



Australian Government

Assessment Requirements for SISXCAI004 Plan and conduct programs

Release: 1

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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, conduct and adjust at least ten sport, fitness or recreation programs incorporating:
 - needs, preferences and expectations of different participants
 - budgetary constraints
 - logistics
 - appropriate response to problems or issues that arise
 - positive feedback in a timely manner to all participants
 - communication and explanation of:
 - aims and objectives
 - dates and times
 - sessions, stages and structure
- complete program evaluations:
 - own work performance
 - collection of participant feedback:
 - suitability and safety of facilities and equipment
 - content of program
 - structure and content of activities or sessions
 - 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 programs:
 - 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 programs:

- safety procedures
- risk analysis processes
- 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
- participant needs:
 - competition or performance targets
 - assist with self-improvement
 - fitness targets
 - lifestyle adjustments
 - social opportunities
- resource requirements for programs:
 - physical
 - human
 - financial
 - transport and related logistical
- principles of inclusive practice to enable participation by a range of participants
- activity-specific knowledge to ensure program activities match participant needs
- factors affecting group dynamics and conflict resolution strategies to enable group cohesion and interaction
- equipment specifications, testing and checking techniques to ensure the selection and safe use of equipment
- evaluation processes to enable improvements to be made to the program.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation environment with access to required equipment for participation. 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:
 - program plans
 - program and equipment checklists
 - participant feedback or evaluation forms

- organisational policies and procedures related to:
 - preparing, conducting and evaluating programs
- activity support personnel and participants in a sport, fitness or recreation activity; support personnel 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:

- plan and conduct a range of programs for a range of participants over an industry realistic period of time.

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

Links

Companion Volume implementation guides are found in VETNet -

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