



Australian Government

SISOPLN003 Develop outdoor recreation programs

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge to develop outdoor recreation programs for any type of recreational activity, to plan whole of program operational logistics, and to evaluate, modify and continuously improve programs.

Programs may be developed for general consumer groups or customised to the needs of a particular client group. Programs could consist multiple and different sessions for the same group or a series of the same session for different groups.

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

It applies to senior personnel who work autonomously and who are responsible for making decisions at an organisational level. This includes program managers and senior leaders, guides or instructors, who may also deliver the program.

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 participant groups.

PERFORMANCE CRITERIA

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

- 1.1. Identify and analyse program preferences and expectations of different consumer markets.
- 1.2. Discuss and determine preferences, expectations, characteristics, abilities and special needs of particular

- client groups.
- 1.3. Advise client of any reasons why their participants should not participate in a program.
2. Plan programs for outdoor recreation activities.
 - 2.1. Determine program objectives to meet identified participant needs.
 - 2.2. Design program to meet identified objectives, needs, participant characteristics and abilities and to enhance participation and motivation.
 - 2.3. Consult, as relevant, with client, land managers, owners and custodians for input to program design and adjust accordingly.
 - 2.4. Determine human and other resource requirements and design programs within budgetary constraints and organisational capacity to deliver.
 - 2.5. Obtain and interpret weather and environmental information and factor into forward plans.
 - 2.6. Complete program risk assessment, according to organisational policies and procedures, and design program according to determined risks and control measures.
 - 2.7. Document and present program for approval by other parties; personnel, clients, land managers, owners or custodians, as relevant.
 3. Coordinate program resources.
 - 3.1. Allocate resources according to program budget and refer problems to relevant personnel.
 - 3.2. Evaluate and organise access to activity venues, sites or locations appropriate for program, participant needs and abilities.
 - 3.3. Obtain any required permits and permissions from land management authorities, owners or custodians.
 - 3.4. Identify roles of activity delivery personnel, select and roster those with appropriate skill set.
 - 3.5. Allocate organisational equipment and obtain other, as required, to meet program and participant needs.
 - 3.6. Arrange for equipment to be safely customised for use by different participant groups.
 - 3.7. Book camp sites, accommodation, catering and other resource requirements as required.
 4. Develop program documents and brief delivery personnel.
 - 4.1. Determine, develop and provide information documents for client and program participants.
 - 4.2. Determine, develop and provide operational documents required by personnel delivering the recreational program.
 - 4.3. Brief delivery personnel and support staff in operational

- and risk management details of program.
5. Evaluate effectiveness of the program.
- 5.1. Determine criteria for program evaluation.
 - 5.2. Liaise with delivery personnel and clients throughout program operation to identify successes, problems and difficulties.
 - 5.3. Obtain and evaluate feedback from delivery personnel, clients and participants, according to evaluation criteria.
 - 5.4. Evaluate program according to criteria and consultation with others.
 - 5.5. Modify and continuously improve current and future programs according to feedback and program evaluation.

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 programs and operational documents using language easily understood by clients, participants and staff.
Self-management skills to:	- take responsibility for program development from initial research through to evaluation - critically evaluate successes and failures of program 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 SISOPLN003 Develop outdoor recreation programs

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:

- design two different outdoor recreation programs tailored to the particular needs of two different participant groups
- for each of the above programs, coordinate whole of program resources
- for each the above programs, develop the following documents:
 - information documents for client and program participants
 - operational documents required by delivery personnel and provide a briefing:
 - program plan
 - program risk assessment
 - participant profiles
 - two activity session plans or outlines
- utilise options provided in Assessment Conditions to:
 - evaluate feedback from delivery personnel, client, and participants for one program
 - determine how to modify aspects of future programs 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 programming and sequencing of activities to:
 - achieve objectives of different types of participants
 - enhance engagement and motivation
 - provide educational outcomes
- for outdoor recreation organisations:
 - different types of consumer markets and different types of programs that are delivered
 - program preferences, expectations and special needs of different consumer markets
- factors that affect general program design:
 - requirements of local land managers, owners and custodians
 - season of operation, weather and environmental conditions

- organisational budget and cost expectations of market
- availability of activity sites or venues
- style, location and availability of accommodation to meet consumer expectations
- style of catering to meet expectations and operational constraints of providing
- factors that affect program design for particular client groups:
 - 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 program participation
 - budget and cost expectations
 - desired duration of program
 - preferred style of accommodation and catering
- 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 and how equipment can be customised to suit different participants
 - sources of additional non-organisational equipment
 - 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
- format, inclusions and use of program documents:
 - information documents for client and program participants
 - operational documents required by delivery personnel:
 - program plan
 - program risk assessment
 - participant profiles
 - session plans or outlines
 - participant informed consents
 - land manager, owner or custodian permits or permissions

- methods used to evaluate recreational programs:
 - participant, staff and client 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, team members and land management stakeholders with whom the individual can interact; these can be:
 - clients, team members and land management stakeholders in an industry workplace, or
 - people who participate in simulated activities during 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, clients and participants
 - modifying aspects of subsequent programs 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:
 - program plans
 - program risk assessments
 - session plans or outlines
 - 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.

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