



Australian Government

Department of Education, Employment and Workplace Relations

SIS50110 Diploma of Facility Management

Release: 2

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Modification History

Not Applicable

Description

This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry as a facility manager for a location such as a fitness centre, outdoor sporting ground or complex, aquatic centre or community recreation centre. Persons with this level of competency would manage the implementation of a broad range of facility requirements including staff and systems and have a high degree of autonomy.

Job roles

The following is an indicative job role for this qualification:

- facility manager

Pathways Information

Not Applicable

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

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 facility owners and staff to determine their specific requirements; analysing documentation on sport and recreation facility maintenance; preparing accurate financial and maintenance records; completing staff rosters; clarifying instructions to staff; educating staff on efficient use of resources; negotiating acceptable solutions to facility owner or staff requests and complaints.
Teamwork	Providing leadership to a team of workers; monitoring staff performance and providing advice to improve performance; preparing staff rosters that accommodate individual and facility needs; promoting compliance with legal obligations; recognising factors that may cause interpersonal relationship problems and assisting appropriately to avoid or overcome the identified problems.
Problem-solving	Managing organisational, administrative or facility risks; clarifying the extent of, and resolving problems through negotiating with staff or facility users in a sensitive and culturally appropriate manner; planning, strategy and resource allocation to manage the facility effectively; determining strategies for education initiatives; research into resource minimisation and sustainability.
Initiative and enterprise	Responding to change and demonstrating leadership in change management; identifying clear priorities for action; identifying and implementing a range of facility or administration enhancements to improve facility profitability or sustainability; facilitating the sharing of work-place knowledge; leading processes which contribute to the establishment of key directions for the facility; reflecting on own work practices for improvement; monitoring activities for emerging risks and trends.
Planning and organising	Manage and monitor business records to enable efficient planning for sport and recreation facilities; managing multiple tasks and resources simultaneously to coordinate and roster staff work activities to meet deadlines; preparing facility plans; managing stock supply and purchase; establishing and monitoring occupational health and safety systems.

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Self-management	Understanding the facility, own role and operating autonomously within limits of authority; critically reviewing own strengths and weaknesses; assessing feedback on own performance and determining strategies for improvement; building industry networks to regularly update knowledge and skills.
Learning	Identifying and accessing sources of research on sport and recreation facility management; contributing to a learning environment through openly sharing knowledge and experiences; identifying and accessing internal and external professional development opportunities; updating knowledge and skills to accommodate changes in sport and recreation facility management.
Technology	Understanding and utilising the operating capability of computer systems and software for sport and recreation facility management; assessing new technologies for suitability for own facility; using information technology to assist in communication and support facility management and planning functions.

Packaging Rules

22 units must be completed:

- 14 core units
- 8 elective units, which may be selected from the electives in this qualification or from units first packaged at AQF level 3, 4 or 5 within SIS10; up to 3 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 5 or 6.

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 (14)	
BSBADM502B	Manage meetings
BSBFIM501A	Manage budgets and financial plans
BSBRKG502B	Manage and monitor business or records systems
ICAU3126B	Use advanced features of computer applications
SISXCCS403A	Determine needs of client populations
SISXFAC405A	Plan and provide sport and recreational services
SISXFAC506A	Manage stock supply and purchase
SISXIND404A	Promote compliance with laws and legal principles
SISXIND406A	Manage projects
SISXIND507A	Manage education initiatives
SISXOHS503A	Establish and maintain occupational health and safety systems
SISXRES403A	Use resources efficiently
SISXRSK502A	Manage organisational risks
SITXHRM003A	Roster staff
Electives (8)	
BSBADM503B	Plan and manage conferences
BSBADM504B	Plan or review administration systems

BSBADM506B	Manage business document design and development
BSBFIM502A	Manage payroll
BSBHRM501A	Manage human resources services
BSBHRM502A	Manage human resources management information systems
BSBHRM503A	Manage performance management systems
BSBHRM505A	Manage remuneration and employee benefits
BSBHRM506A	Manage recruitment selection and induction processes
BSBHRM507A	Manage separation or termination
BSBHRM509A	Manage rehabilitation or return-to-work programs
BSBINM501A	Manage an information or knowledge management system
BSBITB501A	Establish and maintain a workgroup computer network
BSBLED502A	Manage programs that promote personal effectiveness
BSBMGT502B	Manage people performance
BSBMKG501B	Identify and evaluate marketing opportunities
BSBMKG502B	Establish and adjust the marketing mix
BSBMKG514A	Implement and monitor marketing activities
BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBWOR501A	Manage personal work priorities and professional development
BSBWRK509A	Manage industrial relations
FNSACCT502B	Prepare income tax returns
FNSACCT503B	Manage budgets and forecasts
FNSACCT504B	Prepare financial reports for a reporting entity
FNSACCT505B	Establish and maintain accounting information systems

FNSACCT506B	Implement and maintain internal control procedures
PSPPROC410A	Administer contracts
SISCCRD302A	Recruit and manage volunteers
SISCCRD304A	Work with key stakeholders
SISXCCS402A	Coordinate client service activities
SISXRES506A	Undertake open space planning