



Melbourne College of Professional Therapists

"Excellence in Education"

Student Handbook




Melbourne College of Professional Therapists

"Excellence in Education"

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These notes are intended as a guide only, and do not take the place of attendance in scheduled classes.

Revised May 2010

Our website: www.mcpt.com.au

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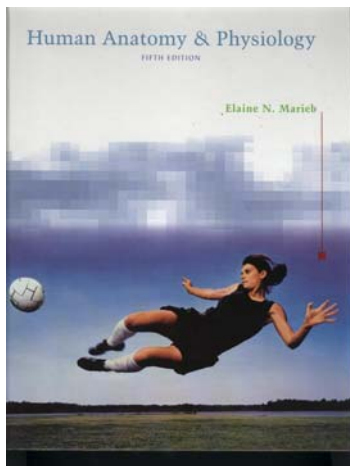
How to use this manual

This Student Handbook is an in-course reference for all policies and procedures the student must understand and abide by. It outlines the rights and responsibilities of the student and Melbourne College of Professional Therapists as a Registered Training Organisation.

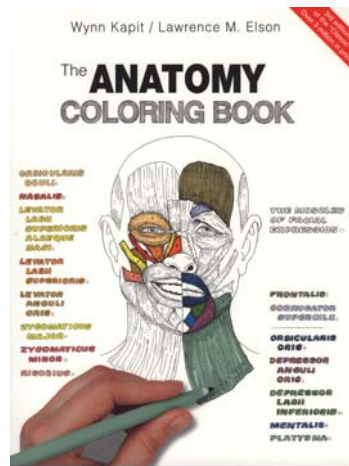
On the right column you will see an area for you to include your own notes for your clarification and reference.

When you complete all the modules and assessments from this course, students who achieve competency in all Units will receive a Nationally Accredited Qualification under the Australian Qualifications Framework - VRQA.

Reference texts:



Human Anatomy and
Physiology -
Marieb



The Anatomy Colouring
Book -
Kapit and Elson

1. Scope of Registration

RTO Name: Melbourne College of Professional Therapists

RTO Identity number: 21551

MCPT is a complementary health and training college which provides nationally accredited training programs under the Health Training Package. Qualifications/competencies within our in scope of registration include:

- Certificate IV in Massage Therapy Practice [HLT40307]**

- Diploma of Remedial Massage [HLT 50307]**

2. Code of Practice

MCPT operates under the college code of practice. This ensures all staff and students enjoy a professional and safe academic environment that fosters a positive environment supportive of quality vocational training. The MCPT Code of Practice is available upon request from the Training Manager or College Principal. To arrange to view the code of practice contact the MCPT direct on SDCA Headquarters on (03) 9560 0217.

As a Registered Training Organisation, MCPT is committed to providing a quality education experience for its students. MCPT has developed and implemented strict quality procedures to ensure the integrity of the college and its training programs. This includes feedback and communication systems, strict management and marketing procedures, facility and equipment management and maintenance, and regular auditing processes. It is our objective to provide continuous improvement in the quality of our training programs and we welcome constructive criticism and feedback from our students.

3. Application / Selection Process

Application forms may be obtained by contacting the college direct or email request from the internet at www.mcpt.com.au .

All applicants must be 18 years and over at date of application and have completed secondary school year 10 or equivalent. Each applicant will be asked to attend an interview to complete the selection process.

Melbourne College of Professional Therapists is committed to providing all students with equal opportunity to pursue their training and development. This is identified in our access and equity policy and procedures and applies to our application and selection processes.

1. The aim of the policy is to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that are free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.
2. All students will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, gender, marital status or physical disability.
3. A student once accepted into the training program may at a later stage find they are significantly challenged by the standard of language literacy and numeracy required to complete the assessment and attain the qualification. In this instance MCPT will provide a reasonable level of support and tuition to assist that individual in developing skills required to complete the training. If further support is required MCPT will assist them in contacting community support organisations.

4. Competencies for qualifications

- Certificate IV in Massage Therapy Practice [HLT40307]**
In order to complete this qualification student must be competent in all of the following units as deemed by the Training manager and trainers. See **Appendix 3**
- Diploma of Remedial Massage [HLT 50307]**
In order to complete this qualification student must be competent in all of the following units as deemed by the Training manager and trainers. See **Appendix 3**

5. Assessment

Assessment will include workshop attendance, private tutorials, role plays, quiz sheets, essays, activity sheets and clinic activities, clinic/patient practice, mentoring, trainer observation, completion of workbooks, worksheets and examinations. A major aspect of student assessment will involve all students performing treatment massage techniques, under strict supervision, in MCPT Clinic Placement / Student Clinic.

Students who are unsuccessful in any assessment will be given the opportunity to perform one approved re-assessment at no cost. Further re-assessments will be charged to the student according to MCPT fees and payments policy.

Students, who are dissatisfied with their result and wish to appeal an assessment process, can request a re-assessment by another suitably qualified independent third party within the College. Re-assessment by appeal must be approved by the principal and requests must be made in writing to the Training Manager. Re-assessment processes that do not comply with correct procedure will not be allowed.

Certain Assessments, such as the clinical administration and practical observations, are repeated at pre-determined intervals throughout the Supervised Clinic Hours requirement, to ensure the evidence collected is valid and reliable.

For further details refer to **Appendices 1, 2 and 3**

6. Flexible learning

The nature of our courses and its delivery allows for flexible learning within the structure of the program (see **Appendix 5**). Should a student wish to negotiate their study patterns it is their responsibility to arrange an interview with the Training Manager and the Principal. Additional workshops, tutorials or make-up sessions may be programmed at no extra cost, at the discretion of the Training Manager. Students also have access to additional study assistance online on www.mcpt.com.au .

Consideration will be given on a case by case analysis, based on learning requirements such as language skills etc.

7. Licensing Details (if applicable)

At completion of the program students will be eligible to apply for registration to appropriate industry organisations AMT and AAMT. Details and contact numbers can be provided on request.

- AAMT: www.aamt.com.au
- AMT: www.amt.org.au

8. Recognition of Current Competencies /Recognition of Prior Learning Policy:

1. Melbourne College of Professional Therapists will recognise a student's existing competence against the competencies listed in an endorsed qualification or accredited course and issue AQTF qualifications and Statements of Attainment.
2. Melbourne College of Professional Therapists through mutual recognition will recognise the AQTF qualifications and Statements of Attainment issued by any other RTO.
3. The Recognition Process and RPL will be available to all prospective students.
4. The Recognition Process and RPL will be *valid, reliable, flexible and fair*.
5. Evidence collected to support this process will be *valid, current, sufficient and authentic*.
6. Information on the Recognition Process and RPL will be included in Student Folders, issued when required.
7. Melbourne College of Professional Therapists will ensure that an individual's learning and skills are recognised, irrespective of how or where they have been acquired. Individuals may apply for Recognition of Prior Learning and skills by supplying evidence of:
 - Previously recognised training undertaken
 - Work experiences
 - Life experiences
 - Non-formally recognised training undertaken
8. Melbourne College of Professional Therapists' Training Manager will be the person responsible for the implementation and maintenance of this policy.
9. Records of AQTF qualifications and Statements of Attainment/Academic Transcripts issued will be recorded in Melbourne College of Professional Therapists' Student Records System.

10. Documentation relating to the application will be retained in the student's personal file.
11. The cost for a Recognition of Prior Learning is upon application.
12. Mutual recognition is a direct credit transfer and does not require any fee or charge.

Procedure:

1. Information and advice on making application for Recognition can be obtained from Melbourne College of Professional Therapists' Training Manager, Administration or Principal. Information will also be covered in the Induction Program and Student Information Folder.
2. Student wishing to apply for Recognition of Prior Learning discusses requirements with Melbourne College of Professional Therapists' Training Manager, Administration or Principal.
3. Student collates evidence and completes Recognition of Prior Learning Evidence Checklist. (available via [www.mcpt.com.au/ student area](http://www.mcpt.com.au/studentarea))
4. Documents to be certified and mailed to the Training Manager.
5. The Training Manager acknowledges receipt of application and records the application in the Recognition Process Register.
6. Melbourne College of Professional Therapists' Training Manager co-ordinates processing of application
 - Organises assessor to interview and/or observe student and consider evidence presented
 - Obtains report from assessor on the decision (Maximum of 2 weeks to produce result)
 - Updates records as appropriate
7. Student notified of result
8. If application is unsuccessful, the student will be advised of the appeal / complaints process.
9. For audit purposes Melbourne College of Professional Therapists will archive:
 - Outcome of recognition process
 - Samples of evidence presented
 - If recognition not given, reasons why
 - Action plan for individual to address the gaps identified in the assessment
 - Details of appeals and results
 - Provide details of policy, procedure & copy of recognition application form.

9. Fees and refunds

Melbourne College of Professional Therapists has the following fee structure as at May 2010.

1. Fees will be collected from students at the designated enrolment day and/or orientation day. Enrolment will not be accepted without payment.
2. Each student will be required to pay 3 instalments for their selected course or one full course payment. If by instalment then each instalment will represent an allocated amount for no more than 10 weeks of the course/training program.
3. Melbourne College of Professional Therapists will allow a 7 day 'cooling off' period after receipt of initial enrolment payment. Students may, within this period apply for a refund of fees should they choose not to commence the course. This 'cooling off' period does not apply to subsequent fees instalments once course has commenced.
4. Melbourne College of Professional Therapists will provide a full refund of payments to students who apply during this 7 day period, minus a Refund Administration Fee of \$250.00.
5. Under no circumstances will any refunds be given to applications beyond the 7 day cooling off period, except in the event of the course being cancelled by the college.
6. If a course is cancelled or does not commence by Melbourne College of Professional Therapists, a full refund of payments to affected students will be provided within 14 days of cancellation, minus a Refund Administration Fee of \$250.00.
7. If a student has commenced any part of CMT, Certificate IV or Diploma by attending Induction. No refund is applicable. In this case the 7 day cooling off is not valid.
8. Melbourne College of Professional Therapists reserves the right to alter course timetable and duration at any time and without notice

See **Appendix 4: Fee and Payment Structures**

10. Appeals / complaints

Policy:

Melbourne College of Professional Therapists believes that a student who has a complaint has the right to raise the complaint and expect that every effort will be made to resolve it in accordance with this policy, without prejudice or fear of reprisal or victimisation. The student has the right to present the complaint / appeal formally as well as in writing.

Melbourne College of Professional Therapists will manage all complaints fairly, equitably and efficiently as possible. It will encourage the parties to approach the complaint with an open mind and to resolve problems through discussion and conciliation. Where a complaint cannot be resolved through discussion and conciliation, Melbourne College of Professional Therapists acknowledges the need for an appropriate external and independent person to mediate between the parties. The parties will be given the opportunity to formally present their case to the independent person.

Confidentiality should be maintained throughout the process of making and resolving complaints. Melbourne College of Professional Therapists seeks to protect the rights and privacy of all involved and to facilitate the return to a comfortable and productive work environment.

All students and trainers will be provided with a copy of the Complaints / Appeals Policy and Procedure in their information folders. The information will also contain details of external authorities that they may approach.

Procedure:

Should a student have a complaint, the following steps are to be followed:

1. The student should put the following information relating to the complaint in writing via the Student Complaint Form:
 - description of the complaint/appeal
 - state whether you wish to formally present your case
 - steps you have taken to deal with the it
 - what you would like to happen to fix the problem and prevent it from happening again.
2. The student brings the complaint to the attention of the Training Manager or Principal. Alternatively, the Student Welfare Officer may be consulted (available via [www.mcpt.com.au / student area](http://www.mcpt.com.au/studentarea))
3. If the complaint is not dealt with to the student's satisfaction, s/he may bring it to the attention of the Training Manager. The Training Manager will either deal with the issue personally or arrange for it to be dealt with by a management representative. The first two steps should be completed within a timeframe of one week.
4. Should the issue still not be resolved to the student's satisfaction, Melbourne College of Professional Therapists will make arrangements for an independent external person to resolve the issue. The student will be given the opportunity to formally present his or her case.

5. All parties involved will receive a written statement of the outcomes, including reasons for the decision.
6. All documentation relating to complaints / appeals will be archived for audit purposes.
7. Melbourne College of Professional Therapists' Training Manager will be person responsible for the implementation and maintenance of the policy.

11. Contacts

Principal: Dr Thomas McKail
Training Manager: Grant Walters
SDCA Headquarters Reception: (03) 9560 0217 - business hours
MCPT and Healthy Life Clinic: (03) 9562 2280 - 10am to 8pm
Emergency contact: 0416 165 555
Student Welfare Officer (Elizabeth Sharkey): 9562 2280

12. Course Duration

The course is conducted over 3 training delivery periods for the Diploma of Remedial Massage (refer to **Point 6. Flexible Learning** or see **Appendix 5**).

Full Course Timetable posted at www.mcpt.com.au (see Class Training Schedule) and Clinic notice boards.

Additional classes for Cert IV and Dip Remedial classes are available every Monday, Wednesday and Friday 12 noon – 3pm at the Wheelers Hill Campus. Students are to bring manuals, workbooks, worksheets for their related area of study. A qualified trainer or in some cases a mentor will be available to meet all practical or theory training needs. Student Clinic can be conducted 7 days a week. Tutorial groups and private study tutorials can be organised with MCPT management upon request. Private make-up private classes may be scheduled 7 days a week, day time and evening sessions.

13. Facilities and equipment

All facilities and equipment are supplied by MCPT and are included in the course fees. Students will be required to purchase some text books as related to their training program.

Supplied items include:-

- Towels; oils etc
- Treatment Tables
- Classroom facilities
- MCPT workbooks; etc.

14. Support Services

MCPT maintains a Student Welfare Policy and Procedure as outlined in **Appendix 5**. Should students require further welfare or counselling support, these are outlined in the front section of the white pages telephone directory available in the main reception area.

Assessment will include workshop attendance, private tutorials, role plays, quiz sheets, essays, activity sheets and clinic activities, clinic/patient practice, mentoring, trainer observation, completion of workbooks, worksheets and examinations. A major aspect of student assessment will involve all students performing treatment massage techniques, under strict supervision in MCPT Clinic Placement / Student Clinic.

15. Conduct and Behaviour

Students have a right to:

- Be treated with respect and fairly
- Pursue their learning activities in a supportive and stimulating environment
- Learn in an environment free of discrimination and harassment
- Privacy of their personal information and student records held by Melbourne College of Professional Therapists.
- Lodge a complaint without fear of victimisation.

Student Responsibilities:

- treat other students / trainees and company staff with respect and fairness
- follow any reasonable direction from company staff
- not engage in plagiarism, collusion or cheating in any assessment activity
- be punctual and regular in attendance
- submit assessment events by the due date or seek approval to extend the due date
- refrain from using mobile phones or pagers in classrooms and practical clinic work
- return company equipment / materials on time
- observe normal safety practices; eg., health & hygiene; wear approved clothing & protective equipment; etc
- refrain from swearing
- refrain from smoking in company buildings and designated areas
- behave in a responsible manner by not
 - harassing fellow students / trainees or company staff
 - damaging, stealing, modifying or misusing property (including electronic records)
 - being under the influence of alcohol or drugs
 - engaging in any other behaviour which could offend, embarrass or threaten others.

Breach of discipline means any conduct that impairs the reasonable freedom of other persons to pursue their learning or work, or is in breach of the Melbourne College of Professional Therapists' rules / code of conduct.

A student commits a breach of discipline if s/he:

- assaults a person on the premises of the company
- unlawfully removes, damages or uses any property of another person or the company
- obstructs staff of Melbourne College of Professional Therapists in the performance of their duties
- obstructs the teaching / training of a group or an assessment activity
- commits or engages in any dishonest or unfair act in relation to an assessment activity
- wilfully disobeys or disregards any lawful order or direction given by a member of staff
- enters part of the company's premises when directed not to do so by a member of staff
- fails to leave part of the company's premises when directed to do so by a member of staff
- fails to return company property or pay replacement costs when instructed to do so
- fails to pay financial commitments to Melbourne College of Professional Therapists
- enters part of the company's premises whilst under the influence of alcohol or a drug
- engages in any unlawful activity on the company's premises such as using, possessing or supplying any prohibited drug, substance or weapon
- discriminates against a person on the grounds of the person's age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability or religion
- incites hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of the person's age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability or religion of the person or members of the group

Policy:

1. Melbourne College of Professional Therapists is committed to the principle of ensuring that every student has the right to participate in training programs, free of inappropriate behaviour that may impair the learning processes, or the well being of individuals.
2. Both staff and students have an interest and a responsibility to prevent minor behavioural problems from becoming larger ones.

3. Attempts are to be made to solve behavioural problems of students through discussion and mediation before the provision of more formal procedures is invoked.
4. Melbourne College of Professional Therapists' Training Manager may apply any of the following penalties where s/he is satisfied a breach of discipline has been committed and the penalty matches the seriousness of the breach:
 - A verbal or written reprimand
 - A requirement to attend counselling at a specified time and place
 - Payment of compensation by student for damages or loss of resources
 - Restitution of property removed or damaged
 - Use of specified equipment only in accordance with certain conditions (for a set period)
 - Exclusion from Melbourne College of Professional Therapists
 - Issue of testamur delayed until student has complied with the order
5. The student may appeal the penalty under Melbourne College of Professional Therapists' Complaints Policy.

Procedure:

1. A staff member who believes that a breach of discipline has occurred should report the breach of discipline to Melbourne College of Professional Therapists' Training Manager without delay.
2. If appropriate, the student can be ordered off the company's premises for the remainder of the day on which the breach takes place. Circumstances where it may be appropriate to exclude the student from the company's premises for the remainder of the day will include serious cases of breach of discipline such as violence, abusive behaviour, discrimination, vandalism, wilful disobedience of a staff direction, or blatant assessment cheating.
3. The staff member reports the breach to Melbourne College of Professional Therapists' Training Manager in writing with the following particulars:
 - Student name and program
 - Description of the breach of discipline
 - Damage or inconvenience caused by the breach
 - Level of cooperation given by the student / trainee
 - Witnesses to the breach
 - Evidence available to support the claim of a breach.

Note - in situations of greater urgency, such as cheating or violence an oral report will be made to Melbourne College of Professional Therapists' Training Manager in the first instance, followed by the written report as soon as practicable thereafter.

4. Within five days of the report, the Training Manager will speak to the student privately, in the presence of the relevant member of staff if possible and if not then in the presence of a third party chosen by the Training Manager. The Student will be cautioned and advised of the possible consequences and the grounds for such report. Confidentiality of the meeting will be maintained.
5. Any penalty to be imposed will be communicated to the student in writing within 10 days of the above meeting. The student must also be advised of the right to appeal the penalty under Melbourne College of Professional Therapists' Complaints Policy.
6. Actions taken under this policy will be documented and archived for audit purposes.
7. Melbourne College of Professional Therapists' Training Manager will be the person responsible for the implementation and maintenance of the policy.

16. Relevant Legislation

Legislation Information for Trainers and Students / Trainees

The AQTF standards require the RTO to provide information to staff and clients about legislation that affects their activities and participation.

Information is required on the following legislation and any other legislation relevant to the training program being delivered. The information will usually be presented in staff / trainer and client / student folders or handbooks or handouts.

Workplace Harassment, Victimization and Equal Employment Opportunity

- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Hatred Act 1995
- Victorian Equal Opportunity Act 1995
- Victorian Racial and Religious Tolerance Act 2001

Melbourne College of Professional Therapists aims to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that are free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.

All students will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.

OH&S

All employees have the responsibility to:

- Adhere to safe work practices, instructions and rules;
- Immediately report any unsafe work condition or equipment to management;
- Not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- Perform all work duties in a manner which ensures individual health and safety and that of all other employees;
- Encourage fellow employees to create and maintain a safe and healthy work environment;
- Co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved

Melbourne College of Professional Therapists is committed to providing a safe and healthy work environment for all students / trainees. Its policy is to make every reasonable effort to prevent accidents, protect trainees from injury and promote the health, safety and welfare of all trainees.

The relevant act in Victoria is the Occupational Health and Safety Act 1985

Vocational Education and Training

Melbourne College of Professional Therapists as a Registered Training Organisation will comply with the following:

- The AQTF Standards for Registered Training Organisations
- Privacy of trainee information
- Comply with all requirements of any Performance Agreements it has with Government Departments or bodies
- Only issue Certificates and Statements of Attainment for qualifications listed on its Scope of Registration
- Maintain a student management recording and reporting system
- Maintain its registration
- Marketing and advertising material is accurate and ethical.

The VET sector framework is established by both State and Commonwealth legislation.

The Commonwealth Acts are:

- the Australian National Training Authority Act 1992, which established the functions and powers of the Australian National Training Authority
- the Vocational Education and Training Funding Act 1992 which sets out the funding of VET in Australia.

In Victoria the Victorian Vocational Education and Training Act 1990 governs VET. This Act:

- establishes the LESC as the State Training Authority and specifies its powers and functions in the promotion, planning, coordination and administration of VET in Victoria provides for the regulation of apprenticeships and other work place training.

- establishes and governs the function and operations of TAFE Institutes.

In Victoria the Victorian Qualifications Authority Act 2000:

- governs the registration and suspension of RTOs, and
- regulates course accreditation

Privacy

Melbourne College of Professional Therapists will follow the ten national privacy principles in the handling of personal information of trainees / employees.

1. Collection - The organisation will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected.
2. Use and disclosure - Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.
3. Data quality - The organisation will take all reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date.
4. Data Security - The organisation will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
5. Openness - The organisation will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.
6. Access and correction - The individual will be given access to the information held except to the extent that prescribed exceptions apply. The organisation will correct and up date information errors described by the individual.

- I
7. Unique Identifiers - Commonwealth Government identifiers (Medicare number or tax file number) will only be used for the purposes for which they were issued. The organisation will not assign unique identifiers except where it is necessary to carry out its functions efficiently.
 8. Anonymity - Wherever possible, the organisations will provide the opportunity for the individual to interact with them without identifying themselves.
 9. Trans-border Data Flows - The individual's privacy protections apply to the transfer of personal information out of Australia.
 10. Sensitive Information - The organisation will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

Access to Legislation

Victorian legislation is available from the [Victorian Legislation and Parliamentary Documents website](#).

You may also view and download any of these Acts at the [Australasian Legal Information Institute \(Austlii\)](#) website which provides free online access to Commonwealth, State and Territory case law and legislation.

Appendix 1: HLT40307 – CERTIFICATE IV IN MASSAGE

ASSESSMENT MATRIX

	ASSESSMENT METHOD	ASSESSMENT TOOL
1.	Clinic Administration Observation	Observation Checklist (after every 50 hour log)
2.	Clinical Session Observation	Observation Checklist (after every 50 hour log)
3.	Role Play – Administration & Communication	Role Play Checklist
4.	Exam 1 – Surface & Systems Anatomy	61 Multi-Choice Questions Diagram labelling (65% to pass)
5.	Exam 2 – Functional Anatomy	18 Multi-Choice Questions Diagram labelling 2 Short Answer Questions (65% to pass)
6.	Workbooks	Worksheet Quiz's (65% to pass) and in class activities.

Appendix 2: HLT50307 – DIPLOMA IN REMEDIAL MASSAGE

ASSESSMENT MATRIX

	ASSESSMENT METHOD	ASSESSMENT TOOL
1.	Remedial Techniques Observation	Observation Checklist (after every 50 hour log)
2.	Remedial Clinical Session Observation	Observation Checklist (after every 50 hour log)
3.	Remedial Role Play – Client/patient Assessment	Role Play Checklist
4.	Case Study Assignment & Exam Assessment	4 case studies.
5.	Workbooks	Worksheet Quiz (65% to pass)

Appendix 3: CERTIFICATE IV & DIPLOMA REMEDIAL MASSAGE

UNITS of COMPETENCY OUTLINE

1 Certificate Massage Therapy		CMT
<p>a) This Qualification is a Non-Accredited Course Conducted as a starting point for most Students.</p> <ul style="list-style-type: none"> ● Consists of minimal Clinic Placement Hours ● Approximately 10-15 Hours of Training 		
Subject		Assessment
Code	Title	
CMT1	Certificate Massage Therapy (Theory)	Practically Assessed twice by Authorised Person(s). Feedback about performance is used by Students to improve between Assessments.
CMT2	Certificate Massage Therapy (Practical)	
<p>c) Shadowing Before commencement of Clinic Placement, Students shadow (follow and observe) other more senior (in course progression) Students to gain an understanding of the overall process of practicing in a Clinical Setting.</p>		
<p>d) Clinic Placement Hours The nominal number of Hours to be completed is 50 Hours. These are logged in a Log Pack. Assessment takes place after these Hours are completed.</p>		

In order to Complete (and be Awarded) the following Qualifications, Students must be Competent in all of the Units of the relevant Training Package(s).

2 Certificate IV in Massage Therapy Practice		HLT40307
<p>a) This Qualification consists of 15 Competency Units comprising:</p> <ul style="list-style-type: none"> ● 10 Common Units ● 5 Specialisation Units 		
Unit Code	Unit Title	Conducted
b) Common Units		
BSBWOR203A	Work Effectively with Others	Internal
HLTCOM404C	Communicate Effectively with Clients	Internal
HLTCOM405C	Administer a Practice	Internal
HLTCOM406C	Make Referrals to Other Health Care Professionals when Appropriate	Internal
HLTCOM408C	Use Specific Health Terminology to Communicate Effectively	Internal
HLTFA301C	Apply First Aid	External
HLTHIR301B	Communicate and Work Effectively in Health	Internal
HLTOHS300B	Contribute to OHS Processes	Internal
HLTIN301C	Comply with Infection Control Policies and Procedures	Internal
HLTAP401B	Confirm Physical Health Status	Internal
c) Specialisation Units		
HLTREM401C	Work within a Massage Framework	Internal
HLTREM406C	Provide Massage Treatment	Internal
HLTREM407C	Plan Massage Treatment	Internal
HLTREM408C	Apply Massage Assessment Framework	Internal
HLTREM409C	Perform Massage Health Assessment	Internal
<p>d) MCPT delivers this course through:</p> <ul style="list-style-type: none"> ● Taught Subjects → Includes Theory and Practical Lessons ● Clinic Placement Hours → Students practice and hone their skills 		

Subject		Assessment			
Code	Title	WorkSheet	Assignment	Exam	Clinic Observation/Administration
MT1	Massage Theory 1	Y			Massage skills/knowledge incorporating aspects of Pathology and Clinic Administration are Assessed after every 50 Hour Log Pack of Clinic Placement is completed.
MT2	Massage Theory 2	Y			
MT3	Massage Theory 3	Y	Y		
MP1	Massage Practical 1				
MP2	Massage Practical 2				
MP3	Massage Practical 3				
P1	Pathology 1	Y	Y		
BS1	Business Skills 1		Y		
CM1	Chinese Medicine 1				
Sit down, Closed-book Exam					
SS1	Surface and Systems Anatomy 1	Y		Y	There is a 2 hour <i>Surface & Systems Anatomy Exam</i> after the 3 Review (practice) exams are completed
SS2	Surface and Systems Anatomy 2	Y		Y	
SS3	Surface and Systems Anatomy 3	Y		Y	
FA1	Functional Anatomy 1	Y		Y	There is a 2 hour <i>Functional Anatomy Exam</i> after the 3 Review (practice) exams are completed
FA2	Functional Anatomy 2	Y		Y	
FA3	Functional Anatomy 3	Y		Y	

e) Clinic Placement The nominal number of Hours to be completed is 400 Hours. These are logged in Log Packs of Hours 50 Hours each. Assessment takes place after each Log Pack is completed.

3	Diploma of Remedial Massage	HLT50307
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- a) This Qualification consists of 14 Competency Units comprising:
- 6 Common Units
 - 5 Specialisation Units
 - 3 Elective Units

Unit Code	Unit Title	Conducted
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b) Common Units

HLTCOM502C	Develop Professional Expertise	Internal
HLTCOM503C	Manage a Practice	Internal
CHCORG428A	Reflect and Improve own Professional Practice	Internal
HLTHIR506C	Implement and Monitor Compliance with Legal and Ethical Requirements	Internal
HLTAP501B	Analyse Health Information	Internal
HLTHIR501B	Maintain an Effective Health Work Environment	Internal

c) Specialisation Units

HLTREM502C	Provide Remedial Massage Treatment	Internal
HLTREM503C	Plan Remedial Massage Treatment Strategy	Internal
HLTREM504C	Apply Remedial Massage Assessment Framework	Internal
HLTREM505C	Perform Remedial Massage Health Assessment	Internal
HLTREM510B	Provide Specialised Remedial Massage Treatments	Internal

d) Elective Units

HLTREM512B	Provide Remedial Massage Treatments within a Corporate Setting	Internal
HLTREM513B	Provide Remedial Massage Treatment to Athletes	Internal
CHCAC318B	Work Effectively with Older People	Internal

- e) MCPT delivers this course through:
- Taught Subjects → Includes Theory and Practical Lessons
 - Clinic Placement Hours → Students practice and hone their skills

Subject		Assessment	
Code	Title	Clinic Observation/Administration	Case Study
AA1	Advanced Anatomy and Assessment 1	Massage skills/knowledge incorporating aspects of Clinic Administration are Assessed after every 50 Hour Log Pack of Clinic Placement is completed.	There are 4 Case Studies to be researched/written and submitted
AA2	Advanced Anatomy and Assessment 2		
AA3	Advanced Anatomy and Assessment 3		
AA4	Advanced Anatomy and Assessment 4		
RT1	Remedial Techniques 1		
RT2	Remedial Techniques 2		
RT3	Remedial Techniques 3		
RT4	Remedial Techniques 4		
TP1	Trigger Point 1		
TP2	Trigger Point 2		
SM	Sports Massage		
ST	Stretching Techniques		
MFR	Myofascial Release		
SCS	Strain Counter-Strain		

- f) Clinic Placement The nominal number of Hours to be completed is 400 Hours. These are logged in Log Packs of 50 Hours each. Assessment takes place after each Log Pack is completed.

Appendix 4: CERTIFICATE IV & DIPLOMA REMEDIAL MASSAGE

FEE & PAYMENT STRUCTURES

DETAILS	\$
<u>Course Tuition Fees:</u>	
<ul style="list-style-type: none"> ▪ Certificate IV in Massage Therapy Practice [HLT40307] ▪ Diploma of Remedial Massage [HLT 50307] 	<p>4,500.00</p> <p>4,500.00</p>
<u>Recognition of Prior Learning/Current Competency (RPL/RCC)</u>	
<ul style="list-style-type: none"> ▪ RPL/RCC processing fee ▪ Per Competency Charge ▪ Mutual recognition (direct credit transfer) 	<p>Upon application</p> <p>No Charge</p>
Refund Administration Fee (effective within 7 day ‘cooling-off’ period) Beyond 7 day ‘cooling off’ period	<p>250.00</p> <p>No Refund</p>
Additional Workshop/Tutorial Fee (2 Hours)	90.00
Additional Examination Fee	150.00
Additional Prints of Original Certificates and Statements of Attainment (per certificate)	20.00
Reprint Duplicate Certificate Fee (per certificate)	20.00
Reprint Duplicate Statement of Attainment Fee (per statement)	20.00

Note: Additional Tutorial Fees will only be charged if the tutorial time extends beyond the nominal hours suggested for the course. Additional tutorial hours that do not extend beyond the stated nominal hours for the Unit of Competency will not be subject to additional charges.

The nominal hours recommended for each Unit of Competency may be changed by Melbourne College of Professional Therapists (MCPT) at any time without notice according to the requirements of the College and to meet any changes in delivery standards as dictated by the Office of Tertiary, Training and Education (OTTE), Registered Training Organisation (RTO) standards, and to keep updated with changes to the Health Training Package.

Qualification:

- Certificate IV in Massage Therapy Practice - HLT40307
- Diploma of Remedial Massage - HLT 50307

HLT40307

Certificate IV in Massage Therapy Practice - Qualification Framework - Competencies

In order to complete this qualification, the student must be competent in all of the following units as deemed by the Training Manager and trainers.

- 15 competency units are required for award of this qualification, including:
- 15 compulsory units, comprising 10 common units and 5 specialisation units - see chart below

Compulsory Units

Certificate IV in Massage Therapy Practice	HLT40307
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- a) This Qualification consists of 15 Competency Units comprising:
- 10 Common Units
 - 5 Specialisation Units

Unit Code	Unit Title	Conducted
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b) Common Units

BSBWOR203A	Work Effectively with Others	Internal
HLTCOM404C	Communicate Effectively with Clients	Internal
HLTCOM405C	Administer a Practice	Internal
HLTCOM406C	Make Referrals to Other Health Care Professionals when Appropriate	Internal
HLTCOM408C	Use Specific Health Terminology to Communicate Effectively	Internal
HLTFA301C	Apply First Aid	External
HLTHIR301B	Communicate and Work Effectively in Health	Internal
HLTOHS300B	Contribute to OHS Processes	Internal
HLTIN301C	Comply with Infection Control Policies and Procedures	Internal
HLTAP401B	Confirm Physical Health Status	Internal

c) Specialisation Units

HLTREM401C	Work within a Massage Framework	Internal
HLTREM406C	Provide Massage Treatment	Internal
HLTREM407C	Plan Massage Treatment	Internal
HLTREM408C	Apply Massage Assessment Framework	Internal
HLTREM409C	Perform Massage Health Assessment	Internal

HLT50307

Diploma of Remedial Massage – Qualification Framework - Competencies

In order to complete this qualification student must be competent in all of the following units as deemed by the Training manager and trainers.

- 14 competency units are required for award of this qualification, including:
- 11 compulsory units, comprising of 6 common units and 5 specialisation units
- 3 elective units

A wide range of elective units is available and may include: see below elective units

Compulsory Units

Diploma of Remedial Massage		HLT50307
a)	This Qualification consists of 14 Competency Units comprising:	<ul style="list-style-type: none"> ● 6 Common Units ● 5 Specialisation Units ● 3 Elective Units
Unit Code	Unit Title	Conducted
b) Common Units		
HLTCOM502C	Develop Professional Expertise	Internal
HLTCOM503C	Manage a Practice	Internal
CHCORG428A	Reflect and Improve own Professional Practice	Internal
HLTHIR506C	Implement and Monitor Compliance with Legal and Ethical Requirements	Internal
HLTAP501B	Analyse Health Information	Internal
HLTHIR501B	Maintain an Effective Health Work Environment	Internal
c) Specialisation Units		
HLTREM502C	Provide Remedial Massage Treatment	Internal
HLTREM503C	Plan Remedial Massage Treatment Strategy	Internal
HLTREM504C	Apply Remedial Massage Assessment Framework	Internal
HLTREM505C	Perform Remedial Massage Health Assessment	Internal
HLTREM510B	Provide Specialised Remedial Massage Treatments	Internal
d) Elective Units		
HLTREM512B	Provide Remedial Massage Treatments within a Corporate Setting	Internal
HLTREM513B	Provide Remedial Massage Treatment to Athletes	Internal
CHCAC318B	Work Effectively with Older People	Internal

Elective units

3 electives are to be selected in line with the specified Packaging Rules. The following sample competency units are suggested as appropriate for this qualification. Employers may specify that certain electives are required to address specific workplace needs.

HLTREM512A	Provide remedial massage treatments within a corporate setting
HLTREM513A	Provide remedial massage treatment to athletes
CHCAC318B	Work Effectively with Older People

Appendix 5: COURSE DURATION

Course Duration

- a) There are 3 Modes of Enrolment which affect Course Duration, addressing potential commitment to Clinic activities as most appropriate to individual student needs.

Mode of Enrolment	Clinic Placement Hours per Week	Estimated Duration of Course	
		Certificate IV or Diploma	Certificate IV and Diploma
<input type="checkbox"/> Full Time	20 – 25	5 – 6 months	12 months (1 year)
<input type="checkbox"/> Part Time	10 – 15	7 – 10 months	14 – 20 months (1 – 2 years)
<input type="checkbox"/> Flexible Learning	5 – 10	10 – 20 months	20 – 40 months (2 – 4 years)

Appendix 6: STUDENT WELFARE POLICY AND PROCEDURE

Staff member responsible:

Student Welfare Officer

Contact details accessible via Student Welfare Resources at www.mcpt.com.au

Purpose:

In addition to the Access and Equity Policy demonstrated above, this policy and procedure is to be used by Melbourne College of Professional Therapists to ensure all students are provided with support services required to meet their needs. This policy is implemented to ensure that all students are able to access appropriate literacy, welfare and general support services throughout the duration of their course.

Scope:

This policy covers all Melbourne College of Professional Therapists policies and procedures regarding student welfare and services.

Definitions:

Student Welfare refers to those services specifically directed at maintaining a student's physical, psychological and emotional well-being throughout the duration of their course. It includes all services relevant to mental and physical health, counselling, grievance procedure, Operational Health and Safety and associated services.

Literacy refers to the level at which an individual can communicate in concise, comprehensible language with the organization and with the public in general. A student or staff member's level of Literacy is determined by their ability to speak and write in a manner that is readily comprehensible by others, as well as by reading and listening skills.

MCPT offers Support Services for low Literacy students online in the Student Welfare Resources page, or can be directed to these services by the Student Welfare Officer.

Support Services are all services that do not fall under the scope of the previous two definitions. They are those services which address a student's individual learning needs, support learning and facilitate the development of the skills required for a student to complete course, such as non-literacy educational support.

It also refers to any support services provided within College or by the community that assist students in the completion of their studies, from legal and financial support, childcare services and general wellbeing.

Policy:

1. Melbourne College of Professional Therapists will implement and maintain Student Welfare procedures to ensure students receive the required support in language, welfare and support areas over the course of their studies.
2. Melbourne College of Professional Therapists will implement and maintain Student Welfare procedures to meet compliance requirements of the AQTF Standards for Registered Training Organisations.
3. Melbourne College of Professional Therapists will ensure support services and materials are readily available for student use and reference.
4. Melbourne College of Professional Therapists will maintain and monitor a Student Welfare Officer whose duties will include the monitoring of Student Welfare, and the facilitation of any Welfare questions or requirements.

5. This policy and procedures will be reviewed at least annually in accordance with MCPT Internal Audit Policy and Continuous Improvement Procedures.

Procedure:

9. Melbourne College of Professional Therapists' Student Welfare Officer will be the person responsible for the implementation and maintenance of the policy.
10. Melbourne College of Professional Therapists' Student Welfare Officer will maintain procedures to:
 - Monitor Student Welfare
 - Facilitate any Welfare questions or requirements.
 - Direct students to the Student Welfare Resources as listed on the Melbourne College of Professional Therapists website.
 - Direct students in need of support to the appropriate services within or external to Melbourne College of Professional Therapists.
 - Support students of low or remedial literacy
 - Report ongoing Welfare requirements to Melbourne College of Professional Therapists Administration.
 - Report to Melbourne College of Professional Therapists' Principal / CEO at least once every month to ensure the ongoing quality of Welfare services.
 - Maintain student confidentiality where required
3. Melbourne College of Professional Therapists will develop procedures when applicable for students in need of special language or welfare support services.
4. The procedures will be included in Melbourne College of Professional Therapists' annual AQTF standards internal audit.

Appendix 7: ACCESS AND EQUITY POLICY AND PROCEDURE

Purpose:

Melbourne College of Professional Therapists is committed to providing all students with equal opportunity to pursue their training and development. This policy and procedure is to be used by Melbourne College of Professional Therapists to integrate access and equity principles into all training and assessment activities it conducts or is conducted on its behalf.

Scope:

This policy covers all Melbourne College of Professional Therapists policies and procedures and all training function activities.

Definitions:

Access and Equity principles include:

- Equity for all people through the fair and appropriate allocation of resources
- Equality of opportunity for all people without discrimination
- Access for all people to appropriate quality training and assessment services
- Increased opportunity for people to participate in training

Disadvantaged groups include the following groups who traditionally have been under-represented in Vocational Education and Training (VET):

- People with a disability
- Aboriginals and Torres Strait Islanders
- Women
- People from non-English speaking backgrounds
- People in rural and remote areas
- Long term unemployed

Discrimination can be direct, indirect or systemic.

- **Direct discrimination**
Direct discrimination is any action which specifically excludes a person or group of people from a benefit or opportunity, or significantly reduces their chances of obtaining it, because their status or personal characteristics, irrelevant to the situation (eg, sex, ethnic origin) are applied as a barrier. Direct discrimination has as a focus assumed differences between people.
- **Indirect discrimination**
Indirect discrimination is the outcome of rules, practices and decisions which treat people equally and therefore appear to be neutral; but which, in fact, perpetuate an initially unequal situation and therefore significantly reduce a person's chances of obtaining or retaining a benefit or opportunity. Rules, practices and decisions are applied to all groups alike but it is the very assumption of a likeness that constitutes the discrimination.
- **Systemic discrimination**
A system of discrimination perpetuated by rules, practices and decisions which are realised in actions that are discriminatory and disadvantage a group of people because of their status or characteristics and serve to advantage others of different status or characteristics. Direct and indirect discrimination contribute to systemic discrimination.

Equity focuses on outcomes. Equity is not concerned with treating people in the same way, it is concerned with ensuring that all groups of people participate and benefit to the same level.

Legislation includes

- Commonwealth Racial Discrimination Act 1975

- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Hatred Act 1995
- Victorian Equal Opportunity Act 1995

Sexual harassment is defined by the Victorian Equal Opportunity Act 1995 and the Commonwealth Sexual Discrimination Act 1984 as when a person:

- makes an unwelcome sexual advance or an unwelcome request for sexual favours;
- engages in unwelcome conduct of a sexual nature, and a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated.

Policy:

4. The aim of the policy is to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that are free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.
5. All students will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.
6. A person with a disability may be excluded under this policy if the disability could cause occupational health and safety risks to the person and/or other students.
7. All trainers / assessors are responsible to observe and be advocates for the policy.
8. This policy will be widely disseminated in the Health Industry.
9. Melbourne College of Professional Therapists' policies and procedures will be monitored and reviewed to ensure that they recognise and incorporate the rights of individuals.
10. Melbourne College of Professional Therapists' Training Manager will be person responsible for the implementation and maintenance of the policy.

Procedure:

11. The policy will be included in information provided to employers, trainers / assessors and students.
12. Melbourne College of Professional Therapists' procedures relating to training and assessment activities will focus on objective criteria based on merit.
13. Any person with a complaint will be directed to use Melbourne College of Professional Therapists' Grievance Policy and Procedures.
14. Issues raised in relation to this policy will be documented and archived.