

## Course Information Brochure

### SIS50612 Diploma of Sport Development

#### Sport Development Program January 2019 Intake – New Students

SEDA Group offers the SIS50612 Diploma of Sport Development qualification for the Sport Development Program January Intake in 2019. 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. Our strong connections with industry will provide students with the opportunity to connect with leading sport, fitness and recreation organisations whilst learning from industry experts, coaches and elite athletes.

#### Delivery and Assessment

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

The assessment of this qualification involves a variety of methods, which may include completion of observations, projects, portfolio of evidence, and written tasks. In addition, students are required to complete 80 hours of practical placement in a real workplace environment as part of this program to improve their work skills, and to build stronger links within the sport and recreation industry. Practical placements are arranged by the student with guidance from their trainer and assessor, Student Services Coordinator and industry partners.

The assessment of your overall competence will be undertaken by a qualified 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:

- Program Assistant/Coordinator
- Competition/Team Manager
- Sport Development Officer/Manager
- Tournament official

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 program 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 42 weeks (including school holidays) from February to November 2019. Training will be delivered face to face over two (2) days per week between Monday and Friday 9:00am – 3:15pm and facilitated online training for up to half (0.5) a day per week. The facilitated online training will occur on Wednesdays. 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 program individuals must be able to satisfy the following:

- 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 program.

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 Skills First Program and/or VET Student Loans to pay their tuition fees. Please refer to the **Skills First Program** and **VET Student Loans** information below for details.

## Course Content

Cluster	Unit Code	Unit Title
Fitness for Peak Performance	ICAICT308A	Use advanced features of computer applications
	CUAWHS501	Maintain a high level of fitness for performance
Anti-Doping in Sport	SISSSCO306	Provide drugs in sport information
Sports Nutrition & Psychology	SISSSCO307	Provide nutrition information to athletes
	SISSSCO308	Support athletes to adopt principles of sports psychology
Sports Leadership	SISXCAI306A	Facilitate groups
Fundraising & Social Media	SITXMPR501	Obtain and manage sponsorship
	BSBMKG527	Plan social media engagement
Coaching Knowledge	SISSSCO101	Develop and update knowledge of coaching practices <sup>^</sup>
Promoting Participation	SISXCCS403A	Determine needs of client populations
	SISSSDE502	Design and implement strategies to increase participation

Cluster	Unit Code	Unit Title
Sport and the Law	SISXIND404A	Promote compliance with laws and legal principles
	SISXRSK502A	Manage organisational risks
	SISXWHS402	Implement and monitor work health and safety policies
Projects in Action	BSBADM502B	Manage meetings
	SISXIND406A	Manage projects
	SISXIND405A	Conduct projects
Advanced Coaching Practices	SISSSCO303	Plan and deliver coaching programs
Strength & Conditioning	SISSTC402A	Develop strength and conditioning programs
Personal & Professional Development	BSBWOR501	Manage personal work priorities and professional development
<sup>^</sup> 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 <a href="http://www.training.gov.au">www.training.gov.au</a>		

### 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 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, and to be eligible for Victorian Government funded training (Skills First Program). 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](http://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 fee back questionnaires throughout the course. Students may also be invited to participate in an NCVER 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

North Melbourne – 744 Queensberry Street, North Melbourne VIC 3051  
Box Hill – City Oval, Corner Whitehorse & Middleborough Road, Box Hill 3128  
Albert Park – 5 Aquatic Drive, Albert Park Lane, South Melbourne VIC 3206  
Geelong – 10 Kilgour Street, South Geelong VIC 3220

*\*Expected venues are listed and may be subject to change.*

## Resources

Students are encouraged to supply their own laptop with Microsoft Office and equipped with Google Chrome, however SEDA Group can provide a loan of a laptop (notebook) for the duration of the course. Students will be required to complete a Notebook Agreement for loan of a laptop, this will be provided upon request at enrolment. The SEDA Group laptop must be returned upon course completion/withdrawal. SEDA Group will provide all remaining essential equipment and facilities to complete this program.

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](mailto: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.

### 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 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, 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*	\$10,680.80
Indigenous Completions Initiative*	\$2,136.16
Fee for Service (Non-Government Subsidised)	\$11,249.60
Tuition fees are not subject to GST.	

Indicative Government Contribution\*:

Scheduled number of hours	632
Amount per hour	\$2.00
Total contribution	\$1,264.00

\* This training is delivered with Victorian and Commonwealth Government funding - eligibility criteria apply (Skills First Program).

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.

### Skills First Program

SEDA Group is an approved provider of the 2018-2019 Skills First Program. For individuals who are eligible for the Skills First Program, the government will contribute to the cost of the tuition fees. Evidence of eligibility must be presented to SEDA Group prior to enrolment. 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. Individuals with disabilities are encouraged to access government subsidised training.

Additional information will be provided to individuals prior to course commencement, for eligibility criteria, please visit:

[www.skills.vic.gov.au/victorianskillsgateway](http://www.skills.vic.gov.au/victorianskillsgateway)

### 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.



**SEDA Group**  
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**Document Name:** CIB – SIS50612 Diploma of Sport Development – SDP – VIC 2019 – New\_20181218

**Document Issue Date:** 18/12/2018 **Authorised by:** Quality and Compliance Manager

*Document control management – Uncontrolled when printed*

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

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