

41259**Coordinate resources and review active recreation programmes or activities**

Kaupae Level	4
Whiwhinga Credit	20
Whāinga Purpose	<p>This skill standard is for people who volunteer or work in active recreation roles.</p> <p>People with this skill standard will be able to coordinate resources at a facility to support active recreation programmes or activities, explore key trends in active recreation participation, and review feedback and identify improvements for future programmes or activities.</p> <p>This skill standard is the compulsory core standard for all strands in the New Zealand Certificate in Active Recreation (Level 4) with strands in Facility Operations and Programme Delivery [Ref: 5654].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Coordinate resources at a facility to support active recreation programmes or activities.	a. Describe the needs, barriers and characteristics of current and potential users, and the services available at the facility.
	b. Schedule people, equipment, resources, spaces and places to meet the programme or activity delivery plan and to support safe delivery.
	c. Contribute to the promotion of programmes or activities to internal and external stakeholders and potential users.
	d. Carry out set up and pre activity checks.
	e. Apply communication, customer service and teamwork skills to create a positive experience for participants and other staff.
	f. Respond professionally to user issues and behaviours that arise, within own delegated authority.
2. Explore key trends in active recreation participation.	a. Explain the influences of current societal, technological and environmental trends on participation and provision in active recreation.

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
3. Review feedback and identify improvements for future programmes or activities.	a. Gather and evaluate user or participant feedback and make recommendations for improvement.
	b. Reflect on own practice and identify improvements for future active recreation programmes or activities.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Programme – a planned series of active recreation activities delivered over time to a group of participants (minimum of eight participants).

Activity – a single organised active recreation session or event delivered at a specific time and place, involving a minimum of eight participants for at least 30 minutes in duration.

Evidence of coordinating programmes or activities is required over a period of at least eight weeks. Evidence must be gathered to demonstrate repeated consistent performance to fully meet the outcomes and credits of this standard.

Evidence for learning outcome 2 – the learner must explore **at least one** of each current trend, societal, technological and environmental on participation and provision in their active recreation workplace.

Assessment must take place in a realistic active recreation environment and in accordance with workplace requirements.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Individual or organisational barriers
 - Equipment, building design, environment, funding, support services, transport, services, products, affordability, cultural responsiveness, accessibility, timing, location.
- Promotion to users
 - Social media, website, email, mail out and other methods based on the organisation's systems and policies.
- Organisational processes for conflict and de-escalation techniques
- Societal trends
 - Cultural, economic, demographic, immigration, migration, educational, work, lifestyle, tourism, life stages, affordability, social and anti-social behaviours, commercialism, media, drug and alcohol use, legislation, life stages, gender, ethnicity, disability equity, social mobility.
- Technological trends
 - Media communication, digital technology, social media, gaming, transport, materials, equipment, lifestyle, tourism, medical.

- Environmental trends
 - Natural and built resources, ecology, resource conservation, urban design, climate, environmental impact, lifestyle, tourism.

Rauemi | Resources

- Relevant legislation is available at <https://legislation.govt.nz> including Health and Safety at Work Act 2015, Children's Act 2014, Privacy Act 1993, and Human Rights Act 1993, Hazardous Substances and New Organisms Act 1996, and any subsequent amendments.
- Recreation Aotearoa website, [Community | Recreation Aotearoa](#).
- Sport NZ website [Sport New Zealand - Ihi Aotearoa](#).
- Industry codes, standards, and good practice guidelines including Facility Management Manual, 2015, Recreation Aotearoa available via <https://www.nzrecreation.org.nz/facility-management-manual>.
- Organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs), New Zealand Standards, and the use of personal protective equipment (PPE).

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Services Industry Skills Board.
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Community and Social Services > Recreation and Sport > Recreation and Sport - Core Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	30 April 2026	N/A
Kōrero whakakapinga Replacement information	This skill standard replaced unit standards 25079 and 31835.		
Rā arotake Planned review date	31 December 2031		

Please contact Services Industry Skills Board at qualifications@servicesisb.nz to suggest changes to the content of this skill standard.