



**Access  
Institute**

Creating exceptional  
opportunities.

**Livable Housing Australia**

**Design Guideline Assessor**

**Course Information Handbook 2020**

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This Course Information and Enrolment Form is designed for the Livable Housing Australia (LHA) Design Guideline Assessor Course only.

**Anyone can undertake the course. However, in order to become a LHA Design Guideline Assessor that can issue the LHA Quality Mark** candidates must:

- Have successfully completed the LHA Design Guideline Assessor approved training program,
- Hold Professional Currency (see Specified Professionals below)
- Hold current Professional Indemnity Insurance
- Have successfully completed an open book, online exam; administered by Access Institute on behalf of Livable Housing Australia.

## 1. LHA Design Guideline Assessor Course Aims

The aim of the LHA Design Guideline Assessor course is to provide appropriate training to candidates wishing to work with the LHA Design Guidelines and to assess plans and dwellings that meet LHA Design Guidelines.

The objectives of the training are:

- to ensure that candidates can undertake relevant assessments of plans and As-Built designs to determine their compliance with the requirements of the relevant LHD Guidelines;
- to ensure that candidates understand and can complete the LHA Design Guideline Assessor process;
- to ensure that candidates can successfully complete the LHA Design Guideline Assessor exam;
- to ensure that candidates understand and can successfully comply with all of the requirements of an LHA Design Guideline Assessor.

## 2. Role of a LHA Design Guideline Assessor

Assessors conduct assessments of dwelling design features against the Elements described in the Livable Housing Design Guidelines.

Each assessment involves a review of plans or as built dwellings against the Elements in the Guidelines.

Assessors systematically collect, analyse and record information about a dwellings' design features to allow a dwelling to be certified as meeting the guidelines.

All specified professionals can make an assessment of a design of a dwelling against the Guidelines, however only LHA Design Guideline Assessors can issue the LHA Quality Mark to certify a design or as built structure complies with the requirements of the LHA Design Guidelines. The definition of a 'specified professional is outlined below.

## Scope of Assessments

LHAs approach reinforces the separate and distinct roles of Assessors and LHA.

It should be noted that LHA **could** come to a different conclusion about compliance of a design or as built structure to the Assessor.

Assessors must consider this carefully when communicating the results of their assessment to clients.

## 3. Who Can Undertake the Course?

**Anyone can undertake the course.** However, only **Specified Professionals** (*listed below*) who have professional currency and current professional indemnity insurance (*\$1M for any single claim and \$2M in aggregate during any one insurance period*) and have undertaken the LHA Design Guideline Assessor course and successfully completed the online exam and are registered with LHA are able to confirm whether a project has met all the requirements.

Only LHA Design Guideline Assessors who meet the course prerequisites **and** have successfully completed the LHA Design Guideline Assessor course **and** online exam **and** are registered with LHA, can award a project the LHA Quality Mark. Only candidates who meet the prerequisites can undertake the online exam.

LHA has determined that the following **Specified Professionals** who undertake the course and successfully complete the online exam can award the LHA Quality Mark.

### Specified Professionals are:

- Architects
- Building Surveyors
- Building Designers
- Access Consultants
- Occupational Therapists
- Builders

These 'specified professionals' are required to meet the following prerequisites.

***(Please note: Access Institute has no discretion in relation to this and cannot provide exemptions for candidates who are not specified professionals and who do not meet the specified LHA prerequisites.)***

## 4. Prerequisites

### 4.1 Prerequisites for Architects

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

### 4.2 Prerequisites for Building Surveyors/Certifiers

Building Surveyors wishing to apply to become Assessors must be accredited in their State or Territory under the National Accreditation Framework, as:

- Building Surveyor (Level 1);
- Building Surveyor Limited (Level 2) or;
- Assistant Building Surveyor (Level 3).

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, 2, or 3) 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 (VBA) as a Building Surveyor Unlimited or Building Surveyor Limited.
- Tasmania - Building Certifiers wishing to apply must be registered with Department of Justice 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 the RTO for them to allow the candidate to undertake the online exam.

### 4.3 Prerequisites for Access Consultants

Access Consultants wishing to apply to become Assessors must either be:

- Accredited members of the Association of Consultants in Access Australia (ACAA) **and** have successfully completed the ACAA Accreditation Test or the ACAA Continuing Accreditation Test; **or**,
- an Accredited Member of ACAA **and** hold the Certificate IV (or Diploma) in Access Consulting, nationally recognised qualification.

### 4.4 Prerequisites for Occupational Therapists

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

As per the skills set required for the role of an Assessor, Occupational Therapists must also provide evidence that they have completed a recognized course of study relating to reading and interpreting plans and specifications. i.e. a Testamur detailing the units of competency, duration of the course and content covered.

### 4.5 Prerequisites for Building Designers

Registration of Building Designers varies from State to State in Australia.

Accordingly, Building Designers who wish to apply to become an Assessor must comply with the following prerequisites:

- NSW/ACT: Accreditation with the Building Designers Association of NSW/ACT.
- Tasmania: Registration with Consumer, Building and Occupational Services in the Architectural - Open, Limited or Restricted classes.
- Queensland: Registration with the Queensland Building and Construction Commission in one of the classes of: Building Design Low Rise, Building Design Medium Rise, or Building Design Open.
- Victoria: Registration with the Victorian Building Authority as a Draftsperson in the category of: Building Design – Architectural (DPAD).

Individual Building Designers from SA, NT, WA who are 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 the RTO for them to allow the candidate to undertake the online exam.

## 4.6 Prerequisites for Builders

Builders in Australia are regulated on a State by State basis.

Accordingly, Builders wishing to apply to be an Assessor must comply with the following relevant prerequisites:

- In Tasmania, you must be registered with Consumer, Building and Occupational Services as a Construction Manager Low Rise, or Construction Manager Medium Rise or Construction Manager Open class.
- In Queensland, you must be registered with the Queensland Building and Construction Commission as a Builder Low Rise, or Builder Medium Rise or Builder Open class.
- In New South Wales, you are required to be licensed with the Department of Fair Trading as a Building Contractor, a Qualified Supervisor or a Nominated Supervisor.
- In Western Australia, you must be registered either as a Building Practitioner or as a Building Contractor with the Building Services Board of the Building Commission.
- In the Northern Territory, you must be registered with the Building Practitioners Board as a Building Contractor Residential Restricted, or Building Contractor Residential Unrestricted
- In the Australian Capital Territory, you must be licensed as a Class A, B or C Builder by the department of Environment and Sustainable Development.
- In Victoria, you must be registered as a Domestic Builder - Unlimited, with the Building Practitioners Board of the Victorian Building Authority. Builders registered as Domestic Builders - Manager, or Domestic Builders - Limited, may apply and will be assessed on a case by case basis.
- In South Australia, you must be registered as a building work supervisor with the Consumer and Business Services Department of the South Australian Government.

## 5. Course Overview

Due to COVID-19 restrictions the LHA Design Guideline Assessor course is delivered over 2.5 hours, in a video/teleconference class environment.

It incorporates a number of learning modules relating to the following:

- LHA History and Aims
- LHD Guidelines
- LHA Certification Process
- Assessment Forms
- Documentation Requirements
- Rulings
- Assessor Registration Process
- Assessor Competency Online Exam Overview

- Where to find Additional Information.

## 6. Required Reference Materials

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

1. Access Institute LHA Design Guideline Assessor Course Learner Handbook;
2. LHA Design Guidelines (Fourth Edition) \*Free  
[http://livablehousingaustralia.org.au/library/SLLHA\\_GuidelinesJuly2017FINAL4.pdf](http://livablehousingaustralia.org.au/library/SLLHA_GuidelinesJuly2017FINAL4.pdf)

Access Institute uses VETtrak, an Integrated Student Management System (SMS) which is a user-friendly way for students to access learning materials linked to their training via the internet.

**Student Portal access will be granted 48 hours prior to course commencement.**

**To gain access to the Student Portal, you will need your details, which will be provided in a separate email - Username and Password. These details will only be provided to students who have met the conditions of enrolment i.e. completed the appropriate Enrolment Form and paid the appropriate Course Fee.**

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

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.

To support high quality training, numbers of students enrolled in each course are limited.

## 7. After Course Completion

After completion of the Access Institute LHA Design Guideline Assessor course, each candidate will receive an **Access Institute Participation Certificate**.

In order to become a Registered LHA Guideline Assessor and to qualify to issue the LHA Quality Mark, candidates who can produce an Access Institute Participation Certificate and meet the LHA Design Guideline Assessor prerequisites relating to their Specified Profession, are required to successfully undertake a



multiple choice, open book, online exam.

Access Institute administers the online exam on behalf of Livable Housing Australia. Once a candidate has supplied their prerequisite evidence and it has been validated by Access Institute, Access Institute will email candidates an invoice for the online exam.

Once payment is received by Access Institute, the candidate will be issued with instructions and a link to the online exam.

Upon achieving the required result for the online exam you will receive an **Access Institute Statement of Successful Completion Certificate** and the required Livable Housing Australia Assessor Application Form you will need to submit directly to Livable Housing Australia to become a Registered LHA Guideline Assessor.

**Please note:** In order to register to become an LHA Guideline Assessor and to qualify to issue the LHA Quality Mark, Candidates must supply Livable Housing Australia with the following documents in their application to become a Registered LHA Guideline Assessor:

- Professional Currency (see 'Specified Professionals' above)
- Current Professional Indemnity Insurance Certificate of Currency
- Access Institute **Participation Certificate**
- Access Institute **Statement of Successful Completion Certificate**
- LHA Assessor Code of Conduct and Procedures Agreement (signed)
- LHA Design Guideline Assessor Registration Application (completed)

## 8. About the Online Exam

The online exam is available to candidates who have completed the course and meet the relevant prerequisites for their Specified Profession.

The exam is an online exam and 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.

The questions are clear and concise and may require the candidate to research materials including the LHA Design Guidelines and the LHA Learner Handbook

*(Each candidate will be granted access to the Student Portal which contains the Course Learner Handbook and the LHA Design Guidelines).*

### **8.1 Length of the Online Exam**

Candidates should plan to complete the online exam in one (1) hour, however up to three (3) hours is available to complete the online exam. Once the 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 (3) hour period will be the result recorded for that Candidate.

## **9. 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. The relevant enrolment fee is required to be paid before any enrolment is confirmed.

To support high quality training, numbers of students enrolled in each course are limited.

## **10. Fees, Charges and Refunds**

### **10.1 Course Fee:**

Total LHA Guideline Assessor Course fee is \$380.00 plus GST.

All fees must be received by Access Institute within 14 working days from the date on the invoice, in order for you to participate in the course.

If you withdraw from a course after Access Institute has confirmed your enrolment, a minimum fee of 50% of the full course fee will apply, if withdrawal occurs more than 14 days prior to course commencement.

If you withdraw from a course within 14 days of the course commencement, 100% of the total course fee will apply.

### **All Course Fees are payable prior to course attendance.**

Access Institute reserves the right to cancel any course at any time. If a course is cancelled by Access Institute ALL of your course fees paid will be refunded. Access Institute reserves the right to change the mode of course delivery as required. i.e. webinar, teleconference, face to face etc.

Access Institute does not however take responsibility for any participant's costs associated with any such cancellation related to airfares, travel or accommodation.

Access Institute policies and further course information can be provided by contacting Access Institute at [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)

Enrolment is not guaranteed or confirmed until fees are received by Access Institute and Access Institute has confirmed enrolment with the candidate via email.

### **10.2 Online Exam Fee:**

In addition to the course fee, if you wish to undertake the LHA Guideline Assessor Online exam, fees are as follows:

Online Exam Fee: \$150.00 (plus GST)

Online Exam Resit Fee: \$50.00 (plus GST).

A candidate can only apply to undertake the online exam once they have completed the course and provided evidence to Access Institute that they meet the prerequisites for their Specified Profession, determined by LHA.

## **11. Course Enrolment Process**

In order to enrol in this course you must:

- **Complete the attached Enrolment Form**
- Send the Enrolment Form by email to [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) or send by mail to P O Box 255, North Melbourne, 3051.
- An invoice will be sent to you via email.
- Once payment is received by Access Institute, confirmation of enrolment will be sent to you via email.
- Further details, course location, course materials and Student Portal details will be forwarded to you upon course confirmation via email.

### **Further Information**

Further information is available at [www.accessinstitute.com.au](http://www.accessinstitute.com.au) or contact Access Institute at [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) or Telephone: (03) 9988 1979