



Australian Government

**Assessment Requirements for BSBXDB502
Adapt organisations to enhance accessibility
for people with disability**

Release: 1

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Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 4.0. |

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria, and foundation skills of this unit, including, on at least one occasion, evidence of the ability to:

- determine organisational obligations under current accessibility and anti-discrimination legislation, and standards
- determine to what extent an organisation is currently meeting compliance requirements
- analyse and confirm requirements for access and use for people with differing disabilities, specific to the organisational context
- outline barriers to access that must be addressed within an organisation
- apply the Principles of Universal Design to the environmental and operational aspects of an organisation
- develop practical solutions that effectively address identified opportunities to improve accessibility, leveraging research findings and technological developments where appropriate
- consult with internal and external stakeholders, such as customers, colleagues or access experts, as required to test solutions, confirm suitability, and develop implementation plan for changes
- review and update implementation plan as required.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- current access and anti-discrimination legislation and standards, including:
 - Disability Discrimination Act
 - State and Territory anti-discrimination legislation
 - United Nations Convention on the Rights of Persons with Disabilities
 - Disability Services Act
 - National Disability Strategy

- The Web Content Accessibility Guidelines
- accessibility compliance requirements for organisations
- persons covered by the Disability Discrimination Act and associated accessibility requirements
- features of the social model of disability as compared to the medical model
- where barriers to access and inclusion exist within the organisational environment
- typical barriers to access within an organisation, including:
 - premises and facilities
 - environmental and sensory factors
 - organisational information resources
 - communication systems and contact points
 - organisational processes
 - operating systems
 - technological platforms
 - organisational culture and behaviours
- Principles of Universal Design
- tools and tests that can be utilised to test the accessibility of websites and other online content or digital platforms
- different communication techniques and methods of presenting information, including:
 - alternative and augmentative communication strategies
 - use of plain English
- assistive technologies, design developments and solutions that can help address access needs
- access experts and resources that can assist with addressing accessibility requirements.

Assessment Conditions

Skills must have been demonstrated in the workplace. The following conditions must be met for this unit:

Use of facilities, equipment and resources, including:

- access to details regarding the environmental and operational aspects of the organisation
- legislation, standards and organisational policies relevant to accessibility and inclusion
- internal or external organisational stakeholders to consult regarding access solutions
- information regarding the impact and outcomes of implemented accessibility changes
- opportunities for consultation or collaboration with real accessibility stakeholders, to support the implementation of access improvements.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>