



Australian Government

Department of Education, Employment and Workplace Relations

SISSSPA301A Coordinate regional touring athletes

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge to plan, coordinate and evaluate inter or intra state tours for athletes.

Application of the Unit

This unit applies to those working in a sports setting at a regional, state or territory level such as coaches, sports trainers liaising with coaching and other related support staff and supporting individual or team athletes, or those working in sport development or sports administration managing competitions or identifying and developing athletes.

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. Prepare for tour.

- 1.1. Identify and ***document*** the ***needs of key tour stakeholders*** according to ***organisational policies and procedures***.
- 1.2. Investigate and document ***resource and logistical travel requirements*** for the tour according to organisational policies and procedures.
- 1.3. Collect and document relevant ***athlete information*** and distribute to ***relevant tour personnel*** according to organisational policies and procedures.
- 1.4. Develop a ***budget*** for the tour according to organisational policies and procedures.
- 1.5. Plan an ***itinerary*** for the tour in consultation with relevant personnel and according to organisational policies and procedures.
- 1.6. Identify ***risks*** associated with the tour and develop ***contingency*** plans according to organisational policies and procedures.
- 1.7. Identify and contact local liaison persons or organisations according to organisational policies and procedures.
- 1.8. Identify any media obligations and liaise with the media according to organisational policies and procedures.

2. Coordinate the tour.

- 2.1. Access and collect identified finances according to the budget and organisational policies and procedures.
- 2.2. Confirm and access identified resource and logistical requirements for the tour.
- 2.3. Conduct a departure briefing for relevant tour personnel.
- 2.4. Organise access to finance throughout the tour according to organisational policies and procedures.

ELEMENT**PERFORMANCE CRITERIA**

- 2.5. Conduct an ***orientation to the touring area according*** to organisational policies and procedures.
- 2.6. Liaise with the competition manager to confirm all requirements are being met.
- 2.7. Identify and implement ***strategies for effective group management*** and communication.
3. Evaluate the tour.
- 3.1. Identify and select appropriate ***evaluation criteria and methods*** according to organisational policies and procedures.
- 3.2. Conduct an evaluation of the tour according to selected criteria and methods and organisational policies and procedures.
- 3.3. Make recommendations for future tours based on evaluation outcomes.
- 3.4. Produce a ***final report*** documenting all collected information according to organisational policies and procedures.
- 3.5. 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:
 - liaise with all key stakeholders involved in the tour to identify their needs
 - convey tour information and responsibilities to athletes
 - confirm tour arrangements with the competition manager
- planning and organisational skills to:
 - make and confirm logistical arrangements for the tour
 - develop a tour itinerary
 - manage the touring group according to the itinerary
- literacy skills to:
 - collect, clarify and record information
 - maintain required documentation relating to the tour
- numeracy skills to develop and monitor a tour budget in order to ensure the tour is adequately funded
- problem-solving skills to:
 - identify potential risks which could occur during the tour and develop courses of action to respond to these risks
 - conduct an evaluation of the tour and make recommendations for improvements
- technology skills to access information online to plan an itinerary.

Required knowledge

- legislation and organisational policies and procedures to enable safe and compliant conduct of tours
- hazards associated with specific tour activities and locations to enable effective risk treatment options to be identified for the tour
- information about the touring area to enable the organisation of appropriate resources and access to appropriate information for touring party members
- principles and techniques for effective group management to enable positive interaction and cohesiveness amongst the touring party
- techniques and methodologies used to conduct evaluations
- roles and responsibilities of touring party members.

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:

- interacts and liaises with relevant stakeholders to plan, conduct and evaluate regional tours for athletes within organisational policies and procedures and timeframes and facilitates a professional and effective working relationship with touring party members
- uses effective communication techniques to collect and document athlete information and tour requirements, convey relevant information to all touring party members and to manage the touring group within identified budgetary constraints
- applies a continuous improvement approach to evaluate tour outcomes and recommend potential improvements.

Context of and specific resources for assessment

Assessment must ensure planning, coordination and evaluation of a tour for a group of athletes that is relevant to the candidate's current or intended work environment and is of sufficient breadth to demonstrate competency consistency of performance.

Assessment must also ensure access to:

- a group or team of athletes
- real or simulated touring budget
- competition manager
- logistical resources and equipment
- organisational policies and procedures related to organising regional tours.

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 touring stakeholders to plan, conduct and evaluate a regional tour for athletes
- oral or written questioning to assess knowledge of the functions and responsibilities of touring party members

- portfolio containing evidence of documentation and reports relating to the planning and conduct of regional tours
- third-party reports from a supervisor detailing work performance over multiple applications.

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

- SISXRSK301A Undertake risk analysis of 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.

Documentation may include:

- athlete and coach information
- press releases
- financial records.

Needs of key tour stakeholders may include:

- equipment
- nutrition
- accommodation
- transport
- free time
- financial allowances
- medical requirements
- special requirements
- code of conduct
- insurance
- safety considerations
- equipment
- training facilities
- coaching equipment.

Organisational policies and procedures may include:

- occupational health and safety
- roles and responsibilities of touring party
- competition requirements
- privacy
- duty of care
- liability
- insurance
- codes of behaviour
- protocols for making travel arrangements
- protocols for dealing with the media
- reporting obligations.

Resource and logistical travel requirements may include:

- ***transport***
- ***equipment***
- allocation of baggage limits
- labelling of baggage and equipment
- insurance
- training facilities

- clothing
 - meals
 - competition timetable.
- Athlete information*** may include:
- name and age
 - photograph
 - biographical details
 - medical history
 - present injuries
 - current treatment
 - special requirements
 - Medicare number
 - emergency contact
 - allergies.
- Relevant tour personnel*** may include:
- competition officials
 - club or organisation officials
 - club or organisation support staff.
- Budget*** may include:
- government grants
 - sponsorships
 - participant contribution
 - governing body contribution
 - timelines for financial income
 - strategies to establish, maintain and access finances within governing body guidelines
 - allocation and acquittal of tour finances.
- Itinerary*** may include:
- requirements of competition
 - travel bookings
 - accommodation bookings
 - access to meals
 - training facilities.
- Risks*** may include:
- disruption to travel and accommodation arrangements
 - injury or illness of tour members
 - alterations to itinerary
 - misplaced or lost equipment and baggage
 - incidents that attract media attention.
- Orientation to the training area*** may include:
- location of accommodation and competition environment identified
 - location of relevant facilities and services
 - time zone considerations
 - traffic conditions
 - environmental considerations.

Strategies for effective group management may include:

- head counts
- rolls
- buddy systems
- fines and fun
- codes of behaviour
- ***communication strategies.***

Evaluation criteria may include:

- finances
- logistics
- competition results
- athlete performance
- coaching performance.

Evaluation methods may include:

- athlete feedback
- staff feedback.

Unit Sector(s)

Sport

Competency Field

Sports Administration