



Australian Government

Department of Education, Employment and Workplace Relations

SIS50410 Diploma of Sport and Recreation Administration

Release: 2

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Modification History

Not Applicable

Description

This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in an administrative or organisational capacity in locations such as fitness centres, outdoor sporting grounds or complexes or aquatic centres. Persons with this level of competency would manage the ancillary functions required to ensure the effective provision of specific services and programs and have a high degree of autonomy.

Job roles

- facility manager
- administration manager

Pathways Information

Not Applicable

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 client populations and staff to determine their specific requirements; analysing documentation on sport and recreation facility maintenance; preparing accurate financial records; completing staff rosters; clarifying instructions to staff; negotiating acceptable solutions to client population or staff requests and complaints.
Teamwork	Providing leadership to a team of workers; monitoring staff performance and providing advice to improve performance; providing guidance to facility, sport and recreation personnel to achieve agreed goals; promoting compliance with legal obligations; recognising factors that may cause interpersonal relationship problems and assisting appropriately to avoid or overcome the identified problems.
Problem-solving	Managing organisational, administrative or facility risks; clarifying the extent of, and resolving problems through negotiating with staff or facility users in a sensitive and culturally appropriate manner; planning, strategy and resource allocation to manage the ancillary functions to provide sport and recreation services and programs; research into client population needs.
Initiative and enterprise	Responding to change and demonstrating leadership in change management; identifying clear priorities for action; identifying and implementing a range of facility or administration enhancements to improve client satisfaction and organisation or facility profitability; facilitating the sharing of work-place knowledge; reflecting on own work practices for improvement; monitoring activities for emerging risks and trends.
Planning and organising	Collecting, analysing and recording information to provide efficient planning for sport and recreation organisations and facilities; managing multiple tasks and resources simultaneously to coordinate staff work activities to meet deadlines; leading processes which contribute to the establishment of key directions for the organisation; preparing facility plans; developing and monitoring occupational health and safety policies.

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Self-management	Understanding the organisation, own role and operating autonomously within limits of authority; critically reviewing own strengths and weaknesses; assessing feedback on own performance and determining strategies for improvement; building industry networks to regularly update knowledge and skills.
Learning	Identifying and accessing sources of research on the sport and recreation industry; 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 sport and recreation administration or facility management.
Technology	Understanding and utilising the operating capability of computer systems and software for sport and recreation administration or facility management; assessing new technologies for suitability for own situation; using information technology to assist in communication and support management and planning functions.

Packaging Rules

19 units must be completed:

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

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).

Core (9)	
BSBADM502B	Manage meetings
ICAU3126B	Use advanced features of computer applications
SISXCCS402A	Coordinate client service activities
SISXCCS403A	Determine needs of client populations
SISXIND404A	Promote compliance with laws and legal principles
SISXIND406A	Manage projects
SISXIND507A	Manage education initiatives
SISXOHS503A	Establish and maintain occupational health and safety systems
SISXRSK502A	Manage organisational risks
Electives (10)	
BSBADM504B	Plan or review administration systems
BSBADM506B	Manage business document design and development
BSBFIM501A	Manage budgets and financial plans
BSBFIM502A	Manage payroll
BSBHRM501A	Manage human resources services
BSBHRM502A	Manage human resources management information systems
BSBHRM503A	Manage performance management systems
BSBHRM505A	Manage remuneration and employee benefits

BSBHRM506A	Manage recruitment selection and induction processes
BSBHRM507A	Manage separation or termination
BSBHRM509A	Manage rehabilitation or return-to-work programs
BSBLED502A	Manage programs that promote personal effectiveness
BSBMGT502B	Manage people performance
BSBMKG501B	Identify and evaluate marketing opportunities
BSBMKG502B	Establish and adjust the marketing mix
BSBMKG514A	Implement and monitor marketing activities
BSBWOR501A	Manage personal work priorities and professional development
BSBWRK509A	Manage industrial relations
CHCDIS507C	Design and adapt surroundings to group requirements
CHCDIS511A	Coordinate services for people with disabilities
CHCYTH505D	Support youth programs
CHCYTH608C	Manage service response to young people in crisis
FNSACCT504B	Prepare financial reports for a reporting entity
FNSACCT505B	Establish and maintain accounting information systems
FNSACCT506B	Implement and maintain internal control procedures
SISCCRD302A	Recruit and manage volunteers
SISOODR506A	Evaluate policy for an outdoor organisation
SISSCGP308A	Provide drugs in sport information
SISSSPA507A	Develop volunteer management policies
SISXCAI507A	Implement high performance training programs
SISXFAC404A	Coordinate facility and equipment acquisition and maintenance
SISXFAC506A	Manage stock supply and purchase
SISXRES403A	Use resources efficiently

