



MAROON OUTDOOR EDUCATION CENTRE OUTDOOR LEADERSHIP SKILLS

Units from: SIS30619 Certificate III in Outdoor Leadership

Outdoor Leadership Skills

Course Summary

1. Course 1 Core Unit Cluster conducted over 2 - 2.5 days (includes low ropes/group activity session)
2. Course 2 Core Unit Cluster conducted over 3 - 3.5 days (includes canoeing activity and 1 day bushwalk)
3. Assessment Portfolio Completion
4. Practical Observations (Third party) x 2 Completed
5. Third Party Report Submission

Course 1 Core Unit Cluster:

HLTWHS001

Participate in workplace health and safety

SISOPLN004

Identify hazards, assess and control risks for outdoor recreation activities

PUAOPE013

Operate communications systems and equipment

SISXEMR001

Respond to emergency situations

Course 1 Task Observations + Workbook questions

- Inspect an outdoor activity area for hazards
- Conduct a hazard assessment for an outdoor activity
- Complete a risk assessment for an outdoor activity
- Evaluate a risk assessment for a specific participant group
- Incorporate risk control methods into a documented plan and outdoor activity safety procedures
- Operate a range of different communications equipment
- Transmit and receive communications under non-operational and operational conditions
- Transmit information clearly and concisely using appropriate verbal procedures and voice techniques
- Maintain communications equipment
- Respond to 3 simulated emergency situations (fire/accident/medical)
- Complete an incident report for an outdoor activity

Course 2 Core Unit Cluster:

SISOPLN001

Finalise operation of outdoor recreation activities

SISOPLN005

Interpret weather and environmental conditions for outdoor recreation activities

SISOFLD002

Minimise environmental impact

SISXFAC001

Maintain equipment for activities

Course 2 Task Observations + Workbook questions

- Confirm pre-departure logistics for an outdoor activity
- Interpret weather and environmental conditions for the seasons of operation
- Interpret weather and environmental conditions for the operation of an activity session
- Make adjustments to trip plan re participant needs, risk/hazard assessment, and weather and environmental conditions
- Complete an itinerary, confirm required permits
- Select equipment, conduct safety and operational checks
- Waterproof and stow clothing and equipment
- Load equipment, follow safe manual handling procedures
- Transmit and receive communications under operational conditions
- Transmit information clearly and concisely using appropriate verbal procedures and voice techniques
- Maintain communications equipment
- Promote minimal impact practices during an outdoor activity session
- Evaluate minimal impact practices
- Respond to 2 simulated emergency situations (lost party member, changing environmental conditions)
- Complete an incident report
- Conduct minor maintenance/repair tasks on outdoor activity equipment
- Store equipment

Assessment Portfolio:

- Confirm pre-departure logistics for 2 different group activity sessions according to a pre-determined outdoor activity plans
- Complete hazard assessments for 2 different activity sessions
- Complete risk assessments for 2 different activity sessions
- Evaluate 2 risk assessments for a specific participant group
- Incorporate risk control methods into activity/trip plans and safety procedures for 2 different activity sessions
- Interpret weather and environmental conditions for the operation of 2 different activity sessions
- Make adjustments to 2 different activity/trip plans re participant needs, and weather and environmental conditions
- Complete an itinerary, confirm required permits for 2 different outdoor activities
- Report on causes and consequences of environmental damage as they relate to 2 different outdoor activities
- Evaluate minimal impact practices for 2 different outdoor activities

Practical Observations (Third Party) x 2:

- Lead an outdoor activity according to a pre-determined activity plan
- Finalise pre-departure operations
- Interpret weather and environmental conditions
- Make adjustments to the activity plan re participant needs, and weather and environmental conditions
- Complete an itinerary, confirm permits

- Select equipment, conduct safety and operational checks
- Waterproof and stow clothing and equipment
- Load equipment, follow safe manual handling procedures
- Interpret weather conditions in the field during the operation of the activity session and determine required activity modifications to suit prevailing conditions
- Transmit and receive communications under operational conditions
- Transmit information clearly and concisely using appropriate verbal procedures and voice techniques
- Maintain communications equipment
- Promote minimal impact practices during the outdoor activity session
- Ensure compliance with minimal impact plans, practices and codes of conduct during the outdoor activity session
- Conduct minor maintenance tasks on outdoor activity equipment

Third Party Report:

- Apply workplace procedures required by the job role
- Provide programs and services to clients over 3 service periods
- Interact with clients using appropriate communication strategies and organisational channels to provide relevant information
- Conduct minor maintenance tasks (min. 6) on outdoor activity equipment
- Monitor storage and condition of equipment over 5 service periods

| Unit and Assessment Criteria | Task Summary |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>HLTWHS001 <i>Participate in workplace health and safety</i> Follow safe work practices Implement safe work practices Contribute to safe work practices in the workplace Reflect on own safe work practices</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Inspect a worksite for hazards <input type="checkbox"/> Complete a risk assessment <input type="checkbox"/> Complete an incident report <input type="checkbox"/> Follow procedures for an emergency situation <input type="checkbox"/> Apply workplace procedures required by the job role |
| <p>SISOPLN004 <i>Identify hazards, assess and control risks for outdoor recreation activities</i> Identify hazards for outdoor recreation activities Assess risks associated with hazards Assess risks associated with participants Plan activities to eliminate or control risks</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a hazard assessment for 3 different activity sessions <input type="checkbox"/> Complete risk assessments for 3 different activity sessions <input type="checkbox"/> Evaluate each one of the above risk assessments for a specific participant group <input type="checkbox"/> Incorporate risk control methods into documented plans and safety procedures for the above 3 activity sessions |
| <p>SISXEMR001 <i>Respond to emergency situations</i> Identify workplace emergency procedures Respond to an emergency Coordinate and monitor participant response</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Respond to 5 simulated emergency situations <input type="checkbox"/> Complete an incident report |

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>SISXCCS001 Provide quality service Address client needs and expectations Provide quality service experience Resolve customer complaints</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Provide programs and services to clients over 3 service periods <input type="checkbox"/> Interact with clients using appropriate communication strategies and organisational channels to provide relevant information |
| <p>SISXFAC001 Maintain equipment for activities Perform routine equipment maintenance Conduct equipment repairs Store equipment to maintain serviceable condition</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Conduct 6 minor maintenance tasks on outdoor activity equipment <input type="checkbox"/> Monitor storage and condition of equipment over 5 service periods |
| <p>SISOPLN001 Finalise operation of outdoor recreation activities Confirm operational details for activity Prepare and pack equipment for activities</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Finalise pre-departure logistics (complete an activity/trip plan) <input type="checkbox"/> Make adjustments to trip plan re participant needs, and weather and environmental conditions <input type="checkbox"/> Complete an itinerary, confirm permits <input type="checkbox"/> Select equipment, conduct safety and operational checks <input type="checkbox"/> Waterproof and stow clothing and equipment <input type="checkbox"/> Load equipment, follow safe manual handling procedures |
| <p>SISOPLN005 Interpret weather and environmental conditions for outdoor recreation activities Interpret information from a weather map. Obtain and interpret information about, weather conditions for a locality or region. Obtain and interpret information about environmental events. Plan activities according to weather and environmental conditions Interpret weather in the field</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Interpret weather and environmental conditions for the seasons of operation <input type="checkbox"/> Interpret weather and environmental conditions for the operation of 3 forthcoming activity sessions <input type="checkbox"/> Interpret weather conditions in the field during the operation of 2 activity sessions and determine required activity modifications to suit prevailing conditions |
| <p>PUAOPE013 Operate communications systems and equipment Use communication systems and equipment Transmit and receive communications Maintain communications equipment</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Operate a range of different communications equipment <input type="checkbox"/> Transmit and receive communications under non-operational and operational conditions <input type="checkbox"/> Transmit information clearly and concisely using appropriate verbal procedures and voice techniques |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <input type="checkbox"/> Maintain communications equipment |
| <p>SISOFLD002</p> <p><i>Minimise environmental impact</i></p> <p>Determine environmental impacts of outdoor recreation activities</p> <p>Communicate minimal impact practices to participants</p> <p>Conduct activities with minimal impact</p> | <input type="checkbox"/> Organise a portfolio and report on causes and consequences of environmental damage as they relate to 2 different types of outdoor recreation activities |
| | <input type="checkbox"/> Promote minimal impact practices during three outdoor activity sessions with participant groups |
| | <input type="checkbox"/> Ensure compliance with plans, practices and codes of conduct |
| | <input type="checkbox"/> Evaluate minimal impact practices |

*Skill set units highlighted in teal.