



Australian Government

CPPACC4017 Prepare access reports

Release: 1

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Modification History

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

Supersedes and is equivalent to CPPACC4017A Prepare access reports.

Unit updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to organise and present information gathered on access compliance for people with disability to meet the requirements of relevant legislation, codes and standards. It includes evaluating gathered information and using technologies to prepare and present reports and attachments in a suitable format, style and structure.

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 Organise information gathered for access report.

1.1 Collate and prioritise gathered information in a logical manner based on intended report use according to regulatory and workplace requirements.

1.2 Assess gathered information for relevance and accuracy and source additional information as required to meet client terms of reference and workplace requirements.

- 1.3 Handle access information safely and securely according to client, regulatory and workplace requirements.
 - 1.4 Use technologies to manage access information efficiently and effectively according to regulatory and workplace requirements.
- 2 Prepare access report.
- 2.1 Prepare access report in a suitable format, style and structure to meet client and workplace requirements.
 - 2.2 Use language in the report that is clear, concise and without inconsistencies and meets client and workplace requirements.
 - 2.3 Check report content to ensure accuracy and sufficiency to meet intended use, client and workplace requirements.
 - 2.4 Check to ensure that conclusions and recommendations are clearly supported by gathered information and verifiable evidence.
 - 2.5 Provide attachments that are relevant and consistent with references made in the body of the report according to 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 CPPACC4017A Prepare access reports.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>