

Course Information Brochure

SIS50612 Diploma of Sport Development

Golf Performance Program – January 2019 Intake – New Students

SEDA Group offers 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 and may wish to undertake this course as a pathway to the PGA Traineeship Program.

Delivery and Assessment

The SIS50612 Diploma of Sport Development is a nationally recognised qualification and is delivered by a dedicated SEDA Group and PGA International Golf Institute trainer and assessor through a combination of methods including face-to-face delivery, supervised workplace training, self-paced learning and self-directed learning.

The assessment of this qualification involves a variety of methods, which may include completion of observations, projects, portfolio of evidence, written tasks, research tasks and verbal questioning.

The assessment of your overall competence will be undertaken by a qualified SEDA Group and PGA International Golf Institute assessor and students will use SEDA Group's online learning system (MySEDA) 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:

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

Students may use this qualification as a pathway into an undergraduate degree in areas such as exercise science, sports management or physical education or a pathway to the PGA Traineeship Program. SEDA Group has numerous articulation agreements in place that will provide students access to a range of tertiary courses in the sport and recreation field upon successful completion of the SEDA Group SIS50612 Diploma of Sport Development. Entry into nominated undergraduate courses are subject to meeting eligibility requirements. Refer to the SEDA Group website for more details.

Length of Qualification

This qualification is facilitated over 40 weeks from January to December 2019. Training will be delivered face to face over three (3) days per week (Tuesday 8:30am – 4:30pm, Wednesday 8:30am – 2:30pm and Thursday 8:30am – 2:30pm). Timetables are available upon request and on MySEDA.

Entry Requirements

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

- Be registered in the PGA International Golf Institute's Gold 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; and
- Individuals under the age of 18 must have gained parental/guardian consent to undertake the course.

Should individuals have concerns in relation to injuries, physical disabilities or other reasons that may limit in their ability to undertake exercises and/or online training and assessment; they should contact SEDA Group to discuss their concerns prior to enrolment.

Separate eligibility criteria apply for students wanting to access the VET Student Loans to pay their tuition fees. Please refer to the **VET Student Loans** information below for details.

Course Content

Cluster	Unit Code	Unit Title
Managing Meetings	BSBADM502B	Manage meetings
Sponsorship	SITXMPR501	Obtain and manage sponsorship
Drugs and anti-doping	SISSSCO306	Provide drugs in sport information
Rules of Golf	SISSSOF101	Develop and update officiating knowledge
Project Management	SISXIND406A	Manage projects
	SISXCAI306A	Facilitate groups
	SISXIND405A	Conduct projects
Coaching Programs	SISSSCO303	Plan and deliver coaching programs
Strength & Conditioning	SISSTC402A	Develop strength and conditioning programs
Fitness & Nutrition for Performance	CUAWHS501	Maintain a high level of fitness for performance
	SISSSCO307	Provide nutrition information to athletes

Cluster	Unit Code	Unit Title
Client Populations	SISXCCS403A	Determine needs of client populations
Computer Applications	ICAICT308A	Use advanced features of computer applications
Sport Psychology	SISSSCO308	Support athletes to adopt principles of sports psychology
Coaching Practices	SISSSCO101	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
Junior Development	SISGLF520	Design and implement strategies to increase junior participation in golf
Club Fitting	SISGLF510	Fit and alter golf equipment
[^] SISSSCO101 Develop and update knowledge of coaching practices must be successfully completed and assessed prior to commencement of SISSSCO303 Plan and deliver coaching programs. For unit descriptions, please visit www.training.gov.au		

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 2019. Once an enrolment is processed, students will receive confirmation of enrolment with SEDA Group, and a copy of their individual 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 unique 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.

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 Student Services Coordinator. 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 an 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

PGA Centre for Learning and Performance
Sandhurst Club
600 Thompson Road, Sandhurst, Victoria 3977

Students may be required to travel to a variety of golf courses throughout the course 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.

Resources

Students are encouraged to supply their own laptop with Microsoft Office and equipped with Google Chrome, 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 course.

Students must hold a valid Working with Children's Check to undertake supervised workplace training and present to various venues where requested.

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

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. Intervention strategies will be implemented should a student be identified as 'at risk'. This is outlined in the *Student Learning and Support Policy and Procedure*, which is available on our website. Student have access to their up-to-date training plan at any time by contacting training@sedagroup.com.au. 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 RTO 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 Registrar (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 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):

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

A Statement of Fees will be provided to individuals prior to enrolment. This statement will contain a quote for the total cost to them, taking into account their current circumstances.

The tuition fees published are subject to change given the potential student's 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 government subsidised training.

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 2019 the maximum VET Student Loan amount for the SIS50612 Diploma of Sport Development is \$10,342 (covered fee). Any tuition fees above the covered fee amount 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. The Department of Education and Training will contact students to verify enrolment in this course. A VET Student Loan will not be approved for students who do not meet eligibility requirements. For VET Student Loan eligibility criteria and more information (tuition fees, census dates, and VET Student Loans policies and procedures), please refer to SEDA Group's VET Student Loan Information Guide which is provided prior to enrolment and our website <https://seda.edu.au/admissions/vet-student-loans/>

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 \$100 will be charged for a re-enrolment into a unit of competency
- 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
- A fee of \$20 will be charged for an 'On request' statement of results
- A fee of \$75 for a credential and student file archive search
- 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 <https://seda.edu.au/admissions/vet-student-loans/>

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 and individual support services on behalf of SEDA Group for this course.

SEDA Group

RTO Provider Number: 22503

425 Riversdale Road, Hawthorn East VIC 3123

Telephone: 1300 777 332

Email: info@sedagroup.com.au

Website: www.seda.edu.au

PGA International Golf Institute

RTO provider Number: 31270

600 Thompson Road, Sandhurst VIC 3977

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