STUDENT HANDBOOK

CERTIFICATE IV IN MASSAGE (Part-Time)

School of Life and Physical Sciences
RMIT University
1. FOREWORD

Welcome to the School of Life and Physical Sciences

Our School is part of the Science, Engineering and Technology Portfolio and is committed to the provision of quality vocational education and training for a range of technical and patient service occupations in the health industry. As part of RMIT’s commitment to continuous quality improvement for the programs and other services that it provides, our School has implemented a range of quality improvement strategies to ensure that our services adapt to the changing needs that continuously emerge in education, technology and the industry specific areas.

An important aspect for the success of the programs offered by the School is the collaboration and partnership between the School, industry and learners. By working collaboratively these groups facilitate the implementation of education and training programs based on learning experiences which are appropriate, accessible, challenging and worthwhile. The learning experiences that you will participate in are designed to prepare you for:

- your role within the health industry.
- your responsibility for maintaining continuous professional development.
- your role in the management of changes which occur in workplace organisation, practice and procedures.

Learners come to the program with a range of learning styles and needs and vocational expectations. The learning experiences provided in your program are designed to include a variety of learning strategies to:

- suit individual and group learning styles and needs.
- prepare you for your role.
- focus on the required competencies identified in the curriculum.

As a learner your role is to ensure that you maximise the learning opportunities that are available to you. This will require that you make a personal commitment to achieving success in your studies by:

- applying sustained effort and motivation.
- seeking appropriate assistance as required.
- self-evaluation of your performance.

To assist us meet your learning needs we hope that you will take the opportunity to provide regular feedback on your learning experiences to the program staff.

On behalf of the School of Life and Physical Sciences and RMIT University I wish you an enjoyable and productive time during your studies of this program.

Luke Behncke
Program Coordinator
2. INTRODUCTION TO THE SCHOOL

This student handbook and program guide has been developed to provide you with an overview of the facilities and policies of the University and details of your program. The program information provided in this document should be supplemented by the information that is provided in the Course Guides that you will receive throughout the program.

For further details relating to general University matters you should take the opportunity to read the information relating to the University's services, facilities and policies which are outlined in the Student Diary and the RMIT Staff and Student Handbook. You will receive a copy of both of these documents at your enrolment. You may also access the Student Information Services on the RMIT web site at: http://www.rmit.edu.au/handbook.

We appreciate that this may seem a confusing number of sources of information, however each document has been provided for your benefit to assist in facilitating your learning. While your Program Coordinator will explain the role of each of these documents as part of your induction to the program, if at any time you require clarification on any issue you are encouraged to seek assistance from the education and/or administration staff and/or Head of School.

We encourage liaison between staff and students of all programs as it helps to foster the team approach to health care. School staff promote a learning environment which is competency based, student centred, flexible in its delivery and assessment and focused on meeting the individual needs of its learners. We hope that you will maximise the learning opportunities that this approach offers so that you will find your studies with us both personally and professionally rewarding.
3. GENERAL PROGRAM DESCRIPTION

Massage is the application of a range of physical modalities used in the assessment and treatment of muscular conditions that cause myofascial pain and affect human movement. Massage is concerned with the restoration and maintenance of the normal integrity of the soft tissue structure of the human body. To achieve this the massage therapist employs a number of modalities such as soft tissue manipulations, and myofascial stretching.

Massage therapists use a combination of tactile skills and anatomical identification to locate areas of abnormal contraction, adhesions, tears, and fibrosis in muscle tissue. Palpatory identification and assessment of these lesions will help to determine the therapeutic techniques to be used in treatment.

The Certificate IV is a two-year part-time program that requires attendance at day and mostly evening classes. Some specialised courses and the field education program require attendance at industry-related venues.

3.1. Study Pathways

Subject to availability of places graduates of this program may be eligible to articulate into the Diploma in Remedial Massage that is a pre-requisite for the Advanced Diploma of Remedial Massage (Myotherapy). Participants who consider they already possess the specified knowledge, skills and/or competencies identified in the program may seek recognition for these competencies from the program provider.

Students who complete the Advanced Diploma will be eligible, upon application, to enter the Masters of Applied Science (Musculoskeletal Management) at RMIT Bundoora Campus.

Credit for whole courses (subjects) will be granted where learners apply for Recognition of Current Competencies (RCC) and present documentary evidence and/or clearly demonstrate competency in skill performance.

RCC acknowledges skill and knowledge gained through: Formal training conducted by an industry or educational institutions in Australia or overseas; Work experience (informal training); and Life experience.

Please Note: RMIT recognises and accepts any Australian qualifications framework qualifications and Statements of Attainment that are issued by other Registered Training Organisations (RTOs). Credit will therefore be given for modules or units of competency for which an original certificate or Statement of Attainment is produced.

3.2. Professional Recognition

Graduates are eligible for membership from the Australian Association of Massage Therapists (AAMT). Workcover and many major health insurers provide rebates for massage treatment.

3.3. Career Prospects

Massage therapists work in private practice. Some massage therapists work in a multi-disciplinary group practice with other health professionals.
4. LOCATIONS

4.1. City Campus

All courses in the Massage Program are conducted at the city campus in RMIT Building 51, on the corner of Cardigan and Victoria Streets, Carlton South. A map of RMIT’s City campus is provided below to assist you in locating this, and other relevant locations.

Melway map 1B grid reference J4 to L2 (main campus); J8 (building 108); H2 (Centre for English Language Learning, 480 Elizabeth Street). UBD map 2 grid reference E4 to H1 (main campus); F12 (building 108).

Postal address: GPO Box 2476V, Melbourne, Vic 3001.
Telephone: 9925 0000 (switchboard).

For public transport, take any city loop train to Melbourne Central Station; any tram or bus route along Swanston Street or La Trobe Street.

Parking on campus behind Buildings 3 and 57 (motorbikes only). Spaces under Buildings 8 and 10 are reserved for university-owned vehicles. There are commercial car parks in A’Beckett Street and Cardigan Street.
### 5. STAFF CONTACT DETAILS

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<th>HEAD OF SCHOOL</th>
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<th>PROGRAM COORDINATOR</th>
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<tr>
<td>Luke Behncke</td>
<td>9925 4332</td>
<td><a href="mailto:luke.behncke@rmit.edu.au">luke.behncke@rmit.edu.au</a></td>
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<tr>
<td>Glenn Hall</td>
<td>9925 4289</td>
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<th>CASUAL TEACHING STAFF</th>
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<td>Please note</td>
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<th>STUDENT ADMINISTRATION OFFICER</th>
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<tr>
<td>Helen Dundas</td>
<td>9925 4979</td>
<td><a href="mailto:helen.dundas@rmit.edu.au">helen.dundas@rmit.edu.au</a></td>
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<tr>
<td>Linda Sharman</td>
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**Postal Address:**

RMIT is a large University with many campus and departments. To assist in a safe delivery of any correspondence you are required to use the full details of the postal address given below:

Name of Teacher
Certificate IV in Massage
School of Life and Physical Sciences
RMIT University
PO Box 2476V
Melbourne 3001
6. STUDENT SUPPORT SERVICES INFORMATION

6.1. Counselling Service

The Counselling Service consists of a team of educational and counselling psychologists whose role is to assist students to develop their full potential and achieve success in their studies at RMIT. The counsellors provide a free individual, confidential service. The service is available to students to discuss any wide range of problems and decisions that affect life at RMIT. This service may be accessed at:

- City Campus – Building 43. Telephone: 9925 4365.

6.2. Dental Service

RMIT Union’s Dental Clinic provides subsidised dental care for students. The highly qualified staff operate the clinic Monday to Friday 8.45 am to 1.00 pm and 2.00 pm to 4.45 pm in Building 45, located at 33 Lygon Street, Carlton South. To book an appointment, bring your student card and the booking fee ($25). Telephone: 9925 4876.

To access the Bundoora Dental Service, call in to the RMIT Union Administration office located in Ross House on Level 3. Telephone: 9925 7273.

6.3. Myotherapy Teaching Clinic

The Myotherapy teaching clinic offers assessment, treatment and management of soft tissue injuries. Services are provided by clinical placement students in their third and final year of the Advanced Diploma of Myotherapy, under the supervision of a qualified Myotherapist. The clinic is open to RMIT staff and students, and to the general public.

We encourage all Myotherapy students to seek treatment from the clinic to facilitate learning and clinical understanding.

Location: RMIT City Campus, Building 51, Level 8, Room 12, 80-92 Victoria Street, Carlton South.
Hours: Monday to Friday, 1 – 5pm. Cost: $22 (including GST).
Appointments: Phone: 9925 4932 or 9925 4225.

6.4. Financial Advice

The Student Financial Adviser can help you with a range of matters including: student loans, financial counseling, social security, and deferment of fees. Bookshop grants are available to financially disadvantaged students. Students will be assessed by application and an interview with the Financial Adviser. You can contact the Financial Adviser in the Student Services Centre:

- City Campus – Building 14, Level 4. Telephone: 9925 2963.
6.5. Health Service

The nursing staff provide a free service to all students and staff from 8.00 am to 6.00 pm Monday to Thursday during semesters and 9.00 am to 5.00 pm on Friday. They also operate during TAFE student vacations and 9.30am to 12.00 noon every Saturday. The services include:

- An emergency service and general medical care.
- Immunisation programs, e.g. Hep. A & B.
- Contraception advice and pregnancy testing.
- Health promotion and education programs.
- Nutrition and dietetics advice.
- Needle and syringe exchange.

The Health service doctors bulk-bill all clients. Please bring your Medicare card. The Health Centre is located at:

- **Bundoora Campus** - Building 202, Level 3. Telephone 9925 7959.
- **City Campus** – Building 13. Telephone: 9925 2297.

6.5. Learning Skills Unit

The RMIT Learning Skills Unit (LSU) can provide assistance to help you achieve better results from your learning. Staff can help you gain skills in: essay and assignment writing, oral presentations, fast and efficient reading, spelling, English grammar, general study skills, touch typing, time management, math and science.

Workshops and individual consultations are available to all students. Self-help booklets are also available. This is a free service located at:

- **Bundoora Campus** - level 4, Building 202 Room 19. Telephone: 9925 7525
- **City Campus** – level 3, Building 94. Telephone: 9925 4488.

Students can also access teachers and request assistance at any time by emailing: dearteacher@rmit.edu.au

6.6. Libraries

As soon as you enrol as an RMIT student you may use the facilities and services available at the seven RMIT libraries. The following RMIT libraries offer items of which are of particular relevance to your studies in this course:

- **The Carlton (TAFE) Library** – Building 94, level 3, 23 – 25 Cardigan Street, Carlton South
- **Bundoora West Library** – Building 210 (Hayes Building). For further information, visit their website: [www.lib.rmit.edu.au](http://www.lib.rmit.edu.au).

6.6.1. General Information

All RMIT libraries provide extensive services, facilities, study space and comprehensive collections of print based resources, books, periodical and microform collections as well as audiovisual, electronic and multimedia resources to support your studies. Information desk staff at every library can provide individual assistance and information skills training. Access to the ever expanding virtual library of electronic resources and networks including CD ROMs, data base products, full text electronic access to numerous journal titles and the RMIT Libraries’ on-line public access catalogues is also available.
6.6.2. Opening Hours

During the academic year, February to November, some libraries are open for over 70 hours per week. During the long vacation however, these hours are reduced. Always check the notice boards in the library foyers to confirm library opening hours.

6.6.3. Library Guides

These are available from each library and give details of services, resources and opening hours. Knowing how to use the many library resources can be of great benefit, so please use your Library Guide when necessary and seek advice from library staff if you need it.

6.6.4. Loans

Books and some audiovisual materials can be borrowed but periodicals cannot as they are for reference use only. To borrow books or materials from the libraries you will need to show your student card as this is also your library borrower’s card. All loans issued on your card are your responsibility and the library must be notified immediately if you lose your card. Please note that loan periods and the number of items you can borrow at any one time do vary depending on the material you wish to borrow.

6.6.5. CAVAL

RMIT Libraries are part of this reciprocal borrowing program whereby students and staff of participating libraries are able to borrow material from other participating Victorian libraries. In order to borrow you must first register as a CAVAL (Cooperative Action by Victorian Academic Libraries) reciprocal borrower at an RMIT library. If you borrow from another library you are subject to the borrowing conditions and regulations of that library. If you would like more detail pick up a CAVAL brochure from one of the libraries.

6.6.6. Penalties

Strict penalties apply to books, which are overdue or not returned. Borrowing privileges may be suspended and a replacement and administrative charge may apply. A complete statement of borrowing conditions is available at the loans desk of any RMIT library.

6.6.7. Photocopying

All RMIT Libraries have card operated photocopiers for student use. The copiers all offer plain paper A4 copies, copy reduction and enlargement, multiple copying and contrast controls. Some copiers also provide A3 and transparency copies.

6.7. Security

6.7.1. Personal Safety on Campus

RMIT and the Student Union have been working closely to improve safety on campus for staff and students. While much work has been done to improve things, it is extremely important for students to be aware of their personal safety studying at RMIT. If you ever feel unsafe on campus, immediately contact RMIT security staff:

- **Bundoora Campus** – Gatehouse. Telephone: 9925 7599
- **City Campus** – Security Control Centre (Franklin Street). Telephone: 9925 2051 or 9925 2951.
6.7.2. Theft

Beware of thieves on campus at all times! Never leave your bags and belongings unattended, especially whilst researching in libraries. It is strongly recommended that bikes be secured by means of ‘hoops’ or ‘U bolts’ rather than chains or wires as the latter are often easily cut resulting in a very quick loss of bikes. If at any time a theft is suspected report it immediately to the nearest area counter and then complete a report. Depending on the nature of a theft you will probably be advised to report to police at the nearest station to your home.

6.8. Students’ Rights

The Student Union aims to represent and safeguard students’ interests. It employs staff who provide advice, information and assistance to students with problems which may include: discipline (cheating, misconduct charges), appeals against assessment, special consideration, harassment of any kind, appeals against exclusion, unfair treatment, apprentice issues, health and safety issues etc.

The staff of the Student Union are able to help you to resolve problems in a variety of ways:

- Giving confidential advice.
- Assisting in preparing submissions and documentation.
- Supplying RMIT regulations and procedures.
- Attending meetings with you and administrative or academic staff members.
- Helping to clarify issues through discussion.
- Identifying your options.
- Referring you to appropriate services.

All discussions are strictly confidential and no action will be taken without your explicit direction. For further information, please contact:

- **City (TAFE) Campus**– Building 57, level 4. Telephone: 9925 4505.
- **Bundoora Campus**– Building 202 Level 3. Telephone: 9925 7226.
- **Bundoora Campus**– Building 254. Telephone: 9925 6151.
7. POLICIES AND PROCEDURES FOR STUDENTS

7.1. Responsibilities as a Learner

The School of Life and Physical Sciences adopts the philosophy of adult education in which the learner has ultimate responsibility for their individual achievement. While staff give all assistance possible, the student has responsibility for completion of assessments and advising staff of any problems they may be experiencing. Students are encouraged to make appointments with staff to discuss any learning difficulties. The learning experiences provided will involve a variety of methods and will encourage the student to develop skills in research and presentation. Assessment will also be varied and will depend on the stated outcomes of the individual course.

Should the student be experiencing difficulties either with the learning tasks required or the completion of assessments the matter must be addressed and agreement reached (through a learning contract) to rectify the situation. The learning contract will be in writing and signed by the relevant lecturer(s), the student and a witness. A copy of the contract will be provided to the student.

Students must understand that the integration and sequencing of courses in the program, in many instances, reflects the requirements for attainment of prerequisites. Failure to ‘keep up’ with the program requirements may present the student with difficulties in continuing with other courses in the program. Therefore, it is the responsibility of the student to make sure their transcript information, enrolment details, and completed pre- and co-requisites are current and appropriate.

Students are required to conduct themselves at all times in a professional manner appropriate to their role as massage therapists. They must conform to the University, School and Program policies in relation to Equal opportunity, Sexual Harassment, Occupational Health and Safety and Infection Control.

Please Note: the official channel of communication for RMIT is through student e-mail. Thus, it is important that all students regularly check their e-mail for program and course news.

7.2. Relevant Administration Forms for Students

Through the duration of the program if students wish to change information concerning their enrolment they should contact the student administration officer located at level 4, in Building 51, City Campus. Forms required to change enrolment information are:

- Enrollment Variation Form: if you wish to withdraw or enroll in courses.
- Transfer of Credit: if you wish to obtain credit for courses done outside of RMIT.
- APL, RPL or RCC: if you wish to be assessed for prior learning (APL), recognition of prior learning (RPL), or recognised for current competency (RCC).
- Leave of Absence/Cancellation: if you wish to take time off the program, with the wish to return, fill out the leave of absence. If you wish to cancel your enrolment with the program, with the wish never to return, fill out the cancellation form.

Please note: certain procedures and timelines must be adhered to facilitate processing of applications for transfer of credit or APL, RPL or RCC. It is essential that students present the required application with ALL relevant documentation attached (eg. results, transcripts, course descriptions, examples of work, etc.). Students may be requested to provide further documentation or to meet with course teachers to discuss their application. All such applications are lodged either prior to the commencement of the semester or within the first
4 weeks of semester. Students must continue to attend all classes as scheduled until credit transfer, APL, RPL or RCC has been granted.

**7.3. Changing Class Groups**

Any student wishing to change class groups for any course must follow the appropriate procedure. The first step is to approach fellow classmates with a request to swap groups (to keep the group numbers balanced between different classes). If an appropriate swap can be arranged, the request to change groups must be lodged in writing, and forwarded to the program coordinator. The request should include an appropriate explanation, and be signed by both parties. If approval is given to change groups, both students must complete an enrolment variation form at the department administration office. If an appropriate swap cannot be arranged the student must make an appointment with the program coordinator to seek approval for a group swap, and complete the necessary enrolment variation form.

*Please note*: It is requested that all applications to change groups are completed within the first 2 weeks of the semester. Requests after this period may not be considered. Also, restrictions on group sizes apply, and not all requests for group changes may be approved.

**7.4. Assessment Policy**

The Program Coordinator will expand and reinforce the Program Assessment Policy. Each course facilitator will provide details specific to the course they are delivering.

**7.4.1. Introduction**

The Certificate IV in Massage is a competency-based program. To receive a ‘competent’ level for a unit of competency, a grade of at least ‘pass’ for the learning units or courses covering the unit of competency must be achieved that demonstrate the knowledge and skills required to the level (standard) indicated by the Industry.

Where a supplementary assessment is undertaken due to failure of a given assessment item for a particular course, and you achieve competency, you will not be eligible to receive other than a passing grade for the course.

A supplementary assessment are generally carried out within 2 - 4 weeks of receipt of notice that you have been assessed as not achieving competence in the original presentation of the assessment task. In the event that a grade of ‘fail’ is awarded you will be required to re-enroll in the unit of competency/course to enable you to complete your studies. Re-enrolment may attract additional fees.

*Please note*: students who have failed a unit of competence/course two times in succession, and need to resit the unit of competency/course for a third time, will not be eligible for government funding for that particular unit of competence/course. Thus, full fees will be charged for the third, and any subsequent enrolment.

In general, the assessment of your level of competence is made through continuing evaluation of your level or work and your progression in the development of skills. You are encouraged to continually evaluate your progress through set exercises, class discussions, tutorials and using the Library for research to gain further knowledge. The assessment will be implemented in many forms including:

- Written tests and Examinations
- Practical and tutorial assignments.
- Class and individual projects.
- Practical exercises.
• Oral presentations.
• Interviews.
• Workplace Assessment.

The style of assessment will provide you with:

• Opportunities to demonstrate application of the necessary knowledge, attitudes and skills not just recall information.
• Information on your progress throughout your program with an emphasis on encouraging you to monitor your own progress and plan your program of study.
• A open system where standards are specified and the required level of competence is known beforehand.

Other important points for consideration:

• A time limit is given for assignments and if they are not received by the due date a grade of ‘Fail’ is recorded in the assessment book.
• It is not the policy of this School to encourage ‘extensions’ for assessment submissions. (See section on Special Consideration in this policy for details)
• If you are absent for an assessment you will be required to produce a medical certificate. (see section on Special Consideration in this policy). It is your responsibility to arrange another assessment time.

7.4.2. Assignment Presentation

The following conditions apply as a minimum standard for presentation of written assessment items:

• Your work must be presented on A4 size paper or in the appropriate learning guide.
• Each page must be numbered in sequence.
• The assessment items are word-processed using suitable software, such as Microsoft Word.
• Leave two lines between each paragraph of an essay/report or short answer response.
• Ensure all material that is derived from another source (eg. lecture notes, text books, etc.) is appropriately referenced. (see section on Plagiarism in this policy)
• Ensure that all pages of your assignment are fastened to avoid any loss.

Please note: where further conditions for presentation or written work is advised by the course facilitator, these must also be adhered to before a grade can be awarded.

7.4.3. Assessment Submission

The following conditions apply as a minimum standard for presentation of written assessment items:

• All assessment submissions must be accompanied by a fully completed assessment cover sheet that is attached by paper clip (not stapled) to the assignment. The cover sheets can be collected at the level 4 office in Building 51.
• You are encouraged to keep the Assessment Receipt Slip returned to you, to maintain a record of your submission.
• Assessment submissions (including the assessment cover sheet, and if relevant, the assessment receipt slip) must be contained in a clear plastic sleeve
• The due date identified for submission of assessment items is the last date for submission unless special consideration conditions apply. Failure to submit an item by the due date will result in a grade of NN or ‘fail’ being awarded which may preclude your ability to progress with your studies in the program.
• You are encouraged to take a photocopy of your assessment submission in the event that a situation arises in which evidence of the completion of the assessment item is required.
• No assignment will be accepted without the appropriately completed cover sheet.
• Assignments must not be submitted directly to the teacher.

7.4.4.Cheating

Cheating will not be tolerated. Any occurrence will be severely dealt with. All relevant authorities will be notified.

7.4.5.Plagiarism

You are reminded that cheating, whether by fabrication, falsification of data, or plagiarism, is a very serious academic offence subject to university disciplinary procedures. Plagiarism is the presentation of the work, idea or creation of another person, without appropriate referencing, as though it is your own. Plagiarised material can be drawn from, and presented in, written, graphic and visual form, including electronic data and oral presentations. Plagiarism occurs when the origin of the material used in not appropriately cited; the use of another person's work or ideas must always be acknowledged. Failure to do so may result in charges of academic misconduct which carry a range of penalties including cancellation of results and exclusion from your program. You are responsible for ensuring that your work is kept in a secure place and that it cannot be copied by another student. It is also a disciplinary offence for you to allow your work to be plagiarised by another student. You should be aware of your rights and responsibility regarding the use of copyright material. You should also be aware that all assessment tasks may be reproduced and/or communicated for the purpose of detecting plagiarism.

7.4.6.RPL

If you have already gained skills and knowledge relevant to this course through previous study, work experience or general life experience you may be eligible to have your learning recognised. General information and the University's policy on Recognition of Prior Learning (RPL) and Credit Transfer can be accessed at http://www.rmit.edu.au/course-admin/operating-procedures. (You will need to be logged in to view these documents.)

7.4.7.Mutual Recognition

RMIT University recognises and accepts any Australian Qualifications Framework qualifications and Statements of Attainment that are issued by other Registered Training Organisations. Credit will therefore be given for modules or units of competency for which an original official Certificate or Statement of Attainment is produced.

All other information can be accessed via http://www.rmit.edu.au/students.

7.4.8.Special Consideration

You may apply for special consideration if you feel you have been disadvantaged in an examination or other form of assessment. Special consideration may be granted for circumstances where factors beyond your control have affected your academic performance. For example:

• You have been unable to attend examinations, present an assignment, etc.
• You have not met an assessment deadline or have been unduly inhibited in your performance in an examination, assignment, etc.
Forms to support your special consideration application are available from Student Administration or the School Office located at the City Campus, on level 4 in Building 51. Your application must be lodged with your Program Coordinator together with supporting evidence (i.e. - medical certificate) prior to, or within 48 hours of the scheduled time of examination or assignment submission.

**Please note**: you should advise the teaching school of any pre-existing disability or condition, which may affect your performance so that an appropriate form of assessment can be determined as early as possible in your program.

If you wish to seek advice on handling the procedures of obtaining special consideration or appeal against an examination result, please contact the Counselling Services:

- **City Campus** – Building 43. Telephone: 9925 4365. email: counselling@rmit.edu.au
  Website: www.counselling.rmit.edu.au
- **Bundoora Campus** – Building 202, Level 3, room 2. Telephone: 9925 7280.

Student Rights Officers can also advise on these matters:

- **Bundoora Campus** – Building 202, Level 3. Telephone: 9925 6151.

If you require a medical certificate, visit the Health Service at RMIT or your own doctor.

**Please note**: Misreading the official examination timetable will not entitle you to special consideration in assessment so be careful when checking your exam dates, times and locations.

### 7.5.Finding Out Assessment Marks

In alignment with RMIT policy, students will be notified of their results through official transcripts either mailed out to students, or retrieved online by accessing at: http://www.rmit.edu.au/students/results.

**Please note**: Those students who require supplementary exams will be notified by telephone or e-mail by the School.

### 7.6.Attendance Requirements

It is a requirement that students attend for all scheduled sessions unless assessed prior learning (APL) has been granted. In the event that APL is granted the student must consult with the Program Coordinator to agree adjustments to their study program plan.

All practical and theory classes of any unit of competency/course within the program have a compulsory requirement of at least 80% attendance and participation. The 80% attendance and participation does not include legitimate absence due to illness. Inability to comply with this requirement will result in a fail mark being awarded.

### 7.7.Absence Due to Ill Health

If a student will be absent for a scheduled Morning Session – they must telephone the Administration Officer:

- **Bundoora Campus** - 9925 7381;
- **City Campus** – 9925 4932 by 8.15am on that day.
Absenteeism from an Afternoon Session – they must telephone the Administration Officer by 12.30pm on that day.

Please note: It is the responsibility of all students to collect information for those sessions for which they are absent.

7.8. Change of Contact Details

In the event that you change your address or telephone number it is essential that you immediately notify the:

- Program Coordinator.
- School Administration Officer:
  - City Campus – RMIT Building 51, level 4.

7.9. Classroom Learning Environment

It is the policy of the School that, in the interest of maintaining an appropriate learning environment for others in your program, students may not bring the following items into the classroom:

- Food or beverages (with the exception of drinking water or in situations where there are medical indications to the contrary).
- Active mobile phones.

7.10. Equal Opportunity and Sexual Harassment

Equal opportunity is about a ‘fair go’ for everyone. The School is committed to providing an environment in which all students irrespective of gender, sexuality, ethnicity, disability, pregnancy, marital status, etc., are able to achieve appropriate access to and support for their education and training.

7.11. Students with Disabilities

RMIT provides the following support services for students with disabilities:

- Helping at times of program application, enrolment and orientation.
- Assisting with physical access to buildings and special parking facilities.
- Organising direct learning support; eg note takers, special tutors and signing interpreters for the deaf.
- Providing special study materials and equipment, eg large print, ergonomic chair, tape recorder.
- Negotiating alternative assessment and special examination consideration.
- Liaising with students, academic staff and the University.
- Liaising with external agencies eg TAC, CRS, and RVIB.
- Assisting with other University related needs resulting from disability.

These support services can be accessed by contacting:

- City Campus – Disability Liaison Unit, Building 11 B. Telephone 9925 1089.
- Bundoora Campus – Building 202 Level 3. Telephone: 9925 7280
7.12. Sexual Harassment

Sexual harassment is against the law. RMIT has implemented policies and procedures to educate the RMIT community and to deal with complaints about sexual harassment.

Sexual harassment covers a range of unwelcome behaviour of a sexual nature, such as sexual comments, gestures, offensive images, demands of a sexual nature, repeated requests to date, physical contact such as patting or pinching.

Sexual harassment also includes behaviour of a sexual nature by a member of staff, which as a student you may feel will have an effect on your grade or academic progress.

RMIT takes the issue of victimisation very seriously. All enquiries and complaints are dealt with confidentially. If you are experiencing a problem that you think might be sexual harassment, please contact one of the following:

- The Program Coordinator.
- The Head of School – City: 9925 4274.
- Student Sexual Harassment Complaints Officer – 9925 4728.
- A Student Union Rights Officer -
  - City (TAFE) – Building 57, level 4. Telephone: 9925 4768.
  - Bundoora – Building 202 Level 3. Telephone: 9925 7226
  - Bundoora – Building 254. Telephone: 9925 6151
- An RMIT Student Services Counsellor – City (TAFE): 9925 4365.

7.13. Occupational Health and Safety

RMIT recognises its duty and responsibility to provide and maintain an environment for its staff and students, which is safe, and without risk to health. The conduct and behaviour of every person on University premises is expected to be such that they will take reasonable care for their own health and safety and for that of anyone else whom may be affected by their actions. If you have a concern about safety at RMIT you should in the first instance discuss it with your Program Coordinator, or if they cannot help you, the Head of School.

7.13.1. Accidents Involving Injury

ALL accidents involving injury, that are incurred while attending for off-the-job training, no matter how slight, must be reported immediately to the course facilitator, Program Coordinator and Occupational Health and Safety Representative.


In all practical classes staff and students must comply with the following where appropriate:

- All footwear shall be firm, well-constructed, closed toe and heel shoes. No thongs, sandals or slippers shall be allowed.
- Safety glasses must be worn for activities with the potential to generate aerosols/sprays/dust unless suitable glasses are already worn.
- Long hair must be tied back away from the face.
- Hands and arms must be free of jewellery.
- At the end of sessions (and during breaks), all electrical appliances must be switched off and unplugged. The premises will be locked by the teachers
- Workbench tops, floors and sinks must be kept clean. Spilt materials or liquids must be wiped/swept immediately.
- Instruments and equipment will not be accepted for return to either teachers or technical staff unless they are complete and clean.
Safe working practices must be observed at all times during classes.

7.13.3. General Safety and Emergency Rules and Procedures

In situations where there is potential for cross-infection all standard precautions for infection control must be implemented.

All students must know the location and correct usage of fire fighting equipment – extinguishers, hoses and safety blankets. Interference with any form of fire fighting equipment will carry severe penalties.

In the event of a fire or other life-threatening emergency, the Fire Warden for the Building will direct evacuation. If the Fire Warden is absent, the teacher responsible for the class or another staff member may give the order to evacuate. In such an event, students should take any valuables which can be secured immediately and without danger, and walk directly out of the building in an orderly manner via the nearest safe exit. Proceed to the indicated emergency assembly area a safe distance from the building and wait for the class teacher to check the roll and give further instructions. Under no circumstances may you re-enter the building until you are directed to do so by the teacher. Teacher(s) controlling the evacuation will search the building before leaving if this is feasible.

Other general information:

- During the day, or whenever students are present, all exit doors will be able to be readily opened from the inside and no means of egress (going out) will be obstructed.
- Eating and drinking (except water or for medical conditions) is not permitted in any classrooms.
- Smoking is not permitted in any part of any building within the University.
- Running, wrestling or any form of rough play will not be tolerated.

7.14. Enforcement

Any student who fails to comply with the above conditions will be denied access to laboratories and thus not permitted to participate in learning activities. This may in some circumstances affect their ability to participate in some assessment activities, and therefore affect their progress within the program.

7.15. Student Academic Performance Counseling

Regular counseling sessions are held with students to enable review of their academic performance and general progress in the program. Attendance at these sessions is compulsory.

7.16. Student Cards

Your student card is issued for the duration of your program. It will be issued to students on commencement of their studies at RMIT. The student card will be retained by students and will be revalidated at enrolment each year upon payment of enrolment fees. This card entitles you to use RMIT facilities and must be produced for identification purposes within RMIT when seeking service from the school office and when using the Library, Computer Centre and other campus facilities and when presenting yourself for examinations.
Please note: Students will be charged a fee for the replacement of lost or stolen cards. Students are required to present identification when applying for a replacement card.

7.17. Staff Preparation Areas

It is School policy that students may not enter the staff preparation areas (unless, in the case of exceptional circumstances and accompanied by a staff member). This policy is designed to maintain a private and quiet study area in which staff can organise and prepare learning materials with limited disruptions.
A1.APPENDIX 1: STUDENT GUIDE TO WRITING ASSIGNMENTS

A1.1. General Requirements

A1.1.1. Learning Skills Unit
If needed, please seek an appointment with the LSU. Assistance is on an individual basis as needed.

A1.1.2. Formal Requirements
A Program Assignment Assessment Cover Sheet must be submitted with each written assignment. This can be obtained at the level 4 office in building 51.

A1.1.3. Title Page
The title page of your assignment should be structured as follows:

Your name and student number
Title of assignment
Subject
Lecturer
Due Date
No. of Words (if appropriate)

A1.1.4. Table Of Contents
The table of contents should show an outline of the information in the essay and where to find it.

A1.1.5. Introduction
A synopsis of the work. The introduction should contain a brief description of the aims and purposes of the essay and a statement of what you intend to discuss.

A1.1.6. Essay
The body of the essay should elaborate on the main points you set out in the introduction and should be presented in a logical sequence.

A1.1.7. Conclusion
A summary of the work. The conclusion is a brief summary of your essay. It draws the essay to a close. Do not include any new information in the conclusion.

A1.1.8. Reference List
A list of sources cited within the assignment.

A1.1.9. Appendix
Any chart and/or statistics which are too bulky to place in the essay, but which are referred to in the assignment.
A1.2. Structure Of Assignment

Assignments should be typed or word-processed on A4 white paper.

Print on one side of the paper only and leave a wide (4cm) margin on the left-hand side, and a medium (2cm) space on the top and bottom of the page.

Use double spacing when typing.

Assignments should be clearly written, logical, well planned, display evidence of wide reading and effective evaluation of what has been read, relevance in material cited, and contain full acknowledgment of sources.

The lecturer teaching the course area must approve assignments in excess of the word limit (when appropriate) or the assignment will be penalised.

A1.3. Submission Of Assignment

Assignments must be submitted by the due date.

The lecturer teaching the course area, only under exceptional circumstances, may grant an extension for late submission. If an extension is required, the student should submit a written application to the lecturer teaching the subject with supporting evidence. All extensions require written approval on special consideration forms.

Late assignments will not be accepted, unless the student has an extension, and will be awarded a ‘fail’ grade. This also applies to late attendees at examinations.

If an extension is granted, a second date will be set. If this new submission date is exceeded the student will fail the course and will have to resit the following year if they wish to complete the program requirements.

A1.4. Assessment Of Assignment

Assignments will be generally assessed in terms of the following criteria:

Plan and Structure: The assignment should follow the format outlined in the guidelines given.

Content: The assignment should communicate ideas and information clearly, and include reference to relevant literature to support or validate them. It is expected that information provided will be critically analysed, rationale given and all arguments well supported.

A1.4.1. Some Helpful Hints

- Keep your sentences short.
- Use simple rather than complex language.
- Use familiar terms that make communication easier.
- Avoid unnecessary words.
- Use terms that describe the situation you are writing about in the best possible way.
- Write to express, not to impress.
- Evidence of Reading: The assignment should show evidence of reading as reflected in the reference list.
A1.5.Referencing

A1.5.1.Plagiarism

Plagiarism consists of trying to pass off someone else's work, as one's own, without proper acknowledgment of citation.

'Proper acknowledgment' means that any passage copied verbatim from a printed document must have quotation marks and must be ended with a footnote number and footnote, either at the base of the page or at the end of the paper, indicating, in the proper academic manner, the source of the quotation.

Plagiarism is regarded as a serious misconduct and will result in FAILURE in that particular assignment.

A1.5.2.Collusion

Use of another student's work can lead to an accusation of collusion. If collusion can be demonstrated, the student involved will be required to re-write and re-submit their assignment, or be awarded a FAIL for the assignment.

A1.5.3.Reference Citation

When using another person's opinions or words the source must be acknowledged.

The HARVARD system (author-date) of referencing is recommended. Please speak with the relevant educator if you wish to use a referencing other than the Harvard system.

The reference should be made within the text of the assignment (author's surname and year of publication) and full details included in the reference list.

Note: A Bibliography (sources not cited in the text) is optional.

Examples:

Behncke (2003) in comparing student intelligence with tibia length found........... or
A recent study on student intelligence (Behncke, 2003) indicated that............... or
In 2003, Behncke developed a student intelligence theory in which tibia length defined cognitive capacity and nipple errectability defined temperature variation........

A1.5.4.Direct Quotations

You must acknowledge the source by giving the author's name, year of publication and page number.

Short Quotations

Consist of a phrase or a brief sentence and may, by using inverted comma(s), appear as part of your own sentence - with the page number in brackets given after the final inverted comma.
Example:

It had been noted that students generally display a poor understanding of reference citation. Myotherapy educators concluded that students should be required to use the Harvard reference system, which according to Grayston et al, (1988) is "straight forward and relatively easy to use" (p.129). Refer to the Publication Manual of America Psychological Association. 3rd Edition.

Long Citations

Consists of more than one sentence, which should form a new paragraph and be indented (if typing use single spacing). No inverted comma(s) are required. The author’s name, year of publication and page number should be given in brackets at the end of the quotations. Alternatively, the authors name and year of publication may be given prior to the quotation and the page number in brackets at the end of the quotation.

Example:

The Style Manual Committee (1991) stated:

In determining the extent of documentation, an author must be mindful of the need for the balance between the requirements of scholarship and ease of reading. Excessive documentation can be distracting, while insufficient documentation may suggest a tenuous or poorly researched argument. All methods of citation require meticulous preparation and presentation. The choice of method will be determined to a large extent by the nature of the book or article. No attempt should be made to combine the Methodism and only one should be used in the same text. (p.129).

Secondary Source

If reference is made to a study that you did not read, but which was reported in another publication which you did read then you must use the form “cited in”. Cite the source you read and give the date of both references in the text.

Example:

Bowbly (1971) cited in Henderson (1985) claims there is no species in which attachment takes so long to appear.

A1.5.5. Reference List

Use alphabetical order according to the author's surname.

BOOKS

Surname, initials., (year), Book Title. Edition (if applicable). Place of publication: Publisher. Underline the Book Title only.

Example:

**JOURNAL ARTICLE**

Surname, initials., (year), “Title of Article”. Title of Journal, Volume number or month, page number.

Underline the Journal Title and Volume Only.

**Example:**


**Note:** the use of the comma; colon; full stop; inverted comma and brackets in the referencing.

**WEB SITE**

Author, date, title of document, edition (if applicable), type of medium, URL, access date.

**Example:**


**Please note:** If there are any concerns about your assignment make an appointment to speak to the teacher concerned as soon as possible.
A2. APPENDIX 2: MARK AND GRADE SCHEME

Table 1: School of Life and Physical Sciences Mark and Grade Scheme.

<table>
<thead>
<tr>
<th>Number of marks recorded</th>
<th>Result</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100%</td>
<td>HD</td>
<td>High Distinction</td>
</tr>
<tr>
<td>70 – 79%</td>
<td>DI</td>
<td>Distinction</td>
</tr>
<tr>
<td>60 - 69%</td>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>50 – 59%</td>
<td>PA</td>
<td>Pass (Higher grade available)</td>
</tr>
<tr>
<td>50 – 100%</td>
<td>PX</td>
<td>Pass (No higher grading available)</td>
</tr>
<tr>
<td>0 - 49%</td>
<td>NN</td>
<td>Fail</td>
</tr>
</tbody>
</table>

DNS   | Student has not completed sufficient assessment to be granted a pass.
WDR   | Withdrawn from course.
S     | No Assessment – Studies not yet complete. This is a temporary result that must be amended.
TT, TR, EX | Transfer of credit as a result of formal studies.
APL   | Assessed prior learning.

<table>
<thead>
<tr>
<th>Competency Level for Units of Competency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Has achieved competency</td>
</tr>
<tr>
<td>NYC</td>
<td>Has not yet achieved competency</td>
</tr>
</tbody>
</table>

A3. APPENDIX 3: MOBILE PHONE POLICY

FACULTY POLICY ON THE USE OF MOBILE PHONES AND PAGERS DURING CLASSES AND FORMAL ASSESSMENTS (FBBHS 30/96)

It is not permissible to take mobile phones or pagers into any room where an examination or other assessment is being conducted.

Mobile phones and pagers are not to be taken into any classroom unless they have been switched so that they will not ring.

In exceptional circumstances, mobile phones may be left in the School’s office for the staff to answer, but only subject to prior approval being given.

In exceptional circumstances, when the School’s office is not staffed, the classroom supervisor may give permission for a mobile phone or pager to be set to ring. In this case, all available steps must be taken to ensure that only the expected emergency call will come through, and all students are to be told that the phone or pager may ring.

Disciplinary action will be taken for any contravention of this policy.
## A4. APPENDIX 4: PROGRAM STRUCTURE

### Certificate IV in Massage C4143 (HLT40302)

<table>
<thead>
<tr>
<th>RMIT Code</th>
<th>National Code</th>
<th>Competency Title</th>
<th>Nominal Hours</th>
<th>PT Year-Semester</th>
<th>Learning Units Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRT5025C</td>
<td>HLTREM1A</td>
<td>Work within a massage framework</td>
<td>10</td>
<td>Yr 1- sem1 and sem2</td>
<td>Massage, Anatomy, Physiology 1</td>
</tr>
<tr>
<td>SPRT5043C</td>
<td>HLTREM1A</td>
<td>Work within a massage framework</td>
<td>10</td>
<td>Yr 2- sem1 and sem2</td>
<td>Myotherapy, Surface Anatomy</td>
</tr>
<tr>
<td>SPRT5027C</td>
<td>HLTREM6A</td>
<td>Provide the massage treatment</td>
<td>170</td>
<td>Yr 1- sem1 and sem2</td>
<td>Massage, Anatomy, Physiology 1</td>
</tr>
<tr>
<td>SPRT5045C</td>
<td>HLTREM6A</td>
<td>Provide the massage treatment</td>
<td>170</td>
<td>Yr 2- sem1 and sem2</td>
<td>Myotherapy, Surface Anatomy</td>
</tr>
<tr>
<td>SPRT5029C</td>
<td>HLTREM7A</td>
<td>Plan the massage treatment</td>
<td>20</td>
<td>Yr 1- sem1 and sem2</td>
<td>Massage</td>
</tr>
<tr>
<td>SPRT5031C</td>
<td>HLTREM8A</td>
<td>Apply massage assessment framework</td>
<td>20</td>
<td>Yr 1- sem1 and sem2</td>
<td>Massage</td>
</tr>
<tr>
<td>SPRT5033C</td>
<td>HLTREM9A</td>
<td>Perform massage health assessment</td>
<td>100</td>
<td>Yr 2- sem1 and sem2</td>
<td>Myotherapy, Surface Anatomy</td>
</tr>
<tr>
<td>EMPL9663C</td>
<td>HLTCOM8A</td>
<td>Use specific/medial terminology to communicate with client/ patients, fellow workers and health professionals</td>
<td>40</td>
<td>Yr 2- sem1 and sem2</td>
<td>Clinical Experience 1</td>
</tr>
<tr>
<td>EMPL5289C</td>
<td>BSBCMN204A</td>
<td>Work effectively with others</td>
<td>15</td>
<td>Yr 2- sem1 and sem2</td>
<td>Clinical Experience 1</td>
</tr>
<tr>
<td>EMPL5291C</td>
<td>HLTHER1A</td>
<td>Work effectively in the health industry</td>
<td>20</td>
<td>Yr 2- sem1 and sem2</td>
<td>Clinical Experience 1</td>
</tr>
<tr>
<td>OHTH5232C</td>
<td>HLTFA2A</td>
<td>Apply advanced first aid</td>
<td>30</td>
<td>Yr 1- sem1</td>
<td>First Aid</td>
</tr>
<tr>
<td>OHTH5234C</td>
<td>HLTHSE1A</td>
<td>Follow the organisation’s occupational health and safety policies</td>
<td>20</td>
<td>Yr 1- sem2</td>
<td>Health Practice</td>
</tr>
<tr>
<td>PUBH9420C</td>
<td>HLTIN1A</td>
<td>Comply with infection control policies and procedures</td>
<td>20</td>
<td>Yr 1- sem2</td>
<td>Health Practice</td>
</tr>
<tr>
<td>NURS5060C</td>
<td>HLTCOM4A</td>
<td>Communicate effectively with client/ patients</td>
<td>30</td>
<td>Yr 2- sem2</td>
<td>Communication and Business 1</td>
</tr>
<tr>
<td>OFFC5122C</td>
<td>HLTCOM5A</td>
<td>Administer a practice</td>
<td>30</td>
<td>Yr 2- sem2</td>
<td>Communication and Business 1</td>
</tr>
<tr>
<td>OFFC5124C</td>
<td>HLTCOM6A</td>
<td>Make referrals to other health professionals where appropriate</td>
<td>40</td>
<td>Yr 2- sem2</td>
<td>Communication and Business 1</td>
</tr>
</tbody>
</table>
## RMIT Courses that covers units of competency

### Year 1

<table>
<thead>
<tr>
<th>Certificate IV in Massage</th>
<th>Semester 1</th>
<th>Monday PM</th>
<th>Wednesday PM</th>
<th>Semester 2</th>
<th>Monday PM</th>
<th>Wednesday PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid</td>
<td>Y</td>
<td>Workshop</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Massage</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Anatomy</td>
<td>Y</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Physiology 1</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year 2

<table>
<thead>
<tr>
<th>Certificate IV in Massage</th>
<th>Semester 1</th>
<th>Tuesday PM</th>
<th>Thursday PM</th>
<th>Semester 2</th>
<th>Tuesday PM</th>
<th>Thursday PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Experience 1</td>
<td>Y</td>
<td>Work-placement</td>
<td></td>
<td>Y</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>Myotherapy</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td>72</td>
</tr>
<tr>
<td>Surface Anatomy</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td>72</td>
</tr>
<tr>
<td>Communication and Business 1</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

Total Units: 272, 220