



**Access  
Institute**

Creating exceptional  
opportunities.

**Livable Housing Australia  
Design Guideline Assessor**

**Course Information and  
Enrolment Form 2019**

## Contents

LHA Design Guideline Assessor Course Aims .....	3
Role of a LHA Design Guideline Assessor .....	3
Scope of Assessments .....	4
Who Can Undertake the Course?.....	4
Prerequisites.....	4
Prerequisites for Architects.....	4
Prerequisites for Building Surveyors/Certifiers .....	5
Prerequisites for Access Consultants .....	5
Prerequisites for Occupational Therapists .....	6
Prerequisites for Building Designers.....	6
Prerequisites for Builders.....	6
Course Overview .....	7
Course Completion .....	8
Format of the Online Exam .....	8
Length of the Online Exam .....	9
Course Enrolment Process .....	10
Course Enrolment Form .....	11

## **Please read the following before you proceed**

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

**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,
- Professional Currency (see Specified Professionals below)
- Current Professional Indemnity Insurance
- successfully completed the online competency based exam administered by Access Institute on behalf of Livable Housing Australia.

### **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.

### **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.

## 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 pre requisites **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 pre requisites.)***

## Prerequisites

### Prerequisites for Architects

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

### **Prerequisites for Building Surveyors/Certifiers**

Building Surveyors wishing to apply to become LHA Design Guideline 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 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.

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 into the LHA Design Guideline Course.

### **Prerequisites for Access Consultants**

Access Consultants wishing to apply to become LHA Design Guideline 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.

### **Prerequisites for Occupational Therapists**

Occupational Therapists wishing to apply to become LHA Design Guideline Assessors must be registered in the general registration category (i.e. **not** in the non practicing 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 LHA Design Guideline 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.

### **Prerequisites for Building Designers**

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

Accordingly, Building Designers who wish to apply to become a LHA Design Guideline Assessor must comply with the following prerequisites:

- NSW/ACT: Accreditation with the Building Designers Association of NSW/ACT.
- Tasmania: Registration with Workplace Standards in the Architectural - Open, Limited or Restricted classes.
- Queensland: Registration with the Queensland Building Services Authority 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 the any of the above jurisdictions. This prerequisite must be checked on a case by case basis by Access Institute for them to allow registration into the LHA Design Guideline Course.

### **Prerequisites for Builders**

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

Accordingly, Builders wishing to apply to be a LHA Design Guideline Assessor must comply with the following relevant prerequisites:

- In Tasmania, you must be registered with Workplace Standards 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 Services Authority 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.

### **Course Overview**

The course is 3 hours in duration 'face to face' training.

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.

**All candidates must bring a copy of the LHA Design Guidelines (Fourth Edition) with them to the course for use during the session. These can be downloaded for free from**  
[http://livablehousingaustralia.org.au/library/SLLHA\\_GuidelinesJuly2017FINAL4.pdf](http://livablehousingaustralia.org.au/library/SLLHA_GuidelinesJuly2017FINAL4.pdf)

**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.

### **Course Completion**

On 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 pre requisites, are required to successfully undertake a multiple choice, open book, online exam.

Access Institute administers the online exam on behalf of Livable Housing Australia. Access Institute will email candidates, who have met the LHA Design Guideline Assessor prerequisites, the instructions for sitting 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 Forms you will need to submit directly to Livable Housing Australia to become a Registered LHA Guideline Assessor.

**Please note:** In order 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)

### **Format of the Online Exam**

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

*(The Learner Handbook will be provided to candidates prior to the course and you must bring your own copy of the LHA Design Guidelines)*



### **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.

### **Fees, Charges and Refunds**

#### **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 20% 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, 50% of the total course fee will apply.

If you withdraw from a course, all fees for document assessment undertaken by Access Institute will still be payable. This is \$50 plus GST.

Access Institute reserves the right to cancel any course at any time. If a course is cancelled by Access Institute ALL of your fees paid will be refunded.

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

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

#### **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).

## Course Enrolment Process

In order to enrol in this course you must provide some information about your qualifications and experience, complete the attached Course Enrolment Form and send to Access Institute at [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)

**Step 1: To enrol in this course:**

Complete the attached Enrolment Form.

**Step 2: Attach a copy of the following documents to the enrolment form:**

- A copy of your qualification (that meets the prerequisites of a 'specified professional') and
- Certificate of Currency – Professional Indemnity Insurance

You must then submit these documents to Access Institute:

by email to [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) or send by mail to P O Box 255, North Melbourne, 3051.

**Step 3: Notification of receipt of documents by Access Institute and payment of course fee**

Once these documents are received by Access Institute, an invoice for the course fee will be issued to you. Assessment of your documents will then be undertaken. This will not occur until payment is received by Access Institute. If necessary you will also be contacted by phone by Access Institute if any further information is required.

*Note: A separate invoice will be sent to you for the online Exam Fee subject to meeting the LHA Design Guideline Assessor pre requisites, if you choose to undertake the online Exam*

**Step 4: Confirmation of enrolment**

Once the document assessment is completed, you will be issued with written confirmation of enrolment. You will be provided with further details of the course, as well as any necessary pre-course information.

**Further Information**

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

## Livable Housing Australia Design Guideline Assessor Course Enrolment Form

Please ensure that you have read the Course Information prior to answering all questions in this Enrolment Form. When completed, submit this form to Access Institute as per the details on the last page.

Name (Surname)..... (Given name) .....

Date of Birth Day ..... Month ..... Year .....

Sex  Male  Female

### 1. Residence

What is the address location and postcode of the suburb, locality or town in which you usually live?

Address ..... Postcode .....

Home Telephone ..... Fax .....

Email.....

### 2. Employment

Employer name (if applicable).....

Your current role .....

Employer address .....

Phone ..... Fax .....

Email .....

### Particular Requirements

Do you consider yourself to have a disability, impairment or long term condition?

Yes  No

If Yes, please indicate the areas of disability, impairment or long term condition: (You may indicate more than one area)  Hearing/deaf  Physical  Intellectual

- [ ] Learning [ ] Mental Illness [ ] Acquired Brain Impairment [ ] Vision  
[ ] Medical Condition [ ] Other

If **Yes**, please provide more information so that we can prepare, in consultation with you, the most appropriate support arrangements

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### 3. Education

What is the **'Specified Profession'** that you have attained, that meets the pre requisite requirements to become an LHA Guideline Assessor?

.....

#### Course Dates 2019

**Location: Please tick appropriate**

- |                          |           |   |
|--------------------------|-----------|---|
| <input type="checkbox"/> | Melbourne | 29 March 2019, 9am – 12pm<br>Venue: 369 Royal Parade, Parkville                   |
| <input type="checkbox"/> | Sydney    | 10 April 2019, 9am – 12pm<br>Venue: Portside Centre, 207 Kent Street, Sydney      |
| <input type="checkbox"/> | Brisbane  | 9 May 2019, 9am – 12pm<br>Venue: Southbank TAFE, 66 Ernest Street, South Brisbane |
| <input type="checkbox"/> | Hobart    | 21 May 2019, 9am – 12pm<br>Venue: Grand Chancellor                                |
| <input type="checkbox"/> | Adelaide  | 30 April 2019, 9am – 12pm<br>Venue: TBC   |
| <input type="checkbox"/> | Perth     | 24 July 2019, 9am – 12pm<br>Venue: TBC  |

Accessible venues, public transport and parking close by.

**I understand the terms contained within the Course Information, Enrolment Form and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student of Access Institute.**

**I am responsible for payment of all fees prior to course commencement.**

Authorising Officer: ..... Signature:.....

Email Address for Invoices:.....

**Privacy Statement**

I understand that the Access Institute is required to provide Livable Housing Australia with student activity data which may include information I provide in this enrolment form.

Access Institute may use the information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting, and/or research activities. For these and other lawful purposes, Access Institute may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

For more information in relation to how student information may be used or disclosed please contact the Access Institute on phone 03 9988 1979 or email [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)

**I acknowledge and agree to the terms described in this privacy statement:**

**Applicant signature:** .....

**Tick this box [ ] to confirm acceptance of the privacy statement for online enrolments.**

Personal information on this form is collected solely for the purpose of delivering this course. It is not released to third parties unless it is a requirement for audit or for collection of data by Commonwealth and State Government departments and agencies.

**I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student of Access Institute.**

**Applicant Signature** ..... **Date**.....

**In order to enrol in the LHA Guideline Assessors Course you must also complete the following checklist:**

Your Surname: \_\_\_\_\_

Your First Name: \_\_\_\_\_

	<b>Yes Please tick below</b>
1. Course Enrolment Form attached	
2. If you have a qualification, that meets the pre requisite requirements to become an LHA Design Guideline Assessor, what is it?  _____  I have attached a copy of my qualification that provides evidence that I meet all of the pre requisites  OR  Write not applicable (N/A) in the tick box if you are not intending on, in the future, to apply for registration with Livable Housing Australia as an LHA Design Guideline Assessor.	
3. Registration within my State (if applicable) is attached	
4. Copy of Professional Indemnity Certificate of Currency is attached	
5. This checklist is attached	

6. *Whilst anyone can undertake the course, if you wish to become registered with LHA you MUST meet the pre requisite requirements relating to your 'specific profession' i.e. Qualifications and registration or accreditation with a professional body as outlined in the enrolment form and Learner Handbook and successfully complete the Online Exam.*

I understand that if I cannot meet all of the course pre requisites and supply current documents as listed in this Checklist, that I will not be eligible to sit the Online Exam or to apply to become an LHA Design Guideline Assessor Registered with LHA - **Sign below**

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Note: You are responsible for any original documents sent to Access Institute by mail. If you wish these to be returned to you by registered mail, please include a Registered Mail envelope with your submission.

**Email the enrolment form, this checklist and your documents to [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) or send to Access Institute P O Box 255, North Melbourne 3051**