



DEAKINPRIME
performance learning

Tennis Australia Master Club Professional– Diploma of Management

The Tennis Australia (TA) Master Club Professional Course is a Diploma of Management (the Diploma) which has been developed by the Tennis Australia Coach Development and Community Tennis Departments in partnership with DeakinPrime, the corporate arm and registered training organisation of Deakin University.

The Diploma is designed to train experienced coaches and volunteer administrators in the skills necessary for the effective business management and administration of tennis facilities. The introduction of the Diploma encourages change in the current environment and assists the transition of club coaches and volunteer administrators into club management positions.

Tennis Australia is partnering DeakinPrime to enable dual outcomes:

1. To provide an educational pathway for coaches and existing club administrators to gain core business competencies to take up tennis club management roles.
2. To facilitate a Master Club Professional accreditation that also provides a Vocational qualification, namely the Diploma of Management.

The Diploma will be delivered in three modules, each module made up of face to face workshops, with a workplace project to be completed by the end of the program.

Module 1 – Managing the Business

This module will comprise a three day workshop. This workshop will be held from **Monday 11 to Wednesday 13 March 2013**

Module 2 - Managing People, the Workplace and Customer Service

The second module will comprise a two day workshop. This workshop will be held **from Monday 17 June to Tuesday 18 June 2013**

Module 3 – Building a sustainable future

The third and final module is also structured as a two day workshop. This workshop will be held **from Monday 16 September to Tuesday 17 September 2013**

All modules will be delivered at **Sydney Olympic Park Tennis Centre, Rod Laver Drive, Sydney Olympic Park N.S.W**



Course Units

Diploma of Management

Requires the completion of eight units of competency

BSBMGT515A	Manage Operational Plan
BSBINM501A	Manage Workplace Information Systems
BSBOHS509A	Ensure a Safe Workplace
BSBWOR502A	Ensure Team Effectiveness
BSBCUS501A	Manage Quality Customer Service
BSBFIM501A	Manage Budgets and Financial Plans
BSBWOR501A	Manage Personal Work Priorities and Professional Development
BSBCUS501A	Manage Quality Customer Service

Assessment requirements:

The following items will form part of the workplace projects:

- Conduct a stakeholder analysis
- Develop a Business Plan for an existing facility
- Implement a Communication Strategy
- Undertake a Risk Audit
- Develop a Capital Improvement Plan

Expression of Interest

To register your interest in the Diploma, please read the course criteria and, if you believe you would like to apply, **complete the Enrolment Form** and return it to the address below by **Friday 1 March 2013** to be eligible for the course.

Tennis Australia Master Club Professional
ATTN: Course Coordinator
Joe Kubizniak
Coach & Talent Development Coordinator N.S.W & ACT
PO Box 6204 Silverwater N.S.W 1811
(e)jkubizniak@tennis.com.au
(p)(02)9024-7635



Course fees

The Diploma fee is unconfirmed at this stage but will be in the range of **\$4,900** (inc GST).

A deposit of \$2,000 will be required on course acceptance registration with another \$1,500 due prior to the second workshop and \$1,400 before the final workshop. *If payment of the fee is an issue, contact the Course Coordinator to make alternative arrangements.*

The Diploma fee includes learner support materials, and other course-related costs such as facility hire, catering, trainer fees, award, assessment costs and any necessary equipment.

Course entry criteria

To gain acceptance into the Diploma, applicants will be required to meet entry criteria.

Candidates may be required to

- Have a personal fitness level that will enable you to physically operate as an on-court tennis coach. Coaching course trainers reserve the right to request proof of fitness from a medical practitioner. Candidates who are unable to meet this requirement will undertake alternate activities during the practical components of the coaching course. This is to be discussed with the Course Coordinator and unit Trainer prior to the delivery of the coaching course.
- As a minimum, hold a current Basic (Level 1) level first aid qualification (refer to expiry date). Tennis Australia recommends candidates complete the Tennis Australia first aid course tailored for tennis coaching.²
- Comply with all requirements of the Tennis Australia Member Protection By-Law. This requires a course candidate to complete a Police Check (National Name Check or equivalent) as well as a Tennis Australia Prohibited Person Declaration.²
- As part of your application, you must obtain and provide Tennis Australia with evidence of the following:
 - If you are coaching in a State in which screening requirements are prescribed by law, provide an original or certified Working with Children check or relevant state equivalent which has been completed within two years of the date of application; OR
 - If you are coaching in a State in which screening requirements are not imposed by law, a current original or certified copy national Police Check which has been completed within two years of the date of application
- Have the equivalent of four full-time years operating experience as an executive committee member, Club Professional, coaching or equivalent. Confirmation of experience is required through the provision of a coaching logbook or statement. A sample statement will be available from the Course Coordinator.

Notes: ² More information on this can be obtained from the Course Coordinator. In some instances the TA Master Club Professional Course may actually include a first aid course within it. This should be verified by the Course Coordinator.

Course assessment

All units in this course involve assessment, and this is structured as one verbal assessment as well as a Business Plan encompassing all components of the 8 units. Course trainers will implement flexible assessment techniques, particularly within the written components, to allow those with special needs to undertake an alternative form of assessment.

Number of course participants

The maximum number of participants in the workshops will be 20.

What if I fail the course?

No-one "fails" in a competency based education framework. However, participants may be deemed not yet competent (NYC). Participants deemed Not Yet Competent on their first assessment are provided with a second opportunity to resubmit their work for assessment. Resubmissions are graded Competent (COT) or Not Competent (NC). Participants deemed not competent and who wish to continue to gain the Diploma will need to submit additional evidence until all requirements are completed. In these circumstances, appropriate fees may apply.