



Australian Government

SISXPLD007 Schedule sport, fitness, aquatic and recreation activities

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to schedule activities and allocate venue space using program plans as the basis. It requires the ability to adjust schedules and venue allocation in response to changing circumstances.

This unit applies to any type of sport, fitness, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations. It can be applied to any type of sport, fitness, aquatic or recreation program or activity and any type of venue which may include indoor and outdoor single or multi-use aquatic or dry venues and sporting facilities. Scheduling activities might be confined to specific programs or may involve multiple types of programs.

It applies to senior operational coordinators and managers who work independently or with limited guidance from others, taking responsibility for their own work functions and outputs.

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

Program Planning and Delivery

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Develop activity

PERFORMANCE CRITERIA

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

1.1. Analyse program information including seasonal variations

- schedules.
- in service offerings.
- 1.2. Determine session frequency and duration for specific activities from available program information.
 - 1.3. Allow sufficient time, as needed, between sessions for patron clearance and operational changeover activities.
 - 1.4. Account for availability of suitable activity leaders to determine a suitable activity schedule.
 - 1.5. Develop optimal schedules for activities to meet program and patron requirements.
2. Allocate venue space for activities.
 - 2.1. Consult organisational information to identify short and long term demands for venue use.
 - 2.2. Determine specific venue requirements for activities from available program information.
 - 2.3. Identify or estimate patron numbers for activities based on confirmed bookings and organisational data.
 - 2.4. Identify known or anticipated patron profile for activities to confirm their specific venue needs.
 - 2.5. Allocate venue type and space according to capacity limits and requirements of specific activities and patron profiles.
 - 2.6. Account for venue maintenance closures and competing program priorities to allocate the most suitable venue and space available.
 3. Document and distribute activity schedules.
 - 3.1. Document activity schedules according to organisational format requirements.
 - 3.2. Distribute activity schedules to relevant venue personnel, and activity leaders according to organisational procedures.
 - 3.3. Arrange publication of activity schedules for promotion of activities to patrons.
 4. Monitor and adjust activity schedules.
 - 4.1. Monitor patron participation patterns, numbers and feedback against activity schedules to identify variation from expectations.
 - 4.2. Evaluate suitability of allocated venue in meeting activity and patron requirements.
 - 4.3. Identify unplanned operational issues that affect activity delivery.
 - 4.4. Adjust schedules and venue allocation in response to changing circumstances.

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 detailed and potentially unfamiliar overarching program plans, organisational data.
Writing skills to:	• develop comprehensive schedules in a format and style easily understood by both personnel and patrons.
Numeracy skills to:	• interpret, use and record temporal data, including minutes, hours, days and weeks.
Problem-solving skills to:	• account for and critically analyse multiple and competing considerations to draft and adjust schedules until finalised • respond to changing circumstances to promptly adjust schedules and venue allocation for continuity of service delivery.
Technology skills to:	• use a computer and features of software packages to access organisational data and create activity schedules.

Unit Mapping Information

No equivalent unit.

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 SISXPLD007 Schedule sport, fitness, aquatic and recreation activities

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:

- develop and document two different activity schedules covering two different periods for a sport, fitness, aquatic or recreation venue
- for each above schedule, allocate venues and space suited to the requirements of the specific activities covered by the schedule
- according to actual arising issues or case studies:
 - adjust venue allocation for two scheduled activities
 - adjust a published schedule requiring three changes.

Knowledge Evidence

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

- organisational procedures for formatting and distributing activity schedules
- specific to the type of sport, fitness, aquatic or recreation venue:
 - types of program service offerings
 - seasonal variation in different types of programs and how this impacts on scheduling activities
 - key contents of program plans and how these are used to identify and determine scheduling requirements and venue allocation for activities
 - how to access and use maintenance plans in the forward planning process for activity scheduling and venue allocation
 - types of organisational data used for activity scheduling and venue allocation, and how this information is used to identify requirements:
 - data analysis and evaluation reports for program participation
 - confirmed or anticipated bookings for programs and specific sessions within those programs
 - confirmed or anticipated venue hire bookings for external users
 - general participant profiles for programs and specific information on participant characteristics for confirmed bookings
 - skill specifications for activity leaders
 - venue specifications

- operational features of venues and spaces within the venue:
 - suitability for different types of activities
 - suitability for different participant profiles
 - how venues can be divided into different spaces
 - capacity limits
- unplanned operational issues that can impact on planned schedules and venue allocation, and related responses to ensure continuity of service delivery
- types of organisational data available to measure patron participation and satisfaction, and how this information is used to adjust activity schedules and venue allocation
- typical formats and inclusions of:
 - activity schedules used by internal personnel and activity leaders
 - published activity schedules and timetables for patron promotion and use
- types of technology used to develop, document and monitor activity schedules.

Assessment Conditions

Skills must be demonstrated in a sport, fitness, aquatic or recreation facility. This can be:

- a workplace, or
- a simulated industry environment set up for the purposes of skills assessment.

Assessment must ensure use of:

- organisational program plans and data used for developing activity schedules
- operational specifications for the venue
- activity schedule templates
- organisational procedures for formatting and distributing activity schedules.

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

Links

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