



Australian Government

SIS20312 Certificate II in Sport and Recreation

Release: 1

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Modification History

The version details of this endorsed qualification are in the table below. The latest information is at the top.

Release	Comments
1	<p>Replaces and is equivalent to SIS20310 Certificate II in Sport and Recreation</p> <p>Community activities assistant has been added to the list of job roles</p> <p>No changes to qualification rules</p> <p>Core units changed</p> <p>Imported units updated</p> <p>Units added to electives:</p> <ul style="list-style-type: none"> • SISSSCO101 Develop and update knowledge of coaching practices • SISSSCO202 Coach beginner or novice participants to develop fundamental motor skills • SISSSDE201 Communicate effectively with others in a sport environment • SITXEVT302 Process and monitor event registrations • SITXEVT303 Coordinate on-site event registrations • SITXEVT304 Provide event staging support.

Description

This qualification reflects the role of individuals who apply the skills and knowledge to work in the sport and recreation industry in a generalist capacity. Likely functions for someone with this qualification include providing support in the provision of sport and recreation programs, grounds and facilities maintenance, routine housekeeping, retail and customer service assistance, administrative assistance and café service in locations such as fitness centres, outdoor sporting grounds or complexes or aquatic centres. All job roles are performed under supervision.

Job roles

The following are indicative job roles for this qualification:

- administration assistant
- community activities assistant
- recreation assistant
- retail assistant

Pathways Information

This qualification is suitable for an Australian Apprenticeship pathway and for VET in Schools delivery.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of endorsement.

Entry Requirements

Not applicable.

Employability Skills Summary

The following table contains a summary of the employability skills required by the sport industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry / enterprise requirements for this qualification include:
Communication	Communicating with clients and colleagues to determine and interpret their specific requirements; understanding verbal and written information on sport and recreation products and services; completing maintenance documentation; preparing accurate records of client details; recording telephone messages, interpreting and carrying out verbal instructions from other employees.
Teamwork	Working as a skilled team member, receiving instructions and understanding own role in assisting in the provision of sport and recreation programs; supporting other team members to provide quality sport and recreation experiences for clients; recognising and adapting appropriately to cultural and language differences.
Problem Solving	Identifying hazards and risks in the work environment; responding to emergency situations within scope of responsibility; clarifying the extent of, and resolving problems through negotiating with clients in a sensitive and culturally appropriate manner; dealing with equipment breakdowns; recognising and reporting basic routine problems within work activities; adhering to organisational policies and procedures to guide solutions to problems.
Initiative and enterprise	Adjusting work procedures to differences in equipment and facilities; taking correct action and following established procedures on discovery of an actual or potential emergency, security or safety hazard; reflecting on own performance for improvement.
Planning and organisation	Collecting and recording information to assist colleagues to provide sport and recreation programs; setting work priorities and scheduling own daily work activities to meet deadlines; following organisational policies and procedures to complete facility, equipment or ground maintenance tasks in an efficient manner.
Self-management	Understanding and complying with the legal and ethical responsibilities that apply to own role in the sport and recreation industry; applying basic safety practices and procedures; acknowledging the boundaries of own role; seeking and acting on feedback from colleagues and clients to improve own work performance.
Learning	Knowing the networks and sources of information within the sport and recreation industry; keeping well informed of updates and changes to

	organisational policies, procedures and regulations; updating skills and knowledge to accommodate changes in equipment and operating procedures; accessing professional development opportunities to strengthen own skill base and sharing information with colleagues
Technology	Understanding the operating capability of computer systems and software that assist in selling, planning and delivering sport and recreation programs; safely using and maintaining sport and recreation equipment according to manufacturer specifications and organisational policies and procedures.

Packaging Rules

11 units must be completed:

- 5 core units
- 6 elective units, which may be selected from the elective units listed or from SIS10, and must be first packaged at AQF level 2 or 3; up to 2 of these elective units may be selected from any current accredited course or other Training Package, and must be first packaged at AQF level 2.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

Core units	
BSBWOR202A	Organise and complete daily work activities
HLTFA301C	Apply first aid
SISXEMR201A	Respond to emergency situations
SISXIND211	Develop and update sport, fitness and recreation industry knowledge
SISXWHS101	Follow work health and safety policies
General electives	
AHCCHM201A	Apply chemicals under supervision
AHCPGD201A	Plant trees and shrubs
AHCPMG201A	Treat weeds
AHCPMG202A	Treat plant pests, diseases and disorders
AHCTRF201A	Assist with turf construction
AHCTRF202A	Prepare turf surfaces for play
AHCTRF203A	Renovate grassed areas
AHCTRF204A	Support turf establishment
BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBWOR204A	Use business technology

CUEFOH04C	Usher patrons
CUEFOH10B	Monitor entry to a venue
FNSACC301A	Process financial transactions and extract interim reports
ICAICT102A	Operate word-processing applications
ICAICT105A	Operate spreadsheet applications
ICAICT106A	Operate presentation packages
ICAICT203A	Operate application software packages
ICAICT210A	Operate database applications
ICPMM263C	Access and use the Internet
SIRXCCS201	Apply point-of-sale handling procedures
SIRXCLM101	Organise and maintain work areas
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXINV001A	Perform stock control procedures
SIRXMER201	Merchandise products
SIRXRSK201	Minimise loss
SIRXSLS002A	Advise on products and services
SIRXSLS201	Sell products and services
SISOODR201A	Assist in conducting outdoor recreation sessions
SISOOPS201A	Minimise environmental impact
SISSSCO101	Develop and update knowledge of coaching practices
SISSSCO202	Coach beginner or novice participants to develop fundamental motor skills
SISSSDE201	Communicate effectively with others in a sport environment
SISXCAI101A	Provide equipment for activities
SISXCAI102A	Assist in preparing and conducting sport and recreation sessions

SITHFAB101	Clean and tidy bar areas
SITHFAB201	Provide responsible service of alcohol
SITHFAB206	Serve food and beverage
SITHFAB307	Provide table service of food and beverage
SITHGAM201	Provide responsible gambling services
SITHGAM202	Attend gaming machines
SITXEVT302	Process and monitor event registrations
SITXEVT303	Coordinate on-site event registrations
SITXEVT304	Provide event staging support
SITXFSA101	Use hygienic practices for food safety
SITXMPR401	Coordinate production of brochures and marketing materials