



**Australian Government**

# **CPPACC4008 Conduct transport conveyance and boarding device access audits**

**Release: 1**

# CPPACC4008 Conduct transport conveyance and boarding device access audits

## Modification History

- Release 1 This unit first released with CPP Property Services Training Package Release 14.0.
- Supersedes and is equivalent to CPPACC4008A Conduct a transport conveyance and boarding device access audit. Minor change to unit title.
- Unit updated to meet the Standards for Training Packages 2012.

## Application

This unit of competency specifies the skills and knowledge required to inspect transport conveyances and boarding devices against the requirements of relevant legislation and standards to ensure accessibility for people with disability. Transport conveyances are those used to provide a public transport service, such as aircraft, buses, taxis, ferries, trains and trams/light rail. The unit includes assessing fitout and continuous accessible paths of travel and preparing an access audit report.

This unit is for individuals who work independently using specialised knowledge to conduct a range of access consulting services.

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

## Pre-requisite Unit

Nil.

## Unit Sector

Access Consulting.

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- |                              |                                                                                                                                                                |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Respond to client enquiry. | 1.1 Identify client requesting transport conveyance and boarding device access audit and establish their authority to act according to workplace requirements. |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

- |                                                                      |     |                                                                                                                                                                         |
|----------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                      | 1.2 | Consult with client to clarify access audit requirements and confirm own competence and organisational capability to respond to client needs.                           |
|                                                                      | 1.3 | Obtain and document client authority to proceed with access audit activities according to workplace requirements.                                                       |
| 2 Establish client relationship.                                     | 2.1 | Negotiate to confirm contractual arrangements with client, and document and store agreement according to regulatory and workplace requirements.                         |
|                                                                      | 2.2 | Negotiate and finalise written client brief, including detailed access audit instructions, according to workplace requirements.                                         |
|                                                                      | 2.3 | Obtain copies of all relevant documentation for transport conveyance and boarding device access audit according to workplace requirements.                              |
|                                                                      | 2.4 | Record all documentation received according to workplace requirements.                                                                                                  |
| 3 Prepare for transport conveyance and boarding device access audit. | 3.1 | Prepare transport conveyance and boarding device access audit checklist appropriate to scale of audit task.                                                             |
|                                                                      | 3.2 | Arrange and brief personnel required to efficiently conduct transport conveyance and boarding device access audit according to workplace requirements.                  |
|                                                                      | 3.3 | Select and prepare required tools and equipment according to workplace requirements.                                                                                    |
|                                                                      | 3.4 | Access site according to agreed site access arrangements in consultation with relevant persons.                                                                         |
| 4 Carry out transport conveyance and boarding device access audit.   | 4.1 | Interpret relevant documentation for transport conveyance and boarding device and carry out required measurements and calculations according to workplace requirements. |
|                                                                      | 4.2 | Assess boarding device for compliance with regulatory requirements.                                                                                                     |

- |   |                                                                  |                                                                                                                                                                                       |
|---|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | 4.3                                                              | Assess accessible paths of travel to, and within all spaces of, transport conveyance for compliance with regulatory requirements.                                                     |
|   | 4.4                                                              | Assess transport conveyance fitout for compliance with regulatory requirements.                                                                                                       |
|   | 4.5                                                              | Document identified non-compliances and rectification strategies to meet regulatory and workplace requirements.                                                                       |
| 5 | Report on transport conveyance and boarding device access audit. |                                                                                                                                                                                       |
|   | 5.1                                                              | Prepare transport conveyance and boarding device access audit report to meet contractual and workplace requirements.                                                                  |
|   | 5.2                                                              | Review draft transport conveyance and boarding device access audit report in consultation with relevant persons and incorporate feedback into final report.                           |
|   | 5.3                                                              | Forward transport conveyance and boarding device access audit report to client according to contractual arrangements.                                                                 |
|   | 5.4                                                              | Maintain copies of transport conveyance and boarding device access audit report and associated documentation for future reference according to regulatory and workplace requirements. |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Supersedes and is equivalent to CPPACC4008A Conduct a transport conveyance and boarding device access audit.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

# Assessment Requirements for CPPACC4008 Conduct transport conveyance and boarding device access audits

## Modification History

Release 1 This unit first released with CPP Property Services Training Package Release 14.0.

Supersedes and is equivalent to CPPACC4008A Conduct a transport conveyance and boarding device access audit. Minor change to unit title.

Unit updated to meet the Standards for Training Packages 2012.

## Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by conducting access audits of two different types of transport conveyances and their boarding devices.

## Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- Commonwealth, state and territory legislation, regulations and standards relevant to transport conveyance and boarding device access audits:
  - anti-discrimination and disability discrimination
  - Disability Standards for Accessible Public Transport 2002 under the Disability Discrimination Act 1992 (or their successors) – known as the Transport Standards
  - principles of universal design
  - privacy and confidentiality
- interpersonal communication strategies used to effectively relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and cognitive abilities
- methods for assessing transport conveyance and boarding device access for people with disability:
  - measurements and calculations used to determine provisions for access
  - fitout of transport conveyances required to be accessible
  - minimum requirements of transport conveyance spaces
- negotiation techniques
- purpose and content of transport conveyance and boarding device access audit checklists
- strategies that can be used to address areas of access non-compliance associated with transport conveyance and boarding devices
- types of disability and limitations that each disability places on an individual's ability to access the environment

- types of transport conveyances used to provide a public transport service and their associated boarding devices
- workplace requirements for conducting transport conveyance and boarding device access audits:
  - documentation and records administration
  - format and content of:
    - client contractual arrangements
    - transport conveyance and boarding device access audit reports
  - quality
  - site access arrangements
  - work health and safety (WHS) including personal protective equipment (PPE)
  - work role boundaries – responsibilities, limitations and professional abilities.

## Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, tools and equipment, transport conveyances, boarding devices and technologies required to achieve the performance criteria and performance evidence.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>