



**Access
Institute**

Creating exceptional
opportunities.

Changing Places Assessor Course



Course Information Handbook 2021 V1.2

Contents

1. Introduction.....	3
2. Changing Places Assessor Course Aims	3
3. Role of a Changing Places Assessor.....	4
4. Who Can Undertake the Course and become a Changing Places Assessor?	4
5. Specified Professionals and Prerequisites.....	5
5.1 Prerequisites for Access Consultants.....	5
5.2 Prerequisites for Architects	5
5.3 Prerequisites for Occupational Therapists	5
5.4 Prerequisites for Building Surveyors/Certifiers.....	6
6. Insurance.....	7
7. Individual Changing Places Assessors	7
8. Prerequisite Evidence.....	7
9. Options for Completing the Certificate IV or Diploma of Access Consulting	7
10. Course Overview.....	9
11. Required Reference Materials.....	9
11.1 Additional Reference Materials	9
12. After Course Completion	10
13. About the Online Exam.....	10
13.1 Length of the Online Exam	11
14. Course Administration	11
15. Further Information and Course Dates for 2021	11

1. Introduction

This Course Information Handbook is designed for the **Changing Places Assessor** course only.

Anyone can undertake the course. However, in order to become a registered Changing Places Assessor, that can issue a Statement of Compliance for an As-built Changing Places facility, candidates must:

- have met relevant prerequisites for their specified profession*;
- have undertaken the DHHS authorised **Changing Places Assessors Course** delivered by Access Institute;
- have successfully completed the open book, online exam;
- hold professional currency;
- hold current Professional Indemnity and Public Liability Insurance;
- be registered with Access Institute as a **Changing Places Assessor****.

See further details of insurances and **Specified Professionals relevant prerequisites determined by the Victorian Department of Health and Human Services (DHHS) in this Course Information Handbook.*

*** Access Institute will be involved in administering the Changing Places Assessor program.*

2. Changing Places Assessor Course Aims

The aims of the Changing Places Assessor course are to provide appropriate training to candidates wishing to work with the Changing Places Design Specifications 2020 and to assess plans and As-built facilities to confirm they meet the Changing Places Design Specifications 2020 requirements.

The objectives of the training are:

- to ensure candidates are aware of and understand the Changing Places Design Specifications 2020;
- to ensure candidates can undertake relevant assessments of plans and As-built designs to determine their compliance with the requirements of the Changing Places Design Specifications 2020;
- to ensure candidates understand and appropriately complete the Changing Places Assessor registration and facility accreditation process;
- to ensure candidates can successfully complete the Changing Places Assessor online exam;
- to ensure candidates understand and can successfully comply with all the requirements of a Changing Places Assessor.

3. Role of a Changing Places Assessor

Changing Places Assessors are independent contractors. They are not employed directly by Changing Places Australia or DHHS. They set their own fees in relation to assessments.

The role of the Changing Places Assessor is to conduct assessments of designs and As-built facilities against the performance requirements detailed in **the Changing Places Design Specifications 2020**, and to confirm compliance with this.

Each assessment involves a review of the design or As-built facility against the requirements of the Changing Places Design Specifications 2020 utilising a detailed Assessment Form, to confirm compliance with the Changing Places Design Specifications 2020.

As well as using an Assessment Form, assessors are required to gather **evidence** to demonstrate that a facility meets the Changing Places Design Specifications 2020. This evidence can include letters, documented compliance statements, plans, designs, photographs or other documentation from relevant product suppliers and/or designers that **demonstrates** compliance with the Design Specifications.

Changing Places Assessors must keep records of their assessments for a minimum of 7 years. These records must be made available to DHHS at any time on request.

Only a registered Changing Places assessor can issue a **Statement of Compliance** for an As-built Changing Places facility.

Note: Changing Places Assessors are not required to provide design advice to applicants. This may be offered as a separate service to the assessment service if the Changing Places Assessor has the relevant qualifications and skills.

4. Who Can Undertake the Course and become a Changing Places Assessor?

Anyone can undertake the Changing Places Assessor course and online exam. However, only Specified Professionals (*listed below and determined by DHHS*), who have completed the course, successfully undertaken the online exam and met the relevant prerequisites, are able to be registered with Access Institute as a Changing Places Assessor.

Only a registered Changing Places Assessor will be listed on the Changing Places Australia website, and can issue a **Statement of Compliance**, to confirm that an As-built Changing Places facility has met all the requirements of Changing Places Design Specifications 2020.

5. Specified Professionals and Prerequisites

DHHS has determined that currently, candidates wishing to become Changing Places Assessors are required to be a **Specified Professional** who can provide evidence to Access Institute that they meet the prerequisites outlined below.

Specified Professionals are:

- Access Consultants;
- Architects;
- Occupational Therapists;
- Building Surveyors.

These **Specified Professionals** are required to meet the following prerequisites.

(Please note: Access Institute has no discretion in relation to these prerequisites and cannot provide exemptions for candidates who are not specified professionals and who do not meet the DHHS determined Changing Places prerequisites.)

5.1 Prerequisites for Access Consultants

Access Consultants wishing to apply to become Changing Places Assessors must be Accredited members of the Association of Consultants in Access Australia (ACAA).

Note: Associate members of ACAA can undertake the course but cannot become a Changing Places Assessor until they have achieved Accredited membership status with ACAA and meet other relevant prerequisites.

5.2 Prerequisites for Architects

Architects wishing to apply to become Changing Places Assessors must be currently registered in a practicing category with the relevant Architects' Board in their State or Territory.

In addition, Architects must also provide evidence that they have completed the **CPP40811 Certificate IV in Access Consulting or CPP50711 Diploma of Access Consulting** nationally recognised qualification.

5.3 Prerequisites for Occupational Therapists

Occupational Therapists wishing to apply to become Changing Places Assessors must be currently registered in the general registration category (i.e. **not** in the non-practicing category) with the National Registration and Accreditation Scheme maintained by the Australian Health Practitioner Regulation Agency. (AHPRA)

In addition, Occupational Therapists must also provide evidence that they have

completed the **CPP40811 Certificate IV in Access Consulting** or **CPP50711 Diploma of Access Consulting** nationally recognised qualification.

5.4 Prerequisites for Building Surveyors/Certifiers

Building Surveyors wishing to apply to become Changing Places Assessors must be accredited as “commercial building surveyors” in their State or Territory.

They must be currently accredited in their State or Territory under the National Accreditation Framework, as:

- Building Surveyor (Level 1);
- Building Surveyor Limited (Level 2).

Building Surveyors in those States or Territories not operating under the National Accreditation Framework should check the requirements identified below:

- NSW - Building Certifiers wishing to apply must have Level A Accreditation (grade 1 or 2) with the Building Professionals Board (BPB).
- Western Australia - Building Certifiers wishing to apply must be registered with the Building Commission/ Building Services Board as a Building Surveying Practitioner Level 1 or 2 or be registered as a Building Surveyor Practitioner: Technician.
- Victoria - Building Certifiers wishing to apply must be registered with the Victorian Building Authority as a Building Surveyor Unlimited or Building Surveyor Limited.
- Tasmania - Building Certifiers wishing to apply must be registered with Workplace Standards as a Building Surveyor, a Building Surveyor Limited, or an Assistant Building Surveyor.
- ACT – Building Certifiers wishing to apply must be registered with Access Canberra as Principal Building Surveyor or Principal Building Surveyor employee class; or General Building Surveyor or General Building Surveyor employee class.
- QLD – Building Certifiers wishing to apply must be registered with Queensland Building and Construction Commission (QBCC) as a Building Certifier (Level 1, Level 2, or Level 3)

Individual Building Surveyors/Certifiers not covered by any of the above, should hold professional qualifications that would permit registration in any of the above jurisdictions. This prerequisite must be checked on a case by case basis by Access Institute for them to allow registration as a Changing Places Assessor.

In addition, Building Surveyors must also provide evidence that they have completed the **CPP40811 Certificate IV in Access Consulting** or **CPP50711 Diploma of Access Consulting** nationally recognised qualification.

6. Insurance

All of the nominated Specified Professionals must provide a Certificate of Currency for Professional Indemnity and Public Liability Insurance **to protect the assessor, their clients and DHHS** in the event of unforeseen negative events resulting from Changing Places assessments.

. The policies must provide a **minimum** limit of:

- Professional Indemnity Insurance (*minimum \$1M for any single claim and \$2M in aggregate during any one insurance period*), and
- Public Liability Insurance (*minimum \$10M*).

7. Individual Changing Places Assessors

It should be noted that Changing Places Assessors are Specified Professionals (individuals) only. A company or organisation cannot be registered as a Changing Places Assessor.

8. Prerequisite Evidence

All Specified Professionals must provide Access Institute with relevant evidence to support the prerequisites in their relevant professional category, in order to apply to become Changing Places Assessors and registered by Access Institute.

For those Specified Professionals who are required to have completed access consulting qualifications, there **are a range of options available for candidates to obtain the Certificate IV and Diploma of Access Consulting including a Recognised Prior Learning (RPL)** process for candidates who can provide relevant evidence that demonstrates they can meet the required qualified outcomes.

See below and then contact admin@accessinstitute.com.au for further details.

9. Options for Completing the Certificate IV or Diploma of Access Consulting

Access Institute delivers both the Certificate IV and Diploma in Access Consulting courses.

There are **a range of options** available to candidates to obtain these qualifications as follows:

Option 1 – Face to Face course and assessment tasks

Face to face courses are being delivered in 2021 live online via Zoom. See the Access institute website at www.accessinstitute.com.au for details.

The following courses are offered simultaneously:

- CPP40811 Certificate IV in Access Consulting - 8 days
- CPP40811 Certificate IV in Access Consulting for Building Surveyors – 5 days
- CPP50711 Diploma of Access Consulting – 11 days
- CPP50711 Diploma of Access Consulting for Building Surveyors – 8 days
- CPP50711 Diploma of Access Consulting for Occupational Therapists – 9 days

Note: The courses above for Building Surveyors and Occupational Therapists, incorporate automatic Recognised Prior Learning for some units of competency based on skills and qualifications of these professionals.

Enrolment details are at www.accessinstitute.com.au including Enrolment Forms and Course Information Handbooks. Alternatively contact admin@accessinstitute.com.au

Option 2 – Recognised Prior Learning (RPL) Pathway for experienced Access Consultants.

You must provide specific evidence of your experience. You **may** be required to attend some face to face sessions and undertake some assessment tasks depending on the RPL evidence you can provide. It is expected that this will be minimal for this target group.

Contact admin@accessinstitute.com.au to enrol and for an **Experienced Access Consultants RPL Kit**.

Option 3 – Combination RPL and face to face classroom sessions.

For anyone who wishes to enrol that can demonstrate RPL in one or more variety of Units of Competency.

You must provide specific evidence of your experience. You **will** be required to attend some face to face sessions and undertake some assessment tasks.

Contact admin@accessinstitute.com.au to enroll and for a **General RPL Kit**.

Note: Candidates must enrol and pay relevant course fees prior to attendance at any classes or assessment of RPL. Payment instalment options are available.

10. Course Overview

The recognised Changing Places Assessor course is delivered, (*with authority from DHHS*) by Access Institute, a nationally Registered Training Organisation, (No 22404), that specialises in training relating to access to the built environment.

The course incorporates a range of learning modules relating to the following:

- What is a Changing Places facility?
- Changing Places V Unisex Accessible toilets
- Changing Places Assessor Roles and Responsibilities
- How to become a Changing Places Assessor
- Who are Specified Professionals?
- What are the prerequisites for Specified Professionals?
- Changing Places Background and History
- Changing Places and the National Construction Code (NCC)
- Overview of the Changing Places Design Specifications 2020
- Review of the 18 Design Features
- Changing Places Certification Process
- Assessment Forms and Records
- Use of the Changing Places Name and Logo
- Where to find Additional Information.

The course is delivered over 3.5 hours, live online via Zoom.

11. Required Reference Materials

Two key references will be used in the course as follows:

1. Access Institute Changing Places Assessor Course Learner Handbook;
2. Changing Places Design Specifications 2020

These references will be made available on the Access Institute Student Portal to all students who have met enrolment conditions.

All candidates must have a copy of the required Reference Materials for use in class. These will not be provided in class.

11.1 Additional Reference Materials

1. AS1428.1 2009: General requirements for access—New building work. Candidates will be required to provide their own copy of AS1428.1 2009. This can be purchased from <https://www.standards.org.au/standards-catalogue/sa-snz/building/me-064/as--1428-dot-1-2009>.

2. The Australian Building Codes Board updated the National Construction Code (NCC) in 2019 (*BCA Volume One, Clause F2.9*) to include a new class of toilet called 'Accessible Adult Change Facilities'. This new class of toilet – based on the Changing Places design – must be included in certain classes of public buildings. Candidates should make themselves familiar with this. The NCC can be downloaded from www.abcb.gov.au
3. It is also recommended that candidates read the **Why's of Access**. This a free publication developed by Access Institute and available on the Student Portal. This outlines the rationale behind the Australian Standards for Access and Mobility and assists in understanding the functional requirements of people with disabilities, that were considered in the development of the Standards for access and subsequently the SDA Design Standard.

It is expected that **all candidates will have a good working knowledge of these documents** as they will not be supplied or taught in the course.

12. After Course Completion

After completion of the Access Institute Changing Places Assessor course, each candidate will receive a **Certificate of Participation** from Access Institute.

Candidates must contact Access Institute at admin@accessinstitute.com.au to request the link to the online exam. Access Institute will issue the candidate with instructions and a link to the online exam.

Once the online exam is successfully completed and **evidence of the Specified Professional prerequisites** has been provided to **Access Institute**, Access Institute will:

- Issue the candidate with a Certificate of Successful Completion Assessor Certificate;
- Issue the candidate with a Changing Places Assessor Registration Form to complete.

In order to register to become Changing Places Assessor, candidates must supply Access Institute with their completed Changing Places Assessor Registration Form.

Access Institute will then register the Assessor and send relevant information and documents to the Assessor, that will enable them to operate effectively as a Changing Places Assessor.

13. About the Online Exam

The '**open-book**' online exam is available to candidates who have completed the course.

The online exam is comprised of 50 multiple choice questions. The multiple-choice questions have only one correct answer. Online exam candidates are required to select one correct answer for each question from a range of answers provided. Online exam candidates are required to gain a **90%** positive result for the open-book, online exam.

All candidates will be advised via email from Access Institute of their result upon completion of the online exam once this has been verified by the Access Institute Exam Assessor.

As the online exam is 'open-book', candidates are permitted to refer to reference materials during the online exam.

All answers to questions in the online exam can be found in either the Course Learner Handbook or the Changing Places Design Specifications 2020.

13.1 Length of the Online Exam

Access Institute anticipates it will take most candidates approximately **1 hour** to complete the online exam, however **up to 3 hours is available**. Once the online exam is started, it must be completed in one sitting. Candidates cannot stop and resume the online exam. If candidates are unable to complete the online exam in the allotted time, the number of correct answers given at the end of the three-hour period will be the result recorded for that candidate.

Candidates have 3 months from course completion date to undertake the online exam. If this does not occur, a candidate will not be eligible to register as a Changing Places Assessor.

14. Course Administration

All Courses are subject to a minimum number of enrolments. Access Institute will endeavor to notify students as early as possible of any course cancellation.

Enrolment in this course is currently via invitation only. Candidates have been targeted who are expected to currently meet Specified Professional prerequisites or who are considered likely to meet these in the foreseeable future.

Candidates must agree to attend the 'face to face' 3.5-hour course, undertake the online exam, meet the Specified Professional prerequisites, register as a Changing Places Assessor and have their details published on the Changing Places Australia website.

15. Further Information and Course Dates for 2021

Please note no Course dates have been scheduled at this time. for 2021. When these are available they will be provided on the Access Institute website at

www.accessinstitute.com.au Further information contact Access Institute at
admin@accessinstitute.com.au or Telephone: (03) 9988 1979