



Australian Government

CPPSPS3012A Read and apply information from swimming pool and spa technical manuals

Release: 1

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Modification History

Version	Comments
1	This version first released with CPP07 Property Services Training Package Version 13.

Unit Descriptor

This unit of competency specifies the outcomes required to interpret manuals required for the servicing of swimming pools and spas.

Application of the Unit

This unit of competency supports the work of swimming pool and spa technicians engaged in servicing domestic, commercial and public swimming pools and spas.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification 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 and access swimming pool and spa technical manuals. | 1.1 | Work instructions are read and interpreted to identify work task to be carried out. |
| | 1.2 | Relevant <i>manuals</i> are accessed for the swimming pool or spa component or system to be maintained or repaired. |
| | 1.3 | Version of the manual is clearly established to ensure correct specifications and procedures are applied. |
| | 1.4 | Storage, back-up and retrieval <i>procedures</i> for manuals are followed in line with enterprise requirements. |
| 2 Interpret information in swimming pool and spa technical manuals. | 2.1 | Relevant technical information is located using <i>search techniques</i> appropriate to the type of manual and work to be carried out. |
| | 2.2 | <i>Information</i> in manual is interpreted and procedures to be followed are accurately determined. |
| | 2.3 | Clarification or further explanation of technical information is obtained from appropriate personnel, where required. |
| 3 Apply information in swimming pool and spa technical manuals. | 3.1 | Work is performed in line with procedures in the relevant manual and any associated information provided in relevant drawings, circuit diagrams, schematics and <i>supporting products</i> . |
| | 3.2 | Correct procedures are carried out in line with the information provided in manufacturer's manuals for the |

swimming pool or spa component or system to be maintained.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- decision-making and problem-solving skills to identify appropriate information in technical manuals and to apply this to complete workplace tasks
- literacy skills to read and interpret information contained in technical manuals
- numeracy skills to interpret mathematical and graphical information contained in technical manuals
- research skills to identify and access print, electronic and online technical manuals
- technology skills to:
 - follow storage, back-up and retrieval procedures for manuals that facilitate updating of information and prevent data loss
 - use computer equipment to search online technical manuals
- time-management skills to efficiently source information in technical manuals required to complete workplace tasks

Required knowledge

- manuals used in swimming pool and spa servicing industry:
 - computer database
 - CD and DVD
 - online
 - paper
- procedures for storing, backing up and retrieving swimming pool and spa manuals
- requirements for custody and upkeep of industry manuals
- symbols, codes, legends and abbreviations used in manuals
- techniques for searching for data contained in industry manuals
- types of information found in technical manuals

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed by correctly interpreting the information in technical manuals and applying that information during the performance of swimming pool and spa maintenance and repair tasks.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person should demonstrate the ability to: • identify and access swimming pool and spa manuals • interpret information in swimming pool and spa manuals • apply information in swimming pool and spa manuals in performing swimming pool and spa repair and maintenance activities • facilitate retrieval of swimming pool and spa manuals by following storage, back-up and retrieval procedures.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context and is to comply with relevant regulatory and Australian standards' requirements. Resource implications for assessment include: • relevant codes, standards and government regulations • a technical reference library with current print, online and electronic technical manuals for swimming pool and spa servicing.
Method of assessment	Assessment methods must: • satisfy the endorsed Assessment Guidelines of the CPP07 Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments. This unit could be assessed on its own or in combination with other units relevant to the job function.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision

	of appropriate assessment support. Assessment processes and techniques should, as far as is practical, take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.
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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, if used in the performance criteria, is detailed below. 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) may also be included.

<i>Manuals</i> may include:	• computer databases • CDs and DVDs • online and print: • libraries • manuals.
<i>Procedures</i> serve to:	• ensure ready access • facilitate updating of information • prevent damage and data loss.
<i>Search techniques</i> may include:	• classification systems • icons • index • key words and ideas • numbering systems • online search facility • skimming and scanning • table of contents.
<i>Information</i> may include:	• abbreviations • circuit diagrams • codes • drawings • graphs • legends • photographs • procedures • schematics • symbols • tables

	• text.
Supporting products may include:	• audio and visual resources • CDs and DVDs • online libraries • web pages.

Unit Sector(s)

Competency field

Unit sector Swimming pools and spas

Custom Content Section

Not applicable.