



Australian Government

Assessment Requirements for SISXIND005

Coordinate work teams or groups

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:

- identify and document staffing requirements for at least three different situations that considers at least two of the following:
 - season demand
 - special event
 - time commitment of volunteers
 - promotional activities
 - competition schedules
- adjust staffing requirements on at least three different occasions where requirements change.

Knowledge Evidence

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

- legislative requirements relating to sport, fitness and recreation:
 - work health and safety/occupational health and safety
 - environmental issues
 - equal employment opportunity
 - industrial relations
 - anti-discrimination
 - relevant industry awards/enterprise agreements
 - unfair dismissal legislation and procedures
- policy and procedures related to:
 - complaints and grievances
 - culturally appropriate entitlements
 - discipline
 - employment conditions
 - equal opportunity
 - anti-discrimination
 - cultural diversity

- induction and training
- staff counselling
- staff records
- performance measures.

Assessment Conditions

Skills must be demonstrated in:

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

Assessment must ensure access to:

- relevant documentation, such as:
 - legislation and statutory requirements
 - awards and agreements
 - job descriptions and responsibilities
 - training programs
- organisation policies and procedures including volunteer management
- rostering and recording systems
- a work team or group; these can be:
 - individuals in an industry workplace, 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 individuals to:

- coordinate and monitor a range of sport, fitness or recreation work teams or groups over a period of time
- monitor work teams or groups with opportunities to implement suggested improvements
- maintain staff records related to the coordination of work teams or groups.

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>