# SIS30513 Certificate III in Sport & Recreation



This certificate course provides the development of core skills and knowledge for multi skilled roles which combine a range of activities required to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres, All job roles are performed under supervisor with some degree of autonomy

It is idea for those who currently work in the Sport and Recreation industry and for those who wish to expand their careers into the sport and recreation industry.

## **Job Roles- Career Pathways**

Intrigued about a career in Sport and Recreation, or need to improve and develop your own skills, want to take the next step and progress your management career

We have a range of courses that focus on sport and recreation facilities, grounds and administrative roles.

- Administration assistance
- Recreation assistant
- grounds Assistant
- Retail assistant



## **Course Overview**

## Course Duration maximum timeframe of 6 months (NB: could be completed earlier)

The Certificate III in Sport & Recreation reflects the roles of individuals who apply the skills and knowledge to work in the Sport and Recreation industry in areas such as maintaining grounds and playing surfaces, providing customer service, housekeeping and or administrative assistance.







## **Entry Requirements**

- Age 16 or over
- Participants need to demonstrate a high level of interest and participation in sport and recreation pursuits.
- It is desirable that participants have the physical attributes to participate in physical activities associated with the work environment
- Access to internet for on-line component of the course

#### **Course Overview**

On completion of the course students will have developed key components of business, risk management, leadership skills and customer relations competencies which can be applied to practical and technical situations

The course is aimed at sport and recreation minded students and will equip them with the skills, knowledge and qualifications to enter into further studies and / or assist in gaining employment in the sport and recreation industry as well as the potential to further enhance a career into sport, fitness and recreation sector

## **Employment Opportunities**

This qualification may provide employment opportunities in the following areas:

- Sport and Recreation centres
- Fitness centres
- Retail camping sector
- Tourism
- Grounds keeper
- Volunteer Organisation
- Commercial Operators

## **Outdoor Training College**

A division of Above & Below Adventure Company Pty Ltd | PO Box 749, Windsor, NSW 2756
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## **Certificate III Course Structure**

A total of 15 units of competency are required to complete this qualification

Core Units of Competency - 10 units			
BSBCRT301A	Develop and extend critical and creative thinking skills		
BSBWOR301B	Organise personal work priorities and development		
ICAWEB201A	Use social media tools for collaboration and engagement		
SISXCAI303A	Plan and conduct sport and recreation sessions		
SISXCCS201A	Provide customer service		
SISXEMR201A	Respond to emergency		
SISXRSK301A	Undertake risk analysis of activities		
SISXWHS101	Follow work health and safety policies		
SITXCOM401	Manage conflict		

## Pre- Requisite for all courses

HLTAID003

First Aid - This must be a current first aid certification;
Note: CPR is renewable every 12 months to keep
your "Provide First Aid" current- the Provide First
Aid is renewable every 3 years - This is a
requirement outlined by Safe Work Australia

Provide First Aid - Pre-requisite

# RPL (Recognition of Prior learning) / Credit transfer

RPL and or Credit transfer is available and you must meet the criteria associated with this process.

Regardless of the assessment pathway undertaken the pricing structure remains the same



## **Specialisation Area**

You can chose a minimum of 1 specialisation area and the remainder of the units from the General electives

Specialisation Area	Units
Administration assistant	4units
Ground Assistant	4 units
Recreation Assistant	4 units
Retail Assistant	4 units
Coaching Assistant	3 units
Event Assistant	4 units

## See unit groupings details o next page

#### **General Electives**

SITXHRM401

Additional units to be chosen to make up the correct number of units for this qualification

number of units for this qualification			
BSBFIA301A	Maintain financial records		
BSBFIA302A	Process payroll		
BSBFIA303A	Process accounts payable and receivable		
BSBFIA304A	Maintain a general ledger		
CHCDIS301C	Work effectively with people with a disability		
CHCDIS302A	Maintain an environment to empower people with disabilities		
ICAICT203A	Operate application software packages		
SISCCRD304A	Work with key stakeholders		
SISCCRO306A	Organise participant travel		
SISSSDE201	Communicate effectively with others in a sport environment		
SISXCAI304A	Plan and conduct sport and recreation programs		
SISXCAI306A	Facilitate groups		
SISXFAC208	Maintain sport, fitness and recreation facilities		
SISXFAC303A	Implement facility maintenance programs		
SISXIND402	Analyse legal knowledge for organisation governance		
SISXRES301A	Provide public education on the use of resources		
SISXRES402A	Support implementation of environmental management practices		
SITXFSA101	Use hygienic practices for food safety		

Roster staff

## **Course Delivery**

The course is delivered via our web-based on-line learning system for a flexible blended learning environment consisting of:

- Comprehensive and engaging learning guides
- Multiple choice guizzes and exams
- Short answer workbooks

The course content focuses on key skills that develop your knowledge so that you can successfully plan and deliver sport and recreation associated activity.



This may include developing skills in risk management, environment factors, health and safety, emergency response, care and maintenance of equipment, administration functionality and overall planning skills in a wide range of work environments.

## Commencement of subject or course

A subject or course is deemed to have started if the "start of study date" has passed and the delivery of the course has commenced.

On-line delivery is said to have commenced if the course is open in the on-line environment for the individual student, this is automatic once appropriate fess have been paid



## **Enrolment requirements**

This course has the following enrolment requirements:-

- Have access to a fully- functional computer/ smart device loaded with a web-browser (e.g. internet explorer, firefox, puffin) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft word etc)
- Have access to a company/ smart device with reliable Internet access (ability to download and upload documentation from/ to the College's online learning server)
- Have a current valid email account for online learning and assessment communication and support
- Successfully complete all assessment tasks within the required timeframes

## Course content: Area of Specialisation

#### **Administration Assistant**

BSBADM307B Organise schedules

BSBADM311A Maintain business recourse

BSBINM301A Organise workplace information

BSBWOR204A Use business technology

#### **Grounds Assistant**

AHCCHM303A Prepare and apply chemicals

AHCCHM304A Transport, handle and store chemicals

AHCMOM202A Operate tractors

AHCMOM302A Perform machinery maintenance

#### **Event Assistant**

SITXEVT302 Process and monitor event registrations
SITXEVT303 Coordinate on-site event registration
SITXEVT304 Provide staging support

SITXHRM401 Roster staff

## Course content: Area of Specialisation Units

## **Coaching Assistant**

SISSCO101 Develop and update knowledge of coaching practices
SISSSCO202 Coach beginner or novice participants to develop fundamental motor skills

SISSSPT303A Conduct basic warm-up and cool-down programs

#### **Retail Assistant**

SIRRRPK012A Recommend business and leisure products and services

SIRXINV002A Maintain and order stock

SIRXMER303 Coordinate merchandise presentations

SIRXSLS304 Coordinate sales performance

#### **Recreation Assistant**

SISXCAI304A Plan and conduct sport and recreation programs
SISXCAI306A Facilitate groups
SISXFAC208 Maintain sport, fitness and recreation facilities
SISXFAC303A Implement facility maintenance programs