

Draft 0.1

This is a draft update to CPPSIS4036 Operate spatial software applications:

<https://training.gov.au/Training/Details/CPPSIS4036>.

Code changed to CPPSUR4036.

Changed PCs to active voice.

Changed 'person' to 'candidate' in PE

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

CPPSUR4036 Operate spatial software applications

Modification history

Release	Comments
1	Replaces superseded equivalent CPPSIS4036A Operate spatial software applications. This version first released with CPP Property Services Training Package Version 3.
	Replaces superseded equivalent CPPSIS4036 Operate spatial software applications

Application

This unit specifies the skills and knowledge required to operate spatial software applications to produce, name and store spatial documents. The unit covers planning work tasks and selecting suitable software and equipment to meet task requirements. The unit requires the ability to use a computer and the features, tools and functions of different software applications to present, calculate and check spatial information.

The unit supports those who work as part of a surveying and spatial information services team in a range of support positions.

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. Plan spatial operation.	1.1 Identify and review task objectives, audience and presentation requirements in consultation with appropriate persons. 1.2 Select appropriate software application and equipment to meet task and organisational requirements. 1.3 Set up and check equipment and software to ensure correct operation and functionality.
2. Carry out spatial operation.	2.1 Selected and apply work methodology and spatial data according to software application and task objectives and requirements. 2.2 Operate software application to produce spatial documents according to task requirements. 2.3 Apply control structures according to organisational requirements. 2.4 Use technical functions and tools to edit, format and complete documents according to task requirements.
3. Finalise spatial operation.	3.1 Check and finalise spatial documents using software functions according to task requirements. 3.2 Name and store spatial documents in directories and folders according to organisational requirements. 3.3 Complete documentation according to organisational requirements.

Foundation Skills

Candidates require:

- initiative and enterprise skills to:
 - design spatial document presentation and layout
- learning skills to:
 - conduct research to source spatial data for inclusion in documents
- numeracy skills to:
 - undertake computations using basic formulas in software
- oral communication skills to:
 - ask questions to clarify software application requirements
- reading skills to:
 - interpret technical commands and prompts in software applications
- writing skills to:
 - record clear and accurate measurements and computations
- technology skills to:
 - use a computer and software features, tools and functions to produce, name and store spatial documents
 - operate hardware, including computers and printers
- problem-solving skills to:
 - verify accuracy of document content using formulas
 - use online help function to assist software operation.

Unit Mapping Information

Supersedes and is equivalent to CPPSIS4036 Operate spatial software applications

Links

Companion Volume Implementation Guide:

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

Assessment Requirements for CPPSUR4036 Operate spatial software applications

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by operating two different types of spatial software applications to produce spatial documents.

While operating the above spatial software applications, the candidate must:

- plan work tasks to select and access software, equipment and resources to meet spatial task objectives
- communicate clearly with others to clarify task requirements and required document content
- use a computer and spatial software applications to prepare spatial documents
- apply control structures, including:
 - acceptance criteria
 - inspection
 - review
 - test plans
- apply different spatial software applications to use the following tools and features:
 - alignment
 - clip art
 - comments
 - digital photographs
 - digital signatures
 - display features
 - embedding
 - exporting
 - fields
 - fills and shading
 - formulas
 - importing
 - lines and borders
 - linking
 - merging and splitting cells
 - page and section breaks
 - permissions
 - reviewing
 - sharing
 - sort criteria
 - spell check
 - table of contents
 - templates
 - text direction

- versioning
- identify and resolve problems with spatial data and documents
- comply with organisational requirements relating to:
 - completing records and documentation
 - file naming and storing conventions
 - health and safety when using screen-based equipment
 - privacy of information.

Knowledge Evidence

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

- features, tools and functions of different commercial software applications used to prepare and present spatial information
- organisational conventions for naming and storing spatial documents
- organisational policies and procedures relating to:
 - data privacy and information copyright
 - using equipment safely
 - using spatial software applications and input and output devices
- presentation and format requirements for spatial documents
- technical terminology relating to online help files and functions
- appropriate persons:
 - client
 - colleague
 - supervisor or line manager
- software application:
 - database
 - spreadsheet
 - word processing.

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:
 - personal computer and keyboard
 - printer
- specifications:
 - organisational policies and procedures relating to:
 - work health and safety
 - data privacy and information copyright
 - spatial task specifications
- physical conditions:
 - access to equipped work station

- relationships with team members and supervisor:
 - working in a team.

Links

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