



Australian Government

Department of Education, Employment and Workplace Relations

SISXCAI101A Provide equipment for activities

Release: 1

SISXCAI101A Provide equipment for activities

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to prepare, use and store equipment for activities.</p> <p>No licensing, legislative, 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 who work as assistants under direct supervision in a range of roles and settings in the sport, recreation or fitness industry. This may include those working as assistants in after-school or holiday-care programs in a range of locations, those assisting a responsible person in coaching activities, or those undertaking a supporting role in indoor recreation activities and outdoor recreation activities, such as camps and other guided activities.</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 equipment needs and uses.	1.1. Identify <i>equipment</i> required by participants for the session. 1.2. Check availability of equipment required by participants. 1.3. Explain information regarding hire and deposit charges, where appropriate, according to <i>organisational policies and procedures</i> . 1.4. Explain the safe use of equipment to participants according to organisational policies and procedures.
2. Issue and set up equipment.	2.1. Collect and store money for hire charges and deposits and record details according to organisational policies and procedures. 2.2. Remove required equipment from store according to organisational policies and procedures. 2.3. Issue correct and suitable equipment and provide assistance with fitting and use where necessary. 2.4. Set up equipment according to supervisor instructions and organisational policies and procedures. 2.5. Monitor safe use of equipment for intended purposes and report problems to supervisor. 2.6. Adopt specified lifting techniques and handle equipment in a manner to avoid damage to the equipment and injury to self and other staff according. 2.7. Check the work environment and equipment for <i>damage or deterioration</i> and report where appropriate to the <i>responsible person</i> according to organisational policies and procedures.
3. Dismantle and check in equipment.	3.1. Dismantle equipment safely according to organisational policies and procedures and manufacturer instructions. 3.2. Assess equipment for damage and, where damage or deterioration has occurred, promptly report to the responsible person according to organisational policies and procedures. 3.3. Carry out minor repairs as directed within own role and responsibility according to organisational policies and procedures and relevant legislation. 3.4. Account for or report missing equipment to the responsible person according to organisational

ELEMENT	PERFORMANCE CRITERIA
	<p>policies and procedures.</p> <p>3.5. Return deposits to the participant on receipt of the equipment and make a suitable deduction where damage to the equipment is evident, according to organisational policies and procedures.</p> <p>3.6. Withdraw and dispose of equipment with expired life spans according to organisational policies and procedures.</p>
4. Store equipment.	<p>4.1. Place equipment in storage area according to manufacturer storage requirements and organisational policies and procedures.</p> <p>4.2. Maintain storage area in a clean and tidy condition according to organisational policies and procedures.</p> <p>4.3. Maintain written records of stored equipment according to organisational policies and procedures.</p> <p>4.4. Secure equipment according to organisational policies and procedures.</p> <p>4.5. Maintain necessary <i>access and egress</i> in the case of an emergency according to organisational policies and procedures.</p> <p>4.6. Prepare equipment for the next session.</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:
 - convey information to participants about safe use and hire of equipment
 - report equipment damage and inappropriate use to appropriate personnel
- planning and organising skills to:
 - confirm availability of required equipment
 - set up equipment for session and monitor its use
 - store and account for equipment
- literacy skills to:
 - record participant hire details

REQUIRED SKILLS AND KNOWLEDGE

- document damaged equipment
- maintain records of equipment
- numeracy skills to collect and return equipment hire deposits.

Required knowledge

- organisational policies and procedures to enable safe equipment use, maintenance and storage
- equipment specifications and instructions for identified activities to enable the selection and use of appropriate equipment
- equipment testing and checking techniques, as specified by manufacturer or organisation, to enable confirmation of the safety of equipment
- organisational recording systems for establishing and maintaining records of equipment use and maintenance
- storage requirements for identified equipment, as specified by manufacturer or organisation to enable equipment to be stored safely and securely.

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> identifies, confirms and carries out assigned duties according to own level of responsibility, and refers matters outside level of responsibility to appropriate personnel carries out allocated tasks according to instructions of responsible person and reports any difficulties with accessing and providing equipment for the planned sessions to appropriate personnel conveys information about essential safety aspects of equipment use for the session to assist and encourage participants to safely participate in the session.
Context of and specific resources for assessment	<p>Assessment must ensure provision and maintenance of equipment for multiple sport and recreation sessions to ensure consistency of performance.</p> <p>Assessment must also ensure access to:</p> <ul style="list-style-type: none"> organisational policies and procedures as they apply to the use and maintenance of equipment an environment or facility appropriate to the specific activity equipment and resources required for the delivery of the activity documentation and specifications for equipment use.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> observation of preparing equipment for an activity observation of interacting with a range of participants, including conveying information for safe use of equipment and processing hire charges observation of dealing with contingencies, such as unavailability of equipment or inappropriate behaviour of participants oral and or written questioning to assess knowledge

EVIDENCE GUIDE	
	<p>of equipment testing and checking techniques</p> <ul style="list-style-type: none"> • portfolio detailing evidence of written reports of equipment damage • 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> <p>SISXCAI102A Assist in preparing and conducting sport and recreation sessions.</p>
Guidance information for assessment	

Range Statement

RANGE STATEMENT	
<p>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.</p>	
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • activity-specific equipment • safety equipment.
<i>Organisational policies and procedures</i> may include:	<ul style="list-style-type: none"> • occupational health and safety • duty of care • equipment use, maintenance and storage • reporting and record-keeping • security • communication protocols • frequency and scope of equipment checks • equipment hire • job descriptions and responsibilities.
<i>Damage or deterioration</i> may include:	<ul style="list-style-type: none"> • damage to fabric • missing parts • failure to operate • <i>structural faults.</i>

RANGE STATEMENT	
<i>Responsible person</i> may include:	<ul style="list-style-type: none"> • supervisor • manager.
<i>Access and egress</i> may include:	<ul style="list-style-type: none"> • fire doors • exits.

Unit Sector(s)

Unit sector	Cross Sector
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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