



Australian Government

SITTTOP001 Load touring equipment and supplies

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify, prepare and check touring equipment and supplies.

The unit applies to tour operators. Tours may be day or extended, involve one or more destinations and could use any form of transportation. Individuals working with some independence under limited supervision prepare and check touring equipment. This could include operations coordinators and guides. The unit also applies to owner-operators of small organisations.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Tour Operations

Unit Sector

Tourism

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Identify and prepare touring equipment and supplies.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify required equipment and supplies from tour documentation and liaison with colleagues.
- 1.2. Select and check equipment and supplies against requirements.
- 1.3. Use resources in ways that minimise potential for waste and maximise organisational profitability.
- 1.4. Conduct safety checks according to organisational procedures and statutory requirements.

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| | 1.5. Identify, report and rectify shortfalls and problems. |
| 2. Load touring equipment and supplies. | 2.1. Load equipment and supplies using safe manual handling techniques. |
| | 2.2. Load equipment according to terrain to be covered and access requirements during tour. |
| | 2.3. Identify hazardous items and follow safety procedures when loading them. |
| | 2.4. Inspect load prior to departure. |
| 3. Finalise loading. | 3.1. Complete pre-departure documentation according to organisational and statutory requirements. |
| | 3.2. Report identified problems and suggest improvements. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret tour documentation.
Numeracy skills to:	calculate and load correct quantities of equipment and supplies.
Problem-solving skills to:	- evaluate ways of minimising waste and maximising profitability - proactively identify and respond to discrepancies with equipment and supplies.
Planning and organising skills to:	follow a logical selection, loading and checking process.

Unit Mapping Information

SITTTOP301 Load touring equipment

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITTTOP001 Load touring equipment and supplies

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- check and load equipment and supplies for each of the following tours according to operational documentation:
 - day tour
 - extended tour
 - tour to single destination
 - tour to multiple destinations
- select equipment required for each of the above tours from each of the following categories, as appropriate to the type of tour:
 - camping
 - catering
 - commercial cargo
 - communication
 - educational
 - maintenance
 - protective clothing
 - recreational
- select supplies required for each of the above tours from each of the following categories, as appropriate to the type of tour:
 - food and beverage
 - fuel
 - medication and first aid kit
 - water
- complete loading and pre-departure checks on equipment and supplies for above tours within typical workplace time constraints.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- features and inclusions of tour documentation in the relevant industry context

- equipment and supplies required for different types of tours, as specified in the performance evidence
- ways in which effective management of equipment and supplies can improve profitability
- ways of minimising waste of equipment and supplies
- tour documentation to be considered:
 - pre-departure documentation:
 - completed checklists
 - fault reports where appropriate
 - supply lists
 - equipment and supplies
 - tour details:
 - itineraries
 - passenger information
 - rooming lists
- safety requirements for handling and loading equipment and supplies:
 - manual handling techniques appropriate to workplace and form of transport
 - manual handling techniques and procedures for hazardous items:
 - aerosols
 - gas containers
 - glass containers
 - medication
 - petrol, fuel and flammable materials
 - sharp items
- legal obligations of tour operators in relation to equipment and supplies:
 - maintenance
 - licensing and accreditation.

Assessment Conditions

Skills must be demonstrated in a venue, such as an operational depot, from where tours depart and pre-departure checks and loading take place. This can be:

- an industry workplace
- a simulated industry environment set up for the purposes of assessment.

Assessment must ensure access to:

- supplies and equipment used in the operation of a tour in the relevant context
- commercially-realistic ratios of operational staff to equipment and supplies
- tour documentation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

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