Australian Government
Department of Education, Employment and Workplace Relations

CPPACC5001A Assess documentation of building work for access compliance

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CPPACC5001A Assess documentation of building work for access compliance

Modification History

Not Applicable

Unit Descriptor

Unit descriptor
This unit specifies the competency required to assess the documentation of building work for compliance with building access legislation. It includes the evaluation and interpretation of plans, specifications and detail drawings included in the building approval application; assessing compliance with legislative requirements for access and the preparation of reports.

Application of the Unit

Application of the unit
This unit of competency supports a number of access consulting services where there is a breadth, depth and complexity of tasks and often the requirement to make decisions and provide recommendations involving non-routine situations. These access consulting services include conducting building access audits, assessing building plans, providing advice on building renovations and serving on a Building Code of Australia (BCA) Access Panel.

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.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Assess the existing building to determine the required level of access.	1.1 The building classification is determined in accordance with the BCA.
	1.2 The building is inspected for access, and compliance with the provisions of the BCA is determined.
	1.3 The classification of the building and level of compliance with access requirements are documented in accordance with *organisational requirements*.
2 Evaluate building approval application documents for the provision of access requirements.	2.1 The building approval application is evaluated against relevant legislative requirements.
	2.2 Plans, specifications and detail drawings included in the building approval application are evaluated for compliance with required level of access.
	2.3 Non-compliance issues in the building approval application are identified, documented and reported to the *client* in accordance with organisational requirements.
3 Prepare the building access report and provide to client.	3.1 A building access report is prepared for the client in accordance with contractual arrangements and organisational requirements.
	3..2 The building access report and associated documentation are forwarded to the client in accordance with contractual arrangements.
	3.3 A copy of the building access report and associated documentation is 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:

- commonwealth, state and territory anti-discrimination legislation and regulations
- disability awareness
- industry codes of practice and ethics
- international standards on building access
- limitations of work role, responsibility and professional abilities
- nature of building materials and effect of performance
- occupational health and safety (OHS) legislation and procedures

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- processes for interpreting reports, working drawings and specifications
- processes for preparing and administering documentation and reports
- relevant commonwealth, state and territory building legislation, local government regulations and Australian standards
- relevant development application and building approval processes
- research methodologies and analytical processes
- relevant terminology and definitions in hazard identification.

Required skills and attributes include:

- analytical skills to:
  - analyse, evaluate and apply legislative requirements pertaining to disability access
  - analyse and evaluate the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
  - analyse and evaluate how environmental barriers impact on people with disabilities
  - analyse and evaluate compliance plans, specifications and drawings as specified by legislation
  - interpret and analyse routine and non-routine situations to establish suitable methods of reporting
- application skills to:
  - apply guidelines for relevant anti-discrimination and building legislation
  - apply industry building codes of practice and ethics and other legislative requirements to work processes
  - apply disability awareness to work processes
  - maintain and apply current Australian and international building codes, standards, regulations and practices
- communication skills to:
  - explain clearly information on issues relating to the provision of access
  - explain clearly information on legislation relating to the provision of access, and the relationship between the various pieces of legislation
  - consult effectively with clients and colleagues
  - impart knowledge and ideas through oral, written and visual means
  - develop and maintain professional relationships and networks
  - use workplace equipment and communication methods
- literacy and numeracy skills to:
  - assess and use workplace information
  - read and interpret plans, specifications and detail drawings
  - ensure dimensional details are numerically correct
- organisational skills to:
  - prepare and manage documentation
  - plan and schedule site visits
  - collect, store and retrieve data for inclusion in a report to the client
  - develop and implement organisational policies and procedures

- interpersonal skills to:
  - relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
  - consult and provide advice in a sensitive and appropriate manner
  - facilitate change for greater awareness of disability access
  - analyse own work practices and process outcomes critically
  - engage colleagues and share disability access knowledge
  - adapt to new workplace situations
- report-writing skills to:
  - prepare a building access report to meet the contractual requirements of the client
  - prepare a building access report that meets organisational requirements
- research and evaluation skills to:
  - source, analyse and evaluate building legislative requirements
  - source, analyse and evaluate legislative requirements for the provision of access.

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 impact on any of the impairments that people with disabilities might have • assessing a building approval application for access and documenting the findings

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- evaluating the plans, specifications and detail drawings for compliance with access legislation
- negotiating with other members of the building development team for the resolution of access non-compliance issues
- complying with OHS regulations applicable to workplace operations
- applying organisational management policies and procedures, including quality assurance requirements
- preparing an access report that complies with legislative requirements and fulfils contractual 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:
  - 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.

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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.

Organisational requirements may be outlined and reflected in:	• 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 procedures manuals • records and information management systems and processes style guides and other guides used to prepare documents.
Client may include:	• architect • owner and manager • building designer • builder • building certifier and surveyor

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developer.

Unit Sector(s)

Unit sector
Access consulting