



Australian Government

SISSPAR004 Book athlete travel and accommodation

Release: 1

SISSPAR004 Book athlete travel and accommodation

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required for an athlete to make their own travel and accommodation bookings.

This unit applies to athletes in the Australian sport industry competing in a sport at a local, state or national level.

Those undertaking this unit work with the support of a coach.

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

Pre-requisite Unit

Nil

Competency Field

Participation

Unit Sector

Sport

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Plan travel and accommodation for sport events.
2. Make travel and accommodation bookings for sport

PERFORMANCE CRITERIA

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

- 1.1. Interpret sport event information to determine travel and accommodation requirements.
- 1.2. Research travel and accommodation information to identify travel and accommodation options.
- 1.3. Select travel and accommodation option to meet travel and accommodation requirements.
- 2.1. Book travel and accommodation according to organisational policies and procedures.
- 2.2. Confirm receipt of travel and accommodation booking

events.

confirmation.

2.3. Prepare travel and accommodation itinerary and distribute according to organisational policies and procedures.

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
Writing skills to:	complete travel and accommodation booking forms.
Numeracy skills to:	interpret and use times, dates and prices in event, travel and accommodation information.
Problem-solving skills to:	compare travel and accommodation options.
Planning and organising skills to:	plan and organise travel logistics.

Unit Mapping Information

SISSCOP203A Develop a travel and accommodation plan

Links

Companion Volume Implementation Guides -

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

Assessment Requirements for SISSPAR004 Book athlete travel and accommodation

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:

- book travel and accommodation for three sport events that involves:
 - at least one event that requires travel by aeroplane.

Knowledge Evidence

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

- organisational policies and procedures applicable to booking athlete travel and accommodation
- purpose of athlete travel:
 - competitions
 - conferences
 - presentations
 - media events
 - interviews
- types of travel and accommodation booking and confirmation systems
- travel options:
 - mode of travel
 - length of journey
 - price
 - baggage
- accommodation options:
 - type of accommodation
 - length of stay
 - meeting room provision
 - accessibility
 - dietary needs
 - standard of accommodation
 - price.

Assessment Conditions

Skills must be demonstrated in:

- a sport environment. This can be a workplace or a simulated environment.

Assessment must ensure access to:

- organisational policies and procedures applicable to booking travel and accommodation
- computer with access to the internet.
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- Assessment must ensure use of:
- information about three sport events requiring athlete travel.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors.

Links

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