



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPACC6001A Participate as an access expert on an Access Panel**

**Release: 1**

## **CPPACC6001A Participate as an access expert on an Access Panel**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit specifies the competency required to participate as an access expert on an Access Panel. Access Panels are created within state and territory jurisdictions under the Process to Administer Access to Buildings (The Protocol) for the purpose of considering Building Upgrade Plans.

The unit requires the ability to interpret the performance requirements of the Disability Discrimination Act (DDA) Premises Standard the Building Code of Australia (BCA) and all relevant Australian standards. Access consultants also require the ability to apply knowledge of contemporary Australian and international literature, developments and trends regarding access issues. The unit requires a high level of communication skills and the skills to contribute effectively to a team situation.

### **Application of the Unit**

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This unit of competency supports the access consulting service of serving on a BCA Access Panel. It involves the application of analysis, planning and evaluation to complex technical issues.

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

### **Employability skills**

This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Review Access Panel case documentation.</b>	<p>1.1 <i>Case documentation</i> is checked upon receipt to ensure it is full and complete.</p> <p>1.2 Case documentation is read and interpreted for the adequacy of access provision in accordance with the relevant <i>legislation and codes</i>.</p> <p>1.3 Ambiguities in the documentation are clarified with <i>relevant persons</i>.</p>
<b>2 Conduct research on relevant issues.</b>	<p>2.1 Research is conducted on matters pertaining to the case using all relevant databases.</p> <p>2.2 Advice from other access experts is sought to complement and supplement own expertise in relation to the specific case.</p> <p>2.3 All research findings and their sources are referenced fully using recognised methods and documented for later retrieval and use.</p>
<b>3 Prepare and document arguments for Access Panel consideration.</b>	<p>3.1 Arguments on issues relating to the case to be considered by other Access Panel members are developed based on own expertise and research findings.</p> <p>3.2 Developed arguments are documented fully and all relevant supporting evidence is assembled and retained in a suitable manner for consideration by other Access Panel members.</p>
<b>4 Contribute actively to Access Panel deliberations.</b>	<p>4.1 The extent of own competencies in relation to the case are examined and recognised in accordance with industry codes of practice and ethics.</p> <p>4.2 Information and advice on potential solutions to the adequacies of access provision are provided to all Access Panel members.</p> <p>4.3 Effective <i>interpersonal skills and communication techniques</i> are utilised to contribute to all discussions in a participative and constructive manner.</p> <p>4.4 Advice on access issues is provided in an agreed format.</p> <p>4.5 Agreed decisions are documented for future personal reference.</p>
<b>5 Assist in the preparation of the Access Panel decision document.</b>	<p>5.1 Agreed decisions are documented in accordance with the Access Panel reporting guidelines.</p> <p>5.2 The development and preparation of the Access Panel's reporting document for each case is assisted</p>

**ELEMENT**

**PERFORMANCE CRITERIA**

in accordance with Access Panel reporting guidelines.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

#### Required knowledge and understanding include:

- Access Panel structures
- anthropometric principles of accessible building design and fitout
- the difference between common law, judicial precedents and legislation
- commonwealth, state and territory anti-discrimination legislation and regulations
- commonwealth, state and territory Heritage Acts
- design, structural and construction principles of buildings
- disability awareness
- environmental issues impacting on material selection
- ergonomic principles
- functional systems of the human body
- industry codes of practice and ethics
- international standards on building access
- jurisdiction of Access Panels
- legislative requirements of presenting evidence to Access Panels
- limitations of work role, responsibility and professional abilities
- nature of building materials and effect of performance
- occupational health and safety policies and procedures
- processes for interpreting reports, working drawings and specifications
- preparation of a current comprehensive curriculum vitae
- principles and techniques associated with:
  - group dynamics and processes
  - leadership
  - communication and negotiation
  - planning
  - decision making
- procedures and protocols for Access Panels
- processes for recording data, administering records and preparing reports
- relevant commonwealth, state and territory building and other legislation, local government regulations and Australian standards
- research methodology and analytical processes
- role of legal personnel on Access Panels
- role, responsibilities and powers of building certifiers
- state and territory Planning and Development Acts
- relevant terminology and definitions in hazard identification
- types of allowable evidence raised in Access Panels
- types of issues raised in Access Panels.

#### Required skills and attributes include:

- analytical skills to:

- analyse, evaluate and apply legislative requirements pertaining to disability access
- analyse and evaluate the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
- analyse and evaluate how environmental barriers impact on people with disabilities
- review and evaluate arguments presented in Access Panel case documentation
- application skills to:
  - apply relevant anti-discrimination and building legislation
  - apply industry building codes of practice and ethics and other legislative requirements to work processes
  - apply disability awareness to work processes
  - apply current Australian and international building codes, standards, regulations and practices
- communication skills to:
  - discuss issues relating to the provision of access presented in Access Panel case documentation and the relevant legislation with other Access Panel members
  - present arguments to other Access Panel members based on legislation and other research activities
  - seek alternative advice from other experts within own field
  - seek advice from experts in areas outside own expertise
- literacy skills to:
  - assess and use workplace information on Access Panel role and responsibilities
  - read and interpret plans, specifications and structural drawings
  - read and use anatomical and medical terminology
  - read and use building and construction terminology
  - read and comprehend Access Panel case documentation
- organisational skills to:
  - confirm that all relevant Access Panel case documentation is provided
  - research, reference, store and retrieve data for use in Access Panel processes
- interpersonal skills to:
  - relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
  - seek and obtain information in a sensitive and appropriate manner
  - facilitate change for greater awareness of disability access
  - participate in a team environment to complete tasks
  - analyse own work practices and process outcomes critically
  - engage colleagues and share disability access knowledge
  - adapt to new workplace situations
- personal attributes relating to:
  - impartiality
  - fairness
  - independence
  - objectivity
  - confidentiality
  - respect
- report-writing skills to:

- prepare reports and other Access Panel documentation following Access Panel style policy, procedures and guidelines
- research skills to:
  - initiate investigative research relating to specific Access Panel cases
  - source, analyse and evaluate building legislative requirements
  - source, analyse and evaluate legislative requirements for the provision of access
- technical skills to:
  - identify problems and develop solutions
  - participate in decision-making processes
  - facilitate effective group processes to:

provide leadership

provide innovative responses to emerging access issues.

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

#### Overview of assessment

- This unit of competency could be assessed on its own or as part of an integrated assessment activity involving other competencies relevant to the job function.

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

- A person who demonstrates competency in this unit must be able to provide evidence of:
  - recognising the needs and desires of people with disabilities to engage fully in all aspects of society, and their right to do so
  - interpreting accurately the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
  - interpreting accurately how the full range of environmental barriers impact on any of the impairments that people with disabilities might have
  - interpreting the role and responsibilities of the Access Panel and its members as set out in relevant legislation
  - analysing the evidence presented in case arguments, other information obtained by the



- Access Panel and relevant legislative requirements
  - forming realistic decisions based on the structured analysis of all relevant data and the application of relevant legislation
  - researching and referring to recognised national and international data sources and publications on access issues
  - interpreting the financial and social costs and benefits of Building Upgrade Plans and maintenance activities to provide access
  - applying Access Panel organisational management policies and procedures, including quality assurance requirements.
- Context of and specific resources for assessment**
- Resource implications for assessment include:
    - a registered provider of assessment services
    - competency standards
    - assessment materials and tools
    - suitable assessment venue/equipment
    - workplace documentation
    - candidate special requirements
    - cost and time considerations.
  - Validity and sufficiency of evidence requires that:
    - competency will need to be demonstrated over a period of time reflecting the scope of the role
    - where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
    - all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
    - where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
    - assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

***Case documentation*** may include:

- reports and documents from previous Access Panel hearings.

***Legislation and codes*** may include:

- BCA
- DDA Premises Standard
- international legislation, codes and standards
- state and territory building legislation.

***Relevant person*** may include:

- state and territory officers responsible for Access Panel affairs.

***Interpersonal skills and communication techniques*** may include:

- active listening to clarify and confirm understanding
- control of tone of voice and body language
- culturally aware/sensitive use of language and concepts
- demonstrating flexibility and a willingness to negotiate
- presenting options and consequences
- providing constructive feedback
- reflection
- seeking feedback to confirm understanding of needs
- summarising and paraphrasing to check understanding
- using effective presentation aids (e.g. audiovisual slides, diagrams, photographs and pictures)
- using language that is:
  - accurate, articulate and concise
  - positive, confident and cooperative
  - verbal or non-verbal.

## **Unit Sector(s)**

### **Unit sector**

Access consulting