



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SISOODR201A Assist in conducting outdoor recreation sessions**

**Release: 2**

## **SISOODR201A Assist in conducting outdoor recreation sessions**

### **Modification History**

Not Applicable

### **Unit Descriptor**

This unit describes the performance outcomes, skills and knowledge to assist in the conduct of outdoor recreation sessions under the direct supervision of a responsible person. This unit focuses on the application of skills to contribute to the safe conduct of outdoor recreation sessions and undertake monitoring of personal performance.

### **Application of the Unit**

This unit applies to those who work as assistant outdoor leaders or assistant instructors under direct supervision and in field locations.

This unit applies to assistant outdoor recreation leaders working for outdoor education or adventure providers, volunteer groups, not-for-profit organisations or government agencies.

### **Licensing/Regulatory Information**

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

### **Pre-Requisites**

Nil

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

### Elements and Performance Criteria

#### ELEMENT

#### PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the Evidence Guide.

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|--|---|
| 1. Access the session plan.                          | <p>1.1. Confirm the <i>aim</i> of the <i>session</i> and <i>logistical arrangements</i> with the <i>responsible person</i>.</p> <p>1.2. Contribute <i>suggestions</i> towards the session and clarify points which are not clear with a responsible person.</p> <p>1.3. Confirm final arrangements with the person responsible for the session.</p> <p>1.4. Check working order and suitability of equipment for the session according to instructions of responsible person and <i>organisational policies and procedures</i>.</p>   |
| 2. Assist in preparing participants.                 | <p>2.1. Check <i>participants'</i> dress or equipment for suitability in consultation with the responsible person.</p> <p>2.2. Assist participants to understand rules, codes and organisational health and safety requirements.</p> <p>2.3. Assist clients for the session according to organisational policies and procedures.</p> <p>2.4. Refer any <i>situations and or occurrences</i> outside of the area of responsibility to the responsible person.</p>  |
| 3. Assist in conducting and supervising the session. | <p>3.1. Respond to participant queries and difficulties according to organisational policies and procedures.</p> <p>3.2. Assist participants to gain skills, techniques and knowledge according to <i>relevant legislation</i> and organisational policies and procedures.</p> <p>3.3. Assist participants to use equipment according to directions of responsible person and organisational policies and procedures.</p> <p>3.4. Monitor equipment for damage and refer damaged equipment to the responsible person as required.</p> <p>3.5. Refer any points of knowledge, skill or technique beyond own level of ability to the responsible person</p> |

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	according to organisational policies and procedures.
	3.6. Monitor participants' performance and remind participants of the rules and codes as required.
	3.7. Reinforce techniques and skills as directed by the responsible person.
4. Assist in preparing participants to end the session.	4.1. Assist clients according to organisational policies and procedures.
	4.2. Check issued equipment for wear and tear and refer any problems to the responsible person.
	4.3. Encourage clients to provide feedback on session to the responsible person.
	4.4. Explain time, location and content of future sessions to participants.
5. Assist in evaluating the session.	5.1. Seek feedback on session from participants and convey to appropriate staff.
	5.2. Provide personal feedback on the outcomes of the session to the responsible person.
	5.3. Review own work performance and identify potential improvements in consultation with the responsible person.

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- communication skills to:
  - contribute suggestions for the sessions
  - clarify and confirm arrangements with responsible staff
  - interact with participants
  - convey information about the session and feedback from participants
- problem-solving skills to:
  - identify and report problems related to
  - implement contingencies in response to situations arising beyond area or responsibility
- self management skills to:
  - recognise and act within boundaries of role and responsibilities
  - review and evaluate session outcomes in relation to personal performance
- literacy skills to interpret and seek clarification on session plans.

### Required knowledge

- legislation and organisational policies and procedures to enable safe conduct of the outdoor recreation session
- potential hazards associated with the session to enable safe conduct of the session
- techniques and skills appropriate to the session to ensure participant needs are safely met according to their abilities and needs
- safe and appropriate dress and equipment to enable safe conduct of activities according to session requirements
- techniques appropriate to the session or activity to enable safe conduct of activities according to session requirements
- safety standards for equipment to enable correct use by participants.

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- identifies, confirms and carries out assigned duties according to own level of responsibility and refers to appropriate personnel regarding areas outside level of responsibility
- carries out allocated tasks according to instructions of responsible person and reports any difficulties in carrying out arrangements for the planned session to the appropriate personnel
- interacts with participants positively and conveys necessary information about essential aspects of the session to enable and encourage participants to fully participate and provide feedback on the session
- contributes to the evaluation of the session, suggests how it could be improved and reflects on own work performance.

#### Context of and specific resources for assessment

Assessment must ensure participation in multiple outdoor recreation sessions that demonstrate ways in which the candidate supports the conduct of the sessions and to ensure competency and consistency of performance.

Assessment must also ensure access to:

- a range of outdoor recreation environments and programs with provision to assist with suitable tasks, activities and equipment
- equipment and resources required for the conduct of the sessions
- participants with varying needs
- outdoor recreation environments
- responsible staff
- documentation such as session plans and organisational policies and procedures.

#### Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of interacting with a range of participants, including conveying information for

safe participation in sessions and assisting in conduct and supervision of sessions according to own level of responsibility

- observation of dealing with contingencies such as situations arising beyond area or responsibility
- oral or written questioning to assess knowledge of techniques and activity skills in relation to assisting to conduct a session
- third-party reports from a supervisor detailing appropriate work performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXOHS101A Follow occupational health and safety policies
- relevant activity specialisation units.

## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Aim*** may include:

- self improvement
- fitness targets
- lifestyle adjustments
- comfort or discomfort levels
- social.

***Session*** may include:

- a task, activity, exercise or outdoor experience
- a component of a sequenced program of individual sessions
- individual or group.

***Responsible person*** may include:

- supervisor
- activity leader.

***Logistical arrangements*** may include:

- site or location
- equipment
- food requirements
- water needs and usage
- clothing requirements
- access to facilities.

***Suggestions*** may include:

- content of activity
- methods of working with participants
- timing and sequencing of component parts of session.

***Organisational policies and procedures*** may include:

- occupational health and safety
- responsibilities of staff
- incident reporting
- staff behaviour.

***Participants*** may include:

- experienced
- inexperienced
- adults
- children.

***Situations and or occurrences*** may include:

- hazards associated with the activity
- problems with equipment.

***Relevant legislation*** may include:

- occupational health and safety
- permits or permission for access



- environmental regulations
- marine regulations.

## **Unit Sector(s)**

Outdoor Recreation

## **Competency Field**

Outdoor Recreation