

## Unit of Competency

### CPPACC6001 Participate as an access expert on an Access Panel

#### Modification history

| Release | Comments   |
|---------|--|
| 1       | Supersedes and is equivalent to CPPACC6001A Participate as an access expert on an Access Panel.<br>Unit updated to meet the 2012 Standards for Training Packages.<br>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 participate as an access expert on an Access Panel. Access Panels are created within state and territory jurisdictions under the *Process to Administer Access to Buildings* (The Protocol) for the purpose of considering building upgrade plans.

This unit is for access consultants who use their broad theoretical and technical skills and knowledge to analyse information, provide advice and devise solutions to sometimes complex access problems in compliance with regulatory requirements for the provision of access for people with disability.

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

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|---|--|
| 1. Review Access Panel case documentation.                        | 1.1 Receive and check case documentation to ensure it is complete.<br>1.2 Interpret case documentation to determine adequacy of access provision according to regulatory requirements.<br>1.3 Interpret financial and social costs and benefits of building upgrade plan and maintenance activities to provide access.<br>1.4 Clarify identified ambiguities in documentation in consultation with relevant persons. |
| 2. Conduct research on relevant issues.                           | 2.1 Use technologies and relevant databases to conduct research on matters pertaining to the case according to workplace requirements.<br>2.2 Seek advice from other access experts to complement and supplement own expertise in relation to the case.<br>2.3 Comprehensively document research findings and their sources and references for later retrieval and use according to workplace requirements.          |
| 3. Prepare and document arguments for Access Panel consideration. | 3.1 Develop arguments on issues pertaining to the case to be considered by other Access Panel members based on own expertise and research findings.  |

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|  | 3.2 Comprehensively document arguments and assemble with all relevant supporting evidence in a format suitable for consideration by other Access Panel members.   |
| 4. Contribute actively to Access Panel deliberations.        | 4.1 Examine and recognise the extent of own competencies in relation to the case according to industry codes of practice and ethics.<br>4.2 Provide information and advice to all Access Panel members on potential solutions to the adequacies of access provision.<br>4.3 Use interpersonal skills and communication techniques to contribute to Access Panel deliberations in a participative and constructive manner.<br>4.4 Provide access advice to Access Panel in an appropriate format according to Access Panel guidelines.<br>4.5 Document agreed decisions for future personal reference according to workplace requirements. |
| 5. Assist preparation of the Access Panel decision document. | 5.1 Document agreed decisions according to Access Panel reporting guidelines, regulatory and workplace requirements.<br>5.2 Assist in preparing the Access Panel decision document for the case according to Access Panel reporting guidelines, 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 CPPACC6001A Participate as an access expert on an Access Panel

### 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 CPPACC6001 Participate as an access expert on an Access Panel

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### Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by participating as an access expert on an Access Panel for two different cases.

### Knowledge Evidence

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

- Access Panels:
  - jurisdiction, structures, procedures and protocols
  - role and responsibilities of Access Panel and its members, including legal personnel
  - requirements for presenting evidence to Access Panels
  - types of issues and allowable evidence raised in Access Panels
- anthropometric and ergonomic principles of accessible building design and fitout
- Commonwealth, state and territory legislation, regulations, codes and standards relevant to participation as an access expert on Access Panels:
  - anti-discrimination and disability discrimination
  - building control including local government regulations and by-laws
  - heritage
  - 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
  - *Process to Administer Access to Buildings* (The Protocol) (or its successor) for the purpose of considering building upgrade plans
- difference between common law, judicial precedents and legislation
- functional systems of the human body
- industry codes of practice and ethics
- 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
- principles and techniques associated with:
  - group dynamics and processes
  - leadership
  - communication and negotiation
  - planning
  - decision making

- recognised research methods and protocols and methods for referencing information sources
- role, responsibilities and powers of building certifiers
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for participating as an access expert on an Access Panel:
  - documentation and records administration
  - format and content of documented arguments and evidence for Access Panel consideration
  - quality
  - technologies and methods used to source, access and store information
  - 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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