



Course Information Brochure

SEDA Group offer the SIS50612 Diploma of Sport Development qualification as the Vocational Education and Training (VET) component of the PGA of Australia Golf Performance Program. This program is a joint initiative between the Professional Golfers Association of Australia (TOID: 22044) 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 interest in a career 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

The qualification is delivered by SEDA Group and Professional Golfers Association of Australia trainers through a combination of methods including face-to-face delivery in a classroom, self-paced learning, supervised workplace training and online study. Students are required to provide their own laptop with Microsoft Office and golf clubs. All remaining essential equipment and facilities will be provided by SEDA Group to complete this qualification.

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

The assessment of your overall competence will be undertaken by qualified SEDA Group and Professional Golfers Association of Australia assessors 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; 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 in the golf industry as a Pro Shop Assistant or Manager, program manager, tournament official, coach or sport development officer. In addition, students may use this qualification as a pathway to an undergraduate degree such as exercise science, sports management or physical education or a pathway to the PGA Traineeship Program.

Eligibility

To be eligible individuals must be registered in the PGA of Australia Golf Performance Program. In addition, individuals are required to complete a Pre-Training Review which includes a Language, Literacy and Numeracy assessment prior to commencement of training to ensure the qualification is the most suitable training option and meets their individual needs. Support will be provided to students that have individual training needs. Individuals with disabilities are encouraged to access government subsidised training. Students under the age of 18 will need parental/guardian consent to enrol.

Length of Qualification

The VET component of the PGA of Australia Golf Performance Program is facilitated over 39 weeks commencing from February 2016 to December 2016. Training will be delivered for 3 days per week between Monday and Friday, 8:30am – 4:30pm.

PGA of Australia Golf Performance Program

SIS50612 Diploma of Sport Development

Pre-Requisites

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

Course Content

Core Units:

BSBADM502B	Manage meetings
SISXCCS403A	Determine needs of client populations
SISXIND406A	Manage projects
ICAICT308A	Use advanced features of computer applications
SISSSCO306	Provide drugs in sport information
SISSSCO307	Provide nutrition information to athletes
SISSSCO308	Support athletes to adopt principles of sports psychology
SISXCAI306A	Facilitate groups
SISXIND404A	Promote compliance with laws and legal principles
SISXRSK502A	Manage organisational risks
SISXWHS402	Implement and monitor work health and safety policies

Elective Units:

SITXMPR501	Obtain and manage sponsorship
SISSSCO101	Develop and update knowledge of coaching practices
SISSSCO303	Plan and deliver coaching programs
CUAWHS501	Maintain a high level of fitness for performance
SISSTC402A	Develop strength and conditioning programs
SISGLF520	Design and implement strategies to increase junior participation in golf
SISGLF510	Fit and alter golf equipment
SISXIND405A	Conduct Projects
SISSSOF101	Develop and update officiating knowledge

For unit descriptions, please visit www.training.gov.au

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.

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. Should a student have no evidence of participation for 14 days and has not contacted SEDA Group; they will be issued an Academic Performance Letter. Students that require access to their file or to update personal information are encouraged to contact SEDA Group.

Welfare Services

Students requiring additional study support can discuss this with their Trainer/Assessor. Students requiring welfare support services will be referred to external agencies to provide appropriate levels of support. Associated costs with these services are not covered by SEDA Group.

Enrolment Process

Prior to enrolment SEDA Group will provide an information session to individuals wishing to study the SIS50612 Diploma of Sport Development the Professional Golfers Association of Australia will be in attendance. After successful completion of pre-enrolment documents; SEDA Group will provide an enrolment session. Once your enrolment is processed you will receive your confirmation of enrolment and a copy of your training plan.

Unique Student Identifier (USI)

From 1st January 2015 all students studying a Vocational Education and Training (VET) qualification or VET unit of competency must have a USI to be issued a qualification or statement of attainment. The USI is a reference number that provides individuals a history of training courses they have participated in with qualifications and units completed. To access a USI reference number visit <http://www.usi.gov.au> or SEDA Group can assist in accessing a USI reference number during enrolment.

Continuous Improvement

SEDA Group is committed to continuous improvement of its operations. As a result, you may be required to complete feedback questionnaires throughout the course. Students may also be invited to participate in the NCVET (National Students Outcome Survey) and/or being contacted by the Department of Education and Training endorsed project and/or being contacted by the Department of Education and Training for audit or review purposes.

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 refer to the *Schedule of Tuition Fees* on our website.

Credit Transfer (CT)

AQF qualification and statements of attainments issued by any other RTO or 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 and Enrolment Form.

Venue

PGA Centre for Learning and Performance
Sandhurst Club
600 Thompsons 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 conditioning and environments. Venues will be negotiated with 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 are expected to cooperate with all staff and trainers/assessors and abide by policy and processes.

Cheating and plagiarism is not acceptable at SEDA Group. A cover sheet to state that this is your own work will be required for each assessment task submission. If cheating or plagiarism is identified consequences will occur. Details of these consequences are available by contacting us however a repeated offense will result in the student receiving a not competent result for the unit of competency and may require extra fees for re-enrolment and completion of that unit of competency.

Grievances and Appeals

If you have a 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 your Trainer/Assessor. Should the grievance or appeal not be resolved satisfactorily SEDA Group has a formal Grievance and Appeals (Academic and Non-Academic) Policy and Procedure, which is available on our website.

Qualification Details

SIS50612 Diploma of Sport Development

Training Package: SIS10 Sport, Fitness and Recreation

Release: 2

Status: Current

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

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

PGA of Australia Golf Performance Program assists SEDA Group with marketing of this course.

Indicative Fees

SIS50612 Diploma of Sport Development

Tuition Fee Structure:

Fee for Service (Non-Government Subsidised)	\$24,860.00
Tuition fees are not subject to GST.	

The VET FEE-HELP loan scheme is available for the SIS50612 Diploma of Sport Development. For more information, please refer to our website. SEDA Group does not offer inducements to students to enrol into this qualification or VET FEE-HELP loans. A cooling-off period applies.

For individuals wishing to utilise the VET FEE-HELP student loan scheme, eligibility criteria apply. Eligibility application forms will be provided prior to course commencement.

Prior to enrolment, individuals will receive a *Statement of Fees*, being a detailed quote for this qualification. In addition, all students will be issued with an invoice notice at least 14 days prior to each unit of study census date.

Course Fee Conditions and Refund Policy

SEDA Group's refund policy applies to tuition fees paid for VET units of study that are approved for VET FEE-HELP. It applies to all individuals whether they pay their tuition fees upfront or seek VET FEE-HELP loan assistance.

- 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.
- 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* and return any SEDA Group property that is in your possession.
- Students must pay all fees and charges in full or have lodged a *Request for VET FEE-HELP Loan* form before a qualification or statement of attainment is issued.
- A \$50 re-issue charge of each qualification or statement of attainment will apply.
- For individuals who enter into a payment plan and fall behind in payments; SEDA Group has the right to cease training until outstanding payments are rectified.
- 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.

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: www.acpet.edu.au/codes

SEDA Group

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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.