



**Australian Government**

# **SIS50712 Diploma of Sport and Recreation Management**

**Release: 1**

# SIS50712 Diploma of Sport and Recreation Management

## Modification History

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

Release	Comments
1	New qualification which merges and supersedes: <ul style="list-style-type: none"><li>• SIS50110 Diploma of Facility Management</li><li>• SIS50410 Diploma of Sport and Recreation Administration.</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 a management or organisational capacity in locations such as fitness centres, outdoor sporting grounds or complexes or aquatic centres or community recreation centres. Persons with this level of competency would manage the effective provision of services or programs and have a high degree of autonomy.

### Job roles

- competition manager
- complex manager
- executive officer
- facility manager
- program manager

## Pathways Information

This qualification is suitable for an Australian Apprenticeship pathway, however is not suitable for School Based Traineeships/Apprenticeships.

## 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 client populations and staff to determine their specific requirements; analysing documentation on sport and recreation facility maintenance; preparing accurate financial records; completing staff rosters; clarifying instructions to staff; negotiating acceptable solutions to client population or staff requests and complaints.
Teamwork	Providing leadership to a team of workers; monitoring staff performance and providing advice to improve performance; providing guidance to facility, sport and recreation personnel to achieve agreed goals; 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 ancillary functions to provide sport and recreation services and programs; research into client population needs.
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 client satisfaction and organisation or facility profitability; facilitating the sharing of work-place knowledge; reflecting on own work practices for improvement; monitoring activities for emerging risks and trends.
Planning and organisation	Collecting, analysing and recording information to provide efficient planning for sport and recreation organisations and facilities; managing multiple tasks and resources simultaneously to coordinate staff work activities to meet deadlines; leading processes which contribute to the establishment of key directions for the organisation; preparing facility plans; developing and monitoring work health and safety policies.
Self-management	Understanding the organisation, 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 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; assessing new technologies for suitability for own situation; using information technology to assist in communication and support management and planning functions.

## Packaging Rules

24 units must be completed:

- 16 core units
- 8 elective units, consisting of:
  - all the units in either of the Groups A or B
  - the remaining 4 units to make up the required 8 elective units from Groups not already completed or from General electives; which may be selected from the electives in this qualification or from units which are first packaged at AQF level 4, or 5 within SIS10; up to 4 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.

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>	
BSBADM502B	Manage meetings
BSBFIM601A	Manage finances
BSBHRM402A	Recruit, select and induct staff
BSBMGT515A	Manage operational plan
BSBMGT617A	Develop and implement a business plan
BSBMKG608A	Develop organisational marketing objectives
BSBMKG609A	Develop a marketing plan
BSBRKG502B	Manage and monitor business or records systems
SISXCCS402A	Coordinate client service activities
SISXIND404A	Promote compliance with laws and legal principles
SISXIND406A	Manage projects
SISXRSK502A	Manage organisational risks
SISXWHS503	Establish and maintain work health and safety systems
SITXHRM402	Lead and manage people
SITXMGT501	Establish and conduct business relationships
SITXMPR501	Obtain and manage sponsorship
<b>Electives (8)</b>	

<b>Group A – Event Management</b>	
SITXEVT505	Manage on-site event operations
SITXEVT602	Develop event concepts
SITXEVT603	Determine event feasibility
SITXGLC501	Research and comply with regulatory requirements
<b>Group B – Facility Management</b>	
SISXFAC404A	Coordinate facility and equipment acquisition and maintenance
SISXFAC409	Plan and provide sport, fitness and recreation services
SISXFAC506A	Manage stock supply and purchase
SITXFIN601	Manage physical assets
<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
AHCTRF401A	Develop a sports turf maintenance program
AHCTRF501A	Plan the establishment of sports turf playing surfaces
AHCWRK402A	Provide information on issues and policies
BSBADM503B	Plan and manage conferences
BSBADM504B	Plan or review administrative systems
BSBADM506B	Manage business document design and development
BSBFIM501A	Manage budgets and financial plans
BSBFIM502A	Manage payroll
BSBGOV401A	Implement Board member responsibilities
BSBHRM501A	Manage human resources services

BSBHRM502A	Manage human resources management information systems
BSBHRM503B	Manage performance management systems
BSBHRM505B	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
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
BSBWOR501B	Manage personal work priorities and professional development
BSBWRK509A	Manage industrial relations
CHCDIS507C	Design and adapt surroundings to group requirements
CHCDIS511A	Coordinate services for people with disabilities
CHCYTH505E	Support youth programs
CHCYTH608D	Manage service response to young people in crisis
FNSACC502B	Prepare legally compliant tax returns for individuals
FNSACC504A	Prepare financial reports for corporate entities
FNSACC505A	Establish and maintain accounting information systems
FNSACC506A	Implement and maintain internal control procedures
HLTFA402C	Apply advanced first aid
ICADBS409A	Monitor and administer a database
ICAICT308A	Use advanced features of computer applications

PSPPROC414A	Manage contracts
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
SISCCRD304A	Work with key stakeholders
SISOODR506A	Evaluate policy for an outdoor organisation
SISSSCO513	Plan and implement high performance training and recovery programs
SISSSDE503	Develop volunteer management policies
SISSSPA505A	Coordinate team or group management
SISSSPA506A	Coordinate team or group administration
SISXCCS403A	Determine needs of client populations
SISXIND408	Select and use technology for sport, fitness and recreation
SISXIND409	Organise a sport, fitness or recreation event
SISXIND410	Coordinate sport, fitness or recreation work teams or groups
SISXIND507A	Manage education initiatives
SISXRES403A	Use resources efficiently
SISXRES506A	Undertake open space planning
SITXEVT401	Organise in-house events or functions
SITXHRM401	Roster staff