

HEALTH INSTITUTE AUSTRALASIA
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Local & International
Student Manual
National Provider No.45524
CRICOS Provider No.03791F

In the spirit of reconciliation, Health Institute Australasia acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

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1. INTRODUCTION

This student manual is designed to provide you with information about the Code of Ethics and Policies and Procedures of Health Institute Australasia Pty Ltd. (HIA) and our approach to providing you with a safe, fair and supportive environment to assist you in your learning. It is intended to be utilised by students as a guide and not as a sole source of reference. This manual is subject to changes without notice but only with the approval and at the discretion of the Director/Principal.

This manual does not provide you with specific information about a particular course offered by HIA. That information is contained in the Course Brochure that is supplied separately.

A MESSAGE FROM OUR CEO

We are the most loved and trusted providers of Yoga, Ayurveda and related educational services in Australia. With a history spanning five decades Shanti Yoga is uniquely placed to help you and your clients and patients achieve optimal lifelong mind-body health and wellbeing..

What makes Health Institute Australasia (HIA) special is the vast breadth of expertise, collective knowledge and experience across our breadth of network and experience. This will allow you to draw upon and leverage to achieve spectacular results. We never lose sight of the spiritual source, from which arises the journey to health, and sustainable results. Through both dedication and a commitment to excellence HIA has grown and prospered into a flourishing family of like minded holistic health professionals who not only share their clinical and professional experience but feel valued and fulfilled as they align themselves with a common purpose.

My spiritual journey started from my birthplace in India, and in the ashrams and monasteries of the East. I am a product of traditional India, and its ancient wisdom, as well as modern India and its urban bustle. Just as much as my upbringing was an amalgamation of the two Indias, it is also that of the East and West.

A lifetime of intensive spiritual practice together with insights gleaned during five decades of experience, playing a key role in two contemporary professions, teaching meditation, yoga and Ayurveda at the coalface, and as the CEO of The Meditation Institute, and Health Institute Australasia, have informed and given shape to cutting-edge developments and key insights that inform my work. Combining core values of integrity, loyalty, excellence, significance and leadership with a strong vision for the future of holistic wellbeing has drive my innovative approach to services, support and structure.

I feel blessed to be able to bring together these core insights and approaches based on decades of on-the-ground research at the leading edge of spiritual practice and inquiry, and to offer practical tools and training that are in step with our times, informed by an up-to-date understanding of the human condition. Just as I have stood on the shoulders of all who have come before, I feel privileged to utilise my training and skills to help uplift others upon mine and choose what they want to achieve to bring their aspirations to life.

If you are seeking an environment that can support you with access to an abundance of resources, experience and opportunities, together with helping you personally develop and grow then Health Institute Australasia is the right choice for you.

With my love, blessings and namaste,
Shanti Gowans

*We must believe that we are gifted for something,
and that this thing, at whatever cost,
must be attained.*

Marie Curie

3. DETAILS ABOUT THE PROVIDER

About Health Institute Australasia Pty Ltd (HIA)

We're different.
We're personal.
We are all about you.

Health Institute Australasia (HIA) is an amazing college for inspiration, healing, wisdom and empowerment. Here is the missing link in education: one which teaches about honouring your inner life, nurturing your innocence, and developing your humanity... the calling to find the part of you which is more than what you do, how much you have, and what you think... the calling to find your authentic being, your passion, your ground of knowing and Truth.

Our work seeks to connect people with a yoga experience for everyday life. That is, the experience of a conscious connection with oneself, with others, and with life at all levels, and in the most basic ways, by nourishing ourselves and each other. We are ever-conscious of how the vast majority of people (especially urban professionals) are prone to being 'unwell' because of their eating habits and stressful lifestyles. Our mission seeks to heal this.

Our Approach

The Cosmos is a vast space of living energy. Everyday life is filled with the opportunity to live fully in a world filled with nothing less than sacred gifts. Learn to live within its spirit and appreciate your most human self as your path for exploring how to live fully in a world from where you can encounter your place in it. Learn how to live life from your heart, and build a life of creativity and joy.

HIA presents a new model of education for humanity, which addresses questions such as:

- Who am I?
- What's it all about?
- What am I grateful for?
- How shall I live? How shall I love?
- How shall I let go?

More and more people from all faiths, back-grounds and different parts of the world are drawn here. They come for many different reasons:

- To study the teachings and transformative practices that are now known as Shanti Yoga
- To hear inspirational dissertations and be supported through motivation and mentorship
- To attend a private or group retreat
- Or to just have a little rest and relaxation.

We offer both empirical and theoretical education, coupled with a daily program of sadhana (spiritual practices) for spiritual experiences.

Here, students come to explore and discover the reason for their life on earth, how to serve and live in harmony with the whole sister/brotherhood of life, visible and invisible, in health and happiness.

This new model of transformation is a completely new approach and the road map to experience peace of mind, freedom and the most inspired life possible. As homosapiens, we are born of the planet, made from the soil, the oceans flow through our veins, and the breath of all green things inflames the divine fire within us. Protected by our kith, kin and communities, we are bound to each other by the laws of love. Here, we acknowledge and yet put aside our differences, look for our similarities,

and work towards our common purpose, which can increasingly be recognised as the sacred matter for survival.

There is an exceptional degree of agreement within the scientific community that natural systems are straining under the burden of current human practices. This is our true challenge today. Debts, deficits, global competition, the marketplace, free trade, and the global economy are secondary. Our sciences have revealed new technologies, yet, even in wealthy, industrialised nations, people go to bed hungry every night. Despite the efforts of many, chronic unemployment, violence, social alienation, drug abuse, crime, unhappiness and the disparity between the haves, and have-nots appears to be rising.

As we struggle to find a new vision and strategies for achieving wellbeing for all, we have to pass beyond rancour, confrontation and divisiveness, to establish the real bottom line: meeting non-negotiable human needs, based on the physical needs of our inescapable biological nature, and our social and spiritual needs, so that we can find a way to live rich, fulfilling lives, without destroying the planet. We offer transformational education that creates your most inspired life even in the midst of massive chaos and uncertainty.

With each learning experience, we promote mindful practices, sharing, and enjoyment, together with a conscious, loving and peaceful preparation, as the basis for health and wellness. Our programs aim to provide practical takeaways, active participation, theory and application, and the opportunity to connect with each other over both traditional and fresh wholesome ideas, all whilst having fun. We recognise the value of formal and informal aspects of learning, thus our events take place in a mixture of environments: in living rooms, studios, classrooms, gardens, at the dining table, during forest bathing, whilst walking, talking, or sitting silently...

You can find your inner voice, listen to new voices, unfold your soul, heal yourself as well as develop compassionate, everyday action for the marginalised people in society, whilst walking your own path of love, humility and grace.

You know that we are facing a critical moment in the unfolding of our human story. If you feel called to awaken and evolve in order to help create the pathways to a more enlightened future. If you see your own transformation as a meaningful contribution to the evolution of the human race. If you sense that there is a much bigger life calling for your contribution and believe that we can advance what it is to be human, in a way that not only better serves our work, families and lives, but fulfills on the highest promise of humanity's potential. Then come and study with us. To really help manifest these extraordinary potentials, you are going to need to evolve in a way that few human beings ever have. You need to be optimised with the fullest capacities human beings can embody.

Evolution needs more than just witnesses and bystanders. It needs some of us to wake up and step up, as conscious participants who have developed ourselves to be capable of serving and guiding the greatest collective awakening in our human history. If you wonder if you are called to be one of these people. What you need to know now is, HIA is where you can get the specific training you need in order to make this kind of radical evolutionary progress. And, where you can find a supportive community of kindred spirits who share your passion to evolve not only a better self, but a better world and enlightened future.

Transformational Education

At HIA we have reinvented...

The College

We have redefined education, by shifting the paradigm of education to one with soul.

*The great aim of education is not knowledge, but its application,
in the form of enlightened action.*

Shanti Gowans

The Campus

Both the city hub and the rural retreat (be nourished by nature) are your spiritual homes away from home. They focus on supporting and enriching the inner development of the seeker. Be immersed in an ecosystem of amazing, life-changing, healing classes, workshops, tutorials, talks, and retreats, where you can take a break from your routine, shake things up and gain new perspectives. In a world fixated on external wealth, power and appearance...listen to that inner calling which cannot be ignored, because it feels like home. Come home now.

A Meaningful Curriculum

Our curriculum teaches you the skills you really need to succeed in life, and all the things that make us human - skills our regular education systems ignored, such as tranquility, health and wellbeing, leadership, public speaking, personal growth, happiness, love, how to build deeper relationships, conscious parenting, mindfulness, how to understand the mind as well as peace of mind and so much more. These are skills that support your current evolutionary shift, with love as the bottom line, and truly lead to healthier, happier lives that are not outdated, societal ideas of 'success'.

Incredible Teachers

Our teachers know that education is lifelong. Everyone here wants the best for you is here to help, and is learning and growing alongside you. They are all part of the tribe of lifelong students, and are here to help give you a chance to become the best version of yourself. With our small student to teacher ratio, you will have direct access to your academic lecturers and tutors, who are all invested in your success.... *When the student is ready, the teacher appears.*

The Community

Our community works, plays, creates and supports each other in the field of awakening consciousness. Every seeker's journey is unique. Here, there is a feeling that you belong. Fears of rejection and other anxieties dissolve, as you are accepted and honoured just as you are, without having to mould yourself to fit in. Here you will discover and uncover your soul family, as you grow, build and activate a soul tribe that cultivates a deep, loving community which supports you in manifesting your life's purpose and personal dreams.

*When the path reveals itself,
follow it.
then your soul dances in your body.
and your life celebrates Life.*

Shanti Gowans

Choicest blessings to those of you who are on the path towards the light within, and to those of you who mark the way.

Thank you for being a part of the HIA community!

4. THE FINE PRINT

CAMPUS LOCATIONS

GOLD COAST (SOUTHPORT) CAMPUS

Shop 1, 126 Scarborough St, Southport Q. 4215

Ph: (07) 5532 2001

www.healthinstitute.edu.au

Health Institute Australasia (HIA) is located at 1/126 Scarborough Street, Southport, on the Gold Coast, in South East Queensland, Australia. Southport is the main business district for the Gold Coast. The Gold Coast is Australia's major tourist holiday destination. The campus is only minutes away from beaches, shops, cafes and entertainment.

Opening Hours

Yoga, Meditation and Relaxation Classes

Ayurvedic Consultations and Treatments

Monday - Friday 9 am - 6:30 pm

Saturdays 10 am - 5 pm

Sundays by appointment only

NIRVANA WELLNESS RETREAT SANCTUARY

87 Binnaburra Rd, Beechmont Q. 4211

Ph: (07) 5531 0511

www.nirvanawellnessretreat.com

www.shantiyoga.com.au

HIA has its own 70-acre retreat sanctuary, Nirvana Wellness Retreat, 45 minutes from Southport in the beautiful hinterland mountains at Beechmont, where many of HIA's retreats are conducted.

Please see the link of our beautiful retreat

<https://www.youtube.com/watch?v=goZAWVgXhoE>

MELBOURNE CAMPUS

The Ayurvedian Health and Wellbeing Centre

2/16 The Link, Mill Park Victoria 3082

Ph: (03) 9999 1913

www.ayurvedian.com.au

HIA conducts Ayurvedic Courses through The Ayurvedian Wellness Centre, in Mill Park, Victoria.

ON-CAMPUS FACILITIES AND EQUIPMENT

Nirvana Wellness Retreat Sanctuary

Health Institute Australasia has its own 70-acre eco-retreat sanctuary, with virgin rain forests and underground spring water. It is 45 minutes from Southport and is situated in the beautiful hinterland mountains of Beechmont. Nirvana Wellness Retreat Sanctuary includes accommodation, and some of the course subjects are taught here.

Facilities include air-conditioned accommodation for up to twenty people, with dining facilities, a dedicated yoga room and meditation hall, consultation room, treatment room, lecture room, high speed broadband internet, organic vegetable garden, fruit orchard and rainforest (forest bathing!). There are different levels of accommodation available: twin share rooms with shared facilities, single rooms with shared facilities, and single and twin ensuite-rooms.

Services include

- Dietary advice, *ahaar*
- Lifestyle, *vihar*
- Medicines, *aushadhi*
- Detoxification, *panchakarma*
- Yoga
- Mindfulness meditation
- Deep relaxation
- Ayurvedic treatments

Southport Campus

Southport is in the main Central Business district of the Gold Coast and is just 5 minutes from the beach.

HIA is a modern premises, with reverse cycle air-conditioning and includes the Buddha Lounge reception, office and student lounge areas, and specialist student library, with hundreds of books from many genres, including yoga, Ayurveda, herbology, massage, and nutrition. There is a student kitchenette with tea making facilities, toilets, a shower, treatment rooms, lecture rooms a yoga and dance studio, which has a natural bamboo floor, a high ceiling and large windows which allow in plentiful of natural light. There is a PA system, radio microphones, movie screening equipment, broadband internet, several computers, with the latest technology, internet facilities, whiteboards, yoga mats and equipment, Ayurvedic treatment equipment, and massage tables. It is close to public transport with bus and tram stops only meters away.

Participants have available for student use:

- A quiet space for study and small group meetings
- Texts, videos and other course related material
- A clinic environment at all locations
- Photocopying and printing facilities of course related material
- Unlimited hi speed WiFi

NEARBY FACILITIES

The Southport Centre has the state-of-the-art Gold Coast hospital just 7 mins away, Australia Fair Shopping Centre as well as chemists, churches, post offices and cafes, only minutes walking distance away. One block away is the stunning Broadwater which has a brand new Olympic sized swimming pool, BBQs and outdoor eating and recreational areas. The Broadwater Parklands hosts many free public events, including movies. Within walking distance, is a beautiful surf beach at Main Beach, where you will also find Sea World, one of the many theme parks on the Gold Coast. Only minutes away you can play squash or tennis, go Bungee jumping, whale watching, para-gliding, surfing, jet-ski-riding, surfboat riding, paddle-boarding, play mini-golf or enjoy some of the Gold Coast's amazingly stunning golf courses, or free-roam, wireless virtual reality gaming. You can even enjoy ice-skating! If you'd like to see the waterways of the Gold Coast (it's known as the Venice of Australia), take a lunch or dinner cruise on a cruise boat, or even on a Gondola. Within 5 minutes walking distance of the Institute are restaurants, the main Council library for the Gold Coast City (free use), supermarkets and shops, different styles of accommodation including camping parks, back packers, apartments and motels. Bond and Griffith University libraries are accessible by bus. The bus and tram stops are nearby. All of this and more, is at your doorstep.

REGISTERED TRAINING ORGANISATION

HIA is an Australian Government Registered Training Organisation (R.T.O.national provider no.45524). It is registered for international students (CRICOS registration number 03791F).

HIA is international in its scope, and designed wholly for educational, healing and holistic wellbeing. HIA offers Government Accredited, Austudy approved courses in Yoga and Ayurveda.

Our Background

Health Institute Australasia first took form as Shanti Niketan, which is a Sanskrit name meaning 'Haven of Peace', in Melbourne, Australia, in 1972. The founder, Shantiji, originally sought to find a way to educate and train other practitioners within this tradition of wellness which combines the philosophy of Vedanta and Buddhism with the practices of Yoga, Ayurveda and Mindfulness meditation, the lyrical arts of singing, chanting, music and classical Indian dance, together with mindful arts and culture. It soon became apparent that our program offerings would be of practical value to the larger general public. Weekly morning appearances of 'Yoga with Shanti' on Melbourne television, for three and a half years, and the authorship of books and audio-visual material became part of the services we offered.

Based on the conviction that a new vision is needed for society, its values and its relationship with the earth, after relocating to The Gold Coast, Queensland, Australia in 1995, an un-denominational educational and wellness institution, called The Meditation Institute was founded, to give practical expression to the wisdom teachings of the world. In 1996, a year later, City Yoga Studio in Sydney was established.

We then reshaped our work to formalise our teacher training and practitioner programs into government accredited courses, under the banner of Health Institute Australia. Additionally, we included cooking classes, dining events, subscription based food services, Ayurvedic treatments, educational tours to India, Fiji and Bali, and a host of other activities. Along the way, we were struck by the power our offerings had in connecting people with nature, each other and themselves. This realisation ultimately became the foundation of all of our programs, and took birth as Nirvana Wellness Retreat, a 70 acre eco-sanctuary, which is our spiritual home. In 2019, the business was restructured under the banner of Health Institute Australasia.

In 2022, HIA will have celebrated five decades of experiential learning, workshops, retreats and conferences, having become a centre for excellence, with an international reputation for the inspiration, quality and breadth of its teaching.

Both on the Gold Coast and in the beautiful Beechmont mountains, away from the pressures of everyday life, participants enjoy a mixture of learning, reflection and the exchange of ideas and experiences.

Our Current Offerings

HIA is widely recognised as the leading institute of its kind in Australia. It conducts multi-disciplinary as well as inter-disciplinary teachings and programs in the realm of research for the community and various professions. It incorporates behavioural and socio-cultural aspects in its service programs on yoga, meditation, spirituality and holistic health, that are of the highest international standard. Programs, products and services reflect the inspiration, commitment and creativity of its founder and lineage head of the Institute, Shanti Gowans.

Our current offerings include public and private tuition, classes and immersive workshops at introductory, foundational and professional levels, as well as deeper courses of learning. Each educational offering is constructed within a communal environment, in which participants support and learn from each other.

National Qualifications

The courses delivered by Health Institute Australasia are nationally recognised.

The Queensland Qualifications Authority Act defines “qualification” as “the recognition, by the award or issue of a certificate or otherwise, that a student has achieved particular learning outcomes or competencies”.

The NVR for Registered Training Organisations, defines “nationally recognised training” as “training and assessment, delivered by a Registered Training Organisation, which meets the requirements specified in national industry/enterprise Training Packages or in accredited courses”. The words “national” and “nationally” are used here to describe the system of vocational education and training that applies in all States and Territories.

Accreditation

National Training Packages (under the auspices of the Australian Skills Quality Authority (ASQA), the regulatory body for the training sector, are supported by research by the National Centre for Vocational Education Research (NCVER) and are nationally accredited and developed units of competency and qualifications that aim to provide a common foundation across an industry. They offer a benchmark for minimum educational standards in particular modalities and are only available to Registered Training Organisations. They do not provide a curriculum. In designing the curriculum content of courses, HIA provides for the requirements of professional associations, employers and students. In the field of natural therapies, leading professionals from their respective fields are consulted to determine the most current and relevant training required.

HIA also aims to provide students with optimum training to enable them to practice with skill and confidence. In many cases, this has resulted in the inclusion of content into the curriculum over and above that which has been set down as a minimum standard. This also holds true for the national training packages. As educational leaders in Yoga and Ayurveda, we are confident that your qualifications from HIA will continue to be held in the highest regard by employers, professional associations, and your peers. Moreover, giving you the edge in a purposeful reality, is the satisfaction that you will personally receive from being a student of HIA.

Access and Equity

HIA

- shall meet the needs of individuals and the community as a whole, through the integration of access and equity guidelines and will ensure the establishment of non-discriminatory student selection procedures, which encourage fair access to training and assessment.
- will ensure that disadvantaged groups have access to training.
- will not discriminate against students on the basis of age, colour, race, gender, employer or social/ethnic background.
- will closely monitor all advertising and promotions to ensure that they are free from discrimination against any person or group of people.

MARKETING AND ADVERTISING

Marketing Policy

HIA Management and staff are committed to marketing its training and assessment services in a professional, accurate, ethical and responsible manner, ensuring that all clients are provided with timely and necessary information.

Marketing Procedure

In authorising marketing and advertising:

- The CEO shall ensure that marketing information and advice shall not be false or misleading and that written permission has been obtained by any person and/or organisation featured in HIA's marketing or advertising materials in name or image. This written permission shall be signed off by the CEO.
- The CEO of HIA shall ensure that all materials developed for marketing and advertising purposes receive authorisation prior to release. The authorisation shall be applied through a photocopy/PDF of each and every item, bearing a signature of the CEO and filed by the Administrative assistant.
- The CEO shall ensure that the marketing and advertising of HIA accurately represents its training and assessment services and the AQF qualifications and statements of attainment on its scope of registration. This includes, but is not limited to: Web home page, newspaper/magazine advertisements, letterheads, emails, prospectuses, letters of offer, enrolment forms, and any perforated (tear off) sections.
- The CEO shall ensure that training and assessment that leads to AQF Qualifications and statements of attainment are clearly marketed and advertised and delineated separately from any other non-government training and assessment service offered by HIA.
- The CEO shall ensure that all marketing and advertising products (including electronic) released for the promotion of its International student training and assessment services, includes the business name, Health Institute Australasia trading as HIA, together with its CRICOS registration number. This includes, but is not limited to: Web home page, newspaper/magazine advertisements, letterheads, emails, prospectuses, letters of offer, enrolment forms, as well as any perforated sections.
- HIA will not give false or misleading information or advice in relation to:
 - i. claims of association between providers;
 - ii. the employment outcomes associated with a course;
 - iii. automatic acceptance into another course;
 - iv. possible migration outcomes; or
 - v. any other claims relating to the registered provider, its course or outcomes associated with the course.
- HIA will not knowingly enrol a student prior to the student completing six months of his or her principal course except in certain circumstances as outlined under standard 7.1. HIA will take reasonable steps to check whether a student is enrolled with another provider before completing the enrolment; including asking the student if he or she is currently enrolled with another provider, checking a student's visa and using PRISMS. Students under the age of 18 will need permission from a parent or a legal guardian to change providers.
- A student must remain with his or her provider (HIA) for all of his or her courses prior to the principal course in a package of courses unless the provider has provided a written letter of release or if the information in Standard 7.1 a., c. or d. applies.

MISSION, ORGANISATIONAL PURPOSE AND VALUES STATEMENT

HIA's mission is to inspire learning and improve lives.

We aspire to deliver quality training and be the most trusted, accessible educational provider in mind-body health, wellness, and holistic living skills and resources, that meet the needs of individuals, community, urban professionals, and corporate wellbeing towards the evolution of consciousness.

We offer a variety of educational, health, and social programs, aimed at bringing holistic living into everyday life. To achieve this, HIA could partner with other RTOs if necessary, and advise learners accordingly. Some experiences can only be felt and cherished. Your time spent studying at HIA will be one of those. HIA is committed to providing high-quality training to learners in Australia and across the world.

These core beliefs guide our approach in the development of our materials and services:

- **We hold a holistic understanding of health.**

We value approaches to mental and physical health that consider all aspects of a human being, including mental, emotional, spiritual, and physical dimensions.

- **We utilise a Vedic framework of understanding and mindfulness-informed approach.**

We recognise the prevalence and impact of knowledge and history in all communities and that everyone contributes to overall knowledge, training, skill development, health, and resilience. Mindfulness-informed service delivery requires an approach characterised by compassion and collaboration. It promotes awareness, fosters safety, provides choice, and highlights strengths in our own experiences and work with others.

- **We recognise diverse natural strengths and pathways to learning and healing.**

We know that people have their own natural strengths and ways of learning and healing that should be supported. Our training incorporates a strengths-based approach that includes both formal and informal strategies for helping.

- **We value diverse cultures and identities.**

We honour the diversity of identities, beliefs, values, and practices of the people we encounter through our work. Organisations and individuals are healthier and perform better when efforts are made to increase awareness and respect for the uniqueness of each person, including their ethnicity, nationality, spirituality, sexual orientation, gender identity, age, ability level, immigration status, and socio-economic standing. We acknowledge that deep prejudices, racism, and violence towards minority groups pervade society and that we have a responsibility to work against structures and attitudes that oppress others.

- **We value our relationships with Indigenous communities.**

We recognise the privilege that comes with being invited into Indigenous communities to train and work together. We understand that with this privilege comes a responsibility to acknowledge cultural biases, as well as honour the ongoing impact of colonialism and intergenerational trauma. Building relationships and listening humbly with an open heart and mind are fundamental to all our work with Indigenous peoples.

- **We acknowledge both formal and informal trainers and helpers.**

We recognise that support services are provided in the communities and organisations we work with through formally trained practitioners, teachers, counsellors, paraprofessionals and peers. Our mate-

rial strives to be accessible to a diversity of care and service providers.

• **We are dedicated to ongoing development.**

We recognise that strategies for helping and service delivery are constantly evolving. We strive to ensure that our training materials integrate current research, emerging methods, and best practices. These are identified using the clinical expertise and collective wisdom of experienced practitioners. We also listen carefully to collaboratively learn from the culture and wisdom of the communities and organisations in which we facilitate training – our materials are flexible and applicable to a wide range of potential learners, clients, and participants.

As we look into the future, health and safety will continue to be a top priority. Every aspect of human civilisation is ready for transformation: government, finance, education, healthcare, travel, technology, religion, and especially our social structures. We who are alive today, carry the responsibility and indeed the privilege of co-creating a new architecture for humanity. In this make-or-break time in the evolutionary story, we don't make it up out of the whole canvas. New designs take shape in parts. By being able to see and articulate what is naturally emerging, and fleshing out its potential for others to recognise, we simultaneously discover and invent what needs to happen for a future to be possible.

HIA is the place:

- For healing and discovering inner peace
- For spiritual discovery and truth
- For pilgrimages with a strong sense of community
- To study and practice Yoga, Meditation, and Ayurveda
- To develop the skills and insights to live and act in the world with creativity, wisdom and compassion.

We are committed to learning and sharing knowledge, to help people enhance their lives; empowering individuals to recognise their abilities and responsibility for healing themselves. We also choose to maintain a supportive work environment that fosters our community of teachers, students, and the general public. We demonstrate this commitment through our message which is to:

SHARE

We share a vision of wholeness, higher states of consciousness and embrace the enlightened path.

LOVE

We accept people as they are and provide them with inspiration, tools and the support they require, as we share our knowledge, programs and services.

TRANSFORM

We honour creative transformations and help others experience a balance and integration of their mind, body and spirit, providing support and guidance while they incorporate these principles into their daily lives.

TEACH

We offer a variety of educational programs to inspire, inform, enlighten, heal and serve.

HEAL

We show others how to open their awareness to infinite possibilities for understanding and renewal and offer guidance, treatments and support towards this end.

Our objectives

In recognition of this mission, our objectives include:

- **People.** We strive to attract, recruit and retain talented, competent and committed trainers. We promote excellent performance through leadership and professional development.
- **Safety and equality.** We are committed to providing an environment that is safe, equitable, and one that promotes a confident and productive training and assessment environment.
- **Integrity and ethics.** We conduct ourselves in accordance with shared and agreed standards of behaviour, which hold ethical conduct and integrity as our highest priorities.
- **Quality commitment.** We aspire to deliver consistent, high-quality services and apply quality systems that support training and assessment excellence.
- **Learner focused.** We thrive on providing training and assessment that is learner-focused and which supports lifelong learning. We respect our learners and strive to attract them time after time through high-quality training and assessment experiences.
- **Industry engagement.** We recognise the value of industry engagement as the driving force in shaping our training and assessment strategies. We deliver training and assessment services that are founded on industry needs and expectations.

Our Trainers

Achieving and sustaining compliance requires a coordinated effort. It begins with a vision. Implementing it and continuing with ongoing evaluations and improvement initiatives involves a sustained, major, long-term investment of time, energy, dedication and care. The commitment and capabilities to continuously examine their performance and student outcomes is what our trainers do.

Our Trainers and Assessors are qualified, dedicated professionals who have current industry experience and qualifications in a range of industries. Their industry experience is continually kept up to date by participating in professional development activities, therefore giving our learners the best practical industry experience.

HIA delivers nationally accredited qualifications in practical formats suitable to our learners. This may be via distance, online, face-to-face training or blended learning options. We offer structured course programs to ensure you receive optimal benefits from your course progression. Where appropriate, your individual needs are considered and taken into account, and reasonable adjustment is applied, to take into account these needs. When you study with HIA, your Trainer Assessor will be there to assist you throughout your course, be it in person, or via telephone and/or electronic contact, as well as members from the HIA Sangha, which consists of a community of staff, members, volunteers and students, who all contribute to our Student Support team.

HIA trainers and assessors are all professionally qualified and have substantial industry experience. Our trainers deliver their training in a way that learners will enjoy.

As an Australian Government Registered Training Organisation, we commit to our obligations to you, and meet **ASQA's standards** of Fairness, Flexibility, Validity, and Reliability.

Educational and Human Resource Standards

HIA shall at all times provide the highest standards of services. This means that trainers conducting our courses have appropriate qualifications, experience and ability to satisfy recognised professional industry performance standards. We will provide a suitable learning environment, using modern facilities and equipment, and will provide high quality courses, using proven training methods and the most up-to-date information based on current research.

Human Resource Perspectives

HIA is a very special place. It provides premium services in holistic (body, mind and spirit) wellbeing, personal growth, natural health and human performance within a professional supportive environment that fosters trust, harmony and humility in facilitating each individual's growth towards self-actualisation, self-healing and a meaningful purposeful life.

To study and work in a supportive and nurturing environment has a tremendous influence on personal growth and the development of healthy thinking patterns. The unique spirit that draws students, lecturers and staff here, many who have been with Shantiji for such a long duration of time, is a testament to the singular nature of five decades of dedication in the field of Yoga, Meditation, Life studies and Ayurvedic Health, with exceptionally high standards of teaching and mentoring. At HIA you are a part of something greater, protected similar to a small growing sapling under a giant banyan shelter.

5. STUDENTSHIP

Studentship is a very special and intense time in a young person's life.

With real education, you teach your mind its own freedom. The process of change requires unlearning. It requires breaking the habit of the old self and reinventing a new self. Outer impositions, such as the compulsion towards greed, ego and power, make way for an inner calling. We discover and uncover a gentler and more sustainable way to create a better life for ourselves, our communities and our world. In their way a sense of belonging and an experience of the sacred exists at the foundation of every enterprise, as human relationships are the basic building blocks of any society.

Celebrate the myriad relationships that embrace your soul family, and honour soul contracts which support more fulfilling relationships that lead to a more miraculous life.

Everyone has their own path. You have yours. Walk yours with integrity and wish all others peace in their journey. When your paths merge, rejoice for their presence in your life. When the paths are separated, return to the wholeness of yourself and give thanks for the footprints left on your soul, and embrace the time to journey on your own.

Personal Presentation

Diverse people attend to teach and study at HIA. This makes for a rich and rewarding immersive culture, in which respect in thought, speech and behaviour is a high priority. To honour the differences and cultivate our authentic and lasting collaborative community, it is imperative that students maintain a professional appearance at all times.

Gum, Alcohol, Drugs and Smoking Policy

No smoking, drinking alcohol, consuming drugs or chewing gum is permitted on the premises at any time.

Student Identification Cards

Student identification cards are available upon request at the time of commencement of your course. Students are required to provide the Institute with accurate personal information for this purpose. Please note that the re-issuing of student cards will incur a \$15 fee.

Orientation

Before each study period, HIA hosts an Orientation schedule to help new on-campus students adapt to their studies, during which your Course Coordinator will go through the Students Handbook to familiarise you with specific areas related to policies and procedures specific to HIA, such as:

- Staff introductions
- HIA's history
- Occupational Health and Safety at HIA
- Payments required
- Signing in for class
- Attendance requirements
- Applying for a student card

- Discussing the Assessment process
- Student Visa conditions including Course Progress Monitoring, both attendance requirements (minimum 80%) and minimum assessment standard (60%) and associated reporting procedures to authorities for failure to meet such standards.
- Complaints and Appeals Policy and Procedures
- Course Deferment and Suspension
- Course Transfer Policy
- Support Services including legal, emergency and health services and HIA's facilities and resources
- The Overseas Student Contact Officer will also be available to provide welfare related support services to assist with issues that may arise during student's studies, including course progress and attendance requirements and accommodation issues. These services will be provided at no extra charge to the student. If external support services are recommended, no referral charge will be made.
- Course requirements
- Student Visa obligations, such as updating HIA with your current address etc.

Stationery Requirements

Students must equip themselves with the following stationery:

Laptop
Pencils
Pens/Highlighter
Ruler
Eraser
Glue Stick
A4 Folder
Paper

Course Manuals

Each module of study is accompanied by HIA's manual which is available online. The manual provides the student with current information related to the area of study and includes activities, assignment details and areas for instructor comment and evaluation. Homework and assignments must be completed as per the instructions specified in each module and submitted to the assessor for marking and filing together with the student assessment records.

The cost of manuals is incorporated into the course fees. However, if the student should lose his or her manual, it must be re-purchased at the student's expense of \$3500 AUD.

Lunch Room

- The lunchroom must be kept clean at all times.
- The chewing of gum, consumption of alcohol or drugs or smoking are not permitted on the Institute's premises.
- Students are not permitted to attend HIA's premises while under the influence of drugs or alcohol.
- Students are responsible for ensuring that all rubbish and food scraps are placed in bins and all containers able to be recycled to be placed in appropriate bins.
- Please ensure that microwaves and sinks are to be kept clean and free of food debris.
- Food and drink are not permitted in HIA's classrooms.

Telephone Messages

The Institute's telephone is a business phone and as such, only urgent messages will be taken and attached to the students' sign in/out sheets.

Students may not take private calls or send SMS messages, or play games on mobile phones whilst the lectures are in progress.

Whilst HIA permits phones to be used for translation of words and language, and for reference purposes, phones must be turned to silent mode whilst lectures are in progress. Mobile phones must be turned off and should not be taken into exams or client professional rooms. The penalty for non-compliance will be that the phone will be confiscated and returned at the end of the day.

Personal/Medical Appointments

Students are to make every effort to schedule dental, medical or other personal appointments outside lecture hours. The Institute permits five (5) days sick leave with a doctor's certificate during a 12-month course.

These days can be utilised for medical appointments, as long as staff or reception or the Course Co-ordinator are notified in writing, prior to the appointment. A leave form should be signed either prior to/or after the leave period. A doctor's contact number or in the case of sick days, a doctor's certificate, must be produced by the student upon returning to the Institute.

Class lectures will not be re-delivered if they are missed due to absenteeism. As such, students will be required to catch-up on any theory work and copy lecture notes from fellow students.

Have Fun

Have fun while you are learning.

We hope that you have the most memorable time of your life as a student with us.

*Happiness is not something you postpone for the future,
it is something you design for the present.*

Jim Rohn

6. STUDENT CODE OF ETHICS

Rules for Behaviour and Code of Conduct

Health Institute Australasia promotes ethical and moral behaviour as essential to any human endeavour. Consequently, repeated violation of this code may result in the suspension or cancellation of enrolment. If warnings are not heeded, a complaint in writing may be submitted to the management committee, which may issue a written notice to the alleged offender. Further breaches may result in suspension, or cancellation of enrolment subject to the normal appeals process.

Breaches

Breaches include, but are not restricted to:

- Failing to abide by the law of the State including theft, breach of copyright or intellectual property
- Presenting at the Institute under the influence of alcohol or drugs or any mind altering substances
- Abusive behaviour including bullying either physically or verbally (via text, email or social media) or repeated use of unacceptable language
- Disruptions in the class room or failing to abide by the teacher's or the management's requests
- Any form of racial, religious, gender or sexual intolerance
- Sexual harassment and associated behaviour
- Acting in a way that denigrates or is detrimental towards the wellbeing of others
- Failure to respect the Institute's or other people's property.

Expectations

Participants can expect that they:

- Will receive high quality customer service from staff and high quality teaching from lecturers
- Will be treated with respect as adults by lecturers and other course participants
- Have access to a proper process for the resolution of grievances if dissatisfied with any aspects of the administration or teaching of the course
- Have the right to a course refund in accordance with the fees and charges policy.

Responsibilities

Participants have a responsibility to all staff, teachers, fellow students and clients, to:

- Be polite, courteous and give friendly advice.
- Treat everyone honestly and fairly.
- Be dependable by fulfilling your obligations.
- Be loyal to the Institute, instructors, colleagues and associates.
- Co-operate with all personnel with whom you come into contact.
- Protect your reputation. Learn to speak intelligently about your work and perfect your skills and be proud of your achievements.
- Develop a well-balanced approach to your study, personal presentation, relaxation time and late nights.
- Aim for quality. Students get one chance at starting at the top by being the best.
- Pay fees upon enrolment and as specified in the student contract or training plan.
- Respect the rights of other course participants to a pleasant, mature and undisturbed (including mobile phones) learning environment.
- Care for the facilities and property involved in the provision of the course.
- Attend all timetabled sessions
- Remember that if it hurts someone, it's not funny. Stop. Cease and desist. Apologise.

Our Expectation of students:

HIA expects you:

- To work progressively towards completing your course work and assessments on time and in a professional manner.
- To contribute to learning in an harmonious and positive manner irrespective of gender, race, sexual preference, political affiliation, marital status, disability or religious beliefs.
- To comply with the rules and regulations of our organisation and relevant partner RTO(s) if applicable.
- To be honest and respectful, which includes not falsifying work or information and not conducting yourself in any way that may cause injury or offense to others.
- To be responsible for your own learning and development by participating actively and positively, and also ensuring that you maintain your progress with your learning modules.
- To monitor your own progress by ensuring that assessment deadlines are observed.
- To utilise facilities and HIA publications with respect and to honour our copyrights and prevent our publications from being distributed to unauthorised persons.
- To respect other learners and the HIA staff members and team, and their right to privacy and confidentiality.

Your Equity

Our community is founded on a few core values, such as transparency, respect, trust, and honesty. It's up to all of us to be aware of the creative energy and ideas we bring into the world, and to make sure that our campus remains a safe and fun place that shares this spirit of support. We have a few guidelines that we hope you will keep in mind along the way.

In our beautiful centre we encourage people to communicate, ask questions, and cheer one another along. Do not spam, promote a project where it shouldn't be promoted, be opportunistic, provide or send unsolicited advice, gossip, to name a few.

Conversation is an essential part of our community, and we encourage people to talk to each other, especially when they have questions. We ask that these conversations stay honest and considerate.

- Avoid obscene, hateful, or objectionable conversations and content.
- Respect personal information and do not post it.
- Do not use copyrighted content without permission.
- If you don't like a project, simply move along. Please always have respect for our shared space and the other people visiting it.

If something seems off, let us know. Our Trust and Safety team reviews every report we receive, and we take action when we see someone violating these guidelines. Sometimes that just means giving someone a warning; sometimes it means revoking certain privileges or accounts entirely. This is one of the best ways to avoid anything like that happening to you., "Don't spam, and don't be a jerk". Live. Connect. Grow. Be the change you wish to see.

HIA is committed to ensuring that the training and assessment environment is free from discrimination and harassment. All HIA staff members (including contractors) are aware that discrimination and harassment will not be tolerated under any circumstances.

In the event that discrimination and harassment is found to have occurred, disciplinary action will be taken against any staff member who breaches this policy.

Suspected criminal behaviour will be reported to police authorities immediately.

Learners should expect fair and friendly behaviour from HIA staff members, and we apply complaint handling procedures advocated by the Australian Human Rights and Equal Opportunity Commission (HREOC).

Learners who feel that they have been discriminated against or harassed should report this information to a staff member of HIA who they feel they can trust. This will initiate a complaint handling procedure which will be fair and transparent and will protect your rights as a complainant.

Alternatively, if a learner wishes to report an instance of discrimination or harassment to an agency external to HIA, they are advised to contact the HREOC Complaints Info-line on 1300 656 419.

What we do

We listen. We didn't just start HIA yesterday, we have been lovingly tending to it since we launched it in 1972. Our Team is trusted and is always watching over the platform and reviewing reports from the community. Our community helps us make sure this is the safest, most effective platform around.

We monitor. Our trust team, together with your feedback identifies and investigates unworthy activities.

We take action. Sometimes this just means asking someone to fix a problem. But if we find users that abuse the system, we don't hesitate to suspend them.

Student Support

HIA is responsible for the care of students and helps with all aspects of their welfare, including career advice, study skills advice, academic issues such as course planning, Austudy advice, and other study-related issues. You can make an appointment to discuss your needs with a representative from Student Services at College Administration.

HIA shall at all times offer courtesy and support to students and staff, as well as practicing active listening when confronted with a person showing signs of discomfort or distress.

Bullying

Health Institute Australasia is against any form of bullying whether it is directed towards students or staff.

Bullying is a global term that describes a range of unacceptable behaviour ranging from name calling to violent physical assault. Bullying in educational institutions is not a new phenomenon and has recently been identified as an issue of concern for students, instructors, parents and the wider community.

Definition of bullying

The definitions of bullying listed below are from a range of sources including Australian and international research. Common elements in these definitions suggest that bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time.

Examples of bullying can be:

Verbal: name calling, put downs, silencing, humiliation, threats, intimidation, scratching, tripping, spitting, shouting down, abuse, accusations

Social: ignoring, excluding, ostracising, alienating, undermining.

Psychological: spreading rumours, stalking, dirty or aggressive looks, hiding or damaging possessions, instilling fear for one's safety.

HIA policy to address bullying behaviour

- The Institute actively promotes an environment which maximises the opportunities of all students to strive for excellence
- Priority is given to enhancing self-discipline and respect for the rights of others, supported by appropriate implementation strategies
- The inclusion of anti-bullying and anti-harassment strategies are in line with DEET guidelines
- Use of appropriate graded sanctions and consequences which are consistent with DEET guidelines
- Information on the support available to students who are victims of bullying or who bully is articulated in relevant policies
- The rights and responsibilities of students, parents and Institute staff are clearly specified and expressed in positive terms
- Institute and class rules are clearly explained with relevant skills and processes being taught to students to ensure that rules are understood and effectively implemented regarding the Code of conduct - bullying
- To ensure that students understand their rights and responsibilities, the Institute teaches the necessary knowledge, skills and abilities as a primary prevention strategy.

Student's Rights

All students have the right to:

1. Be treated with courtesy, kindness and respect
2. Express their feelings and opinions assertively
3. Work, rest, play and interact in an atmosphere of harmony and cooperation

4. Feel secure and safe in a caring and supportive environment
5. Expect that HIA's rules are fair, including that of race, gender, cultural, physical or intellectual diversity
6. Learn in a supportive atmosphere

Student's Responsibilities

The following responsibilities support these rights:

1. Treat others with courtesy, kindness and respect
2. Listen to others with mutual respect
3. Maintain a safe and secure school environment
4. Develop responsibility for one's own actions
5. Model and support HIA's rules
6. Value others, for their individual differences
7. Work to achieve one's own personal best whilst allowing others to do the same

Any acts of bullying must be reported to the Campus Coordinator or Course Instructor immediately and an Incident Report must be completed and forwarded to head office.

7. SUPPORT SERVICES

Welfare and Guidance Services

The aim of HIA is to ensure that the student has a positive educational experience and to monitor the care and welfare arrangements of students.

Student Support Policy

HIA Management and staff are committed to the provision of support services for enrolled students, with staff in place who are appointed for contact and referral for student support and general welfare matters.

All enrolling overseas students are provided with an orientation event which includes guidance concerning student support services and allows students to adjust to different cultural and environmental factors

Student Support Procedure

HIA's management is aware of the significant cultural adjustments that students from overseas countries experience and to this end provides extra activities, relating to food, religion or language, movies shown are usually free of charge, there is also a free Bollywood movie lending library, and so on, to make the students feel at home.

The Overseas Student Contact Officer (OSCO) shall remain a designated member of staff at HIA and provide a contact point for all overseas students. The OSCO shall ensure that where staff has identified, or enrolled students have indicated their need of support or welfare, the OSCO shall seek further advice from the student. The following points are included in the staff training/induction manuals which include tests to ensure staff compliance.

Equipped with advice from the student the OSCO shall:

- Respond to questions concerning course progress and refer the student to any relevant training staff for further advice.
- Where an accommodation or general welfare issue arises, provide advice on accommodation, Queensland Public services, counselling assistance with personal, emotional or cultural issues.
- The student will be advised that the support services of HIA are at no extra cost.

Student Support Services Review

The Overseas Contact Officer shall maintain a log of student support service events and enquiries and

- Liaise with and maintain advice on current progress with students referred to either training staff or Relocation Unit staff.

- Prepare a quarterly report of student support services accessed by students and submit to HIA management for review.

- The CEO shall ensure that Student support services are reviewed quarterly in HIA management meetings and that corrective actions required are addressed and applied.

Support Services and Toll Free Helplines

Lifeline 13 11 14

beyondblue 1300 224 636

Domestic Violence Line 1800 65 64 63

1800-RESPECT 1800 737 732

Centre Against Sexual Assault: 1800 806 292

Direct Line (Drugs & Alcohol Counselling): 1800 136 385

G Line (Problem Gambling): 1800 622 112

Women's Domestic Violence Crisis Service: 1800 015 188

Kids Help Line: 1800 55 1800

8. YOUR HEALTH AND SAFETY

HIA is committed to providing you a safe environment in which to participate in training and assessment. We are aware of our responsibilities under the Work Health and Safety Act 2011 to maintain a safe environment.

A visit to Nirvana Wellness Retreat Sanctuary enables students to experience a living eco-friendly environment, and experience a natural rainforest, within the Australian bush. To ensure your welfare and to protect our wildlife and its environment, please be reminded that you are required to remain under the full supervision of your group leader at all times at Nirvana Wellness Retreat. Please remember to keep together as a group and with the lecturer/supervisor of the day.

Regular checks are carried out on all equipment and grounds at Nirvana. It is important that all HIA/Nirvana Retreat procedures are followed and that students are aware of the consequences of not following the guidelines which are in place for their own health and safety.

Your Safety

Below we have outlined the main points that ensure your safety, although instruction on matters concerning the health and safety of students will take place during orientation upon arrival at the retreat campus.

The following guidelines are provided as a basis for safe practice in a face-to-face training environment and are applicable to any face-to-face workshops that HIA may run:

- Know and observe the details of emergency response and evacuation procedures.
- Do not undertake activities that may cause injury to yourself or others.
- Be responsible for your own actions.
- No smoking is permitted anywhere on the property of Nirvana Wellness Retreat, due to the high fire risks.
- Report all potential hazards, accidents and near misses to the relevant RTO staff.
- No consumption of alcohol within training and assessment facilities or whilst the training and assessment is being conducted.
- Keep training and assessment areas neat and tidy at all times.
- Seek assistance if you volunteer to lift items e.g. move furniture in a training area OH&S; and
- Observe hygiene standards, particularly in the kitchen, whilst eating and in the bathroom areas.

COVID-19

Everyone's temperature is to be taken and recorded upon their arrival. Where there is a reading over 37 degrees, the person will be requested to leave the premises immediately and seek medical attention.

Orientation

Face-to-face students will be guided through a number of health and safety procedures for both campuses at HIA, Southport and Nirvana Wellness Retreat, Beechmont.

Valuables

Students are requested not to bring valuables, jewellery or large sums of money to the Institute. The Institute does not accept any responsibility for any loss or damage to personal property.

Medication

Medication, including headache pills will not be given to course participants.

Work and study areas

- Always ensure that all work areas are clean and clear of clutter, to avoid the danger of accidents caused by trip hazards.
- Please place all rubbish in the bins provided.
- Please ensure that bench tops and spaces are left clean and tidy.
- Please do not sit or climb on any desks or tables.

Lifting

- Learners, trainers, and assessors are encouraged not to lift anything related to the training and assessment provided by HIA, unless they do so voluntarily and taking all responsibility for any injury caused.
- Never attempt to lift anything that is beyond your capacity.
- Always bend your knees and keep your back straight when picking up items.
- If you have experienced back problems in the past, do not attempt to lift heavy objects at all. Ask someone else to do it for you.

Electrical equipment

- Electrical equipment that is not working should be reported to HIA staff.
- Electrical work should only be performed by appropriately licensed or trained personnel. Learners, trainers, and assessors should not undertake any task related to fixing electrical equipment such as lighting or electrical training aids.

Reporting

Report every injury, no matter how slight. A small scratch which does not bleed is able to become infected and therefore should be treated and reported.

Fire safety

- HIA will undertake to communicate the procedures involved in evacuation and the location of fire equipment to learners at each facility for each training and assessment event, and to users of the office at least twice each year.
- All users of a training and assessment facility need to be familiar with the location of all EXITS and fire extinguishers. Users will consult available maps to determine their location.
- It is the user's responsibility to understand the fire drill procedures displayed around the premises.
- Users are required to attend any sessions relating to fire safety procedures and the use of fire safety devices.

Fire Assembly Points

HIA Southport: On the pavement, outside the front Reception door, in Scarborough Street.

Nirvana Retreat: In the centre of the front lawn.

First aid

- Provision of First Aid facilities is available where training is delivered.
- All accidents must be reported to staff.
- Any accident and subsequent aid administered must be recorded by the staff involved, in the incident/injury register.

First Aid Kits are located at each Campus.

They contain equipment to enable basic first aid to be administered.

HIA Southport

First Aid Kit is located at the front Reception desk, near the main entrance.

Nirvana Retreat

First Aid Kits are located upstairs, in the library, and also in the kitchen.

Qualified First Aid personnel are usually present.

9. THE COURSES

TWO STREAMS OF LEARNING

Students can enrol in two streams of study, namely
Yoga Teacher Training
and
Ayurvedic Consultant and Practitioner Courses,
which are Government Accredited, Austudy approved competency based training.

These are as follows:

YOGA COURSES

Level 1, **Yoga for Life**. 600 hours
Deepen your practice. Spiritualise your yoga.
Cert IV In Yoga 10885NAT. Cricos code: 0100557.

Level 2, **Yoga Teaching and Life Skills**. 1200 hours.
Teach what you love. Learn how to convert your calling into your vocation.
Diploma of Yoga Teaching 10886NAT. Cricos Code 0100558

Level 3, **Advanced Therapeutic Yoga Teaching**. 1800 hours,
Advanced Diploma of Therapeutic Yoga Teaching.
Change your life and the lives of others.
Be the kind of leader and change agent the world most needs right now.
Advanced Diploma of Therapeutic Yoga Teaching 10887NAT. Cricos Code 0100559

AYURVEDIC COURSES

Ayurvedic Lifestyle and Wellness Consultation – 1.5 years
Diploma of Ayurvedic Lifestyle Consultation HLT52615. Cricos Code 0100555

Ayur Healing Practitioner. 3 years
Advanced Diploma of Ayurveda HLT62616. Cricos Code 0100556

LANGUAGE, LITERACY AND NUMERACY SKILLS AND ASSISTANCE

HIA is involved in international education and welcomes international students and students who speak English as a second language. HIA stresses the importance of viewing apparent language difficulties in a cultural context. It can be difficult for students coming from a different cultural background and the Institute asks all students to support these students.

Language, literacy, and numeracy skills are critical to almost all areas of work. This is particularly true in many vocations where language, literacy and numeracy skills influence the performance of workplace tasks such as measuring, weighing and comprehending written work instructions.

Entry into HIA's courses for international students, requires that students possess a satisfactory level of English. Students are required to have a minimum year 10 English or alternatively an IELTS score of a minimum of 5.5. Course credits may be available.

Students:

- Must be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated.
- Must be able to use and respond to spoken language within a variety of contexts, and be able to follow simple instructions in English.
- Must be able to deal easily with straightforward calculations either manually and/or using a calculator.

To support this HIA will:

- Assess a learner's language, literacy and numeracy skills during their enrolment to ensure they have adequate skills to complete the training;
- Support learners during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;
- Provide clear information to learners about the details of the language, literacy and numeracy assistance available. HIA generally recommends the LLN training courses provided by TAFE. These institutes have specialist teachers to support the learner's development.
- Refer learners to external language, literacy and numeracy support services that are beyond the support available within HIA and where this level of support is assessed as necessary; and
- Negotiate an extension of time to complete training programs if necessary.

STUDY OPTIONS

1. Full-time, face-to-face fixed schedule learning

There are 4 intakes a year:

- January (Summer intake)
- April (Autumn intake)
- July (Winter intake)
- October (spring intake)

This is the most expedient method of study. Students follow a fixed timetable with a fixed course fee. This mode of study is suitable for domestic students and International students who obtain a student visa to study with HIA in Australia.

2. Distance and online learning; Blended learning, Correspondence students

Start anytime. Intake and end dates are dependent upon when you commence your course - which can be at anytime. The hybrid mode that combines online training with face-to-face training in the skills needed to function in the industry is known as blended learning. Please note that Skype, video assessment, Zoom and interactive CD rom training may apply. This option is applicable if you are a domestic student, an off-shore student, or have a student visa and studying dual courses.

International students, please be informed that if you have applied for an international student visa for the course, you must attend face-to-face as a 'live' student, to maintain your student visa status. Thus distance learning will not be applicable to you.

Duration of online study:

Yoga for Life, 1 year. 600 hours

Yoga Teacher Training – 2 years. 1200 hours

Therapeutic Yoga Teacher Training - 3 years. 1800 hours

3. Part Time study

Please seek clarification.

RECOGNITION OF PRIOR LEARNING (RPL) & UPFRONT ASSESSMENT (UFA)

Recognition of Prior Learning (RPL) and Up Front Assessment (UFA) processes recognise your existing learning from work experience, life experience (eg. community work, hobbies) and other courses (eg. formal or informal training). This means if what you have learnt elsewhere is relevant to the course you are undertaking, and your skills/competencies and knowledge match the course requirements and your training is appropriate to HIA's requirements, you may not have to do some parts or all of the course and a full or partial exemption may be granted.

Successful applicants who have completed and been awarded a qualification for any part of their course from another RTO, are eligible to receive a credit for previously completed components, which exempt them from attendance and assessment.

Each application will be assessed individually on its merits, will be professionally conducted and will be valid, reliable, flexible and fair. Please forward your application along with relevant documentation at least four weeks prior to enrolling.

- An admission fee is applicable for all RPL applications.
- RPL fees are based on the individual requirements for each application.
- Applications must be received prior to acceptance and placement into the course.

COURSE ENTRY CONDITIONS, ELIGIBILITY, SUITABILITY

Entry into HIA's courses requires that students possess a satisfactory level of English. Students are required to have a minimum year 10 English (level C) or alternatively an IELTS score of minimum 5.5. (Original certificate showing test results must be provided with enrolment application form).

Students with a grade below this level may require an additional English test, and if necessary, a short course in English to lift their standard prior to commencing their enrolled course.

Past educational and vocational qualifications should be added to a student's course entry application.

Where a student believes they may have course credits or certifications, a request for a Recognition of Prior Learning application should be included in the student's application.

In summary, whilst there are no formal entry pre-requisites, it would be beneficial for

- Applicants to be over 18 years of age.
- Applicants to have a sincere interest in the study of Yoga and natural healing arts along with a real desire to use this knowledge and these skill in the service of all.
- Literacy and numeracy equivalent to the general education of Year 11.
- English: a minimum score of 5.5. IELTS or equivalent.
- Mature age entry (25+) is also available for applicants. In the situation where 'life's education' over takes formal education, two references confirming maturity and level-headedness must accompany Application for Enrolment.

Each level of study and instruction is a pre-requisite for the next level of study.

Please note that approvals are not automatic. Even if you do not need to seek to be a full-time professional, and no matter what level you take up training with us, foundational or mastery, pursuing your studies full-time or part-time, HIA aims to cultivate excellence in you

So, we ask a lot from you:

- Commitment • Dedication • Devotion are mandatory.

You do not need to be fantastic in Yoga or to know Sanskrit to apply. We help you develop through our training.

Enrolment is conditional. We look for trainees who are:

- Mature, dependable, responsible
- Willing, and with a caring nature required in the teaching of Yoga and for Ayurvedic treatments, body-work, counselling, to work with youth, the elderly, fit and the infirm.
- Prepared to make and devote time
- Devoted to
 - i. the art of Yoga & Ayurveda
 - ii. furthering the disciplines of Shanti Yoga and Ayurveda
 - iii. the *alma mater*, HIA
- Pull their weight and are not shirkers or slackers
- Have and/or are willing to develop good communication and interpersonal skills
- Willing to practice and learn. We do not accept trainees who 'know it all'.

If your mind is empty, it is always ready for anything, it is open to everything. In the beginner's mind there are many possibilities, but in the expert's mind there are few.

Suzuki Roshi

COURSE APPLICATION PROCESS

1. All course applicants need to fill out the online Application for Enrolment Form from the HIA website, and submit it online to HIA, with a non-refundable Application Fee of \$250.
2. HIA will then email a receipt for the Fee for Application to the student.
3. Next, HIA will contact the student or their agent to confirm the following:
 - Course being applied for
 - Method of study (face-to-face or online or part-time)
 - Course start date
 - Payment details.
4. Based on the information provided by the student or their agent, HIA will draw up a Letter of Offer, (LoO) which will confirm the details in writing, including a payment plan if applicable, and email it to the student.
5. The student must read through the LoO, sign it and return the signed LoO to HIA, accompanied with the course deposit. The student must also sign to acknowledge that they have read the Student Manual which is on the website. This now becomes a Letter of Acceptance on behalf of the student, and is a firm contract between the student and HIA.
6. When the signed Letter of Offer and Acceptance is received by HIA, together with the deposit, HIA will email a receipt for the Course Deposit fee to the student.
7. HIA can now initiate a Confirmation of Enrolment letter for the student into their chosen course.
8. Your USI (unique student identification) number now needs to be organised.
You may already have one. If so, please provide it to admin.
If you do not have one, as yet, you can source one online.
9. We require a photo for your student ID card.
We can take your photo when you are at the Institute, or you can send us an appropriate one.
10. Face-to-face students must present themselves at the Campus on the Course start date.
For correspondance students, HIA administration will provide you with the information you will need to start online.

10. YOGA COURSES

YOGA EDUCATION in 3 parts

- Live • Learn • Teach Yoga.
Light a path

*“If I light a candle with the flame of mine,
I give you light and lose nothing of my own.”*

Thomas Jefferson

HIA, however, offer more than just a teacher training experience. We live in a universe of continuous potentiality. Every time we stretch the boundaries, we find there is more...more sensation, more wealth, and yes, more problems.

*“I alone cannot change the world,
but I can cast a stone across the water to create many ripples.”*

Mother Teresa

INTRODUCTION TO OUR YOGA TRAINING COURSES

Yoga is the everyday practice of enlightened living. So deeply immersed in an activity that we become it, through the practice of Yoga, we encounter the suspension of time, and a sense of belonging, homecoming, reconciliation, and avail ourselves to the largest possible life, characterised by courage, humility and gratitude.

Yoga offers remarkable tools to help you develop your own health and immunity, as well as to help others in a similar way. If you possess the skills, you can make a big difference in the world by helping out those in need of physical, mental or spiritual light across the world. Health Institute Australasia provides you with this opportunity to equip you such necessary skills through our training programs. Our teachers are some of the most experienced and integrated personalities, who have been sharing this knowledge with people all over the world for more than four decades.

Yoga Teacher Training presents an opening into what you cannot possibly explain or define, and yet know already at a much deeper level. Give yourself unreservedly to this mystery, with a level of inquisitiveness, presence, self-nurturing, spontaneity and playfulness, even if you are unsure where it will lead you. Training is conducted as your unique journey, at three formal levels. Each level is 600 hours and is the underpinning level for the next qualification. Taking into consideration a student life-work-study balance, each level generally takes around a year to complete.

YOGA COURSE RATIONALE

*“Never doubt that a small group of thoughtful, committed citizens can change the world.
Indeed, it is the only thing that ever has.”*

Margaret Mead

Shanti Yoga is the ultimate science for human transformation. It stands out as the system for perennial wisdom, which provides us with necessary tools for those seeking to attain wellbeing and freedom from the sickness, disorders and limitations of the mind and body in life.

The holistic and scientific application of yoga as a lifestyle provides our students with the experience they are looking for in the pursuit of self growth and transformation. Together with this we also give them the tools to be able to share their learning and experiences in their communities and in society.

Shanti Yoga has evolved from a traditional lineage of authentic, classical yoga, through the mind of a deeply experienced Yogi with 50 years of experience of teaching yoga in the West.

Health Institute Australasia’s Yoga Teacher Training program is the culmination of five decades of Shanti Gowans’ experience in teaching yoga to monastic and lay students, and yoga teacher trainees.

It provides a comprehensive, fully integrated curriculum, in three parts, that far surpasses the standards set by the industry, and produces exceptional teachers who are recognised as gurus in their field of influence. You too can reap the rewards of this education in your personal life, in your work, financially and in both local and international arenas.

The trendiness and popularity of yoga today would have us believe that Yoga is just a vehicle for exercise. However, Yoga is so much more. Yoga is an ancient science that will radically transform your life and thought processes to readily manifest health, abundance and happiness into your life. It is a powerful, transformational practice and an ideal way for self-cultivation, that leads to physical and mental health and healing, spiritual and moral development, ethical behaviour and ultimately a better society. It integrates and incorporates the knowledge, philosophies and practices of traditional yoga, Patanjali’s Yoga Sutras, with contemporary developments in yoga that are universal and of direct relevance to the current stage of evolution in our Western society.

Shanti Yoga Teacher Training fosters personal growth, helping others, shedding the ego and turning negativity into optimistic thinking and actions, to awaken the world. When you study to be a Yoga teacher at Health Institute Australasia, your course will involve much more than just doing downward dog, handstands or sun salutations, and also much more than just textbook learning. You will be taught the history of Yoga, along with its philosophy, and psychology and learn a wide range of practices and skills to gain the ideal preparation for your future.

All your course materials are provided, and you will have the bonus of experiencing your life at spiritual retreats. There are no enticements to spend money on additional requirements in the form of packages, workshops, seminars, and so on, for deepening your knowledge and practice or raising your Kundalini.

Competition is not factored in, nor encouraged. The energy at Shanti Yoga’s Health Institute Australasia is uplifting and infectious. Over the years, we have seen thousands of lives touched, changed, transformed and saved by the revolutionary, creative experimenting that has had people falling in love with their yoga again, or for the first time, whilst never stopping their exploration.

OVERVIEW

Education and training at each qualification level is designed to increase competencies and further specialisation within the systematic and coherent body of Yoga, provide on-going professional development, training and support, including access to the literature and research for in-depth understanding in a specific area of knowledge.

Education and Training courses are intense periods of self-development, dedication, study and training in human excellence. Please come prepared to learn and work. The courses are mines of information for prospective and practicing teachers of Yoga, with several levels of study. The material and practices are all geared towards practical application in your own life, and in the lives of those around you. So that you regularly update your skills and knowledge with the latest developments, The Institute recommends further and ongoing education for Shanti Yoga teachers.

Through our Teachers' Training Program, from the fundamental principles and practices of Yoga and their use in everyday life, to advanced study, HIA would like its graduates to eventually become full-time Yoga teachers and Yoga therapists who earn a healthy living through this noble profession. Even if you don't intend to teach Yoga, and some of our students don't (at first, anyway), you'll find that preparing to teach is a wonderful way to learn. In the meanwhile, you will experience the healing and transformational effects of Yoga within yourself.

At the Institute, Shantiji takes a personal interest in the student, inspiring and encouraging them to achieve distinction in their studies and enters into their lives with a view to form ideals, remove psychological obstacles, and create in them a spirit of consecration. Development of respect for the teacher, a spirit of effort, study, and service towards all including the teacher, the Institute and Shanti Yoga™ arises from adopting the attitude of the student.

Sequencing

The order in which the learning outcomes and performance criteria are assessed and the mode of delivery are determined by HIA. Factors which are considered when determining the mode of delivery include the effectiveness of achieving the desired learning outcome and the relative efficiency of the mode of delivery. HIA reserves the right to alter the sequencing of a course.

Learning Resources

Learning resources are available to course participants online, and also in the form of handouts. Use of HIA's Library is encouraged, and is available for study on the premises. To additionally support learning, resources are also available at University and TAFE Campus Libraries (separate fees may apply).

CURRICULUM

Thorough teaching of Yoga requires competency in three main areas. These are:

1. Underpinning knowledge and the education to develop your understanding
2. Personal practice, so that you can lead by example
3. The ability to teach

Thus curriculum is established at several levels that include:

- knowledge of the subject: the history of yoga and the philosophy on which it is based.
- classical paths
- the eight 'limbs' of Yoga
- knowledge of the extensive literature on the subject, which will enable the teacher to advise about books and other aids
- knowledge about the immense variety of needs which bring people to Yoga
- knowledge of the working of the human mind and body
- optimum standards: space, time, temperature, furniture, equipment
- how to develop and convey the understanding and practice in a class
- you, the Instructor to be
- your Yoga expertise
- personal qualities needed to commend Yoga to pupils
- empathy with students
- class management
- safety rules in the classroom and in the syllabus
- verbal ability to describe postures and movements
- practical ability to lead pupils in:
 - relaxation techniques
 - breathing sequences
 - postures and movements
- ability to lead a class into a successful experience of concentration and contemplation;
- proper balance between commitment to the discipline and response to the pupil's needs
- specialist instructions for children, the elderly, sick, handicapped, private pupils.

Curriculum Changes

A college is an organic entity, constantly changing and upgrading to keep up with new professional, industry, student and government requirements.

As health and natural therapies become more regulated, so do the educational aspects of the profession. An increasing amount of time and resources is spent on complying with new government and professional requirements. The two forms that government accreditation takes are registration as a College and accreditation of the individual courses that are offered.

The Institute reserves the right to alter the curriculum. Changes to the curriculum will be communicated to students via email and/or The Institute's notice board. Students studying a course where changes are applicable, are required to follow the amended curriculum in order to receive their awarded Professional Training Program.

TRAINING MAP

Understanding Theory

- Training Sessions
- Classes and workshops
- Retreats
- Journaling
- Study groups
- Concept maps
- Reflection
- Background reading
- Writing /Assignments
- Lectures, Tutorials, Seminars, Webinars

Practice Skills

- Daily living
- Training sessions
- Classes, workshops, tutorials, webinars
- Retreats
- Study groups
- Work
- With family and friends

Personal Development

- Reflection
- Journaling
- Work
- Daily Living
- Training sessions
- Study groups
- Personal Therapy
- Retreats

Assessment is based on:

Understanding theory, Practice skills, Personal development and includes:

- Assignments
- Attendance at Training
- Trainer Observation
- Ongoing Feedback
- Concept maps
- Peer evaluation
- Self-evaluation
- Competency exam

COURSE INFORMATION AND STRUCTURE

The Yoga Curriculum is a cumulative,3-year study, comprising 3 parts, namely:

- Yoga for Life - 600 hours,
- the Diploma of Yoga Teaching, a further 600 hours,
- and then a third year of Advanced study towards imparting the therapeutic science and art of Yoga 600 hours..

All these three course have been accredited by the Australian government.

- Each part is conducted over 52 weeks, comprising an academic year of 40 weeks duration, with breaks, aligned with Queensland school terms.
- Full time students must complete their lecture, tutorial and class attendance within the allocated period.
- It is mandatory to sign off hours attended immediately after each and every attendance (class, tutorial, retreat, whatever) and student log books need to be kept current. They remain the property of the Institute in your file for assessment validation.
- There are also some weekend tutorials, retreats and student activities.

The College runs its courses for the duration of an academic year i.e. 40 weeks, with tuition for 4 terms of study. Each term is of 10 week's duration. Attending classes is optional for students during their term breaks.

Course Requirements for Full-Time, Fixed Program (on Campus)

The training program offers the opportunity to complete an Advanced Diploma in Therapeutic Yoga Teaching, either

- over a minimum of 3 years as a full-time fixed program (2 years for Diploma in Yoga Teaching)
- or the opportunity for distance education with flexible learning and one week attendance per year at retreat, and another intensive week of training at the Institute. Both weeks are included in the fees.

EACH YEAR OF STUDY

Each year develops trainees to a particular level of depth, and while some trainees may elect to complete all three years of the program, others may find the first or second year sufficient for their purposes. The entire course is structured at 1800 hours.

Whilst training is set at a number of hours, trainees are encouraged to take a self-directed learning approach. Thus a person can choose their own pace and learning style and can invest additional hours as they wish, in order to derive more benefit from the training provided.

Each training year has requirements for the Advanced Diploma, plus a set of more general requirements which must be satisfied in order to progress to the next level. Demonstration of progression in terms of an explicit list of personal competencies is essential for progression to subsequent years and a Personal Process Journal.

Entry Level for teaching is a one year course in foundational studies, 10885NAT:

Cert IV in Yoga. Foundational studies in the first year (Cert IV) introduces trainees to the core principles of the Yoga discipline, through an integrative approach of theory, skills and practice. There is a component of attendance and completion of personal training hours on the mat/meditation cushion with an approved Shanti Yoga instructor, or via CD, DVD, video, etc. for distance education; at retreats, lectures and training sessions, written work and study of prescribed texts. The main focus is on establishing an initial experiential familiarity with the basics of Yoga.

This is followed by a one year instructor's course, 10886NAT, Diploma of Yoga Teaching.

In the second year (Diploma) training builds on the basis of the first year, but emphasises application of the principles of working with people under supervision. Neither flashy techniques nor clever interventions are seen as essential abilities for a teacher of Yoga. Rather, authentic relating, presence, clear self-awareness and unfettered observation constitute the underpinning requirements of Yoga teaching at the Diploma level. There are components of: attendance at retreats, lectures and training sessions with class participation; an essay about the prescribed text, and one's personal process essay, and two seminar presentations on Yoga.

By the third year, trainees hone in those skills to a high level of competence to a **Master Instructor, course no. 10887NAT, Advanced Diploma of Yoga Teaching**. At Advanced Diploma the Yoga teacher is a midwife, assisting a process which has its own natural rhythm of unfolding and which primarily requires an ability to be finely tuned to the training components and the needs of the moment.

Study groups are structured by trainees throughout the three years, providing a forum to extend their learning and build mutual support in the study process. A manual of exercises and discussion topics is provided which can be used in the study sessions. During the training year, 45 hours of group study time must be completed. They many contain between 2 to 4 participants. The structure is flexible in terms of frequency and duration.

For On campus students, each year is comprised of : one third Theory + two thirds Practice

ATTENDANCE AND PARTICIPATION

Attending classes on the mat and meditation cushion, which, in an ideal world, would equate to 10 hours a week to accrue 400 hours a year of matwork with a teacher.

The Shanti Yoga™ clear teaching method allows you to understand the sacredness and power of every asana with a complete yoga, breathing, relaxation and meditation practice that teaches you how to unlearn ‘doing’ yoga that you may have practiced in the past and make room for the un-doing during yoga you are learning from the practice in the present. This will allow you to clear the tension in your body and express your life’s true purpose creatively and confidently.

Theory - includes attending and participating in tutorials, lectures, reading and homework. 200 hours i.e. 5 hr/week for 40 weeks.

(Note: For successful completion of assignments and homework 10 hours per module is allocated. i.e. 100 hours for the completion of all 10 modules)

Residential Living Yoga and Ayurveda Weekend Retreats

Course students have the opportunity to spend a peaceful and wholesome weekend with Shanti Yoga teachers and mentors, fellow learners, and attendees from the general public.

Residential training is an effort to revive the traditional method of the *Gurukula* system of informal education of India, i.e. *Guru Shishya Parampara*. References from the classics of Yoga indicate that a student with the blessing of their own family, joins the family ashram/ teacher after an oath of initiation and learns the science and discipline both theoretical and practical aspects and acquires other knowledge and life skills enabling him or her to become a good member of society. Please understand that these are not retreats, nor merely workshops, although we do conduct many retreats and workshops which you are able to attend.

There are 4 complimentary, optional residential weekend retreats per qualification, for on-campus students, that are included in your course curriculum for your study-work-life balance. These accrue 18 hours for full attendance at the designated retreats. There are no rain checks for this gift, and unused portions of the retreat (or parts thereof) will be forfeited. Upgrade to a single room is based on availability and incurs a fee. Special meals also incur an additional fee.

Additional (paid) attendance to appropriate retreats as electives are allocated 10 hours a day - by prior written (email okay) negotiation and agreement with administration.

‘Healthy Living Immersion Programs’ that offer you a holistic approach to health, and “Being a True Human Being” Retreats are conducted Friday 4pm to Sunday 4 pm. This means that you focus not only on the health of the body, but also on the mind, heart, environment and service, helping you discover a new level of wellness and vitality from a study-work-life balance.

Serving and helping others is a privilege. This is the practice of creating beauty and karma yoga at retreats. I hope you and I can share this privilege together. Come and join us to serve humanity with a message and a product that impacts millions.

Levels 1 & 2 Yoga Residential Retreats:

- Believe in Yourself, Transform your Life.
- Meaning, Passion and Purpose in the Pursuit of Happiness
- Cook Taste, Heal: Healthy Mind, Healthy Body
- Emotional Wellbeing

Level 3 Yoga Residential Retreat:

- Calm Abiding and Simple Peace
- Cultivating Mindfulness and Inner Peace
- Peace is the Way, Love is the Answer
- Peace in every breath

Indian Arts and Culture

Immersion in Indian Arts and Culture are optional, but recommended. These are included in your course curriculum to deepen your study and life experiences. They are a bonus and a gift from Shantiji and no fees are levied. There are no rain checks for this gift, and unused portions (or parts thereof) will be forfeited.

- Sing, sing, sing: *kirtan, bhajan, mantra, sacred chanting*.
- Sanskrit calligraphy and sound.
- Bollywood choreographed dance, contemporary, informal, fun, catchiness of the musicality, beat and storytelling.
- Bharat Natyam: *Mudras* and classical Indian dance rhythms, ancient style, more than 2000 years old, from South India
- The Yoga Sutras. Study of the definitive text on yoga.

In addition, students can avail themselves of the facilities and itineraries provided by Shanti Yoga to Tour India - as per prices on itinerary selected.

DETAIL ABOUT INDIVIDUAL COURSES OF STUDY

Level 1: Yoga for Life - 600 hours Cert IV In Yoga 10885NAT. Cricos code: 0100557

Year long journey for healthy living, with comprehensive training in self-care and self-inquiry on a personal, spiritual and professional level.

Our flagship training curriculum is an exhilarating 10-part experience that harmonises twenty-first century science and ancient Vedic wisdom in one eye-opening path to self-empowerment to balance your mind, body and spirit. It delivers combined personal and professional development as you learn the practical applications of the healing art of yoga and its principles, for all realms of life in the foundational year, namely Yoga self-care for life. The additional use of communication skills, drama, dance, chanting, explorative, contemplative and experiential approaches to learning will help you see yourself blossom into your best self.

With your Foundational Yoga studies, you deepen your knowledge and practice in Self mastery, the principles of Ayurveda self-care for health, Yoga history, literature, and philosophy, a range of Yoga postures, together with Yoga breathing, Yoga relaxation, Concentration, Meditation, Yoga chanting and Ethical living. There is also an introduction to teaching children's yoga, and First Aid

This course is dedicated to inspire, and provide specific learning opportunities designed to increase your knowledge and skills in targeted classical yoga topics to improve participant's lives. In providing comprehensive training in self-care for healthy living, this year of study is about learning how to be a student i.e. learning how to study, how to learn, and spiritualise (make holistic) your practice. It is not a teaching qualification, but is the foundational training and the first year for the two year Diploma of Yoga Teaching course, and the three year Adv. Dip. of Therapeutic Yoga Teaching.

Level 2: Yoga Teacher Training and Life Skills - 1200 hours.
Diploma of Yoga Teaching 10886NAT. Cricos code: 0100558

Being a yoga teacher is more than just knowing how to ‘perform’ an asana. It is also about where to place it in relation to other poses to produce the desired effect, which is the art of sequencing. Thus **teaching methodology, yoga practice and philosophy** comprise the triad of this training.

Learn how to convert your calling into a vocation and teach what you love to transform your life and the lives of others. Here you learn the art and skills to deliver a potent practice and transform your life and the lives of others towards health and happiness. Helped by detailed scripts, practicum and feedback, you will be certified to teach through your 1200 Yoga Teaching and Life Skills Course, and will leave this training with the ability to teach a 55 minute Shanti Yoga stretch and tone Yoga class, as well as have the tools to work with students with a variety of different goals and abilities.

This is a two-year journey in life education and yoga teaching skills, that incorporates specific focused modules which enhance and continue your yoga education to improve participant/client/patient/student care and self-healing. The training delivery is consistent and effective across all trainers who deliver your classes, with model session plans that link to government regulations and standards for your accredited course and its units of competency.

Here is how it works:

- **The Yoga Mat and Meditation cushion** are where the understanding starts in techniques, training and practice including (but not limited to) *asana, pranayama, kriyas, chanting, mantra*, meditation and other traditional yoga practices.
- **Lectures, Tutorials, Discussion** assist you in establishing a deeper level of understanding of yoga humanities, including its history, philosophy, lifestyle, ethics, and traditional texts towards teaching methodology and personal growth.
- **Anatomy and Physiology** cover both western physical anatomy, physiology and biomechanics, together with vedic energy anatomy and physiology (*chakras, nadis, kundalini* etc), and Ayurvedic health.
- **Yoga Philosophy** Learning about the primal forces, the fundamental pentads of the universe, its origin and history, yoga philosophy as an evolutionary science, yoga psychology and consciousness together with the mind-stuff (*antahkaran*), *chitta* and its patterns (*vruttis*) are the deeper part of your studies.
- **Teaching Methodology** is both technique teaching, method, application, contraindications and benefits of *Sookshma vyaayaam* (basic and preparatory movements) to warm up the body and align it with the Cosmic dance to help you achieve a greater range of motion in your joints, prevent injuries during difficult yoga poses and develop body awareness.
- **Professional Essentials, Practice and Analysis** is where you take what you have learnt in you lectures and put it into practice, so that you are practiced and prepared to help your students through the same process. These include teaching methodology (environment, sequencing, pace, verbal, visual and physical cueing, class management), professional development, principles of demonstration, communication skills, time management and prioritising, teaching yoga as a service and being of service to others through yoga.
- **The Application Phase** during practicum tutorials is where you learn the craft of teaching, with skills assisted by the help of peers in your program and the teacher.
- **Assessments** make sure that you have understood everything from the lectures, practice and analysis sufficiently.
- **Teacher’s Manuals** for explanations of principles, methods, advantages, and correct demonstrations, observations, adaptations, and execution of postures are provided. Instructions are also given for outdoor teaching in nature.

Level 3: Advanced Therapeutic Yoga Teacher Training - 1800 hrs.
Adv Dip Yoga Teaching 10887NAT. Cricos code: 0100559

In level 3, the Advanced Therapeutic Yoga Teacher Training, you learn to be the kind of leader and agent for change that the world most needs right now, by expanding your career in the management of Yoga Health Sciences, beyond the yoga studio.

Leading and Managing Yoga Health Services. Provides yoga teachers with complementary, adjunct therapy to integrate into the career life of a yoga teacher, in addition to creating potential opportunities for new income streams.

This qualification arises from the industry's vision for future services in yogic health and a vision for what the workforce for yoga teachers of the future will look like. After much consultation and many discussions, a revised structure for the yoga courses was created and units were revised and updated to reflect the feedback received. (Consultation arises from industry needs from employers delivering yoga health services; Registered Training Organisations delivering yoga health and or community services training; Peak bodies, unions and professional associations operating in the care and support industry).

The primary purpose of this qualification is to equip the participant with advanced skills and knowledge to become a senior yoga teacher and to be able to teach yoga to a wider and diverse audience. Thus it has been designed to train the yoga teacher of the future to address yoga workforce development priorities, support what is in place, and address barriers to workforce development and activities. In addition, the yoga teacher will implement the healing code of yoga in therapeutic aspects of its path of practice.

The learning outcomes in this program enable individuals to transfer and apply advanced theoretical concepts and technical skills to a range of situations. It offers opportunities to explore yoga teaching at an advanced level with an understanding of the physical, emotional and restorative effects of yoga postures, yoga breathing and relaxation, together with facilitating students in asana work. Such skills can be applied across a range of roles in a variety of contexts. The course is designed to equip yoga teachers with the skills to analyse, diagnose, design and execute judgements across a broad range of technical and management functions; generate ideas through the analysis of information and concepts at an abstract level; demonstrate a command of wide ranging, highly specialised, technical, creative and conceptual skills; and demonstrate accountability for personal and group outputs.

In this course participants will:

- learn about the stages of health and to instruct a deeper level of yoga health to individuals and in groups
- develop advanced skills on how to structure and effectively teach a yoga class to a variety of levels and ages
- learn to teach advanced yoga asanas correctly with yoga breathing and safety features
- execute the principles of alignment and adjustment of advanced yoga postures
- teach advanced yoga exercises with integrity in small and large groups
- teach a series of advanced yoga exercise routines
- teach advanced pranayama (yoga breathing) techniques
- teach advanced yoga nidra (deep relaxation)
- teach specialised yoga concentration
- learn about the biology of belief and to develop advanced interpersonal skills, whereby you are teaching people, not just poses.

In conclusion, the potential Yoga instructor will need to demonstrate a broad knowledge base incorporating theoretical concepts with substantial depth in Yoga postures, breathing, meditation and relaxation and apply these skills to a range of situations and special needs; and as a yoga instructor, will be directly responsible for the achievement of group/individual outcomes.

The Advanced Yoga Therapeutic Teacher Training is a pathway towards complimentary medicine courses such as the Ayurveda Healing Practitioner Course. Graduates of Yoga can further their studies in the field of yoga together with ayurvedic medicine and therefore be able to offer an extensive range of services to their clients whilst running their own business.

Expand your career opportunities in the management of Yoga Health Sciences in and beyond the classroom and yoga studio. Take your education further, gain deeper understanding and develop skills to influence curriculum, modify teaching methods and take on leadership roles where you learn to be the kind of leader and agent for change that the world most needs right now.

Grow your professional and career path focusing on five leadership attributes:

- Lead self
- Shape projects
- Achieve outcomes
- Drive innovation
- Engage systems.

Note: Some Project based activities are joint Level 2 and 3 activities.

If you wish to practice teaching to gain experience, and are a suitable candidate, HIA could invite you to deliver its curriculum that is within your scope @100 hours/year and you will be covered by HIA's liability insurance.

ONLINE, CORRESPONDENCE, DISTANT and BLENDED LEARNING

When home is too distant, you can join the information highway from your own lounge room. Off campus, distance education is by correspondence online, via notes, text books, CDs and video. The syllabus and fees are exactly the same as studies on campus. With home study, you can save time, start at any time you choose, retain your current job and lifestyle, learn at your own pace with no class room competition, and have ample time for completion. You can email us your assessment assignments, and if you have any questions, we will do our best to answer your questions and concerns by email. If you would like to talk to us, our teachers contact you via skype for a one-on-one coaching session or discussion that you may need help with, for up to 1/2 hour a month for 12 months.

This course is ideal for the novice or existing practitioner for personal development and also as foundational studies for a teaching qualification. It offers the perfect opportunity to holistically extend your knowledge and practice in a fulfilling way. In this course there are no fixed starting dates, and no requirement for class attendance, so you can study at your own pace and have the flexibility to practice with the yoga DVD pertaining to Certificate IV studies, as well as the CDs provided to extend the complexity of your Hatha practice. Full tutorial support is offered throughout the length of your studies. You can start straight away if you choose.

By your choice and initiative,

- You can interact personally, on Skype, with your instructors, who are certified master trainers in the Health Institute Australasia systems.

Diploma of Yoga Teaching Skype tutorials are not pre-recorded lectures. They are live classes, where you can interact with your instructors, and fellow students, and where you can ask questions.

- You have a personal mentor

In an ideal world, your mentor would be one of your instructors, who can answer your general questions, offer assistance and ensure that you get the support you need.

- You can receive free coaching sessions should you need them, by Skype, for up to 1/2 an hour a month, for 12 months.

- You have a personal support team, a built-in support of a group of 3-4 fellow students. You can celebrate your success and wins, discuss practices, be part of the philosophical discussions, case studies and scenarios that come up during the practicums. You are likely to find that your fellow students turn into lifelong friends.

- Practice, practice and more practice. You develop foundational practice skills, plus processes, templates, scripts, tools and so much more to help progressively build your learning skills, teaching skills and yoga living skills.

Correspondence and distant learning is available for all 3 levels of study. As an example, here are some details for HIA's distant education course, Yoga for Life - Certificate IV, (Course Duration: usually 12 months) and what you get. Please enquire for other levels.

1. PDF TEXT BOOKS - listed alphabetically

- 1.1 Concentration
- 1.2 Easy Guide to Meditation
- 1.3 Healing Yoga
- 1.4 Healthy Body
- 1.5 Making Life Work
- 1.6 Salute to the Sun
- 1.7 Yoga and Ayurveda Dictionary

2. STUDY MODULES with COURSE MANUALS: 10

- 2.1 Self Mastery
- 2.2 Yoga Health
- 2.3 Yoga History
- 2.4 Yoga Postures (asanas)
- 2.5 Yoga Breathing (pranayama)
- 2.6 Yoga Relaxation (nidra)
- 2.7 Yoga Concentration (dharana)
- 2.8 Yoga Meditation (dhyana)
- 2.9 Yoga Chanting (Sanskrit calligraphy, pronunciation and sound)
- 2.10 Ethical Living

3. PRACTICE CDs

- 3.1 Hatha Yoga
- 3.1 Yoga for Health and Fitness
- 3.3 Samadhi

4. PRACTICE DVD

- 4.1 Shanti Yoga wellbeing

5. CONTACT DIARY - FOR CORRESPONDENCE STUDENTS

6. SHANTI YOGA APPAREL

Shanti Yoga tee
Shantiyoga Shoulder bag

7. A WEEK'S INTENSIVE ON THE MAT AND MEDITATION CUSHION

at 1/126 Scarborough Street, Southport, Gold Coast, Queensland, Australia.

8. LIVING YOGA AND AYURVEDA

A week at Nirvana Wellness Retreat Sanctuary, living the dream.

Inclusive of twin-share accommodation with shared facilities, delicious Ayurvedic vegetarian meals, program practices, lectures, free time forest bathing, nature walks, karma yoga and so much more.

Prerequisite: None

Investment: \$7000

Investment includes:

Learning aids: Text books, Cds, DVD, Study Manuals and notes.

1 week on the mat at Southport

1 residential week-end at Nirvana Wellness retreat, living yoga and Ayurveda

Assessment: Written correspondence.

Certification: Qualification: Yoga for Life - 600 hours.

11. AYURVEDA COURSES

There is a growing number of people who find themselves attracted to holistic or alternative therapies and natural approaches to maintaining optimum health and vitality. People learn Ayurveda for various reasons. With some, it is to address a personal health issue, such as digestive disorders, skin problems, and so on. Some of our graduates are working in their own clinics, some are teaching our courses. Our teachers have a strong interest in natural health, yoga and meditation.

Ayurveda is a system of healing which evolved on the Indian subcontinent continent some 3000-5000 years ago. It was established by the same great ancient sages who produced India's original systems of meditation, yoga and astrology. It is a medical system which emphasises that all human being have their origins in nature, and that we are an integral part of the whole universe, thereby having both a spiritual and practical basis. The art of restoring and preserving wholeness is central to Ayurvedic medicine. Ayurveda is a Sanskrit word which derives from two roots, 'vid' which means knowledge or science, and 'ayus' which means daily living, or life cycle. This science of life was taught for many thousands of years in an oral tradition from accomplished masters *rishis*, to their disciples. Some of this knowledge was set to print a few thousand years ago, but much of it is inaccessible. The principles of many of the natural healing systems now familiar in the West, have their roots in Ayurveda.

The Diploma of Ayurvedic Lifestyle consultation, HLT52615, Cricos code: 0100555

is a course from the Australian Government's Health Training package. It has 18 Units of competency, out of which 5 of them are core Ayurvedic units, and are taught in 12 modules, see below.

- HLTAYV001 Develop Ayurvedic practice
- HLTAYV002 Make Ayurvedic lifestyle assessments
- HLTAYV003 Provide Ayurvedic bodywork therapies
- HLTAYV004 Provide Ayurvedic lifestyle advice
- HLTAYV005 Provide advice on Ayurvedic nutrition

At Health Institute Australasia, these are taught in the following way

UNDERSTANDING THE TRUE NATURE OF YOUR MIND AND BODY

The Foundations of Ayurvedic medicine, its fundamental philosophy and history.

Overview and introduction to the unchanging nature of Ayurvedic science, with an experiential understanding of its utility as a healing science.

- The science (*veda*) of life (*ayur*)
- Origins and history (*ithias*) of Ayurveda and the philosophies of India
- Evolution of Ayurveda (*avataran*)
- Philosophy of Ayurveda
- Sanskrit and illustrate its calligraphy (practicum)

PROCEEDINGS OF THE COSMOS: THE WISDOM OF THE AGES

Ayurveda recognises that whatever is present in the universe, also presents itself in the human body. This is one of the basic principles of Ayurveda.

a. Central principles

- Creation theory: History and background concerning the origin of life and consciousness
- Macrocosm and microcosm
- The essential inherent universal principles present in the five great elements, *panchamahabhootas*
- Three primal qualities, *gunas*
- Three biological principles, *doshas*

- b. Classical principles and practices
- c. Relationship of Ayurveda to holistic health, mental health; life mission and success.

DISCOVERING YOUR AYURVEDIC BODY TYPE Constitutional analysis AYUPRKT1

Students are introduced to the concept of the three *doshas* and how Ayurveda conceives the body-mind in health and disease.

- a. Nature, *prakruti*
- b. Ayurvedic Body types
- c. Defining the Ayurvedic Body, *Sharira*:
Anatomy and physiology SHAR-1
 - Understanding the healthy body through Western anatomy and physiology
 - Ayurvedic anatomy and physiology
 - Knowledge about how the *tridoshas* (*vata*, *pitta*, *kapha*) work in our body
 - assessment of body types;
 - understanding the physiology related to the sub-doshas.
 - how to correlate qualities, functions and places of doshas in our body.
- d. Ayurvedic Anatomy & Physiology SHAR-2
 - The sub-doshas of Vata, Pitta and Kapha that function within our body.
 - Detailed understanding of essential and present condition (*prakruti* and *vikruti*).
 - Assessment of doshic imbalances.
 - Determination of subsequent methods to rectify imbalances.
 - Clinical understanding of seven tissues (*dhatu*s).
 - Metabolic function of *dhatu*s and their affect on well-being.
- e. Ayurvedic Physiology SHAR-3
 - Working knowledge of channels (*srotas*) and their role in health and disease.
 - The role of *agni* in clinical physiology and pathology.
 - Knowledge of what is *ama* and how it takes form in our bodies
 - Factors responsible for causing physical and mental ama.

AYURVEDIC PSYCHOLOGY

Ayurvedic and Yogic approaches in working with the mind.

Co-requisites: Yoga and Meditation

SYMPTOMATOLOGY AND DISEASE

Students are more deeply grounded in how Ayurveda conceives the body-mind in health and disease and are taken through the process of:

- Understanding the fundamentals and nature of health and disease
- Ayurvedic Clinical Diagnosis
- Ayurvedic Clinical Pathology
- Pulse Diagnosis

AYURVEDIC NUTRITION & EATING RIGHT WITHOUT DIETING

Aahar: Ayur Nutrition & Clinical Nutrition (AHR)

- a. Ayurvedic and Western views of Nutrition. AHR-1
Introduction to nutrition. Understanding ayurvedic and Western food fundamentals and eating for health.
- b. Diet and Constitution AHR-2
 - Eating for health.
 - The energetics of different types of food and recipes which can then be selected after taking into account an individual's diet and constitution.

- c. Ayurvedic Kitchen Herbs. AHR-3
 - The use of medicinal fruits, vegetables and the study of 22 commonly available Ayurvedic kitchen herbs
 - Their application in a clinical setting to bring about balance to the mind-body.
- d. Ayurvedic Cooking for Nutrition
- e. In the kitchen (practicum). AHR-4
 - The knowledge and skills to prepare Ayurvedic sattvic meals, recipes for different seasons and the significance of Ayurvedic cooking in Ayurvedic psychology, yoga and meditation sciences.
- f. Food and Mood AHR-5
 - Food and subtle energy.
 - Diet, mind and yoga.
- g. Ayurvedic Clinical Nutrition AHR-6.
- h. Food as medicine. AHR-7
 - Treatment of various diseases and disorders using food as medicine.

AYURVEDIC HERBOLOGY AND MATERIA MEDICA

Herbs are nature's healing gift to humankind and have been used for their maintenance and curative purposes throughout history by almost all of the cultures in the world.

- Ayurvedic Materia Medica I: Introduction to Ayurvedic medicine.
- Ayurvedic Materia Medica II: Carriers (*anupana*)
- Ayurvedic Materia Medica III: Herbal preparations and usage for different conditions.
- Ayurvedic Materia Medica IV: Detailed study of *tailam* (medicated oils) and *ghritam* (medicated ghee), their preparation and selection for different conditions.
- Ayurvedic Materia Medica V: Ayurvedic Herbology & Pharmacology

VIRILIFICATION, REJUVENATION AND LONGEVITY (RASVAJ)

- Health, Longevity and the Disease process
- Ayurvedic rejuvenation therapies (*rasayana*) RASVAJ-1
- Virilification and Aphrodisiacs (*vajikaran*) RASVAJ-2
- Introduction to the five physiological detoxification & purification processes, the 5 actions (*Panchakarma therapy*)

CREATING HEALTH THROUGH BALANCE (SVRIT)

- a. Ayurvedic Psychology and Spirituality I
 - Non-physical aspects of ayus (life) that play a critical role in physical and mental health and enhance our consciousness.
- b. Ayurvedic Psychology & Spirituality II
 - Three *gunas*, *antahkarana* (mind, ego, intellect and consciousness) and life-supporting diet, *aahara*, lifestyle, *vihara* and conduct, *achara*.
- c. Ayurvedic Psychology & Spirituality III
 - The psychological development of the Ayurvedic lifestyle consultant.

This period will include un-supervised clinical work wherein students will be required to continue with the therapies that they learnt in their practicum and complete a number of case studies for each therapy at their own location.

IMPROVING LIFE USING THE WISDOM OF THE AGES

Practical Tools for Health, Personal Development and Stress Management

- Concept of exercise in Ayurveda
- Stress management
- Fundamentals of Sanskrit – calligraphy (practicum)
- Purification and cleansing therapies

- Knowledge and skills to assess cases

REVITALISATION THROUGH AYURVEDIC MASSAGE AND ALLIED TREATMENTS

- Principles and fundamental techniques of massage. AYMAS1
- Ayurvedic massage principles. ABH1
- Relaxation Massage practicum AYMAS1

In addition are the remaining thirteen common units, namely:

HLTINF004 Manage the prevention and control of infection. Online

CHCCOM006 Establish and manage client relationships. Online

CHCDIV001 Work with diverse people. Online

CHCLEG003 Manage legal and ethical compliance. Online

CHCPRP003 Reflect on and improve own professional practice. Online

HLTAAP002 Confirm physical health status. Online

HLTWHS004 Manage work health and safety. Online

HLTAID003 Provide first aid.

BSBSMB404 Undertake small business planning. Online

CHCAGE001 Facilitate the empowerment of older people. Online

CHCCCS001 Address the needs of people with chronic disease. Online

CHCDIS007 Facilitate the empowerment of people with disability. Online

CHCMHS001 Work with people with mental health issues. Online

Advanced Diploma in Ayurveda HLT62615, Cricos Code 0100556

The Advanced Diploma of Ayurveda, is a 1200-hour, government accredited, CRICOS approved course that encompasses a variety of subjects and areas including:-

Doshas

Ayurvedic nutrition

Ayurvedic herbal medicine

Panchakarma practices

Ayurvedic massage and therapies

Marmas (specific points in the body) and chakras.

In addition, biomedical sciences, communication and basic counselling, workplace health and safety, practice management, professional practice and development in relation to the practice of Ayurveda are covered. Many other short courses are also offered to complement the course and create awareness of other natural therapy modalities such as yoga, meditation, vedic astrology and more.

Students progress through the course by completing HIA subjects that are mapped against nationally endorsed units of competency from the health training package. Upon completion of all the HIA subjects and clinical requirements, students will receive a nationally recognised qualification. Students may have to complete more than one HIA subject to gain a complete unit of competency.

Ayurvedic Training at HIA covers

Ayurvedic Nutrition

Ayurvedic Cooking

Kitchen Pharmacy

Herbal Medicine and Therapy

Pulse diagnosis

Tongue diagnosis

Marma Point Therapy

Yoga, Pranayama, Nidra, Meditation

Ayurvedic Massage and Treatments

Ayurvedic Remedial Therapies

Herbal Medicine

Stress Management

Lifestyle and Dietary Counselling

Supervised Clinical Training

Students are required to complete a minimum 400 hours of supervised clinical training. These clinical sessions are conducted and supervised by qualified practitioners at the student clinic at our Gold Coast campus and at Nirvana Wellness Retreat.

Advanced Diploma in Ayurveda subjects - 2 years of study, 1200 hours

| Ayurvedic Course Units | Year |
|-------------------------------------------------|-------------|
| HLTAYV001 Develop Ayurvedic practice | 1st |
| HLTAYV002 Make Ayurvedic lifestyle assessments | 1st |
| HLTAYV003 Provide Ayurvedic bodywork therapies | 1st |
| HLTAYV004 Provide Ayurvedic lifestyle advice | 1st |
| HLTAYV005 Provide advice on Ayurvedic nutrition | 1st |

| | | |
|-----------------------|--------------------------------------------------------|-----|
| HLTAYV006 | Take cases within an Ayurvedic framework | 2nd |
| HLTAYV007 | Diagnose conditions within an Ayurvedic framework | 2nd |
| HLTAYV008 | Provide Ayurvedic remedial therapies | 2nd |
| HLTAYV009 | Provide therapeutic Ayurvedic nutritional advice | 2nd |
| HLTAYV010 | Select and advise on Ayurvedic medicines – dravyaguna | 2nd |
| HLTAYV011 | Prepare and dispense Ayurvedic medicines – dravyaguna | 2nd |
| HLTAYV012 | Monitor and evaluate Ayurvedic treatments | 2nd |
| CHCCOM006 | Establish and manage client relationships | 1st |
| CHCDIV001 | Work with diverse people | 1st |
| CHCLEG003 | Manage legal and ethical compliance | 1st |
| CHCPRP003 | Reflect on and improve own professional practice | 1st |
| CHCPRP005 | Engage with health professionals and the health system | 1st |
| HLTAAP003 | Analyse and respond to client health information | 2nd |
| HLTINF004 | Manage the prevention and control of infection | 1st |
| HLTWHS004 | Manage work health and safety | 1st |
| HLTAID003 | Provide first aid | 1st |
| Elective Units | | |
| BSBSMB404 | Undertake small business planning | 1st |
| CHCAGE001 | Facilitate the empowerment of older people | 1st |
| CHCCCS001 | Address the needs of people with chronic disease | 1st |
| CHCDIS007 | Facilitate the empowerment of people with disability | 1st |
| CHCMHS001 | Work with people with mental health issues | 1st |

Units of Competency

For the Advanced Diploma in Ayurveda you need to achieve competencies in the following:

| | |
|------------|---------------------------------------------------------------------------|
| BSBFLM303B | Contribute to effective workplace relationships |
| HLTCOM502 | Develop professional expertise |
| HLTCOM4A | Communicate effectively with clients/patients |
| HLTCOM5A | Administer a Practice |
| HLTCOM6A | Make referrals to other health care professionals when appropriate |
| HLTCOM8A | Use specific medical terminology to communicate with clients/patients |
| HLTHSE1A | Implement and monitor occupational health and safety policies |
| HLTHSE2A | Implement & monitor OH&S policies, procedures and programs |
| BSBCMN204A | Work effectively with others |
| BSBCMN303A | Contribute to the effective workplace relationship |
| HLTIN1A | Manage infection control |
| HLTIN4A | Manage infection control |
| HLTHIR2A | Contribute to organisational effectiveness in the health industry |
| HLTFA2A | Apply advanced first aid |
| HLTAYV1A | Plan the Ayurvedic herbal medicine treatment strategy – <i>dravyaguna</i> |
| HLTAYV2A | Plan the Ayurvedic treatment strategy – <i>chikitsa</i> |
| HLTAYV3A | Prepare and dispense Ayurvedic Herbal Medicine – <i>dravyaguna</i> |
| HLTAYV4A | Provide Ayurvedic advice on nutrition – <i>Aahar</i> |
| HLTAYV5A | Plan the Ayurvedic Herbal Medicine treatment |
| HLTAYV6A | Provide Ayurvedic relaxation massage treatment |
| HLTAYV7A | Plan the Ayurvedic Remedial massage treatment strategy |
| HLTAYV8A | Manage work within the Ayurvedic framework |
| HLTAYV9A | Perform Ayurvedic health assessment |
| HLTAVY10A | Provide Ayurvedic Remedial Massage health assessment |

| | |
|-----------|------------------------------------------------------------------------------|
| HLTAYV11A | Provide Ayurvedic Remedial Massage treatment |
| HLTAYV12A | Provide Ayurvedic lifestyle consultation |
| HLTAYV13A | Provide Ayurvedic treatment |
| HLTAYV14A | Work within an Ayurvedic framework for lifestyle consultants |
| HLTAYV15A | Diagnosis of a disease, <i>nidana</i> – Apply Ayurvedic diagnostic framework |

12. STUDENT RECORDS AND YOUR PRIVACY

In order to fulfil its activities and obligations, HIA collects and holds a great deal of personal information about its students, staff, patients, other clients and community members. HIA is committed to protecting the privacy of this personal information and ensures that it is properly secured and managed in accordance with the requirements of the Queensland Government's Information Privacy Act 2009.

Your privacy at HIA

HIA takes the privacy of learners very seriously and complies with all legislative requirements. These include the Privacy Act 1988 and the Australian Privacy Principles (effective from 12th March 2014).

Here's what you need to know:

As a Health Institute Australasia student, you are asked to provide us with personal information, such as your address and contact details, your educational background as well as course, unit and class choices. This notice explains our purpose for collecting this information, and our usual practices for disclosure in accordance with the Information Privacy Act 2009.

HIA will retain personal information about you relating to your enrolment with us. This includes your personal details, your ethnicity, individual needs, and your educational background.

- We collect information only with your consent.
- We only collect the information that is necessary to fulfil the purpose of your interaction with us, and our obligatory needs.
- We do not sell your information to third parties.
- We will also retain records of your training activities and are required to do this in accordance with the National Vocational Education and Training Regulator Act 2011.

What we do with the personal information we collect

The personal information we collect from you is principally used to administer your admission, enrolment and academic progress through the Institute. Tax file numbers or bank account and credit card details are collected where necessary to enable you to discharge fees, for Commonwealth support, assistance liabilities or online payments (e.g. online purchases). We collect additional information about international students to assist us with their visa and other requirements pertaining to study in Australia.

Information about you as a student is also used to facilitate your access to student support services and to library and information technology facilities such as emails, online tutorials etc. Student information may also be used for quality assurance or evaluation purposes, to help ensure that the courses and programs provided by the Institute are of a high standard.

We may also use the information about you to inform you of HIA's services and activities, to advise you of other study opportunities at HIA and to maintain contact with you after you have graduated.

Your personal information is retained within our computer systems. Your information is collected via the enrolment form, through your completion of administrative related forms and based on your training outcomes. Electronic data retained on our computer systems is protected via virus protection software and firewall protection. Our data is backed up continuously to our server which is secure.

HIA is required by the National Vocational Education and Training Regulator Act 2011 to securely retain your personal details for a period of 30 years from the date of the completion of your enrolment. The purpose of this is to enable your participation in accredited training to be recorded for future reference and to allow you to obtain a record of your outcomes if required.

Our disclosure practices

We disclose personal information about our students to:

- education providers to administer cross-institution enrolments, where you are a cross-institution student or student enrolled with HIA and another provider under an approved arrangement.
- education providers, QualSearch and admission centres, to verify academic information or transcripts
- scholarship providers and student sponsors, where there is a written agreement between the student and the provider or sponsor.

HIA is required by law to provide personal information about our students to:

- the Commonwealth Department of Education, Employment and Workplace Relations (routinely, regarding statistical information about student enrolment, educational background, etc)
- the Australian Taxation Office (in relation to HECS-HELP, FEE-HELP and other loan schemes where students may defer fee payments through the taxation system)
- the Commonwealth Government on student request for Commonwealth support or financial assistance.
- the Commonwealth Department of Immigration and Citizenship (which requires the Institute to report on all matters to do with international student visa conditions)
- Centrelink (which requires the Institute to provide information to monitor domestic student entitlements to Centrelink benefits)
- the Fund Manager of the ESOS Assurance Fund, for international students
- Health care providers (Medibank Private, Worldcare Assist, BUPA) if international students undertake to pay Overseas Student Health Cover through HIA
- We also make class lists available to other students enrolled in the same unit.

In very limited circumstances, privacy principles permit disclosure without consent or prior notification, for example, if

- we are asked for the information in regard to a police investigation;
- we receive a writ, subpoena or similar document legally requiring us to disclose the information;
- disclosing the information will prevent or lessen a serious and imminent threat to a person's life or health.

These circumstances are extremely rare

Thus, while in some cases, we are required by law to make learner information available to Government agencies such as the National Centre for Vocational Education and Research or the Australian Skills Quality Authority, in all other cases, HIA will seek the written permission of the learner for such disclosure.

HIA will not disclose your information to any person or organisation unless we have written instructions from you to do so. If you require your records to be accessed by persons such as your family, friends, co-workers or employer, you will need to authorise this access in writing to HIA, otherwise, their access will be denied.

Photographic Consent

Written consent will be sought and obtained from student/s whose photographic/video images are to be used for HIA's marketing, publications and distribution purposes.

Requesting access to your own personal information

You have the right to access information that HIA has retained that relates to you. Further instructions are provided on how to access your records within the section titled "Access to your records".

Requesting amendment of your own personal information

The Information Privacy Act also provides individuals with the right to request amendments to their own personal information, if they believe that the information is inaccurate, incomplete, out of date or misleading.

If you have concerns about how HIA is managing your personal information, we encourage you to inform our staff for advice in relation to privacy issues or queries. and discuss your concerns.

You are also encouraged to make a complaint directly to us using our internal complaints handling procedures outlined in this handbook. Contact details are as follows: Email: admin@healthinstitute.edu.au. Phone: (07) 55322001 Address: HIA Privacy Officer P.O. Box 3512 Australia Fair Qld. 4215

Under the Privacy Act 1988 (Privacy Act) you also have the right to make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of your personal information. You can find more information about making a privacy complaint on the website of the OAIC located at <http://www.oaic.gov.au/privacy/privacycomplaints>.

Education Agents Procedure

On entering into a service agreement with an Education, Migration Agent or Agency, the CEO shall ensure that the memorandum of understanding or contract of agreement includes:

- biannual review of the activities of the agent or agency. This review will include monitoring information provided by the agent and back up interviews with students to ensure that what their agent told them is correct
- quarterly reports of agency activities and client satisfaction data
- corrective action procedures will be advised to the Agent concerned. This will include but not be limited to advising the Agent in writing that immediate corrective action is needed, where 2 or more students have reported similar discrepancies with Agents information provided to them which varies from HIA procedures.
- scheduled student enrolment information updates will be advised to all Agents.
- termination conditions (immediate where failure to meet National Code or Migration Act 1958 requirements are encountered).

Further to the establishment of the MOU or Contract of Agreement the CEO shall ensure that:

- Education or Migration agents are provided with current and up to date information (from the website) that relates to HIA's training and assessment services on offer to overseas students.
- Education or Migration agents operating on HIA's behalf will be required to produce their certifications that relate to their service provision.
- Education or Migration agents operating on HIA's behalf are screened (current references) to en-

sure that their service history is without contravention of the rules of the Migration agent's code of practice or provisions of the Migration Act 1958.

Client Records

The Ayurvedic consultation, massage and yoga client forms used within the Institute are implemented as a support document to aid in achieving student's competencies. The manner in which the analysis sheet is completed, identifies student consultation techniques, underpinning knowledge, identification of body types, treatment advice for imbalances, and suggestions at a lifestyle, dietary and herbal supplementation level. These forms are filed in the HIA office within personal student files and function as support documents and evidence regarding the number of clients consulted, types of services, eg massages, lifestyle consultations or pulse diagnoses, the standard of services performed and the accuracy of recorded information. Students are to complete client records accurately and legibly.

The information supplied by the client is confidential. Thus, forms must not be left lying around the service areas or taken from the premises. Students are required to hand them to their lecturer, as filing is the responsibility of the staff. This is a legal requirement.

13. FEES, CHARGES, REFUNDS, POLICIES and PROCEDURES

Ayurveda Course Fees

Diploma of Ayurvedic Lifestyle Consultation HLT 52615

Domestic Student \$15,000

International Student \$15,000

Advanced Diploma of Ayurveda HLT 62615

Domestic Student \$25,650

International Student \$25,650

Yoga Course Fees

Certificate IV in Yoga 10553NAT

Domestic Student \$7,000

International Student \$9750

Diploma of Yoga Teaching 10554NAT

Domestic Student \$13,000

International Student \$19,500

Advanced Diploma of Therapeutic Yoga Teaching 10555NAT

Domestic Student \$19,500

International Student \$29,250

Fees for Upgrade of Qualification

For previous students of HIA, who trained prior to the government accreditation of HIA's courses, the current fee, less the fee the student has previously paid for their earlier study applies.

This fee is inclusive of current manuals of course notes and 4 residential retreat week-ends for each qualification (Cert IV or Dip of Yoga Teaching or Adv. Dip. of Therapeutic Yoga Teaching) for local students and one week's intensive training and assessment at HIA, Gold Coast for interstate or overseas students.

Clinical Training

Fees for clinical training are not set separately and are included within the training hours and course fees. All Ayurvedic students are eligible to commence clinic and practicum at their level of entry.

Ayurvedic student clinic at HIA is supervised by relevant staff and practitioners from HIA. Clinical practice mainly consists of working in the Nirvana Wellness Retreat grounds and gardens, preparation of farm and kitchen produce and herbal remedies. It also can include orientation, reception, observation, assisting, massage, cleaning, washing, discussions, kitchen help, cooking, typing, marketing, filing, practicum, preparing/dispensing medicines, client examinations, tongue and pulse diagnosis, client records and care, research, excursions, lifestyle consultations etc.

Repeating 3-day intensive as an update:

Teacher-Trainees: \$1295

Graduates: \$995

Purchase of revised, current course notes and training manuals: \$3500

RPL Fee

80% of the current fee. Includes all retreats, notes, etc.

General Administration Fees - non-tuition

- Non-refundable Application for Enrolment Fee. \$250
Payable once only upon your first registration into a course.
- Change of Course fee/New CoE fee \$200
- CoE Cancellation/ Release fee/Deferment fee \$200
- Course Extension Fee (if applicable) \$150 per month
- Release from a Course Fee \$200

This fee is charged once a CoE has been issued, regardless of circumstances and timing of cancellation.

The only exception to this fee is for VISA refusal, which is covered under legislation.

Note: Applicants must advise Health Institute Australasia in writing of their intention to withdraw from a course. All outstanding fees must be settled before letter of release will be issued.

Payment Plan Fees - non-tuition

| | |
|----------------------------|--------------------------|
| Payment Plan Admin Fee | 10% |
| Late payment Fee | \$50 a month. \$15/ week |
| Change of Payment Plan Fee | \$200 |

Assessment and Examination Fees

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Exams and tests throughout the course: | Nil |
| Final assessment or repeat assessment - written | \$200 |
| Final assessment or repeat assessment - practicum (after success in written exam and all assignments have been satisfactorily submitted) | \$200 |

Replacement Fees

| | |
|-------------------------------------------------------------------------------|---------|
| ID card replacement Fee | \$50 |
| Replacement of Testanur (Certificate, Qualification, Statement of Attainment) | \$200 |
| Replacement of entire course manuals | \$3,500 |

*Note: The safekeeping of notes and training material is the student's responsibility
Re-issue of notes incurs a fee.*

Overseas Student Health Cover

Price upon application

Airport Pickup Fees

| | |
|---------------------------------------------------------------|-------|
| Brisbane Airport to Surfers Paradise, Gold Coast - one way | \$200 |
| Coolangatta Airport to Surfers Paradise, Gold Coast - one way | \$120 |

Fees are subject to change

Fees are subject to change and students should confirm current course fees prior to enrolment or re-enrolment.

Payment of fees corresponds to the dates set out in the student contract or training plan.
Training will cease if payment is later than seven days.

Should financial difficulties be encountered, a meeting should be requested with the Institute's Director and a letter of request for deferment of payment with an alternative payment schedule provided.

FEE POLICY

A \$250 non-refundable enrolment fee is payable once only upon your first registration of a course.

- In common with other educational institutions, all fees are non-refundable unless a course is cancelled by HIA.
- For current tuition fees see HIA's Schedule of Fees for your elected course. HIA reserves the right to increase fees in the event of unforeseen circumstances, or modify curriculum, alter a course or examination schedule, or cancel a course or courses. You must confirm current fees before enrolment or re-enrolment.
- All course deposits, fees, and/or a signed payment plan must be in place prior to the commencement of each course. You must be enrolled and financial for your course 30-days before commencing study. A payment plan from HIA incurs a 10% admin fee. Non-payment incurs a subject-by-subject fee payment structure.
- All other arrangements must be formalised with the Institute's Administration.
- Scholarship, tailor-made repayment programmes and work experience with HIA for some courses exist.
- Tuition fees are non-refundable after the start of a course.
- No refunds or deferments of time or payment are given for failure to attend in fixed schedule courses.
- For failure to attend short courses or intensives, no refunds, but credit towards deferment within a reasonable time limit is offered. Non completion in the fixed duration allocated for the course incurs deferment fee for the student to continue.
- All fees are non-transferable. Any credit of fees held is for the use of that student only.
- Students will be responsible for their own
 - i. Equipment
 - ii Text-books
 - iii Professional Association Membership and
 - iv Insurance.
- HIA reserves the right to vary course fees at any time. All fees are subject to change, generally per course or on an annual basis. You must confirm current fees before enrolment or re-enrolment. Your confirmation of the course you are studying is when you pay the course deposit in full, which also ensures that you obtain the course you have enrolled for at the fee listed at the time of your payment.
- For short courses and intensives, a deposit is required to secure a place in a class, with the balance of tuition fees due one week prior to commencement.
- Any balance of fees not paid by the due date will attract a late fee of 10%.
- Current and revised fees will apply to all late, unpaid fees.
- Any student enrolled for a course opting to withdraw for any reason, after the date of the commencement of the course, will still be eligible for 100% payment of fees.

Payment methods

HIA accepts payment of fees using:

- Credit Card
- Direct Debit
- Electronic Funds Transfer (account details available on request)
- PayPal
- Cash

Refund Policy

- No refund or extension of time applies. All fees are non-refundable.
- If a course is cancelled for any reason by HIA and alternative courses or do not suit the applicant, a full refund of fees will be paid, less enrolment fee of \$250.
- Where the applicant has paid the fees for a course and received course training material in part or in full, no refunds apply.
- Where the applicant has paid the fees for a course and wishes to cancel, a full refund of the fees will be made up to four (4) week's prior to the commencement of the course - less \$300 administrative fees. Applicants must advise HIA in writing of their intention to withdraw from the course.
- After this date, fees are non-refundable, however, applicants will be offered the opportunity of completing the course at the next available opportunity, or for any equivalent course within the next twelve (12) months. After this period, fees will automatically be forfeited.

On receiving a written application for a course refund, the Enrolments Officer shall:

- Provide a total refund of tuition fees paid in advance where a course place is no longer available, or a Visa has been denied.
- If a student's visa application is denied by Immigration, the enrolment fee and any material or textbook fees will not be refunded.
- Where a course of study has been commenced by the student, and the visa denied during this course, refunds will be pro-rata, to pay for the goods, services and resources that the student has already partaken of, including administrative fees.
- Refunds will only be considered where a valid receipt is provided, that has been issued by Health Institute Australasia or an authorised Education Agent.
- Provide an 85% refund of tuition fees paid in advance, where enrolling students provide more than 10 weeks written notice of their intention to withdraw from the course prior to commencement of the course. The partial refund will be less a 10% administrative fee.
- Provide a 75% refund of tuition fees paid in advance, where enrolling students provide more than 4 week's and up to 10 week's written notice of their intention to withdraw from the course prior to course commencement. The partial refund will be less 25% of tuition fees. The partial refund will also be less a 10% administrative fee.
- Provide no refund of tuition fees paid in advance, where enrolling students provide less than 4 week's written notice of their intention to withdraw from the course prior to course commencement.
- No refund will be paid after the agreed start date. Refunds will only be paid to the person who entered into the contract with Health Institute Australasia, unless that person requests in a signed statement, that payment of the refund be made to a third party. Refunds will be paid only to the account that issued the payment. Refunds will be paid within four weeks of receipt of written notification. Bank charges/IMT fees will be deducted from any refund made by electronic transfer.
- Students who dispute the refund procedures will be provided with access to Health Institute Australasia's internal/external appeals procedure and will be advised of their further rights under civil consumer protection laws.

- If you cancel your accommodation 2 weeks prior to your scheduled arrival: 100% of any accommodation or placement fees will be refunded, however, you will be charged \$100 to cover administrative costs.
- If you cancel your accommodation booking less than 48 hours before your arrival, you will be charged one week's accommodation fee and \$100 to cover administrative fees. The placement fee will also not be refunded.
- 100% of the airport pick-up fee will be refunded if notice of the cancellation is received more than 48 hours prior to the student's arrival. If notice of the cancellation is received less than 48 hours prior to the student's arrival, the airport pickup fee will be charged, and no refund will be provided.
- Please be assured that students who dispute the refund procedures are provided with access to Health Institute Australasia's internal/external appeals procedure and will be advised of their further rights under civil consumer protection laws.

Expulsion

Students may be suspended or expelled from HIA at the discretion of the Directors for:

- Non or late payment of fees
- Failure to uphold or maintain any of HIA's regulations and policies
- Teaching, practising or prescribing inappropriately or inappropriate material (prior to certification)
- Misconduct.

HIA's assessment policy is in accordance with the National policy of Assessment and Workplace Training Competency Standards and Competency Board Training (CBT). As such, trainee performance must be to the standard specified and criterion referenced.

Administrative Withdrawal of a Learner from a Course

HIA will undertake an Administrative Withdrawal of a learner only in exceptional circumstances, which may include where the learner:

- i. has been proven to have breached HIA's Plagiarism Policy and has been advised as such;
- ii. has not progressed with their course work for a period of three months without obtaining an academic extension from HIA; and/or
- iii. has not responded to HIA's attempts to contact them about their lack of progress; and/or
- iv. is non-contactable by the HIA team.

Except for circumstances involving plagiarism, HIA will attempt to contact a learner at least three (3) times over a three-month period to advise the learner on at least two (2) of the three (3) occasions of an impending Administrative Withdrawal, before affecting an Administrative Withdrawal.

Where an Administrative Withdrawal has been implemented, the balance of the learner's course fees will become payable immediately. Where the course is self-funded, the balance of the fees will be debited from the individual's nominated account immediately. Where the learner's course is employer-funded, any outstanding course fees will be immediately invoiced to the employer for immediate payment.

Except for circumstances involving plagiarism, an Administrative Withdrawal will only be reconsidered at the sole discretion of the CEO. No reconsideration will be given where an Administrative Withdrawal occurred because of proven plagiarism.

HIA will not consider any requests for refunds where an Administrative Withdrawal has occurred due to proven plagiarism and learners will not be given any opportunities to finalise any outstanding or incomplete units of competency at a later date. No part of the original course fees can be used as a credit towards that course, or any other, at a later date.

Where an employer-funded learner is subject to a plagiarism-related Administrative Withdrawal, the employer will be notified as such.

Outstanding Course Fees Liability

Where an individual has withdrawn from a course or where HIA has withdrawn a learner from a course (also referred to as an Administrative Withdrawal) the individual remains liable for the full course fees.

Where an individual's course fees are payable on a payment plan and by direct debit from a credit card account, HIA will debit the nominated credit card the balance of the course fees at the time of the course withdrawal.

Where an individual's course fees are invoiced to their employer for payment, a final invoice for the full amount of the outstanding fees will be issued at the time of the course withdrawal.

Substitutions

Requests for substitutions are to be made in writing and can be made at any time up to 2 working days before the program commencement date.

Course Transfers

Requests for transfers to alternative programs can be arranged if HIA is advised in writing more than 10 working days prior to the program's commencement date and there is availability in the selected program.

One transfer will be accepted without charge where HIA has been notified in writing at least 10 working days prior to the scheduled commencement date.

All subsequent transfers prior to course commencement will attract an administrative fee. You are advised to contact HIA for more information about the current course transfer fees.

Where a learner requests a transfer to an alternate program after commencement of their enrolled program, such transfer will only be approved at the discretion of HIA's CEO and provided there is availability in the selected program. An administrative charge is payable for post-commencement course transfers. You are advised to contact HIA for more information about the current course transfer fees.

Our Guarantee to You

If for any reason HIA is unable to fulfil its service agreement with a learner, HIA will issue a full refund for any services not provided.

The basis for determining "services not provided" is to be based on the units of competency offered by HIA to be completed by the learner and which can be issued in a statement of attainment at the time the service is terminated.

Access to your records

You are entitled to have access to your learner's file and learning and assessment records upon your request. You may require to access these to monitor your progress with your training or simply to go back and confirm something in a previous training module. Whilst these records will be retained by HIA and our relevant partner RTOs, if applicable, you are welcome to have access to them at any time. Please feel free to ask your trainer and it will be organised immediately. A small fee applies.

You can access hard copy records and reports from our Learner Management System, but only records relating to you personally. You can request this access using Learner Records Request (your name) in the subject of your email to us. Access to requested records during a workday will be arranged as soon as possible within two weeks. A small fee applies.

Continuous Improvement

HIA is committed to the continuous improvement of our training and assessment services, learner services and management systems. Central to this commitment is our approach to continuous improvement and the procedures we apply to achieve systematic and sustained improvement.

Suggesting Improvements

The primary method of reporting opportunities for improvement by learners is via the continuous improvement reporting procedure. This procedure allows any person to raise a Continuous Improvement Report for consideration by our Continuous Improvement Team.

Often these reports will be generated after an opportunity for improvement has been identified by a staff member or learner. Learners are encouraged to provide feedback to HIA to assist in the continued improvement of our services in the future. Please place the following: Continuous Improvement Suggestion as the subject in your email to us.

Learner Satisfaction Survey

During various stages of your learning program and also upon the completion of your training program, you will be issued with a Learner Satisfaction Survey. This is a nationally consistent survey tool that is designed to collect feedback from learners about their experience with an RTO in their undertaking of nationally recognised training. Your completion and return of this survey is important to HIA for the ongoing improvement of our services and to enable us to report this information to our registering authority. Your assistance in gathering this survey data is greatly appreciated.

ASSESSMENT, COMPLETION, CERTIFICATION

Each level of study is

- self-directed learning
- complete in itself,
- enhances the previous one and
- builds for the next level of study.

Conducted as educational intensives, they are pitched at a tertiary level of intelligence, with assumed equivalent life experience and education.

Assessment is based on

- assignments, research and other projects and exercises completed out of session times;
- attendance and participation in tutorial activities, lectures, guided study programs, residential training
- regular practice
- internship, apprenticeship, teaching practice, practicum
- practical demonstration of skills, practical and written tests
- competency examinations and
- appropriate behaviour.

Assignments are set for each level for assessment.

Contact with other students of like interests and hands-on practicum with guidance adds to your inspiration and learning. There are quizzes and practical assessment of your learning as per HIA requirements and a 3-hour examination, on completion of your course.

Projects are assigned to assess competency. Students are required to answer all questions at the end of each section and submit answers to the Institute for assessment.

At HIA, assessment is conducted using a combination of assessment methods, which may include activities such as written knowledge assessments, research tasks, case studies, etc. as needed to assess our learners' competence.

The following provides a brief explanation of the primary assessment methods:

- **Written Knowledge Assessment:** The learner is required to provide a written response to a range of questions relating to the required knowledge of the units of competency. These would generally be short answer response activities and may include other questioning methods including multiple-choice.
- **Research Tasks:** The learner is required to undertake research within their own workplace using their available reference material to provide a written response to each question. These assessment activities are usually short to medium answer response activities. The responses provided by the learner will largely be specific to their workplace.
- **Case Study Response:** The learner is required to provide a written response to a situation presented in a case study scenario. This will usually require the learner to consider carefully the situation presented, undertake some research to inform them of their response and then to propose their recommended actions.
- **Practicum:** The learner in the Yoga courses may be required to demonstrate the practice or teach-

ing of yoga postures, yoga relaxation and yoga breathing practices. The learner in the Ayurvedic courses may be required to demonstrate the Ayurvedic bodywork techniques.

Assessment time frames

While HIA makes every effort to complete the marking of submitted assessments in a timely manner, our standard turn-around time for completing the marking of assessments is between fourteen to eighteen days. Assessments that are submitted after the relevant assessment due date(s) (regardless of whether an extension has been submitted) may take longer to be assessed.

Ongoing Monitoring, Evaluation, and Moderation

Moderation of assessment processes includes validation of assessment tools and establishing and reviewing evidence required for a judgement of competency.

Constant ongoing reviewing, comparing, monitoring, and evaluating of our assessment processes, tools and evidence keep them current, relevant, and in the forefront to maintain appropriateness.

So that students regularly update their skills and knowledge with the latest developments, HIA recommends, supports, and presents further education for students. Life itself is a system of continuous learning.

Ongoing Feedback

Assessment for many subjects is progressive. Every effort must be made to ‘do the work’ i.e. submit assignments etc. in a timely manner. (Distance education students are not restricted by time).

Assessment will take place in the form of dynamic and interactive feedback to students based on their written and practical work.

- Written. Assessed and checked by i. peers ii. tutor iii. independent adjudicator
- Practical. Assessed accordingly to prescribed requirements.
- By observation
- Evaluation by self, peer, tutor, independent adjudicator as competent or not yet competent.

Possible outcomes of in-house assessment might indicate:

- Beginning 0-40%. Consolidating 40-80%. Achieving 80-100%. Competent is 100%
- Feedback and debrief will follow where necessary
- The work will be returned if it needs re-submission.

Competent assignments are maintained in an evidence folder, for storage and project management of students’ portfolios, which contains evidence of standards achieved and a record of the learning process.

Competency exam

- Examinations are to be taken on the set, not-negotiable date as advised.
- If a student is not available to attend an examination, administration must be contacted for a deferred examination. All deferred examinations are to be sat within a time designated by the Institute.
- Fees for a deferred examination can be confirmed with administration.

Plagiarism

Unauthorised collusion, plagiarism or cheating in assessments will not be tolerated at any time. Learners who are proven to be involved in such activities will not be permitted to continue with their learning program and no refund of any tuition fees will be provided.

Re-assessment

Learners who are assessed as not yet competent are to be provided with detailed verbal and written feedback to assist them to identify the gaps in their knowledge and skills that are to be addressed through further training.

These learners are to be provided with additional training and learning support to target their specific gaps in their knowledge and/or skills to prepare them for their additional assessment.

Learners are allowed one resubmission opportunity for an assessment that has previously been deemed 'Not Yet Competent'.

Fees will apply for a second and third resubmission. You are advised to contact HIA for more information on the current resubmission fees.

HIA does not allow more than three resubmissions. Learners must undertake further learning and could be asked to re-enrol in the relevant unit of competency, therefore paying a further course fee for that unit.

Course completion

It is the student's responsibility to ensure that they progressively complete their course within the agreed course duration.

HIA generally does not accommodate requests for fast-tracking a course of study, except where Credit Transfers and/or RPL will reduce the course duration.

Completion of the entire course is deemed upon your:

- Payment of course and relevant fees in full
- Presentation throughout the year in class, workshops and/or retreats
- Skills, knowledge, attitude throughout the year in class, workshops and/or retreats
- Assignments throughout the year
- Ongoing monitoring, evaluation and feedback and six-monthly feedback sessions
- Competency exam

Where it is evident that a student will not be able to complete their course within the agreed course duration, HIA may either implement an Administrative Withdrawal, or levy an additional Course Extension fee for each unit that will be completed outside the agreed course duration. You are advised to contact HIA for more information on the current Course Extension fees.

Certification Requirements

Certification is granted upon:

- successful and timely completion of all written and non-written assignments and assessments
- attendance, active participation and an understanding of the information through
 - dialogue (applies to students in tutorials/retreats)
 - class discussion (applies to students on campus and via Skype for correspondence)
- adequate knowledge demonstrated in homework, essays, quizzes, tests and internships (applies to on and off campus students)
- demonstration of upholding shared community values through the integration of spirituality, ethics, humility and respect with classroom knowledge rising out of being a living example and experience of Yoga and/or Ayurveda
- successful completion of hours
- payment of all fees in full.

All students at every level are awarded a Certificate of Completion on successful completion of each individual course, when assessment criteria are met.

Certificate issuance

HIA takes every care possible to ensure that it only issues AQF certification to individuals who have successfully completed all requirements of their course.

To facilitate this, we have a stringent quality assurance and assessment outcome validation process which occurs before we issue your AQF certification.

In support of this, assessment outcomes recorded for individual units are not considered to be final until our preliminary assessment outcome validation process has been completed.

We reserve the right to say, “Not enough assessment”.

By commencing a course with HIA, you agree to cooperate with HIA if, during the assessment outcome validation process, we deem it necessary for you to provide further assessment evidence.

HIA deems your course to be completed once our assessment outcome validation process has been completed and will issue your AQF certification within 30 days of this date.

Issuing of AQF certification

HIA issues all AQF certification in an electronic format.

Printed copies of your AQF certification can be provided at an additional cost.

15. MAKING COMPLAINTS AND APPEALS

HIA is committed to providing a fair and transparent complaint and appeals process that includes access to an independent external body if necessary.

What is a complaint?

A complaint is negative feedback about services or staff which has not been resolved locally.

A complaint may be received by HIA in any form and does not need to be formally documented by the complainant to be acted upon.

Complaints may be made by any person but are generally made by learners and/or employers.

What is an appeal?

An appeal is an application by a learner for the reconsideration of an unfavourable decision or finding during training and/or assessment.

An appeal must be made in writing and specify the particulars of the decision or finding in a dispute.

Appeals must be submitted to HIA within 7 days of the learner being informed of the assessment decision or finding.

Appeals must be submitted to the Student Support Manager by email to admin@healthinstitute.edu.au with “Appeal Lodgement” and the learner’s name in the subject line. Appeal lodgements that are not lodged as prescribed will not be considered to have been lodged or received.

Early resolution of complaints and appeals

In all cases, issues that arise during training and assessment that are the source of frustration or are in dispute should be resolved at the time, as they occur between the persons involved, where possible.

Sometimes, this will not be possible and in these cases, you are encouraged to come forward and inform us of your concerns with the confidence that you will be treated fairly.

Complaints and appeals handling

HIA applies the following principles to the handling of its complaints and appeals:

Appeals Lodgement forms must be submitted to the HIA Student Support Manager via email at admin@healthinstitute.edu.au with the subject line “Appeal Lodgement” and include the learner’s full name.

Complaint Lodgement forms must be submitted to the HIA Student Support Manager via email at support@healthinstitute.edu.au with the subject line “Complaint Lodgement” and include the learner’s full name.

Appeals and/or Complaints that are not lodged in the manner prescribed above will not be considered to have been lodged and will not be considered until lodged in the prescribed manner.

A written record of all complaints and appeals is to be kept by HIA including all details of lodgement, response, and resolution.

A complainant or person lodging an appeal is to be provided an opportunity to formally present his or her case at minimal or no cost.

Each complainant or person lodging an appeal may be accompanied and/or assisted by a support person at any relevant meeting.

Where an appeal necessitates the reassessment of an applicant's assessment submission, and the appeal fails, the applicant will incur a reassessment fee as per HIA's reassessment policy.

The handling of a complaint or appeal is to commence within 10 working days of the lodgement of the complaint/appeal and all reasonable measures are taken to finalise the process as soon as practicable. HIA will always endeavour to resolve any complaints and/or appeals within 30 days of the matter being reported.

The complainant or person lodging an appeal is to be provided with a written statement of the outcome, including details of the reasons for the outcome.

HIA shall maintain the enrolment of the complainant or person lodging an appeal during the complaint or appeals process.

Decisions or outcomes of the complaint or appeals process that find in favour of the learner or otherwise shall be implemented immediately.

Complaints and appeals are to be handled in the strictest of confidence. No HIA representative is to disclose information to any person without the permission of HIA's Chief Executive Officer. Decisions to release information to third parties are only to be done after the complainant or person lodging the appeal has given permission for this to occur.

Complaints and appeals are to be considered based on procedural fairness and lead to opportunities for improvement as a Continuous Improvement Report.

Review by an external agency

Where the complainant or person lodging an appeal is not satisfied with the handling of the matter by HIA, they are to have the opportunity for a body that is independent to HIA to review his or her complaint or appeal following the internal completion of the complaint or appeals process.

Learners who are not satisfied with the process applied by HIA may refer their grievance to the following external agencies:

Unresolved complaints may be referred to the Australian Skills Quality Authority (ASQA). Learners are to be advised that ASQA will require the individual to have exhausted all avenues through HIA's internal complaints handling procedure before taking this option.

Unresolved Appeals in relation to consumer-related issues may be referred to the Office of Fair Trading.

16. RECOGNITION OF YOUR EXISTING SKILLS AND KNOWLEDGE

In accordance with the requirements of the Standards for NVR Registered Training Organisations, HIA provides the opportunity for learners to apply to have prior learning recognised towards a qualification or unit of competency for which they are enrolled.

What is Recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system.

Recognition assesses this unrecognised learning against the requirements of a unit of competence, with respect to both entry requirements and outcomes to be achieved.

By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.

This has benefits for both the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

Recognition Guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any learner is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Learners may not apply for recognition for units of competency or a qualification which are not included in our RTO, or our partner RTOs' (if applicable) scope(s) of registration.
- Whilst learners may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the learner down a more efficient path towards competence.
- Learners who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition will apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competency.

Forms of Evidence for Recognition

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

Like assessment, recognition is a process whereby evidence is collected, and a judgment is made by an assessor or assessment team.

The judgement is made on evidence provided by candidates of the skills and knowledge that they

have previously learnt through work, study, life, and other experiences, and that they are currently using.

It also includes evidence to confirm a candidate's ability to adapt prior to learning or current competency to the context of the intended workplace or industry.

Forms of evidence towards recognition may include:

- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third-party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient on their own. When combined together, with a number of evidence items, the candidate will start to provide a strong case for competence.

HIA reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy the assessors of the candidate's current competence.

What is National Recognition?

National recognition is the recognition of learning achieved through formal education and training.

Under the Standards for NVR Registered Training Organisations, HIA and its relevant partner RTOs (if applicable) will accept verified and authenticated AQF (Australian Qualifications Framework) certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar.

National recognition allows a learner to be awarded a unit of competency/module based on successful completion of the unit which has been previously awarded.

Evidence Requirements

If you are seeking national recognition you are required to present your statement of attainment or qualification for examination to HIA. These documents will provide the detail of what units of competence you have been previously issued.

You must provide satisfactory evidence that the statement of attainment or qualification is authentic, is yours and that it has been issued by an Australian RTO.

Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework.

You are required to submit only copies which are certified as true copies of the original.

National Recognition Guidelines

The following guidelines are to be followed in relation to national recognition:

- Any learner is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Learners may not apply for national recognition for units of competency or qualifications which are not included in HIA's (or its partner RTOs', if applicable) scope(s) of registration.
- Whilst learners may apply for national recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the learner down a more efficient path to competence.
- The learner does not incur any tuition or course fees for national recognition, and HIA does not receive any funding when national recognition is granted. However, HIA may charge an administration fee to cover any costs incurred in the verification of AQF certification issued by another RTO, AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar.
- National Recognition may only be awarded for whole units of competency.
- Where a mapping guide identifies a partial credit, this will not be considered for national recognition and applicants will be advised to seek training to fill in the gaps, if applicable. A training fee will usually apply.

17. LEGISLATIVE AND REGULATORY RESPONSIBILITIES

HIA is required to operate in accordance with the law. This means that we comply with the legislative and regulatory requirements. The following legislation is indicative of the Acts with which HIA has recognised compliance responsibilities. They also represent obligations to you as a learner whilst training with HIA.

Copies of State and Federal legislation can be found at www.australia.gov.au/statelegislation (State) and www.comlaw.gov.au (Federal).

During your day-to-day work and whilst participating in your training, you will need to be aware of the relevant legislation that may impact your conduct and behaviour.

The following is a summary of the legislation that will generally apply to your day-to-day work and training.

Work Health and Safety Act 2011

The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces. The WHS Act protects workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant and equipment.

The WHS Act covers workers by providing nationally uniform work health and safety laws. This includes employees, contractors, sub-contractors, outworkers, trainees, work experience learners, volunteers and employers who perform work.

The WHS Act also provides protection for the general public so that their health and safety is not placed at risk by work activities.

Section 29 of the WHS Act requires that any person in a workplace, including customers and visitors, must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

They must also cooperate with any actions taken by a person conducting a business or undertaking, to comply with the WHS Act and WHS Regulations.

Privacy Act 1988

The Privacy Act is supported by the Australian Privacy Principles which came into effect on 12th March 2014. The object of Australian Privacy Principles is to ensure businesses and government agencies manage personal information in an open and transparent way.

Review the section within this handbook that relates to privacy protection. It provides you with information about:

- the kinds of personal information that the entity collects and holds about you;
- how the entity collects and holds personal information;
- the purposes for which the entity collects, holds, uses and discloses personal information;

- how an individual may access personal information about themselves that is held by the entity and seek the correction of such information;
- how an individual may complain about a breach of the Australian Privacy Principles and how the entity will deal with such a complaint; and
- whether the entity is likely to disclose personal information to overseas recipients.

Disability Discrimination Act 1992

Sect 5 - Disability Discrimination

(1) For the purposes of this Act, a person (discriminator) discriminates against another person (aggrieved person) on the grounds of a disability of the aggrieved person if, because of the aggrieved person's disability, the discriminator treats or proposes to treat the aggrieved person less favourably than, in circumstances that are the same or are not materially different, the discriminator treats or would treat a person without the disability.

(2)

For the purposes of subsection (1), circumstances in which a person treats or would treat another person with a disability are not materially different because of the fact that different accommodation or services may be required by the person with a disability.

Sex Discrimination Act 1984

The objects of this Act are:

- to give effect to certain provisions of the Convention on the Elimination of All Forms of Discrimination Against Women; and
- to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status, pregnancy or potential pregnancy in the areas of work, accommodation, education, the provision of goods, facilities and services, the disposal of land, the activities of clubs and the administration of Commonwealth laws and programs; and
- to eliminate, as far as possible, discrimination involving the dismissal of employees on the ground of family responsibilities; and
- to eliminate, as far as possible, discrimination involving sexual harassment in the workplace, in educational institutions and in other areas of public activity; and
- to promote recognition and acceptance within the community of the principle of the equality of men and women.

Age Discrimination Act 2004

The objects of this Act are:

- to eliminate, as far as possible, discrimination against persons on the ground of age in the areas of work, education, access to premises, the provision of goods, services and facilities, accommodation, the disposal of land, the administration of Commonwealth laws and programs and requests for information; and

- to ensure, as far as practicable, that everyone has the same rights to equality before the law, regardless of age, as the rest of the community; and
- to allow appropriate benefits and other assistance to be given to people of a certain age, particularly younger and older persons, in recognition of their particular circumstances; and
- to promote recognition and acceptance within the community of the principle that people of all ages have the same fundamental rights; and
- to respond to demographic change by:
 - removing barriers to older people participating in society, particularly in the workforce; and
 - changing negative stereotypes about older people.

Racial Discrimination Act 1975

This Act gives effect to Australia's obligations under the International Convention on the Elimination of All Forms of Racial Discrimination. Its major objectives are to:

- promote equality before the law for all persons, regardless of their race, colour or national or ethnic origin, and
- make discrimination against people on the basis of their race, colour, descent or national or ethnic origin unlawful.

Copyright Act 1968

Copyright is a type of property that is founded on a person's creative skill and labour. It is designed to prevent the unauthorised use by others of a work, that is, the original form in which an idea or information has been expressed by the creator.

Copyright is not a tangible thing. It is made up of a bundle of exclusive economic rights to do certain acts with an original work or other copyright subject-matters. These rights include the right to copy, publish, communicate (eg. broadcast, made available online) and publicly perform the copyrighted material.

There is no general exception that allows a work to be reproduced without infringing copyright. Where part of a work is copied, the issue is whether a substantial part of that work has been reproduced and thus an infringement has occurred. However, there is a 10% rule which applies in relation to fair dealing copying for the purposes of research or study. A reasonable portion of a work may be copied for that purpose, and a reasonable portion is deemed to be 10% of a book of more than 10 pages or 10% of the words of a work in electronic form.

Fair Work Act 2009

The main objectives of this Act are to provide a balanced framework for cooperative and productive workplace relations that promote national economic prosperity and social inclusion for all Australians by:

Providing workplace relations laws that are fair to working Australians, are flexible for businesses, promote productivity and economic growth for Australia's future economic prosperity and take into

account Australia's international labour obligations;

Ensuring a guaranteed safety net of fair, relevant and enforceable minimum terms and conditions through the National Employment Standards, modern awards, and national minimum wage orders;

Enabling fairness and representation at work and the prevention of discrimination by recognising the right to freedom of association and the right to be represented, protecting against unfair treatment and discrimination, providing accessible and effective procedures to resolve grievances and disputes and providing effective compliance mechanisms.

National Vocational Education and Training Regulator Act 2011

This legislation provides a basis for the regulation of Registered Training Organisations in Australia. The legislation provides the basis for the establishment of the National VET Regulator who is the registration authority for RTOs. A core component of this legislation is that it defines the condition for the registration of an RTO which includes:

- compliance with the VET Quality Framework
- satisfying Fit and Proper Person Requirements
- satisfying the Financial Viability Risk Assessment Requirements
- notifying the National VET Regulator of important changes
- cooperating with the National VET Regulator
- compliance with directions given by the National VET Regulator.

18. OVERSEAS STUDENTS INFORMATION & APPLICATION PROCESS

Australia's laws promote quality education and consumer protection for international students through the ESOS Framework, and protect the reputation and integrity of international education as an industry. To provide these services to international students HIA must comply with all legislation and regulations required by the Australian Government and the National Standards Regulator, ASQA. HIA seeks to provide international students studying with us a safe and rewarding study experience.

The ESOS Framework applies only to students who are enrolled in an onshore program and study in Australia on a student visa. This legislation does not apply to students undertaking programs offshore or in Australia on a visa other than a Student Visa. ESOS enables the Department of Education and Training to take action against providers who are found to be in breach of their obligations.

YOUR RIGHTS

You have the right to receive current and accurate information about

- your program, fees (including refunds), study options and other important information relevant to your program.
- Services provided by HIA
- The requirements for satisfactory academic progress in the courses you study and academic support in case you require it.
- HIA's Student Grievance Resolution Process (internal and external complaints and appeals)
- Information on deferring, suspending, or cancelling your enrolment.

Before commencing your program HIA will provide you with a written letter of offer for you to accept and sign, that provides these details and correct information.

You will also receive

- An appropriate orientation program.
- Access to support services to help you adjust to life and study in Australia and the contact information for these services.
- HIA's relevant student related policies, particularly relating to academic progress.

YOUR RESPONSIBILITIES AS AN INTERNATIONAL STUDENT

All students are required to adhere to HIA rules and policies for students. The ESOS Framework also supports the Migration Act by reinforcing students' responsibilities and conditions under their student visas.

If you hold a student visa, you should ensure that you:

- Understand and satisfy your student visa conditions at all times.
- Adhere to any work conditions attached to your visa.
- Maintain Overseas Student Health Cover (OSHC) for the period of your stay in Australia
- Inform HIA of any change of address within 7 days
- Maintain satisfactory course progress and attendance in your programs.

Breach of your student visa conditions may result in the cancellation of your Confirmation of Enrolment (CoE) with HIA. Additionally, HIA is required to monitor international students' progress to ensure that students finish within the duration of their confirmation of enrolment. Before you make any decisions about your study you must consider your obligations under your student visa, as well as any academic considerations.

Additional information on studying in Australia is available from the Department of Home Affairs .

ENROLMENT POLICY

HIA Management and staff are committed to ensuring that all enrolling students are provided with necessary, timely and accurate information that relates to its training and assessment services available to overseas students.

HOW TO APPLY

1. Select your program
2. Check the program entry requirements
3. Check the application closing date
4. Begin your Application for Enrolment online
5. Provide certified documents
 - Providing proof of English Language Proficiency (e.g. IELTS, TOEFL or successful completion of the Academic English program)
 - Completion of academic qualifications (e.g. graduation certificates)
 - Provision of official documents (e.g. original or certified copies of your documents).
6. Pay the non-refundable \$250 application for enrolment fee
7. Should you apply through an agent, your nominated agent will liaise with the university on your behalf.
8. We will contact you should we require any additional information or documents.

NOTIFICATION OF APPLICATION OUTCOME

The enrolling staff member shall enquire and assess whether the student's qualifications, experience (including work) and English language proficiency are appropriate for the course for which enrolment is sought.

Successful Application - You (or your agent) will be sent a Letter of Offer via email.

Unsuccessful Application - You (or your agent) will be notified via email.

If accepted, you (or your agent) will be sent a Letter of Offer of Admission (LoO) from HIA via email.

Your offer package contains

- Offer statement (including the refund policy) and acceptance agreement
- Acceptance information
- Overseas student health cover information
- Understanding your offer statement and acceptance agreement

The information in your offer statement and acceptance agreement is important, please read it carefully, and please note the following information:

-
- Course name
- Duration of course
- Commencement date
- Tuition fee
- Acceptance and payment deadlines

ENROLMENT CONDITIONS

The enrolling staff member shall enquire and assess whether the student's qualifications, experience (including work) and English language proficiency are appropriate for the course for which enrolment is sought.

Students are required to have a minimum year 10 English or alternatively an IELTS score of minimum 5.5. (Original certificate showing English test results must be provided with enrolment application form).

In the case of a student on arrival being assessed as below an English score of 'C' or IELTS 5.5 the student will be advised in writing and may be referred to a Cricos English Language College for further English bridging training or potential ELICOS course enrolment.

The enrolling staff member shall alert HIA management (by email) where a student's English language proficiency is identified as being below a 'C' Level, or any IELTS test score being below 5.5.

The enrolling staff member shall ensure that the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credits that may be applicable are met.

Prior to accepting a student, or an intending student, for enrolment in a course, HIA will provide, in print or through referral to an electronic copy, current and accurate information regarding the following:

- Indicative course related fees including advice on the potential for fees to change during the student's course and applicable refund policies.
- HIA reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the applicant.
- HIA reserves the right to change fees at any time including once a student's course has commenced.
- All fees listed may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees. (See Section 13 for more details on the above including fees and refund policy).

ENGLISH

Students are required to have a minimum year 10 English or alternatively an IELTS score of a minimum of 5.5. (Original certificate showing English test results must be provided with enrolment application form). All students upon arrival will be required to sit a short test in English comprehension both spoken and written. If the test result is below the level sufficient for the enrolled course, (English score of 'C' or IELTS 5.5) the student will be advised by email and will be referred for further English bridging training or potential ELICOS course enrolment. The enrolling staff member shall alert HIA management (in writing by email).

The enrolling staff member will only receive course money from a student or Education agent after or at the same time the signed Letter of Offer and Acceptance (LoO&A) has been received.

- Students will be advised (in the student application/prospectus) that no money should be sent until after a signed letter of acceptance has been received by HIA.
- The enrolling staff member shall ensure that the student has signed HIA's Letter of Offer and Acceptance prior to accepting any enrolment or payment including any conditions on his/her enrolment.

The enrolling staff member shall ensure that the enrolling students are aware of HIA's Overseas Prospectus information. This will be ensured by all printed and electronic information fully complying with the national code and the enrolling student's signature on the enrolling form to verify that they have read and understood the prospectus information. (See students manual).

Once the Application and Letter of Offer and Acceptance have been received, the enrolling staff shall initiate an electronic confirmation of enrolment (ECOE) through the PRISMS system and return the advice of enrolment and ECOE to the student.

COURSES, CONTENT, DURATION & QUALIFICATION OFFERED (see Sections 9, 10, 11)

ACADEMIC PROGRESS

HIA monitors the academic progress of all students to ensure that those who are experiencing difficulties are identified as early as possible and offered the advice, assistance and support services that are available at HIA.

Students are required to maintain satisfactory progress in accordance with the HIA's Progress policy and procedures. Maintaining satisfactory academic progress is a student visa condition. Not making academic progress may result in exclusion from studies which will have effects on a CoE and possibly student visa. It's important therefore to be aware of the Academic Progress policy and procedures and seek help when required.

ACADEMIC HONESTY AND COPYRIGHT

HIA respects intellectual property and copyright laws. Consequently, plagiarism is taken very seriously and if you plagiarise you risk facing serious consequences.

It is important that you understand what constitutes plagiarism and cheating and how to appropriately cite and reference work in your assignments. Ignorance of the rules is not often accepted, as all teachers make every effort to bring the policies and their requirements to your attention.

If you have trouble understanding the referencing system in your area, you can speak to your Teacher for more information.

STUDENTSHIP, MODES OF STUDY AND ASSESSMENT METHODS

Modes of study include a hands on training approach with lectures, demonstrations and discussions, simulated work place experiences, observation of actual workplace experience with assessments that include written tests, assignments, observed simulated tasks and workplace experience.

HIA has several important policies related to assessment, progress, and other academic areas. It is important that you are aware of these rules before you begin your study. (see Sections 5,6,7,8).

Students study competency based training and will be assessed according to established industry standards that will equip the student with the essential skills and knowledge to gain a firm footing in their chosen industry area. (See Section 14)

HIA may enter into an arrangement with another registered provider, person or business to provide a course or part of a course.

CAMPUS LOCATIONS, GENERAL DESCRIPTION OF FACILITIES, EQUIPMENT, LEARNING AND LIBRARY RESOURCES available to students. (See Section 4)

INTERNATIONAL STUDENT SUPPORT

We are here to help. We understand that students face many challenges during their studies, and we're committed to supporting you to perform at your best, at HIA and beyond. (See Section 7).

TUITION PROTECTION SERVICE

The Tuition Protection Service (TPS) is a placement and refund service for international students. On the rare occasion that an education provider is unable to deliver a program an international student has paid for and does not meet their legal obligations to make alternative course replacements or provide a refund, the TPS will assist students to find an alternative place or provide a refund of any unspent tuition fees.

ENROLMENT, DEFERMENT, SUSPENSION OR CANCELLATION – (See Section 13).

HIA Management and staff are committed to assessing and recording all deferments, suspensions or cancellations of study, ensuring that students within the process are informed of their rights and provided with due care and where relevant, opportunities for appeal.

Students who apply for deferment may do so on the basis of compassionate or compelling grounds.

Students who are contravening the rules of attendance at HIA may have their enrolment suspended or cancelled.

The grounds and procedures for deferments, suspensions or cancellations of study, are listed in the Student Handbook and HIA website.

Transfer of enrolment may only be applied for when a student has completed 6 months of their primary course of study.

A description of the ESOS framework is available electronically by DEEWR.

CHANGE OF PASSPORT, VISA OR RESIDENCY STATUS

It is important that you notify the Department of Home Affairs of your changed passport details, as your visa is linked to your passport number.

Please also contact HIA Admin with your new passport details so that we can update the information on your Confirmation of Enrolment (CoE).

Please contact HIA Admin if you change your visa type - for example, from a student visa to a Temporary Partner visa. We will then report this change to the Department of Education, and cancel your Confirmation of Enrolment (CoE) if you no longer require it.

If you become a Permanent Resident or citizen of Australia, please ensure you notify the HIA Admin before the Census Date for the current study period to ensure that your fee amount is revised.

RELEVANT INFORMATION ON LIVING IN AUSTRALIA:

VISA

To ensure that everything runs smoothly for your trip to the Gold Coast, you will need to ensure you understand the immigration rules and student visa conditions before you depart for Australia.

Although you will be studying alongside local students, your student visa has certain conditions that are particular to international students. It's a good idea to be clear on these conditions, as well as understanding general HIA rules.

Before you depart you will need to ensure that you have a valid visa and passport to enter into Australia. For information about visas, please consult your nearest Australian consulate or diplomatic mission , or visit the website of the Department of Home Affairs .

Your visa allows you to enter, live in and leave Australia during your term of study. (You are required to complete your qualification before your visa expires – there is no provision for part-time study.)

In addition to the visa application charge, you will be required to complete and pass a medical exam for your visa application. The approximate cost is AUD\$350, however additional costs may be incurred if more comprehensive medical exams are required.

As a student visa holder, it is your responsibility to be aware of the conditions relating to your visa. These conditions and regulations are subject to change. Student visas are managed by the Department of Home Affairs (DHA), not HIA.

You need to be aware that failure to comply with your visa conditions could result in the cancellation of your enrolment which may affect your visa. It is important to take action early if you think you have a problem that could affect your student visa.

You need to make sure that you understand your visa conditions. Common conditions for student visas include:

- Enrolment in your program in all compulsory study periods
- Maintaining OSHC for the duration of your visa
- Updating HIA within seven days of changing address
- Study no more than 1/3 of your total program in an online delivery mode
- Working no more than 40 hours per fortnight during official academic terms

You are able to undertake online, distance, or cross-institutional study, as long as you are enrolled in at least one face-to-face HIA course per compulsory enrolment period.

HIA cannot assist with student visa applications, or any other type of visa application. Comprehensive information about how to apply for your student visa can be found on the Department of Home Affairs - Student visa website .

HEALTH CARE COVER

As an international student in Australia, you are required to have Overseas Student Health Cover (OSHC) for the entire duration of your visa. Visa duration varies and is slightly longer than the length of a student's program.

You will be required by the Department of Home Affairs to pay OSHC before your student visa can be issued. You can use our provider of OHSC, or choose your own.

OSHC does more than just meet Australian Government visa requirements, it helps you pay for medical and hospital care and protects your health in Australia.

COST OF LIVING IN AUSTRALIA:

Accommodation costs top the list with home loans, rates, utilities and maintenance. Food is the second highest followed by car costs which include petrol, insurance, registration, parking and public transport fares.

There is no “one size fits all” plan for all but it is understood that an individual may need approximately \$20,000 each year and an average family needs more than \$50,000 a year to get by in Australia. The cost of living may be higher or lower depending upon where you live and this estimate does not include the cost of any social, sporting or other recreation activities you might want to be part of, or any health or emergency costs not covered by your private health insurance or Overseas Student Health Cover (OSHC).

ACCOMMODATION OPTIONS. Choosing where to live is a big decision. You’ll want to love where you live, so you can get the most from your international study experience. And you need to feel safe, with access to people that can support you when needed. You may need to pay a refundable deposit for your rental accommodation, which could be four to six weeks rent, electricity and gas connection charges, landline telephone connection charges, household set up (linen, groceries etc) and furniture and household goods if you take unfurnished accommodation. Accommodation options range from student apartments to private homestays, and could cost:

ACCOMMODATION COSTS

Hostels and guesthouses: \$90 to \$150 per week.

Shared rental: \$85 to \$215 per week.

On campus: \$90 to \$280 per week.

Homestay: \$235 to \$325 per week.

Rental: \$165 to \$440 per week.

OTHER LIVING EXPENSES

Groceries and eating out: \$80 to \$280 per week

Gas and electricity: \$35 to \$140 per week

Phone and Internet: \$20 to \$55 per week

Public transport: \$15 to \$55 per week

Car (ongoing cost): \$150 to \$260 per week

Entertainment: \$80 to \$150 per week

WORKING WHILE STUDYING

If you decide to work a part-time job while studying there are a few things to consider:

- It is important to make sure the extra workload doesn’t negatively affect your studies, to be aware of student visa conditions surrounding work, and to make sure you’re being treated fairly and legally by your employer.
- Coursework students are generally limited to 40 hours work per fortnight (two week period). This means that if you work more than 20 hours in a given week, you must make sure you work less than

20 hours in the week before and the week after.

- You can only work over 40 hours per fortnight during official term breaks. If your dependants intend to work, make sure they understand their visa conditions and stick to them.
- Check your visa conditions and read information from the Department of Home Affairs (DHA) regarding restrictions on your work.

As a full-time student, you are permitted to work 20 hours a week during term, and unlimited during your holidays. Know your employment rights, how to start your job search and find opportunities to network and develop your career.

SCHOOLING OBLIGATIONS

To bring school aged children with you when you study in Australia, you will need to arrange for them to attend school. The requirements for enrolling students and school fees vary across Australian states and territories, and across schools. More information may be obtained on the Australian government website

<https://www.studyinaustralia.gov.au/english/australian-education/bringing-your-children>

CHANGING YOUR STUDY ARRANGEMENTS

Your student visa has certain conditions that are particular to international students. It's a good idea to be clear on these conditions, as well as understanding general HIA rules when considering making changes to your study arrangements.

Under the ESOS Act and the National code of 2018, HIA is legally obliged to notify the Department of Home Affairs (DHA) of any changes to an international student's enrolment status. For more information, please visit the immigration and visas page.

As a student visa holder, you are expected to study and maintain enrolment while you are in Australia. It is important that you discuss any potential break with both your Faculty and International Student Support. Deferral for one or more study periods will likely have an impact on your CoE and student visa.

TRANSFER STUDENT ENROLMENT

On receipt of an application for transfer of enrolment, the enrolling staff member shall:

- Ensure that the student has completed at least six months of his or her principal course (by contacting the provider concerned) of study unless:
- the original registered provider has ceased to be registered or the course has ceased to be registered.
- the original registered provider has provided a written letter of release.
- the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, or
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
- any government sponsor of the student deems that a transfer is in the student's best interest and supports the transfer request in writing.

When a student requests a transfer of their enrolment to another registered provider, the enrolling staff member shall:

- Provide the student with advice on HIA's procedures for applying for a course transfer, including the need to formalise the request in writing. The request should be both dated and signed, stating the reasons for which they desire to transfer their course enrolment to another provider.
- Advise the student that their request may take as long as, but will not extend past a 7 day assessment period.
- Provide a letter of release only after the student has provided a letter indicating a valid enrolment offer from another registered provider.
- In the case of a student under the age of 18 years of age, HIA will only grant a letter of release where the student's parent or legal guardians have confirmed in writing their support for the transfer or in the case where the welfare of the student is supervised by the registered provider, the Overseas Student Contact Officer shall also be required to provide support for the transfer. Valid enrolment from the new course provider will also confirm their acceptance of the welfare responsibilities of the student.
- Issue a letter of release at no charge to the student informing the student that they should contact DIAC for further information concerning their student visa requirements.
- Provide advice of HIA's complaints and appeals process should a release refusal letter be issued.
- Ensure that all records associated with a transfer application are filed within HIA's student records system.

19. ACRONYMS YOU MAY FIND IN THIS DOCUMENT

| | |
|-------|-------------------------------------------------------------|
| AQF | Australian Qualifications Framework |
| ASQA | Australian Skills Quality Authority |
| CEO | Chief Executive Officer |
| CoE | Confirmation of Enrolment |
| DEEWR | Department of Education, Employment and Workplace Relations |
| ESOS | Education Services for Overseas Students |
| HIA | Health Institute Australasia |
| HREOC | Human Rights and Equal Opportunity Commission |
| LLN | Language, Literacy, and Numeracy |
| LoO&A | Letter of Offer and Acceptance |
| NVR | National Vocational Regulator |
| OAIC | Office of the Australian Information Commissioner |
| RPL | Recognition of Prior Learning |
| RTO | Registered Training Organisation |
| VET | Vocational Education and Training |
| WHS | Work Health and Safety |

APPENDIX - 1

WHAT YOU GET: YOGA LEVEL 1

Yoga for Life: FACE-TO-FACE Cert IV In Yoga 10885NAT. Cricos Code: 0100557

- Four intakes a year: January, April, July, and October.
- Fixed schedule. No refunds and no rain-checks for unused portions of the program.
- Your fees provide for administration of the College, your academic activities, textbooks, Course Manuals, CDs, DVD, Contact Journal, and other learning aids and student services and activities.
- Payment plans are available upon application.
- Austudy approved.

Level 1 Yoga for Life enrolled course students receive the following

1 TEXT BOOKS & STUDY GUIDES (7)

- 1.1 Concentration
- 1.2 Easy Guide to Meditation
- 1.3 Healing Yoga
- 1.4 Healthy Body (online textbook)
- 1.5 Salute to the Sun
- 1.6 Sankalpa (Making Life Work)
- 1.7 Yoga and Ayurveda Dictionary

<http://www.shantiyoga.com.au/products/cat/shanti-yoga-books>

2 COURSE TUTORIALS (20) + COURSE MANUALS (10)

- 2.1 Self Mastery
- 2.2 Vedic philosophy, history and Yogic concepts
- 2.3 Yoga and Ayurvedic Health
- 2.4 Yoga Postures (asanas)
- 2.5 Yoga Breathing (pranayama)
- 2.6 Yoga for Relaxation (nidra)
- 2.7 Yoga for effective Concentration (dharana)
- 2.8 Yoga Meditation (dhyana)
- 2.9 Yoga Chanting (Sanskrit calligraphy, pronunciation, and sound)
- 2.10 Ethical Living
- 2.11 First Aid

Weekly Tutorials on Campus: 20 weekly peaceful, instructional tutorials, per academic year, provide the Shanti Yoga™ curriculum on Monday afternoons, 2:15-4:30 pm. These are conducted in discrete modules, which holistically meld into the syllabus. They accrue 80 course-hours per year. Tutorials are supported by instruction during ‘mat’ classes.

3 PRACTICE CD (1)/MP3

- 3.1 Samadhi \$33

<http://www.shantiyoga.com.au/products/cat/shanti-yoga-cds->

4 ON-LINE STUDY COURSE

- 4.1 Healthy Body - Online course

<http://www.shantiyoga.com.au/pages/healthy-body-course.php>

5 VOCATIONAL COURSE

Introduction to Children’s Yoga Teacher Training Course (on-campus)

- 5.1 The Divine Yoga Child: Children’s Movement and Mindfulness through Yoga
- 5.2 Tools for teaching
 - 5.2.1 Yoga in a Box: Yoga Cards by Shanti Gowans.
 - 5.2.2 Hatha Yoga for Body, Mind, and Spirit by Shanti Gowans.
 - 5.2.3 The Childrens’ Book of Shanti Yoga™ by Shanti Gowans
 - 5.2.4 Meditation for Children 2 CDs by Shanti Gowans
to guide children to learn many different ways to champion themselves,
elevate their self-esteem, and live their best lives.

<http://www.shantiyoga.com.au/short-courses/yoga-courses-kids-yoga-training.php>

6 LIFE ENHANCEMENT AND PERSONAL DEVELOPMENT (on-campus + zoom)

- 6.1 Patanjali’s Yoga Sutras Tutorials
- 6.2 Magical Sound Workshops
- 6.3 Bollywood Dance
- 6.4 Sanskrit calligraphy and pronunciation
- 6.5 Darshan: What’s it all about. Philosophy and discussion led by Shantiji
- 6.6 Spiritual Movies (on-campus)

7 LIVING YOGA AND AYURVEDA Residential week-end retreats inclusive of shared accommodation, 6 meals, programs, and yoga duties.

- 7.1 Believe in Yourself, Transform your Life
- 7.2 What is your Dharma? Meaning, Passion, and Purpose in the pursuit of Happiness
- 7.3 Emotional Wellbeing
- 7.4 Healthy Mind, Healthy Body: Cook, Taste, Heal. Ayurvedic cooking retreat

8 ON THE MAT AND MEDITATION CUSHION

Weekly Institute Attendance.

- 8.1 Shanti Yoga: Gentle and easy stretches, exercise and postures. Restorative, ground yoga.
- 8.2 Yoga Nidra, deep relaxation, and self-healing
- 8.3 Meditation, Mindfulness, focus and concentration
- 8.4 Mindfulness and Pranayama: breathe and heal
- 8.5 Chanting, kirtan, sound bathing and, vibrational therapy

We recommend 15 hours a week on the yoga mat and meditation cushion.

Your Contact Diary which logs your face-to-face attendance must be signed by the instructor or admin every time you attend.

9 MISCELLANEOUS

- 9.1 Induction and manual
- 9.2 Student ID Card
- 9.3 Contact Diary
- 9.4. Induction day vegetarian lunch

Furthermore, in the spirit of real Yoga, we encourage you to be generally helpful, committed, and involved in your own evolution and development of body, mind, and spirit through the practice of:

- Bhakti yoga - humility and devotion in your spiritual endeavours
- Jnana yoga - self wisdom, and also in relation to the management of ego, fear, anger, stress, desire
- Karma yoga - selfless action and service to all.

Shantiji’s work has had a profound impact on thousands of people around the world. Whatever has led to your enquiry, we trust that this information offers you what you are looking for. Many thanks for your time. Please get back to us in a timely manner for all arrangements to be made.

APPENDIX - 2

WHAT YOU GET: YOGA Level 2 Diploma of Yoga Teacher Training 10886NAT Cricos 0100558

The Diploma of Yoga Teacher Training course is designed to support people who are committed to evolving themselves and our culture, yearn to make their greatest contribution, and seek to develop themselves to embrace this calling.

In this course, you will be surrounded by pure love, strategies and inspiration, from people who fill you up rather than drain you. You will learn how to take your relationships and your life to the next level, connect with your family at a deeper level, and be immersed in the work of Shanti Gowans, at the front lines of synthesised traditional and new healing technologies towards an evolving consciousness.

There are already hundreds of sources of negativity and bad news. Please support us by promoting a message of love and unity.

The greatest way to teach anything is by example... living and breathing it. So, let's teach yoga by making a conscious effort to choose unity in our daily lives. Let's love, love, love ourselves and each other.

Year 2: Yoga Teacher Training: ON CAMPUS, FACE-TO-FACE Diploma of Yoga Teacher Training 10886NAT Cricos 0100558

- Four intakes a year: January, April, July, and October.
- Fixed schedule. No refunds and no rain-checks for unused portions of the program.
- Your fees provide for the administration of the College, your academic activities, textbooks, Course Manuals, CDs, DVD, Contact Journal, and other learning aids and student services and activities.
- Payment plans are available upon application.

Year 2 Diploma of Yoga teacher Training enrolled course students receive the following

1 TEXT BOOKS & STUDY GUIDES (7)

- 1.1 Ayurvedic Cooking
- 1.2 Ayurveda for Health and Wellbeing
- 1.3 Breathe for Health
- 1.4 Eight Limbs of Yoga
- 1.5 Inner Peace Handbook
- 1.6 Mindfulness, the art of conscious living
- 1.7 Peace begins with You

<http://www.shantiyoga.com.au/products/cat/shanti-yoga-books>

2 COURSE TUTORIALS (20) + COURSE MANUALS (10)

- 2.1 Introduction
- 2.2 Self Mastery
- 2.3 Yoga Concentration (dharana)
- 2.4 Yoga Health
- 2.5 Yoga Relationships
- 2.6 Yoga Postures (asanas)

- 2.7 Yoga Breathing (pranayama)
- 2.8 Yoga Relaxation (nidra)
- 2.9 Yoga Meditation (dhyana)
- 2.10 Yoga Leadership

For Level 2, the second year, tutorials are conducted on Thursday afternoons, from 2-5 pm.

Regardless of your level of experience, you are guaranteed to gain practical skills for transformation through attending lectures, practices, and discussions. They accrue 60 face-to-face course hours per year.

3 PRACTICE CDs (3)

- 3.1 Deep Relaxation and Self Healing - 2 CDs.
- 3.1 Meditations to Calm the Mind and Discover Inner Peace - 4 CDs
- 3.3 Origins, Yearning, Destiny

<http://www.shantiyoga.com.au/products/cat/shanti-yoga-cds->

4 PRACTICE DVD (1)

- 4.1 Shanti Yoga wellbeing DVD.

<http://www.shantiyoga.com.au/products/cat/shanti-yoga-dvds>

5 ON-LINE STUDY COURSES

- 5.1 Yoga Relationships - work with diverse people CHCDIV001
- 5.2 Confirm physical health status HLTAAP002

6 VOCATIONAL COURSE: Children's Yoga Teacher Training Course

- 6.1 The Divine Yoga Child: Empowering Youth
Peaceful Warrior

<http://www.shantiyoga.com.au/short-courses/yoga-courses-kids-yoga-training.php>

7 LIFE ENHANCEMENT AND PERSONAL DEVELOPMENT

- 7.1 Darshan: What's it all about?: 40 x Philosophy and discussion led by Shantiji Mon 1-2 pm
- 7.2 The Yoga Sutras Thursdays 2:15 -3:30 pm (Autumn and/or Spring terms)
- 7.2 The Bhagavad Gita Thursdays 2:15 -3:30 pm (Autumn and/or Spring terms)
- 7.3 Magical Sound Workshops
- 7.4 Bollywood Dance (on-campus)
- 7.5 Spiritual Movie (on-campus)

8 LIVING YOGA AND AYURVEDA

Psycho-spiritual residential weekend retreats
inclusive of shared accommodation, 6 meals, programs, and yoga duties.

- 8.1 Believe in Yourself, Transform your Life
- 8.2 What is your Dharma? Meaning, Passion and Purpose, in the pursuit of Happiness
- 8.3 Emotional Wellbeing
- 8.4 Healthy Mind, Healthy Body: Ayurvedic cooking retreat

We practice silently in the morning, then we take walks, or rest, eat delicious food, and chat. We do nidra in the afternoon, play Scrabble, do mindful art, read, garden, some slow, long stretches in the evening, and after a light supper, we spend the evening sitting under the stars or watching a spiritual movie.

9 ON THE MAT AND MEDITATION CUSHION

Weekly College Attendance

- 9.1 Hatha Yoga, gentle

- 9.2 Yoga Nidra, deep relaxation, and self-healing
- 9.3 Meditation, Mindfulness, focus and concentration
- 9.4 Mindfulness and Pranayama: breathe and heal
- 9.5 Chanting, kirtan, sound, and vibrational therapy

Slow, mindful practice and much fun being with yoga people for extended periods on the yoga mat and time out on the meditation cushion. Please remember to get your Contact Diary which logs your face-to-face attendance signed by the instructor or admin every time you attend.

10 MISCELLANEOUS

- 10.1 Induction and manual
- 10.2 Student ID Card
- 10.3 Contact Diary
- 10.4 Induction lunch

Furthermore, in the spirit of real Yoga, we encourage you to be generally helpful, committed, and involved in your own evolution and development of body, mind, and spirit through the practice of:

- Bhakti yoga - humility and devotion in your spiritual endeavours
- Jnana yoga - self wisdom, and also in relation to the management of ego, fear, anger, stress, desire
- Karma yoga - selfless action and service to all.

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APPENDIX - 3

WHAT YOU GET: YOGA LEVEL 3

Advanced Diploma of Therapeutic Yoga Teaching 10887 NAT Cricos 0100559
Supervised: 1890 hours. Non-supervised: 800 hours Volume of learning: 2690 hours

WORKSHOPS AND TUTORIALS are conducted on Saturday and Sunday afternoons. They are:

FACILITATING YOGA FOR YOUTH

- Peace Education
- Conflict Understand and Resolution
- Cultivating Fearlessness

YOGA FOR BACK CARE

- Managing the back in crises
- Yoga for preventing and easing back pain
- Healthy back care facilitator training

This is a unique, holistic, comprehensive and integrated approach to managing and preventing back pain, which is the third most common reason for visits to the medical clinic, one of the most common reasons for missing work, and the single leading cause of disability. Yoga has been shown in numerous studies to be an effective practice for preventing and relieving back pain.

ABUNDANCE AND CREATIVITY

An abundant life is one where we have the ability to create, explore, and experience a 'rich' life, full with meaning consistently. Most of our issues come from a fear and scarcity mindset. This mindset is rooted in a low sense of self-worth, and it further reinforces it. The more you heal, empower and create yourself, the more expansive you become. The more you expand, the more you find new opportunities and connections or relationships together with ideas that will radically increase your wealth and overall abundance.

Reality is not set in stone. It adapts and changes conforming to the stories you believe about it. A low sense of self-worth accompanied by limiting beliefs, will lead you to making choices that disempower you, as well as attracting stories that are not aligned with your true, creative, self-loving and abundant nature. Let's change the self-destructive story.

YOGHWW609A Instruct the yogic principles for health, wealth and wisdom.

ASANA - THE NEXT LEVEL

Creating the future of yoga, with new insights into how we can reap the health benefits of yoga, and new standards of excellence. Join the sacred space where you give yourself permission to take care of yourself first and foremost, replace negative self-talk with love, be yourself, tell the truth through your body (- not just your image: your body does not lie), and do the inner work of making peace with your body. Then share these teachings.

Yoga for your eyes

Yoga for neck health, and the wisdom of jalandhara bandha

Yoga for shoulders

Yoga for pelvic floor health

Yoga for core strength

Yoga for neuromuscular aging

Yoga for depression and anxiety,

Yoga for posture improvement

Yoga and the Vagus Nerve: Developing stress resilience

LIVING BETTER LONGER: YOGA FROM THE CRADEL TO THE GRAVE

- **Children's Yoga**
- **Pregnancy Yoga**
- **Yoga for midlife empowerment: Fostering mind-body wellness for life**
- **Yoga and the art of healthy ageing**
- **Facilitating Chair Yoga**

Growing old is a privilege. Yet the struggle to stay mobile and active after a certain age, which is very necessary to prevent disease and mood disorders such as depression and anxiety, is very real for many people. The aging population and those who suffer from premature aging are at far higher risk for suffering from chronic diseases and the pain that goes with them, as well as the virus.

Yoga can (and should) be adapted to a human being's personal needs that change as they age. It is essential that we move beyond postural-based, fitness-driven practice and nurture safety, balance, strength and mobility

Shanti Yoga reveals the secrets to longevity and happiness: how to eat, how to move, how to work, how to rest, how to foster collaboration and community, and how to find your purpose and bring satisfaction to your life. It provides an in-depth look at how we can take greater control over the living processes, from the cradel to the grave, using yoga as an approach to whole mind-body wellness, and help you discover how to grow old while being forever young.

Yoga for Special Needs

PRANAYAMA - THE NEXT LEVEL

Yoga teachers talk about the breath incessantly, and yet most students struggle to practice correctly in class, and almost no students are using yogic breathing outside of class - do you?. Breathing is a powerful tool that allows the individual to take conscious control over their autonomic nervous system. This course includes 25+ pranayama practices to help you as a teacher and student understand how to use breath more effectively. You will learn:

- Basics of yoga breathing in various types of yoga classes (it's not all the same)
- How to start teaching breath in the supine position
- Fundamentals of up and down regulating as well as balancing breath
- Breathing practices pertinent to cleansing, activity type, time of day and so on

YOGA NIDRA FACILITATOR TRAINING

- **The art of slowing down to create more meaning, purpose, fulfillment**

In this course, you will learn about the four states of consciousness in Yoga, described as dreaming, sleeping, waking, and turiya, the stage beyond, which is equivalent to the highest stages of meditation or yoga nidra. You will also learn key yoga teaching about sleeping and dreaming, and the role these plays in our lives and health. At the most fundamental level, Yoga Nidra, relaxes and heals. At its most profound, you will be awakened to the fourth dimension, the transcended state of consciousness. When administered skillfully, Yoga Nidra can serve as a tool to change unhelpful mental patterns, wrong self-perceptions and even heal many of the effects of trauma.

YOGA TEACHER PROFESSIONAL DEVELOPMENT

- Living the Yoga Sutras: Ancient wisdom for modern times
- The Future of Health and Wellbeing.
- Insight into the Art of Teaching Yoga
- The best ways to teach yoga to beginners
- Enhancing Well-being: Yoga for wellness and self care

MEDITATION - THE NEXT LEVEL4 complementary residential weekend meditation retreats:

- Change your body, change your mind: How yoga can help foster greater mental and emotional balance

- Choose 4 residential weekend meditation retreats from the following retreat offerings:

Feb. June. Aug. Oct. Dec.

YOGMSP608A Instruct yoga, mindfulness and Ayurveda for mental health and suicide prevention

TEXT BOOKS AND STUDY GUIDES, listed alphabetically (12)

- Abundance
- The Art of Slowing Down to create more meaning, purpose, fulfillment.
- The Art of Teaching Yoga
- Asana Manual
- The Best is yet to be
- Breathe for Health CD & Book
- Facilitating Chair Yoga
- Meditation, the journey home
- The Peaceful Warrior. Practising Peace
- Peace begins with you
- Yoga for Back Care
- Yoga Nidra, the sleep of the yogi

<http://www.shantiyoga.com.au/products/cat/shanti-yoga-books>

PRACTICE CD (1)

- Breathe for Health CD

ADDITIONAL OPTIONAL TUTORIALS & WORKSHOPS

- What's it all about?: The Yoga Sutras Thursdays 2-3:30 pm.
Autumn and Spring terms
- Drama Games, Public Speaking and Improvisation. Thursdays 4:30-5:30 pm.
Summer and Winter terms.
- Children's Yoga Instructor Workshop
Weekend workshop + volunteer teaching
- 100 hours teaching

TRAINING PACKAGE UNITS OF COMPETENCY:

- From the HLT Health Training Package administered by the © Commonwealth of Australia
HLTAAP003 Analyse and respond to client health information
- from CHC Community Services Training administered by the © Commonwealth of Australia
CHCPRP003 Reflect on and improve own professional practice
CHCPRP005 Engage with professionals and the health care system
- from BSB Business Services Training Package administered by the © Commonwealth of Australia
BSBFLM303 Contribute to effective workplace relationships
BSBSMB404 Undertake small business planning
BSBSMB405 Monitor and manage small business operations