




*sportfutures*

Creating paths  
to careers  
and training

**msac** | **Institute**  
of Training



The MSAC Institute of Training is a state of the art training centre for the sport and recreation industry, located at the historical Sports House in Albert Park.

The MSAC Institute of Training specialises in the provision of aquatic, sports, recreation and leisure management training, drawing on the expertise of two of Victoria's premier sporting facilities, the Melbourne Sports & Aquatic Centre (MSAC) and the State Netball and Hockey Centre (SNHC). The MSAC Institute of Training offers training services in the areas of Compliance and Workplace Safety, Industry Careers and Traineeships, Professional Development and Facility Asset Management. We also offer consultancy and career management services designed to benefit the industry at every level and a range of corporate venue hire packages.

SportFutures is an initiative of the State Sport Centres Trust to create traineeship opportunities in the sport and recreation industry.



SportFutures provides traineeship programs designed to increase the knowledge and experience of people working in the sport and recreation industry. A range of qualifications are available and the training can be delivered in the workplace or at the MSAC Institute of Training.

All qualifications are nationally accredited, provide hands on experience and the opportunity to begin an exciting career path within the sport and recreation industry.

## How does it work?

Traineeships are a great option for creating training opportunities for both new and existing workers within your business. The first step is to contact the MSAC Institute of Training to discuss your training needs with one of our Training Advisors. The MSAC Institute of Training then develops a customised training strategy to select the best training delivery options. The strategy is unique to each business and meets the needs of both employers and their employees.

Enrolments are continuous throughout the year and available to both part-time and full-time employees. Contact the MSAC Institute of Training on 03 9926 1300 or email [msacinstitute@ssct.com.au](mailto:msacinstitute@ssct.com.au) to arrange a meeting.



# Your Guide to SportFutures Qualifications

## Qualifications

## Career Opportunities

## Core Units

Core units are essential – all core units must be completed

### CERTIFICATE III IN SPORT & RECREATION (SRO30106)

**Sport & Recreation Administrative Officer**  
**Recreation Facility Team Leader**  
**Sports Event Coordinator**  
**Groundsperson**

- Organise personal work priorities and development
- Contribute to effective workplace relationships
- Operate computing packages
- Provide advanced first aid response
- Meet client needs and expectations
- Process client complaints
- Apply sport and recreation law
- Follow defined Occupational Health and Safety policy and procedures
- Undertake risk analysis of activities

### CERTIFICATE IV IN SPORT & RECREATION (SRO40106)

**Sport & Recreation Administrative Manager**  
**Supervising Groundsperson**  
**Retail Manager**  
**Sales & Marketing Officer**  
**Sports Event Management**

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

### CERTIFICATE III IN COMMUNITY RECREATION (SRC30206)

**Aquatics Instructor**  
**Aquatic Pool Operators**  
**Community Recreational Development Officer**

- Organise personal work priorities and development
- Contribute to effective workplace relationships
- Operate computing packages
- Provide advanced first aid response
- Meet client needs and expectations
- Process client complaints
- Apply sport and recreation law
- Follow defined Occupational Health and Safety policy and procedures
- Undertake risk analysis of activities

### CERTIFICATE IV IN COMMUNITY RECREATION (SRC40206)

**Duty Manager**  
**Recreation Manager**

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

# sport futures

## Streams

Applicable to the Community Recreation Qualifications only

## Specialisations

Select one Specialisation and complete all units within the Specialisation

## Electives

A minimum number of elective units must be completed. Below is a range of suggested elective areas.



Events & Facilities  
General Administration  
Retail  
Sales & Marketing  
Hospitality

General Administration  
Emergency Response  
Groups  
Working in Teams  
Coaching & Instruction  
Sport Administration  
Disability  
Events

Events & Facilities  
General Administration  
Retail  
Sales & Marketing  
Amenity & Horticulture

Coaching & Instruction  
Disability  
Human Resources  
Organisation Governance  
Sports Administration  
Workplace Training & Assessment  
Groups  
First Aid

Choose one of the following Streams and complete all units within the Stream:

Aquatics  
Community Programs

If Aquatics Stream chosen select one of the following Specialisations:  
Aquatic Instruction  
Aquatic Pool Operations

If Community Programs Stream chosen select one of the following Specialisations:  
Coaching & Instruction  
Community Recreation Development  
Community Recreation Operations  
Disability  
Older Persons

Aquatics  
Coaching & Instruction  
Community Fitness Programs  
Community Recreation Development  
Community Recreation Operations  
Disability  
Emergency Response  
Environment  
Events  
Fitness  
Marketing  
Sport Administration

The following units must be completed:

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



Aquatics  
Community Recreation Operations  
Groups  
Working in Teams  
Human Resources Management  
Workplace Training & Assessment  
Sport Administration  
Community Fitness Programs  
Community Recreation Development  
Coaching & Instruction  
Organisation Governance

# Traineeship Benefits

## EMPLOYER BENEFITS

- qualified staff and a highly trained workforce
- competency based training courses that allow for workplace customisation
- a range of financial incentives for eligible employers
- choice of flexible training delivery options
- training arrangements to suit full-time, part-time or school-based staff

## EMPLOYEE BENEFITS

- achieve a nationally recognised qualification
- paid employment combined with structured training
- a pathway from school to work or from one career to another
- have existing skills and prior experience recognised to reduce the training term



Educational leaders for sport  
& recreation management

[www.msacinstitute.com.au](http://www.msacinstitute.com.au)

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