



Australian Government

**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. |

Application

This unit describes the skills and knowledge required to identify access requirements and barriers for people with different types of disability within organisational design, environments, and processes. It involves planning processes of organisational change to ensure people with disability experience equal access and inclusion within an organisational setting.

This unit applies to organisational managers and leaders across various industries with administrative responsibilities. Their roles and responsibilities would include planning, changing and evaluating organisational environments, processes, facilities and resources to enhance accessibility for people with disability.

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

Unit Sector

Cross Sector Skill

Elements and Performance Criteria

| Elements | Performance Criteria |
|---|--|
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Determine current accessibility of an organisation | 1.1 Assess current organisational compliance with accessibility legislation and standards 1.2 Identify current barriers to access within environmental and operational aspects of an organisation |
| 2. Identify how barriers to access can be addressed | 2.1 Identify access solutions to address identified organisational access barriers |

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| | <p>2.2 Seek feedback from internal and external stakeholders to confirm viability of proposed access solutions</p> <p>2.3 Outline accessibility changes to be made to the environmental and operational aspects of an organisation</p> |
| 3. Implement accessibility improvements | <p>3.1 Develop plan to implement changes within scope of own role</p> <p>3.2 Communicate changes and ongoing access responsibilities to members of the organisation whose roles are impacted</p> <p>3.3 Seek approval from management for accessibility changes outside the limits of own role</p> |
| 4. Evaluate accessibility plan and update as required | <p>4.1 Evaluate accessibility plan against identified goals, consulting internal and external stakeholders as required</p> <p>4.2 Document and implement any further improvements to be made to ensure organisational accessibility</p> |

Foundation Skills

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

| Skill | Description |
|----------------------------|--|
| Learning | <ul style="list-style-type: none"> Undertakes research activities to understand access needs and obligations |
| Reading | <ul style="list-style-type: none"> Sources, analyses and interprets detailed information related to access needs and organisational obligations |
| Writing | <ul style="list-style-type: none"> Structures content and documents in a logical, detailed and accurate manner which incorporates recommendations |
| Navigate the world of work | <ul style="list-style-type: none"> Identifies, confirms and takes responsibility for adherence to legal and ethical requirements, organisational policies and procedures relevant to own role |
| Interact with others | <ul style="list-style-type: none"> Uses inclusive and collaborative techniques to seek feedback, negotiate and consult with a range of stakeholders |

| | |
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| Get the work done | <ul style="list-style-type: none">• Uses systematic and analytical processes to gather information and identify and evaluate options against criteria• Uses problem-solving skills to identify and analyse issues or barriers, consider options and develop responses and opportunities for improvement• Organises and completes work according to defined requirements, taking responsibility for decisions, planning and implementing activities, and sequencing tasks to achieve efficient outcomes |
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Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet -

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