

41262 Plan active recreation programmes or activities

Kaupae Level	4
Whiwhinga Credit	15
Whāinga Purpose	This skill standard is for people who volunteer or work in active recreation roles. People with this skill standard will be able to develop a delivery plan for active recreation programmes or activities, and complete health and safety procedures and contingency arrangements for active recreation programmes or activities. This skill standard aligns with the Programme Delivery strand for New Zealand Certificate in Active Recreation (Level 4) with strands in Facility Operations and Programme Delivery [Ref: 5654].

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Develop a delivery plan for active recreation programmes or activities.	a. Describe the purpose and objectives for the programmes or activities.
	b. Identify the intended participants including their characteristics, needs, and potential barriers to participations.
	c. Develop a delivery plan that meets the needs of the organisation and intended participants.
	d. Seek feedback and approval for the delivery plan.
2. Complete health and safety procedures and contingency arrangements for active recreation programmes or activities.	a. Carry out a risk assessment for programmes or activities.
	b. Determine and document health and safety procedures and responsibilities.
	c. Prepare contingency arrangements to address any identified potential issues.

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 planning 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 outcome and credits of this standard.

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

- Delivery plan
 - Purpose, objective, timeframes, activities, location, sequence, run sheet, budget, resources, equipment, team roles and responsibilities, promotion, health and safety, first aid, relevant permits, approvals and/or permissions, needs assessment, co-design, alternative programming, gathering of feedback, consider age, needs, expectations, physical development, skill level, learning styles, aptitude, inclusion, safety.
- Individual and/or organisational barriers
 - Equipment, building design, environment, funding, support services, transport, services, products, affordability, cultural responsiveness, accessibility, timing, location.
- Contingencies
 - Weather, equipment, funding, participant numbers, personnel.
- Promotion
 - Social media, website, email, mail out and other methods based on organisational systems.

Rauemi | Resources

- Relevant legislation is available at <https://legislation.govt.nz> including; Health and Safety at Work Act 2015, Resource Management Act 1991, Children's Act 2014, Privacy Act 1993, and Human Rights Act 1993, and any subsequent amendments.
- Recreation Aotearoa website [Community | Recreation Aotearoa](#).
- Sport NZ website [Sport New Zealand - Ihi Aotearoa](#).
- 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 Kouna | 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 - Programmes and Events
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 standard 31932.		
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.