



Australian Government

Assessment Requirements for CPPACC4017 Prepare access reports

Release: 1

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Modification History

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

Supersedes and is equivalent to CPPACC4017A Prepare access reports.

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 preparing two different access reports.

Knowledge Evidence

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

- Commonwealth, state and territory legislation, regulations, codes and standards relevant to preparing access reports:
 - anti-discrimination and disability discrimination
 - building control including local government regulations and by-laws
 - Disability (Access to Premises – Buildings) Standards 2010 under the Disability Discrimination Act 1992 (or their successors) – known as the Access to Premises Standards
 - National Construction Code (NCC) building classifications and access requirements
 - National Disability Insurance Scheme (NDIS) Specialist Disability Accommodation Design Standard (or its successor)
 - Livable Housing Australia Livable Housing Design Guidelines (or its successor)
 - principles of universal design
 - privacy and confidentiality
- editing techniques
- methods for using technologies to manage and secure access information
- report-writing methods appropriate to own role and responsibilities
- sources of valid and reliable information relevant to access reports
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for preparing access reports:
 - documentation and records administration

- format, style, structure and presentation of access reports
- quality
- 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, information 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>