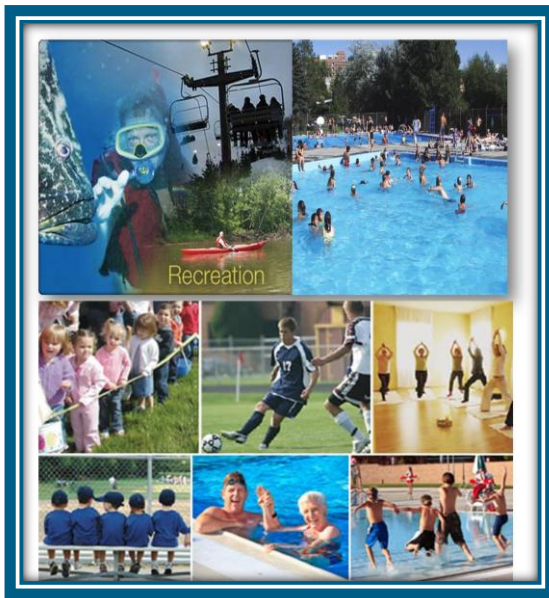


SIS20313 Certificate II in Sport & Recreation



This certificate course is designed to develop core skills and knowledge in the Sport and Recreation industry.

It is ideal 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
- Community activities assistant
- Recreation assistant
- Retail assistant



Course Overview

Course Duration

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

The Certificate II in Sport & Recreation reflects the roles of individuals who apply the skills and knowledge to work in the Sport and Recreation industry in a general capacity. Likely functions for someone with this qualification include providing support in the provision of sport and recreation programs, ground and facilities maintenance, retail and customer service assistance, administrative assistance and cafe service in locations such as fitness centres, outdoor sporting grounds or complexes.



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

During the course students will experience the basic fundamentals of the Sport and Recreation industries.

The Certificate II is a good starting point for further training at a higher level

Employment Opportunities

This qualification may provide employment opportunities in the following areas:

- Sport and Recreation 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 II Course Structure

A total of 11 units of competency are required to complete this qualification

Core Units of Competency - 5 units

BSBWOR202A	Organise an complete daily work activities
SISXEMR201A	Respond to emergency situations
SISXIND211	Develop and update sport, fitness and recreation industry knowledge
SISXWHS101A	Follow work health and safety policies
HLTAID003	Provide First Aid - Pre-requisite

Pre- Requisite for all courses

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

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

Specialisation Area	Units
Administration assistant	6 units
Ground Assistant	5 units
Recreation Assistant	5 units
Retail Assistant	4 units

[See unit groupings details o next page](#)

General Electives

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

ICAICT102A	Operate word-processing applications
ICAICT105A	Operate spreadsheet applications
ICAICT203A	Operate application software packages
ICAICT201A	Operate database applications
ICPMM263C	Access and use the internet
SIRXMER201	Merchandise products
SIRXSLS002A	Advise on products and services
SIRXSLS201	Sell products and services
SISOODR201A	Assist in conducting outdoor recreation sessions
SISOOPS201A	Minimise environment impact
SITXFSA101	Use hygienic practices for food safety
BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBWOR204A	Use business technology
SISXCAI101A	Provide equipment for activities
SISXCAI102A	Assist in preparing and conducting sport and recreation sessions
SISSSCO101	Develop and update knowledge of coaching practices
SISSSDE201	Communicate effectively with others in a sport environment

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 quizzes 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.

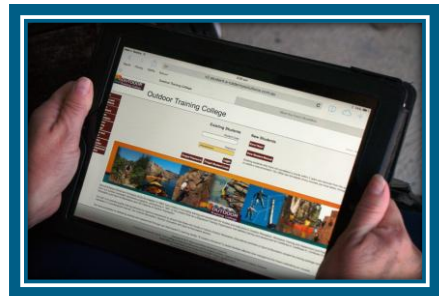


This may include developing skills in risk management, environment factors, health and safety, emergency response, care and maintenance of equipment, administration functionality and overall planning skills in a wide range of work environments.

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 fees 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

BSBIND201A	Work effectively in a business environment
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBWOR204A	Use business technology

Grounds Assistant

AHCPGD201A	Plant trees and shrubs
AHCPMG201A	Treat weeds
AHCCHM201A	Apply chemicals under supervision
AHCTRF201A	Assist with turf construction

Course content: Area of Specialisation Units

Recreation Assistant

SISXCAI101A	Provide equipment for activities
SISXCAI102A	Assist in preparing and conducting sport and recreation sessions
SISSCO101	Develop and update knowledge of coaching practices
SISSCO202	Coach beginner or novice participants to develop fundamental motor skills
SISSDE201	Communicate effectively with others in a sport environment

Retail Assistant

SIRXCCS201	Apply point-of-sale handling procedures
SIRXCLM101	Organise and maintain work areas
SIRXFIN201A	Balance and secure point-of-sales terminal
SIRXINV001A	Perform stock control procedures