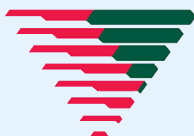




10821NAT

Certificate III
Psychosomatic Therapy College

STUDENT HANDBOOK



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WELCOME

It is my great pleasure to welcome you, to learn about Psychosomatic Therapy and experience the expanding field of Bodymind Communication, the leading edge in health science.

Psychosomatic Therapy is a progressive method of growth and awareness by investigation of the Body, Mind & Soul connection.

Founded in western science and quantum healing with esoteric and yogic philosophies, Psychosomatic Therapy is a process of self-discovery and awakening.

The 10821NAT Certificate III Psychosomatic Therapy is the only nationally accredited course of its kind and provides you with a pathway to attain practitioner competency and a professional qualification.

This is an entry level training package which delivers the skills and techniques to respond to your client's needs and provide pragmatic solutions for the outcome of holistic health and well being.

Since 2004 I am proud of the professional recognition of this training package and its consistent results for personal transformation and professional development.

I wish you every success in life, and academic endeavors. I welcome you who are interested in pursuing a comprehensive and expansive course of study in Psychosomatic Therapy. I look forward to meeting you in the near future.



Marie Müller
Director and Co-Founder

ABOUT THE COLLEGE

Est. 2004

The Psychosomatic Therapy College acknowledges the Aboriginal and Torres Strait Islander peoples as traditional custodians of the land on which it operates. We pay respect to Elders past, present and emerging, and value the rich history, unbroken culture and ongoing connection of Aboriginal and Torres Strait Islander people to country.

The Psychosomatic Therapy College founded by Hermann & Marie Müller, is a vision created for health and healing.

Originally situated in Nerang on the Gold Coast, the Psychosomatic Therapy College has operated training and workshops since 1997. Psychosomatic Therapy began in 1989 with the Art of Reading of Faces, Bodymind Analysis developing to include the Language of the Hands, Feet Analysis and Emotional Release Bodywork.

The Psychosomatic Therapy College known as the Australasian Institute of Bodymind Analysis and Psychosomatic Therapy was formally registered as a training organisation (RTO) in 2004 and continues to grow in the study of Bodymind Communication.

Australian RTO's are regulated by the Australian Skills Quality Authority (ASQA) to deliver best standard vocational education and training (VET) services.

"The Psychosomatic Therapy College is a boutique experience of higher learning in the field of bodymind science."



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ABOUT THE FOUNDERS

Hermann Müller

Born in Poona, India, in 1936 Hermann Müller grew up and studied in Jaipur. He was extremely passionate about athletics and went on to become a sports coach before migrating to Australia in 1978.

It was through his work with intellectually handicapped clients that Hermann discovered the profound potential for self development when a compassionate, loving environment supported the Bodymind's natural ability to connect and heal.

Hermann continued his interest in esoteric science and embraced his gift to interpret cosmology, inspiring his first book, *"Guidance from the Masters."*

Continuing with studies in NLP, hypnotherapy, & spiritual counselling, Hermann developed the Psychosomatic Therapy Process which would become he's life-work.

Marie Müller

Director of the Psychosomatic Therapy College, trainer and assessor of accredited training 10821NAT Certificate III, NLP practitioner, massage/emotional release therapist and wife of late husband, Hermann Müller.

Marie delivers her 35+ years of training and experience with clarity and wisdom. Her extensive studies in metaphysics, yoga, meditation, spiritual healing, chakra balancing, crystal and magnetic healing compliment her ability to hold the supportive space for the Psychosomatic Therapy Process. One of her strengths is to help you reprogram your subconscious, freeing you from destructive behaviour patterns and reconnecting you to your Soul.

PSYCHOSOMATIC THERAPY

BODYMIND COMMUNICATION

Psychosomatic Therapy is a study of the Bodymind intelligence, a process which draws on the science of epigenetics.

It is estimated that you have 37.2 trillion cells in your body, and your DNA within those cells holds the memory of your experiences and those of your fore-bearers, also known as epigenetics.

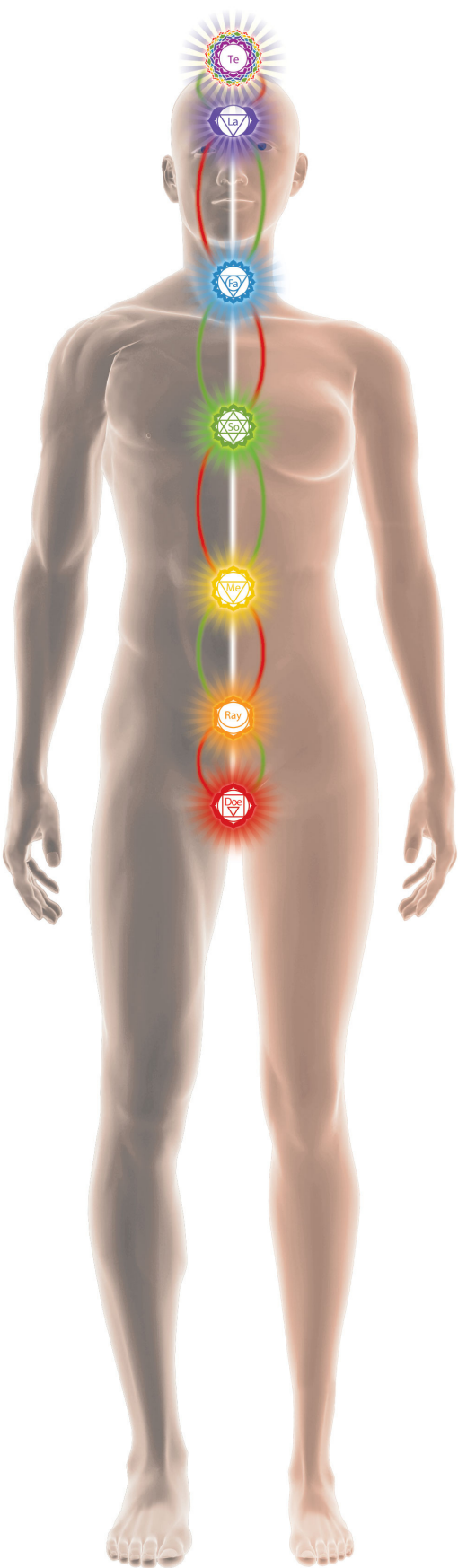
While the traditional scientific models are based on the assumption that our genes are unchangeable, new research in this field reveals that our perceptions, thoughts, experience and behaviors determine the expression of your genes! The development of this leading edge science resides in the Bodymind intelligence.

Psychosomatic Therapy seeks to bring awareness to those areas of the Bodymind so you can eliminate stress, tension and disease.

Click on the play button to see Hermann Müller and some students experience the Bodymind intelligence through the application of face reading.



The cellular memory created within the body internally, effects the mental, emotional and physical structure of the body formation, and its actions and reactions, externally.



10821NAT CERTIFICATE III

PSYCHOSOMATIC THERAPY

Vocational Outcomes

The Psychosomatic Process undertaken in the accredited training aims to give you a **personal experience** of your attitudes and behaviours, and how they manifest in your body.

Learning the language of the Bodymind integrates the science of epigenetics and biochemistry. Through the techniques of **Face Reading, Hand Reading, Bodymind Analysis** and **Emotional Release Bodywork** past redundant, restrictive patterns held in the tissues and physical body are released. The first 10 days of face to face training is available for any students who wish to experience Psychosomatic Therapy for **personal development**.

This training is intended to provide participants with a range of knowledge, and skills to perform the following functions associated with the (vocational) practice of Psychosomatic Therapy including:

- Understanding and sharing basic knowledge of Psychosomatic Therapy philosophy, principles, assessment, diagnostic and treatment techniques
- Promoting health and well-being of individuals
- Analysing potential personality characteristics in the face, Bodymind, hands, emotional anatomy and feet
- Providing diagnosis of a wide range of psychosomatic dis-eases
- Applying bodywork treatment using Psychosomatic Therapy techniques
- Developing a structured approach to ongoing professional development as a psychosomatic therapist
- Associating physical (anatomical) body traits and identifying and releasing cellular memory via various techniques including trigger point release

Delivery Modes

A blended delivery mode provides a variety of learning opportunity which include:

- Optional self-paced reading
- Face to face training covering theoretical knowledge (10 days)
- Face to face supervised training covering practical skills (2 days)
- Distance learning including theoretical and practical skills (flexible online classes)
- Distance learning unsupervised practical training (self-paced)
- Student support and mentoring
- Online study (since COVID 2020 limited units are available through Zoom classes)

10821NAT CERTIFICATE III

PSYCHOSOMATIC THERAPY

Study Load

The professional qualification is awarded to students who complete each accredited unit competently within 6-12 months.

Units of Competency

CHCLEG003 Manage legal and ethical compliance

This unit describes the skills and knowledge required to research information about compliance and ethical practice responsibilities, and then develop and monitor policies and procedures to meet those responsibilities.

CHCCOM006 Establish and manage client relationships

This unit describes the skills and knowledge to establish and manage professional one-to-one relationships with clients in the context of providing an ongoing health service or intervention.

NAT10821001 Present information to prospective clients about psychosomatic therapy

This unit of competency describes the skills and knowledge required for psychosomatic therapists to apply an understanding of a psychosomatic therapy framework in the context of performing psychosomatic therapy work.

NAT10821002 Plan and perform the Psychosomatic Therapy lifestyle consultation

This unit describes the skills and knowledge required to prepare and conduct a basic psychosomatic lifestyle therapy assessment session with clients and to negotiate a psychosomatic lifestyle management plan.

NAT10821003 Plan and perform Psychosomatic Therapy face analysis

This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the client in order to provide a basic psychosomatic therapy face analysis.

10821NAT CERTIFICATE III

PSYCHOSOMATIC THERAPY

NAT10821004 Plan and perform Psychosomatic Therapy Bodymind Analysis

This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the client in order to provide a basic psychosomatic therapy Bodymind analysis.

NAT10821005 Plan and perform Psychosomatic Therapy foot analysis

This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the client in order to provide a basic psychosomatic therapy foot analysis.

NAT10821006 Plan and perform Psychosomatic Therapy hand analysis

This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the client in order to provide a basic psychosomatic therapy hand analysis.

NAT10821007 Plan and perform Psychosomatic Therapy emotional anatomy analysis

This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the client in order to provide a basic psychosomatic therapy emotional anatomy analysis.

NAT10821008 Prepare and perform psychosomatic bodywork therapy role

This unit of competency describes the skills and knowledge required to provide bodywork according to the philosophy and practices of a psychosomatic therapy framework.

NAT10821009 Apply reflective practice in a Psychosomatic Therapy role

This unit of competency describes the skills and knowledge required to apply reflective practice as a continuous improvement strategy for a psychosomatic therapist.

POLICIES & PROCEDURES

1. Admissions

1.1 Expressions of interest can be made to the Psychosomatic Therapy College administration office via email or phone.

1.2 Details of the course, including a registration form and student handbook form 2.1 are emailed upon request.

1.3 A complimentary video meeting with the Director is scheduled to assess the course suitability, language skills, special learning needs and/or other considerations.

1.4 A maximum of 10 students are accepted for each study intake to maintain a high level of participation, supervision and comprehension. Registrations are accepted in order of confirmation.

1.5 Registration is accepted upon receipt of completed enrolment form and a deposit of \$1000 for course fees.

1.6 A deferred enrolment will be offered in the case of a full class. A future date will be offered.

1.7 Cancellations are accepted up until the commencement of the course start date.

2. LLN Language Literacy Numeracy

2.1 The Psychosomatic Therapy College is committed to providing guidance or support to those participants who have any identified issues in relation to language, literacy or numeracy.

3. Accommodation

3.1 Accommodation can be arranged through the Psychosomatic Therapy College and airbnb upon request.

3.2 Airbnb options may include a shared house for students who wish to share.

4. Orientation

4.1 Students will be advised of what to bring at least one week before the start date of each course intake.

4.2 Orientation begins upon arrival at the training location.

4.3 Airport or train station transfers are advised individually. The College assists students to arrive and depart with the easiest convenience.

POLICIES & PROCEDURES

5. Enrolment

5.1 Enrolment commences at the start date of each course intake. Students will receive their workbooks, text books and other necessary learning materials on the first day.

6. Workplace Health & Safety

6.1 The Psychosomatic Therapy College will ensure a safe, clean environment where health and safety policy and risk management standards are in place.

6.2 These policies apply to staff and students of the College.

6.3 To minimise incidents and accidents information at induction includes knowledge of; facilities & services; the daily program; fire safety & evacuation; any known hazards; or other risks as required.

6.4 The Psychosomatic Therapy College values diversity. We are committed to providing a safe, culturally appropriate, and inclusive service for all people, regardless of their ethnicity, faith, disability, sexuality, or gender identity.

6.5 The Psychosomatic Therapy College follows procedure and takes action to minimise and address; discrimination, bullying, violence or harassment, in compliance to the Anti-Discrimination Act 1991.

6.4 The Psychosomatic Therapy College is a drug and alcohol free zone.

6.5 Trainers and Assessors carrying out accredited training are suitably qualified for the task.

6.6 Furniture, appliances and other equipment are regularly maintained and updated as required.

6.7 Adequate dress code is applicable to all staff and students. Please see code of practice.

7. Education Standards

7.1 The Psychosomatic Therapy College gives an understanding to provide only the highest quality professional services.

7.2 The Psychosomatic Therapy College is dedicated to educating new emerging scientific research in the field of complimentary health

POLICIES & PROCEDURES

8. Code of Practice

8.1 Students and staff must maintain a respectful attitude and demeanor at all times in the presence of all classmates, faculty and personnel.

8.2 Students must dress appropriately while in class and throughout the completion of unsupervised assessments with their clients. It is recommended that students wear or bring proper attire for days in which they may participate in practical sessions.

8.3 Mobile phones must be turned off or on silent during classes.

8.4 College equipment must not be removed from the training rooms unless authorised by the Director.

8.5 Students are responsible for their personal belongings and the materials belonging to the College. Students must respect College equipment and leave the classroom clean and tidy.

8.6 It is the students responsibility to inform the College of all changes of personal details or other relevant information. The student remains responsible to any correspondence sent out from the administration including access to: Dropbox, google drive, email or any other form of communication.

8.7 It is a requirement that the student have access to electronic communication such as email, internet and phone communication.

8.8 It is strictly prohibited to exercise commercial activities (selling lecture notes, photographs or videos of course content) or to sell the College's educational material(s).

8.9 It is prohibited for students to commercialise or promote their own business to other students or staff for the purpose of sales and commercial gain.

8.10 Students sign an agreement before they participate in unsupervised Psychosomatic Therapy practice for the purpose of assessment.

8.11 Students who aim to certify for a professional qualification take appropriate steps to obtain adequate practice insurance as soon as possible.

8.12 Students must comply with the Information Privacy Act 2009 when handling other students sensitive information such as; photographs or other personal details. No photographs or personal details should be kept or stored without consent.

8.13 Photographs of other students or staff will be not be shared on social media platforms without consent.

POLICIES & PROCEDURES

9. Access & Equity

9.1 The Psychosomatic Therapy College is committed to providing opportunities to **all** people for advancement, regardless of their race, ethnicity, gender, or other identification. This is in alignment with the Anti-Discrimination Act 1991.

9.2 The Psychosomatic Therapy College liaises with agencies and government organisations when appropriate to support students participate in Psychosomatic Therapy study. Some agencies are; Department of Human Services, Literacy and Numeracy Services, Migrant Education Services and Disability Support Services.

10. Fees and Charges

10.1 Current fees and charges are set out on the Psychosomatic Therapy College website, registration form and available by contacting the administration office.

10.2 Student fees can be paid via direct bank deposit, PayPal, credit card or cash payments.

10.3 Payment plans are approved individually by contacting the Director.

10.4 Students may make an application for a refund of fees by writing to the Director via email, stating the reason for the request.

10.5 When an applicant has paid the fees for a training program and wishes to cancel, a full refund of the fees will be made prior to the commencement of the course.

10.6 When a cancellation is made after the commencement of the training program for a reason beyond the control of the participant, they will be offered the opportunity of completing the course at the next available opportunity. If this is not possible, a pro-rata refund will be made.

10.7 When a training program is cancelled by the Psychosomatic Therapy College and alternative training dates do not suit the applicant, a full refund of fees will be made within 14 days of receipt of application for refund.

10.8 The Psychosomatic Therapy College will provide a full or partial refund in exceptional circumstances or through illness or injury preventing the student from completing the unit within 14 days of an application for refund is received.

10.9 In exceptional cases of financial hardship or other extenuating circumstances, the student may make an application for full or partial refund and forward this in writing to the Director. Upon the Director's approval the participant will be removed from the training program, and the full or part refund is returned to the student.

POLICIES & PROCEDURES

11. Personal Information and Privacy

11.1 In accordance with the Information Privacy Act 2011 the Psychosomatic Therapy College makes provisions to lawfully store, handle, access, amend, manage, transfer, use and disclose the personal information of students and visitors.

11.2 As part of the Psychosomatic Therapy Privacy Plan, a range of supporting documentation. This plan is reviewed and updated each year.

11.3 In accordance with the Information Privacy Act 2011 staff respect the privacy of other staff, students and visitors as set out in the Privacy Plan. Breaches of the privacy of others are likely to result in disciplinary action.

11.4 Social or group photos are restricted for use on social media platforms, unless consent has been acquired by each staff, student and visitor involved.

12. Certification

12.1 Australian students who complete the required assessment guidelines with a competent result are awarded the nationally recognised 10821NAT Certificate III in Psychosomatic Therapy qualification.

12.2 International students who complete the required assessment guidelines with a competent result are awarded an equivalent Certificate of Psychosomatic Therapy.

12.3 Australian students who complete the required assessment guidelines with a competent result for each unit(s) are awarded the a Certificate of Attainment.

12.4 Any student who completes the 10 day face to face Psychosomatic Therapy training for personal development will receive a Statement of Attendance.

12.5 If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment. more information can be found on <https://www.usi.gov.au/>

13. Recognition of Prior Learning (RPL)

13.1 The Psychosomatic Therapy College recognises that Skills Recognition, Recognition of Prior Learning (RPL) and current competency are very much the same.

13.2 The Psychosomatic Therapy College accepts applications to recognise qualifications of a client and apply them to the competency being attempted with the aim of reducing the training time and the duplication of training assessment.

POLICIES & PROCEDURES

13.3 This policy aim is to provide a fair, valid, reliable, flexible method of seeking advanced standing recognition regardless of how or where the knowledge and skills have been gained.

13.4 Clients are encouraged to apply to the administration office for consideration of Recognition of Prior Learning.

13.5 A client making an application for advanced standing in any of the units of competency offered by the Psychosomatic Therapy College will be given access to the unit so that they may determine their eligibility to apply for the recognition they seek.

13.6 The client will be advised of the type of evidence which is required in order for them to be assessed by a person who has the qualifications to assess the application. This evidence may include former work history, workplace activities and practice, documentation, certificates or evidence of attendance to relevant events.

13.7 Documentation and evidence provided must be certified by a Justice of the Peace or Commissioner of Affidavits.

13.8 The outcome of the application will be documented on the application form, and advised to the client in writing.

13.9 The client will have the right of appeal as documented in Grievances and Appeals.

13.10 Upon successful application by the client, a result will be recorded against the applicant's name and a Statement of Attainment issued.

14.1 Review

14.1 Students of the Psychosomatic Therapy College are invited to review any accredited unit(s) of accredited 10821NAT Certificate III Psychosomatic Therapy at no cost within the first 12 months of completing the unit(s) and upon full payment of student fees.

14.2 Applications to review are accepted in writing via email or phone prior to the commencement of the course date(s), conditional on availability.

14.3 Reviewers will receive a letter of confirmation not less than one week before the commencement of the course with guidelines for participation.

POLICIES & PROCEDURES

15. Assessment

15.1 The Psychosomatic Therapy College has a commitment to ensure participant assessment is closely monitored and performed in accordance with the requirements of the appropriate accredited course and training package, and the *Australian Qualifications Framework* (AQF) standards for education and qualifications across Australia.

15.2 The following principles will be applied: **Validity** – a true test, meeting the standards from the training package as well as industry requirements. **Reliability** – ensuring that assessments are conducted consistently with different groups or individuals to reflect a common standard. **Flexibility** – adjustments are allowed, taking into account the varying situations and circumstances of participants, but maintaining a consistent standard. **Fairness** – making allowances to ensure assessment is equitable and overcoming any disadvantage participants might have in relation to disabilities, language and literacy or capacity to apply what they are learning.

15.3 The assessment methods include: direct observation, product and based methods, portfolio, questioning, third-party evidence (RPL).

15.4 The assessment policy outlines that students are provided with clear, concise directions for assessment and recording of results.

15.5 All assessment is set out in the overview for each unit which is provided to students at the commencement of each unit or class.

15.6 Once the assessment has been completed students will receive a result which will count towards the qualification.

15.7 When a student's work is assessed as not yet competent, the assessor will discuss the requirements for completing the assessment satisfactorily and provide encouragement and support, so the participant can take responsibility for completing the work in an agreed time frame.

15.8 To be eligible to receive a qualification, students must satisfactorily complete all requirements of each unit(s) of competency within 6-12 months.

15.9 Competency based training (CBT) focuses on what a learner can do as a result of participating in training. A competent result means that a learner is able to demonstrate standard skills.

15.10 Results will be marked 'competent' or 'not yet competent'. Results will be recorded in accordance with privacy laws.

POLICIES & PROCEDURES

16. Complaints, Grievances and Appeals

16.1 The Psychosomatic Therapy College is committed to providing a positive educational experience. As part of this service we welcome feedback to assist in continuously improving the quality of training, administrative and support services.

16.2 Students have the right to raise complaints without being disadvantaged, provided your complaint is not knowingly false or vexatious.

16.3 The Psychosomatic Therapy College investigates complaints impartially and takes corrective actions for all substantiated complaints, grievances or appeals.

16.4 Complaints are considered with courtesy, with due regard to confidentiality, and without prejudicial treatment.

16.5 The Director oversees the complaints management framework. All complaints are reported to the Director for investigation. Feedback advisers must provide you with a complaint outcome within 21 working days. Complex cases may require more time.

16.6 Complaints and appeals may include, but are not limited to, academic matters, discrimination, complaints related to access and conditions, and complaints related to training or support services or provision of College facilities.

16.7 For complaints or grievances please contact the administration immediately for procedural guidelines or see procedure at the link <http://www.psychosomatictherapycollege.com.au/policies--procedures.html>

16.8 Students who are dissatisfied with academic decisions should submit in writing their appeal to the Director within 14 days of the issue or the assessment.

16.9 If the complaint is related to instruction or assessment, the Director will arrange a meeting with the trainer/assessor, and the student to discuss the issue.

16.10 If any complaint or appeal is not resolved in the above manner, the person making the complaint or appeal should document their issue in writing to the director.

16.11 Should the person making the complaint or appeal not be satisfied with the decision, a process for resolution will be undertaken by the student and the Psychosomatic Therapy College, using an independent arbiter.

POLICIES & PROCEDURES

16.12 Where students wish to use an external consultant who is not approved by the Psychosomatic Therapy College they are responsible for the payment of all costs associated with the use of the external consultant in the appeal process.

16.13 Upon resolution of the issue, the person making the complaint or appeal will be notified in writing of the outcome.

17. Professional Practice

17.1 To practice Psychosomatic Therapy in a professional manner, students must be certified with the minimum qualification 10821NAT Certificate III.

17.2 Membership to INTAPT <https://www.intapt.com/membership> is highly recommended and may be compulsory to apply for professional indemnity and public liability insurance.

17.3 AON *Allied Health* insurance <http://www.aon.com.au/australia/default.jsp> recognises the qualification 10484NAT Certificate III and INTAPT as professional standards for the professional practice of Psychosomatic Therapy.

17.4 Participation in any accredited unit(s) gives students exclusive access to Facebook Group *International group of psychosomatic therapists* <https://www.facebook.com/groups/153218775062704/> a business and networking platform.

17.4 Professional Psychosomatic Therapy practice is governed by INTAPT policy.

18. Resources

18.1 The Psychosomatic Therapy College provides educational materials and resources for the training delivery. These include:

- Training rooms setup with overhead projector facility
- CD / IPOD/ DVD player
- Wifi
- Wall clock
- Photocopier machine
- White boards and white board markers
- Air-conditioning, fans and heating (as appropriate)
- Tables and chairs
- Massage tables
- Fire prevention and first aid equipment

POLICIES & PROCEDURES

- Toilets with disabled access
- Towels
- Oil or moisturizer
- Hand wash
- Filtered drinking water
- Tea and coffee facilities

18.2 Training provisions: coloured pens, loose paper, text books manuals, charts, unit workbooks, plumb line, plumb bob, photography.

18.3 All resources remain the property of the the Psychosomatic Therapy College except for; text book manuals, unit workbooks and other supplies personal to each student.

19. Employability

19.1 In addition to qualification 10821NAT Certificate III Psychosomatic Therapy key skills are a likely outcome to personal and professional development: communication skills; team work; problem solving; initiative and enterprise skills; planning and organising; self management; learning and application skills; technology skills.