



AUSTRALIAN COLLEGE OF CHI-REFLEXOLOGY

Principal: Moss M. Arnold RAA, ATMS & ICR Accredited

PROSPECTUS

*“Where the wisdom of
the East meets the
practicality of the West
to expand the boundaries
of peace, harmony and
well-being”*



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Australian College of Chi-Reflexology

The Australian College of Chi-Reflexology is a recognised, accredited, and endorsed training institution with the the Reflexology Association of Australia (RAoA), the Oriental Health Practitioners Association of Australia (OHPAA), the Reflexology Association of America (RAA), the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) USA, the International Guild of Complementary Practitioners (IGCP), and ABC (UK).

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Principal and Founder –

Moss M Arnold

Bachelor of Arts, Diploma of Education (B.A., Dip. Ed.),
Diploma of Foot Reflexology (Dip. FR), Diploma of Oriental Massage (Dip. OM),
Diploma of Traditional Chinese (Acupressure & Chi Balance) Massage (Dip. TCM),
Aromatherapy Certificate, Certificate Spiritual and Crystal Healing,
Australian Bush Flower Essences Certificate, Certificate Reflexology & Meridian Therapy,
Touch for Health 1 Certificate, Certificate Language of the Feet
Foot Mobilization Certificate, Senior First Aid Certificate

Manager & Chief Trainer –

Jacqui Baldwin

*Certificate of Reflexology,
Diploma of Clinical Reflexology
Diploma of Chi-Reflexology
Diploma of Anatomy & Physiology
Australian Bush Flower Essences Certificate
Angel Intuitive with Honours Certificate
Angel Intuitive Advanced Certificate
Certificate IV Training and Assessment
Provide First Aid Statement of Attainment*

About the Principal



Moss Arnold *BA Dip. Ed., Dip.FR, Dip. OM, Dip. TCM, Chi-Reflexology Therapist*, is not only the founder and Principal. Now living and working in the U.K.

He has been an educator for over thirty-five years and a therapist for more than twenty-five. He has been an accredited member of the ATMS, RAOA and ICR. Sharon Windle and Moss have relocated to the UK to continue to present and expand.

He is the originator of the unique approach “Chi-Reflexology”, as well as author and international presenter. He has presented various Chi-Reflexology Conference presentations and seminars around Australia and around the world. He annually presents seminars overseas, including a lecture tour of Europe and the highlight so far has been that Moss was the only Reflexologist invited to present at the Holistic Health Summit in Bangalore India in January 2003, with such notables as Deepak Chopra.

Moss brings a vast array of talents and insights, including his knowledge of the Chinese Philosophy, and his wholistic and spiritual perspectives, which, combined with his educational background, allows him to share his approach in a uniquely entertaining, casual, yet professional manner. His thirst for knowledge and his enthusiasm for Reflexology and Chi-Reflexology, and for the sharing of it with others, is infectious. His primary focus is a strong desire to help others, through his natural therapies practice and his teaching; in fact, in all that he does! “Life is about giving, helping and sharing. For in this process there is growth, expansion and enlightenment!”

“I have known Moss for several years to now, when (as a man with great knowledge, wisdom, understanding and still-insatiable curiosity) he is thrilled to share his insights with all.....” “.....Moss brings a great vitality and passion to his work, which is contagious”

Suzanne Enzer, Principal. Soul to Sole Reflexology

Moss’ desire to help and share is reflected in his published works - the Chi-Reflexology Foot Chart; his “Chi-Reflexology: Guidelines for the Middle Way”, book and DVD, his “Reflexology: Basics of the Middle Way” book and DVD, as well as his Practical Chi-Reflexology 92-page Booklet (2002), Systems of the Body colour Booklet, Clinical Reflexology colour Foot Chart, colour Chakra chart, and various new material regularly published in various magazine around the world.

Feet first: I touch. I feel. I think. I am.

About the Assistant Principal



Sharon Windle *Assistant Principal, Manager WA Branch of the Australian College of Chi-Reflexology, Diploma of Clinical Reflexology, Diploma of Chi-Reflexology, Cert IV TAE, accredited member of the Australian Traditional Medicine Society (ATMS). Sharon has been a provider for most Health Funds. Now living and working with Moss in the U.K.*

Sharon has educated and trained in different capacities over the years and as a therapist she has run her own professional Clinical Reflexology and Chi Clinic in Perth Western Australia and Chi-Reflexology Clinic in Winmalee, Blue Mountains.

For many years, she has shared the Chi Clinic and worked closely with Moss Arnold in the College, Australia, and overseas presenting.

Sharon's growth of knowledge, understanding and experience of Chi-Reflexology is on-going, as is her enthusiasm with the Chi-Reflexology. She has a natural gift to bring out the best in people, gently assisting clients and students to expand on all levels. It is of utmost importance to her that Clinical Reflexology and especially Chi-Reflexology grows and evolves for future generations with truth, knowledge and understanding. Her vision is expressed as:

***"It is Not Only What you Gather, but What You Scatter,
That Tells What Kind of Life You Have Lived."***

About the Manager



Jacqui Baldwin Associate Dip. of Business (Accounting), Statement of Attainment Investigate WHS Incidents. *Clinical Reflexology and Chi-Reflexology* - a Reflexology Therapist, has been a teacher at the college since 2011 and is also the Australian Representative for Chi-Reflexology, College Manager and Chief Trainer since 2017.

Jacqui started as a student at the College in 2006, and quickly realised the wellness benefits of Clinical Reflexology and Chi-Reflexology, and just had to know more. She is a professional member of the ATMS and RAoA.

Reflexology allows the use of a gentle touch and with this Jacqui integrates her skills of foot reading and intuitive practice, whether used therapeutically or clinically it's a modality for everyone from the young to the elderly. It's with the elderly that Jacqui has found the greatest joy by providing voluntary reflexology treatments for Carers week events and presentations with self-help tips to age care activity groups.

Jacqui enjoys sharing her skills and awakening the passion for reflexology in others, she is always amazed at the reactions to treatment results or the accuracy of what the feet can tell us about a person by just looking, although never surprised –

'the feet never lie'.

The College and its Philosophy

“Where the wisdom of the East meets the practicality of the West to expand the boundaries of peace, harmony and well-being”

Moss Arnold founded the College in 1995 in response to the growing demand for quality educational opportunities in Reflexology and Chi-Reflexology. To this end the structure chosen is a weekend seminar approach. The College offers courses to suit every student –

- Reflexology I – Foot Reflexology For Everyone, for Home use;
- Reflexology II – for Therapists to add Reflexology to their other modalities;
- Reflexology III – Advanced techniques in Reflexology
- Chi-Reflexology III – Advanced energy (chi) techniques *in theory and practice*
- Professional *clinical* training in Reflexology and Chi-Reflexology (*Diploma of Clinical Reflexology & Diploma of Chi-Reflexology*)
- *Diploma of Reflexology (Medical)*: Reflexology for the health care industry
- Post-Graduate and General Interest seminars.

The College is accredited with the Reflexology Association of Australia (RAoA), the Oriental Health Practitioners Association of Australia (OHPAA), the Reflexology Association of America (RAA), the National Certification Board for Therapeutic Massage and Bodyworks (NCBTMB) USA and is affiliated with the Indian Board of Alternative Medicines, Calcutta, India.

The philosophy of the College is a simple one – to provide quality educational opportunities in Reflexology and Chi-Reflexology, via the best possible, most up-to-date and far-reaching professional training. To this end, the College uses qualified, highly motivated and experienced trainers.

“Chi-Reflexology” is a unique approach developed by the founder, Moss Arnold, which combines the Chinese philosophy, including the Chinese theories of life and the universe, and Traditional Chinese Medicine (TCM), with the science of reflexology. The result is a unique approach that emphasises a wholistic and balanced approach to reflexology. Included in this development is a re-examination of the origins of the theories and science of reflexology, resulting in a consistently followed perspective of the feet – the Anatomical Reflection Theory. In fact, Moss is the first in print to state a consistent perspective and to follow it.

So Chi-Reflexology represents the philosophies of the East and West coming together in theory and practice for the benefit of all. Chi is the Chinese term for energy, including human energy, or life force; it is the building block of the Universe, and as such Chi-Reflexology brings life, vitality and awareness to reflexology.

The principles of East and West are combined to promote a multi-faceted perspective of the nature of health and well-being, via a variety of diverse fields of study, and their relevance to the vibrant science and art of Reflexology

Surely the true science is the art of Life!

The College's Code of Practice

The College shall –

- Abide by the commonly held ethical, moral and behavioural standards.
- Abide by the ATMS and RAoA's "Code of Ethics" and any other Professional Organization's Code that the College may be accredited with.
- Conduct all business and teaching in a professional and ethical manner.
- In accordance with wholistic principles, present a professional training service to the best of its ability.
- Keep the standard of its professional work as high as possible, at all times.
- Adhere to the confidentiality and privacy of all students.
- Not be involved in any practice, which may bring disrepute to the Natural Therapies Profession.
- Conduct all business with its students in a fair and impartial manner, endeavouring to satisfy the needs of all concerned to the best of its ability.
- Set all standards: academic, professional, practical, clinical and ethical for the students under its guidance, and for the trainers.
- Set and oversee the Participant Conditions, Deferment Policy, and the Lecturer's Selection, Planning and Evaluation.
- Set, oversee and administer the RPL (Recognition of Prior Learning) Policy, the Fee Structure and the Refund Policy.
- Organise and administer all aspects of the seminars offered, including varying course requirements, policies, guidelines, schedules, fees etc.
- Adhere to all applicable Local, State and Federal legislation.
- Endeavour to improve upon its wholistic, technical and professional standards whenever possible.
- Never criticise, condemn or otherwise denigrate a member of the reflexology profession or any other allied profession whilst teaching or in the public.
- Ensure that all persons involved with the College, including administrative staff and Guest Lecturers shall be informed of the College's Code of Practice and its requirements that he/she strictly adhere to this Code while involved with the College.
- Any of the previously mentioned persons who fail to strictly adhere to the College's Code of Practice shall, upon the first offence, receive a written warning of transgression within fourteen days of said transgression being reported to the College, and an audience as soon as applicable. Upon further offence, said person shall be dismissed from his/her position with the College. Said person has the right of appeal and audience to the College in regard to said matter/s. To exercise this right the person must give notice in writing to the College within fourteen days of the above occurring.

The Science and Art of Clinical Reflexology

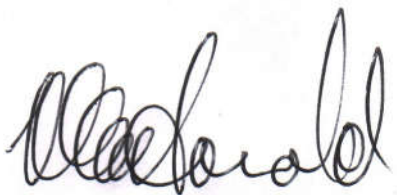
There is enough evidence to suggest that Reflexology was an ancient therapy used by most of the ancient cultures, including Egypt, China, India, the Americas, and Australian indigenous society. However, little survives of the original, and Reflexology, as we have it today, was rediscovered about 100 years ago by American medical practitioners. It is a unique science and art for promoting balance and well-being. The basic techniques of Reflexology are simple, yet once mastered, profound. The basic technique is the use of the thumb and fingers on areas of the feet that correspond to all aspects of the human being; and the procedures used are relatively easy to learn.

The applications of Reflexology range from relaxation and stress reduction, through improved circulation and nerve supply, to the treating of physical, emotional, mental and spiritual imbalances. Once correctly mastered, Reflexology becomes a powerful form of therapy that readily and easily combines with other natural therapies, either as an adjunct or as the primary modality. Its scope and range of uses are limitless, bound only by our current understanding and interpretations.

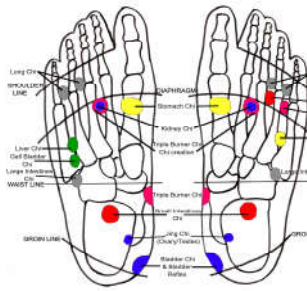
Reflexology, although a relatively new therapy, is currently medically recognised in Denmark, South Africa and China, and is increasing being accepted in United Kingdom and most parts of Europe, where universities, such as Napier and Manchester University, are teaching Reflexology.

Reflexology, as a medical science, and as an art form, is expanding both in its theoretical and practical applications to natural therapies, and in the interest of the general public.

Now is the time to explore this multi-faceted discipline.

A handwritten signature in black ink, appearing to read 'Moss M Arnold', written in a cursive style.

Moss M Arnold, Principal



Chi-Reflexology combines the Science with the Art!

Chi-Reflexology, developed by Moss Arnold, is a unique form of reflexology and natural therapy. It is based on an understanding of the Chinese philosophy, including, but not exclusively Traditional Chinese Medicine (TCM), and the application of this knowledge to the science of reflexology. Moss is in fact the first in print in the world to question the original premises of reflexology and come up with a consistent perspective of the therapy. The result of all this is a new dynamic approach and therapy.

Chi-Reflexology combine's energy work with the science of reflexology, with the aim of expanding both; bringing life, vitality and awareness to reflexology, and developing it as an art. For all therapies are based on science, but the challenge is, once learnt, to turn that science into your own tool, that fits your hands, so to speak. The result is Chi-Reflexology.

Chi-Reflexology, therefore, is a philosophical approach, which emphasizes “working with the human being” (rather than against it), empowering rather than depowering, and balancing the human condition. As such, it is a truly wholistic therapy, dealing with physical, emotional, mental and spiritual well-being. Techniques have been developed to sedate, stimulate and balance the chi of the receiver, thus encouraging, rather than “making”, the body activate its innate healing potential. For it is the receiver who heals, not the reflexologist, nor reflexology. So, Chi-Reflexology does not heal. It helps. It encourages. It plays it safe – “If in doubt, don't!”

It developed from being open to new experiences, and the thirst to understand those experiences. It is a journey and a path. It is a new way of being, of seeing, of understanding; yet it is rooted in the ancient past – “I shall do no harm!” *Hippocratic Oath*

Chi-Reflexology is an approach that combines the intuition with the logical; the literal with the lateral, which expands the boundaries of reflexology and all natural therapies. With its innate flexibility, it can be easily added to any other therapy, or, if drawn to the approach, can be used exclusively as a therapy in itself.

Chi-Reflexology is alive and its basic quality is one of expanding the therapist as the therapist expands Chi-Reflexology. It is therefore experiential. It is such a simple yet profound approach that a full treatment can be done within minutes, and therefore can easily, once learnt, be added to any other form of Reflexology, natural therapy or health care therapy.

**“I do not wish to find misery;
Nor do I seek to find happiness;
For the seed of one lies within the other.
I wish to seek to find the Tao.”**

Teaching Faculty

Jacqui Baldwin is the Manager and chief trainer of the College and together with guest lecturers teaches the following courses:

- **Reflexology I**
- **Reflexology II**
- **Reflexology III Modules.**
- **Clinical Diploma Modules**
- Post-Graduate studies/Continuing Professional Development/Education, and
- **Introduction to Chi-Reflexology**

The Philosophy of the College is a simple one, to provide educational opportunities in Reflexology, via the best possible, most up-to-date and far-reaching professional training. To this end, the College uses qualified, highly-motivated, experienced therapists and professional trainers. All qualified trainers with the College have studied Reflexology with the College and therefore are experienced in the College's approach, philosophy and perspective, from both a student's and trainer's perspective. The College also uses specialists in their field to present Modules of Reflexology III, Diplomas and Post-Graduate studies.

Listed below are the trainers the College uses.

SUBJECT/MODULE	TRAINER	QUALIFICATIONS/ EXPERIENCE
Reflexology I, Reflexology II Reflexology III: Foot Talk Dip Clinical: Student Clinic Dip Clinical: Clinical Practicum Reflexology III Post-Grad: Lymphatic Drainage Reflexology Aust Bush Flower Essences & Chi-Reflexology Essential Oils & Reflexology Spiritual/Crystal Reflexology	Jacqui Baldwin	Dip Clinical R, Dip Chi-R, Dip A & P, TAE (Training & Assessment) Workplace Assessor, WHS, Organisational Analyst, Health Management Consultant. ATMS and RAoA.
Post-Grad: Qiropactic Foot Therapy	Maurice Federici	Dip. Reflexology, Dip, Dip Chi-Reflexology, Clinical R. Sports Reflexologist. ATMS.
Chi-Reflexology & Post-Grad. Guest Lecturer	Moss Arnold	BA Dip. Ed., Dip.FR, Dip. OM, Dip. TCM.
Chi-Reflexology & Post-Grad. Guest Lecturer	Sharon Windle	Dip Clinical R, TAE, (Training & Assessment), Reflexologist in private Practice, Past Manager & Principal Trainer College's WA branch, ATMS.

Why Study with Us?

Where you train is important. We are a small specialist training institution and as such we are proud to offer our training in a professional, caring and supportive environment. You'll feel the educational quality and enthusiasm the moment you contact the College.

As specialists in reflexology and the only training institution in the world to offer Chi-Reflexology, the **Australian College of Chi-Reflexology** offers a unique educational opportunity, the aim of which is to encourage the development of free-thinking, independent therapists, capable of making decisions for the benefit of their clients. You will develop a variety of theoretical and practical skills that you can call on as needed.

"I do not wish to produce mechanics who do not understand what they are doing and why. I also do not want to produce clones of myself. What I do is unique to me. Therefore I compete with no other therapist. By sharing & training others I can help more people, which is my personal and professional purpose. Therefore I have designed my training to be unique in that beginners have an excellent understanding of the basics of reflexology. In Reflexology I you will gain an excellent understanding superior to many other trainings, and all modules of the course are consistent with the theoretical and practical basis that is taught at the very beginning.

"Further, I have found that the basic understanding of their own therapy is extremely lacking, and therefore the College now offer an "Introduction to Chi-Reflexology" 2 or 3-day seminar which covers these absolutely essential components that my students gain at the very beginning of their training." **Moss Arnold, Principal & Chief Trainer**

So there are many advantages to studying with the Australian College of Chi-Reflexology, including –

- Thorough theoretical and practical knowledge, with an emphasis on variety of experiences, approaches and techniques.
- The College uses only a few trainers who are specialists and leading therapists/presenters in their own right.
- All reflexology trainers have studied and are graduates of the College.
- All trainers are passionate about reflexology and their clinical experience makes for fascinating learning.
- Class sizes are small ensuring personal attention. This is particularly important in the development of practical skills.
- Over twenty years in reflexology education and over thirty years in education.
- Personal development and professional training.
- All Modules are designed specifically for reflexologists.
- A personal approach to your training – you are more than simply a number.
- Challenging educational environment, through expansion of your abilities as well as encouraging you to expand the frontiers of reflexology.
- National and International recognition.
- Up-to-date training.
- Links to reflexologists, professional bodies and the latest information from around the world.
- Assistance with your professional development and promotion of the College's trained Reflexologists, through our website.

What Our Participants Say

REFLEXOLOGY I:

“Passion and commitment showed.” “Practical was very informative & enjoyable.” “Didn’t expect to get so much out of it.” “Trainer was very approachable & patient.” “Pleased to see a map of the feet that makes sense in comparison to other maps.” “The questions I had about the discrepancies I had found in Reflexology reference material were all answered” “Could not be better presented.” “Such an eye opener.” “I found the course unique in how it is structured, built and presented. I really liked the idea of being told why you are doing what you are doing.” “Very enlightening.” “I learnt more by lunch time on the first day than I did at the end of an entire weekend of previous reflexology course.”

REFLEXOLOGY II:

“whole course has been first class “good blend of theory & practice.” “makes you think for yourself.” “level of content was excellent & presented in a formal though relaxed way.” “An amazing course which leaves you gasping for more.” “Most interesting & inspiring course, full of enthusiasm for the subject, & presented in a professional way, with easy to understand notes.” “Caring & nurturing – supportive of encouraging learning & confidence.” “I was amazed at how much I was able to learn in a concise time.” “Handouts had great detail.”

REFLEXOLOGY III: Chi-Reflexology 1 & Chi-Reflexology 2

“Very informative. Cannot get any better.” “A wonderful experience. “New personal learning.” “The knowledge that the interesting course content is powerful in helping yourself & others.” “A Diploma course well worth doing.” “Gives you a thirst for more information.” “Very thought provoking.” “Learning a whole new way of seeing the body.” “love the energy work.” “The information & explanations are excellent.” “Mind expanding experience.” “I can’t imagine practicing Reflexology without using the Chi-Reflexology approach & techniques.” “I love the complexity and unlimited scope of this approach.”

REFLEXOLOGY III: Foot Talk

“Very good & interesting.” “useful information to help treatments & insight into clients.” “Inspiring – makes me feel confident.” “Absolutely fascinating.” “The Chakra” balance is so easy & so relaxing.” “Enjoyed learning about physical aspects of feet.” “Practical work really made the theory gel.” “A whole new aspect to feet.” “Foot Talk was amazingly insightful.” “Powerful!” “I learned a lot about just looking at the feet.”

REFLEXOLOGY III: Hand (Acupressure in) Reflexology

“Introduction to new ideas.” “Great for giving more insights into the energies & functions of our bodies.” “Fun & inspiring.” “Chi/acupressure – amazing!” “Mind blowing stuff.” “Can’t wait to go out & use it!” “A great mix of theory & practical.” “Found the integration balance very interesting & thought it would be useful & practical. Enjoyed all of it.”

REFLEXOLOGY III: Reflexology for Women

“Enjoyed the whole lot.” “Great prac work that really consolidated the theory notes.” “It was all enjoyable.” “Power point presentation was great.” “Very interesting.” “Content was good. Reference to previous learning i.e. joined the dots.” “Fun, inspiring.” “A very informative & inspiring course to do.”

DIPLOMA CLINICAL: Clinical Practicum

“I love how you challenge everyone on many levels – firm but fair + qualified reasoning.” “This is an extremely invaluable, constructive tool to be included regardless of experience.” “I enjoyed the feedback & experiencing so many different client problems.” “Lots of new skills.” “a good confidence builder.” “A good opportunity to review my Client Consultation sheet & see how it works in a practical scenario.” “The case study scenarios were realistic and made me improve my listening and questioning skills.”

POST GRAD: Lymphatic Drainage Reflexology

“Great presenter & how useful this technique is for so many people & situations.” Absolutely loved it.” “Easy to understand theory – very clear & concise.” “Great method.” “Thoroughly enjoyed it. Thank you. I feel at home.” “Really useful practical to add.” “A very inspiring & thought provoking course.” “As a qualified reflexologist – this is the best workshop I have attended. EXTREMELY professional.” “It’s great!”

POST-GRAD: Australian Bush Flower Essences & Chi-Reflexology

“I really enjoyed this course, another great tool to use.” “The information is excellent.” “Relaxed atmosphere” “Inspiring and practical knowledge that I can apply immediately.” “Had a fantastic weekend.” “worthwhile to learn.”

POST GRAD: Spiritual/Crystal Reflexology

“Refreshing presentation. Reignited my questioning of past reflexology courses.” “Fantastic & enthusiastically presented.” “Very interesting & the knowledge was great; more than I expected.” “lots of my questions answered.” “An amazing, empowering workshop that completely exceeded my expectations & opened my eyes/mind to a new approach to Reflexology.” “Informative, friendly, fun.”

POST GRAD: Qiropactic Foot Therapy

“Learning very powerful & directly practical techniques.” “Very interesting course & presentation & pelvic alignment.” “Enjoyed it. Thanks.” “Hip realignment was amazing.” “Relaxed, interesting techniques that enhance basic training.” “Easy going.” “It was relaxing, enjoyable lesson as well as fun.” “Very helpful.”

Diplomas Offered

NOTE: Professional Training Associations and Health Funds recognition is determined by the Associations and by individual Health Funds and therefore may be subject to change at any time. Whilst the information printed in this outline is current at the time of publication, the Australian College of Chi-Reflexology cannot take responsibility for changes that occur in relation to professional association and health fund requirements.

The College offers three professional qualifications and they are:

- Diploma of Clinical Reflexology
- Diploma of Chi-Reflexology, and
- Diploma of Reflexology (Medical)

DIPLOMA OF Clinical Reflexology	DIPLOMA OF Chi-Reflexology
<ul style="list-style-type: none"> • Reflexology I • Reflexology II • Reflexology III: <ul style="list-style-type: none"> ○ Chi-Reflexology 1 ○ Chi-Reflexology 2 ○ Foot Talk ○ Hand Reflexology ○ Reflexology for Women • Clinical Diploma Modules: <ul style="list-style-type: none"> ○ Distance Education: Communications 1 ○ Distance Education: Communications 2 ○ Distance Education: Practice Management 1 ○ Distance Education: Practice Management 2 ○ Distance Education: Practice Safety (OH&S) ○ Supervised Reflexology Clinic • Distance Education: A & P 1 and • Current Senior First Aid Certificate 	<ul style="list-style-type: none"> • Reflexology I • Reflexology II • Chi-Reflexology III: <ul style="list-style-type: none"> ○ Chi-Reflexology 1 ○ Chi-Reflexology 2 ○ Chi-Reflexology 3 ○ Chi-Reflexology 4 ○ Chi-Reflexology 5 • Clinical Diploma Modules: <ul style="list-style-type: none"> ○ Distance Education: Communications 1 ○ Distance Education: Communications 2 ○ Distance Education: Practice Management 1 ○ Distance Education: Practice Management 2 ○ Distance Education: Practice Safety (OH&S) ○ Supervised Reflexology Clinic • Distance Education: A & P 1 and • Current Senior First Aid Certificate

The **DIPLOMA OF REFLEXOLOGY (Medical)** consists of:

- **Diploma of Clinical Reflexology and Diploma of Chi-Reflexology or equivalent**
 - PLUS
 - Lymphatic Drainage Reflexology
 - Australian Bush Flower Essence and Chi-Reflexology
 - Reflexology Post-Grad Studies (minimum of 4 days)
 - Distance Education: Therapeutic Ethics
 - Distance Education: Professional Practice 1 – Reflexology for Specific Groups
 - Distance Education: Professional Practice 2 – Home Visits
 - Distance Education: Professional Practice 3 – Basic Dietary Advice
 - Clinical Practicum 2 & 3 and Distance Education: A & P 2

DISTANCE EDUCATION

The Australian College of Chi-Reflexology offers Distant Education in the following subjects/modules/courses –

- Reflexology II + attendance of Day 7 (Assessment).
- Anatomy and Physiology 1 (A & P 1)
- Anatomy and Physiology 2 (A & P 2)
- Communications 1
- Communications 2
- Practice Management 1
- Practice Management 2
- Practice Safety
- Professional Practice 1: Reflexology for Specific Groups
- Professional Practice 2: Home Visits
- Professional Practice 3: Basic Dietary Advice

PROCEDURE: The College will, upon enrolling and payment of the Fee for a particular Distant Education course, mail out all relevant information and training package, including notes, Assessment Outline and Assessment Tasks. All correspondence from the student will be through the College via email or mail.

As Reflexology is a hands-on, practical therapy, it is not easily learned through Distant Education. Therefore the College does not offer Distant Education for practical Reflexology subjects, except for Reflexology II.

Note also that continuing education can be tax deductible.

Course Outline

REFLEXOLOGY I – Reflexology for Everyone

Gained:	Statement of Attendance
Offered:	Weekend class
Length:	2 one-day seminars – minimum 20 hours; 9.30am to 5pm daily
Presenters:	Jacqui Baldwin
Content:	<ol style="list-style-type: none">1. Introduction to Reflexology and the College2. Perspective of the Feet – Foot Map: Where’s what?3. Anatomical Reflection Theory4. Holding Techniques5. Why Reflexology; Don’t of Foot Reflexology, and Precautions.6. Practical – Reflexology Openings7. Basic Rules of Reflexology8. Terminology of Foot Reflexology9. Practical – Basic Working Techniques (thumb, fingers, etc.)8. The Basic Procedure for a mini-Reflexology Treatment9. Summaries of Sequence – Visual and written.

What our Participants say

“The course was great! I found the notes to be most helpful and I really enjoyed the practical.”

“Moss’ explanations were understandable and logical. The relationship between the feet and body was fascinating.” “Dynamic. Content/friendly atmosphere, size of group, obvious enthusiasm for subject.”

“Pleasant surroundings. Most entertaining. The diagrammatic and written instructions together are a very good idea. Lots of factual information and anecdotes. Very inspiring instruction. Attention to all students very good.” “Very coherent mapping of the body onto the feet finally made reflexology sensible to me. Well done!!! You have a good style that ensured a friendly group atmosphere where everyone was very supportive of each other.” “the course was very interesting as the teacher was so excited about reflexology.” “Infectious enthusiasm.” “I like your openness about things in general.” “It brought together many interesting concepts to a practical application for treating the whole person.”

Note also that continuing education can be tax deductible.

REFLEXOLOGY II – Certificate of Reflexology

- Gained:** Certificate of Reflexology
- Offered:** Two options – Weekend or Distance Education + attendance of Day 7
- Length:** 7 one-day seminars – minimum 70 hours, 9.30am to 5pm daily
- Presenters:** Jacqui Baldwin
- Prerequisite:** Reflexology I or a minimum of 20 hours of Reflexology training at a recognised and accredited training institution...

Content:

PART A – The Practical

1. Basic Rules of Reflexology
2. Basic Sequence of Working
3. Practical: Reflexology Treatment
4. Summaries of Sequence

PART B – The Theory

1. Outline of Reflexology II, Assessment and Recommended Texts
2. History/Origins of Reflexology
3. Foot Maps: Physical Reflexes & Theories of Reflexology
4. Anatomy and physiology of the feet & Biomechanics: An Introduction
5. Diagnosing through the feet
6. Visual Assessment of the Feet: Introduction
7. Referral Areas and Helper Areas
8. Systematic Approach to Reflexology (Body systems through the feet)
9. Client Reactions to a Reflexology Treatment
10. Growing Up and Reflexology
11. Women's Cycles of Life and Reflexology
12. The Mature Years and Reflexology
13. Professional Associations: ATMS & RAOA
14. Client Management and Care: An Introduction
15. Consultation sheets & Assessment Outline of the three Diplomas offered

NOTE: *After completion of Reflexology I – “Reflexology for Everyone” and all seven one-day seminars of Reflexology II, satisfactory completion of Examination and Assessment Tasks (both theory and practical) of Reflexology II and all other participant obligations, the College will issue the “Certificate of Reflexology”.*

What our Participants Say

“Presented in a fun, relaxed & simple way. An enlightening journey.” “The relaxed yet organised manner in which it was presented. The great “abundance” of info given willingly and happily.” The course was professionally presented. The continuity & flow of the lectures exceptional, highly organised” “Plenty of 1 : 1 question/ answer time “ “Lots of feedback given to improve technique/style”

Note also that continuing education can be tax deductible.

REFLEXOLOGY III – Advanced Certificate of Reflexology

- Gained:** Advanced Certificate of Reflexology or Diploma of Clinical Reflexology as applicable.
- Offered:** Weekends
- Length:** 12 one-day seminars
- When on:** One Module once every 2 to 4 weeks from March through to December. Run in conjunction with Chi-Reflexology III and Clinical Diploma Modules. See website or College for Yearly dates.
- Presenters:** Jacqui Baldwin or College trainer.
- Prerequisite:** Reflexology I and Reflexology II, or a minimum of 90 hours of Reflexology training at a recognised and accredited training institution.

Content:

REFLEXOLOGY III MODULE	DURATION
Chi-Reflexology 1	4 one-day seminars
Lymphatic Drainage Reflexology	2 one-day seminars
Foot Talk	2 one-day seminars
Hand (Acupressure in) Reflexology	2 one-day seminar
Reflexology for Women	2 one-day seminar

NOTE: *Reflexology III is the Advanced Reflexology component of the Diploma of Clinical Reflexology and therefore the Advanced Certificate of Reflexology will only be issued for participants that are not continuing on to the Diploma of Clinical Reflexology. In this case, the Advanced Certificate of Reflexology will be issued after completion of all Modules of Reflexology III, satisfactory completion of all Assessment Tasks (both theory & practical) of Reflexology III & all other participant obligations.*

Note also that continuing education can be tax deductible.

CHI-REFLEXOLOGY III – Advanced Certificate of Chi-Reflexology

- Gained:** Advanced Certificate of Chi-Reflexology or Diploma of Chi-Reflexology, as applicable.
- Offered:** Weekends
- Length:** 12 one-day seminars
- When on:** One Module once every 2 to 4 weeks from March through to December. Run in conjunction with Reflexology III and Clinical Diploma Modules. See website or College for Yearly dates.
- Presenters:** Jacqui Baldwin; Moss Arnold and Sharon Windle; or College trainer.
- Prerequisite:** Reflexology I and Reflexology II, or a minimum of 90 hours of Reflexology training at a recognised and accredited training institution.

Content:

CHI-REFLEXOLOGY III MODULE	DURATION
Chi-Reflexology 1	4 one-day seminars
Chi-Reflexology 2	2 one-day seminars
Chi-Reflexology 3	2 one-day seminars
Chi-Reflexology 4	2 one-day seminars
Chi-Reflexology 5	2 one-day seminars

NOTE: *Chi-Reflexology III is the Advanced Chi-Reflexology component of the Diploma of Chi- Reflexology and therefore the Advanced Certificate of Chi-Reflexology will only be issued for participants that are not continuing on to the Diploma of Chi-Reflexology. In this case, the Advanced Certificate of Chi-Reflexology will be issued after completion of all Modules of Chi-Reflexology III, satisfactory completion of all Assessment Tasks (both theory and practical) of Chi-Reflexology III and, all other participant obligations.*

Note also that continuing education can be tax deductible.

CLINICAL DIPLOMA MODULES – Diploma of Clinical Reflexology and/or Diploma of Chi-Reflexology

Gained: Diploma of Clinical Reflexology and/or Diploma of Chi-Reflexology.
(Recognised Professional training)

Offered: Distance Education Modules (can be undertaken any time after completion of Reflexology II) + 10 one-day seminars

Length: Equivalent to 20 one-day seminars.

Presenters: Moss, Arnold, Jacqui Baldwin or College trainer.

Prerequisite: Reflexology I and Reflexology II, or a minimum of 70 hours of Reflexology training at a recognised and accredited training institution.

Co-requisite: Reflexology III and/or Chi-Reflexology III

Content:

CERTIFICATE IV MODULES	DURATION
Communications 1	Distance Education
Communications 2	Distance Education
Practice Management 1	Distance Education
Practice Management 2	Distance Education
Practice Safety	Distance Education
Supervised Reflexology Clinic	8 one-day seminars
Supervised Chi-Reflexology Clinic	8 one-day seminars
Clinical Practicum	2 one-day seminars

NOTE: *After completion of all Modules of Reflexology III and/or Chi-Reflexology III and the Clinical Diploma Modules, satisfactory completion of Examinations and Assessment Tasks (both theory and practical, a minimum of 133 hours of Anatomy and Physiology training as outlined by the College, completion of a current Senior First Aid course, completion of a recognised Occupational, Health and Safety training as outlined by the College, and all other participant obligations, the College will issue the “Diploma of Clinical Reflexology” and/or “Diploma of Chi-Reflexology”.*

Note also that continuing education can be tax deductible.

CLINICAL EXPERIENCE



Clinical Experience is a vital component of the professional training, as it integrates and applies the knowledge the students have gained. The minimum hours are set by the accrediting professional bodies, and by the College.

It is the College policy that students should not practice before graduation, except under the supervision of the College or a professional and insured health care provider.

Clinical Experience is outlined at the end of Reflexology II and once a student has gained the Certificate of Reflexology, Clinical Experience can be commenced.

For this portion of the course the student is expected to adhere to a particular dress code. The dress code and other clinical procedures will be outlined in detail prior to the commencement of clinic.



Supervised Clinic and Work Experience will include a combination of College supervised hours and hours completed in the student's own time, under the supervision of a professional and insured health care provider and/or in a health care institution.

Note also that continuing education can be tax deductible.

ANATOMY AND PHYSIOLOGY 1 – Certificate of Anatomy and Physiology 1

- Gained:** Certificate of Anatomy and Physiology 1
- Offered:** Distance Education (can be undertaken any time after completion of Reflexology II)
- Length:** Equivalent to 180 hours.
- Prerequisite:** Reflexology I and Reflexology II, or a minimum of 90 hours of Reflexology training at a recognised and accredited training institution.
- Corequisite:** Reflexology III and/or Chi-Reflexology III, and Clinical Diploma Modules
- Content:** Introduction to the Human Body
Integumentary (Skin) System
The Skeletal System
The Muscular System
The Nervous System
The Sensory System
The Endocrine System
The Cardiovascular and Circulatory System
Respiration
Digestion
The Urinary System
The Reproductive System

NOTE: *After satisfactory completion of Distance Education Assessments Tasks and Examinations, plus all other participant obligations, the College will issue the “Certificate of Anatomy and Physiology 1”.*

Note also that continuing education can be tax deductible.

DIPLOMA (Medical) MODULES – Diploma of Reflexology (Medical)

- Gained:** Diploma of Reflexology Health Training Package HLT51707
(Reflexology for the Health Care Industry)
- Offered:** Weekends and Distance Education (can be undertaken any time after Enrolling in the Diploma of Reflexology (Medical))
- Length:** 29 one-day seminars over two year’s part-time study as outlined below
+ A & P 2
- Presenters:** Various.
- Prerequisite:** Diploma of Clinical Reflexology

Content:

<p>1. Either Diploma of Chi-Reflexology <i>OR</i></p>	<p>6 days of Post-Grad Reflexology training + 21 Journal Entries of these 6 days + 4 days of Supervised Clinic + 1 Major Case History + 1 Research Project</p>
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AND

2. Diploma Requirements	Duration
Lymphatic Drainage Reflexology	2 one-day seminars
Australian Bush Flower Essences and Chi-Reflexology	2 one-day seminars
Reflexology Post-Graduate Studies (not already studied)	4 one-day seminars
Therapeutic Ethics	Distance Education
Professional Practice 1	Distance Education
Professional Practice 2	Distance Education
Professional Practice 3	Distance Education
Clinical Practicum 2	2 one-day seminars
Clinical Practicum 3	2 one-days seminars
A & P 2	Distance Education

NOTE: *After completion of all Modules of Diploma (Medical), satisfactory completion of Examinations & Assessment Tasks (both theory & practical, a minimum of 180 hours of Anatomy and Physiology 2, completion of a recognised OH&S training as outlined by the College, & all other participant obligations, the College will issue the “Diploma of Reflexology (Medical)”.*

Note also that continuing education can be tax deductible.

ANATOMY AND PHYSIOLOGY 2 – Certificate of Anatomy and Physiology 2

- Gained:** Certificate of Anatomy and Physiology 2
- Offered:** Distance Education (can be undertaken any time after Enrolling in the Diploma of Reflexology (Medical))
- Prerequisite:** Reflexology I and Reflexology II, or a minimum of 90 hours of Reflexology training at a recognised and accredited training institution.
- Corequisite:** Diploma of Reflexology (Medical) Modules
- Content:**
- Communicate health terminology
 - Chemistry, matter and life
 - Cells and their functions
 - Tissues, glands and membranes
 - Disease and disease-producing organisms
 - The Blood
 - The heart and heart disease
 - Body defences, immunity and vaccines
 - Metabolism, nutrition and body temperatures
 - Body fluids
 - Development and birth
 - Heredity and hereditary diseases
 - Analysis of health information

NOTE: *After satisfactory completion of Distance Education Assessment Tasks, Examinations and Assessment Tasks, and all other participant obligations, the College will issue the “Certificate of Anatomy and Physiology 2”.*

Note also that continuing education can be tax deductible.

Post-Graduate Studies: Continuing Professional Education

The College is committed to the continuing professional development of its graduates and other professional Reflexologists and natural therapists. Therefore, the College encourages its own graduates to expand and develop what they do and gives an opportunity for them to share this with others. So, Post-Graduate studies offered by the College is constantly growing, with graduates and other natural therapists within Australia, and from around the world, being given the vehicle to expand themselves professionally and to share.

Currently, the College offers the following Post-Graduate Seminars –

Post-Grad. Course
Aust Bush Flower Essences & Chi-Reflexology
Essential Oils & Reflexology
Lymphatic Drainage Reflexology
Spiritual/Crystal Reflexology
Qiropractic Foot Therapy

Chi-Reflexology Post-Grad.

The College Manager, Jacqui Baldwin, can facilitate Chi-Reflexology training or presentations around Australia & around the world, upon application.

The College also offers Post-Graduate training in Chi-Reflexology, Hand (Acupressure in) Reflexology, Spiritual/Crystal Reflexology, and Australian Bush Flower Essences & Chi-Reflexology.

The range of Post-Graduate Chi-Reflexology courses include –

- **Introduction to Chi-Reflexology** – 2 or 3 days training
- **Chi-Reflexology 1** – 3 or 4-day training
- **Chi-Reflexology 2** – 3 or 4-day training
- **Chi-Reflexology 3** – 3-day training
NOTE – These two or three Modules = professional Chi-Reflexology training.
- **Chi-Reflexology Professional Practitioner training (8 – 10 days)**
 - 10 days – 5 X 2 day training
 - 9 days – 3 X 3-day training
 - 8 days – 2 X 4-day training (**Intensive**)
- **The Poison Point Presentations** – Evening or half-day training.

Student Record Book

As students and graduates are required to keep records pertaining to their studies and continuing professional training of natural therapies, and to supply this information to professional associations, other training institutions and health funds, the College has designed a Student Booklet in which all relevant information can be recorded for future reference. It not only contains information of current studies, but past and future education as well.

This booklet will be issued to all students at the beginning of Reflexology II, and it is highly recommended that students fill in as much information from the past as well as current information. The booklet is designed to be a central information-gathering source.

The booklet contains –

- Practitioner Details and Australian National Training Standard information
- Recognition of Prior Learning (RPL) Policy and Post-Graduate Studies
- Diploma of Clinical Reflexology, Chi-Reflexology and Diploma of Reflexology (Medical) – Attendance and Academic Records
- Post-Graduate Reflexology Education Record & Other Post-Graduate Education Record, and
- Reflexology contracts within Australian and around the world

It is the responsibility of the student to fill in their Attendance and Academic Records and obtain the College's signature as proof of attendance and academic results.

College Library/Resources

From the beginning of Reflexology II the College's Library/Resources are made available to students each day the student attends class. The Library, which provides a wealth of information to assist students with their studies, is the property of the College. There are a variety of resources gathered from around the world including reflexology and natural therapies books, books on related topics, magazines, journals, past student assessment tasks (donated by the students), videos and DVDs, Conference booklets and resources, Consultation sheet examples presentation books, articles, etc. Students are encouraged to browse through the Library in their breaks.

To access the College Library, there is a \$55.00 bond refundable upon completion of training and the return of all borrowed material.

There is a Borrowing Record Sheet included in the Library and students are requested to –

- Record down all requested information, except for the Date Returned and Teacher's Signature, which will be completed when the resource is returned.
- When returning resources, please ask the trainer to date and sign that the resource/s have been returned.

It is the responsibility of the student to return all borrowed material and complete the College Borrowing system. If this is not done, the student will be held responsible for all non-returned material, including full replacement costs.

Recognition of Prior Learning (RPL) Policy

1. All applications for RPL are to be submitted to the College in writing with copies of all relevant documentation and the RPL initial application fee , which is non-refundable.
2. Said written application will be presented on the basis of **RAoA and National Training Package Competencies satisfactorily completed**, and **hours of formal training completed at a recognised training institution**, as follows –
 - **Reflexology I** – minimum of 20 hours
 - **Reflexology II** – minimum of 70 hours
 - **Reflexology I and II** – minimum of 90 hours
 - **Reflexology III** – minimum of 145 hours
 - **Reflexology I, II and III** – minimum of 235 hours
 - **Reflexology III Individual Modules** – min. hours as stated for said module.
 - **Chi-Reflexology III** – minimum hours of 135 or part thereof based upon hours satisfactorily completed of recognised Chi-Reflexology training e.g. Post-Grad training with the College and/or Moss Arnold
 - **Reflexology Clinic Hours** – minimum of 80 hours of satisfactory completion of formal *Reflexology* supervised Clinic hours, plus a minimum of 20 hours of Clinical Practicum training, giving a total of a minimum of 100 hours.
 - **Chi-Reflexology Clinic Hours** – minimum of 80 hours of satisfactory completion of formal *Chi-Reflexology* supervised Clinic hours, plus a minimum of 20 hours of Clinical Practicum training, giving a total of a minimum of 100 hours.
 - **Communications 1 & 2** – minimum of 80 hours recognised, formal Communication training at a recognised training institution.
 - **Practice Management 1 & 2** – minimum of 80 hours of formal training at a recognised training institution.
 - **Practice Safety** – Minimum of 44 hours of formal training in OH&S at a recognised training institution or employee.
 - **Anatomy and Physiology 1** – Minimum of 180 hours of recognised, formal Anatomy and Physiology training at a recognised training institution.

- **Anatomy and Physiology 2** – Minimum of 180 hours of recognised, formal Anatomy and Physiology training at a recognised training institution.
- **Anatomy and Physiology 1 and 2** – Minimum of 360 hours of recognised, formal Anatomy and Physiology training at a recognised training institution.
- **Reflexology Diploma (Medical) Modules** – Based on a minimum of 10 hours Reflexology training per day of study up to a maximum of 6 days of Reflexology study.
- **Clinical Practicum 2 and 3** – minimum of 40 hours of recognised, formal training at a recognised training institution
- **Therapeutic Ethics** – a minimum of 20 hours of formal training at a recognised training institution.
- **Professional Practice 1, 2 and 3** – a minimum of 60 hours (20 hours per Module) of recognised, formal training in Professional Practice Modules as stated by the College. For more information of Modules content, contact the College.

NOTE – All hours are based on National Formula, i.e. face-to-face teaching hours plus 30% student hours

3. The College will assess the application on the basis of –
 - a) Formal training at a recognised training institution
 - b) Satisfactory completion of minimum hour's requirement.
 - c) Satisfactory completion of ATMS/RAoA/National Training Package Competencies
 - d) Supporting RPL Documentation.
 - e) Assessment of skills acquired through experience, documentation and/or College assessment process.

4. The College reserves the right to formally assess an applicant via theory and/or practical assessment task(s) and/or Examination(s). There is an **Assessment RPL Fee** of **\$330.00** per Assessment Task/Examination undertaken by the applicant.

5. The College shall respond to the application in writing outlining exemption(s) granted, and any requirements necessary for the granting of RPL and Advanced standing.

6. The College's decision will be final. The College reserves the right to refuse enrolment to an applicant.

7. Any appeal of the College's decision needs to be lodged in writing with the College within 14 days of the date of the College's response letter.

General Information, Rules & Conditions

Admission Requirements

Admission is open to all persons of voting age (18 years or over). If under this age, admission is subject to consultation with parent/guardian, and the College.

Whilst matriculation or mature age entry are sufficient, good literacy skills are essential to pass written examinations and Assessment Tasks. Therefore the College recommends that students should have obtained their HSC or equivalent standard of education, although this is not mandatory. Studies will be the determining factor for progression to higher levels of training, particularly for professional Reflexology and/or Chi-Reflexology training.

The College reserves the right to refuse admission, or continuation of studies/levels, for any student.

Students need only to send their completed enrolment form with either their full payment for Reflexology I or the deposit for all other Modules (per year) to secure your place. .

NOTE: For credit card payments there is a 5% surcharge.

Please see **Investment** for details of Payment Options available.

Class Sizes

Enrolments are limited per course/Module, with numbers rarely exceeding 16 for practical Reflexology or Reflexology-related subjects/Modules and up to 25 for theory subjects.

As a specialist Reflexology training institution, it is a policy of the College to keep class numbers small, so that students can gain the maximum learning and individual and personalised attention from the trainers.

NOTE – Supervised Clinic numbers are limited to a maximum of 10 students.

Home Study and Practice

The minimum standard guide is for every 3 hours of face-to-face teaching there is a minimum of 1 hour Home Study time on theory work, revision, practice and Assessment Tasks. As well, being a practical subject it is highly recommended that there is a strong need to practice the techniques learnt on top of this minimum standard.

It is the student's responsibility to keep abreast of the curriculum. It is strongly recommended that students arrange for group practice time between Modules/Seminars between themselves for this purpose.

The “FOUR Ps” Policy – The College encourages the students to “Practice, Practice, Practice and Practice” as this is the best method of learning practical skills and gaining confidence.

“The more you practice, the quicker you will relax into the techniques and the more proficiency you will develop.”

Students are supplied with detailed notes for each Course/Modules/Seminar, and the use of equipment. However, students may be asked to bring two pillows and a towel with them for practical work. At times, students may be asked, if they have a massage table or Reflexology chair, to bring this along to class, when the need arises. If you do have access to either of these, could you please inform the College.

NOTE: For Supervised Clinic, you will need to bring along all necessary equipment, including a massage table or Reflexology chair and towels, pillows, etc. If you do not have a massage table or chair, students will need to inform the College so that one can be provided for you. This is done on the basis of first in first served and the number of massage tables available from the College, so you need to make sure you request a massage table when you enrol in a Supervised Clinic

Repeating or Refresher Training

It is the policy of the College that students who have previously completed a Course, Module or seminar with the College, may repeat said course/Module/seminar at half the advertised price, provided that the student had enrolled and paid do in full said course/Module/seminar. It is the College's policy to limit to no more than 20% of enrolees, i.e. one in every five students

Cancelled Seminars Modules or Courses

The College reserves the right to change the curriculum as required, and the College reserves the right to cancel or defer a seminar, Modules or course due to unforeseen circumstances, in which case the student has an option of either a full refund, or a credit towards another seminar, module or course or the same seminar, module or course at a later date.

Examinations

Any student unable to sit for an examination on the set date must submit a health practitioner's note to the Principal and apply in writing for leave to sit the examination at a later date. An administration Supervision Fee of \$330.00 payable in advance, will apply to each Theory and/or Practical Exam outside of class time.

Once the College has formally (written response) granted a deferment, the student has two options:

1. Sit the examination at a later date as organised by the College, or
2. Arrange an out-of-class time and date for the exam to be completed suitable to both parties, and pay the administration Supervision Fee of \$330.00.

THEORY EXAMINATIONS –

1. In the Reflexology training there is only one, and it is at the end of Reflexology II (Day 7)
2. In Chi-Reflexology training there is also only one, during Chi-Reflexology 5 Module.
3. In the Anatomy and Physiology course, there are four written examinations.

PRACTICAL EXAMINATIONS –

There is only one formal practical examination in the course and it is at the end of Reflexology II (Day 7). However, the student's practical skills are evaluated each day attended, on the basis of satisfactory improvement over the course of study.

If a student's practical development is considered less than satisfactory, the College will –

- Personally and privately inform the student of this, during practical components of Modules provide extra attention to the areas of need, and recommend more practice time outside of course time.

If the College is concerned about the practical skills of a student, it reserves the right to, before issuance of Certificate/s or Diploma, formally assess the student's practical skills. If this occurs, a time and date will be arranged to suit the student and the College and there will be an Administration Supervision Fee of \$330.00 per exam, payable in advance. .

Refunds

In common with other educational institutions, all fees are non-refundable and non-transferable, unless a course is cancelled by the College.

Once a course has commenced all fees paid towards that course are non-refundable.

Enrolled students who wish to withdraw from a course prior to commencement must do so in writing and course fees, less an administration charge of \$110.00, will be refunded.

Deposits are non-refundable unless the course is cancelled.

Consideration for a refund or transfer of funds to another course will only be given by the College under extraordinary circumstances and at the absolute discretion of the Principal or his nominated delegate. The student must apply in writing stating name, all contact details, subject/course Module/seminar involved and detailed reasons for the refund or transfer request.

Accreditation

Once students have completed a professional training programme, they are eligible for membership to the relevant professional associations and have industry recognition. Professional associations are recognised by state and federal governments as well as health funds.

To qualify for accreditation, a student must be able to fulfil the following obligations –

1. Demonstrate to the College that academic and technical skills have been obtained to a satisfactory degree, through examination and assessment procedures of the College, and minimum 90% attendance.
2. Demonstrate that he or she will be a suitable member of the profession, through behaviour, character, manner, ethics and attitude
3. Satisfy all academic, attendance, administrative, financial, and clinical obligations to the College.
4. Hold a current Senior First Aid Certificate (Copy supplied to the College), and
5. For the Diploma of Clinical Reflexology/Diploma of Chi-Reflexology (as applicable) complete and supply written verification to the College of the satisfactory completion of a minimum of 14 hours Occupational, Health and Safety training at a recognised training institution, or recognised trainer.
6. For the Diploma of Reflexology (Medical) complete and supply the College with written verification of the satisfactory completion of the course “Health Training Package (2007) HLTOHS400A “Maintain OHS processes” training at a recognised training institution or trainer.

On completion of the training, and the satisfactory compliance with the points above, the College will issue the Diploma of Clinical Reflexology/Diploma of Chi-Reflexology and the student are recognised as professionals and may apply for membership to a professional association. The College recommends the Australian Traditional Medicine Society (ATMS) and/or the Reflexology Association of Australia (RAoA).

Issuance of Statements, Certificates & Diplomas

Issue of the College Certificates and Diplomas shall be entirely at the discretion of the College Principal.

The student shall –

- Enrol in the selected course by way of official enrolment form having a clear understanding of the College Rules and Conditions;
- Ensure at least a 90% attendance pattern;
- Satisfy the financial obligations of the College;
- Pass all academic requirements by a minimum of 60%
- Ensure a satisfactory behaviour both personally and professionally throughout the course of study.

College Participant Conditions

As listed above under other categories as well as the following -

1. The College reserves the right to vary course requirements, policies, guidelines, schedules, fees, etc or any other details, at any time as is deemed necessary by the College.
2. Full attendance of all seminars/Modules is required. Any seminar/Modules missed can be made up at a later date, usually the following year.
3. The College reserves the right to cancel or postpone any course should there be insufficient enrolments. All prospective students will be notified.
4. Students working in Clinic, or officially representing the College are expected to dress appropriately, wear the official College white polo shirt and to behave in an appropriate and professional manner.
5. A student may be suspended or expelled from the College at the discretion of the College if these conditions have been breached.
6. A student has the right to an audience and right of appeal to the College in regard to academic assessment, suspension and/or expulsion. This right must be exercised by notice in writing to the College within 14 days of the above occurring.
7. Students seeking exemption (RPL) in a seminar/Module/course must do so in writing to the College enclosing course outline, hours completed, proof of attendance & academic results or qualification.
8. The College reserves the right to refuse enrolment to an applicant, or continued enrolment in any level of training.
9. Deferment may be given at the College's discretion for a period of one year. Application in writing must be received by the College within 14 days and is subject to an administration fee of \$110.00 and is also subject to any fee increase occurring in that year.
10. Enrolled students who wish to withdraw from a course prior to commencement must do so in writing and course fees less an administration charge of \$110.00 will be refunded.
11. There is a 60% pass rate for all Assessment Tasks and examinations.
12. The College, College advisers, trainers supervisors or staff will not be liable in respect of any information, instruction or advice given to any student, ex-student or practitioner, whether directions given at the time or in any situation are followed or not. The courses are given as advice and instruction, and anyone carrying out treatment under these conditions must accept full responsibility for such consultation and/or treatment.
13. The College reserves the right to charge interest on all overdue course fees and/or payment for products ordered at the annual percentage rate equivalent to the prime overdraft rate for the time being applied by the Westpac Bank plus two percent (2%).
14. To automatically add student details to the College mailing list unless otherwise requested in writing by the student.
15. It is the student's responsibility to check all dates and venues prior to enrolment.

College Products

Products Available

BOOK: Reflexology: Basics of the Middle Way (Hardcopy)

EBook: Reflexology: Basics of the Middle Way

DVD/VIDEO: Basics of the Middle Way (Hard copy or Downloadable)

FOOT CHART: Clinical Reflexology colour Foot Chart in colour

CHAKRA colour Foot Chart

BOOKLET: Systems of the Body Booklet (Hard copy or Downloadable)

EBook: Chi-Reflexology, Part 1 & 2

DVD/VIDEO: Chi-Reflexology: Guidelines for the Middle Way
(Hard copy or Downloadable)

DVD/VIDEO: Chi-Reflexology 1 Theory: Foundations and the
Chinese Philosophy

FOOT CHART: Chi-Reflexology Foot Chart (Hard copy)

HANDBOOK: Chi-Reflexology Practical Handbook
(Hard copy or downloadable)

BOOKLET: Australian Bush Flower Essences and Chi-Reflexology

Future Products

E-BOOK: Introduction to Foot Reflexology

E-BOOK: Introduction to Hand Reflexology

E-BOOK: Introduction to Chi-Reflexology

E-BOOK Chi-Reflexology: Advanced Approaches

DVDVIDEO: Chi-Reflexology: Advanced Approaches (Hard copy or
Downloadable)

BOOK/E-BOOK: Wholistic (Soul Growth) Numerology

See website – www.chi-reflexology.com.au for more information.