



Australian Government

SISOPLN002 Plan outdoor activity sessions

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge to plan sessions for any type of outdoor recreation activity and to coordinate operational logistics. It requires the ability to plan for activity sessions within a whole of program, or for standalone activity sessions that meet the needs of participants, and to evaluate the effectiveness of sessions.

This unit applies to any type of organisation that delivers outdoor recreation activities including commercial, not-for-profit and government organisations.

It applies to individuals who work independently or with limited guidance from others in senior operational or coordination roles. This includes logistics coordinators and senior leaders, guides or instructors, who will be responsible for delivering the activity session.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Outdoor Recreation Planning

Unit Sector

Outdoor Recreation

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify needs and expectations of participants.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Obtain information to determine preferences and expectations of participants.
- 1.2. Identify characteristics, abilities and special needs of participants.
- 1.3. Advise participants of any reasons why they should not participate in activities.

2. Plan activity sessions.
 - 2.1. Determine activity objectives to meet identified participant needs.
 - 2.2. Plan activity session to meet identified objectives, needs, participant characteristics and abilities, and to enhance participation and motivation.
 - 2.3. Consult with relevant personnel and clients, as required, for input to activity plan and adjust accordingly.
 - 2.4. Determine human and other resource requirements and plan session within budgetary constraints and organisational capacity to deliver.
 - 2.5. Obtain and interpret weather and environmental information and factor into plans.
 - 2.6. Complete activity risk assessment, according to organisational policies and procedures, and plan session according to determined risks and control measures.
 - 2.7. Document and present activity plan for approval by relevant personnel and or clients.
3. Coordinate activity resources.
 - 3.1. Select activity venues, sites or locations appropriate for activity, participant needs and abilities, and organise access.
 - 3.2. Obtain or check on any required permits and permissions from land management authorities, owners or custodians.
 - 3.3. Identify roles of activity delivery personnel and roster those with appropriate skill set.
 - 3.4. Allocate equipment to meet activity and participant needs.
 - 3.5. Identify food and water required to maintain physiological wellbeing of participants and personnel for activity duration.
 - 3.6. Organise, as required, catering, temporary sites and other resources.
4. Issue activity documents and brief delivery personnel.
 - 4.1. Complete operational documents required by personnel delivering the activity.
 - 4.2. Brief delivery personnel and support staff in operational details of the activity.
5. Evaluate effectiveness of activity sessions.
 - 5.1. Obtain and evaluate feedback from delivery personnel and participants.
 - 5.2. Identify successes, problems and difficulties.
 - 5.3. Evaluate effectiveness of activity and identify areas for improvement to assist future planning.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret sometimes unfamiliar and potentially complex information about participant characteristics and land management requirements.
Writing skills to:	develop comprehensive recreational activity plans and operational documents using language easily understood by all staff.
Self-management skills to:	- take responsibility for activity session development from initial research through to evaluation - critically evaluate successes and failures of recreational activities to initiate improvements.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guides -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

Assessment Requirements for SISOPLN002 Plan outdoor activity sessions

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- plan three different outdoor activity sessions tailored to the particular needs of three different participant groups
- for each of the above sessions, coordinate all activity resources
- for each the above sessions, develop the following operational documents required by delivery personnel and provide a briefing:
 - activity plan
 - activity risk assessment
 - participant profiles
- utilise options provided in Assessment Conditions to:
 - evaluate feedback from delivery personnel and participants for two activity sessions
 - determine how to modify aspects of future sessions according to evaluation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for completing risk assessments
- different reasons and objectives for people participating in outdoor recreation activities
- principles and theories of recreational activity design to:
 - achieve objectives of different types of participants
 - enhance engagement and motivation
 - provide educational outcomes
- factors that affect activity design to meet participant preferences, expectations and needs:
 - participant characteristics:
 - age, size and weight
 - current experience in the recreational activity and skill level
 - fitness level and physical capabilities
 - injuries and medical conditions
 - emotional, behavioural and intellectual ability or disability
 - objectives of activity participation

- budget and cost expectations
- desired duration of activity session
- season of operation, weather and environmental conditions
- specific to the particular type of outdoor recreation activity:
 - factors affecting ability to participate and reasons for non-participation
 - suitable activity venues, sites or locations
 - aspects of applicable state, territory, local government, land manager, owner or custodian regulations sufficient to know:
 - where the activity may be delivered and under what conditions
 - how to obtain and maintain permits or permissions
 - key features of the range of equipment required
 - roles of delivery personnel and level of skill required:
 - leaders (guides or instructors)
 - activity assistants
 - organisational support personnel
 - support personnel provided by client groups
 - acceptable ratio of participants to leaders to ensure safety
 - daily fluid and energy requirements of participants and any local environmental conditions which impact
- basic principles of nutrition sufficient to know the food groups, source of nutrients and the basis of a balanced meal plan
- format, inclusions and use of operational documents required by delivery personnel:
 - activity risk assessment
 - activity plans for sessions
 - participant profiles
 - participant informed consents
- methods used to evaluate recreational activities:
 - participant, staff and client organisation evaluation questionnaires
 - debriefs with delivery personnel and client organisations
 - evaluation of complaints, problems, difficulties or incident reports.

Assessment Conditions

Assessment must ensure use of:

- clients and team members with whom the individual can interact; these can be:
 - clients and team members in an industry workplace, or
 - people who participate simulated activities during the assessment
- real workplace situations, or simulated activities, or case study scenarios that test aspects of this unit that relate to:
 - evaluating feedback from delivery personnel and participants
 - modifying aspects of subsequent sessions according to evaluation.

- weather and environmental information including terrain when relevant
- participant profiles to include:
 - age, size and weight
 - current experience in the recreational activity and skill level
 - fitness level and physical capabilities
 - injuries and medical conditions
 - emotional, behavioural and intellectual ability or disability
- template:
 - activity risk assessments
 - activity plans for sessions
 - participant informed consents
- organisational policies and procedures for completing risk assessments
- documents issued by state, territory, local government regulators or land managers describing regulations for operating recreational activities

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:

- have a collective period of at least three years' experience with an organisation providing recreational programs where they have applied the skills and knowledge covered in this unit of competency; the three years' experience can incorporate full and or part time experience.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>