VCE VET Sport and Recreation

Program Booklet

Incorporating

SIS20213 Certificate II in Outdoor Recreation (Release 2)

SIS20115 Certificate II in Sport and Recreation (Release 1)

SIS30115 Certificate III in Sport and Recreation (Release 1)

January 2019

This program was first implemented in October 2016.

Modification history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Status | Release Date | Comments |
| 2.0 | Current | January 2019 | Moved to a program bookletAdditional SWL informationAdditional elective UoCs. |
| 1.0 | Superseded | October 2016 | Original Program |

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Introduction

VCE VET programs are vocational training programs approved by the Victorian Curriculum and Assessment Authority (VCAA). VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a nationally portable Vocational Education and Training (VET) certificate. VCE VET programs:

* are fully recognised within the Units 1 to 4 structure of the Victorian Certificate of Education (VCE) and therefore may contribute towards satisfactory completion of the VCE. VCE VET units have equal status with other VCE studies.
* may contribute to the satisfactory completion of the Victorian Certificate of Applied Learning (VCAL).
* function within the National Training Framework.

Program development

This iteration of the VCE VET Sport and Recreation program was implementedin 2017. It must be used in conjunction with the training package qualifications SIS20213 Certificate II in Outdoor Recreation, SIS20115 Certificate II in Sport and Recreation and SIS30115 Certificate III in Sport and Recreation. This program replaces the VCE VET Sport and Recreation program published in January 2012 and all subsequent program summaries. This revision to the VCE VET Sport and Recreation program is a consequence of the revision to the SIS training package.

The VCE VET Sport and Recreation Program Extract must be used in conjunction with the nationally endorsed SIS and SIS10 Sport, Fitness and Recreation Training Packages. The training packages provide details on each unit of competency, the qualification packaging rules and assessment requirements.

The VCE VET Sport and Recreation program provides students with the knowledge and skills to enhance their employment prospects in the sport and recreation industries.

Program information

This program booklet must be read in conjunction with the *VCE VET Program Guide* and the nationally endorsed SIS10 Sport, Fitness and Recreation Training Package. The training package provides details on each unit of competency, the qualification packaging rules and assessment requirements.

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Industry Overview

Training Package

The VCE VET Sport and Recreation program allows for credit in VCE and VCAL, and a nationally recognised qualification. This program booklet must be read in conjunction with the nationally endorsed SIS Sport, Fitness and Recreation Training Package (Release 2.1) and SIS10 Sport, Fitness and Recreation Training Package (Release 3.1).

For further information, visit: <[training.gov.au/Training/Details/SIS](http://training.gov.au/Training/Details/SIS)>

<[training.gov.au/Training/Details/SIS10](http://training.gov.au/Training/Details/SIS10)>.

Qualifications / packaging rules

SIS20213 Certificate II in Outdoor Recreation

Students must achieve fifteen units of competency to gain SIS20213 Certificate II in Outdoor Recreation, including

* five core units of competency
* ten elective units of competency.

This qualification provides the skills and knowledge for an individual to be competent in performing core skills in outdoor recreation environments and assisting with the conduct of a range of outdoor activities. Work may be undertaken as part of a team and would be performed under supervision. Work would be undertaken in field locations such as camps or in indoor recreation centres or facilities, in differing environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

Pathways may include employment into various workplaces within a range of outdoor recreation settings as an outdoor activity assistant or participant.

For further information, visit <[training.gov.au/Training/Details/SIS20213](http://training.gov.au/Training/Details/SIS20213)>.

SIS20115 Certificate II in Sport and Recreation

Students must achieve thirteen units of competency to gain SIS20115 Certificate II in Sport and Recreation, including

* eight core units of competency
* five elective units of competency.

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.

Pathways may include employment into various workplaces 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. Typical roles include community activities assistant, customer service assistant, leisure assistant, recreation assistant, retail assistant, grounds assistant or facility assistant.

For further information, visit <[training.gov.au/Training/Details/SIS20115](http://training.gov.au/Training/Details/SIS20115)>.

SIS30115 Certificate III in Sport and Recreation

Students must achieve fifteen units of competency to gain SIS30115 Certificate III in Sport and Recreation, including

* nine core units of competency
* six elective units of competency.

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.

Pathways may include employment into various workplaces such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres. Typical roles include recreation officer, activity operation officer, sport and recreation attendant, community activities officer or leisure services officer.

For further information, visit <[training.gov.au/Training/Details/SIS30115](http://training.gov.au/Training/Details/SIS30115)>.

VCE VET Sport and Recreation program details

Aims

The VCE VET Sport and Recreation program aims to:

* provide participants with the knowledge, skills, and competency that will enhance their employment prospects in the sport and recreation industries.
* enable participants to gain a recognised credential and to make an informed choice of vocation or career path.

Program structure

The VCE VET Sport and Recreation program offers three distinct options: a certificate II with an outdoor recreation focus providing VCE credit at Units 1 and 2; a certificate II with a sports specific focus providing VCE credit at Units 1 and 2; a certificate III with a sports activity and coaching focus providing VCE credit at Units 1 to 4 level.

The certificate II level qualifications are typically completed over one year and the certificate III level qualification is typically completed over two years.

The identified units of competency in the VCE Sport and Recreation program have been selected for VCE recognition / study score purposes and may vary from the qualification packaging rules. Where additional units of competency are required for VCE VET credit, the RTO may issue the certificate and a separate statement of attainment.

The VCE VET Sport and Recreation program also offers two separate skill sets that can be completed within a senior secondary enrolment.

SIS20213 Certificate II in Outdoor Recreation

This program option comprises a minimum of 15 units of competency:

* six compulsory units
* a minimum of nine elective units at VCEUnits 1 and 2 level.

SIS20115 Certificate II in Sport and Recreation

This program option comprises a minimum of 13 units of competency:

* eight compulsory units
* a minimum of five elective units at VCE Units 1 and 2 level.

SIS30115 Certificate III in Sport and Recreation

This program option comprises a minimum of 15 units of competency:

* seven compulsory units
* a minimum of two elective units at VCE Units 1 and 2 level
* six compulsory units at VCE Units 3 and 4 level.

Approved skill sets

SISSS00111 Pool Lifeguard

This option comprises a minimum of 6 compulsory units of competency at VCE Units 1 and 2 level.

SISSS00093 Sports Trainer Level 1

This option comprises a minimum of 8 compulsory units of competency at VCE Units 3 and 4 level.

Scored assessment

Scored assessment is available for the VCE VET Sport and Recreation program.

To gain a study score a student must:

* be competent in the prescribed training
* complete all scored VCE VET assessments
* complete an end of year exam.

VCE VET Credit

On successful completion of Certificate II in Outdoor Recreation option, students will be eligible for:

* the award of SIS20213 Certificate II in Outdoor Recreation
* a minimum of two VCE units at Units 1 and 2 level.

On successful completion of the Certificate II in Sport and Recreation option, students will be eligible for:

* the award of SIS20115 Certificate II in Sport and Recreation
* a minimum of two VCE VET units at Units 1 and 2 level.

On successful completion of the Certificate III in Sport and Recreation option, students will be eligible for:

* the award of SIS30115 Certificate III in Sport and Recreation
* a minimum of four VCE VET units:
* Units 1 and 2
* a Units 3 and 4 sequence.

Nominal hour duration

Nominal hours are determined by the Victorian State Training Authority (Department of Education and Training), they 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 used to determine credit into the VCE or VCAL for VET units of competency.

Duplication

When a VCE VET program significantly duplicates other VCE studies or VET training in a student’s program, a reduced VCE VET unit entitlement may apply. Credit towards the VCAL may also be reduced due to duplication.

No significant duplication has been identified between the VCE VET Sport and Recreation program and other VCE studies.

Students may not submit work for assessment that has been submitted in another unit or another VCE study or VCE VET program. This rule applies across school-based assessment and externally-assessed examinations.

Dual enrolments

Some elective units of competency sit within all three qualifications in VCE VET Sport and Recreation, and care should be taken to avoid duplicating enrolment on VASS. Credit for a unit of competency will only be counted once towards the VCE or VCAL.

Sequence

Certain units of competency will complement each other, lending to coordinated delivery that minimises content overlap. Units of competency have guidelines on the different situations and delivery contexts, and a range of delivery sequences are possible.

Schools are advised that the Units 3 and 4 sequences are not designed as stand-alone studies. The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The strong advice and assumption of industry bodies is that the quality of the qualification is compromised when foundation training is neglected.

The VCE VET Units 3 and 4 sequence must be assessed in the same enrolment year to access a study score.

Students may undertake the approved skill sets as additional non-scored options. A maximum of one unit of credit towards the VCE will be available for the Pool Lifeguard skill set and Unit 3 and 4 sequence for the Sports Trainer level 1.

VCE VET Sport and Recreation Program Structure

SIS20213 Certificate II in Outdoor Recreation

| Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| **Units 1 and 2** |
| **Compulsory:** |
| HLTAID003 | Provide first aid | 18 |
| SISOODR201A | Assist in conducting outdoor recreation sessions | 20 |
| SISOOPS201A | Minimise environmental impact | 10 |
| SISXEMR201A | Respond to emergency situations | 18 |
| SISXIND101A | Work effectively in sport and recreation environments | 25 |
| SISXOHS101A | Follow occupational health and safety policies | 10 |
| **Subtotal for Units 1 and 2:** | **101** |
| **Electives**: select **nine** elective units (minimum of 84 hours) |
| * at least one full **Group** must be selected (pages 7–8)
* other electives can be selected from the **Outdoor Recreation Elective Bank** (pages 7–9)
* up to three electives can be selected from the **Sport and Recreation Elective Bank** (pages 11-12).
 |
| **Minimum total for Units 1 and 2:** | **185** |
|  |  |
| **Outdoor Recreation Elective Bank: Grouped Electives** |  |
| **Group A: Abseiling – Artificial Surfaces** |
| SISOABA201A | Demonstrate abseiling skills on artificial surfaces | 8 |
| SISOABN202A | Safeguard an abseiler using a single rope belay system | 15 |
| **Group B: Abseiling – Natural Surfaces** |
| SISOABN201A  | Demonstrate abseiling skills on natural surfaces  | 12 |
| SISOABN202A | Safeguard an abseiler using a single rope belay system | 15 |
| **Group C: Bushwalking** |
| SISOBWG201A\* | Demonstrate bushwalking skills in a controlled environment | 10 |
| SISONAV201A | Demonstrate navigation skills in a controlled environment | 10 |
| **Group E: Caving** |
| SISOCVE201A | Demonstrate caving skills | 45 |
| SISONAV201A | Demonstrate navigation skills in a controlled environment | 10 |
| **Group F: Climbing – Top Rope – Artificial Surfaces** |
| SISOCLA201A | Demonstrate top rope climbing skills on artificial surfaces | 10 |
| SISXCAI102A | Assist in preparing and conducting sport and recreation sessions | 15 |
| **Group G: Climbing – Top Rope – Natural Surfaces** |
| SISOCLN201A | Demonstrate top rope climbing skills on natural surfaces | 12 |
| SISXCAI102A | Assist in preparing and conducting sport and recreation sessions | 15 |
| **Group H: Cycling** |
| SISOCYT201A | Select, set up and maintain a bike | 10 |
| SISOCYT202A | Demonstrate basic cycling skills | 12 |
| **Group I: Fishing** |
| SISOFSH201A | Catch and handle fish | 15 |
| SISOFSH206A | Locate and attract fish | 15 |
| **Group J: Fishing – Tackle And Bait** |
| SISOFSH202A | Select, catch and use bait | 15 |
| SISOFSH203A | Select, rig and use terminal tackle | 10 |
| SISOFSH204A | Select, use and maintain fishing tackle outfits | 10 |
| SISOFSH205A† | Construct and work simple fishing lures | 25 |
| **GROUP K: Horse Care** |
| AHCHBR201A | Monitor horse health and welfare | 40 |
| AHCHBR203A | Provide daily care for horses | 40 |
| AHCLSK207A | Load and unload livestock | 20 |
| SISOEQO201A | Handle horses | 20 |
| SISOEQO202A | Demonstrate basic horse riding skills | 20 |
| **Group N: Mountain Biking** |
| SISOCYT202A | Demonstrate basic cycling skills | 12 |
| SISOMBK201A‡ | Demonstrate basic off-road cycling skills | 20 |
| SISONAV201A | Demonstrate navigation skills in a controlled environment | 10 |
| **Group O: Personal Water Craft – Controlled Conditions** |
| SISOPWC201A | Select and maintain a personal water craft | 10 |
| SISOPWC202A | Demonstrate simple personal water craft skills in controlled conditions | 10 |
| **Group P: Skiing – Touring** |
| SISONAV201A | Demonstrate navigation skills in a controlled environment | 10 |
| SISOSKT202A | Demonstrate ski touring skills in a patrolled environment to a basic standard | 20 |
| **Group Q: Snorkelling** |
| SISOSNK201A | Demonstrate snorkelling activities | 10 |
| SISXCAI102A | Assist in preparing and conducting sport and recreation sessions | 15 |
| **Group R: Surfing** |
| SISOSRF201A | Demonstrate surf survival and self-rescue skills | 15 |
| SISOSRF202A | Demonstrate basic surfing manoeuvres in controlled conditions | 15 |

|  |
| --- |
| Outdoor Recreation Elective Bank: Ungrouped Electives |
| **Code** | **Unit Title** | **Nominal Hours** |
| CHCDIS301C | Work effectively with people with a disability | 50 |
| SISOCAY201A | Demonstrate horizontal canyoning skills | 30 |
| SISOCNE201A | Demonstrate simple canoeing skills | 20 |
| SISOINT201A | Conduct interpretation within an outdoor activity | 30 |
| SISOKYK201A | Demonstrate simple kayaking skills | 20 |
| SISOKYS201A | Demonstrate simple sea kayaking skills | 20 |
| SISOOPS202A | Use and maintain a temporary or overnight site | 10 |
| SISOSKB201A | Demonstrate snowboarding skills on beginner terrain | 30 |
| SISOSKI201A | Demonstrate alpine skiing skills downhill on beginner terrain | 30 |
| SISOSKT201A | Demonstrate basic cross country skiing skills | 20 |
| SISOWWR201A | Demonstrate self-rescue skills in white water | 20 |
| SISOYSA201A | Demonstrate basic sailboarding skills in controlled conditions | 15 |
| SISOYSB201A | Demonstrate basic skills to sail a small boat in controlled conditions  | 30 |
| SISXFAC207 | Maintain sport, fitness and recreation equipment for activities | 5 |
| SISXFAC208 | Maintain sport, fitness and recreation facilities | 7 |
| SITTGDE302 | Provide arrival and departure assistance | 20 |
| SITTGDE304 | Prepare and present tour commentaries or activities | 70 |
| SITTGDE305 | Develop and maintain the general and regional knowledge required by guides | 100 |
| SITTGDE306 | Research and share general information on Australian Indigenous cultures | 80 |
| SITXFSA101 | Use hygienic practices for food safety | 15 |
| TLIB2003A | Carry out vehicle servicing and maintenance | 30 |
| TLIB2004A | Carry out vehicle inspection | 20 |
| TLIB2008A | Carry out inspection of trailers | 30 |

Notes

The following groups have been omitted from this program:

* Group D Canoeing – Flat Water, although SISOCNE201A Demonstrate simple canoeing skills appears in the ungrouped elective bank.
* Group L Kayaking, although SISOKYK201 Demonstrate simple kayaking skills appears in the ungrouped elective bank
* Group M Kayaking Sea, although SISOKYS201 Demonstrate simple sea kayaking skills appears in the ungrouped elective bank
* Group S Trail Bike Riding.

SIS20115 Certificate II in Sport and Recreation

|  |  |  |
| --- | --- | --- |
| Code | Unit Title  | Nominal Hours |
| **Units 1 and 2** |
| **Compulsory**:  |
| 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 |
| **Subtotal:** | **171** |
| **Electives:** select **five** electives |
| * two must be from the list below
* the remaining three can be selected from the **Sport and Recreation Elective Bank** (pages 11 -12) or the **Outdoor Recreation Bank** (pages 7–9)
 |
|  | **Minimum total for Units 1 and 2:** | **201** |
| Minimum of **two** electives from below |  |
| BSBSUS201 | Participate in environmentally sustainable work practices  | 20 |
| BSBWOR201 | Manage personal stress in the workplace | 40 |
| CHCCOM001 | Provide first point of contact | 35 |
| FSKDIG03 | Use digital technology for routine workplace tasks | 15 |
| FSKLRG09 | Use strategies to respond to routine workplace problems | 15 |
| FSKLRG11 | Use routine strategies for work-related learning | 10 |
| ICTICT203 | Operate application software packages | 60 |
| SIRXMER201 | Merchandise products | 30 |
| SIRXSLS002A | Advise on products and service | 30 |
| SISCAQU002 | Perform basic water rescues | 10 |
| SISXCAI001 | Provide equipment for activities | 10 |
| SISXFAC001 | Maintain equipment for activities | 5 |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | 14 |
| SISXFIN002 | Process financial transactions | 15 |

|  |  |
| --- | --- |
| Sport And Recreation Elective Bank |  |
| **CAREER ORIENTATED SKILLS** |  |
| SISSCOP201A | Prepare a pre or post event meal | 15 |
| SISSCOP202A | Develop a personal management plan | 12 |
| SISSCOP203A | Develop a travel and accommodation plan | 5 |
| SISSCOP204A | Develop personal media skills | 20 |
| SISSCOP205A | Develop a personal financial plan | 5 |
| **Coaching** |  |  |
| SISXCAI002  | Assist with activity sessions | 15 |
| SISSSDE201  | Communicate effectively with others in a sport environment  | 25 |
| **Officiating** |  |  |
| SISSSOF101 | Develop and update officiating knowledge | 15 |
| SISSSOF202 | Officiate games or competitions | 50 |
| SISSSOF203 | Judge competitive situations | 30 |
| **SPORTS SPECIFIC SKILLS** |
| **Aquatics** |  |  |
| SISCAQU001 | Test pool water quality | 5 |
| **Australian Football** |  |
| SISSAFL201A | Perform the intermediate skills of Australian Football | 20 |
| SISSAFL202A | Perform the intermediate tactics of Australian Football | 20 |
| SISSAFL203A | Participate in conditioning for Australian Football | 20 |
| **Athletics** |  |  |
| SISSATH201A | Teach the fundamental skills of athletics | 45 |
| **Basketball** |  |  |
| SISSBSB201A | Teach fundamental basketball skills | 10 |
| SISSBSB202A | Teach fundamental basketball tactics and game strategy | 35 |
| SISSBSB205  | Interpret and apply the rules of basketball  | 18 |
| **Cricket** |  |  |
| SISSCKT201A | Perform the intermediate skills of cricket | 20 |
| SISSCKT202A | Perform the intermediate tactics and strategies of cricket | 20 |
| **Golf** |  |  |
| SISSGLF201  | Perform the A Grade skills of golf  | 30 |
| SISSGLF202  | Apply the A Grade tactics and strategies of golf  | 15 |
| **Gymnastics** |  |  |
| SISSGYN201A | Teach fundamental gymnastic skills | 30 |
| **Martial Arts** |  |  |
| SISSMAR201A | Teach the intermediate skills of martial arts | 20 |
|  |  |  |
| **Netball** |  |  |
| SISSNTB201A | Use intermediate level netball skills | 30 |
| SISSNTB202A | Use intermediate level netball tactics and game strategy in netball play | 30 |
| SISSNTB203A | Participate in conditioning for netball | 20 |
| SISSNTB204A | Teach foundation netball skills | 20 |
| **Rugby League** |  |  |
| SISSRGL201A | Use intermediate level Rugby League game skills | 20 |
| SISSRGL202A | Use intermediate level tactics and game strategy in Rugby League play | 20 |
| SISSRGL203A | Participate in conditioning for Rugby League | 20 |
| SISSRGL204A | Teach the skills of Rugby League for modified games | 25 |
| **Rugby Union** |  |  |
| SISSRGU201A | Perform foundation level Rugby Union skills | 20 |
| SISSRGU203A | Participate in conditioning for Rugby Union | 20 |
| SISSRGU204A | Officiate junior level Rugby Union | 15 |
| SISSRGU205A | Officiate local or district level Rugby Union | 15 |
| **Squash** |  |  |
| SISSSQU201A | Teach the fundamental skills of squash | 30 |
| SISSSQU202A | Teach the basic tactics and strategies of squash | 15 |
| **Surf Life Saving** |  |  |
| SISSSUR201A | Teach the basic skills of surf life saving | 25 |
| SISSSUR202A | Officiate beginner level surf lifesaving competitions | 20 |
| **Tennis** |  |  |
| SISSTNS205  | Interpret and apply the rules and regulations of tennis  | 10 |
| SISSTNS206  | Develop and update knowledge of tennis development programs  | 8 |
| **Touch** |  |  |
| SISSTOU201A | Perform the intermediate skills of Touch | 35 |
| SISSTOU202A | Perform the intermediate tactics and strategies of Touch | 35 |
| **Ten Pin Bowling** |  |  |
| SISSTPB201A | Teach fundamental tenpin bowling skills | 15 |
| **OTHER GENERAL ELECTIVES** |
| ICPDMT263 | Access and use the Internet | 20 |
| ICTICT102 | Operate word-processing applications | 30 |
| ICTICT105 | Operate spreadsheet applications | 30 |
| ICTICT106 | Operate presentation packages | 25 |
| ICTICT210 | Operate database applications | 40 |
| SISSSPT201A | Implement sports injury prevention | 20 |
| SITXCCS001 | Provide customer information and assistance | 20 |
| SITXFSA001 | Use hygienic practices for food safety | 15 |

SIS30115 Certificate III in Sport and Recreation

| **Code** | **Unit Title**  | **Release** | **Nominal Hours** |
| --- | --- | --- | --- |
| **Units 1 and 2** |
| **Compulsory:** |
| 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 |
| SISXCCS001 | Provide quality service | 25 |
| SISXEMR001 | Respond to emergency situations | 18 |
| **Subtotal:** |  | **151** |
| **Electives:** select minimum of **two** electives (minimum 30 hours) |
| * At least one elective from the group below
* The remaining elective(s) can be selected from the group below or the **Sport and Recreation Elective Bank** (Pages 11-12), the **Outdoor Recreation Elective Bank** (Pages 7-9) or the **Additional Elective Bank** (Page 14)
 |
| BSBADM307 | Organise schedules | 15 |
| BSBADM311 | Maintain business resources | 15 |
| BSBCRT301 | Develop and extend critical thinking skills | 40 |
| BSBFIA303 | Process accounts payable and receivable | 30 |
| BSBINM301 | Organise workplace information | 30 |
| BSBWOR204 | Use business technology | 20 |
| HLTAID006 | Provide advanced first aid | 30 |
| ICTICT203 | Operate application software packages | 60 |
| SIRXMER303 | Coordinate merchandise presentation | 35 |
| SIRXSLS304 | Coordinate sales performance | 35 |
| SISXADM001 | Organise and supervise participant travel | 15 |
| SISXDIS001 | Facilitate inclusion for people with a disability | 20 |
| SISXDIS002 | Plan and conduct disability programs | 40 |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | 14 |
| SISXFAC003 | Implement facility maintenance programs | 7 |
| SISXFAC005 | Manage stock supply and purchase | 20 |
| SISXFIN002 | Process financial transactions | 15 |
| SISXIND003 | Maintain legal knowledge for organisation governance | 80 |
| SISXIND006 | Conduct sport, fitness or recreation events | 55 |
| SISXMGT001 | Develop and maintain stakeholder relationships | 20 |
| SISXRES001 | Conduct sustainable work practices in open spaces | 60 |
| SITXFSA101 | Use hygienic practices for food safety | 15 |
|  |  |  |
| **Additional Elective Bank** |
| SISFFIT003 | Instruct fitness programs | 50 |
| SISOODR302A | Plan outdoor recreation activities | 35 |
| SISOODR303A | Guide outdoor recreation sessions | 35 |
| **Minimum total for Units 1 and 2:**  |  | **181** |
| **Units 3 and 4** |  |  |
| **Compulsory:** |
| BSBWHS303 | Participate in WHS hazard identification, risk assessment and risk control | 1 | 50 |
| SISSSCO101 | Develop and update knowledge of coaching practices | 1 | 30 |
| SISSSPT303A | Conduct basic warm-up and cool down programs | 2 | 30 |
| SISXCAI004 | Plan and conduct programs | 1 | 35 |
| SISXCAI006 | Facilitate groups | 1 | 25 |
| SISXRES002 | Educate user groups  | 1 | 25 |
|  | **Subtotal for Units 3 and 4:** |  | **195** |
|  | **Total minimum for VCE VET program:** |  | **376** |

Approved Skill Sets

The following skill sets may be selected as additional non-scored programs. A maximum of one unit of credit towards the VCE will be available for the Pool Lifeguard Skill Set. The Sports Trainer Level 1 Skill Set will provide a Unit 3 and 4 sequence.

SISSS00111 Pool Lifeguard

|  |  |  |
| --- | --- | --- |
| Code | Unit Title  | Nominal Hours |
| HLTAID003  | Provide first aid | 18 |
| PUAEME001B | Provide emergency care | 40 |
| PUAEME003C | Administer oxygen in an emergency situation | 20 |
| SISCAQU002 | Perform basic water rescues | 10 |
| SISCAQU006 | Supervise clients in aquatic locations | 15 |
| SISCAQU007 | Perform advanced water rescues | 20 |
|  | **Total:** | **123** |

SISSS00093 Sports Trainer Level 1

|  |  |  |
| --- | --- | --- |
| Code | Unit Title  | Nominal Hours |
| HLTAID003  | Provide first aid | 18 |
| SISSSCO306  | Provide drugs in sport information | 5 |
| SISSSPT302A | Provide initial management of sports injuries  | 50 |
| SISSSPT303A | Conduct basic warm-up and cool-down programs | 30 |
| SISSSPT304A | Tape ankle, thumb and fingers  | 30 |
| SISSSPT305A | Support sports injury management | 30 |
| SISSSPT306A | Deal with medical conditions in a sport setting | 45 |
| SISXWHS101 | Follow work health and safety policies  | 10 |
|  | **Total:** | **218** |

Study score

A study score is available for the VCE VET Sport and Recreation program.

To be eligible for a study score students must:

* satisfactorily complete all the units of competency required in Units 3 and 4 sequence
* be assessed in accordance with the tools and procedures specified in the *VCE VET Assessment Guide* and program specific assessment plan templates published annually on the VCAA website
* undertake an examination in the end-of-year examination period, based on the underpinning knowledge and skills in the compulsory units of competency in the Units 3 and 4 sequence, and in accordance with the current examination specifications.

Units 3 and 4 of the Certificate III in Sport and Recreation qualification must be delivered and assessed in a single enrolment year.

The study score for the VCE VET Sport and Recreation program is based on evidence from two sources: coursework tasks and an examination. The assessment of three VCE VET coursework tasks does not replace the qualification assessments, but both tend to be complementary and may be integrated. Tasks may be designed with both assessment purposes in mind.

For further information on scored assessment refer to the VCE VET Assessment Guide, which contains information relating to study scores for VCE VET programs. It contains an overview of study score assessment, advice regarding the development of coursework tasks, and integration of study scores with competency assessment.

The assessment guide also contains generic templates, scoring criteria and other coursework assessment records. <[www.vcaa.vic.edu.au/Documents/vet/scoredassess/vcevet-genericassessmentguide.pdf](http://www.vcaa.vic.edu.au/Documents/vet/scoredassess/vcevet-genericassessmentguide.pdf)>.

Advice relating to VCE VET Sport and Recreation program is published on the VCAA website and updated annually: <[www.vcaa.vic.edu.au/Pages/vet/programs/sportrecreation/sportrec](http://www.vcaa.vic.edu.au/Pages/vet/programs/sportrecreation/sportrec.aspx)>.

ATAR Contribution

Students wishing to receive an ATAR contribution for the Sport and Recreation Units 3 and 4 sequence must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study. Where a student elects not to receive a study score for either of these qualifications, no contribution to the ATAR will be available.

Further information can be found on the VTAC website:

* Study rules: <[www.vtac.edu.au/results-offers/atar-explained/study-rules](http://www.vtac.edu.au/results-offers/atar-explained/study-rules.html)>.

Study groupings: <[www.vtac.edu.au/results-offers/atar-explained/study-groupings](http://www.vtac.edu.au/results-offers/atar-explained/study-groupings.html)>.

Structured workplace learning

The VCAA has determined that structured workplace learning (SWL) is an appropriate and valuable component of all VCE VET programs. SWL involves on-the-job training in which students are required to master a designated set of skills and competencies related to VCE VET programs.

Schools/RTOs are also strongly encouraged to contact the Local Learning and Employment Network (LLEN) in their area. LLENs work with secondary schools, RTOs, Technical and Further Education (TAFE) institutes, Adult and Community Education (ACE) providers and local employers to coordinate work placements for school-based apprenticeships and traineeships, SWL and work experience.

SWL complements the training undertaken at the school/RTO. It provides the context for:

* enhancement of skills development
* practical application of industry knowledge
* assessment of units of competency, as determined by the RTO
* increased employment opportunities.

The VCAA strongly recommends that students undertake a minimum of **80 hours SWL** for the VCE VET Sport and Recreation program. SWL should be spread across the duration of the training program.

Further details regarding SWL, the SWL Portal and the Department of Education and Training SWL Manual is available on online: [<www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx](http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx)>.

The SWL Manual outlines roles and responsibilities of the student, parent, employer and principal; procedures and guidelines for placing students in the workplace; and relevant policy and legislation. The manual also has a link to Ministerial Order 55 and the SWL Arrangement form.

SWL Recognition

Structured workplace learning recognition (SWLR) involves the development and maintenance of the workplace learning record (WLR) by the student and is accessed at school. The completion of the WLR is a requirement for recognition by the VCAA for VCE and VCAL credit. The VCE VET Sport and Recreation program offers SWLR. Further details are available at: <[www.vcaa.vic.edu.au/Pages/vet/publications/swlr/recognition.aspx](http://www.vcaa.vic.edu.au/Pages/vet/publications/swlr/recognition.aspx)>.

Work health and safety

Schools/RTOs must ensure that Work Health and Safety (WHS) issues are fully addressed in the training program.

The principal is responsible for ensuring the school meets its responsibilities for students in SWL arrangements.

Where the student will be employed under an SWL arrangement, the principal must be satisfied that the student is undertaking training in the WHS unit of competency before the arrangement can be entered into.

Students must be informed of the significance of work-related hazards. They must understand the need for, and the nature of, workplace risk controls such as safe working procedures and the use of personal protective clothing and equipment.

Schools must also be satisfied, through their review of the acknowledgment provided by employers on the SWL Arrangement form, that the workplace in question and the activities proposed will not expose a student to risk during their structured work placement.

Employers must view their duty of care towards students as essentially no different from that owed to their employees. They must understand that students cannot be expected to possess the judgment or maturity to undertake any task that presents potential risk. This means that no student may be exposed at any time to dangerous plant machinery, equipment, substances, work environments or work practices.

On the first morning of their placement, students should be introduced to their supervisor and provided with a formal induction to the workplace. This will include first aid, emergency and incident reporting arrangements.

The student should be given an orientation tour of the workplace and any excluded areas or activities should be pointed out. Students should be instructed to report without delay anything they feel may be unsafe. They should be encouraged to ask for help or further instruction if they are not sure of the correct way to carry out any task.

Close supervision of students undertaking SWL is essential. Supervisors nominated by the employer must understand all requirements for safely managing the student’s activities. Supervisors must understand that a student may not fully grasp information or instruction the first time they are told. They should encourage students to ask for help if they have forgotten or if they experience difficulty in putting information into practice.

The WorkSafe Victoria website makes available useful resources: [<www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)>.

Additional information

For updates or information relating to this program refer to:

* the VCE VET Sport and Recreation program web page: <[www.vcaa.vic.edu.au/Pages/vet/programs/sportrecreation/sportrec](https://www.vcaa.vic.edu.au/Pages/vet/programs/sportrecreation/sportrec.aspx)>.
* the *VCAA* *Bulletin*: <[www.vcaa.vic.edu.au/Pages/correspondence/index](http://www.vcaa.vic.edu.au/Pages/correspondence/index.aspx)>.

Pathways

The VCE VET Sport and Recreation program opens up many different training and employment pathways. The VCAA recommends study at the lower levels to develop industry foundation skills before moving to higher level qualifications.

Appendix – Sample programs

Sample 1: SIS20213 Certificate II in Outdoor Recreation

This sample program may provide:

* two VCE units at Units 1 and 2 level
* completion over one year of SIS20213 Certificate II in Outdoor Recreation.

|  |  |  |
| --- | --- | --- |
| Code | Unit title | Nominal Hours |
| **Units 1 and 2** |
| **Compulsory:** |
| HLTAID003 | Provide first aid | 18 |
| SISOODR201A | Assist in conducting outdoor recreation sessions | 20 |
| SISOOPS201A | Minimise environmental impact | 10 |
| SISXEMR201A | Respond to emergency situations | 18 |
| SISXIND101A | Work effectively in sport and recreation environments | 25 |
| SISXOHS101A | Follow occupational health and safety policies | 10 |
| **Subtotal:** | **101** |
| **Electives:**  |
| **Group H: Cycling** |
| SISOCYT201A | Select, set up and maintain a bike | 10 |
| SISOCYT202A | Demonstrate basic cycling skills | 12 |
| **Group N: Mountain Biking** |
| SISOCYT202A | Demonstrate basic cycling skills | 12 |
| SISOMBK201A‡ | Demonstrate basic off-road cycling skills | 20 |
| SISONAV201A | Demonstrate navigation skills in a controlled environment | 10 |
| **Other Electives** |  |  |
| SISXFAC207 | Maintain sport, fitness and recreation equipment for activities | 5 |
| SISXFAC208 | Maintain sport, fitness and recreation facilities | 7 |
| SISSSPT201A | Implement sports injury prevention | 20 |
| SITXCCS001 | Provide customer information and assistance | 20 |
|  | **Total for Units 1 and 2:** | **217** |

Sample 2: SIS20115 Certificate II in Sport and Recreation

This sample program may provide:

* two VCE units at Units 1 and 2 level
* completion over one year of SIS20115 Certificate II in Sport and Recreation.

|  |  |  |
| --- | --- | --- |
| Code | Title  | Nominal Hours |
| **Units 1 and 2** |
| **Compulsory**:  |
| 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 |
| **Subtotal:** | **171** |
| **Electives:**  |
| SISXFAC001 | Maintain equipment for activities | 5 |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | 14 |
| SISSCOP201A | Prepare a pre or post event meal | 15 |
| SISSAFL201A | Perform the intermediate skills of Australian Football | 20 |
| SISSAFL203A | Participate in conditioning for Australian Football | 20 |
|  | **Total for Units 1 and 2:** | **245** |

Sample 3: SIS30115 Certificate III in Sport and Recreation

This sample program may provide:

* two VCE units at Units 1 and 2 level
* a Units 3 and 4 sequence and a study score
* completion over two years of SIS30115 Certificate III in Sport and Recreation.

| **Code** | **Title**  | **Release** | **Nominal Hours** |
| --- | --- | --- | --- |
| **Units 1 and 2** |
| **Compulsory:** |
| 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 |
| SISXCCS001 | Provide quality service | 25 |
| SISXEMR001 | Respond to emergency situations | 18 |
| **Subtotal:** |  | **151** |
| **Electives:**  |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | 14 |
| SISSBSB201A | Teach fundamental basketball skills  | 10 |
| SISSBSB202A | Teach fundamental basketball tactics and game strategy | 35 |
| SISSBSB205  | Interpret and apply the rules of basketball  | 18 |
| **Total for Units 1 and 2:** |  | **228** |
|  |  |
| **Units 3 and 4** |
| **Compulsory:** |
| BSBWHS303 | Participate in WHS hazard identification, risk assessment and risk control | 1 | 50 |
| SISSSCO101 | Develop and update knowledge of coaching practices | 1 | 30 |
| SISSSPT303A | Conduct basic warm-up and cool down programs | 2 | 30 |
| SISXCAI004 | Plan and conduct programs | 1 | 35 |
| SISXCAI006 | Facilitate groups | 1 | 25 |
| SISXRES002 | Educate user groups  | 1 | 25 |
| **Total for Units 3 and 4:**  |  | **195** |

Sample 4: SIS20115 Certificate II in Sport and Recreation and selected units from SIS30115 Certificate III in Sport and Recreation

This sample program may provide:

* two VCE units at Units 1 and 2 level
* a Units 3 and 4 sequence and a study score
* completion over two years of Certificate II in Sport and Recreation and partial completion of Certificate III in Sport and Recreation

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Title  | Release | Nominal Hours |
| **Units 1 and 2** |
| 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 |
| **Electives:**  |
| SISXCAI001 | Provide equipment for activities | 10 |
| SISXFAC001 | Maintain equipment for activities | 5 |
| SISSCOP201A | Prepare a pre or post event meal | 15 |
| SISSCOP202A | Develop a personal management plan | 12 |
| SISSSOF101 | Develop and update officiating knowledge  | 15 |
|  | **Total for Units 1 and 2:** |  | **228** |
|  |  |  |

|  |
| --- |
| **Units 3 and 4** |
| **Compulsory:** |
| BSBWHS303 | Participate in WHS hazard identification, risk assessment and risk control | 1 | 50 |
| SISSSCO101 | Develop and update knowledge of coaching practices | 1 | 30 |
| SISSSPT303A | Conduct basic warm-up and cool down programs | 2 | 30 |
| SISXCAI004 | Plan and conduct programs | 1 | 35 |
| SISXCAI006 | Facilitate groups | 1 | 25 |
| SISXRES002 | Educate user groups  | 1 | 25 |
| **Total for Units 3 and 4:**  | **195** |

Sample 5: SIS20213 Certificate II in Outdoor Recreation and selected units from SIS30115 Certificate III in Sport & Recreation

This sample program may provide:

* three VCE units at Units 1 and 2 level
* a Units 3 and 4 sequence and a study score
* completion over two years of SIS20213 Certificate II in Outdoor Recreation and a partial completion of SIS30115 Certificate III in Sport & Recreation.

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Unit title | Release | Hours |
| **Units 1 and 2** |
| **Compulsory:** |
| HLTAID003 | Provide first aid | 18 |
| SISOODR201A | Assist in conducting outdoor recreation sessions | 20 |
| SISOOPS201A | Minimise environmental impact | 10 |
| SISXEMR201A | Respond to emergency situations | 18 |
| SISXIND101A | Work effectively in sport and recreation environments | 25 |
| SISXOHS101A | Follow occupational health and safety policies | 10 |
| **Subtotal:** |  | **101** |
| **Electives:**  |
| **Group C: Bushwalking** |
| SISOBWG201A\* | Demonstrate bushwalking skills in a controlled environment | 10 |
| SISONAV201A | Demonstrate navigation skills in a controlled environment | 10 |
| **Other Electives** |  |  |
| SISOOPS202A | Use and maintain a temporary or overnight site | 10 |
| SISOODR302A  | Plan outdoor recreation activities | 35 |
| SISOODR303A | Guide outdoor recreation sessions | 35 |
| SISOSKB201A | Demonstrate snowboarding skills on beginner terrain | 30 |
| SISOSKT201A | Demonstrate basic cross country skiing skills | 20 |
| SISOSKI201A | Demonstrate alpine skiing skills downhill on beginner terrain | 30 |
|  | **Total for Units 1 and 2:** |  | **281** |

|  |
| --- |
| **Units 3 and 4** |
| **Compulsory:** |
| BSBWHS303 | Participate in WHS hazard identification, risk assessment and risk control | 1 | 50 |
| SISSSCO101 | Develop and update knowledge of coaching practices | 1 | 30 |
| SISSSPT303A | Conduct basic warm-up and cool down programs | 2 | 30 |
| SISXCAI004 | Plan and conduct programs | 1 | 35 |
| SISXCAI006 | Facilitate groups | 1 | 25 |
| SISXRES002 | Educate user groups  | 1 | 25 |
| **Total for Units 3 and 4:**  |  | **195** |