



Australian Government

CPPACC4018 Prepare, deliver and evaluate public education sessions on access

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 CPPACC4018A Prepare, deliver and evaluate public education sessions on access.

Unit updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to develop, present and evaluate educational and information sessions on issues relating to access for people with disability.

This unit is for individuals who work independently using specialised knowledge to conduct a range of access consulting services, including providing specific advisory and audit services and assessing buildings, sites and plans for the provision of access for people with disability.

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.

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| 1 Identify and source target group information requirements. | 1.1 Identify information needs of target group for public education session. |
| | 1.2 Review existing resources for suitability in relation to the target group and relevance to access for people with disability and current regulatory requirements. |

- 1.3 Research and obtain additional information to meet specific target group needs.
- 2 Plan and develop disability access presentation.
 - 2.1 Consult with relevant persons to determine and agree presentation outcomes.
 - 2.2 Select presentation strategies to match target audience characteristics, subject matter, location and delivery method.
 - 2.3 Select presentation aids and materials to enhance audience understanding of key concepts and ideas.
 - 2.4 Prepare presentation text and aids using appropriate media and allow time to review and revise prior to the presentation according to workplace requirements.
- 3 Deliver presentation.
 - 3.1 Explain and discuss desired outcomes of presentation with target audience.
 - 3.2 Use presentation aids, materials and examples to effectively support target audience understanding of key concepts and ideas.
 - 3.3 Monitor oral and non-verbal audience communications and adjust communication techniques as required to maintain participant engagement.
 - 3.4 Provide opportunities for participants to seek clarification on key issues and concepts and adjust presentation to meet participant needs and preferences.
 - 3.5 Summarise key concepts and ideas to facilitate participant understanding.
- 4 Evaluate presentation.
 - 4.1 Assess audience understanding and response to presentation content and format of education session according to workplace requirements.
 - 4.2 Seek and analyse feedback from education session audience and observers to identify potential improvements to future presentations.

- 4.3 Identify and implement adjustments necessary to improve content and delivery of future presentations.

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 CPPACC4018A Prepare, deliver and evaluate public education sessions on access.

Links

Companion Volume implementation guides are found in VETNet -

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