



Australian Government

Department of Education, Employment and Workplace Relations

CPPACC5014A Prepare contract documentation for accessible building work

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit specifies the competency required to prepare contract documentation for the performance of accessible building work. Contract documentation consists of the contract, the working drawings and the specifications. Access consultants should ensure that the contract covers the extent of the work involved, the materials to be supplied, the plant to be used and the price to be paid for the work done. The use of appropriate contracts protects the access consultant in delivering services.

Access consultants should have an understanding of the types of clauses featured in a building contract. They may wish to seek legal advice to assist them in preparing contract documentation and should also be aware of sources of pre-printed contract forms. Access consultants need to be able to read and interpret contracts and construction drawings and specifications. They need to know the access requirements of the Disability Discrimination Act (DDA) Premises Standard, the DDA Transport Standard, the DDA Education Standard, the Building Code of Australia (BCA) and relevant Australian standards.

The unit requires the ability to communicate with builders, building developers, building owners and managers, renovators, interior designers and building designers on the interpretation and implementation of building contracts.

Application of the Unit

Application of the unit

This unit of competency supports two 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 are providing advice on building renovations and developing designs for accessible buildings.

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 Identify the potential contract parties.	<p>1.1 All potential <i>contract parties</i> are identified in accordance with <i>legislative</i> and <i>organisational requirements</i>.</p> <p>1.2 Roles and responsibilities of all contract parties are identified, agreed and documented in accordance with legislative and organisational requirements.</p>
2 Determine contract requirements.	<p>2.1 Contract requirements are reviewed, verified and documented in accordance with client, legislative and organisational requirements.</p> <p>2.2 <i>Consultative processes</i> are used to negotiate and confirm contract specifications with the <i>relevant people</i>.</p> <p>2.3 <i>Required contract information</i> is sourced in consultation with relevant people and assessed for currency, accuracy and relevance in accordance with organisational requirements.</p> <p>2.4 Methods for gathering information are selected that are reliable and make efficient use of time and <i>resources</i>, in accordance with organisational requirements.</p> <p>2.5 Personal limitations in assessing contract requirements are identified and assistance is sought as required from the relevant people.</p>
3 Prepare contract document.	<p>3.1 The contract is prepared in accordance with contract specifications, and legislative and organisational requirements.</p> <p>3.2 Advice is sought to confirm that the contract captures and addresses identified <i>risks</i>, protects contracted parties and provides a basis for due performance.</p> <p>3.3 The contract is distributed to <i>appropriate persons</i> to check the accuracy of the information and that contract specifications and requirements are clearly addressed and meet legislative requirements.</p> <p>3.4 Situations requiring <i>specialist advice</i> are identified and assistance is sought as required in accordance with organisational requirements.</p>
4 Assemble contract documentation.	<p>4.1 Contract document, working drawings and specifications are collated and assembled in readiness for formal consideration in accordance with organisational requirements.</p> <p>4.2 Associated correspondence for submission to contract parties is prepared in accordance with organisational requirements.</p>

ELEMENT**PERFORMANCE CRITERIA****5 Finalise contract.**

4.3 Contract documentation is forwarded to the contract parties for agreement and signing in accordance with organisational requirements.

5.1 The contract is finalised within agreed timeframes and in accordance with client, organisational and legislative requirements.

5.2 Any gaps or deficiencies are identified and appropriate actions are implemented in accordance with client, organisational and legislative requirements.

5.3 Signed copies of the contract are distributed to all contract parties in accordance with legislative and contractual requirements.

5.4 All information is recorded, and a copy of the contract documentation is retained for future reference and maintained securely with due regard to confidentiality in accordance with legislative and organisational 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
- construction methodologies
- disability awareness
- industry codes of practice and ethics
- international codes, standards, regulations and practices
- legal and process issues relating to contract law
- limitations of work role, responsibility and professional abilities
- measurements and calculations
- processes for interpreting reports, working drawings and specifications
- principles of design relating to accessible buildings and fitouts
- principles of risk management
- processes for preparing and administering documentation and reports
- processes for reading and interpreting plans, working drawings and specifications
- relevant commonwealth, state and territory building legislation, local government regulations and Australian standards
- relevant commonwealth, state and territory consumer protection and trade practices legislation
- research methodology and analytical processes
- structural and construction principles of buildings
- 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 the project's requirements for inclusion in contract documentation
 - analyse the contract documents lodged
- application skills to:
 - apply relevant codes of practice and other legislative requirements to work processes
 - apply disability awareness to work processes
 - apply current Australian and international building codes, standards, regulations and practices
- communication skills to:
 - explain clearly contract requirements and clauses
 - impart knowledge and ideas through oral and written means
 - use workplace equipment and communication methods

- 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 impartial advice in a consistent and polite 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
- literacy skills to:
 - assess and use workplace information
 - read and interpret consumer protection legislation and trade practices legislation in relation to preparing contract documentation
 - read and interpret plans and specifications
- organisational skills to:
 - prepare and manage documentation
 - collect, store and retrieve data for inclusion in the contract documentation
 - prepare and collate the contract documentation
 - plan and facilitate the finalisation of the contract
 - distribute copies of contract documentation
 - develop and implement organisational policies and procedures
- technical skills to:
 - implement risk management strategies
 - adhere to legal requirements and process issues relating to contracts.
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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

- applying building legislation and contract legislation
- incorporating accurately the requirements of plans and specifications into all contract documentation
- finalising contracts for accessible building work within agreed timeframes
- applying organisational management policies and procedures, including quality assurance requirements
- integrating risk management principles into the development of contracts.

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.

Contract parties may

- principal

include:

- builder
- superintendent (where relevant).

Legislative requirements may include:

- AS2421 for simple contracts between the principal and the builder
- AS4000 for contracts between the principal and the builder where a third party (e.g. a superintendent), ensures that all agreements are met
- BCA
- DDA Education Standard
- DDA Premises Standard
- DDA Transport Standard
- environmental protection
- insurance
- occupational health and safety (OHS)
- privacy
- trade practices
- consumer protection
- workers compensation insurance.

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.

Consultative processes may include:

- face to face meetings
- telephone conversations
- written communication (e.g. facsimile and email).

Relevant people may include:

- supervisors
- colleagues
- clients
- parties to contract
- legal representatives
- government agencies
- industry regulators
- industry associations.

Required contract information may include:

- date, name of principal, name of contractor, names of witnesses
- work to be done, incorporating special instructions and reference to working documents and specifications
- contract price and type of contract (e.g. fixed price, rise and fall, or cost plus)
- earliest and latest dates for contractor to commence work
- method of paying the contractor
- statement that the contractor shall be responsible for the payment of all wages to workers before a progress claim is made
- provisions for variations to the contract
- hours of work
- payment of fees to statutory bodies
- payment of required insurances e.g. statutory building insurance, workers compensation, public liability and professional indemnity
- default protection clauses for protection of the principal and the contractor
- clause defining responsibilities regarding scaffolding
- provisions for sending and receiving formal notices between the principal and the contractor
- clause requiring agreement with the principal before the contractor appoints any subcontractor
- provision for the removal of incompetent or misbehaving workers
- provision requiring the contractor to meet all conditions in any industrial award or industrial agreement relevant to the work
- clause requiring contractor to maintain a clean and tidy site that complies with the requirements of

- environmental protection legislation
- provision requiring each contractor or subcontractor to indemnify each other against damage caused to their work
- a statement of quality of required workmanship and finish
- a defined defects liability period
- provision defining access to the contractor's work by third parties e.g. statutory authorities, lending authorities and the principal

provision for settling unresolved disputes.

Resources may include:

- tools and equipment
- materials
- personnel
- training
- transport.

Risks may relate to:

- failure of a contracted party to comply with contract terms and conditions
- loopholes in contracts
- physical, financial or human resources
- competition
- market influences
- client/staff dissatisfaction (e.g. complaints)
- health and safety
- fire and security
- project control and cash flow
- suppliers and contractors
- changes to regulations and legislation
- time constraints
- emergencies and disasters.

Appropriate person may include:

- law firm
- business partner or colleague
- staff member
- professional association.

Specialist advice may be sought from:

- solicitors/legal representatives
- supervisors and colleagues
- technical experts
- government officials
- industry professionals and associations.

Unit Sector(s)

Unit sector

Access consulting