Unit of Competency

CPPACC4017 Prepare access reports

Modification history

Release	Comments
1	Supersedes and is equivalent to CPPACC4017A Prepare access reports. 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 organise and present information gathered on access compliance for people with disability to meet the requirements of relevant legislation, codes and standards It includes evaluating gathered information and using technologies to prepare and present reports and attachments in a suitable format, style and structure.

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. Organise information gathered for access report.	1.1 Collate and prioritise gathered information in a logical manner based on intended report use according to regulatory and workplace requirements.
	1.2 Assess gathered information for relevance and accuracy and source additional information as required to meet client terms of reference and workplace requirements.
	1.3 Handle access information safely and securely according to client, regulatory and workplace requirements.
	1.4 Use technologies to manage access information efficiently and effectively according to regulatory and workplace requirements.
2. Prepare access report.	2.1 Prepare access report in a suitable format, style and structure to meet client and workplace requirements.
	2.2 Use language in the report that is clear, concise and without inconsistencies and meets client and workplace requirements.
	2.3 Check report content to ensure accuracy and sufficiency to meet intended use, client and workplace requirements.
	2.4 Check to ensure that conclusions and recommendations are clearly supported by gathered information and verifiable evidence.
	2.5 Provide attachments that are relevant and consistent with

	references made in the body of the report according to 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 CPPACC4017A Prepare access reports

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 CPPACC4017 Prepare access reports

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by preparing two different access reports.

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 preparing access reports:
    - anti-discrimination and disability discrimination
    - building control including local government regulations and by-laws
    - *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
- editing techniques
- methods for using technologies to manage and secure access information
- report-writing methods appropriate to own role and responsibilities
- sources of valid and reliable information relevant to access reports
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for preparing access reports:
    - documentation and records administration
    - format, style, structure and presentation of access reports
    - 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.

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