



Australian Government

Department of Education, Employment and Workplace Relations

SRXFAC009B Plan, develop and commission facility development

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages.

This unit covers the knowledge and skills to establish the need and requirements for facility development and to plan and facilitate that development.

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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

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Element	Performance Criteria
1 Commission improvements to a facility	1.1 Gather information and data from the monitoring of operations to indicate the need for an increase or decrease in specific facility areas 1.2 Make recommendations for development of facilities and equipment to the appropriate person in a form suitable to their needs and response and within the specified time 1.3 Analyse and evaluate the disruptions to the service in carrying out improvements and take measures to minimise inconvenience 1.4 Ensure planned improvements bring the facility up to a standard suitable for its purpose and all relevant health and safety requirements
2 Establish the need for a new facility	2.1 Identify user groups and collect background information on their needs 2.2 Establish user groups requirements for the facility using consultation mechanisms 2.3 Consider service trends and developments and identify current or predicted obstacles and resources for the new facility 2.4 Undertake negotiations with and between user groups and other levels of government to establish priorities for the physical requirements of the facility 2.5 Record all relevant information and keep up-to-date 2.6 Compare the results of the needs analysis with the aims, objectives, values and work environment required by the organisation to determine consistency 2.7 Determine initial siting of the facility based on outcomes of the negotiations and estimate and propose the budget for the new facility

- 3 **Prepare a plan of the facility**
 - 3.1 Make decisions on the **process** to be followed for developing the **facility**
 - 3.2 Undertake negotiations with **relevant bodies** regarding the acquisition of **resources**
 - 3.3 Develop a financial plan for the **facility** taking into account financial constraints of user groups
 - 3.4 Seek funds for the **facility** (if necessary)
 - 3.5 Review initial **requirements** in light of the available funds and **resources**
 - 3.6 Identify and prepare **requirements** for **tender and brief** as required
- 4 **Negotiate a design brief**
 - 4.1 Base the **brief** on an analysis of need, constraints, available **resources** and policy
 - 4.2 Ensure that the **brief** identifies the optimum location for the **facility**, completion date and the purposes for which it will be used
 - 4.3 Demonstrate how the **brief** itemises all necessary **requirements** for the user group
 - 4.4 Ensure that the **brief** itemises any aspects of health and safety which will have to be addressed
 - 4.5 Demonstrate how the **brief** can be realised within available budgets and is acceptable to all interested **parties**
 - 4.6 Carry out negotiations with sensitivity and in a way likely to maintain the goodwill of all those involved while obtaining value for money for the organisation
- 5 **Work with others to finalise plans**
 - 5.1 Agree on a time scale and budget for the completion of plans
 - 5.2 Correspond plans to the original **brief** with the constraints of budget and technical limitation
 - 5.3 Demonstrate how plans meet with the agreement of any interested **parties** and are consistent with recognised standards

- 5.4 Ensure plans correspond to approved values and **organisation policies and procedures**
- 5.5 Carry out joint work in a manner which optimises available time and **resources** and fosters a collaborative working relationship
- 5.6 Ensure agreements reached include implementation plans at the necessary level of detail and are in line with known strategy
- 5.7 Maintain records of negotiations and agreements that are accurate, complete, legible and pass on to the appropriate authority
- 5.8 Obtain any planning and other required permissions necessary to carry out the work
- 6 **Support others in realising the plans**
 - 6.1 Review and agree upon a time scale for completion of the project with all those involved
 - 6.2 Establish and agree upon responsibilities for all aspects of the project
 - 6.3 Establish and agree on means of checking progress and dealing with contingencies
 - 6.4 Complete all aspects of project within own area of responsibility within schedule and budget
 - 6.5 Take the necessary remedial action promptly in the event of over-runs, overspends or departures from the original plans
- 7 **Develop management structures for the facility**
 - 7.1 Determine management structures which are appropriate to the purpose and use of the **facility**
 - 7.2 Develop policy and procedures for the use of the **facility** in consultation with key user groups
- 8 **Review and evaluate development of the facility**
 - 8.1 Undertake ongoing monitoring of the development **process**, consistent with agreed role of **stakeholders**, to ensure agreed user **requirements** are met
 - 8.2 Review the development **process** and outcomes at the completion of the **facility**
 - 8.3 Monitor the functionality of the facility regularly in

consultation with key user groups

9 Check and approve the completed facility

- 9.1 Ensure the **facility** conforms to the original plans or variations approved by interested **parties**
- 9.2 Raise any concerns over discrepancies with the supplier for clarification and explanation
- 9.3 Ensure that the **facility** conforms to relevant standards and **legislation**
- 9.4 Ensure the **facility** is only accepted when all conditions have been met

Required Skills and Knowledge

Not applicable.

Evidence Guide

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 processes involved in establishing the need for facilities and in planning and developing plans for facilities

Assessment of performance should be over a period of time covering one category of facility development and all relevant associated categories from the remaining Range Statements that are applicable in the learners environment

In particular, assessment must confirm the ability to

determine user group needs and trends within the industry

negotiate design briefs

develop a tender brief

cost a tender brief

liaise with all relevant stakeholders

establish budgets for the facility development

respond to overspends and over - runs

check completed work

Interdependent assessment of units

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

SRXRES005B Achieve an efficient use of resources

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

User group needs and techniques to identify and determine them

Current service trends and developments

Organisation strategic plan, aims and objectives

Organisation priorities

Organisation financial plan and methods of estimating costs

Facility management

Tender legislation and regulations, contractual obligations and relevant legislation

Methods to develop and cost a brief

Current recognised standards in relation to recreational facilities and sources of information on relevant national standards

Methods of monitoring and evaluating progress

Methods of establishing budgets within technical restraints and to work within allocated budgets and time scales

Remedial action in the case of over - runs and overspends

Required skills

Consulting with various representatives

Identification of sources of conflict and application of methods to overcome these

Negotiation with stakeholders

Ability to develop realistic action plans

Mathematical assessment of tenders and budget

Monitoring and assessing/reviewing

Realistic and equitable allocation of

Resource implications

responsibilities

Physical resources - assessment of this competency requires access to

a work environment requiring facility development

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 but preferably be competent in the unit at the level above

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 issues such as dealing with the complexity of planning a facility, 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 establishing the need and requirements for facility development and planning and facilitating that development

Context for assessment

This unit of competency must be assessed in the context of a sport or recreation facility. For valid and reliable assessment the sport or recreation facility should closely replicate those found in the work environment. The facility should be safe with the hazards, circumstances and equipment likely to be encountered in a real workplace

Assessment of this unit of competence will usually include 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 rganise Information	Communic ate Ideas&Info rmation	Plan&Orga nise Activities	Work with Others&in Teams	Use Mathematic al Ideas&Tec hniques	Solve Problems	Use Technology
3	3	3	3	3	2	2

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 -

Collecting
background
information
on
identified
user groups

**Communic
ating ideas
and
informatio**

n -

Negotiating
with
relevant
bodies
regarding
the
acquisition
of
resources

**Planning
and
organising
activities -**

Planning
the
sequence of
steps to
finalise

project

**Working
with teams
and others**

- Working
with a
range of
people
including
contractors,
local
residents
and user
groups

**Using
mathemati
cal ideas
and
techniques**

-
Calculating
and
monitoring
budgets for
project

**Solving
problems -**

Dealing
with
budget/time
over-runs

**Using
technology**

- Using a
project
managemen
t software
package to
track
project

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

Development of facilities

[one category]
may include
new
major community facility
small community centre
renovation to existing facility or structure
extensions to existing facility or structure

Information

[one category]
sources
surveys
written/published material
interviews or meetings

Legislation

[all categories]
State/Territory statutory requirements
local laws, by - laws, ordinances and policy

Organisation policies and procedures

[all categories]
criteria for use and priority access
fee structures
opening hours

Parties

[five categories]
to be negotiated with
suppliers
architects
planners

	potential users
	local residents
	engineers
	consultants
	managers
	to work with
	suppliers
	architects
	planners
	potential users
	local residents
	managers
Physical requirements	[four categories]
	storage
	layout
	loud/quiet areas
	wet/dry areas
	clean/dirty areas
	disabled access
	equipment specific to technical requirements
	of controlling bodies, eg,
	international/national sporting organisations
Process	[one category]
	order of tender/design/costing/approvals
	when/whether to appoint architects/builders
Relevant bodies	[one category]
	government departments
	developers
	community groups
Requirements	[all categories]
	management structure and auspice
Resources	[two categories]

	land
	building
	equipment
Siting of the facility	[all categories] takes into consideration local/regional facility transport routes topography nature of neighbourhood/facility
Stakeholders	[all categories] users/clients organisation staff elected members other interested parties government departments
Tenders and briefs	[all categories] decisions on layout/allocation of funds in design process involvement in selection for brief and tender
Work environment	[all categories] varies with respect to size of the organisation location organisation structure nature of the service provided resources available
Unit Sector(s)	
Not applicable.	