

SIS40115 Certificate IV in Sport and Recreation



Course Prospectus

All Mind Challenge courses are Nationally recognised and accredited

RTO Code: 45536

PO Box 168, Mulgoa NSW 2745

Course Overview

This qualification reflects the role of individuals who work in the sport and recreation industry in an administrative or organisational capacity. These individuals are able to plan, conduct and evaluate activities of others, deal with unpredictable and non-routine situations and provide leadership and guidance to staff.

The qualification provides a pathway to work in a diversity of sport and recreation locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres or sporting organisations and associations.

Fees (Upfront payment and payment schedule)

All Mind Challenge courses are calculated as fee for service. **This course is not government subsidised.** Mind Challenge fees and charges are reviewed on an annual basis and are subject to change. A payment plan is available.

The cost of this course is \$1990.

There is a non-refundable Administration fee of \$200 to be paid upfront upon enrolment. A payment schedule for remaining fees will be provided. Your course fees include a printed copy of the Learner Guide for each unit and a Certificate and record of results upon successful completion of the course (does not include replacement certification).

You will need to pay your non-refundable Administration fee before commencing your study and fees must be paid in full in order for you to receive your qualification/certificate.

All payments can be made using direct deposit or credit card (MasterCard or Visa) through recurring invoices distributed fortnightly via email (to each individual learner).

Contact the Head Office to discuss a payment plan for this course.

Job Opportunities

Possible job titles include:

- Facility coordinator
- Administration coordinator
- Duty manager
- Recreation coordinator
- Swim school coordinator
- Operations coordinator
- Aquatic operations coordinator.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Withdrawal/Refund Policy

Learners enrolled in a Mind Challenge course can request to withdraw and receive a refund (excluding the \$200 non-refundable Administration fee) within six (6) weeks of commencing this course.

Learners will be required to complete a withdrawal form and submit to Head Office.

A withdrawal will not occur without the completed withdrawal form.

Entry Requirements	Course mode of delivery and duration (inc Workplacement)
<ul style="list-style-type: none"> • Minimum 16 years of age • Intermediate level of English (IELTS 4-5) • Participate in an Initial Consultation (prior to enrolment) with one of our qualified and experienced mentors • Technology requirement – access to a computer (desktop, laptop or tablet) and internet access • Complete workplacement/practical hours (minimum of 80 hours) in an approved workplace/organisation. 	<p>This course is delivered through face-to-face workshops, via online learning and through workplace training.</p> <p>Each learner can select a mode of delivery or combine face-to-face, distance/online and workplace training, giving you the flexibility and choice of study mode/duration.</p> <p>Each learner will be required to complete a workplacement (on-the-job practical activities) for this course. A minimum of 80 hours is to be completed.</p> <p>The course will be delivered within a minimum period of 6 months and maximum period of 18 months. Please note: duration may vary if learner has been recognised for RPL or credit transfer.</p> <p>Extensions can be applied for by completing the form on the website. <i>Additional fees may be charged if extension approved. Approval of the extension will be at the discretion of Mind Challenge's Chief Executive Officer.</i></p>
Pre-Enrolment (Initial Consultation)	Location of Workshops
<p>To ensure you choose the best course for you, each learner will be required to participate in a no obligation FREE Initial Consultation with one of our experienced mentors or attend an Information Session. To book your Initial Consultation or register for the Information Session, complete the form on the website or contact Head Office on 0410 568 872 to schedule your appointment.</p>	<p>Face-to-face workshops will be undertaken at the following training facility: The Creative Fringe 6/47-51 York Rd, Penrith NSW 2750</p> <p>Should the location of the workshop change, each learner will be notified in advance.</p>
Learner Online Portal	Resources
<p>All aspects of this course are available via online learning (distance mode): www.mindchallenge.com.au</p> <p>Each learner will be provided with access to the Online Learner Portal once their enrolment has been finalised. This will enable all learners to access learning resources, assessment information, webinars, social media, Mind Challenge policies and procedures and upload completed assessments.</p>	<p>There is an expectation for all learners to have access to a computer in order to complete this course.</p> <p>Mind Challenge will provide each learner with access to the following resources:</p> <ul style="list-style-type: none"> • Experienced mentors • Individual Training Plan • Website – access to Online Learner Portal/Learning Management System (tutorial documents for navigating the LMS) • Learner Guide (for each unit) • Course Handbook – Mind Challenge policies and procedures • Workplace Learning Workbook • Powerpoint presentations • Assessment booklet (for each unit) • Mind Challenge Monthly Newsletter • Job/Employer Networks – Job/Employment Board and Job Market Days

	<ul style="list-style-type: none"> • Social media – Facebook, Blog, LinkedIn • Language, Literacy and Numeracy (LLN) Support • Tutorial Support • Face-to-face and webinar schedule • Live and Pre-recorded webinars.
Recognition of Prior Learning	Credit Transfer
<p>Many of our learners already have a high level of skill, knowledge and expertise that can be recognised through a Recognition of Prior Learning (RPL) process. Learners seeking recognition can discuss options at their Initial Consultation or Information Session or upon enrolment into this qualification or throughout the duration of their study.</p> <p>Where an eligible learner is granted Recognition of Prior Learning (RPL) or Credit Transfer for one or more units of competency, the course fee will be adjusted and a new course fee determined. Where RPL for a unit (or units) of competency is assessed by Mind Challenge and only partially granted and some training/delivery is still required, there is no reduction in the unit/course fee. The learner's invoices will be updated to reflect any change in course fees.</p>	<p>If you have completed previous study (that is the same as your intended qualification) with another organisation you may be able to apply for a credit transfer or unit/s exemption. A certified copy of the transcript must be provided when applying for a credit transfer. Where an eligible learner is granted a credit transfer (CT) for one or more units of competency, the course fee will be adjusted and a new course fee determined. The learner's invoices will be updated to reflect any change in course fees.</p>
How to enrol	Workplace Learning Program
<p>Applying to Mind Challenge is easy!</p> <ol style="list-style-type: none"> 1. You will need to access a USI (if you do not already have a USI). 2. Once you have participated in your Initial Consultation or Information Session and selected the best course for you, you will complete an enrolment form and submit via the website or email. 3. Once Mind Challenge has received and processed your enrolment and \$200 upfront payment (see Fee section), we will send you a Welcome Email including all the enrolment conditions, Individual Training Plan and log on details for the Online Learner Portal. 	<p>Mind Challenge is committed to providing you with an education that strongly links formal learning with professional or vocational practice. As a learner enrolled in this course you will:</p> <ul style="list-style-type: none"> • Undertake a minimum of 80 hours of workplace learning; • Undertake and be assessed on structured activities that allow you to learn, apply and demonstrate your professional or vocational practice; • Interact with industry and community when undertaking these activities; • Complete these activities in real work contexts or situations; and in addition: • These interactions and the work contexts provide distinctive sources of feedback to you to assist your learning. • A designated Workplace Coordinator will be able to assist you in securing a workplacement. <p>If you are an existing worker in this industry, you can use your current job role/employer to complete the relevant practical components of this course. Your mentor will support you to secure your workplace learning opportunity. You</p>

		will be required to undertake (and provide copies of) a National Police Check and Working with Children Check.
Course Outline (Units of Competency)		Assessments
Core Units BSBRSK401 Identify risk and apply risk management processes BSBWOR404 Develop work priorities CHCCCS020 Respond effectively to behaviours of concern HLTAID003 Provide first aid HLTWHS003 Maintain work health and safety SISXCCS003 Address client needs SISXFIN001 Develop and review budgets for activities or projects SISXIND004 Analyse participation patterns SISXIND005 Coordinate work teams or groups SISXMGT001 Develop and maintain stakeholder relationships		To be assessed as competent, learners need to provide satisfactory evidence (relating to their knowledge and skills) for each of the assessment requirements relevant to the unit of competency. Assessment methods may include: <ul style="list-style-type: none"> • Written tasks • Case studies • Projects • Knowledge tests • Role plays • Observations • Simulation activities • Workplacement (practical) Each learner will be provided with an assessment booklet for each unit of competency upon enrolment.
Elective Units		Are you ready for your challenge?
BSBPMG522 Undertake project work CHCCDE010 Develop and lead community engagement strategies to enhance participation CHCCOM002 Use communication to build relationships CHCDIV001 Work with diverse people CHCPRP001 Develop and maintain networks and collaborative partnerships CHCYTH001 Engage respectfully with young people SISCCR001 Facilitate community recreation activities		Log onto the website www.mindchallenge.com.au and complete the Enquiry Form for your Initial Consultation or register for an Information Session. Alternatively, you can speak with one of our Administrative officers who will assist you with scheduling an appointment. Simply call 0410 568 872 during our business hours. Business days: Monday to Friday (excludes weekends and public holidays) Business hours: 9.00am – 5.00pm (NSW time) Email: learning@mindchallenge.com.au Website: www.mindchallenge.com.au

To secure your free initial consultation or register for the information session contact Mind Challenge today!

Email: learning@mindchallenge.com.au **Phone:** 0410 568 872

www.mindchallenge.com.au