



Australian Government

Department of Education, Employment and Workplace Relations

SITTTOP004B Set up and operate a camp site

Revision Number: 1

SITTTOP004B Set up and operate a camp site

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to set up and operate a camp site for camping tours. It requires the ability to operate the camp site within the requirements set by any permit conditions and land management guidelines. It also requires the ability to provide for the safety of customers and ensure low environmental impact.

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

Application of the Unit

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This unit applies to tour operators operating tours involving overnight stays at temporary or semi-permanent camp sites. Camping tours might involve one or more overnight stays and might be to one or more destinations. Personnel who operate with some level of autonomy or under limited supervision and guidance from others are responsible for setting up and operating the camp site. This function is undertaken by people such as owner-operators of a tour operating business, tour guides and driver guides.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Select a camp site.	1.1 Access the <i>camp site</i> according to tour itinerary, relevant permits, agreement of land owners and other statutory requirements. 1.2 Where no designated area exists, select a site to ensure comfort, safety and minimal <i>negative environmental impact</i>. 1.3 Identify any <i>camp site hazards</i>, assess associated risks and eliminate or minimise the hazards.

ELEMENT	PERFORMANCE CRITERIA
2 Set up a camp site.	2.1 Set up the <i>camp site facilities</i> in the most appropriate position to ensure comfort, safety and minimal environmental impact. 2.2 Arrange appropriate shelter for the prevailing weather and conditions. 2.3 Identify and access any required water sources. 2.4 Construct any required camp fires in a safe location and ensure there is no danger to the crew, customers and environment during the construction.
3 Operate a camp site.	3.1 Operate <i>camping equipment</i> correctly and according to manufacturer instructions and safety guidelines. 3.2 Establish and follow environmentally-friendly rubbish and human waste disposal procedures. 3.3 Brief customers on waste disposal requirements, agree to procedures and monitor adherence at all times. 3.4 Discuss and agree upon acceptable camp site behaviour with customers. 3.5 Operate any camp fires within land management guidelines and ensure there is no danger to the crew, customers and environment during the use of the fire.
4 Break camp.	4.1 Dismantle, pack and store all equipment using safe lifting and handling techniques to avoid injury. 4.2 Remove all rubbish from the site where disposal facilities are not available. 4.3 Extinguish camp fires fully to ensure there is no danger to the environment. 4.4 Check the site prior to departure to ensure all equipment and belongings have been removed. 4.5 Leave the camp site in the original or improved condition.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- safe manual handling techniques
- efficient and safe camping equipment handling techniques
- communication skills to provide clear verbal advice to customers on waste disposal requirements and camp site behaviour
- literacy skills to read tour itineraries and customer information, required permit conditions, camp site or land use signage, and manufacturer's basic equipment operational guidelines.

The following knowledge must be assessed as part of this unit:

- the key health and safety issues to be considered when setting up, operating and breaking down a camp site
- the key operational features of commonly-used camping equipment
- the key features of a desirable camp site
- the cultural or environmental sensitivity of camp sites and surrounding areas and minimal impact practices for setting up, operating and breaking down a camp site
- correct and environmentally sound disposal methods for waste including human waste
- the key contents of industry ecotourism codes of practice, especially that of the Ecotourism Association of Australia
- the existence and basic aspects of state, territory and local government environmental and local community protection laws and regulations and actions that must be adhered to when operating a camp site
- key permit requirements for camp sites, including when camping in national parks and on land under the control of traditional owners
- land management guidelines for operating camp sites and open fires
- issues relating to the safe use of open fires in camp sites.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to select, set up and safely operate a camp site, including operating a range of camping equipment, with minimal negative environmental and social impact
- knowledge of the negative environmental impacts of operating a camp site and minimal impact practices
- knowledge of the, safety and regulatory issues that relate to camp site operation
- candidate setting up and operating a camp site for a minimum of one night.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in an environment suitable for camping
- involvement of a group for or with whom the site is set up and operated
- use of the full range of camping equipment used on tour to reflect local industry conditions
- access to current regulatory documents distributed by key land management agencies and federal, state or territory, and local governments, such as plain English legislative publications, codes and standards outlining environmental regulatory requirements
- use of industry ecotourism codes of practice, especially that of the Ecotourism Association of Australia.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess the practical skills and knowledge required to set up and operate a camp site on tour. The following examples are appropriate for this unit:

- direct observation of the candidate completing tasks to safely set up, operate, and dismantle and clean a camp site
- review of operational plans and checklists prepared and completed by the candidate
- review of post-tour reports completed by the candidate
- evaluation of feedback from group members who have participated in a camping tour coordinated by the candidate
- written and oral questioning or interview to test knowledge of camping procedures and equipment, OHS issues and legislative requirements pertaining to operating a camp site
- written and oral questioning or interview to test knowledge of environmental and community impact of operating camp sites
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

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

SITTTOP002A Load touring equipment and conduct pre-departure checks

SITTTOP005A Provide camp site catering

SITTTOP006B Operate tours in a remote area.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

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 in the performance criteria is detailed below.

Camp site may be:

- permanent
- semi-permanent (seasonal)
- temporary.

Negative environmental impact may include:

- disturbance or injury to fauna
- physical damage to flora
- damage to camp sites and surrounding areas
- instigation of bush fire due to incorrect management of open fires
- pollution from waste
- noise disturbance to the local community
- damage to culturally sensitive areas or sites.

Camp site hazards may include:

- unstable ground
- rocky and uneven ground
- poor access to facilities
- unstable trees or tree branches
- insufficient distance and protection from local wildlife
- insufficient shade and protection from other weather elements
- swollen creeks or rivers and possible flood activity.

RANGE STATEMENT

Camp site facilities may include:

- tents
- wash areas
- entertainment or scenic viewing areas
- dining and cooking areas
- latrines
- fire sites
- pathways.

Camping equipment may include:

- tents
- sleeping equipment
- cooking equipment
- tables and chairs
- cleaning equipment
- lights and groundsheets
- heating facilities
- first aid kit
- cutting equipment and tools.

Unit Sector(s)

Sector Tourism

Competency field

Competency field Tour Operations