

Unit of Competency

CPPACC5014 Prepare contract documentation for accessible building work

Modification history

Release	Comments
1	Supersedes and is equivalent to CPPACC5014A Prepare contract documentation for accessible building work. 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 prepare contract documentation for the performance of accessible building work. Contract documentation consists of the contract, working drawings and specifications. The unit includes identifying potential contract parties, determining contract requirements, and preparing, assembling and finalising contracts that comply with building and contract legislation.

This unit is for individuals who are self-directed and have substantial depth of knowledge and skills to make independent judgements in the provision 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. Identify potential contract parties.	1.1 Identify all potential contract parties according to regulatory and workplace requirements. 1.2 Identify, agree and document roles and responsibilities of all contract parties according to regulatory and workplace requirements.
2. Determine contract requirements for accessible building work.	2.1 Review, verify and document contract requirements for accessible building work according to client, regulatory and workplace requirements. 2.2 Identify personal limitations in assessing contract requirements and seek assistance as required from relevant persons. 2.3 Use interpersonal skills and communication techniques to negotiate and confirm contract specifications with relevant persons. 2.4 Identify methods for gathering contract information that are reliable and make efficient use of time and resources according to workplace requirements. 2.5 Source contract information in consultation with relevant persons and assess for currency, accuracy and relevance according to workplace requirements.

3. Prepare contract document for accessible building work.	3.1 Prepare contract for accessible building work according to agreed contract specifications, regulatory and workplace requirements. 3.2 Seek advice from relevant persons to confirm that the contract captures and addresses identified risks, protects contracted parties and provides the basis for due performance. 3.3 Distribute contract to relevant persons to check the accuracy of information and that contract specifications are clearly addressed and meet regulatory requirements.
4. Assemble contract documentation and forward to contract parties.	4.1 Collate and assemble contract document, working drawings and specifications in readiness for formal consideration according to workplace requirements. 4.2 Prepare associated correspondence for submission to contract parties according to workplace requirements. 4.3 Identify any gaps or deficiencies in contract documentation and implement appropriate corrective actions according to client, regulatory and workplace requirements 4.4 Forward contract documentation to contract parties for agreement and signing according to regulatory and workplace requirements.
5. Finalise contract for accessible building work.	5.1 Finalise contract within agreed timeframes and according to client, regulatory and workplace requirements. 5.2 Distribute signed copies of contract to contract parties according to contractual, regulatory and workplace requirements. 5.3 Record all contract information and retain copy of signed contract documentation for future reference according to regulatory and workplace requirements.

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 CPPACC5014A Prepare contract documentation for accessible building work

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 CPPACC5014 Prepare contract documentation for accessible building work

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by preparing and documenting two different contracts for accessible building work.

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 access consulting activities:
 - anti-discrimination and disability discrimination
 - building control including local government regulations and by-laws
 - consumer protection and trade practices
 - *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
- legal and process issues relating to contract law and relevant to preparing and documenting contracts for accessible building work
- principles of risk management
- sources of specialist advice for preparing contract documentation
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for preparing contract documentation for accessible building work:
 - content and format requirements of contract documentation
 - documentation and records administration
 - quality
 - 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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