



Australian Government

SIS30512 Certificate III in Sport and Recreation

Release 2

SIS30512 Certificate III in Sport and Recreation

Modification History

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

Release	Comments
2	Imported unit updated: HLTAID006 Provide advanced first aid replaces HLTFA402C Apply advanced first aid.
1	<p>Replaces and is equivalent to SIS30510 Certificate III in Sport and Recreation.</p> <p>Number of electives increased by one to ensure qualification meets packaging rules - this changes the qualification packaging to 15 units in total, 10 core plus 5 electives.</p> <p>New and updated unit codes and titles in core and electives.</p> <p>Imported units updated.</p> <p>Units added to the core:</p> <ul style="list-style-type: none"> • BSBCRT301A Develop and extend critical and creative thinking skills • ICAWEB201A Use social media tools for collaboration and engagement • SISXCAI303A Plan and conduct sport and recreation sessions • SITXCOM401 Manage conflict. <p>Units deleted from core and added to electives:</p> <ul style="list-style-type: none"> • ICAU2006B Operate computing packages. <p>Units added to electives:</p> <ul style="list-style-type: none"> • BSBWOR204A Use business technology • 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 • SISXIND402 Analyse legal knowledge for organisation governance.

Description

This qualification reflects the role of individuals who apply the skills and knowledge 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
- retail assistant.

Pathways Information

This qualification is suitable for an Australian Apprenticeship pathway.

Licensing/Regulatory Information

No licensing, legislation, regulatory or certification requirements apply to this qualification of the 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; 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 organisation	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 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 specifications and organisational policies and procedures.

Packaging Rules

15 units must be completed:

- 10 core units
- 5 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 be guided by the job outcome sought, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

Core Units	
BSBCRT301A	Develop and extend critical and creative thinking skills
BSBWOR301B	Organise personal work priorities and development
HLTFA301C	Apply first aid
ICAWEB201A	Use social media tools for collaboration and engagement
SISXCAI303A	Plan and conduct sport and recreation sessions
SISXCCS201A	Provide customer service
SISXEMR201A	Respond to emergency situations
SISXRSK301A	Undertake risk analysis of activities
SISXWHS101	Follow work health and safety policies
SITXCOM401	Manage conflict
General electives	
AHCCHM303A	Prepare and apply chemicals
AHCCHM304A	Transport, handle and store chemicals
AHCMOM202A	Operate tractors
AHCMOM205A	Operate vehicles
AHCMOM302A	Perform machinery maintenance
AHCMOM304A	Operate machinery and equipment
AHCMOM305A	Operate specialised machinery and equipment

AHCPMG301A	Control weeds
AHCPMG302A	Control plant pests, diseases and disorders
AHCTRF301A	Construct turf playing surfaces
AHCTRF304A	Monitor turf health
AHCTRF305A	Renovate sports turf
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
BSBWOR204A	Use business technology
CHCDIS301C	Work effectively with people with a disability
CHCDIS302A	Maintain an environment to empower people with disabilities
HLTAID006	Provide advanced first aid
ICAICT203A	Operate application software packages
SIRRRPK012A	Recommend business and leisure products and services
SIRXINV002A	Maintain and order stock
SIRXMER303	Coordinate merchandise presentation
SIRXSLS304	Coordinate sales performance
SISCCRD304A	Work with key stakeholders
SISCCRO306A	Organise participant travel
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
SISSSPT303A	Conduct basic warm-up and cool-down programs
SISXCAI304A	Plan and conduct sport and recreation programs
SISXCAI306A	Facilitate groups
SISXFAC208	Maintain sport, fitness and recreation facilities
SISXFAC303A	Implement facility maintenance programs
SISXIND402	Analyse legal knowledge for organisation governance
SISXRES301A	Provide public education on the use of resources
SISXRES402A	Support implementation of environmental management practices
SITHFAB201	Provide responsible service of alcohol
SITHFAB301	Operate and monitor cellar systems
SITHFAB307	Provide table service of food and beverage
SITHGAM201	Provide responsible gambling services
SITHGAM301	Analyse and report on gaming machine data
SITXEVT302	Process and monitor event registrations
SITXEVT303	Coordinate on-site event registrations
SITXEVT304	Provide event staging support
SITXFSA101	Use hygienic practices for food safety
SITXHRM401	Roster staff