



**SIS30115 -
CERTIFICATE III IN
SPORT AND RECREATION**

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DESCRIPTION

This qualification reflects the multi-skilled role of individuals in operational and customer support positions in the sport or community recreation industry. These individuals are competent in a range of activities and functions requiring autonomous work within a defined range of situations and environments.

They work in locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres.

Possible job titles include:

- Recreation officer
- Activity operation officer
- Sport and recreation attendant
- Community activities officer
- Leisure services officer

COURSE CONTENT

Core

- **BSBWHS303** - Participate in WHS hazard identification, risk assessment and risk control
- **BSBWOR301** - Organise personal work priorities and development
- **HLTAID003** - Provide first aid
- **HLTWHS001** - Participate in workplace health and safety
- **ICTWEB201** - Use social media tools for collaboration and engagement
- **SISXCAI003** - Conduct noninstructional sport, fitness or recreation sessions
- **SISXCAI004** - Plan and conduct programs
- **SISXCCS001** - Provide quality service
- **SISXEMR001** - Respond to emergency situations

Elective

- **SISXIND006** - Conduct sport, fitness or recreation events
- **SISXADM001** - Organise and supervise participant travel
- **BSBWOR204** - Use business technology
- **SISXFAC005** - Manage stock supply and purchase
- **BSBADM307** - Organise schedules

CAREER OUTCOMES

Recreation officers

Recreation officers plan, organise, and coordinate recreation facilities and programs. These can range from sporting events and tournaments, school holiday programs, and arts and crafts activities. Their tasks can include developing proposals, applying for funding, finding venues, coordinating volunteers and running programs on the day.

Recreation officers also work with community groups to help them to develop their own skills in these areas. Recreation officers are often employed by community recreation centres and local councils.

Recreation assistants may:

- Plan, organise, and promote local sporting and recreational events and activities such as community functions, school holiday programs, cultural activities and sporting competitions.
- Develop and administer recreational policy
- Prepare and administer budgets and resource allocations
- Coordinate and arrange meetings and venues
- Recruit, train and supervise recreation leaders and volunteers
- Coordinate facilities and equipment purchasing and maintenance
- Work with key members of the community
- Write proposals, evaluations, correspondence and prepare submissions and reports for government bodies/agencies.
- Assist clients in identifying their recreational needs
- Provide information on available resources within the local community and from associated agencies
- Develop strategies that encourage community participation in recreational activities
- Collect and analyse data from projects and report on the project outcomes
- Advise management on matters requiring their attention and implement their decisions