

Facilities and Equipment Checklist

Qualification:	SIS30115 Certificate III in Sport and Recreation (Release 1)		
School:			
Reviewed by:		Date:	
Qualification Description			
<p><i>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.</i></p>			

Instructions

Review and select the units being undertaken in this qualification.

Note:

- If an alternative unit is selected that has not been listed, please contact AIET.
- Teachers and students must have access to digital devices for the purposes of capturing photographic or video evidence. This may be students' personal devices according to relevant school policy, or provided by the school.

Tick all relevant units being delivered:	Units	
Core Units		
✓	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
✓	BSBWOR301	Organise personal work priorities and development
✓	HLTAID003	Provide first aid
✓	HLTWHS001	Participate in workplace health and safety
✓	ICTWEB201	Use social media tools for collaboration and engagement
✓	SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
✓	SISXCAI004	Plan and conduct programs
✓	SISXCCS001	Provide quality service
✓	SISXEMR001	Respond to emergency situations
Elective Units (tick all that apply)		
<input type="checkbox"/>	ICTICT203	Operate application software packages
<input type="checkbox"/>	SISSSCO001	Conduct sport coaching sessions with foundation level participants
<input type="checkbox"/>	SISXCAI006	Facilitate groups
<input type="checkbox"/>	SISXRES002	Educate user groups
<input type="checkbox"/>	SISXFAC002	Maintain sport, fitness and recreation facilities
<input type="checkbox"/>	SISXCAI001	Provide equipment for activities
<input type="checkbox"/>	SISXCAI002	Assist with activity sessions
<input type="checkbox"/>	ICTICT203	Operate application software packages

Instructions

Review the equipment requirements for the qualification. Notes on equipment in place can be included in the Notes/Details column Where possible photos should be taken to be submitted with this checklist.

- Table 1: All items in Table 1 must be checked as available
- Table 2: Please provide information related to all elective units being delivered.

Resources unavailable:

Where the resources do not meet all the assessment conditions listed in the checklist, please note the Action Plan in place for how the requirement will be addressed. (i.e., request to alter elective units in training, arrange for students to be trained and assessed at another facility for all or part of training, equipment being ordered, installation pending etc.)

If appropriate arrangements are not able to be made, please contact the Quality and Compliance Team at AIET on Ph 03 9387 2051 or info@aiet.edu.au

Table 1: Equipment/Resources required for *all* units in this qualification:

Please ensure that all items listed below are available at your school in order to deliver this qualification.

Equipment requirements	Notes/Action Plan	AIET Office Use Verified
<p><EXAMPLE> <i>Safety procedures including but are not limited to, one or more of:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> PPE <input type="checkbox"/> Handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, emergency response procedures <input type="checkbox"/> Cleaning and/or decontamination of equipment <input type="checkbox"/> machinery guards <input type="checkbox"/> signage, barriers, service isolation tags, traffic control and flashing lights, lockout and tag-out procedures 	<p><EXAMPLE> <i>Isolation tags on order. No flashing lights installed in school lab,, when required we will simulate these with borrowed equipment from production</i></p>	<p><EXAMPLE> <i><e.g. photo> <e.g. sighted></i></p>
<ul style="list-style-type: none"> <input type="checkbox"/> Access to a reliable internet connection and a computer/workstation and research resources <input type="checkbox"/> Office equipment <input type="checkbox"/> First aid kit <input type="checkbox"/> Sport industry information <input type="checkbox"/> Computer connected to the internet 		

Equipment requirements	Notes/Action Plan	AIET Office Use Verified
<ul style="list-style-type: none"> <input type="checkbox"/> Organisational policies and procedures related to community coaching including a code of conduct <input type="checkbox"/> Organisational safety, emergency response and first aid procedures <input type="checkbox"/> Sport-specific National Sporting Organisation rules and regulations <input type="checkbox"/> Work schedules and performance improvement plans 		
<p>Health and Safety:</p> <ul style="list-style-type: none"> <input type="checkbox"/> PPE: helmets, gloves, eye protection <input type="checkbox"/> Current workplace policies and procedures for WHS <input type="checkbox"/> Communication equipment for emergency response 		

SAMPLE

Table 2: Equipment/Resources required for *individual* units in this qualification:

The units listed below are only units that require additional resources that are not covered in the Table 1 above.

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
Core Units			
HLTAID003 Provide first aid	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> Adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures <input type="checkbox"/> Adrenaline auto-injector training device <input type="checkbox"/> AED training device <input type="checkbox"/> Placebo bronchodilator and spacer device <input type="checkbox"/> Roller bandages <input type="checkbox"/> Triangular bandages <input type="checkbox"/> Workplace First Aid kit <input type="checkbox"/> Workplace injury, trauma and/or illness record, or other appropriate workplace incident report form for written reports <input type="checkbox"/> Wound dressings 		
ICTWEB201 Use social media tools for collaboration and engagement	Additional resources may include: <ul style="list-style-type: none"> <input type="checkbox"/> Social-media tools and applications <input type="checkbox"/> Online instructional documents 		
SISXCAI003 Conduct non-instructional sport, fitness or recreation sessions	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> Up-to-date equipment currently used in the sport, fitness or recreation industries, to ensure: <ul style="list-style-type: none"> • safety, e.g. helmets, head gear, gloves • the participant can participate in activities to suit their goals, e.g. racquets, bats, balls <input type="checkbox"/> Workplace documents currently used in the sport, fitness or recreation industries such as : <ul style="list-style-type: none"> • session plans • session and equipment checklists 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
	<ul style="list-style-type: none"> • participant feedback or evaluation forms <input type="checkbox"/> Organisational policies and procedures related to preparing, conducting and evaluating activity sessions		
SISXCAI004 Plan and conduct programs	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> Up-to-date equipment currently used in the sport, fitness or recreation industries, to ensure: <ul style="list-style-type: none"> • safety, e.g. helmets, head gear, gloves • the participant can participate in activities to suit their goals, e.g. racquets, bats, balls <input type="checkbox"/> Workplace documents currently used in the sport, fitness or recreation industries: <ul style="list-style-type: none"> • program plans • program and equipment checklists • participant feedback or evaluation forms 		
SISXCCS001 Provide quality service	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> Organisational policies and procedures/legislation related to the customer service including: <ul style="list-style-type: none"> • consumer law • equal opportunity • work health and safety/occupational health and safety • promotions • sources of information on related services <input type="checkbox"/> Computers and database 		
SISXEMR001 Respond to emergency situations	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> Current industry procedures for reporting and managing emergency situations <input type="checkbox"/> Legislation relevant to emergencies: 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
	<ul style="list-style-type: none"> ○ occupational health and safety/work health and safety, duty of care, environment protection, hazardous substances and dangerous goods, public health and safety, industry codes of practice <input type="checkbox"/> Equipment and resources to ensure adequate response to emergencies relevant to work role and workplace, for example: <ul style="list-style-type: none"> ○ hoses, ladders, rescue equipment, monitors, foam equipment and extinguishers, blankets, spill kits, personal protective clothing and equipment, salvage gear ○ first aid and evacuation equipment 		
Elective Units			
ICTICT203 Operate application software packages	Additional resources may include: <ul style="list-style-type: none"> <input type="checkbox"/> A personal computer (PC) and printer <input type="checkbox"/> Software currently used in industry <input type="checkbox"/> Documents detailing organisational style guide and policy <input type="checkbox"/> Documents or information containing data suitable for developing software application documents 		
SISSCO001 Conduct sport coaching sessions with foundation level participants	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> Organisational policies and procedures/legislation related to the customer service including: <ul style="list-style-type: none"> ● consumer law, equal opportunity ● work health and safety/occupational health and safety ● promotions ● sources of information on related services <input type="checkbox"/> Computers and databases 		
SISXRES002 Educate user groups	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> Information relating to public safety issues <input type="checkbox"/> Audio-visual or multimedia presentation equipment 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
	<input type="checkbox"/> Suitable resources, for example facilities or venues <input type="checkbox"/> Organisational policies and procedures related to: <ul style="list-style-type: none"> • budget constrains • storage of documentation • production and circulation of materials 		
SISXFAC002 Maintain sport, fitness and recreation facilities	Additional resources must include: <input type="checkbox"/> A variety of equipment relevant to the sport, fitness and recreation activity or facility <input type="checkbox"/> equipment repair and maintenance resources <input type="checkbox"/> maintenance storage facilities <input type="checkbox"/> maintenance records and forms		
SISXCAI001 Provide equipment for activities	Additional resources must include: <input type="checkbox"/> Up-to-date equipment currently used in the sport, fitness or recreation industries, to ensure: <ul style="list-style-type: none"> • safety, e.g. helmets, head gear, gloves • the participant can participate in activities to suit their goals, e.g. racquets, bats, balls <input type="checkbox"/> Workplace documents currently used in the sport, fitness or recreation industries: <ul style="list-style-type: none"> • equipment hiring documentation • safety and maintenance of equipment checklists and report forms <input type="checkbox"/> Organisational policies and procedures related to reporting and record keeping. <input type="checkbox"/> Activity supervisor and participants in a sport, fitness or recreation activity; supervisor and participants can be: <ul style="list-style-type: none"> • staff and participants 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. 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified

SCHOOL DECLARATION

I confirm that we have all the equipment and facilities required to deliver our chosen units of competency for this qualification.

YES NO

Trainer name:	
Trainer signature:	
Date:	

RTO APPROVAL SIGN OFF

After reviewing the checklist for each unit being delivered, the school has the required facilities and equipment to assess the units chosen?

YES NO

**If no, actions to be taken:*

<i>*If no, actions to be taken:</i>	
Name:	
Signature:	
Date:	