

## ***STUDENT HANDBOOK***

**Important Student Information  
Please Read Carefully**

# ***Welcome***

## ***To***

### ***Massage Schools of Queensland***

***We trust you will find your time with us very rewarding and productive, and that you will enjoy the challenge of your studies.***

As part of your induction program with us, you will be provided some important information and you can refer to this handbook which is designed to assist you in your time here with us at Massage Schools of Queensland.

Massage Schools of Queensland maintains up to date and adequate insurance cover for the premises and facilities, as well as appropriate Workers Compensation and Public Liability Insurance. We comply with all relevant local, state and federal government regulations covering this type of organisation.

We are expected to maintain the highest ethical standards in marketing, advertising, administration and delivery of courses. We take great pride in our reputation and assure our students of our commitment to these standards.

Please feel free to speak to our dedicated staff members at any time to clarify any issues or queries you might have about the school or your studies.

Yours sincerely,

**Rhona McKay**

Head of School

Massage Schools of Queensland

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## CODE OF CONDUCT

Massage Schools of Queensland seeks to create an environment where all persons are treated equitably and with respect, where person's rights are respected and where staff and students efforts are encouraged and their achievements given due recognition.

Staff and students should treat each other with respect. This involves:

- Courtesy and responsibility
- Avoiding unfair discrimination on grounds such as race, gender, national origin, sexual orientation, disability or religion
- Avoiding behaviour which might reasonably be perceived as harassing, bullying or intimidating
- Respecting the rights and property of others

Everyone has a duty to take reasonable care to avoid causing harm (including physical harm) to anyone thus, staff and students should actively promote safe working practices and environments for everyone using school facilities.

All training material and handouts are the copyright of Massage Schools of Queensland and cannot be copied for distribution to other parties.

The Management and staff do not ever expect to discipline students who are undertaking a course. Misconduct is defined as relating to a student who, without reasonable cause, deliberately behaves in any of the following ways:

- Cheating or plagiarism,
- Breaches any MSQ rule or instruction or fails to comply with the lawful direction.
- Acts or omits to act in a manner that may endanger the safety or health of another person.
- Unlawfully attempts to, or assaults, or causes a person to hold a reasonable fear for his or her safety or well-being;
- Significantly impairs the ability of a person to participate in any legitimate MSQ activity.
- Acts in a manner that disrupts the peace and good order of MSQ or brings it into disrepute.
- Divulges confidential information relating to a MSQ matter.
- Causes damage to, or loss of property of MSQ
- Makes a false representation regarding him or her as a MSQ student
- Abuses, harasses, bullies, intimidates or threatens MSQ students (including sexual harassment)
- Breaches MSQ policy, including intellectual property, discrimination, computer or library facilities, health and safety, ethics and professional standards; and/or
- Breaches any Act of the Commonwealth or State to which MSQ is subject, while at MSQ or its premises (including any criminal actions and racial discrimination).

Students who continually commit minor acts of misconduct or commit an act of serious misconduct must show cause as to why they should not be dismissed from their course of studies. The decision of the Head of School is final and no further correspondence will be entered into.

- Matters of student misconduct will be treated in a conciliatory manner. Individual circumstances, including extenuating factors, which may affect and individual's behaviour, will be taken into account.
- Staff will make every reasonable attempt to assist students in difficulties. Students should be encouraged to change their behaviour rather than be threatened with disciplinary action.
- Confidentiality is important in order to protect the rights of those involved and to minimize the likelihood of legal action for defamation.
- Where misconduct is assessed as a criminal offence, the appropriate authorities (i.e. Police) may be contacted. The appropriate authority will institute its own procedures regarding action to be taken.
- The organization is aware of issues such as civil liberties and personal freedom

## GENERAL INFORMATION FOR STUDENTS

### HOUSE RULES

1. Bikes are not allowed inside the school premises, Bike racks are provided at the front of the building
2. Mobile phones must be switched off during class times.
3. Eating and drinking during class times is prohibited
4. Photocopies are available from reception for a nominal fee
5. Books that are borrowed from the school library must be recorded at the reception and duly returned within the agreed time
6. Massage Schools of Queensland is a smoke free zone.
7. General hygiene is expected from everyone and underwear is compulsory in class.
8. Smart casual dress code is requested
9. Under no circumstances are students allowed behind the reception desk or in the staff room.
10. Please use the waste bins provided.

### Massage Schools of Queensland's commitment

Massage Schools of Queensland will provide the highest standards of services. This means that the trainers conducting our courses have appropriate qualifications, current industry experience and ability to satisfy recognised professional industry performance standards.

Massage Schools of Queensland is committed to non-discrimination in any form when recruiting and selecting and at all times complies with equal opportunity and anti-discrimination legislation. Students who need specialised assistance unavailable internally will be referred to external organisations appropriate to their needs.

The Head of School will be accessible for any complaints or questions that may arise from either equity or accessibility issues.

We will provide a suitable learning environment, and will provide high quality courses using proven training methods and the most up-to-date information based on current research.

Continuous feedback is obtained from you to ensure that we are meeting your needs. Training methods are reviewed continuously to maintain improvement.

Support services are available in the form of tutorial assistance and telephone advice throughout a course to enable students to overcome problems with putting the training into practice. The Head of School and the office manager are always available for help with your studies.

If you know of any impediment – physical, emotional or intellectual – that may affect your learning, please advise us on enrolment so we can arrange special learning and assessment methods to meet your needs.

The management of Massage Schools of Queensland reserves the right to refuse enrolment if there is reason to believe that the student's educational experience or other capabilities are insufficient for this course of study.

Massage Schools of Queensland abides by the principles of the Privacy Act, however the organisation may be required to provide student contact details to State or Federal authorised personnel for the purpose of audit or upholding the law.

## **Fees and refunds**

### ***Fees***

Full course fees are included in the Information Kit. A deposit is required to secure a place on the course and fees may be paid by payment plan with weekly or monthly payments.

On signing your schedule of payments you are entering into a binding and legal commitment with Massage Schools of Queensland. Failing to ensure your account is current and up to date will result in additional interest charges at a rate of 3% of the outstanding payment amount, and ultimately exclusion from classes until your account is in good standing.

All fees must be paid prior to, or on the due date. Failure to do so can result in termination of enrolment. Certificates, Diploma's and Statement of Attainments will not be issued until all fees are up to date. Students with outstanding fees will not be permitted to graduate until all fees are paid in full.

### ***Additional fees:***

- Enrolment Fee: \$200 (non refundable)
- Printing – B&W: \$0.10/page, Colour: \$0.75/page
- Re- printing of Workbooks - \$10/book
- Refills for massage oil - \$5
- Re issue of a certificate - \$25
- Late submission of workbook/assignments - \$50

### ***Refunds***

Applicants must advise Massage Schools of Queensland in writing of their intention to withdraw from a course.

For written cancellation received three (3) or more weeks prior to commencement of a course, a full refund of fees less \$200 enrolment fee will be made.

For cancellation received less than three (3) weeks prior to commencement of a course, fees are non-refundable. For cancellation received after commencement of a course, fees are non-refundable.

For cancellation due to medical/emergency reasons only, students must attend an interview with the Head of School. Any fees or unused portion thereof may be held in credit for students' use within a 12-month period, and an administration fee will apply.

If a course is cancelled for any reason by Massage Schools of Queensland and alternative course times do not suit the applicant, a full refund of unused fees will be given.

MSQ guarantees that once a course has commenced it will be completed unless extreme circumstances occur (such as the destruction of the building, death of directors etc).

Once MSQ receives the deposit, MSQ provides the access to LEARNERS GUIDES. The deposit cannot be refunded after that.

## Complaints and appeals

Complaints are welcomed as a means of ensuring that we overcome problems encountered by students, and provide an opportunity to improve the operation and delivery of our training programs.

Where a student has a grievance they should contact the relevant person in the first instance to try to resolve the problem. If the student then wishes to make a formal complaint they must fill out a Complaint Report Form (available at reception), submit a written statement outlining the complaint and return to reception for forwarding to the Head of School. All steps of the grievance procedures will be recorded.

The complaint resolution process will commence within 10 working days and all reasonable measures will be taken to finalise the process as soon as practical. The Head of School will investigate the complaint and interview any persons associated with the grievance to gain a full understanding of the issues in order to make a considered decision. Both the complainant and the respondent may be accompanied by a third party if so desired at these interviews.

The Head of School will provide a written decision to the complainant within 10 working days outlining the reasons for the decision and the complainant's right to appeal the decision. Massage Schools of Queensland will act upon any complaint found to be substantiated by the Head of School.

In the event of a complaint against the organisation, staff or fellow student involving a breach of civil law, the participant should contact the Head of School immediately. Students can also contact the Department of Education and Training on 1300 369 935 or the National Training Hotline on 13 38 73.

***The complaints and appeals process does not remove the right of the student to take action under Australia's consumer protection laws.***

### Academic Appeals Procedure

Students can appeal against a result for any subject or course within 14 days of the issue of results. Results will be reviewed and written notification given of the outcome within 7 days of appeal being lodged, including the reasons for the decision.

An independent person or panel will be appointed to hear each appeal. Each appellant will have the opportunity to formally present his or her case.

Students should be aware that our registration as a training provider is dependent on providing quality training services, having appropriate resources and maintaining assessment procedures which meet the high standards established by the Australian Quality Training Framework.

## Recognition of prior learning

### *Skills Recognition / Mutual Recognition/ Credit transfer*

Massage Schools of Queensland supports the national policy of mutual recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer that qualification and all criteria covered is in line with ours as content can vary.

An application can be made if you believe that you have already attained the necessary skills and competencies elsewhere (work or other study etc.). You will be required to provide documentation to support your application.

An RPL pack is available from reception on request.

**Note: *A challenge test and/or submission of relevant assignment/s may be required if deemed necessary by the Head of School.***

Assessment is competency based and in accordance with the National Assessment Principle incorporating the standards of the Australian Quality Training Framework. Assessment is designed to determine whether the student can demonstrate the target competencies at each stage of training. Students who are unable to demonstrate competency at a given time or who successfully appeal assessment results will be re-trained before being reassessed at a later date.

*How will I be assessed?*

All assessment is set out in the overview to each competency or competencies which are provided to you at the commencement of each lecture or class. Once this assessment has been successfully completed, you will receive a result which will count towards your qualification.

Assessment methods include:

**Practical Demonstration / Observation** – the completion of a specified task or set of procedures, normally performed under close supervision, using a detailed checklist.

**Oral questioning** – a response is provided to a series of questions presented in order to demonstrate understanding of principles or reasoning behind the action taken.

**Theory Assessments** – a written response item consisting of a question/s with answers of a single word, a few words, a sentence, or paragraph.

**Assignments** - a research project to gain deeper understanding of a subject.

*When will I be assessed?*

- Assessments will occur at the end of each subject.
- At the completion of Certificate IV a final practical and oral assessment will be conducted to judge overall competency.
- During the Diploma studies, students will be assessed at several stages to assess competency levels, including a final assessment prior to awarding a qualification.

**NOTE:** Final assessment will not be undertaken if re-sits or fees are outstanding.

*Results*

Assessments will be marked “competent” or “not yet competent.” Units of competency results will be recorded for you. At the completion of your course or individual units, your Transcripts / Qualification will be issued. If you do not complete your course you will be eligible for a transcript of results for any units of competency achieved.

*Issuing qualifications*

Statements of Attainment or Qualifications will be issued after successful completion of the Unit of study / Certificate or Diploma course. Certificates are issued in accordance with the Australian Qualifications Framework and will be awarded at the Graduation Ceremony at the end of the semester.

*Special Consideration*

Massage Schools of Queensland is fully focused on the students gaining competency. If a student considers that their performance in an assessment may be affected by any special circumstance, or they feel that they were disadvantaged when the assessment was conducted then they may request special consideration. These may include but not be limited to: accident, bereavement, compassionate circumstances illness, disability personal injury, and language or literacy difficulties. The student will be granted one or more of the following options: have an extension of time, provided with another assessment, and is given an oral rather than a written assessment



## Privacy and access to records

Students records are kept in a secure location access to files are restricted to Management and Administration. Students can request to view their files at any time in the company of one of the above members of staff.

## SCHOOL POLICIES

Massage Schools of Queensland would like to remind all students of several important school policies.

### Theory and practical assessments & course attendance

Students are required to attend all assessments, if you cannot attend an assessment, you must immediately:

- Notify the Course Coordinator – by phone at least 24 hours prior to the assessment due date, and then support your reason by evidence in writing e.g. if ill, provide a medical certificate, if special circumstance, provide a letter detailing the circumstances.
- Arrange a time (within two weeks) with the Course Coordinator to sit your theory assessment.
- Arrange a time (within two weeks) with either the Course Coordinator and/or the trainer/assessor to sit your practical assessment. This will incur a \$50 fee for the trainer's time.
- Students who fail to complete an assessment after 1 calendar month will be deemed "not competent" and will be required to re-enrol in the course of study and pay the full course tuition fee.
- Students are required to attend all scheduled lectures as per their course timetable. Absences of 2 or more days must be supported by a Medical Certificate.
- Students, who are absent for 3 or more lectures or fail to maintain suitable academic performance, from any single unit of study and can not show good cause, will be deemed "not competent", and will be required to re-enrol and pay in full for that unit.
- Late submission of assignments/workbooks will incur a \$50 marking fee.
- Students with outstanding unit requirements will be given 1 month from graduation to undertake the outstanding assessment/s or apply for a deferral of their enrolment. Failure to do so will result in the enrolment being finalised, a Statement of Attainment issued and the student will need to re-enrol and pay for any outstanding units again to complete.

### Early exit prior completion

If the student exits the course at any time prior to the qualification completion, they will not receive a formal testamur. A statement will be created for partial completion.

### Student clinic

#### ▪ Dress Code & Presentation

Students are required to wear the MSQ polo shirt when attending the student clinic. Work health safety regulations stipulate that students **must wear covered shoes**. Student's personal hygiene and appearance must be to an acceptable professional level.

#### ▪ Client Confidentiality

Student Clinic client files and the information contained within are confidential and contain legally privileged information; students are required to maintain that confidentiality. Patient record cards remain the property of Massage Schools of Queensland and must not be removed from the Student Clinic.

Students are required to accurately record patients' histories and treatments. Patient cards are medical and legal documents which may be sought as evidence in legal proceedings

#### ▪ Confirmation of Clinic Hours

It is the student's responsibility to confirm their clinic bookings with administration during office hours. If a student is unable to make an appointment they must notify administration as soon as possible, and **must** find another student to cover the clinic hours.

- **Completion of Clinic Hours**

Students are required to complete all nominated clinic hours prior to the completion date of their course. Students may apply for an extension only where extenuating circumstances can be proven.

- **General Duties**

Students must allow ample time both prior to and after their clinic hours to perform general house keeping and administrative duties.

### **Work place health & safety**

All work place health and safety policy and procedures must be adhered to in the clinic. Immediately notify MSQ staff of any situation you may feel is unsafe or that may be a hazard.

### **Filming in class and social media**

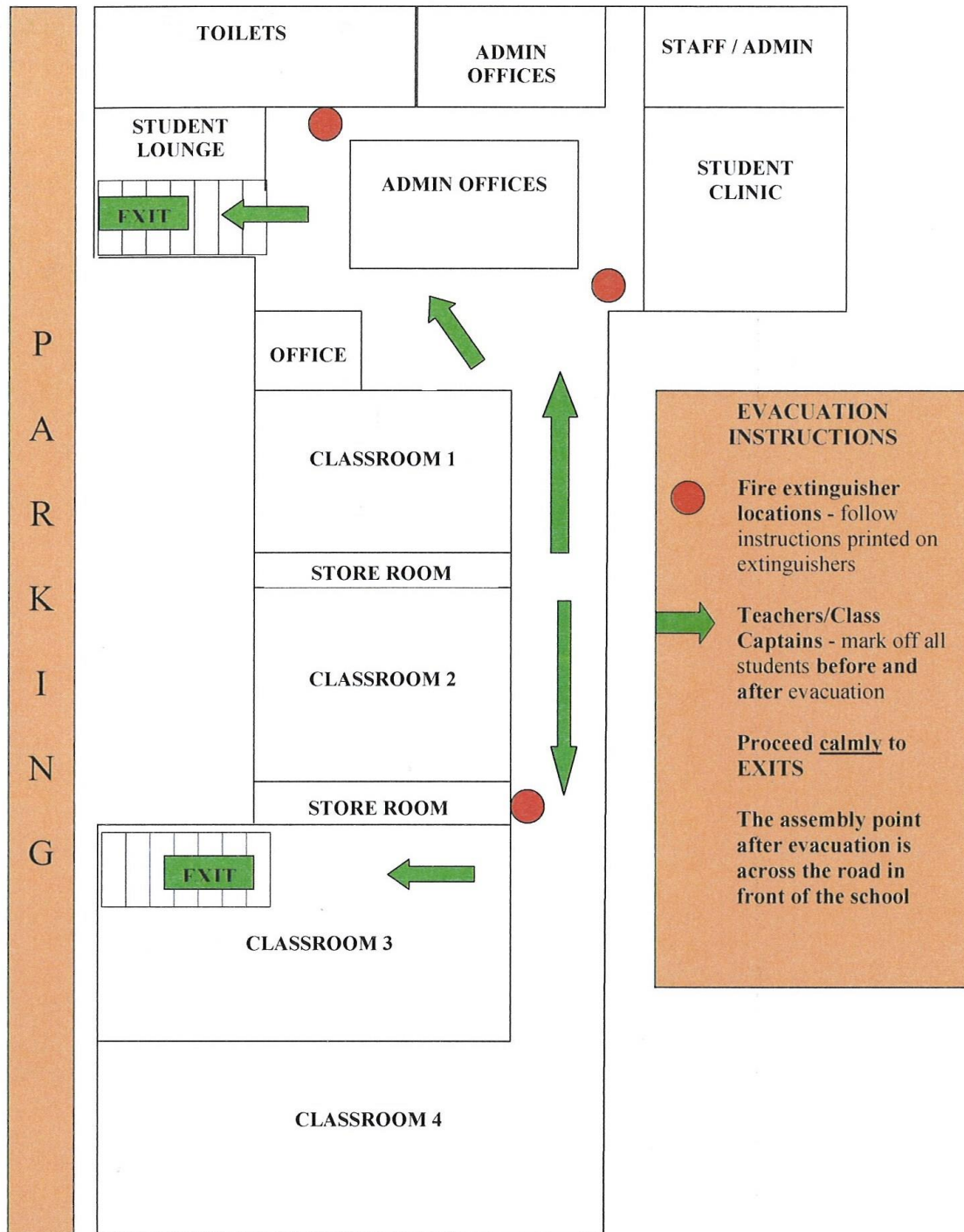
Massage Schools of Queensland acknowledges that some students like to use their mobile phones to record trainers demonstrating various routines and techniques. Students must ensure however that before they commence filming they get permission from the trainer and also from the person on whom the routine/techniques are being demonstrated. Under no circumstances are these recordings to be placed on any form of social media or distributed to a 3<sup>rd</sup> party.

## **NATIONAL COUNCIL OF MASSAGE AND ALLIED HEALTH PRACTITIONERS CODE OF ETHICS**

As an Accredited Massage and Allied Health Practitioner, I shall at all time:

- Respect the rights and dignity of the client
- Maintain the highest standard of professional competence
- Represent my practice in a truthful and honest manner
- Ensure information about the treatment to be offered is given and understood. That consultation, assessment and treatment is only carried out with the informed consent of the client
- Provide reasonable access to information in client's personal records
- Develop and maintain my professional knowledge and skills
- Recognise the extent and limitations of my professional expertise
- Ensure client confidentiality and privacy
- Take care to ensure a high standard of hygiene, material supplied and safety of equipment
- Be bound by this code of ethics

# EMERGENCY EXIT PLAN



## STUDENT COMPANION FOR ASSIGNMENTS

Some subjects (frameworks) studied at MSQ may require you to submit an assignment or presentation. This is a reflection that all professional occupations involve writing to some extent. The MSQ Student Companion for Assignments is a guide to help you with the techniques, methods and principals involved in producing good written material.

### Handing in your assignment – msq policy

- Assignments are to be handed in by the due date as assigned by your class lecturer.
- All assignments are to be handed to reception and the Assignment Records Form signed to record receipt.

### Understanding the task

- What are the key words and ideas of the task?
- If it's an essay question, consider words e.g. *evaluate, implement, analyse*?
- Do you understand the question fully?
- If you are starting with just a topic – no specific question, write down the key questions that are important for this topic.
- If you are requested to choose a topic – decide on your topic and line of reasoning - refer choosing a topic section.
- Does the research assignment require theoretic research (e.g. research from books, journals, etc.), practical research (e.g. application of massage techniques, recording of case histories) or a combination of both?

N.B. Please approach your lecturer or course coordinator for further clarification of the task, if needed.

**There are many resources – websites, books, etc. on the subject of writing assignments and bibliographies if you wish to learn more.**

### Choosing a topic

- What do you really want to find out?
- Do you have some passion or desire to investigate this topic?
- What do you already know about this topic?
- Write down the key questions that are important for this topic?
- How much time can you allocate to theory research?
- How much time can you allocate to practical research and application?
- What are you going to write?

### Locating your resources

- Where can you find the information you need?
- Think about sources of information ...
  - Books
  - Journals, magazines, periodicals
  - Pamphlets
  - Internet
  - Research papers
  - Video
  - Multimedia
  - People – qualified practitioners, colleagues, etc.
  - Workplace – massage, chiropractic, physiotherapy clinics, etc.
  - MSQ Student Clinic
  - Professional Associations – e.g. Australian Association of Massage Therapists, etc.
- Visit the MSQ library or other libraries
- Search the Internet using search engines.

- Using internet - try The National Library of Medicine [www.ncbi.nlm.nih.gov](http://www.ncbi.nlm.nih.gov)

### Reading, note taking and recording your information

- Skim to find relevant information.
  - Library catalogues
  - Index
  - Content pages
  - Chapter headings
  - Paragraphs
  - Glossary
- Consider the relevance of the material to your topic...
  - How relevant is this information?
  - Is it good information?
  - Can you understand it?
- Evaluate the credibility and currency of the publication.
  - How credible is the information? Check for bias
- What is the best note-taking technique for you?
  - Brainstorm – ideal when starting out
  - Take written notes from your selected information
  - Dictate notes from your selected information to a tape recorder
  - Save computer notes in a resource file
  - Remember, you can use a combination of all of the above
- Record the source of information for your bibliography - make certain that you note...
  - The Title
  - The Author
  - Publishing Details
  - Page Numbers
- Assess the content of your notes – analyse and evaluate your notes → record your responses and ideas.
- If taping conversations, seminars, or workshops – seek permission from subject, presenter, lecturer, etc.

### Practical research

- Seek permission from your clients, friends and family to use as subject/s in research project
- Seek permission from your employer if conducting research within work environment
- Use a variety of methods to collect and evaluate data
  - Case history taking – use standardised questionnaires so accurate comparisons between patients can be made
  - Can use student clinic patient record forms or customise to suit your assignment topic
  - Different massage techniques
  - Different client physical assessment tools
- May separate research subjects into groups, for example...
  - Group 1 = Treatment A
  - Group 2 = Treatment B
  - Group 3 = Treatment C
  - Critic, evaluate, compare and contrast results/outcomes from different treatments
- Consider ethical issues
  - Do not use treatment on research subject if contraindicated – record drop out from project and note reasons
  - Do not refuse appropriate treatment to patient if in placebo (non-treatment) group if treatment is needed for health and wellbeing – record drop out from project and note reasons
  - If cannot continue treatment on research subject – record drop out from project and note reasons
  - First do no harm – do not cause harm to research subjects
  - Referrals – if research subject has injury, illness or health problem beyond your skills and qualifications – refer to appropriate health professional – record details of other treatments in patient case history file
- Always apply appropriate clinical procedures to consultations as you would with your general clients

N.B. Please approach your lecturer or course coordinator for assistance if you want further help understanding practical research.

### Using your information wisely

- Once you have collected your information, take some time and think about your information?
- Review ...
  - Do you have enough information?
  - Is the information you have recorded appropriate?
  - Evaluate and compare information from different sources?
- If applicable, combine information from different sources and build your case.
  - Theory
  - Practical
- Make your argument to support your topic – reasoning, deductions and conclusions.

### Writing your assignment

- Make a list of the main ideas and write them out in priority order – how important are they to you?
- How can you best present your information?
- What order do you wish to present the information?
- Organise your information into logical order – connect your ideas.
- Prepare an outline/structure for your assignment ...
  - Introduction
  - Body
  - Conclusion
  - Do you have enough information to cover each point?
- Prepare a draft
- Choose the neatest form of presentation available to you
  - Check the layout
  - Headings
  - Paragraphs
  - Font size
  - Bold
  - Underlining
  - Page numbers

### Bibliography - compiling your references

- You will need to acknowledge your sources in a list of references or bibliography at the end of the assignment.
- Some details required in order:
  - Books = Author surname(s), Initials of given name, year of publication, Title, edition, publisher & place of publication.
  - Journals = Author surname(s), Initials, year of publication, 'Title of article' (in single inverted commas, *Title of Journal* (in italics), volume number, issue number, page numbers (if applicable)
  - Multimedia = Same as for a book but include the format i.e. DVD, videorecording, computer file
  - Electronic source i.e. websites & web documents = Author surname(s), Initials, date of publication, *Title of document or page* (in italics). Available at : protocol and address or specific path (date accessed)
- "Quotations need to be reported accurately" (in double inverted commas) – you must acknowledge the source of all quotations.

### Review

- Proof read your assignment
- Check spelling, quotations, grammar, etc.
- Did you support your topic with enough information – theory and practical research, your view point, etc?

- Could you improve the presentation of your assignment?
- Have you acknowledged all your sources (see Bibliography)?
- Have a trusted friend, colleague, classmate or lecturer proof read your assignment and give feedback.

When you are satisfied with the content and presentation of your assignment – you are ready to hand it in –  
**CONGRATULATIONS!**

## STUDENT CLINIC POLICY

Student Clinic is part of Certificate IV in Massage Therapy Practice, Diploma of Remedial Massage and Diploma of Clinical Aromatherapy.

Unless students complete student clinic hours, MSQ cannot issue them a qualification.

It is the student's responsibility to confirm the clinic bookings with administration. Once the bookings have been confirmed, they cannot be changed.

It is in your best interest to plan your scheduled clinic times to cover all practical components of the course. This ensures you are confident and competent in all aspects of the training. The clinic is progressive training.

### CONTACT DETAILS FOR CLINIC

- Contact Person: Melinda
- Business hours
  - Monday – Friday 8:30am – 5:00pm
- Phone: 07 5576 6366
- Email: [admin@massageschools.com.au](mailto:admin@massageschools.com.au)

Note: Contacting via social media, such as Facebook and SMS to staff's mobile phone is not acceptable.

**Thank you for your co-operation.**