



Australian Government

SISSCO305 Implement selection policies

Release: 1

SISSCO305 Implement selection policies

Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
1	Replaces but is not equivalent to SISSCGP307A Implement selection policies. Competency outcome changed. Unit re-categorised from Coaching General Principles to Sport Coaching to better reflect the intent of the unit. Unit modified for broader application to include officials, coaches and support personnel as well as athletes. Performance criteria added.

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 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 organisation at a local, state or national level. It applies to personnel responsible for selection of candidates 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

Not applicable.

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 <i>selection criteria</i> and <i>policies and procedures</i> of the sport, 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 candidate 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. 1.5 Identify responsibilities of selection panel members according to selection policy and <i>relevant legislation</i>. 1.6 Analyse selection guidelines according to selection procedures and <i>in consultation with panel members</i>.
2. Compile information on candidates.	2.1 Gather information required <i>according to organisational selection policy and criteria</i>. 2.2 Select <i>methods for testing and assessing</i> candidates according to sport, club or organisation requirements. 2.3 Analyse and document <i>selection data</i> according to selection policies and procedures in consultation with candidate. 2.4 Present selection data to the selection panel according to selection policies and procedures.
3. Make selection decisions.	3.1 Select candidates according to selection criteria and policy of the sport, club or organisation. 3.2 Communicate and document selections according to documented notification procedures. 3.3 Implement <i>initiatives</i> to support unsuccessful candidates in consultation with appropriate personnel. 3.4 Follow appeals handling policies and procedures. 3.5 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, club or organisation
- planning and organising skills to follow procedures for the effective implementation of selection policies and procedures within required timeframes.

Required knowledge

- organisation selection objectives, criteria and policy to enable sound decision making
- regulations and guidelines such as eligibility requirements that impact on selection of candidates for the relevant sport or activity to enable fair application of selection policies
- expected levels of performance 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 ability to:

- utilise knowledge of selection objectives to implement selection policies and procedures that comply with specific organisation, club or sport objectives and requirements, relevant legislation and ethical requirements
- select and adapt communication strategies appropriate to the information needs of candidates to convey information about selection policies within relevant timeframes
- assess candidate performance using appropriate methods and research and compile information that is current and objectively addresses selection criteria
- work effectively with panel members to objectively evaluate information against selection criteria to come to a negotiated agreement and documents agreed outcomes
- apply 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 candidates
- 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.

Guidance information for assessment

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

- SISSSCO303 Plan and deliver coaching programs.

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 individual, 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
- qualification standards
- current and potential future performance
- experience
- skill
- technical ability
- personal profile
- availability
- team or group dynamic
- physical attributes
- attitude and behaviour.

Policies and procedures may include:

- codes of behaviour
- duty of care
- confidentiality.

Candidates may include:

- athletes
- coaches
- support personnel
- officials.

Communication approaches may include:

- discussions
- information sessions
- presentations.

Relevant legislation may include:

- anti-discrimination
- equal employment opportunity (EEO)
- privacy
- child protection.

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
- selection trials
- competition
- performance.

Selection data may include:

- age
- sporting achievements
- time trials.

Initiatives may include:

- improvement strategies
- additional skills development opportunities.

Unit Sector(s)

Sport

Competency Field

Sport Coaching