

# NK Institute Student Handbook

10831NAT – Certificate IV in Energy Kinesiology HLT52415 – Diploma of Kinesiology

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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 & Physiology
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	Business
BSBESB401	Research and develop business plans	
CHCPRP003	Reflect on and improve own professional practice	

\* HLTAIDo11 must be completed externally

\*Cert IV students may elect to complete the Diploma unit HLTWHS004 to satisfy AKA Infection Control requirements for registration, upon completion of their Cert IV.

#### HLT52415 – Diploma of Kinesiology

Unit Code	Unit of Competency	Category
CHCCOMoo6	Establish & manage client relationships	Communication
CHCDIV001	Work with diverse people	
HLTAAPoo3	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	Business
BSBESB401	Research and develop business plans	
CHCPRP003	Reflect on and improve own professional practice	

HLTKIN003	Perform kinesiology assessments	Kinesiology Practice
HLTKIN004	Provide kinesiology balances	(Cont.)
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	

\* HLTAIDo11 must be completed externally.

## **Study Pathways**

Students may enrol in either the Cert IV or the 'Dual Pathway' to complete both the Cert IV and Diploma. There are credits given towards the Diploma once students complete the Cert IV.

**Austudy** The Cert IV is approved for Austudy. This <u>must</u> be applied for at the beginning of your course, to fully meet the Centrelink study volume requirements. Students need to liaise directly with Centrelink.

# **Online Student Portal**

NK Institute utilises an online portal for theory assessments, called the LMS (Learner Management System). Units of competency theory will be delivered via the LMS.

Each student will have a portal containing their enrolment and access to the Learning Modules and Assessment Modules. Through your portal, you will download learner guides and resources; and upload your theory tasks, projects and assessments. The LMS will also manage some aspects of assessment on Student clinic /Mentoring / Practical Sessions /and observation checklists. Practicum will be assessed in class & clinics. Further information will be provided when you are due to receive your online material.

# Training and Assessment Components

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

**Delivery mode**: In person training or live online training (as necessary/and depending on group size). Note: Minimum hours of 'in-person' attendance is required for some membership associations.

**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 practical component is then covered within these class days (and later in 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 observation sheets (included in the LMS assessment portal).
- 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.

#### 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

#### **Optional Advanced Kinesiology workshops are:**

- Nutrition Hologram B
- Immune and Vaccinations Pathways 2
- Brain Hologram Series
- Primitive Reflexes
- Neurotransmitters 1 and 2
- Pathology Series
- Samskaras/ chakra 4

#### NK Institute regularly invites expert local and international trainers to deliver these workshops, eg:

- Astrological Kinesiology Kerrie McFarlane (Australia)
- KABS Series Kinesiology Acupressure Balancing System Steven Hansen (USA)
- Trauma and Personality Disorders Daria Kovalchuk (Ukraine)
- Pathology Alexandra Tobar (Austria)

#### 2. Learner Guides and Modules

Delivery mode: At home independent study to be completed as (recommended) per your training schedule.

**Description**: Learner guides/modules 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). Each learner guide includes various practical and theory tasks to be completed for assessment. Theory is completed via the LMS and practical is completed during class; practice sessions; and clinical practice. Prior to attending your clinical practicum, theory aspects need to be completed (for units KINoo1/KINoo2/ NAToo1/NAToo4/AAP/COM/DIV) to then be assessed on the practical components.

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; and to align with your assessment days. You may start non-kinesiology units earlier than this schedule if you wish.

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

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

#### Assessment requirements:

Theory is accessed in the LMS. 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.

Please direct any LMS concerns to the LMS administrator, Megan McIntyre: megan@nkinstitute.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. Clinical Practice - 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 mentors.

There is a requirement for both individual and group mentoring. You will attend individual 30-minute mentoring sessions to review up to 8 clinical balances per session. Within your total hours, it is compulsory to attend 2hrs of group mentoring for: Business and Marketing units, as well as the Anatomy and Physiology unit (AAP). You are required to present case studies relevant to AAP during individual mentoring (attendance of 2hrs).

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 (depending on your campus).

Students must present case studies with NK Balance protocols to demonstrate their understanding and application of NK training. Only case studies with NK protocols will be counted towards total hours required for a qualification.

**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@nkinstitute.com invites you to join mentoring sessions after the completion of your final Cert IV workshop (either the Chakra Hologram 1 or NEPS 1).

#### 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 complete logbooks during the course. There are two introductory logbooks; then full client balance logbooks thereafter.

**Description**: These various logbooks to be completed at different stages of the training. These are to log initial practice, then your supervised balances and mentored balances. Logbooks will be provided as required.

- Yr1/1 Logbook = Logbook Year 1: Level 1 this covers POK 1-4
- Yr1/2 Logbook = Logbook Year 1: Level 2 this covers BF, CM, PF & B5E
- Full kinesiology balance logbooks for clinics and mentoring

#### Assessment requirements:

Your logbooks are to be completed for assessment.

Workshop	Unit of Competency	Theory Due Date	Supervision & Prac Due	Mentoring
	(Undertaken after your campus workshop date)	Unit of Competency	Student Clinic & Logs	Sessions
Principles of Kinesiology 1			LOGBOOK year 1 part 1	
Principles of Kinesiology 2	HLTKINoo1 Develop kinesiology practice			
Principles of Kinesiology 3	HLTKINoo2 Conduct indicator muscle monitoring		Prac sessions NAT10831001	
Principles of Kinesiology 4	NAT10831001 Address muscle imbalances			
Brain Formatting	HLTAAP002 Confirm physical health status	KINoo1 Theory	LOGBOOK year 1 part 2	
Chakra Metaphors	CHCCOM006 Establish and manage client practitioner relationships	NAT10831001 Theory KIN002 Theory	Prac sessions	
Physiology Formatting			NAT10831004	
Balancing with the 5 Elements	NAT10831004 Address Meridian Imbalances	CHCCOMoo6 Theory HLTAAPoo2 Theory		
Chakra Hologram 1	NAT10831003 Address Chakra Imbalances CHCDIV001 Work with diverse people	<b>Note:</b> above theory must be complete to attend competency day.	Competency Day KINoo1/002 Prac CHCCOMoo6 Prac NAT10831001/004 Prac	
		Year 2	1	I
NEPS 1	NAT10831002 Address Emotional Imbalances	NAT10831004 Theory CHCDIV001 Theory	Student Clinic 1 Student Clinic 2	Session 1 Session 2
Student Clinics Mentoring	BSBESB401 Research and develop business plans BSBESB404 Market new business ventures CHCPRP003 Reflect on and improve own professional practice	NAT10831002 Theory NAT10831003 Theory	Student Clinic 3 KIN001/002 Prac CHCCOM006 Prac HLTAAP002 Prac CHCDIV001 Prac NAT10831001/002/003/004	Session 3 Session 4 BSBESB401 BSBESB404
250 Hours training		BSBESB401 Theory BSBESB404 Theory CHCPRP003 Theory	<b>20 hours Clinic</b> id – to be undertaken externally	CHCPRPoo3 30 hours mentor

# Continued Training Schedule - HLT52415 – Diploma of Kinesiology Year 2/3

Workshops	Unit of Competency	Assessment/ Theory Due	Supervision	Mentoring
(Alternating years)			Student Clinic	Sessions
Workshop 1	HLTKIN003 Perform kinesiology assessments	NAT10831002	Student Clinic 3	Session 3
	HLTKIN004 Provide kinesiology balances		HLTKIN005	Session 4
	HLTKIN005 Monitor and evaluate client progress			
Workshop 2		HLTKIN003	*20 hours	Session 5
		HLTKIN004	Student Clinic 4	Session 6
			Student Clinic 5	
Workshop 3	HLTHPS010 Interpret and use information about nutrition and diet	HLTKIN005	Student Clinic 6	*30 hours
Workshop 4			Student Clinic 7	Session 7
Workshop 5			Student Clinic 8	Session 8
				Session 9
Workshop 6	HLTWHS004 Manage work health and safety safe	HLTHPS010	Student Clinic 9	Session 10
	work practices			Session 11
Workshop 7	CHCLEG003 Manage legal and ethical compliance		Student Clinic 10	Session 12
Workshop 8		HLTWHS004	Student Clinic 11	Session 13
		CHCLEG003		
Workshop 9			Student Clinic 12	Session 14
Workshop 10			Student Clinic 13	Session 15

## **Training summaries**

#### 10831NAT Cert IV in Energy Kinesiology

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

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

Units of Competency: 13

Workbooks: 12 learner guides/modules 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.

**Infection Control**: Membership with AKA requires an additional Infection Control unit. Cert IV students may elect to complete the Diploma unit HLTWHS004 to satisfy these requirements for registration.

#### 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/live online

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

Units of Competency: 19

Learner Guide/workbooks: 18 learner guides/modules dispersed throughout the 3 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.

Theory and practical assessments must (at the least) meet the minimum criteria and standards for training. 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, 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 may 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. You can find the unit requirements for any unit at: <u>www.training.gov.au</u>. Please be sure to provide evidence of relevant performance criteria and knowledge.

After initial enrolment, students apply and pay (\$100) for RPL assessments for each unit of competency, in accordance with the training schedule. If no application is received by the time the unit is offered, students will therefore need to do the unit in full.

Please be in contact with admin (admin@nkinstitute.com), for correspondence regarding your RPL assessment. RPL assessment kits will then be sent to you with instructions.

## **Course/Practicum enrolment and attendance**

Attendance in an upcoming workshop is expected if you are enrolled in a qualification. It is essential to meet a minimum 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. Mentoring and Student clinic days are to be attended as per your bookings (via admin). Notification of any cancellations of practicum, must be made within 48 hours. Evidence must be provided for sickness and cancellations. Any additional ad hoc mentoring sessions are charged additionally by the mentor.

## Payment of training components

Payments are required on a pay as you go system. Payment on invoices are due seven days prior to each course component. There is an option to start a payment plan at the beginning of your study. All workshops of training and units of competency/learner guide/modules will be individually invoiced by NK Institute throughout your course - except for the practicum training fee. This practicum fee (for student clinic and mentoring assessments) will be invoiced annually as one unit cost, prior to the commencement of clinical practicum. Once students start this practicum unit (ie. competency day onwards) they are liable for this cost in full. Payments in arrears will need to be amended in order to continue attending your workshops. You may then return to the payment schedule; or request another payment plan contract to be created. Qualifications will be issued once all payments are completely finalised.

## 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.

## 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.

## 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.

## **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, location or learning or language-based issues.

## **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 provided as required. There is the option to purchase digital versions of training manuals upon request (Note: these are iOS compatible only and not printable). Any additional manuals, materials or tools can be brought along by students to be used during the training delivery.

# **Online/Distance Training**

Fully online students are unable to register with the AKA, unless they attend a minimum of 45hrs face to face training (30 hrs Category A and 15hrs Category A or B). Some practical tasks involve receiving balances, so networking will be required. If necessary, alternative assessment may be arranged on a case-by-case basis.

# **Qualification completion/deferral**

The kinesiology training programs are designed to be completed within designated timeframes. However, module material is completed via self-learning so 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. Deferral is for all aspects of training at that time. 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.

## 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: <u>https://www.aka.asn.au</u>

Please contact <u>admin@nkinstitute.com</u> for any enrolment, payment options or study queries.