



Australian Government

**Assessment Requirements for
CPPACC5013 Prepare and administer
tender documentation for accessible
building work**

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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 CPPACC5013A Prepare and administer tender documentation for accessible building work.

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 documentation and administering the tendering process for two tenders for accessible building work.

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 access consulting activities:
 - anti-discrimination and disability discrimination
 - building control including local government regulations and by-laws
 - consumer protection and trade practices
 - 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
- 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
- legal requirements for preparing and administering tenders and managing quotations
- measurements and calculations used to determine costs, quantities and rates in tender submissions
- methods of tendering

- sources of specialist advice for preparing tender documentation
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for preparing and administering tender documentation for accessible building work:
 - content and format requirements of tender documentation and tender conditions
 - documentation and records administration
 - processes for distributing, receiving and assessing tender submissions
 - 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 volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>