



Australian Government

Department of Education, Employment and Workplace Relations

SIS20310 Certificate II in Sport and Recreation

Release: 2

SIS20310 Certificate II in Sport and Recreation

Modification History

The following additions have been made to General Electives:

- SITHFAB005A Provide table service of alcoholic beverages

Description

This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in a generalist capacity. Likely functions for someone with this qualification can include providing support in the provision of sport and recreation programs, grounds and facilities maintenance, routine housekeeping, retail and customer service assistance, administrative assistance or bar and café service in locations such as fitness centre, outdoor sporting grounds or complexes or aquatic centres. All job roles are performed under supervision.

Job roles

The following are indicative job roles for this qualification:

- recreation 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 and colleagues to determine and interpret their specific requirements; understanding verbal and written information on sport and recreation products and services; completing maintenance documentation; preparing accurate records of client details; recording telephone messages, interpreting and carrying out verbal instructions from other employees.
Teamwork	Working as a skilled team member, 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; recognising and adapting appropriately to cultural and language differences.
Problem-solving	Identifying hazards and risks in the work environment; responding to emergency situations within scope of responsibility; clarifying the extent of, and resolving problems through negotiating with clients in a sensitive and culturally appropriate manner; dealing with equipment breakdowns; 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; taking correct action and 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 facility, equipment or ground maintenance tasks in an efficient manner.
Self-management	Understanding and complying with the legal and ethical responsibilities that apply to own role in the sport and recreation industry; applying basic safety practices and procedures; acknowledging the boundaries of own role; seeking and acting on feedback from colleagues and clients to improve own work

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	performance.
Learning	Knowing the networks and sources of information within the sport and recreation industry; keeping well informed of updates and changes to organisational policies, procedures and regulations; updating skills and knowledge to accommodate changes in equipment and operating procedures; accessing professional development opportunities to strengthen own skill base and sharing information with colleagues.
Technology	Understanding the operating capability 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

11 units must be completed:

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

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 (5)	
BSBWOR202A	Organise and complete daily work activities
HLTFA301B	Apply first aid
SISXEMR201A	Respond to emergency situations
SISXIND101A	Work effectively in sport and recreation environments
SISXOHS101A	Follow occupational health and safety policies
Electives (6)	
BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBWOR204A	Use business technology
CUEFOH04C	Usher patrons
CUEFOH10B	Monitor entry to a venue
FNSICGEN305B	Maintain daily financial/business records
ICAU2006B	Operate computing packages
ICAU1129B	Operate a word processing application
ICAU1130B	Operate a spreadsheet application
ICAU1131B	Operate a database application
ICAU1132B	Operate a presentation package

ICPMM263C	Access and use the Internet
RTC2012A	Plant trees and shrubs
RTC2401A	Treat weeds
RTC2404A	Treat plant pests, diseases and disorders
RTC2706A	Apply chemicals under supervision
RTE2308A	Operate ride-on vehicles
RTF2015A	Prepare turf surfaces for play
RTF2019A	Renovate grassed areas
RTF2020A	Assist with turf construction
RTF2023A	Support turf establishment
SIRXCCS001A	Apply point-of-sale handling procedures
SIRXCLM001A	Organise and maintain work areas
SIRXFIN001A	Balance point-of-sale terminal
SIRXINV001A	Perform stock control procedures
SIRXMER001A	Merchandise products
SIRXRSK001A	Minimise theft
SIRXSLS001A	Sell products and services
SIRXSLS002A	Advise on products and services
SISOODR201A	Assist in conducting outdoor recreation sessions
SISOOPS201A	Minimise environmental impact
SISXCAI101A	Provide equipment for activities
SISXCAI102A	Assist in preparing and conducting sport and recreation sessions
SISXFAC201A	Maintain sport and recreation equipment for activities
SISXFAC202A	Maintain sport and recreation facilities
SISXIND202A	Process entry transactions

SITHFAB001A	Clean and tidy bar areas
SITHFAB003A	Serve food and beverage to customers
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB009A	Provide responsible service of alcohol
SITHGAM001A	Attend gaming machines
SITXMPR001A	Coordinate production of brochures and marketing materials
SITXOHS002A	Follow workplace hygiene procedures