



TRAINEE BY-LAWS

RULES

AND

REGULATIONS

2012

INTRODUCTION

You are embarking upon a course that will grant you exclusive entry into one of the oldest professional sports organisations in the world. Entry cannot be bought; it must be earned and qualifying as a full member of the PGA of New Zealand gains you membership of an exclusive body.

Study of the Trainee programme is by way of on-the-job training, intensive schools and distance education. Studying through distance education can be a rewarding and satisfying experience, but it does have its pitfalls. Much time and energy can be wasted if it is not well directed. Many demands are placed upon your time, through work, practice, family and leisure, and it is vital to ensure that your study time is used effectively.

It is important to understand the organisation of the Academy and also the best ways of maintaining a balance in all areas of your life. This Trainee Information Kit contains much of the information that you need to get you started on the road to becoming a PGA-qualified Club Professional and/or Teaching Professional. Through reading this folder you will become familiar with details of the Academy's operations and procedures. During your three years' training the PGA Academy will supply you with further information. Make this folder your file for all such material, so that you will always know where to find information when you need it. Keep this folder as a reference throughout your traineeship, and use it as a means of keeping up-to-date with, and maintaining, your copy of all new policies and procedures as they are introduced.

Much of the material, such as this document, may be amended during the course of your traineeship. When you receive new material, or replacement documents, ensure that you read everything thoroughly before filing it away.

All "blue" copied documents in this folder are a must read! Please ensure that you do so several times during the first few months of your Traineeship so you become familiar with the PGA Trainee by Laws and Regulations.

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LIST OF CONTACTS AND PGA OFFICE BEARERS - 2012

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Vice-President	Jamie McIsaac
Board	Susan Farron Andrew Whiley Marcus Wheelhouse Allan McKay Nigel Merrett (external board member) Tony Nowell (external board member) John Hart (external board member)
Director of Education	Andrew Whiley 027 465 3222 (E-mail: andrew@whileygolf.com)
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Education Manager	Dominic Sainsbury 027 672 3200 (E-mail: dominic.sainsbury@pga.org.nz)

Note: All correspondence must be sent to the office of the Association

ASSOCIATED ORGANISATIONS

PGA OF AUSTRALIA

Sandhurst Club
600 Thompson Road
Sandhurst
Victoria 3977
Australia

Ph 0061 3 8320 1911
Fax 0061 3 9783 0000

Email - Education GStewart@pga.org.au

PGA TOUR OF AUSTRALASIA

Sandhurst Club
600 Thompson Road
Sandhurst
Victoria 3977
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Ph 0061 3 8320 1911
Fax 0061 3 9783 0000
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ACADEMY REQUIREMENTS

The Academy requires that Trainees adhere to these By-laws Rules and Regulations, which have been devised to ensure that both Trainee and Employer know what is required. You should discuss these requirements with your Employer, and refer to this document should any problem arise or clarification be sought. These By-laws Rules and Regulations are subject to change from time to time and should be replaced when updates are sent to you.

Your first point of reference is your Employer, and it is important that a two-way flow of communication is maintained between you. Your Employer is your direct training co-ordinator on a day-to-day basis, and is the first person with whom you should discuss any problems. All information sent to you, including assessment and examination results and playing records, is copied to your Employer, and you should always discuss these with him or her.

The Director of Education is the final adjudicator when problems arise. However, in the first instance the advice of the Education Manager or the Chief Executive should be sought. The Education Manager handles day-to-day administration and questions relating to the following and all matters should be directed to him in the first instance:

- Trainee matches and recording of results and review of playing standards
- Employment conditions, Individual Employment Agreements and change of employment
- Dissemination of information, notification of examination time and venues, practical examinations
- Collection of all assignments
- Extensions to assignment deadlines
- Management of Trainee Academic and Playing Records
- Injuries and illness which would prevent you from playing in the Trainee Matches
- Fees
- Queries relating to assignments and grades
- Problems relating to course completion

YOUR RESPONSIBILITIES

As a Trainee of the PGA of New Zealand enrolled in the PGA's Academy of Golf, your responsibilities include the following:

- To be aware of the principal dates (which may change throughout the year). It is important to read, and react promptly to, any correspondence from the Academy.
- To respond **WITHIN SEVEN (7) DAYS** to all correspondence and instructions which the Academy sends you.
- To notify the Education Manager immediately of any change of address, telephone number or e-mail address, and of any proposed change of employment.
- **To be aware of all assignment deadlines and submit all assignments on time. ASSIGNMENTS LATER THAN 48 HOURS WILL RECEIVE 0%**
- To provide evidence of satisfactory completion of external courses within the time allowed.
- To check all dates of examinations, venues and times, and be present and on time for these.
- To submit all employment information as required by the Academy.
- To be familiar with all rules pertaining to the Trainee programme, to professional conduct and play and to the PGA in general (NZPGA Constitution and Rule Book, Tournament Handbook).
- To discuss with and inform your Employer of all information as it arises.
- To complete all assignments, practicals and examinations as required.
- To maintain the playing requirements as set down in the Trainee By-laws Rules and Regulations.
- To ensure that all **Playing Cards are returned to the office within SEVEN days**. Playing cards not returned to the office within seven days will not be accepted.
- To ensure that all monies owed to the Academy are paid by the due dates.
- **To maintain an e-mail address and check correspondence in a timely fashion.**
- To maintain a high standard of dress when playing and/or visiting any golf club or facility. As a PGA member you are representing the association and as such a high standard of dress and personal presentation is required (to be read in conjunction with Tournament handbook Rule 11.2).

SECTION ONE

How the Traineeship is formalised and constituted

- 1.1 The Academy**
- 1.2 Trainee Eligibility**
- 1.3 Application for Traineeship**
- 1.4 Documentation**
- 1.5 Employment**
- 1.6 Trainee Employment Conditions**
- 1.7 PGA Trainee Individual Employment Agreements**
- 1.8 PGA Membership**
- 1.9 Associated Trainee Fees**
- 1.10 Termination of Employment Agreement**
- 1.11 Procedure for change of Employment**

1.1 THE ACADEMY

The Board of the Professional Golfers' Association of New Zealand created the PGA Academy of Golf (the Academy) to be responsible for the administration and delivery of educational programmes for applicants for applicants as trainee members of the Association, and for the management of a Professional Development Programme.

The Council of the Academy consists of the Director of Education, the Education Manager and the Chief Executive of the Association and such other persons as may be co-opted from time to time.

1.2 TRAINEE ELIGIBILITY

To be eligible for acceptance as a Trainee member for entry into the Academy an applicant shall meet the following requirements:

- be at least 18 years of age during the calendar year of application
- have attained a standard of education acceptable to the Academy
- produce and demonstrate an acceptable standard of playing ability. Applicants shall have an official amateur handicap no higher than three (3.0) for men, five (5.0) for women, and/or shall demonstrate their playing ability through a playing test conducted by the Academy
- produce in support of their application such documents as may be required and attend an Aptitude Assessment Day with representatives of the Academy
- The applicant will be informed within fourteen days of the Assessment Day of the outcome of their application.

1.3 APPLICATION FOR TRAINEESHIP

The Trainee Course (the Academic Year) starts on 1st February each year. The Academic Year ends on the second Friday of December each year, by which date all relevant documentation must have been submitted to the PGA to enable year-end results to be computed.

An applicant must first apply to attend an Aptitude Assessment Day. These will be held in main centres as appropriate. Closing date for these days is 31st August each year and applications will not be accepted without the prescribed fee. These forms are downloadable from the website www.pga.org.nz – “how to turn pro”

Successful applicants will need to find employment with a Class A member or greater of the Association willing to put a Trainee through the Academy Trainee Programme prior to the start date of 1st February. Any applicant, who fails to find such employment will not be able to start that year, but will be exempt from attending the next Aptitude Assessment Day. **No exemption applies to playing standards.**

1.4 DOCUMENTATION

The applicant must submit with the Application:

- Two passport size photographs
- Official record of handicap index for twelve months prior to date of application. The handicap must meet the stipulated requirement at the time of application
- Birth Certificate
- Education Certificates for the last two years of schooling
- References from School and/or a previous employer. These must have been written within the previous two years.
- The names of two referees who are Members of the Professional Golfers' Association of New Zealand (excluding the Employer or prospective Employer), who may be consulted if needed.
- Application Fee.
- Any further information which may be of benefit to the applicant.

1.5 THE EMPLOYMENT OF A TRAINEE

A PGA Member taking on a Trainee is accepting a major undertaking: that of assisting a young person to gain a tertiary qualification, and to become a valued member of the PGA of New Zealand. The Trainee's future is at stake, and the commitment should not be made unless the Member is prepared to carry out the obligations inherent in being an Employer under these Trainee Rules and Regulations.

The Employer must be a Class A member of the Association and must be employed or contracted as Resident Professional or Director of Golf at a golf course or approved driving range.

Trainees shall be employed at a golf course or at an approved driving range. For the purposes of training an approved driving range shall be a range which has an associated course registered with the New Zealand Golf Association or where the Employer has arranged for the Trainee to have regular and formal access to a nearby registered course. Written evidence of such access must be supplied to the Academy.

No more than three Trainees may be employed at one time, and no more than one in any year of training, unless dispensation from this rule has been sought from and granted by the PGA Academy. Trainees must be employed under the direct supervision and control of the Training Member at the Training Member's normal place of work.

1.6 TRAINEE EMPLOYMENT CONDITIONS

Please read this section in conjunction with the '2011 Guidelines Document for Completion of 'Individual Trainee Employment Agreements'.

- Trainees shall be paid **not less than** the minimum wage set by the law in New Zealand. The following link will be useful www.ers.dol.govt.nz/pay/minimum.html
- The Trainee shall be required to work a **minimum** of forty hours (40) per week with the **maximum** being fifty five (50) hours per week.
- The Employer shall grant the Trainee four weeks paid annual leave and time off in lieu of public holidays in accordance with the Holidays Act. Employers shall grant sick leave in accordance with the law.
- The Employer shall provide the Trainee with adequate protective clothing, eg dust mask, eye/ear protection and coat as appropriate for use during working hours as required.
- The Employer shall permit the Trainee to compete in Trainee Matches as arranged by the Academy; time lost being considered part of rostered day off or annual leave.
- The Employer shall permit the Trainee to attend compulsory Schools, Seminars and Examinations as notified by the Academy **without** loss of pay **or** annual leave entitlement.
- The Employer shall arrange the rostered day off to coincide with Trainee Match days. **Trainee Match Day is always a Monday.**

1.7 PGA TRAINEE INDIVIDUAL EMPLOYMENT AGREEMENTS

- A Member meeting the requirements of Clause 1.5 and wishing to employ a Trainee must ensure an Individual Employment Agreement is in place with the trainee.
- The Academy will not ratify a Traineeship unless it is satisfied:
 - a) that the Member concerned will be personally responsible for his contractual obligations;
 - b) that the Member is employed full time as Resident Professional at a golf club, golf course or approved driving range;
 - c) that the Trainee is employed full time at that club course or range;
 - d) that the Member has available for the purposes of fulfilling the agreement a fully-equipped workshop for the carrying out of repairs of golf equipment which meets the minimum requirements set down by the Academy. The Academy may decline to approve a Trainee where such facilities are considered inadequate.
 - e) that there is a golf Professional shop for the purpose of business training;

f) **that an Individual Employment Agreement as required by New Zealand Law has been signed by both Employer and Trainee.**

Note: The PGA Academy have a draft Individual Employment Agreement available upon request. Please contact the Education Manager for further details.

The Academy shall periodically assess the progress of the Trainee and, where this is considered unsatisfactory, shall warn the Member and the Trainee that if an improvement is not seen the Trainee Agreement may be terminated.

If an Employment Agreement is terminated by an employing Member or a Trainee, or by mutual consent, the **Member** shall notify the Academy immediately. In all cases a written explanation of the termination shall be provided by the Member to the Academy within seven days. Failure to complete this requirement may result in the Member being denied trainees in the future.

Any Member who has entered into a Individual Trainee Employment Agreement has an obligation to that Trainee to fulfil the terms of the contract for the duration of the traineeship. If circumstances arise whereby a Member is unable to comply with this obligation the Member shall **inform the Academy in writing within seven days** so that steps may be taken to ensure that the Trainee is afforded the opportunity of completing the traineeship.

The employment of a Trainee may only be transferred by one Member to another with the **prior** approval of the Academy.

A Trainee may at any time request the assistance of the Academy if he/she feels the Individual Employment Agreement is not being fulfilled, by writing to the Education Manager at the offices of the Association. The Academy shall consider such request as soon as possible and may call any witnesses to help it reach a decision, which shall be binding on all parties concerned.

A Trainee who attends a Tournament Players' School during any period of the Traineeship shall be deemed to have terminated their traineeship. Such a Trainee who subsequently wishes to rejoin the Trainee Programme shall be required to apply in writing to the Academy.

1.8 ASSOCIATION MEMBERSHIP

Trainees shall on ratification of their Individual Employment Agreement be granted **Trainee Membership** of the Professional Golfers' Association of New Zealand. Trainees are **not** permitted to call themselves Professionals or Assistant Professionals until they have received confirmation of graduation and paid the appropriate fee.

Trainees may apply for full membership of the Association upon satisfactory completion of the Trainee course and examinations, and payment of the appropriate annual membership fee.

1.9 ASSOCIATED TRAINEE FEES

Applicants shall pay to the PGA of New Zealand a non-refundable application fee with their application to attend an Aptitude Assessment Day.

Course enrolment fees and annual education fees shall be as prescribed by the Academy. A new Trainee who withdraws from the programme within ninety days will receive a refund of fees paid less an administration charge provided all materials supplied are returned in as-new condition. **No refunds will be payable after ninety days.**

All Trainees shall pay to the PGA of New Zealand an annual education fee. This fee shall be payable in advance no later than 1 February each year. If the Trainee so wishes they may pay the annual education fee in instalments as per the schedule of payments provided with your trainee subs invoice in late December early January of each year.

Trainees shall be responsible for enrolling in, paying for and satisfactorily completing all external courses required by the Academy.

1.10 TERMINATION OF EMPLOYMENT AGREEMENT

Should a Trainee's employment be terminated, the Employer and the Trainee must immediately notify the PGA in writing and a period of grace in which to find a new position will be granted.

Trainees who are dismissed **with due cause** have a maximum of forty-five (45) days from the date of termination to find alternative employment. If no alternative employment is obtained within that period the Trainee shall be deemed to be suspended and may apply to recommence their traineeship at the beginning of the next Academic Year provided alternative employment has by then been found.

Trainees who lose their position **through no fault of their own** shall have a maximum of ninety (90) days from the date of termination to find alternative employment. If no alternative employment is obtained within that period the Trainee shall be deemed to be suspended and may apply to recommence their traineeship at the beginning of the next Academic Year provided alternative employment has by then been found. Exceptional circumstances may be considered by the Academy.

To be eligible for graduation, Third Year Trainees must have a current Individual Employment Agreement in place and registered with the Academy.

1.11 PROCEDURE FOR CHANGE OF EMPLOYMENT

When a Trainee wishes to change his or her place of employment or the Professional to whom they are indentured, the Trainee is responsible for ensuring that:

- A change of employment form available from the Members Only Area/Academy/ Downloads section of the PGA web site. This should be sent to the PGA, together with a letter outlining the reason for the intended change of employment.
- A new Individual Employment Agreement is sent to the PGA for ratification.
- Notice is given to the current Employer.
- The PGA is notified **in writing** of the change in employment.

SECTION TWO

The Academic Programme

- 2.1 Trainee Syllabus
- 2.2 External Courses
- 2.3 Practical Assessment
- 2.4 Intensive School
- 2.5 Discipline
- 2.6 Assignment Procedures
- 2.7 Assessment Procedures
- 2.8 Examinations
- 2.9 Trainee Seminars
- 2.10 Trainees with Disabilities
- 2.11 Recognition of Prior Learning
- 2.12 Progression
- 2.13 PDP Requirements
- 2.14 Graduation to Full Membership
- 2.15 Provisional Membership
- 2.16 Extensions
- 2.17 Plagiarism

2.1 TRAINEE SYLLABUS

The Trainee syllabus shall be reviewed annually by the Academy.

The Trainee course shall be of minimum three years duration, with a maximum of two consecutive years in any one year of training, during which time examinations in the following theory and practical subjects must be passed. Core subjects including assignments and other work **MUST** be satisfactorily completed in the relevant year of training, otherwise that year must be repeated:

CORE SUBJECTS

YEAR ONE

Coaching I
Professional Skills I
Retail and Business Management I
Club Technology I
Playing I

YEAR TWO

Coaching II
Professional Skills II
Retail and Business Management II
Club Technology II
Playing II

YEAR THREE

Coaching III
Professional Skills III
Retail and Business Management III
Playing III
Elective Research Synopsis and Final Paper

Elective subjects must be completed during the third year of training and refer to a subject area the Trainee particularly wishes to pursue to expand his or her own professional knowledge.

Such study may be a thesis, or may involve study under the auspices of the Academy and/or an outside institution. The Academy must give prior approval to all forms of study.

2.2 EXTERNAL COURSES

RULES CERTIFICATE

This Certificate is delivered by Regional Golf Referees Associations under the auspices of New Zealand Golf. You **must have gained** a 'B' Pass (70%) or higher before the completion of your traineeship in order to graduate from the trainee programme.

FIRST AID CERTIFICATE

This Certificate is delivered by Red Cross or St John and is titled – **“Comprehensive First Aid – 2 Day Course”**. As of 1st February 2011 this certificate must be completed before beginning training as a year one trainee. As you can appreciate, this is a vital part of your training considering the public environment that you find yourself in on a daily basis.

RETAIL BUSINESS MANAGEMENT PROGRAMME

The PGA of Australia in conjunction with Griffith University has established the PGA International Golf Institute (PGA IGI) in order to provide golf specific Retail and Business Management Programmes (RBM) specific to today's environment. During the first two years of your traineeship you will have eight study modules, RBM 1.1 to 1.5 and RBM 2.1 to 2.4. During your third year you are required to complete a Business Plan based around a fictitious course soon to be developed in your region. Knowledge gained from your first two years study will be required to complete this final paper. Course materials, points of contact and course curriculum will be provided to all trainees at the beginning of each year. This is a compulsory programme and Recognition of Prior Learning will not be considered for this certificate.

2.3 PRACTICAL ASSESSMENT

COACHING

Practical coaching assessment of Trainees shall comprise of **two** individual lessons in each of the second and third years of training. Each lesson will be assessed by a qualified PGA Member selected by the PGA Academy. Practical assessment performance will be assessed on a satisfactory/unsatisfactory basis. Trainee members who perform to an unsatisfactory level will be required to re-sit the assessment a second time. The training member shall be required to attend such re-sits. A 75% grade will be deemed to be satisfactory. A second unsatisfactory grade will result in failure of the core subject area.

CLUB TECHNOLOGY

Practical assessment in this subject shall be by way of a Club Construction Practical Test conducted in each year of training. Practical assessment performance will be assessed on a satisfactory/unsatisfactory basis. Trainee members who perform to an unsatisfactory level will be required to re-sit the assessment a second time. The training member shall be required to attend such re-sits. A 75% grade will be deemed to be satisfactory. A second unsatisfactory grade will result in failure of the core subject area.

2.4 INTENSIVE SCHOOLS

Intensive Schools are held each year for all Trainees.

The purpose of the Schools is to provide face-to-face tuition in the “theory related” components of the course. Lectures will be in all subject areas: Coaching Golf Science, Professional Skills, Club Technology and Business Skills. The focus of these areas is for the Trainee as a teacher/business owner-operator and not the Trainee as a player. The aspect of the Trainee as a player should be covered in day-to-day practice with the Trainee’s Coach/Employer.

All Trainees are required to attend all Intensive Schools, and all sessions during unless they have been granted Recognition of Prior Learning (RPL). A Trainee who has been granted RPL in a subject or subjects is not required to attend the lectures in those subjects or to sit the examinations.

While attendance at the Intensive Schools is free of charge Trainees are responsible for their own travel, accommodation and meal costs. Notification of the times and venues will be given at least five weeks prior to the schools. As with all official PGA Academy events and functions, the code of conduct relating to trainee expectations applies. **This extends to both attendance and dress codes (see ‘Your Responsibilities’ – page 6)**

Examinations will take place at the Coaching Intensive School for years 1 and 2.

2.5 DISCIPLINE

Any Trainee arriving late for class, or failing to attend a class, without good reason, and any Trainee arriving late for an examination, shall be deemed to have failed that subject. Any Trainee who is late for or misses more than one class without good reason will be dismissed from that School and as a consequence shall have failed that year of training.

2.6 ASSIGNMENT PROCEDURES

Assignments are one of the main ways of assessing the progress of a Trainee throughout their time in the programme. Assignments are returned to you as soon as possible with a grade and comments where applicable.

To help you in the presentation of your work and understanding of it, you should spend time with your Employer reviewing your assignment before you hand it in. This will provide you with an opportunity to make alterations to your work before it is submitted. Remember, your Employer is there to help you, and is your first source of advice.

The following procedures for the submission of assignments and their presentation must be followed:

- All assignments must be typed or printed.
- The cover sheet MUST be completed in full, including the signature of your employer.

- **Keep a photocopy of your completed assignment. In this way, should it go missing you will not have lost all your work, and it may be resubmitted.**
- All assignments are to be mailed or delivered to the PGA's office in Auckland, **to arrive NO LATER than close of business on the due date. Trainees should not rely on same-day Courier delivery.**
- Trainees should **KEEP POSTAGE RECEIPTS** from all posted assignment work until you are sure it has been received by the Academy. You must keep these receipts to prove that the assignment was indeed posted in the event New Zealand Post or the relevant courier company misplaces your assignment. If you do not keep postage receipts and your assignment goes missing, your assignment **WILL** be deemed late.
- **Assignments that arrive later than the due date will receive a 0% grade UNLESS they are received within the 48 hour period of the due date. Assignments received within 24 hours of the due date will be marked less 50%. NO EXCEPTIONS. All assignments received 48 hours after the due date will be awarded 0% and returned to the trainee immediately, unmarked.**
- Applications for assignment extensions will **only be considered if received by the PGA seven (7) days prior to the due date.** Application forms are available from the Members Only Area/Academy/ Downloads section of the PGA web site.
- All assignments should be kept and filed in this folder upon return. Should a query arise Trainees will be asked to return them.

2.7 ASSESSMENT PROCEDURES

There are several ways in which the Academy will assess the progress of Trainees throughout their time in the programme. These include examinations, assignments, practical work, attendance at schools and workshops and of course playing standards.

At the beginning of each year you will be notified of the value attached to each component of work. For practical work a 75% pass mark is required. For all assignments and examinations, the following system is used:

80-100 %	Distinction
70-79 %	Credit
60-69 %	Pass
55-59 %	Conceded Pass
0-54%	Fail

Each of the four subjects – Coaching, Club Technology, Retail Business Management and Professional Skills are composed of several assessment items, the value of these components being advertised at the beginning of each year. The grade awarded for any one of those items does not directly translate to the final award in that subject for the year. That is to say, a fail grade at the half yearly examinations does not necessarily mean a fail grade for the whole year in that subject.

For a Trainee to pass to the following year of training, a minimum pass must be achieved in each subject area, including Playing. A Trainee may however progress through to the next year of training if he or she receives no more than one Conceded Pass at year's end. Trainees recording more than one CP, or a Fail in any area of study, the Trainee must repeat the year.

If any theory assessment or examination is failed by four (4) marks or less (i.e. 55-59%) the Trainee shall be granted a Conceded Pass and shall not be deemed to have failed that subject.

A Trainee may carry one (1) only Conceded Pass in any one year of training. Any Trainee who gains two (2) or more Conceded Passes in any one year and/or fails one (1) or more subjects in any one year is deemed to have failed that year of training.

A Trainee may only be granted one (1) Conceded Pass in any one subject during his/her period of training.

Example: A Trainee gains a Conceded Pass in Professional Skills in Year One; this being his only Conceded Pass, goes on to Year Two and once again gains a Conceded Pass in Professional Skills. He cannot go on to Year Three as he achieved two Conceded Passes in one subject, and under this By-law shall be determined to have failed this year of training. He must then retake the syllabus for Year Two.

A Trainee who fails a Year will, in the repeat year only, be granted Recognition of Prior Learning for subjects in which a Credit Pass or higher (70%) was previously gained. **RPL will not be granted for playing at any year of training.**

Example: A Trainee in year one of his traineeship passes all requirements of Coaching, Professional Skills and Club Technology but achieves a total of only 45% for all four RBM papers, thus recording a FAIL in year one RBM. In year two the Trainee will receive Recognition of Prior Learning for Coaching, Professional Skills and Club Technology but will repeat RBM year one only. This will mean that the Trainee must complete an extra year of study to reach and complete year three.

Examination papers are held by the Academy, and any Trainee failing an examination may apply to the Academy to find out where mistakes were made.

All practical assessments are administered locally. Times and venues set down for the completion of these examinations must be adhered to.

2.8 EXAMINATIONS AND TESTS

The Academy shall conduct such examinations and assessments as it considers necessary to monitor the progress of Trainees.

The Academy shall establish the minimum standards to be achieved by Trainees in all examinations, practical tests and playing.

Examinations on the Theory and Practical subjects will be held in each year of training. These exams and practical tests will be conducted at times and places as notified on your summary of assignments and exams sheet at the front of your folder or from time to time

by the Academy. You also have a “Trainee Calendar of Assignments, Matches and Events” that clearly show all exams and practical testing. Examinations are held both at the conclusion of each Intensive School and separately at the end of the year. One month’s notice of examination times and venues is normally provided. **Attendance at all examinations is compulsory.** Weightings for examinations are published at the beginning of each year and can be found in the assignments section of this folder.

Year-end examinations will be held in each region. Trainees in outlying areas may apply direct to the PGA for special provisions whereby they may be permitted to sit exams at a venue, and with a supervisor, acceptable to the PGA. Any additional costs associated with approval of such a request will be for the Trainee's account. Trainees are not permitted to apply for alternative examination dates due to vacation or work commitments. All Employers are required to give Trainees the necessary time off to complete examinations.

A minimum pass mark of 55% for end of year examinations is required. A recorded mark of lower than 55% will mean a fail for the related subject in any given year of training.

Should a Trainee experience an accident, illness or misadventure prior to the examinations which would affect the Trainee’s ability to complete them; a “Special Consideration” form (see Section 10) should be completed and lodged with the Academy within seven (7) days of the date of the incident. Medical Certificates and other documentation in support of such a request must be attached. The Academy will consider each case individually, and the Trainee will be notified of the outcome.

2.9 TRAINEE SEMINARS

The Academy may deem it necessary from time to time to organize seminars relating to a specific subject of importance. It is compulsory for all trainees to attend these seminars as required throughout the year. These seminars may relate to Coaching, Rules, Club Technology or Playing. Clinics may be hosted by PGA Professionals or external providers depending on the seminar topic. You be will be advised of these seminars as they are organized throughout the year.

2.10 TRAINEES WITH DISABILITIES

Trainee Members with disabilities that prevent them from taking examinations and assessments under standard conditions may apply to the Academy for special arrangements to be made that allow them to successfully complete the examination/assessment.

Such Trainee Members should submit their request in writing two (2) months prior to the annual examination dates.

Trainee Members must verify their disability with statements of proof from relevant qualified personnel to enable the Academy to determine whether testing under special conditions is appropriate and the extent/type of special provision to be made available. The Academy reserves the right to require any applicant under this provision to attend a review by specialist personnel appointed by the Academy. Any expenses incurred are the responsibility of the applicant.

2.11 RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is a system whereby a Trainee may be granted exemption from a subject area or areas. This means that no assignment work, examination or attendance at intensive school modules is required in the subject area(s) for which RPL has been granted.

RPL will only be granted upon receipt of authentic documentation that provides an accurate record of the subjects studied relating to the RPL request. The Academy reserves the right to conduct all necessary investigation to ensure that RPL is accurately assigned to the applicant.

The PGA Academy may at its discretion grant RPL under the following circumstances:

1. A Trainee has completed tertiary study in a related field. In this case the Trainee must apply directly to the PGA. RPL may be granted for one or more subjects over one or more years. RPL may also be granted to trainees who have failed two consecutive years at the same year level and are re-entering the programme as a year one trainee (this will be dependant upon a mapping of previous work completed to the current year's trainee programme content).

Any costs associated with such accreditation shall be for the Trainee's account. All documentation relating to the RPL request must be supplied to the Academy by the Trainee Member before the 1st day of March in any year of training.

2. A Trainee who has failed a year of the Traineeship, but who has been awarded a Credit Pass (70%) or higher for a subject or subjects during the failed year of training. In this case RPL will be automatically applied to the subjects concerned. This RPL process will occur in repeat year training only.

RPL will not be granted for playing or Retail Business Management in any year of training.

2.12 PROGRESSION

- A Trainee who passes all academic and playing components will progress to the next year of training.
- A Trainee who fails either the academic or the playing component shall be required to repeat that year of training.
- A Trainee who fails playing but passes all Academic requirements will have their Academic Grades of 'Credit Pass' or higher transferred to the following year. The Trainee will then be effectively applying a 'gap year' to his/her training providing the opportunity to focus on '**playing only**' in an effort to improve their playing standard for the remainder of their Traineeship. If a fail is recorded in playing over two consecutive years the Trainee shall leave the programme for a minimum period of twelve months and may then apply for re-entry at year one.
- A Trainee who fails both academic and playing components shall leave the programme for a minimum period of twelve months and may then apply for re-entry.

- A Trainee in Year One or Two who fails the repeat year of training (i.e. fails the year for a second consecutive time) will leave the programme for a minimum of twelve (12) months, and may apply for re-entry as a Year 1 Trainee.
- A Trainee in Year 3 who fails a repeat year of training (i.e. fails Year 3 in two consecutive years) will leave the programme for a minimum of twelve (12) months and may apply for re-entry as a Year 3 Trainee.

If a trainee is required to leave the programme for a twelve month period upon re-application and where appropriate, Recognition of Prior Learning (RPL) will be applied to all relevant subjects (see RPL section), excluding playing.

2.13 PROFESSIONAL DEVELOPMENT PROGRAMME REQUIREMENTS (PDP)

During their time in the PGA Academy a trainee must complete a number of mandatory study requirements before graduating from the Academy to full membership.

Upon graduation from the Academy a trainee is classified as a Class A member of the association unless the trainee achieves a grade point average of 75% or better in all three years of their traineeship. If this target is achieved the trainee will be classified as a Class AA member upon graduation from the Academy.

Note: As of 1st February 2010, year two and three trainees are required to complete the following PDP requirements in addition to achieving a grade point average of 75% or better across all three years of their traineeship should they wish to be classified as a Class AA member upon graduation from the Academy.

Year Two Trainees – are required to attend at least one full day (8 hour) or two ½ day PDP seminar/s of their choice prior to moving into their final year of training. This is in addition to all mandatory studies as a year two trainee.

Year Three Trainees – are required to attend a minimum of one PDP Seminar (two days or more) or two one day seminars of their choice prior to their graduation. This is in addition to all mandatory studies as a year three trainee.

2.14 GRADUATION TO FULL MEMBERSHIP

During your time as a trainee your will have an “academic average” maintained and recorded to your Professional Development Record held on the PGA database. Your academic average for each year of training is comprised of 85% academic and 15% playing.

To help distinguish between trainees that apply themselves to their studies and work hard at their playing, graduation to a higher level of full membership will be granted. The following will be applied to all trainees graduating to full membership:

GRADUATION TO FULL MEMBERSHIP (Full A or Full AA Members of the NZPGA)	ACADEMIC AVERAGE REQUIRED (Must be achieved at all year levels)
Full A Member	Academic Average at each year of training less than or equal to 74.99%
Full AA Member	Academic Average at each year of training greater than or equal to 75.00%

Note: The above graduation process will come into effect for all year three students graduating from the Academy at the end of 2008. Graduation can only occur if **ALL** internal and external requirements are completed.

2.15 PROVISIONAL MEMBERSHIP

Upon completion of Year Three training those trainees that still have their Rules Certificate outstanding will be awarded Provisional Membership of the NZPGA. It is important to note that the PGA Board will set down specific membership limitations relating to this category to encourage all Provisional members of the association to complete outstanding requirements in a timely fashion.

2.16 EXTENSIONS (To be read in conjunction with assignment procedures 2.6)

Extensions to assignment and practical deadlines will only be granted under exceptional circumstances. A Trainee requiring an extension should complete the “Request for Assignment Extension” form (Section 10) and fax or send it to the office to arrive at least seven (7) days prior to the due date for the item. Documentation in support of such an extension - such as medical certificates - must be included with the application. The Trainee will be notified by fax of the decision within 24 hours of application being received by the Academy. **NO extensions will be granted in the week prior to the due date.**

2.17 PLAGIARISM

The Academy will view with the greatest of concern the action of any Trainee who misuses or plagiarises the work of another person. The penalty for such actions will include an automatic Fail for the assignment and a personal hearing to explain the actions. **Such action would be a breach of the code of Ethics and appropriate action will be taken.**

SECTION THREE

The Playing Programme

The ability to play golf is a vital attribute for a Golf Professional. The PGA Academy has set standards which Trainees must meet each year and Trainees are expected to work on their own game throughout their traineeship. Their Employer is also expected to provide coaching and guidance in this area as in other aspects of training.

- 3.1 Playing Requirements**
- 3.2 Academy Approved Conditions**
- 3.3 Playing Standards**
- 3.4 Trainee Matches**
- 3.5 Playing Statements and Golf Autoscore Statistics**
- 3.6 National Trainee Championship**
- 3.7 Playing Invitations**
- 3.8 National Playing Invitations**
- 3.9 Holden Scramble**
- 3.10 Special Invitations**
- 3.11 Prize Money**
- 3.12 Withdrawal of Invitations**
- 3.13 Injury**
- 3.14 Failure to Complete Cards**
- 3.15 Pro Am; Charles Tour; PGA/NZ Open Cards**

3.1. PLAYING REQUIREMENTS

IMPORTANT – The 2011 Playing Programme has been adjusted. Please read below so you have a full understanding of your playing requirements.

All Trainees must submit each year a minimum of twenty (20) cards played under Academy-approved conditions. These are known as “Match Cards”.

Academy approved conditions consist of Academy organised Trainee Matches , Order of Merit Pro Ams and rescheduled Trainee Matches organised by the Academy as required from time to time due to cancellation of a previously scheduled match by bad weather.

Trainees who fail to submit sufficient cards will fail their playing requirements for that year.

All Trainees must meet the playing standards of the Academy as determined by these Rules and Regulations. Trainees failing to meet these playing standards shall fail their playing requirement and therefore that year of training. First Year Trainees shall be entitled to a five (5) round extension if their playing standard at the conclusion of the playing year is between 5.76 and 6.00. Second Year Trainees shall be entitled to a five (5) round extension if their playing standard at the conclusion of the playing year is between 5.01 and 5.25. Third Year Trainees shall be entitled to a five (5) round extension if their playing standard at the conclusion of the playing year is between 4.01 and 4.25.

3.2 ACADEMY APPROVED CONDITIONS

For the purposes of organisation of Trainee Matches and Trainee Order of Merit, New Zealand is divided into four regions. Metropolitan Cities are classified as:

- | | |
|-------------|-----------------|
| 1) Auckland | 5) Wellington |
| 2) Tauranga | 6) Christchurch |

Trainees whose place of employment is within a radius of 125 km from a Metropolitan City (MPC) as listed above are classified as **Metropolitan** Trainees. Those working 126 km - 250 km from the MPC are classified as **Country** Trainees and those more than 250 km from the MPC are classified **Remote**.

All Trainees are required to complete twenty (20) rounds per year on courses with a NZCR of 68 or more. **Metropolitan** Trainees must complete 20 Academy-approved rounds “Match Cards” per year, **Country** Trainees 15 and **Remote** Trainees 10. In the latter two categories the balance must be made up of Home Cards.

Home Cards are rounds played at the Trainees designated home club. These rounds must be played in **Club competitions**, from the back markers for men (ladies’ tees for women), and be counter-signed by the Club Secretary or a member of the Club Committee. Home Cards will not count towards the adjusted average (see below). **Only one Home Card may be submitted per week.**

NOTE: All cards are against the par for the course for rating purposes. All cards must be returned to the PGA within seven days of the event or they will not be accepted.

3.3 PLAYING STANDARDS

To obtain a pass in playing, a Trainee shall comply with the following minimum standards:

YEAR ONE

Average 5.75 over par based on the best 80 per cent of approved rounds.

YEAR TWO

Average 5.00 over par based on the best 80 per cent of approved rounds.

YEAR THREE

Average 4.00 over par based on the best 80 per cent of approved rounds

Once the required number of rounds (20 - which must include the Trainee Championship) have been played, trainee averages equal to or better than the required playing standard will be awarded a pass for this subject. If this occurs before all scheduled matches are completed the Trainee will be granted a pass in playing and will be exempt from all remaining trainee matches. **This can only occur after 20 official cards have been received including the Trainee Championship in any year of Training.**

3.4 TRAINEE MATCHES

Trainee Matches rely on the goodwill of the golf clubs to provide their courses and it is vital that this is maintained. Trainee Matches are organised by the Academy. **Under no circumstances are individual Trainees to organise matches without prior approval of the Academy.** The trainee appointed Match Co-ordinator has the responsibility of returning Trainee Match cards to the PGA. The match co-ordinator must complete a match sheet that is to be returned with the match cards.

The match co-ordinator is your first point of contact for questions relating to a specific match. They are responsible for providing information regarding Trainee Match Rules and Regulations.

All Trainee Matches are compulsory for Metropolitan Trainees. Failure to attend will be a breach of the Trainee By-laws Rules and Regulations except in the case of illness, injury or bereavement. In such cases a medical certificate must be faxed to the office within five days of the match.

Country and Remote Trainees are required to give the Trainee Match Co-ordinator seven (7) days' notice if they are NOT playing in any scheduled match. Failure to do so will be a breach of this Rule, as will failure to play except in the event of illness injury or bereavement as above.

Breach of this Rule will incur a score of 25 over par for the rounds involved and other disciplinary action may be taken if the breach is repeated.

3.5 PLAYING STATEMENTS AND GOLF AUTOSCORE STATISTICS

Playing statements will be issued twice a year in conjunction with annual playing invitations as outlined in By Laws 3.7 and 3.8. If a discrepancy is noticed, the Trainee should contact the PGA immediately as cards are **only retained for six months**. To enable a correction to be made trainees must forward match statistics for ratification of the round in question. No match statistics means that the **recorded score will stand!**

Trainees **ARE** required to complete a Golf Autoscore Statistics card with each trainee match / pro am completed during the trainee year. A statistics card is to be returned to the PGA with each match card.

If no Statistics Card is received with the Match card a Breach will have deemed to have taken place. A score of 25 over par will be applied to the rounds in question.

Trainees failing playing in any given year **OR** trainees granted entry to the Academy given “specified conditions re-playing ability”, will be required to complete and submit to the Academy monthly practice and game development plans. The reporting structure will be supplied to these trainees by the Academy prior to February 1st each year.

3.6 NATIONAL TRAINEE CHAMPIONSHIP

All Trainees compete in the National Championship. Trainees who finish 1st and 2nd are invited by the PGA of Australia to participate in their National Futures Championship, where they are joined by the winners of State Trainee Championships in Australia as well as Trainee Champions from Britain, South Africa the United States and Japan.

Only Trainees who are not in breach of any requirements are eligible to represent the PGA of New Zealand, or to win the title. The Championship is played in accordance with the rules prescribed in the NZPGA Tournament handbook.

3.7 PLAYING INVITATIONS

Trainees shall not be permitted to play or compete for prize money in any tournament other than Trainee Matches until the criteria set by the Academy have been met and a “Playing Invitation” issued.

Trainees that meet the required playing standard and demonstrate the appropriate professional demeanour will be invited by issue of a “Playing Invitation” to participate in PGA OOM Events and Charles Tour Events as he or she so desires. Playing Invitations are issued at specified review dates each year. The dates for issue of “Playing Invitations” are 30th of June and the 31st of December every year.

A Trainee will be issued a “Playing Invitation” provided they have:

- a playing average of 5.75 over par or better for the best 80 per cent of cards for approved rounds returned over the six months prior to the review date of 30th June or 31st December, which ever applies.
- played in at least 80% of all available trainee matches in the six months prior to the review date of 30th June or 31st December, which ever applies?
- successfully completed all aspects of their academic requirement. **If the Trainee is carrying a FAIL in any one subject a “Playing Invitation” shall not be issued.**

3.8 NATIONAL PLAYING INVITATIONS

Only those Trainees who have demonstrated **exceptional** playing ability and professional demeanour shall be eligible to play in the NZ Open (Championship or Qualifying), PGA Championship (Championship or Qualifying) or any event outside New Zealand. “National Playing Invitations” shall only be considered by the Board upon recommendation from the Academy.

A Trainee will be issued a “National Playing Invitation” provided they have:

- a playing average of 1.5 over par or better for the best 80 per cent of Academy approved rounds returned over the six months prior to the review date of 30th June or 31st December, which ever applies.
- played in at least 80% of all available trainee matches in the six months prior to the review date of 30th June or 31st December, which ever applies.
- successfully completed their First Year of Training. Trainees will only be issued with a “National Playing Invitation” provided all academic requirements have been met. **If the Trainee is carrying a FAIL in any one subject a “National Playing Invitation” shall not be issued.**

FEMALE TRAINEES

Female Trainees will be issued with a “National Playing Invitation” to play in events outside New Zealand provided they have:

- a playing average of 3.0 over par or better for the best 80 per cent of Academy approved rounds returned over the six months prior to the review date of 30th June or 31st December, which ever applies.
- played in at least 80% of all available trainee matches in the six months prior to the review date of 30th June or 31st December, which ever applies.
- successfully completed their First Year of Training. Female Trainees will only be granted permission to play in events outside New Zealand provided all academic requirements have been met. **If the Trainee is carrying a FAIL in any one subject a “National Playing Invitation” shall not be issued.**

From time to time these conditions may be varied at the discretion of the Academy.

3.9 HOLDEN SCRAMBLE

First year Trainees are only permitted to play in a Regional Final accompanying their home club – not as part of the “Adopt a Pro” system, **unless** approved by the PGA of New Zealand under extenuating circumstances. First year Trainee participation in the Holden Scramble is treated in the same manner as the issue of a ‘Playing Invitation’ (see 3.7 above) Any trainee required to participate in the Holden Scramble Regional Finals will only be allowed to do so provided all assignment and playing components are up to date. **If these minimum standards are not met your participation will be declined.**

3.10 SPECIAL INVITATIONS

A Trainee may be invited by the Academy to play in Pro-Ams or National tournaments if he or she has shown **exceptional playing ability**. The Academy may invite Trainees to play when a Pro-Am field is under subscribed.

3.11 PRIZE MONEY

Trainees that have been granted playing invitations are eligible to accept prize money.

3.12 WITHDRAWAL OF INVITATIONS

A "Playing Invitation" issued during the First Year of training shall only remain valid as long as the Trainee's Playing Standard remains better than 5.75 over par. A Trainee who fails the Playing Standard for their Year shall automatically lose any "Playing Invitation" or "National Playing Invitation" which must then be re-earned.

3.13 INJURY

Any Trainee who has an injury preventing him or her from playing must submit the "Notification of Injury" form (see Section 10) with a Doctor's certificate outlining the extent of the injury and the expected time out of playing. The PGA at the end of the playing year will then consider an extension for any Trainee who has been unable to complete the minimum required number of rounds due to this injury. The injury must be brought to the attention of the Academy when it happens, not after recovery. Trainees must ensure that they are fit to return to play following injury or illness as the scores in matches played thereafter will not be deleted retrospectively, but will stand. When a Trainee is unable to complete a round due to injury or illness a doctor's certificate must be returned to the office within five days or a breach will be registered, and a score of 25 over par recorded. **Trainees who continue to play with an injury will not be granted consideration for that injury.**

3.14 FAILURE TO COMPLETE CARD

A Trainee returning an incorrectly completed card or who fails in any way to return a Match Card or Golf Autoscore Statistics Card, shall be disqualified and shall have a score 25 strokes over par recorded for such rounds.

All Match Cards and Golf Autoscore Statistics Cards must be returned to the office by the Match Co-ordinator within seven (7) days. Match cards received seven (7) days after the match will not count toward the Trainee's average.

3.16 PRO AM; CHARLES TOUR; PGA/NZ OPEN MATCH CARDS

All Trainees taking part in any of the above listed tournaments will have their scores count toward their trainee average. The academy considers that participation in these events is earned and requires a higher playing standard, thus requiring all scores returned to be recorded against their average.

SECTION FOUR

Governance

As a Trainee member of the PGA of New Zealand you are bound by the Constitution and Rules that apply to all members of the Association. It is important that you make yourself aware of all obligations that may be required of a Golf Professional. Please read carefully the copy of these Rules which has been supplied to you.

- 4.1 Code of Ethics**
- 4.2 Limitations on Coaching**
- 4.3 Performance Reviews**
- 4.4 Appeals**
- 4.5 Amendments**

4.1 CODE OF ETHICS

Your obligations extend from etiquette, dress and behaviour on course during events to professional demeanour in the work place and at all PGA functions. Always remember that you are a representative of the PGA and that your behaviour will reflect on your Association. The PGA of New Zealand is proud of its history, and seeks at all times to enhance its image in the community and to maintain the good standing which members have worked to achieve over many years.

Unethical behaviour will not be accepted, and fines and suspension can and will be imposed on Members and Trainees who are in breach of the requirements.

As a guide please be sure to:

- Be appropriately dressed at work and on the course (to be read in conjunction with Tournament Handbook Rule 11.2).
- Refrain from bad language and exhibitions of temper on the course.
- Ensure that your behaviour at all times reflects well on the Association of which you are a Trainee Member.
- Make contact with the Host Professional **AT LEAST ONE DAY** before playing any course other than your own, even when an invitation has been issued by another Trainee. Playing other courses is a privilege generally afforded worldwide to PGA members. It is NOT a right, and abuse of this privilege is damaging to the image and reputation of all PGA members. Breaches are treated seriously by this Association. The only exception to this requirement is when you are playing in a PGA-organised event. Even then, as a courtesy, you should ensure that you introduce yourself to the Professional on arrival.
- When you have qualified to play in Pro-Ams remember to spend time with your playing partners after these events. They have contributed to the purse for which you play, and deserve your full consideration.
- Avoid calling yourself, or being referred to, as a Professional, or Assistant Professional. These are titles which have to be earned. An Assistant Professional is a qualified Professional working under another. Your title is **Trainee Professional**. Claiming to be a Professional before you qualify is fraudulent, and will not be tolerated by the PGA.
- Breaches of the PGA Constitution and Rules or the Trainee By-Laws Rules and Regulations will result in disciplinary procedures, which include ineligibility for any awards offered by the PGA, including the Trainee Championship.

The Constitution and Rules along with the Tournament Handbook of the PGA of New Zealand are there for the protection both of the Association and of its members. To ensure that every member projects a professional image it is vital that they are maintained. If you are ever in any doubt please ask a Member or someone in the Academy.

4.2 LIMITATIONS ON COACHING

Notes:

- 1) The trainee's employment agreement is the priority document in all situations.
- 2) Trainees are to NEGOTIATE with their employer a mutually agreeable rate for all coaching services. This may come in the form of wages, salary or coaching commissions or a combination of. The PGA Academy strongly recommends trainees ensure this rate is written into their individual employment agreement. An employment agreement is required by New Zealand employment law.
- 3) Kiwi Golf or any similar school based programme is not considered to fall under this bylaw and should not count toward the maximum number of lessons.
- 4) The lesson limitation is imposed throughout the traineeship to ensure trainees maintain a balanced approach to playing, assignment work and employment commitments.
- 5) At all times, lessons shall only be provided with the approval of the Employer and/or training member.

YEAR ONE

Trainees in their first year shall **NOT** be permitted to teach the game of golf until after attendance at the Coaching Intensive School in June **UNLESS** under the direct supervision of your Training Member.

After attendance at the intensive school first year trainees may give a maximum of **THREE** lessons per week outside a normal 40 hour working week. All lessons must be under the direct supervision of the Training Member and may **ONLY** exceed three lessons per week under the proviso these lessons are conducted within the trainee's normal hours of work.

YEAR TWO

Second year Trainees may give a maximum of **FIVE** lessons per week outside a normal 40 hour working week provided the Trainee has successfully completed Tuition Practical A and achieved a pass of 75% or higher. The trainee may **ONLY** exceed five lessons per week under the proviso these lessons are conducted within the trainee's normal hours of work.

YEAR THREE

Third Year Trainees may give a maximum of **TEN** lessons per week outside a normal 40 hour working week provided the Trainee has successfully completed Tuition Practical A and achieved a pass of 75% or higher. The trainee may **ONLY** exceed ten lessons per week under the proviso these lessons are conducted within the trainee's normal hours of work.

4.3 PERFORMANCE REVIEW

During June and November each year Employers are required to undertake a Performance Review of their Trainee. This provides feedback to both the Trainee and the Academy. The review covers all areas of workplace performance and assists in the monitoring of the Trainee's progress. It is a PGA Academy requirement that the Employer discuss this Review with the Trainee, and that the Trainee sign off the Review prior to its submission to the PGA Academy. Completion of this review is a compulsory part of your assignment year and carries a pass/fail weighting. A fail will be issued if the area of Professional Skills if a Performance Review is not submitted or is submitted after the due date.

4.4 APPEALS

All appeals relating to a Trainee's progression through the programme must be lodged with the Academy in writing **no later than the 1st day of February** each year for the previous year of training. Appeals lodged after this date will not be considered.

4.5 AMENDMENTS

The Academy may vary these conditions at its discretion at any time, and when deemed appropriate by the Academy such changes shall apply to Trainees already in the programme.