



Australian Government

SISSSPA404A Implement accreditation and registration systems

Release: 3

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Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
3	Update to Guidance information for assessment.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge to implement accreditation and adjudication procedures and information technology systems to meet regulatory and compliance requirements for specific sporting areas.

Application of the Unit

This unit applies to those who are responsible for planning and conducting coaching programs for athletes in a sport-specific training or competition setting. It may also apply to sports administrators.

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. Implement accreditation systems.

- 1.1. Determine and document ***accreditation*** or registration requirements for the specific sport.
- 1.2. Develop and document ***organisational policies and procedures*** to support and implement accreditation requirements.
- 1.3. Establish links with accreditation or registration bodies as required and delegate liaison responsibilities to appropriate staff.
- 1.4. Monitor organisational ***procedures to ensure they*** meet requirements of relevant regulation and compliance measures according to ***relevant legislation and industry codes of practice***.
- 1.5. Inform ***system users*** of respective rights and obligations that ensue from accreditation.
- 1.6. Implement ***registration systems*** within required timeframes and within financial constraints.
- 1.7. Develop testing protocols to support accreditation and registration requirements according to organisational policies and procedures.

2. Develop information technology systems.

- 2.1. Develop ***information technology systems*** to document data in relation to required regulation and compliance measures according to organisational policies and procedures.
- 2.2. Monitor use of information technology systems according to organisational policies and procedures.
- 2.3. Make adjustments to information technology systems according to organisational policies and procedures.
- 2.4. Maintain accreditation or registration data according to organisational policies and procedures.

3. Implement adjudication systems.

- 3.1. Identify organisational ***adjudication systems*** and access supporting procedures according to

ELEMENT**PERFORMANCE CRITERIA**

- organisational policies and procedures.
- 3.2. Inform system users of respective rights and obligations that ensue from adjudication systems according to organisational policies and procedures.
- 3.3. Implement *adjudication systems* within required timeframes and within financial constraints.
- 3.4. Consult with *relevant stakeholders* according to organisational policies and procedures.
4. Review accreditation procedures.
- 4.1. Conduct a review of implementation of accreditation procedures at regular intervals according to organisational policies and procedure.
- 4.2. Seek feedback from interested persons and organisations.
- 4.3. Base review on pre-determined criteria and assess using valid information.
- 4.4. Make modifications to procedures in response to feedback and changing requirements in the sport according to organisational policies and procedure.

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - build rapport with athletes and other system users
 - convey information and respond to questions about procedures to support accreditation systems for the specific sport
 - consult with stakeholders to review implementation of accreditation and adjudication procedures
- language and literacy skills to analyse and interpret information required to develop and document procedures for the implementation of accreditation, registration and adjudication systems
- problem-solving skills to:
 - objectively and ethically develop testing protocols to support accreditation requirements and to develop information technology systems to document accreditation and registration data
 - evaluate the implementation of procedures supporting accreditation and adjudication systems and make adjustments to meet changing requirements in the sport
- planning and organising skills to apply procedures for the effective implementation of procedures and testing protocols to support accreditation requirements within organisational procedures and required timeframes
- technology skills to develop and monitor the use of technology information systems.

Required knowledge

- legal process and practice in relation to adjudication procedures to enable fair and equitable treatment of individuals and organisations, fair and ethical application of procedures and to reduce the incidence of conflict
- legislation that impacts on the implementation of accreditation and adjudication policies and procedures to enable consistent implementation in order to minimise the possibility of error
- conflict resolution strategies to enable appropriate responses to disputes with athletes which may arise in relation to the implementation of accreditation or registration systems
- rules, codes and procedures within the specific sport to enable fair and ethical application of procedures and reduce the incidence of conflict
- protocols for physical and physiological testing to support implementation of accreditation or registration procedures for the specific sport to enable this to be carried out fairly and safely
- appropriate information technology systems to establish and monitor the implementation of accreditation or registration systems.

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:

- utilises knowledge of information technology systems to develop a system to document and maintain data to meet the regulation and compliance accreditation needs in own sporting or activity area
- implements procedures to support accreditation and adjudication systems using testing protocols to determine suitability for the sport
- applies contingency management techniques to deal with issues that arise during implementation of accreditation and adjudication systems and procedures such as ethical issues
- adopts communication approaches appropriate to the needs of system users to convey information about accreditation and adjudication systems and procedures
- reviews the effectiveness of accreditation and adjudication systems and procedures and makes adjustments in response to information gathered.

Context of and specific resources for assessment

Assessment must ensure demonstration of implementation and evaluation of accreditation and adjudication systems, procedures and protocols to meet regulatory and compliance requirements that are of sufficient breadth to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a sport or activity-specific training and competition setting to implement the accreditation and adjudication system
- sources of information about requirements of specific sports and activities in relation to regulatory and compliance requirements
- relevant rules, legislation, industry codes, policies and procedures as they apply to accreditation and adjudication systems.

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 system users to provide information about accreditation and adjudication requirements and protocols
- oral or written questioning to assess knowledge of regulatory and compliance requirements within the specific sport in relation to accreditation and adjudication requirements
- portfolio containing evidence of development of procedures to support implementation of accreditation and adjudication systems
- 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:

- SISSSCO305 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.

Accreditation requirements may include:

- coaching
- training
- officiating
- participation.

Organisational policies and procedures may include:

- equal opportunity
- consultation
- security
- conflict resolution
- reliability and validity of testing protocols.

Relevant legislation may include:

- occupational health and safety
- freedom of information
- anti-discrimination
- insurance
- privacy.

Industry codes of practice may include:

- professional codes of conduct
- sporting codes and guidelines.

System users may include:

- athletes
- officials
- coaches
- sports trainers.

Registration systems may include:

- membership
- entry
- appointments
- support persons.

Adjudication systems may include:

- committees
- panels
- disciplinary boards
- investigations
- penalties
- tribunals
- endorsements
- appeals
- charges.

Relevant stakeholders may include:

- state bodies
- national or international bodies.

Unit Sector(s)

Sport

Competency Field

Sports Administration