



**Australian Government**

# **SITTTOP001 Load touring equipment and supplies**

**Release: 1**

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## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to identify, prepare and check touring equipment and supplies.

The unit applies to tour operators. Tours may be day or extended, involve one or more destinations and could use any form of transportation. Individuals working with some independence under limited supervision prepare and check touring equipment. This could include operations coordinators and guides. The unit also applies to owner-operators of small organisations.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## Competency Field

Tour Operations

## Unit Sector

Tourism

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

1. Identify and prepare touring equipment and supplies.

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify required equipment and supplies from tour documentation and liaison with colleagues.
- 1.2. Select and check equipment and supplies against requirements.
- 1.3. Use resources in ways that minimise potential for waste and maximise organisational profitability.
- 1.4. Conduct safety checks according to organisational procedures and statutory requirements.

- 1.5. Identify, report and rectify shortfalls and problems.
2. Load touring equipment and supplies.
  - 2.1. Load equipment and supplies using safe manual handling techniques.
  - 2.2. Load equipment according to terrain to be covered and access requirements during tour.
  - 2.3. Identify hazardous items and follow safety procedures when loading them.
  - 2.4. Inspect load prior to departure.
3. Finalise loading.
  - 3.1. Complete pre-departure documentation according to organisational and statutory requirements.
  - 3.2. Report identified problems and suggest improvements.

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

<b>SKILLS</b>	<b>DESCRIPTION</b>
Reading skills to:	<ul style="list-style-type: none"> <li>• interpret tour documentation.</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>• calculate and load correct quantities of equipment and supplies.</li> </ul>
Problem-solving skills to:	<ul style="list-style-type: none"> <li>• evaluate ways of minimising waste and maximising profitability</li> <li>• proactively identify and respond to discrepancies with equipment and supplies.</li> </ul>
Planning and organising skills to:	<ul style="list-style-type: none"> <li>• follow a logical selection, loading and checking process.</li> </ul>

## Unit Mapping Information

SITTTOP301 Load touring equipment

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>