



Certificate IV in Sport & Recreation (SRO40106)

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 IV in Sport & Recreation is designed for people working as administrative officers in the sport and recreation industry.

Employees undertake general industry and general administration work and will also undertake duties such as coaching and instruction, working with clients with disabilities, events, hospitality, sports administration or using technology.

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
- nationally recognised qualifications and competencies
- flexible part-time, full-time or school-based traineeship options
- student access to the Melbourne Sports & Aquatic Centre

Victorian Traineeship durations

Full Time: 24 months

Part Time: 48 months

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

Course Structure & Content

To achieve the Certificate IV in Sport & Recreation 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.

BSBCM402A	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 and monitor the organisation's Occupational Health and Safety policies, procedures and programs
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 chosen specialisation.

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 and 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
BSBCM406A	Maintain business technology
BSBCM407A	Coordinate business resources
BSBCM408A	Report on financial activity

Retail

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

ELECTIVE UNITS

Five (5) units of competency from any Training Package within the Sport and Recreation Industry (Community Recreation, Fitness, Outdoor Recreation, Sport) or from any other endorsed Training Package from any other industry.

Units selected must be relevant to the occupational outcome sought and should be appropriate to the Australian Qualifications Framework level.

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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