



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SIS30510 Certificate III in Sport and Recreation**

**Release: 1**

## **SIS30510 Certificate III in Sport and Recreation**

### **Modification History**

Not Applicable

### **Description**

This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in areas such as maintaining grounds and playing surfaces, providing customer service, housekeeping and or administrative assistance. This qualification also provides for multi skilled roles which combine a range of activities required to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres. All job roles are performed under supervision with some degree of autonomy.

#### **Job roles**

The following are indicative job roles for this qualification:

- recreation assistant
- administration assistant
- grounds assistant
- retail assistant

This qualification is suitable for an Australian apprenticeship pathway.

### **Pathways Information**

Not Applicable

### **Licensing/Regulatory Information**

Not Applicable

### **Entry Requirements**

Not Applicable

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills required by the sport and recreation industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on 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; preparing accurate records of client details; completing maintenance records; empathising and negotiating acceptable solutions to client requests and complaints.
Teamwork	Working as a skilled team member; understanding own role in supporting the operation of sport and recreation facilities and servicing client needs; acknowledging accountability to other team members and working collaboratively with other sport and recreation personnel.
Problem-solving	Identifying hazards and risks related to sport and recreation activities and facilities; 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; addressing equipment breakdowns that may occur in the course of use and adhering to organisation policies and procedures to guide solutions to problems.
Initiative and enterprise	Adjusting work procedures to differences in equipment and facilities and changes in work environment; implementing correct action and following established procedures on discovery of an actual or potential emergency, security or safety hazard; identifying and discussing a range of ideas to improve own and colleagues work practices.
Planning and organising	Collecting, analysing and recording information to provide efficient support for sport and recreation programs and facilities; setting work priorities and scheduling own daily work activities to meet deadlines; following organisation policies and procedures to guide own work; Interpreting program schedules and timetables to determine priority and sequence of own tasks.
Self-management	Understanding and complying with the legal and ethical responsibilities that apply to own role in the sport and recreation industry; seeking and reflecting on feedback on own performance; acting on feedback from colleagues and supervisors on areas for

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	improvement.
Learning	Knowing the sources of new information on the sport and recreation industry; accessing professional development opportunities to regularly update own knowledge and skills; sharing information with colleagues; updating knowledge and skills to accommodate changes in equipment and operating procedures.
Technology	Understanding the operating capability of computer systems and software that assist in selling, planning and delivering sport and recreation products and services; safely using and maintaining sport and recreation equipment according to manufacturer's specifications and organisation policies and procedures.

**Packaging Rules**

14 units must be completed:

- 7 core units
- 7 elective units, which may be selected from the electives in this qualification or from units first packaged at AQF levels 2, 3 and 4 within SIS10; up to 2 of these elective units may be selected from any current accredited course or other Training Package, and must be units which are first packaged at AQF level 3.
- In all cases selection of electives must 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).

**Core (7)**

BSBWOR301A	Organise personal work priorities and development
HLTFA301B	Apply first aid
ICAU2006B	Operate computing packages
SISXCCS201A	Provide customer service
SISXEMR201A	Respond to emergency situations
SISXOHS101A	Follow occupational health and safety policies
SISXRSK301A	Undertake risk analysis of activities
<b>Electives (7)</b>	

BSBADM307B	Organise schedules
BSBADM311A	Maintain business resources
BSBFIA301A	Maintain financial records
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA304A	Maintain a general ledger
BSBINM301A	Organise workplace information
CHCDIS301A	Work effectively with people with a disability
CHCDIS302A	Maintain an environment to empower people with disabilities
HLTFA402B	Apply advanced first aid
RTC2306A	Operate vehicles
RTC2307A	Operate machinery and equipment
RTC2309A	Operate tractors
RTC3310A	Operate specialised machinery and equipment
RTC3311A	Perform specialised machinery maintenance
RTC3401A	Control weeds
RTC3404A	Control plant pests, diseases and disorders
RTC3704A	Prepare and apply chemicals
RTC3705A	Transport, handle and store chemicals
RTF3001A	Construct turf playing surfaces
RTF3023A	Monitor turf health
RTF3027A	Renovate sports turf
SIRRRPK012A	Recommend business and leisure products and services
SIRXINV002A	Maintain and order stock
SIRXMER002A	Coordinate merchandise presentation

SIRXSLS003A	Coordinate sales performance
SISCCRD304A	Work with key stakeholders
SISCCRO306A	Organise participant travel
SISSSPT303A	Conduct basic warm-up and cool-down programs
SISXCAI303A	Plan and conduct sport and recreation sessions
SISXCAI304A	Plan and conduct sport and recreation programs
SISXCAI306A	Facilitate groups
SISXFAC201A	Maintain sport and recreation equipment for activities
SISXFAC303A	Implement facility maintenance programs
SISXRES301A	Provide public education on the use of resources
SISXRES402A	Support implementation of environmental management practices
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB006A	Operate cellar systems
SITHGAM004A	Analyse and report on gaming machine data
SITHGAM006A	Provide responsible gambling services
SITXHRM003A	Roster staff
SITXOHS002A	Follow workplace hygiene procedures