

# ASTSPM3O05

Use technical information systems and information technology within a surveying environment



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## Overview

### The Standards that are part of this Unit

SPM3/O05.1 Use technical information systems and information technology

SPM3/O05.2 Apply information technology (IT) to projects (Imported ECITB PC2)

This unit is about being able to use your organisation's IT systems within a surveying office.

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### Performance criteria

#### Use technical information systems and information technology

*You must be able to:*

- P1 collating and organising **information** into a suitable form for reference and use
- P2 classifying stored **information** so that it can be quickly identified and retrieved when needed
- P3 advising and offering guidance to people who need to find and **use information**
- P4 operating the **technical information** system using agreed procedures
- P5 operating appropriate and valid procedures for inputting, maintaining and archiving **information**

#### Apply information technology (IT) to projects (Imported ECITB PC2)

*You must be able to:*

- P6 utilising the **software and IT systems** that are required to execute the project activities
- P7 handling, editing, formatting and checking information and data obtained from a range of internal and external **sources**
- P8 extracting, entering, and processing information to produce the outputs required by **customers**
- P9 sharing your own skills and understanding to help others
- P10 implementing the specified **security measures** to protect the confidentiality and integrity of project data held in **IT systems**

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### Knowledge and understanding

*You need to know and understand:*

#### Use technical information systems and information technology

- K1 how do you collate **information**? (application) (a) [1]
- K2 how do you operate appropriate and valid procedures for inputting, maintaining and archiving **information**? (application) (e) [1]
- K3 how and why do you advise and offer guidance to people who need to find and **use information**? (synthesis) (c) [1,2]
- K4 how and why do you organise **information** into a suitable form for reference and **use**? (synthesis) (a) [1,2]
- K5 how do you classify stored **information** for identification and retrieval? (application) (b) [2]
- K6 how do you operate the **technical information** system by using agreed procedures? (application) (d) [3]

#### Apply information technology (IT) to projects (Imported ECITB PC2)

*You need to know and understand:*

- K7 the attributes and limitations of available software tools.
- K8 procedures and work instructions for the use of it.
- K9 the operational requirements of the project it systems.
- K10 sources and flow paths of project data.
- K11 security systems and measures that can be used.
- K12 ways of extracting data and formatting reports.
- K13 methods of entering and processing information.
- K14 WWW enabled applications.

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### Additional Information

#### Scope/range related to performance criteria

#### Use technical information systems and information

- 1 **Information:**
  - 1.1 property
  - 1.2 organisational
  - 1.3 technical reference
  
- 2 **Use (of information):**
  - 2.1 technical reference
  - 2.2 current record
  - 2.3 archive record
  - 2.4 knowledge management
  - 2.5 personal development (inc. Continuing Professional Development)
  - 2.6 statutory & legal requirements (e.g. Data Protection)
  
- 3 **Technical information:**
  - 3.1 paper based
  - 3.2 electronic

#### Apply information technology (IT) to projects (Imported ECITB PC2)

- 4 **Software and IT systems:**
  - 4.1 spreadsheets
  - 4.2 databases
  - 4.3 word processing
  - 4.4 presentation
  - 4.5 proprietary
  - 4.6 bespoke
  
- 5 **Sources:**
  - 5.1 other IT systems
  - 5.2 manually created
  - 5.3 within own organisation
  - 5.4 outside own organisation
  - 5.5 geographically remote
  
- 6 **Customers:**
  - 6.1 colleagues
  - 6.2 company and project management
  - 6.3 clients

## **ASTSPM3O05**

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- 7    **Security measures:**
  - 7.1    access rights to input
  - 7.2    passwords
  - 7.3    access rights to outputs
  - 7.4    data consistency and back-up
  - 7.5    recovery plans

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**Relevant occupations** Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

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**Suite** Surveying, Property Maintenance 2010

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