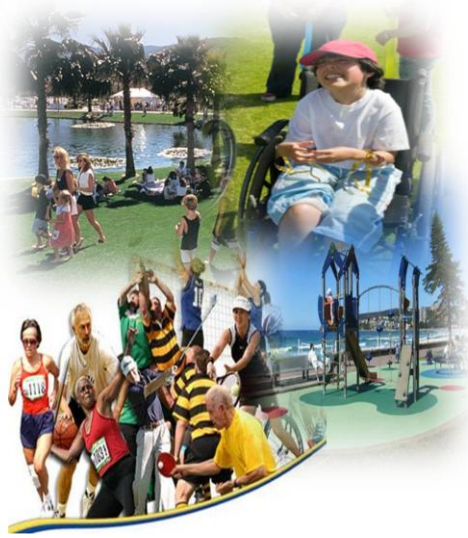


SIS30513 Certificate III in Sport & Recreation



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

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.

Course Duration

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



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

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NATIONALLY RECOGNISED
TRAINING



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
SIXCAI303A	Plan and conduct sport and recreation sessions
SIXCCS201A	Provide customer service
SIXEMR201A	Respond to emergency
SIXRSK301A	Undertake risk analysis of activities
SIXWHS101	Follow work health and safety policies
SITXCOM401	Manage conflict
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	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

Additional units to be chosen to make up the correct 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
SISSEDE201	Communicate effectively with others in a sport environment
SIXCAI304A	Plan and conduct sport and recreation programs
SIXCAI306A	Facilitate groups
SIXFAC208	Maintain sport, fitness and recreation facilities
SIXFAC303A	Implement facility maintenance programs
SIXIND402	Analyse legal knowledge for organisation governance
SIXRES301A	Provide public education on the use of resources
SIXRES402A	Support implementation of environmental management practices
SITXFSA101	Use hygienic practices for food safety
SITXHRM401	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 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.

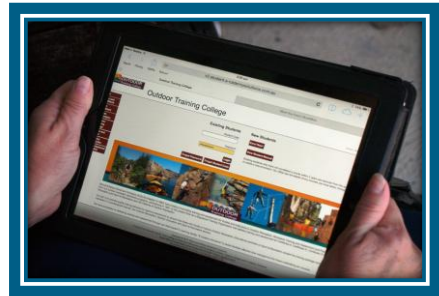


This may include developing skills in risk management, environment factors, health and safety, emergency response, care and maintenance of equipment, administration functionality and overall planning skills in a wide range of work environments.

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

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
SISSCO202	Coach beginner or novice participants to develop fundamental motor skills
SISSPT303A	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
SIRXSL304	Coordinate sales performance

Recreation Assistant

SIXCAI304A	Plan and conduct sport and recreation programs
SIXCAI306A	Facilitate groups
SIXFAC208	Maintain sport, fitness and recreation facilities
SIXFAC303A	Implement facility maintenance programs