

Course Information Brochure

SIS50612 Diploma of Sport Development - Golf Performance Program

SEDA Group offer the SIS50612 Diploma of Sport Development qualification as the Vocational Education and Training (VET) component of the Golf Performance Program. This program is a joint initiative between the PGA International Golf Institute (RTO provider Number: 31270) and SEDA Group, based at the PGA Centre for Learning and Performance at the Sandhurst Club in Victoria. It is designed for students with a strong career interest in the golf industry. Students will develop the knowledge and skills to plan, organise and manage a range of programs and services in a golf specific context.

Delivery and Assessment

SEDA Group and PGA International Golf Institute trainers deliver the qualification through a combination of methods including face-to-face delivery in a classroom, self-paced learning and supervised workplace training. Students are required to provide their own laptop with Microsoft Office, and their own golf clubs, bag, balls, tees and relevant personal golfing equipment. SEDA Group will provide all remaining essential equipment and facilities to complete this qualification.

The assessment of this qualification involves a variety of methods some of which may include: verbal questioning, projects, observation tasks, online questioning, role-plays, written and research tasks.

Qualified SEDA Group and PGA International Golf Institute assessors will undertake the assessment of your overall competence and students will use an online 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, they will incur a fee and 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 in the golf industry as one of the following:

- Pro Shop Assistant or Manager
- Program Manager
- Tournament Official
- Coach
- Sport Development Officer

Students may use this qualification as a pathway to the PGA Traineeship Program or an undergraduate degree/course such as exercise science or sports management. SEDA Group has partnerships with a number of tertiary partners, which 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

The SIS50612 Diploma of Sport Development operates over a period of 40 weeks, with training delivered for 3 days per week (Tuesday 8:30am – 4:30pm, Wednesday 8:30am – 2:30pm and Thursday 8:30am – 2:30pm). SEDA Group offers two intakes: A January commencement (January 2018 – December 2018), and a July commencement (July 2018 – June 2019). *July intake is subject to student demand

Timetables are available upon request and on SEDA Group's online learning system.

Entry Requirements

The SIS50612 Diploma of Sport Development has no formal entry requirements, however, to be eligible for this program individuals must be able to satisfy the following:

- Be registered in the PGA International Golf Institute's Golf Performance Program
- Successfully completed Year 12; 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 must have gained parental/guardian consent to undertake the course;

Separate eligibility criteria apply for students wanting to access VET Student Loans to pay their tuition fees. Please refer to **VET Student Loans** information below and the study assist website: <http://studyassist.gov.au/sites/StudyAssist/> for details.

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 for the relevant intake. 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 in order to have a qualification or statement of attainment issued. 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 referent in accessing a USI reference number during enrolment.



Course Content

Units of Study	Unit Code	Unit Title
Fitness and Nutrition for Performance	SISSCO307	Provide nutrition information to athletes
	CUAWHS501	Maintain a high level of fitness for performance
Rules of Golf	SISSOF101	Develop and update officiating knowledge
Club Fitting	SISSGLF510	Fit and alter golf equipment
Computer Applications	ICAICT308A	Use advanced features of computer applications
Drugs and Anti-doping	SISSCO306	Provide drugs in sport information
Sport Psychology	SISSCO308	Support athletes to adopt principles of sports psychology
Junior Development	SISSGLF520	Design and implement strategies to increase junior
Coaching Practices	SISSCO101	Develop and update knowledge of coaching practices
Laws & Safety	SISXIND404A	Promote compliance with laws and legal principles
	SISXRSK502A	Manage organisational risks
	SISXWHS402	Implement and monitor work health and safety policies

Units of Study	Unit Code	Unit Title
Strength & Conditioning	SISSSTC402A	Develop strength and conditioning programs
Managing Meetings	BSBADM502B	Manage meetings
Sponsorship	SITXMPR501	Obtain and manage sponsorship
Coaching Programs	SISSCO303	Plan and deliver coaching programs
Client Populations	SISXCCS403A	Determine needs of client populations
Project Management	SISXIND406A	Manage projects
	SISXIND405A	Conduct projects
	SISXCAI306A	Facilitate groups
<p>SISSCO101 Develop and update knowledge of coaching practices must be completed and assessed prior to commencement of SISSCO303 Plan and deliver coaching programs.</p> <p>For unit of competency 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 right 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, Program Coordinator and/or student support personnel. In some circumstances, students may be referred to external agencies to provide appropriate levels of support. SEDA Group does not cover associated costs with external services.

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.

Venue

PGA Centre for Learning and Performance
Sandhurst Club
600 Thompson Road
Sandhurst Victoria

Students may be required to travel to a variety of golf courses throughout the program in order to apply and develop their golf skills in a variety of conditions and environments. Venue confirmations are at the discretion of your trainer and assessor. Please note it is your responsibility to organise transport to and from each facility.



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 should cooperate with all staff and trainers/assessors and abide by SEDA Group's Student Handbook and policies and procedures.

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

SEDA Group will monitor student participation and progress 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 being '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 experience or training. Individuals can apply for RPL to gain credit towards the qualification in which they wish to enrol. RPL 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 or CT, please indicate on the Pre-Training Review 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 *Concern, Complaints (Grievances) and Appeals Policy and Procedure*, which is available on our website.

Maximum Course Fees

Tuition Fee Structure:

Fee for Service (Non-Government Subsidised)	\$10,000.00
Tuition fees are not subject to GST.	

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.

VET Student Loans

SEDA Group is an approved VET Student Loans provider and is therefore able to offer VET Student Loans to eligible students. The SIS50612 Diploma of Sport Development is an approved course. In 2018, a VET Student Loan will cover up to \$10,150 in tuition fees for this Diploma qualification. Any tuition fees above \$10,150 will not be covered by a VET Student Loan and must be paid directly to SEDA Group. The amount of the loan cannot be greater than the students remaining FEE-HELP balance. 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 on tuition fees, census dates, and VET Student Loans policies and procedures, please refer to our website <https://seda.edu.au/admissions/vet-student-loans/> or www.education.gov.au/vet-student-loans.

For individuals wishing to utilise the Skills First Program or VET Student Loans program, 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. The department will contact the student to verify his or her enrolment in the course.

To be eligible for VET Student Loans, a student must meet the following requirements:

- Apply to the government using the approved form and include all relevant information
- confirm his or her engagement and progression to continue to access the loan throughout the course, when required to do so by the Department
- Has an adequate amount within their FEE-HELP balance
- Meet the citizenship and residency requirements
 - be an Australian citizen or
 - a qualifying New Zealand citizen or
 - a permanent humanitarian visa holder, who is usually resident in Australia
- Meet the academic suitability requirements: the student must have been assessed by the approved course provider as academically suited to undertake the approved course on the basis of either
 - providing their Australian Year 12 Certificate OR
 - providing evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English) OR

- displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test (and the provider reasonably believes the student displays that competence) AND
- in addition, the approved course provider must reasonably believe the student is academically suited to under the course; and the student must meet any other specified entry requirements for the course
- Meet the enrolment and loan application requirements:
- Have applied for a VET student loan for the course in accordance with the loan application requirements. An application for a VET student loan must:
 - meet the Tax File Number (TFN) requirements – i.e. include the student’s tax file number or a certificate from the Commissioner stating that the student has applied for a tax file number
 - include the student’s Unique Student Identifier (USI)
 - have been submitted by the census day for the first unit for the course for which the student is requesting a loan and no less than two business days after enrolling
 - be in the form approved by the Secretary for the loan – which is generally the eCAF;
 - where a student is under 18 years old, must:
 - have a parental consent form signed by a responsible parent of the student; (providers must obtain the signed parental consent form prior to submitting enrolment information into the eCAF system); or
 - have evidence of the assessment of receipt of youth allowance on the basis that the student is independent within the meaning of Part 2.11 of the Social Security Act 1991; (providers should receive from the student evidence of this assessment in the form of their Centrelink Income Statement noting this assessment).

Eligible individuals can borrow up to the FEE-HELP limit to pay your tuition fees. The FEE-HELP limit is the total amount available to you under VET Student Loans and FEE-HELP over your lifetime. Any amount you borrow under VET Student Loans, VET FEE-HELP or FEE HELP will be added together until you reach the FEE-HELP limit.

Tuition fees will be reasonably apportioned across four fee periods for this course, and each fee period will contain at least one census date. Students will be issued with a Statement of Fees and census dates are also available on our website.

Eligible students accessing VET Student Loans will be periodically required to indicate that they are continuing to be engaged in the course and they intend to continue accessing VET Students Loans to pay for the tuition fees for this course. SEDA Group will initiate this process via the eCAF system in June and October for this course.

Further details can be found on the following website: www.studyassist.gov.au

Course Fee Conditions and Refund Conditions

SEDA Group’s *VSL Tuition Fee Refund Policy* applies to all individuals whether they pay their tuition fees upfront, via a payment plan and/or seek VET Student Loan assistance. The *VSL Tuition Fee Refund Policy* is available on the SEDA Group website: <https://seda.edu.au/admissions/vet-student-loans/>

- 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. In circumstances where the direct debit payment is declined by your bank, a \$20 charge will be incurred
- 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, and individual Statement of Fees, provided to students 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
- 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.

Tuition Assurance

For SEDA Group’s Tuition Assurance Statement, please refer to our website.

Qualification Details

SIS50612 Diploma of Sport Development

Qualification Release: 2

Training Package: SIS10 Sport, Fitness and Recreation

Training Package Release: 3.1

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.

PGA International Golf Institute provides training and assessment services on behalf of SEDA Group for this course.

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: <http://www.acpet.edu.au/join/quality-and-ethics/codes/>

SEDA Group

RTO Provider Number: 22503

425 Riversdale Road, Hawthorn East VIC 3123

Telephone: 1300 77 7332

Email: info@sedagroup.com.au

Website: www.sedagroup.com.au

PGA International Golf Institute

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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.

