



Australian Government

Department of Education, Employment and Workplace Relations

SRSOGP014A Develop activity rules and regulations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Sport Industry Training Package.

This unit covers the knowledge and skills to plan, distribute, explain and evaluate rules and regulations.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Prepare plans for publication and distribution of international, national and local rules and regulations	1.1 Identify and obtain the formal set of current rules and regulations established by international, national and local bodies for the specified activity
	1.2 Establish a distribution network according to the

for a specified activity	publishing requirements of the national activity organisation
	1.3 Prepare and document plans for publication and distribution of the formal set of current rules and regulations to the identified network, according to the requirements of the national activity organisation
2 Prepare plans for publications and distribution of the code of conduct for the specified activity	2.1 Identify and obtain the code of conduct for the specified activity 2.2 Prepare and document plans for publication and distribution of the code of conduct to the identified network, according to the requirements of the national activity organisation
3 Explain interpretations of the rules and regulations for the specified activity	3.1 Identify standard interpretations of rules and regulations for the specified activity 3.2 Define and document procedures for obtaining rulings on new interpretation
4 Evaluate the effectiveness of current rules and regulations	4.1 Develop and implement evaluation methods appropriate to the nature of information sought 4.2 Present research findings in a written report according to the requirements of the national activity organisation 4.3 Support recommendations by research documented in the report 4.4 Prepare recommendations for submission to the national activity organisation comply with formal criteria
5 Prepare plans for implementing changes to current rules and regulations	5.1 Prepare and document a plan for implementing changes to current rules and regulations according to the requirements of the national activity organisation 5.2 Document the rationale for recommended changes to current rules and regulations 5.3 Document an explanation of implications the recommended changes have for other rules and regulations

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statements

Critical aspects of evidence to be considered

Assessment must confirm sufficient knowledge of how to plan, distribute, explain and evaluate rules and regulations

Assessment of performance should be over a period of time covering all categories from the Range Statements

Assessment must confirm the ability to apply knowledge and appropriate techniques to

prepare plans for publication and distribution of international, national and local rules and regulations for a specified activity

prepare plans for publications and distribution of the code of conduct for the specified activity

explain interpretations of the rules and regulations for the specified activity

evaluate the effectiveness of current rules and regulations

prepare plans for implementing changes to current rules and regulation

Interdependent assessment of units

This unit must be assessed after attainment of competency in the following unit(s)

Nil

This unit must be assessed in conjunction with the following unit(s)

Nil

For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)

Nil

Required knowledge and skills

Required knowledge

Knowledge of planning knowledge in order to develop plans of activity rules and

regulations for publication and distribution

Knowledge of publication processes in order to manage the publication process of activity rules and regulations

Knowledge of distribution processes in order to manage the distribution process of activity rules and regulations

Knowledge of relevant rules and regulations and their interpretations

Knowledge of communication systems in order to ensure the requirements of the publication and distribution processes are understood by all relevant persons

Required skills

Interpersonal skills in order to develop rapport with all relevant persons

Communication (written and verbal) skills in order to effectively communicate with all persons relevant to the development of activity rules and regulations

Planning skills to effectively plan the publication and distribution of activity rules and regulations

Organisational skills in order to ensure the organisation of the development of activity rules and regulations is efficient and effective

Evaluation skills in order to assess the procedures used and make recommendations for modifications where necessary

Resource implications

Physical resources - assessment of this competency requires access to

relevant guidelines, policies and procedures

Human resources - assessment of this unit of competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) must

be competent in this unit

be competent in sports administration at the appropriate level

be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area

have attained the mandatory competency requirements for assessors under the Australian Quality Training Framework (AQTF) as specified in Standard 7.3 of the **Standards for Registered Training Organisations**

Consistency in performance

Due to the issues such as variable sports administration situations, this unit of competency must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable to sports administration

Context for assessment

This unit of competency must be assessed in the context of a sporting activity with a range of real clients. For valid and reliable assessment the activity should be conducted in a real or simulated environment with sporting participants. The environment should be safe, with noise to a level experienced with an activity in full operation and support serviced provided for optimum performance

This unit of competency should be assessed through the observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes

Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

KEY COMPET ENCIES

Collect, Analyse&O	Communic ate	Plan&Orga nise	Work with Others&in	Use Mathematic	Solve Problems	Use Technology
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rganise Information	Ideas&Info rmation	Activities	Teams	al Ideas&Tec hniques		
3	2	2	3	-	3	1

These levels do not relate to the Australian Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

The three levels of performance (1, 2 and 3) denote the level of competency required to perform the task:

Use routine approaches

Select from routine approaches

Establish new approaches

Collecting, analysing and organising

informatio

n - Collect
information
on rules
and
regulations

**Communic
ating ideas
and****informatio**

n - Develop
code or
conduct
and rules
and
regulations

**Planning
and
organising
activities -**

Prepare
plans for
publication
s

**Working
with teams
and others**

- Seek
advice from
others

**Using
mathemati
cal ideas
and****techniques**

- Not
applicable

**Solving
problems -**

Consult
rules and
regulations
to resolve
problems

**Using
technology**

- Use
computer to
prepare
documentat
ion

Please refer
to the
Assessment
Guidelines
for advice
on how to
use the Key
Competenci
es.

Range Statement

Range Statements

The Range Statements provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. The Range Statements relate to the unit as a whole and helps facilitate holistic assessment. In addition, the following variables may be present for this particular unit of competency

RANGE STATEMENT

CATEGORIES

Plan

[all categories]
transition
communication of change
effective date
publication and distribution of amendments

Publishing requirements

[all categories]
copyright
printers agreement
members

Rationale

[all categories]
safety
fairness
clarification
improved technology
aesthetic value

Recommendations

[all categories]
retention
rejection
modification
addition to rules and regulations

Unit Sector(s)

Not applicable.