



Australian Government

SISXCAI002 Assist with activity sessions

Release: 1

SISXCAI002 Assist with activity sessions

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assist a leader or supervisor to prepare, conduct, monitor and evaluate activity sessions.

This unit applies to assistants under direct supervision in a range of roles and settings in the sport, fitness or recreation industries. This includes assistants in after-school or holiday-care programs, those assisting with coaching activities, or undertaking a support role in fitness activities, indoor and outdoor recreation activities such as camps and other guided activities.

These individuals undertake work 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

Coaching and Instruction

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Contribute to session planning.

PERFORMANCE CRITERIA

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

- 1.1 Offer and discuss suggestions that support aims of session and participants.
- 1.2 Review and confirm session plan and assigned duties with supervisor.
- 1.3 Confirm allocated arrangements regarding equipment, materials, access to facilities and refreshments.
- 1.4 Notify supervisor of any difficulties and make required

- changes as directed.
- 1.5 Confirm final arrangements with session supervisor.
2. Assist in preparing participants.
- 2.1 Check equipment, report to supervisor and document as required.
- 2.2 Communicate information required for participants to safely participate in the session.
- 2.3 Assist participants to warm-up for the session.
- 2.4 Refer situations and occurrences outside area of responsibility to supervisor.
3. Assist in session delivery.
- 3.1 Carry out assigned duties as directed.
- 3.2 Respond to participant queries according to own level of responsibility.
- 3.3 Explain and demonstrate techniques and equipment to participants as required.
- 3.4 Monitor participant performance and report any problems to supervisor.
- 3.5 Assist participants to cool-down after session.
- 3.6 Check equipment for wear and tear, report and document as required.
4. Assist in session evaluation and follow-up.
- 4.1 Seek participant feedback and identify further needs.
- 4.2 Explain plan for follow-up sessions to participants as directed.
- 4.3 Provide personal and participant feedback on session outcomes to appropriate staff.
- 4.4 Review own work performance and identify potential improvements.

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
Problem-solving skills to:	identify, report, and solve problems related to sessions, such as unavailable equipment.
Teamwork skills to:	liaise with appropriate staff to carry out allocated tasks.
Planning and organising skills to:	complete allocated tasks in a timely manner according to plan.

Unit Mapping Information

SISXCAI102A Assist in preparing and conducting sport and recreation sessions

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 SISXCAI002 Assist with 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:

- assist a supervisor to plan and conduct at least five different sport, fitness or recreation sessions involving:
 - completion of allocated tasks according to instructions of supervisor and session plan
 - communication of essential information:
 - content of activity
 - timing and sequencing of components
 - appropriate apparel and footwear
 - safe use of equipment
 - instructions to complete an activity
 - potential hazards
- use the following communication skills:
 - clear verbal communication
 - modelling and demonstration
 - motivational techniques
- contribute to each session evaluation:
 - provision of personal feedback
 - collection of participant feedback:
 - suitability and safety of facilities and equipment
 - content of session
 - structure and content of the activity or session
 - participant progress.

Knowledge Evidence

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

- basic aspects of legislation related to planning, conducting and evaluating sport, fitness or recreation sessions:
 - work health and safety/occupational health and safety requirements
 - equal opportunity and anti-discrimination

- privacy and confidentiality
- working with children requirements
- organisational policies and procedures related to planning, conducting and evaluating sport, fitness or recreation sessions:
 - safety procedures
 - communication protocols
 - roles and responsibilities of different people, and types of tasks undertaken
 - reporting channels
 - reporting and record keeping
 - frequency and scope of equipment checks
- the aims of sport, fitness or recreation sessions:
 - maximise participation
 - inspire confidence
 - provide motivation
 - assist with self-improvement
 - make lifestyle adjustments
 - entertainment
 - social opportunities
 - develop team work
 - develop gross motor skills
- components of sport, fitness or recreation session plans:
 - objectives
 - equipment
 - time
 - location
 - content
 - order
 - phases: warm-up, conditioning, cool-down
- potential hazards associated with activities and strategies to maximise safe participation
- techniques and skills appropriate to the session:
 - warm-up techniques
 - cool-down techniques
- equipment specifications and instructions to enable the selection and safe use of appropriate equipment for identified activities
- techniques to motivate participants to encourage interaction and participation
- organisational referral and reporting requirements, to a supervisor or other appropriate personnel, in cases where there is:
 - sudden illness
 - aggressive behaviour
 - bullying

- harassment
- participant behaviour
- inappropriate activity type or duration
- equipment failure.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation environment with access to required equipment for participants. This can be a workplace or simulated environment.

Assessment must ensure use of:

- up-to-date equipment currently used in the sport, fitness or recreation industries, to ensure:
 - safety, e.g. helmets, head gear, gloves
 - the participant can participate in activities to suit their goals, e.g. racquets, bats, balls
- workplace documents currently used in the sport, fitness or recreation industries:
 - session plans
 - session and equipment checklists
 - participant feedback or evaluation forms
- organisational policies and procedures related to:
 - preparing, conducting and evaluating activity sessions
 - roles and responsibilities of leaders or supervisors, and assistants
- activity supervisor and participants in a sport, fitness or recreation activity; supervisor and participants can be:
 - staff and participants in an industry workplace who are assisted by the individual during the assessment process or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessment activities that allow the individual to:

- assist a leader or supervisor in the conduct of sport, fitness or recreation sessions over a period of time, that adequately reflects the workplace role, for example: pre-season of a sport; a community health program delivered over several weeks; or a gym program delivered over a period of time to achieve goals.

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

Links

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