



Australian Government

Department of Education, Employment and Workplace Relations

CPPACC4006A Conduct a playground access audit

Release: 1

CPPACC4006A Conduct a playground access audit

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit specifies the competency required to perform inspections of playgrounds to assess accessibility. Playground inspections may be conducted for the purposes of determining safety for, and usability by, people with disabilities.

The assessments are made using current Australian standards and relevant state and territory legislation. The access audit report will provide a description of safety and accessibility, advice on compliance with existing legislation and usability by people with disabilities, and where necessary suggestions for corrective action.

The unit requires an understanding of the concept of play and its contribution to all stages of child development. Access consultants require the ability to communicate with playground owners and managers on the interpretation and implementation of the Disability Discrimination Act and other relevant legislation.

The access consultant may either work alone or as a member of a team.

Application of the Unit

Application of the unit

This unit of competency supports the access consulting service of providing advice on accessible playgrounds and conducting playground access audits to assess the provision of access for people with disabilities.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1 Respond to client inquiry. | <p>1.1 The <i>client</i> requesting the playground access audit is identified and their authority to act is established in accordance with <i>organisational requirements</i>.</p> <p>1.2 Client needs are discussed and confirmed using effective <i>interpersonal skills and communication techniques</i> in accordance with organisational requirements.</p> <p>1.3 Personal competence and organisational capability to respond to client needs are determined and assessed.</p> <p>1.4 Authority to proceed is negotiated with client and documented in accordance with organisational requirements.</p> |
| 2 Establish client relationship. | <p>2.1 Contractual arrangements are negotiated, confirmed, documented and stored in accordance with client, organisational and <i>legislative requirements</i>.</p> <p>2.2 A <i>client brief</i> providing the required level of detail is requested in accordance with organisational requirements.</p> <p>2.3 <i>Site access arrangements</i> are negotiated and <i>relevant contact person</i> is identified in accordance with client, organisational and legislative requirements.</p> <p>2.4 Copies of all relevant plans of the playground and associated documentation are obtained.</p> |
| 3 Prepare for the playground access audit. | <p>3.1 A <i>playground access audit checklist</i> appropriate to the scale of the audit task is prepared.</p> <p>3.2 <i>Personnel</i> required to efficiently conduct the playground access audit are assembled and briefed.</p> <p>3.3 Tools and equipment required to efficiently conduct the playground access audit are assembled.</p> <p>3.4 Tools and equipment are calibrated to manufacturers' specifications prior to conducting the playground access audit.</p> <p>3.5 Site is accessed in accordance with the agreed site access arrangements.</p> |
| 4 Conduct the playground | <p>4.1 Access to the playground from the property</p> |

ELEMENT**PERFORMANCE CRITERIA**

access audit.

boundary, car park or passenger set-down area is assessed for the extent to which it satisfies the requirements for people with disabilities.

4.2 Each station of the playground including the associated space, *other play facilities* and open playing spaces are assessed against *relevant Australian standards* and state and territory legislation for safety, including fall-safe surfaces, protruding objects and entrapment areas, etc.

4.3 Each station of the playground is assessed and a statement of the *recreation opportunity spectrum* is prepared.

4.4 Each feature of the recreation opportunity spectrum is assessed for access for people with disabilities and features of the playground found to be inaccessible are recorded.

4.5 Appropriate strategies for overcoming any areas of access non-compliance are developed and documented.

5 Prepare the playground access audit report.

5.1 A playground access audit report is prepared for the client in accordance with contractual arrangements and organisational requirements.

5.2 The draft playground access audit report is reviewed with *appropriate persons* in accordance with organisational requirements.

5.3 Feedback received from the review process is incorporated and the playground access audit report is completed.

6 Distribute and store the playground access audit report.

6.1 Playground access audit report documentation is prepared in accordance with organisational arrangements.

6.2 Playground access audit report documentation is forwarded to the client in accordance with contractual arrangements.

6.3 A copy of the playground access audit report and associated documentation are recorded and retained for future reference in accordance with organisational and legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required knowledge and understanding include:

- appropriate personal protective equipment (PPE)
- commonwealth, state and territory anti-discrimination legislation and regulations
- concept of play:
 - importance of play to all children
 - links between play patterns and child developmental stages
 - types of play e.g. creative play, physical play and social play
- disability awareness
- efficient and effective customer service
- limitations of work role, responsibility and professional abilities
- occupational health and safety (OHS) legislation and procedures
- organisational and professional procedures, ethical practices and business standards
- privacy legislation and confidentiality requirements
- processes for recording data and administering records
- relevant commonwealth, state and territory building legislation, local government regulations and Australian standards
- report writing
- research methods.

Required skills and attributes include:

- analytical skills to:
 - interpret and apply legislative requirements pertaining to disability access
 - interpret the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
 - interpret how the full range of environmental barriers impacts on people with disabilities (who may have any of many impairments)
 - evaluate the provision of access in relation to legislative requirements
 - evaluate playground facilities to assess if a full range of play opportunities are available for children with disabilities
- application skills to:
 - apply relevant codes of practice and other legislative requirements to work processes
 - apply and adhere to all OHS regulations, policies and processes in the workplace
 - apply disability awareness to work processes
 - maintain knowledge of current codes, standards, regulations, practices and industry updates
- communication skills to:
 - explain clearly information on issues relating to the provision of access
 - identify client needs
 - consult effectively with clients and colleagues

- impart knowledge and ideas through oral, written and visual means
- interpersonal skills to:
 - relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
 - provide advice in a sensitive and appropriate manner
 - facilitate change for greater awareness of disability access
 - analyse own work practices and process outcomes critically
 - adapt to new workplace situations
- literacy skills to:
 - assess and use workplace information
 - interpret building industry and playground terminology and jargon
 - read and understand instructions concerning OHS and the use of equipment, tools and PPE
 - read and record data
- negotiation skills to:
 - clarify client requirements
 - establish the contractual conditions with the client
 - establish the site access arrangements
- numeracy skills to:
 - undertake measurement tasks
 - perform calculations, such as those necessary to determine the provision of access
- organisational skills to:
 - prepare and administer documentation
 - implement organisational policies and procedures
 - respond to customer service expectations
 - prepare contracts and meet contractual obligations
- problem-solving skills to:
 - develop appropriate strategies for addressing areas of access non-compliance
- report-writing skills to:
 - prepare a playground access audit report to meet the contractual requirements of the client
 - prepare a playground access audit report that meets organisational requirements
- research skills to:
 - source information to assist in developing potential solutions to the provision of appropriate access
- teamwork skills to:
 - work effectively with other people
- technical skills to:
 - read and interpret plans
 - carry out measurements and calculations
 - select and prepare appropriate tools and equipment in readiness for use in a playground access audit
 - safely handle tools and equipment
- technology skills to:

- apply information technology and computer skills to prepare working documentation and reports.
-

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

- This unit of competency could be assessed on its own or as part of an integrated assessment activity involving other competencies relevant to the job function.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- A person who demonstrates competency in this unit must be able to provide evidence of:
 - recognising the needs and desires of people with disabilities to engage fully in all aspects of society, and their right to do so
 - interpreting accurately the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
 - interpreting accurately how the full range of environmental barriers impacts on any of the impairments that people with disabilities might have
 - applying an understanding of the developmental role of children's play in the provision of playground access advice
 - interpreting and applying anti-discrimination legislation for the provision of access
 - interpreting and applying legislation for the provision of access
 - reading and interpreting plans accurately
 - using measurement tools correctly and recording collected data accurately
 - preparing a playground access audit report that complies with legislative requirements and fulfils contractual requirements
 - complying with OHS regulations applicable to workplace operations
 - applying organisational management policies and procedures, including quality assurance requirements.

Context of and specific resources for assessment

- Resource implications for assessment include:
 - a registered provider of assessment services
 - competency standards
 - assessment materials and tools
 - suitable assessment venue/equipment
 - workplace documentation
 - candidate special requirements
 - cost and time considerations.
- Validity and sufficiency of evidence requires that:
 - competency will need to be demonstrated over a period of time reflecting the scope of the role
 - where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
 - all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
 - where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
 - assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Client may include:

- architect
- owner and manager
- building designer
- builder and developer

Organisational requirements may be outlined and reflected in:

- building certifier and surveyor
- early childhood centre
- local government
- school.
- access and equity policy, principles and practices
- business and performance plans
- client service policies, procedures and standards
- codes of conduct and codes of practice
- communication channels and reporting procedures
- communication of services offered
- complaint and dispute resolution procedures
- compliance with legislation, codes and workplace standards
- continuous improvement processes and standards
- defined resource parameters
- duty of care
- employer and employee rights and responsibilities
- ethical standards
- legal policies and guidelines
- OHS policies, procedures and programs
- organisational mission statement, goals, objectives, plans, systems and processes
- policies and procedures relating to the setting of fees and the negotiation and management of contracts
- policies and procedures relating to own role, responsibilities and delegation
- privacy and confidentiality policies and procedures
- quality assurance and/or procedures manuals
- records and information management systems and processes

style guides and other guides used to prepare documents.

Interpersonal skills and communication techniques may include:

- active listening to clarify and confirm understanding
- control of tone of voice and body language
- culturally aware/sensitive use of language and concepts
- demonstrating flexibility and a willingness to negotiate
- presenting options and consequences
- providing constructive feedback
- reflection
- seeking feedback to confirm understanding of needs
- summarising and paraphrasing to check

- understanding
- using effective presentation aids (e.g. audiovisual slides, diagrams, photographs and pictures)
 - using language that is:
 - accurate, articulate and concise
 - positive, confident and cooperative
 - verbal or non-verbal.
- Legislative requirements*** may be outlined and reflected in:
- relevant commonwealth, state and territory legislation that affects organisational operation:
 - OHS
 - building
 - environmental
 - equal employment opportunity
 - industrial relations
 - anti-discrimination and diversity
 - Australian standards
 - codes of practice
 - local government regulations and by-laws
 - privacy legislation
 - quality assurance and certification requirements
 - trade practices laws and guidelines.
- Client brief*** may include:
- written instructions detailing requirements of the access consultant
 - playground plans.
- Site access arrangements*** may include:
- access and egress points
 - keys, passes and security clearances
 - OHS requirements, including PPE
 - timing of access.
- Relevant contact person*** may include:
- identified contact
 - owner and manager
 - site supervisor.
- Playground access audit checklist*** may be developed in-house or purchased commercially, and may include the following:
- playground identification and data sheet
 - minimum requirements summary sheets (spaces and special areas):
 - parking and passenger set-down zones
 - site-accessible paths and elements
 - entrances
 - playground-accessible paths of travel
 - individual stations (e.g. ramps, slides, climbing bars and sandpits)
 - special features (e.g. tunnels, mazes and chimes)

- parent supervision site
- technical requirement audit forms:
 - parking and passenger set-down zones
 - exterior access paths
 - ramps
 - kerb ramps
 - step ramps
 - stairs
 - entrances and exits
 - gates and doors
 - playground stations
 - fall-safe surfaces
 - toilets and showers
 - signage
 - tactile ground surface indicators
 - drinking fountains
 - telephones
- playground access audit report form.

Personnel may include:

- business partners
- existing staff
- new staff.

Other play facilities may include:

- areas for digging and planting activities
- cubby houses
- sandpits
- natural settings
- water play areas.

Relevant Australian standards include:

- AS 1924.1-1981 Playground equipment for parks, schools and domestic use - General requirements
- AS 1924.2-1981 Playground equipment for parks, schools and domestic use - Design and construction - Safety aspects (incorporating Amendment 1)
- AS 2555-1982 Supervised adventure playgrounds - Guide to establishment and administration
- AS/NZS 4422-1996 Playground surfacing - Specifications, requirements and test method

AS/NZS 4486.1-1997 Playgrounds and playground equipment - Development, installation, inspection, maintenance and operation.

Recreation opportunity spectrum refers to:

- a complete listing of all the play experiences that can be gained from the playground.

Appropriate person may include:

- another member of the playground access audit team
- business partner or colleague
- staff member.

Unit Sector(s)

Unit sector

Access consulting