



Certificate III in Sport & Recreation (SRO30106)

About SportFutures

SportFutures is an initiative of the State Sport Centres Trust (SSCT) to deliver quality traineeship programs to the sport and recreation industry.

The traineeship programs offered by SportFutures are nationally accredited and delivered by the SSCT's Registered Training Organisation, the MSAC Institute of Training. These programs are designed to assist organisations increase the knowledge and experience of their staff working in the sport and recreation industry, through a structured workplace-based training program.

Qualifications available for delivery include:

- Certificates II, III and IV in Sport & Recreation
- Certificates II, III and IV in Community Recreation



Course Overview

The Certificate III in Sport & Recreation is designed for employees undertaking general industry and general administration work. This program may also work in areas such as coaching and instruction, working with clients with disabilities, events, hospitality, sports administration or using technology.

Occupations relevant to this qualification include Sport and Recreation Administrative Officer, Recreation Facility Team Leader, Sports Event Coordinator, Coach or Sports Marketing Coordinator.

Training Strategy

The MSAC Institute of Training develops a customised training strategy with clients to select the best training delivery options. The strategy is unique to each business and meets the needs of both clients and their employees.

The MSAC Institute of Training can provide customised training to clients through a range of flexible delivery options including:

- workplace-based training
- training workshops in small groups
- individual training and mentoring
- off-the-job training at the MSAC in Albert Park
- combined options of training delivery

Traineeship Benefits

- people trained to your business requirements
- a range of financial incentives for eligible employers
- nationally recognised qualifications and competencies
- flexible part-time, full-time or school-based traineeship options
- student use of the Melbourne Sports & Aquatic Centre

Victorian Traineeship durations

Full Time: 18 months

Part Time: 36 months

Please contact the MSAC Institute of Training for information on traineeship durations in other States.

Course Structure & Content

To achieve this qualification, the learner must be assessed as competent in all required core, specialisation and elective units as outlined below.

CORE UNITS

Core units are essential – all core units must be completed.

BSBCMN302A	Organise personal work priorities and development
BSBFLM303A	Contribute to effective workplace relationships
ICAITU006C	Operate computing packages
SRXFAD002A	Provide advanced first aid response
SRXGCSO04A	Meet client needs and expectations
SRXGCST03A	Process client complaints
SRXINU002A	Apply sport and recreation law
SRXOHS001B	Follow defined Occupational Health and Safety policies and procedures
SRXRIK001A	Undertake risk analysis of activities

SPECIALISATIONS

(select 1 specialisation, and complete all units within the specialisation)

Specialisations – the learner should select one relevant specialisation from those listed below, and must complete all units within the specialisation.

Events and facilities

SRXEVT001B	Coordinate guest/delegate registrations at venue
SRXFAC003B	Implement facility maintenance programs
SRXRES001B	Educate the public on the safe use of a sport and recreational resource
SRXRES002B	Improve client awareness and implementation of environmental management practices
THTFME03A	Develop and update events industry knowledge

General administration

BSBADM307A	Organise schedules
BSBADM308A	Process payroll
BSBADM309A	Process accounts payable and receivable
BSBADM310A	Maintain a general ledger
BSBCMN307A	Maintain business resources
BSBCMN308A	Maintain financial records

Retail

WRR15A	Maintain and order stock
WRRM3B	Coordinate product presentation
WRRS3B	Coordinate sales performance
WRRSS10B	Recommend sporting products and services

Sales and marketing

BSBMKG301A	Research the market
BSBMKG302A	Identify marketing opportunities
BSBMKG303A	Draft an elementary marketing audit report
BSBSLS301A	Develop product knowledge
BSBSLS302A	Identify sales prospects
BSBSLS303A	Present a sales solution
BSBSLS304A	Secure prospect commitment
BSBSLS305A	Support post sales activities
BSBSLS306A	Self-manage sales performance

ELECTIVE UNITS

A minimum of five units of study are to be selected in consultation with the MSAC Institute of Training. Units selected must be relevant to the occupational outcome sought and should be appropriate to the Australian Qualifications Framework level.

For more advice on selecting specialisation and elective units, please contact the MSAC Institute of Training

About the MSAC Institute of Training

The MSAC Institute of Training is an industry training centre for the sport, recreation and health and wellness industries.

Established in 2004, the MSAC Institute of Training (formally the Melbourne School of Sport and Recreation Management) is operated and managed by the State Sports Centres Trust and is located at the historic Sports House in Albert Park. Situated adjacent to the Melbourne Sports and Aquatic Centre (MSAC) our training facilities are state of the art with ample car parking and public transport access for clients.

As a Registered Training Organisation we offer a unique mix of education programs, consultancy services and professional development events. Our training pathways are widely recognised by industry and provide participants with either genuine career pathways or the required knowledge and skills for career advancement.



The MSAC Institute of Training's clients include:

- Melbourne Sports & Aquatic Centre
- City of Maroondah
- Victorian Institute of Sport
- Melbourne 2006 Commonwealth Games Corporation
- Department of Primary Industries
- Department of Sport & Recreation, Queensland
- City of Greater Geelong
- City of Stirling
- Hockey Victoria
- Deakin
- City of Casey
- Bayside City Council
- Banyule City Council

To get started or for more information

For more information on the Certificate IV in Sport & Recreation, please contact the MSAC Institute of Training.



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