



Australian Government

SISXADM001 Organise and supervise participant travel

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to determine travel requirements, make travel arrangements and oversee the conduct of participant travel.

This unit applies to those with responsibility for planning and coordinating travel for groups and individuals and their equipment in a sporting or recreational context. Work is undertaken according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Administration

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine travel requirements.	1.1 Determine travel requirements and needs of participants in consultation with appropriate staff. 1.2 Identify resource and logistical requirements for travel. 1.3 Determine and review travel costs and identify budget and resource constraints. 1.4 Identify risks associated with travel arrangements and develop contingency plans. 1.5 Obtain approval for travel according to organisational procedures.
2. Make travel	2.1 Plan and document travel schedule according to

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| arrangements. | <p>participant needs and activity requirements.</p> <p>2.2 Access and interpret information about different options for travel and other services required.</p> <p>2.3 Select preferred services and finalise costings within available budget.</p> <p>2.4 Book and confirm travel arrangements with appropriate staff and external agencies.</p> <p>2.5 Communicate information about travel arrangements to participants and relevant members of staff.</p> <p>2.6 Source and check accuracy of travel documents for participants.</p> |
| 3. Supervise travel arrangements. | <p>3.1 Monitor travel schedule and modify as appropriate during activities.</p> <p>3.2 Secure equipment and travel documents.</p> <p>3.3 Complete and maintain travel related documentation.</p> <p>3.4 Maintain expenditure levels according to budget requirements.</p> <p>3.5 Select and use communication strategies for group management.</p> <p>3.6 Implement contingency plans to manage scheduling and other travel related difficulties.</p> |
| 4. Review travel arrangements. | <p>4.1 Conduct review of travel arrangements including feedback from participants.</p> <p>4.2 Identify and propose recommendations for future travel based on review outcomes.</p> <p>4.3 Review own work performance and identify potential improvements.</p> |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SISCCRO306A Organise participant travel

Links

Companion Volume implementation guides are found in VETNet -

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