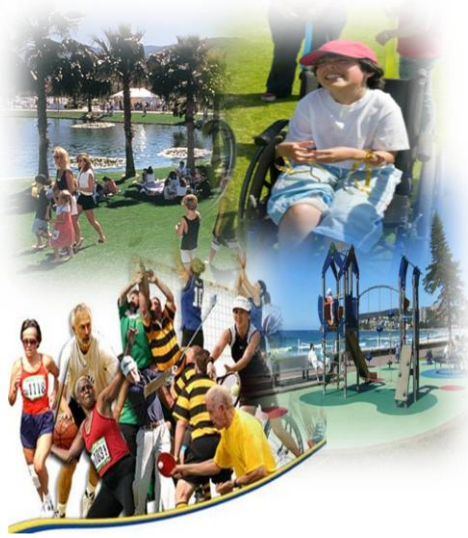


SIS40412 Certificate IV in Sport & Recreation



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 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
- Recreation assistant
- grounds Assistant
- Retail assistant



Course Overview

The Certificate IV in Sport & Recreation reflects the roles of individuals who apply the skills and knowledge to work in the Sport and Recreation industry in an administrative or organisational capacity in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres or sporting organisations and associations. Persons with this level of competence would support the management of ancillary functions required to ensure the effective provisions of specific services and programs

Course Duration

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



Entry Requirements

- Age 18 or over, HSC or Mature background
- 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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Certificate III Course Structure

A total of 16 units of competency are required to complete this qualification

Core Units of Competency - 10 units

BSBWOR404A	Develop work priorities
SISXCCS404A	Address client needs
SISXFAC409	Plan and provide sport, fitness and recreation services
SISXIND403A	Analyse participation patterns
SISXIND404A	Promote compliance with laws and legal principles
SISXIND405A	Conduct projects
SISXIND410	Coordinate sport, fitness or recreation work teams or groups
SISXRSK301A	Undertake risk analysis of activity
SISXWHS402	Implement and monitor 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	Units
Facility Coordinator	6 units
Ground Coordinator	5 units
Recreation Coordinator	5 units
Retail Coordinator	6 units
Coaching Coordinator	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

AHCCCF411A	Develop approaches to include cultural and human diversity
AHCWRK402A	Provide information on issues and policies
BSBADM406B	Organise business travel
BSBFIA402A	Report on financial activity
BSBFIA501A	Manage budgets and financial plans
BSBGOV401A	Implement Board member responsibilities
BSBITA401A	Design databases
BSBITS401B	Maintain business technology
BSBITU402A	Develop and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBREL401A	Establish networks
BSBREL402A	Build client relationships and business networks
ICAICT203A	Operate application software packages
ICAICT308A	Use advanced features of computer applications
SIRXMER405	Manage store presentation and pricing
SISSSDE503	Develop volunteer management policies
SISXRES403A	Use resources effectively
TAEDEL301A	Provide work skill instruction

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.

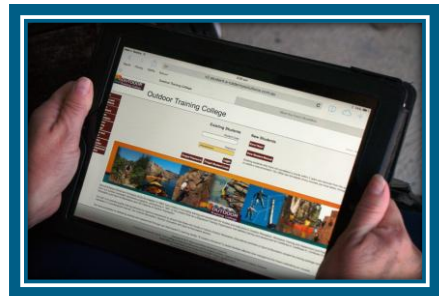


This may include developing skills in risk management, environment factors, health and safety, emergency response, care and maintenance of equipment, administration functionality and overall planning skills in a wide range of work environments.

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

Facilities Coordinator

BSBADM405B	Organise meetings
BSBADM409A	Coordinate business resources
BSBCMM401A	Make a presentation
BSBHRM405A	Support the recruitment, selection and induction of staff
SIRXMG001A	Coordinate work teams
SITXHRM401	Roster staff

Grounds Coordinator

AHCCHM401A	Minimise risk in the use of chemicals
AHCCHM402A	Plant and implement a chemical program
AHCMOM402A	Supervise maintenance of property machinery and equipment
AHCPCM401A	Recommend plants and cultural practices
AHCTRF401A	Develop a sport turf maintenance program



Course content: Area of Specialisation Units

Coaching Coordinator

SISSSCO101	Develop and update knowledge of coaching practices
SISSSCO202	Coach beginner or novice participants to develop fundamental motor skills
SISSSDE201	Communicate effectively with others in a sport environment
SISXCAI305A	Conduct individualised long-term training programs

Retail Assistant

BSBMKG401B	Profile the market
BSBMKG402B	Analyse consumer behaviour for specific markets
BSBRES401A	Analyse and present research information
SIRXINV005A	Control inventory
SIRXINV404	Manage retail merchandise
SIRXSLS406	Manage sales and service delivery

Recreation Coordinator

SISCCRD302A	Recruit and manage volunteers
SISXCCS402A	Coordinate client services activities
SISXIND409	Organise a sport, fitness and recreation event
SISXRES402A	Support implementation of environmental management practices
SITXEVT401	Plan in-house events or functions