



**Access  
Institute**

Creating exceptional  
opportunities.

**Accredited Specialist Disability Accommodation  
(SDA)  
Assessor Course**

**Course Information Handbook 2020  
V1.2**

## Contents

1. Accredited SDA Assessor Course Aims .....	3
2. Role of an Accredited SDA Assessor .....	4
3. Who Can Undertake the Course and become an Accredited SDA Assessor? ....	4
3.1 Prerequisites for Architects .....	5
3.2 Prerequisites for Building Surveyors/Certifiers .....	5
3.3 Prerequisites for Access Consultants.....	6
3.4 Prerequisites for Occupational Therapists .....	6
4. Insurance .....	7
5. Individual Accredited SDA Assessors.....	7
6. Prerequisite Evidence.....	7
7. Options for Completing the Certificate IV or Diploma of Access Consulting .....	8
8. Course Overview .....	9
9. Required Reference Materials .....	10
10. After Course Completion .....	10
11. About the Online Exam.....	11
11.1 Length of the Online Exam .....	12
12. Course Administration .....	12
13. Fees, Charges and Refunds.....	12
13.1 Course Fee: .....	12
13.2 Online Exam Fee: .....	13
14. Course Enrolment Process.....	13

This Course Information Handbook is designed for the **Accredited Specialist Disability Accommodation (SDA) Assessor** course only.

**Anyone can undertake the course. However, in order to become an Accredited SDA Assessor that can issue a Certificate of SDA Category Compliance** candidates must:

- have met relevant prerequisites for their specified profession;
- have undertaken the NDIS authorised **Accredited SDA Assessors Course** with Access Institute;
- have successfully completed an open book, online exam;
- hold professional currency;
- hold current Professional Indemnity insurance (*minimum \$5M for any single claim*) and Public Liability insurance (*minimum \$10M*).
- be registered with Livable Housing Australia (LHA)\*\* as an **Accredited SDA Assessor**.

*\*See further details of **Specified Professionals** and relevant prerequisites determined by the National Disability Insurance Agency (NDIA) in this Course Information Handbook.*

*\*\* LHA will be involved in administering the Accredited SDA Assessor program.*

## 1. Accredited SDA Assessor Course Aims

The aims of the **Accredited SDA Assessor** Course are to provide appropriate training to candidates wishing to work with the SDA Design Standard and to assess Designs and Final-as-built dwellings to confirm they meet the **SDA Design Standard** requirements.

The objectives of the training are to:

- ensure candidates are aware of and understand the SDA Design Standard;
- ensure candidates can undertake relevant assessments of Designs and Final-as-built dwellings to determine their compliance with the requirements of the SDA Design Standard;
- ensure candidates understand and complete the Accredited SDA Assessor and dwelling certification processes;
- ensure candidates can successfully complete the Accredited SDA Assessor online exam;
- ensure candidates understand and can successfully comply with all the requirements of an Accredited SDA Assessor.

## 2. Role of an Accredited SDA Assessor

The role of the **Accredited SDA Assessor** is to conduct assessments of Design and/or Final-as-built dwellings against the National Disability Insurance Scheme (NDIS) **SDA Design Standard** to confirm compliance with this Standard.

Each assessment involves a review of the Design or Final-as-built dwelling against the requirements of the SDA Design Standard, utilising a detailed Assessment Form to confirm compliance.

As well as using an **Assessment Form**, Accredited SDA Assessors are also required to gather **evidence** to demonstrate that a dwelling meets the SDA Design Standard. 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 SDA Design Standard.

Accredited SDA Assessors must keep records of their assessments for a minimum of 7 years. These records must be made available to NDIA at any time on request.

An Accredited SDA Assessor is the **only person** who can issue a **Certificate of SDA Category Compliance**, to confirm that the Design and/or Final-as-built dwelling has met all the requirements of the SDA Design Standard.

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

## 3. Who Can Undertake the Course and become an Accredited SDA Assessor?

Whilst anyone can undertake the Accredited SDA Assessors course and undertake the online exam, NDIS has confirmed that only the **Specified Professionals** listed below, that meet nominated **specified prerequisites**, will be eligible to register and to become Accredited SDA Assessors:

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

In order for an individual Specified Professional to become an Accredited SDA Assessor, they must provide evidence of relevant skills, experience and qualifications in their professional area, that underpin the knowledge required to undertake assessment of SDA and have an appropriate level of Professional Indemnity and Public Liability insurances.

This includes:

- reading and interpreting plans and specifications;
- identifying key access requirements on plans and in final-as-built structures;
- competency in reading, interpreting and understanding technical access standards and related requirements;
- applying access principles to accommodation;
- understanding of the functional needs of people with disabilities in accommodation settings;
- disability awareness and terminology;
- understanding of access auditing processes.

Therefore, only the following Specified Professionals, who meet the required prerequisites, outlined below, and who can provide relevant evidence of this, will be eligible to apply to become registered Accredited SDA Assessors.

They must also complete the required Accredited SDA Assessor training program and have successfully completed the Accredited SDA Assessor online, open book exam.

In addition to demonstrating the required skills and experience necessary, these prerequisites also **incorporate minimum qualifications in each professional category**.

### 3.1 Prerequisites for Architects

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

**In addition**, as per the skill set required for the role of an Accredited SDA Assessor, 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.

### 3.2 Prerequisites for Building Surveyors/Certifiers

Building Surveyors wishing to apply to become Accredited SDA Assessors 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 or Level 2)

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 an Accredited SDA Assessor.

**In addition**, as per the skill set required for the role of an Accredited SDA Assessor, 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.

### 3.3 Prerequisites for Access Consultants

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

**In addition**, it is mandatory that Access Consultants must be qualified in Access Consulting and provide evidence that they have completed the **CPP40811 Certificate IV in Access Consulting or CPP50711 Diploma of Access Consulting** nationally recognised qualification.

### 3.4 Prerequisites for Occupational Therapists

Occupational Therapists wishing to apply to become Accredited SDA 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**, as per the skill set required for the role of an Accredited SDA Assessor, 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.

## 4. Insurance

All of the nominated Specified Professionals must provide evidence of valid Professional Indemnity and Public Liability Insurance **to protect the assessor, their clients and the NDIS** in the event of unforeseen negative events resulting from SDA assessments.

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

- Professional Indemnity insurance (*minimum \$5M for any single claim*), and
- Public Liability insurance (*minimum \$10M*).

## 5. Individual Accredited SDA Assessors

It should be noted that Accredited SDA Assessors are Specified Professionals (individuals) only. A company or organisation cannot be an Accredited SDA Assessor.

## 6. Prerequisite Evidence

All Specified Professionals must provide relevant evidence to support the prerequisites in their relevant professional category, in order to apply to become Accredited SDA Assessors with NDIS and registered by LHA.

As indicated below, 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](mailto:admin@accessinstitute.com.au) for further details.

**Note: It should be noted that Access Institute does not have the authority to change or waive any prerequisites, as these are determined and set by NDIS.**

## 7. 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

The face to face courses (delivered via video/teleconference/webinar) commence in 2020 as follows:

- commencing on 13<sup>th</sup> May 2020

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](http://www.accessinstitute.com.au) including Enrolment Forms and Course Information Handbooks. Alternatively contact [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au)  
**Some places are still available in the dates listed above.**

### 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](mailto:admin@accessinstitute.com.au) to enrol and for an **Experienced Access Consultants RPL Kit**.



### Option 3 – Combination RPL and video/teleconference/webinar 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 (delivered via video/teleconference/webinar) and undertake some assessment tasks.

Contact [admin@accessinstitute.com.au](mailto: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.

## 8. Course Overview

The recognised Accredited SDA Assessor course is delivered, (*with authority from NDIS*) 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 NDIA?
- What is NDIS?
- What is SDA?
- What is the SDA Design Standard?
- What is an Accredited SDA Assessor?
- Who are Specified Professionals?
- What are the prerequisites for Specified Professionals?
- What is the process to become an Accredited SDA Assessor?
- SDA History
- SDA and the National Construction Code (NCC)
- SDA Design Standard Overview
- Review of the 25 SDA Design Elements
- SDA Certification Process
- Assessment Forms and Records
- Use of the SDA Name and Logo
- Where to find Additional Information.

The course is delivered over 1/2 day, in a 'face to face' (delivered via video/teleconference/webinar) classroom environment.

## 9. Required Reference Materials

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

1. Access Institute Accredited SDA Assessor Course Learner Handbook;
2. NDIS Specialist Disability Accommodation Design Standard – Edition 1.1-25th October 2019; \*Free, <https://www.ndis.gov.au/providers/housing-and-living-supports-and-services/housing/specialist-disability-accommodation/sda-design-standard>
3. Specialist Disability Accommodation (SDA) Design Standard – Implementation Plan – 31 October 2019;\*Free, <https://www.ndis.gov.au/providers/housing-and-living-supports-and-services/housing/specialist-disability-accommodation/sda-design-standard>
4. 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>.  
It is expected that all candidates will have a good working knowledge of, AS 1428.1 – 2009, as this will not be supplied or taught in the course.

**References 1-3 will be made available on the Access Institute Student Portal to all enrolled students closer to course commencement.**

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

## 10. After Course Completion

After completion of the Access Institute Accredited SDA Assessor course, each candidate will receive an **Access Institute Certificate of Participation**.

**Candidates** must contact Access Institute at [admin@accessinstitute.com.au](mailto:admin@accessinstitute.com.au) to request the link to the online exam. Once payment is received by Access Institute, the candidate will be issued with instructions and a link to the online exam.

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

- Issue candidates with an Accredited SDA Assessor Certificate;
- Issue candidates with an Assessor Registration Form to complete;

- Issue candidates with the SDA Assessor Code of Conduct and Procedures Agreement to sign;
- Provide candidates details to LHA.

**Please note:** In order to register to become an Accredited SDA Assessor, candidates will need to supply LHA with the following documents:

- Completed Accredited SDA Assessor Registration Form (completed);
- Evidence of Professional Currency relating to the candidates Specified Profession;
- Certificate of Currency for Professional Indemnity Insurance and Public Liability Insurance;
- Access Institute **Certificate of Participation;**
- Access Institute **Accredited SDA Assessor Certificate;**
- Accredited SDA Assessor Code of Conduct and Procedures Agreement (signed).

## 11. About the Online Exam

The online exam is available to candidates who have completed the course and payment of the appropriate fee is received by Access Institute. It is open book.

The online exam is comprised of 100 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.

### **Recommended reference materials include:**

- Accredited SDA Assessor Course Learner Handbook; and
- NDIS Specialist Disability Accommodation Design Standard – Edition 1.1- 25<sup>th</sup> October 2019;
- Specialist Disability Accommodation (SDA) Design Standard – implementation Plan – 31 October 2019;
- AS1428.1 2009: General requirements for access—New building work.

### **11.1 Length of the Online Exam**

Access Institute anticipates it will take most candidates approximately **1.5 - 2 hours** 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 4 months from course completion date to undertake the online exam.** If this does not occur, a candidate will be required to undertake the course again in order to undertake the online exam again.

## **12. 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.

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

### **13.1 Course Fee:**

The Accredited SDA Assessor Course fee is \$650.00 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.

### 13.2 Online Exam Fee:

In addition to the course fee, if you wish to undertake the Accredited SDA 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.

**Please note: An Accredited SDA Assessor Certificate will only be issued to candidates who have successfully completed the online exam and provided evidence to Access Institute that they meet the prerequisites for their Specified Profession as determined by NDIS.**

## 14. 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 and fee payment, 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