

National Sports Institute

A division of the PNG Sports Foundation



Certificate III in Sport & Recreation Management

The Certificate III Program is accredited approved by the University of Goroka, under the Institute of Technical & Vocational Education and Training.



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Certificate III in Sport & Recreation Management

This certificate course is aimed at those who wish to acquire skills and knowledge in the area of Sport & Recreation Management. The course provides an opportunity for individuals to work in the sport and recreation industry in areas such as planning and conducting recreation programs and maintaining sport and recreation facilities and equipment.

It also provides for multi skilled roles which combine a range of activities required to support the operation of facilities such as fitness centres, outdoor sporting grounds and community recreation centres. Students will gain the skills to deliver sport and recreation activities and learn how to manage recreation activities.

Course Offering

No.	Unit Code	Unit Name	CP	Hrs/Wk	Duration
1	THS 021	Basic First Aid	10	10hrs/wk	6 weeks
2	THR 011	Basic Management Concepts	10	10hrs/wk	6 weeks
3	THR 012	Basic Financial Management	10	10hrs/wk	6 weeks
4	THR 014	Planning Sport & Recreational Sessions	10	10hrs/wk	6 weeks
5	THP 153	Workplace Training	15	40hrs/wk	6 weeks
			55		

Note: Units 1 –4 are completed over a 6-week block, while Unit 5 is completed in the following 6 weeks.

The total Credit points for this course is fifty five (55). To qualify for the certificate, a student must obtain not less than forty five (45) credit points and must also pass workplace training.

Course Fees

This program is accredited by the University of Goroka so tuition fees are determined by the university. As at 2021, the advertised Tuition Fee was K3,630.00 (non-residential) and K6,270.00 (residential).

For more information, contact the Director—Student Admin, UOG on Telephone: 531-1739 / 531-1887

Course Descriptions

TITLE: Basic First Aid
CODE: THS 021
CREDIT POINTS: 10
PREREQUISITES: None

Description:

Accidents and injuries are bound to happen anywhere and anytime. It is very important that when accidents do occur, proper management procedures must be applied before the injured is referred to the hospital for expert medical treatment. Such first aid management procedures are applied at the scene of the injury or where the accident happened. In this course students will learn the first aid management procedures used to manage injuries. In addition the course also builds confidence in the students' ability to apply first aid to the injured.

Learning Outcomes:

At the end of the unit, students will;

- * Manage injuries using first aid management procedures
- * Demonstrate the ability to perform a simple diagnosis
- * Identify the causes and signs and symptoms of injuries
- * Differentiate the difference between first and medical aid
- * Perform CPR

Content:

1. DRSABCD Action Plan
2. CPR
3. Management of common injuries
4. Prevention and management of common Sports Injuries

Teaching and Learning Strategies:

As much as possible this course will mostly be practical. It involves mostly demonstration, exposition, group discussions and case studies.

Assessment Tasks:

There will be four assessment tasks. Criteria for each of the tasks will be circulated when the tasks are distributed to the students.

<i>Task 1 Tutorial Task</i>	-	10%
<i>Task 2 Practical Test</i>	-	40%
<i>Task 3 Assignment</i>	-	20%
<i>Task 4 Theory Examination</i>	-	30%

Selected Key References:

- * St. John Ambulance, 2006, Australian First Aid, St. John Ambulance, Australia
- * Archer, F, et.al, (2002), Level 1 Sports Trainer, Sports Medicine Australia, Australia

TITLE: Basic Management Concepts
CODE: THR 011
CREDIT POINTS: 10
PREREQUISITES: Nil

Description:

This course introduces the students to the basic management concepts required to effectively manage sport, leisure and recreation. It looks at the management processes, leadership, decision making, communications and group behavior. Management must be appropriate to different situations and the managers must adapt their styles of management to the changing situations. It offers students the opportunity to better understand the management process and be able to make good decisions about leisure and recreation prospects for those involved.

Learning Outcomes:

At the end of the unit, students will;

- * Explain the management processes
- * Identify the different leadership styles and apply the leadership styles in sport, leisure and recreation activities
- * Communicate effectively with different groups of people.

Content:

1. The management processes
2. Leadership
3. Decision Making
4. Communication
5. Group behavior in the sport, leisure and reaction setting

Teaching and Learning Strategies:

Teaching and Learning Strategies may comprise of group discussion, exposition and research based learning and presentations.

Assessment Tasks:

There will be four assessment tasks. Criteria will be provided during the first week of lectures.

<i>Task 1 Research and Oral Presentation</i>	-	25%
<i>Task 2 Interview</i>	-	20%
<i>Task 3 Observation</i>	-	25%
<i>Task 4 Theory Test</i>	-	30%

Selected Key References:

- Daley, J, (2000), Recreation and Sport Planning and Design (2nd Ed), Human Kinetics, Australia
- Rossman J.R & Schlatter, B.L, (2008), Recreation Programming: Designing Leisure Experiences (5th Edn), Sagamore Publishing, L.L.C, Champaign, Illinois
- Torkildsen, G, 1992, Leisure & Recreation Management (3rd Ed), E & FN Spon, London

TITLE: Basic Financial Management
CODE: THR 012
CREDIT POINTS: 10
PREREQUISITES: NIL

Description:

Sport and Recreation organizations achieve their strategic goals and deliver their programs and services through the efficient and effective application human (volunteers and staff), physical (facilities) and financial (monetary) resources. Responsible financial management usually determines the success of a Sport and Recreation organization. Therefore this unit introduces to the participants basic financial management concepts that are required to effectively manage a sport and recreation organization. Participants will learn the basic accounting skills such as maintaining bank accounts, cashbooks, receipts, bank reconciliations, preparing budgets and financial reporting. The roles of the Treasurer will also be discussed.

Learning Outcomes:

At the end of the unit, students will

- * Clarify the position and roles of the Treasurer
- * Develop a budget
- * Prepare a Bank reconciliation
- * Keep and maintain a bank account, cash books and receipts
- * Prepare and present a financial report

Content:

1. The Treasurer
2. Financial Operations
3. Bank reconciliation
4. Financial Planning
5. Financial Reporting

Teaching and Learning Strategies:

As much as possible this course will mostly involve exposition, group discussions, and demonstrations.

Assessment Tasks:

There will be three assessment tasks. Criteria for each of the tasks will be circulated when the tasks are distributed to the students.

<i>Task 1 Tutorial Tasks</i>	-	20%
<i>Task 2 Major Assignments</i>	-	50%
<i>Task 3 Port Folio</i>	-	30%

Selected Key References:

- Allen, J, et.al, (2011), Festival & Special Event Management 5th Ed, Wiley and Sons Ltd, Australia
- Hoyer, R, et.al, (2009), Sport Management; Principles and Applications, Butterworth-Heinemann, UK
- Australian Sports Commission, (2000), Financial Management: Club/Association Management Program, Ausport, Canberra
- Stewart, B, (2007), Sport Funding and Finance, Butterworth-Heinemann, UK

TITLE: Planning and Conducting Sport & Recreation Sessions
CODE: THR 014
CREDIT POINTS: 10
PREREQUISITES: NIL

Description:

This unit describes the skills and knowledge required to plan and conduct sport and recreation sessions for a range of participants. It focuses on the ability to identify participant needs, develop suitable sessions and then plan and conduct the sessions. The unit also emphasizes on the importance of maintaining safety by ensuring there is adequate supervision provided. It also requires the ability to resource the session and ensure the needs and satisfaction of the participants are met while at the same time maintain group cooperation and interaction.

Learning Outcomes:

At the end of the unit, students can,

- * Plan and conduct a session based on participant needs and abilities
- * Source resources and information necessary for planning a sport and recreation session
- * Complete a session plan
- * Supervise a session to ensure safety of participants is maintained at all times.

Content:

1. Targeted Program Development
2. Developing needs Assessment questions
3. Marketing Recreation and Leisure activities
4. Developing a session plan
5. Conducting the session
6. Reviewing the session

Teaching and Learning Strategies:

As much as possible this course will mostly involve exposition, group discussions, and demonstration.

Assessment Tasks:

There will be three assessment tasks. Criteria for each of the tasks will be circulated when the tasks are distributed to the students.

<i>Task 1 Tutorial Tasks</i>	-	20%
<i>Task 2 Major Assignment</i>	-	30 %
<i>Task 3 Project</i>	-	50%

Selected Key References:

- Daley, J, (2000), Recreation and Sport Planning and Design (2nd Ed), Human Kinetics, Australia
- Rossman R.J & Schlatter, B.L., (2008), Recreation Programming: Designing Leisure Experiences 5th Ed, Sagamore Publishing L.L.C, Champaign, Illinois

TITLE: Workplace Training
CODE: THP 153
CREDIT POINTS: 15
PREREQUISITES: All units covered in the Course

Description:

Workplace Training is an important part of professional development. Workplace Training provides the students the opportunity to put into practice what they learn from the courses. This includes, working with sporting clubs and associations, provincial sports offices, the corporate sector such as mining companies who seek to have a healthier, fitter and active workforce. The course gives the participants a chance to experience working in an established organisation and putting into practice the skills and knowledge acquired in the respective courses. Students will first of all be taken through requirements of the course and will then be expected to complete the assessment tasks during workplace training.

Learning Outcomes;

At the end of workplace training students will have;

- * Acquired the skills and knowledge required to work in an organization
- * Gained experience and confidence in working in an organization
- * Applied their knowledge and skills

Content

1. Self-Branding and Marketing
2. Contracts
3. Host Organization
4. Mini Expo - Invite Heads of Schools, Sports and Recreation Organisations to talk to students & generate interest for students to work at their organisation

Assessment

The following are assessment tasks and requirements to successfully complete the six weeks workplace training.

Task 1 The Organisation:	-	15%
Task 2 The Placement	-	30%
Task 3 Graduate Capabilities Developed while on Workplace Training	-	30%
Task 4 Written Reflection	-	25%