



Global Fitness Institute

Nationally Accredited Registered
Training Provided (No. 21793)

Specializing in Fitness, Sports
Industry, and Massage courses,
from Certificate to Diploma.

All courses are
Nationally recognized.

All courses are Centerlink /
AUStudy / ABstudy approved

Flexible Study Options

- Face to face
- Distance Learning
- E-Learning (online)
- Correspondence
- Workplace Training

Flexible Payment terms and methods



SRS 40206 - Certificate IV in Sport (Coaching)



Global Fitness Institute

Ph. 1 300 662 368

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www.global-fitness.com.au



Global Fitness Institute Enrolment Forms

SRS40206 –Certificate IV in Sport (Coaching)

The SRS40206 **Certificate IV in Sport (Coaching)** is a nationally accredited qualification to become a Coach / Instructor, in your chosen sport (as listed below). The qualification is part of the National Training Package and is recognized throughout Australia.

The qualification facilitates the development of the following knowledge and skills at the national level:

- Observing athletes performance to determine the level of instruction required;
- Teaching techniques for athletes to acquire additional skills or improve existing skills;
- Supervise practice sessions;
- Planning, conducting, evaluating and modifying individualized long term, high performance training programs;
- Implementing sports first aid procedures and applying sports first aid;
- Supervising the physical development of athletes
- Aiding in the psychological preparation of athletes for training and competition;
- Applying the principles of eating for peak performance;
- Organizing and liaising with sports science support staff;
- Planning and directing game strategy, in consultation with club officials;
- Analyzing the progress of games or competitions and giving signals/instructions to athletes;
- Carrying out after competition analysis and evaluation of strategy and performance;
- Undertaking related administrative tasks such as booking venues, budgeting, organizing tours, and arranging entry into competitions; and
- Recruiting players and other support staff

Enrolled students will complete all mandatory 9 Core, 12 Stream Units from the functional area of coaching, 10 elective units as chosen from any competency in the Training Package, and then they opt for the Sport specific Specialization units of their choice.

Specializations offered at this level include;

- Australian Rules Football (AFL)
- Canoeing- flat water
- Canoeing- slalom
- Cricket
- Equestrian- dressage
- Equestrian- jumping
- Martial arts
- Netball
- Rugby league
- Sailing
- Surf lifesaving
- Swimming
- Volleyball

Certificate IV in Sport (Coaching) is aimed at coaches who deliver advanced skills to athletes and clients, in long term high performance areas, at a national level.

Learners/coaches wishing to undertake this qualification should be established coaches and/or participants in the respective sport in which they are seeking qualification.

Pre-requisite Units

Students are expected to have previously completed or be completing this qualification in conjunction with Certificate III in Sport (Coaching) or equivalent.



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The course is delivered by a combination of online tasks and correspondence (Distance or Online), and for those who prefer, face to face lectures for the core units. There is no start date, as enrolments are taken throughout the entire year.

Fees include all training resources, notes, access to online resources, assessment tasks etc.

Email support is available to all students, and a response will generally be provided within 24 hours. Please note: you are welcome to contact **Global Fitness Institute** at any time, should further assistance be required.

As this course is delivered mostly via correspondence, it is self paced, meaning there is no minimum timeframe for course completion, as long as the student successfully completes all required tasks. Understand, however, that evidence must be provided to ensure you have met the required levels of competency for each unit.

We allow a maximum of twelve months for you to complete the course but most students complete the course in a much shorter period. You may choose to suspend your studies, or apply for an extension should your circumstances prevent you from completing the course in the prescribed time.

Combined qualifications

Students are able to enroll in multiple courses.

- This may be a Certificate III/IV Sport (coaching) combination course.

Students are also able to combine units, in order to gain dual qualifications in other specializations for only a small number of additional units. As the core units for any Certificate IV course in the Sport and Recreation Industry training package, are the same,

- Dual qualifications are offered for Certificate IV in Fitness/Certificate IV in Sport (Development), Certificate IV in Sport (Athlete Support Services)/Certificate IV in Massage in combination with Certificate IV in Sports Coaching, etc.

→ This is also a way to reduce the cost of completing multiple qualifications. For further information, please contact Global Fitness Institute

Recognition of Prior Learning

Course length may also be considerably shortened by successful application for Recognition of Prior Learning (RPL), for those who have completed prior studies in related fields and/or have relevant industry experience.

Current sport coaches, team /instructors and those with fitness industry experience, or those who have completed further study in the area of Human Movement, Physical Education or related fields, would almost certainly be eligible for a considerable amount of RPL credits.

If you are considering applying for recognition of prior learning for any course you will need to present evidence of this.

You may have developed competency in these elements in a number of ways:

- *Through life experiences*
- *Through experience on-the-job*
- *Through training courses*

Gathering evidence can be a time consuming process, however, if you feel that parts of the course are 'going over old ground' so to speak, it is worth the effort to have your expertise recognized.

Note: The Recognition of Prior Learning process can only be initiated after enrollments have been received.

The ultimate decision as to your competency will be made by an assessor. Evidence must match the performance criteria very clearly and satisfy the assessor that you genuinely have the skills and the knowledge you present for recognition.

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Core units

BSBCM402A	Develop work priorities
ICAITU006C	Operate computing packages
SRXGCSO06A	Address client needs
SRXGCST05A	Coordinate client service activities
SRXINU003A	Analyze participation patterns in specific markets of the leisure and recreation industry
SRXINU004A	Promote compliance with laws and legal principles
SRXOGN001A	Conduct projects
SRXOHS002B	Implement and monitor the organization's Occupational Health and Safety policies, procedures and programs
SRXRIK001A	Undertake risk analysis of activities

Stream units

SRSCGP008A	Select a team or group
SRSCGP009A	Work with officials
SRSCGP010A	Provide information regarding drugs in sport issues
SRSCGP011A	Support athletes to adopt the principles of sports psychology
SRSCGP012A	Support athletes to adopt the principles of eating for peak performance
SRSCGP013A	Monitor coach welfare
SRSCGP014A	Implement recovery programs
SRXCAI008B	Plan and prepare an individualised long-term training program
SRXCAI009B	Conduct, monitor and adjust individualised long-term training programs
SRXCAI010B	Evaluate, analyse and modify long-term and/or high performance individualised training programs
SRXGRO001A	Facilitate a group
SRXGRO002A	Deal with conflict

Specialization Units (dependent on chosen sport, units vary)

For example: **Martial Arts**

SRSMAR012A	Teach or develop the advanced skills of martial arts
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Elective units – (10 units)* (units can be taken from any qualification in the Training Package, on Global Fitness Institutes scope of practice) * examples only, other options available

The following units must be completed as pre-requisite units for Certificate IV in Sport.

SRXRIK001A	Undertake risk analysis of activities
SRSCGP001A	Operate in accord with accepted coaching practices, styles and legal and ethical responsibilities
SRXINU002A	Apply sport and recreation law
BSBCM301A	Exercise initiative in a business environment
SRXOHS001B	Follow defined Occupational Health and safety policies and procedures
SRXGCSO01A	Create client relationship
SRXGCSO02A	Deal with client feedback
SRXCAI004B	Plan a session or program for participants
SRXCAI005B	Conduct a sport and recreation session for participants



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Study Options:

1. Complete the full Certificate III in Sport via your chosen method of study.

Options are:

- i) Part time/mixed mode- combining of face-to-face lectures, correspondence and online learning (where applicable)
- ii) Correspondence/Online learning- Start at any time, self paced course.

This is your chance to obtain something over other and/or competing Coaches/Instructors, a qualification!
A qualified coach is a safe coach!

Support Services for Students

Students have access to the course coordinator for any purpose specifically related to the course by email at all times, a response is generally provided within 24-48 hours. A list of resources can be issued to students, a list of approved texts. Other lecturer assistance can be accessed, upon request, this may be charged additionally.

Practical Clinics

Additional Practical clinics are occasionally arranged for groups, covering various fitness related topics. The clinics are held at a time by mutual arrangement and the hours contribute to the total practical requirements of the course. Bookings are essential.

Further Study Incentives

Any student who completes any Nationally Accredited Course with Global Fitness Institute, and then goes on to enroll in another course with Global fitness Institute, within a 12 month period, will automatically receive a **10% discount from** the new course enrolment fee.

A student completing two qualifications simultaneously are also eligible for a discount, for details please contact Administration on 1 300 662 368

Suspension/Extension Policy

Students may suspend the enrolment, for a maximum of 6 months, upon receipt of written notification, only after all required payments are received. Extensions can be issued upon request, only after all required payments are received.

Qualification Issued

Upon completion of this qualification, you will be issued with

- a certificate indicating the following;
 - this is to certify that 'your name' has fulfilled all requirements for SRS30306- Certificate III in Sport (Coaching)(specialization)
- a statement of attainment listing all completed units

Where a student does not complete all components of the course, a certificate of attainment will be issued with all competencies that have been satisfactorily completed and assessed.

Module delivery

Modules will be issued one at a time, upon GFI receiving a module, we will issue the next module and so on, to prevent workbooks from piling up and overwhelming the student.

Correspondence/online students: one module will be sent at a time, in either email or CD format

Face to face students: modules will be issued in class, only as the previous modules are submitted for assessment, in either electronic or CD format.

As of January 1, 2011 all resources will be available via CD or electronic copies only.



Global Fitness Institute Enrolment Forms Skills for Victoria Program

The Victorian Government's Training Guarantee, a first in Australia, means that the Victorian government will subsidise the cost of a training place in a course, if you meet the required eligibility criteria. Candidates must reside in Victoria for the entirety of the course, as this subsidy only applies to delivery of courses in Victoria.

Global Fitness Institute is an approved training provider for Skills Victoria - Securing jobs for your future program. The main focus of this funding initiative is to encourage, and give more people the opportunity, to obtain or upgrade their qualifications. This program is being implemented in stages.

Eligibility requirements for students in 2010:

Citizenship/Residency status (you must answer **YES** to at least **one** of the following questions)

- Are you an Australian Citizen?
- Are you an Australian permanent resident (holder of a permanent resident visa)?
- Are you a holder of a special category Visa (subclass 444, New Zealand citizen)?
- Are you an east Timorese asylum seeker?, or
- Are you a holder of a temporary protection visa?

Age criteria

- **All young people aged between 15-19 years:** eligible for ANY Government subsidized qualification, at any AQF level (ALL Certificate III, IV, Diploma courses)
- **All persons aged between 20-24 years:** eligible for ANY Government subsidized qualification, that would result in the individual attaining a higher qualification than already held (ALL Certificate III, IV, Diploma courses, subject to prior qualification held)
- **All persons aged 25 years and above:** eligible for ANY Government subsidized Diploma course, that would result in the individual attaining a higher qualification than already held.

→ A subsidized training place is guaranteed to ANY person based in **Victoria**, who meets the eligibility requirements.

Enrolment Fees

The Victorian Government will subsidize Training courses, with students required to contribute a nominal amount per calendar year (per course), up to a maximum threshold.

Students are able to enroll in multiple qualifications, in the same year, **at no additional cost**, once that threshold is reached, subject to eligibility criteria being met.

Global Fitness Institute enrolment fees:

- **All Certificate II/ III qualifications - \$250.00**
- **All Certificate IV qualifications - \$250.00 (massage \$450.00)**
- **All Diploma qualifications - \$450.00 - (massage \$750.00)**

- Students may enrol in multiple courses at the given prices.
- Please note: enrolment fees will be payable upon each calendar year, if you do not finish your coursework in given time period (up to 12 months) you will be required to pay the enrolment fee again for the following year.

WHAT YOU NEED TO DO:

Step 1:

Decide which Study Option

Step 2:

Have you completed Certificate III in Sport or equivalent?

Step 3:

If applying for RPL or credit transfer, please contact Global Fitness Institute for application forms

Step 4:

Are you eligible for funding? Please see criteria attached

Step 5:

Send in your completed enrolment form, copy of photo ID, and details for payment of course fees.

Global Fitness Institute will contact you with a pre-training review required to complete before enrolment can be completed.

Course Fees – SRS40206 Certificate IV in Sport Coaching

Payment can be made by cash, money order, credit card, or electronic transfer. All upfront payments are to be made prior to commencement of the course. Note: Qualifications will not be issued where full payment is not made, according to the Fee Schedule. Your course fee includes:

- Notebooks / Student Workbooks available via electronic copies
- Additional Notes and handouts where applicable
- Tests / Assignments / Assessment tasks

Eligible for Funding under Skills for Victoria program?

Study Mode	Total Fees Payable
Distance Learning: Correspondence/ Online option *workshops/seminars where available	\$250.00

Not Eligible for funding under Skills for Victoria program? / Interstate students?

Study Mode	Total Fees Payable
Distance Learning: Correspondence/ Online option *workshops/seminars where available	\$1645.00
Please note: if choosing a payment plan, deposit of \$550.00 is payable prior to commencement of payment plan.	



Global Fitness Institute Enrolment Forms

Enrolment forms- Please detach and return to Global Fitness Institute

PO Box 852 Melton VIC 3337

Ph: 1300 662 368

Fax: 03 9743 3686

Students are to complete the following 'Enrolment Form' and return to Global Fitness Institute with any supporting documents required and full payment of the course fee indicated.

Note: No enrolment will be processed unless this form is completed fully, and payment details of course fees payable is arranged, and received by Global Fitness Institute. The student must sign the declaration at the end of the document to indicate their understanding and agreement of the enrolment conditions.

Personal Details (Please Print)	
Name (full name)	
Address	
Phone and/or Mobile	
E-Mail	
Date of Birth	
Victorian Student Number (VSN)	Please list your VSN if you already have one:
Course Enrolment	
Please indicate which course you are enrolling in below (tick appropriate box):	
<input type="checkbox"/> SRS40206 Certificate IV in Sport Coaching Sport : _____	
Study Method	
Please indicate which study method you wish to commence (tick appropriate box):	
<input type="checkbox"/> Part time – Mixed mode (location : _____)	
<input type="checkbox"/> Online/Correspondence	
General Information	
Please answer the following questions.	
What is your gender?	<input type="checkbox"/> Male <input type="checkbox"/> Female
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other- please specify _____
Do you speak a language other than English at home? (<i>If more than one language, indicate the one that is spoken most often.</i>)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - Please specify _____
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all



Global Fitness Institute Enrolment Forms

<p>Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
<p>Do you consider yourself to have a disability, impairment or long-term condition?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (tick appropriate boxes)</p>	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain <input type="checkbox"/> Learning impairment <input type="checkbox"/> Other, please indicate: _____
<p>Have you applied to be a student at this RTO before?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N o
<p>Are you a recently new resident of the State of Victoria?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N o
<p>Have you ever studied in the State of Victoria before?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N o
<p>What is your highest completed school level?</p>	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school
<p>In which year did you complete that school level?</p>	List year: _____
<p>Are you still attending secondary school?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you successfully completed any qualifications or certificates?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please tick the applicable box: <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above
<p>Do you wish to apply for Recognition of Prior Learning / Credit Transfer?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Of the following categories which BEST describes your current employment status?</p>	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self employed - not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment



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Of the following categories, which BEST describes your main reason for undertaking this course?

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons

Enrolment Conditions

In completing this enrolment form the student is agreeing to a contract with Global Fitness Institute that stipulates the following:

- Once the student commences the nominated course, Global Fitness Institute will deliver the Training Program using competency based training principles and practices in accordance with the Australian Quality Training Framework 2010 (AQTF).
- The RTO and the student agree to work together to produce a unified approach in the student achieving the relevant qualification.
- The course fees payable to Global Fitness Institute are for the provision of the following services:
 - Training and Assessment
 - Ongoing Administration Processes
 - Learning Resources when appropriate
 - Certification/Statement of Attainment
- For re-issuance of Certificates and Statements of Attainments the student will be charged per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO. The RTO will access course fees in accordance with the procedures established by the relevant government agency
- The RTO reserves the right to accept or reject any application for enrolment at its discretion.
- The RTO reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the student (see refund policy).
- Refunds are made when a student application supports one of the below reasons for refund. Any refundable amounts found to be due to the student will be made within 14 days.

Global Fitness Institute Enrolment Forms

Refunds

All applications for refunds must be made in writing by way of the 'Application for Refund' form and submitted to Student Administration. Approved applications will be processed within 14 days from the date of application. The assessment of refund applications shall be granted as indicated below:

Outline of Refunds
Cancellations > than 7 days prior to commencement of the course = full refund (minus \$50.00 administration fee)
Cancellations < than 7 days prior to commencement of the course = full refund (minus \$150.00 administration fee)
No refunds will be given once the course has commenced and/or any course material has been distributed.

Please note: where the Student breaches the conditions of enrolment no refund is payable.

Student Declaration
<p>In signing and submitting this 'Enrolment Form' the applicant acknowledges:</p> <ul style="list-style-type: none"> That the information provided by the Applicant in their application is complete and correct. Agrees to be bound by the RTO rules and regulations and any amendments made to the rules and regulations. Agrees to undertake Language, Literacy and Numeracy testing requirement prior to acceptance into any course entry and adhere to any other pre-requisites identified through the enrolment process. Where a student's contact details change while studying with the RTO the student must advise the RTO of these changes within 7 days. These details include but are not limited to details such as e-mail, address, and contact phone details. The Student Information Handbook has been read and understood Access via web www.global-fitness.com.au Agrees to the Enrolment Conditions (listed above in this document) Agrees to the refund policy (listed above in this document) Payment is attached for enrolment into this course as outlined in this enrolment form. Photo ID has been attached <p style="margin-top: 20px;">Student Signature: Date:</p>



Global Fitness Institute Enrolment Forms

Payment of Course Fees

Please indicate below the payment method that will be used to pay for the course fee (tick appropriate box):

Please find enclosed /Please set up a payment plan \$ _____ X _____ payments

- Option A: full amount x 1 payment
- Option B: full amount + 5% over 5 payments
- Option C: full amount + 10% over 10 payments
- Option D full amount + 12.5% over 15 payments

for the following course/s:

PAYMENT OF STUDENT FEES:

- All cheques/money orders made payable to “**Global Fitness Institute**”
- Mail cheques to: **PO Box 852, Melton VIC 3337**
- Payment online can be made via PayPal (www.paypal.com.au) made payable to (info@globalfitnessinstitute.com)
- Direct Debit Payment plans are available over **10 week (Option B) ,20 week (Option C) & 30 week (Option D) periods** via bank account or credit card. (enquire to GFI). Please note that administrative charges apply, as we contract with a third party for all payment plans.
- Cash (*Do Not send cash- Please visit our Head Office to make a cash payment*)
- Direct Deposit payments via Internet banking are also available
Payable to: **Global Fitness Institute**
BSB 638 060
Acct 1045 3458

Direct debit Installment plans (Please complete the following and a contract will be set up and sent out for you to sign and return)

EFT

Account name: _____

BSB number: _____ Bank account number: _____

Credit Card Details

Card type: (circle) **Visa** **MasterCard** **Amex** **Diners** **Bankcard**

Name on card: _____

Credit card number: ____ / ____ / ____ / ____

Expiry date: __ / __