



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPHSA4014A Meet regulatory requirements when completing NatHERS assessments**

**Release: 1**

## **CPPHSA4014A Meet regulatory requirements when completing NatHERS assessments**

### **Modification History**

<b>Version</b>	<b>Comments</b>
1	This version first released with CPP07 Property Services Training Package Version 11.

### **Unit Descriptor**

This unit of competency specifies the outcomes required to meet the regulatory requirements associated with Nationwide House Energy Rating Scheme (NatHERS) assessments. It involves identifying relevant regulatory requirements, complying with them when undertaking NatHERS assessments, and responding to incidents of non-compliance.

### **Application of the Unit**

This unit of competency supports the work of NatHERS assessors engaged in assessing, and making recommendations for improving, the thermal performance of planned and existing residential buildings.

### **Licensing/Regulatory Information**

In some jurisdictions, this unit of competency may form part of the accreditation, licensing, legislative, regulatory or certification requirements for NatHERS assessors.

### **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 | Identify regulatory requirements.                                    | 1.1 | Current, comprehensive information on <b><i>legislation and regulatory requirements</i></b> applicable to NatHERS assessment is accessed.   |
|   |  | 1.2 | Legislative and regulatory requirements are clarified and confirmed with <b><i>relevant personnel</i></b> to ensure accuracy and consistency of interpretation and application.                   |
| 2 | Respond to regulatory requirements.                                  | 2.1 | <b><i>Work duties and responsibilities</i></b> are performed in line with legislative, regulatory and organisational requirements.  |
|   |  | 2.2 | Personal performance is evaluated and feedback is sought from others to ensure compliance with legislative, regulatory and organisational requirements.   |
|   |  | 2.3 | Process for monitoring changes to legislative and regulatory requirements that impact on own job role and workplace is identified and followed in line with organisational policy and procedures. |
| 3 | Respond to incidents of non-compliance with regulatory requirements. | 3.1 | <b><i>Breaches of regulatory framework</i></b> are handled in line with organisational policy and procedures and regulatory requirements.   |
|   |  | 3.2 | <b><i>Inadequacies in workplace procedures</i></b> that may contribute to non-compliance with regulatory framework are handled in line with organisational policy and procedures.                 |

## Required Skills and Knowledge

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

### Required skills

- communication skills to consult on complex information, such as legislation and regulatory requirements impacting on NatHERS assessments
- data analysis skills to interpret and extract data from codes of practice, legislation and regulations relevant to NatHERS assessments
- decision-making and problem-solving skills to check compliance of NatHERS assessments with key aspects of the regulatory framework
- literacy skills to read and interpret a variety of texts, including legislation, regulations and codes of practice
- research skills to identify and locate information relevant to the regulatory requirements impacting on NatHERS assessments
- technology skills to access online sources of information on the legislative and regulatory requirements impacting on NatHERS assessments

### Required knowledge

- building regulations, including National Construction Code
- commonwealth, state and territory, and local government legislation and regulations impacting on thermal performance assessment relating to:
  - anti-discrimination and equal opportunity
  - building and construction
  - building thermal performance
  - consumer protection, fair trading and trade practices
  - employment and industrial relations
  - environment protection
  - occupational licensing
  - privacy
  - sale and lease of residential property
  - work health and safety
- NatHERS administrative and governance arrangements, including:
  - accredited software
  - assessor accreditation:
    - accreditation process
    - training, examination and audit requirements
    - code of conduct

- assessor accrediting organisations
- competency standards for NatHERS assessors
- regulatory framework
- NatHERs assessment:
  - assessor legal responsibilities
  - building and external elements included in a NatHERS thermal performance assessment
  - documentation requirements
  - information required to be provided to a client and/or regulatory authority
  - scope and functions of NatHERS software tools
  - use of ratings and current performance standards and certification requirements
  - when thermal performance assessments are required for a building or building design
- organisational policies and procedures for ensuring compliance with legislation and regulatory framework
- organisational process for maintaining up-to-date knowledge of legislation and regulatory framework
- relevant bodies with carriage and enforcement responsibilities for legislation and regulatory framework
- variance in legislation and regulatory framework across jurisdictions

## 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.

<b>Overview of assessment</b>	This unit of competency could be assessed by candidates identifying and complying with the regulatory, legislative and organisational requirements that apply to NatHERS assessment.
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>A person should demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• identify the legislation and regulatory requirements applicable to NatHERS assessment</li> <li>• demonstrate compliance with relevant legislative, regulatory and organisational requirements when undertaking NatHERS assessments</li> <li>• implement procedures for monitoring changes to legislative and regulatory requirements applicable to NatHERS assessors</li> <li>• implement procedures for responding to incidents of non-compliance with regulatory requirements applicable to NatHERS assessors.</li> </ul>

<p><b>Context of and specific resources for assessment</b></p>	<p>Assessment of this unit:</p> <ul style="list-style-type: none"> <li>• must be in the context of the work environment</li> <li>• may be conducted in an off-site context, provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills</li> <li>• must meet relevant compliance requirements.</li> </ul> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> <li>• relevant codes, standards and government regulations</li> <li>• computer equipment suitable for accessing information on the regulatory framework applicable to NatHERS assessment</li> <li>• technical reference library with current versions of the National Construction Code; NatHERS protocols; NatHERS administrative and governance arrangements; and relevant commonwealth, state, territory and local government legislation and regulations.</li> </ul>
<p><b>Method of assessment</b></p>	<p>Assessment for this unit must verify the practical application of the required skills and knowledge, using one or more of the following methods:</p> <ul style="list-style-type: none"> <li>• written and/or oral assessment</li> <li>• observed, documented and/or first-hand testimonial evidence of the candidate identifying and complying with the regulatory, legislative and organisational requirements that apply to NatHERS assessment.</li> </ul>
<p><b>Guidance information for assessment</b></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 assessed.</p>

## 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.

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<p><b><i>Legislation and regulatory requirements</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• building codes:             <ul style="list-style-type: none"> <li>• jurisdictional codes</li> <li>• National Construction Code</li> </ul> </li> <li>• commonwealth, state and territory, and local government legislation and regulations impacting on NatHERS assessment relating to:             <ul style="list-style-type: none"> <li>• anti-discrimination and equal opportunity</li> <li>• building and construction</li> <li>• building thermal performance</li> <li>• consumer protection, fair trading and trade practices</li> <li>• contracts</li> <li>• conveyancing</li> <li>• employment and industrial relations</li> <li>• energy efficiency</li> <li>• environment protection</li> <li>• occupational licensing</li> <li>• privacy</li> <li>• residential tenancies</li> <li>• sale of residential property</li> <li>• work health and safety</li> </ul> </li> <li>• NatHERS:             <ul style="list-style-type: none"> <li>• accredited software</li> <li>• administrative and governance arrangements</li> <li>• assessor accreditation</li> <li>• assessor accrediting organisations</li> <li>• competency standards for NatHERS assessors</li> <li>• regulatory framework.</li> </ul> </li> </ul>
<p><b><i>Relevant personnel</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• professional associations</li> <li>• regulatory and licensing bodies</li> <li>• supervisors</li> <li>• work colleagues.</li> </ul>
<p><b>Work duties and responsibilities</b> may include:</p>	<ul style="list-style-type: none"> <li>• awareness of information required to be provided to a client or regulatory authority</li> <li>• awareness of the use of ratings, assessments, certificates and current thermal performance requirements</li> <li>• awareness of when thermal performance assessments are required for a building or building design</li> <li>• completing documentation requirements</li> <li>• complying with accreditation requirements for NatHERS assessors</li> <li>• complying with assessor legal responsibilities</li> </ul>



	<ul style="list-style-type: none"> <li>• conducting thermal performance assessments</li> <li>• meeting licensing requirements for NatHERS assessors.</li> </ul>
<b><i>Breaches of regulatory framework</i></b> may include:	<ul style="list-style-type: none"> <li>• intentional and unintentional breaches by staff or supervisor</li> <li>• negligence.</li> </ul>
<b><i>Inadequacies in workplace procedures</i></b> may include:	<ul style="list-style-type: none"> <li>• inadequate resources available</li> <li>• invalid policies and procedures due to changes in regulations, work environment or legislation</li> <li>• lack of training to support understanding and compliance with procedure</li> <li>• insufficient timeframes for completion of tasks</li> <li>• unrealistic procedures that hinder the capacity to comply with legislation.</li> </ul>

## **Unit Sector(s)**

Home sustainability assessment

## **Custom Content Section**

Not applicable.