



Australian Government

Department of Education, Employment and Workplace Relations

SISSCGP307A Implement selection policies

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to utilise selection criteria and policies to make selection decisions in consultation with relevant personnel for a team or group in specific sporting areas and or activities. It focuses on conveying selection criteria and policy to potential candidates, compiling selection data for potential candidates and applying organisational selection policies.

Application of the Unit

This unit applies to those working autonomously and within supervisory roles in a sport and recreation environment at a local, state or national level. It applies to personnel who are responsible for planning and conducting coaching programs for athletes in a sport-specific training and or competition setting including schools and local sporting clubs.

Licensing/Regulatory Information

No licensing, 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 selection requirements.	1.1. Identify the <i>selection criteria</i> and <i>policies and procedures</i> of the activity, club or organisation. 1.2. Explain selection policies and procedures to potential <i>candidates</i> using <i>communication approaches</i> appropriate to their needs. 1.3. Check candidates' understanding of selection policies and procedures using appropriate approaches and encourage them to clarify information. 1.4. Encourage potential candidates to seek advice and support from relevant sources.
2. Compile selection data on candidates.	2.1. Identify <i>selection data</i> required <i>according to organisational selection policy and criteria</i>. 2.2. Research selection data <i>according to selection policy and criteria</i>. 2.3. Select <i>methods for testing and assessing</i> candidates according to sport or activity requirements. 2.4. Analyse and document <i>selection data according to selection policies and procedures in consultation with candidate</i>. 2.5. Present selection data to the selection panel according to selection policies and procedures.
3. Implement selection policy.	3.1. Identify responsibilities of selection panel members according to the selection policy and <i>relevant legislation</i>. 3.2. Analyse selection guidelines according to selection procedures and <i>in consultation with panel members</i>. 3.3. Select team or group members according to selection criteria and policy of the activity, club or organisation and relevant legislation. 3.4. Communicate and document team or group selections according to documented notification procedures.

ELEMENT**PERFORMANCE CRITERIA**

- 3.5. Implement *initiatives* to support unsuccessful candidates in consultation with appropriate personnel.
- 3.6. Make recommendations for consideration in the review of selection policies and procedures.

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - build rapport with candidates
 - convey information and confirm understanding of selection policies and procedures
 - consult and deliberate with panel members
 - notify successful candidates, and provide constructive feedback to unsuccessful candidates
- language and literacy skills to research, analyse and document selection data and selection for candidates
- problem-solving skills to:
 - objectively and ethically apply selection criteria
 - evaluate candidates to select appropriate applicants
 - identify and address problems and issues in the implementation of selection policies
 - make recommendations for adjustments to meet changing requirements in the sport or activity
- planning and organising skills to follow procedures for the effective implementation of selection policies and procedures within required timeframes.

Required knowledge

- organisation's selection objectives, criteria and policy to enable sound decision making
- regulations and guidelines such as eligibility requirements that impact on selection of athletes for the relevant sport or activity to enable fair application of selection policies
- expected levels of performance for the activity or event to inform the application of selection policies and procedures
- relevant legislation to enable the selection procedure to be conducted with integrity and rigour
- organisational roles and responsibilities of key people and communication channels in relation to selection of candidates to enable the efficient exchange and referral of information
- conflict resolution strategies to enable appropriate responses to selection disputes.

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:

- utilises knowledge of selection objectives to implement selection policies and procedures that comply with organisational and specific sport objectives and requirements, relevant legislation and ethical requirements
- selects and adapts communication strategies appropriate to the information needs of candidates to convey information about selection policies within relevant timeframes
- assesses candidate performance using appropriate methods and researches and compiles data that is current and objectively addresses selection criteria
- works effectively with panel members to objectively evaluate data against selection criteria to come to a negotiated agreement and documents agreed outcomes
- applies contingency management techniques to deal with a range of problems and issues that may arise during implementation of selection policies and procedures such as ethical issues and dilemmas.

Context of and specific resources for assessment

Assessment must ensure participation in selection activities that involve interactions with candidates and panel members to demonstrate competency and consistency of performance.

Assessment must ensure access to:

- a sport-specific training or competition setting
- potential candidates and resources such as a selection panel to implement selection policies and procedures
- sources of information about requirements of specific sports and activities in relation to selection criteria
- current organisational and sport-specific selection policies and procedures and relevant legislation that impact on the implementation of these.

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 candidates to provide information about selection criteria, policies and procedures
- observation of participatory consultation with selection panel members to apply selection policies and procedures in selecting a team or group
- oral or written questioning on relevant legislation impacting on the implementation of selection policies and procedures
- third-party reports from a supervisor detailing work performance
- portfolio containing evidence of research, analysis and documentation of candidate data to support selection.

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

- SISSCGP201A Apply legal and ethical coaching practices.

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.

Selection criteria may include:

- citizenship
- age
- membership of sport-specific associations
- past performances
- current and potential future performance
- experience
- skill
- technical ability
- personal profile
- availability
- physical attributes
- attitude and behaviour.

Policies and procedures may include:

- codes of conduct
- duty of care
- confidentiality.

Candidates may include:

- athletes:
 - beginner through to high performance level competitors
 - athletes under 16 years of age who require parent or guardian consent prior to being included in a training program
 - female or male athletes
 - athletes with a disability or special needs
 - athletes from minority, ethnic and cultural groups
- officials.

Communication approaches may include:

- discussions
- information sessions
- presentations.

Selection data may include:

- age
- sporting achievements
- time trials.

Organisational selection policy may include:

- policy principles
- composition of selection panels

- roles and responsibilities for selection
- conflict of interest
- timeframes to which selection criteria applies
- procedures for application of selection criteria
- feedback mechanisms and timeframes for successful or non-successful candidates
- procedure for notification of selection or non-selection
- appeal rights and processes
- overriding factors and extenuating circumstances
- breaches of conduct
- resolution of disputes
- record keeping requirements.

Methods for testing and assessing may include:

- time trials
- performance.

Relevant legislation may include:

- equal opportunity
- privacy
- working with children.

Initiatives may include:

- improvement strategies
- additional skills development opportunities.

Unit Sector(s)

Sport

Competency Field

Coaching General Principles