



AUSTRALIAN
PILATES METHOD
ASSOCIATION
EDUCATION & TRAINING

STUDENT HANDBOOK 2016



INTRODUCTION	3
STANDARDS FOR NATIONAL VET REGULATOR REGISTERED TRAINING ORGANISATIONS (SNR)	4
STUDENT OVERVIEW	6
FEE STRUCTURE	7
PAYMENT POLICY	7
FEE PAYMENT OPTIONS - 10567NAT Diploma of Pilates Movement Therapy	8
FEE PAYMENT OPTIONS - 10568NAT Advanced Diploma of Pilates Movement Therapy	9
FEE PAYMENT SCHEDULE - Dip. bridge 10567NAT Diploma of Pilates Movement Therapy	9
REFUND POLICY	10
STUDENT TRANSFER POLICY	10
TRAINING SERVICES	11
TRAINING GUARANTEE	12
COMPLAINTS & APPEALS	13
WORK, HEALTH AND SAFETY POLICY	15
HARASSMENT AND DISCRIMINATION POLICY	16
WORKING WITH PERSONS UNDER 18 YEARS OF AGE	18
PRIVACY PRINCIPLES	19
STUDENT TRAINING RECORDS POLICY	20
ACCESS AND EQUITY POLICY AND PROCEDURE	22
STUDENT SELECTION	23
LANGUAGE, LITERACY AND NUMERACY (LLN) ASSISTANCE	24
STUDENT SUPPORT, WELFARE AND GUIDANCE	24
FLEXIBLE DELIVERY AND ASSESSMENT PROCEDURES	24
DISCIPLINE	25
ASSESSMENT POLICY	26
UNAVOIDABLE CLOSURE OF APMA COURSE DELIVERER STUDIO	26
QUALITY TRAINING AND ASSESSMENT PRINCIPLES	27
RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE	29
CREDIT TRANSFER	29

INTRODUCTION



AUSTRALIAN
PILATES METHOD
ASSOCIATION
EDUCATION & TRAINING

WELCOME TO AUSTRALIAN PILATES METHOD ASSOCIATION

This student's handbook has been prepared for students enrolling in training programs with Australian Pilates Method Association (APMA). It provides essential information that will assist. In this handbook you will find information regarding:

- The structure and operations of Australian Pilates Method Association
- Training & assessment services on offer
- Procedures for recognition of prior learning
- Complaints and appeals processes
- Policies regarding safety and discrimination
- Student services and the privacy of your information

The Australian Quality Training Framework (AQTF) is the national set of standards that assures nationally consistent, high-quality training and assessment services for the students of Australia's vocational education and training (VET) system. The AQTF was initially established in 2001 for implementation in 2002. The standards were updated regularly with the final review effective from 1 July 2010.

Based on the AQTF, the Standards for NVR registered training organisations (SNR) were developed as part of the National Vocational Education and Training Regulator Act 2011 under the authority of the Minister for Tertiary Education, Skills, Jobs and Workplace Relations were introduced in 2011. The SNR now applies to most registered training organisations throughout Australia. (Some exceptions apply in Victoria and Western Australia.) Compliance with the SNR is a condition for all NVR registered training organisations and for applicants seeking registration under the Act.

The objectives of the SNR are to ensure nationally consistent, high-quality training and assessment services for the students of Australia's Vocational Education and Training (VET) system.

The Standards form part of the VET Quality Framework. As defined in section 3 of the Act, the VET Quality Framework is comprised of the Standards for NVR registered training organisations, the Australian Qualifications Framework, the fit and proper person requirements, the financial viability risk assessment requirements and the data provision requirements.

Australian Pilates Method Association is committed to best practice and is continually seeking improvement in the development and delivery of training programs.



The staff at Australian Pilates Method Association are available to answer any questions that you may have regarding the information in this handbook and can be contacted on:

Phone: (03) 9718 1881

Email: rto@australianpilates.asn.au

PURPOSE AND OPERATION

The objectives of the SNR are to ensure nationally consistent, high-quality training and assessment services for the students of Australia's Vocational Education and Training (VET) system.

Compliance with the standards is a condition for all NVR registered training organisations and for applicants seeking registration under the Act.

A FOCUS ON OUTCOMES

The standards and their elements specify the key requirements to be met by each RTO. The standards for NVR registered training organisations do not specify detailed processes but explain the outcomes to be achieved through the application of each standard. An RTO must be able to show, through systematic approaches to management and continuous improvement, that it is focused on improving its outcomes in relation to each standard.

The quality indicator and competency completion reports support the outcome's focus on the standards by giving an overall picture of how well an RTO is meeting student needs.

A SYSTEMATIC APPROACH

A systematic approach to the management and delivery of services helps an RTO to meet the registration requirements throughout the registration period. Systematic approaches are planned, purposeful and repeatable actions to improve products and services for students.

Because RTOs vary in size and complexity, the processes they use to comply with the SNR will differ considerably. For example, the quality of outcomes to be achieved by a one-person RTO, a secondary school offering school-based apprenticeships, a community-based provider, an enterprise-based RTO and a TAFE institute may be the same, but the differences in the scale and operating context of these five organisations may lead to differences in the nature of their systematic approaches and the management systems they use.

CONTINUOUS IMPROVEMENT

Continuous improvement is an integral part of the SNR. Continuous improvement processes refer to the continual enhancement of the RTO performance so that the changing needs of students and industry continue to be met. Continuous improvement does not relate to actions to achieve compliance as such actions are considered rectifications.

An effective quality system includes processes that encourage and achieve continuous improvement. For RTO this means developing a planned and on-going process to systematically review and improve policies, procedures, products and services through analysis of relevant information and collection of data from students and other interested parties, including staff. Data from the quality indicators provides a key tool for continuous improvement.

The value for RTO of adopting a continuous improvement cycle is in its potential to create a stronger, more sustainable business that meets the needs of students and stakeholders. Such a cycle also enables RTO to adapt quickly to changing external environments, such as economic factors and skills needs. Types of continuous improvement processes and tools are not prescribed and RTO have the flexibility to consider their own business context and make improvements based on feedback from their students and stakeholders.

ACCESS AND EQUITY

The National Skills Framework has a strong focus on providing opportunities for everyone to access and participate in learning, and to achieve their learning outcomes. The RTO needs to ensure that its practices are as inclusive as possible and do not unreasonably prevent any students from accessing its services. While the principles of access and equity are explicit in SNR 5, they are relevant to SNR 4, 5, and 6.

GOVERNANCE

Registered training organisations are subject to legislation pertaining to training and assessment, as well as business practice. The legislation governs the Australian Pilates Method Association Education and Training's (APMAET) obligations to students and the industry relevant to the training being conducted.

The legislation is continually being revised and amended as the industry changes, and all relevant staff members of the APMAET will be made aware of any changes through memos and consultation at weekly meetings.

Current legislation is available online at www.austlii.edu.au

COMMONWEALTH LEGISLATION:

- Copyright Act 1968
- Commonwealth Privacy Act 1988 / *Privacy Amendment (Private Sector) Act 2000*
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Age Discrimination Act 2004
- Commonwealth Disability Discrimination Act 1992
- National VET Regulator Act 2011 (NVRA) (s21 to 29)
 - > Compliance with conditions of registration s21
 - > Compliance with VET quality framework NVRA s22
 - > Fit and Proper Person Requirements 2011 (FPPR) NVRA s23
 - > Satisfying the financial viability and risk requirements NVRA s24
 - > Notifying NVR of material changes s25
 - > Providing information upon request s26
 - > Cooperation with NVR s 27
 - > Compliance with directions from NVR s28
 - > Other conditions that NVR may impose s29

VICTORIA LEGISLATION:

- Children, Youth and Families Act 2005
- Disability Act 2006
- Fair Trading Act 1989
- Vocational Education, Training and Employment Act 2000
- Occupational Health and Safety Act 2004

TRAINING AUTHORITIES / REGULATORS:

- National VET Regulator (NVR)
- Department of Education, Employment & Workplace Relations (DEEWR)
- Australian Skills Quality Authority (ASQA)
- National Skills Standards Council (NSSC)

WHAT COURSES CAN I STUDY WITH AUSTRALIAN PILATES METHOD ASSOCIATION?

Australian Pilates Method Association strictly adheres to SNR with all programs aligned to accredited courses. Ensuring best practice in service and delivery at all times.

Currently Australian Pilates Method Association is able to offer students accredited training in the following qualifications:

- 10567NAT Diploma of Pilates Movement Therapy
- 10568 NAT Advanced Diploma of Pilates Movement Therapy
- Bridge 10567NAT Diploma of Pilates Movement Therapy

WHAT QUALIFICATION WILL I RECEIVE?

Upon successful completion of your course with Australian Pilates Method Association you will be eligible to receive the following award.

COURSE	CERTIFICATION
10567NAT Diploma of Pilates Movement Therapy	Qualification
10568NAT Advanced Diploma of Pilates Movement Therapy	Qualification
Dip. bridge 10567NAT Diploma of Pilates Movement Therapy	Qualification

HOW IS TRAINING DELIVERED?

Training courses with Australian Pilates Method Association are delivered by:

- Face to face classroom training
- Online seminars and discussion boards
- Blended learning

WHAT ARE THE PREREQUISITES?

Prerequisites are specific to individual courses.

Please consult the course outline for your chosen course for prerequisite information.

HOW DO I ENROL?

Enrolment is initiated by contacting Australian Pilates Method Association and we will despatch to you, by suitable means, an enrolment form, student handbook on the course(s) being considered and any other relevant documentation.

TOTAL COURSE FEE

Each qualification, unit of competency or accredited course offered by Australian Pilates Method Association has a specific course fee. The course fee is the maximum fee that may be charged to the student for his / her selected training program.

Students are encouraged to refer to payment schedules in APMA's student prospectus and as outlined on page 8 and 9 of this Handbook.

It is Australian Pilates Method Association's policy that the course fee will be all-inclusive. Students will not be 'surprised' by unexpected requirements, fees or expenses. Inclusions:

- All tuition
- Support and coaching
- Specified text books
- Classrooms and facilities

Where additional resources normally associated with a program of study are required (reference material, research documents, own computer for example), the student will be clearly advised of exactly what is required in the student study guide for that program.

PRODUCE PARTIAL COMPLETION STATEMENT OF ATTAINMENT

No fee applies to produce a statement of attainment when the student has partially completed the training program and must withdraw.

RE-PRINT CERTIFICATION

Where the student requests a new copy of his / her certification the following fees apply:

- Statement of attainment \$25.00 +GST
- Qualification (with academic transcript) \$40.00 +GST

PAYMENT POLICY**Late Payment**

Where a student fails to adhere to the payment structure the below penalties will apply:

- If the Payment Due is not paid by the Payment Due Date a \$10 late fee will apply and recur every 7 days thereafter, until the Payment Due is made in full
- An interest rate charge may apply to outstanding payments of 15% p.a.
- Removal from the course at the Australian Pilates Method Association's discretion

FEE PAYMENT OPTIONS

10567NAT Diploma of Pilates Movement Therapy

OPTION 1 - \$8,200 over 8 months - 6 payments

Student Administration Fee	\$300	Paid on application (non refundable)
1st Payment (Deposit)	\$1,000	Paid on enrolment
2nd Payment	\$1,500	Paid on course commencement
3rd Payment	\$1,500	Paid 60 days from commencement
4th Payment	\$1,500	Paid 60 days from last payment
5th Payment	\$1,500	Paid 60 days from last payment
Final payment	\$1,200	Paid 60 days from last payment

OPTION 2 - \$9,020 over 16 months - 10 payments

Student Administration Fee	\$300	Paid on application (non refundable)
1st Payment (Deposit)	\$1,000	Paid on enrolment
2nd Payment	\$900	Paid on course commencement
3rd Payment	\$900	Paid 60 days from commencement
4th Payment	\$900	Paid 60 days from last payment
5th Payment	\$900	Paid 60 days from last payment
6th Payment	\$900	Paid 60 days from last payment
7th Payment	\$900	Paid 60 days from last payment
8th Payment	\$900	Paid 60 days from last payment
9th Payment	\$900	Paid 60 days from last payment
Final payment	\$820	Paid 60 days from last payment

OTHER ITEMS

Unit of Competency	\$600	Paid 30 days from Unit commencement
Re-Assessment Fee	\$ 150 per Assess.	Paid 30 days from Re-Assessment
Recognition of Prior Learning	\$ 600 per unit	Paid 30 days from Unit commencement

FEE PAYMENT OPTIONS

10568NAT Advanced Diploma of Pilates Movement Therapy

Payment schedule coming soon.

PAYMENT SCHEDULE

Dip. bridge 10567NAT Diploma of Pilates Movement Therapy

Student Administration Fee	\$300	Paid on application (non refundable)
1st Payment (Deposit)	\$1,000	Paid on enrolment
Final Payment	\$800	Paid 30 days after application

The APMAET must protect fees paid in advance and have a fair and reasonable refund policy. Australian Pilates Method Association operates predominately on a 'fee for service' training business. This means all training programs attract fees. These fees are paid by / charged to the student, a government agency or the student's employer.

Fee information is available via:

- Australian Pilates Method Association website
- Australian Pilates Method Association Diploma prospectus
- Australian Pilates Method Association promotional material
- Emailing the APMA directly for current information

Each of these information streams will be updated regularly.

Students are encouraged to refer to payment schedules in APMA's student prospectus and as outlined on the previous page.

REFUND POLICY

An application for a refund is addressed according to the notice given by the person making the request:

14 days prior to the commencement of the course	100% refund
Between 13 days and 7 days prior to the course	75% refund
Between 6 days and the commencement of the course	50% refund
Withdrawal during the course	No refund. A pro-rata credit is available so the student can complete the course at a later date

All fees paid in advance are separated from the operations of the business. This is achieved by maintaining a number 2 account (deposit account) to ensure sufficient funds are always available for refund. The number 2 account is represented in the APMA's accounting system as a separate repository for funds paid in advance and cannot be accessed until the respective students commence training.

As modern accounting software packages allow flexibility when recording transactions, the number 1 account and number 2 account referred to in this section may be different 'streams' within the Australian Pilates Method Association accounting system. This measure has been adopted because modern banking organisations impose fees, charges, etc. for account transactions that will affect the integrity of fees paid in advance. Banking systems are such that it is not normally operationally practical to physically transfer funds from one bank account to another.

STUDENT TRANSFER POLICY

Should a student wish to transfer between courses, delivery of courses or defer to a later course, a request must be put in writing to the APMAET, detailing the reason/s for transfer, e.g. compassionate or compelling circumstances are defined as circumstances beyond the student and which have an impact upon the student's course progress or wellbeing. The outcome of the request is at the discretion of the APMA/ APMAET. Please also refer to the Refund Policy above.

Registered training organisations provide services for a range of students, including but not limited to: Indigenous councils; multinational and private companies; fee for service; government funded; trainees and not-for-profit community organisations.

Australian Pilates Method Association provides Pilates Education and training services to a variety of student groups within Australia. As an APMAET Australian Pilates Method Association operates according to the **National Vocational Education and Training Regulator Act 2011**, delivering training services of the highest quality to their students. All programs offered by Australian Pilates Method Association are aligned to accredited courses for quality assurance and best practice.

Currently Australian Pilates Method Association offers students accredited training in the following ASQA recognised qualifications:

- 10567NAT Diploma of Pilates Movement Therapy
- 10568NAT Advanced Diploma of Pilates Movement Therapy

Australian Pilates Method Association recognises the importance and benefits of combining industry experience with tertiary education when striving to deliver programs of highest quality and relevance to the student. Therefore, all trainers and assessors employed or contracted by Australian Pilates Method Association have demonstrated high levels of industry experience in addition to obtaining relevant tertiary qualifications, allowing them to provide a professional, well-rounded learning environment for all participants. Our staffs is equipped with the skills to ensure their teaching methods are suitable for all participants, utilising simple language where appropriate to communicate information most effectively.

As a student with APMA, your feedback is critical to our continuous improvement policy. Along with the formal feedback mentioned earlier, students are encouraged to give feedback throughout their enrolment.

In order to encourage and achieve continuous improvement based on the collection of the above-mentioned data, Australian Pilates Method Association has developed a best practice record and registers which will include a written record of all improvement strategies and reviews.

CONTRACTUAL AGREEMENT

Students who enrol in a training program with Australian Pilates Method Association should be aware that they are entering into a contractual agreement. With a view to ensuring all students are fully aware of their rights and obligations, Australian Pilates Method Association will design agreements, enrolment forms, service agreements or similar using a logical format and simple English. This may include, but is not limited to:

- Wording that allows the perspective student to know what he / she is agreeing to
- Clearly explained disclaimers
- No misleading or deceptive behaviour
- No actions, omissions or dialogue (written or verbal) that may force or coerce the student
- Fair dealings for disadvantaged students

CONSUMER PROTECTION

On 1 January 2011, the Australian Consumer Law commenced and the Trade Practices Act 1974 was renamed the Competition and Consumer Act 2010.

The Australian Consumer Law provides for:

- National consumer protection and fair trading laws
- Enhanced enforcement powers and redress mechanisms
- A national unfair contract terms law
- A new national product safety regime and
- A new national consumer guarantees law

For more information refer to: www.treasury.gov.au/Policy-Topics/Consumer and www.consumerlaw.gov.au

AUSTRALIAN COMPETITION AND CONSUMER COMMISSION (ACCC)

The Australian Competition and Consumer Commission is an independent Australian Government statutory authority. It was formed in 1995 to administer the Trade Practices Act 1974 and the Prices Surveillance Act 1983. The ACCC promotes competition and fair trade in the market place to benefit consumers, business and the community. It also regulates national infrastructure services. Its primary responsibility is to ensure that individuals and businesses comply with the Commonwealth competition, fair-trading and consumer protection laws. In fair-trading and consumer protection, its role compliments that of the state and territory consumer affairs agencies, which administer the mirror legislation of their jurisdictions, and the Competition and Consumer Policy Division of the Commonwealth Treasury.

For more information refer to: www.accc.gov



Training Guarantee

It is the intention of the CEO of Australian Pilates Method Association that all students will receive the full training services paid for at all times, including but not limited to: training and assessment; assessment only; recognition of prior learning or short courses. The corporate structure, governance and financial management systems and processes guarantee the training for students enrolled with Australian Pilates Method Association. Specifically, the integrity, business experience and training expertise of the CEO ensure continuity of training and completion of training is guaranteed for all students. The continuous improvement and quality management practices employed by Australian Pilates Method Association's CEO and staff are designed to pro-actively identify any anomaly that might cause a business interruption or training failure, and address this situation before any students are affected. Training continuity and completion is also guaranteed by the policy and procedure system developed by Australian Pilates Method Association. For example; the recruitment, induction and staff professional development policies and procedures ensure best practice and minimise the potential for business interruption or training failure.

In the extremely unlikely event of a business interruption or training failure, students' training is guaranteed by the financial management policy and procedure of Australian Pilates Method Association. Fees paid in advance are not transferred to the operating account until training commences. At any one time only \$500 is 'drawn down' (proportionate to the expenses incurred in training) for any one student. This means that in the unlikely event of a business interruption or training failure, Australian Pilates Method Association can issue a statement of attainment for the training completed and refund the remaining funds held.

Australian Pilates Method Association strives to ensure that each student is satisfied with his or her learning experience and outcome. In the unlikely event that this is not the case, all students have access to rigorous, fair and timely complaint and appeal processes which are outlined in this section of the policy and procedures document. Any complaints or appeals will be reviewed as part of the continuous improvement process and where corrective action has been highlighted, it will be implemented as a priority.

COMPLAINTS

A complaints procedure is available to all persons wishing to make a complaint, appeal or any other manner of objection in relation to the conduct of Australian Pilates Method Association. The complaints procedure will address both formal and informal complaints. All formal complaints will be submitted in writing to Australian Pilates Method Association Administration, and will be heard and addressed within thirty (30) working days of receipt.

Australian Pilates Method Association Administration will maintain a complaints register to document the course of action and resolution of all formal complaints. All complaints substantiated by the complaints procedure will be reviewed as part of the Australian Pilates Method Association continuous improvement procedure.

It is the responsibility of Australian Pilates Method Association Administration to ensure adherence to the complaint procedure and that resolution is sought in all reasonable circumstances. This includes informing and assisting students with the complaints procedure and supply of complaint forms.

APPEALS

The Australian Pilates Method Association appeals process is concerned with a student's right to request change to decisions or processes of an official nature, usually in relation to academic or procedural matters.

In the case of a student's appeal against specific assessment decisions, the student should first discuss the decision(s) with the relevant trainer or assessor and request re-evaluation. The trainer or assessor will hear the student's appeal, make fair judgement to the best of their ability as to whether change(s) are required and then discuss their final decision with the student.

If the student is still dissatisfied with the trainer or assessor's decision, they have the right to take the appeal to the QSG management team. The formal notice of appeal is required to comply with the following principles upon submission to QSG management:

- The notice of appeal should be in writing, addressed to Australian Pilates Method Association for referral to the QSG management team and submitted within seven (7) days of notification of the outcome of the trainer or assessors re-evaluation process
- The notice of appeal must be submitted within the specified time frame otherwise the original result will stand
- If a student's appeal needs to be deferred due to emergency circumstances, such as in the case of serious illness or injury, a medical certificate supporting the case must be forward to QSG management. The notice of deferral must be submitted within three (3) working days of the conclusion date displayed on the medical certificate

It is the responsibility of Australian Pilates Method Association Administration to ensure adherence to the appeal procedure and that resolution is sought in all reasonable circumstances. This includes informing and assisting students with the appeal procedure and supply of appeal forms.

All appeals will be reviewed at the weekly administration meeting and, if appropriate, result in a continuous improvements process.

If the student is still not satisfied with the resolution of the a complaint or appeal after following and exhausting the complaints procedure, the student may contact ASQA and lodge a written complaint.

The form may be submitted by mail to:

Complaints Team
Australian Skills Quality Authority
PO BOX 9928
Sydney NSW 2001

Or via email to:
complaintsteam@asqa.gov.au

COMPLAINTS / APPEALS PROCEDURE

All persons wishing to make a complaint, appeal or any other manner of objection in relation to the conduct of Australian Pilates Method Association have access to the following procedure:

Informal complaint / appeal:

- An initial complaint or appeal will involve the student communicating directly with Australian Pilates Method Association verbally or by other appropriate means. Australian Pilates Method Association will make a decision, discuss their judgement with the student and record the outcome of the complaint or appeal
- Students dissatisfied with the outcome of Australian Pilates Method Association's decision may initiate the formal complaint procedure

Formal complaint / appeal:

- It is normal procedure that all formal complaints proceed only after the initial informal complaint or appeal procedure has been finalised
- The formal complaint or appeal is to be submitted in writing, and the procedure and outcome recorded by Australian Pilates Method Association Administration
- On receipt of a formal complaint, the Australian Pilates Method Association's CEO will convene the complaint committee to hear the complaint
- The complaint committee will consist of a panel of members with no previous involvement or vested interest in the outcome of the particular complaint or appeal.

Members of the committee should include:

- > A representative of Australian Pilates Method Association Administration
- > An Australian Pilates Method Association staff member
- > A person independent of Australian Pilates Method Association
- The complainant / appellant shall be given an opportunity to present the case to the committee and may be accompanied by one other person as support or as representation
- Staff member(s) involved shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
- The complaint committee will reach a decision on the complaint or appeal after consideration of each case presented
- The complaint committee will inform all parties involved of the outcome in writing within five (5) working days of making the decision

All complaints and appeals will be reviewed at Australian Pilates Method Association weekly administration meetings. Continuous improvement procedures may be actioned when the complaint procedure results in identification of factors appropriate for improvement to internal operations. When the initial causative factor of the complaint identifies a problem with current Australian Pilates Method Association policies and / or procedures, the continuous improvement procedure will ensure changes are made to prevent reoccurrence of the problem.

The Work Health and Safety Act 2011 outlines the requirements of an APMAET in establishing and maintaining workplace health and safety standards. The requirements of an APMAET as specified in the above-mentioned Act are to:

- Secure the health, safety and welfare of employees and other persons at work
- Eliminate, at the source, risks to health, safety or welfare of employees and other persons at work
- Ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by employers and self-employed persons
- Provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards

In order to meet these requirements, Australian Pilates Method Association has initiated procedures, policies, guidelines and work instructions, practicing an on-going commitment to workplace health and safety.

The purpose of this section is to present a strategic overview of the Australian Pilates Method Association safety system and to provide guidance for meeting the requirements of Work Health and Safety Act on the Australian Pilates Method Association premises, ensuring a high standard of workplace health and safety at all times.

It is obligation under legislation that all Australian Pilates Method Association employees and administration contribute to and assist in maintaining workplace health and safety and risk management operations as part of their role within the APMAET. Australian Pilates Method Association Administration is responsible for providing the following standards as part of the APMAET's commitment to employees and students:

- A safe workplace, with a safe system of work
- Adequate workplace health and safety professional development for Australian Pilates Method Association students, employees, administration and stakeholders
- Properly maintained facilities and equipment
- A clean, tidy, suitably designed workplace with the safe storage of goods such as chemicals (if relevant)

The following procedures and standards must be observed to achieve a safe working and learning environment:

Maintain a safe, clean and efficient working environment	Store and dispose of waste according to OH&S regulations
Evacuation plan (fire, bomb, major incident)	Equipment checks and maintenance
Emergency control	Equipment safe storage
Accident / Incident reporting	Fire hazards identified and fire prevention
Rehabilitation	Student safety
Risk identification reporting	Unsafe situations identified and reported
PPE / chemicals (storage)	First aid and safety procedures displayed, for all APMAET staff and student's to see
Manual handling techniques and training	

HARASSMENT AND DISCRIMINATION POLICY

Under Australian law it is a requirement of every workplace to ensure it provides an environment free from all forms of harassment and discrimination, including victimisation and bullying. In doing so, all staff and students are treated fairly and have the opportunity to feel safe, valued and respected.

By definition, harassment includes any form of behaviour that is unwanted, unwelcome or unreciprocated by relevant persons. This may manifest as verbal or physical harassment, but includes any acts that may be perceived as humiliating, offensive, intimidating, threatening, discriminatory or otherwise contributing to an unpleasant workplace or experience for the persons.

In the event that a person considers that he or she has been or is being harassed, this person should be encouraged to inform the other party that their behaviour is objectionable and should not be continued, provided they are comfortable with confronting the offender. In instances where the person is not comfortable discussing matter with the offending party, a trainer or other Australian Pilates Method Association staff member should be informed of the situation. In this case it becomes the responsibility of the relevant staff to follow Australian Pilates Method Association policy and procedures to rectify the situation.

All students and staff working with Australian Pilates Method Association have the right to discuss matters of harassment with the relevant members of staff without making a formal complaint; all discussions are dealt with in confidentiality. The right to lodge a formal complaint of misconduct against the offending party is available and will be actioned according to Australian Pilates Method Association policy and procedures.

Australian Pilates Method Association ensures that all staff is adequately trained in dealing with harassment and discrimination in order to fulfil their roles and responsibilities in creating and contributing to a harassment and discrimination free workplace. In addition to relevant training, Australian Pilates Method Association Administration provides opportunities for communication and mentoring amongst staff to ensure that all employees understand and correctly apply the processes and procedures involved in identifying and addressing of all forms of harassment and discrimination.

AUSTRALIAN PILATES METHOD ASSOCIATION STAFF AND STUDENTS SHOULD BE AWARE OF THE FOLLOWING DEFINITIONS:

RACIAL HARASSMENT

Involves a person or persons being threatened, abused, insulted or taunted in relation to their race, descent, nationality, colour, language, ethnic origin or any other racial characteristic. It may include but is not limited to; derogatory remarks, innuendo or slur, gestures, intolerance, mockery, displays of material prejudice towards a race, racial jokes, discrimination, exclusion, allocation of least favourable jobs or positions, or unfair treatment.

SEXUAL HARASSMENT

Involves any verbal or physical conduct of a sexual nature, which is inappropriate, unwelcome or uninvited. It may include but is not limited to; sexually related physical contact such as kissing, embracing, pinching or other suggestive gestures, intimidation, coercion, requests for or promising of sexual favours, questions about a person's private or sexual life, sexist or explicit jokes, unwelcome phone calls, emails or other forms of non-work related communication, offensive noises, or displays of sexually graphic or suggestive material.

BULLYING

Involves any behaviour that suggests a real or perceived power over another party, or otherwise undermines a person or group, generally comprised of repeated, persistent acts over a period of time. It may include, but is not limited to; verbal abuse, physical assault, intimidation, humiliation, unjustified criticism, sarcasm, insults, false or malicious rumours, exclusion or isolation, inflicting unnecessary work stresses, or sabotage of a person's work or their ability to work by withholding resources or information.

CONFIDENTIALITY

Relates to privacy of information, ensuring that the information is only accessible to those who have the authority to access it. Within an APMAET this may refer to private verbal discussions, student assessments, managerial decisions and legal proceedings.

DISCRIMINATION

Involves the unfair or unequal treatment of another person based solely on class or category. Equal opportunity laws prohibit discrimination on the grounds of sex, marital status, pregnancy, family responsibility, family status, race, religious beliefs, political conviction, gender history, impairment, age or sexual orientation. All forms of victimisation are also treated as a type of discrimination.

HARASSMENT

Involves any behaviour intended to disturb, offend or upset. It may include any unwelcome or uninvited verbal or physical action that results in a person feeling intimidated, offended, humiliated or embarrassed. Equal opportunity laws prohibit harassment on the grounds of sex and race.

PERSONNEL

Refers to all employees and contractors of Australian Pilates Method Association.

VICTIMISATION

Involves any process, which results in the unfavourable treatment of a person on unjust terms. It may include, but is not limited to; unfair punishment, treating a person poorly for their involvement in a complaint, to swindle or defraud a person, adverse changes to another's work environment, or denial of access to work related resources.

SPECIFIC PRINCIPLES:

- It is the right of all staff and student's to work and study in an environment free of any form of harassment and discrimination
- All reports of harassment and discrimination will be treated seriously, in an unbiased, respectful and sensitive manner. Any form of harassment and discrimination is considered unacceptable behaviour and will not be tolerated by Australian Pilates Method Association
- When Australian Pilates Method Association Administration is informed of any event involving harassment or discrimination, it is their responsibility to take immediate and appropriate action to address it
- In dealing with all complaints, the rights of all individuals involved should be respected and confidentiality should be maintained
- All complaints presented to Australian Pilates Method Association should be resolved by a process of discussion, cooperation and conciliation wherever possible. The aim is to achieve an acceptable outcome for the involved parties while minimising any potential damage to the organisation
- Both the person making the complaint and the person against whom the complaint has been made will receive information, support and assistance in resolving the issue from Australian Pilates Method Association Administration
- Victimisation is unacceptable and will not be tolerated. No person making a complaint or assisting in the investigation of a complaint should be victimised
- Harassment or discrimination should not be confused with legitimate comment and advice (including constructive feedback) given appropriately by administration or trainers. Managers and trainers should be conscious of how they present their feedback to ensure the message is not misinterpreted
- Staff and students should not make any frivolous or malicious complaints. All staff and students are expected to participate in the complaint resolution process in confidence that the procedures are designed to ensure fair resolution

WORKING WITH PERSONS UNDER 18 YEARS OF AGE

Students under 18 years of age may enrol with Australian Pilates Method Association. According to the law, a child is considered any individual less than 18 years of age.

It is the responsibility of Australian Pilates Method Association to ensure that all students are protected from all forms of harm, including bullying, harassment, discrimination and intimidation. All staff are required to report to Australian Pilates Method Association any behaviour that can reasonably be considered harmful or potentially harmful to students, or where it is reasonable to believe that a student has been harmed or requires protection from harm.

In cases where allegations or information indicate it is reasonable to believe a student has suffered from or may require protection from harm, Australian Pilates Method Association must report to the Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au

The initial information that a child protection officer will require is:

- The name, age and address of the child or young person
- The reasons you suspect the child or young person may have experienced or is at risk of experiencing harm
- The immediate risk to the child or young person
- Contact details. You may remain anonymous; however it is preferable to provide these details so that the officer can call you if further information is needed

If allegations may constitute child abuse by a person external to Australian Pilates Method Association, the APMAET CEO must report the matter to the Police or the Department of Communities, Child Safety and Disability Services.

The APMAET will comply with all relevant State and Federal legislation in the area of working with children.

Australian Pilates Method Association Administration recommend that all staff obtain the appropriate Police check for child related employment. [Information is available at: www.afp.gov.au](http://www.afp.gov.au)

Australian Pilates Method Association considers student privacy to be of utmost importance and will practice a high standard of care and concern in regards to maintaining student privacy in all aspects of business operations. Australian Pilates Method Association will comply with all legislative requirements including the Privacy Act 1988 (Commonwealth) and National Privacy Principles (2001). www.privacy.gov.au

In some circumstances, Australian Pilates Method Association may be required by law or in adherence with the SNR to make student details available to other parties. In all other circumstances, Australian Pilates Method Association will ensure that written permission is obtained from the student before releasing any details.

PRIVACY PRINCIPLES

COLLECTION

Australian Pilates Method Association will only collect necessary information pertaining to one or more specific operations. The student will be informed as to the purpose for which details are being collected.

USE AND DISCLOSURE

Australian Pilates Method Association will ensure student personal information is not used or disclosed for secondary purposes without obtaining explicit consent from the student, unless a prescribed exception applies.

DATA QUALITY

Australian Pilates Method Association will take all reasonable measures to ensure that all student personal information that is collected, used or disclosed is accurate, current and complete.

DATA SECURITY A

Australian Pilates Method Association will take all reasonable measures to ensure all collected student personal information is protected from misuse, loss or damage, and that all data and record storage is secure from unauthorised access, modification or disclosure.

OPENNESS

Australian Pilates Method Association will maintain documentation which detail how student personal information is collected, managed and used. When a student makes an enquiry in relation to information collected, Australian Pilates Method Association will explain what information is held, for what purpose it is held, and what procedures outline the collection and use of information.

ACCESS AND CORRECTION

Australian Pilates Method Association will allow students access to personal information held in all circumstances unless prescribed exceptions apply. If the student identifies errors within the information, Australian Pilates Method Association will correct and update to file.

UNIQUE IDENTIFIERS

Students will be required to obtain their own Unique Student Identifier according to Commonwealth Government requirements, January 2015. USIs can be obtained by eligible applicants at www.usi.gov.au. Australian Pilates Method Association will not assign students unique identifiers except when it is necessary for efficiency of operations. Commonwealth Government identifiers, such as Medicare numbers or Tax File Numbers, will only be used for the purposes of which they were issued.

ANONYMITY

Australian Pilates Method Association will provide students the opportunity to interact with the business without requiring the student to make their identity known in any circumstances it is practical and possible to do so.

TRANS-BORDER DATA FLOWS

Australian Pilates Method Association privacy protection principles apply to the transfer of data throughout Australia.

SENSITIVE INFORMATION

Australian Pilates Method Association will request specific consent from a student in circumstances where it is necessary to collect sensitive information. Sensitive information may include, but is not limited to; information relating to a student's health, criminal record, racial or ethnic background.

Upon enrolment, student's details will be entered into the APMAET database system. This process initiates the establishment of the student's individual file, which is then used to record all future details pertaining to the student. Australian Pilates Method Association retains the file and management of the file will be in accordance with the APMAET training records policy.

Australian Pilates Method Association is committed to maintaining the accuracy, integrity and currency of all student files, as well as ensuring appropriate security of all records to uphold confidentiality and protect student privacy. Australian Pilates Method Association Administration will undertake a validation of the training records of approximately 5% of registered students and report the findings at the quarterly administration meeting.

When in paper format, student's work will be filed according to the competency / unit number, competency / unit cluster or alphabetically according to the students' names. Individual student records will be stored in a lockable steel filing cabinet in a locked secure office area. If the files are stored in a location where student or public access is possible, the cabinets should remain locked.

For ease of application and consistency, a similar filing process will be used for electronic files. The electronic records are stored utilising AVETMISS compliant software and are protected by password access.

Completed assessments

Each and every assessment submitted by every student will be retained for a minimum period of six (6) months.

At the expiration of six (6) months period, the student's assessments will be scanned and stored electronically for thirty (30) years.

Results of assessment records

Student assessment results will be recorded electronically within the APMAET's database system. This information may be used to provide annual competency completion reports and / or AVETMISS reports, as required.

- Sufficient information to re-issue the testamur, if required, will be retained
- Results of assessment will be retained for thirty (30) years

Security

Further security of records is ensured by complying with the storage requirements detailed in ASQA's general directive: Retention requirements for completed student assessment items dated 22 June 2012. This directive includes requirements for storage including: safeguards against unauthorised access, fire, flood, termites or any other pests, and to ensure that copies of records can be produced if the originals are destroyed or inaccessible. Australian Pilates Method Association adds to this directive by protecting electronic files with up to date virus protection, firewall and spy ware protection software. Electronic records are copied to a portable hard drive, every four (4) week period. The portable hard drive is stored off site in a fireproof secure location.

Australian Pilates Method Association software and hard-copy systems will retain student's results for a period of not less than thirty (30) years. If requested, enrolment information, training and assessment information or results of assessment will be provided in electronic format wherever possible.

Paper-based records will be scanned and saved in Adobe PDF format. Paper records will be securely shredded every twelve (12) months in accordance with the APMAET CEO's directions.

A copy of each testamur issued is scanned and retained in Adobe PDF format. If requested, the testamur may be re-printed at any time within the thirty (30) period after issue. This method ensures the original format; design, signature, date and units of competency are re-printed accurately and with a minimum of effort and expense.

The database system is used and data / files / records are converted and saved in Adobe PDF format. Australian Pilates Method Association has chosen Adobe PDF because research indicates this software will be able to be opened and read for up to thirty (30) years.

Ceasing operation

In the event that Australian Pilates Method Association ceases to operate, the APMAET's records will be transferred to ASQA in the appropriate format and detail as specified by the Department at the time of ceasing APMAET operations.

All other records including training records, taxation records, business and commercial records will be retained for a period of at least seven (7) years.

The APMAET will ensure that any confidential information acquired by the business, individuals or committees or organisations acting on behalf of APMAET is securely stored.

Access to individual student training records will be limited to those required by the SNR, such as:

- Trainers and assessors to access and update the records of the students whom they are working with
- Administration staff as required to ensure the smooth and efficient operation of the business
- Officers of ASQA or their representatives for activities required under the standards for registered training organisations

Or those required by law such as:

- People as are permitted by law to access these records
(e.g. Subpoena, search warrants, social service benefits, evidence Act)

Or

- Students authorising releases of specific information to third parties in writing
- The students themselves, after making application in writing

ACCESS AND EQUITY POLICY

Australian Pilates Method Association is committed to practicing fairness and equal opportunity for all current and potential students, regardless of sex, race, impairment or any other perceived difference in class or category. Australian Pilates Method Association will address access and equity matters as a nominated part of operational duties.

ACCESS AND EQUITY PROCEDURE

Australian Pilates Method Association has developed policies and procedures to guide and inform all staff and students in their obligations regarding access and equity. Upon induction into Australian Pilates Method Association, all staff is provided with copies of the policies which they must adhere to throughout all their operations as an Australian Pilates Method Association staff member. Students are made aware of the access and equity policy via the Australian Pilates Method Association student handbook, and informed of their rights to receive access and equity support and to request further information.

Australian Pilates Method Association access and equity policies are in place to ensure that training opportunities are offered to all people on an equal and fair basis in all circumstances, irrespective of their gender, culture, linguistic background, race, socio-economic background, disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities.

Practicing these policies will guarantee that any student who meets Australian Pilates Method Association entry requirements will be accepted into any training programs. If any student or staff member has issues or questions regarding access and equity, or believes they have been treated unfairly, they will be directed to Australian Pilates Method Association's Administration for consultation.

Enrolment and admission into some Australian Pilates Method Association training programs is subject to meeting certain pre-requisite conditions. Specific details of the pre-requisites pertaining to these training programs are contained in individual course documentation and are made available prior to enrolment. In the case that a potential student does not meet the pre-requisite conditions, Australian Pilates Method Association staff will endeavour to assist them in understanding their options in regards to meeting the standards. Any questions regarding pre-requisites can be addressed by trainers or Australian Pilates Method Association Administration.

ENROLMENT

The enrolment procedure commences when a student contacts Australian Pilates Method Association expressing interested in a training program(s). Australian Pilates Method Association staff will respond by dispatching by suitable means an enrolment form, student handbook, literature on the program(s) being considered and any other documentation, which may be relevant.

Enrolment applications will then be assessed to ensure that the student meets any pre-requisites that have been set for the selected course. Students will be informed of successful enrolment and sent information on the course and their course induction. Students who do not meet the pre-requisites for the selected course will be notified of their unsuccessful enrolment and invited to contact Australian Pilates Method Association to discuss their training needs and alternative opportunities.

INDUCTION

On successful completion of the enrolment process, all students will under-go an induction program including:

- Introduction to Australian Pilates Method Association training staff
- Confirmation of the course being delivered
- The training and assessment procedures including method, format and purpose of assessment
- Qualifications to be issued

LANGUAGE, LITERACY AND NUMERACY (LLN) ASSISTANCE

Australian Pilates Method Association course information and learning materials contain written documentation and limited numerical calculations.

Australian Pilates Method Association recognises that not all students will have the same level of ability in relation to reading, writing and performing calculations. When an issue is identified by Australian Pilates Method Association staff or requested by a student, a language, literacy and numeracy test (ACER) will be provided to assess the student's ability. This process is to ensure that all students who commence a training program possess the skills required to understand the presented material and complete assessments.

Australian Pilates Method Association will endeavour to provide assistance to students having difficulty with language, literacy or numeracy to accommodate their needs. In the event that a student's needs exceed the ability of Australian Pilates Method Association staff to assist, the student will be referred to an external support agency so they have the opportunity to obtain the skills required to complete the training program.

STUDENT SUPPORT, WELFARE AND GUIDANCE

Australian Pilates Method Association will assist all students in their efforts to complete training programs by all methods available and reasonable.

Trainers are responsible for ensuring that all students are aware they can contact their trainer or other Australian Pilates Method Association staff members in the event that they are experiencing difficulties with any aspect of their studies. Staff will ensure students have access to the full resources of Australian Pilates Method Association to assist them in achieving the required level of competency in all nationally recognised qualifications.

In the event that a student is experiencing personal difficulties, training staff will encourage the student to contact Australian Pilates Method Association who will provide discreet, personalised and confidential assistance as according to the nature of the difficulties.

In the event that a student's needs exceed the capacity of the support services Australian Pilates Method Association can offer, they will be referred to an appropriate external community services and agencies. Australian Pilates Method Association staff members will assist students to source appropriate support.

FLEXIBLE DELIVERY AND ASSESSMENT PROCEDURES

Australian Pilates Method Association recognises that some people are better suited to learning via teaching methods not usually obtained in the traditional classroom setting. With some minor adjustments to teaching and assessment methods, a student who is experiencing difficulty learning and achieving the desired results in the traditional setting may show considerable improvements.

The staff and administration of Australian Pilates Method Association respect these differences among students and will endeavour to make any necessary adjustments to their methods in order to meet the needs of a variety of students. For example, the inability to complete a written assessment will not be interpreted as a sign of incompetence, provided the student can verbally demonstrate competency.

Acceptable adjustments to teaching and assessment methods may include but are not limited to; having a trainer read assessment materials to students, having a student's spoken responses to assessment questions recorded or allowing a student to sit for an assessment alone in a different room.

Australian Pilates Method Association staff will pursue any reasonable means within their ability to assist students in achieving the required competency standards. In the event that a student's needs exceed the capacity of the support services Australian Pilates Method Association can offer, they will be referred to an appropriate external agency.

Australian Pilates Method Association makes every effort to practice co-operation and mutual respect in all internal and external dealings to uphold high quality, professional training and assessment services. The same disciplined behaviour is expected of students as a contribution to a functional learning environment, and as a sign of respect to staff and fellow students.

Any trainer or staff member who is dissatisfied with the behaviour or performance of a student has the authority to:

- Warn the student that their behaviour is unsuitable, or
- Ask a student to leave the class, without refund or acceptance into another course, or
- Immediately cancel the class

If a student wishes to object or lodge an appeal against the disciplinary action taken, they have the right and opportunity to follow the Australian Pilates Method Association complaint procedure.

Australian Pilates Method Association staff is expected to maintain a professional and ethical working relationship with all other staff members, management and students. Breaches of the disciplinary standards will result in discussion between the relevant trainer and Australian Pilates Method Association, and appropriate action will be taken.

In summary, Australian Pilates Method Association will provide:

- Training programs and services that promote inclusion and are free from discrimination
- Support services, training, assessment and training materials to meet the needs of a variety of individual students
- Consideration of each individuals' needs to provide the best opportunity for skill development and attainment of qualifications that can lead to further training or employment
- Opportunity for consultation between staff and students, so that all aspects of individual circumstances can be taken into consideration when planning training programs
- Consideration of the views of students' community, government agencies and organisations, and industry when planning training programs
- Access to information and course materials in a readily available, easily understood format
- Information to assist students in planning their pathway from school or the community to vocational education and training

If a student identifies with one or more of the following priority groups, he / she may be able to receive additional assistance:

- Aboriginal and / or Torres Strait Islander people
- Carers of people who are ill, aged or who have a disability
- People with a disability
- Women and girls who are returning to education and training
- Women and girls who are seeking training opportunities in non-traditional roles
- Young people aged 15 to 25
- Australian South Sea Islanders
- Parental job seekers
- People with English language, literacy and numeracy needs
- Mature aged workers who require up-skilling
- Long-term unemployed and disadvantaged jobseekers
- People from different cultural and ethnic backgrounds
- People who speak a language other than English

Australian Pilates Method Association will provide training services to students on a 'fee for service' basis.

In developing the assessment (including RPL) for each qualification and unit of competence, the CEO will ensure:

- Compliance with the assessment guidelines from the relevant training package, qualification and unit of competence of accredited course
- Assessment leads to a qualification or statement of attainment under the Australian Qualifications Framework (AQF)
- Assessment complies with the principles of competency-based assessment and informs the student of the purpose and context of the assessment
- The rules of evidence guide the collection of evidence to support the principles of validity and reliability
- The application of knowledge and skills is relevant to the standard expected in the workplace, including skills for managing work tasks, contingencies and the job environment
- Timely and appropriate feedback is given to students
- Assessment complies with the APMAET's access and equity policy
- All students have access to re-assessment on appeal

UNAVOIDABLE CLOSURE OF APMA COURSE DELIVERER STUDIO

In the event that the APMA or a Course Deliverer studio responsible for delivering and assessing, closes or ceases to deliver the agreed training and assessment, students will be issued with a statement of attainment reflecting their the assessment at that point in time and refund any due monies if applicable and in according to the APMA refund policy.

In the event a Course Deliverer associated with the delivery and assessment of the APMA programs closes, the APMA attempt to place the relevant students with another APMA registered Course Deliverer who is convenient to their current location.

QUALITY TRAINING AND ASSESSMENT PRINCIPLES

Throughout the policies and procedures of Australian Pilates Method Association and in particular in line with the Principles of Assessment and the Rules of Evidence will be applied.

Principles of Assessment

To ensure quality outcomes, assessment should be:

FAIR

FLEXIBLE

VALID

RELIABLE

SUFFICIENT

FAIR

Fairness in assessment requires consideration of the individual student's needs and characteristics, and any reasonable adjustments that need to be applied to take account of them. It requires clear communication between the assessor and the student to ensure that the student is fully informed about, understands and is able to participate in the assessment process, and agrees that the process is appropriate. It also includes an opportunity for the person being assessed to challenge the result of the assessment and to be re-assessed if necessary.

FLEXIBLE

To be flexible, assessment should reflect the student's needs; provide for recognition of competencies no matter how, where or when they have been acquired; draw on a range of methods appropriate to the context, competency and the student; and support continuous competency development.

VALID

Assessment is valid when the process is sound and assesses what it claims to assess. Validity requires that:

- Assessment against the units of competency must cover the broad range of skills
- Knowledge that are essential to competent performance
- Assessment of knowledge and skills must be integrated with their practical application
- Judgement of competence must be based on sufficient evidence (that is, evidence gathered on a number of occasions and in a range of contexts using different assessment methods). The specific evidence requirements of each unit of competency provide advice on sufficiency

RELIABLE

Reliability refers to the degree to which evidence presented for assessment is consistently interpreted and results in consistent assessment outcomes. Reliability requires the assessor to have the essential competencies in assessment and relevant vocational competencies (or to assess in conjunction with someone who has the vocational competencies). It can only be achieved when assessors share a common interpretation of the assessment requirements of the unit(s) being assessed.

SUFFICIENT

Sufficiency relates to the quality and quantity of evidence assessed. It requires collection of enough appropriate evidence to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly. Supplementary sources of evidence may be necessary. The specific evidence requirements of each unit of competency provide advice on sufficiency.

Rules of Evidence

These are closely related to the principles of assessment and provide guidance on the collection of evidence to ensure that it is:

VALID

SUFFICIENT

AUTHENTIC

CURRENT

VALID

Assessment is valid when the process is sound and assesses what it claims to assess. Validity requires that:

- Assessment against the units of competency must cover the broad range of skills
- Knowledge that are essential to competent performance
- Assessment of knowledge and skills must be integrated with their practical application
- Judgement of competence must be based on sufficient evidence (that is, evidence gathered on a number of occasions and in a range of contexts using different assessment methods). The specific evidence requirements of each unit of competency provide advice on sufficiency

SUFFICIENT

Sufficiency relates to the quality and quantity of evidence assessed. It requires collection of enough appropriate evidence to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly. Supplementary sources of evidence may be necessary. The specific evidence requirements of each unit of competency provide advice on sufficiency.

AUTHENTIC

To accept evidence as authentic, an assessor must be assured that the evidence presented for assessment is the student's own work.

CURRENT

In assessment, currency relates to the age of the evidence presented by a student to demonstrate that they are still competent. Competency requires demonstration of current performance, so the evidence collected must be from either the present or the very recent past.

RECOGNITION OF PRIOR LEARNING POLICY

The recognition of prior learning (RPL) process will be offered to and explained to all relevant students. All students will have access to the Australian Pilates Method Association RPL policy, which is contained in the Australian Pilates Method Association student handbook and is available on request or for download from www.australianpilates.asn.au.

RECOGNITION OF PRIOR LEARNING PROCEDURE

Australian Pilates Method Association appreciates the value of workplace and industry experience and recognises that students will acquire vocational skills and knowledge from a variety of sources other than formal training. These skills are legitimate irrespective of how they were acquired and the RPL process is designed to provide validation of such relevant skills.

Students who believe they have already obtained current skills and knowledge that would otherwise be covered in the qualification / unit of competence for which they intend to attain, should apply for RPL at the time of enrolment. The student's skills and knowledge will be assessed and validated, and where appropriate, units of competency acknowledged and face-to-face training reduced.

As part of the Australian Pilates Method Association enrolment policy, trainers will advise students of the availability of RPL policy, explain what the process involves and how it relates to the attainment of the qualification in some circumstances. Trainers will remind students of this option progressively throughout their time in training, in order to provide multiple opportunities for students to engage in the RPL process.

When approached by a student seeking RPL, trainers will:

- Provide the student with copies of an RPL application form
- Provide the student with information about the types of evidence that can be used to support an RPL application
- Assess the student's information and notify students of the outcome of the RPL process

Recognition of prior learning fee policy

The student will be charged 50% of the scheduled course fee. This includes the initial application, consultation either in person or via phone with the suitably qualified assessor, the RPL assessment and (if successful) certification. Where the student is not able to achieve the full qualification through RPL and gap training is required, a training plan and costing structure will be mutually agreed upon. The basis of the cost structure will be pro-rata on a unit-by-unit basis based on the scheduled course fee.

CREDIT TRANSFER

Credit transfer refers to the transferral of academic credit obtained by students through participation in courses or national training package qualifications with other APMAETs, towards a qualification offered by Australian Pilates Method Association. Credit transfer is granted on the basis that the credit validates the student's competency within the relevant qualification / unit of competence. Credit transfer of a qualification / unit of competence is available to all students enrolling in any training program offered by Australian Pilates Method Association.