



Australian Government

Assessment Requirements for SISXADM001 Organise and supervise participant travel

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- organise and supervise travel arrangements for at least three different groups of participants and their associated equipment for a sport or recreation activity.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for making travel arrangements:
 - work health and safety/occupational health and safety
 - duty of care
 - roles and responsibilities of staff
 - communication protocols
 - liability
 - insurance
 - codes of behaviour
 - protocols for making travel arrangements
 - reporting obligations
- legislation related to the organisation of travel:
 - work health and safety/occupational health and safety
 - anti-discrimination
 - road safety and transport
 - conditions of carriage
 - working with children
 - privacy
 - consumer law
- sources of information on travel options for different types of trips and groups
- logistical issues involved in organising travel:
 - booking systems
 - insurance
 - medical assistance

- meals
- departure and arrival times
- comfort and hygiene
- general supervision and support
- risk management planning for:
 - disruption to travel arrangements
 - injury or illness
 - alterations to schedules
 - misplaced, lost or damaged equipment and belongings
 - accidents
- communication strategies for managing groups:
 - head counts
 - rolls
 - buddy systems or travel partners
 - codes of behaviour
 - communication strategies.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation environment. This can be a workplace or simulated environment.

Assessment must ensure use of:

- legislation and organisational policies and procedures such as travel booking procedures, communication protocols, privacy and confidentiality
- industry or organisation documentation for travel
- logistical resources and equipment required for travel
- groups of participants for whom travel is organised; participants can be:
 - individuals in sport or recreation organisations, or
 - individuals who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, within a training organisation.

Assessment activities that allow the individual to:

- organise travel arrangements within realistic time constraints
- supervise travel arrangements of a duration that reflects typical trip duration in the area of work.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>