



Australian Government

Department of Education, Employment and Workplace Relations

CPPACC5015A Prepare specification 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 specification documentation for accessible building work. The specification documentation is mainly concerned with the quality of the materials and labour to be used in a particular project. The specification must describe in detail intended construction methodology, materials and finishes. A time schedule for construction will be prepared setting out the critical path for construction to ensure the correct sequencing of trades. The specification will provide a description of the level of workmanship required for each trade; schedules for specific fixtures, fittings and furniture, including interior finishes; and prices for prime cost items and prescribed sums.

Access consultants must be able to read and interpret building plans and construction drawings. They need to know the access requirements of the Disability Discrimination Act (DDA) Education Standard, DDA Premises Standard, DDA Transport Standard, the Building Code of Australia and relevant Australian standards in order to prepare specification documentation.

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 the DDA and building legislation.

Application of the Unit

Application of the unit

This unit of competency supports several 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 renovations and renovations to private dwellings, 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 Analyse the requirements of the project working drawings.	<p>1.1 Working drawings are obtained and reviewed, and any ambiguities are clarified with relevant persons.</p> <p>1.2 Working drawings are analysed to determine <i>specification requirements</i> in accordance with <i>organisational requirements</i>.</p>
2 Prepare the specification schedules and reference specifications.	<p>2.1 Specification <i>schedules</i> are prepared under headings in the order of a <i>normal building schedule</i> in accordance with industry practice.</p> <p>2.2 Relevant Australian standards are identified and reference specifications are prepared under the various trades.</p>
3 Collate manufacturers' specifications.	<p>3.1 Manufacturers' material data sheets are collected according to the specification schedules.</p> <p>3.2 Manufacturers' material data sheets are collated according to the trades.</p>
4 Assemble the specification documentation.	<p>4.1 Specification requirements are checked for accuracy and relevance in accordance with organisational requirements.</p> <p>4.2 Information for inclusion in the specification documentation is prepared in accordance with industry expectations and organisational requirements.</p> <p>4.3 Specification documentation is collated and assembled in accordance with organisational requirements and stored in readiness for future use.</p>

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 the preparation of the specification documentation process
- 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
- relevant terminology and definitions in hazard identification
- structural and construction principles of buildings.

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 the specification documentation
- 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 information in the specification documentation
 - impart knowledge and ideas through oral, written and visual 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
 - 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
 - literacy skills to:
 - assess and use workplace information
 - read and interpret plans
 - organisational skills to:
 - prepare and manage documentation
 - collect, store and retrieve data for inclusion in the specification documentation
 - prepare and collate the specification documentation
 - plan and organise the specification schedules
 - develop and implement organisational policies and procedures.

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
- preparing specification documentation for accessible building work that complies with legislative requirements and reflects accurately the requirements of the project
- 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.

Specification requirements may include:

- site identification
- timelines
- trades
- quality of work required
- schedules
- references to Australian standards
- manufacturers' specifications.

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
- occupational health and safety policies, procedures and programs
- organisational 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.

Schedules may include:

- schedule of doors and windows
- schedule of finishes
- schedule of hardware
- schedule of materials
- schedule of fixtures and fittings

privacy and confidentiality of documents.

Normal building schedule is presented in the following order:

- for sole occupancy unit: entry, bedroom 1, bedroom 2, bedroom 3, study, lounge, family room, kitchen, bathroom 1, bathroom 2, dressing room and laundry
- for a commercial building: demolition, site establishment, external services, rough-in (ground floor, first floor, second floor), roof, fit-off (ground floor, first floor, second floor), finishing trades, external works, landscaping, signage and clean up.

Unit Sector(s)

Unit sector

Access consulting