

## Unit of Competency

### CPPACC4013 Contribute effectively to building development teams

#### Modification history

Release	Comments
1	Supersedes and is equivalent to CPPACC4013A Contribute effectively to building development teams. Unit updated to meet the 2012 Standards for Training Packages. This version first released with CPP Property Services Training Package Release 14.0.

#### Application

This unit of competency specifies the skills and knowledge required to work with building development teams to ensure that completed projects provide adequate access for people with disability to meet the requirements of relevant legislation, codes and standards at various stages of building development.

This unit is for individuals who work independently using specialised knowledge to conduct a range of access consulting services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

#### Prerequisite Unit

None.

#### Unit Sector

Access Consulting.

#### Elements and Performance Criteria

1. Review project documentation.	1.1 Check received project documentation to ensure that it is full and complete and satisfies workplace requirements. 1.2 Interpret project documentation to clarify the extent to which the provision of access satisfies relevant codes and regulatory requirements. 1.3 Consult with relevant persons to clarify ambiguities in documentation according to workplace requirements.
2. Identify and convey potential issues of concern.	2.1 Identify and document areas of potential non-compliance with relevant codes and regulatory requirements. 2.2 Identify and document issues of concern to be raised with the development team according to workplace requirements. 2.3 Articulate and present issues of concern and supporting rationale to the development team using effective interpersonal skills and communication techniques. 2.4 Provide oral and written advice to the development team on the adequacy of access provision according to workplace requirements.
3. Contribute to discussions on potential solutions.	3.1 Provide ongoing advice to the development team on potential solutions to issues relating to the adequate provision of access according to regulatory requirements.

	<p>3.2 Make constructive contributions to development team discussions and processes according to own competence and workplace requirements.</p> <p>3.3 Use information technologies to document agreed decisions according to workplace requirements.</p>
4. Review implementation strategies.	<p>4.1 Monitor agreed decisions made at development team meetings to ensure timely and effective implementation.</p> <p>4.2 Monitor implementation strategies resulting from development team agreed decisions to ensure effectiveness and compliance with regulatory and workplace requirements.</p>
5. Report on compliance.	<p>5.1 Inspect completed construction for access compliance with relevant codes and legislation according to workplace requirements.</p> <p>5.2 Provide report on the access compliance of completed works according to regulatory and workplace requirements.</p> <p>5.3 Maintain copies of access compliance report and associated documentation for future reference according to regulatory and workplace requirements</p>

### Foundation skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

### Unit Mapping Information

Supersedes and is equivalent to CPPACC4013A Contribute effectively to building development teams

### Links

The Companion Volume Implementation Guide for the CPP Property Services Training Package is available at: <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

## Assessment Requirements for CPPACC4013 Contribute effectively to building development teams

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### Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by contributing effectively to building development teams for two different projects.

### Knowledge Evidence

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

- Commonwealth, state and territory legislation, regulations, standards and codes relevant to access consulting activities:
  - anti-discrimination and disability discrimination
  - *Disability (Access to Premises – Buildings) Standards 2010* and *Disability Standards for Accessible Public Transport 2002* under the *Disability Discrimination Act 1992* (or their successors) - known as the Access to Premises Standards and Transport 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
- communication techniques:
  - active listening
  - demonstrating flexibility and willingness to negotiate
  - negotiation to resolve conflict
  - providing opportunities to clarify understanding
  - questioning and seeking feedback
  - summarising and paraphrasing to check understanding
  - using culturally sensitive language and concepts
  - using appropriate body language
  - using effective presentation aids
  - using effective questioning and responding to establish rapport
- group processes and team behaviour:
  - causes of stress or conflict in teams
  - role and function of workplace teams
  - stages of team development
  - strategies for managing or reducing conflict
  - team dynamics

- 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
- negotiation techniques to present logical arguments when proposing possible solutions for the provision of access
- project documentation at different stages of the building cycle:
  - design brief
  - concept design
  - working drawings
  - tender documentation and specifications
  - contract documentation
  - administration services
- sources of reliable and current access documentation to meet the requirements of relevant legislation, standards and codes
- processes for interpreting construction plans and drawings to determine provisions for access
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for working with building development teams:
  - client service
  - documentation, reports and records administration
  - 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

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