

Unit of Competency

CPPACC4011 Conduct educational facility access audits

Modification history

Release	Comments
1	Supersedes and is equivalent to CPPACC4011A Conduct an educational facility access audit. Minor change to unit title. 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 inspect educational facilities to assess their usability by people with disability against the requirements of relevant legislation, codes and standards. The unit includes assessing each amenity of the educational facility and preparing an access audit report.

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. Respond to client enquiry.	1.1 Identify client requesting educational facility access audit and establish their authority to act according to workplace requirements. 1.2 Consult with client to clarify access audit requirements and confirm own competence and organisational capability to respond to client needs. 1.3 Obtain and document client authority to proceed with access audit activities according to workplace requirements.
2. Establish client relationship.	2.1 Negotiate to confirm contractual arrangements with client, and document and store agreement according to regulatory and workplace requirements. 2.2 Negotiate and finalise written client brief, including detailed access audit instructions, according to workplace requirements. 2.3 Obtain copies of all relevant documentation for educational facility access audit according to workplace requirements. 2.4 Record all documentation received according to workplace requirements.
3. Prepare for educational facility access audit.	3.1 Prepare educational facility access audit checklist appropriate to scale of audit task.

	<p>3.2 Arrange and brief personnel required to efficiently conduct educational facility access audit according to workplace requirements.</p> <p>3.3 Select and prepare required tools and equipment according to workplace requirements.</p> <p>3.4 Access site according to agreed site access arrangements in consultation with relevant persons.</p>
4. Carry out educational facility access audit.	<p>4.1 Interpret relevant documentation for educational facility and carry out required measurements and calculations according to workplace requirements.</p> <p>4.2 Assess access from the property boundary, car park or passenger set-down area to the educational facility for compliance with regulatory requirements.</p> <p>4.3 Assess the accessibility of each amenity for compliance with regulatory requirements.</p> <p>4.4 Document identified non-compliances and rectification strategies to meet regulatory and workplace requirements.</p>
5. Report on educational facility access audit.	<p>5.1 Prepare educational facility access audit report to meet contractual and workplace requirements.</p> <p>5.2 Review draft educational facility access audit report in consultation with relevant persons and incorporate feedback into final report.</p> <p>5.3 Forward educational facility access audit report to client according to contractual arrangements.</p> <p>5.4 Maintain copies of educational facility access audit 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 CPPACC4011A Conduct an educational facility access audit

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 CPPACC4011 Conduct educational facility access audits

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by conducting access audits of two different educational facilities.

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 educational facility access audits:
 - anti-discrimination and disability discrimination
 - *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
- methods for assessing educational facility access for people with disability:
 - measurements and calculations used to determine provisions for access
 - minimum requirements of educational facility amenities
 - purpose of educational facility access audits
- negotiation techniques
- purpose and content of educational facility audit checklists
- strategies that can be used to address areas of access non-compliance associated with educational facilities
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for conducting educational facility access audits:
 - documentation and records administration
 - format and content of:
 - client contractual arrangements
 - educational facility access audit reports
 - quality
 - site access arrangements

- work health and safety (WHS) including personal protective equipment (PPE)
- 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, tools and equipment, educational facilities and technologies required to achieve the performance criteria and performance evidence.

Links

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