



Certificate IV in Sport and Recreation

[SRO40106]



All students who complete the Certificate IV in Sport and Recreation will have a basic understanding of risk management and client services. The student also has a number of specialist options including general administration, retail, sales and marketing, and events and facilities.

For those specialising in General Administration, the student will be able to:

- ✦ use database and spreadsheet software to complete business tasks;
- ✦ organise meetings, including agendas, papers, participants and minutes;
- ✦ organise domestic and overseas travel arrangements; and,
- ✦ report financial activity for business.

For those specialising in Events and Facilities, the student will be able to:

- ✦ organise meetings/events;
- ✦ determine the services required by clients to plan, implement and evaluate services;
- ✦ identify resource requirements and usage trends, organise of maintenance programs;
- ✦ identify sources of waste and pollution, assessing their impact and developing appropriate strategies to manage and minimise their environmental impact.

For those specialising in Retail, the student will be able to:

- ✦ manage merchandising, advertising and promotions;
- ✦ research markets, develop new markets and market products; and,
- ✦ manage the receipt, dispatch and storage of merchandise; and,
- ✦ manage stock control.

For those specialising in Sales and Marketing, the student will be able to:

- ✦ analyse consumer behaviour and analyse market data;
- ✦ implement marketing strategies and monitor improvement of market performance;
- ✦ establish, maintain and improve client relationships;
- ✦ plan, implement, direct and evaluate the activities of the sales team.

The requirements for a Certificate IV in Sport and Recreation comprise achievement of eighteen (18) to twenty-two (22) units of competency including specific Core units PLUS a specialisation in the area of general administration, retail, sales/marketing, or events/facilities. The student must also complete five (5) elective units of competency from any Training Package within the Sport and Recreation Industry or from any other endorsed Certificate IV Training Package from any other industry.

- Subjects may include:
- ✦ Foundations of Sport, Recreation and Fitness Administration
 - ✦ Events and Facilities Administration
 - ✦ Basics of Sports Marketing
 - ✦ Retail in the Sports Market

Electives can include Units of Competency from the following areas:

- ✦ Community development
- ✦ Leisure & health programming
- ✦ Human Resources
- ✦ Small Business Management



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CORE (All core competencies must be completed):

BSBCMN402A	Develop work priorities
ICAITU006C	Operate computing packages
SRXGCSO06A	Address client needs
SRXGCST05A	Coordinate client service activities
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry
SRXINU004A	Promote compliance with laws and legal principles
SRXOGN001A	Conduct projects
SRXOHS002B	Implement & monitor the organisation's Occupational Health & Safety policies, procedures & programs
SRXRIK001A	Undertake risk analysis of activities

SPECIALISATION (Choose one of the following specialisations):

Events and Facilities

SRXEVT002B	Organise meeting/event and provide on-site meeting/event management services
SRXFAC004B	Plan and provide sport and recreational services
SRXRES003B	Contribute to the planning, monitoring and control of resources
SRXRES004B	Minimise waste and pollution & their environmental impact
THHGCS05B	Organise in-house functions
THTFME09A	Develop and update knowledge of protocol

General Administration

BSBADM402A	Produce complex business documents
BSBADM403A	Develop and use complex databases
BSBADM404A	Develop and use complex spreadsheets
BSBADM405A	Organise meetings
BSBADM406A	Organise business travel
BSBCMN406A	Maintain business technology
BSBCMN407A	Coordinate business resources
BSBCMN408A	Report on financial activity

Retail

WRR14B	Buy merchandise
WRR01B	Manage merchandise and store presentation
WRR02B	Manage sales and service delivery
WRR05B	Control inventory

Sales and marketing

BSBMKG401A	Profile the market
BSBMKG402A	Analyse consumer behaviour for specific markets
BSBMKG403A	Analyse market data
BSBMKG404A	Forecast market and business needs
BSBMKG405A	Implement and monitor marketing activities
BSBMKG406A	Build client relationships
BSBMKG407A	Make a presentation
BSBSLS401A	Lead a sales team



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ELECTIVES

(Choose 5 units which can also include a skill set from the specialisation choices)

- Units from Certificate IV qualifications within sport and recreation (the Community Recreation, Fitness, Outdoor Recreation or Sport Training Packages)
- Units from Certificate IV qualifications within Training Packages from other industries (eg, Tourism, Hospitality, Community Services and Health)

Community Programming

SRCCRD007B	Develop recreation programs
SRCCRD008B	Work effectively with government and other key stakeholders
SRCCRO005B	Develop a budget for a recreation initiative
SRXEMR002A	Coordinate emergency response
SRXGRO003A	Provide leadership to groups
SRXINU005A	Manage culture and education to expand participation in a leisure and recreation service
SRXRES002B	Improve client awareness and implementation of environmental management practices

Community Development

CHCCD2B	Provide community education projects
CHCCD4C	Develop and implement community programs
CHCCD13C	Work within specific communities
CHCINF7B	Meet information needs of the community

Human Resources

BSBHRM401A	Review human resources functions
BSBHRM402A	Recruit, select and induct staff
BSBHRM403A	Support performance management process
BSBWRK410A	Implement industrial relations procedures

Leisure and Health

CHCRH1B	Orientation to work in the leisure and health industry
CHCRH2A	Leisure and health programming
CHCRH3B	Develop leisure and recreation programs for clients with special needs
CHCRH4B	Co-ordinate, implement and monitor leisure and health programs

Small Business

BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB402A	Plan small business finances
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning