Draft 0.1
This is a draft update to CPPSIS5060 Develop spreadsheets for spatial data: https://training.gov.au/Training/Details/CPPSIS5060.

Changed PCs to active voice.

Changed 'person' to 'candidate' in PE.

Code changed to CPPSUR5060.

Range of Conditions added to Knowledge Evidence.

I've added mapping info.
TAG will need to reassess this as unit is redeveloped.

Unit of Competency

CPPSUR5060 Develop spreadsheets for spatial data

Modification history

Release	Comments
~~1~~	~~Replaces superseded equivalent CPPSIS5060A Use complex spreadsheets for spatial information.~~ ~~This version first released with CPP Property Services Training Package Version 3.~~
	Replaces superseded equivalent CPPSIS5060 Develop spreadsheets for spatial data

Application

This unit specifies the skills and knowledge required to design and develop spreadsheets to enter, edit and format spatial data. The unit covers using functions and features of spreadsheet software, including linked spreadsheets, multiple documents and advanced mathematical formulas based on trigonometrical functions.

The unit also covers work preparation activities, including evaluating tasks to identify design parameters and setting up software and spreadsheet templates to ensure quality and consistency in format and design. The unit requires the ability to use technology to apply advanced mathematical concepts to spatial data, including identifying and resolving errors relating to formulas and other spreadsheet functions.

The unit supports those who work in a lead role in a surveying or spatial information services team.

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

Prerequisite Unit

None

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

1. Prepare for spreadsheet tasks.	1.1 Identified spreadsheet requirements for spatial data entry, storage, output, reporting and presentation to determine task requirements in consultation with appropriate persons. 1.2 Evaluate tasks to identify design parameters, required mathematical formulas and areas where automation would increase efficiency according to task requirements. 1.3 Set up and check software to ensure functionality and capacity to meet task and organisational requirements.
2. Set up spreadsheets.	2.1 Develop and edit spreadsheet templates to standardise spreadsheet operation and ensure quality and consistency in format and design. 2.2 Develop linked worksheet solution using software functions and formulas to meet task requirements. 2.3 Format worksheets to incorporate cell and data attributes, formulas and graphs with labels and titles. 2.4 Test formulas to confirm that output meets task requirements and identify and resolve errors or manage contingencies.

3. Use functions and features of spreadsheet software.	3.1 Enter, check and edit spatial data according to task and organisational requirements. 3.2 Import and export spatial data between compatible spreadsheets and adjust host documents according to task requirements. 3.3 Use software documentation and online help to overcome problems with spreadsheet design and production. 3.4 Produce and store spreadsheets, including graphs, according to organisational requirements.
4. Finalise spreadsheets.	4.1 Protect completed spreadsheets to prevent accidental corruption and archive according to organisational requirements. 4.2 Complete documentation and inform appropriate persons of results according to organisational requirements.

Foundation Skills

Candidates require:

- initiative and enterprise skills to:
  - translate spatial data into spreadsheet design and layout
- numeracy skills to:
  - use mathematical formulas involving trigonometrical functions
  - use spreadsheet functions that use mathematical and statistical terms, including absolute, value, integer, square root, standard deviation, and simple if functions
- oral communication skills to:
  - ask questions to clarify spreadsheet requirements
- reading skills to:
  - interpret cell references
  - interpret information in graphs
- writing skills to:
  - incorporate headings and labels into spreadsheets to enhance meaning of spatial data
- technology skills to:
  - create multi-page and linked documents
  - use querying commands to obtain information from databases.
- problem-solving skills to:
  - resolve problems with data compatibility.

Unit Mapping Information

Supersedes and is equivalent to CPPSIS5060 Develop spreadsheets for spatial data

Links

Companion Volume Implementation Guide:

https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

Assessment Requirements for CPPSUR5060 Develop spreadsheets for spatial data

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by:

- developing three spreadsheets for different spatial data, in which the work must involve:
  - linking spreadsheets
  - multiple documents
  - advanced mathematical formulas based on trigonometrical functions.

While developing the above spreadsheets for spatial data, the candidate must:

- analyse task requirements and evaluate work tasks as the basis for designing data layout, formulas and areas of automation
- communicate clearly with others to clarify work tasks and notify task results
- comply with organisational and legal requirements for:
  - accessing spatial data, including data privacy and information copyright
  - completing records and documentation
  - naming, storing and archiving spreadsheets
- design and develop spreadsheet templates which ensure consistency in format, font type and size across multiple documents
- develop spreadsheets using a range of complex software functions and formulas, including:
  - cell and data attributes
  - cell protection
  - embedding cell references in formulas
  - graphs
  - headers and footers
  - headings and labels
  - importing and exporting data
  - relative and absolute cell references
- edit and proofread spreadsheets to check for accuracy and data consistency, including checks for correct formula function and output
- identify errors and solve problems relating to data and spreadsheets
- preserve the integrity and accuracy of spatial data during import and export process
- use industry-accepted techniques to save and protect spreadsheets and data from corruption.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- advanced functions of spreadsheet software applications, including linking spreadsheets and using formulas
- display principles, including:
    - colour
    - composition
    - font type
    - legends
    - size
    - text and line style
- methods for applying trigonometrical functions to formulas in spreadsheets
- organisational requirements for:
    - completing records and documentation
    - preparing, naming, saving and archiving spreadsheet files
- appropriate persons:
    - client
    - end user
    - manager.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to:

- equipment:
    - computer with access to appropriate spreadsheet software
    - printer
- specifications:
    - organisational policies, procedures and documentation relating to data privacy and information copyright
- physical conditions:
    - access to equipped work station
- relationships with team members and supervisor:
    - working in a team.

Links

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