

## Unit of Competency

### CPPACC5015 Prepare specification documentation for accessible building work

#### Modification history

Release	Comments
1	Supersedes and is equivalent to CPPACC5015A Prepare specification documentation for accessible building work. Unit updated to meet the Standards for Training Packages. This version first released with CPP Property Services Training Package Release 12.0.

#### Application

This unit of competency specifies the skills and knowledge required to prepare specification documentation for accessible building work. It includes analysing working drawings to determine specification requirements, preparing specification schedules and reference specifications, collating manufacturer specifications and assembling final specification documentation.

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. Analyse working drawings to determine specification requirements.	1.1 Obtain and review project working drawings and consult with relevant persons to clarify any ambiguities. 1.2 Analyse working drawings to determine and document project specification requirements.
2. Prepare specification schedules and reference specifications.	2.1 Prepare specification schedules under headings in the order of a normal building schedule according to accepted industry practice, regulatory and workplace requirements. 2.2 Identify relevant Australian Standards and prepare reference specifications under various trades according to regulatory and workplace requirements.
3. Obtain and collate manufacturer specifications.	3.1 Obtain manufacturers' specifications according to specification schedules. 3.2 Collate manufacturers' specifications according to trades.
4. Finalise specification documentation for accessible building work.	4.1 Check specification requirements for accuracy and relevance to meet project and workplace requirements. 4.2 Prepare and collate information for inclusion in specification documentation according to project, regulatory and workplace requirements. 4.3 Assemble specification documentation and store for future use 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 CPPACC5015A Prepare specification 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 CPPACC5015 Prepare specification 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 specification documentation for two accessible building work projects.

### 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 relevant to the preparation of specification documentation for accessible building work
- order of normal building schedules
- principles of risk management
- processes for interpreting reports, working drawings and specifications
- purpose and content of:
  - manufacturer specifications
  - specification schedules
  - reference specifications
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for preparing specification documentation for accessible building work:
  - content and format requirements of specification documentation

- o documentation and records administration
- o quality
- o 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.

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