



Australian Government

Department of Education, Employment and Workplace Relations

SISOPWC304A Guide tours using personal water craft

Release: 2

SISOPWC304A Guide tours using personal water craft

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to guide participants on personal water craft tours. This unit focuses on the application of planning skills to make suitable arrangements to guide a group of personal water craft riders on a trip in controlled conditions.

Application of the Unit

This unit applies to personal water craft guides who are responsible for planning, implementing and evaluating tours, trips and or activities using personal water craft in a range of controlled conditions.

This unit may also apply to leaders working for outdoor education or adventure providers; volunteer groups; not-for-profit organisations or government agencies.

Licensing/Regulatory Information

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

Pre-Requisites

SISOPWC303A Ride personal water craft in moderate to difficult conditions

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 a personal water craft trip.

- 1.1. Conduct relevant assessments to determine the ***condition of participants***.
- 1.2. Develop a trip ***plan*** according to participant's needs, ***relevant legislation*** and ***organisational policies and procedures***.
- 1.3. Select a location for the trip according to participant's abilities, ***trip objectives***, relevant legislation and organisational policies and procedures.
- 1.4. Identify ***hazards*** associated with the personal water craft trip and minimise ***risks*** to ensure personal safety of participants.
- 1.5. Access ***relevant sources*** to interpret detailed ***weather and environmental information*** to determine activity plan.
- 1.6. Determine ***food and water requirements*** according to ***principles of nutrition*** and ***contextual issues*** of the trip.
- 1.7. Inform ***appropriate authorities*** before commencing the personal water craft trip.

2. Select equipment for the group.

- 2.1. Select ***equipment*** according to contextual issues and organisational policies and procedures and check serviceability.
- 2.2. Assess equipment for safety and suitability and adjust and fit to ensure personal comfort.
- 2.3. Waterproof and pack equipment that is not required on hand and load or fasten in a suitable manner.
- 2.4. Check safety, repair and rescue equipment to ensure suitability to the group and the conditions.
- 2.5. Determine and carry an in- field repair kit and adequate fuel provisions.
- 2.6. Prepare, secure, load and unload personal water

ELEMENT	PERFORMANCE CRITERIA
	craft, where required, for safe transportation to activity location.
3. Brief participants.	3.1. Communicate instructions and relevant information about the trip in a manner suitable to the participants. 3.2. Outline safety procedures and safe areas and or boundaries for the trip. 3.3. Demonstrate packing of a personal water craft with equipment appropriate to proposed trip. 3.4. Explain symptoms, treatment and prevention of hypothermia, hyperthermia and dehydration to group to assist in self-monitoring. 3.5. Establish a suitable communication system for participants to use during trip. 3.6. Check and confirm participants are properly equipped for the trip.
4. Lead group of personal water craft riders.	4.1. Demonstrate personal water craft riding techniques to participants. 4.2. Monitor riding pace and techniques to ensure safety of participants. 4.3. Implement appropriate modifications to activities in regard to all variable factors that are monitored.
5. Complete post-trip responsibilities.	5.1. Notify appropriate authorities of trip completion. 5.2. Retrieve, inspect, repair and store equipment according to organisational policies and procedures. 5.3. Evaluate relevant aspects of activities and trip. 5.4. Identify potential areas of improvement for future trips. 5.5. 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 to plan a personal water craft trip that meets their needs
 - convey information about the safety aspects of the trip
 - interact with participants to create a safe and positive environment
- problem-solving skills to:
 - make decisions about potential hazards that may affect activities
 - navigate a safe route
 - respond to non-routine situations, emergencies and contingencies
- planning and organising skills to:
 - source, allocate and coordinate personal water crafts, equipment, apparel and locations
 - organise participants into manageable groups for personal water craft touring
- language and literacy skills to:
 - produce a plan for the trip
 - complete post-activity participant and self evaluations
- first aid and emergency response skills appropriate to the location to enable initial response to emergencies and personal health care.

Required knowledge

- legislation and organisational policies and procedures to ensure safe conduct of personal water craft activities conducted during trip
- site specific information to assist in the planning process and enable management of potential personal water craft hazards, and any special restrictions applying to the area
- equipment and personal water craft types, characteristics and technology, the advantages and disadvantages of the range of equipment, and factors affecting appropriate selection
- clothing requirements for outdoor activities and factors affecting appropriate clothing selection, such as layering and protective clothing
- use, care and maintenance of personal water craft and equipment to ensure prolonged life span and safety requirements
- conflict resolution techniques to enable effective group management
- principles of nutrition to maintain health and energy during the trip
- personal water craft riding techniques and common communication systems used between riders to reduce risk
- sources of weather and environmental information to ascertain possible conditions and their effect on the trip

- navigation techniques to determine location and direction
- sea features, such as currents, waves and tides, and how these may impact on the riding experience
- maintenance tools and repair kits and their use to enable minor repairs to be completed
- first aid, emergency and rescue procedures appropriate for the craft and location to ensure risk and hazard minimisation to self and group.

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:

- plans within activity constraints and guides and monitors group in a safe and professional manner
- applies contingency management techniques to deal with a range of problems or variable factors that may arise during personal water craft trips
- encourages and responds to group feedback and evaluates and reflects on own guiding performance to identify strengths, weaknesses and areas that need improvement.

Context of and specific resources for assessment

Assessment must ensure the safe guiding of groups on multiple personal water craft tours on controlled waters to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a suitable body of water with controlled conditions that enables the demonstration and practice of personal water craft techniques
- participants to take part in the personal water craft trip
- resources and information regarding participants and location to plan, guide and document personal water craft activities
- personal water craft equipment, tools and spare parts, safety and first aid equipment, and navigation aids
- a suitable and safe method of transport, if required to drive craft to and from activity location.

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 interaction with participants, including conveying information for safe participation
- oral or written questioning to assess knowledge and the application of relevant legislation and organisational policies and procedures to enable safe conduct of all personal water craft activities

- observation of dealing with contingencies such as changing weather conditions and equipment failure
- review of trip plans
- third-party reports from a supervisor detailing performance.

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

- SISOPWC303A Ride personal water craft in moderate to difficult conditions.

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.

Condition of participants may include:

- previous experience
- physical development
- age
- injuries and illnesses.

Plan may include:

- aims and objectives
- date, time and duration
- location, equipment and resources
- guide and participant ratios
- safety and emergency requirements
- risk management plan.

Relevant legislation may include:

- occupational health and safety
- permits or permission for access
- environmental regulations
- marine regulations.

Organisational policies and procedures may include:

- occupational health and safety
- assessment procedures
- time and budget constraints
- use, maintenance and storage of equipment
- communication protocols
- code of ethics
- risk management procedures
- confidentiality of participant information.

Trip objectives may include:

- self improvement
- meeting people
- fitness targets.

Hazards may include:

- temperature extremes
- slippery or unstable terrain
- dangerous animals and insects
- stinging trees and nettles
- dense vegetation
- group management hazards
- slippery or unstable shore
- poor posture, poor technique
- poor carrying techniques

- Risks** may include:
- poor carrying techniques
 - loose or insecure craft when being transported
 - other craft.
 - hypothermia
 - heat exhaustion
 - injuries
 - exhaustion
 - lost party or party member
 - equipment and course failure.
- Relevant sources** may include:
- Bureau of Meteorology
 - media
 - land managers or agencies
 - coastal patrol or coastguard
 - volunteer marine rescue
 - local knowledge.
- Weather and environmental information** may include:
- satellite images
 - daily and weekly forecasts
 - maximum and minimum temperatures
 - weather warnings
 - event warnings
 - river level
 - synoptic charts
 - high and low tide predictions.
- Food and water requirements** may include:
- menu planning and preparation
 - range of foods.
- Principles of nutrition** may include:
- food groups
 - dietary guidelines
 - individual food requirements and allergies.
- Contextual issues** may include:
- weather conditions, including times
 - season
 - transport
 - location
 - trip distance and duration
 - group objectives
 - group size.
- Appropriate authorities** may include:
- waterways departments
 - surf rescue
 - authorities
 - supervisors.
- Equipment** may include:
- personal water craft equipment
 - tools and spare parts

Relevant information may include:

- safety, first aid and rescue equipment
- aids to small craft navigation
- navigation equipment
- communication equipment.
- safety procedures
- risk and hazard prevention and management
- riding techniques
- logistical details
- responsible and safe behaviour.

Safety procedures may include:

- safest line or route through hazards
- spacing between participants
- use of safety and rescue equipment.

Personal water craft riding techniques may include:

- pre start checks
- launching or retrieving
- change in posture or position
- sitting and standing
- weight transfer and distribution
- speed and throttle control
- stopping and driving
- turning and manoeuvring
- navigating a route
- towing or being towed.

Variable factors may include:

- change of weather and conditions
- equipment failure
- participant's needs.

Relevant aspects may include:

- objectives
- planning process
- activity site
- weather
- equipment selection
- clothing selection
- food selection
- instructional content
- instructional technique
- assessment technique
- group feedback
- directing techniques:
 - rescue techniques employed.

Unit Sector(s)

Outdoor Recreation

Competency Field

Personal Water Craft