SRCCRD007B Develop recreation programs

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Community Recreation Industry Training Package and covers the skills and knowledge necessary for programming of recreation activities in a variety of community recreation settings.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element		Performance Criteria	
1	**Determine program parameters**	1.1	Undertake research to establish client needs and identify target groups
		1.2	Analyse organisation aims and objectives with regards to programming implications

		1.3	Determine the composition and nature of the **programs** which will address the identified needs of both clients and the organisation

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1.4 Undertake appropriate work to ascertain support, the capacity for a coordinated effort and factors which will affect provision of **programs**

1.5 Undertake research to identify key people, issues to be addressed, possible strategies and options for action

2 **Develop a recreation program plan**

2.1 Establish objectives and evaluation procedures

2.2 Undertake appropriate planning and liaison including developing draft plans in consultation with **relevant people**

2.3 Establish **work** plans and **administration procedures**

2.4 Identify **resources** necessary for the conduct of **programs**, determine a promotional plan/s and establish a **budget**

2.5 Determine recreation program content and design to meet industry standards and necessary approvals gained

2.6 Undertake risk audit

2.7 Take into account the cultural, linguistic and special needs of the **target group/**s

3 **Implement the programs**

3.1 Obtain and allocate necessary **resources** required for the conduct of recreation **programs**

3.2 Implement **work plan, administration procedures** and promotional strategy

3.3 Monitor, review and modify the recreation program or cancelled if necessary to meet **new circumstances**

3.4 Conduct the recreation program safely to meet stated outcomes and objectives

3.5 Follow occupational health and safety and the organisation's emergency procedures and industry

standards

| 4 | **Evaluate the program** | 4.1 | Actively seek **feedback** on the program |

4.2   Assess the recreation program against its planned goals and objectives in accordance with organisational policies and procedures

4.3   Discuss outcomes of the evaluation of the recreation program with **relevant people** to determine future directions

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statements

Critical aspects of evidence to be considered	Assessment must confirm the ability integrated demonstration of all elements of competency and their performance criteria, in particular the ability to
	determine the range of activities and events that the organisation could provide in response to client needs
	collaborate and consult with relevant people
	plan programs to meet identified client and organisation needs
	implement programs
	monitor, review and evaluate the progra
Interdependent assessment of units	This unit must be assessed after attainment of competency in the following unit(s)
	SRCCRD003B Promote access, equity and diversity in community recreation
	This unit must be assessed in conjunction with the following unit(s)
	Nil
	For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)
	Nil
Required knowledge and skills	Required knowledge
	Organisation's objectives, policies and procedures
	Sources of information on client needs and expectations in order to effectively plan a recreation program for clients
	Resource availability within organisation for recreation programs
	Resources and support within the community for recreation programs

Resource allocation policies within the organisation

Insurance policy/arrangements

Occupational health and safety legislation relevant to the provision of recreation services

Organisation emergency policy and procedures

Required skills

Basic research skills to identify relevant community sources of information and resources

Organisational skills to coordinate resources necessary for recreation initiative

Communication skills in order to determine client needs

Planning and coordination requirements of a range of activities and events

Monitoring, reviewing and modifying programs

Resource implications

Physical resources - assessment of this competency requires access to

a real or simulated work environment

appropriate documentation and resources normally used in the workplace

a work environment in order to identify the need for, and plan and provide, a recreational program

Human resources - assessment of this competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) must

be competent in this unit

be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area

have attained the mandatory competency

requirements for assessors under the Australian Quality Training Framework (AQTF) as specified in Standard 7.3 of the **Standards for Registered Training Organisations**

Consistency in performance

Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable to the work environment

Context for assessment

This unit of competency must be assessed in the context of community recreation in Australia. For valid and reliable assessment the community recreation activity should closely replicate the work environment. The environment should be safe, with the hazards, circumstances and equipment likely to be encountered in a real workplace

This unit of competence should be assessed through the observation   of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes

Where performance is not directly observed and/or is required to be demonstrated over a "period of time" and/or in a "number of locations",   any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

KEY COMPETENCIES

Collect, Analyse&Organise Information	Communicate Ideas&Information	Plan&Organise Activities	Work with Others&in Teams	Use Mathematical Ideas&Techniques	Solve Problems	Use Technology
2	2	2	2	1	2	1

These levels do not relate to

the Australian Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

The three levels of performance (1, 2 and 3) denote the level of competency required to perform the task:

Use routine approaches

Select from routine approaches

Establish new approaches

Collecting, analysing and organising information -

Communicating ideas and information -

Planning

and organising activities -

Working with teams and others -

Using mathematical ideas and techniques -

Solving problems -

Using technology -

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies.

Range Statement

Range Statements

The Range Statements provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. The Range Statements relate to the unit as a whole and helps facilitate holistic assessment. In addition, the following variables may be present for this particular unit of competency

RANGE STATEMENT	CATEGORIES
Administration procedures	[all categories]
	registration
	receipting
	ticketing
	confirmation of bookings
	transport arrangements
Budget	[all categories]
	setting fees
	costing expenditure
	determining income
	allocating funds
Feedback	may be qualitative and quantitative
	evaluation forms
	asking people
	numbers
	surveys
	complaints
	reaction
	feedback from staff
	financial information
New circumstances	[all categories]
	numbers
	weather
	facility booking falling through

	equipment failure
	people not arriving, ie, clients or staff
	emergencies
Programs	incorporate a coordinated range of recreation, sport and cultural participation activities and events
	facility based
	educational
	holiday/vacation care
	groups with specific needs
	resort recreation
	organisation base
Relevant people	may include
	residents within a community
	businesses within or related to a community
	representatives from advocacy and special interest groups
	decision makers and community leaders
	individuals, groups and communities affected by issues or programs
	owners or managers of resources required
	supervisors
	representatives from grants/funding agencies
	representatives from government and non-government organisations
	representatives from peak bodies
	colleagues and collaborators
Resources	[all categories]
	staff
	equipment
	venues/facilities
	paperwork
	transport and logistical arrangements

	funds
Target group	[all categories]
	diverse cultural and linguistic backgrounds
	age specific
	clients with specific requirements
	Aboriginal and Torres Strait Islander peoples
	regular clients
	new clients
	gender specific
Work environment	varies with respect to
	size of the organisation
	location
	organisational structure
	nature of the program/s provided
	availability of resources and technology
Work plan	[all categories]
	timeframes
	schedule of activities/events
	promotional plan/s
	roles and responsibilities of staff
	allocation of resources
	permits, approvals and/or permissio

Unit Sector(s)

Not applicable.