



Australian Government

Department of Education, Employment and Workplace Relations

SRXFAC008B Obtain facilities

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 knowledge and skills to identify facility requirements and to negotiate facility use based on requirements.

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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 Identify facilities for activity use	<p>1.1 Select a facility after considering a range of potential facilities</p> <p>1.2 Demonstrate that the identified facility can be made suitable for the chosen purpose through the most efficient use of resources</p> <p>1.3 Establish that the use of the facility for the chosen purpose will not cause any long-term damage</p> <p>1.4 Establish the current ownership, conditions and any fee for use</p> <p>1.5 Bring the chosen facility up to nationally approved health and safety standards and other relevant guidelines, ordinances and codes through the most cost effective use of resources</p> <p>1.6 Access to the facility is appropriate to the clients who will use it</p> <p>1.7 Establish records of suitable facilities and communicate to any colleagues who may wish to make use of them</p>
2 Negotiate the use of facilities	<p>2.1 Conduct enquiries and negotiations in a manner which encourages good working relationships</p> <p>2.2 Give consideration in negotiations for local residents and other users of the facility</p> <p>2.3 Clarify the use of the facility, the activities involved and any potential benefits to the owners</p> <p>2.4 Ensure agreements detail any responsibilities for the upkeep, services and security of the facility</p> <p>2.5 Demonstrate that agreements are satisfactory to all parties and in line with approved policy</p> <p>2.6 Complete records of agreements accurately and store for future availability</p> <p>2.7 Communicate agreements clearly and accurately to</p>

personnel who may use the **facility**

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 range of facility requirements within the learner's work environment and the procedures to assess the suitability of facilities

Assessment of performance should be over a period of time covering all categories of facility applicable in the learners work environment to suit both short and long-term use

In particular, assessment must confirm the ability to

identify facilities to suit purpose

confirm that the facility meets requirements, health and safety standards, client needs and budget

negotiate facility use and document agreements/contract conditions

acquire the facility in a cost effective manner

keep accurate records of available facilities

Interdependent assessment of units

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

Nil

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 units

Other units from the Resource Management

field within the National Sport and Recreation Industry Competency Standards

Required knowledge and skills

Required knowledge

Range of potential facilities available

Methods by which the potential facility can be equipped for the purpose and the standard required

Contractual obligations and current practice for hiring/leasing facilities

Relevant health and safety legislation and guidelines

Industrial relations acts, insurance laws, local government by-laws and by-laws of relevant associations (state, national and international)

Likely needs and concerns of local residents and users of the facility

Benefits to owners of the proposed use for facility

Procedures and relevant legislation covering the hiring of facilities

Recording procedures to meet organisational requirements

Consequences of not keeping accurate records of negotiated terms of facility use

Communication systems within organisation to inform personnel of the terms of agreement for facility use

Required skills

Communication and negotiation skills to deal with difficulties and areas of conflict in carrying out negotiations to acquire facilities

Resource implications

Physical resources - assessment of this competency requires the learner to

have access to a real work environment with facility requirements

Human resources - assessment of this unit of 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 but preferably be competent in the unit at the level above

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

This unit of competency must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable to identifying facility requirements and negotiating facility use based on requirements

Context for assessment

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

Assessment of this unit of competence will usually include 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 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	2	1	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
informatio
n -**

Collecting
information
about
potential
clients and
the
requirement
s of a
facility to
meet these

**Communic
ating ideas
and
informatio
n -**

Negotiating
with
clients,
local
residents
and
managemen
t regarding
the facility

**Planning
and
organising
activities -**

Planning
the fees for
use of the
facility

**Working
with teams
and others
- Working
with others**

in
negotiation
s regarding
the facility

**Using
mathemati
cal ideas
and
techniques**

- Using
figures to
determine
capacity of
facility and
to compare
against
other
potential
facilities

**Solving
problems -**
Dealing
with
concerns
from local
residents

**Using
technology**
- Using the
Internet to
locate and
book
facilities

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

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

Activity use

[one category]

short-term

long-term

Facilities

[one category]

indoor

outdoor

in the locality

outside the local area

for activities

for accommodation

for storage

Negotiations

[all categories]

are carried out through

correspondence

meetings

Unit Sector(s)

Not applicable.