



Australian Government

Department of Education, Employment and Workplace Relations

SRXCAI004B Plan a session or program for participants

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages.

This unit covers the basic knowledge and skills required to plan a session or program.

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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

Elements and Performance Criteria

Element	Performance Criteria
1 Collect information to plan a session or program	1.1 Identify sources of information required to plan a session or program
	1.2 Ensure information is as up-to-date, accurate and comprehensive as available sources allow
	1.3 Check conflicting information with relevant sources
	1.4 Respect participants' and organisation's rights to confidentiality
	1.5 Give consideration to the full range of participant's needs
	1.6 Determine the condition of the participant in consultation with relevant support personnel and the participants aims and priorities
	1.7 Conduct relevant tests and assessments
	1.8 Assess the likely demands of the activity on the participants
	1.9 Advise participants of any obvious reasons why they should not participate in a given session or program
	1.1 Identify support personnel necessary for the session or program
2 Produce a session or program plan	1.1 Refer participants with special requirements beyond own level of responsibility to a competent person/agency
	1.1 Assess the work environment with regards to the workplace context
	2.1 Develop a plan which includes aims relevant to identified needs and learning
	2.2 Ensure the plan includes tasks and activities to achieve the aims and is realistic to the participants and resources available

- 2.3 Identify and consider external factors which are likely to disrupt or influence the delivery, value and outcome of the session or program when planning the program
 - 2.4 Assess and confirm session and participant-specific risks are within acceptable **levels of supervision**
 - 2.5 Ensure the plan conforms to legislation, health and safety requirements and accepted good practice, taking into account age and stage of development of **participants**
 - 2.6 Ensure the plan enables everyone to take part to the best of their ability, according to their needs and avoids discrimination or stereotyping
 - 2.7 Seek agreement on the plan with staff, **participants** and organisations where relevant
- 3 **Resource a session**
- 3.1 Arrange a **venue** appropriate for the session, the **participants** and their abilities
 - 3.2 Arrange **equipment** and **resources** appropriate for the activity and **participants**
 - 3.3 Ensure **equipment** is safely modified and/or conditioned for use by different participant groups
 - 3.4 Check **resources** for availability and safety
 - 3.5 Arrange financial **resources** necessary for the session, where relevant
 - 3.6 Ensure arrangements make the best use of available **resources** and minimise damage to the chosen environment
 - 3.7 Ensure arrangements are sufficiently flexible to allow the activity to be modified to meet particular needs
 - 3.8 Confirm arrangements and resources with the appropriate staff, support personnel, organisations and **participants**
 - 3.9 Provide advice to **participants** on **physical resource** requirements for the **session**
 - 3.1 Organise and brief **support personnel** as to the

- 0 extent and limitations of responsibilities, special needs of **participants** and expectations regarding attitudes to **participants**

Required Skills and Knowledge

Not applicable.

Evidence Guide

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 sufficient knowledge of the factors influencing the planning of a session or program for participants using a particular facility or location

Assessment of performance should be over a period of time covering all relevant categories within the Range Statements that are applicable in the learners work environment

In particular, assessment must confirm the ability to

collect information to plan a session or program

produce a session or program plan

resource a session or program

Interdependent assessment of units

This unit must be assessed after attainment of competency in the following unit(s)

BSBCMN202A Organise and complete daily work activities

SRXOHS001B Follow defined Occupational Health and Safety policies and procedures

SRXCAI001B Assist in preparing sport and recreation sessions for participants

SRXCAI003B Provide equipment for activities

This unit must be assessed in conjunction with the following unit(s)

activity-specific competencies in the area of fitness, community recreation, sport or outdoor recreation where relevant

For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)

SRXCAI005B Conduct a sport and recreation session for participants

Required knowledge and skills

Required knowledge

Sources of information on participant needs and expectations in order to effectively plan a sport and/or recreation session or program for participants

Legislation relevant to confidentiality to ensure this information is included in planning for a sport and/or recreation session or program for participants

Factors affecting group and individual needs to ensure this information is included in planning for a sport and/or recreation session or program for participants

Reasons for individual participation in a sport and/or recreation activity to ensure this information is included in planning for a sport and/or recreation session for participants

Health and other reasons affecting ability to participate in an activity

Organisation's policy and procedures in regard to planning a sport and/or recreation session for participants

Policies, procedures and requirements specific to the venue/facility

Risk analysis processes in order to evaluate the risk of planned sport and/or recreation activities

Activity specific knowledge of identified planned sport and/or recreation activities

Required skills

Activity specific skills for identified planned sport and/or recreation activities

Organisational skills to coordinate resources

necessary for planned sport and/or recreation activities

Ability to communicate effectively in order to plan effective sessions or programs for participants

Questioning skills in order to determine appropriate sport and/or recreation activities to meet participant needs

Ability to convey and interpret information in order to effectively and efficiently receive information and incorporate this into the planning of sessions or programs

Resource implications

Physical resources - assessment of this competency requires access to

participants, equipment and a facility/venue for the conduct of a sport and/or recreation session

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 complete Range Statements and contexts applicable to planning a specific recreation session in defined locations

Context for assessment

This unit of competency must be assessed in the context of a sport or recreation activity

with a range of clients. For valid and reliable assessment the sport or recreation activity should closely replicate the work environment. The environment should include real clients and be safe with the hazards, circumstances and equipment likely to be encountered in a real workplace

This unit of competency 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, participants or other appropriate persons

**KEY
COMPET
ENCIES**

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	1	1	1	-	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
performanc
e (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
informatio
n -**

Determinin
g individual
participants
needs,
assessing
session or
program
risks,
arranging
resources
and
equipment,
ensuring
the plan
conforms to
health and
safety
requirement
s, making

arrangements for the sessions and programs, arranging financial resources for the session or program,

Communicating ideas and information -

Providing advice to participants, briefing support personnel, confirming arrangements with others

Planning and organising activities -

Developing the session or program plan, assessing participants aims and priorities

Working with teams and others

- Liaising with support personnel, developing the session

or program
plan

**Using
mathematical ideas
and
techniques**

- Not
applicable

**Solving
problems -**

Planning
for
alternative
arrangements to be in
place in the
event of
unsuitable
environmental
conditions

**Using
technology**

- Not
applicable

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

Equipment

[all categories]
 safety requirements, eg, first aid kit and protective clothing
 session/program - specific participant requirements
 session/program - specific group requirements
 equipment required by the session organiser

Information

[all categories]
 organisational aims
 expectations and aspirations of participants
 numbers, ages and gender of participants
 previous experience of participants
 medical condition
 special requirements
 the session environment

Learning

[all categories]
 can be through
 demonstration and explanation
 collaboration
 self management
 experimentation

Levels of supervision

[all categories]
 minimal on-site supervision
 restrictions on the type of site, location or facility used

	restrictions on type of session conducted
	restrictions on the number of participants
	working within clearly defined organisational procedures and policies
	restrictions on the conditions in which the session can be conducted, eg, environmental conditions, type of group
Participants	[all categories]
	experienced
	inexperienced
	adults
	children
	school
	variety of ethnic groups
	participants with special needs
	groups
	tourists
	club members
	general public
Participants aims and priorities	[all categories]
	competition/performance targets
	self improvement
	fitness targets
	lifestyle adjustments
	comfort/discomfort levels
	technical
	tactical
	participation
	social
Participant needs	[all categories]
	physical
	emotional
	psychological

	individual
	group
	individuals within group
Physical resources	[all categories]
	food
	water
	clothing
	personal equipment
	safety equipment
	sun protection
	personal first aid requirements
	medication
Resources	[all categories]
	physical
	human
	financial
	transport and related logistical requirements
Session or program	[all categories]
	a task, game, activity or exercise in which the extent of instruction is minimal and covers only that which is required to allow the participant to participate safely and effectively
	a component of a sequenced program of individual sessions
	does not include drills, tasks and activities with the aim of skill development or enhancement in order to perform competitively or independently
	of up to a day's duration, ie, no overnight component
	are usually 1-2 hours duration but can be shorter or longer depending on the activity/sport and/or the aims and priorities of the participant
	aimed at developing skill and tactical

	learning
Session or program plan	[all categories] aim date/s and time physical, human and financial resources activity stages or structure logistics information requirements
Sources of information	[all categories] individuals organisations participants recorded information parents
Special requirements	[all categories] age medical condition physical condition ethnic origin gender
Support personnel	[all categories] coaches administrators teachers health professionals carers assistant staff parents/guardians others involved/appropriate personnel
Venue	[all categories] outdoor site/location indoor facility

Workplace context

[all categories]
indoor or outdoor
within a recreation/sport activity-specific
context

Work environment

[all categories]
varies with respect to
size of organisation
type of organisation
location
complexity
product/service range

Unit Sector(s)

Not applicable.