

**Draft 0.1**

This is a draft update to CPPSIS5060 Develop spreadsheets for spatial data:

<https://training.gov.au/Training/Details/PPSIS5060>.

Changed PCs to active voice.

Changed 'person' to 'candidate' in PE.

PC3.4 was previously PC 2.1

Code changed to CPPSSI5060.

Range of Conditions added to Knowledge Evidence.

## Unit of Competency

### CPPSI5060 Develop spreadsheets for spatial data

#### Modification history

Release	Comments
1	<del>Replaces superseded equivalent CPPSI5060A Use complex spreadsheets for spatial information.</del> <del>This version first released with CPP Property Services Training Package Version 3.</del>
	Replaces superseded equivalent CPPSI5060 Develop spreadsheets for spatial data

#### Application

This unit specifies the skills and knowledge required to translate spatial data into spreadsheet design and layout. The unit covers using functions and features of spreadsheet software, including linked spreadsheets, documents and advanced mathematical formulas.

The unit also covers identifying design parameters and setting up software and spreadsheet templates to ensure quality and consistency in format and design. It includes using technology to apply advanced mathematical concepts to spatial data, including identifying and resolving errors relating to formulas and other spreadsheet functions.

This unit is suitable for skilled surveying technicians and skilled spatial information system (SIS) technicians who use a broad range of cognitive, technical and communication skills to select and apply methods and technologies to analyse information and provide solutions to sometimes complex surveying/spatial information problems. Surveying and spatial information skills are applied in a range of industry contexts including town planning, civil construction, mining, engineering, health, agriculture and defence.

All work must be carried out to comply with workplace procedures, in accordance with relevant State/Territory regulations that govern surveying work as well as work health and safety, regulations and legislation that apply to the workplace.

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.	<ol style="list-style-type: none"><li>1.1 Determine specifications for spreadsheets and identify the task requirements for spatial data entry, storage, output, reporting and presentation.</li><li>1.2 Evaluate tasks to identify design parameters, required features and functions and areas where automation would increase efficiency .</li><li>1.3 Set up and check software for functionality and capacity to meet task requirements.</li></ol>
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2. Set up spreadsheets.	<p>2.1 Develop linked worksheet solution using software features and formulas to meet task requirements.</p> <p>2.2 Test formulas and functions and resolve errors to confirm that output meets task requirements.</p> <p>2.3 Format worksheets and use titles, colours, headings, labels and data to enhance meaning and presentation of data.</p>
3. Use functions and features of spreadsheet software.	<p>3.1 Enter, check and edit spatial data according to task and enterprise requirements.</p> <p>3.2 Import and export spatial data between compatible software applications and adjust host documents according to task requirements.</p> <p>3.3 Use software documentation and online help to overcome errors and problems with spreadsheet design and production, as required.</p> <p>3.4 Develop and edit spreadsheet templates to standardise spreadsheet operation and ensure quality and consistency in format and design.</p>
4. Finalise spreadsheets.	<p>4.1 Protect completed spreadsheets to prevent accidental corruption and archive according to enterprise requirements.</p> <p>4.2 Complete documentation and inform appropriate persons of results according to enterprise requirements.</p>

### Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

### Unit Mapping Information

Supersedes and is equivalent to CPPSIS5060 Develop spreadsheets for spatial data

### Links

The Companion Volume Implementation Guide for the CPP Property Services Training Package is available at <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

## Assessment Requirements for CPPSI5060 Develop spreadsheets for spatial data

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### Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by developing three types of multi-worksheet spreadsheets for different spatial data.

Spreadsheets must include:

- complex software features:
  - cell and data attributes
  - named ranges
  - cell protection
  - embedding cell references in formulas
  - conditional formatting
  - data validation tools and processes
  - graph creation
  - simple macros
  - headings and labels
  - pivot tables.
- spreadsheet functions to create formulae:
  - text
  - advanced mathematical
  - lookup
  - statistical
  - logical.

### Knowledge Evidence

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

- interpretation of:
  - cell references
  - information in graphs
- methods for:
  - creating multi-sheet and linked documents
  - using advanced features of software applications
  - using formulas and checking for correct formula function and output
  - saving and protecting spreadsheets and data from corruption
  - identifying errors and solving problems relating to data and spreadsheets
  - preserving the integrity and accuracy of spatial data during import and export process
  - resolving problems with data compatibility.
- enterprise requirements for:
  - completing records and documentation

- preparing, naming, saving and archiving spreadsheet files.

### **Assessment Conditions**

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

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting where these skills and knowledge would be performed.

Candidates must have access to:

- computer with access to appropriate spreadsheet software
- enterprise procedures and spreadsheet requirements relating to data privacy and information copyright and licensing.

### **Links**

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