



Australian Government

Department of Education, Employment and Workplace Relations

SISCCRO303A Plan and conduct recreation programs for older persons

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan and conduct recreation programs for older persons including frail and moderately active participants. It focuses on the application of planning skills to develop a program that takes into account the needs of older participants and the resources required to safely conduct and supervise a recreation program for older participants.

Application of the Unit

This unit applies to those working as recreation officers in a community recreation environment with responsibility for conducting programs for older clients. Work would be undertaken in locations such as community recreation centres and indoor or outdoor recreation facilities with a focus on community development.

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. Identify participant needs and expectations.	1.1. Identify <i>participants' needs and aims</i> according to <i>organisational policies and procedures</i> . 1.2. Conduct relevant <i>assessments</i> to determine <i>variations in status of participants</i> in consultation with relevant support personnel according to organisational policies and procedures. 1.3. Identify any special requirements according to participants' needs. 1.4. Advise participants of any reasons for not participating in a given program. 1.5. Identify barriers to participation for older persons.
2. Plan a recreation program for older persons.	2.1. Identify <i>equipment and resources</i> appropriate to the program. 2.2. Design and document a <i>program plan</i> to meet the identified needs and abilities of participants according to <i>relevant legislation</i> and organisational policies and procedures. 2.3. Seek agreement on the program plan from staff, participants and organisations where relevant. 2.4. Assess the likely demands of the program on the participants in consultation with appropriate personnel. 2.5. Determine the range of <i>activities</i> to be included in the program according to participant needs and capabilities. 2.6. Identify support requirements for older persons according to relevant legislation and organisational policies and procedures.
3. Prepare for the program.	3.1. Communicate instructions and relevant information about the program and encourage participants to seek clarification as required. 3.2. Access required equipment from store and check for <i>damage or deterioration</i> and report where appropriate to the responsible person according to

ELEMENT**PERFORMANCE CRITERIA**

- organisational policies and procedures.
- 3.3. Issue suitable equipment and aids and provide assistance with fitting where necessary.
- 3.4. Set up equipment according to organisational policies and procedures.
- 3.5. Modify or condition equipment for use by different participant groups according to workplace policies and procedures.
4. Conduct the program.
- 4.1. Encourage participants to warm up and cool down through safe and appropriate exercises.
- 4.2. Monitor technique and correct use of equipment, where relevant, and provide appropriate feedback to participants.
- 4.3. Provide assistance with use of aids, including modification, as appropriate.
- 4.4. Seek feedback from participants regarding their progress during the program and modify as required.
- 4.5. Use techniques that motivate clients to maintain an appropriate participation rate.
- 4.6. Identify *risks* to participant safety and take action to minimise these, according to relevant legislation and organisational policies and procedures.
- 4.7. Modify the program, where necessary, based on an assessment of the conditions, status of older persons, facilities and equipment.
5. Conclude the program.
- 5.1. Conclude the program at a pace appropriate to the participants, their level of involvement and the duration of the program.
- 5.2. Inform participants of follow-up programs and recreational opportunities.
- 5.3. Collect and check issued equipment for damage and wear according to organisational policies and procedures.
6. Evaluate the program.
- 6.1. Seek and acknowledge feedback from participants and identify further needs.
- 6.2. Evaluate all components of the program and record outcomes.
- 6.3. Identify potential areas for improvement in future programs.
- 6.4. Review own performance and identify potential improvements.

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - consult with participants and personnel about recreation activities to meet participant needs
 - convey information and instructions to participants about the program and safe use of the equipment
 - seek feedback on the program
 - report missing or damaged equipment according to organisational requirements
- problem-solving skills to:
 - plan programs according to participants' needs, abilities and risk factors
 - select a range of activities and exercises and modify programs and equipment as required
- planning and organisational skills to source, allocate and coordinate the resources and equipment needed for the recreation program
- teamwork skills to liaise with support personnel and other appropriate staff and organisations to plan and conduct the program
- language and literacy skills to produce and document a program plan and complete documentation in relation to damaged or missing equipment or materials
- self-management skills to review and reflect on own work performance in facilitating personal development of older participants
- activity-specific skills to safely conduct recreation programs for older participants.

Required knowledge

- legislation and organisational policies and procedures relevant to:
 - designing a program for older participants that enables safe and non-discriminatory conduct
 - identifying support requirements and specific needs of older persons, such as use of modified equipment, aids and venues
 - producing and maintaining records for equipment use and maintenance
- principles of community development to enable inclusive client-centred practices
- stages and impact of ageing on participation in recreation activities and the variations in older people's abilities, to enable appropriate selection of activities for the program
- risk analysis processes for assessing the potential impact of a planned recreation program on participant safety
- activity-specific knowledge to match activities with client needs and capabilities, including suitable exercises for older persons such as stretching and mobility exercises
- factors affecting group dynamics and conflict resolution strategies
- modified equipment and aids for older participants and equipment testing and

checking techniques

- social, political, cultural and historical issues that affect or are relevant to older persons
- screening processes of older persons for entry into programs or activities and general contraindications for participation evaluation processes to enable improvements to be made to the program.

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:

- encourages participation and interaction of older persons using appropriate communication strategies that enhance emotional wellbeing
- plans recreation programs that determine the range of activities or exercises for older persons and coordinates and allocates program resources to optimise their use by participants
- applies contingency management techniques to deal with problems and issues that may arise during program implementation
- delivers recreation programs safely and in a manner that reflects the needs and capabilities of older participants
- monitors the progress of participants and provides feedback to enhance participant motivation and self-esteem.

Context of and specific resources for assessment

Assessment must ensure the delivery of multiple recreation programs of a sufficient duration to demonstrate techniques that balance individual and group needs and consistency of performance. Assessment must also ensure access to:

- older persons to participate in program
- an environment or facility appropriate to the specific program content
- equipment, resources and support staff required for the delivery of the program
- access to key people and organisations that support older people
- relevant legislation and organisational policies and procedures in relation to inclusion processes.

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:

- observation of candidate preparing for and resourcing recreation programs for older persons including developing program plans

- observation of candidate interacting with a range of older participants, conveying information for safe participation in programs and delivering and evaluating programs
- oral or written questioning to assess candidate's knowledge of the ageing process in relation to program design and delivery
- portfolio containing evidence of candidate's program plans and modifications
- third-party reports from a supervisor detailing appropriate work performed by the candidate.

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

- SISCCR301A Facilitate community development through recreational activities.

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.

- Participants' needs and aims*** may include:
- physical
 - emotional
 - motivational
 - psychological.
- Organisational policies and procedures*** may include:
- occupational health and safety
 - privacy
 - roles and responsibilities
 - staff behaviour
 - risk minimisation
 - time constraints and scheduling requirements
 - budget allocation
 - use and maintenance of equipment.
- Assessments*** may include:
- interviews with participants and carers
 - medical history
 - physical ability tests.
- Variations in status of participants*** may include:
- impact of medication
 - chronological age
 - physiological age
 - medical conditions.
- Equipment and resources*** may include:
- staff
 - equipment and aids
 - venues and facilities
 - music.
- Program plan*** may include:
- objectives
 - date and time
 - resources
 - sessions
 - movement of people and equipment into and out of venue
 - timelines
 - pre-program information.
- Relevant legislation*** may include:
- occupational health and safety
 - equal opportunity
 - privacy.

Activities may include:

- stretching and mobility
- strengthening or conditioning
- confidence building
- posture
- balance
- chair based
- floor work.

Damage or deterioration may include:

- damage to fabric
- missing parts.

Risks may include:

- level of challenge and difficulty
- behaviour of other participants
- equipment failure.

Unit Sector(s)

Community Recreation

Competency Field

Community Recreation Operations