



Australian Government

CPPACC5019 Coordinate the development and implementation of DDA Action Plans

Release: 1

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.

Application

This unit of competency specifies the skills and knowledge required to coordinate the development and implementation of Disability Discrimination Act 1992 (DDA) Action Plans or similar plans required by state/territory anti-discrimination legislation. It includes working with the management of government departments, companies, building owners or service providers to develop Action Plans for lodgement with the Australian Human Rights Commission (AHRC) or state/territory agency, ensuring client ownership and effective implementation.

This unit is for individuals who are self-directed and have substantial depth of knowledge and skills to make independent judgements in the provision 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 Establish client

1.1 Negotiate to confirm contractual arrangements with client, and document and store agreement according to

- relationship. regulatory and workplace requirements.
- 1.2 Work with client to develop a comprehensive client brief for Action Plan development and implementation.
 - 1.3 Obtain information on client's business operations, services offered, staff profiles and business premises according to workplace requirements.
 - 1.4 Negotiate with client to document a work plan for the coordination and implementation of the Action Plan.
- 2 Engage senior management in development process.
- 2.1 Consult with relevant persons to develop a strategy and processes for communicating with, and engaging, senior management in the development of the Action Plan.
 - 2.2 Obtain agreement from senior management to take a lead role in the development of the Action Plan.
 - 2.3 Identify training needs and resources required to assist senior managers in taking a lead role in the development of the Action Plan.
 - 2.4 Deliver training to assist senior managers in developing the Action Plan according to workplace requirements.
- 3 Work with client to coordinate Action Plan development.
- 3.1 Identify organisational staff required to facilitate development of the Action Plan.
 - 3.2 Identify training needs and resources required to assist staff to facilitate development of the Action Plan.
 - 3.3 Develop and deliver training to assist staff to facilitate Action Plan development according to workplace requirements.
- 4 Work with client to monitor progress of Action Plan development.
- 4.1 Assist client to develop Action Plan and provide expert advice required to ensure satisfactory progress.
 - 4.2 Assist client to develop policies and programs to support Action Plan according to regulatory and workplace requirements.
 - 4.3 Assist client to review draft Action Plan to ensure

readiness for formal endorsement by senior management and subsequent lodgement according to regulatory requirements.

- 5 Work with client to monitor Action Plan implementation.
 - 5.1 Assist client to implement Action Plan according to regulatory and contractual requirements.
 - 5.2 Assist client to monitor achievement of milestones identified in Action Plan according to regulatory and contractual requirements.
 - 5.3 Assist client to manage regular review of the Action Plan according to regulatory and contractual 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 CPPACC5019A Coordinate the development and implementation of Disability Discrimination Act Action Plans.

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>