



Australian Government

Department of Education, Employment and Workplace Relations

SISOODR302A Plan outdoor recreation activities

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge to independently plan team outdoor activities for an environment where extreme environmental conditions are not likely to occur. This unit focuses on the application of planning skills to plan outdoor recreation activities that take into account participant needs, logistical and resourcing requirements in order to plan safe outdoor activities.</p> <p>No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to those working in an outdoor recreation environment. This may include those working under supervision as logistics coordinators who may be responsible for coordinating activities in or out of the field with a focus on planning and directing rather than actively leading activities.</p> <p>This may include outdoor recreation leaders working for outdoor education or adventure providers; volunteer groups; not-for-profit organisations or government agencies.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify participant needs and expectations.	<p>1.1. Consult with <i>participants</i> to determine <i>session's aims and objectives</i> and activity preferences.</p> <p>1.2. Identify any <i>special requirements</i> according to participants needs.</p> <p>1.3. Advise participants of any reasons why they should not participate in the activities.</p> <p>1.4. Recommend participants seek external assistance where appropriate.</p>
2. Prepare a plan for an outdoor activity.	<p>2.1. Identify a range of <i>information sources</i> and gather <i>relevant information</i> to plan an outdoor activity according to <i>organisational policies and procedures</i>.</p> <p>2.2. Identify <i>equipment</i> and <i>resources</i> appropriate for the activity according to organisational policies and procedures.</p> <p>2.3. Consult with colleagues to identify activity objectives.</p> <p>2.4. Design an <i>activity plan</i> to meet the identified needs and abilities of participants according to <i>relevant legislation</i> and organisational policies and procedures.</p> <p>2.5. Seek agreement on the plan from colleagues, participants and organisations as required.</p> <p>2.6. Complete appropriate <i>documentation</i>.</p>
3. Coordinate and allocate activity resources.	<p>3.1. Evaluate the suitability of sites or locations and select according to activity objectives and organisational policies and procedures.</p> <p>3.2. Confirm selection of sites or location with colleagues and participants.</p> <p>3.3. Identify and check availability of equipment appropriate for the activity and participants needs and abilities according to organisational policies and procedures.</p> <p>3.4. Organise and confirm availability of appropriate <i>resource requirements</i> for the activity in consultation with appropriate staff, support personnel, organisations and participants.</p>
4. Identify and document contingency plans.	<p>4.1. Identify potential <i>non-routine situations</i> that may arise during the activity.</p> <p>4.2. Identify current equipment and resources that can be</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>improvised to address non-routine situations.</p> <p>4.3. Identify means to acquire new or additional resources if required.</p> <p>4.4. Modify the activity plan, as required, to accommodate the use of <i>improvised equipment</i> or circumstances.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - consult with participants and elicit information to determine appropriate outdoor activities to meet participant needs
 - source, interpret and confirm information to inform planning
 - seek feedback on the plan from participants and colleagues
- problem-solving skills to:
 - plan an outdoor activity according to participant's needs, abilities and risk factors
 - develop contingency plans to deal with changing situations
- planning and organising skills to source and coordinate resources and equipment necessary for planned outdoor activities
- language and literacy skills to produce and document a plan for an outdoor activity.

Required knowledge

- legislation and organisational policy and procedures to enable safe conduct of the activity and the safe use of equipment and materials
- philosophies and principles of community development to enable inclusive practices
- reasons for individual participation in an outdoor activity to ensure this information is included in planning to meet participants needs
- risk analysis processes to enable evaluation and response to potential risks and possible impact of planned outdoor activities
- activity-specific knowledge of identified outdoor activity to enable planning that maximises benefits to participants
- factors affecting the selection of equipment used in outdoor activities to ensure

REQUIRED SKILLS AND KNOWLEDGE

appropriate use of equipment for specific outdoor activities.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- carries out logistical and operational aspects of planning tasks responsibly and safely using a participant centred approach
- plans outdoor recreation activities safely and in a manner that meets the needs and views of a range of participants and complies with relevant legislative and organisational requirements
- applies contingency management techniques to anticipate a range of problems and issues that may arise during an outdoor recreation activity
- coordinates and allocates activity resources to optimise their availability and use by participants.

Context of and specific resources for assessment

Assessment must ensure application of planning skills to plan outdoor recreation activities on multiple occasions that take into account participant needs, logistical and resource requirements on sufficient occasions to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a range of participants, outdoor locations and colleagues
- equipment, resources and information to plan outdoor recreation activities
- documentation such as activity plans.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of planning and resourcing of an outdoor recreation activity including the development of an activity plan
- observation of planning for contingencies to deal with non-routine situations that may arise during the activity

EVIDENCE GUIDE

	<ul style="list-style-type: none"> • oral or written questioning to assess knowledge of activity skills in relation to activity objectives • portfolio containing evidence of activity plans and documentation • third-party reports from a supervisor detailing appropriate work performed by the candidate. <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • Activity specialisations.
Guidance information for assessment	

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Participants may include:

- experienced
- inexperienced
- adults
- children.

Session's aims and objectives may include:

- developing outdoor recreation skills
- education
- development
- therapy
- fitness targets
- recreation.

Special requirements may include:

- age
- medical condition
- physical condition.

Information sources may include:

- individuals
- organisations

RANGE STATEMENT	
	<ul style="list-style-type: none"> • participants • recorded information • parents.
<i>Relevant information</i> may include:	<ul style="list-style-type: none"> • season • activity location • length of activity • time of day • weather conditions • numbers, ages and gender of participants • staff, physical and financial resources.
<i>Organisational policies and procedures</i> may include:	<ul style="list-style-type: none"> • occupational health and safety • staff selection • collection and use of information • privacy • time constraints and scheduling requirements • budget allocation • hire of equipment • environmental impact • transport arrangements.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • outdoor equipment • personal equipment • safety equipment • group equipment • communication equipment.
<i>Resources</i> may include:	<ul style="list-style-type: none"> • physical • human • financial • transport and related logistical requirements.
<i>Activity plan</i> may include:	<ul style="list-style-type: none"> • length of activity • participant size and ability • condition of terrain, activity location or medium • equipment and resources • characteristics of group members • supervision requirements • budget • activity constraints • strategies for minimal environmental impact.
<i>Relevant legislation</i> may include:	<ul style="list-style-type: none"> • occupational health and safety

RANGE STATEMENT	
	<ul style="list-style-type: none"> • permits or permission for access • environmental regulations • marine regulations.
Documentation may include:	<ul style="list-style-type: none"> • activity plans • permit forms.
Resource requirements may include:	<ul style="list-style-type: none"> • food • water • clothing.
Non-routine situations may include:	<ul style="list-style-type: none"> • lost or damaged equipment • unseasonal weather conditions • injuries • emergencies • communication breakdowns • phobias and panic in other group members.
Improvised equipment may include:	<ul style="list-style-type: none"> • repaired equipment • protective clothing • shelters • first aid resources • emergency response resources.

Unit Sector(s)

Unit sector	Outdoor Recreation
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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