

## Course Information Brochure

### Sports Industry Program

The Sport Industry Program is offered as a dual diploma program comprising the SIS50612 Diploma of Sport Development and BSB50215 Diploma of Business. The program is an excellent opportunity for individuals who have an interest in sport development, business, management and want to commence or further their career in the sport and recreation industry.

SEDA Group's strong connections with industry will provide you with the opportunity to connect with leading sport, fitness and recreation organisations whilst learning from industry experts, coaches and elite athletes. Upon successful completion, you will have the opportunity to move into further education study with a range of higher education providers or transition into the workforce, equipped with the knowledge and skills for a successful future.

#### Delivery and Assessment

The SIS50612 Diploma of Sport Development and BSB50215 Diploma of Business are nationally recognised qualifications and are delivered by a dedicated SEDA Group trainer and assessor through a blended learning approach, combining face-to-face, self-paced learning, self-directed learning, supervised workplace training and practical placement.

As part of the SIS50612 Diploma of Sport Development, students are required to complete 80 hours of practical placement in a real workplace environment, ensuring graduates leave the program with experience and networks on which to build their careers. The placement provides an opportunity to apply the skills and knowledge developed during the program within a workplace environment. Practical placements are arranged by the student with guidance from their trainer and assessor, industry partners and the Student Services Coordinator.

Throughout the program there will be a variety of assessment types such as written tasks, observations, projects and portfolio of evidence, catering for a variety of learning styles.

The assessment of your overall competence will be undertaken by a qualified SEDA Group assessor and students will use SEDA Group 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 may be charged, and students may require to re-enrol in the unit. This may also apply for Recognition of Prior Learning (RPL).

#### Study Pathways

Students may use these qualifications as a pathway into an undergraduate degree in areas such as exercise science, sports management, physical education or business. 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.

#### Employment Pathways

SEDA Group have confirmed, via industry consultation, that the following job roles are appropriate outcomes upon successful completion:

##### SIS50612 Diploma of Sport Development:

- Program Assistant/Coordinator
- Competition/Team Coordinator
- Sport Development Officer/Coordinator
- Tournament official
- Entry Level/Junior Coach
- Sports Administrator
- Fan Development/Engagement
- Participation Officer
- Event Coordinator
- Membership Services Officer
- Training Services Coordinator

##### BSB50215 Diploma of Business:

- Executive Officer
- Program Consultant
- Program Coordinator
- Duty Manager
- Competition Manager
- Sport Development Manager
- Sales executive
- Corporate sale executive
- Corporate account manager
- Industry and partnership manager
- Membership and ticketing coordinator

It should be noted that industry has advised that significant workplace and supervisory experience is required to obtain management positions regardless of educational background and qualifications. Therefore, management outcomes are only relevant to those with workplace and supervisory experience, whilst other graduates would be suited to consultant and coordinator level roles.

#### Length of Program

The total length of the Sports Industry Program is 39 weeks including study breaks. Timetables are available upon request and on MySEDA.

The SIS50612 Diploma of Sports Development is facilitated over 31 weeks (including study breaks) from February to August 2020. Training will be delivered face-to-face between 4 to 5 days per week, Monday to Friday from 9:15am – 2:30pm. Students are expected to undertake at least 10 hours of self-paced learning each week through MySEDA and additional self-directed learning activities. In addition, students are required to complete 80 hours of practical placement.

After credit transfers are applied, the BSB50215 Diploma of Business is facilitated over 17 weeks (including study breaks) from July to October 2020. Training will be delivered face-to-face between 2 to 4 days per week, Monday to Friday from 9:15am – 2:30pm. Students are expected to undertake at least 10 hours of self-paced learning each week through MySEDA and additional self-directed learning activities.

### Entry Requirements

The qualifications within the Sports Industry Program have no listed 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 Interview 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 their ability to undertake physical activity 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 assistance for the SIS50612 Diploma of Sport Development. Please refer to the **Skills First Program** and **VET Student Loans** information below 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 Sports Industry Program. After successful completion of the pre-enrolment process, SEDA Group will facilitate enrolment sessions from November 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.

### 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 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 competency is being maintained. RCC will incur a fee, please contact the SEDA Group for details.

#### Credit Transfer (CT)

Australian Qualifications Framework (AQF) qualification and statement 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 verifying evidence. This will enable students to gain a credit transfer for units of competency previously achieved and will not be required to re-sit units of competency. Individuals are encouraged to provide SEDA Group with qualifications, statements of attainments and authenticated VET transcripts 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.

### Venues

North Melbourne – 744 Queensberry Street, North Melbourne VIC 3051  
Box Hill – City Oval, Corner Whitehorse & Middleborough Road, Box Hill VIC 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 loan students a laptop (notebook) for the duration of the program. Students will be required to complete a Notebook Agreement to loan a laptop, this will be provided upon request at enrolment. The SEDA Group laptop must be returned upon program completion/withdrawal. SEDA Group will provide all essential equipment and facilities to complete this program, however additional equipment may be required for the delivery of projects within the program, which will be determined by the choices you make in your project design.

Students who are 18 years of age or older during their studies with SEDA Group, must hold a valid Working with Children's Check to undertake supervised workplace training and relevant practical placement. This must be presented to various organisations upon request.

### 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.

### Student Records, Participation and Progress

Student participation and progress will be monitored by SEDA Group throughout the duration of this program. It is expected that students attend all classes and submit assessments by 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. Students 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.

## Program Content

### SIS50612 Diploma of Sport Development

Cluster Name	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
Marketing & Social Media	BSBMKG501	Identify and evaluate marketing opportunities
	BSBMKG537	Develop a social media engagement plan
Coaching Knowledge	SISSSCO101	Develop and update knowledge of coaching practices*
Promoting Participation	SISXCS403A	Determine needs of client populations
	SISSSDE502	Design and implement strategies to increase participation
Promoting Participation for Stakeholders	SISXMG001	Develop and maintain stakeholder relationships
Sport & the Law	SISXIND404A	Promote compliance with laws and legal principles
	SISXRSK502A	Manage organisational risks
	SISXWHS402	Implement and monitor work health and safety policies
Project Management	SITXHRM402	Lead and manage people
	BSBADM502B	Manage meetings
	SISXIND406A	Manage projects
Advanced Coaching	SISSSCO303	Plan and deliver coaching programs
Professional Development	BSBWOR501	Manage personal work priorities and professional development

\*SISSSCO101 Develop and update knowledge of coaching practices must be successfully completed and assessed prior to commencement of SISSSCO303 Plan and deliver coaching programs.

### BSB50215 Diploma of Business

Cluster Name	Unit Code	Unit Title
Project Management	BSBRK501	Manage risk
	BSBPMG522	Undertake project work
	BSBADM502	Manage meetings <sup>^</sup>
	SITXHRM003	Lead and manage people <sup>^</sup>
Marketing & Social Media	BSBMKG537	Develop a social media engagement plan <sup>^</sup>
	BSBMKG501	Identify and evaluate marketing opportunities <sup>^</sup>
Workplace Wellbeing	BSBLED502	Manage programs that promote personal effectiveness
Professional Development	BSBWOR501	Manage personal work priorities and professional development <sup>^</sup>

<sup>^</sup> Units of competency will be credit transferred if successfully completed under SIS50612 Diploma of Sport Development.

For unit descriptions, please visit [www.training.gov.au](http://www.training.gov.au)

## 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.

## 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 program. 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.

## 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 program, 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.

## Access and Equity

SEDA Group will meet the needs of individuals and employers through the SEDA Group integration of access and equity guidelines into all aspects of SEDA Group business. SEDA Group will ensure that Access and Equity principles for all people are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination. For more information, please refer to SEDA Group's Discrimination, Harassment and Bullying Policy available on our website.

## Privacy Notice

SEDA Group respects individual rights to privacy and will meet all requirements of privacy legislation when dealing with individuals' personal information.

Under the *Data Provision Requirements 2012*, SEDA Group is required by law to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form) may be used or disclosed by SEDA Group for statistical, administrative, regulatory and research purposes. SEDA Group may disclose your personal information for these purposes to

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent, third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>, SEDA Group's *Privacy Policy* is available on our website.

## SIS50612 Diploma of Sport Development Fee Conditions

SIS50612 Diploma of Sport Development tuition fee structure (payable by the student):

Skills First Program Tuition Fee*	\$11,771.55
Indigenous Completions Initiative Tuition Fee*	\$2,354.31
Fee for Service Tuition Fee^	\$12,407.85
Tuition fees are not subject to GST.	

\* This training is delivered with Victorian and Commonwealth Government funding, subject to SEDA Group receiving approval for 2020 places under the 2018-19 Standard VET Funding Contract (extended to 31 December 2020) Skills First Program.

^ Fee for Service price (Non-government subsidised/not eligible for Skills First Program)

SEDA Group's *VSL Tuition Fee Refund, Withdrawal and Cancellation Policy* applies to all individuals whether they pay their tuition fees upfront, via a payment plan and/or seek VET Student Loan assistance for the SIS50612 Diploma of Sport Development. The *VSL Tuition Fee Refund, Withdrawal and Cancellation Policy* is available on the SEDA Group website.

- 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* (available on our website and MySEDA) and return any SEDA Group property that is in your possession. Verbal communication and other forms of written communication are not accepted as a withdrawal.
- 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 SEDA Group *VET Student Loan - Student Withdrawal Form* (available on our website and MySEDA).

## Skills First Program\*

SEDA Group is an approved provider of the 2018-19 Standard VET Funding Contract (extended to 31 December 2020) 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 on the SEDA Group Enrolment Form as being of Aboriginal or Torres Strait Islander descent. We encourage individuals with disabilities to access government subsidised training. Additional information will be provided to individuals prior to program 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 2020 the maximum VET Student Loan amount for the SIS50612 Diploma of Sport Development is \$10,528 (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 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 qualification. 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 about tuition fees, census dates, and VET Student Loans policies and procedures, please refer to SEDA Group's website and the *VET Student Loan Information Guide* which is provided prior to enrolment by SEDA Group.

### Tuition Assurance

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

### BSB50215 Diploma of Business Fee and Refund Conditions

BSB50215 Diploma of Business tuition fee structure (payable by the student):

Fee for Service Tuition Fee (Non-government subsidised)	\$977.20
Tuition fees are not subject to GST.	

- 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 (available on our website and MySEDA) and return any SEDA Group property that is in your possession. Verbal communication and other forms of written communication are not accepted as a withdrawal.
- Students that withdraw within 14 days of the course commencement will be charged the \$100 administration fee and be refunded any remaining fees paid.
- Students that withdraw more than 14 days after the course commencement will be liable for the full course fee including any future instalment payments.
- All fees and charges must be paid in full before a credential is issued.

At the time of publication of this Course Information Brochure, VET Student Loans and the Skills First Program is not available for BSB50215 Diploma of Business.

### Fees and Refund Conditions – Relevant to both qualifications

- 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
- Program fees are non-transferable

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

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

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

The tuition fees published are subject to change given the potential student's circumstances at enrolment however the qualification tuition fees will not be more than the maximum tuition fees published above. Individuals should be aware that enrolling in the SIS50612 Diploma of Sport Development and BSB50215 Diploma of Business may affect future training options and eligibility for government subsidised training.

### Qualification Details

SIS50612 Diploma of Sport Development

Qualification Release: 2

Training Package: SIS10

Training Package Release: 3.1

Status: Superseded

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

Due to this qualification having a superseded status, students must successfully complete all units of competency and submit required practical placement documentation on or prior to the qualification completion date (7th September 2020) to be issued with a SIS50612 Diploma of Sport Development certificate. Students who do not successfully do so will be issued with a Statement of Attainment (if applicable) and be withdrawn from the SIS50612 Diploma of Sport Development.

BSB50215 Diploma of Business

Qualification Release: 3

Training Package: BSB

Training Package Release: 4.0

Status: Current

National Register: <https://training.gov.au/Training/Details/BSB50215>

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

### SEDA Group

RTO Provider Number: 22503

Level 1, 425 Riversdale Road, Hawthorn East VIC 3123

Telephone: 1300 777 332

Email: [info@sedagroup.com.au](mailto:info@sedagroup.com.au)

Website: [www.seda.edu.au](http://www.seda.edu.au)

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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.*