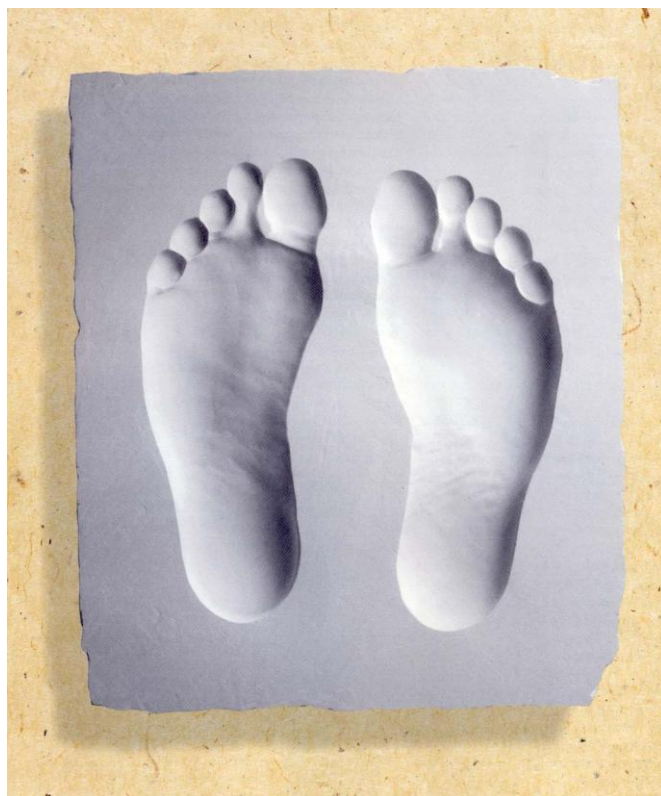


AROMAFLEX ACADEMY



DEVELOPMENT HOUSE, 1ST FLOOR, 280-282 TRAFALGAR STREET, NELSON, NEW ZEALAND

DIPLOMA IN REFLEXOLOGY



ENROLMENT BROCHURE



THE NEW
WORLD CLASS.

EDUCATED IN
NEW ZEALAND.



Aromaflex Academy is a registered Private Training Establishment by the NZ Qualifications Authority under the provision of the Education Act 1989 and its subsequent amendments. “The course is approved by the New Zealand Qualifications Authority under the provisions of the Education Act 1989, and Aromaflex Academy is accredited to teach it.”

This Academy is accredited to teach the following local approved courses:

- Diploma in Aromatherapy (Level 6)
- The Certificate in Aromascience (Level 4)
- The Certificate in Clinical Reflexology (Level 4)
- The Diploma in Reflexology (Level 5)
- The Certificate in Anatomy and Physiology (Level 4)

The Academy complies with the Code of Practice for the Pastoral Care of International Students.

Our objective is to provide a unique qualification to the highest standard in Aromatherapy, Reflexology, Anatomy & Physiology & Massage; we strive to incorporate innovations that are developed in the industry. We are committed to providing a safe and supportive learning environment, with resources that are modern, up to date and relevant.

It is Aromaflex’s aim to promote awareness and educate all students on how to improve their health and well being through education and the safe use of essential oils. Aromaflex ensures that students are aware of health and safety issues and that they should comply with the guidelines of all governing bodies, meeting standards set out to protect the service provider and the client, and also that all ethical and confidential matters are met and guaranteed to a high standard.

How to Contact Us:

To contact the Academy staff telephone: (03) 545 6218. The Academy staff will be able to help you with any questions that you have about the enrolment process, and will be able to help you enrol and book times for your enrolment interviews, and also for any support services that you may need.

To contact the Shop telephone: (03) 545 6217. The shop staff will be able to help you with any queries about essential oils and costs, or put you in contact with the appropriate staff member for your needs.

To contact us by email please either visit the website at www.aromaflex.co.nz and send your query through the website “contact us” page, or send an email directly to aromaflex@xtra.co.nz.

We check and answer our emails daily, so if you are out of the area and do not wish to make a toll call, please feel free to email us and we will then contact you either by phone or email.

Who may apply for the Diploma in Reflexology?

- a) If you have reached the age of 18 (standard set by the International Federation of Professional Aromatherapists in the United Kingdom).
- b) TOEIC Level 750 English or IELTS level 6, (English level requirement for International students).

This qualification is designed for people who:

- Are already trained Doctors, Nurses, Massage therapists, Physiotherapists or Osteopaths, Midwives, Caregivers or Beauticians who wish to add Reflexology to their practice.
- Are interested in feet. Know nothing to very little about Reflexology yet want to learn more to become a Professional Therapist in Reflexology.

Broad objectives for the Diploma in Reflexology Syllabus:

- To develop an understanding of the origins and development of Reflexology
- To explore and develop an understanding of the feet, hands & ears
- To explore and develop various methods of application of reflexology methods
- To explore and develop the practice of foot care for individual clients, using client charts and recording data accurately and professionally
- To develop an understanding of the ethics, limitations and business requirements of the practice of Reflexology within and outside of NZ
- To develop an awareness of current research into reflexology and associated products used in its practice and evaluate its usefulness in practising professionally through assignments, class work and case studies.

Diploma in Reflexology:

The Diploma in Reflexology can lead you to become an internationally recognised professional Reflex Zone Therapist. Because you will be obtaining an IFPA qualification, this means your qualification is recognised in most countries around the world. You are also able to do other post graduate training in Reflexology for example in Canada, because of the qualification you obtain here.

The aim of the Diploma in Reflexology course is for students to become a competent Professional Reflexology Practitioner so that you can practice professionally in NZ and overseas.

Aromaflex is registered/approved with the following bodies to teach the Diploma in Reflexology course:

- The International Federation of Professional Aromatherapists in the United Kingdom (IFPA) www.ifparoma.org
- New Zealand Health Charter (NZHC)
- The New Zealand Qualifications Authority (NZQA)) www.nzqa.govt.nz
- Tertiary Education Commission (TEC)
- The Code of Practice for the Pastoral Care of International Students
- The NZ Reflexology Association
- RAC – Reflexology Association in Canada

- ITEC (UK) www.itecworld.co.uk

What qualification do I obtain:

An RAC, NZQA local approved Level 6 Diploma in Reflexology.

An ITEC Diploma in Reflexology (if students wish to sit extra examinations).

To gain this qualification you must be committed to:

- Allow time for a 1200 hour Reflexology course, hence having good time management skills.
- Able to come to Nelson for week block courses during the year, (there are 3 of these week block courses to complete – can be done over 2 years)
- Are able to work on your own, as there is quite a bit of correspondence work along with in class study work to complete.
- NZQA Level 5, so assignments must be neat and to a particular format
- Hold a qualification in Anatomy & Physiology (min NZQA level 4)

At the start of the Diploma in Reflexology course you will receive a copy of the Aromaflex Handbook which outlines the Academy and course breakdown and requirements in greater detail.

Being approved from RAC (Reflexology association in Canada), you are able to staircase into their courses, and do approved Post Graduate studies in Auricular therapy (the Ears) and the hands.

You can also staircase into other I.T.E.C. approved Training Centres around the world.

Length of Course:

- 1200 hours of study, which is full time study over 40 weeks, (20 hours per week) for 1 year.
- You can take up to 2 years to complete this course if you wish to study part time.
- 1 weekend study of Introduction to Reflexology
- 3 week blocks (Monday to Saturday, from 9am to 6pm) done over a 1 or 2 year period.

Contents of the Course:

The course is broken down into 4 stages of study:

1. Introduction to Reflexology

<i>Start Date</i>	<i>End Date</i>	<i>No of Days</i>	<i>Day of the week</i>	<i>Time</i>
20 th Sep 2010	21 st Sep 2010	2	Mon & Tues	9.00am-5pm
27 th Nov 2010	28 Nov 2010	2	Sat & Sun	9.00am-5pm
12 th Feb 2011	13 th Feb 2011	2	Sat & Sun	9.00am-5pm
9 th April 2011	10 th April 2011	2	Sat & Sun	9.00am-5pm
16 th July 2011	17 th July 2011	2	Sat & Sun	9.00am-5pm
29 th Oct 2011	30 th Oct 2011	2	Sat & Sun	9.00am-5pm

2. Advanced Reflexology

<i>Start Date</i>	<i>End Date</i>	<i>Day(s) of the Week</i>	<i>Time</i>
14 Feb 2011	19 th Feb 2011	Mon – Sat Inclusive	9am–6pm
18 th July 2011	23 rd July 2011	Mon – Sat Inclusive	9am–6pm

3. Clinical Certificate in Reflexology

<i>Start Date</i>	<i>End Date</i>	<i>Day(s) of Week</i>	<i>Time</i>
16 th May 2011	21 st May 2011	Mon –Sun inclusive	9am – 6pm

4. Diploma in Reflexology

<i>Start Date</i>	<i>End Date</i>	<i>Day(s) of Week</i>	<i>Time</i>
27 th Sep 2010	3 rd Oct 2010	Mon – Sun Inclusive	9am – 6pm
15 th Aug 2011	20 th Aug 2011	Mon – Sun Inclusive	9am – 6pm

Course completion requirements are:

Students are expected to have completed all 4 assignments and have met all criteria on their work.

Students will be assessed by: continual assessment and an external examination that consists of 3 hours.

To meet learning objectives students are assessed in the following ways:-

- Practical techniques will be assessed during class
- Some of the theory will be assessed by homework
- Case Studies are completed both inside and outside of class time and are assessed by set criteria

150 hours of Reflexology case studies (this is including hands on work, writing up and research)

DIPLOMA IN REFLEXOLOGY STUDY PATHWAY

1. Introduction to Reflexology



2. Advanced Reflexology



3. Certificate in Clinical
Reflexology

+ 4. Diploma in Reflexology

+

Anatomy and Physiology Course (A&P) Units 1-12 **completed & passed**

(Must be at least NZQA Level 4)

First Aid Certificate (St Johns or Red Cross)



AROMAFLEX & I.T.E.C EXAMS

Reflexology Written Examination (3 hours)

Reflexology Practical Examination (1 hour)

1hr Multi Choice

Case Studies – 150 Hours



DIPLOMA IN REFLEXOLOGY

National & International Recognition

Registration with the New Zealand Reflexology Association www.reflexology.org.nz

Registration with Reflexology Association of Canada www.reflexologycanada.ca

Registration for Professional Membership and Insurance with the New Zealand Charter of
Health www.healthcharter.org.nz

Exams:

To meet the learning objectives to achieve the Aromaflex Reflexology Diploma students are assessed in the following ways:-

- A 3 hour written internal examination on Reflexology
- A 3 hour written internal examination on Anatomy and Physiology (unless RPL of Anatomy & Physiology is submitted)
- A 1 hour practical Reflexology examination

Written examinations are held at Aromaflex Academy, or you may sit your exam under the guidance of another PTE, Academy, University, JP etc, in your own

town or anywhere in the world, as long as the Aromaflex Academy receives this in writing.

To achieve the ITEC Diploma in Reflexology, the students are assessed in the following ways:

- x 3, one hour multi-choice internal examinations on: Reflexology, Anatomy & Physiology, Professional Conduct & Business Awareness.
- A 1 hour practical Reflexology examination, assessed by an ITEC examiner.

To obtain your qualification in Reflexology it is important that you understand the human body. It is compulsory that you complete the Certificate in Anatomy and Physiology, or have a qualification in this area already.

Ask for the enrolment brochure on Anatomy and Physiology if you need this qualification.

A pass in all aspects of the Reflexology assessments and examinations is required before the International Diploma in Reflexology can be given to the student and hold a current comprehensive First Aid Certificate recognised by either the Red Cross St Johns Ambulance or equivalent.

Recognition of Prior Learning (RPL):

Students are able to apply for recognition of prior learning/experience in the following circumstances:

- If a student studies a Reflexology Course elsewhere but did not complete the course, (special conditions apply)
- If a student studied a course that was shorter in duration and needed to make up more hours
- RPL may be given for the Anatomy and Physiology Course if evidence of a similar course is produced or if you are a RN or equivalent.

To get recognition of prior learning confirmed, please send full details of your prior learning and/or a copy of your learning outcomes received from your previous study, and send \$30.00 application fee.

Cost of Tuition for Diploma in Reflexology

Description	Student Fee
Administration Fee	\$ 150.00
Introduction to Reflexology	\$ 200.00
Advanced Certificate in Reflexology	\$ 900.00
Certificate in Clinical Reflexology	\$ 900.00
Diploma in Reflexology	\$ 900.00
Examination Fees (including I.T.E.C& Book)	\$600.00
Uniform	\$ 120.00
Total Diploma In Reflexology	\$3770.00
	NB:*If paying by visa please add 5%

THE APPLICATION AND ENROLMENT PROCESS

You return the application form on the back of the enrolment brochure with all your details.

Aromaflex then sends you out an enrolment form and written interview forms.

You fill in **all** the forms, get certified photocopied identification, Birth Certificate, or Passport, or Certificate of Citizenship and post back to the Academy

A follow up phone call or email is made when all forms & documents are received.

An interview may be arranged either in person, over the phone or the net.

Aromaflex will write or inform you if you are accepted on the course. Then you will:

1. Sign the acceptance form and arrange payment of fees, through study link, cheque, cash, eftpos, visa or bank transfer- Bank Details 020704 0008051 00. and/or
2. Complete the Trust Account authorisation form and return this with any other requested documents to Aromaflex

When all documentation has been processed, and fees been paid, you will receive an invoice and the start of your course materials. Please note, this may take up to two or three weeks.

Note: Aromaflex places the tuition fee into a Public Trust account until the 8th day of tuition.

Students will be accepted onto the course who have the following:

1. Completed the Enrolment forms and provided documentation in support
2. Paid their full course fees
3. Completed their signed contracts to study at Aromaflex and with Public Trust

Student Loans and Allowances:

Student Loans and Allowances are administered by Study Link. Contact them directly on 0800 88 99 00 or www.studylink.govt.nz if you wish to apply for a student loan or allowance or have any questions.

Student Fee Protection:

Aromaflex Academy participates with the Public Trust to ensure protection of student fees. All students' fees are all held separately within the Public Trust, based in Wellington. Student loans are also paid directly into the Public Trust Account.

Withdrawal from the Course:

If you are contemplating withdrawing from your course you are required to discuss this with the Principal. If you decide to withdraw we require this in writing and you will be required to complete a withdrawal form. All Academy property must be returned upon withdrawal, and this includes course materials if the student withdraws within the first 8 days.

- a) Students are entitled to withdraw from a course at any time within seven days after the first start date of the course and;
- b) Aromaflex pays fees into a Public Trust account approved by the New Zealand Qualifications Authority for the purpose out of that payment or those payments, to be held in trust to be available for refund to the student an amount equal to so much of

that payment or the sum of those payments as exceeds the lower of the following amounts:

- i) 10 percent of that payment or the sum of those payments
- ii) \$500.00

b) If, and only if, satisfied that the student withdrew from the course within 7 days after the first day of the course for which attendance of students at the establishment was required, the Academy shall pay the amount held to the student;

c) Student loan refunds will be repaid back to Study Link appropriately. The first day of study begins on the day of payment of the course fee.

Full Refund details can be found in the course handbook given on the first day of your course.

Refund Policy

If a student withdraws from the course, this must be done in writing, and a full refund will be given or, as exceeds \$500 or 10 percent of the amount of that payment or of the sum of those payments, whichever is the lesser.

Leave:

Students undertaking the Diploma in Reflexology course are able to apply for leave for a period of up to one year. The Diploma in Reflexology must be completed within two years.

Accommodation in Nelson:

Accents on the Park is a great back/packers/upmarket accommodation, just around the corner from the Academy www.accentsonthepark.com

Information on accommodation in Nelson, please see the websites:

www.jasons.co.nz , www.nelson.co.nz , or www.nelsonnz.co.nz

Privacy Act:

The Privacy Act introduced in 1993 controls how our Academy collects, uses, discloses and gives access to personal information. The result of this is that the Academy Staff are unable to provide information on individual students, their whereabouts and addresses. Please note that selected categories of the information you provide (name, address, date of birth, ethnicity and academic details) may be disclosed to specific organisations governing the Academy e.g. New Zealand Qualifications Authority and the Ministry of Education.

Health & Safety:

It is important that students abide by the Health & Safety & Accident Reporting Policies at the Academy, (details in the Quality Management System book, provided in each class), and that they follow the evacuation plan posted in the classrooms.

ORGANISATIONAL STRUCTURE

Managing Director and Principal

Shelley Monrad

Administration

Christine Burn

Student Interviews & Visas

June Stewart

Administration, Student Loans, Student Interviews, Enrol students

Tutors

Shelley Monrad

Aromatherapy & Reflexology.

Christine Burn

Aromatherapy, Moderator, Assessor.

Bev Fockenga

Anatomy & Physiology.

Sandy Neill

Pathology, Aromatherapy, Anatomy & Physiology.

Andrea Campkin

Sports Massage, Holistic Massage.

Ashley Ashton

Organic Chemistry

Tracey Harrison

Reflexology

Christine Burn/Marion Janke

Aromatherapy Massage

Assignment Markers

Christine Burn

Aromatherapy, Aromascience

Sandy Neill

Aromatherapy, Aromascience

Bev Fockenga

Anatomy & Physiology

Tracey Harrison

Reflexology

Examiners

Shelley Monrad

Aromatherapy & Reflexology

I.T.E.C

International Australasian Exam

ENROLMENT FORM FOR DIPLOMA IN REFLEXOLOGY

*Please complete this form and return it to: Aromaflex Aromatherapy Academy,
Development House, 1st Floor, 280-282 Trafalgar Street, Nelson 7010 New Zealand.*

Name:

Nationality:

Address:

Date of Birth:

Telephone No: home

work

mobile

E-mail:

website:

Method of Preferred Payment: Bank Cheque, Visa, Studylink, Online Payment.

Will you require a student loan Yes/No

Current Job/Profession:

You will be sent further enrolment and documentation to complete upon receipt of
this application

.....
(for office use only)

Date received:

Sent #1:

Sent #2.