



Australian Government

Assessment Requirements for SITPPD004 Develop in-house recreational activities

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop and coordinate plans for at least two different recreational activities from the list in the knowledge evidence that reflect different customer interests and/or organisational focus and including:
 - at least one indoor and one outdoor activity
 - identification of potential safety and organisational risks of the above activities
 - identification of all regulatory and licensing requirements that apply to the above activities
- identify, cost and source appropriate resources from the list in the knowledge evidence required to conduct, control, direct, supervise and deliver each of the above activities
- develop information for each of the above activities consisting of at least three of the following:
 - marketing flyers
 - information sheets and timetables
 - participant cost sheets
 - schedule of activities
 - operational itineraries
 - resources allocated to the activity
- identify and implement appropriate processes and methods to measure success of the above activities
- identify and document improvements to each of the above recreational activities in response to success measures above.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- components of various recreational activities
- different types of recreational activities:
 - creative activities:
 - art
 - dance

- music
- drama
- educational activities
- fishing
- games
- health and fitness activities
- orienteering
- bushwalking
- team or individual sports
- storytelling
- treasure hunts
- resources required to conduct, control, direct, supervise and deliver recreational activities:
 - human resources:
 - employees
 - contractors
 - guides
 - recreation instructors
 - entertainers
 - performers
 - subject matter specialists or experts
 - other resources:
 - amenities and structures
 - educational aids and participant materials
 - food and beverage
 - furniture
 - guidelines and regulations
 - work health and safety instructions and checklists
 - recreational equipment for bushwalking, fishing, games, health and fitness activities, orienteering, and water-based and other sports
 - treasure hunt prizes
 - vehicles and vessels
- regulatory and licensing requirements:
 - insurance coverage
 - council or statutory permission for certain activities, use of facilities or venues
 - legal compliance for activities and where they may be undertaken:
 - on road
 - on water
 - off-road
 - work health and safety, public liability and duty of care
 - operation of equipment and vehicles

- permits and licences required for specific activities
- qualifications and licences required for personnel delivering or supervising activities
- complete details of regulations, permit and licensing requirements for the operation of recreational activities
- public liability responsibilities for customers engaging in recreational activities:
 - directives to personnel delivering the activity and their obligation to control, direct and supervise participants
 - the use of indemnity and waiver forms to minimise risk to the organisation
- work health and safety considerations for personnel delivering the activity:
 - employer responsibilities to provide a safe workplace
 - individual employee responsibilities for ensuring safety of self and others, and for following safety directions
- threats and hazards associated with specific activities, risk assessment processes and procedures, and control mechanisms
- checklists and briefings used in relation to recreational activities:
 - checklists to ensure:
 - equipment is serviceable
 - all resources are available
 - activity is set up for correct participant numbers
 - standard customer briefings as relevant to activity:
 - bans on souveniring
 - interaction with wildlife
 - local customs and courtesies
 - minimising noise
 - risk associated with the activity
 - safe use of equipment
 - use of tracks and roads
 - ways to communicate with and avoid insult to local communities
 - ways to ensure minimal negative impacts on the environment
- environmental impacts and minimal impact practices to be considered by customers when engaging in in-house recreational activities
- formats and inclusions used in:
 - operational itineraries and schedules
 - operational checklists and briefings
 - report templates
 - customer surveys
- measurements for success of activities:
 - number of sales
 - profit
 - positive feedback from customers and personnel
 - safety of customers and personnel

- suitability of activity to the organisation:
 - fit with grade or star rating
 - match to customer demographics
 - match with marketing claims
- relevance and adherence to environmental education and sustainability values.

Assessment Conditions

Skills must be demonstrated in a resort, holiday park, cruise ship or attraction business operation for which recreational activities are developed, implemented and evaluated. This can be:

- an industry workplace
- a simulated industry environment set up for the purposes of assessment.

Assessment must ensure access to:

- computers, printers, communication technology, information programs and publications to facilitate the administrative processes involved in developing recreational activities
- current plain English regulatory documents distributed by government regulators
- current commercial documents used for managing recreational activities:
 - customer surveys
 - operational itineraries and schedules for allocating specific duties and specific physical resources
 - operational checklists and briefings
 - invoices and receipts
 - participant numbers, names and profiles
 - participant waiver and indemnity forms
 - staffing rosters
 - templates for reporting
- different customer groups that match the commercial focus and values of the tourism organisation and for which diverse recreational activities must be developed; these can be:
 - customers in an industry workplace who are assisted by the individual during the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>