

nk institute
NEUROENERGETIC KINESIOLOGY



NK Institute

Student Handbook

10831NAT – Certificate IV in Energy Kinesiology

HLT52415 – Diploma of Kinesiology

NK Institute Pty Ltd

1238 Uriup Rd

Uriup NSW 2484

ABN: 63 111 840 334

ACN: 111 840 334

RTO: 31750



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NK Institute Pty Ltd
P.O. Box 904
Murwillumbah NSW 2484
AUSTRALIA

Telephone: 61 2 6672 7544
Mobile: 0419 330 274
E-mail: admin@nk institute.com
Web: www.nk institute.com

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Kerrie McFarlane & Paulette Holden

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Welcome to the NK Institute

The aim of our accredited kinesiology courses is to lead you on a process of discovery into the foundations of professional kinesiology practice.

Through your study and the training program you will be supported in facilitating a healing journey for others and also experience the benefits of such a process for yourself.

This is an exciting experiential process through which you will develop the necessary skills to make this happen and obtain either one or both of our qualifications.

Study at the NK Institute

All NK Institute certification programs are aligned with the practitioner levels of the Australian Kinesiology Association (AKA), as well as with the Australian Traditional Medicine Society (ATMS).

Neuroenergetic Kinesiology is a modality which has accredited training in line with the International Neuroenergetic Kinesiology Committee. This stream of kinesiology has been taught both in Australia and internationally for over twenty years and is a leader of the industry.

Our trainers are professional practitioners who hold the required Teaching and Assessment qualification and are members of Kinesiology associations. They have years of experience and expert knowledge as well as a passion for teaching.

Qualifications

10831NAT – Certificate IV in Energy Kinesiology

Unit Code	Unit of Competency	Category
CHCCOM006	Establish & manage client relationships	Communication
CHCDIV001	Work with diverse people	
HLTAAP002	Confirm physical health status	Anatomy & Phys
HLTKIN001	Develop kinesiology practice	Kinesiology Practice
HLTKIN002	Conduct indicator muscle monitoring	
NAT10831001	Address muscle imbalances	
NAT10831002	NAT10831002 Address Emotional Imbalances	
NAT10831003	NAT10831003 Address Chakra Imbalances	
NAT10831004	NAT10831004 Address Meridian Imbalances	
BSBESB404	Market new business ventures	
BSBESB401	Research and develop business plans	
CHCPRP003	Reflect on and improve own professional practice	

* HLTAID011 must be completed externally

HLT52415 – Diploma of Kinesiology

Unit Code	Unit of Competency	Category
CHCCOM006	Establish & manage client relationships	Communication
CHCDIV001	Work with diverse people	
HLTAAP003	Analyse & respond to client health information	Anatomy & Phys
HLTKIN001	Develop kinesiology practice	Kinesiology Practice
HLTKIN002	Conduct indicator muscle monitoring	
NAT10831001	Address muscle imbalances	
NAT10831002	NAT10831002 Address Emotional Imbalances	
NAT10831003	NAT10831003 Address Chakra Imbalances	
NAT10831004	NAT10831004 Address Meridian Imbalances	
BSBESB404	Market new business ventures	
BSBESB401	Research and develop business plans	
CHCPRP003	Reflect on and improve own professional practice	
HLTKIN003	Perform kinesiology assessments	Kinesiology Practice (Cont.)
HLTKIN004	Provide kinesiology balances	
HLTKIN005	Monitor and evaluate client progress	
HLTHPS010	Interpret and use information about nutrition and diet	Nutrition
HLTWHS004	Manage work health and safety safe work practices	Legal and Ethical
CHCLEG003	Manage legal and ethical compliance	

* HLTAID011 must be completed externally.

Study Pathways

Students may enrol in either the Cert IV, the Diploma or both. There are credits given towards the Diploma once students complete the Cert IV.

Training and Assessment Components

1. Kinesiology Training – Lectures and Practicals delivered as individual workshops.

Delivery mode: In person or live online training depending on the subject.

Description: In our workshops you will receive training in kinesiology theory, techniques and practical experience.

The first 8 weekend workshops have an additional 4-hour practical session. You must attend these practical sessions as part of your training. After these initial 8 weekends, the workshops lengthen to four days and the extra practical component is covered within the student clinics.

Assessment requirements:

Classroom participation is required in both facilitating and receiving kinesiology balances. A minimum 80% attendance at workshops and practical sessions is needed to satisfy qualification requirements.

Workshop proficiencies are assessed as:

- Oral questions
- Written assignments
- Practical tasks
- Logbooks
- Supervised clinical practice
- Mentored clinical practice

Competency-based assessments

The purpose of competency assessments is to ensure you develop the knowledge and skills that will be required in the job role of a kinesiology practitioner. This is assessed by theory and practical tasks respectively.

Demonstrating competency through assessments means that you can deliver a service within the expected standards of practice as deemed by the national education sector. These standards of practice relate to:

- communication
- anatomy and physiology
- business, legal and professional
- nutrition
- kinesiology mastery.

To attain competency in a unit, you must successfully:

- Meet the performance criteria set out in the unit of competency – see observation sheets (included in the digital assessment files).
- Demonstrate required underpinning knowledge and skills as set out in the unit of competency.
- Demonstrate required employability skills as set out in the training package.

All learner instructions and assessable criteria can be found in the digital files emailed to you along with the unit of competency/theory workbook.

Kinesiology Workshops:

10831NAT – Certificate IV in Energy Kinesiology

- Principles of Kinesiology 1, 2, 3 and 4 – 80 hours
- Brain Formatting – 16 hours
- Chakra Metaphors – 16 hours
- Physiology Formatting – 16 hours
- Balancing with the 5 Elements – 16 hours
- Chakra Hologram 1 – 32 hours
- Neuroemotional Pathways 1 – 32 hours

HLT52415 – Diploma of Kinesiology

- Principles of Kinesiology 1, 2, 3 and 4 – 80 hours
- Brain Formatting – 16 hours
- Chakra Metaphors – 16 hours
- Physiology Formatting – 16 hours
- Balancing with the 5 Elements – 16 hours
- Chakra Hologram 1 – 32 hours
- Neuroemotional Pathways 1 – 32 hours
- Chakra Hologram 2 – 32 hours
- Neuroemotional Pathways 2 -& 3 – 40 hours
- Neuroemotional Pathways 4 – 32 hours
- Nutrition Hologram A – 32 hours
- Nutrition Hologram C – 32 hours
- Hormone Hologram – 40 hours
- Immune & Vaccinations Pathways 1 – 32 hours
- Body Structure Hologram 1 – 32 hours
- Body Structure Hologram 2 – 24 hours

NB: Nutrition Hologram B and Immune and Vaccinations Pathways 2 are offered as external courses.

2. Learner Guides

Delivery mode: Self-paced at home independent study to be completed as per your training schedule.

Description: Learner guides provide you with the knowledge and skills to deliver a professional service. There is a specific learner guide for every Unit of Competency (as per table above). You will receive a digital pdf version to be completed and emailed back to your assessor for marking.

Each learner guide includes various practical and theory tasks to be completed for assessment.

The units are interspersed throughout the training program. The schedule is designed to provide optimal development of your skills at these specific milestones in your training.

Opportunities to discuss the learning and content in these units can be provided during:

- Workshops
- Practicals
- Supervised clinics
- Mentoring
- Trainer contact

Assessment requirements:

Digital files will be provided with the learner guides and assessments. Theory tasks provide you with the necessary knowledge to complete the practical tasks. You are allowed 1 additional attempt to make improvements if required by your assessor.

Direct any concerns to the Assessment Manager, Kendall Salzman kendall@nk institute.com

3. Clinical Practice – Supervised student clinic

Delivery mode: Simulated Clinic - In person and some online possibility

Description: During student clinics you will work on clients to perform kinesiology balances. This is a learning opportunity to practice recently taught techniques and protocols combined with material covered by the learner guides and workshops. During student clinics our assessors will supervise your progress and identify areas for future development.

Student clinics are one of the most important aspects of your training. Many students gain clients for their personal clinics and begin their practice as a result. Clinics begin after either Chakra Hologram 1 or NEPS 1 workshops and practical sessions, working on family and friends for the first session, and then with members of the public thereafter.

Integration of skills and theory obtained in workshops and learner guides will be covered during supervised clinical practice.

Assessment requirements:

10831NAT – Certificate IV in Energy Kinesiology

Completion of 20 supervised clinical hours (only at clinics and on non-kinesiologists - not students)

HLT52415 – Diploma of Kinesiology

Completion of 80 supervised clinical hours (only at clinics and on non-kinesiologists - not students)

4. Mentoring with Case studies

Delivery mode: Online webinar sessions with an NK mentor

Students will be given a logbook/register to complete as they perform kinesiology balances at home/clinic (not supervised student clinics or practicals). These balances are to be written up ready to discuss with your mentor.

You will attend individual 30-minute sessions to review up to 8 clinical balances per session. Students may join in as an observer for the first session to familiarise themselves with the process and later join as a presenter. Mentoring begins after either Chakra Hologram 1 or NEPS 1 workshops and practical sessions.

Description: The purpose of these mentoring sessions is to assist students to be able to interpret and integrate the results of the balance sessions and to receive feedback from the mentor. Your 'hands on' experience, learning and knowledge begins in the first year at practical nights and develops into more refined case study sharing, as you continue your studies and begin the mentoring.

Admin@nk institute.com will invite you to via email to join mentoring sessions after the completion of either the Chakra Hologram 1 or NEPS 1 workshops.

Assessment requirements:

10831NAT – Certificate IV in Energy Kinesiology

Completion of 30 mentored hours

HLT52415 – Diploma of Kinesiology

Completion of 120 mentored hours

5. Logbooks

Delivery mode: Students will receive logbooks to complete.

Description: There are various logbooks to be completed at different stages of the training. These will be to log both your supervised balances and mentored balances. Logbooks will be sent to you as required.

Assessment requirements:

Your logbooks are to be completed and delivered back for assessment.

Training Schedule - 10831 NAT Cert IV in Energy Kinesiology

Year 1					
Workshops	Proficiency	Unit of Competency Workbooks	Theory Due Upon Unit of Competency	Supervision & Prac Student Clinic	Mentoring Sessions
Principles of Kinesiology 1 to 4	LOGBOOK 1.1 <i>Prac sessions</i> NAT10831001 NAT10831004	NAT10831001 Address muscle imbalances HLTKIN001 Develop kinesiology practice HLTKIN002 Conduct indicator muscle monitoring NAT10831004 Address Meridian Imbalances			
Brain Formatting	LOGBOOK 1.2	HLTAAP002 Analyse and respond to client health information	NAT10831001 Theory		
Chakra Metaphors	LOGBOOK 1.2 NAT10831002	CHCCOM006 Establish and manage client practitioner relationships	KIN001/2 Theory		
Physiology Formatting	LOGBOOK 1.2				
Balancing with the 5 Elements	LOGBOOK 1.2 NAT10831004	NAT10831002 Address Emotional Imbalances	CHCCOM006 Theory HLTAAP002 Theory	Practice Clinic KIN001/2 Prac CHCCOM006 Prac NAT10831001/2/3/4	
Chakra Hologram 1	<i>Student Clinic</i> NAT10831003	NAT10831003 Address Chakra Imbalances CHCDIV001 Work with diverse people			
Year 2					
NEPS 1	<i>Student Clinic</i> NAT10831002		NAT10831004 Theory CHCDIV001 Theory	<i>Student Clinic 1</i> HLTAAP003 Prac CHCDIV001 Prac	<i>Session 1</i>
250 hours training		BSBESB404 Market new business ventures BSBESB401 Research and develop business plans CHCPRP003 Reflect on and improve own professional practice	NAT10831002 Theory NAT10831003 Theory	<i>Student Clinic 2</i>	<i>Session 2</i>
				<i>Student Clinic 3</i>	<i>Session 3</i>
			BSBESB404 Theory BSBESB401 Theory CHCPRP003 Theory	20 hours	30 hours

Training Schedule - HLT52415 – Diploma of Kinesiology

Year 1					
Workshops	Proficiency	Unit of Competency	Assessment Unit of Competency	Supervision Student Clinic	Mentoring Sessions
Principles of Kinesiology 1 to 4	LOGBOOK 1.1 <i>Prac sessions</i> NAT10831001	NAT10831001 Address muscle imbalances HLTKIN001 Develop kinesiology practice HLTKIN002 Conduct indicator muscle monitoring			
Brain Formatting	LOGBOOK 1.2	HLTAAP003 Analyse and respond to client health information	NAT10831001 Theory		
Chakra Metaphors	LOGBOOK 1.2	CHCCOM006 Establish and manage client practitioner relationships	KIN001/2 Theory		
Physiology Formatting	LOGBOOK 1.2				
Balancing with the 5 Elements	LOGBOOK 1.2 NAT10831002 NAT10831004	NAT10831002 Address Emotional Imbalances NAT10831004 Address Meridian Imbalances	CHCCOM006 Theory HLTAAP003 Theory	Practice Clinic KIN001/2 Prac CHCCOM006 Prac	
Chakra Hologram 1	<i>Student Clinic</i>	NAT10831003 Address Chakra Imbalances CHCDIV001 Work with diverse people			
NEPS 1	<i>Student Clinic</i>	NAT10831002 Address Emotional Imbalances HLTKIN003 Perform kinesiology assessments HLTKIN004 Provide kinesiology balances	NAT10831004	Student Clinic 1 HLTAAP003 Prac CHCDIV001 Prac HLTKIN003 Prac HLTKIN004 Prac	Session 1
*250 Hours training			NAT10831003	Student Clinic 2	Session 2

*AKA Level 4 Membership can be applied for after completing – 250 hrs training, 50 hours supervision & mentoring & year 1 Units of Competency

year 2/3					
Workshops	Proficiency	Unit of Competency	Assessment Unit of Competency	Supervision Student Clinic	Mentoring Sessions
Workshop 1 <i>Alternating years</i>		HLTKIN005 Monitor and evaluate client progress	NAT10831002	Student Clinic 3 HLTKIN005	Session 3 Session 4
Workshop 2		BSBESB404 Market new business ventures BSBESB401 Research and develop business plans CHCPRP003 Reflect on and improve own professional practice	HLTKIN003 HLTKIN004	*20 hours Student Clinic 4 Student Clinic 5	Session 5 Session 6
Workshop 3			HLTKIN005	Student Clinic 6	*30 hours
Workshop 4			BSBESB404 BSBESB401 CHCPRP003	Student Clinic 7	Session 7
Workshop 5				Student Clinic 8	Session 8 Session 9
Workshop 6		HLTWHS004 Manage work health and safety safe work practices		Student Clinic 9 Student Clinic 10	Session 10 Session 11
Workshop 7		CHCLEG003 Manage legal and ethical compliance		Student Clinic 11	Session 12
Workshop 8			HLTWHS004 CHCLEG003	Student Clinic 12	Session 13 Session 14
				Student Clinic 13	Session 15

Training summaries

10831NAT Cert IV in Energy Kinesiology

Kinesiology workshops: 250 hours of face-to-face training in classroom

Practice sessions: 4 hours per each of the first 8 workshops

Units of Competency: 13

Workbooks: 12 learner guides/workbooks dispersed throughout the 1.5 years

Student clinics: 20 hours

- Family and Friends Clinic Day - This first student clinic will be held at the end of the first 8 workshops.
- 3 clinic days

Mentoring: 30 hours online attendance

First Aid: The first aid is to be completed externally and to be current at the time of completion. Once completed evidence must be provided to NK Institute i.e., a certificate.

You will be eligible for the Level 4 professional membership with the Australian Kinesiology Association

HLT52415 – Diploma of Kinesiology

Kinesiology workshops: 600 hours of face-to-face training in classroom

Practice sessions: 4 hours per each of the first 8 workshops (Cert IV or Year 1 of Diploma)

Units of Competency: 19

Learner Guide/workbooks: 18 learner guides/workbooks dispersed throughout the 1.5 years

(first aid undertaken externally at students own cost and must be current at time of completion)

Student clinics: 80 hours

- Family and Friends Day - The first student clinic will be held at the end of the first 8 workshops.
- 11 clinic days

Mentoring: 120 hours online attendance

First Aid: The first aid is to be completed externally and to be current at the time of completion. Once completed evidence must be provided to NK Institute i.e., a certificate.

You will be eligible for the Level 5 professional membership with the Australian Kinesiology Association

Assessment and trainer feedback

Your trainer will give you feedback on the theory task assessment within 1 month of being submitted. Practical tasks will be assessed on the spot for live performance-based tasks, such as student clinics or within 1 month for assignment-based tasks.

In cases where an assessment task does not satisfy requirements, you will be notified by email or in person. All assessable practical and knowledge-based tasks may be attempted twice.

Requirements for competency assessment

In order to make a competency judgement, the evidence of skills and knowledge covered in the units of competency must satisfy the following criteria.

It must be:

- *Authentic* (your own work)
- *Valid* (directly related to the current version of the relevant endorsed unit of competency)
- *Reliable* (shows that you consistently meet the requirements of the endorsed unit of competency)
- *Current* (reflects your current capacity to perform the aspect of the work covered by the endorsed unit of competency)
- *Sufficient* (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency: task skills, task management skills, contingency management skills, and job/role environment skills).

Recognition of prior learning (RPL)

RPL assessment is available and applied for by students with prior industry experience. RPL is an assessment process, which acknowledges previous training and experience in the industry, in order to demonstrate competency which satisfies the current standards and criteria.

If you have worked / trained (e.g.) in business or as a health practitioner within the last few years, you are likely be eligible for RPL for one or multiple subjects. Where possible, we endeavour to recognise prior training so you can focus on developing new skills.

Please be in contact with NK Institute's training manager to consider your RPL assessment and an RPL assessment kit will be sent to you with instructions.

Course enrolment and attendance

Attendance in an upcoming workshop is expected if you are enrolled in a qualification. It is important to meet 80% attendance of any workshop to gain the recognised hours required by the program. For every workshop day missed you will need to discuss the options available to you to make up this time.

We request a 1-week timeframe for cancellations if you are unable to attend any workshops or student clinics, otherwise you will be required to pay \$50.00 for the additional assessment fee. In an instance where you are unwell a doctors' certificate will be required to avoid these penalties.

Course material

All necessary training manuals will be supplied by NK Institute on the first day of each workshop. Other required material such as logbooks and learner guides will be given to you as required. There is the option to purchase digital versions of training manuals upon request. Any additional manuals, materials or tools can be brought along by students to be used during the training delivery.

Workshop cancellation and refund policy

NK Institute requests payment seven days before workshop commencement unless you are on a scheduled payment plan. NK Institute Pty Ltd will safeguard any money paid by you in advance for a workshop. In the event we cancel or discontinue a course, NK Institute Pty Ltd will refund any money paid by you in full (unless you have already received and opened the course material, in which case full fees will apply, and you can sit the course next time it is offered). If you withdraw from a workshop due to illness, (verified by a medical certificate) we will refund any fees paid less an administrative fee of 20% of your workshop cost. Should you withdraw for any other reason other than illness, with less than 7 days' notice you will forfeit 50% of your workshop cost. If you fail to commence the course you will forfeit all monies paid.

Please communicate with your trainer as soon as possible as it may delay the completion of your qualification.

Workshop schedule changes

Where possible, NK Institute adheres to the dates set out in the course program. Changes to any dates will be emailed to all students undertaking the course. It is important to inform us of your attendance at any future workshop as soon as is convenient.

Payment of training components

Payments are required on a pay as you go system, which means that payment is due seven days prior to each course component except for practical training.

The first 8 workshops of training will be invoiced directly from the trainer.

All further workshops will be invoiced by NK Institute.

Learner guide/workbooks will be invoiced by NK Institute starting at the course commencement.

An annual practical fee will be invoiced by NK Institute before student clinic commencement.

There is an option to start a payment plan at the beginning of your study.

Payments in arrears will need to be amended in order to continue attending your workshops. You may then request to return to the payment schedule, or another contract will need to be created.

Qualifications will be issued once all payments are completely finalised.

Individual needs

NK is an equal opportunity training organisation. If you are facing any issues that prevent you from participating fully in all aspects of the training including assessments, please contact your trainer or administration so we can support you as best we can. This can range from physical and emotional ailments to financial hardship, learning or language-based issues.

Qualification completion/deferral

The kinesiology training programs are designed to be completed within designated timeframes. As workbook material is completed via self-learning there is some leeway on this aspect of the training. An additional 6 months is deemed acceptable, however if you are requiring more time, we shall need to organise a schedule.

If you require some time off from your studies, we will require completion of deferral paperwork. If you are deferred for longer than 12 months you will need to re-enrol. There will be no penalty other than a new \$200 enrolment fee. If deferral is longer than 3 years, and/or you have ceased practice during this time, you may require a competency assessment with our trainers which will incur a fee. Where possible our aim is to support the best process in having you return to studies and practicing.

Currently workshop repeats are charged at 25% of the full workshop cost and this can be a useful way to consolidate prior study and information, ultimately assisting you to restart your study journey.

Time commitments required to complete the qualification.

Kinesiology study does require designated time outside of the classroom to complete. Every week it is ideal, especially in the beginning to give and receive 1 balance every week, especially in the first year. This will greatly enhance your learning and developing skills.

Additionally, in order to complete the workbooks, allocation of approx. 4 - 8 hours a week is required. The units are aligned with certain learning goals to have you ready for student clinic and professional membership. As such, it is recommended you keep to your training schedule as you work through the qualification.

Working on people with serious health complaints require you to develop these necessary skills to ensure the best treatment and duty of care for your clients. This is not only legally and ethically required, but it creates a professional and successful service for you.

Practitioner self-care consideration

Kinesiology study can bring to light the individual nature of our specific challenges. Issues that are faced by students in the classroom situation must ethically be kept confidential, as per a private clinical session. You are, however, responsible for your own healing and should challenges arise for you, it is advised you seek any professional help as necessary, as self-responsibility is the primary foundation on which true healing takes place. Please inform your trainer who can support you in this process.

What does self-responsibility look like for you?

We encourage you to maintain a work-study-life balance so that you can get the best out of your learning journey. Think of a few ways in which you can support yourself with the knowledge you are gaining as a result of your involvement in the classrooms and private study. Prevention is better than cure, and nowhere is this more important than when it comes to your own wellbeing.

Creating a study planner is one possible way for managing the commitments of undertaking training whilst maintaining work and home life commitments.

How to maximize your study time?

Create a study plan for your personal learning strategy. This plan may include:

- Planning for kinesiology practice every week (with other students, and/or contacts)
- Receiving a balance every week to support your learning. Kinesiology training at NK Institute assists with brain integration, learning difficulties as well as all the physical, behavioural and emotional imbalances related to the energy structures
- Researching deeper into the topics covered in the classroom. Some advised subjects include the Chinese meridian system, Vedic chakra system, basic neurology, anatomy and physiology
- Attending all practical sessions and having questions or practical experiences ready to share with your trainer and group for mentoring and support opportunities

Certificate of attendance for workshops

A certificate of attendance is issued upon request. These certificates may be necessary for professional purposes, such as continuing professional education (CPE) points proving ongoing training.

If a certificate is lost or misplaced it can be re-issued at a cost of \$20.

Statement of Attainment /Record of Results

A statement of attainment relates to units of competency and is issued after the successful completion of the qualification. If a student withdraws prior to completing the qualification, then they will receive a Statement of Attainment for any completed units of competency.

In the courses of the Cert IV and Diploma, the assessments for kinesiology workshops are built into various aspects of the training including mentoring and supervised clinics.

Certificate IV and Diploma certificates

These are awarded after completion of every aspect of the training. You will receive both digital and printed versions.

Confidentiality and Privacy

Your personal details and information provided in all official documents remain purely confidential. Students wanting to work with other students outside of class will be required to gain consent before any contact details are shared.

Due to the personal nature of what is discussed and worked through in the classroom, we are guided by the AKA practitioner responsibilities as outlined in the AKA Code of Practice.

Classrooms need to be predominantly focused on the practice of new techniques. It is not a time for working on issues of a deep psychological nature. We ask that you respect this space by working on classroom appropriate concerns. However, in the case where deeper issues may arise, we are guided as practitioners by the Code of Practice of the AKA, which outlines the privacy and dignity rights for clients of a kinesiology session.

The Code of Practice of the AKA can be found here: <https://www.aka.asn.au>

Please contact admin@nk institute.com for any enrolment, payment options or study queries.