



Australian Government

Department of Education, Employment and Workplace Relations

PUAOPE011B Inspect property and facilities

Revision Number: 2

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Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This competency standard specifies the outcomes required to inspect various types of property for conditions and compliance with approved requirements. It requires the ability to communicate effectively with those involved in the inspection process, and to have a clear understanding of methods for carrying out and reporting the results of a property inspection. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to workers who engage with the broader community as compliance building inspectors. While developed specifically with a public safety compliance framework, this unit could be applied in a range of industries and roles.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify inspection requirements	1.1 Purpose and <i>type of inspection</i> is established from property records in accordance with client and <i>organisational requirements</i>. 1.2 <i>Inspection processes</i> and timelines are negotiated and agreed with <i>relevant people</i> in accordance with organisational requirements. 1.3 <i>Property documentation</i> and <i>legislative requirements</i> are specified, gathered and reviewed to identify critical aspects requiring inspection. 1.4 Access arrangements are coordinated with relevant people in accordance with organisational requirements.
2. Inspect property	2.1 Property is inspected in accordance with industry and organisational requirements, ensuring all relevant aspects of the property are sighted and noted. 2.2 Inspection processes are reliable and make efficient use of available time and resources in accordance with organisational requirements. 2.3 Appropriate <i>interpersonal techniques</i> are used to access relevant information from <i>inspection site</i> personnel. 2.4 Variations in compliance with approved requirements are recognised and noted in accordance with organisational and legislative requirements. 2.5 Situations requiring <i>specialist advice</i> are identified and assistance sought as required in accordance with organisational requirements.
3. Record and report inspection findings	3.1 Inspection findings are organised in a format suitable for analysis and dissemination in accordance with client and organisational requirements. 3.2 Inspection conclusions are supported by <i>verifiable evidence</i> and are consistent with relevant legislative and organisational requirements. 3.3 <i>Business equipment/technology</i> is used to maintain relevant documentation in accordance with applicable OHS, legislative and organisational requirements. 3.4 Inspection report is distributed promptly to relevant people in accordance with client and organisational requirements.

Required Skills and Knowledge

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

Required Skills

- organisational skills to:
 - plan and arrange a property inspection
 - schedule and meet timelines
- communication skills to:
 - interpret written and oral information
 - complete documentation and report findings
 - negotiate client requirements and access arrangements
- observation skills to:
 - assess condition of property
- technical skills to:
 - use business equipment to complete reports
 - interpret maps/plans/diagrams etc
- interpersonal skills to:
 - relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Required Knowledge

- organisational and professional procedures, ethical practices and business standards
- OHS issues and requirements
- EEO, equity and diversity principles
- limitations of work role, responsibility and professional abilities
- relevant Acts and regulations
- BCA requirements
- types of property classes and characteristics
- basic knowledge of property contracts and administrative requirements
- inspection methods for different property types

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Conducting and completing a property inspection within agreed timeframes and in compliance with all applicable industry, legal and organisational requirements.
- Applying effective communication and coordination techniques required to access property and organise inspection.
- Complying with established inspection processes, noting any variations in approved property requirements, and preparing findings in a report suitable for analysis and dissemination.

Consistency in performance

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 ability of the person to assess competence.

All assessment which 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.

Context of and specific resources for assessment

Context of assessment

Assessment can be through a simulated project based activity and must include evidence relating to each of the elements in this unit, covering all activities from identifying inspection requirements to undertaking a property inspection and reporting the findings. Evidence must include relevant property documentation including notes from at least two property inspections and copies of the property inspection reports.

Specific resources for assessment

- A registered provider of assessment services
- Competency standards
- Assessment materials and tools
- Suitable site for property inspection
- Workplace documentation
- Candidate special requirements

- Cost/time considerations

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.

Type of inspection may be:

- statutory
- planned
- periodic
- irregular
- at change of use
- at development stage
- related to a complaint
- related to illegal works and/or usage

Clients may include:

- property owners
- property agents
- tenants
- building supervisors
- project managers
- agents
- government and legal instruments/agencies

Organisational requirements may be outlined and reflected in:

- quality assurance and/or procedures manual
- goals, objectives, plans, systems and processes
- business and performance plans
- mission statements, strategic plans
- policies and procedures in relation to client service
- legal and organisational policy/guidelines
- access and equity principles and practice guidelines
- ethical standards, codes of practice
- complaints and dispute resolution procedures
- ohs policies, procedures and programs
- quality and continuous improvement processes and standards

Inspection processes may relate to:

- timeframes
- statutory limitations
- the type of job
- the complexity of construction
- the type of construction

Relevant people may include:

- supervisors
- site personnel
- colleagues
- clients
- legal representatives

- industry professionals and associations

Property documentation may include:

- contracts
- permits
- building codes
- licences
- specifications
- agreements
- plans
- checklists
- previous inspection reports

Legislative requirements may be outlined and reflected in:

- relevant commonwealth/state/territory legislation which affect organisational operation:
 - ohs
 - environmental issues
 - equal employment opportunity
 - industrial relations
 - anti-discrimination and diversity
 - Australian standards, quality assurance and certification requirements
- codes of practice which may cover areas including: the market sector, financial transactions, taxation, environment, construction, land use, native title, zoning, utilities use (water, gas, electricity), contract or common law
- award and enterprise agreements
- trade practices
- privacy requirements
- strata, community and company titles
- tenancy agreements
- home building requirements

Interpersonal techniques may relate to:

- verbal or non-verbal language
- two-way interaction
- constructive feedback
- active listening
- questioning to clarify and confirm understanding
- accurately interpreting non-verbal and verbal messages
- the use of language and concepts appropriate to cultural differences
- clear and concrete presentations of options
- culturally inclusive and sensitive engagement techniques

Inspection site may include:

- new buildings

- Specialist advice** may be sought from:
- alterations
 - existing buildings
 - ruinous structures
 - dangerous structures
 - environmental conditions
 - multiple locations
 - land and/or structures
- Verifiable evidence** may include:
- valuers
 - planners
 - builders
 - sub-contractors
 - technical experts
 - government officials
 - industry professionals and associations
 - manager/supervisor
 - colleagues
- Business equipment/technology** may include:
- qualitative/quantitative data
 - visual assessment of the physical and aesthetic aspects of the property
 - inspection checklists, records and notes
 - computers
 - e-mail
 - internet/extranet/intranet
 - facsimile machines
 - printers
 - photocopiers
 - data storage devices
 - software applications such as databases, word applications
 - scanners

Unit Sector(s)

Not applicable.