



STUDENT HANDBOOK

art of motion MISSION STATEMENT AND POLICIES

art of motion Mission

Our mission is to offer contemporary, scientific based education courses with a holistic and functional approach towards movement.

We aim to deliver highest quality of an international standard, within a safe and healthy environment.

Code of Practice

The art of motion Code of Practice can be found at the back of this handbook. All certified instructors of art of motion are expected to abide by this Code.

Change of Contact Details

Students are responsible for notifying art of motion of any changes to their contact details.

Fees

Fees need to be paid prior to the commencement of each course. art of motion employs financial management strategies to protect fees paid in advance.

Refund Policy

Following commencement of a course, course fees paid will not be refundable. For more detailed information see “Terms and Conditions”.

Attendance

Completion of all contact sessions as outlined in the course timetable is compulsory. Non attendance due to sudden illness or emergency may be allowed at the discretion of the Principal. A re-attendance fee may be charged.

Deferment

Students wishing to defer their studies must notify art of motion in writing as soon as practical, including reasons for requesting deferment and intended time of deferment. Deferment will be granted at the discretion of the Principal. Course fees paid will not be refunded upon deferment of the course.

Issuing of Qualifications

A “Statement of Attainment” will be issued to students upon successful completion of each cluster of units of competency. Once a student has attended all core units of competency, one elective unit of competency and has successfully completed all assessments, self-mastery and workplace experience hours, they will receive the nationally recognized Certificate IV in Contemporary Pilates & Teaching Methodology qualification.

Student File

A student file is kept containing copies of all documents and correspondence relating to a students enrolment. Students may have full access to their files in arrangement with the Principal.

Copyright

All materials created by or for art of motion are bound by copyright and/or trademark and subject to legal recourse under the relevant copyright or trademark laws. No use of copyright or trademarked materials or images will be authorized unless expressly agreed in writing by Karin Sharp-Gurtner.



ASSESSMENTS

Assessment Submission

Students are responsible for ensuring that assessment tasks are successfully submitted.

The due date is the final date that assessment tasks will be accepted. The due date is the date that the assessment is received by art of motion and is not the date of posting.

The completed assessment task should be submitted as outlined on the assessment form that is given out at the time the student is advised of the assessment requirements.

All assignments are to be submitted in a typed format, on A4 size paper.

Assessments, Re-Sitting of Assessments and Assessment Appeals

A variety of assessment methods are used. Where possible, art of motion makes available reasonable adjustments in assessment for individual needs.

Any student unable to sit an assessment due to ill health is required to produce a doctor's certificate.

An administration charge of \$120 will be imposed for any examination taken outside the scheduled time.

Assessment results will be notified in writing to the student within six to eight weeks of the assessment being carried out. Results will not be given out over the telephone.

Students are required to sit examinations at the scheduled time and date as confirmed.

Assignments should be submitted on or before the due date. Extensions may be applied for but must be supported by appropriate and reasonable evidence as to why an extension is required and will be approved at the discretion of the Principal. Work submitted after the due date may incur a late marking fee.

The Statement of Attainment allows for the following reporting:

- Successful
- Not yet successful

The Qualification Certificate allows for the following reporting:

- Competent
- Not yet competent

More information may be given on assignments as an indication of student's performance.

Re-Sitting of Assessments

Students will be limited to three attempts at each assessment or examination. If after three attempts, a grading of competent has not been achieved, the student is advised to re-sit the course to a reduced course fee.

Assessment Appeals

Re-assessments may also be a result of a participant appealing against the outcome of a previous assessment decision. The appeals process follows the "Appeals Procedures".



DISCIPLINARY PROCEDURES

There is an expectation that students display a high level of personal responsibility for their learning process and for their interaction with other students, their teacher and other art of motion staff.

Anyone displaying inappropriate or dangerous behaviour will be required to attend a disciplinary meeting to discuss the necessary changes they need to make.

During the meeting participants will negotiate an agreed plan of action and time scale for reviewing the necessary behaviour changes. If the agreed changes are not implemented, the student may be dismissed from the course. art of motion reserves the right to instantly dismiss any student found to be acting unsafely, breaching copyright or confidentiality or stealing.

Breach of Guidelines and Disciplinary Procedure

In circumstances where art of motion is of the opinion that the student has breached the guidelines of this handbook the following procedures will apply.

First Offence or Concern over a Recurring Pattern

Counselling

1. Counselling on the problem will be provided to the student.
2. The student will be given an opportunity to respond.
3. art of motion will detail any action to be taken to rectify the problem including more counselling, further training, workload adjustments and /or improved performance of the student.
4. A copy of counselling details will be placed on the student's file.

Second Offence or Continuation of a Recurring Pattern

First Written Warning

1. Following counselling, should the student commit a further breach, or continue with a recurring pattern of breaches, the student will be given a written warning by art of motion.
2. This written warning must specify the nature of the problem, the performance or conduct standards required and a specific period over which the student's progress will be monitored.
3. The student will be given an opportunity to respond.
4. A copy of the warning will be given to the student and placed on the student's file.

Third Offence or No Change in Pattern

Final Written Warning

1. After three offences or no change in a recurring pattern, the student will be given a final written warning.
2. The final written warning will clearly state that if certain standards of performance and/or conduct are not met within a specific period of time, the student will not be able to continue the course.
3. The student will be given an opportunity to respond.
4. A copy of the warning will be given to the student and placed on the student's file.

Dismissal Following Warning

1. Should there be no improvement in the student behaviour or if a student commits an offence constituting instant expulsion, the performance and conduct will be fully detailed to the student. The student will be advised that they will be unable to continue the course.
2. The student will be given an opportunity to respond.
3. If the student response is not regarded as satisfactory then dismissal can follow.
4. art of motion will provide written reasons for the dismissal to the student.



The following Actions will result in written Warnings:

- Continual lateness.
- Inappropriate, disruptive behaviour.
- Mistreatment of art of motion or art of motion sub-leased property.
- Mistreatment of art of motion premises.
- Mistreatment of other students or staff of art of motion.
- Non compliance with art of motion guidelines.

The following Actions will result in instant Dismissal:

- Theft.
- Smoking in art of motion or sub-leased premises.
- Actions causing damage to art of motion property.
- Actions causing damage to art of motion or sub-leased premises.
- Actions endangering students or staff of art of motion.
- Unauthorized reproduction or removal of art of motion materials, handouts, manuals or images.
- Unauthorized use of art of motion trademarks, copyrights, patents or images.
- Breach of confidentiality.

Complaint and Appeal Procedures Policy

art of motion is committed to the early resolution of complaints.

- All persons involved in the complaint will be contacted and allowed the opportunity to formally present their case.
- Every complaint or appeal will be recorded in writing.
- All persons involved in the complaint will be given a written statement of the outcome including reasons for the decision.
- All complaints should be directed to the relevant Lecturer/Assessor.
- If the complaint is not resolved at this level, it will be taken before the Company Director.
- If the complaint is not resolved at this level, it will be taken before an Independent Mediator.
- If the complaint is not resolved at this level, it will be taken before the Ombudsman.

DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT

art of motion is committed to fostering the right of students to be free from discrimination and harassment while engaged in activities undertaken as part of their study.

- All students will be treated with dignity, courtesy and respect.
- Discrimination and harassment will not be tolerated under any circumstances and art of motion will take all reasonable steps to eliminate discrimination and harassment of or by staff, students, visitors and other members of art of motion.
- Should a complaint of harassment or discrimination arise, art of motion will sensitively facilitate timely and appropriate action through informal and/or formal conciliatory procedural options.

Students are encouraged to discuss any issue in this regard with the Principal in person or in writing.



EQUAL OPPORTUNITY

art of motion is an equal opportunity organization, committed to the principles of equity in employment (staff) and education (students).

art of motion are committed to the elimination of discrimination on the basis of attributes which are not relevant to the proper conduct of art of motion business including; sex, race, color, national or ethnic origin, marital status, pregnancy, parental status, breastfeeding, religion, political belief or activity or sexual preference.

While art of motion will not discriminate on the grounds of disability, it reserves the right to refuse an application for enrolment if there is reasonable evidence to suggest that the applicant is physically incapable of carrying out the normal requirements of Pilates training practice.

art of motion will take all reasonable steps to actively promote an environment in which there is equality of opportunity, freedom from discrimination on the basis of attributes listed above and from all forms of harassment in employment and education for all staff and students of art of motion.

Please see the Principal if you feel you have been discriminated against.

OCCUPATIONAL HEALTH AND SAFETY

art of motion is committed to the prevention of illness or injury due to work carried out by any student, member of staff or any other person on art of motion premises. All persons who enter the art of motion premises are bound by this commitment.

If a student engages in unsafe work practices after counselling and directives, disciplinary action resulting in dismissal may occur.

art of motion provides its staff with information necessary to ensure the health and safety of its students.

Students should:

- Comply with OH and S instructions and directions
- Take action to avoid or minimize risks
- Report hazards to the Principal Educator
- Make correct use of safety devices and protective equipment
- Seek advice or additional information as necessary, particularly when carrying out unfamiliar work
- Be familiar with evacuation and emergency procedures and
- Maintain their first aid certification

PRIVACY

Personal information collected by art of motion is used for administration purposes only and will not be passed on to any third party. This information will be kept confidential and secure.

Details of student enrolments or assessments will not be released or discussed with any person other than the student, without written permission from that student.

art of motion staff and students have the right to access any personal information that may be held about them.