**Victorian Purchasing Guide**

**for**

**SIS Sport, Fitness and Recreation Training Package**

**Release 3.0**

**March 2018**





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**Victorian Purchasing Guide - Version History**

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| **Training Package Version**  | **Date VPGReleased** | **Comments** |
| SIS Sport, Fitness and Recreation Training PackageRelease 3.0 | 27 March 2018 | This Victorian Purchasing Guide reflects the changes made to the SIS Sport, Fitness and Recreation Release 3.0. It include 15 units related to equine activities. Please refer to the SIS Sport, Fitness and Recreation Training Package Release 3.0 modification history for further details [here](https://training.gov.au/Comparison/ComparisonWizard?nrtId=c6a24a88-5e72-462c-81eb-c8301ce00778). |
| SIS Sport, Fitness and Recreation Training PackageRelease 1.0 & 2.0 | 25 January 2016 | This Victorian Purchasing Guide reflects the changes made to the SIS Sport, Fitness and Recreation Release 1.0 and 2.0. It includes qualifications and units in the following industry sectors:* Community Recreation
* Cross Sector
* Fitness
* Sport and Recreation

**Please note:** this Victorian Purchasing Guide only contains information on components within the SIS Sport, Fitness and Recreation Training Package. For information on components from the SIS10 Sport, Fitness and Recreation Training Package, please refer to the SIS10 Victorian Purchasing Guide. |

**SIS Sport, Fitness and Recreation Training Package Victorian Purchasing Guide**

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**INTRODUCTION**

**What is a Victorian Purchasing Guide?**

The Victorian Purchasing Guide (VPG) provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the VPG provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* maximum and minimum payable hours available for each qualification.
* nominal hours for each unit of competency within the Training Package.

They also contain sample training programs which reflect a vocational outcome for the particular qualification it has been developed for.

**Victorian Government subsidised training**

To deliver government subsidised training in Victoria, an RTO must have an approved VET funding contract with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills Victoria Training System (SVTS) website [here](http://www.education.vic.gov.au/svts/).

**QUALIFICATIONS**

| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| SIS10115 | Certificate I in Sport and Recreation | 160 | 168 |
| SIS20115 | Certificate II in Sport and Recreation | 266 | 280 |
| SIS30115 | Certificate III in Sport and Recreation | 385 | 405 |
| SIS30315 | Certificate III in Fitness | 677 | 718 |
| SIS31015 | Certificate III in Aquatics and Community Recreation  | 329 | 346 |
| SIS40115 | Certificate IV in Sport and Recreation | 601 | 633 |
| SIS40215 | Certificate IV in Fitness | 1045 | 1100 |
| SIS50115 | Diploma of Sport and Recreation Management | 1193 | 1255 |
| SIS50215 | Diploma of Fitness  | 1054 | 1110 |

**UNITS OF COMPETENCY**

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| SISCAQU001 | Test pool water quality | 5 |
| SISCAQU002 | Perform basic water rescues | 10 |
| SISCAQU003 | Maintain aquatic facility plant and equipment | 20 |
| SISCAQU004 | Develop and implement pool water maintenance procedures | 20 |
| SISCAQU005 | Develop and implement aquatic facility maintenance procedures | 20 |
| SISCAQU006 | Supervise clients in aquatic locations | 15 |
| SISCAQU007 | Perform advanced water rescues | 20 |
| SISCAQU008 | Instruct water familiarisation, buoyancy and mobility skills | 20 |
| SISCAQU009 | Instruct water safety and survival skills | 20 |
| SISCAQU010 | Instruct swimming strokes | 20 |
| SISCAQU011 | Promote development of infants and toddlers in an aquatic environment | 10 |
| SISCAQU012 | Assist participants with a disability during aquatic activities | 10 |
| SISCAQU013 | Coordinate lifeguard service at an aquatic facility | 25 |
| SISCAQU014 | Operate self-contained breathing apparatus in an aquatic facility | 20 |
| SISCCRD001 | Facilitate community recreation initiatives | 60 |
| SISCCRO001 | Plan and conduct recreation programs for older persons | 40 |
| SISFFIT001 | Provide health screening and fitness orientation | 15 |
| SISFFIT002 | Recognise and apply exercise considerations for specific populations  | 100 |
| SISFFIT003 | Instruct fitness programs | 50 |
| SISFFIT004 | Incorporate anatomy and physiology principles into fitness programming | 95 |
| SISFFIT005 | Provide healthy eating information | 55 |
| SISFFIT006 | Conduct fitness appraisals | 30 |
| SISFFIT007 | Instruct group exercise sessions | 80 |
| SISFFIT008 | Instruct water-based fitness activities | 55 |
| SISFFIT009 | Deliver pre-choreographed or prescribed community fitness | 40 |
| SISFFIT010 | Deliver pre-choreographed or prescribed group exercise to music | 40 |
| SISFFIT011 | Instruct approved community fitness programs | 40 |
| SISFFIT012 | Instruct movement programs to children aged 5 to 12 years | 90 |
| SISFFIT013 | Instruct exercise to young people aged 13 to 17 years | 90 |
| SISFFIT014 | Instruct exercise to older clients | 70 |
| SISFFIT015 | Collaborate with medical and allied health professionals in a fitness context | 60 |
| SISFFIT016 | Provide motivation to positively influence exercise behaviour | 45 |
| SISFFIT017 | Instruct long-term exercise programs | 55 |
| SISFFIT018 | Promote functional movement capacity | 45 |
| SISFFIT019 | Incorporate exercise science principles into fitness programming | 55 |
| SISFFIT020 | Instruct exercise programs for body composition goals | 50 |
| SISFFIT021 | Instruct personal training programs | 70 |
| SISFFIT022 | Instruct aquatic sessions for specific population groups | 33 |
| SISFFIT023 | Instruct group personal training programs | 70 |
| SISFFIT024 | Instruct endurance programs | 55 |
| SISFFIT025 | Recognise the dangers of providing nutrition advice to clients | 15 |
| SISFFIT026 | Support healthy eating through the Eat for Health Program | 60 |
| SISFFIT027 | Conduct health promotion activities | 50 |
| SISFFIT028 | Apply evidence-based practice to exercise programs | 45 |
| SISFFIT029 | Apply anatomy and physiology to advanced personal training | 110 |
| SISFFIT030 | Instruct advanced exercise programs | 90 |
| SISFFIT031 | Implement injury prevention strategies | 70 |
| SISOEQU001 | Handle horses | 25 |
| SISOEQU002 | Ride horses using fundamental skills | 30 |
| SISOEQU003 | Ride horses on tracked trail rides | 25 |
| SISOEQU004 | Ride horses on untracked trail rides | 30 |
| SISOEQU005 | Guide horse trail rides in tracked areas | 50 |
| SISOEQU006 | Guide horse trail rides in untracked areas | 40 |
| SISOEQU007 | Instruct horse handling skills | 40 |
| SISOEQU008 | Instruct fundamental horse riding skills | 60 |
| SISOEQU009 | Instruct the advancement of recreational horse riding skills | 40 |
| SISOEQU010 | Identify hazards, assess and control safety risks for horse handling and riding activities | 30 |
| SISOEQU011 | Manage horse illness and injury in remote areas | 20 |
| SISOEQU012 | Assess horses for sport or recreational performance | 40 |
| SISOEQU013 | Condition horses for sport or recreational performance | 50 |
| SISOEQU014 | Determine nutritional requirements for sport or recreational horses | 40 |
| SISOEQU015 | Acquire and educate horses for sport or recreational programs | 80 |
| SISXADM001 | Organise and supervise participant travel | 15 |
| SISXCAI001 | Provide equipment for activities | 10 |
| SISXCAI002 | Assist with activity sessions | 15 |
| SISXCAI003 | Conduct non-instructional sport, fitness or recreation sessions | 20 |
| SISXCAI004 | Plan and conduct programs | 35 |
| SISXCAI005 | Conduct individualised long-term training programs | 60 |
| SISXCAI006 | Facilitate groups | 25 |
| SISXCAI007 | Assist with activities not requiring equipment | 10 |
| SISXCCS001 | Provide quality service | 25 |
| SISXCCS002 | Coordinate client service activities | 40 |
| SISXCCS003 | Address client needs | 10 |
| SISXDIS001 | Facilitate inclusion for people with a disability | 20 |
| SISXDIS002 | Plan and conduct disability programs | 40 |
| SISXEMR001 | Respond to emergency situations | 18 |
| SISXEMR002 | Coordinate emergency responses | 20 |
| SISXFAC001 | Maintain equipment for activities | 5 |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | 14 |
| SISXFAC003 | Implement facility maintenance programs | 7 |
| SISXFAC004 | Coordinate facility and equipment acquisition and maintenance | 40 |
| SISXFAC005 | Manage stock supply and purchase | 20 |
| SISXFIN001 | Develop and review budgets for activities or projects | 20 |
| SISXFIN002 | Process financial transactions | 15 |
| SISXHRM001 | Recruit and manage volunteers | 35 |
| SISXICT001 | Select and use technology for sport, fitness and recreation work | 45 |
| SISXIND001 | Work effectively in sport, fitness and recreation environments | 25 |
| SISXIND002 | Maintain sport, fitness and recreation industry knowledge | 30 |
| SISXIND003 | Maintain legal knowledge for organisation governance | 80 |
| SISXIND004 | Analyse participation patterns | 20 |
| SISXIND005 | Coordinate work teams or groups | 35 |
| SISXIND006 | Conduct sport, fitness or recreation events | 55 |
| SISXIND007 | Develop and implement participation strategies | 40 |
| SISXMGT001 | Develop and maintain stakeholder relationships | 20 |
| SISXRES001 | Conduct sustainable work practices in open spaces | 60 |
| SISXRES002 | Educate user groups | 25 |

**SAMPLE TRAINING PROGRAMS**

The following pages list a range of Sample Training Programs across the different qualification levels within the **SIS Sport, Fitness and Recreation Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

|  |  |
| --- | --- |
| **Occupation/ Work Function** | Recreation assistant |
| **Qualification Title**  | Certificate I in Sport and Recreation |
| **Qualification Code** | SIS10115 |
| **Description** | This qualification allows individuals to develop basic functional knowledge and skills to prepare for work in the sport and recreation industry. The range of technical knowledge and skills is limited. It does not have an industry employment outcome. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| HLTAID003 | Provide first aid | 18 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| SISXCAI001 | Provide equipment for activities | 10 |
| SISXCAI002 | Assist with activity sessions | 15 |
| SISXIND001 | Work effectively in sport, fitness and recreation environments | 25 |
| ***Elective*** |
| BSBCMM101 | Apply basic communication skills | 40 |
| BSBLED101 | Plan skills development | 20 |
| BSBWOR202 | Organise and complete daily work activities | 20 |
| ***Total Hours*** | **168** |

|  |  |
| --- | --- |
| **Occupation/ Work Function** | Leisure Assistant |
| **Qualification Title**  | Certificate II in Sport and Recreation |
| **Qualification Code** | SIS20115 |
| **Description** | This qualification allows individuals to develop basic functional knowledge and skills for work in customer contact positions in the sport or community recreation industry. These individuals are competent in a range of administrative activities and functions within a team and under supervision. They are involved in mainly routine and repetitive tasks using practical skills and basic sport and recreation industry knowledge.They work in locations such as sport and recreation centres or facilities, and leisure and aquatic centres assisting with the conduct of recreation activities, and facility maintenance and operations. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| BSBWOR202 | Organise and complete daily work activities | 20 |
| HLTAID003 | Provide first aid | 18 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| SISXCAI002 | Assist with activity sessions | 15 |
| SISXCCS001 | Provide quality service | 25 |
| SISXEMR001 | Respond to emergency situations | 18 |
| SISXIND001 | Work effectively in sport, fitness and recreation environments | 25 |
| SISXIND002 | Maintain sport, fitness and recreation industry knowledge | 30 |
| ***Elective*** |
| CHCCOM001 | Provide first point of contact | 35 |
| FSKDIG03 | Use digital technology for routine workplace tasks | 15 |
| SISXMER201 | Merchandise products | 30 |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | 14 |
| SISXFIN002 | Process financial transactions | 15 |
| ***Total Hours*** | **280** |

|  |  |
| --- | --- |
| **Occupation/ Work Function** | Sport and recreation attendant |
| **Qualification Title**  | Certificate III in Sport and Recreation |
| **Qualification Code** | SIS30115 |
| **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. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| BSBWHS303 | Participate in WHS hazard identification, risk assessment and risk control | 50 |
| BSBWOR301 | Organise personal work priorities and development | 30 |
| HLTAID003 | Provide first aid | 18 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| ICTWEB201 | Use social media tools for collaboration and engagement | 20 |
| SISXCAI003 | Conduct non-instructional sport, fitness or recreation sessions | 20 |
| SISXCAI004 | Plan and conduct programs | 35 |
| SISXCCS001 | Provide quality service | 25 |
| SISXEMR001 | Respond to emergency situations | 18 |
| ***Elective*** |
| BSBINM301 | Organise workplace information | 30 |
| BSBWOR204 | Use business technology | 20 |
| SISXCAI006 | Facilitate groups | 25 |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | 14 |
| SISXIND006 | Conduct sport, fitness or recreation events | 55 |
| SISXRES002 | Educate user groups | 25 |
| ***Total Hours*** | **405** |

|  |  |
| --- | --- |
| **Occupation/ Work Function** | Fitness Instructor |
| **Qualification Title**  | Certificate III in Fitness (Gym Instructor) |
| **Qualification Code** | SIS30315 |
| **Description** | This qualification reflects the role of instructors who perform a range of activities and functions within the fitness industry. Depending on the specialisation chosen, this qualification provides a pathway to work as an instructor providing exercise instruction for group, aqua or gym programs.They work independently with some level of autonomy in a controlled environment such as fitness, leisure, aquatic and community centres where risks are managed through pre-existing risk assessment and hazard control processes.- Individuals who specialise in Aqua Exercise Instruction deliver water-based exercise sessions designed for participation by a group of clients. Sessions may be freestyle, pre-choreographed or circuit style. They also have the skills to rescue a client in distress, and an appropriate level of pool deck fitness and endurance.- Individuals who specialise in Group Exercise Instruction deliver exercise sessions designed for participation by a group of clients with a mix of ages/fitness levels. Sessions may be freestyle, pre-choreographed or circuit style. These individuals instruct and demonstrate complete exercise sessions to groups with limited individual interaction.- Individuals who specialise in Gym Instruction provide individually tailored client assessments, provide technique correction as needed, and develop and demonstrate programs. They also provide supervision of a facility or service, keep equipment clean, tidy and well maintained, and handle various customer inquiries.  |
| **Notes** | This qualification offers three different specialisations |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| SISFFIT001 | Provide health screening and fitness orientation | 15 |
| SISFFIT002 | Recognise and apply exercise considerations for specific populations | 100 |
| SISFFIT003 | Instruct fitness programs | 50 |
| SISFFIT004 | Incorporate anatomy and physiology principles into fitness programming | 95 |
| SISFFIT005 | Provide healthy eating information | 55 |
| SISFFIT014 | Instruct exercise to older clients | 70 |
| SISXCCS001 | Provide quality service | 25 |
| SISXFAC001 | Maintain equipment for activities | 5 |
| SISXIND001 | Work effectively in sport, fitness and recreation environments | 25 |
| ***Elective*** |
| **Group C - Gym Instructor** |
| BSBRSK401 | Identify risk and apply risk management processes | 50 |
| HLTAID003 | Provide first aid | 18 |
| HLTWHS001 | Participate in workplace health and safety | 20 |
| SISFFIT006 | Conduct fitness appraisals | 30 |
| **Group D**  |
| SISFFIT007 | Instruct group exercise sessions | 80 |
| SISFFIT010 | Deliver pre-choreographed or prescribed group exercise to music | 40 |
| SISFFIT011 | Instruct approved community fitness programs | 40 |
| ***Total Hours*** | **718** |

|  |  |
| --- | --- |
| **Occupation/ Work Function** | Recreation Leader |
| **Qualification Title**  | Certificate III in Aquatics and Community Recreation |
| **Qualification Code** | SIS31015 |
| **Description** | This qualification reflects the role of individuals who work in aquatic facilities or environments, and recreation facilities. These individuals are competent in a range of activities and functions requiring autonomous work within a defined range of situations and activities.This qualification provides a pathway to work as a swimming teacher, pool lifeguard, or recreation leader. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| SISXCAI003 | Conduct non-instructional sport, fitness or recreation sessions | 20 |
| SISXCCS001 | Provide quality service | 25 |
| SISXEMR001 | Respond to emergency situations | 18 |
| SISXIND001 | Work effectively in sport, fitness and recreation environments | 25 |
| SISXRES002 | Educate user groups | 25 |
| ***Electives*** |
| **Group A**  |
| BSBRSK401 | Identify risk and apply risk management processes | 50 |
| BSBWOR301 | Organise personal work priorities and development | 30 |
| HLTAID003 | Provide first aid | 18 |
| **Group B**  |
| SIRXCCS201 | Apply point-of-sale handling procedures | 20 |
| SIRXSLS201 | Sell products and services | 20 |
| SISFFIT011 | Instruct approved community fitness programs | 40 |
| SISXCAI001 | Provide equipment for activities | 10 |
| SISXCAI006 | Facilitate groups | 25 |
| SISXMGT001 | Develop and maintain stakeholder relationships | 20 |
| ***Total Hours*** | **346** |

|  |  |
| --- | --- |
| **Occupation/ Work Function** | Recreation coordinator |
| **Qualification Title**  | Certificate IV in Sport and Recreation |
| **Qualification Code** | SIS40115 |
| **Description** | This qualification reflects the role of individuals who work in the sport and recreation industry in an administrative or organisational capacity. These individuals are able to plan, conduct and evaluate activities of others, deal with unpredictable and non-routine situations and provide leadership and guidance to staff.The qualification provides a pathway to work in a diversity of sport and recreation locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres or sporting organisations and associations. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| BSBRSK401 | Identify risk and apply risk management processes | 50 |
| BSBWOR404 | Develop work priorities | 40 |
| CHCCCS020 | Respond effectively to behaviours of concern | 20 |
| HLTAID003 | Provide first aid | 18 |
| HLTWHS003 | Maintain work health and safety | 40 |
| SISXCCS003 | Address client needs | 10 |
| SISXFIN001 | Develop and review budgets for activities or projects | 20 |
| SISXIND004 | Analyse participation patterns | 20 |
| SISXIND005 | Coordinate work teams or groups | 35 |
| SISXMGT001 | Develop and maintain stakeholder relationships | 20 |
| ***Elective*** |
| CHCCDE010 | Develop and lead community engagement strategies to enhance participation | 70 |
| CHCCOM002 | Use communication to build relationships | 55 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCLAH002 | Contribute to leisure and health programming | 65 |
| SISXCCS002 | Coordinate client service activities | 40 |
| SISXCAI004 | Plan and conduct programs | 35 |
| SISXIND006 | Conduct sport, fitness or recreation events | 55 |
| ***Total Hours*** | **633** |

|  |  |
| --- | --- |
| **Occupation/ Work Function** | Fitness Instructor |
| **Qualification Title**  | Certificate IV in Fitness |
| **Qualification Code** | SIS40215 |
| **Description** | This qualification reflects the role of personal trainers who have specialist skills to train individual clients, or groups of clients, on a one-on-one or group basis, to improve health-related components of fitness in relatively low risk situations. This may include training of older clients and children.They have a substantial depth of knowledge to plan, conduct and evaluate exercise training; provide leadership and guidance to clients and other staff; and deal with unpredictable situations applying defined guidelines and procedures from the fitness industry and the organisation.They work independently or with limited guidance from others and use discretion to solve non-routine problems, including monitoring and managing business activities to operate efficiently and profitably.The qualification does not provide the skills and knowledge for an individual to provide advice or exercise instruction to high risk clients, other than to refer the client to an appropriate medical or allied health professional.This qualification provides a pathway to work in a diversity of fitness industry businesses including fitness centres, gyms, aquatic facilities, community facilities and in open spaces, where risk management (through risk assessment and hazard control processes) does not already exist. |
| **Notes** | This qualification has entry requirements |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| SISFFIT013 | Instruct exercise to young people aged 13 to 17 years | 90 |
| SISFFIT015 | Collaborate with medical and allied health professionals in a fitness context | 60 |
| SISFFIT016 | Provide motivation to positively influence exercise behaviour | 45 |
| SISFFIT017 | Instruct long-term exercise programs | 55 |
| SISFFIT018 | Promote functional movement capacity | 45 |
| SISFFIT019 | Incorporate exercise science principles into fitness programming | 55 |
| SISFFIT020 | Instruct exercise programs for body composition goals | 50 |
| SISFFIT021 | Instruct personal training programs | 70 |
| SISFFIT023 | Instruct group personal training programs | 70 |
| SISFFIT025 | Recognise the dangers of providing nutrition advice to clients | 15 |
| SISFFIT026 | Support healthy eating through the Eat for Health Program | 60 |
| SISXRES001 | Conduct sustainable work practices in open spaces | 60 |
| ***Elective*** |
| **Group A – Business Electives** |  |
| BSBSLS408 | Present, secure and support sales solutions | 60 |
| BSBSMB401 | Establish legal and risk management requirements of small business | 60 |
| BSBSMB403 | Market the small business | 50 |
| BSBSMB404 | Undertake small business planning | 50 |
| **Group B - General Electives**  |  |
| SISFFIT024 | Instruct endurance programs | 55 |
| SISSSTC301A | Instruct strength and conditioning techniques | 60 |
| SISSSTC402A | Develop strength and conditioning programs | 30 |
| SISXCAI005 | Conduct individualised long-term training programs | 60 |
| ***Total Hours*** | **1100** |
| **Occupation/ Work Function** | Program Manager |
| **Qualification Title**  | Diploma of Sport and Recreation Management |
| **Qualification Code** | SIS50115 |
| **Description** | This qualification reflects the role of individuals who work in the sport and recreation industry in a management or organisational capacity. These individuals have a high degree of autonomy and manage the effective provision of services or programs in locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| AHCBUS506A | Develop and review a business plan | 150 |
| BSBFIM601 | Manage finances | 80 |
| BSBHRM405 | Support the recruitment, selection and induction of staff | 50 |
| BSBLDR502 | Lead and manage effective workplace relationships | 50 |
| BSBMGT517 | Manage operational plan | 70 |
| BSBMKG523 | Design and develop an integrated marketing communication plan | 60 |
| BSBPMG522 | Undertake project work | 60 |
| BSBRSK501 | Manage risk | 60 |
| HLTWHS004 | Manage work health and safety | 40 |
| SISXCCS002 | Coordinate client service activities | 40 |
| SISXIND003 | Maintain legal knowledge for organisation governance | 80 |
| SISXIND007 | Develop and implement participation strategies | 40 |
| SISXMGT001 | Develop and maintain stakeholder relationships | 20 |
| ***Elective*** |
| BSBADM502 | Manage meetings | 30 |
| BSBMGT502 | Manage people performance | 70 |
| BSBSUS501 | Develop workplace policy and procedures for sustainability | 50 |
| CHCCDE002 | Develop and implement community programs | 125 |
| CHCDIV003 | Manage and promote diversity | 80 |
| CHCEDU001 | Provide community focused health promotion and prevention strategies | 60 |
| ICTICT308 | Use advanced features of computer applications | 40 |
| ***Total Hours*** | **1255** |

|  |  |
| --- | --- |
| **Occupation/ Work Function** | Sport and Recreation Manager (Management) |
| **Qualification Title**  | Diploma of Fitness |
| **Qualification Code** | SIS50215 |
| **Description** | This qualification reflects the role of individuals who perform a range of activities and functions within the fitness industry. These individuals have substantial depth of knowledge to plan, conduct and evaluate advanced exercise programs using principles of program design, and progressed anatomy and physiology knowledge to support delivery of functional, effective and safe exercise programs.They have specialist skills to independently implement current approaches supported by evidence, and establish strategies for the prevention of recurrence of injury with guidance from medical or allied health professionals where appropriate.The qualification does not provide the skills and knowledge for an individual to provide advice or exercise instruction to high risk clients, other than to refer the client to an appropriate medical or allied health professional.This qualification provides a pathway to work in a diversity of fitness industry businesses including fitness centres, gyms, aquatic facilities, community facilities and in open spaces, where risk management (through risk assessment and hazard control processes) does not already exist. |
| **Notes** | The qualification has entry requirements and must provide for one of two specialisations.  |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| SISFFIT027 | Conduct health promotion activities | 50 |
| SISFFIT028 | Apply evidence-based practice to exercise programs | 45 |
| SISFFIT029 | Apply anatomy and physiology to advanced personal training | 110 |
| SISFFIT030 | Instruct advanced exercise programs | 90 |
| SISFFIT031 | Implement injury prevention strategies | 70 |
| ***Elective*** |
| **Group B – Management** |  |
| BSBFIM501 | Manage budgets and financial plans | 70 |
| BSBHRM405 | Support the recruitment, selection and induction of staff | 50 |
| BSBMGT502 | Manage people performance | 70 |
| BSBMKG514 | Implement and monitor marketing activities | 50 |
| BSBPMG522 | Undertake project work | 60 |
| BSBRSK501 | Manage risk | 60 |
| CHCCOM002 | Use communication to build relationships | 55  |
| CHCPRP003 | Reflect on and improve own professional practice | 120  |
| HLTAID006 | Provide advanced first aid | 30 |
| HLTPOP402C | Assess readiness for and effect behaviour change | 50 |
| **Group C - General Electives** |  |
| BSBADM502 | Manage meetings | 30 |
| BSBWOR501 | Manage personal work priorities and professional development | 60 |
| HLTWHS004 | Manage work health and safety | 40 |
| ***Total Hours*** | **1110** |

**CONTACTS AND LINKS**

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| **Curriculum Maintenance Manager (CMM)** |
| Human Services:Community Services & Health; Art, Design & Entertainment; Sport & Recreation  | The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages.They can assist with questions on payable and nominal hours. | Autumn SheaAddress: Swinburne University of Technology, PO Box 218, Hawthorn VIC 3122Phone: (03) 9214 8501/5034Email:cmmhs@swin.edu.au |
| **Skills Service Organisation (SSO)** |
| SkillsIQ | This SSO is funded by the Department of Education and Training to support the allocated Industry Reference Committees (IRCs) for the development and maintenance of the **SIS Sport, Fitness and Recreation Training Package.** The SSO is responsible for developing the Training Package, companion volumes and support material and may be contacted for further information. | Phone: (02) 9392 8100Email: enquiries@skillsiq.com.au SkillsIQ can be found [here](https://www.skillsiq.com.au/) |
| **National Register for VET in Australia** |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs. | National Register website can be found [here](http://training.gov.au). |
| **Australian Government** |
| Department of Education and Training | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | The Commonwealth Department of Education and Training website can be found [here](https://education.gov.au/) |
| **Victorian State Government** |
| Department of Education and Training Victoria (DET) | DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy. | (03) 9637 2000The Victorian Department of Education and Training website can be found [here](http://www.education.vic.gov.au/) |

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| **National VET Regulatory Authority** |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801 ASQA’s website can be found [here](http://www.asqa.gov.au/) |
| **Victorian State VET Regulatory Authority** |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806 VRQA’s website can be found [here](http://www.vrqa.vic.gov.au/)  |

**GLOSSARY**

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| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit of competency code. |
| **Unit Title** | Nationally endorsed Training Package unit of competency title. |
| **Payable Hours** | The maximum number of hours the Victorian Government will subsidise under Skills First for the achievement of the minimum realistic vocational outcome of any qualification, as determined by the qualification packaging rules. The maximum payable hours do not cover every possible combination of core and elective units available for a specific qualification. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |