

## Course Information Brochure

### SIS30115 Certificate III in Sport and Recreation

#### Sport Development Program – Year 12 New

The Sport Development Program comprises the SIS30115 Certificate III in Sport and Recreation and is offered as a School Based Apprenticeship and Traineeship (SBAT) to students enrolled with SEDA College SA and employed by Sports Education and Development Australia Pty Ltd. This course is an excellent opportunity for individuals who have an interest in community activity, sport and recreation programs and want to commence a career or pathway in the community or 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 SEDA Group or transition into the workforce, equipped with the knowledge and skills for a successful future.

#### Delivery and Assessment

The SIS30115 Certificate III in Sport and Recreation is a nationally recognised qualification and is delivered by dedicated SEDA College SA trainer and assessors through a blended learning approach, combining face-to-face, self-paced learning, self-directed learning and workplace-based training.

Throughout the course there will be a variety of assessment types such as written tasks, observations, portfolio of evidence, journal/logbook and role plays catering for a variety of learning styles.

The assessment of your overall competence will be undertaken by a qualified SEDA College SA assessor, and students will utilise SEDA College SA'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 resit. If a student is not competent after two resits 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 this qualification as a pathway to continue and complete the SIS40115 Certificate IV in Sport and Recreation or pathway to the SIS50319 Diploma of Sport through SEDA Group.

#### Employment Pathways

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

- Sport/Game Development Officer
- Program Coordinator
- Event Coordinator
- Competition Coordinator (Local)
- School Sport/Programs Officer
- Entry Level Coach
- Game Day Activations Coach
- Database Management

#### Length of Qualification

This qualification is facilitated over 37 weeks (including school holidays) from February 2020 to November 2020. Training will be delivered face-to-face from 9:00am – 3:00pm 1 day per week. In addition, one day each week (a minimum of 7.5 work hours) is allocated for completion of SBAT hours with the specific day varying between class groups via the community workday (CWD). Timetables are available upon request and on MySEDA.

#### Entry Requirements

There are no pre-requisites required for entry into the SIS30115 Certificate III in Sport and Recreation however to be eligible for this course individuals must be able to satisfy the following:

- Enrolled with SEDA College SA in 2020;
- 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.

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.

## Course Content

Cluster Name	Unit Code	Unit Title	Cluster Name	Unit Code	Unit Title
Managing Workplace Safety	HLTWHS001	Participate in workplace health and safety+	Professional Development	BSBWOR301	Organise personal work priorities and development+
	BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control+	First Aid	HLTAID003	Provide first aid <sup>^</sup>
Managing Sporting Programs	SISXCAI004	Plan and conduct programs+	Community Coach	SISXCCS001	Provide quality service
	ICTWEB201	Use social media tools for collaboration and engagement+		SISXMGTO01	Develop and maintain stakeholder relationships
Leadership in Sport	SISXCAI006	Facilitate groups+		SISSSCO005	Continuously improve coaching skills and knowledge
	SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions+	SISSSCO001	Conduct sport coaching sessions with foundation level participants	
Emergency Situations	SISXEMR001	Respond to emergency situations	Sports Trainer	SISSSPT001	Implement sport injury prevention and management strategies+
Using Technology in Sport	ICTICT203	Operate application software packages+			

<sup>^</sup> Credit Transfer. Unit of competency delivered externally to this program by SEDA Group.  
<sup>+</sup> Indicates that the unit of competency will be government subsidised under the Funded Activities Agreement for eligible stud ents.  
 For unit descriptions, please visit [www.training.gov.au](http://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 SIS30115 Certificate III in Sport and Recreation. After successful completion of the pre-enrolment process, SEDA Group will facilitate an enrolment session in February 2020. Once an enrolment is processed, students will receive confirmation of enrolment with SEDA Group.

### 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](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.

#### 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 verifying evidence. This will enable students to gain a credit transfer for units of competency previously achieved and will not be required to resit 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 or CT; please indicate on the Pre-Training Review which is completed prior to enrolment.

### Resources

Students are required to utilise their SEDA College SA issued laptop with Microsoft Office and equipped with Google Chrome. SEDA College SA will provide all remaining necessary equipment and facilities for training and assessment activities.

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

### Venues

Adelaide Crows Sport Development Program	West Adelaide Football Club - 57 Milner Rd, Richmond SA 5033
Basketball South Australia	Titanium Security Arena - 44A Crittenden Rd, Findon SA 5023
Football Federation South Australia Program	VALO Football Centre - 46 Cowan Street, Angle Park 5010
Netball South Australia Sports Development Program	Glandore Oval - Naldera St, Glandore SA 5037
Adelaide Crows & South Australia Cricket Association Sports Development Program	Edwardstown Football Club - East Terrace, South Plympton South Australia 5038

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

### Individual Support Services

Students requiring study support, counselling, mediation or other individual support services can discuss this with their Trainer/Assessor, Regional Manager and/or Student Connect at SEDA College SA.

### Student Records, Participation and Progress

Student participation and progress will be monitored by SEDA College SA throughout the duration of this course. 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. Student can have access to their most 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.

### 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 course. Students may also be invited to participate in an NCVER survey and a Australian Skills Quality Authority (ASQA) Student Survey. In addition, students may be contacted by the ASQA (or persons authorised by the ASQA) 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 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.

### 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.

### Maximum Course Fees

Tuition fees for this course are paid by SEDA College SA.

Tuition fee	\$577.85
Tuition fees are not subject to GST.	

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 SIS30115 Certificate III in Sport and Recreation may affect future training options and eligibility for government subsidised training.

### Course Fee Conditions and Refund Conditions

SEDA Group's fee and refund conditions apply to tuition fees paid for this course by SEDA College SA.

- 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. Verbal communication and other forms of written communication are not accepted as a withdrawal.
- All fees and charges must be paid in full by SEDA College SA before a credential is issued
- A fee of \$100 may 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 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.

SEDA College SA will receive a full refund of all fees that have been paid for the affected individuals.

Please refer to our Fees and Charges Policy located on our website for more information.

#### **^Funded Activities Agreement**

SEDA Group is approved to deliver publicly funded training under the Funded Activities Agreement in South Australia. Individuals who are eligible under the Funded Activities Agreement, the Government of South Australian will contribute to the cost of training services.

To be eligible for funding under the Funded Activities Agreement individuals must:

- reside or work in South Australia; and
- be an Australian or New Zealand citizen; or
- be a permanent Australian resident; or
- hold a State sponsored visa on a pathway to permanent residency; or
- hold a humanitarian temporary visa of a class specified by the South Australian state government Minister from time to time; and are
- be aged 16 years or over, and not enrolled in school; or
- be aged 16 years or over, enrolled in school and undertaking training through subsidised arrangements; or
- be undertaking training through a Training Contract as an apprentice or trainee.
- Hold a valid USI
- For school enrolled students, only be enrolled in one VET course at a time
- Meet all course conditions as described under entry conditions

\*Eligibility is subject to sighting relevant evidence by a SEDA Group representative prior to enrolment. Additional eligibility requirements for traineeships apply. For more information visit [www.skills.sa.gov.au](http://www.skills.sa.gov.au) for eligibility criteria. Supported by Government of South Australia.

There are no tuition fees for individual who are over the age of 16 and who are, or have been, under the Guardianship of the Minister for Education (or interstate equivalent) on any guardianship order. \*Subject to sighting relevant evidence by a SEDA Group representative.

#### **Qualification Details**

SIS30115 Certificate III in Sport and Recreation

Qualification Release: 1.0

Training Package: SIS Sport, Fitness and Recreation

Training Package Release: 4.0

Status: Current

National Register: <https://training.gov.au/Training/Details/SIS30115>



SEDA Group is responsible for compliance of training and assessment for this qualification and responsible for the issuance of AQF certification documentation. SEDA College SA provides training and assessment services, individual support services and recruitment of prospective learners for this course on SEDA Group's behalf.

#### **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)

#### **SEDA College SA**

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