

# MASSAGE SCHOOLS OF QUEENSLAND

Established in 1988 and based on Australia's beautiful Gold Coast, Massage Schools of Queensland specialises in providing excellence in professional massage training.

As a nationally accredited Registered Training Organisation, we are renowned for our high academic standards, excellence in teaching, and professionalism. Our courses are designed to provide students with the practical and theoretical skills required to enter the massage industry. More importantly, our students enjoy a level of individual care and attention second to none.

As our society realises the importance of nurturing and caring for our bodies, the demand for qualified and highly skilled Therapeutic, Remedial and Shiatsu therapists is also increasing. Possibly the oldest form of therapeutic practice known to mankind, massage has featured prominently throughout history. Today a respected healing art and health science, it provides the recipient with a wide range of very tangible benefits, including:

- Improved circulation
- Increased range of joint movement
- Reduced stress and anxiety
- Enhanced mental alertness
- Assisting in the treatment of injury
- Soothing nerves and easing muscle spasm
- Promoting relaxation and well-being
- and so much more ...

So, whether you're interested in a new career, you're already a therapist and wish to upgrade your skills, or simply wish to learn massage as a hobby, Massage Schools of Queensland has a range of accredited courses to suit you.

### **Our Mission Statement**

We are a private education provider offering specialised niche industry based training in massage and body sciences, to empower people to change their lives and the lives of others.

With years of experience in providing quality training, Massage Schools of Queensland is proud of its reputation for excellence and the high standard of its qualified therapists practicing locally, nationally and internationally.

Whether you want a career in this rapidly growing wellness industry or perhaps basic skills as a hobby, our courses can help you achieve your goals, knowing that you have had the best training available to offer your clients depth of knowledge, and a skill level that is unrivalled.

## **Our Values and Philosophy**

Respect for the individual is important to the school, and a Code of Practice is followed by staff and students alike. A healthy lifestyle is encouraged and, as potential practitioners, students are encouraged to develop good communication and 'people' skills, and to maintain their own physical fitness.

We aim to provide students with an enjoyable, quality education experience, and to promote the practice and acceptance of Therapeutic and Remedial Massage Therapy within our community.

Massage students come from a variety of professional backgrounds and personal experiences, yet forge very strong bonds as they harmoniously work together to achieve their study commitments. Students are encouraged to practice their massage skills on a variety of different classmates to become familiar with different body types, and to gain a deeper understanding of individual client needs.



# WHY CHOOSE MSQ

### ✓ Face-to-face teaching

No online component. All courses are taught face-to-face and result in high quality training.

## ✓ Hands-on training with elite sports teams

Our students get to experience hands-on treatments on elite sports teams located on the Gold Coast.

Proudly supplying Students and Therapists to Elite and Community Sporting teams





.... And more

## ✓ Quality Trainers

We make sure our students get the best trainers available. Our teachers demonstrate many years of practise, multiple skills and work or have worked for prestigious institutions.

## ✓ Our Training

At Massage Schools of Queensland, we specialise in providing excellence in massage training, offering nationally recognised training up to practitioner level Advanced Diploma courses. Our courses are designed to provide students with the practical and theoretical skills required to enter the massage profession.

Qualifications issued by Massage Schools of Queensland are recognised within the Australian Qualifications Framework, and are accredited under the Health Training Package (HLT15). These include:

- HLT42015 Certificate IV in Massage Therapy CRICOS code: 094166M
- HLT52015 Diploma of Remedial Massage CRICOS code: 094164B
- HLT52315 Diploma of Clinical Aromatherapy CRICOS code: 094163C
- individual units / short courses
- Study tours

# igious institutions.

# ✓ Our Facilities

All our lecture rooms are comfortable, spacious, well ventilated and equipped with modern, high quality teaching aids and equipment.

There is easy access to car parking, facilities, and abundant space for storage of personal belongings.

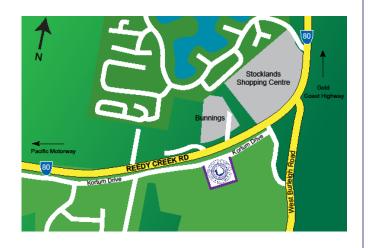
A student lounge and lunchroom, study area and showers are available for students' use. There is a café nearby if students wish to purchase meals.

The Administration Department is available during school hours to all students, and we will assist with any career guidance or academic issue that may arise, accommodation and transport enquiries.

## ✓ Our Location

We are located in Burleigh Heads on Australia's beautiful Gold Coast – a world renowned surfing beach located on the southern end of the Gold Coast. In addition to our domestic students, we have a growing number of international students successfully undertaking studies at Massage Schools of Queensland.

If travelling to the school by bus, you may take a bus service to the Stocklands Shopping Centre, and then walk across West Burleigh Rd onto Kortum Drive and along to the school. See the local street map below.





# Affiliated Associations

Graduates are able to join most major associations and arrange professional indemnity insurance. Once insurance is received, the therapist can apply to receive a provider number from a variety of health insurance companies for employment in Australia.

# Massage Schools of Queensland is affiliated with the following associations:

- MMA Massage & Myotherapy Australia
- ANTA Australian Natural Therapists Association
- AMT Association Massage Therapist
- STAA Shiatsu Therapist Association of Australia
- IAAMA International Aromatherapy & Aromatic Medicine association (Australian Branch)
- RAA Reflexology Association of Australia

### **Career Opportunities**

The Gold Coast is a world-renowned holiday destination, and the tourism industry provides a valuable source of employment for the Massage, Remedial Therapy, Reflexology or Shiatsu professional in clinics, day spas, health retreats, gyms, resorts and hotels.

In the sporting arena, the benefits of training and competing on the Gold Coast are becoming more obvious throughout Australia and the world. As this industry grows, opportunities for the sports-trained Massage Therapist increase.

Self-employment is also a popular option for many therapists at both a therapeutic and remedial level. Overall, the massage industry continues to expand as the obvious health benefits of massage become more apparent to the general public.



# **General Information**

## **Course Material & Equipment**

• Students need to provide their own towels, pillows and pens to class.

• Massage tables and Shiatsu mats are provided for students use in class. It is recommended, but not compulsory, for massage students to have their own massage table to practice with outside school.

## Student Clinic & Practice Hours

As students' progress through the course, they perform compulsory clinic hours in the supervised Student Clinic, which provides invaluable experience and confidence when working with members of the general public.

In addition to the hours in the Student Clinic, students are also required to perform and record log book massage practice. Practice hours may be performed on family and friends or at various sporting conventions and competitions as organised by the school. These recorded hours are a pre-requisite for student graduation and the joining of any professional massage association.

#### General

You will receive a Student Handbook prior to enrolment which clearly outlines our Code of Practice and Code of Conduct. Prior to commencement of training students are given comprehensive information regarding their programs of study, delivery methods, assessment methods and dates and are made familiar with the policies and procedures, which will effect them in their study.

#### Enquiries

We realise that all of your questions may not be fully answered in this document. We invite you to e-mail us, telephone us, send a letter or facsimile, or make an appointment to visit the school and discuss any questions you may have. Please also see our web site for more detailed information.

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Please Note: Material contained in this prospectus is current at the time of printing however, Massage Schools of Queensland reserves the right to change any aspect without prior notice, including timetables and prices. Our Code of Practice is contained in the back of this prospectus

# HLT 42015 CERTIFICATE IV in MASSAGE THERAPY [CRICOS# 094166M]



# Discover the "Gift of Touch" and help bring peace and comfort to the lives of many.

Massage is a valuable skill with versatile applications.

Massage Schools of Queensland HLT42015 Certificate IV in Massage Therapy is perfect for anybody wanting to enter the massage industry.

From school leavers to allied health professionals looking to up-skill, this entry level qualification will equip you with the knowledge and confidence to design and deliver your own signature style of treatment.

Some of the skills may learn in this course -

- Swedish Massage
- Reflexology
- Hot Stone Massage
- Corporate Seated Massage
- Deep Tissue Techniques
- Pregnancy Massage

## Units of competency

Core units		Elective un	lits
CHCCOM006	Establish and manage client relationships	BSBSMB404	Undertake small business planning
CHCDIV001	Work with diverse people	BSBMED303	Maintain patient records
CHCLEG003	Manage legal and ethical compliance	SISXCCS001	Provide quality service
HLTAAP002	Confirm physical health status		
*HLTAID003	Provide first aid		
HLTINF004	Manage the prevention and control of infection		
HLTMSG001	Develop massage practice		
HLTMSG002	Assess client massage needs		
HLTMSG004	Provide massage treatments		
HLTWHS004	Manage work health and safety		

\*Please note: "HLTAID003 Provide first aid" is not delivered by MSQ. Accredited Training Company (31549) undertakes the delivery of this unit. SOA issued by Accredited Training Company are accepted as credit transfer by MSQ.

# **Course Outline**

- Course duration: full-time 22-24 weeks
- Class days: Domestic full-time 1 Day per week

International full-time 2-3 Days per week

Student Clinic hours: 80 hours in addition to the classes

## **Career Outcomes**

On completion of this course you will be a recognised Therapeutic Massage Therapist. Employment options include beauty clinics, health spas and relaxation clinics. Or you may choose to set up your own home based or mobile business.



# **Training and Delivery:**

The course has been structured into clustered units of competency creating frameworks that complement the training with common skills and knowledge, providing the learner with an efficient delivery model of learning blocks and progressive learning from start to finish.

Each framework is delivered face to face with a combination of trainer led theory classes, practical sessions involving group and individual activities, and practical participation at the MSQ student clinic.

FRAMEWORK	UNIT TITLE	UNIT OF COMPETENCY
Physical Health Status	Confirm physical health status	HLTAAP002
Massage Skills	Assess client massage needs Provide massage treatments Establish & manage client relationships Maintain patient records	HLTMSG002 HLTMSG004 CHCCOM006 BSBMED303
First Aid	Provide First Aid	HLTAID003
Massage Practice	Develop massage business Provide quality service	HLTMSG001 SISXCCS001
Diversity	Work with diverse people	CHCDIV001
Legislation & Ethics	Manage legal & ethical compliance	CHCLEG003
Safety & Hygiene	Manage the prevention & control of infection Manage work health & safety	HLTINF004 HLTWHS004
Business Planning	Undertake small business planning	BSBSMB404

# HLT 52015 DIPLOMA of REMEDIAL MASSAGE [CRICOS# 094164B]

# Would you like to play an active role in helping people manage their pain and injuries?

This qualification equips you with a wide range of specialised techniques and skills along with knowledge of how best to apply them. You will learn how to achieve reliable treatment outcomes for common ailments plus how to work effectively with athletes. Remedial massage therapists may be selfemployed or work within a larger health service or sporting environment.

On successful completion of your HLT52015 Diploma of Remedial Massage qualification you will be able to register with private health funds allowing clients to claim rebates.

Some of the skills learnt in this course -

- Dry Needling
- Musculo-Skeletal Assessment
- Mobilisation

- Myofascial Release Techniques
- Lymphatic Drainage
- Trigger Point Technique

# Units of competency

Core units			
CHCCOM006	Establish and manage client relationships	HLTMSG004	Provide massage treatments
CHCDIV001	Work with diverse people	HLTMSG005	Provide remedial massage treatments
CHCLEG003	Manage legal and ethical compliance	HLTMSG006	Adapt remedial massage practice to meet specific
CHCPRP003	Reflect on and improve own professional practice		needs
CHCPRP005	Engage with health professionals and the health	HLTMSG008	Monitor and evaluate remedial massage treatments
	system	HLTWHS004	Manage work health and safety
		Elective units	
HLTAAP003	Analyse and respond to client health information	Elective un	its
HLTAAP003 *HLTAID003	Analyse and respond to client health information Provide first aid		
	, .	BSBSMB404	Undertake small business planning
*HLTAID003	Provide first aid	BSBSMB404 BSBMED303	Undertake small business planning Maintain patient records
*HLTAID003 HLTINF004	Provide first aid Manage the prevention and control of infection	BSBSMB404 BSBMED303 SISXCCS001	Undertake small business planning Maintain patient records Provide quality service
*HLTAID003 HLTINF004 HLTMSG001	Provide first aid Manage the prevention and control of infection Develop massage practice	BSBSMB404 BSBMED303 SISXCCS001 CHCPOL003	Undertake small business planning Maintain patient records Provide quality service Research and apply evidence to practice
*HLTAID003 HLTINF004 HLTMSG001 HLTMSG002	Provide first aid Manage the prevention and control of infection Develop massage practice Assess client massage needs	BSBSMB404 BSBMED303 SISXCCS001	Undertake small business planning Maintain patient records Provide quality service

\*Please note: "HLTAID003 Provide first aid" is not delivered by MSQ. Accredited Training Company (31549) undertakes the delivery of this unit. SOA issued by Accredited Training Company are accepted as credit transfer by MSQ.

# **Course Outline**

- Course duration: Domestic 62-64 weeks / International 73 weeks
- Class days: 2 3 Days per week
- Student Clinic hours: 200 hours in addition to the classes

\*MEDIBANK Provider recognition will be given to MSQ graduates

## **Career Outcomes**

- ✓ Work with other allied health practitioners such as Physiotherapists, Osteopaths, Chiropractors
- ✓ Work in the elite sport industry
- ✓ Start your own business





# **Training and Delivery:**

The course has been structured into clustered units of competency creating frameworks that complement the training with common skills and knowledge, providing the learner with an efficient delivery model of learning blocks and progressive learning from start to finish.

Each framework is delivered face to face with a combination of trainer led theory classes, practical sessions involving group and individual activities, and practical participation at the MSQ student clinic.

FRAMEWORK	UNIT TITLE	UNIT OF COMPETENCY
Client Health Information	Analyse and respond to client health information	HLTAAP003
Massage Treatments	Assess client massage needs Provide massage treatments Establish & manage client relationships Maintain patient records	HLTMSG002 HLTMSG004 CHCCOM006 BSBMED303
First Aid	Provide first aid	HLTAID003
Massage Practice	Develop massage practice Provide quality service	HLTMSG001 SISXCCS001
Diversity	Work with diverse people	CHCDIV001
Legislation & Ethics	Manage legal and ethical compliance	CHCLEG003
Safety & Hygiene	Manage the prevention & control of infection Manage work health & safety	HLTINF004 HLTWHS004
Business Planning	Undertake small business planning	BSBSMB404
Health Professionals	Reflect on and improve own professional practice	CHCPRP003
Professional Practice	Engage with health professionals and the health sy	vstem CHCPRP005
Remedial Massage	Perform remedial massage musculoskeletal assess Provide remedial massage treatments Adapt remedial massage practice to meet specific Adapt remedial massage practice for athletes Monitor and evaluate remedial massage treatment	HLTMSG005 needs HLTMSG006 HLTMSG007
Research	Research and apply evidence to practice	CHCPOL003

# HLT 52315 DIPLOMA of CLINICAL AROMATHERAPY [CRICOS# 094163C]

# Discover the power if essential oils and their profound effects on mind and body.

# What are you learning?

Clinical aromatherapy is a unique treatment modality suitable for people of all ages. This subtle yet powerful approach addresses both physical issues and the patient's emotional state, providing a truly holistic experience.

Practitioners may be self-employed or may work within a larger health service.

Some of the skills learnt in this course -

- Essential Oils & Chemistry
- Aged & Palliative Care
- Pregnancy & Infancy
- Aromatherapy Massage
- Product Making & Spa treatment
- Lymphatic Drainage

# Units of competency

Core units			
CHCCOM006: CHCDIV001: CHCLEG003: CHCPRP003:	Establish and manage client relationships Work with diverse people Manage legal and ethical compliance Reflect on and improve own professional practice	HLTARO005: HLTARO006: HLTARO007: HLTINF004:	Provide aromatherapy massage treatments Adapt aromatherapy treatments to specific needs Monitor and evaluate aromatherapy treatments Manage the prevention and control of infection
CHCPRP005: HLTAAP003:	Engage with health professionals and the health system Analyse and respond to client health information	Elective un	Manage work health and safety
*HLTAID003: HLTARO001: HLTARO002: HLTARO003: HLTARO004:	Provide first aid Develop aromatherapy practice Source and prepare aromatherapy products Perform aromatherapy health assessments Provide therapeutic aromatherapy treatments	BSBSMB405: CHCPOL003: HLTMSG002: HLTMSG004:	Monitor and manage small business operations Research and apply evidence to practice Assess client massage needs Provide massage treatments

\*Please note: "HLTAID003 Provide first aid" is not delivered by MSQ. Accredited Training Company (31549) undertakes the delivery of this unit. SOA issued by Accredited Training Company are accepted as credit transfer by MSQ.

# **Course Outline**

- Course duration: 71 73 weeks
- Class days: 2 3 days per week
- Student Clinic hours: 30 massage hours + 120 aromatherapy treatments in addition to the classes

## **Career Outcomes**

- ✓ Assisting Naturopath
- ✓ Pharmacy Assistant
- ✓ Health food store
- ✓ Hotel Spa & Clinic
- ✓ Start your own business







# **Training and Delivery:**

The course has been structured into clustered units of competency creating frameworks that complement the training with common skills and knowledge, providing the learner with an efficient delivery model of learning blocks and progressive learning from start to finish.

Each framework is delivered face to face with a combination of trainer led theory classes, practical sessions involving group and individual activities, and practical participation at the MSQ student clinic.

FRAMEWORK	UNIT TITLE	UNIT OF COMPETENCY
Client Health Information	Analyse and respond to client health information	HLTAAP003
Massage Treatments	Assess client massage needs Provide massage treatments Establish & manage client relationships	HLTMSG002 HLTMSG004 CHCCOM006
First Aid	Provide first aid	HLTAID003
Diversity	Work with diverse people	CHCDIV001
Legislation & Ethics	Manage legal and ethical compliance	CHCLEG003
Safety & Hygiene	Manage the prevention & control of infection Manage work health & safety	HLTINF004 HLTWHS004
Business Planning	Undertake small business planning	BSBSMB404
Health Professionals	Reflect on and improve own professional practice	CHCPRP003
Professional Practice	Engage with health professionals and the health sy	vstem CHCPRP005
Research	Research and apply evidence to practice	CHCPOL003
Clinical Aromatherapy	Develop aromatherapy practice	HLTARO001
	Source and prepare aromatherapy products	HLTARO002
	Perform aromatherapy health assessments	HLTARO003
	Provide therapeutic aromatherapy treatments	HLTARO004
	Provide aromatherapy massage treatments	HLTARO005
	Adapt aromatherapy treatments to specific needs	HLTARO006
	Monitor and evaluate aromatherapy treatments	HLTAR0007

# **REFUND POLICY**

#### **Domestic Students**

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

- For written cancellation received three (3) or more weeks prior to commencement of a full time course, a full refund of fees less \$200 Enrolment Fee will be made.
- For written cancellation received three (3) or more weeks prior to commencement of a short course, deposit is not refundable.
- For cancellation less than three (3) weeks prior to commencement of a course, fees paid are non-refundable.
- For cancellation after commencement of a course, fees paid 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.
- Where a course is cancelled for any reason by Massage Schools of Queensland, and alternative courses do not suit the applicant, a full refund of fees paid will be made.
- All student fees will be processed through a separate banking account for auditing purposes.
- Once MSQ receives the deposit, MSQ provides the access to LEARNERS GUIDES. The deposit cannot be refunded after that.

#### **International Students**

#### How to apply refund

- "Application for Refund Form" and "Application for Withdrawal & Request for Releaser Form" must be completed in full, signed and dated by student and returned to Head of School.
- Refunds are only paid in Australian dollars.
- Requests for refunds from OSHC must be made to OSHC provider.
- Refunds will be paid directly to the person who enters into the contract with MSQ about the student, unless the person gives a written direction to MSQ to pay the refund to someone else.
- These forms are available from reception or may be downloaded from our student portal or requested via email: enquiry@massageschools.com.au.
- The application for refund will be reviewed by the Head of School or as delegated and if warranted will be authorised for payment.
- The completed form must be submitted to the International Student Officer or via email (as above).

#### FEES NON REFUNDABLE AT ANY CASE UNLESS MENTIONED

- Enrolment fee and Material fee of \$400
- The deposit after issued CoE (Confirmation of Enrolment)

#### Full Tuition Fee Refund:

a) Massage Schools of Queensland agrees to refund all prepaid course fees including enrolment fee, material fee and the deposit within four weeks where Massage Schools of Queensland cancels the course or the commencement of the course is postponed, and alternative courses do not suit the applicant.

- b) Massage Schools of Queensland agrees to refund all unused portion of prepaid course fees within four weeks where Massage Schools of Queensland terminates the course before it is complete for whatever reason. Alternatively a place on an alternative course with another provider may be offered at no extra cost to the student. The student has the right to choose a partial refund or a place at another institution
- c) Massage Schools of Queensland agrees to a full refund including the deposit within four weeks where the student produces evidence where the application made by the student for a visa was rejected by the Australian Government, the <u>Department of Home Affairs</u> (DHA).
- d) Massage Schools of Queensland agrees to a full refund including the deposit within four weeks where MSQ has withdrawn its offer to applicant where it was found that false or misleading or incorrect or incomplete information has been provided on application (this is prior to course commencement (\*1))
- e) Prior to course commencement (\*1), Massage Schools of Queensland agrees to a full refund including the deposit where the student must not have commenced the course due to Compassionate or Compelling Circumstances (\*3). This request for refund will be reviewed and considered by the head of school. It is the head of school's discretion whether to be approved this request.

#### Part Tuition Fee Refund:

- f) For written cancellation received 50 days prior to commencement of a course (\*2), a refund will be provided of tuition fees paid less a 20% administrative fee will be made.
- g) If the student provides written notice of intention to withdraw less than 50 days but more than 20 days prior to commencement of course date (\*2), a refund will be provided of tuition fees paid less a 50% administrative fee
- h) After course commencement (\*2), where the Compassionate or Compelling Circumstances (\*3) prevent the student continuing the enrolled course, the fee that has been paid for study periods not commenced will be refunded less a 20% administrative fee. Student must provide the evidence to MSQ. This request for refund will be reviewed and considered by the Head of Schools, it is the Head of School's discretion whether to be approved this request.

#### No Refund:

- i) For cancellation less than 20 days prior to commencement of a course (\*2), fees paid are non-refundable.
- j) For cancellation after commencement of a course (\*2), fees paid are non-refundable.
- k) Where the student's enrolment is terminated due to nonattendance, non-progression, non-payment of fees and/or non-compliance with the school's code of conduct, course fees paid are not refundable.
- If a student applies for RPL and the application is unsuccessful, there will be no refund.

\*1. Commencement of a course date in this case means the date of FIRST ORIGINAL COURSE START DATE, not after deferral and suspension.

\*2. For packaged program such as, Double Diploma and Certificate IV & Diploma program, commencement of a course means THE COMMENCEMENT of THE FIRST COURSE.

\*3. Compassionate or Compelling Circumstances mean, for example, the following situations;

• Serious illness or injury, where a medical certificate states that the overseas student was unable to start the course

- Bereavement of close family members such as parent, a sibling, a spouse or their child (where possible a death certificate should be provided)
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's study (where possible an evidence should be provided); or
- A traumatic experience, which could include:
- $\circ$   $\$  Involvement in, or witnessing of a serious accident; or
- Witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)

# **CODE OF PRACTICE**

#### **Complaints**

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

Where a student has an academic complaint or concern, they should contact their teacher in the first instance, and then fill out a complaint form (available at reception), which is forwarded to the Head of School. A meeting will then be arranged.

Complaints about fellow students should be referred to the teacher or Class Captain in the same way, and a meeting with the Head of School and student will be arranged to address the problem through a mediation process.

In the event of a complaint against the organisation, staff or a student involving a breach of civil law, the complainant should contact the Head of School immediately. If it is not resolved, then it should be referred to the appropriate Government Agency.

An independent third party for handling student complaints will be made available to students if requested or if Massage Schools of Queensland (MSQ) deems it necessary to do so.

Students may nominate a person of their choosing to accompany or represent them in any complaint process.

Our complaint resolution process does not circumscribe the student's right to pursue other legal remedies.

MSQ will act upon any complaints found to be substantiated.

#### **Appeals Procedure**

Students can appeal against a result for any subject or course within twenty-one (21) days of the issue of results.

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 standards established by Australian Quality Training Framework.

We maintain the highest ethical standards in marketing, advertising, administration and delivery of courses. We take great pride in our reputation and assure our clients of our commitment to these standards. In the event of an appeal, the student should contact their teacher and request to fill out an appeal form which is then forwarded to the Head of School. If the appeal is not resolved, it will go before an independent panel so that the student can address his/her issue. A written response to the appeal will be given to the student within 14 days.

### 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.

#### **Educational Standards**

Massage Schools of Queensland (MSQ) provides the highest standards of services. This means that the trainers conducting our courses have appropriate qualifications, experience and ability to satisfy recognised professional industry performance standards. We provide a suitable learning environment, using modern facilities and equipment, and provide high quality courses using proven training methods and the most up-to-date information based on current research.

Feedback is obtained from students to ensure that we are meeting their needs. Training methods are reviewed continuously to maintain improvement. Support services are available in the form of tutorial assistance and telephone advice throughout any course to enable students to overcome any problems encountered.

#### Student Conduct and Discipline

Students are required to observe any lawful direction given by a staff member in order to ensure the safety of individuals and the orderly conduct of learning programs delivered by MSQ.

Students must maintain a high standard of behaviour within the premises of MSQ and must not indulge in any acts which may result in damage to property or unduly interfere with the comfort or convenience of any person lawfully entitled to be within the premises of MSQ. Appropriate action will be taken by the Head of School should this be deemed necessary, and a complaint process will be available to students upon any decision taken by the Head of School.

For a full copy of the Code of Practice and Code of Conduct please see the Student Handbook.

## PRIOR TRAINING RECONGNITION (RPL)

Skills Recognition / Credit Transfer / Mutual Recognition

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 for any of the above when the student believes that they have already attained the necessary skills and competencies elsewhere (work or other study etc.). The student will be required to provide documentation to support an application.

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





CRICOS # 01854A RTO # 2875

# Massage Schools of Queensland

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