



Australian Government

Department of Education, Employment and Workplace Relations

SIS40410 Certificate IV in Sport and Recreation

Release: 1

SIS40410 Certificate IV 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 an administrative or organisational capacity in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres or sporting organisations and associations. Persons with this level of competency would support the management of ancillary functions required to ensure the effective provisions of specific services and programs.

Job roles

The following are indicative job roles for this qualification:

- facility coordinator
- administration coordinator
- grounds coordinator

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 colleagues to determine their specific requirements; analysing written information on sport and recreation participation patterns; preparing accurate records of project activities or reports on activities undertaken; completing staff rosters; clarifying instructions to staff; negotiating acceptable solutions to client or staff requests and complaints.
Teamwork	Providing leadership to a team of workers; monitoring worker progress and providing assistance where necessary; recognising and adapting appropriately to cultural and language differences in the workplace; promoting compliance with legal obligations; acknowledging accountability to senior management and working collaboratively with other sport and recreation personnel and stakeholders.
Problem-solving	Identifying and mitigating 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; planning, strategy and resource allocation contributing to the avoidance or resolution of contingency or emergency situations; research into client needs.
Initiative and enterprise	Identifying and discussing a range of facility or administration enhancements to improve client satisfaction and organisation or facility profitability; engaging colleagues in sharing work-place knowledge; reflecting on own work practices for improvement; actively monitoring activities for emerging risks.
Planning and organising	Collecting, analysing and recording information to provide efficient planning for sport and recreation organisations and facilities; setting work priorities and scheduling staff daily work activities to meet deadlines; preparing project plans; implementing and monitoring occupational health and safety policies.
Self-management	Understanding the organisation, own role and operating within limits of authority; critically reviewing own strengths and weaknesses; actively seeking and reflecting on feedback on own performance; building industry networks to regularly update

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	knowledge and skills.
Learning	Identifying and accessing sources of research on the sport and recreation industry; contributing to a learning environment through openly sharing knowledge and experiences; accessing internal and external professional development opportunities; updating knowledge and skills to accommodate changes in sport and recreation administration or facility management.
Technology	Understanding and utilising the operating capability of computer systems and software for sport and recreation administration or facility management; using information technology to assist in communication and support management and planning functions.

Packaging Rules

16 units must be completed:

<ul style="list-style-type: none"> • 9 core units • 7 elective units, which may be selected from the electives in this qualification or units first packaged at AQF level 3, 4 or 5 within SIS10; up to 3 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 4 • 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 (9)	
BSBWOR404A	Develop work priorities
ICAU2006B	Operate computing packages
SISXCCS404A	Address client needs
SISXCCS402A	Coordinate client service activities
SISXIND403A	Analyse participation patterns
SISXIND404A	Promote compliance with laws and legal principles
SISXIND405A	Conduct projects
SISXOHS402A	Implement and monitor occupational health and safety

	policies
SISXRSK301A	Undertake risk analysis of activities
Electives (7)	
BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBADM409A	Coordinate business resources
BSBCMM401A	Make a presentation
BSBFIA402A	Report on financial activity
BSBFIM501A	Manage budgets and financial plans
BSBHRM402A	Recruit, select and induct staff
BSBITA401A	Design databases
BSBITS401A	Maintain business technology
BSBITU402A	Develop and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBMKG401B	Profile the market
BSBMKG402B	Analyse consumer behaviour for specific markets
BSBREL401A	Establish networks
BSBREL402A	Build client relationships and business networks
BSBRES401A	Analyse and present research information
HLTFA402B	Apply advanced first aid
ICAU3126B	Use advanced features of computer applications
RTC4024A	Recommend plants and cultural practices
RTC4306A	Supervise maintenance of machinery and equipment
RTC4702A	Minimise risks in the use of chemicals
RTC4703A	Plan and implement a chemical use program

RTD4802A	Develop approaches to include cultural and human diversity
RTD4811A	Provide information on environmental issues and policies
RTF4005A	Develop a sports turf maintenance program
RTF5008A	Plan the establishment of sports turf playing surfaces
SIRXINV004A	Buy merchandise
SIRXINV005A	Control inventory
SIRXMER004A	Manage merchandise and store presentation
SIRXMGT001A	Coordinate work teams
SIRXSLS005A	Manage sales and service delivery
SISCCRD302A	Recruit and manage volunteers
SISSSPA507A	Develop volunteer management policies
SISXCAI305A	Conduct individualised long term training programs
SISXFAC405A	Plan and provide sport and recreational services
SISXRES402A	Support implementation of environmental management practices
SISXRES403A	Use resources efficiently
SITXEVT005A	Organise in-house events or functions
SITXHRM003A	Roster staff
TAEDEL301A	Provide work skill instruction