



Australian Government

Department of Education, Employment and Workplace Relations

CPPACC8004A Develop policies and briefs relating to access to and use of the built environment

Release: 1

CPPACC8004A Develop policies and briefs relating to access to and use of the built environment

Modification History

New unit

Unit Descriptor

This unit of competency specifies the outcomes required to prepare policies and briefs relating to access to and use of the built environment with clients, for application in new development projects. The policies and briefs must comply with legislation, regulations and standards but may exceed them, based on the requirements of the owner or developer and the purpose of the space or facility.

Application of the Unit

This unit of competency supports access consultants who offer the service of developing access and use policy and detailed briefs on access and use provisions to be applied in construction and transport projects by designers, builders and other relevant personnel involved with the development of premises, transport systems and services and outdoor spaces. The unit covers both new and modification works.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-Requisites

Not applicable.

Employability Skills Information

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

Elements and Performance Criteria

- | | | | |
|---|--|-----|---|
| 1 | Develop access and use policy. | 1.1 | <i>Nature of project</i> and demographics of occupants or users are researched and noted. |
| | | 1.2 | Statistical information on the probable volume and range of disabilities in the occupant or user demographic groups is researched and noted. |
| | | 1.3 | Applicable <i>access and use compliance requirements</i> are reviewed, and conflicting compliance provisions and areas that are not the subject of legislation are identified and noted. |
| | | 1.4 | Project clients and relevant stakeholders are consulted, notes on initial findings are discussed, and access and use design policy is developed and documented within required timeframe. |
| 2 | Analyse access and use requirements and develop options. | 2.1 | <i>Project documentation</i> is analysed with reference to access and use policy, and areas of the project are divided according to levels and types of access and use provision required. |
| | | 2.2 | Areas of the project where minimum compliance requirements are to be applied are analysed and prescribed specifications for access and use provisions are noted. |
| | | 2.3 | Areas of the project where access and use provisions are recommended to exceed compliance requirements are analysed and ideas for solutions that meet the access and use policy of the project are developed. |
| | | 2.4 | Conflicting compliance provisions and areas of a project that are not the subject of legislation are analysed and ideas for solutions that meet the access and use policy of |

- the project are developed.
- 2.5 Areas of a project where a full or partial exemption from compliance requirements is sought are analysed and a *report* on the exemption is prepared as required.
- 3 Consult clients to confirm and select access and use options.
- 3.1 Minimum access and use requirements for relevant project areas are discussed and authorised with clients and relevant stakeholders, or enhancements and refinements are developed in line with access and use policy.
- 3.2 Ideas for enhanced access and use solutions in line with project access and use policy are presented to clients and relevant stakeholders and costs and practicalities are discussed.
- 3.3 Ideas for access and use solutions for areas of the project that are not the subject of legislation, or where compliance provisions are conflicting, are presented to clients and relevant stakeholders and costs and practicalities are discussed.
- 3.4 Non-compliant access and use provision and related exclusion rationale for areas that cannot meet compliance requirements are presented to clients and relevant stakeholders, and discussed and refined.
- 3.5 Decision-making process is supported with additional information as requested and selected options are noted.
- 4 Develop detailed specifications for access and use solutions.
- 4.1 Detailed specifications are prepared for access and use provisions in areas of the project where compliance requirements are to be applied.
- 4.2 Detailed specifications are prepared for selected access and use solutions in areas of the project that exceed compliance requirements.
- 4.3 Detailed specifications are prepared for selected access and use solutions in areas of the project where legislation does not apply or compliance requirements conflict.
- 4.4 Detailed specifications and supporting management plan, if required, are prepared for non-compliant access

- and use provision.
- 4.5 Rationale for exemption from compliance requirements on the grounds of unjustifiable hardship is prepared in agreed format with full analysis of reasons, costs and alternatives.
- 5 Finalise and submit design policy and design brief.
- 5.1 Access and use design policy for the project is updated with reference to the access and use solutions selected.
 - 5.2 Specifications for access and use solutions are collated into a formal design brief in line with client requirements.
 - 5.3 Documentation to support the design brief is prepared or obtained.
 - 5.4 Design policy and design brief are presented to clients and relevant stakeholders, reviewed in detail to ensure accuracy and completeness, and amendments are noted.
 - 5.5 Finalised design policy and design brief are submitted to client for authorisation and circulated to stakeholders as required.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- language and literacy skills to:
 - exchange complex information with people from diverse backgrounds using relevant language and format
 - interpret complex legal and technical documents regarding access to and use of the built environment, such as:
 - Australian and international standards
 - National Construction Code (NCC) deemed-to-satisfy requirements, performance requirements and alternative solutions
 - Disability (Access to Premises – Buildings) Standards, known as the Premises Standards (PS)
 - Disability Discrimination Act
 - research papers
- learning skills to assimilate information about diverse disabilities and access and use requirements
- numeracy skills to assess cost-effectiveness of solutions
- planning and organising skills to:
 - categorise different areas of projects
 - meet timelines for service provision
- problem-solving skills to:
 - analyse access and use issues for people with disabilities
 - identify gaps and conflicts in compliance requirements and develop solutions
- technical skills to:
 - develop solutions to access and use issues
 - interpret design documentation, including visualising environments in three-dimensions (3-D), and conducting a cognitive ‘walk through’ of environments applying access and use principles
- technology skills to prepare project documentation

Required knowledge

- access and use compliance requirements, including but not restricted to:
 - codes
 - guidelines
 - legislation

- local authority policies
- protocols
- regulations
- standards
- accessibility requirements relating to equipment used by people with disabilities, such as:
 - assistance animals
 - audio frequency induction loops
 - braille and tactile signage
 - long white canes
 - TTY telephones
 - walking frames
 - wheelchairs
- best practices in access and use, including measures that exceed compliance requirements
- gaps and trends in, interrelation of, and conflict between compliance requirements
- policy development, and legislative and regulatory frameworks relating to access to and use of the built environment
- principles of access to and use of the built environment, including:
 - adaptable design
 - best practice solutions to access and use requirements
- principles of ergonomics
- types of disabilities and combinations of disabilities and related range of functional limitations, including:
 - auditory
 - cognitive
 - mobility
 - muscle wasting and weakness
 - psychiatric
 - vision
- scope of functions of the human body, including:
 - auditory and visual processing
 - cognitive functions
 - mobility
 - psychiatric conditions

Evidence Guide

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

| | |
|--|---|
| <p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p> | <p>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</p> <p>In particular, the person should demonstrate the ability to:</p> <ul style="list-style-type: none"> • produce design policies and briefs for three different projects, including: • consult with a range of clients to develop an agreed access and use policy for each project • analyse project documentation with reference to project access and use design policy, and propose suitable solutions to access and use requirements • present proposed solutions to clients and assist in selection of options • develop and report on access and use solutions, including detailed specifications and rationales. |
| <p>Context of and specific resources for assessment</p> | <p>Assessment of essential underpinning knowledge may be conducted in an off-site context and is to comply with regulatory and Australian standards' requirements.</p> <p>Resource implications for assessment include access to:</p> <ul style="list-style-type: none"> • documentation for three different projects requiring access and use policies and design briefs • relevant legislation, codes, standards and guidelines • relevant personnel. |
| <p>Method of assessment</p> | <p>Assessment methods must:</p> <ul style="list-style-type: none"> • satisfy the endorsed Assessment Guidelines of the CPP07 Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments. |
| <p>Guidance information for assessment</p> | <p>This unit could be assessed on its own or in combination with other units relevant to the job function.</p> <p>Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.</p> <p>Assessment processes and techniques should, as far as is practical, take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being</p> |

| | |
|--|-----------|
| | assessed. |
|--|-----------|

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, if used in the performance criteria, is detailed below. 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) may also be included.

| | |
|--|---|
| <p><i>Nature of project</i> may include:</p> | <ul style="list-style-type: none"> • clients, including: <ul style="list-style-type: none"> • community organisations • government departments • individuals • private companies • extent and type of stakeholder involvement • type of development project, including: <ul style="list-style-type: none"> • outdoor spaces, such as: <ul style="list-style-type: none"> • car parks • parks and gardens • premises, including: <ul style="list-style-type: none"> • commercial • industrial • residential • transport systems and services, including: <ul style="list-style-type: none"> • public transport stops and stations • public transport vehicles. |
| <p><i>Access and use compliance requirements</i> may include:</p> | <ul style="list-style-type: none"> • Australian and international standards • Australian and international guideline documents • Disability Discrimination Act and regulations and amendments • Disability (Access to Premises – Buildings) Standards • Disability Standards for Accessible Public Transport (DSAPT) • Disability Standards for Education • NCC • state, territory and local authority legislation, regulations and planning requirements. |
| <p><i>Project documentation</i> may include:</p> | <ul style="list-style-type: none"> • concept sketches • construction design brief |

| | |
|--|--|
| | <ul style="list-style-type: none">• feasibility study. |
| Report may comprise consideration of: | <ul style="list-style-type: none">• a design that relies on full or partial exemption from the requirements of the NCC as applied by state or territory building legislation• the likelihood of a successful defence of a design on the grounds of unjustifiable hardship should a complaint be made. |

Unit Sector(s)

Access consulting

Custom Content Section

Not applicable.