



**Australian Government**

# **CPPACC4011 Conduct educational facility access audits**

**Release: 1**

# CPPACC4011 Conduct educational facility access audits

## Modification History

Release 1 This unit first released with CPP Property Services Training Package Release 14.0.

Supersedes and is equivalent to CPPACC4011A Conduct an educational facility access audit. Minor change to unit title.

Unit updated to meet the Standards for Training Packages 2012.

## Application

This unit of competency specifies the skills and knowledge required to inspect educational facilities to assess their usability by people with disability against the requirements of relevant legislation, codes and standards. The unit includes assessing each amenity of the educational facility and preparing an access audit report.

This unit is for individuals who work independently using specialised knowledge to conduct a range of access consulting services.

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

## Pre-requisite Unit

Nil.

## Unit Sector

Access Consulting.

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- |                              |   |
|------------------------------|---|
| 1 Respond to client enquiry. | 1.1 Identify client requesting educational facility access audit and establish their authority to act according to workplace requirements.        |
|                              | 1.2 Consult with client to clarify access audit requirements and confirm own competence and organisational capability to respond to client needs. |

- 1.3 Obtain and document client authority to proceed with access audit activities according to workplace requirements.
  - 2 Establish client relationship.
    - 2.1 Negotiate to confirm contractual arrangements with client, and document and store agreement according to regulatory and workplace requirements.
    - 2.2 Negotiate and finalise written client brief, including detailed access audit instructions, according to workplace requirements.
    - 2.3 Obtain copies of all relevant documentation for educational facility access audit according to workplace requirements.
    - 2.4 Record all documentation received according to workplace requirements.
  - 3 Prepare for educational facility access audit.
    - 3.1 Prepare educational facility access audit checklist appropriate to scale of audit task.
    - 3.2 Arrange and brief personnel required to efficiently conduct educational facility access audit according to workplace requirements.
    - 3.3 Select and prepare required tools and equipment according to workplace requirements.
    - 3.4 Access site according to agreed site access arrangements in consultation with relevant persons.
  - 4 Carry out educational facility access audit.
    - 4.1 Interpret relevant documentation for educational facility and carry out required measurements and calculations according to workplace requirements.
    - 4.2 Assess access from the property boundary, car park or passenger set-down area to the educational facility for compliance with regulatory requirements.
    - 4.3 Assess the accessibility of each amenity for compliance with regulatory requirements.

- 4.4 Document identified non-compliances and rectification strategies to meet regulatory and workplace requirements.
- 5 Report on educational facility access audit.
- 5.1 Prepare educational facility access audit report to meet contractual and workplace requirements.
  - 5.2 Review draft educational facility access audit report in consultation with relevant persons and incorporate feedback into final report.
  - 5.3 Forward educational facility access audit report to client according to contractual arrangements.
  - 5.4 Maintain copies of educational facility access audit report and associated documentation for future reference according to regulatory and workplace requirements.

## 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 CPPACC4011A Conduct an educational facility access audit.

## Links

Companion Volume implementation guides are found in VETNet -

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