



Australian Government

Assessment Requirements for SISXFAM001 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 travel arrangements for three different groups of participants and their equipment for sport, fitness, aquatic or recreation activities
- for one of the above activities accompany and supervise participants on tour, and manage travel logistics.

Knowledge Evidence

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

- sources of information on travel options for groups and destinations
- components of tours, and options and procedures for arranging these:
 - transport for participants and equipment
 - accommodation
 - meals
 - insurance
 - sightseeing and admissions
- other logistical considerations for group travel:
 - obtaining working with children checks
 - obtaining parental or guardian informed consent for minors to travel
 - participant medical requirements, forms and permission to treat in the event of a medical incident
 - availability of medical care at destinations
 - communication with those not on tour
- risks involved with travel and how to manage these when they arise:
 - disruption to travel arrangements
 - injury or illness
 - alterations to schedules
 - misplaced, lost or damaged baggage, equipment and belongings
- roles and responsibilities of trip leaders and support staff while on tour:

- managing travel logistics and how this is administered with travel suppliers for group travel
- supervising and managing participants
- strategies for effective group management:
 - head counts
 - roll calls
 - buddy systems for travel partners
 - implementing codes of behaviour and clearly communicating expectations
 - providing general supervision and support
 - clear communication of travel arrangements throughout the tour including those for:
 - meeting places and times
 - departure and arrival times for tour components
 - meal locations and times
 - activity locations and times.

Assessment Conditions

Skills for managing travel logistics and participants on tour must be demonstrated by accompanying a group on tour.

Assessment must ensure use of:

- interaction with group travel participants, these can be:
 - participants travelling for sport, fitness or recreation purposes, or
 - individuals who participate in simulated activities used for the purpose of skills assessment
- travel documentation
- organisational policies and procedures for group travel.

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>