

Title	Plan to deliver a pre-designed sport and/or recreation programme or event		
Level	4	Credits	20

Purpose	<p>This unit standard is intended for people working in a recreation role.</p> <p>People credited with this unit standard are able to: plan to deliver a pre-designed sport and/or recreation programme or event.</p>
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Classification	Recreation and Sport > Recreation and Sport - Programmes and Events
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Available grade	Achieved
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Guidance Information

- 1 All learning and assessment against this standard must be carried out in accordance with the following:
 - Relevant legislation including Health and Safety at Work Act 2015, Privacy Act 1993, Human Rights Act 1993, Vulnerable Children Act 2014, Accident Compensation Act 2001, and any subsequent amendments;
 - Industry codes and good practice guidelines including: *Aquatic Facility Guidelines 2015* available from New Zealand Recreation Association (NZRA) website <https://www.nzrecreation.org.nz>;
 - Organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs) or Normal Operating Procedures (NOPs).
 - current industry good practice.

- 2 Definitions

Evaluation means to measure the effectiveness of the programme or event through quantitative and qualitative data.

Pre-designed programme or event is where the programme objectives, project plan, health and safety requirements, resource requirements, and evaluation process have been previously prepared and approved.

- 3 Range

Evidence for this standard must be for programmes and/or events that meet the following expectations. This is to ensure that there is sufficient depth and complexity to demonstrate the outcomes required within this standard.

Events must be:

 - minimum 50 participants of at least one day long, or two shorter events with 50 participants (combined);
 - minimum lead-in time of three weeks.

Programme is a regular ongoing series of sessions with a minimum of eight participants. Evidence for at least two programmes or two smaller initiatives is required.

Outcomes and performance criteria

Outcome 1

Plan to deliver a pre-designed sport and/or recreation programme or event.

Performance criteria

- 1.1 Describe the purpose and objectives for the pre-designed programme or event.
- 1.2 Develop an implementation plan for the delivery of a pre-designed sport and/or recreation programme or event to meet the needs of the organisation and participants.
- Range must include – purpose, timeline, activity, budget, resources, equipment, team roles and responsibilities, promotion, health and safety, first aid.
- 1.3 Confirm facilities and/or location suitable for the pre-designed programme or event in accordance with organisational health and safety requirements.
- 1.4 Identify health and safety, and risk assessment requirements, including roles and responsibilities before, during and after the pre-designed programme or event.
- 1.5 Describe actions to be taken within own role to meet the organisational, legal and safety requirements.
- Range may include relevant permits, approvals and/or permissions.
- 1.6 Plan for contingencies that could influence the delivery of the pre-designed programme or event.
- Range may include but is not limited to – weather, equipment, funding, participant numbers, personnel.
- 1.7 Identify and plan how to implement the evaluation methods for the pre-designed programme or event.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 August 2019	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Skills Active Aotearoa Limited info@skillsactive.org.nz if you wish to suggest changes to the content of this unit standard.