



**Australian Government**

**Assessment Requirements for  
CPPACC5019 Coordinate the development  
and implementation of DDA Action Plans**

**Release: 1**

# Assessment Requirements for CPPACC5019 Coordinate the development and implementation of DDA Action Plans

## Modification History

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

Supersedes and is equivalent to CPPACC5019A Coordinate the development and implementation of Disability Discrimination Act Action Plans. Minor change to unit title.

Unit updated to meet the Standards for Training Packages 2012.

## Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by coordinating the development and implementation of an Action Plan which:

- meets the requirements of the *Disability Discrimination Act 1992* (DDA) (or its successor) or relevant state/territory anti-discrimination legislation
- includes goals and targets to ensure results are measurable, and timeframes and evaluation strategies are achieved.

## Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- Commonwealth DDA and similar state and territory anti-discrimination legislation and regulations requiring the completion of Action Plans or similar documents and relevant to access advice:
  - anti-discrimination and disability discrimination
  - building control including local government regulations and by-laws
  - National Construction Code (NCC) building classifications and access requirements
  - National Disability Insurance Scheme (NDIS) Specialist Disability Accommodation Design Standard (or its successor)
  - Livable Housing Australia Livable Housing Design Guidelines (or its successor)
  - principles of universal design
  - privacy and confidentiality
- consultation processes
- interpersonal communication strategies used to effectively relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and cognitive abilities
- methods for facilitating group processes

- methods for identifying training needs and developing and delivering training programs to support Action Plan development
- principles and techniques associated with:
  - change management
  - coaching
  - communication
  - goal setting
  - group dynamics
  - motivation
  - negotiation
  - planning
- processes for developing policies and programs to achieve legislative objectives of the DDA or similar state and territory legislation
- range of presentation formats for conveying information to participants of the Action Plan development process
- relevant industry codes of practice and ethics
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for facilitating the development of DDA or similar Action Plans:
  - client service
  - documentation, reports and records administration
  - Action Plan format, lodgement and implementation requirements
  - work role boundaries - responsibilities, limitations and professional abilities.

## Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, information and technologies required to achieve the performance criteria and performance evidence.

## Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>