



Excellence in Golf Education



International Student Prospectus SYDNEY CAMPUS

I0459NAT Diploma of Golf Management

Course CRICOS No. 084619C

WWW.PGAIGI.COM

(c) The International Golf Institute Pty. Ltd T/A PGA International Golf Institute ABN 35114344366 RTO No: 31270 CRICOS No: 02754G

PGA IGI CODE OF ETHICS

The PGA IGI is bound by the requirements of the ESOS Act 2000 in all of its operations and interactions as depicted in the National Code 2007 and Education (Overseas Students) Regulation 1998.

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 RTO operations, adhere to principles of access and equity and maximise outcomes for students, establish and maintain management systems, which are responsive to the needs of students, staff and stakeholders and ensure Management practices are implemented that safeguard the interest and welfare of students 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 program participants and staff through avoidance of discrimination, recognition of the special needs of students and program participants, 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 a particular course or program.

INTRODUCTION

The history of the program dates back over 20 years to 1993, when a partnership was set up between Griffith University and the PGA of Australia. In January 2005, The PGA International Golf Institute (PGA IGI) commenced as an RTO, and has become a leader in golf education in Australia.

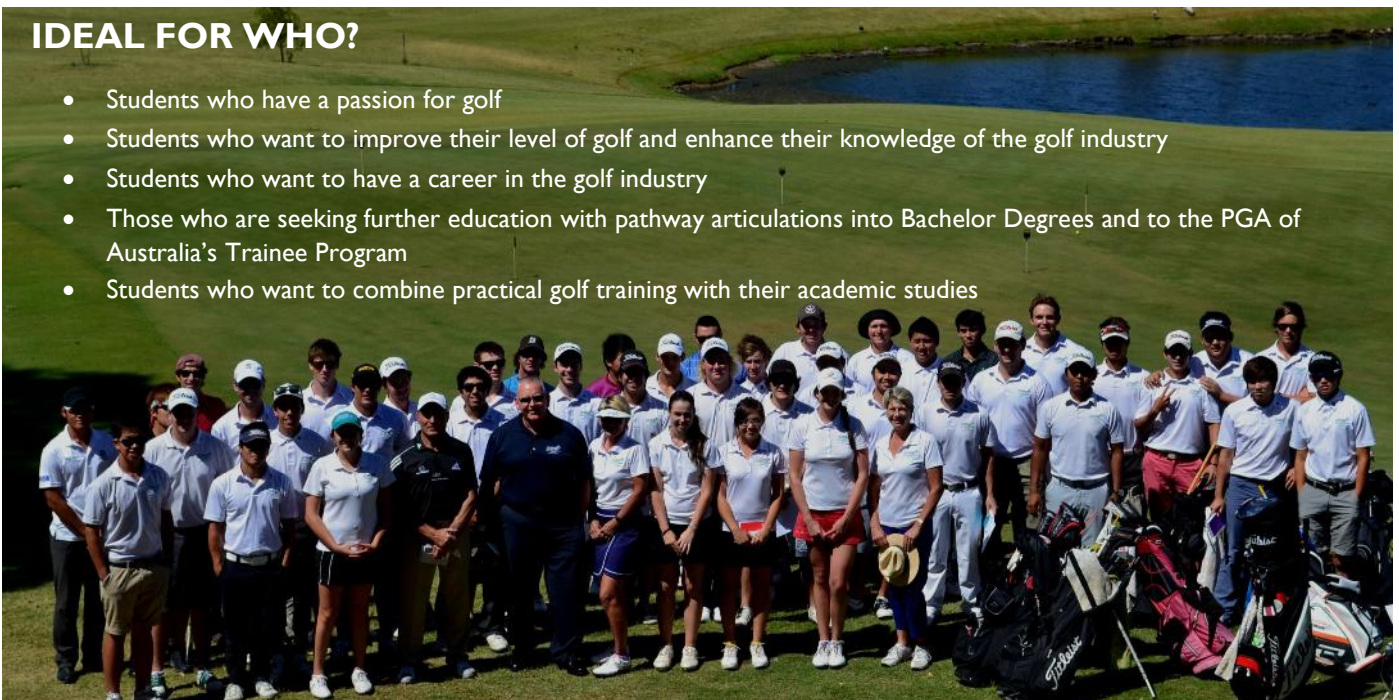
The PGA IGI provides broad and comprehensive industry training in all aspects of golf administration and management. An innovative and forward thinking institution, the PGA IGI is one of the most recognised golf education providers in Australia.

A number of our esteemed alumni are now working throughout the world in golf and business management.

We are a wholly owned subsidiary of the PGA of Australia.

IDEAL FOR WHO?

- Students who have a passion for golf
- Students who want to improve their level of golf and enhance their knowledge of the golf industry
- Students who want to have a career in the golf industry
- Those who are seeking further education with pathway articulations into Bachelor Degrees and to the PGA of Australia's Trainee Program
- Students who want to combine practical golf training with their academic studies



NATIONALLY ACCREDITED BASED TRAINING

This program has been accredited by the Australian Quality Training Framework by the Training and Employment Recognition Council, as a 10459NAT Diploma of Golf Management. Please refer to the following website for more information:

- <http://www.training.gov.au>
- <http://cricos.deewr.gov.au/Institution/InstitutionDetails.aspx?ProviderID=2754>

THE PROGRAM

I0459NAT Diploma of Golf Management, one year program, is delivered at two campus locations in Australia. These are based in Sydney and the Gold Coast. This industry based, PGA of Australia endorsed qualification, combines practical golf training and competitions, alongside academic study focusing on golf administration and business management. This allows students to combine their passion for the game of golf with industry recognised qualifications.

The combination of performance golf training alongside your academic study, provides you a platform for your future in the golf industry. Students study face to face at our Sydney Campus over two trimesters. Learning involves 3 academic lectures per week, alongside weekly golf competitions, practice skills sessions with PGA professionals and individual training plans for up and coming golfers.

WELCOME TO SYDNEY

- Welcome to Sydney, one of the world's most picturesque harbour city settings
- Sydney is home to some of Australia's best golf courses, and hosts Australia's national golf open each year.



CAREER OUTCOMES POST GRADUATION

The PGA International Golf Institute has graduates of its Diploma of Golf Management program working in Australia and throughout the world within the golf industry. Our alumni hold positions off the golf course in business and golf administration, while others have gone on to have an impact on the golf course as Teaching Professionals or Tour Professionals.

Positions that PGA IGI Alumni now hold in the golf industry throughout the world include:

- Golf Club General Manager
- Sales & Marketing Manager
- Assistant / Club Manager
- Event Coordinator
- Director of Golf
- Tournament Administrator
- Golf Tourism Operator
- Golf Operations Manager
- Business Owner
- PGA Teaching Professional (Golf Coach)



PRACTICAL GOLF TRAINING

Each trimester, students undertake classes for practical golf skills development. These classes involve weekly golf competitions, practical golf coaching, specialised training and analysis, along with access to driving range and practice facilities. The skills programs focuses on player development for game improvement.



YOUR HOME GOLF COURSE

- As part of the program of study, students receive a Golf Course Access Membership to Monash Country Club
- Access to practice facilities at Monash CC (Driving Range, Chipping and putting green)
- This membership is provided on a per trimester basis

WEEKLY IGI COMPETITIONS

- During trimester, students participate in compulsory IGI competitions every Monday, at Monash CC and other golf courses throughout Sydney
- Across the course of each trimester, major student competitions include:
 - Club Championship (Gross & Nett)
 - Order of Merit (Gross & Nett)
 - Matchplay Championship (per Trimester)



IGI GOLF SKILLS CLASSES

- Golf Skills Classes are delivered by accredited PGA of Australia Professionals. Each practical tuition class has 6-8 students per group
- Golf Coaching is delivered by:
 - 2 x 2 hour group coaching sessions (per week)
 - 2 x 30 minute private golf lessons (per trimester)
- Video Swing analysis & review by PGA Professionals
- Flightscope Testing & Analysis



Please note that the PGA IGI reserves the right to change courses and providers at anytime due to circumstances beyond our control or for commercial reasons

PRACTICAL GOLF TRAINING



MENTORING & PREPARATION

- PGA IGI Programs Manager's and support staff work with all students through a number of mentoring sessions and workshops
- Strong focus on developing time management skills, and best managing time between work, study, practice and competition
- Workshops on player development, mind set and course management
- Preparation for tournament play

GOLF FITNESS & SCREENINGS

- Physio screenings at the beginning of your study with PGA IGI, checking for strengths and weaknesses specific to the golfer's body.
- 6 week intensive gym training, focusing on the areas specific to a strong body for the game of golf, from practice range to competitions.
- Fitness training focuses on performance attributes of the athlete, which can allow greater improvement to become an improved golfer.



PGA IGI GOLF TEACHING PROFESSIONAL

The PGA International Golf Institute Sydney Campus utilises some of the leading golf teaching professionals in the region, to deliver your golf skills classes and personal lessons each trimester. Our Sydney Campus teaching Professional is Glenn Phillips, Head Professional at your home golf course, Monash Country Club.



Glenn Phillips

Head Professional - Monash Country Club

Glenn is a Certified PGA Professional (Advanced - Coaching) and Head Professional at Monash Country Club. Glenn has been involved in coaching for many years, and currently teaches a number of NSW elite amateurs. He is also head of the Club Pennant programme at Monash Country Club.

Glenn's teaching philosophy is that he teaches people as individuals, both physiologically and psychologically. His coaching experience has helped him get the most out of his students and helps IGI students get the most out of their game.



Please note that the PGA IGI reserves the right to change courses and providers at anytime due to circumstances beyond our control or for commercial reasons

GRADUATE TESTIMONIALS

Graduates of the PGA IGI have taken the skills and knowledge learnt during their time with the program, and applied it to their future careers. Students from all over the world are now working within the golf industry throughout Australia and the world after graduating the PGA IGI Diploma of Golf Management.



Vu Nguyen (Vietnam)

**Marketing Manager, Vietnam Golf Association
PGA IGI Graduate 2015**

“Golf has been my most passionate hobby since a young age and have enjoyed playing golf as a leisure sport. Fortunately I was introduced to PGA IGI from a Vietnam Golf Team senior member who is an Australian PGA Professional from Vietnam and my golfing life has completely changed. The PGA IGI delivered a program that has supported my towards my golf management career.

After graduating from the PGA IGI, I am now working with the Vietnam Golf Association organising national golf tournaments. Thanks to my time with PGA IGI, golf is now not only a leisure sport but also my career, my job.”



Injun (Chris) Lee (Korea)

**Owner/Director - ANK Golf
Graduated 2007**



“The PGA IGI has prepared me for an excellent career within the golf industry. I am now working with top coaches and players from around the world thanks to the education and training received from the PGA IGI Coaches and trainers. With the PGA IGI Diploma, Bachelor Degree and PGA of Australia pathways, my hard work has paid off as I am now in a unique position as a Korean PGA and PGA of Australia Member. I would highly recommend this excellent golf program to anyone who wants a serious head start with their career in golf”.



Duc Pham (Vietnam)

**Golf Channel Vietnam - Analyst, Titleist Fitting Ambassador
Graduated 2009**



“The combined PGA IGI and Bachelor degree program is very unique and one I learned from greatly during my time of study. I met many PGA professionals, including those at the IGI, who were extremely helpful and made my three years very enjoyable as I studied Golf, Business and Sports Management. Gaining the qualification also gave me a pathway into the PGA Trainee program, becoming a full vocational member of the PGA of Australia. This has provided me with many opportunities in the golf industry here in South-East Asia.”

ACADEMIC LEARNING

INDUSTRY LEADING PRESENTERS

- We focus on providing students with the best industry practices as part of their learning with PGA IGI. To achieve these we have academic presenters who are involved in the golf industry each and every day, to come in and lecture in their field of expertise.
- Our academic presenters are members and/or work for a number of golf's industry bodies such as PGA of Australia, Golf Management Australia (GMA), Australian Golf Course Superintendents Association (AGCSA), Golf QLD, Golf NSW and more.
- We utilise the experience of golf industry consultants, who work regularly with golf clubs and industry bodies, imparting their knowledge and experience onto our students.
- All academic presenters are supported by our PGA IGI Program Development Manager and IGI Sydney Coordinator



INTERACTIVE LEARNING ENVIRONMENT

- Learning is not confined just to the classroom.
- Students get involved with a number of interactive classes on and off the golf course
- Interactive classes involve hands on experience and understanding of the area of the industry being studied and more
- Students undertake site tours of golf course facilities, hotels, retail golf shops and many more facilities that allows the students to put classroom learning into a practical understanding

GENERAL ENTRY REQUIREMENTS

- Successful completion of Year 12 studies or National equivalent
- Be aged 18 years or over
- Eligible to apply for an Australian Student Visa
- Hold a golf handicap of:
 - Men—18 or lower
 - Women—25 or lower

PGA IGI recognises the needs of our candidates from developing golf markets, therefore we are equitable with our golf skills requirements where applicable.



ENGLISH LANGUAGE

The language of instruction at the PGA IGI is English. International students are required to meet the following minimum requirements:

- IELTS - 5.5 (no band below 5.0) or Equivalent
- Equivalent score on recognised English Language Proficiency Testing system

Students who are below the minimum English Language entry requirement, can look to study English in Australia at the Aspire Institute or other English Language institutions.



COMMENCEMENT DATES

In 2016, the intake commencement dates for new students at the Sydney Campus:

- **February 2016**
 - Classes commence - 15th February 2016
 - Applications close - 20th January 2016
- **May 2016**
 - Classes commence - 30th May 2016
 - Applications close - 3rd May 2016
- **September 2016**
 - Classes Commence - 12th September 2016
 - Applications close - 17th August 2016

Application Playing Kit Fee

Upon application, all new students must pay a \$250 application playing kit fee. This includes the following items:

- PGA IGI Golf Bag
- PGA IGI Golf Cap
- 2 x PGA IGI Golf Shirts (plus an additional 1 shirt per semester of study following)

This fee is non-refundable. Must commence course to receive PGA IGI playing kit.

HOW TO APPLY

Applications for intakes are open all year round for PGA IGI Sydney Campus intakes. Students must apply prior to the closing application date for each intake as outlined above. To apply please follow these steps:

1. Fill out PGA IGI Sydney Campus Application form
2. Provide certified copies of identification documents
3. Provide certified copies of prior education (Completion of year 12, Diploma, Bachelor degree)
4. Provide golf handicap records/details of golfing history
5. Provide certified copy of English Language Proficiency Results (IELTS, TOFEL, Cambridge, other)

Forward your completed application form and copies of documents to:

- Email - lbryden@pga.org.au
- Post - PO Box 470, Sanctuary Cove, QLD Australia, 4212

STUDY PATHWAYS FOR STUDENTS

The PGA International Golf Institute offers students unique pathway opportunities upon completion of the one year Diploma of Golf Management, allowing students the opportunity to take up one year or three year study programs. I0459NAT Diploma of Golf Management provides articulation into Bachelor Degrees with International College of Management Sydney (ICMS).

PATHWAY TO BACHELOR DEGREE STUDIES

Students can study three years in Australia, undertaking a 1 year + 2 year program with PGA IGI and ICMS.

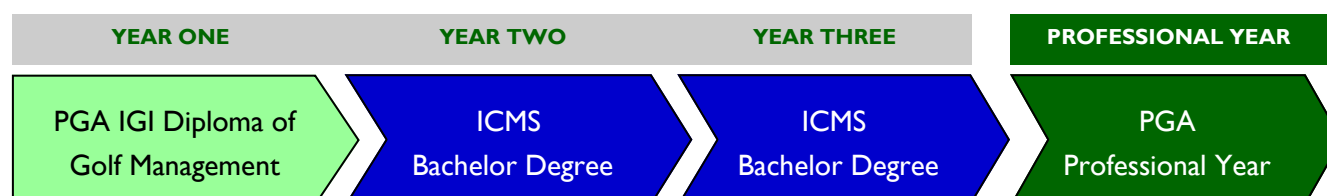


- Successful completion of I0459NAT Diploma of Golf Management earns up to 8 subject credits towards Bachelor of Business Management, Bachelor of Sports Management, Bachelor of Event Management and Bachelor of Hospitality Management and ICMS.
- Students undertake one trimester or two trimesters of industry training, depending on chosen Bachelor Degree studied. No program fees are required to be paid to ICMS during these trimesters of study

PATHWAYS TO PGA OF AUSTRALIA

Students studying through face to face study with PGA IGI Programs, have the unique opportunity to articulate into the PGA Trainee Program or PGA Professional Year (PY) and become a full vocational member of the PGA of Australia (PGA Professional). Students must meet entry requirements and be accepted into the program, as outlined by PGA Academy.

PGA PROFESSIONAL YEAR (PY) PROGRAM



- Students must successfully complete the PGA IGI Diploma of Golf Management, Bachelor Degree and ongoing PGA IGI Golf Skills Subjects
- Must meet entry requirements for PGA Trainee Program, as outlined on www.pga.org.au
- International students are responsible for working through their associate Visa requirements with their workplace
- Ongoing IGI Skills Golf Training and Development must be undertaken with PGA IGI to meet Professional Year pathway requirements

PGA TRAINEE PROGRAM



- Students must successfully complete the PGA IGI Diploma of Golf Management
- Diploma of Golf Management earns an equivalent one year credit into PGA Trainee Program
- Must meet entry requirements for PGA Trainee Program, as outlined on www.pga.org.au
- International students are responsible for working through their associate Visa requirements with their workplace

PGA IGI PROGRAM FEES

I0459NAT Diploma of Golf Management

Program Description	Tuition Fee (Total)	Additional Information
Application Playing Kit Fee	\$250 AUD	Due with application. Non-refundable
I0459NAT Diploma of Golf Management	\$34, 250 AUD	Made up of 6 golf academic subjects and 2 golf skills subjects. All fees and charges are in Australian Dollars. All bank transfer fees and charges are the responsibility of the applicant.

International Student Surety Fee

A \$2000 surety fee must be paid on signing of the Letter of Offer and Fee Agreement Form. This will be credited to the student's account on program commencement. Please note our refund policy on this in the Student Handbook and Fee Agreement Form.

GENERAL PROGRAM INCLUSIONS

- Orientation Day
- 5 1/2 Day Course Access Membership at Monash Country Club, provided on a per trimester basis (2 x 2 Hour weekly group skills sessions with PGA Professional)
- 2 x 30 minute private golf lesson (per trimester)
- Weekly IGI Golf Competition every Monday
- PGA IGI Club Championship and Order of Merit (per trimester)
- 6 week gym training program and physio screenings
- Driving Range Access Key available at Monash Country Club (2 per trimester):
- Mentoring Advice and employment guidance
- All training materials including workbooks, readings and handouts
- All tuition materials include lecture notes, site visits and access to industry leading presenters
- Student access to the PGA e-learning platform, The Fairway.
- Industry training certificates including:
 - Responsible Service of Alcohol
 - Provide Responsible Gambling Services
 - Rules Certificate (where applicable)

Note - PGA IGI Fees and charges are subject to change and where applicable, include GST. Students will be notified on fees prior to commencement. All bank transfer fees, credit card merchant fees and charges are payable by the student.

HIGHER EDUCATION ARTICULATION PARTNER



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.

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	\$45,867 - \$49,867AUD	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 or Sports Management)	\$57,167 - \$59,167 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 2016 and will expire on 31 December 2016. 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

DIPLOMA SUBJECTS

Introduction to the Golf Industry

This subject 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 understanding of the Australia golf environment.

Golf Course Design and Maintenance

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, is relevant to those who have a management responsibility.

Golf Club Management

This subject addresses the significant aspects of financial management for operational managers. It emphasises the preparation of users of budgets and financial plans, through communication, training and consistent surveillance over budget performance. The subject further considers critical aspects in managing the preparation of meetings, organising of minutes and reporting documents which are critical to the effective operation of golf club governance.

Golf Operations

Addresses the knowledge and skills required to manage the operations of an on course golf shop according to an organisation's operation plan. It further provides focus on managing the format and results of golf competitions and tournaments to the national body and host body's requirements.

Event & Catering Management

Focuses on the key elements of golf event planning and management, including sponsorship, staging, marketing, risk management and sales strategies. The subject provides an overview of requirements in developing profitable food and beverage operations, including customer service, purchasing, stock control and menu and wine list engineering.

Golf Course Planning & Development

This subject 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. It further considers golf course and residential enterprise opportunities within the community.

Introduction to the Golf Swing

Learn the basics of the golf swing, its development, ball flight laws and more. All designed to increase a player's understanding of their own golf swing for development.

Conditioning for Golf

Focuses on areas of fitness, tournament preparation, goal setting and balance of practice versus play to get players prepared for each round of golf they play. Develops golfers to be ready for tournament and competition play.

YOUR WEEKLY TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday	
7am	Weekly IGI Golf Competition					
8am						
9am				INDIVIDUAL TRAINING PLAN		INDIVIDUAL TRAINING PLAN
10am		GOLF SKILLS CLASS Introduction to the Golf Swing		Driving Range & Short Game Facilities	GOLF SKILLS CLASS Introduction to the Golf Swing	Driving Range & Short Game Facilities
11am						
12pm						
1pm			Gym Training - 6 weeks			
2pm	Introduction to the Golf Industry					
3pm		Golf Course Design & Maintenance		Event & Catering Management		
4pm						
5pm						
6pm						

This is an indicative timetable. Some classes and timetables may vary from each semester of study, and students individual timetable requirements

DIPLOMA STRUCTURE

I0459NAT Diploma of Golf Management has been specifically written for the golf sector and is a truly unique product for the golf industry. This is a competency based qualification. Assessment may take a variety of forms including written, observation, tests, presentation, assignments and verbal questioning . Assessment outcomes will be either competent or not yet competent.

The qualification is made up of 17 Core & 7 Elective Units of Competency. These areas are specific to the business and management of the golf industry, providing students with job ready information for a career in the golf industry. Assessment may take a variety of forms including written, observation, tests, presentation, assignments and verbal questioning . Assessment outcomes will be either competent or not yet competent.

To complete the Diploma of Golf Management, students must be competent in 17 Core units and at least 2 elective units. Duration of the program is 32 weeks of study, across two academic semesters of study.

UOC Code	Unit of Competency	Unit Type	Nominal Hours
BSBADM502	Manage Meetings	Core	30
BSBATSIM511	Develop enterprise opportunities	Core	70
BSBMGT502	Manage people performance	Core	70
BSBFIM501	Manage budgets and financial plans	Core	70
BSBHRM506	Manage recruitment selection and recruitment processes	Core	60
BSBSUS501	Develop workplace policy and procedures for sustainability	Core	50
BSBWHS501	Ensure a safe workplace	Core	60
BSBPMG516	Manage project information and communication	Core	40
SISSGLF512	Manage the structure and facilitation of golf competitions and tournaments	Core	20
SISSGLF521	Manage on course golf operations	Core	30
SISXIND404A	Promote compliance with law and legal principles	Core	15
SISXCCS403A	Determine needs of client populations	Core	20
BSBCUS501	Manage quality customer service	Core	40
BSBMGT517	Manage operational plan	Core	60
BSBITU302	Create electronic presentations	Core	20
SITHFAB201	Provide responsible service of alcohol	Core	10
SITHGAM201	Provide responsible gambling services	Core	10
SISSGLF201	Perform the A-Grade skills of golf	Elective	30
SISSGLF202	Apply the A-Grade tactics and strategies of golf	Elective	15
SISSGLF314	Perform the advanced skills of golf	Elective	20
SISSGLF315	Apply the advanced tactics and strategies of golf	Elective	18
SISSGLF316	Interpret and apply the rules of golf	Elective	15
SISSGLF307	Participate in conditioning for golf	Elective	15
SISSGLF520	Design and implement strategies to increase junior participation in golf	Elective	28

Delivery Partner

Training Course Professionals (RTO No: 91118) delivers the units SITHFAB201 Provide Responsible Service of Alcohol and SITHGAM201 Provide Responsible gambling Services as part of the Diploma of Golf Management study program. Students will receive a Statement of Attainment from Training Course Professionals upon successful completion

TCPTRAINING

www.tcptraining.com

P: (02) 9232 1010

STUDENT INFORMATION

TRANSPORT

Students are responsible to provide their own transport to and from facilities. The PGA IGI does not run shuttle services for students. Students have the following options of transport in Sydney (we strongly recommend students buy a car):

- **Buy a Car** - Students will require a drivers licence prior to arrival. Price range for cars from \$5000 (used) to \$18000 and over (new)
- **Bus** - Not always practical for students carrying golf clubs. Buses do run to and from Manly Wharf and Darley Rd
- **Car Pool** - Ride-share with other PGA IGI student
- **Ferry** - run regularly between Circular Quay and Manly. Only suitable to get to ICMS Campus

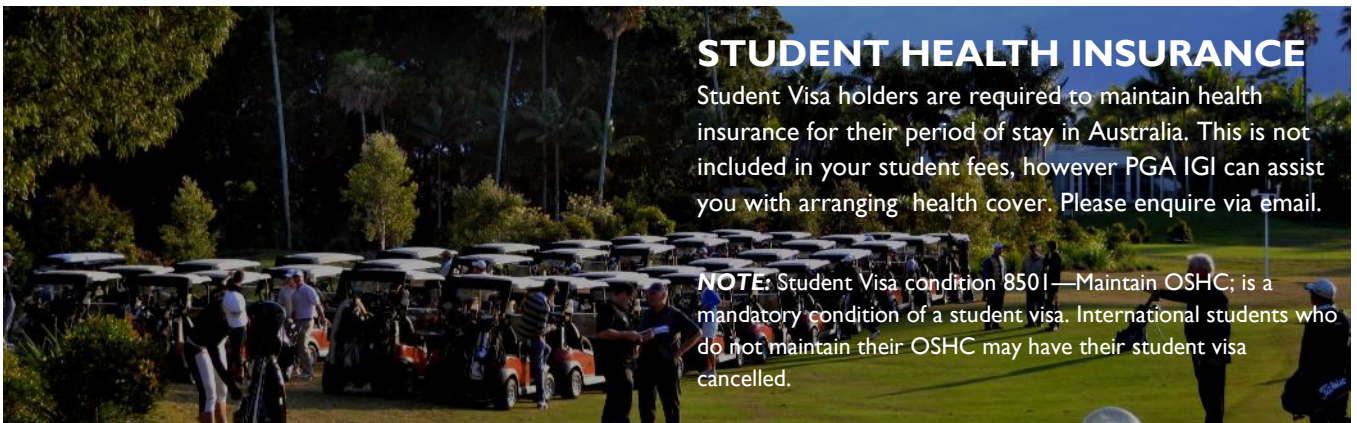
LIVING COSTS

The cost of living in Sydney compares with many European and Asian cities. You can determine your budget depending on the type of lifestyle you lead.

In addition to your student fees, you will generally need a minimum AUD \$25000 to meet your living expenses each year. This would include accommodation, food, transport and leisure. These are minimal costs, and may differ from for individuals.

EXTRAS

If you choose to play additional competition rounds, tournaments, or additional practice at facilities not part of your PGA IGI training, these costs will be extra and incurred at the individuals expense.



STUDENT HEALTH INSURANCE

Student Visa holders are required to maintain health insurance for their period of stay in Australia. This is not included in your student fees, however PGA IGI can assist you with arranging health cover. Please enquire via email.

NOTE: Student Visa condition 8501—Maintain OSHC; is a mandatory condition of a student visa. International students who do not maintain their OSHC may have their student visa cancelled.

ACCOMMODATION - ON CAMPUS (ICMS)

Students who live on-campus enjoy a fantastic lifestyle with all meals provided, wireless internet, 24 hr 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.

For more information and to apply for on campus accommodation with ICMS, visit the ICMS website at the link below.

www.icms.edu.au/accommodation

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. Rentals range from \$220 to \$300 per week.

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.

FAQ's - visit www.pgaigi.com for all your student questions and answers, and latest student information!

STUDENT INFORMATION

RPL & CREDIT TRANSFER

Credit transfer/Recognised Prior Learning (RPL) will be made available upon application for either part of the course. Students applying for RPL must follow the PGA IGI RPL Application process, along with submitting required documentation. RPL applications after commencement of study will not be accepted.

ACADEMIC EXPECTATIONS

This course requires a balance between academic effort with your practical golf. Failure to attend classes, submit assessments by due dates or poor academic behaviour may affect your selection in representative teams, and in some cases your golf membership being suspended for a predetermined period.

POLICIES

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

Privacy Act

We are bound by the Privacy Act (1988) which regulates the way we are able to collect, use and disable personal information. Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designed authorities, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other circumstances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Complaints & Appeals

Policies and procedures are in place for complaints and appeals. Should you wish to lodge a complaint or appeal, you can obtain and read the policies and procedures for the process at www.pgaigi.com, or can be obtained from our Student Services Team.

Professionalism

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

Refund of Fees

If you accept a place offered by the PGA IGI and you pay the fees associated, a binding contract is created between you and the PGA IGI. Processes apply to those wishes to access a refund. Please refer to the PGA IGI Refund Policy found at www.pagaigi.com or enquire with our Student Services Team.

REFUND POLICY TABLE

The below table outlines PGA IGI Refund policy. Full refund policy is available at www.pgaigi.com

Notification Period	Cancellation Fee—please refer to refund policy in Student Handbook
Visa refusal (proof of refusal is necessary)	A full refund of fee paid
Notification received prior to commencement of the course	
20 days or more	AUD \$1000 plus Application Fee
Less than 20 days prior to program commencement	AUD \$2000 plus Application Fee
Notification received after commencement of the course	
Anytime after commencement of course	100% of program fees. No refunds permissible

STUDENT INFORMATION

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. Orientation is held on a selected day, the week prior to classes commencing in the 10459NAT Diploma of Golf Management. **Attendance at orientation is compulsory for all enrolling students.**

- Information about what you will study and your timetable
- Details about PGA IGI Staff and support
- Tour of the facilities
- Opportunity to meet PGA senior staff
- Opportunity to meet your new classmates and new friends
- Information about your golf coach, training facilities and your new home golf course

GRADUATION

You will be eligible to receive the qualification 10459NAT Diploma of Golf Management 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.

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. Notification prior to entry is required of any medical conditions that may hinder any golf course and participation in course of study. You must report any injuries you occur during course of study. You must allow us to act and assist to arrange any necessary first aid or medical treatment should it be in your best interested and your emergency contact is unable to be located.

LEARNING SUPPORT

Studying abroad can be daunting for some students, in a new environment and if English is not your first language. We encourage all of our students to stay in regular contact with senior staff members at PGA IGI to help make the transition into life in Australia as easy as possible. We can offer first hand advice on enjoying your living experience in Australia and contact details for many services you may require.

Our weekly golf 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.

Additional Fees and Charges

The fees and charges outlined below are additional fees that apply to students. Students should be aware of these fees that they may incur as part of their study.

Other Types of Fees and Charges	Fees (AUD)	Additional Information
Golf Tournament and PGA Trainee Golf Events	\$40 - \$180	Per Game depending on location of event.
Resit Assessment Fee	Up to \$100	Per each assessment item
Tracking of non-identified bank deposits	\$50	Each
Late payment of fees	\$70	Per week
Refund Processing Charge	\$500	Each
Graduation Ceremony	From \$50	Per Guest
Airport Reception & Pick Up	From \$100	Each

STUDENT INFORMATION

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the *Education Services for Overseas (ESOS) Act 2000* and the *National Code 2007*. Please refer to the following website for more information:

- <https://aei.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

IMPORTANT MANDATORY STUDENT VISA CONDITIONS

- You **cannot** work more than 20 hours per week* when your course is in session **Note:** *No work limits apply during recognised periods of vacation offered by your education provider.* You **cannot** undertake work until you have commenced your course in Australia. (*A week begins on a Monday and ends on the following Sunday.)
- You **must** notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You **must** notify your education provider of any change in your residential address within 7 days of the change.
- You **must** maintain student health insurance coverage for the period of your stay in Australia.
- You **must** continue to satisfy the requirements for grant of your student visa. This means, for example, that you must continue to have sufficient financial capacity to support your study and stay in Australia.
- You **must** maintain adequate schooling arrangements for your school-age dependents who joined you Australia on a student dependent visa for more than 3 months.

USEFUL Student Visa WEB Links

Australian Department of Immigration & Citizenship (DIAC) <http://www.immi.gov.au/>

Working on a student visa http://www.immi.gov.au/students/students/working_while_studying/

Student Visa Conditions <http://www.immi.gov.au/students/visa-conditions-students.htm>

Student Visa Assessment Levels <http://www.immi.gov.au/students/student-visa-assessment-levels.htm>

Student Visa Forms & Information <http://www.immi.gov.au/allforms/>

YOUR RESPONSIBILITIES

All enrolled students are expected to adhere the PGA IGI code of conduct, and Academic Performance policy. In addition as an International Student, you are also required to understand your legal obligations as set out by the conditions of your student visa including:

- Ensuring that your course fees are paid before or when due
- Ensuring that you maintain a full-time enrolment
- Maintaining satisfactory attendance and course progress
- Achieving satisfactory results
- Notifying the PGA IGI of any address changes
- Studying at the PGA IGI for the first six months of your principal course. You may change education provider only in exceptional circumstances.
- Ensuring that you have a valid Overseas Student Health Cover (OHSC) for the duration of your study in Australia

While it is your responsibility to ensure that you comply with these conditions, the PGA IGI will also be monitoring your enrolment and progress.

The PGA IGI is required to notify the Department of Immigration and Citizenship (DIAC) of any breaches to your student visa conditions. DIAC may cancel your student visa if you have been found guilty of breaching your student visa conditions.

If you have any questions on your student visa conditions, please contact the office on 07 56576116 or email the Marketing & Student Recruitment Manager— lbryden@pga.org.au.

Deferral and Leave of Absence

At the discretion of the Dean & General Manager of PGA IGI, a deferral or leave of absence may be approved prior to the commencement of a semester. You are required to complete PGA IGI request forms for this process to occur, available from our Student Services. Students deferring will need to contact the Department of Immigration for advice on Visa requirements.



Contact Details

Phone: +61 7 5657 6116

Fax: +61 7 3102 0564

Email: lbryden@pga.org.au

Postal Address

PO Box 470,
Sanctuary Cove, QLD 4212

Campus Location

151 Darley Rd, Manly NSW 2195

APPLICATION PROCESS

Steps to Apply

- (1) Complete the PGA IGI Application Form and select your trimester of study (*Submission of an application, does not automatically guarantee a course placement*)
- (2) Attached certified copies of all qualifications as outlined in the application form, including high school certificates, English Language Requirement Test results and relevant other documentation.
Copies can be certified by:
 - Official Records Department of the institution that originally issued the documents
 - A Justice of Peace (JP) or Notary Public
 - An Australian Diplomatic Mission of Australian Education Centre
- (3) Submit an application form, along with your required certified documentation. Applications can be sent to:
 - **Email:** lbryden@pga.org.au
 - **Post:** PO Box 470, Sanctuary Cove, QLD, Australia 4212
- (4) Successful applicants will be sent a Letter of Offer explaining the program has been offered
- (5) Read, Sign and Return your Letter of Offer and Fee Agreement to PGA IGI. Your COE will then be issued for Visa Application.
- (6) Payment of your program fees and charges are to be made in Australian Dollars to the PGA International Golf Institute by bank cheque, international bank draft or direct deposit. Provide PGA IGI with proof of payment (Such as receipt). Please quote your name on any direct deposit. Bank Details are as follows:
PGA International Golf Institute
National Australia Bank
337 Bridge Rd, Richmond VIC 3121
BSB: 083347
Acc: 583423178
Swift Code: NATAAU3303M
(PGA IGI does except credit cards payments, however you will be required to pay merchant fees)
- (7) Upon receipt of payment, your place will be confirmed in writing and/or email, with invoice of fees paid and outstanding amounts will be issued. Commence your study with PGA IGI at your chosen intake date



Conditions of Entry

- No refunds are provided for fees unless you cancel or withdraw in writing from the program prior to commencement, as outlined in the refund policy table (refer to page 15)
- Should it be necessary for you to repeat a unit, the full amount is payable for that unit to be re-sat.
- Fees and charges are correct at time of printing. We reserve the right to vary our fees at anytime. All fees and charges will be payable in advance. Late payment fees apply for any outstanding fees.
- We have established mechanisms in which to safeguard payments in advance by you as follows. All tuition fees paid before the program commences will be deposited into management bank account with the National Australia Bank.
- You are expected to attend all classes, undertake all tests and examinations, along with activities during the program, abiding by all rules and regulations of the PGA IGI that are in force at anytime.
- In the event of medical emergency where it is not possible to contact your guardian/parent/emergency contact, PGA IGI Are authorised as a matter of urgency, to seek and provide appropriate medical care and attention.
- All contracts between you and PGA IGI are governed by the Commonwealth of Australia. This procedure, and availability of complaints and appeal processes, does not remove the right of the student to take action under Australia's consumer protection laws. The PGA IGI may by written notice, vary conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof under which it operates, either state or federal.