



**Australian Government**

# **SISXCAI101A Provide equipment for activities**

**Release: 3**

## SISXCAI101A Provide equipment for activities

### Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
3	Updated. Reduction of repetition. No changes to competency outcome.

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to prepare, use and store equipment for activities.

### Application of the Unit

This unit applies to those who work as assistants under direct supervision in a range of roles and settings in the sport, fitness and recreation industry. This may include those working as assistants in after-school or holiday-care programs in a range of locations, those assisting with coaching activities, or those undertaking a supporting role in indoor recreation activities and outdoor recreation activities, such as camps and other guided activities.

### Licensing/Regulatory Information

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

### Pre-Requisites

No applicable.

### 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.
1. Identify equipment needs and requirements.	1.1 Identify <b><i>equipment</i></b> required by participants for the session. 1.2 Check availability of required equipment.
2. Issue and set up equipment.	2.1. Explain information regarding hire and deposit charges, where appropriate. 2.2 Collect and store money for hire charges and deposits and record details. 2.3 Remove required equipment from store. 2.4 Issue correct and suitable equipment and provide assistance with fitting and use where necessary. 2.5 Explain the safe use of equipment to participants. 2.6 Set up activity equipment according to supervisor instructions. 2.7 Monitor safe use of equipment for intended purposes and report problems to supervisor. 2.8 Adopt specified lifting techniques and handle equipment in a manner to avoid damage to the equipment and injury to self and other staff. 2.9 Check the work environment and equipment for <b><i>damage or deterioration</i></b> and report where appropriate to supervisor.
3. Dismantle and check in equipment.	3.1 Dismantle equipment safely. 3.2 Assess equipment for damage and, where damage or deterioration has occurred, promptly report to supervisor. 3.3 Carry out minor repairs as directed within own role and responsibility. 3.4 Account for or report missing equipment to supervisor. 3.5 Return deposits to the participant on receipt of the equipment and make a suitable deduction where damage to the equipment is evident. 3.6 Withdraw and correctly dispose of equipment with expired life spans.
4. Store equipment.	4.1 Place equipment in allocated storage area.

- 4.2 Maintain storage area in a clean and tidy condition.
- 4.3 Maintain records of stored equipment.
- 4.4 Secure equipment.
- 4.5 Maintain necessary access and egress to fire doors and exits in the case of an emergency.
- 4.6 Prepare equipment for the next session.

## Required Skills and Knowledge

### Required skills

- communication skills to:
  - convey information to participants about safe use and hire of equipment
  - report equipment damage and inappropriate use to supervisor
- planning and organising skills to:
  - confirm availability of required equipment
  - set up equipment for session and monitor its use
  - store and account for equipment
- literacy skills to:
  - record participant hire details
  - document damaged equipment
  - maintain records of equipment
- numeracy skills to collect and return equipment hire deposits.

### Required knowledge

- organisational policies and procedures to enable safe equipment use, maintenance and storage
- equipment specifications and instructions for identified activities to enable the selection and use of appropriate equipment
- equipment testing and checking techniques, as specified by manufacturer or organisation, to enable confirmation of the safety of equipment
- organisational recording and reporting systems for establishing and maintaining records of equipment use and maintenance
- storage requirements for identified equipment, as specified by manufacturer or organisation to enable equipment to be stored safely and securely.

## 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 ability to:

- identify, confirm and carry out assigned duties according to own level of responsibility and according to organisational policies and procedures,
- refer matters outside level of responsibility to appropriate personnel
- carry out allocated tasks according to instructions of supervisor and report any difficulties with accessing and providing equipment for the planned sessions
- convey information about essential safety aspects of equipment use for the session to assist and encourage participants to safely participate in the session.

#### Context of and specific resources for assessment

Assessment must ensure:

- provision and maintenance of equipment for multiple sport, fitness and recreation sessions to ensure consistency of performance.

Assessment must also ensure access to:

- organisational policies and procedures as they apply to the use and maintenance of equipment
- an environment or facility appropriate to the specific activity
- equipment and resources required for the delivery of the activity
- documentation and specifications for equipment use.

#### 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 preparing equipment for an activity
- observation of interacting with a range of participants, including conveying information for safe use of equipment and processing hire charges
- observation of dealing with contingencies, such as unavailability of equipment or inappropriate behaviour of participants
- oral and or written questioning to assess knowledge of equipment testing and checking techniques

- portfolio detailing evidence of written reports of equipment damage
- third-party reports from a supervisor detailing appropriate work performed by the individual.

### **Guidance information for assessment**

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

- SISXCAI102A Assist in preparing and conducting sport and recreation sessions.

## **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.

*Equipment* may include:

- activity-specific
- safety
- personal.

*Damage or deterioration* may include:

- damage to fabric
- missing parts
- failure to operate
- structural faults.

## **Unit Sector(s)**

Cross-Sector.

## **Competency Field**

Coaching and Instruction