



Australian Government

Department of Education, Employment and Workplace Relations

SISSCGP515A Establish selection policies

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to develop and implement policies and criteria for the selection of athletes, officials and selectors in specific sporting areas and activities. It focuses on participating in a consultation process to develop and implement selection policies, communicating these policies to those concerned and adjusting them in response to feedback.

Application of the Unit

This unit applies to those working autonomously and within supervisory roles in a sport and recreation environment at a local, state or national level. It applies to personnel who are responsible for planning and conducting coaching programs for athletes in a sport-specific training or competition setting including schools and local sporting clubs. It also applies to program developers and talent development managers who are responsible for identifying and developing athletes and managing competitions in a range of sporting organisations.

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.
1. Develop selection criteria.	<p>1.1. Establish and document <i>selection objectives</i> in consultation with <i>appropriate personnel</i> according to the requirements of the activity, club or organisation.</p> <p>1.2. Develop <i>selection criteria</i> according to documented selection objectives and <i>relevant legislation</i>.</p> <p>1.3. Seek feedback on selection criteria from appropriate personnel.</p> <p>1.4. Document <i>selection criteria</i> and circulate according to <i>organisational policies and procedures</i>.</p>
2. Develop selection policies.	<p>2.1. Develop <i>selection policies and procedures</i> according to relevant legislation and the requirements of the activity, club or organisation.</p> <p>2.2. Seek feedback on selection policies and procedures from appropriate personnel.</p> <p>2.3. Document selection policies and procedures and circulate according to organisational policies and procedures.</p>
3. Implement selection policies.	<p>3.1. Identify personnel responsible for administering selection policies.</p> <p>3.2. Assess <i>information needs</i> of personnel responsible for selection policies and procedures.</p> <p>3.3. Explain selection policies and procedures to personnel using <i>communication approaches</i> appropriate to their needs.</p> <p>3.4. Check understanding of personnel regarding selection policies and procedures using appropriate approaches and encourage them to clarify information.</p> <p>3.5. Monitor application of selection policies and procedures and note consistent areas of contention.</p> <p>3.6. Develop <i>initiatives</i> to support unsuccessful</p>

ELEMENT**PERFORMANCE CRITERIA**

4. Evaluate selection policies.
- candidates in consultation with appropriate personnel.
- 4.1. Analyse the success of selection policies and procedures in meeting organisational and activity selection objectives in consultation with appropriate personnel.
- 4.2. Make recommendations for change in the review of selection policies and procedures.
- 4.3. Modify selection policies and procedures according to recommendations and feedback.

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - build rapport with support personnel
 - convey information and confirm understanding of selection policies and procedures
 - notify successful candidates and provide constructive feedback
- language and literacy skills to develop and document selection criteria and selection policies and procedures
- problem-solving skills to:
 - identify and address problems and issues in the implementation of selection policies
 - evaluate the success of selection policies in meeting selection objectives
 - make recommendations for adjustments to meet changing requirements in the sport or activity
- planning and organising skills to manage the development and implementation of selection policies and procedures effectively within required timeframes.

Required knowledge

- relevant legislation and organisational policies and procedures to enable the selection procedure to be conducted with integrity and rigour
- regulations and guidelines such as eligibility requirements that impact on selection of athletes, officials or selectors to enable the development of selection criteria
- expected skills and performance for the relevant sport or activity
- conflict resolution strategies to enable appropriate responses to selection disputes
- protocol for developing and implementing policies and procedures to enable the development of concise and clear selection policies and procedures.

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:

- works with appropriate personnel to develop, implement and review selection policies and procedures that comply with organisational and specific sport objectives and requirements and relevant legislation
- selects and adopts communication strategies appropriate to the information needs of candidates to convey information clearly and appropriately within relevant timeframes
- monitors implementation of selection policies and procedures and applies contingency management techniques to deal with issues that may arise during implementation.

Context of and specific resources for assessment

Assessment must ensure development, implementation and review of selection policy and procedures for a sport or activity specific to the candidate's current or intended work role to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a sport-specific training or competition setting
- potential candidates such as athletes, officials and selectors, sports personnel and resources to implement selection policies and procedures
- sources of information about requirements of specific sports and activities in relation to selection criteria
- current organisational policies and procedures and relevant legislation that impact on the implementation of selection policies and procedures.

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 interaction with appropriate personnel and potential candidates to provide information about selection criteria, policies and procedures
- observation of participatory consultation with relevant personnel to monitor organisational selection

policies and procedures

- oral or written questioning on relevant legislation impacting on the development and implementation of selection policies and procedures
- third-party reports from a supervisor detailing work performance.

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

- SISSCGP307A Implement selection policies.

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.

Selection objectives may include:

- representation of specific sport at local, state, national and international level
- future skills development.

Appropriate personnel may include:

- administrators
- selectors
- club officials
- club members.

Selection criteria may include:

- citizenship
- membership of sport-specific associations
- past performances
- current and potential future performance
- experience
- skill
- technical ability
- personal profile
- availability
- physical attributes
- attitude and behaviour
- needs of the team, group or organisation.

Relevant legislation may include:

- equal opportunity
- privacy
- working with children.

Organisational policies and procedures may include:

- communication channels and protocols
- decision making processes.

Selection policies and procedures may include:

- policy principles
- composition of selection panels
- roles and responsibilities for selection
- conflict of interest
- timeframes to which selection criteria applies
- procedures for application of selection criteria
- feedback mechanisms and timeframes for successful and non-successful candidates
- procedure for notification of selection or non-selection

- appeal rights and processes
 - overriding factors or extenuating circumstances
 - breaches of conduct
 - resolution of disputes
 - record keeping requirements.
- Information needs* may include:
- points of reference
 - documentation requirements
 - roles and responsibilities
 - selection processes
 - selection data required.
- Communication approaches* may include:
- discussions
 - information sessions
 - presentations.
- Initiatives* may include:
- counselling
 - additional training opportunities.

Unit Sector(s)

Sport

Competency Field

Coaching General Principles