



Australian Government

Department of Education, Employment and Workplace Relations

SISOODR303A Guide outdoor recreation sessions

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge to guide a non-instructional outdoor activity session for participants. This unit focuses on the application of skills to lead and monitor sessions in a safe manner. It requires the ability to utilise resources to ensure the welfare and satisfaction of participants and to facilitate and maintain group cooperation and interaction during the session.

Application of the Unit

This unit applies to outdoor guides working in a controlled outdoor recreation environment with limited supervision and within clearly defined constraints such as type of site or group. It may also apply to those working as assistants with a more experienced leader in potentially non-routine or more complex activities.

This unit may also apply to outdoor recreation guides working for outdoor education or adventure providers, volunteer groups, not for profit organisations or government agencies.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

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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| 1. Access the session plan. | 1.1. Confirm the <i>aim</i> of the <i>session</i> with relevant staff.
1.2. Confirm participant needs and <i>special requirements</i> .
1.3. Confirm <i>logistical arrangements</i> with relevant staff according to <i>relevant legislation</i> .
1.4. Clarify points that are not clear with relevant staff.
1.5. Confirm arrangements and <i>resources</i> with appropriate staff, organisations and <i>participants</i> .
1.6. Assess and confirm that specific risks are within acceptable limits. |
| 2. Prepare participants for the session. | 2.1. Conduct relevant assessments to determine the <i>condition</i> of participants in consultation with relevant support personnel according to <i>organisational policies and procedures</i> and relevant legislation.
2.2. Communicate instructions and <i>relevant information</i> to participants in a suitable manner.
2.3. Check aspects of participants' dress or <i>equipment</i> which may be unsuitable for the session.
2.4. Issue equipment and modify and or check condition for use by different participant groups. |
| 3. Lead the group and monitor progress. | 3.1. Provide and reinforce <i>direction and advice</i> to the group during the session.
3.2. Demonstrate appropriate and safe techniques according to the proposed session.
3.3. Identify and monitor potential <i>hazards</i> during the session and take action as required according to organisational policies and procedures.
3.4. Monitor individual participant's <i>performance and safety</i> and provide feedback on techniques and usage of equipment.
3.5. Implement appropriate modifications to the session |

ELEMENT**PERFORMANCE CRITERIA**

- in response to *changing conditions*.
- 3.6. Encourage feedback and questioning from group members.
- 3.7. Respond to emergency or *non routine situations* according to organisational policies and procedures.
4. Conclude the session.
- 4.1. Collect and check issued equipment for damage and wear according to organisational policies and procedures.
- 4.2. Provide participants the opportunity to give feedback and identify further needs.
- 4.3. Return the environment or facility to a condition acceptable for future use.
- 4.4. Supervise participants' departure in a manner appropriate to the situation.
5. Evaluate the session.
- 5.1. Determine *areas* and methods of evaluation.
- 5.2. Acknowledge feedback from participants and other staff.
- 5.3. Identify areas where session could be improved and ways of obtaining this improvement.
- 5.4. Review own performance and identify potential improvements.

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - clarify and confirm arrangements for the session with relevant staff
 - interact with participants
 - convey information about the session
 - seek feedback from participants
- problem-solving skills to:
 - identify problems related to sessions
 - implement contingencies in response to non-routine situations
- planning and organising skills to:
 - access and implement the session plan
 - monitor progression of participants
 - make modifications as required
- literacy skills to interpret and seek clarification on session plans
- activity-specific skills for identified planned outdoor recreation activities.

Required knowledge

- legislation and organisational policies and procedures to enable the safe conduct of the outdoor recreation session
- potential hazards associated with the session to enable prompt detection and control
- techniques and skills appropriate to the session to enable participant needs to be safely met according to their abilities and needs
- activity and site-specific Codes of Practice and guidelines to enable the session to be conducted according to these practices and guidelines
- conflict resolution strategies for dealing with group and individual situations to enable the group to function cohesively
- reasons for participation in an outdoor recreation activity to enable participant goals to be met through the session
- risk analysis processes to enable accurate evaluation of the risk of planned outdoor recreation activities
- activity-specific knowledge of identified planned outdoor recreation activities to enable these to match participants' capabilities
- safe and appropriate dress and equipment for the outdoor recreation session
- techniques appropriate to the session or activity to enable minimisation of injury
- equipment safety standards to enable safe use of equipment.

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:

- leads outdoor recreation sessions responsibly, using communication strategies and a participant centred approach to encourage participation and interaction
- applies negotiation and contingency management techniques to deal with a range of problems and issues that may arise during the session and makes adjustments in response to changing situations
- evaluates and reflects on own work performance to identify ways in which session outcomes and benefits to participants can be improved.

Context of and specific resources for assessment

Assessment must ensure the safe guiding of groups in outdoor recreation sessions that reflect the needs of a range of participants to demonstrate competency and consistency of performance

Assessment must also ensure access to:

- controlled outdoor environments relevant to local requirements and specific activities
- equipment and resources required for the outdoor activity including a suitable outdoor location, support staff and participants
- documentation such as activity plans and checklists relating to equipment checks where appropriate.

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 guiding an outdoor activity and interacting with a range of participants, including conveying information for safe participation in the activity and obtaining participant feedback
- observation of dealing with contingencies such as changing weather conditions, unavailability of equipment or participant performance
- oral or written questioning to assess knowledge of factors that may influence participant performance in the outdoor session

- evidence of self evaluation of performance
- third-party reports from a supervisor detailing appropriate work performed by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- Relevant activity specialisations.

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.

- Aim*** may include:
- self improvement
 - fitness targets
 - lifestyle adjustments
 - comfort or discomfort levels
 - social.
- Session*** may include:
- a task, game, activity or exercise in which the extent of instruction is minimal
 - a component of a sequenced program of individual sessions
- Special requirements*** may include:
- age
 - medical condition
 - physical condition.
- Logistical arrangements*** may include:
- site or location
 - equipment and resources
 - food requirements
 - water needs and usage
 - clothing requirements
 - access to facilities.
- Relevant legislation*** may include:
- occupational health and safety
 - permits or permission for access
 - environmental regulations
 - marine regulations.
- Resources*** may include:
- physical
 - human
 - financial
 - transport and related logistical requirements.
- Participants*** may include:
- experienced
 - inexperienced
 - adults
 - children.
- Condition*** may include:
- physical
 - emotional
 - psychological.
- Organisational policies and***
- occupational health and safety

procedures may include:

- assessment of participants
- privacy
- time constraints and scheduling requirements
- budget allocation
- hire of equipment
- environmental impacts
- transport arrangements.

Relevant information may include:

- logistical details
- personal equipment requirements
- safety procedures
- clothing requirements
- common injuries
- preventative measures for common injuries
- objectives and nature of the trip
- rules and codes
- responsible behaviour.

Equipment may include:

- first aid kit
- protective clothing
- session-specific participant requirements
- equipment required by the session organiser.

Direction and advice may include:

- how to negotiate a hazard
- working in small groups to complete tasks.

Hazards may include:

- temperature extremes
- slippery or unstable terrain
- dangerous animals and insects
- stinging trees and nettles
- dense vegetation
- group management hazards.

Changing conditions may include:

- weather
- participant needs
- equipment failure.

Non routine situations may include:

- lost or damaged equipment
- unseasonal weather conditions
- injuries
- emergencies
- communication breakdowns
- phobias and panic in other group members.

Areas may include:

- original aims and objectives
- client satisfaction
- suitability and safety of facilities and equipment

- content, structure and processes of the activity
- personal and group objectives
- personal performance.

Unit Sector(s)

Outdoor Recreation

Competency Field

Outdoor Recreation