



Australian Government

Department of Education, Employment and Workplace Relations

SISCAQU415A Develop aquatic facility maintenance procedures

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to develop maintenance systems for an aquatic recreation facility.

Application of the Unit

This unit applies to those working autonomously at aquatic leisure centres or community pools in roles such as program coordinators, swim school coordinators, recreation coordinators or duty managers.

Licensing/Regulatory Information

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

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a Unit of Competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge section and the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

1. Plan preventative maintenance schedules.

- 1.1. Assess and document uses and condition of the ***aquatic facility plant and equipment*** according to ***relevant legislation*** and ***organisational policies and procedures***.
- 1.2. Inspect the aquatic facility plant and equipment to assess ***operational maintenance needs*** according to relevant legislation and organisational policies and procedures.
- 1.3. Identify and document priorities for action according to organisational policies and procedures.
- 1.4. Identify potential sources of increased efficiency of the aquatic facility plant and equipment according to organisational policies and procedures.
- 1.5. Identify ***aquatic facility cost factors*** for services provided.
- 1.6. Develop and document ***preventative maintenance systems*** for the operation of the aquatic facility according to relevant legislation and occupational policies and procedures.
- 1.7. Assess ***staff training needs*** against current requirements and develop programs for implementing facility maintenance systems according to relevant legislation and occupational policies and procedures.
- 1.8. Develop security procedures to maintain the safety of facility, staff and patrons according to organisational policies and procedures.

2. Implement procedures for preventative maintenance.

- 2.1. Provide training opportunities to address training needs in consultation with relevant parties.
- 2.2. Monitor effectiveness of training programs and modify as required.
- 2.3. Implement and monitor preventative inspection and maintenance schedule according to relevant

ELEMENT**PERFORMANCE CRITERIA**

- legislation and organisational policies and procedures.
- 2.4. Monitor maintenance records and take corrective action as required according to organisational policies and procedures.
- 2.5. Implement and monitor security system according to organisational policies and procedures.
3. Evaluate maintenance systems.
- 3.1. Assess the effectiveness of maintenance systems according to relevant legislation and organisational policies and procedures.
- 3.2. Document and communicate improvements and changes to maintenance systems according to relevant legislation and organisational policies and procedures.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- problem-solving skills to:
 - assess operational maintenance needs of the aquatic facility
 - determine priorities for action
 - develop preventative maintenance systems
 - identify staff training needs and develop appropriate training opportunities
 - assess the effectiveness of facility maintenance systems
- communication skills to:
 - elicit information from staff to assess training needs
 - facilitate implementation of aquatic facility maintenance procedures
- language and literacy skills to:
 - complete required documentation for the operation of preventative maintenance systems
 - monitor maintenance records
 - use information to identify problems and take corrective action
- planning and organisational skills to monitor maintenance schedules and security systems
- numeracy skills to identify and assess cost factors for the efficient operation of the aquatic facility

Required knowledge

- legislation and organisational policies and procedures that enable the:
 - assessment of the operational maintenance needs of the aquatic facility plant and equipment to ensure safety of facility users
 - development, implementation and monitoring of preventative maintenance systems for the operation of the aquatic facility
- procedures and processes for plant and equipment operation to enable effective maintenance and management of aquatic facility
- consultation and communication mechanisms to develop and implement procedural systems
- plant and equipment manufacturer's specifications to enable appropriate operation and servicing procedures
- factors affecting the operating cost of an aquatic facility to enable operations to be conducted within budgetary requirements
- project management techniques to plan and implement preventative maintenance processes for an aquatic facility
- training providers and products to ensure that staff are appropriately trained to implement aquatic facility maintenance procedures
- security procedures to maintain the safety of the facility, staff and facility users

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- assesses facility cost factors and sources of increased efficiency to plan maintenance system within budget
- monitors implementation of maintenance system to minimise inconvenience to facility users
- assesses staff training needs to effectively implement facility maintenance procedures and develops, implements and evaluates staff training programs to meet organisational and regulatory requirements
- develops, implements and monitors a security system that maintains the safety requirements of facility, staff and patrons
- proposes recommendations to address inadequacies in facility maintenance systems and applies effective contingency management techniques to respond to and correct problems with maintenance procedures.

Context of and specific resources for assessment

Assessment must ensure:

- development, implementation and evaluation of multiple maintenance programs for aquatic facilities, plant and equipment which are of sufficient breadth and complexity to demonstrate competency and consistency of performance
- access to a fully operational aquatic facility or pool environment
- access to an aquatic operation for which a maintenance system would be developed
- access to plant and equipment of an aquatic facility
- access to comprehensive information about maintenance systems to allow the candidate to develop a tailored system
- access to legislation and organisational policies and procedures relevant to the development of facility maintenance procedures.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- portfolio documenting the development of an aquatic

facility maintenance system, including policies, procedures, staff training needs analysis, training programs and evidence of analysis of maintenance records

- project or work activities conducted in conjunction with an industry operator to develop systems for a particular workplace
- third-party reports on candidate's work from key stakeholders
- case studies and problem-solving exercises to establish systems, policies and procedures for different workplace sizes and types
- written or oral questioning or interview to assess knowledge of the legislative requirements of maintenance systems.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISCAQU414A Develop pool water maintenance procedures.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Aquatic facility plant and equipment may include:

- circulation plant
- heating systems
- lighting and ventilation systems
- electrical control units and appliances
- self-contained breathing apparatus
- supplies.

Relevant legislation may include:

- occupational health and safety
- health and poisons acts
- duty of care
- dangerous goods act and regulations
- metropolitan water supply, sewerage and drainage by-laws
- environmental legislation
- local government regulations
- infectious diseases regulations
- building codes and regulations
- fire regulations.

Organisational policies and procedures may include:

- standard operating conditions and levels
- occupational health and safety
- consultation procedures
- risk assessment and control
- handling of hazardous substances
- security
- emergency evacuation.

Operational maintenance needs may include:

- building and grounds maintenance
- obtaining supplies
- servicing and minor repairs of plant and equipment
- replacement and redundancy of plant and equipment.

Aquatic facility cost factors may include:

- faulty operation
- cleaning requirements
- consumables
- replacement parts

Preventative maintenance systems may include:

- utility costs
- contractor costs.
- maintenance schedules
- preventative inspection
- staffing capability and availability
- security
- signage
- movement of equipment.

Staff training needs may include:

- on-the-job training
- public health regulatory requirements and maintenance programs
- refresher courses
- specialist training with external agencies
- pre-season training.

Unit Sector(s)

Community Recreation

Competency Field

Aquatics