

**Draft 0.1**

This is a draft update to CPPSIS5031 Plan spatial data collection:  
<https://training.gov.au/Training/Details/CPPSIS5031>

Changed PCs to active voice.

Changed 'person' to 'candidate' in PE.

## Unit of Competency

### CPPSUR5031 Plan spatial data collection

#### Modification history

Release	Comments
1	Replaces superseded equivalent CPPSIS5031A Plan spatial data collection and validation. This version first released with CPP Property Services Training Package Version 3
	Supersedes and is equivalent to CPPSIS5031 Plan spatial data collection

#### Application

This unit specifies the skills and knowledge required to develop and document a spatial data collection plan that meets client specifications. The unit covers analysing project specifications and client instructions to evaluate and determine appropriate data acquisition and collection options. The unit requires the ability to use technology to manage spatial data and prepare the written plan. It also requires the ability to assess the technical, financial, legal and resource implications of the project in order to select the preferred collection options.

The unit supports those who work in a lead role in a surveying or spatial information services team in areas such as surveying, cartography, town planning, mapping and geographic information systems (GIS).

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. Scope spatial data acquisition.	1.1 Analyse client instructions and determine project specifications according to organisational requirements. 1.2 Identify and record data requirements and constraints in consultation with appropriate persons and according to organisational requirements. 1.3 Gather additional information to clarify acquisition requirements according to project specifications and organisational requirements.
2. Evaluate collection options.	2.1 Assess technical, financial, legal and resource implications of available collection options to ensure preferred option meets project specifications. 2.2 Select referred collection option based on project specifications and organisational requirements. 2.3 Document assessment process according to organisational requirements.

3. Develop collection plan.	3.1 Identify and document spatial data collection specifications, deliverables, constraints and principal work activities in a plan according to project requirements. 3.2 Include identified risks, contingencies and resources, as well as technology and techniques to be used to collect spatial data plan. 3.3 Specify process to verify integrity of required spatial data in plan according to organisational requirements. 3.4 Finalise and communicate plan to appropriate persons according to organisational requirements.
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### Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance in this unit, but not explicit in the performance criteria.

- learning skills to research sources of appropriate spatial data
- numeracy skills to apply budget constraints to project specifications
- oral communication skills to negotiate data requirements with clients and service providers
- reading skills to interpret contractual obligations detailed in legal documents, such as contracts, agreements, memorandums of understanding, and licences
- analyse detailed technical descriptions of spatial data and their qualifiers
- writing skills to prepare written communications to clients and data providers
- technology skills to use a computer and software to prepare plan
- problem-solving skills to devise strategies to manage risk.

### Unit Mapping Information

Supersedes and is equivalent to CPPSIS5031 Plan spatial data collection

### Links

Companion Volume Implementation Guide:

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

## Assessment Requirements for CPPSUR5031 Plan spatial data collection

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### Performance Evidence

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

- developing and documenting a spatial data collection plan that meets client specifications for two different projects.

While developing the above spatial data collection plans, the candidate must:

- conduct research and consultation to gather information as the basis for scoping spatial data acquisition requirements
- select a preferred spatial data collection method for inclusion in the plan based on evaluation of available options
- apply industry-accepted methods for assessing validity and integrity of spatial data
- apply contingency measures and risk management strategies to the planning process
- comply with organisational requirements for:
  - allocating resources and working within budgetary constraints
  - communicating with clients and spatial data providers
  - recording and reporting information, and completing documentation
  - using the equipment specified in the assessment conditions
  - working safely when using screen-based equipment
- comply with legal requirements relating to client service provision, and accessing spatial data
- exercise precision when archiving, retrieving and managing spatial data.

### Knowledge Evidence

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

- legal requirements for accessing, storing, retrieving and archiving digital and hard copy spatial data, including data privacy and information copyright
- methods for assessing and validating spatial datasets and dataset sources
- organisational policies and procedures relating to:
  - budget and resource constraints
  - client service and communication
  - completing records and documentation
  - using equipment
  - work health and safety
- principles of risk management relating to collecting spatial data
- purpose and use of metadata, including:
  - availability

- conditions of use
- coordinate system
- currency
- custodian
- data accuracy
- data description
- date of acquisition
- licence
- quality
- source
- spatial data acquisition methodologies
- version control
- spatial data capture methodologies
- spatial data formats and structures
- key features of spatial reference systems.

### Assessment Conditions

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

The following must be present and available to learners during assessment activities:

- equipment:
  - computer with software appropriate for report development and electronic communication
  - printer
- specifications:
  - organisational policies and procedures relating to data privacy and information copyright
- physical conditions:
  - access to equipped work station
- relationships with team members and supervisor:
  - working in a team
- relationships with clients:
  - client consultation required.

Timeframe:

- as specified by client and project requirements.

### Links

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