skills to:
 - consult effectively with clients and colleagues
 - impart knowledge and ideas through oral, written and visual means
 - present information
 - write complex reports
- computer skills to develop business documentation
- initiative and enterprise skills to:
 - delegate duties
 - manage human resources in relation to recruitment and performance setting
 - resolve conflict
- literacy skills to:
 - assess, develop and use workplace information
 - read and write key performance reports, including technical reports
 - research and evaluate
- negotiation skills to discuss contractual matters
- 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
 - project management skills, including ability to meet deadlines

- research and analytical skills to:
 - research information required for contractual purposes
 - analyse service deliverables
- spatial skills to:
 - exercise precision and accuracy in all spatial operations
 - archive and retrieve spatial data
 - manage and manipulate spatial data
 - manage files
 - solve complex problems relating to height, depth, breadth, dimension, direction and position in actual operational activity and virtual representation

Required knowledge

- contract law
- existing spatial datasets and dataset sources
- information management
- legislation as it applies to project work
- OHS policies
- organisational guidelines
- project management principles
- project management tools, techniques and methodologies
- quality assurance principles
- relationships to universal locations
- relevant legislative, statutory and industry requirements and standards
- resource management processes
- risk analysis principles
- spatial data handling
- spatial data management practices
- spatial data structure requirements
- spatial database operation
- spatial information principles and their application
- SIS project contingencies
- spatial technologies

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 CPPSIS6023A Determine client spatial requirements, and CPPSIS6024A Design a spatial project plan.

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:

- applying cost consideration
- assessing and acting upon breaches or non-conformities and contingencies
- developing qualitative and quantitative measurements for a contract
- high-level communication and negotiation skills
- presenting material appropriately
- knowledge of spatial project processes.

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 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.

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.

Provider may include:

- external to organisation
- clearing house
- customer with routine or special request
- internal to organisation
- regular and new customer, including:
 - business enterprise
 - government agency
 - member of the public
 - supplier
 - specialist company.

Agreement may include:

- copyright
- license
- memorandum of understanding
- royalty contracts.

Organisational guidelines may include:

- code of ethics
- company policy
- legislation relevant to the work or service function
- manuals
- OHS policies and procedures
- personnel practices and guidelines outlining work roles and responsibilities.

Spatial data may include:

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

Advice may be formal or informal and include:

- information on:
 - cost
 - insurance details
 - resources
 - timelines
- information from management on financial and legal

constraints

- internal or external financial information
- legal specialists.

Relevant personnel may include:

- accountants
- colleagues
- lawyers
- management
- staff or employee representatives
- managers
- suppliers
- users.

Client needs may include:

- communication channels
- contingency planning
- cost consideration
- information disclosure
- payment arrangements
- project specific
- spatial data
- surveying
- training needs.

Legal, statutory and industry requirements and standards may include:

- confidentiality and privacy requirements
- compliance requirements with financial services
- duty of care
- ethics
- industrial relations and anti-discrimination
- industry standards of practice
- OHS requirements
- organisational instructions
- relevant environment protection legislation
- other relevant state and federal legislation.

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 equipment and signage.

Spatial information services may include:

- administration (e.g. postcodes, suburbs, and federal and state electoral counties)
- analysis of environmental, land and geographic information
- asset management
- cartographic services
- civil engineering
- digital imagery
- electricity

- emergency services management
- environmental datasets
- geographic information systems
- integrated services – environmental, land and geographic related datasets
- land ownership tenure system
- local government
- location-based services
- global positioning
- mapping facilities
- site analysis
- survey marks
- sewerage
- telecommunications
- town planning
- utility services such as water
- water catchment.

Monitored may include:	• delegating • implementing processes • meeting deadlines • overseeing practices • planning • targeting.
Contract may refer to:	• an agreement between parties to perform a task or deliver a service and may be: • email • memo • verbal • written.
Higher authority may include:	• client • customer • other personnel within the organisation, such as higher management.
Contingencies may include:	• adverse weather • changes in plans • contractual issues • equipment failure • human resource issues • legislative impact • political influences. • stakeholder priorities.
Spatial technology may include:	• data recording equipment • electronic theodolites • global navigation satellite system (GNSS) units • personal computer-based digitising boards • photogrammetric instruments • total station • vehicles.
Breaches may include:	• client requirements not adhered to • costing altered • deadlines not adhered to • plans altered • time restraints not observed.
Investigated refers to:	• when practice is examined against contract.
Documentation may include:	• agreements • breach notices • contracts

- correspondence
- minutes of meetings
- records of conversations.

Unit Sector(s)

Surveying and spatial information services

Custom Content Section

Not applicable.