

Course Information Brochure

SIS50612 Diploma of Sport Development

Sport Development Program January Intake – New Students

SEDA Group offers the SIS50612 Diploma of Sport Development qualification for the Sport Development Program January Intake in 2017. This qualification is designed for individuals who have an interest in Sport Development and want to commence or further their career in the sport and recreation industry.

Delivery and Assessment

The SIS50612 Diploma of Sport Development is a nationally recognised qualification and is delivered with a dedicated trainer and assessor in a classroom, online and in sporting environments. All necessary equipment and facilities required will be provided to complete this qualification.

The assessment of this qualification involves a variety of methods which may include: completion of observations, projects, research tasks, portfolio of evidence, written tasks and supervised workplace training. In addition, students will undertake a practical placement during this qualification. Practical placements are arranged by the student and will be guided by their trainer and assessor to source a suitable placement.

The assessment of your overall competence will be undertaken by a qualified assessor and students will use SEDA Group's online learning system to access, lodge and obtain feedback on assessments. SEDA Group provides a fair and equitable assessment process that includes the option of an assessment re-sit. If a student is not competent after two re-sits; a fee will be charged and students will be required to re-enrol in the unit. This also applies for Recognition of Prior Learning (RPL).

Pathways

After successful completion of the SIS50612 Diploma of Sport Development, students may obtain employment as one of the following:

- Program Assistant in community programs
- Sport Development Officer/Manager
- Program Assistant/Coordinator at recreational facilities

Students may use this qualification as a pathway to an undergraduate degree or course such as exercise science, sports management or physical education. SEDA Group has partnerships with a number of tertiary partners, who offer Diploma graduates entry into nominated undergraduate courses subject to meeting eligibility requirements. Refer to the SEDA Group website for more details.

Length of Qualification

This qualification is facilitated over 36 weeks from January to November 2017, not including school holiday periods. Training will be delivered face to face over two (2) days per week, and online for up to half (0.5) a day per week between Monday and Friday, 9:00am – 3:15pm. Timetables are available upon request and on SEDA Group's online learning system.

Eligibility

There are no pre-requisites required for entry into the SIS50612 Diploma of Sport Development however to be eligible for this program individuals must meet the following requirements:

- successfully completed year 12 in 2016. Individuals who are unable to meet this requirement due to their individual circumstances will be considered on a case by case basis;
- successfully complete a SEDA Group Pre-Training Review;
- successfully complete a Language, Literacy and Numeracy (LLN) test issued by SEDA Group;
- students under the age of 18 have gained parental/guardian consent to undertake the course;
- complete one of the following:
 - provide evidence of year 12 completion; or
 - LLN test results are at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy; and SEDA Group has determined that the individual displays that competence; or
 - provide evidence of a certificate qualification that is at level 4 or above in the Australian Qualifications Framework and the course is in English.

Enrolment Process

Prior to enrolment, SEDA Group will provide pre-enrolment material and facilitate Pre-Training Review and LLN sessions to individuals wishing to study the SIS50612 Diploma of Sport Development. After successful completion of the pre-enrolment process; SEDA Group will facilitate an enrolment session in January/February 2017. Once your enrolment is processed you will receive your confirmation of enrolment with SEDA Group and a copy of your training plan.

Unique Student Identifier (USI)

All students studying a Vocational Education and Training (VET) qualification or VET unit of competency must have a USI to be issued with a qualification or statement of attainment. The USI is a reference number that provides individuals with a history of training courses they have participated in, including both qualifications and units completed. To access a USI reference number visit www.usi.gov.au or SEDA Group can assist in accessing a USI reference number during enrolment.

Course Content

Units of Study	Unit Code	Unit Title
Event Management 2	SISXIND406A	Manage projects
	SISXIND405A	Conduct projects
	SISXRES403A	Use resources efficiently
	SITXMPR501	Obtain and manage sponsorship
Event Management 3	SISXWHS402	Implement and monitor work health and safety policies
	SISXRSK502A	Manage organisational risks
	SISXIND404A	Promote compliance with laws and legal principles*
Event Management 1	BSBADM502B	Manage meetings
	SITXEVT602	Develop event concepts
Fitness Training	SISSTC402A	Develop strength and conditioning programs
	SISSSCO307	Provide nutrition information to athletes

Units of Study	Unit Code	Unit Title
Group Fitness Event	ICAICT308A	Use advanced features of computer applications
	SISXCAI306A	Facilitate groups*
	SISXCCS403A	Determine needs of client populations
Advanced Coaching	SISSSCO308	Support athletes to adopt principles of sports psychology
	SISSSCO409	Work collaboratively with support personnel
	SITXHRM402	Lead and manage people
Coaching Knowledge	SISSSCO306	Provide drugs in sport information
	SISSSOF101	Develop and update officiating knowledge
Work Skills	BSBWOR501	Manage personal work priorities and professional development
<p>* Individuals who have successfully completed these units as part of the SIS30213 Certificate III in Community Activity Programs (SEDA Group Program One in 2015); SIS40113 Certificate IV in Community Recreation (SEDA Group Program Two in 2016); or both, will receive credit transfer. For unit descriptions, please visit www.training.gov.au</p>		

Access, Equity and Privacy

SEDA Group and its employees embrace the principles of Occupational Health and Safety and strive to ensure that all potential and current students receive access and equity into organised courses. In regards to the qualification for which it is responsible, SEDA Group wishes to ensure that any person who meets the eligibility criteria has appropriate access to achieve a positive outcome. SEDA Group also respects individual rights to privacy and will meet all requirements of the privacy legislation when dealing with student information. For more information, please refer to our *Privacy Policy* available on our website.

Individual Support Services

Students requiring study support, counselling, mediation or other individual support services can discuss this with their Trainer/Assessor or Program Coordinator and/or Student Support Advisor. In some circumstances, students may be referred to external agencies to provide appropriate levels of support. Associated costs with external services are not covered by SEDA Group. Individuals with disabilities are encouraged to access government subsidised training.

Continuous Improvement

SEDA Group is committed to continuous improvement of its training and operations. As a result, you may be required to complete feedback questionnaires throughout the course. Students may also be invited to participate in a NCVET survey or a Department of Education and Training endorsed project, annual student outcome survey and/or be contacted by the Department of Education and Training (or persons authorised by the Department of Education and Training) for audit, review or investigation purposes.

Venues

Ballarat	Edithvale
Belmont (Geelong)	Doncaster
Bendigo	Maribyrnong
Braybrook	Reservoir (West Preston)
Dandenong	Shepparton
Ringwood East	Traralgon

*Expected venues are listed and are subject to change.

Student Conduct, Cheating and Plagiarism

SEDA Group is committed to ensuring a safe and productive educational environment. Students will be required to behave in a safe, mature and respectful manner. Students are expected to cooperate with all staff and trainers/assessors and abide by SEDA Group policy and processes.

Cheating and plagiarism is not acceptable at SEDA Group. A cover sheet or online agreement to state that your work is your own will be required for each assessment submission. If cheating or plagiarism is identified consequences will occur as per the *Cheating and Plagiarism Procedure* which is available on our website.

Student Records, Participation and Progress

Student participation and progress will be monitored by SEDA Group throughout the duration of this course. It is expected that students attend all classes and submit assessments as per due dates. Should a student be identified as 'at risk' intervention strategies will be implemented, this is outlined in the *Student Learning and Support Policy and Procedure* which is available on our website. Students that require access to their file or wish to update their personal information are encouraged to contact SEDA Group.

Recognition of Prior Skills and Qualifications

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is a process by which an individual can demonstrate knowledge and competencies currently held, as a result of past experience or training. Individuals can apply for RPL to gain credit towards the qualification they wish to enrol into. RPL will incur a fee, please contact the SEDA Group Training Manager for details.

Recognition of Current Competency (RCC)

RCC applies if an individual has previously successfully completed the requirements of a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained. RCC will incur a fee, please contact the SEDA Group Training Manager for details.

Credit Transfer (CT)

Australian Qualifications Framework (AQF) qualification and statements of attainments issued by any other RTO, AQF authorised issuing organisation or authenticated VET transcripts issued by the Register (USI) will be fully recognised by SEDA Group subject to sighting and verification. This will enable potential students to gain credit transfer prior to course commencement.

To apply for the RPL, RCC or CT; please indicate on the Pre-Training Review which is completed prior to enrolment.

Concerns, Complaints (Grievances) and Appeals

If you have any concerns or wish to make a complaint (grievance) related to SEDA Group's services or appeal any decisions made by SEDA Group (including assessment appeals) while undertaking this course, an informal resolution is recommended with a SEDA Group staff member. Should the complaint (grievance) or appeal not be resolved satisfactorily; SEDA Group has a formal *Concerns, Complaints (Grievances) and Appeals Policy and Procedure*, which is available on our website.

Maximum Course Fees

Tuition Fee Structure (payable by the student):

Skills First Program*	\$10,256.70
Indigenous Completions Initiative*	\$2,051.34
Fee for Service (Non-Government Subsidised)	\$10,740.00
Tuition fees are not subject to GST.	

Indicative Government Contribution:

Scheduled number of hours	537
Amount per hour	\$2.00
Total contribution	\$1,074.00

* This training is delivered with Victorian and Commonwealth Government funding.

The tuition fees published are subject to change given the potential students circumstances at enrolment however the course tuition fee will not be more than the maximum tuition fees published above. Individuals should be aware that enrolling in the SIS50612 Diploma of Sport Development may affect future training options and eligibility for further government subsidised training under the Skills First Program.

The Indigenous Completions Initiative is available to individuals who self-identify in the SEDA Group Enrolment Form as being of Aboriginal or Torres Strait Islander descent. For individuals who are eligible, the government will contribute to the cost of their tuition fees. For more information, please contact SEDA Group.

SEDA Group has approval to offer approved courses under the VET Student Loans program from 1st January 2017 to 30th June 2017 and therefore can offer VET Student Loans to eligible students during this period. The SIS50612 Diploma of Sport Development is an approved course. A VET Student Loan will cover up to \$10,000 in tuition fees, any tuition fees above \$10,000 will not be covered by a VET Student Loan and must be paid directly to SEDA Group. A VET Student Loan gives rise to a HELP debt that continues to be debt due to the Commonwealth until it is repaid. For more information, please refer our website or www.education.gov.au/vet-student-loans

For individuals wishing to utilise the Skills First Program or VET Student Loans scheme, eligibility criteria apply. A VET Student Loan and Skills First Program funding will not be approved by SEDA Group for any students who do not meet eligibility requirements. SEDA Group will provide further information prior to enrolment.

Course Fee Conditions and Refund Conditions

SEDA Group's refund policy applies to tuition fees paid for VET units of study that are approved for VET Student Loans. It applies to all individuals whether they pay their tuition fees upfront or seek VET Student Loan assistance.

- For individuals paying upfront, and who subsequently fail to make payment within the required timeframe; SEDA Group has the right to cease training until outstanding payments are rectified
- For individuals paying by a payment plan, and who subsequently fall behind in payments; SEDA Group has the right to cease training until outstanding payments are rectified. A \$20 charge will be incurred in circumstances where the direct debit payment is declined by your bank.
- To withdraw your enrolment, you must complete and submit a SEDA Group Student Withdrawal Form and return any SEDA Group property that is in your possession.
- There are no financial (fines, penalties or fees) administrative or other barriers to a student withdrawing from a VET unit of study on or before the census date and there will be no withdrawal fees. Census date information is available by referring to the relevant Schedule of Tuition Fees, this will be provided prior to enrolment.
- Individuals do not incur a financial liability for each unit of study that forms part of a VET course of study until after each census date.
- In order to receive a refund of tuition fees students must withdraw on or before the census date. After each unit of study census date; there are no refunds for the VET unit of study.
- To withdraw your enrolment in a VET unit of study you must complete and submit a Student Withdrawal Form and return any SEDA Group property that is in your possession. (E.g. Notebook, notebook bag, charger, etc.)
- Students must pay all fees and charges in full before a credential is issued.
- A fee of \$50 will be charged for a credential re-print
- A fee of \$20 will be charged for a student card re-print
- Course fees are non-transferable.

Where SEDA Group is unable to deliver the training due to the following circumstances:

- The course is cancelled
- The course is rescheduled to a time or location that is unsuitable for the individual
- The individual is not given a place due to the course being full, or;
- Closure of the RTO

Individuals will receive a full refund of all fees that have been paid.

Qualification Details

SIS50612 Diploma of Sport Development

Training Package: SIS10 Sport, Fitness and Recreation

Release: 2 Status: Current

National Register: <https://training.gov.au/Training/Details/SIS50612>

SEDA Group is responsible for compliance of training and assessment for this qualification and responsible for the issuance of AQF certification documentation.

ACPET

SEDA Group is a member of the Australian Council for Private Education and Training (ACPET) and adheres to ACPET Code of Ethics. For a copy of the code, visit: www.acpet.edu.au/codes

SEDA Group

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Availability of programs is dependent upon government funding or student demand.

Prospective students are advised to confirm details with SEDA Group prior to enrolment.