



Australian Government

SISXFAM001 Organise and supervise participant travel

Release: 1

SISXFAM001 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 to accompany and supervise participants on tour.

This unit applies to any type of sport, fitness, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations.

This unit has particular application to senior activity leaders and coaches but can apply to other senior workers. All use discretion and judgement to independently manage logistics and problems when they arise.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Finance, Administration and Marketing

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Confirm travel requirements.

PERFORMANCE CRITERIA

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

- 1.1. Determine travel requirements and needs of participants in consultation with relevant personnel.
- 1.2. Identify resource and logistical requirements for travel.
- 1.3. Determine and review travel costs and identify budget

- 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 arrangements.
 - 2.1. Plan and document travel schedule according to participant needs and activity requirements.
 - 2.2. Access and interpret information about different options for travel services required.
 - 2.3. Select preferred services and finalise costings within available budget.
 - 2.4. Book and confirm travel arrangements with staff and external agencies.
 - 2.5. Communicate information about travel arrangements to participants and relevant members of staff.
 - 2.6. Check accuracy of travel documents for participants and accompanying staff.
- 3. Manage travel logistics and participants on tour.
 - 3.1. Monitor travel logistics and travel schedule and modify as required during activities.
 - 3.2. Maintain security of equipment and travel documents to avoid loss.
 - 3.3. Complete and maintain accurate travel related records.
 - 3.4. Maintain expenditure levels according to budget requirements.
 - 3.5. Select and use communication strategies for group management.
 - 3.6. Manage scheduling and other travel related difficulties as they arise to minimise disruption to participants and activities.
- 4. Review travel arrangements.
 - 4.1. Conduct review of travel arrangements including feedback from participants.
 - 4.2. Identify improvements for future travel arrangements based on review.

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: | • research and interpret a variety of texts to confirm travel requirements. |
| Writing skills to: | • present information in required formats using language, structure and style appropriate to audience. |
| Numeracy skills to: | • complete basic mathematical calculations for travel costs. |
| Problem-solving skills to: | • identify risks, implement controls and change itinerary as required. |
| Technology skills to: | • use search engines to locate required information. |

Unit Mapping Information

Superseded and is equivalent to SISXADM001 Organise and supervise 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 SISXFAM001 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 travel arrangements for three different groups of participants and their equipment for sport, fitness, aquatic or recreation activities
- for one of the above activities accompany and supervise participants on tour, and manage travel logistics.

Knowledge Evidence

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

- sources of information on travel options for groups and destinations
- components of tours, and options and procedures for arranging these:
 - transport for participants and equipment
 - accommodation
 - meals
 - insurance
 - sightseeing and admissions
- other logistical considerations for group travel:
 - obtaining working with children checks
 - obtaining parental or guardian informed consent for minors to travel
 - participant medical requirements, forms and permission to treat in the event of a medical incident
 - availability of medical care at destinations
 - communication with those not on tour
- risks involved with travel and how to manage these when they arise:
 - disruption to travel arrangements
 - injury or illness
 - alterations to schedules
 - misplaced, lost or damaged baggage, equipment and belongings
- roles and responsibilities of trip leaders and support staff while on tour:
 - managing travel logistics and how this is administered with travel suppliers for group travel

- supervising and managing participants
- strategies for effective group management:
 - head counts
 - roll calls
 - buddy systems for travel partners
 - implementing codes of behaviour and clearly communicating expectations
 - providing general supervision and support
 - clear communication of travel arrangements throughout the tour including those for:
 - meeting places and times
 - departure and arrival times for tour components
 - meal locations and times
 - activity locations and times.

Assessment Conditions

Skills for managing travel logistics and participants on tour must be demonstrated by accompanying a group on tour.

Assessment must ensure use of:

- interaction with group travel participants, these can be:
 - participants travelling for sport, fitness or recreation purposes, or
 - individuals who participate in simulated activities used for the purpose of skills assessment
- travel documentation
- organisational policies and procedures for group travel.

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

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