

Draft 0.1

This is a draft update to CPPSIS4022 Store and retrieve spatial data:
<https://training.gov.au/Training/Details/CPPSIS4022>

Changed code to CPPSUR4022

Changed PCs to active voice.

Changed 'person' to 'candidate' in PE.

'Appropriate persons' moved from RoC to KE.

Unit of Competency

CPPSUR4022 Store and retrieve spatial data

Modification history

Release	Comments
1	Replaces superseded equivalent CPPSIS4022A Store and retrieve spatial data. This version first released with CPP Property Services Training Package Version 3.

Application

This unit specifies the skills and knowledge required to store and retrieve spatial data, including digital and hard copy storage. The unit covers locating, storing, and backing up data according to organisational procedures.

The unit supports those who work in support positions in a surveying or spatial information services team in surveying, town planning, cartography, mapping and geographic information systems (GIS).

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

Prerequisite Unit

None

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

1. Prepare spatial data for storage.	1.1 Identify and clarify task requirements with appropriate persons. 1.2 Select method of spatial data storage and distribution to ensure access to current data and to comply with organisational requirements. 1.3 Create data index to assist in retrieval and storage according to organisational requirements. 1.4 Store and record data according to organisational requirements.
2. Access and retrieve spatial data.	2.1 Locate and retrieve required spatial data according to organisational procedures. 2.2 Analyse and translate spatial data into required format according to task requirements.
3. Manage spatial data security.	3.1 Apply data security and backup measures to manage risk according to organisational risk management plan and procedures. 3.2 Identify and report problems with data security, storage or retrieval according to organisational procedures.

Foundation Skills

Candidates require:

- numeracy skills to apply basic measurements and computations to accurately mark and record observations and position
- reading skills to interpret graphical information obtained from global navigation satellite system (GNSS), GIS or other software

- writing skills to record digital data and write routine reports detailing problems with data storage or retrieval
- technology skills to use a range of software applications to access and store data and to use querying commands to obtain information from a database
- problem-solving skills to identify storage solutions appropriate to different types of spatial data and to identify contingency procedures in the event of unforeseen risk to data security.

Unit Mapping Information

Supersedes and is equivalent to CPPSIS4022 Store and retrieve spatial data

Links

Companion Volume Implementation Guide:

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

Assessment Requirements for CPPSUR4022 Store and retrieve spatial data

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by storing and retrieving digital and hard copy spatial data for three different projects.

While storing and retrieving the above spatial data, the candidate must:

- follow organisational procedures to apply data security and backup measures
- comply with administrative and legal requirements for storing and retrieving spatial data, including data privacy and information copyright
- comply with organisational requirements for recording data and completing documentation, and when using the equipment specified in the assessment conditions
- create a workable indexing system
- develop and implement risk management plan, including strategies to protect spatial data
- translate spatial data downloaded from global navigation satellite system (GNSS), geographic information system (GIS), and other relevant software applications.

Knowledge Evidence

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

- appropriate persons for clarification of task requirements
 - client
 - colleague
 - qualified surveyor
 - supervisor or line manager
 - spatial data provider
- key features of spatial reference systems
- methods for downloading data from GNSS, GIS and other relevant software applications
- organisational procedures for storing and retrieving digital and hard copy spatial data, including data privacy and information copyright
- spatial data classification and indexing systems
- spatial data querying techniques.

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:

- an equipped work station

- data retrieval equipment
- computer with software appropriate for spatial data storage and retrieval
- hard copy and digital data storage media
- specifications:
 - documentation of organisational policies and procedures and documentation relating to work health and safety, data privacy and information copyright
- team members.

Work is to be completed within the time frames specified by task and organisational requirements.

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