



Australian **TRAINING** Professionals



Australian  
**TRAINING**  
Professionals

# STUDENT HANDBOOK

**CERTIFICATE IV IN PILATES MATWORK INSTRUCTION  
(91492NSW)**

**DIPLOMA OF PROFESSIONAL PILATES INSTRUCTION  
(91491NSW)**

**AND OTHER SHORT COURSE PROGRAMS**

**HLTAP301A- RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH  
CARE CONTEXT (Anatomy and Physiology)**

*This unit is a pre-requisite of any Pilates Instruction Qualification.*

**HLTFA301B – Apply first aid**

**(previously named Senior First Aid)**

**TAA40104 – TRAINING & ASSESSMENT**

**RTO 51773**

**Australian Training Professionals**

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**NATIONALLY RECOGNISED  
TRAINING**



**You are required to read this handbook and complete the agreement on the last page. Please return the completed agreement with payment to Australian Training Professionals – PO Box 219, Applecross WA 6953 Phone: 08 93303881 or to Pilates Fitness Institute (PFI) 9A/248 Leach Highway , Myaree 6154 Phone: 93308900**

For the purpose of this handbook ATP is the abbreviated term for Australian Training Professionals and PFI is the abbreviated term for Pilates Fitness Institute and will be used from hereonin. Toritrain Pty Ltd is the company trading as Australian Training Professionals (ABN: 55113605013). The Director of Australian Training Professionals is Terri Martignago. Students undertaking any of the qualifications or courses will be required to meet the terms and conditions of the course/s in which they are enrolled.

## **Qualifications and Courses**

Australian Training Professionals (ATP) undertakes the following training programs, including:

### **CERTIFICATE IV IN PILATES MATWORK INSTRUCTION (91492NSW)**

The Certificate IV in Pilates Matwork Instruction is an industry entry-level qualification which will enable you to be confident in Matwork instruction to groups and also in private or semi-private settings. On graduating this course you will be proficient in basic human movement and anatomy terminology and principles and be able to apply this to the Pilates methodology. The course focuses on both foundation theory of the Pilates method as well as strong practical elements and appropriate assessments in both these broad areas are undertaken. In a practical sense you will learn a large range of Matwork Pilates repertoire from basic exercises through to intermediate and then more advanced.

The Certificate IV in Pilates Matwork Instruction teaches not only specific verbal and tactile cueing skills but also how to begin to flow the cues into a smoothly delivered group class dynamic. Learn how to effectively sequence Pilates Matwork classes.

### **DIPLOMA OF PROFESSIONAL PILATES INSTRUCTION (91491NSW)**

The Diploma of Professional Pilates Instruction is aimed at providing a Pilates Studio Instructor of the highest calibre. One who is soundly versed in the science of human movement as well as adaptations to given situations and has the creativity to apply solutions in a range of circumstances according to the needs of each individual and who will competently be able to work with apparently healthy through to low risk clients in a comprehensive Studio environment and in co-ordination with Allied Health personnel.

The Diploma of Professional Pilates Instruction is seen as entry level into the Pilates Studio industry (Pilates specialist) and is designed to reflect the role of those who can work autonomously within the defined range, under limited supervision.

This qualification is designed to reflect the role of Pilates Instructors who operate in a professional and specialised environment (Studio and Matwork) and work with low risk client groups. It offers a broad range of contexts that are varied and non-routine. Leadership and guidance are involved when organising activities of self and others, as well as contribution to technical solutions.

Likely functions within the Pilates industry for those who have this level of competency include working with clients (e.g. Pilates Instructor), and working within clearly defined contexts (Pilates or allied health environment or similar).

*These courses are not a guarantee of employment in the Pilates or related industries such as fitness and health. However, holding a formal, government recognised Pilates qualification is highly regarded by studios when employing instructors. ATP & PFI seeks to offer extensive guidance and support for graduates of the qualifications.*

### **RECOGNISE HEALTHY BODY SYSTEMS IN A HEALTH CARE CONTEXT – HLTAP301A**

***This unit is a pre-requisite of either of the Pilates Instruction Qualifications.***

This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work. On successful completion students will be competent to apply knowledge of the basic structure of the human body and have an understanding of the correct terminology required.



## **APPLY FIRST AID - HLTF301C**

Previously called, '**Senior First Aid**', this course is considered the preferred basic level first aid training level by almost all industry which requires staff to hold a first aid qualification (such as Senior First Aid). The training is able to be delivered in a 'Flexible Learning' format – involving a workbook for students to complete and participation in a 1 day Practical Skill Workshop which also includes the standard 'Apply first aid' (previously Senior First Aid), assessment

*Unit Descriptor: This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty/s, the incident and other first aiders, until the arrival of medical or other assistance.*

Apply First Aid (HLTF301C) is a unit of competence within the Health Training Package (HLT07) and is also known as Senior First Aid. This unit incorporates the content of units:

- Perform CPR (HLTCPR201B)
- Provide Basic Emergency Life Support (HLTFA201B)

## **CERTIFICATE IV TRAINING & ASSESSMENT (TAE40110)**

This qualification will provide you with the skills and knowledge required to facilitate learning and maintain and enhance professional practice through competency-based assessment in a range of settings. You will learn how to design and develop learning programs and resources to support delivery. You will also learn how to plan and organise assessment, design and develop assessment tools and assess competency in a Vocational, Training & Education environment.

### **ENTRY REQUIREMENTS/PRE REQUISITE FOR CERTIFICATE IV OR DIPLOMA IN PILATES INSTRUCTION**

- Attainment of HSC or equivalent
- Demonstrate a minimum of 30 hours in personal Pilates practical sessions
- Successfully completed HLTAP301A Recognise healthy body systems in a health care context (or equivalent) attained through a recognised complementary health care college or Registered Training Organisation (RTO)
- Pre-course assessment

Both Certificate IV and Diploma of Pilates Instruction do not contain limitations on access and equity; however it reserves the right to refuse an application for course admission if there is reasonable evidence to suggest that the applicant is physically incapable of carrying out the normal requirements of Pilates training practice.

### **Code of Conduct**

All clients will be treated with courtesy, respect and dignity. ATP will treat all customers in an ethical and professional manner. ATP adopts policies and management practices which maintain high professional standards in the delivery of vocational education and training services. ATP will maintain a learning environment which is conducive to the success of its participants, using appropriate learning resources and methods. ATP will market its vocational education and training services and products with integrity, accuracy and professionalism using accurate, relevant and up to date information and resources. Clients are entitled to protection of their privacy in accordance with the Commonwealth Privacy Act 1988. Personal information will not be disclosed to a third party without written consent. This includes personal data, academic progress and personal details. Only authorised ATP staff has access to personal information in order to carry out its responsibilities in the best interest of its clients.

### **Mission Statement**

Our mission is to provide quality Pilates method education and to prepare our students for a fulfilling professional career. We are committed to upholding our tradition of providing excellence of education in the Pilates method and holistic movement practices.



### **Access and Equity Policy**

ATP ensures persons seeking enrolment in our programs are treated equitably. We select people on the basis of their skills, aptitude and relevant qualifications including life experience. So that people derive maximum benefit from our programs, we also select them on the basis of their ability to fulfil the program entry requirements. This may include assessment and support for the purpose of identifying language, literacy and numeracy difficulties. Australian Training Professionals promotes a learning environment that is free from discrimination and harassment including unsolicited approaches, comments or physical contact of a sexual nature, victimisation, bullying and racial vilification

### **Our Philosophy**

It is our belief that undertaking the Pilates Method as a way of life will create the best possible wellness in body, mind, soul and spirit. A fully trained instructor must have practical knowledge of the complete exercise system, including its philosophy and purpose, the primary goal of each exercise and an ability to modify the exercises without losing their main intent. He/she must be able to accurately assess a client's posture and movement patterns, understand what the client is doing in a session and build an appropriate, client specific program. He/she must also be able to pace the work out for an effective *movement experience*, communicate specific, applicable corrections, and use appropriate hands on ability.

It is vital that an instructor has thorough training, logic, adaptability and a really good 'eye.' That is; develop an intuitive sense of appropriate exercise prescription. This takes time, hence the necessary requirement of many hours of practical work experience/clinical placement in the course. It is the aim of ATP to foster the knowledge, skills and application of the method for each course participant, in order to allow each graduate to develop their particular style within this approach, yet have a formal structure and understanding of teaching the Pilates Method that is second to none. We will assist and support each participant to the best of our ability so that each graduate will have the required tools and understanding to be the most competent and happy teacher they can be.

### **Quality Training Policy**

Australian Training Professionals is committed to the use of a quality training system based on the Australian Quality Training Framework (AQTF)

To ensure a quality philosophy in training, assessment and development Australian Training Professionals will strive to:

- remain compliant with the AQTF within ATPs' registered scope and profile
- focus on the strategies, targets and principles of the organisation
- meet the assessed needs and respond to the requirements of the Pilates industry
- Support professional development of all staff in line with their roles and responsibilities and to provide staff equal opportunity for training and development
- Instil a continuous learning and improvement philosophy within the organisation
- Regularly review and evaluate at all levels to assess relevance, achievement and to improve future effectiveness

### **Mutual Recognition Policy**

Mutual Recognition is the process whereby a registered training organisation agrees to recognise the AQF qualifications and Statements of Attainment issued by any other RTO. ATP recognises any qualification or certification issued by registered training organisations, including Statements of Attainment, and any accredited courses that are nationally recognised and listed on the National Training Information Service. Students seeking mutual recognition must submit a copy of their qualification or Statement of Attainment. If the appropriate logos are missing from the documentation or if there is any other inconsistency, ATP staff will contact the issuing Registered Training Organisation to verify the validity of the qualification. The staff member initiating the enquiry must initial and date the document stating that this has been verified.

"Pilates Method" means the method of exercise based on principles originally created by Joseph Pilates;



“Pilates Alliance” means Pilates Alliance Australasia Incorporated (INC9877736) an incorporated Pilates industry association;

“RTO” means Registered Training Organisation under the State/Territory training accreditation board

“The Courses” means the Certificate IV in Pilates Matwork Instruction (91492NSW) course, comprising 6 separate Units of Competency (UOC) and the Diploma of Professional Pilates Instruction (91491NSW) course, comprising 21 separate UOC

### **Recognition of Prior Learning (RPL) and Mutual Recognition**

ATP recognises all qualifications conferred by other registered training organizations and will recognise prior learning. RPL application forms are available from the director of ATP. Details of assessment criteria and guidance notes are made available to assist in preparing for the RPL and current competency assessment.

### **Articulation And Credit Transfer into other courses**

The Diploma of Professional Pilates Practice and the Certificate IV in Pilates Instruction may articulate into other qualifications and in some cases direct credit transfer may be given into Fitness and Health qualifications recognised within the Australian Qualifications Training Framework.

### **Assessments, Re-sitting of Assessments and Assessment Appeals**

A variety of assessment methods are used in alignment with the principles of competency based training. Where possible, Australian Training Professionals makes available reasonable adjustments in assessment for individual needs. Any student unable to sit an assessment due to illness must submit a doctor's certificate. An administration charge will be imposed for any examination taken outside the scheduled time. Assessment results will be notified in writing to the student. No results will be given out over the telephone.

Please refer to the individual “Course Outline, Assessments and Pre-Course Requirements” handout and course timetable issued upon confirmation of enrolment for a more detailed explanation of the assessments relevant to the program you are completing. Students are required to sit any theory or practical assessments on the scheduled time and date. All assignments should be submitted on or before the due date. Extensions need to be negotiated with the tutor and must be for a good reason. All assignments are to be submitted in a typed, single spaced format. The first page of all major assignments must state at the top of the page the Course Module Name, Student Name, Date & Assignment Title. The Certificate allows for only ‘competent’ or ‘not yet competent’ on completion of each module. However students will receive feedback on assignments submitted as an indication of the student's performance. Re-sitting of Assessments - Students will be limited to three attempts at each assessment or examination (including the first or original attempt). If after 3 attempts, competency has not been achieved, an additional fee of \$100 per assessment attempt will be incurred to be able to resit the assessment.

Assessment Appeals - Re-assessments may also be a result of a participant appealing against the outcome of a previous assessment decision. The appeals process follows the same steps as in the Grievance Procedures.

#### **Late submission of Assessments:**

A penalty of \$10 per day will be charged for any outstanding assessments (unless students have provided a medical certificate)

#### **Partnership Arrangement**

ATP has in place a partnership arrangement with Pilates Fitness Institute (PFI) for the delivery of Certificate IV Matwork in Pilates Instruction (91492NSW) and Diploma in Professional Pilates Instruction (91491NSW)

#### **Course Venue for Certificate IV and/or Diploma of Pilates Instruction**

Pilates Fitness Institute (PFI)

9a/248 Leach Highway, Myaree 6154

Phone: 93308900



Directors: Frances Cahill and Suzanne Newby

**Who recognises your qualifications?**

The Diploma of Professional Pilates Practice (incorporating the Certificate IV in Pilates Instruction) is a nationally accredited qualification through;

- Training Accreditation Council of Western Australia (TAC)
- Pilates Alliance Australasia
- Certificate IV in Pilates Instruction – Level 1 Full Membership
- Diploma of Professional Pilates Practice – Level 2 Full Membership
- Australian Training Professionals and PFI is recognised by the Pilates Method Alliance as a teacher training organisation / studio of the highest standard in the Pilates exercise community in Australia.



**CERTIFICATE IV MATWORK INSTRUCTION – 91492NSW (prerequisite for Diploma)**

**Subject areas:**

- Fundamental concepts and principles Sports conditioning (Comprehensive)
- Foundation, Basic, Progressive and Intermediate repertoire
- Pre-Pilates and small apparatus repertoire
- Effective management, assessment and instruction techniques of the Matwork class
- Modifications, assists and variations of the repertoire
- The PIC System™ of programming and safe exercise sequencing
- Controversial and contra-indicated movements
- Exercise Science, Postural screening and appraisal

Code	Unit of Competence
PIPOST01	Plan and instruct Pilates method programming for postural assessment and correction
HLTOHS300A	Contribute to OHS processes Integrated Repertoire 1
PIMAT01	Plan and instruct a Pilates Matwork class from foundation to basic level
PIMAT02	Plan and instruct a progressive Pilates Matwork class
PIMAT03	Plan and instruct an intermediate Pilates Matwork class
PISMAILL01	Instruct the Pilates studio basic to intermediate small apparatus repertoire

**Industry Bridging**

Professionals working in the industry who have already achieved full certification with an organization approved by the Pilates Alliance Australasia may be awarded the **Certificate IV in Matwork Instruction** upon successful completion of an Industry Bridging program. This will enable participants to enter the Diploma of Professional Pilates Practice.

**Nominal duration of course and course delivery mode – Certificate IV in Matwork Instruction**

The nominal duration of the course is 200 hours. These hours are made up of contact training delivery, self mastery, apprentice teaching, observation and self directed learning in a combination of contact and distance learning.

Pre Course (self mastery)	Lectures	Observation	Self Mastery	Self Directed Learning	Apprentice Teaching
30 hours	40 hours	35 hours	25 hours	50 hours	50 hours

Students have a period of five months starting from the last contact session to complete all logged hours and assessments required to complete the Certificate IV in Pilates Matwork Instruction.

These hours are in line with the [Pilates Alliance](#) criteria for Pilates training bodies

If you are a current PFI client, your Pilates classes are able to be logged as your pre-course self mastery hours which will count towards your qualification. Experience with regular supervised Pilates classes is a definite advantage for completion of the instructor training qualifications.



## Diploma of Professional Pilates Instruction 91491NSW

The Diploma of Professional Pilates Instruction contains only **CORE** units and is a combination of:

- 5 units from the Complementary and Alternative Health Care disciplines of the Health Training Package 07;
- 16 Pilates specific units developed by Pilates International Pty Ltd

In accordance with the regulatory body The Pilates Alliance, it is essential to protect and enhance the image, knowledge and understanding of the Pilates Method.

To meet the industry needs a combination of units of competency from Health Training package, along with Pilates International's development of specific industry Units of Competencies, is absolutely essential.

At the end of the Diploma course, graduates will be able to find employment as fully trained Pilates Instructors in the following areas:

- Pilates studios
- Sports conditioning (Comprehensive)
- Gymnasium with Pilates Studios
- Dance conditioning (Comprehensive)
- Gymnasiums with Pilates group fitness
- Corporate Health equipment
- Community Centres
- Allied Health centres/clinics
- Health spas

Code	Unit of Competence
PIPOST01	Plan and instruct Pilates method programming for postural assessment and correction
HLTOHS300A	Contribute to OHS processes Integrated Repertoire 1
PIMAT01	Plan and instruct a Pilates Matwork class from foundation to basic level
PIMAT02	Plan and instruct a progressive Pilates Matwork class
PIMAT03	Plan and instruct an intermediate Pilates Matwork class
PISMAILL01	Instruct the Pilates studio basic to intermediate small apparatus repertoire
HLTHIR301A	Communicate and work effectively in the health industry
HLTCOM404B	Communicate effectively with clients
HLTCOM406B	Make referrals to other health care professionals where appropriate
HLTCOM408B	Use specific health terminology to communicate effectively
PIMDUS01	Work within a Pilates industry framework
PIEQUIP01	Use and maintain core Pilates industry equipment and apparatus
PIREF01	Instruct the Pilates studio introductory to basic reformer repertoire
PIREF02	Instruct the Pilates studio progressive reformer repertoire
PIREF03	Instruct the Pilates studio intermediate reformer repertoire
PICAD01	Instruct the Pilates studio introductory to basic trapeze table repertoire
PICAD02	Instruct the Pilates studio progressive to intermediate trapeze table repertoire
PIBAR01	Instruct the Pilates studio progressive to intermediate barrels repertoire

### Nominal duration of course and course delivery mode – Diploma of Professional Pilates Instruction

The nominal duration of the course is 620 hours. These hours are made up of contact training delivery, self mastery, apprentice teaching, observation and self directed learning in a combination of contact and distance learning.



Pre-course (Self mastery)	Lectures	Observation	Self Mastery	Self Directed Learning (SDL)	Apprentice teaching
30 hours	95 hours	100 hours	60 hours	170 hours	200 hours

Students have a period of twelve months starting from the last contact session onwards to complete all logged hours and assessments necessary to complete the requirements of the Diploma of Professional Pilates Instruction.

**Course costs**

Diploma of Professional Pilates Instruction (91491NSW) course, comprising 21 separate UOC @ \$7000.00.

Early Bird Special	Payment in full	Payment Plan 1	Payment Plan 2
<p>\$6800.00 – a discount of \$200</p> <p>To obtain Early Bird Special students must pay in full at least 14 days prior to commencement of the course</p>	<p>\$7000.00</p> <p>Payment in full must be received at least one week prior to the commencement of the course</p>	<p>Five payments of \$1440.00 every 4 weeks (\$7200 total).</p> <p>First payment must be made at least two weeks prior to commencement of the course</p>	<p>If Student has completed Cert IV previously with PFI &amp; ATP</p> <p>Five payments of \$900.00 every four weeks (\$4500 total). First payment must be made two weeks prior to commencement of the course</p>

Certificate IV in Pilates Matwork Instruction (91492NSW) course, comprising 6 separate Units of Competency (UOC) @ \$3000.00

Early Bird Special	Payment in full	Payment Plan
<p>\$2800.00 – a discount of \$200</p> <p>To obtain Early Bird Special students must pay in full at least 14 days prior to commencement of the course</p>	<p>\$3000.00</p> <p>Payment in full must be received at least one week prior to the commencement of the course</p>	<p>Two staggered payments of \$1600.00 (\$3200 total).</p> <p>First payment must be received at least 7 days prior to commencement of the course. Final payment due one week after the last contact weekend</p>

**Direct Debit will be set up for student who would like to utilise the above payment plan option.**

**Late Payment Penalty: Fees paid later than their due date will incur a late fee of 10% of the overdue amount**

These fees include course materials and essential text books. Students who wish to purchase suggested additional text books may do so directly through ATP or speak with PFI staff

**Application fee**

A non-refundable application fee of \$80 must accompany every application for entry into an ATP program, which is separate to the course fees. The application fee is non refundable in any circumstance. Course fees can be paid by cheque, money order, cash or credit card (visa, MasterCard). Credit card payments may be made via telephone or may be done in person at ATP. Please note a 2% surcharge for all credit card transactions.



## Manuals and Course Materials

All students will be issued with course materials to be referred to as the manual. The cost of this manual is included in the course fees. Students will also receive 3 essential text books in the cost of the course, depending on the qualification. If students wish to purchase further suggested texts to assist with studies, they will need to purchase these directly from ATP. Essential Texts (inclusive in the cost of the training) are:

- The Anatomy of Movement by Calais-Germain
- Return to Life Through Contrology by J H. Pilates & Miller
- Anatomy of Movement -Exercises Calais-Germain/Lamotte.

The recommended reading list below will outline **further relevant texts** that will assist learning and comprehension of the course. It is recommended that each student select materials to purchase from this list for their learning benefit. These texts are available for purchase from Australian Training Professionals. Students can also speak with PFI instructor/trainers for further advice on any of the following texts.

- Muscles Testing and Function. Kendall/McCreary/Provance.
- The Pocket Book of Anatomy Cash, Mel.
- The Pilates Method of Physical and Mental Conditioning. Friedman. P & Eisen G.
- The Pilates Body. Siler, Brooke.
- Fundamentals of Anatomy and Movement Hinkle, Carla Z..
- Rules of the Bones King, Bruce.

## Request for Extension

If a student requires an extension to complete their chosen qualification, and request this extension after their contact classes, a \$200 fee applies which must be paid to ATP within 7 days of approval. All requests must be in writing and addressed to the Directors of ATP and PFI.

## Affiliate Network For Mentoring, Placement And Information Sharing

ATP and PFI ensure that you will have maximum contact with experienced and qualified trainers/tutors to guide your learning, and allow your expertise to flourish. Your contact with our trainers/tutors is extensive and our belief is that students require consistent contact over a period of time to achieve the required level of competency, rather than leaving you to find your own way.

## Work Experience Facilitation Program

Students wishing to conduct their observation or work experience hours at PFI studio Myaree, must request this in writing directly to PFI (via email). Whilst undertaking work experience towards course completion, all students are covered under PFIs Indemnity/Malpractice Insurance whilst on their premises.

## Industry Associations

The Pilates Alliance Australasia is a peak professional body for recognition and registration of the Pilates industry in Australia. The Pilates Alliance is a not-for-profit organisation established by the Pilates industry as an independent regulatory body for control of quality and integrity within all approaches to the Pilates Method. The Pilates Alliance has developed course competency criteria and guidelines aimed at maintaining the highest standard of Pilates Certification programs within Australasia.

As part of the course cost inclusions, all students of the Certificate and Diploma Pilates programs receive student membership with the Alliance. For further information see [www.Pilatesalliance.net](http://www.Pilatesalliance.net) or contact the Administrator, The Pilates Alliance, PO Box 374, Surry Hills NSW 2010, Phone/Fax: (02) 9540 3302, Email: [admin@Pilatesalliance.net](mailto:admin@Pilatesalliance.net)

Graduates of the Certificate IV will be recognised as a Level 1 Instructor (Full Membership), and graduates of the Diploma as a Level 2 Member. It is recommended that each graduate take up membership with The Alliance immediately upon graduating.

## AQTF Standards

Australian Training Professionals is assessed by the Training Accreditation Council of WA against the Australian Quality Training Framework Standards for Registered Training Organisations.



### **Attendance**

Completion of **ALL** contact sessions (over specified dates and times) is compulsory. Non attendance at any contact day will require agreement from the Director of ATP or the directors of PFI and will be subject to reasonable grounds or reasoning to request such non attendance. Non-attendance due to sudden illness or emergency will be allowed given appropriate circumstances and in the case of illness, any absence will require a medical certificate. If a student cannot make a contact session for any other reason, they must reschedule a time convenient with a PFI assessor. Students will incur a fee of \$150.00/hr for private tuition of any contact time missed.

If a student is unable to attend any **written or practical assessments** they must reschedule a time convenient with a PFI assessor the student will not be charged an extra fee for attending the equivalent session. If the student requires a reassessment time outside of the options provided, they will be charged \$150.

### **Private Tuition**

If a student requires specific one-on-one tuition with PFI staff, then the student will incur a fee at the discretion of PFI Directors. This fee will be invoiced to the student separately from PFI.

### **Change of contact details**

Students are responsible for notifying ATP immediately in writing, with the relevant information. ATP will accept no responsibility for failure of communication if students fail to notify them.

### **Copyright**

All materials created by Pilates International for ATP are bound by copyright and/or trademark and subject to legal recourse under the relevant copyright or trademark laws. No use of copyright or trademarked materials or images will be authorised unless expressly agreed in writing by the Director of Pilates International. All materials created by ATP are bound by copyright and/or trademark are subject to legal recourse under the relevant copyright or trademark laws. No use of copyright or trademarked materials or images will be authorised unless expressly agreed in writing by the Director of ATP.

### **Deferment – Please note, deferment must be requested in writing and is only granted at the discretion of Directors of ATP & PFI**

A student can defer the course for up to 6 months at no additional cost, provided that the student notifies the administration of their deferment. Student deferring the course for more than six months will have to pay an additional fee when they recommence the course – that fee to be determined by the director of ATP according to the time and circumstance of the recommencement. Course fees paid will not be refunded upon deferment of the course. A student who has finished the modules, but not yet undertaken their assessments or examination may defer that assessment or examination for a reasonable time, with such time not exceeding six months. Deferment of assessment or examination must be negotiated with the Director of ATP and the directors of PWIFA. No qualifications can be provided to the student until that assessment or examination has been successfully completed. Students who wish to defer studies must notify both ATP and PFI in writing as soon as practical, including reasons for requesting deferment and intended time of deferment.

### **Disciplinary procedures**

Students are expected to display a high level of personal responsibility for their learning process and for their interaction with other students and staff members. Anyone displaying inappropriate or dangerous behaviour, will be required to attend a disciplinary meeting to discuss the necessary changes they need to make. An example of such behaviour may be; Disruptive class behaviour, late arrival to class or work placement, refusal to follow OH&S procedures, irregular attendance, improper presentation and/or untidy appearance during work experience, mistreatment of staff, students or clients, non-compliance with given guidelines. During the meeting participants will negotiate an agreed plan of action and time scale for reviewing the necessary behaviour changes. If the agreed changes are not implemented, the student may be dismissed from the course. ATP reserves the right to instantly dismiss any student found to be acting unsafely, breaching copyright or breaching confidentiality of clients, staff, other students and theft.



### **Complaints, Grievances and Appeal Policy and Procedure**

Students are expected to display a high level of personal responsibility for their learning process and for Participants with a grievance should initially approach their assessor to express their concern within 48 hours. The assessor will endeavour to resolve the concern. If unresolved, the participant should complete a Participant Complaints, Grievances and Appeals Form. The concern will then be assessed by the Director who will endeavour to resolve the concern. If the concern is still unresolved, an independent person or panel will be nominated to deal with the concern. The participant will be able to formally present his/her case if they choose to do so and will be able to nominate another person of their choosing to attend. A written statement of the outcome will be provided to the participant which will include the reasons for the decision. If the participant is still unhappy with the outcome, the concern will be referred to the Training Accreditation Council for further action.

### **Issuing of Qualifications, Diplomas & Certificates**

A single qualification will be issued to students upon successful completion of the course being undertaken. An Academic Transcript listing all the units of competency in the course will be attached to the qualification. Students will be issued a statement of attainment for units that have been undertaken individually. Students will also be issued a statement of attainment when only part of the qualification has been successfully achieved. All qualifications will be issued to students within 7 days of successful completion. Australian Training Professionals maintains records relating to the issuance of qualifications.

### **Student ID Numbers**

Following enrolment each student of the Diploma or Certificate IV in Pilates Instruction courses will be issued with a student ID number. This number is to be shown on all correspondence with ATP and PFI and on assessment papers.

It is not permissible to attempt to pass off another person's work and ideas as one's own. To do so constitutes plagiarism and will result in penalties, including exclusion from the unit or cancellation of enrolment. All attempts at plagiarism will be treated extremely seriously.

### **Participant Feedback**

Your feedback on our program is invaluable to us. On the completion of your qualification you will be asked to fill in an evaluation sheet. This information assists us in maintaining a high standard and to facilitate improvement to the quality of our services. Participants will also be given "assessor to participant" feedback on completion of the program.

### **OH & S (Occupational, Health and Safety)**

ATP and PFI consider the occupational health, safety and welfare of its staff and clients to be of the utmost importance. The organisations take all "reasonably practicable" steps to provide and maintain a safe and healthy workplace and learning environment. A successful OH&S program is dependent upon all persons on PFI premises sharing responsibility for insuring a safe and healthy environment. PFI undertakes to ensure all staff, students and clients are aware of their responsibility regarding OH&S issues through provision of safety information and education. The delivery and assessment of all courses incorporates relevant OH & S requirements. All injuries, accidents and near misses must be reported to Administration and Management of both ATP and PFI and recorded on an Accident and Injury form. All incidents will be investigated and action taken to prevent their re-occurrence. A first aid box is available at PFI for use by staff, students and clients. Smoking is prohibited on PFI and ATP premises. Unauthorised intoxicating liquor or drugs are prohibited on PFI and ATP premises. **Any action by staff, students or clients that jeopardises the health, safety or welfare of others may result in dismissal or expulsion.**

### **Privacy And Confidentiality**

ATP and PFI treat the privacy of its students, clients and employees very seriously as a matter of respect for each person's fundamental right to privacy of their personal information. During the period of training/education with ATP and PFI, or at any time thereafter, you are not to disclose any unauthorised personal confidential information relating to students, staff or clients of the company, except where required to do so through law. All files and materials produced, created, stored, retained or in any way related to ATP or PFI and work experience activities, must not be disclosed in any form by students, trainees or employees. Student files are highly confidential and are not for general access. Students enquiring about information within their own files should see the administration.



### **Fees**

ATP employs financial management strategies to protect fees paid in advance.

### **Refund Policy**

Following the date of enrolment at which a payment schedule will be agreed, the applicant has a two-week cooling off period in which he/she may decide not to go ahead with enrolment. If the applicant decides to take advantage of the cooling off period any course fees paid will be refunded minus a \$200 withdrawal fee and the \$80 non-refundable application fee. The cooling off period is deemed to have expired 2 weeks (14 days) prior to course commencement. After the cooling off period has expired there will be no refund allowed of course fees paid. Following commencement of the course no course fees paid will be refundable and the student or student's parent/guardian must honour all payment schedules. The payment schedule will be considered legally binding as per the signed ATP Enrolment Terms and Conditions contract. Any fees that are not paid within 7 days following the scheduled payment date will attract a 10% penalty fee, unless an alternative payment arrangement has been negotiated with the Director of ATP.

Should a scheduled payment still not be paid within 21 days of the scheduled payment date, the payment will attract a 20% penalty fee (unless priorly negotiated with the Director). Penalty fees will continue to rise by 10% for every 21 day term that the payment remains unpaid without the ATP director's prior arranged consent.

### **Student Record File**

All student records are kept on the premises of ATP for a total of 30 years. A student record file is kept containing copies of all documents and correspondence relating to a student's enrolment. Upon change of name and/or address and/or contact details, students are required to immediately notify ATP in writing of the updated details. These details should be forwarded to Administration at the ATP address. Students have full access to their files in arrangement with the director of ATP.



## Student Agreement Form

*Please make a copy of this page to retain for your own records*

I, \_\_\_\_\_, have read the terms and conditions including information on attendance, and policies of participation in ATP educational and certification programs (the Student Handbook) and agree to adhere to all aspects as required both during and after my participation. I also understand and agree that I will take full responsibility for my actions at all times when on the premises of ATP and/or PFI and at all times whilst undergoing the training program and workout sessions or classes. I agree that to my knowledge, I am healthy, fit and capable of participating fully in the ATP training program/s.

### Student

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (MM-DD-YYYY)

### Witness

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (MM-DD-YYYY)

### Students may hand-deliver their paperwork and payment to PFI

Pilates Fitness Institute (PFI)  
9a/248 Leach Highway, Myaree 6154  
Phone: 93308900

### Or contact Australian Training Professionals on 08 93303881

ATP head office; Unit 9/26 Shields Crescent, Booragoon WA 6156  
(please do not post any documents to this address)

### POSTAL ADDRESS

Administration - Australian Training Professionals  
PO Box 219 Applecross WA 6953  
Phone: 08 93303881  
Fax: 62101368