

Introduction

Vocational education and training (VET) courses form an integral part of the secondary education curriculum. It is widely recognised that these courses perform a significant role in preparing students for a successful transition from school to work. Schools have ensured through sustained commitment that school-delivered VET is valued by industry, further education providers and the community.

This guide covers the resource and equipment requirements to deliver **SIS Sports and Recreation & Sports Coaching qualifications**.

The completed declaration and checklists are to be stored securely on the school site and in accordance with RTO procedures.

Requirements of schools delivering competency-based training and assessment

Mandatory Resources and Equipment

Schools delivering units of competency in this qualification must have access to specific resources/equipment as required by the training package. Students must have sufficient access to the specified resources/equipment to enable them to acquire and demonstrate competency.

Resources/equipment may be accessible on-site (at school) or off-site. Access to resources and equipment is off-site; a suitable access arrangement must be documented and recorded in Checklist 2.

All resources/equipment selected **MUST**:

- ☐ comply with RTO policy and procedures
- ☐ be appropriate to the unit of competency being assessed and the circumstances of the assessment

All resources/equipment lists are to be read in conjunction with:

- ☐ [The SIS Sport, Fitness and Recreation \(Release 6\)](#)
- ☐ [The SIS Sport, Fitness and Recreation Companion Volume Implementation Guide](#)

The following pages outline the mandatory equipment and resources required to deliver the units of competency necessary to deliver **Sport and Recreation and Sport Coaching qualifications**.

SCHOOL NAME: _____

DATE: _____

HLTWHS001 Participate in Workplace Health and Safety	
Assessment Environment	<p>Skills must be demonstrated in the workplace or in an environment that provides realistic in-depth industry validated scenarios and simulations to assess candidates' skills and knowledge.</p> <ul style="list-style-type: none"> • current workplace policies and procedures for WHS • PPE relevant to the workplace and job role of the worker
Mandatory Equipment and Resources	
Equipment	<ul style="list-style-type: none"> <input type="checkbox"/> Personal Protective Equipment (PPE): <ul style="list-style-type: none"> • Gloves, safety glasses, helmets, high-visibility vests, steel-toe boots, hearing protection, etc. • Appropriate PPE to match the simulated industry contexts. <input type="checkbox"/> Emergency Response Equipment: <ul style="list-style-type: none"> • First aid kits. • Fire extinguishers and fire blankets. • Spill containment materials (if applicable to the industry). <input type="checkbox"/> Workplace Safety Signage <ul style="list-style-type: none"> • Warning signs, hazard identification signs, and emergency exit signs. • Clear labels for safety equipment and evacuation routes. <input type="checkbox"/> Real-life/ Simulated Workplace Policies and Procedures for WHS <ul style="list-style-type: none"> • Documents outlining hazard identification processes. • Incident reporting templates. • Risk assessment checklists and procedures. <input type="checkbox"/> Simulated Hazards and Risk Scenarios <ul style="list-style-type: none"> • Props or equipment to represent potential workplace hazards (e.g., spills, obstructions, faulty equipment). • Simulations of unsafe work practices for risk identification exercises. <input type="checkbox"/> Communication Tools <ul style="list-style-type: none"> • Two-way radios, telephones, or other devices for emergency communication. • Documentation tools for recording hazards and incidents (e.g., logbooks or forms). <input type="checkbox"/> Cleaning Supplies and Waste Management (If applicable for the assessment) <ul style="list-style-type: none"> • Disinfectants, mops, and cleaning tools for safe work practices. • Appropriate waste disposal containers for hazardous and non-hazardous waste. <input type="checkbox"/> Training and Assessment Materials: <ul style="list-style-type: none"> • Learning guides, assessment instructions, and case studies for practice. • WHS legislative and regulatory information relevant to the workplace. <input type="checkbox"/> All other equipment supplied by Blueprint Career Development

Consumable Resources	First-Aid Kit materials, cleaning materials
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Trainer/Assessor: <ul style="list-style-type: none"> Facilitates learning and provides guidance during practical assessments. Observes and evaluates the learner's ability to follow WHS procedures, use PPE, and identify risks and hazards. Provides feedback on performance and ensures competency standards are met. <input type="checkbox"/> Teachers, Supervisors or Managers (Simulated or Real) <ul style="list-style-type: none"> Acts as the authority figure assigning tasks or overseeing the learner's actions in a simulated workplace setting. Evaluates how well the learner follows WHS instructions and adheres to workplace policies. Provides additional context about workplace safety requirements. <input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organization
School representatives Initials	

HLTID011 Provide First Aid

Assessment Environment	<ul style="list-style-type: none"> Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge. Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment. Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures. Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Adult and infant resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures <input type="checkbox"/> Adrenaline auto-injector training device <input type="checkbox"/> AED training devices <input type="checkbox"/> workplace first aid kit <input type="checkbox"/> Placebo bronchodilator and spacer device <input type="checkbox"/> Different types of wound dressings and bandages

RESOURCE AND EQUIPMENT REQUIREMENTS

	<input type="checkbox"/> Blankets and items to treat for shock <input type="checkbox"/> Personal protective equipment (PPE) <input type="checkbox"/> Workplace injury, trauma or illness record, or other applicable workplace or site incident report form.
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	N/A
School representatives Initials	

SISSCO001 Conduct sport coaching sessions with foundation level participants SISSCO002 Work in a Community Role SISSCO003 Meet Participant Coaching Needs SISSCO005 Continuously Improve Coaching Skills and Knowledge

Assessment Environment	Skills must be demonstrated in: <ul style="list-style-type: none"> a community based sport environment. This can be a workplace or simulated environment.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> First aid kit <input type="checkbox"/> Sport industry information <input type="checkbox"/> Computer connected to the internet <input type="checkbox"/> Organisational policies and procedures related to community coaching including a code of conduct <input type="checkbox"/> Organisational safety, emergency response and first aid procedures.
Consumable Resources	<input type="checkbox"/> Drinking water
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Sport organisation personnel and participants.
School representatives Initials	

SISXPLD005 Facilitate Inclusion for People with Disability

Assessment Environment	Skills must be demonstrated in a sport, fitness, aquatic or recreation environment. This can be: <ul style="list-style-type: none"> a workplace, or a simulated industry environment set up for the purposes of skills assessment.
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Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Credible information about disability support services and assistive equipment.
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Interaction with people with disability and with internal personnel; these can be: <ul style="list-style-type: none"> • individuals in an industry workplace • individuals who participate in simulated activities used for the purpose of skills assessment
School representatives Initials	

SISXPLD002 Deliver Recreation Sessions	
Assessment Environment	Skills must be demonstrated in an environment specific to the type of recreation activity. This can be: <ul style="list-style-type: none"> • a workplace, or • a simulated industry environment set up for the purposes of skills assessment.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> First aid equipment <input type="checkbox"/> Communications equipment for emergency response. <input type="checkbox"/> Activity-specific resources and equipment <input type="checkbox"/> Predesigned session plans for activity sessions <input type="checkbox"/> Template evaluation reports <input type="checkbox"/> Organisational record keeping procedures for session delivery and evaluation.
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Interaction with activity participants; these can be: <ul style="list-style-type: none"> • Participants in an industry workplace, or individuals who participate in simulated activities used for the purpose of skills assessment.
School representatives Initials	

SISSCO012 Coach Sport Participants Up to an International Level	
Assessment Environment	<p>Skills must be demonstrated in:</p> <ul style="list-style-type: none"> a community based sport environment. This can be a workplace or simulated environment.
Mandatory Equipment and Resources	
Equipment	<ul style="list-style-type: none"> <input type="checkbox"/> First aid kit <input type="checkbox"/> Sport-specific facilities, equipment and resources <input type="checkbox"/> Organisational safety, emergency response and first aid procedures for the specific sport <input type="checkbox"/> National Sporting Organisation rules, regulations and policies applicable to coaching participants up to an intermediate level. <p>Assessment must ensure use of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Session plan template <input type="checkbox"/> Participants up to an intermediate level to be coached.
Consumable Resources	<input type="checkbox"/> Drinking water
Documents	<input type="checkbox"/> All other documents supplied by Blueprint Career Development
Other People	N/A
School representatives Initials	

SISSCO006 Implement Sport Selection Policies and Procedures	
Assessment Environment	<p>Skills must be demonstrated in:</p> <ul style="list-style-type: none"> a community based sport environment. This can be a workplace or simulated environment.
Mandatory Equipment and Resources	
Equipment	<ul style="list-style-type: none"> <input type="checkbox"/> Organisational policies and procedures applicable to selection <input type="checkbox"/> National Sporting Organisation policies applicable to selection <input type="checkbox"/> Selection record keeping templates.
Consumable Resources	N/A
Documents	<input type="checkbox"/> All other documents supplied by Blueprint Career Development
Other People	<ul style="list-style-type: none"> <input type="checkbox"/> Assessment must ensure use of: <ul style="list-style-type: none"> candidates and selection panel members.
School representatives Initials	

SIRXWHS001 Work Safely	
Assessment Environment	Skills must be demonstrated in: <ul style="list-style-type: none"> • an industry workplace • a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Equipment and material requirement by the job role <input type="checkbox"/> Organisational work health and safety policies and procedures.
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	N/A
School representatives Initials	

SISOFLD001 Assist in Conducting Recreation Sessions	
Assessment Environment	Skills must be demonstrated in an environment specific to the particular type of indoor or outdoor recreation activity, and the following resources must be available to replicate industry conditions of operation
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Activity-Specific Equipment: <ul style="list-style-type: none"> • Sports and Recreation equipment: Items such as balls, nets, paddles, or other equipment relevant to the specific recreational activities being conducted. • Safety Equipment: Personal protective equipment (PPE) like helmets, knee pads, or life jackets, depending on the nature of the activity. <input type="checkbox"/> Venue and Facilities: <ul style="list-style-type: none"> • Indoor or Outdoor Spaces: Appropriate areas equipped for the planned activities, such as sports courts, fields, or recreational rooms. • Safety Signage: Clear indicators of activity rules, emergency exits, and safety procedures. <input type="checkbox"/> Communication Tools: <ul style="list-style-type: none"> • Two-Way Radios or Mobile Phones: Devices for coordinating with team members and managing emergencies. <input type="checkbox"/> Activity and personal protective equipment specific to the particular type of outdoor recreation activity

RESOURCE AND EQUIPMENT REQUIREMENTS

	<input type="checkbox"/> First-Aid Equipment: <ul style="list-style-type: none"> First-Aid kits: Comprehensive kits stocked with necessary medical supplies for treating minor injuries. <input type="checkbox"/> Rescue equipment relevant to the recreational activity. <input type="checkbox"/> Assessment Materials: <ul style="list-style-type: none"> Observation Checklists: Tools for evaluating participant performance and adherence to safety protocols. Feedback Forms: Documents for collecting participant feedback to improve future sessions.
Consumable Resources	<input type="checkbox"/> First-Aid Supplies: <ul style="list-style-type: none"> First-Aid kits: Comprehensive kits stocked with necessary medical supplies for treating minor injuries.
Documents	<input type="checkbox"/> Activity Planning Document <ul style="list-style-type: none"> Session Plans - Detailed outlines of the recreation session, including objectives, activities, equipment lists, participant roles, and timeframes. Risk Assessment forms <input type="checkbox"/> All other documents supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Supervisor/ Lead Facilitator/Activity Leader: <ul style="list-style-type: none"> Facilitates the training and provides instruction to the learner. Observes and evaluates the learner's competency in assisting with recreation sessions. Provides feedback and ensures compliance with safety and performance standards. <input type="checkbox"/> Participants (Groups or Individuals): <ul style="list-style-type: none"> Engage in the recreational activities and interact with the learner as participants. Provide opportunities for the learner to practice communication, coordination, and supervision skills. May give feedback on the learner's assistance and facilitation. <input type="checkbox"/> Peers or team Members: <ul style="list-style-type: none"> Collaborate with the learner during setup, activity delivery, and pack-down of the recreation session. Act as co-facilitators, helping to monitor safety and support participants. Share responsibilities, such as equipment handling or participant guidance.
School representatives Initials	

SISXFAM002 Process financial transactions	
Assessment Environment	<p>Skills must be demonstrated in a sport, fitness, aquatic or recreation environment.</p> <ul style="list-style-type: none"> • a workplace, or • a simulated environment set up for the purposes of skills assessment.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Point-of-sale equipment that can print receipts <input type="checkbox"/> Software currently used to process and reconcile financial transactions <input type="checkbox"/> Cash and other forms of payments
Consumable Resources	<input type="checkbox"/> Till Rolls
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Customers from whom the individual can take payments and with whom they can interact; these can be: <ul style="list-style-type: none"> • Customers in an industry workplace who are assisted by the individual during the assessment process; or individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation
School representatives Initials	

BSBOPS403 Apply Business Risk Management Processes	
Assessment Environment	<p>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</p>
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Legislation, regulations, standards and codes relating to business risk <input type="checkbox"/> Workplace documentation on selected organisational risks.
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	N/A
School representatives Initials	

BSBPEF101 Plan and prepare for work readiness BSBCMM211 Apply Communication skills BSBTEC101 Operate digital devices BSBOPS101 Use business resources CHCVOL001 Be an effective volunteer FSKRDG001 Recognise extremely short and simple workplace signs and symbols	
Assessment Environment	Skills must be demonstrated in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Desktop or Laptop <input type="checkbox"/> Computers with access MSOFFICE 365 (Word, Excel, PowerPoint) <input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
School representatives Initials	

SITHFAB021 Provide responsible service of alcohol SITHGAM022 Provide responsible gambling services	
Assessment Environment	Skills must be demonstrated in an operational hospitality environment. Assessment may be undertaken in the workplace or a simulated environment
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Data projector and screen <input type="checkbox"/> All other equipment supplied by Blueprint Career Development
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
School representatives Initials	

SITXFSA005 Use hygienic practices for food safety	
Assessment Environment	Skills must be demonstrated in an operational food preparation area. This can be an industry workplace or a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Fixtures: <ul style="list-style-type: none"> commercial grade work benches refrigeration unit sink receptacles for storage and display purposes appropriate facilities for handwashing designated hand washing sink appropriate changing facilities personal protective equipment relevant to the job role <input type="checkbox"/> Small equipment: <ul style="list-style-type: none"> assorted pots and pans containers for hot and cold storage crockery cutlery cutting boards food handler gloves glassware knives packaging materials receptacles for presentation and display purposes temperature monitoring device (SITXFSA006) First aid kit <input type="checkbox"/> Small utensils: <ul style="list-style-type: none"> tongs serving utensils
Consumable Resources	<input type="checkbox"/> Cleaning materials including <ul style="list-style-type: none"> antiseptic liquid soap single use towels warm running water <input type="checkbox"/> Food ingredients and ready to eat food items
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Supervisor for the reporting of breaches of hygiene and personal health issues
School representatives Initials	

CHCVOL001 Be an effective volunteer	
Assessment Environment	Skills must be demonstrated in an operational food preparation area. This can be an industry workplace or a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	<ul style="list-style-type: none"> • Mandatory Equipment and Resources
Consumable Resources	Equipment
Documents	<input type="checkbox"/> Computers with access MSOFFICE 365 (Word, Excel, PowerPoint)
Other People	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software
School representatives Initials	

Quality Assurance Declaration and Checklists Hospitality

The following checklists form part of the RTO's quality assurance process under Standard 1.8 of the *Outcome Standards for Registered Training Organisations (RTOs) 2025*

This document is to be completed and filed securely at the school and in accordance with RTO requirements.

Declaration by the School Representative

- The course is marketed to students in accordance with RTO course information, and the course delivery follows the RTO Training and Assessment Strategy approved for this school.
- Mandatory Student Work Placement requirements can be completed in accordance with the requirements outlined in this guide.
- Students have access to the assessment environments, equipment and resources required for each unit of competency as indicated on Checklist 1. Where equipment and resources are accessed off-site. Access arrangements are identified on Checklist 2.
- As part of the course enrolment process, students have completed the RTO's course induction process and have been informed of the course assessment requirements. The school provides suitable adjustments to training and assessment to meet the needs of students.

School Site Sign Off

School Name:			
School Representative:			
Signature:		Date:	
Blueprint Trainer:			
Signature:		Date:	

Checklist 1 – Resources/Equipment

On the following checklist, indicate the units of competency to be delivered to students as per the RTO Training and Assessment Strategy; the sign off in the declaration indicates your satisfaction that all the specified resources and equipment can be accessed on-site unless otherwise indicated on the separate form for this purpose. [\(Checklist 2\)](#)

Tick	Unit Code	Units of Competency	Access on site (All/Some/None)
<input type="checkbox"/>	HLTWHS001	Participate in Workplace Health and Safety	
<input type="checkbox"/>	HLTAID011	Provide First Aid	
<input type="checkbox"/>	SISSSCO001	Conduct sport coaching sessions with foundation level participants	
<input type="checkbox"/>	SISSSCO002	Work in a Community Role	
<input type="checkbox"/>	SISSSCO003	Meet Participant Coaching Needs	
<input type="checkbox"/>	SISSSCO005	Continuously Improve Coaching Skills and Knowledge	
<input type="checkbox"/>	SISXPLD005	Facilitate Inclusion for People with Disability	
<input type="checkbox"/>	SISXPLD002	Deliver Recreation Sessions	
<input type="checkbox"/>	SISSSCO006	Implement Sport Selection Policies and Procedures	
<input type="checkbox"/>	SIRXWHS001	Work safely	
<input type="checkbox"/>	SISOFLD001	Assist in Conducting Recreation Sessions	
<input type="checkbox"/>	SISXFAM002	Process financial transactions	
<input type="checkbox"/>	BSBOPS403	Apply Business Risk Management Processes	
<input type="checkbox"/>	BSBPEF101	Plan and prepare for work readiness	
<input type="checkbox"/>	BSBCMM211	Apply Communication skills	
<input type="checkbox"/>	BSBTEC101	Operate digital devices	
<input type="checkbox"/>	BSBOPS101	Use business resources	
<input type="checkbox"/>	CHCVOL001	Be an effective volunteer	
<input type="checkbox"/>	FSKRDG001	Recognise extremely short and simple workplace signs and symbols	
<input type="checkbox"/>	SITHFAB021	Provide responsible service of alcohol	
<input type="checkbox"/>	SITHGAM022	Provide responsible gambling services	
<input type="checkbox"/>	SITXFSA005	Use hygienic practices for food safety	

Checklist 2 - Accessing Resources and Equipment Off-Site (Complete only if required)

Identify the codes and units of competencies where tools, equipment and resources are being accessed off-site. Identify the access arrangement supporting the use of the tools, equipment, and resources accessed.

Unit code	Unit title	Tools, Equipment and Resources	Site
<i>e.g., SISSSCO012</i>	<i>Coach Sport Participants Up to an International Level</i>	<i>Sports equipment</i>	<i>Hire company, PCYC, other</i>