



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SISSPA506A Coordinate team or group administration**

**Release: 2**

## **SISSSPA506A Coordinate team or group administration**

### **Modification History**

Not Applicable

### **Unit Descriptor**

This unit describes the performance outcomes, skills and knowledge to develop and implement strategies to coordinate the administration of teams or groups within a club or organisation including assessing and securing resources, developing and implementing team or club budgets and determining and communicating the roles and responsibilities of club or organisational personnel.

### **Application of the Unit**

This unit applies to those working autonomously in a sports development role such as competition managers who are responsible for managing competitions or identifying and developing athletes.

### **Licensing/Regulatory Information**

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

### **Pre-Requisites**

Nil

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

### Elements and Performance Criteria

#### ELEMENT

#### PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

1. Manage resource requirements.

- 1.1. Assess the ***resource requirements*** for each team or group in consultation with appropriate ***club or organisational personnel***.
- 1.2. Develop and document a ***resource management plan*** according to ***organisational policies and procedures***.
- 1.3. Communicate information about ***resource management plan*** to all relevant club or organisational personnel.
- 1.4. Assess existing resources for their suitability and condition.
- 1.5. Acquire new resources as required according to resource management plan and organisational policies and procedures.
- 1.6. Develop and monitor implementation of maintenance plan for resources according to the specifications of the resource management plan.

2. Prepare and manage a club budget

- 2.1. Identify financial objectives for the club or organisation in consultation with appropriate club or organisational personnel.
- 2.2. Identify and document financial requirements for team activities according to organisational policies and procedures.
- 2.3. Develop and monitor implementation of plans to secure income through fundraising activities according to ***relevant legislation*** and organisational policies and procedures.
- 2.4. Prepare and document a ***budget*** according to the financial requirements identified.
- 2.5. Document and monitor all items of income and expenditure according to the budget and organisational policies and procedures.

**ELEMENT****PERFORMANCE CRITERIA**

3. Identify and implement organisational responsibilities.

- 3.1. Identify and document *roles and responsibilities of club or organisational personnel* in relation to the activity, club or organisation.
- 3.2. Identify personnel to undertake identified roles and *responsibilities according to organisational policies and procedures*.
- 3.3. Develop and implement *organisational structures and processes* to enable personnel to implement identified roles and responsibilities.
- 3.4. Develop and implement *communication systems* to meet the requirements of the activity, club or organisation.
- 3.5. Prepare and document a plan for *contingencies according to organisational policies and procedures*.

4. Evaluate organisational structures and processes.

- 4.1. Develop and implement evaluation methods according to the requirements of the activity, club or organisation.
- 4.2. Evaluate organisational structures and processes to ascertain their effectiveness in meeting the needs and requirements of the activity, club or organisation.
- 4.3. Document *evaluation* results and seek feedback from appropriate club or organisational personnel.
- 4.4. Make recommendations based on documented evaluation outcomes and feedback and make modifications where necessary.

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- communication skills to:
  - lead consultations with club or organisational personnel to identify requirements and functions
  - convey information about various aspects of club administration to relevant personnel
  - seek feedback on the implementation of administrative structures and processes
- literacy skills to:
  - collect and analyse information to develop and document a club or organisational budget
  - document administrative structures and procedures
- numeracy skills to develop and monitor a club or organisational budget
- planning and organising skill to determine club resource and financial requirements and develop and monitor plans to meet these requirements
- problem-solving skills to:
  - identify, develop and evaluate organisational structures and processes to support effective club administration
  - identify potential contingencies and develop strategies to respond to them
- initiative and enterprise to identify and plan for opportunities to access other potential sources of income for the club or organisation.

### Required knowledge

- strategic planning to enable effective planning and monitoring of club or organisational administration
- club or organisation specific resource requirements, including equipment, to enable effective assessment and procurement of resources required to conduct club or organisation activities
- financial planning in order to effectively manage the finances of the club or organisation
- organisational communication systems to enable effective communication within the club or organisation
- legislation and organisational policies and procedures to enable professional, responsible and accountable club or organisational administration.

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- consults with all relevant personnel to establish activity, club or organisational administrative requirements and plans, manages and evaluates a resource management plan which also identifies opportunities to generate additional income
- develops club systems and processes to lead effective club or organisational administration and monitors and evaluates their implementation to determine their effectiveness
- develops a communication system appropriate to the information needs of the club or organisation through which to convey information about group or club activities and commitments
- applies contingency management techniques to deal with a range of problems and issues that may impact on club or organisation activities.

#### Context of and specific resources for assessment

Assessment must ensure participation in interactions with club or organisation personnel that involve the provision of information and the coordination of multiple team administrative tasks which are of sufficient breadth and complexity to demonstrate consistency of performance.

Assessment must also ensure access to:

- club or organisational personnel to enable consultation
- sources of information about requirements of specific activities, including financial objectives for the club or organisation in relation to administration aspects
- current organisational policies and procedures and relevant legislation that impact on the effective administration of club or organisation sport activities.

#### Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of interactions with club personnel to provide information about team administrative activities

- observation of planning, implementation and monitoring of group administrative activities
- oral or written questioning on organisational policies and procedures that impact on team administration
- portfolio containing evidence of a documented resource management plan and budget
- third-party reports from a supervisor detailing work performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISSSPA505A Coordinate team or group management.

## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Resource requirements*** may include:

- equipment
- clothing
- team vehicle
- staffing.

***Club or organisational personnel*** may include:

- administrators
- club members
- parents
- qualified officials
- volunteers.

***Resource management plan*** may include:

- projected expenditure
- revenue
- acquisition of new resources
- care and maintenance specifications.

***Organisational policies and procedures*** may include:

- risk management
- resource management
- fundraising
- financial accountability
- personal records management
- privacy.

***Relevant legislation*** may include:

- fundraising
- privacy
- taxation.

***Budget*** may include:

- income
- expenditure.

***Roles and responsibilities*** may include:

- resource management
- finance
- personnel management
- coaching
- administration.

***Organisational structures and processes*** may include:

- individuals with specific responsibilities
- sub-committees
- portfolio groups
- reporting channels.



*Communication systems* may include:

- newsletters
- meetings
- address lists
- annual report
- press statements.

*Contingencies* may include:

- financial difficulties
- personnel changes
- legal infringements
- illness
- malpractice.

## **Unit Sector(s)**

Sport

## **Competency Field**

Sports Administration