



Excellence in Golf Education

Diploma of Golf Management

(10459NAT)

Domestic Student Prospectus - 2015 - Sydney Campus

CRICOS Provider No: 02754G RTO No: 31270 Course CRICOS No: 084619C



OUR CODE OF ETHICS

PGA IGI CODE OF ETHICS

The PGA IGI is committed to compliance with the Australian Quality Training Framework (AQTF) Essential Standards for Registered Training Organisations. We will provide quality training and assessment across all our operations, adhere to the principles of access and equity and maximise outcomes for students, establish and maintain management systems, which are responsive to the needs and students, staff and stakeholders and ensure Management practices are implemented that safeguard the interest and welfare of students and stakeholders in all training and assessment situations.

As a training organisation the PGA IGI will comply with its legal and moral duty to respect the rights and beliefs of students through non-discriminatory practices, recognition of the special needs of students, physical access to courses, remediation and bridging programs, mentoring, culturally appropriate behaviour, and equal opportunity. The PGA IGI aims to ensure that every student gains the maximum benefit from participating in our courses or programs.



ABOUT THE PGA IGI

INTRODUCTION

Since commencement in January 2005, the PGA International Golf Institute (PGA IGI) has become the leader in golf education in Australia providing broad industry training in all aspects of golf administration and management.

An innovative and forward thinking institution, the PGA IGI is the most recognised golf and education training provider in Australia.

The PGA IGI is a wholly owned subsidiary of the PGA of Australia. This means we are owned and managed by the PGA.

The International College of Management, Sydney (ICMS) is an internationally recognised business school and is a preferred education partner. The College provides outstanding pathways from the Diploma of Golf Management to numerous Bachelor Degree study options.

Ideal for who?

- Those seeking to gain a higher level qualification.
- Those who enjoy the game of golf and would like to work in golf administration.
- Those seeking a further education pathway into a degree and a PGA Member Qualification with further study at the PGA of Australia.
- Those seeking to secure their future in the industry - regardless of their pathway.

This program provides core business knowledge and skills in the field of golf management - the business of golf.

WHO ARE WE?

- We are the **only** provider of our kind in Australia.
- We are the **only** PGA endorsed provider of golf education qualifications in Australia.
- We are accredited the same as a TAFE and comply with the same legislation.
- We are a dynamic modern institute committed to providing quality golf industry educational programs.
- We provide an environment which encourages you to achieve excellence in your golfing education.
- We provide access to VET FEE HELP for domestic students.
- We utilise recognised and accredited PGA of Australia professionals who partake in the PGA's Accreditation and Continuing Education program (A.C.E) - many are award winning Teaching Professionals
- Our lecturers / teachers are all industry qualified and are experts in their fields.
- Our programs are developed on sound academic principles underpinned with practical industry application.
- We have an experienced and diverse management team able to provide well rounded career advice and experience.
- Our foundations are premised on a 20 year association between the PGA of Australia and higher education facilities.



ABOUT THE PGA IGI



Excellence in Golf Education



WHY CHOOSE US

- We are accredited as a Registered Training Organisation (RTO).
- Our courses are accepted for credit transfer and recognised prior learning with the Australian PGA.
- Course delivery options are flexible to ensure you have options to suit your learning, employment and lifestyle.
- We can assist you to obtain employment within the industry during and after your study with us. We have excellent student employment outcomes.
- Our program is approved for credit transfer into several ICMS degree programs including the Bachelor of Business Management, Bachelor of Sports Management, Bachelor of Hospitality Management and Bachelor of Event Management.
- We have developed the Diploma of Golf Management qualification in conjunction with the Australian PGA and various Industry stakeholders, including the Australian Golf Course Superintendents Association and numerous Golf Managers.
- We are a member of the Australian Council for Private Education and Training (ACPET).
- We report to and are audited by government departments to ensure that we comply with all Australian Government Legislation and Guidelines at both state and federal levels.
- We are the winner of multiple awards including the 2010 Queensland Governments, QETI Award, for 'Outstanding Pathway Provider' and ACPET's Industry Initiative and International education provider categories.
- We are officially approved for VET FEE HELP (domestic students only) . For more information please see the website regarding policies and procedures and eligibility requirements.



ABOUT YOUR PROGRAM

COURSE STRUCTURE

This industry-based PGA endorsed qualification includes a responsible service of gaming/gambling (RSG) certificate and Responsible Service of Alcohol (RSA). We ensure there are annual improvements to the Diploma of Golf Management. The Diploma has been specifically written for the golf sector and is a truly unique product for the golf industry.

The qualification comprises 14 core units of competency and a further 7 elective units of competency, depending on your mode of study. The units have been clustered into the following 6 broad areas of study. Further information is attached at the back of this prospectus:

- Golf Course Design and Maintenance
- Golf Operations
- Introduction to the Golf Industry
- Golf Course Planning and Development
- Golf Club Management
- Event and Catering Management
- Practical Golf Skills Development

PRACTICAL GOLF ELEMENT

Your trimester schedule will include:

- 2 x 2 hour weekly group training sessions
- 2 x 30 minute one-on-one coaching sessions
- A compulsory weekly competition. Prizes and order of merit points are awarded
- Compulsory weekly driving range practice

ASSESSMENT

This is a competency-based qualification. Assessment may take a variety of forms including written, observation, written exams, assignments and verbal questioning.

Assessment outcomes will be marked either competent or not yet competent. Tertiary grades are also provided for those seeking a higher education qualification pathway at University level.

GOLF LINK ACCESS

The PGA IGI has been granted special Golf Link access allowing us to enter golf results faster and more efficiently than ever before. Golf Link is the premier golf handicap network, whereby all players can track their scores and up to date handicaps online.



ENROLMENT PERIODS

We currently have 2 enrolment periods per year.

Upcoming Intakes for the PGA IGI Sydney Campus are as follows:

**May 2015 - Orientation commences 28th May
Academic trimester 28th May to 4th September**

**September 2015- Orientation commences 21st September
Academic trimester 21st September to 18th
December**

32 teaching weeks in total with up to 5 weeks of holiday periods. A graduation ceremony will be held in the year of your graduation.

NATIONALLY ACCREDITED BASED TRAINING

This course has been accredited by the Australian Quality Training Framework and the Training and Employment Recognition Council, as a Diploma of Golf Management 10459NAT.

Please refer to the below website for more information:

- www.training.gov.au

DELIVERY PARTNER

We utilise ICMS RSA course on campus to deliver the Responsible Service of Alcohol component of the study program - Unit Code: SITHFAB201 Students may request a Statement of Attainment from ICMS upon successful completion of these units of competency.

Provide Responsible Gambling Services - Gaming Unit code: SITHGAM201, is delivered by Training Course Professionals Pty Ltd. Students may request a Statement of Attainment upon successful completion of this unit of competency.



STUDY + EXPERIENCE = SUCCESS

PROGRAM INFORMATION

GOLF COMPETITIONS

Students are required to participate in a compulsory weekly event to improve their skills in a competitive environment. Competitions are scheduled as part of the program of study and you are encouraged to participate in other events and Pro-Ams. You are required to maintain an assessable playing diary and statistics sheet for your coach.

YOUR CLASSES

Academic Tuition

Your golf business management subjects have a general maximum class size of 30. Training rooms are provided at the ICMS campus in Manly.

Where practical, some sessions are taught on site at a golf course in order to demonstrate the applied theory in a real world environment. Such examples include Occupational Health and Safety, Course Maintenance and Pro-shop Merchandising.

Golf Practical Tuition

Your golf skills tuition classes generally comprise eight or less students per coach. Training facilities are currently at Monash Country Club. Parking is available at all facilities.

You may only change your golf coach or golf teaching facility within the first 2 weeks of the start of each trimester.

Please note: The PGA IGI reserves the right to change courses and providers at any time due to circumstances beyond our control or for commercial reasons.

GOLF COURSE

Students will be provided with a membership at Monash Country Club in Narrabeen, Sydney. Your membership access pass provides you with 5.5 days a week full course access.

Your membership is provided in 4 monthly intervals in line with academic trimesters.

Please visit their website at:
www.monashcc.com.au

You will receive 5.5 day membership for the duration of your enrolment, which can be used outside the academic trimester.

DRIVING RANGE

You will be provided with driving range access keys to the range at Monash Country Club



These range keys provide you with half price ball use during the trimester. Each Student is provided with 2 keys per trimester. Additionally, you will be able to purchase more keys from the PGA IGI at a discounted rate.



OUR TEACHING PROFESSIONALS



GLENN PHILLIPS

HEAD PROFESSIONAL MONASH CC

- Certified PGA Member (Advanced—Coaching)
- Top 50 Teacher NSW Division
- Club Fitting
- Golf Operations
- Pennant Programmes

Glenn completed his traineeship at Asquith Golf Club and Kingston Heath Golf Clubs then moved into the Assistant /Teaching Professional roles at Concord Golf Club and Sydney Olympic Park. Glenn has also formerly been the Head Professional at Lane Cove Country Club & Asquith Golf Club.

Glenn's coaching philosophy is that he teaches people. People are individuals, both physically and psychologically. There are basic fundamentals that need to be met by all golfers and those fundamentals are the framework for the individuals' swing. Glenn's coaching experience has helped him get the most out of his students and will undoubtedly help IGI students to get the most out of their games.



Note: The PGA IGI reserves the right to change coaches teaching in programs and courses. Students will be advised of any changes as soon as practical.

SUCCESS STORIES

JOB OUTCOMES

Jay Leask 2009 Graduate - PGA Member 2011

I thoroughly enjoyed the PGA IGI experience and would recommend it to anyone interested in pursuing a career in the golf industry. I was able to use the PGA IGI industry contacts in my final year to position myself for my Professional Year PY with the PGA. The pathway through the Diploma and degree has helped me develop both on and off the course and give me the skills I need to hit the ground running no matter which path I take in the golf industry!

David Scott - Director of Golf Riverside Oaks Golf Club

"The PGA IGI is such a diverse program that leads you into different areas and gives you great knowledge and understanding of how the golf industry works. "It also gives you the training, knowledge and the background to help you make the right decision as to where you want to be within the industry. I'm now with Troon Golf at Riverside Oaks and am thoroughly looking forward to the opportunities that the golf industry holds within the management sector."

Luke Bates - Golf Operations Manager, Golf Queensland

"I was thinking about a playing career, but I wasn't sure that it was for me, and I didn't want to get a couple of years down the track and realise I wasn't going to have a career playing and be left with no options. That's why I chose to study with the PGA International Golf Institute (PGA IGI). The course is designed to train you in the golf industry as a whole, so you have choices... you have something to fall back on."

Jay Townsend - Golf Development Officer, Golf Queensland

"A career as a player wasn't ever my primary focus." "The PGA IGI course was the only one I was interested in because it really gives you the best credentials. It's a tough industry to get into and the PGA opened a lot of doors. I trained under Mark Gibson which was one of the big draw cards. Then when I graduated, the PGA IGI qualifications meant that my traineeship was cut down to just twelve months, meaning I could start working faster."

Dave Rosenthal 2010 DUX- Member Services Coordinator QLD Division PGA

"Successfully completing the PGA IGI Diploma of Golf Management has allowed me to make a positive career move to the golf industry. Whether a person is wanting to pursue a playing career or an area of managing or development of the industry, the PGA IGI is the essential first step toward achieving that goal."

TESTIMONIALS

Corinne Swan 2009 Graduate & Australian University Games - Individual Women's Golf Champion 2009

"I have really enjoyed the courses, I have learnt heaps and don't really want to leave," said Swan, who was born on the Gold Coast. "I think I can go along way with this degree. I want to do a traineeship utilising the PGA of Australia pathway offered through PGA IGI and hopefully become a professional golfer."

Evan Sinclair - Order of Merit winner 2010. Current PGA Trainee Professional (2012)

"The PGA IGI has been great. It's allowed me to have the option of pursuing where I want to go in golf – be it as a PGA professional, coach, club manager or golf developer. "Essentially the course encompasses everything that could possibly be related to golf and it gives you the confidence to know you are going to make it because even if you don't make it as a tour pro there are so many other areas to fall back on."

Jo Robson Mansfield– 2011 Graduate

"I believe the PGA IGI program is one of the best products in Australia and it can definitely help you towards a better future," he said. "I would recommend the course to anyone who has a love for golf and who wants to seriously increase their golf potential, knowledge and get a foot in the door in the golf industry. It has all the right contacts and ingredients."

Daniel Paton 2010 Graduate & Australian University Games Individual Men's Golf Champion

"Because I have completed the PGA IGI course and my University degree I get two years off my traineeship, which means I can become a PGA member in a year. "The big goal is to become a touring professional somewhere overseas within the next five years. "If playing golf doesn't work out I want to move into the teaching side of things and open my own teaching academy. "I definitely enjoy teaching people to play the game."

Michelle Pericic 2011 student - Adam Scott Foundation Scholarship recipient.

"I wanted to go to Uni after I completed school but was also desperate to continue with my golf," "When I heard about the PGA IGI I knew it was the perfect opportunity for me. "I get to pursue my interests in sports and golf management and also continue developing my game. Ideally after graduation I'll be ready to secure a PGA traineeship in my fourth year." "It just has everything I wanted."

ADMISSION AND ADMINISTRATION DETAILS

GENERAL ENTRY

Entry into the program generally requires:

- The successful completion of Year 12 or equivalent in the Australian schooling system, or equivalent, or relevant work experience if you do not have the minimum education entry requirements.
- A golf handicap of 18 or better for males, 25 or better for females.
- You to be at least 18 years of age or turn 18 years of age in your first year of study.

Mature Age Entry

If you are over 21 you can apply for entry into this program without meeting formal academic requirements if you have relevant work experience and / or other acceptable qualifications. The PGA IGI will assess each application on a case by case basis.

Full-time Course Delivery

Our diploma course is taught on a full-time basis. The program comprises face to face academic tuition, small group work activities and professional golf instruction (if applicable).

Golf Handicap - Practical Golf Component

Your Golfink number or original documentary handicap evidence is required from your current / previous golf club to verify your handicap.

Where you are unable to verify your arrangements can be made for alternative verification. Please contact us for assistance.

Domestic Scholarships

Various scholarship opportunities are available for domestic students at the PGA IGI Sydney Campus. These scholarships are for the PGA IGI Diploma of Golf Management.

Golf NSW Scholarship is a fee waiver scholarship, available to members of New South Wales golf clubs aged between 18 to 25 years.

Jack Newton Junior Golf (JNJG) Scholarship and Internship is available to school leavers and junior members of JNJG. Available to New South Wales Residents

The PGA IGI Scholarship is a fee waiver scholarship available to Domestic Students throughout Australia.

For more information on scholarships to study with the PGA IGI Sydney Campus, please visit the PGA IGI website (www.pgaigi.com).

COMMENCEMENT DATES

We currently have 2 intake/enrolment periods scheduled for 2015 at our Sydney campus.

**February - Orientation commences 28th May
Academic trimester 28th May to 4th September**

**September - Orientation commences 9th September
Academic trimester 21st September to 18th
December**

ICMS APPLICATION

Please note: Students interested in continuing their study at ICMS via our articulation arrangement are advised that this is a separate application and enrolment process.

Please note that ICMS have approved up to the equivalent of 1 year of credit articulation for PGA IGI students into select ICMS Bachelor Degree programs.

You will need to submit separate applications for the PGA IGI and the ICMS. All education providers have their own application and enrolment processes. You will need to meet PGA IGI entry requirements to access the ICMS Bachelor degree pathways.



ADMISSION AND ADMINISTRATION DETAILS

Year of Study	Item description	Fees	Additional Information
Application	Playing Kit Fee	\$250 AUD	Due with application. Non-refundable
Year 1 (Equivalency)	Diploma of Golf Management (10459NAT)	\$24,000 AUD	Made up of 6 golf academic subjects & 2 golf skills subjects. Studied over 2 Trimesters <i>All fees and charges are in Australian Dollars. All bank transfer fees and charges are the responsibility of the applicant</i>
Trimester of Study	Item description	Fees	Additional Information
4 Trimesters of Study	PGA IGI Golf Techniques & Skills	\$5,100 AUD (per trimester)	Studied in conjunction with Business Degree studies at ICMS. Study pattern applies in order to successfully complete pathway to PGA Professional articulations. Fees paid to PGA IGI.
Up to 5 Trimesters of Study	ICMS Bachelor Degree <i>(Choice of 4 Bachelor Degrees)</i>	Refer to page 12 of Prospectus	Comprises of academic subjects studied at ICMS. Fee listed are indicative, as the actual amount depends on number and type of subjects chosen. Please visit ICMS website www.icms.edu.au for detailed information about ICMS Fees. Fees are paid directly to ICMS. Tuition fees are not payable during industry training trimesters unless part time study has been arranged.
Up to 2 Trimesters*	Industry Placement ICMS Bachelor Degree	N/A	Students undertake a workplace industry placement for up to 2 trimesters of study during their Bachelor degree studies with ICMS.

All fees are charged on a per trimester basis. VET Fee-Help is available to all domestic students on 10459NAT Diploma of Golf Management. Student fees on VET Fee-Help incur a 20% government loading, with fees repaid to the government when earning over a yearly salary threshold.

	Other fees and charges	Fees	Additional Information
	Golf tournaments and PGA Trainee Golf Events	\$40 - \$180	Per game depending on location. Please speak with the office to plan your competition schedule.
	Withdrawal from program more than 20 days prior to commencement	\$ 1000.00	
	Withdrawal from program less than 20 days prior to commencement	\$ 2000.00	
	Resit Assessment fee	Up to \$100.00	Per each assessment item
	Tracing of non-identified bank deposits	\$50	Each
	Late Payment of Fees	\$70	Per week
	Replacement Certificate or Transcript	\$25	Each
	Refund Processing Charge	\$500	Each
	Graduation Ceremony	From \$50	Each
	Airport Reception & Pick-up	From \$100	Each

***Note:**

All fees and charges are subject to change and where applicable, include GST. ICMS fees are approximate and subject to change as per ICMS website. Fees are correct at the time of printing. All bank transfer fees, credit card merchant fees and charges are payable by the student.

ADMISSION AND ADMINISTRATION DETAILS

GENERAL PROGRAM INCLUSIONS

- Orientation information.
- All training materials including workbooks, handouts, readings.
- All tuition materials including lecturer notes. (**note**: Charges apply for the non-return of loaned resources and printing if required).
- Mentoring advice and employment guidance.
- All academic tuition and site visits (where applicable, depending on electives chosen).
- Industry training certificates such as
 - Responsible Service of Alcohol
 - Rules Certificate (where applicable depending on electives chosen)
 - Responsible Gambling Services.
- 5.5 day Course Access Membership at Monash Country Club - provided on a per trimester basis including all vacation periods during which you are enrolled.
- 2 x 2 hour weekly group coaching lessons
- 2 x 30 minute private golf lessons (per semester)
- PGA IGI uniform including a Titleist cap, 2 polo shirts and golf bag provided at orientation. Additional shirts will be provided each trimester of financial enrolment.
- Weekly Golf Competition.
- PGA IGI Club Championship each trimester.
- Weekly prizes from the Order of Merit playing competition. Trophies and plaques presented at the end of each trimester.
- Driving range access key - this is monitored range use available from commencement and financially enrolled in the golf program. Up to 2 keys per trimester are provided free of charge. Additional keys can be purchased at a discount price from the office.



PATHWAYS—ICMS BACHELOR DEGREES



After successfully completing your PGA IGI Diploma of Golf Management, you can further your studies with our higher education partner, the International College of Management, Sydney (CRICOS Provider Code—01484M). You will enter the second year of study in one of four select ICMS Bachelor degrees and receive 8 subject exemptions. As part of your ICMS degree, you will complete an industry placement, working in an organisation specific to your chosen industry.

The four ICMS Bachelor degree options are as follows. To continue your golf education, you can also study PGA IGI Golf Skills subjects while completing your Bachelor degree and participate in PGA IGI competitions, golf course membership, golf training and coaching with PGA Professionals.

Bachelor of Business Management

The ICMS Bachelor of Business Management is highly regarded by the professional services industry. Your Business Management degree at ICMS is a well-rounded qualification with opportunities for in-depth study in a professional services sector of your choice. Your core subjects are supplemented with business electives or specialist industry electives in a range of study areas. Choose all your electives from one specialist major area to have a specialisation named on your degree.

Bachelor of Event Management

The ICMS Bachelor of Event Management is your backstage pass to a professional business career in event management. From business events including meetings, exhibitions and conferences to social events including weddings, festivals and fashion parades – a professional event manager can make any event look seamless.

Bachelor of Hospitality Management

The ICMS Bachelor of Hospitality Management features the most comprehensive practical training program in Australia. This is next generation education that gets you in the workforce before you've even graduated. You'll leave us with a strong understanding of business and management principles, extensive industry training and countless hands-on experiences. You'll have everything you need to succeed in hospitality management. The rest is up to you.

Bachelor of Sports Management

The ICMS Bachelor of Sports Management is a well-rounded and multi-disciplinary qualification that prepares you for sports management leadership. Whether you are interested in managing an individual athlete, sporting team or organisation, the Bachelor of Sports Management will train you to be a leading sports management professional.

ICMS Bachelor Degree—Course Fees

ICMS Course of Study	Fees	Additional Information
ICMS Bachelor of Business Management	\$36,800 - \$39,124 AUD	Comprises academic subjects studied at ICMS. Fee listed are indicative, as the actual amount depends on number and type of subjects chosen. Fees are paid directly to ICMS. Tuition fees are not payable during industry training trimesters unless part time study has been arranged.
ICMS Specialist Bachelor Degree - Event Management - Hospitality Management - Sports Management	\$43,064 - \$44,226 AUD	Comprises academic subjects studied at ICMS. Fee listed are indicative, as the actual amount depends on number and type of subjects chosen. Fees are paid directly to ICMS. Tuition fees are not payable during industry training trimesters unless part time study has been arranged.

Note:

Fees listed above for ICMS degrees are for tuition only. They are for ICMS program delivered during 2015 and will expire on 31 December 2015. Tuition fees are reviewed annually and are subject to change. All other college-related expenses such as the student amenities fee, applied leadership subject, textbooks and student experience activities are charged separately.

Please visit the ICMS website at www.icms.edu.au for detailed information about ICMS fees and expenses.

DIPLOMA STRUCTURE

STUDY FORMAT

The Diploma of Golf Management comprises of a fixed quantity of units of competency which are required to be completed to successfully be awarded with the Diploma of Golf Management.

Program Area		Unit Type	Nominal Hours
<i>(No Pre-requisites apply)</i>			
Introduction to the Golf Industry This course addresses the skills and knowledge required to plan, collect and interpret industry information in order to determine trends within the industry. It further develops a conceptual framework for an understanding of the Australian golf environment.			
BSBHRM506A	Manage recruitment selection and induction processes	Core	60
SISSGLF316	Interpret and apply the Rules of Golf	Core	15
SITHGAM201.	Provide responsible gambling services	Compulsory Elective	6
SISXCCS403A	Determine the needs of client populations	Core	20
Golf Course Design and Maintenance This course addresses the development, maintenance and evaluation of the organisation's environmental policies and procedures in regards to environmental sustainability as an integral part of business planning. Useful for small businesses, this course is relevant to those who have a management responsibility.			
BSBSUS501A	Develop workplace policy and procedures for sustainability	Core	50
BSBMGT502B	Manage People Performance	Core	70
Golf Club Management This course addresses the significant aspects of financial management for operational managers who are not financial specialists. It emphasises the preparation of users of budgets/financial plans through communication and training and consistent surveillance over budget performance, with early intervention where required. This course further considers the critical aspects managing the preparation of meetings, chairing the meetings, organising the minutes and reporting outcomes which are critical to the effective operation of golf club governance.			
SITHFAB201	Provide responsible service of alcohol	Compulsory Elective	10
BSBADM502B	Manage Meetings	Core	30
BSBFIM501A	Manage budgets and financial plans	Core	70
SISXIND404A	Promote compliance with law and legal principles	Core	15
Golf Operations This course addresses the knowledge and skills required to manage the operations of an on course golf shop according to an organisation's operational plan. It further provides the knowledge and skills required to manage the format and results of golf competitions and tournaments according to the national body's guidelines and the host body's requirements.			
BSBOHS501A	Ensure a safe workplace	Core	60
SISSGLF512	Manage the structure and facilitation of golf competitions and tournaments	Core	20
SISSGLF521	Manage on course golf operations	Core	15

DIPLOMA STRUCTURE

STUDY FORMAT

The Diploma of Golf Management comprises of fixed quantity of units of competency which are required to be completed to successfully be awarded with the Diploma of Golf Management.

Cont..... Program Area		Unit Type	Nominal Hours
<i>(No Pre-requisites apply)</i>			
Event & Catering Management			
<p>This course focuses on the key elements of golf event planning and management including; event sponsorship, event staging, marketing, risk management, and sales strategies. Additionally this course is an introduction to catering management providing an overview of the requirements in developing a profitable food and beverage operation. Students will also be exposed to processes and systems to manage quality customer service, purchasing, stock control, marketing and menu and wine list engineering.</p>			
BSBCUS501C	Manage quality customer service	Elective	40
BSBMGT515A	Manage operational plan	Elective	60
BSBITU302A	Create electronic presentations	Elective	20
Golf Course Planning and Development			
<p>This course specifies the outcomes required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.</p> <p>This course further addresses the identification, assessment and development of business opportunities in consultation with the community in order to increase self reliance and expand employment. It specifically considers golf course and residential enterprise opportunities.</p>			
BSBPMG516A	Manage project communications	Core	40
BSBATSIM511C	Develop enterprise opportunities	Core	40
Practicum Program			
<p>The practical golf component of the Diploma covers the knowledge and skills required in activities and games to develop and perform A grade skills of golf. It further covers the knowledge and skills required to use activities, games, discussions and other strategies to develop and apply the A grade tactics and strategies of golf.</p>			
SISSGLF201	Perform the A grade skills of golf	Compulsory Elective	30
SISSGLF307	Participate in conditioning for golf	Compulsory Elective	15
200 Practical Hours of golf including compulsory rounds of golf as PGA IGI Team and range practice:			

STUDY PLANNER 2015

STUDY FORMAT (CONTINUED) AT ICMS

Further Elective Units		Comment	Nominal Hours
SISSGLF314	Perform the Advanced skills of golf	See Note below	20
SISSGLF315	Apply the Advanced tactics and strategies of golf	See Note below	15
SISSGLF316	Interpret and apply the Rules of Golf at the Advanced level	See Note below	15
SISSGLF202	Apply the A grade tactics and strategies of golf	See Note below	15
SISSGLF520	Design and implement strategies to increase junior participation in golf	See Note below	20

The above additional elective units of competency attract their own fees in addition to any other fees. Please see Fee Guide. *(The above units of study are intended for Students seeking an increased playing focus, or for those planning on undertaking the ICMS Bachelor of Business Management in Year 2 & 3 and/or the PGA Professional Year of Study in Year 4). Please enquire.*

The timetable below demonstrates a weekly indicative program schedule of study for both trimesters1 & 2.

Day	Time	Program Area—Trimester 1	Hours	Notes
Monday	6.45 am -12.45 pm	<u>GSD</u> Golf Skills Development Tournament Play & Golf Round Statistics, Regarding Review	6	See playing schedule for location of golf course
Tuesday	9.00 am - 11.00 am	<u>GSD</u> Golf Skills Development Short Game & Putting	2	See Training Schedule for Location of Golf Coach/Pro
	4.00 pm - 7.00 pm	<u>CGP</u> Golf Course Planning and Development	3	Monash CC ICMS Lecture Rooms
Wednesday	9.00 am - 1.00 pm	<u>GSD</u> Golf Skills Development Short Game & Putting	4	Driving Range / Monash CC
	4.00 pm - 7.00 pm	<u>GCDM</u> Golf Course Design & Maintenance	3	ICMS Lecture Rooms
Thursday	1.00 pm - 3.00 pm	<u>GC & M</u> Golf Coaching & Mentoring	2	Monash CC
	4.00 pm - 7.00 pm	<u>IGI</u> Introduction to Golf Industry	3	Monash CC ICMS Lecture Rooms
Friday	8.00 am - 12.00 pm	<u>GSD</u> Golf Skills Development Short Game & Putting	4	Driving Ranges
Total hours per week			27	

YOUR INVESTMENT FOR 2014

FEES IN GENERAL

One Year Program

Fees are payable in full within 14 days of receiving your statement of fees. We now have VET Fee - help which enables domestic students to join our program with no upfront fees, other than our playing kit fee. Please contact the office to discuss your payment options.



Diploma + Bachelor Program 2.5 Year Program

Students are required to pay their tuition fees in a set payment format each trimester over the program duration. Your Fee Agreement will outline your payment schedule and the terms and conditions of payment.

- The Fee Agreement form will be sent with your Letter of Offer.
- Our fee refund policies apply to all fee payments.

Transport

You are required to provide your own transport to and from classes. Whilst some public transport is available, carrying golf bags on public transport can be difficult. **Public transport may not be reliable and due to some early start and late finish times public transport may not be available in some areas.**

Students have a number of options: (we strongly recommend students buy a car)

- **Buy a car** - Students should already have a licence prior to arrival. Price range for cars \$ 5000 (used) – \$18,000 plus (new). It is a very long and expensive process to obtain a new licence in Australia, so you really should have a licence prior to arrival.
- **HomeStay** family provides transport - some homestay families will offer transport at an additional cost.
- **Taxi** - if accommodation is close to our campus at ICMS this may be an option for some students. The cost can vary depending on distance but might be about \$15 to \$25 depending on travelling distance (each way).
- **Bus** - This really is not practical for most of our scheduled classes, some golf classes start at 6.45 am, while night lectures end about 7pm.
- **Car-pool** - Share cost and transport with another PGA IGI student.

COSTS

Living costs in Sydney are generally considered to be equal to Australia's other eastern capital cities.

In addition to your tuition fees, you will generally need between AUD\$18,000 and \$22,000 to meet your living expenses per year. This includes accommodation, food, transport and leisure. These are estimated minimum costs, you may require additional funds should you wish to travel or play other golf courses or undertake additional activities.

Extras

If you choose to play additional golf competitions or tournaments you will be required to cover those costs yourself. If you use a driving range which is not included in your course fees and charges payable will be at your cost.

CREDIT TRANSFER FOR PRIOR STUDY

Please contact our office for our policy on credit transfer and Recognition of Prior Learning (RPL). Credit transfer / RPL will only be granted for part of a qualification. The PGA IGI does not grant Credit transfer / RPL for an entire qualification.

Note: *The PGA IGI does not offer or accept students RPL/Credit transfer applications after program commencement.*

ACADEMIC EXPECTATIONS

This course requires a balance between academic effort and golf. Failure in your academic work may affect your selection for golf related events where you might be representing the PGA IGI.



KEY INFORMATION ABOUT OUR SYDNEY CAMPUS

ACCOMMODATION (ON CAMPUS)

Students who live on-campus enjoy a fantastic lifestyle with all meals provided, wireless internet, 24-hour access to computer labs, as well as the luxury of being in close proximity to classes, and the world famous Manly Beach. Rooms are equipped with a desk, wardrobe, heating, personal phones and wireless internet. All linen is provided and rooms are dusted and vacuumed once a week. Each floor is equipped with a kitchenette, common showers, toilets and ironing facilities

You will have a choice of a single, double or triple dormitory room, depending on the budget, residential preference and availability. Shared rooms are single sex but are allocated randomly for cultural experience.

www.icms.edu.au/accommodation

LIVING OFF CAMPUS

Manly is a vibrant cosmopolitan centre and as such has a large demand on temporary accommodation, particularly in the summer months. Options for accommodation include: shared accommodation where you pay for a room in an apartment/house or medium term accommodation where you sign a lease for 12 months, although 6 month contracts can sometimes be found.

Of course there are also numerous hotels/motels, serviced apartments, and backpacker style accommodation available.

Suburbs located close to Manly include Dee Why, Freshwater, Manly Vale, Balgowlah, Brookvale, Seaforth and Fairlight. Should you wish to live in the city centre, Manly is only a 20-30 minute ferry ride from Sydney.

www.icms.edu.au/accommodation

MEDICAL ISSUES

Where a medical condition exists, we require evidence of a medical examination and clearance by a qualified medical practitioner (at your expense) prior to enrolment. You are required to notify us prior to entry, of any existing medical conditions which may hinder any golf practice and/or participation during your course of study. You also need to report all accidents or injuries to us which may occur during your course of studies.

You must allow us to act and assist to arrange any necessary first aid or medical treatment should it be in your best interests and your emergency contact is unable to be located (at your expense).

POLICIES

To comply with legislative requirements, we have a number of policies and procedures in place. These are outlined in the PGA IGI Policy & Procedures manual available at www.pgaigi.com or in paper form available from our office.

Privacy Act

We are bound by the Privacy Act (1998) which regulates the way we are able to collect, use and disclose personal information. For more information about the Privacy Act please see our student hand book on our website.

http://www.pgaigiaustralia.com/cms/index.php?option=com_content&view=article&id=112&Itemid=544



Professionalism

At all times you are expected to conduct yourself honestly, ethically and in accordance with accepted standards and principles of professional golf conduct. The PGA IGI has a **ZERO** tolerance level for a lack of professionalism and student misconduct.

Grievances & Appeals

Can be found in your student handbook provided prior to enrolment or on our website www.pgaigi.com

Access & Equity

We are committed to equal opportunity for all students to ensure you (assuming you meet the minimum entry requirements) are not denied access to this program, and that once enrolled, you are not disadvantaged.

GRADUATION AND SUPPORT

OTHER SUPPORT

Orientation

Orientation is an activity intended to provide you with valuable information and assistance to help you make an effective and efficient transition into your studies and to meet other participants in the program. *Attendance at orientation is compulsory.* Orientation provides:

- Information about what you will study and your timetable.
- Details about PGA IGI staff and support.
- Meet your PGA IGI Sydney Coordinator
- Tour of the facilities.
- The opportunity to meet PGA senior staff.
- The opportunity to meet new friends.
- Information about your golf coach and their training facilities.

Airport Reception

You can request an airport reception service from which will meet you at the airport and transport you to your accommodation directly on arrival. You must book this service at least 72 hours prior to your departure or arrival.

Learning Support

We understand that a change in environment and the pressure of study can be difficult. If anything is preventing you from gaining what you want to achieve or from enjoying your study experience, speaking with a PGA IGI senior staff member is often a very good start to resolving your issues.

We can offer first hand advice on transport, shopping, entertainment and provide links or contact details for doctors or other service providers.

Our weekly golfing events and skills sessions are a great way to interact with people of all nationalities and cultures. Great friendships are often formed during your time with the PGA IGI.



GRADUATION

Qualification Award

You will be eligible to receive the Diploma of Golf Management (10459NAT), when all units of competency have been successfully completed.

If you do not meet all exit requirements for the award, you will be provided with a Statement of Attainment for all units which have been successfully completed. You have the option of attending a graduation ceremony at the successful completion of your program.

CONTINUING EDUCATIONAL PATHWAYS

Bachelor Degree Pathways

Students undertaking the 2 trimester full-time Diploma may continue their studies with ICMS via our articulation arrangement.

Our articulation agreement states that IGI students must have a pass average to be eligible to enrol at ICMS. Enrolment and entry requirements are separate from those of the PGA IGI.

Please note that ICMS has approved up to 8 subjects of credit articulation for PGA IGI students.

PGA Traineeship

Graduates will receive Recognised Prior Learning (RPL) from the PGA of Australia towards completion of the PGA Trainee Program upon completion of both the PGA IGI Diploma of Golf management and the selected ICMS Bachelor Degrees. You will be provided with 2 years credit towards the 3 year PGA Traineeship.

Graduates must meet PGA eligibility requirements, log onto www.pga.org.au/careers for more information. **This is the only recognised course of its kind in Australia which provides a pathway into the PGA of Australia.**

Please note: Upon completion of the program (Diploma and Degree) students have 5 years to apply for entry into the PGA Trainee program Professional Year (PY) which is delivered by the PGA of Australia. Applications received after 5 years from completion are not guaranteed entry as the qualifications cannot be deemed current.

THE APPLICATION PROCESS

THE PROCESS

- A. Complete our IGI - Sydney campus application form, this can be found on our website in the forms section or can be emailed to you. **(Submission of an application is not a guarantee of course placement)**. We reserve the right to deny entry into our courses.
- B. Attach certified copies of the required documents, including school reports, certificates, awards, current resume and relevant employment documents. Certified copies are sighted and signed by a Justice of the Peace or Notary Public.
- C. Submit the application along with the non-refundable \$250.00 playing kit fee. Payment of the playing kit fee **DOES NOT** guarantee acceptance into your selected course. The playing kit fee is a nominal fee charged to cover the costs of your basic playing equipment / uniform only and is non-refundable.
- D. If your application is successful you will be sent a letter of offer and fee agreement form outlining the program you have enrolled in and the conditions of enrolment. The letter of offer and fee agreement form must be completed, signed and returned to the PGA IGI.
- E. Payment of the program fees can be submitted by credit card, bank cheque, direct deposit or telegraphic transfer to the following account:

**PGA International Golf Institute
National Australia Bank
337 Bridge Road, Richmond Vic 3121
BSB:083347
Acc: 583423178
Swift Code: NATAAU3303M**
- F. When you pay by direct deposit, you must provide the PGA IGI with proof of payment (such as a receipt). Please quote your name on the direct deposit. We also accept credit card payments however a merchant fee applies to the transaction.
- G. On receipt of payment you will be issued a receipt of payment and your place will be confirmed in writing and/or via email.



FEES AND FEE REFUND POLICY

For more information about our fees and fee refund policies please see our website www.pgaigi.com and our student handbook provided to you at orientation.

CONTACT DETAILS

General and Student Inquiries

Telephone: +61 7 5657 6116
Facsimile: +61 7 3102 0564

Email: lbryden@pga.org.au
Web: www.pgaigi.com

Office Address

1 Gleneagles Drive
The Country Club
Sanctuary Cove
QLD 4212 Australia

Postal Address

PO Box 470
Sanctuary Cove , QLD 4212



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QUESTIONS AND ANSWERS

Q: What courses are available through the PGA IGI?

There are a number of courses on offer including a combined Diploma/Degree, Diploma only, and Certificate level courses. For full details on our courses please visit our website www.pgaigi.com

Q: Are there age restrictions for entry into the PGA IGI programs?

Yes, for the diploma program you must be 18 years of age or older or turn 18 years of age in your first year of study.

Q: What are my options after studying?

The course you study will generally help provide suitable career options for you. Most of our students generally have an idea of what they are hoping to achieve with their studies before they commence with the PGA IGI. During their time with us we endeavour to nurture our students during their course, helping provide them with as much work experience or exposure to their particular areas of interests.

We generally find this helps provide them with clear direction as to the path they would like to follow when they have graduated. Traditionally our students tend to follow careers in the following areas both in Australia and overseas; Golf Club Management, Golf Operations, Sales and Marketing within the industry, Golf Course Design, Coaching Professional, Playing Professional, Product Procurement, Retail Managers, Event Management, Media Roles, or Administrators.

Some of these roles may require further study or practical experience. Part of our commitment to our students is helping them find suitable career options, we endeavour to use our industry networks to source suitable employment pathways for our graduating students.

Q: What is your Student to Golf Coach ratio?

We limit student numbers to a maximum of 8 per class which allows our coaches ample time with individual students.

**Q: Can I select my Golf Coach?**

Yes, students have an opportunity to select a coach that best suits their swing style. Students may change their golf coach within the first 2 weeks of a trimester or at the start of a new trimester.

*The Sydney campus will likely expand and provide more coaching options as we grow in student numbers

Q: Where is the PGA IGI located?

The PGA IGI head office is at Sanctuary Cove Golf & Country Club (Gold Coast.) We also provide staff contact with our PGA IGI Sydney Coordinator at our Sydney campus. Sydney provides students access to some of the best courses in the country, year round golfing conditions, close proximity to the beach and an excellent standard of living.

Q: Do you offer credit transfer or RPL ?

Students wishing to apply for a PGA IGI course may apply for credit transfer based on prior study or work experience. Each application will be assessed individually and supporting documentation will be required as part of the application process. You will need to submit certified copies of academic transcripts, course documentation, content and a current resume in addition to other documentation. Please note that we do not accept applications for credit transfer or recognition of prior learning (RPL) once you commence your program of study.

We advise you speak directly with a member of staff who can help provide further details. Applications for credit transfer into ICMS must be made directly with the College, the PGA IGI cannot assist in this process. For more details please contact ICMS Admissions Department directly.

Q: When and where are classes held?

Classes vary from trimester to trimester however most academic classes are at the ICMS campus and are scheduled in the afternoon allowing students to study, practice or work. Practical golfing sessions and tournament rounds will be played during the day, generally in the morning to allow for student free time for the remainder of the day.

Q: Are there any Alumni success stories?

Yes we consider all of our Alumni students success stories! We have PGA IGI graduates working as Golf Club Managers, Coaches, Sales and Marketing, Golf Operations and General Administrative personnel in Australia and around the world. For more information please see our Alumni page on our website www.pgaigi.com

Q: What and when is orientation?

IGI Orientation is held over a one day period, usually one week prior to the commencement of classes. ICMS Orientation is usually one week long and you are invited to be apart of this as well. During this time you have the opportunity to meet the PGA IGI team, mingle with fellow students and be provided important information on your program of study.