This document is organised in sections, as follows:

1. Introduction and overview
2. Generic work skills
3. Occupational Health and Safety and First Aid
4. Sport and Recreation Industry
The Certificate II in Sport and Recreation

This course is about how to play a sport like basketball or football and be a general assistant in a sport or recreation centre. It gives you some choice to specialise in something you particularly like.

This handbook is designed for high school students doing the course by special arrangement. The schedule will be organised for you, and will cover transport arrangements.

Your supervisor will be Jim Longbottom.

How on-job training works

The program works on the basis of "learn by doing". To get the qualification, you must be able to do the job. What you are aiming to learn is written down in a list of outcomes. It isn't really driven by how long you take to learn it but you will need to be finished by the time scheduled by the school.

How to apply

You will need to fill in the form and the ACAS website has a lot of information at www.acas.wa.edu.au (go to "how to apply").

Getting started

You'll work in a team, so you must start at the same time as other team members. As part of your enrolment, you can get Recognition of Prior Learning. This means that you can get credit for any units if you have already learnt those skills. You'll be enrolled for a specific number of units at any one time.

Start with a team meeting that'll include:
- Before-you-start kinds of info: purpose and vision of the program, ethics, occupational health and safety information, how the organisation works, etc.
- Behaviour standards for working in a public facility
- Going through this booklet
- Getting shown around the centre
- Meeting key people
- An opportunity to ask questions

How you'll learn

There are different ways that you will learn in this course:
- Classroom or Seminar Learning
- On the job training.

In either environment, your teacher or your supervisor will:
- show you how to do new things the first time you are given a new task.
- ensure you get enough practice at the new skill to become confident and competent
- monitor your progress toward your learning goals
- meet with you regularly, either individually or in a group
• give you encouragement when you need it, praise when you deserve it, and 
correction when things go wrong.
• help you with problems

Get help when you need it, but avoid being too dependent and wasting the instructors’
time. It is your responsibility to learn and to maintain your motivation.

Expect some tasks to be new and potentially difficult. (Almost everything is scary the
first time.) Don’t worry if you fail at something the first time around; think of it as a
learning experience.

The program is not about classes and books but there may some workshops and
activities outside your regular schedule.

You only have to use reading and writing enough to be able to do the job you’re
trained for. For example, a football or basketball player or referee/umpire should be
able to look up the football or basketball rulebook and understand it. You’ll need to
able to make any kinds of written records.

Your learning contract

A learning contract is an agreement that makes sure that both you and your
supervisor know what is expected. It will be made specifically for you. You and your
supervisor will both sign it and you will get a copy. It will mention:
• Time period
• Location
• To whom you will be responsible on day to day basis
• The list of duties for which you will be responsible
• Unit names and numbers

You are also required to fill in simple written reports on what you do as an
intern/student.

Activities

Through the year you can expect the following activities to be scheduled:
• Playing in a sporting team in a competition
• Attending team training
• Refereeing or umpiring.
• Attending a computer course
• Attending a first aid course
• Doing the general running of the centre (setting up equipment, etc.)
• Working in the kiosk, handling inquiries, people stock and money.
• Observing what others do in specialised areas.
• Coaching junior teams

Bad or dangerous behaviour

You will be warned about bad or dangerous behavior and may be dismissed without
notice for serious breaches. Besides keeping all relevant school rules, you must meet
the behaviour standards of an employee working in a public facility. Breaches will be
reported to the school.
Assessment

As much as possible, assessment will be a natural part of what you normally do as part of the internship. You must show that you can consistently perform the skills in a real situation. It will usually include an interview.

You may ask for assessment if you think that you are ready, but if you are in a traineeship, there are minimum times for the whole traineeship. You will be given a copy of the requirements for all units for which you are being assessed. Assessment will include:

- practical skills
- supporting knowledge
- appropriate attitudes
- knowing what to do when things go wrong
- managing yourself and your schedule/work habits
- relating to other people and your organisation

Notes:
1. You may request different kinds of assessment if you have valid reasons of disability, culture, language, etc.
2. You are entitled to feedback on the assessment.
3. You may appeal if the assessment result seems inaccurate or unfair.
4. You must be correctly enrolled and your fees paid.
5. Ask for help if you need it. See the website and/or program handbook on support services, access and equity, flexible learning and assessment options, appeals and grievances, Recognition of Prior Learning (RPL)

Requirements

The core units are basically about how to be a responsible employee. You have to do all five:

- Organise and complete daily work activities (BSBCM202A)
- Provide first aid (SRXFAD001A)
- Deal with client feedback (SRXGCS002A)
- Develop knowledge of the sport and recreation industry (SRXINU001A)
- Follow defined Occupational Health and Safety policy and procedures (SRXOHS001B)

You’ll be given the following three units:

- Assist in preparing sport and recreation sessions for participants (SRXCAI001B)
- Assist in conducting sport and recreation sessions for participants (SRXCAI002B)
- Provide equipment for activities (SRXCAI003B)

You’ll choose one specialisation of two units:

All are listed because you may still include them in your qualification by providing a Statement of Attainment. However, only some units will be offered.

1. Amenity horticulture

   - Plant trees and shrubs (RTC2012A)
   - Renovate grassed areas (RTC2019A)
   - Undertake operational maintenance of machinery (RTC2301A)
   - Operate vehicles (RTC2306A)
   - Operate machinery and equipment (RTC2307A)

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1 "context of assessment"
• Operate tractors (RTC2309A)
• Treat weeds (RTC2401A)
• Treat plant pests, diseases and disorders (RTC2404A)
• Apply chemicals under supervision (RTC2706A)
• Operate ride-on vehicles (RTE2308A)
• Prepare turf surfaces for play (RTF2015A)
• Assist with turf construction (RTF2020A)
• Support turf establishment (RTF2023A)
• Undertake stump removal (RTF2311A)

2. General administration
• Use business technology (BSBCMN205A)
• Process and maintain workplace information (BSBCMN206A)
• Prepare and process financial/business documents (BSBCMN207A)
• Handle mail (BSBCMN212A)
• Maintain equipment for activities (SRXFAC001B)
• Maintain sport and recreational facilities (SRXFAC002B)
• Promote products and services to clients (THHGCS02B)
• Coordinate the production of brochures and marketing materials (THTSMA01B)
• Create a promotional display/stand (THTSMA02B)

3. Hospitality
• Clean and tidy bar areas (THHBFB00B)
• Operate a bar (THHBFB01B)
• Provide a link between kitchen and service areas (THHBFB02B)
• Provide food and beverage service (THHBFB03B)
• Provide responsible service of alcohol (THHBFB09B)
• Attend gaming machines (THHBG01B)
• Operate a Totalisator Agency Board (TAB) outlet (THHBG02B)
• Conduct a Keno game (THHBG03B)
• Follow workplace hygiene procedures (THHGHS01B)

4. Retail
• Apply point of sale handling procedures (WRRCS2B)
• Balance register/terminal (WRRF1B)
• Perform stock control procedures (WRRI1B)
• Minimise theft (WRRLP2B)
• Merchandise products (WRRM1B)
• Sell products and services (WRRS1B)
• Advise on products and services (WRRS2B)

Here’s a list of suggested elective units, you get to choose 5:

1. Basketball
• Teach or develop the basic skills of basketball (SRSBSB001A)
• Teach or develop the basic tactics and strategies of basketball (SRSBSB002A)
• Interpret and apply the fundamental rules of basketball at a junior or beginner level (SRSBSB003A)
• Use fundamental communication strategies to officiate basketball at a junior or beginner level (SRSBSB004A)
• Provide reports and receive feedback relevant to officiating basketball at a junior or beginner level (SRSBSB005A)

2. AFL Football
• Perform the intermediate skills of Australian football (SRSNFL01A)
• Perform the intermediate tactics of Australian football (SRSAFL02A)
• Participate in conditioning for Australian football (SRSAFL03A)
• Interpret and apply the fundamental rules of Australian football at a junior or beginner level (SRSAFL04A)
• Use basic communication strategies to umpire Australian football at a junior or beginner level (SRSAFL05A)

3. Disability
• Orientation to disability work (CHCDIS1B)
• Contribute to positive learning (CHCDIS5B)

4. Events
• Respond positively to patrons (CUEFOH1A)
• Sell products/services to patrons (CUEFOH2A)
• Usher patrons (CUEFOH4A)
• Provide security services (CUEFOH5A)

5. Hospitality
• Work with colleagues and customers (THHCOR01B)
• Work in a socially diverse environment (THHCOR02B)

6. Sports administration
• Develop and maintain volunteer participation (SRSSPA008A)
• Develop practices to conduct effective club management (SRSSPA009A)

7. Sports Trainer
• Implement injury prevention and apply basic sports first aid (SRSPT001A)

8. Technology
• Operate a word processing application (ICAITU129A)
• Operate a spreadsheet application (ICAITU130A)
• Operate a database application (ICAITU131A)
• Operate a presentation package (ICAITU132A)
• Access the Internet (ICPMM63BA)

9. Other options
• Units from Certificate I/II/III qualifications within sport and recreation (the Community Recreation, Fitness, Outdoor Recreation or Sport Training Packages)
• Units from Certificate II qualifications within Training Packages from other industries (e.g., Tourism, Hospitality, Community Services and Health)

On the way, you'll probably pick up overlapping skills, even though they aren't actually part of the program:
• Operate a word processing application (ICAITU129A)
• Operate a spreadsheet application (ICAITU130A)
• Operate a database application (ICAITU131A)
• Operate a presentation package (ICAITU132A)
• Access the Internet (ICPMM63BA)