



**Australian Government**

# **SIS40110 Certificate IV in Community Recreation**

**Release 4**

## SIS40110 Certificate IV in Community Recreation

### Modification History

The release details of this qualification are in the table below. The latest information is at the top.

Release	Comments
4	Imported units updated: BSBHRM501B Manage human resources services replaces BSBHRM501A Manage human resources services HLTAID006 Provide advanced first aid replaces HLTF402C Apply advanced first aid
3	Editorial updates. Updated units.
2	SISCAQU202A Perform basic water rescues, added to aquatics electives

### Description

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions within the community recreation sector including working independently at a broad range of venues/environments such as leisure centres and pools, with a variety of different client groups. Persons with this level of competency have the ability to plan, conduct and evaluate activities of others and to deal with unpredictable and non-routine situations and provide leadership and guidance to staff.

#### Job roles

The following are indicative job roles for this qualification:

- duty manager
- program coordinator
- recreation coordinator
- swim school coordinator

### Pathways Information

This qualification is suitable for an Australian Apprenticeship pathway.

## **Licensing/Regulatory Information**

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of endorsement.

## **Entry Requirements**

There are no entry requirements for this qualification.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills required by the sport and recreation industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with stakeholders to determine their specific requirements; analysing written information on community recreation participation patterns; preparing accurate records or reports on activities undertaken; completing staff rosters; clarifying instructions to staff; negotiating acceptable solutions to client or staff requests and complaints.
Teamwork	Providing leadership to a team of workers; monitoring worker progress and providing assistance where necessary; recognising and adapting appropriately to cultural and language differences in the workplace and community; promoting compliance with legal obligations; acknowledging accountability to senior management and working collaboratively with other community recreation personnel and stakeholders.
Problem-solving	Identifying and mitigating hazards and risks related to sport and recreation activities and facilities; clarifying the extent of, and resolving problems through negotiating with clients in a sensitive and culturally appropriate manner; dealing with unpredictable and non-routine situations; planning, strategy and resource allocation to design activities to meet client needs; research into community needs.
Initiative and enterprise	Identifying and discussing a range of activity or program enhancements to improve client satisfaction and organisation or facility profitability; engaging colleagues in sharing work-place knowledge; actively engaging with community leaders to build relationships; reflecting on own work practices for improvement; monitoring activities and programs for emerging risks.
Planning and organising	Collecting, analysing and recording information to provide efficient planning for community recreation programs and activities; setting work priorities and scheduling staff daily work activities to meet deadlines; preparing program plans and coordinating recreation activities; implementing and monitoring occupational health and safety policies.
Self-management	Understanding the organisation, own role and operating within limits of authority; critically reviewing own strengths and

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	weaknesses; actively seeking and reflecting on feedback on own performance; building industry and community networks to regularly update knowledge and skills.
Learning	Identifying and accessing sources of research on community recreation; contributing to a learning environment through openly sharing knowledge and experiences; accessing internal and external professional development opportunities; updating knowledge and skills to accommodate changes in community recreation programming.
Technology	Understanding and utilising the operating capability of computer systems and software for community recreation programming; using information technology to assist in communication and support management and planning functions.

## Packaging Rules

19 units must be completed:

- 11 core units
- 8 elective units, which may be selected from the electives listed in this qualification or from SIS10 which are packaged at AQF level 3, 4 or 5; up to 3 of these units may be selected elsewhere in SIS10 or from any current accredited course or other Training Package, and must be first packaged at AQF level 4.

In all cases selection of electives must relate to the core function or role of the candidate's current or intended work environment, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

<b>Core (11)</b>	
BSBWOR404B	Develop work priorities
HLTFA301C	Apply first aid
ICAICT203A	Operate application software packages
SIRXMGT001A	Coordinate work teams
SISCCRD304A	Work with key stakeholders
SISXCCS404A	Address client needs
SISXEMR402A	Coordinate emergency responses
SISXIND404A	Promote compliance with laws and legal principles
SISXOHS402A	Implement and monitor occupational health and safety policies
SISXRES402A	Support implementation of environmental management practices
SISXRSK301A	Undertake risk analysis of activities
<b>Electives (8)</b>	
<b>Aquatics</b>	
SISCAQU201A	Monitor pool water quality
SISCAQU202A	Perform basic water rescues
SISCAQU303A	Operate aquatic facility plant and equipment
SISCAQU304A	Maintain pool water quality

SISCAQU305A	Implement aquatic facility plant and equipment maintenance program
SISCAQU307A	Perform advanced water rescues
SISCAQU308A	Instruct water familiarisation, buoyancy and mobility skills
SISCAQU309A	Instruct clients in water safety and survival skills
SISCAQU310A	Instruct swimming strokes
SISCAQU311A	Foster the development of infants and toddlers in an aquatic environment
SISCAQU312A	Assist participants with a disability during aquatic activities
SISCAQU414A	Develop pool water maintenance procedures
SISCAQU415A	Develop aquatic facility maintenance procedures
SISCAQU416A	Coordinate lifeguard service at an aquatic facility
SISCAQU417A	Operate self-contained breathing apparatus in an aquatic facility
<b>Community Recreation Development</b>	
SISCCRD301A	Facilitate community development through recreational activities
SISCCRD302A	Recruit and manage volunteers
SISCCRD303A	Facilitate inclusion for people with a disability
<b>Community Recreation Operations</b>	
SISCCRO302A	Apply legal and ethical instructional skills
SISCCRO304A	Plan and conduct disability recreation programs
<b>Cross Sector</b>	
SISXCAI304A	Plan and conduct sport and recreation programs
SISXCCS402A	Coordinate client service activities
SISXCCS403A	Determine needs of client populations
SISXFAC404A	Coordinate facility and equipment acquisition and

	maintenance
SISXIND403A	Analyse participation patterns
SISXIND405A	Conduct projects
SISXIND406A	Manage projects
<b>Fitness</b>	
SISFFIT311A	Deliver approved community fitness programs
<b>Sports Administration</b>	
SISSSDE503	Develop volunteer management policies
<b>Imported</b>	
BSBHRM401A	Review human resources functions
BSBHRM402A	Recruit, select and induct staff
BSBHRM501B	Manage human resources services
BSBSMB407A	Manage a small team
HLTAID006	Provide advanced first aid
PSPROC414A	Manage contracts
PUAEME003C	Administer oxygen in an emergency situation