

National Register Access Consultants

The Construction Industry Council, 2nd Floor, The Building Centre, 26 Store Street, London, WC1E 7BT
Tel: 020 7399 7417

info@nrac.org.uk www.nrac.org.uk

Stage Two

Initial review submission Form

Please complete this form and return it with your stage two submission.

Name		
Telephone		
Email		
NRAC reference Number		
Applying for	Consultant:	Auditor:

Checklist

Please ensure that all of the following are included with your digital submission.

Ensure all documents, CDs, discs, photographs etc. are clearly marked with your name and NRAC reference number

Item	Copies	Office use
Access audit report and supplementary information		
Experience Appraisal		
Core Competency Report Please use the format provided that includes reference and description of competence		
CV (single side A4)		
Completed diversity monitoring form		
Copies of relevant academic and training certificates		
Proof of professional indemnity insurance to cover access consultation or auditing work as appropriate.		
Application fee of £246.00 (Re-application £150.00) Please make a BACS payment to the bank account below: Account name: National Register of Access Consultants Account no.: 42301695 Sortcode: 40-07-07 Please quote prefix NRAC and your initials as a reference. All application fees are non-refundable.		

Please inform us if your contact address has changed since submitting your Stage One Application.

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Declaration

I confirm that the information that I have given in this submission is true and correct and that the audit report is my own work, with any assistance in the conduct of the audit or preparation of the report being acknowledged in the audit report.

I confirm that I have read the NRAC Codes of Practice and will agree to abide by them should my application be successful.

Print name: _____

Date: _____

Signed

Please note that any personal data provided in this form and any other documents submitted in relation to your application will be seen by members on the NRAC assessment panel and advisory group. Panel members will receive a copy of your application documents for evaluation purposes, and to provide feedback to assist you throughout your application.

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Equal Opportunity Monitoring

Age band	Under 25	<input type="text"/>
	25 – 35	<input type="text"/>
	36 – 45	<input type="text"/>
	45 – 60	<input type="text"/>
	Over 60	<input type="text"/>
	Do not wish to disclose	<input type="text"/>

Gender	Female	<input type="text"/>
	Male	<input type="text"/>
	Do not wish to disclose	<input type="text"/>

Nationality and ethnic origin

What is your nationality?	<input type="text"/>
Do not wish to disclose	<input type="text"/>
What is your ethnic origin?	<input type="text"/>
Do not wish to disclose	<input type="text"/>

In which of the following fields have you been most recently employed or self-employed?

Architecture	<input type="text"/>	Health and safety	<input type="text"/>
Access auditing	<input type="text"/>	Local authority	<input type="text"/>
Occupational health	<input type="text"/>	Surveying	<input type="text"/>
Building	<input type="text"/>	Do not wish to disclose	<input type="text"/>
Other:	<input type="text"/>		

Under the Equality Act (2010) a person is considered to have a disability if he/she has a physical or mental impairment, which has a substantial and long-term effect on his/her ability to carry out normal day-to-day activities.

Do you have a disability?	Yes	<input type="text"/>
	No	<input type="text"/>
	Do not wish to disclose	<input type="text"/>

Do you have any access requirements that need to be considered as part of the written application submission, and attendance at the assessment interview?

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Criteria for Access related piece of work

This work (or works) should be carefully chosen to demonstrate that you meet the core competence and experience requirements. It could include one or two of the following (a single submission, however, is preferred), though other access-related work will be considered:

- an audit report
- a design appraisal
- an access statement
- a policy document

The following criteria are based on submission of an audit report. Whatever piece of work is submitted it must adequately demonstrate your professional competence as an Access Auditor or Consultant to the interview panel

The audit should be of:	
an existing building used by the general public	
a moderately sized building of reasonable complexity, which provides a variety of functions and services, and includes a public WC facility	
The audit report should:	
be a critical appraisal in tabular or narrative format, not just a checklist or an annotated checklist.	
assess management issues and provision of the service in addition to the physical premises.	
include the legislative context	
Include an executive summary outlining key issues and recommendations	
include the client brief/scope of works	
include the audit methodology and structure	
include references to relevant design criteria, standards and guidance	
include sufficient detail, analysis and discussion (including detailed measurements)	
include a bibliography of references	
have been completed within the last six months	
should ensure the audit report includes prioritised and categorised recommendations (for applicants for NRAC Consultant)	

The following guidelines are provided to assist your submission of an audit report that:

- demonstrates your knowledge
- is useful for a client (professionally presented with clear recommendations)

What type of building is appropriate for an NRAC submission?

The audit should be of an existing building (not a design appraisal):

- at least part of which is used by the general public
- of more than one storey, or accommodate a significant change in level
- moderately sized, of reasonable complexity, providing a variety of functions and services, including a public WC facility
- the audit should have been completed within the last six months (in order to demonstrate familiarity with current good practice and guidance)

An access audit should allow the client to:

- assess a building or service against the current standards of accessibility
- develop an appropriate strategy to provide and manage an accessible environment
- effectively plan future works
- avoid unnecessary expenditure

(Do not assume that your client has access to the relevant guidance and legislation).

The report should:

- include the client brief/scope of works
- include the audit methodology and structure
- identify and provide advice on the legislative context, including which parts of the legislation are relevant to the audit, and the time-frames for these
- include an executive summary outlining key issues and recommendations
- be comprehensive and identify all relevant access issues as far as possible, demonstrating an understanding of a variety of user needs and a range of disabilities. These should be in sufficient detail to be useful and appropriate to the client, with reference to current and relevant good practice, design criteria, standards and guidance and experience of user needs. This probably means providing detailed measurements and comparing existing to best practice, guidance and standards.
- measurements and observations should be documented
- identify alternative solutions and options, with adequate analysis and guidance on priorities
- provide guidance on what may be considered to be reasonable, so that the client is aware of the range of options open to them in terms of management issues and design.
- include prioritised and categorised recommendations

The report should be professionally presented and should include:

- a contents page
- the date the audit was carried out and the date of report
- conditions under which the audit was conducted
- page numbers

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- an executive summary
- the client's brief and the scope of report
- a confidentiality clause
- a disclaimer
- explanation of abbreviations/references
- a bibliography or list of references and guidance used
- relevant appendices (such as if guidance other than standard ones used)
- no inaccuracies, grammatical, spelling or typing errors

Management issues to discuss within the report may include:

- management of accessible parking spaces
- maintaining unobstructed routes
- maintenance of door pressures/automatic door opening mechanisms
- maintenance of signs/lighting
- maintenance and knowledge of use of induction loops/platform lifts etc
- staff training

Legal aspects of report

- be aware that the audit report may be used as evidence in future litigation; according to the EHRC, "Acting on the results of an access audit may reduce the likelihood of legal claims against the service provider".
- always include a disclaimer against guaranteeing compliance with the Equality Act 2010

Report formats

The NRAC does not recommend any particular format and the emphasis is on clarity and usefulness to a client. However, the checklist format is not acceptable, as it does not provide sufficient detail or scope for discussion of issues and solutions.

Common pitfalls:

- use of inappropriate terminology such as :
 - compliance or 'comply with DDA/ EA'
 - fail or meet DDA/ Equality Act standards
 - fully accessible
 - not accessible to disabled people
- inappropriate language likely to give offence, not reflecting current good practice. For example, describe facilities as 'accessible' rather than 'disabled'. Avoid using terminology that stereotypes people, or has negative connotations, such as 'the deaf', 'wheelchair bound' or 'the disabled'. Instead, use 'Deaf people', 'visually impaired people', 'wheelchair users' and 'disabled people'
- irrelevant and inappropriate checklists
- Including copyrighted photocopies from published documents/books.

Professional Interview

Purpose

The interview assesses whether you satisfy the core competences and experience objectives for becoming an NRAC Member.

Reasonable adjustments

Applicants are requested to please inform the NRAC Administrator of any reasonable adjustments that you may require prior to the interview date.

Originals of professional indemnity and professional certificates

You are requested to please bring these with you to the interview.

Interview panel

You will be interviewed by an admissions panel comprising of three assessors, one of whom will chair the panel. The NRAC Administrator, or representative, will be present during the interview as an observer but will not partake in the assessment. The assessors will be NRAC Members or members of the NRAC Management Board.

Interview structure

The interview will take approximately 45 minutes.

You are asked to start with a 10-minute verbal presentation. The presentation should be structured to expand on your abilities and experience in the access field. It is intended to be an informal presentation and overhead projectors or flip-charts will not be available. You are requested to not exceed the time allotted.

This will be followed by the interview, after which you will be asked if you wish to add anything or correct any aspect of your presentation or answers.

Interview content

The panel will use structured questions to evaluate your skills, abilities and experience against the criteria listed in this document. They are likely to refer to and ask you questions on issues identified from the submitted audit report. It is recommended that you bring a copy of your audit report with you to refer to if needed.

It is important that you demonstrate that you understand how people with various disabilities, including mobility, sensory and cognitive impairments, interact with the environment. Applicants should demonstrate an understanding of the needs arising from a range of disabilities.

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It is essential for you to demonstrate that you understand customer service and management issues as these play a large role in accessibility.

You need to be familiar and up to date with the Equality Act 2010, amendments, and associated Codes of Practice, and with current good practice and relevant standards and criteria used in the access field.

Assessment

Following the interview, the panel will discuss the applicant's interview and written submissions and recommend whether the applicant should be accepted as a member. The recommendation is based solely on the applicant's ability to demonstrate that they meet the NRAC criteria.

The recommendation can be to accept, reject or defer acceptance, subject to conditional criteria, which can be additional CPD or resubmission of an audit report.

You will be informed of the outcome of the interview within seven working days, and will be given feedback and advice on continuing professional development.