



**Australian Government**

# **SIS30213 Certificate III in Community Activity Programs**

**Release: 1**

## SIS30213 Certificate III in Community Activity Programs

### Modification History

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

Release	Comments
1	Replaces and is equivalent to SIS30210 Certificate III in Community Activity Programs. Intent of the qualification remains unchanged. HLTFA301C Apply first aid replaced with HLTAID003 Provide first aid in the core.

### Description

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring autonomous work within a defined range of situations and activities. Qualification outcomes will depend on the specialisation chosen and include conducting both general and specific community based recreation programs such as recreational dance, self defence and programs for children and clients with a disability. Work would be undertaken in locations such as community recreation centres and indoor or outdoor recreation facilities with a focus on community development.

#### Job roles

The following are indicative job roles for this qualification:

- community dance instructor
- program instructor
- recreation officer
- self-defence instructor.

### Pathways Information

This qualification is suitable for an Australian Apprenticeship pathway.

### Licensing/Regulatory Information

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

## **Entry Requirements**

There are no entry requirements for this qualification.

## Employability Skills Summary

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
Communication	Communicating with clients and colleagues to determine and interpret their specific requirements; understanding verbal and written information on community activity programs; preparing community based recreation session plans; interpreting and carrying out verbal instructions from supervisors; empathising and negotiating acceptable solutions to client requests and complaints to ensure a positive recreation experience; providing clear verbal instructions to clients when conducting recreation programs.
Initiative and enterprise	Showing initiative and independence in delivering community activity program sessions that meet or exceed client expectations; adjusting programs to accommodate differences in clients, 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.
Learning	Knowing the structure of networks and sources of information within the community; keeping well informed of updates and changes to organisational policies, procedures and regulations; seeking information on new and innovative community activity programs; accessing professional development opportunities to strengthen own skill base and contributing to a learning environment through openly sharing knowledge and experiences.
Planning and organising	Collecting, analysing and recording information to allow for the efficient planning and delivery of community activity programs; setting work priorities and scheduling programs to avoid conflicts and avoid duplication of resources; following organisation policies and procedures to plan and deliver community activity programs in an efficient manner.
Problem-solving	Identifying hazards and risks that may arise during community activity programs; mitigating problems by making variations to the activity or program that are within scope of responsibility; clarifying the extent of, and resolving problems through negotiating with clients in a sensitive and culturally appropriate manner; taking responsibility for seeking assistance from colleagues to resolve issues and to manage contingencies; determining appropriate content for community activity programs.
Self-management	Understanding and complying with the legal and ethical responsibilities that apply to own role in the community recreation industry; understanding the boundaries of own role and correctly determining when referral to, or assistance from, colleagues or other professionals is

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	required; time management to complete tasks in accordance with agreed deadlines; seeking and acting on feedback from supervisors, colleagues and clients to improve own work performance.
Teamwork	Working as a skilled team member, receiving instructions and understanding own role in preparing and conducting community activity programs; supporting other team members to provide quality recreation experiences for clients; recognising and adapting sessions appropriately to cultural and language differences.
Technology	Understanding and utilising the operating capability of computer systems and software that assist in planning and delivering community activity programs and services; safely using and maintaining recreation equipment according to manufacturer's specifications and organisation policies and procedures.

## Packaging Rules

18 units must be completed:

- 11 core units
- 7 elective units, consisting of:
  - all the units in any one of Groups A to D
  - the remaining to make up the required 7 elective units from General Electives; up to 3 of these remaining units may be selected elsewhere in SIS10 or any current accredited course or other Training Package, and must be first packaged at AQF level 2, 3 or 4.

In all cases, selection of electives must be selected from units not previously completed and relate to the core function or role of the candidate's current or intended work environment, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

<b>Core</b>	
BSBWOR301B	Organise personal work priorities and development
HLTAID003	Provide first aid
SISCCRD301A	Facilitate community development through recreational activities
SISCCRO302A	Apply legal and ethical instructional skills
SISXCAI303A	Plan and conduct sport and recreation sessions
SISXCAI306A	Facilitate groups
SISXCCS201A	Provide customer service
SISXEMR201A	Respond to emergency situations
SISXIND101A	Work effectively in sport and recreation environments
SISXRES301A	Provide public education in the use of resources
SISXRSK301A	Undertake risk analysis of activities
<b>Electives</b>	
<b>Group A - Cross-Sector</b>	
SISFFIT311A	Deliver approved community fitness programs
SISXCAI101A	Provide equipment for activities
<b>Group B - Disability</b>	

CHCDIS301C	Work effectively with people with a disability
SISCCRD303A	Facilitate inclusion for people with a disability
SISCCRO304A	Plan and conduct disability recreation programs
<b>Group C - Older Persons</b>	
CHCAC318B	Work effectively with older people
SISCCRO303A	Plan and conduct recreation programs for older persons
<b>Group D - Self-defence</b>	
SISCSDF301A	Instruct the basic skills of unarmed self-defence
SISCSDF302A	Instruct the intermediate skills of unarmed self-defence
SISXCAI101A	Provide equipment for activities
<b>General electives</b>	
<b>Community Recreation Development</b>	
SISCCRD302A	Recruit and manage volunteers
SISCCRD303A	Facilitate inclusion for people with a disability
SISCCRD304A	Work with key stakeholders
<b>Community Recreation Operations</b>	
SISCCRO303A	Plan and conduct recreation programs for older persons
SISCCRO304A	Plan and conduct disability recreation programs
SISCCRO305A	Develop a budget for a recreation initiative
SISCCRO306A	Organise participant travel
<b>Dance</b>	
SISCDAN301A	Teach recreational dance
<b>Fitness</b>	
SISFFIT311A	Deliver approved community fitness programs
<b>Imported</b>	

BSBITU201A	Produce simple word processed documents
CHCAC318B	Work effectively with older people
CHCDIS301C	Work effectively with people with a disability
CHCYTH301E	Work effectively with young people
ICAICT203A	Operate application software packages
SIRXSLS201	Sell products and services