

Draft 0.1

This is a draft update to CPPSIS4034 Maintain spatial data:

<https://training.gov.au/Training/Details/CPPSIS4034>.

Code changed to CPPSUR4034.

Changed PCs to active voice.

Changed 'person' to 'candidate' in PE

Reference to: 'two different tasks' in first sentence of PE may be problematic at audit as no specific details provided

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

CPPSUR4034 Maintain spatial data

Modification history

Release	Comments
1	Replaces superseded equivalent CPPSIS4034A Maintain spatial data. This version first released with CPP Property Services Training Package Version 3.
	Replaces superseded equivalent CPPSIS4034 Maintain spatial data

Application

This unit specifies the skills and knowledge required to implement a full cycle of spatial data maintenance, including updating, backup, recovery and archiving. The unit covers editing, updating and integrating existing and new spatial data, and problem solving to test and validate data currency and retrieval and backup systems. The unit requires the ability to use computers and software to display and manipulate data and create metadata. It also covers recording information and completing documentation.

The unit supports those who work in support positions in a spatial information services team in areas such as field work coordination, data collection and administration.

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. Confirm reliability of spatial data.	1.1 Clarify task requirements with appropriate persons. 1.2 Select, set up and check equipment to ensure correct operation and functionality. 1.3 Access and check spatial data updates to confirm currency and relevance, and record in consultation with appropriate persons. 1.4 Check and edit spatial data to ensure it is compatible and in acceptable format according to task specifications. 1.5 Use entities and attributes to display spatial information while maintaining integrity and consistency of data.
2. Edit and update spatial data.	2.1 Amend and replace spatial data to meet task requirements in consultation with appropriate persons. 2.2 Edit, prepare and integrate existing and new data according to task requirements. 2.3 Test and validate spatial datasets to ensure integrity and quality according to task requirements. 2.4 Amend and update documentation according to organisational requirements.
3. Carry out data backup and recovery.	3.1 Implement data backups to ensure data is accessible in contingency situations according to organisational requirements.

	3.2 Backup system to ensure that data can be retrieved, and problems are resolved in consultation with appropriate persons.
4. Archive data.	4.1 Test and check spatial dataset to be archived for completeness and manipulate where necessary, in consultation with appropriate persons. 4.2 Create metadata according to organisational requirements. 4.3 Store archived spatial data in a secure location, and record details according to organisational requirements.

Foundation Skills

Candidates require:

- learning skills to:
 - conduct research to source spatial data
- numeracy skills to:
 - interpret and compare data version information
- oral communication skills to:
 - ask questions to clarify process and instructions
- reading skills to:
 - interpret graphical and technical information from maps and imagery
- technology skills to:
 - enter data into a database or document using a computer and software
- problem-solving skills to:
 - verify accuracy of data and identify errors.

Unit Mapping Information

Supersedes and is equivalent to CPPSIS4034 Maintain spatial data

Links

Companion Volume Implementation Guide:

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

Assessment Requirements for CPPSUR4034 Maintain spatial data

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by working under direction to implement the full cycle of spatial data maintenance for two different tasks, including updating, backup, recovery and archiving of data.

While maintaining the above spatial data, the candidate must:

- comply with administrative and legal requirements for storing and retrieving spatial data, including data privacy and information copyright
- comply with organisational requirements and manufacturer specifications when using the equipment specified in the assessment conditions
- comply with organisational requirements for recording data, completing documentation, and working safely when using screen-based equipment
- display spatial information using vector and raster data, including:
 - arcs
 - circles
 - colour
 - hatch
 - imagery
 - layer
 - level
 - lines, including type and width
 - text
- manage and manipulate a range of spatial data, including:
 - hard copy
 - text
 - raster
 - vector.

Knowledge Evidence

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

- administrative and legal requirements for accessing, storing, retrieving and archiving digital and hard copy spatial data, including data privacy and information copyright
- methods for validating test results to identify systematic distortions
- querying and browsing techniques for obtaining information from databases
- key features of spatial reference systems
- types of spatial data formats
- types of storage media for a range of spatial data
- appropriate persons:
 - end user

- supervisor or line manager
- technical staff
- metadata:
 - availability
 - conditions of use
 - coordinate system
 - currency
 - custodian
 - data accuracy
 - data description
 - date of acquisition
 - licence
 - quality
 - source
 - spatial data acquisition methodologies
 - version control.

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:
 - data storage media, including hard copy and digital
 - computer with software appropriate for spatial data management and retrieval
 - printer
- specifications:
 - organisational policies and procedures relating to:
 - work health and safety
 - 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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