



Australian Government

Department of Education, Employment and Workplace Relations

SIS10110 Certificate I in Sport and Recreation

Release: 2

SIS10110 Certificate I in Sport and Recreation

Modification History

Not Applicable

Description

This qualification provides the skills and knowledge for an individual wishing to enter the sport and recreation industry in a generalist capacity. Likely functions for someone with this will qualification can include working in grounds and maintenance, a retail outlet, café or office located in fitness centres, outdoor sporting grounds or complexes or aquatic centres. All job roles are performed under instruction and supervision.

Job roles

The following are indicative job roles for this qualification:

- general assistant
- administration assistant
- grounds assistant
- retail assistant

Pathways Information

This qualification is suitable for an Australian apprenticeship pathway and for VET in Schools delivery.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of endorsement.

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills required by the sport and recreation industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with clients to clarify requests or queries; passing on routine messages to staff and answering the phone; understanding verbal and written information on sport and recreation products and services; interpreting and carrying out verbal instructions from other employees.
Teamwork	Receiving instructions and understanding own role in assisting in the provision of sport and recreation programs; supporting other team members to provide quality sport and recreation experiences for clients; understanding accountability to supervisors; working with people who vary in their age, gender, race, religion or political persuasion.
Problem-solving	Identifying hazards and risks in the work environment; responding to emergency situations within scope of responsibility; recognising and reporting basic routine problems within work activities; adhering to organisation policies and procedures to guide solutions to problems.
Initiative and enterprise	Adjusting work procedures to differences in equipment and facilities; following established procedures on discovery of an actual or potential emergency, security or safety hazard; reflecting on own performance for improvement.
Planning and organising	Collecting and recording information to assist colleagues to provide sport and recreation programs; setting work priorities and scheduling own daily work activities to meet deadlines; following organisation policies and procedures to complete tasks in an efficient manner.
Self-management	Complying with the legal and ethical responsibilities that apply to own role in the sport and recreation industry; applying basic safety practices and procedures; acting on feedback from colleagues and clients to improve own work performance.
Learning	Knowing the sources of information within the sport and recreation industry; keeping well informed of updates and changes to organisational policies, procedures and regulations and sharing

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	information with colleagues.
Technology	Following the operating instructions of computer systems and software that assist in selling, planning and delivering sport and recreation programs; safely using and maintaining sport and recreation equipment according to manufacturer's specifications and organisation policies and procedures.

Packaging Rules

8 units must be completed:

- 3 core units
- 5 elective units, which may be selected from the elective units in this qualification or within SIS10, and must be first packaged at AQF level 1 or 2; up to 1 of these elective units may be selected from any current accredited course or other Training Package, and must be first packaged at AQF level 1.

In all cases selection of electives must relate to the core function or role of the candidate's current or intended work environment, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

Core (3)	
HLTFA301B	Apply first aid
SISXOHS101A	Follow occupational health and safety policies
SISXIND101A	Work effectively in sport and recreation environments
Electives (5)	
BSBADM101A	Use business equipment and resources
BSBCMM101A	Apply basic communication skills
BSBIND201A	Work effectively in a business environment
BSBLED101A	Plan skills development
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWOR202A	Organise and complete daily work activities
ICAU1129B	Operate a word processing application
ICAU1130B	Operate a spreadsheet application
ICAU1131B	Operate a database application
ICAU1132B	Operate a presentation package
ICAU1128B	Operate a personal computer
ICAU1133B	Send and retrieve information using web browsers and email
RTC1301A	Operate basic machinery and equipment
RTC1701A	Follow basic chemical safety rules

RTF1003A	Support turf work
SIRXICT001A	Operate retail technology
SISXCAI101A	Provide equipment for activities
SISXCAI102A	Assist in preparing and conducting sport and recreation sessions
SITHFAB004A	Provide food and beverage service
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB009A	Provide responsible service of alcohol
SITHFAB010B	Prepare and serve non-alcoholic beverages
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXOHS002A	Follow workplace hygiene procedures