



Australian Government

SISXPLD007 Schedule sport, fitness, aquatic and recreation activities

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to schedule activities and allocate venue space using program plans as the basis. It requires the ability to adjust schedules and venue allocation in response to changing circumstances.

This unit applies to any type of sport, fitness, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations. It can be applied to any type of sport, fitness, aquatic or recreation program or activity and any type of venue which may include indoor and outdoor single or multi-use aquatic or dry venues and sporting facilities. Scheduling activities might be confined to specific programs or may involve multiple types of programs.

It applies to senior operational coordinators and managers who work independently or with limited guidance from others, taking responsibility for their own work functions and outputs.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Program Planning and Delivery

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Develop activity

PERFORMANCE CRITERIA

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

1.1. Analyse program information including seasonal variations

- schedules.
- in service offerings.
- 1.2. Determine session frequency and duration for specific activities from available program information.
 - 1.3. Allow sufficient time, as needed, between sessions for patron clearance and operational changeover activities.
 - 1.4. Account for availability of suitable activity leaders to determine a suitable activity schedule.
 - 1.5. Develop optimal schedules for activities to meet program and patron requirements.
2. Allocate venue space for activities.
 - 2.1. Consult organisational information to identify short and long term demands for venue use.
 - 2.2. Determine specific venue requirements for activities from available program information.
 - 2.3. Identify or estimate patron numbers for activities based on confirmed bookings and organisational data.
 - 2.4. Identify known or anticipated patron profile for activities to confirm their specific venue needs.
 - 2.5. Allocate venue type and space according to capacity limits and requirements of specific activities and patron profiles.
 - 2.6. Account for venue maintenance closures and competing program priorities to allocate the most suitable venue and space available.
3. Document and distribute activity schedules.
 - 3.1. Document activity schedules according to organisational format requirements.
 - 3.2. Distribute activity schedules to relevant venue personnel, and activity leaders according to organisational procedures.
 - 3.3. Arrange publication of activity schedules for promotion of activities to patrons.
4. Monitor and adjust activity schedules.
 - 4.1. Monitor patron participation patterns, numbers and feedback against activity schedules to identify variation from expectations.
 - 4.2. Evaluate suitability of allocated venue in meeting activity and patron requirements.
 - 4.3. Identify unplanned operational issues that affect activity delivery.
 - 4.4. Adjust schedules and venue allocation in response to changing circumstances.

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.

SKILLS	DESCRIPTION
Reading skills to:	• interpret detailed and potentially unfamiliar overarching program plans, organisational data.
Writing skills to:	• develop comprehensive schedules in a format and style easily understood by both personnel and patrons.
Numeracy skills to:	• interpret, use and record temporal data, including minutes, hours, days and weeks.
Problem-solving skills to:	• account for and critically analyse multiple and competing considerations to draft and adjust schedules until finalised • respond to changing circumstances to promptly adjust schedules and venue allocation for continuity of service delivery.
Technology skills to:	• use a computer and features of software packages to access organisational data and create activity schedules.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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