



Australian Government

SITTTOP301 Load touring equipment

Release 1

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Modification History

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

Version	Comments
1.0	E Replaces and is equivalent to SITTTOP002A Load touring equipment and conduct pre-departure checks. Integrated Element 1 into Element 2. Strengthened legal and safety. Title simplified.

Unit Descriptor

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

Application of the Unit

This unit applies to the tour operations sector. 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.

Licensing/Regulatory Information

No licensing, legislative, 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

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 and prepare equipment and supplies. | 1.1 Identify required <i>equipment and supplies</i> from <i>tour documentation</i> 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.
1.5 Identify, report and rectify shortfalls and problems. |
| 2. Load equipment and supplies. | 2.1 Load equipment and supplies using safe <i>manual handling techniques</i> .
2.2 Take account of terrain to be covered and access requirements during tour.
2.3 Identify <i>hazardous items</i> and load to minimise risks.
2.4 Inspect load prior to departure. |
| 3. Complete documentation. | 3.1 Complete <i>pre-departure documentation</i> according to organisational and statutory requirements.
3.2 Report identified problems and suggest improvements. |

Required Skills and Knowledge

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

Required skills

- communication skills to liaise with colleagues on operational requirements
- critical thinking skills to evaluate ways of minimising waste and maximising profitability
- literacy skills to:
 - read and interpret tour documentation
 - complete pre-departure documents
- numeracy skills to calculate and load correct quantities
- planning and organising skills to follow a logical selection, loading and checking process
- problem-solving skills to pro-actively identify and respond to discrepancies with equipment and supplies.

Required knowledge

- features and inclusions of tour documentation in the relevant industry context
- equipment and supplies required for tours being operated
- ways in which effective management of equipment and supplies can improve profitability
- ways of minimising waste with equipment and supplies
- loading techniques appropriate to workplace and form of transportation
- manual handling techniques, including specific requirements for hazardous items
- legal obligations of tour operators in relation to equipment and supplies, including those relating to:
 - maintenance
 - licensing or accreditation.

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:

- check and load equipment and supplies for multiple tours according to operational documentation
- complete loading and pre-departure checks within typical workplace time constraints
- demonstrate knowledge of safety requirements for handling and loading of equipment and supplies, including hazardous items.

Context of and specific resources for assessment

Assessment must ensure use of:

- a real or simulated venue, such as an operational depot where pre-departure checks and loading take place
- 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.

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:

- direct observation of the individual loading equipment and supplies and conducting pre-departure checks
- review of loading and checking plans, notes or operational checklists prepared by the individual
- written or oral questioning to assess knowledge of work health and safety issues, legislative requirements and tour documentation relating to loading and checking equipment and supplies
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

Guidance information for assessment

The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example:

- SITTTOP302 Provide outdoor catering
- SITTTOP402 Set up and operate a camp site

- SITTTOP403 Operate tours in a remote area.

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.

- Equipment and supplies*** may include:
- equipment:
 - camping
 - catering
 - commercial cargo
 - communication
 - educational
 - maintenance
 - protective clothing
 - recreational
 - supplies:
 - food and beverage
 - fuel
 - medication and first aid kit
 - water.
- Tour documentation*** may include:
- catering
 - equipment and supplies
 - tour details:
 - itineraries
 - passenger information
 - rooming lists.
- Manual handling techniques*** may involve:
- lifting
 - seeking assistance from others
 - shifting
 - using equipment to assist lifting or shifting.
- Hazardous items*** may include:
- aerosols
 - gas containers
 - glass containers
 - medication
 - petrol, fuel or inflammable materials
 - sharp items.
- Pre-departure documentation*** may include:
- completed checklists
 - fault reports
 - supply lists.

Unit Sector(s)

Tourism

Competency Field

Tour Operations