



Australian Government

Department of Education, Employment and Workplace Relations

CPPACC5016A Provide expert access advice on renovations to private dwellings

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit specifies the competency required to work with people with disabilities, members of their family, and their carers to achieve appropriate building renovations to private dwellings (homes) to suit their needs. The unit focuses on ensuring the home environment is modified to suit the specific needs of the client, and where appropriate, the family and/or carers.

To achieve appropriate home renovations for clients, access consultants typically work in collaboration with professional construction and/or health personnel. To provide advice on renovations to private dwellings access consultants should, with the client's permission, obtain relevant construction and/or health professional reports relating to the design requirements of the client.

Access consultants will need to apply anthropometric, ergonomic and physiological principles in the performance of their role.

Application of the Unit

Application of the unit

This unit of competency supports the access consulting service of providing advice on renovations to private dwellings.

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 Identify client's particular needs.

- 1.1 Relevant **health professionals** and **medical reports** are consulted in regard to the client's functional abilities, using **ethical practices**.
- 1.2 Client's current level of functioning is identified and discussed with the client and relevant health professionals.
- 1.3 Functional features critical to maintaining independence are identified in consultation with the client using anthropometric, ergonomic and physiological methodology.
- 1.4 Assistive equipment required by the client is identified.
- 1.5 Situations requiring specialist advice are identified and assistance is sought.
- 1.6 Client's current and long-term lifestyle needs are identified and discussed with the client and relevant health professionals.
- 1.7 Client's understanding of the need for renovations is confirmed in accordance with ethical practices.

2 Assess building capacity in relation to the client's needs.

- 2.1 Existing building is audited against client's needs and in accordance with relevant **legislative requirements**.
- 2.2 The capacity of the building and surrounds to meet the client's functional needs is determined and documented.
- 2.3 The capacity of the building and surrounds to meet the requirements of the client's assistive equipment is determined and documented.
- 2.4 Building renovation strategies that meet the client's needs are developed and documented.

3 Formulate response to client's current and long-term needs.

- 3.1 Client's immediate needs are analysed with relevant health professionals and/or construction personnel.
- 3.2 The client's changing longer-term needs are analysed in collaboration with relevant health professionals and/or construction personnel.
- 3.3 The client's identified needs are documented in accordance with **organisational requirements**.
- 3.4 Appropriate strategies for maximising client's independence in their home are identified.
- 3.5 Specific fixtures, fittings, equipment and associated spatial requirements needed by the client are incorporated into the design of renovations.
- 3.6 Proposed building renovations are discussed with the client and their feedback is incorporated into the

ELEMENT**PERFORMANCE CRITERIA**

- proposed building strategies.
- 3.7 Identified methodologies are communicated to appropriate personnel for implementation of design and construction of the renovations.
- 3.8 Referral to ***other service providers*** is arranged in response to specific client requirements and instructions.
- 4 Prepare report for the client and complete documentation.**
- 4.1 A report including ***associated documentation*** detailing the agreed building renovations is prepared to enable the client to communicate their access requirements to building and/or design professionals.
- 4.2 A report and associated documentation are forwarded to the client and/or referring health professionals in accordance with contractual arrangements.
- 4.3 A copy of the 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:

- anatomical and medical terminology
- anthropometric and ergonomic principles of accessible building design and fitout
- assistive equipment and resources
- building terminology, definitions and hazard identification
- commonwealth, state and territory anti-discrimination legislation and regulations
- design, structural and construction principles of buildings
- disability awareness
- environmental issues impacting on material selection
- industry codes of practice and ethics
- international codes, standards, regulations and practices
- limitations of work role, responsibility and professional abilities
- nature of building materials and effect of performance
- occupational health and safety (OHS) legislation and procedures
- processes for generating design solutions for individual situations
- processes for interpreting medical reports and terminology
- processes for preparing and administering documentation
- processes for interpreting reports, working drawings and specifications
- relevant commonwealth, state and territory building and other legislation, local government regulations and Australian standards
- research methodology and analytical processes

role, responsibilities and powers of building certifiers.

Required skills and attributes include:

- analytical skills to:
 - interpret and apply legislative requirements
 - interpret reports and assessments of the client's ability to live in their own home
 - evaluate manufacturers' specifications and select suitable assistive equipment
 - develop a home renovation strategy
- application skills to:
 - apply disability awareness to work processes
 - apply current Australian and international building codes, standards, regulations and practices
- communication skills to:
 - provide information and explain issues relating to home renovations to the client, their family and carers
 - impart knowledge and ideas through oral, written and visual means
 - consult effectively with health and construction professionals

- seek advice from other experts
- make referrals to other service providers
- 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
 - provide advice in a sensitive, appropriate and timely manner
 - facilitate change for greater awareness of disability access
 - analyse own work practices and process outcomes critically
 - engage colleagues and share disability access knowledge
 - adapt to new workplace situations
- literacy skills to:
 - read and understand medical terminology and medical reports
 - read and understanding construction terminology
 - read and interpret manufacturers' specifications for assistive equipment and building products
- negotiation skills to:
 - clarify client requirements
 - ensure that building contractors comply with specified home renovation requirements
- numeracy skills to:
 - perform measurement tasks and undertake associated calculations
- organisational skills to:
 - prepare and administer documentation
 - implement organisational policies and procedures
 - develop and document building renovation requirements
 - prepare contracts and meet contractual obligations
- report-writing skills to:
 - prepare a report on required home renovations to meet the contractual requirements of the client
 - prepare a report on required home renovations that meets organisational requirements
- research and evaluation skills to:
 - source, analyse and interpret the functionality and suitability of building products and assistive equipment to meet the client's needs
- teamwork skills to:
 - work effectively with other people
- technical skills to:
 - read and interpret plans
 - read and interpret specifications
 - carry out measurements and calculations

- produce diagrams and sketches to present ideas
- technology skills to:
 - apply information technology and computer skills to prepare documentation and reports.

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 competency in this unit

- A person who demonstrates competency in this unit must be able to provide evidence of:
 - recognising the needs and desires of a person with a disability to undertake daily living activities in their own home, and their right to do so
 - interpreting accurately information from reports and interviews to assist in determining the client's needs to live in their own home and developing home renovation strategies that optimise their capacity to do so
 - interpreting building legislation and applying it to the provision of appropriate renovation solutions to meet the client's needs
 - interpreting construction methodologies and applying them to the design of home renovation
 - developing effective and practical home renovation solutions to meet the client's needs
 - complying with OHS regulations applicable to workplace operations
 - 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.

Health professionals may include:

- occupational therapists
- ergonomists
- physiotherapists
- medical specialists.

Medical reports may include:

- medical admission reports
- discharge reports
- health professional reports
- rehabilitation reports.

- Client*** refers to:
- the individual person with a disability
 - the parent of a person with a disability
 - the person or organisation engaging the services of the access consultant.
- Ethical practices*** may include:
- industry codes of conduct and ethics
 - maintaining confidentiality.
- Legislative requirements*** may include:
- OHS requirements for carers
 - regulations not covered in the Building Code of Australia (BCA) e.g. plumbing and electrical provision
 - privacy.
- Organisational requirements*** may include:
- 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
 - 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
 - privacy and confidentiality of client relationship and documentation
 - quality assurance and procedures manuals
 - records and information management systems and processes
 - style guides and other guides used to prepare documents.
- Other service providers***
- assistive equipment suppliers

may include:

- lift installers
- structural engineers.

Associated documentation

may include:

- drawings
- plans
- design specifications
- construction reports
- referral reports and/or forms.

Unit Sector(s)

Unit sector

Access consulting