



Australian Government

Department of Education, Employment and Workplace Relations

SISCCRO306A Organise participant travel

Release: 2

SISCCRO306A Organise participant travel

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to organise and supervise travel for participants and equipment in relation to recreation activities.

Application of the Unit

This unit applies to those working as recreation officers or program instructors who are involved in conducting community-based recreation programs 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. Make arrangements for travel.

- 1.1. Identify travel requirements and needs of ***participants*** in consultation with ***appropriate personnel***.
- 1.2. Identify ***resource and logistical requirements*** for travel.
- 1.3. Identify cost factors for travel arrangements according to organisational policies and procedures.
- 1.4. Identify ***risks*** associated with travel arrangements and develop contingency plans according to organisational policies and procedures.
- 1.5. Plan travel schedule and provide information about ***travel arrangements*** to participants and members of staff according to organisational policies and procedures.
- 1.6. Confirm travel arrangements with appropriate personnel according to organisational policies and procedures.

2. Supervise travel.

- 2.1. Monitor travel schedule according to organisational policies and procedures.
- 2.2. Identify and implement ***strategies for effective group management*** and communication according to organisational policies and procedures.
- 2.3. Secure equipment and travel documents, where appropriate, according to organisational policies and procedures.
- 2.4. Apply contingency plans to manage difficulties according to organisational policies and procedures.
- 2.5. Maintain travel documentation according to organisational policies and procedures.

3. Review travel arrangements.

- 3.1. Conduct a review of travel arrangements according to organisational policies and procedures.
- 3.2. Make recommendations for future travel based on

ELEMENT**PERFORMANCE CRITERIA**

review outcomes.

3.3. Review own work 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:
 - identify travel requirements of participants
 - convey travel information and confirm travel arrangements with appropriate personnel
- planning and organisational skills to:
 - make and confirm logistical arrangements for travel
 - develop travel schedules
 - manage groups according to the travel schedule
- literacy skills to record and maintain required documentation relating to travel
- numeracy skills to identify and monitor travel costs in order to ensure cost effectiveness
- problem-solving skills to:
 - identify potential risks during travel
 - develop courses of action to respond to these risks
 - conduct a review of travel arrangements and make recommendations for improvements

Required knowledge

- relevant legislation and organisational policies and procedures that enable safe and compliant implementation of travel arrangements
- risks associated with travel activities and locations to enable implementation of safe travel arrangements and effective contingency planning
- principles and techniques for effective group management to enable positive interaction and cohesiveness amongst participants
- roles and responsibilities of participants to enable appropriate behaviour during travel
- travel arrangements appropriate to the needs of different participant and suited to the journeys for recreation activities
- safe handling and storage techniques of equipment and or luggage to avoid injury and damage
- transport options for various journeys to enable cost effectiveness and efficiency of travel

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:

- makes and implements travel arrangements and schedules, including contingency plans, appropriate to the travel requirements of participants balancing efficiency, cost effectiveness, comfort and safety
- uses communication techniques to convey information about travel schedules and arrangements to all participants and maintains the safety and wellbeing of participants during the journey
- applies a continuous improvement approach to evaluate travel outcomes and recommend potential improvements.

Context of and specific resources for assessment

Assessment must ensure implementation and maintenance of documentation for multiple travel arrangements which are of sufficient duration and breadth to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a group of participants involved in recreation activities
- logistical resources and equipment required for travel
- support staff and personnel to assist in travel
- organisational policies and procedures related to making travel arrangements
- required travel documentation.

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's interaction with appropriate personnel to plan, supervise and review travel arrangements for participants in recreation activities
- oral or written questioning to assess candidate's knowledge of the principles and techniques for effective group management
- portfolio containing evidence of documentation

created by candidate relating to the planning and supervision of travel arrangements

- third-party reports from a supervisor detailing candidate's work performance over multiple applications.

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

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 may include:

- experienced
- inexperienced
- adults
- children
- groups.

Appropriate personnel may include:

- managers
- carers.

Relevant legislation may include:

- occupational health and safety
- duty of care
- anti-discrimination
- road safety and transport
- working with children
- privacy
- consumer protection.

Organisational policies and procedures may include:

- occupational health and safety
- roles and responsibilities of staff
- communication protocols
- liability
- insurance
- codes of behaviour
- protocols for making travel arrangements
- reporting obligations.

Resource and logistical requirements may include:

- bookings
- licensing
- insurance
- equipment
- clothing
- meals
- medical.

Risks may include:

- disruption to travel arrangements
- injury or illness
- alterations to schedule
- misplaced or lost equipment
- accidents

- Travel arrangements*** may include:
- staff unavailability.
 - method of transport
 - route
 - departure and arrival times
 - comfort and hygiene
 - overnight accommodation
 - supervision and support
 - transport of equipment and belongings.
- Strategies for effective group management*** may include:
- head counts
 - rolls
 - buddy systems
 - travel partners
 - codes of behaviour
 - communication strategies.

Unit Sector(s)

Community Recreation

Competency Field

Community Recreation Operations