



**Australian Government**

# **SIS40412 Certificate IV in Sport and Recreation**

**Release 2**

## SIS40412 Certificate IV 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 HLTF402C Apply advanced first aid.
1	<p>Replaces and is equivalent to SIS40410 Certificate IV in Sport and Recreation.</p> <p>New and updated unit codes and titles in core and electives.</p> <p>Imported units updated.</p> <p>The job role of grounds coordinator has been deleted and replaced with recreation coordinator.</p> <p>Qualification packaging rules the same, however:</p> <p>2 units have been added to the core:</p> <ul style="list-style-type: none"><li>• SISXFAC409 Plan and provide sport and recreation services</li><li>• SISXIND410 Coordinate sport, fitness or recreation work teams or groups.</li></ul> <p>2 units have been deleted from the core and added to electives:</p> <ul style="list-style-type: none"><li>• ICAU2006B Operate computing packages</li><li>• SISXCCS402A Coordinate client service activities.</li></ul> <p>Units added to electives:</p> <ul style="list-style-type: none"><li>• SISSSCO101 Develop and update knowledge of coaching practices</li><li>• SISSSCO202 Coach beginner or novice participants to develop fundamental motor skills</li><li>• SISSSDE201 Communicate effectively with others in a sport environment</li><li>• SISXCAI305A Conduct individualised long-term training programs</li><li>• SISXIND409 Organise a sport, fitness or recreation event.</li></ul>

## Description

This qualification reflects the role of individuals who apply the skills and knowledge 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
- recreation coordinator.

## 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.

<b>Employability skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
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 organisation	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 work 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 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:

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

<b>Core units</b>	
BSBWOR404A	Develop work priorities
SISXCCS404A	Address client needs
SISXFAC409	Plan and provide sport, fitness and recreation services
SISXIND403A	Analyse participation patterns
SISXIND404A	Promote compliance with laws and legal principles
SISXIND405A	Conduct projects
SISXIND410	Coordinate sport, fitness or recreation work teams or groups
SISXRSK301A	Undertake risk analysis of activities
SISXWHS402	Implement and monitor work health and safety policies
<b>General electives</b>	
AHCCCF411A	Develop approaches to include cultural and human diversity
AHCCHM401A	Minimise risks in the use of chemicals
AHCCHM402A	Plan and implement a chemical use program
AHCMOM402A	Supervise maintenance of property machinery and equipment
AHCPCM401A	Recommend plants and cultural practices
AHCTRF401A	Develop a sports turf maintenance program
AHCTRF501A	Plan the establishment of sports turf playing surfaces
AHCWRK402A	Provide information on issues and policies

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
BSBGOV401A	Implement Board member responsibilities
BSBHRM402A	Recruit, select and induct staff
BSBITA401A	Design databases
BSBITS401B	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
HLTAID006	Provide advanced first aid
ICAICT203A	Operate application software packages
ICAICT308A	Use advanced features of computer applications
SIRXINV005A	Control inventory
SIRXINV404	Manage retail merchandise
SIRXMER405	Manage store presentation and pricing
SIRXMGT001A	Coordinate work teams
SIRXSLS406	Manage sales and service delivery

SISCCRD302A	Recruit and manage volunteers
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
SISSSDE503	Develop volunteer management policies
SISXCAI305A	Conduct individualised long-term training programs
SISXCCS402A	Coordinate client service activities
SISXIND409	Organise a sport, fitness or recreation event
SISXRES402A	Support implementation of environmental management practices
SISXRES403A	Use resources efficiently
SITXEVT401	Plan in-house events or functions
SITXHRM401	Roster staff
TAEDEL301A	Provide work skill instruction