



**SRO30106**  
**CERTIFICATE III SPORT & RECREATION**  
**COURSE OUTLINE**

Number of funded competencies = 18 (delivering 20)

01 – Face-to-face

02 – Correspondence

03 – Employer delivered on the job

| Stage                   | Code             | Name   | Delivery         |
|-------------------------|------------------|--|------------------|
| <b>1: Industry Core</b> | <b>All units</b> |  |                  |
| Business                | BSB CMN 302A     | Organise personal work priorities and development  | 02               |
|                         | BSB FLM 303A     | Contribute to effective workplace relationships  |                  |
| Technology              | ICA ITU 06C      | Operate computing packages   | 02               |
| First Aid               | SRX FAD 002A     | Provide advanced first aid response  | 01 & 02          |
| Client service          | SRX GCSO 04A     | Meet client needs and expectations   | 02               |
|                         | SRX GCST 03A     | Process client complaints  |                  |
| Law                     | SRX INU 002A     | Apply sport and recreation law   | 02               |
| Safety                  | SRX RIK 001A     | Undertake risk analysis of activities (prerequisite – OHS 1)   | 01 or 02         |
|                         | SRX OHS 001B     | Follow defined Occupational Health and Safety policy and procedures  |                  |
| <b>2: Admin Stream</b>  | <b>All units</b> |  |                  |
| Administration          | BSB ADM 307A     | Organise schedules   | 02               |
|                         | BSB ADM 308A     | Process payroll  |                  |
|                         | BSB ADM 309A     | Process accounts payable and receivable  |                  |
|                         | BSB ADM 310A     | Maintain general ledger  |                  |
|                         | BSB CMN 307A     | Maintain business resources  |                  |
|                         | BSB CMN 308A     | Maintain financial records   |                  |
| <b>3: Electives</b>     | <b>Choose 5</b>  |  | <b>II/III/IV</b> |
| Marketing               | BSB MKG 302A     | Identify marketing opportunities   | 02               |
| Disability              | SRC CRO 010B     | Conduct a recreational program for people with a disability  | 02               |
| Sports first aid        | SRS SPT 001A     | Implement injury prevention and apply basic sports first aid   | 02               |
|                         | SRS SPT 004A     | Provide initial management of sports injuries  |                  |
| Facilities              | SRX FAC 001B     | Maintain equipment for activities  | 02               |
|                         | SRX FAC 002B     | Maintain sport and recreation facilities   |                  |
|                         | SRX FAC 003B     | Implement facility maintenance programmes ( prerequisite-FAC 1 & 2)  |                  |
| Business communication  | BSB CMN 306A     | Produce business documents   | 02               |
|                         | BSB CMN 309A     | Recommend products and services  |                  |
|                         | BSB CMN 310A     | Deliver and monitor a service to customers   |                  |
| Coaching - 1            | SRX CAI 001B     | Assist in preparing sport and recreation sessions for participants   | 02               |
|                         | SRX CAI 002B     | Assist in conducting sport and recreation sessions for participants (prerequisite – SRXEMR001A)                  |                  |
|                         | SRX CAI 004B     | Plan a sport and recreation session for clients (prerequisites - BSBCMN202, SRXCAI003B, SRXCAI001B, SRSXOHS001B) | 02               |
|                         | SRX CAI 005B     | Conduct a sport and recreation session for clients (prerequisites – SRXFAD001, SRXEMR001B, SRXCAI002B)           |                  |
|                         | SRX CAI 003B     | Provide equipment for activities   |                  |
| Coaching – 2            | SRC CRO 007B     | Operate in accordance with the accepted instructional practices, styles & legal & ethical responsibilities       | 02               |
|                         | SRS CGP 002A     | Include special interest groups or people with special needs   |                  |
|                         | SRS CGP 003A     | Implement the fundamental principles of sport psychology   |                  |
|                         | SRS CGP 004A     | Provide information about the fundamental principles of eating for peak performance                              |                  |
| Programming             | SRX CAI 006B     | Organise a sport and recreation program (prerequisites – SRXCAI004B, SRXCAI003B, BSBCMN402A, SRXRIK001A)         | 02               |
|                         | SRX CAI 007B     | Conduct a sport and recreation program (prerequisites – SRXCAI004B, SRXCAI005B, SRXEMR001A)                      |                  |
|                         | SRS CGP 001A     | Operate in accord with accepted coaching practices, styles & legal & ethical responsibilities                    |                  |
| Services                | SRX FAC 004B     | Plan and provide sport and recreation services   | 02               |
| Coaching children       | SRS CGP 005A     | Customise coaching to include children (prerequisite is SRCCGP001A)  | 02               |