



Australian Government

Department of Education, Employment and Workplace Relations

PSPLAND308A Compile and check survey plans

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the competency to prepare a compiled survey plan to industry standards and check a survey plan to ensure compliance with organisational requirements and industry standards.

In practice, compiling and checking survey plans may overlap with other generalist or specialist public sector work activities such as working effectively and ethically, complying with legislation, organising workplace information, using resources.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Check a survey plan	1.1 Survey plans are checked to ensure they comply with organisational requirements and industry standards in accordance with <i>legislation, policy and guidelines</i>. 1.2 Any discrepancies or abnormalities are referred to the appropriate personnel for verification or amendment. 1.3 Approval is endorsed in accordance with <i>organisational procedures</i>.
2. Compile a survey plan	2.1 <i>Information and resources</i> required to prepare the compiled plan are accessed and gathered. 2.2 Techniques to prepare the compiled plan are used in accordance with accepted legislative and <i>organisational standards</i>. 2.3 The compiled plan is checked to ensure it is mathematically correct. 2.4 The plan is endorsed by the appropriate personnel in accordance with organisational policy and procedures.

Required Skills and Knowledge

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

Skill requirements

Look for evidence that confirms skills in:

- compiling and preparing survey plans
- interpreting survey plans
- checking survey plans
- calculating a survey close
- converting imperial dimensions to metric
- creating an easement or covenant
- responding to diversity, including gender and disability
- applying public sector legislation including occupational health and safety and environment in the context of compiling and checking survey plans

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- land titles office guidelines for plan preparation and lodgment
- survey techniques and practices (past and current)
- easement or covenant creation
- public sector legislation including occupational health and safety, environment, privacy and diversity in the context of compiling and checking survey plans

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*

Co-assessed units that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:

- PSPETHC301B Uphold the values and principles of public service
- PSPGOV301B Work effectively in the organisation
- PSPGOV305B Access and use resources and financial systems
- PSPGOV307B Organise workplace information
- PSPLEGN301B Comply with legislation in the public sector

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- compilation and checking of survey plans in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and guidelines relating to compilation and checking of survey plans
- access to plan drawing equipment and resources and a programmable calculator
- case studies and workplace scenarios to capture the range of situations likely to be encountered when compiling and checking survey plans

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when compiling and checking survey plans, including coping with difficulties, irregularities and breakdowns in routine

- compilation and checking of survey plans in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Legislation, policy and guidelines may include:

- legislation related to public land administration
- public sector legislation such as equal employment opportunity, anti-discrimination, diversity, occupational health and safety
- privacy legislation and freedom of information
- public sector standards
- jurisdictional and organisational code/s of practice and code/s of ethics
- organisational standards
- industry standards

Organisational procedures may include:

- regulatory requirements
- industry practices
- manual or electronic application

Organisational procedures may be specified in:

- office practice guidelines
- workplace notices
- computer training manuals

Information and resources required to prepare a plan may be:

- survey maps
- programmable calculator
- drawing equipment (manual)
- computer aided drawing software (electronic)
- land titles office forms

Organisational standards may be:

- industry standards, such as land titles office standards

Unit Sector(s)

Not applicable.

Competency field

Public Land Administration.