

Competency Standard

UNIT TITLE: SET UP AND OPERATE A CAMP SITE		NOMINAL HOURS: 60
UNIT NUMBER: D2.TTO.CL4.16		
UNIT DESCRIPTOR: This unit deals with skills and knowledge required to set up and operate a camp site while on tour.		
ELEMENTS AND PERFORMANCE CRITERIA	UNIT VARIABLE AND ASSESSMENT GUIDE	
<p>Element 1: Select a camp site</p> <p>1.1 <i>Identify potential areas</i> for camp site</p> <p>1.2 <i>Assess camp site options</i></p> <p>1.3 <i>Select camp site</i></p> <p>1.4 <i>Comply with local requirements</i></p> <p>Element 2: Set up a camp site</p> <p>2.1 <i>Designate areas for specific camp site requirements</i></p> <p>2.2 <i>Set up the identified requirements</i></p> <p>2.3 <i>Set up sleeping arrangements</i></p> <p>2.4 <i>Set up kitchen and cooking area</i></p> <p>2.5 <i>Set up waste disposal</i></p> <p>2.6 <i>Set up latrines and wash area</i></p> <p>2.7 <i>Set up activities area</i></p> <p>2.8 <i>Position vehicles and equipment</i></p>	<p>Unit Variables</p> <p>The Unit Variables provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.</p> <p>This unit applies to all organisations that operate their own website within the labour divisions of the hotel and travel industries and may include:</p> <ol style="list-style-type: none"> 1. Travel Agencies 2. Tour Operation. <p><i>Identify potential areas</i> may be related to consideration of:</p> <ul style="list-style-type: none"> • Minimising environmental impact • Maximising safety of tour members, vehicles and equipment including identification of evacuation routes and emergency assembly areas • Optimising comfort • Taking advantage of local amenities and facilities • Camping arrangements as stated in the itinerary • Other tour groups or people 	

<p>Element 3: Operate a camp site</p> <p>3.1 Explain <i>camp site rules</i> to tour group members</p> <p>3.2 Use all equipment and facilities safely</p> <p>3.3 Dispose of waste in an environmentally friendly manner</p> <p>3.4 Clean and tidy the camp site</p> <p>3.5 Monitor safety and security of the camp site</p> <p>3.6 Adjust the established camp site as required</p> <p>3.7 Monitor tour group member use of the camp site</p> <p>3.8 Maintain a cordial relationship with others in and around the camp site</p> <p>Element 4: Organise camp site activities</p> <p>4.1 Arrange recreational activities</p> <p>4.2 Arrange sporting activities</p> <p>4.3 Arrange sightseeing activities</p> <p>4.4 Undertake interpretive activities</p> <p>4.5 Promote engagement with the location</p> <p>4.6 Facilitate interaction between tour group members</p> <p>Element 5: Break camp</p> <p>5.1 Dismantle camp equipment</p> <p>5.2 Clean camp site and return camp site to original condition</p> <p>5.3 Assist tour group members to pack</p> <p>5.4 Conduct final camp site check</p> <p>5.5 Notify relevant persons</p>	<ul style="list-style-type: none"> • Proximity to designated sites or venues that comprise part of the tour • Cost • Whether the camp site is to be temporary or permanent • Nature and scope of activities planned for the camp site stay • Amount, type and volume of resources, equipment and supplies for the camp • Previous use of that location and experience in that area/region. <p><i>Assess camp site options</i> will include:</p> <ul style="list-style-type: none"> • Evaluating the lay of the land including considering proximity to water source, relative position of high ground, trees and condition of land surface • Evaluating the environment including considering pests, wildlife, sun and shade, plant life, noise, landscapes and scene scapes • Identifying the potential for necessary camp site facilities including cooking areas, sleeping areas, waste disposal, activities, latrines and washing and camp fire • Identifying and interpreting local rules and regulations as they apply to the use of the land and the operation of a camp site on that land • Identifying potential hazards. <p><i>Select camp site</i> may include:</p> <ul style="list-style-type: none"> • Complying with allocated camp site allocation as designated by local authorities of land managers • Including tour group members in the decision making process • Explaining the relative advantages and disadvantages of available options • Ensuring maximum satisfaction of tour group members with the final selection • Removing hazards to make camp site safe. <p><i>Local requirements</i> may relate to:</p>
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	<ul style="list-style-type: none">• Positioning of vehicles and limitations to off-road vehicle travel and access• Speed of vehicles• Positioning of tents and other camp site equipment• Limitations regarding the use of nominated parts of the camp site area and/or surrounds• Respect for local communities• Explanation and observance of published rules and regulations• Noise levels which may or may not be related to specific times• Prohibitions or restrictions on picking flowers and/or interacting with wildlife• Agreements with landowners• Statutory requirements. <p><i>Specific camp site requirements may relate to:</i></p> <ul style="list-style-type: none">• Sleeping• Group activities• Waste disposal• Latrines• Washing• Cooking and kitchen area• Dining area. <p><i>Set up the identified requirements will vary based on the existing facilities provided at the camp site and may include:</i></p> <ul style="list-style-type: none">• Clearing areas and removing debris• Assessing prevailing weather and other conditions
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- Ensuring minimal environmental impact
- Involving tour group members in the set up where that was part of the tour itinerary and where it was not set up must be completed by tour staff
- Ensuring set up complies with local requirements
- Respecting the rights of other campers and tour groups
- Assembling camp site equipment
- Ensuring safety and security of all equipment and facilities
- Setting up lighting and heating.

Sleeping arrangements may include:

- Permanent structures including cabins and huts
- Tents including one-man and multiple occupancy tents
- Ground sheets and other protectors including mattresses
- Sleeping bags and swags
- Sensitivity regarding the allocation of sleeping arrangements to tour group members in relation to personal requests, age, gender, interpersonal and other issues that have been identified as relevant.

Kitchen and cooking area may relate to:

- Liaison with local people regarding supplies
- Preparing storage areas for food and other equipment
- Proximity of water source
- Local regulations and restrictions that apply to the use of fire/naked flame
- Creating cooking area, including assembly of cooking equipment and layout of items in a suitable order to facilitate food preparations

	<ul style="list-style-type: none">• Optimising safe food storage, preparation, handling, cooking and service procedures• Factoring in the need for tour group members to cook and serve their own meals, or for the tour staff to cook and serve meals• Ensuring safety of the area, including provision of necessary safety equipment• Preparation of suitable dining area that facilitates food service, optimises group interaction and takes advantage of any local sights/benefits. <p><i>Waste disposal</i> may include:</p> <ul style="list-style-type: none">• Use of permanent waste disposal facilities at camp site• Arrangements to capture and remove all waste on breaking camp• Ensuring site is left litter and garbage free at end of camp. <p><i>Latrines and wash area</i> may include:</p> <ul style="list-style-type: none">• Using permanent facilities provided at camp site, including checking, cleaning and supplying of these facilities, where required• Establishing separate male and female facilities, where appropriate• Establishing privacy for ablutions• Using portable latrines and washing facilities. <p><i>Activities area</i> may include:</p> <ul style="list-style-type: none">• Determining where to locate camp fire• Designating and establishing facilities and areas to support planned activities• Preparing sports-related areas• Preparing areas to facilitate relaxation and free time. <p><i>Camp site rules</i> may include:</p> <ul style="list-style-type: none">• Restrictions on use of the land and facilities• Noise
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	<ul style="list-style-type: none"> • Language • Requirement to notify camp staff of intention to leave the camp site • Requirements relating to access to and use of camp facilities, including first aid, food, beverages, equipment and vehicles • Explanation of local requirements and customs • Explanation of camp site layout, location of facilities and resources • Sharing the role of the camp site within the total context of the tour and the itinerary, including planned use of the camp site, relevant times and planned activities. <p><i>Use all equipment and facilities safely may include:</i></p> <ul style="list-style-type: none"> • Following manufacturer's instructions for equipment • Demonstrating safe usage procedures to tour group members • Monitoring tour group member use of equipment and facilities • Prohibiting tour group members engaging in dangerous activity and/or the use of potentially dangerous equipment which may include cooking equipment, mechanical equipment or other items with which the tour group may be unfamiliar. <p><i>Dispose of waste in an environmentally friendly manner will include:</i></p> <ul style="list-style-type: none"> • Conforming to local regulations and requirements • Taking all waste with the group on departure • Covering waste while at the camp site • Taking appropriate action to cover or remove human waste. <p><i>Clean and tidy may relate to:</i></p> <ul style="list-style-type: none"> • Maintaining the camp site in a satisfactory visual and operational condition • Allocating cleaning and tidying duties, including allocating duties to tour group members, where appropriate
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	<ul style="list-style-type: none"> • Picking up and removing rubbish and debris, including items not generated by the tour group • Washing and sanitising cooking and food-related equipment • Disposing of waste from portable latrines • Checking and cleaning fixed camp site facilities not belonging to the tour but used by tour group members, including tables, latrines, washing areas and sleeping quarters. <p><i>Monitor safety and security</i> may include:</p> <ul style="list-style-type: none"> • Ongoing checks on the operational safety of equipment and facilities • Seeking feedback from others regarding equipment and facilities • Undertaking regular inspections of the camp site, equipment and facilities • Liaising with other tour staff and local authorities • Monitoring weather and other conditions that may impact on camp site safety • Noting behaviour of non-tour group members. <p><i>Adjust the established camp site</i> may include:</p> <ul style="list-style-type: none"> • Altering the layout of the camp site as initially planned • Relocating the camp site to a new location. <p><i>Monitor tour group member use of the camp site</i> may include:</p> <ul style="list-style-type: none"> • Observing actions of tour group members • Leading by example • Providing demonstrations of acceptable action or conduct • Providing assistance as required • Correcting unacceptable behaviour
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- Explaining reasons for restrictions or other required camp site behaviour
- Taking action to limit the negative impact of any unacceptable or non-compliant tour group member behaviour.

Others in and around the camp site may include:

- Other tour groups sharing the camping area
- Local people, including individuals and communities
- Local authorities, including managers and owners of camping areas
- Tourists who are visiting the camping area and who may be entitled to share the facilities.

Recreational activities may include:

- Games
- Rest and relaxation
- Reading material
- Free time
- Specific activities as identified and requested by individual tour group members.

Sporting activities may include:

- Organising scheduled sporting activities as outlined in the itinerary
- Facilitating the use of general purpose sporting equipment for individual use
- Arranging games that interact with local communities.

Sightseeing activities may include:

- Presentation of walks of varying duration to view local sights
- Provision of maps
- Provision of supporting handout material

	<ul style="list-style-type: none"> • Recording names and destinations of tour group members who elect to undertake walks • Advising tour group members regarding walks, including length, degree of difficulty, supplies to be carried and emergency procedures in the event of accident. <p><i>Undertake interpretive activities</i> may include:</p> <ul style="list-style-type: none"> • Conducting scheduled interpretive activities designed to allow engagement with the local area or people • Explaining the background to the activities • Encouraging reflection and thought on the focus of the activities • Demonstrating respect for local culture and customs • Conforming with the accepted requirements of interpretive guiding. <p><i>Promote engagement with the location</i> may include:</p> <ul style="list-style-type: none"> • Encouraging tour group members to participate in activities • Explaining the local conditions and area • Providing information, including historic and statistical references • Leading by example • Accompanying and assisting tour group members during their engagement activities • Scheduling time for engagement • Sharing personal experiences and anecdotes • Facilitating group sharing of experiences and thoughts. <p><i>Facilitate interaction between tour group members</i> may include:</p> <ul style="list-style-type: none"> • Assigning sleeping, seating and activity arrangements to foster exchange • Monitoring interpersonal relationships
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	<ul style="list-style-type: none">• Taking action to optimise interpersonal interaction, including separation of persons where appropriate• Providing opportunities for spontaneity• Encouraging contribution and participation between tour group members• Negotiating resolutions to interpersonal conflict between tour group members• Recognising and acknowledging contribution and participation from tour group members. <p><i>Dismantle camp equipment</i> may include:</p> <ul style="list-style-type: none">• Cleaning equipment, utensils and items• Checking safety and operational efficiency of items• Packing items in appropriate boxes• Stowing items into packs or vehicles• Returning borrowed equipment. <p><i>Clean camp site</i> may include:</p> <ul style="list-style-type: none">• Removing litter• Replacing items that were moved to enable creation of camp layout, as required• Covering tracks• Extinguishing camp fires• Removing rubbish and waste. <p><i>Notify relevant persons</i> may include:</p> <ul style="list-style-type: none">• Communicating with head office to advise of departure• Visiting manager's office at camp site location to pay account and advise of departure
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- Contacting local authorities to advise of anticipated route
- Contacting local communities to thank them.

Assessment Guide

The following skills and knowledge must be assessed as part of this unit:

- The enterprise's policies and procedures in regard to setting up, operating and breaking camp sites
- Knowledge of the features of a safe and comfortable camp site
- Principles of camp layout
- Knowledge of the use of camp equipment and resources
- Knowledge of relevant camp activities
- Ability to use interpersonal, communication, leadership and negotiation skills
- Ability to use group cohesion techniques
- Ability to liaise with local communities and authorities
- Knowledge of requirements that apply to camping permits and authorisations
- Knowledge of camp site safety and the ability to take remedial action in the event of risk identification or the advent of an emergency situation.

Linkages To Other Units

- Provide camp site catering
- Operate tours in remote areas
- Work as a tour guide
- Allocate tour resources
- Conduct pre-departure checks
- Coordinate and operate a day-tour or short excursions

- Lead tour groups in a responsible manner
- Establish and maintain safe touring conditions
- Manage and facilitate an extended tour experience
- Manage and execute a detailed tour itinerary
- Manage operational risk
- Implement occupational health and safety procedures
- Follow safety and security procedures.

Critical Aspects of Assessment

Evidence of the following is essential:

- Understanding of host enterprise policies and procedures in regard to setting up, operating and breaking camp sites
- Demonstrated ability to select, set up, operate and break a camp site for a nominated tour, including compliance with local requirements, allocation of suitable and acceptable sleeping, cooking, dining, waste, ablution and activity areas and the conduct of the camp site for the duration of the stay in a safe, secure, enjoyable and tidy manner
- Demonstrated ability to arrange engaging recreational, sporting, sightseeing and/or interpretive activities for tour group members on a nominated tour in such a way that optimises interaction between tour group members.

Context of Assessment

Assessment must ensure:

- Actual or simulated workplace application of camp site activities.

Resource Implications

Training and assessment must include a real camp site area with real natural and/or built facilities, real equipment, real people and real activities; and access to workplace standards, procedures, policies, guidelines, tools and equipment.

Assessment Methods

The following methods may be used to assess competency for this unit:

- Observation of practical candidate performance
- Activity role plays
- Feedback from tour group members who participated in the camp site experience and the organised camp site activities
- Oral and written questions
- Third party reports completed by a supervisor
- Project and assignment work.

Key Competencies in this Unit

Level 1 = competence to undertake tasks effectively

Level 2 = competence to manage tasks

Level 3 = competence to use concepts for evaluating

Key Competencies	Level	Examples
Collecting, organising and analysing information	1	Determine camp site location
Communicating ideas and information	1	Explain camp site rules to tour group members
Planning and organising activities	3	Organise camp site activities
Working with others and in teams	2	Manage interaction between tour group members
Using mathematical ideas and techniques	1	Allocate designated areas for nominated functions within the camp site

	Solving problems	1	Negotiate resolutions to interpersonal conflict between four group members
	Using technology	1	Use camp site equipment and equipment associated with presenting interpretive activities