



Australian Government

Department of Education, Employment and Workplace Relations

CPPACC5010A Provide access advice on the design of the built environment

Release: 1

CPPACC5010A Provide access advice on the design of the built environment

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit specifies the competency required to provide advice on the design of the built environment, including new building work, aged care facilities, educational facilities, streetscapes, landscapes and playgrounds and the accessibility of facilities of national parks. The access consultant must ensure that the project plans provide adequate access for people with disabilities. The accessible design may cover new and future building work or renovations to an existing built environment.

Access consultants need to know and apply access requirements in the Disability Discrimination Act (DDA) Premises Standard, the DDA Transport Standard, the DDA Education Standard, the Building Code of Australia (BCA) and relevant Australian standards in the preparation of design plans that meet the access needs of people with disabilities. The ability to research access solutions where the Deemed-to-Satisfy (DTS) requirements do not provide appropriate access is important.

Some categories of design work are covered by various state and territory legislation and regulations. People seeking to work as designers of the built environment should ensure that they meet the relevant legislative and regulatory requirements for the jurisdiction in which they seek to operate. This unit focuses on ensuring access issues are incorporated into the design process.

Application of the Unit

Application of the unit

This unit of competency supports two of the access consulting services where there is a breadth, depth and complexity of tasks and often the requirement to make decisions and provide recommendations involving non-routine situations. These access consulting services are providing advice on building renovations and developing designs for accessible buildings.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine the aspect of the built environment requiring access advice.	1.1 The nature of the client's request for advice on an aspect of the built environment is clarified. 1.2 The capability to provide the proposed service is assessed against personal and organisational competencies. 1.3 Authority to proceed is negotiated with client and documented in accordance with organisational requirements.
2 Establish client relationship.	2.1 Contractual arrangements are negotiated, confirmed, documented and stored in accordance with client, organisational and legislative requirements. 2.2 A client brief providing the required level of detail is requested and obtained in accordance with organisational requirements. 2.3 Site access arrangements are negotiated and relevant person is identified in accordance with client, organisational and legislative requirements. 2.4 Copies of all relevant plans and associated documentation pertinent to the project are obtained.
3 Source appropriate legislative and reference documents relating to the proposed project.	3.1 The legislative framework governing the particular project is identified and relevant legislative references are accessed. 3.2 The existence of relevant legislative references pertaining to disability access is identified and relevant legislative references are accessed. 3.3 Recognised publications are researched to identify specific disability access guidance relevant to the particular project, particularly in the absence of specific guidance. 3.4 Implications for the project of the identified disability access regulations and specific disability guidance ideas are determined and documented.
4 Provide advice to client.	4.1 A comprehensive report on design advice is prepared for the client in accordance with contractual arrangements and organisational requirements. 4.2 Risks associated with the specific disability access guidance derived from recognised publications in the absence of legislative guidance are highlighted in the report. 4.3 The design advice report documentation is presented to the client and risks are explained in detail to ensure client understanding.

ELEMENT**PERFORMANCE CRITERIA**

4.4 A copy of the design advice report and associated documentation are recorded and retained for future reference in accordance with organisational and legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required knowledge and understanding include:

- anthropometric principles of accessible building design and fitout
- commonwealth, state and territory anti-discrimination legislation and regulations
- structural and construction principles of buildings
- disability awareness
- efficient and effective customer service
- ergonomic principles of accessible building design and fitout
- functional systems of the human body
- industry codes of practice and ethics
- international codes, standards, regulations and practices
- limitations of work role, responsibility and professional abilities
- organisational and professional procedures and business standards
- principles of design relating to accessible buildings and fitouts
- principles of risk management
- processes for recording data and administering records
- relevant commonwealth, state and territory building legislation, local government regulations and Australian standards
- report writing
- research methodology and analytical processes.

Required skills and attributes include:

- analytical skills to:
 - analyse, evaluate and apply legislative requirements pertaining to disability access
 - analyse and evaluate the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
 - analyse and evaluate how environmental barriers impact on people with disabilities
 - analyse situations where the DTS requirements do not provide appropriate access
 - interpret and analyse routine and non-routine situations to establish suitable methods of reporting
- application skills to:
 - apply relevant codes of practice and other legislative requirements to work processes
 - apply disability awareness to work processes
 - apply current Australian and international building codes, standards, regulations and practices
- communication skills to:
 - obtain information from the client on their requirements for design advice and the extent of the expected advice
 - explain clearly information on issues and legislation relating to access provision

- impart knowledge and ideas through oral, written and visual means
- use workplace equipment and communication methods
- interpersonal skills to:
 - relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
 - consult and provide advice in a sensitive and appropriate manner
 - facilitate change for greater awareness of disability access
 - analyse own work practices and process outcomes critically
 - engage colleagues and share disability access knowledge
 - participate in a team environment to complete tasks
 - adapt to new workplace situations
- literacy skills to:
 - assess and use workplace information
 - read and interpret legislation and design reference documents on the provision of access
- organisational skills to:
 - prepare and manage documentation
 - plan and organise site access arrangements
 - collect, store and retrieve data for inclusion in a report to the client
 - develop and implement organisational policies and procedures
- report-writing skills to:
 - prepare a report on design advice to meet the contractual requirements of the client
 - prepare a report on design advice that meets organisational requirements
- research and evaluation skills to:
 - source, analyse and evaluate articles on the provision of disability access for specific circumstances
 - source, analyse and evaluate legislative requirements for the provision of access.

Evidence Guide

EVIDENCE GUIDE

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

Overview of assessment

- This unit of competency could be assessed on its own or as part of an integrated assessment activity involving other competencies relevant to the job function.

Critical aspects for assessment and evidence required to demonstrate

- A person who demonstrates competency in this unit must be able to provide evidence of:
 - recognising the needs and desires of people with

competency in this unit

disabilities to engage fully in all aspects of society, and their right to do so

- interpreting accurately the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
- interpreting accurately how the full range of environmental barriers impact on any of the impairments that people with disabilities might have
- integrating an understanding of disability awareness into the provision of advice on design and access compliance
- communicating effectively with clients to establish their requirements for access advice
- identifying and applying relevant building and anti-discrimination legislation when providing access advice on the design of the built environment
- using effective research methodology and analysis techniques to inform the provision of advice on access
- preparing an access report that complies with legislative requirements and fulfils contractual requirements
- applying organisational management policies and procedures, including quality assurance requirements.

Context of and specific resources for assessment

- Resource implications for assessment include:
 - a registered provider of assessment services
 - competency standards
 - assessment materials and tools
 - suitable assessment venue/equipment
 - workplace documentation
 - candidate special requirements
 - cost and time considerations.
- Validity and sufficiency of evidence requires that:
 - competency will need to be demonstrated over a period of time reflecting the scope of the role
 - where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
 - all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
 - where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
 - assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

Range Statement

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 in the performance criteria is detailed below. Add any 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.

Client may include:

- regulatory authority
- design team head contractor

owner, manager and developer.

Aspect of the built**environment** may include:

- new building work
- renovations to existing buildings
- landscape features and streetscapes.

Organisational**requirements** may be outlined and reflected in:

- access and equity policy, principles and practices
- business and performance plans
- client service policies, procedures and standards
- codes of conduct and codes of practice
- communication channels and reporting procedures
- communication of services offered
- complaint and dispute resolution procedures
- compliance with legislation, codes and workplace standards
- continuous improvement processes and standards
- defined resource parameters
- duty of care
- employer and employee rights and responsibilities
- ethical standards
- legal policies and guidelines
- occupational health and safety (OHS) policies, procedures and programs
- organisational mission statement, goals, objectives, plans, systems and processes
- policies and procedures relating to the setting of fees and the negotiation and management of contracts
- policies and procedures relating to own role, responsibilities and delegation
- privacy and confidentiality policies and procedures
- quality assurance and procedures manuals
- records and information management systems and processes

style guides and other guides used to prepare documents.

Legislative requirements

may be outlined and reflected in:

- relevant commonwealth, state and territory legislation that affects organisational operation:
 - OHS
 - building
 - environmental
 - equal employment opportunity
 - industrial relations
 - anti-discrimination and diversity
- Australian standards

- codes of practice
 - local government regulations and by-laws
 - privacy legislation
 - quality assurance and certification requirements
 - trade practices laws and guidelines.
- Client brief*** will include:
- written instructions detailing requirements of the access consultant
 - any relevant existing documentation.
- Site access arrangements*** may include:
- access and egress points
 - keys, passes and security clearances
 - OHS requirements, including personal protective equipment
 - timing of access.
- Relevant person*** may include:
- identified contact
 - owner and manager
 - site supervisor.
- Legislative framework*** may include:
- Australian standards
 - BCA
 - DDA Education Standard
 - DDA Premises Standard
 - DDA Transport Standard
 - international codes and standards
 - traffic engineering
 - transport
 - playground
 - heritage
 - OHS
 - national parks and wildlife.

Unit Sector(s)

Unit sector

Access consulting