

Unit of Competency

CPPACC4005 Conduct building access audits

Modification history

Release	Comments
1	Supersedes and is equivalent to CPPACC4005A Conduct a building 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 existing buildings to assess provisions for access for people with disability. It includes assessing car parking provisions and continuous accessible paths of travel against the accessibility requirements of relevant legislation, codes and standards and preparing an access audit report. Existing buildings do not include buildings that are part of transport premises, aged care or educational facilities.

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 building 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 building access audit according to workplace requirements. 2.4 Record all documentation received according to workplace requirements.
3. Prepare for building access audit.	3.1 Prepare building access audit checklist appropriate to scale of audit task.

	3.2 Arrange and brief personnel required to efficiently conduct building access audit according to workplace requirements. 3.3 Select and prepare required tools and equipment according to workplace requirements. 3.4 Access site according to agreed site access arrangements in consultation with relevant persons.
4. Carry out building access audit.	4.1 Interpret relevant documentation and carry out site measurements and calculations according to workplace requirements. 4.2 Assess external areas within property boundary, including reserved disability parking and continuous path of travel, for compliance with regulatory requirements. 4.3 Assess accessible paths of travel to and within all spaces in the building for compliance with regulatory requirements. 4.4 Document identified non-compliances and rectification strategies to meet regulatory and workplace requirements.
5. Report on building access audit.	5.1 Prepare building access audit report to meet contractual and workplace requirements. 5.2 Review draft building access audit report in consultation with relevant persons and incorporate feedback into final report. 5.3 Forward building access audit report to client according to contractual arrangements. 5.4 Maintain copies of building access audit report and associated 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 CPPACC4005A Conduct a building 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 CPPACC4005 Conduct building 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 buildings.

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
 - National Construction Code (NCC) building classifications and access requirements
 - *Disability (Access to Premises – Buildings) Standards 2010* under the *Disability Discrimination Act 1992* (or their successors) – known as the Access to Premises Standards
 - 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
- measurements and calculations used to determine provisions for access
- methods for inspecting buildings to assess provisions for access for people with disability:
 - types of measurements and calculations used
 - minimum requirements of building spaces
 - purpose of building access audits
- negotiation techniques
- purpose and content of building access audit checklists
- strategies that can be used to address areas of access non-compliance
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for conducting building access audits:
 - documentation and records administration
 - format and content of:
 - client contractual arrangements
 - building 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, buildings and technologies required to achieve the performance criteria and performance evidence.

Links

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