

Code of Practice

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BTI's Vision, Mission and Goals

VISION

Our vision is to inspire love and peace on the planet through the use, knowledge and acceptance of the heart centred transformational power of Breathwork

MISSION STATEMENT

Breathwork Trainings International Pty Ltd aligns Breathwork with mainstream educational systems and enhances the professionalism of Breathwork by delivering Australian government accredited trainings nationally and internationally

GOALS

1. To maintain a standard of excellence in an Australian government accredited Breathwork educational institution
2. To provide Breathwork trainings that are in alignment with the Australian Quality Training Framework (AQTF) and are accredited by the Australian government
3. To provide ways for trainers and practitioners to continue their professional development into mainstream educational system
4. To create viable career pathways in the Breathwork system
5. To provide employment for Breathwork trainers world-wide
6. To provide trainings for international students
7. Foster ongoing relationships with current trainers, and eventually train trainers to deliver accredited courses
8. To create educational links with other tertiary institutions
9. To foster co-operation between various schools of Breathwork within Australia and internationally
10. To liaise with professional Breathwork associations and organisations
11. To support the national and international Breathwork conferences

Access and Equity policy

Breathwork Trainings International Pty Ltd ensures persons seeking enrolment in our programs are treated equitably. We select people on the basis of their skills, aptitude and relevant qualifications including life experience. So that people derive maximum benefit from our programs, we also select them on the basis of their ability to fulfil the program entry requirements. This may include assessment and support for the purpose of identifying language, literacy and numeracy difficulties.

Breathwork Trainings International Pty Ltd promotes a learning environment that is free from discrimination and harassment including unsolicited approaches, comments or physical contact of a sexual nature, victimisation, bullying and racial vilification.

Breathwork Trainings International Pty Ltd is committed to supporting full access to the organisation's range of services and employment opportunities by people from disadvantaged groups. Finding the balance between the minimum requirements to undertake this course and the recognition that there are those who disadvantaged socially, geographically, educationally, physically and intellectually, racially or by gender and are able with special consideration successfully undertake the training programme

Course application

All applicants are provided with the following information prior to enrolment to enable them to make an informed choice:

- course information including content and vocational outcomes
- course timetable including orientation session
- fees and charges
- entry requirements
- application form
- Code of Practice

Entry requirements

Certificate III in Breathwork Assistant

Entry to the course involves the completion of an application form and personal interview. Although there are no formal pre-requisites for the Certificate III, applicants need to demonstrate a strong commitment to their own self-development, respect and care of others, and be physically, emotionally and intellectually able to carry out tasks involved in assisting in Breathwork consultations.

Applicants with a non-English speaking background are required to have a minimum standard of English language proficiency. [IELTS 5.5]

Certificate IV in Breathwork Practitioner

Entry to the Certificate IV in Breathwork Practitioner course involves the completion of an application form and personal interview. Applicants need to demonstrate a strong commitment to their own self-development, respect and care of others, and be physically, emotionally and intellectually able to carry out tasks involved in Breathwork consultations.

Applicants with a non-English speaking background are required to have a minimum standard of English language proficiency. [IELTS 5.5]

Applicants for the Certificate IV in Breathwork Practitioner must have successfully completed all the units required for the Certificate III in Breathwork Assistant or are able to demonstrate competence against these units in an assessment recognition process.

Diploma of Breathwork Group Facilitator

Entry to the course involves the completion of an application form and personal interview. Applicants need to demonstrate a strong commitment to their own self-development, respect and care of others, and be physically, emotionally and intellectually able to carry out tasks involved in Breathwork group facilitation.

Applicants with a non-English speaking background are required to have a minimum standard of English language proficiency. [IELTS 5.5]

Applicants for the Diploma of Breathwork Group Facilitator must have successfully completed all the units required for the Certificate IV in Breathwork Practitioner or are able to demonstrate competence against these units in an assessment recognition process. In addition, applicants must hold the Certificate IV in Training and Assessment.

English Language proficiency

Applicants requiring assistance with language development will be advised of available bridging programs through local colleges e.g. Adult and Community Education (ACE) or TAFE.

Client enrolment

Application forms are processed in order of receipt by Breathwork Trainings International Pty Ltd. Applicants will be contacted for an interview appointment. The interview will assess applicant's ability to fulfil the entry requirements.

Upon acceptance of their application, applicants receive a confirmation letter detailing fees due, a *Client's handbook*, pre-reading material and details of course textbooks.

Orientation

A trainer, staff and students orientation session will be held prior to the commencement of the course and will cover the following:

- introductions of trainers, staff and students
- facilities equipment and resources
- course timetable
- flexible learning and assessment strategies
- organisational policies and procedures (*e.g. OH&S, Complaints, RPL, Appeals etc.*)
- student support and welfare services
- question and answer session

Fee Policy

There are 3 trainings that BTI offers:

Cert.III in Breathwork Assistant

Cert.IV in Breathwork Practitioner

Diploma of Breathwork Group Facilitator

To secure their place in a particular course, successful applicants must pay a 20% non-refundable deposit 8 weeks prior to the commencement of their chosen course

Each course fee/unit fee must be paid in full 2 week(s) prior to the commencement of the course.

All fees paid are held in a Trust account.

Two weeks prior to the commencement the RTO can withdraw 20% of the course fees/unit fees

Two weeks after the course the RTO can withdraw the remainder of the fees.

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Breathwork Trainings International Pty Ltd employs financial management strategies to protect fees paid in advance.

Refund policy

A fee refund, less the non-refundable deposit, will only be given if a client cancels before commencement of the course.

In the unlikely event of course cancellation by Breathwork Trainings International Pty Ltd, full fee refund including the deposit will be made to clients.

After commencement of the course, fees are non-refundable.

Deferment of Course and Fee Credit

Clients may receive a pro-rata credit, less the non-refundable deposit, if they cannot continue the course for unavoidable reasons. The credit can be used to pay for a future course of their choice.

Any credit of fees held is for the use of that client only and is non-transferable to other persons. Any credit of fees being held for the use of a client is non-refundable.

Students wishing to defer their studies must advise BTI in writing. Any fee increases or policy changes made during their time of deferment apply to the student upon re-enrolment.

Cancellation of courses

In the event of insufficient enrolments BTI reserves the right to cancel or post pone any course up to 7 days prior to the commencement of the course

In such cases the students will be informed in writing that their fees will be credited towards the next scheduled course, or fees will be refunded in full

Client Welfare and Guidance Services

Breathwork Trainings International Pty Ltd aims to provide useful and comprehensive information and support to clients to assist them during their course.

A Client Support and Welfare Officer is available for addressing welfare and guidance issues.

A *Client Handbook* is provided to all clients on acceptance to a training program. The *Handbook* details information on the local area, accommodation, public transport, local services, medical services, alternate therapists, educational counselling, English language classes, literacy and numeracy assistance, and welfare assistance. This *Handbook* is regularly updated.

Clients experiencing learning or other difficulties will be directed to appropriate sources of help and support. Provision is made for language, literacy and numeracy assessment where appropriate.

Complaints procedure

Breathwork Trainings International Pty Ltd is committed to the early resolution of complaints and grievances. Persons wishing to complain may do so through the following procedure:

- obtain a *SI.F2 Complaints and Appeals Form* from the office
- complete and return form as soon as possible to the office
- the complaint will be promptly considered by the Chief Executive Officer
- the Chief Executive Officer will consult with other persons involved in the complaint
- the Chief Executive Officer will mediate to resolve the situation.
- if the complaint remains unresolved an independent mediator will be engaged.

Occupational Health & Safety

Breathwork Trainings International Pty Ltd considers the occupational health, safety and welfare of its staff and clients to be of the utmost importance. Breathwork Trainings International Pty Ltd takes all “reasonably practicable” steps to provide and maintain a safe and healthy workplace and learning environment.

A successful OH & S program is dependent upon all persons on Breathwork Trainings International Pty Ltd premises and in training venues sharing responsibility for insuring a safe and healthy environment.

Breathwork Trainings International Pty Ltd has a designated person with direct access to the Chief Executive who has defined responsibility and authority in relation to occupational health and safety issues within the organisation.

Breathwork Trainings International Pty Ltd ensures all staff and clients are aware of their responsibility regarding OH & S issues through provision of safety information and education.

The delivery and assessment of all courses incorporates relevant OH & S requirements. These include contra-indications and precautions in the practise of Breathwork, and instructions in the management of the Breathwork process.

All injuries, accidents and near misses must be reported to the OH & S Officer and recorded in the Accident and Injury Log Book. All incidents will be investigated and action taken to prevent their re-occurrence. A first aid box and manual will be available for use by staff, trainers and clients.

Smoking is prohibited on the premises where Breathwork Trainings International Pty Ltd delivers courses. Alcohol and/or illegal drugs are prohibited on premises where Breathwork Trainings International Pty Ltd delivers courses. The use of illegal drugs is prohibited throughout the training period.

Any action by staff or clients that jeopardises the health, safety or welfare of others may result in dismissal.

Disciplinary procedures

Clients are expected to display a high level of personal responsibility for their learning process and for their interaction with other clients and staff members.

Anyone displaying inappropriate or dangerous behaviour, (e.g. disruptive class behaviour, refusal to follow OH&S procedures, irregular attendance) will be required to attend a disciplinary meeting to discuss the necessary changes they need to make. The meeting participants will negotiate an agreed plan of action and time scale for reviewing the necessary behaviour changes. If the agreed changes are not implemented, the client may be dismissed from the course.

Attendance

Our courses will challenge students' resolve and endurance. They are fundamentally practical courses requiring a steadfast commitment. Therefore regular and punctual attendance at classes is *essential* for successful completion of courses.

Clients who do not display regular attendance at their course will be required to attend a disciplinary meeting. If a client's attendance falls below 95 % they may be ineligible for a pass in that subject.

In the event of extended absence due to ill health or personal reasons, clients will need to discuss their position with their trainer and the Chief Executive Officer.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the determination of advanced standing that a client has through their previous formal or informal training, work experience and/or life experience. Breathwork Trainings International Pty Ltd recognises the AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations in accordance with its mutual recognition obligations.

RPL is offered to all clients on enrolment and are provided with an *S8.F4 RPL information sheet*. Clients may apply for an RPL assessment related to competencies included in the course. An RPL application form is available from the office and website.

Clients are required to provide sufficient evidence of competence to sustain a successful RPL. The evidence required is established through the RPL process.

The RPL process is structured to minimise time and cost to applicants. It provides guidance in enabling applicants to gather sufficient evidence to support their claim for recognition of current competencies held, regardless of how, when or where the prior learning occurred.

A successful application for RPL does not necessarily attract a fee refund or credit.

Training delivery procedures

The courses at Breathwork Trainings International Pty Ltd are delivered in a manner that provides individual clients with the best opportunity to succeed in achieving their goals.

A variety of theoretical, practical and interactive delivery strategies are employed. Strategies include: trainer presentation and demonstration, clinical and workshop practice, discussions, question and answer sessions, case studies, role play and structured exercises.

Trainings are delivered through group classes and include one-to-one guidance and coaching for clients.

The qualifications of all course trainers and assessors conform to the minimum standard for trainers according to the Australian Breathwork Association, are recognised trainers by NBAC and are formally qualified to deliver accredited training and assessment.

Course assessment procedures

Assessment is carried out in accordance with the National Assessment Principles as endorsed by the National Training Framework Committee, May 1998.

Assessment for all courses is compulsory. Assessment processes cover the broad range of skills and knowledge needed to demonstrate competency in the relevant field of study. Assessment integrates knowledge and skills with their practical application.

The trainer will provide clients with written descriptions of course content, learning outcomes and assessment criteria for each course. This will also include information of methods of assessment, due dates and weighting percentages for each assessment.

If clients are required to sit any examinations on the scheduled time and date.

All written assignments should be submitted on or before the due date. Extensions need to be negotiated with the assessor and must be for a good reason. Assignments should have a cover sheet clearly setting out the client's name and assignment details.

The course allows for only "Competent" or "Not yet competent" on completion. However grades may be given on assignments as an indication of the client's performance.

Appeals against assessment decisions

Clients wishing to appeal against course assessment decisions may make a formal request for re-assessment of their work as follows:

- obtain a *S8.F3 Request for re-assessment form* from office

- complete and return form as soon as possible to the office with relevant assessment documents
- the original assessor will be requested to report on the their assessment process
- if assessment is in the form of a written assignment, test or examination, the document will be submitted for re-assessment to a second qualified assessor together with original assessor's report
- if assessment was in the form of a practical demonstration or assessor observation, arrangements will be made for re-assessment by a second qualified assessor
- the client will be notified in writing with details of the re-assessment result
- any further re-appeals will be dealt with in a *Complaint and Appeals process*

Exit Points

Completion of all units of competency of the course is the only exit point for those who wish to receive a full qualification. A Statement of Attainment is available for completed sections of the course, if a client leaves prior to the end of a course.

There is no automatic re-entry into a future course if clients fail to complete all units of the course in which they were originally enrolled.

Issuance of qualifications

Qualifications issued by Breathwork Trainings International Pty Ltd meet the Australian Qualifications Framework (AQF) standards.

A single qualification will be issued to clients upon successful completion of the course. A Statement of Attainment will be issued for partial completion of the course.

Clients issued with a qualification will also receive documentation that identifies the units of competency that have been achieved.

Breathwork Trainings International Pty Ltd maintains records relating to the issuance of qualifications.

Legislation and Regulatory Requirements

Breathwork Trainings International is committed to excellence, fairness and equal opportunity, complies with government legislation and upholds the values embodied in the following Acts

Disability Discrimination Act 1992

http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/

Equal Opportunity for Women in the Workplace 1999

[http://www.eowa.gov.au/About EOWA/Overview of the Act/The Act.asp](http://www.eowa.gov.au/About_EOWA/Overview_of_the_Act/The_Act.asp)

Occupational Health and safety Act 2000

<http://unionsafe.labor.net.au/officials/files/OHS%20Act%202000%20No40.pdf>

Privacy and Personal Protection Act 1998

http://www.lawlink.nsw.gov.au/lawlink/privacynsw/ll_pnsw.nsf/pages/PNSW_03_ppipact

Vocational Training and Education Act 2005

http://www.austlii.edu.au/au/legis/nsw/consol_act/veata2005306/

Workers Compensation Act 1987

http://www.austlii.edu.au/au/legis/nsw/consol_act/wca1987255/

Workplace Relations Act 1996

http://www.austlii.edu.au/au/legis/cth/consol_act/wra1996220/