



Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy

Registered Training Organisation Provider Number: 31117

Psychosomatic Therapy

Student Handbook



Three Levels of Certified Qualifications

30788QLD Certificate III in Psychosomatic Therapy – Practitioner Certification

30789QLD Certificate IV in Psychosomatic Therapy – Master Practitioner

30790QLD Diploma of Teaching Psychosomatic Therapy

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Welcome to The Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy

Experience the expanding field of Psychosomatic therapy, the health science of the future.

The Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy (AIBMAPT) is a registered training organisation (RTO) at 14 Billabirra Crescent, Nerang, Queensland, Australia. Located in a natural, peaceful environment students and other participants may enjoy its tranquil surroundings. Hermann Müller, the Founder and Director of the Institute, is dedicated to ensure you receive training to the highest possible standard.

The Australian Qualifications Framework supports the application of the growth and research by AIBMAPT in the field of Psychosomatic Therapy. With its continuous improvement in the high standards, scope and viability of its applications as a therapy and lifestyle consultation, the Institute is having a radical impact on our society, in real terms, in the areas of improved mental, emotional and physical health.

The training is designed to create a successful career as a Psychosomatic Therapist, enhance your practice and is complementary to all other modalities of natural therapies. It is the study of life itself. It supports and widens our awareness and understanding of how human experiences can create diseases and disorders in the body.

The core purpose of this training is to improve your own personal lifestyle and relationships with your family and in the community. You learn to release the dynamic qualities that brings passion and success in your life, professionally and personally.

Whatever you do for yourself is yours for life. The basic principles of psychosomatic therapy is self improvement, self empowerment and self worth for the fuller expression of your body mind and soul. Each person has this same responsibility.

As we be-live this truth and teach by example others may learn to do the same. This will make a difference in our world and bring greater peace and harmony within.

PHILOSOPHY

- To reclaim our birthright, to live our individuality, freedom, health and wellbeing!
- To provide this opportunity to every individual in every family, society and globally.
- To train highly skilled therapists and teachers so others may benefit from a healthy lifestyle.
- To further develop the national and international recognition of Psychosomatic Therapy.

MISSION STATEMENT

The AIBMAPT has been established to:-

- Provide you with the highest quality of training and assessment, assist you to achieve your goals and further your health science career in the field of Natural Therapy.
- Integrate the Body, Mind and Soul in a harmonious expression of your potential characteristics.
- Provide a therapeutic practice in human behaviour available to you and others in every aspect of life.
- Create a focus on mental, emotional and physical balance that results in improved health, relationships, social attitudes, workplace performance and peace of mind, individually and collectively.

ABOUT THE DIRECTOR

As the founder and director of the Australasian Institute, Hermann Müller has developed this training over a combination of a lifetime of experiential study, understanding and research of human behaviour globally. This has resulted in a powerful life changing therapeutic process to ensure this happens through practical experience in a caring and loving environment.



Hermann is a world leader in the field of psychosomatic medicine. He is transforming our understanding of health through studying the psychosomatic messages of the bodymind so we can learn ways to care for ourselves. Quantum physicists are proving this mind-body connection to be the emerging health science of this millennium.

He describes his work as: *“Weaving the Body-Mind with Spirit - Trace the silken threads, woven so delicately, that create the mosaic designs on the fabric of life”*.

A master trainer in Psychosomatic Therapy, Hermann has qualifications and professional experience in various fields including management, intellectual health and esoteric science. He merges the experiences he has gained in different cultures and countries creating a matrix of opportunities to enhance individual, personal and professional expertise and incorporate his vast wisdom into simple practices for use in daily life.

WHAT IS BODY MIND ANALYSIS AND PSYCHOSOMATIC THERAPY?

Medical Science has taken quantum steps to eliminate disease from our lives and prevent further diseases. Psychosomatic Therapy and Body-Mind Analysis seeks to bring our awareness to those areas of the Body-Mind where we can eliminate the stress, tension and psychosomatic discomfort before they become disease and also assist medical science in it's process of cure by eliminating the source.

Psychosomatic Therapy is the process between the psyche (mind) and soma (the body) that we live in. Body mind communication exists within us every moment of our life, inside us and our awareness of our reactions outside us. This results in behaviours and attitudes through a lifetime of experience and our interaction with others. The cellular memory created within the body internally, effects the mental, emotional and physical structure of the body formation and its actions and reactions, externally.

The release of past redundant and restrictive patterns held in the physical structure by cellular memory in body tissue are replaced by correcting posture, improving body condition, physical shape and the desired psychological attitudes, through experiential practice.

The three keys to the Psychosomatic process are *focus, balance and structure*. These three keys are the cornerstone of life itself. Each psychosomatic process creates an atmosphere of centring the mind bringing balance in behaviour resulting in improved performance, self confidence and stability.

Through this process the relationship between the language of the body-mind becomes revealed. This 'language' through body chemistry, recognises no nationality or doctrine. The soul seeks only to awaken within the human body feelings of love, compassion and understanding to be experienced as a good healthy life.

THE TRAINING PROGRAM

AIBMAPT offers three qualifications that focuses on training psychosomatic therapists, advanced psychosomatic therapists, or those who wish to teach psychosomatic therapy.

Qualifications awarded by the Australasian Institute of Body Mind Analysis and Psychosomatic Therapy are recognised within the Australian Quality Training Framework.

The qualifications offered are:

- 30788QLD Certificate III in Psychosomatic Therapy
- 30789QLD Certificate IV in Psychosomatic Therapy
- 30790QLD Diploma of Teaching Psychosomatic Therapy

These training courses are made up as follows:

Certificate III in Psychosomatic Therapy

Training : 10 days 9am to 8pm

Course Hours: 110 hours in class room, plus 60 hours integrated and 86 log book hours

**Log book hours to be completed and submitted within 3 months from course commencement date.
Certification will be issued upon successful completion of log book hours.**

There are no restrictions on entry to the Certificate III

PSCHO1A Orientation to psychosomatic assessment
 PSCHO2A Conduct and perform analysis of personality potential characteristics in the face
 PSCHO3A Conduct and perform analysis of personality potential characteristics in the body and mind
 PSCHO4A Conduct and perform analysis of personality potential characteristics in the hands
 PSCHO5A Conduct and perform analysis of personality potential characteristics in emotional anatomy
 PSCHO6A Promote and perform specific psychosomatic assessment
 HLTCOM404B Communicate effectively with clients/patients

Students who have completed this level will have the skills and knowledge required to practice psychosomatic therapy, as a therapist. Being a practitioner requires that you carry out therapy at a very high standard, requiring a high level of written report writing for your evaluation assessment on your clients.

Certificate IV in Psychosomatic Therapy

Training : 8 days 9am to 8pm

Course Hours: 88 hours in class room, plus 160 log book hours

**Log book hours to be completed and submitted within 3 months from course commencement date.
Certification will be issued upon successful completion of log book hours.**

Entry to Certificate IV is successful completion of Certificate III

PSCHO1A Orientation to psychosomatic assessment
 PSCHO2A Conduct and perform analysis of personality potential characteristics in the face
 PSCHO3A Conduct and perform analysis of personality potential characteristics in the body and mind
 PSCHO4A Conduct and perform analysis of personality potential characteristics in the hands
 PSCHO5A Conduct and perform analysis of personality potential characteristics in emotional anatomy
 PSCHO6A Promote and perform specific psychosomatic assessment
 PSCHO7A Practical case studies in psychosomatic assessment
 TAADEL301C Provide training through instruction and demonstration of work skills
 PSCHO8A Plan, perform and organise specific psychosomatic assessment

Practitioners who have completed this level will have enhanced skills and knowledge required to practice advanced psychosomatic therapy with clients, an indepth study of personality profiling. Having achieved Master Practitioner status you will experience a higher level of written report writing for your evaluation assessment on your clients. You have now the experience to organise and train small groups.



Diploma of Teaching Psychosomatic Therapy

Training : 10 days 6 days residential and 4 days training small groups

Course Hours: 152 hours of in class room

Diploma of Teaching Psychosomatic Therapy *continued*

Entry to Diploma is successful completion of Certificate IV and submission of prerequisite assignments.

- PSCHO1A Orientation to psychosomatic assessment
- PSCHO2A Conduct and perform analysis of personality potential characteristics in the face
- PSCHO3A Conduct and perform analysis of personality potential characteristics in the body and mind
- PSCHO4A Conduct and perform analysis of personality potential characteristics in the hands
- PSCHO5A Conduct and perform analysis of personality potential characteristics in emotional anatomy
- PSCHO9A Provide psychosomatic therapy lifestyle consultation
- TAADEL502B Facilitate action learning projects
- TAADEL503B Provide advanced facilitation to support learning
- TAATAS504B Facilitate group processes
- TAADES502B Design and develop learning resources
- TAADES501B Design and develop learning strategies
- TAAENV501B Maintain and enhance professional practice

Graduation at this level ensures your capacity of people management and communication at a therapeutic and management level. Your capacity to train and assess small groups through your continued practice gives you the opportunity to teach modules at Certificate III Level.

Your students will be given accreditation through the Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy as you are now a certified Psychosomatic trainer.

EDUCATIONAL STANDARDS

Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy gives an undertaking to provide only the highest quality professional services. This means that our Director and trainer/assessor conducting our courses is well qualified, has extensive experience, an outstanding reputation and is recognised by his peers as being among the best in his field.

We provide a suitable, safe learning environment, with appropriate facilities and equipment, and conduct effective courses using proven training methods and the most up to date information based on current research. Anonymous feedback is obtained from participants of our courses to ensure that we are meeting your needs.

ADMISSION PROCEDURE

Enrolments are accepted in order of application by mail or phone. Deferred enrolment will be offered where an application is received after a class has been filled. In such cases, applicants will be notified as soon as possible by telephone and confirmed by mail.

Where a number of applications are received at the same time, and insufficient places are available in a course, preference will be given to the applicants who need to complete the course to meet employment requirements. If there is an urgent need to complete a course, every effort will be made to assist applicants with enrolment in a following class.

Applicants are advised to book early because places are limited. Enrolments are made in writing or by phone. On application, and again when they confirm their enrolment, AIBMAPT will discuss people's needs and provide information to assist them in choosing the course most appropriate to their needs and situation.

If a cancellation is received, AIBMAPT will notify those on the waiting list in order of listing to offer them a place. If there are sufficient people on the waiting list, AIBMAPT will endeavour to organise another class.

Students may pay their enrolment by sending a cheque or money order prior to course commencement, and by making cheques or money orders payable to AIBMAPT. Students may also pay their registration and enrolment fees by credit card.

FEES and CHARGES

When do I pay student fees?

All student fees are payable on or before training commencement.

Refund of Fees

Students may make application for a refund of fees in writing to the Director of the Institute, stating the reason for the request for refund. Where an applicant has paid the fees for a course and wishes to cancel, a full refund of the fees will be made prior to the commencement of the course.

Where a cancellation is made after the commencement of the course for a reason beyond the control of the participant, they will be offered the opportunity of completing the course at the next available opportunity. If this is not possible, a pro-rata refund will be made

Where a training program is cancelled by AIBMAPT, and alternative courses do not suit the applicant, a full refund of fees will be made within fourteen (14) days of receipt of application for refund.

AIBMAPT will provide a full or partial refund of fees in exceptional circumstances or through illness or injury preventing the student from completing the unit/module within fourteen (14) days of receipt of application for refund.

In exceptional cases of financial hardship or other extenuating circumstances, the participant may make an application for full or partial refund and forward this in writing to the Director of the Institute. The Director will then determine whether the application is approved, and if approved, will make sure the participant is removed from the class roll, and the full or part amount of refund is returned to the participant.



LEGISLATION

We are subject to a variety of legislation related to training and assessment. This legislation is continually being updated and, therefore, the following websites are provided so that students may keep up with any amendments or changes.

Vocational Education, Training and Employment Act, 2000

The legislation governs the system for the effective and efficient provision of high quality vocational education and training and in particular encourages the generation of employment opportunities. The legislation provides pathways for all young people, and has a number of regulations and guidelines, the appropriate ones of which are encompassed in our quality system. For more information, access the following website:

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrEmA00.pdf>

Privacy Legislation

This act, the *Privacy Act 1988*, makes provision to protect the privacy of individuals and to give effect to the right of persons not to be subjected to arbitrary or unlawful interference with their privacy, family, home or correspondence. This means that you as students, are protected by this privacy legislation. Your student records are protected, and cannot be supplied to others without your consent. A procedure exists within our organisation for you to provide approval for release of information should you so desire. However, no information will be provided without your consent. For more information, access the following website:

http://www.privacy.gov.au/publications/privacy88_030504.pdf

Anti discrimination

This legislation promotes equality of opportunity for everyone, protecting them from unfair discrimination and from sexual harassment, as well as other certain associated objectionable forms of conduct.

In particular, the legislation is aimed at protecting the rights of the four target groups such as women; people with a disability; people from non-English speaking backgrounds and people of Aborigine or Torres Strait island origin.

It is not acceptable for any members of staff or students to engage in any forms of sexual harassment, and any incidents of this type of behaviour should be reported to, and will be dealt with, by the Director. For further information, access the following website:

http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/A/AntiDiscrA91_06D_030401.pdf

Workplace Health and Safety Act 1995

This legislation applies to all workplaces and work activities, and is one which all students need to be aware of. The purpose of this Act is to prevent a person's death, injury or illness being caused by a workplace. There is a responsibility by both employers and employees to ensure the workplace is safe and any hazards or unsafe practices are identified and acted upon. Any incidents or issues should be reported to the Director if identified by students so that the workplace health and safety issues can be resolved. This policy and procedure is also encompassed in our Quality System. For further information, access the following website:

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkpIHSaA95.pdf>

LEGISLATION continued**Australian Quality Training Framework (AQTF) Standards**

You are about to consider becoming a participant in the process that can result in achieving a nationally accredited qualification.

This qualification can be delivered to you by an organisation that has met the required standards of the Department of Employment and Training Queensland.

The required standards are defined in the Australian Quality Training Framework (AQTF). DET QLD audits Registered Training Organisations (RTO's) to ensure compliance against these standards.

These standards ensure you are provided with the highest quality training and assessment, and also that your provider meets these standards in supplying you with your qualification.

http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/aqtf/what.htm

The Australian Qualifications Framework

This is a framework which sets out all nationally agreed education and training qualifications in Australia. The vocational education and training sector delivers eight qualifications under this framework, i.e.

Certificate 1 to Vocational Graduate Diploma. As stated in this handbook, you will see the qualifications offered by us, and their equivalent level under AQF. For more information, access the following website:

<http://www.aqf.edu.au/>

ACCESS AND EQUITY

Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy is committed to providing opportunities to all people for advancement, regardless of their background. We support government policy initiatives and provide access to our training where we can to those who are at a disadvantage, even seeking assistance for participants from relevant agencies or government departments.

Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy meets the needs of individuals and the community through the integration of access and equity guidelines, and will apply equity principles to ensure equality of opportunity without discrimination by ensuring that our selection criteria is non-discriminatory, providing fair access to training for disadvantaged people.

We liaise with agencies and Government Departments when appropriate – e.g. for Austudy, literacy and numeracy support, migrant education and disability support in order to assist any of our students who may require assistance, in a non-interventionist manner.

LANGUAGE, LITERACY AND NUMERACY SUPPORT

Australasian Institute of Body, Mind Analysis and Psychosomatic Therapy is committed to providing guidance or support to those participants who have any identified issues in relation to language, literacy or numeracy support.

Should a student require support, in a confidential interview information can be provided on access to appropriate support which is available. All information in relation to a participant's LLN skills is strictly confidential. More information can be obtained by visiting the following website –

www.centrelink.gov.au/internet/internet.nsf/services/literacy_numeracy.htm

ANTI-DISCRIMINATION AND HARASSMENT

Sexual harassment and anti-discrimination is against the law. Sexual harassment is any form of unwelcome sexual attention that is intimidating, humiliating or offensive. What constitutes sexual harassment to one person may be acceptable to another. It is every student's right to a sexual harassment free environment. Where instances of discrimination or harassment occur, they will be investigated in a confidential manner.

If proved, the person responsible will be disciplined. For further information, please visit the following website [www.hreoc.gov.au/sex discrimination/sexual_harassment](http://www.hreoc.gov.au/sex_discrimination/sexual_harassment) (described above)

STUDENT ORIENTATION

New students have an orientation/registration session at the commencement of programs of study. At this time, students are given comprehensive information regarding their programs of study, delivery methods, assessment methods and dates and are made familiar with the policies and procedures which will affect you in your study.

STUDENT GUIDANCE AND WELFARE

AIBMAPT is committed to providing guidance where possible to assist in meeting your learning needs, by

1. Providing support to assist with learning and any queries related to assignments.
2. Referring students to support agencies or Government Departments for guidance or assistance during and following training.

STUDENT MISCONDUCT AND DISCIPLINE

Students are required to observe any lawful direction given by a AIBMAPT's staff member in order to ensure the safety of individuals and the orderly conduct of learning programs delivered by the Institute. Students must maintain a high standard of behaviour within the premises of AIBMAPT and must not indulge in any acts which may result in damage to property or unduly interfere with the comfort or convenience of any person lawfully entitled to be within the premises of AIBMAPT. Appropriate action will be taken by the Director of the Institute should this be deemed appropriate, and an appeals process will be available to students upon any decision taken by the Director.

HEALTH AND SAFETY

There is always the potential for accidents and injury when attending training, so we need to be aware of the need for taking precaution to avoid them. The most serious is in relation to emergency evacuation in the event of fire or other hazards. Your lecturer will advise you of the evacuation procedures in case of an emergency, and we have an Occupational Health and Safety policy for your protection.

All safety precautions are undertaken by the Institute, and should a safety incident occur, you will be provided with an Incident Report to document the incident and its outcomes.

COMPLAINTS AND APPEALS POLICY

Students have the right to submit a complaint or appeal, preferably in writing, if they feel they have not been treated fairly in some way. Complaints are welcomed as a means of ensuring that we overcome problems faced by clients, and have the opportunity to improve the operation and delivery of our training programs.

1. A complaint or appeal may be lodged in person or in writing with AIBMAPT, who will conduct an investigation, assess the situation and take appropriate action.
2. Students who are dissatisfied with any academic decisions, or procedural issues should submit in writing their appeal to the Director within fourteen (14) days of the issue or the assessment.
3. The Director will conduct an investigation within fourteen (14) days of receiving the complaint or appeal in writing, assess the situation and take appropriate action to resolve the situation.
4. If the complaint is related to training, AIBMAPT will arrange a meeting with you as student to discuss the issue and seek to resolve it.
5. If the complaint is related to instruction or assessment, the Director will arrange a meeting with the trainer/assessor and the student to discuss the issue.
6. Complaints relating to fellow students will be handled in the same way, with a meeting between the students involved and the Director.
7. In the event of a complaint or appeal against AIBMAPT trainers/assessors involving an alleged breach of civil law, the matter should be reported to take appropriate action, and if not resolved to your satisfaction, referred to the appropriate authority or Government Department.
8. The outcome of the complaint or appeal will be provided in writing to the person making the complaint or appeal.



We support a student's right to lodge a complaint, and will not restrict this right in any way. We will do everything possible to address any complaints or appeals in an unbiased, professional manner.

National Complaints Hotline Phone 1800 000 674

APPEALS POLICY

Students have the right to appeal against an assessment decision with which they are not satisfied:

1. Appeals should be submitted within 14 days of receiving notification of your results personally or in writing to the Director of Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy, who will conduct a re-assessment as the trainer/assessor.
2. If the outcome of the appeal does not satisfy the student, a further appeal may be made within 14 days of notification of the result, and evidence being provided to an independent arbiter.
3. The results of the appeal will be provided to the student in writing.

RECOGNITION OF PRIOR LEARNING (RPL)

An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.).

A comprehensive application for RPL kit is available from AIBMAPT upon request. If you feel you have the skills, knowledge or experience required to apply for RPL, you will be able to have an interview with the Director who will assist you with your application. You will be required to provide documentation to support your application. Your application will be processed and an assessment made as to the success or otherwise of your application. You will be notified in writing of the result. Should your application be successful, your results will be recorded on your Academic Statement.

ASSESSMENT POLICY

AIBMAPT has an assessment policy which is available for your information, that ensures students and trainers/ assessors to work together to achieve the course aims. The following principles will be applied by AIBMAPT to all assessment:-

- **Validity** – a true test, meeting the standards from the training package as well as industry requirements.
- **Reliability** – ensuring that assessments are conducted consistently with different groups or individuals to reflect a common standard.
- **Flexibility** – adjustments are allowed, taking into account the varying situations and circumstances of participants, but maintaining a consistent standard.
- **Fairness** – making allowances to ensure assessment is equitable and overcoming any disadvantage participants might have in relation to disabilities, language and literacy or capacity to apply what they are learning.

Our policy also includes a requirement that students are provided with clear, concise directions for assessment and recording of results.

COMPETENCY BASED TRAINING (CBT)

To be eligible to pass your qualification, you must satisfactorily complete all the requirements of your unit of competency within a given time. This means that you will be assessed in terms of being able to do the job to industry standards.

Competency based training is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a program of training. Ideally, progress within a competency-based training program is not based on time.

Competency based training focuses on what a learner can do as a result of participating in training. At the end of training, a learner needs to be able to demonstrate their competency in a new skill. There will also be situations where a learner doesn't need to do any training before they can demonstrate their competency. They may have learnt how to do the task in any other number of ways. What matters is that they can demonstrate their competency, not that they have taken part in training.

Under Competency Based Training there are competency standards. The concept of competency focuses on what is expected of an employee in the workplace rather than on the learning process, and embodies the ability to transfer and apply skills and knowledge to new situations and environments. Competency is a broad concept that includes all aspects of work performance and not only narrow task skills. Each unit of competency describes the work performed in the workplace.

WHAT IS A UNIT OF COMPETENCY?

A unit of competency is like a subject or unit of study. It is made up of elements and their associated performance criteria.

There are a number of units of competency in the course or courses you will study.

ELEMENTS AND PERFORMANCE CRITERIA

Competencies are subdivided into elements and elements are further subdivided into performance criteria. You will need to successfully demonstrate the skills contained in both the elements and the performance criteria.

HOW WILL I BE ASSESSED?

All assessment is set out in the overview to each competency or competencies which is provided to you at the commencement of each workshop or class. Once this assessment has been successfully completed, you will receive a result which will count towards your qualification.

RESULTS

Assessments will be marked "competent" or "not yet competent." Units of competency results will be recorded for you. At the completion of your course or individual unit, your qualification will be issued showing the units of competency in which you have achieved. If you do not complete your course you will be eligible for a Statement of Attainment for any units of competency achieved.

FINAL GRADINGS

Final grades in any competency will be made available to individual students by way of a Statement of Attainment or, on the completion of all competencies, a qualification award.

CERTIFICATION

The Australasian Institute of Body Mind Analysis and Psychosomatic Therapy will certify the successful candidates in the following order, as a Nationally Accredited and Registered Training Organisation, each certificate will bear the NRT Logo of 'Nationally Recognised Training'

- 30788QLD Certificate III in Psychosomatic Therapy - Practitioner
- 39789QLD Certificate IV in Psychosomatic Therapy - Master Practitioner
- 30790QLD Diploma of Teaching Psychosomatic Therapy - Psychosomatic Therapist

Successful candidates who have completed one or more units of each of the above three levels will receive a 'Certificate of Attainment' for the competency attained in the relevant unit completed.

Candidates trained in units as above by teachers trained by the AIBMAPT will be given Recognition of Prior Learning. They will receive accreditation and certification for the relevant units from the AIBMAPT on application and will be accepted for continuation in other units of training.

A nominal certification fee will apply.



PHYSICAL RESOURCES WHICH ARE AVAILABLE

Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy has comprehensive training facilities at 14 Billabirra Crescent, Nerang which have the following physical resources used in the delivery of training:

- Training rooms
- CD player
- Sound system recorder
- CDs and DVDs
- Participants will be supplied with binders and writing materials for maintaining notes/handouts

The following resources are available for the training room:

- Fans and heating (for winter)
- Tables and chairs
- Lounges
- Layout facilities
- Coffee and tea facilities, milk and sugar
- Water jugs and glasses

Training rooms are well equipped with comfortable student seating with a large white-board and training facilities. Video recorders, screens, mobile sound units and appropriate models and charts are available in rooms which require these resources. All training rooms have appropriate air and/or cooling. The training facilities have specialised library resources in the form of reference textbooks, magazines, CDs, DVDs, charts and other resources which are available to students and lecturers.

If our courses are offered in alternative locations, these resources will also be available.

WITHDRAWAL FROM A TRAINING PROGRAM

If you wish to withdraw from a training program or a unit of competency this may be negotiated with you and the Director of the Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy.

RECOGNITION OF QUALIFICATIONS OR STATEMENTS OF ATTAINMENT ISSUED BY ANOTHER RTO

Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy supports the national policy of this recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification being offered by AIBMAPT and which may also exist in other Training Packages.

INSURANCE COVER

Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy has its own insurance policies which cover students while they are attending courses. However when students are performing their case studies, or other home studies on their own clients, this insurance cover does not apply. Students wishing to be insured should take out their own policies to cover any work they perform with their own clients.

ACCESS TO PERSONAL RECORDS

If a student makes application to obtain access to their personal records they must do so in writing and provide this written application to AIBMAPT who will ensure the personal records are provided within seven (7) working days

from the date of the application. If a student wishes to allow a third party to access their personal records, they must make application in writing on Form 50.1 “Release of Information to a Third Party”. AIBMAPT will provide the information requested within fourteen (14) days from the receipt of the application.

FEES FOR COURSES

Fees for individual units and also for full courses are set out as per the enrolment form.

EMPLOYABILITY SKILLS

Overview of the Employability Skills Framework

The Employability Skills Framework incorporates the following personal attributes that contribute to overall employability. They are:

- Loyalty
- Commitment
- Honesty and integrity
- Enthusiasm
- Reliability
- Personal presentation
- Commonsense
- Sense of humour
- Balanced attitude to work and home life
- Ability to deal with pressure
- Motivation
- Adaptability
- Positive self esteem

The key skills identified in conjunction with the personal attributes to make up the Employability Skills Framework are:

Communication skills that contribute to productive and harmonious relations between employees and customers;

Team work skills that contribute to productive working relationships and outcomes;

Problem-solving skills that contribute to productive outcomes;

Initiative and enterprise skills that contribute to innovative outcomes;

Planning and organising skills that contribute to long-term and short-term strategic planning;

Self-management skills that contribute to employee satisfaction and growth;

Learning skills that contribute to employee satisfaction and growth;

Technology skills that contribute to effective execution of tasks.

A table exists within the courses being provided by AIBMAPT which provide a consolidation of the personal attributes, skills and elements that make the Employability Skills Framework. These are available from the accredited course documents upon request.

We hope you enjoy your time with us!

Hermann

Hermann Müller

Director

Australasian Institute of Body-Mind Analysis and Psychosomatic Therapy