



Australian Government

SISXADM001 Organise and supervise participant travel

Release: 1

SISXADM001 Organise and supervise participant travel

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to determine travel requirements, make travel arrangements and oversee the conduct of participant travel.

This unit applies to those with responsibility for planning and coordinating travel for groups and individuals and their equipment in a sporting or recreational context. Work is undertaken according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Administration

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine travel requirements.	1.1 Determine travel requirements and needs of participants in consultation with appropriate staff. 1.2 Identify resource and logistical requirements for travel. 1.3 Determine and review travel costs and identify budget and resource constraints. 1.4 Identify risks associated with travel arrangements and develop contingency plans. 1.5 Obtain approval for travel according to organisational procedures.
2. Make travel	2.1 Plan and document travel schedule according to

- arrangements.
- participant needs and activity requirements.
- 2.2 Access and interpret information about different options for travel and other services required.
- 2.3 Select preferred services and finalise costings within available budget.
- 2.4 Book and confirm travel arrangements with appropriate staff and external agencies.
- 2.5 Communicate information about travel arrangements to participants and relevant members of staff.
- 2.6 Source and check accuracy of travel documents for participants.
- 3. Supervise travel arrangements.
 - 3.1 Monitor travel schedule and modify as appropriate during activities.
 - 3.2 Secure equipment and travel documents.
 - 3.3 Complete and maintain travel related documentation.
 - 3.4 Maintain expenditure levels according to budget requirements.
 - 3.5 Select and use communication strategies for group management.
 - 3.6 Implement contingency plans to manage scheduling and other travel related difficulties.
- 4. Review travel arrangements.
 - 4.1 Conduct review of travel arrangements including feedback from participants.
 - 4.2 Identify and propose recommendations for future travel based on review outcomes.
 - 4.3 Review own work performance and identify potential improvements.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SISCCRO306A Organise participant travel

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for SISXADM001 Organise and supervise participant travel

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:

- organise and supervise travel arrangements for at least three different groups of participants and their associated equipment for a sport or recreation activity.

Knowledge Evidence

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

- organisational policies and procedures for making travel arrangements:
 - work health and safety/occupational health and safety
 - duty of care
 - roles and responsibilities of staff
 - communication protocols
 - liability
 - insurance
 - codes of behaviour
 - protocols for making travel arrangements
 - reporting obligations
- legislation related to the organisation of travel:
 - work health and safety/occupational health and safety
 - anti-discrimination
 - road safety and transport
 - conditions of carriage
 - working with children
 - privacy
 - consumer law
- sources of information on travel options for different types of trips and groups
- logistical issues involved in organising travel:
 - booking systems
 - insurance
 - medical assistance

- meals
- departure and arrival times
- comfort and hygiene
- general supervision and support
- risk management planning for:
 - disruption to travel arrangements
 - injury or illness
 - alterations to schedules
 - misplaced, lost or damaged equipment and belongings
 - accidents
- communication strategies for managing groups:
 - head counts
 - rolls
 - buddy systems or travel partners
 - codes of behaviour
 - communication strategies.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation environment. This can be a workplace or simulated environment.

Assessment must ensure use of:

- legislation and organisational policies and procedures such as travel booking procedures, communication protocols, privacy and confidentiality
- industry or organisation documentation for travel
- logistical resources and equipment required for travel
- groups of participants for whom travel is organised; participants can be:
 - individuals in sport or recreation organisations, or
 - individuals who participate in project activities, role plays or simulated activities, set up for the purpose of assessment, within a training organisation.

Assessment activities that allow the individual to:

- organise travel arrangements within realistic time constraints
- supervise travel arrangements of a duration that reflects typical trip duration in the area of work.

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

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