



Australian Government

SISXIND005 Coordinate work teams or groups

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate work teams or groups in a sport, fitness or recreation environment. It requires the ability to organise and monitor staffing levels, inform team or group members of expected standards of work, motivate teams and maintain staffing records. Group or team members may be paid employees or volunteers.

This unit applies to individuals responsible for coordinating others as part of their role, ensuring all work is 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

Working in Industry

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Determine staff levels and expectations.

PERFORMANCE CRITERIA

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

- 1.1 Set staffing levels within budget to maximise operational and customer service efficiency.
- 1.2 Roster teams or groups to meet anticipated demand and statutory requirements.
- 1.3 Induct new team or group members.
- 1.4 Inform team or group members of rosters within designated timeframes.

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| | 1.5 Monitor and adjust staffing levels in response to organisational requirements. |
| | 1.6 Communicate expected standards of work and clarify workplace rights and obligations. |
| | 1.7 Encourage individuals to contribute to discussion and planning of team or group objectives and goals. |
| 2. Coordinate work team or group. | 2.1 Allocate tasks and responsibilities using appropriate communication techniques. |
| | 2.2 Ensure team or group members are familiar with specific or required procedures. |
| | 2.3 Develop contingency plans to cope with unexpected situations and implement as required. |
| | 2.4 Maintain accurate and current records of staffing. |
| 3. Monitor team or group performance. | 3.1 Review and update objectives and goals regularly in consultation with relevant personnel. |
| | 3.2 Evaluate performance against allocated responsibilities and performance standards. |
| | 3.3 Counsel team or group members, as required, and record outcomes. |

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:	• interpret workplace documents and legal requirements.
Oral communication skills to:	• provide feedback and encouragement • ask questions to identify and confirm requirements • resolve conflict.
Technology skills to:	• maintain records of staffing and meetings.

Unit Mapping Information

SISXIND410 Coordinate sport, fitness or recreation work teams or groups

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 SISXIND005 Coordinate work teams or groups

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.

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