



The Aminya Academy - For Your Career in Natural Medicine
Aromatherapy • Reflexology • Massage

AMINYA NATURAL THERAPIES ACADEMY

RTO number 40815

STUDENT HANDBOOK

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WELCOME

Thank you for considering enrolment with Aminya Natural Therapies Academy. Our goal is that our students find the time they share with us to be challenging, rewarding and fun. Our aim is to equip you with the knowledge, skills and confidence you need to enter the workforce or to undertake further studies.

During your time with us, you will be exposed to a variety of experiences and challenges. The course will provide a mix of theory and practical skill training. We will also offer you an opportunity to build your confidence and motivation with a view to prepare you for a competitive market.

Upon enrolling, you have rights and responsibilities, most of which are outlined in this handbook. You are naturally welcome to ask us for further information if you have questions that are not covered.

The quality of your experience at Aminya Natural Therapies Academy depends largely on your motivation and commitment. We feel that we have in place an ideal learning environment. Meet the challenge, and we will do our very best to ensure that the benefit to you exceeds your expectations.

As a Registered Training Organisation, we maintain a quality management system which ensures that all our processes, training and assessment materials and support offered is at a standard acceptable to meet the needs of students in the Australian Vocational Education and Training sector. Aminya's management is responsible for ensuring these national standards are complied with at all times.

Ms Denise Lynds
Director

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Educational Standards

Aminya Natural Therapies Academy is committed to the achievement of the Principles and Standards of the VET Quality Framework in the marketing and delivery of high quality vocational training services. We achieve these standards through:

- A commitment to recognising the training qualifications issued by other Registered Training Organisations;
- Having a commitment to providing a quality service with a focus on continuous improvement.
- Meeting all legislative requirements of State and Federal Governments, including workplace health and safety, workplace relations and Vocational Placement Standards;
- Using personnel with appropriate qualifications and experience to deliver training and conduct assessments
- Providing adequate facilities, equipment and training materials to ensure a learning environment which is conducive to the success of our course participants;
- Undertaking regular review of the quality of our courses and facilitators and participating in all external monitoring and audits by VET.

Client Service

Aminya Natural Therapies Academy is committed to sound management practices to ensure effective client services. Appropriate assessment results and qualifications are issued in a timely manner according to any published guidelines. Aminya Natural Therapies Academy provides accurate, relevant and up-to-date information to our students prior to the commencement of courses. All relevant information is provided to potential students including the Code of Practice, Course Information Brochure/s and a summary of our training policies to ensure a quality focus. Our policies cover the following topics.

- Entry/exit points and details of any certification will be issued within 21 days of completion or partial completion of the course/programme.
- Competencies to be achieved by students
- Assessment criteria and procedures
- Complaints and appeal procedures
- Arrangements for the recognition or prior learning/recognition of current competency
- An outline of the relevant training centre facilities
- Student support services (e.g. literacy and numeracy support programmes)
- Where applicable Austudy/Abstudy information and student support services
- Other information will be made available in writing on request

Management and Administration

Aminya Natural Therapies Academy has policies and management strategies to ensure sound financial and administrative practices - management to safeguard fees paid by students and implement fair and equitable financial arrangements for our clients. Specific details of our refund policy are provided in our 'Quality Management Policy Manual'. Trainee records are managed securely and confidentially and are available for trainee perusal on request. Aminya Natural Therapies Academy has adequate insurance policies.

Recruitment

Aminya Natural Therapies Academy will ensure that recruitment of course/program students will be conducted at all times –

In an ethical and responsible manner;

Having regard for the principles of access and equity and EEO/Anti - Discrimination legislation;

Consistent with the requirements of the relevant curriculum;

All decisions will comply with equal opportunity legislation.

Appropriately qualified instructors will assess the extent to which the applicant is likely to achieve stated competency standards and outcomes of the course/program, based on the applicant's qualifications and proficiencies.

Marketing

Aminya Natural Therapies Academy will market all vocational training courses and services with integrity, accuracy and professionalism. All marketing activities will avoid vague and ambiguous statements and the information provided will not have any false or misleading comparisons drawn with any other provider or program/course. All advertising will be conducted in accordance with the provisions of the Advertising Policy issued by Vocational Education and Training.

Sanctions

Aminya Natural Therapies Academy acknowledges that not meeting the obligations of this Code of Practice or not supporting regulatory requirements, where applicable, may result in the withdrawal of our registration as a training provider.

Legislation

As an organisation Aminya Natural Therapies Academy its staff and its clients have access to the following Acts and Legislation. Click on a link to the legislation website.

Commonwealth Legislation

- Age Discrimination Act 2004

- Copyright Act 1968
- Disability Standards for Education 2005
- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1986
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Privacy Act (2001) including the National Privacy Principles
- Skilling Australia's Workforce Act 2005
- The National Vocational Education and Training Regulator Act 2011

State Based Legislation (Queensland)

- Fair Trading Act 1989 (advertising and marketing)
- Further Education and Training Act 2000
- Work, Health and Safety Act 2011 and Regulations (2011)

Client Records

A student accessing their personal records is a fundamental Privacy Principle. See our privacy policy below.

Access and Equity

The policies and procedures outlined in this manual are underpinned by the principles of access and equity outlined in our Code of Practice and are integrated into our policies and procedures. Aminya Natural Therapies Academy ensures that equity principles for all people are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination.

Aminya Natural Therapies Academy aims to increase opportunities for people to participate in the vocational education and training (VET) system, and in associated decisions that affect their lives. Appropriate student support services to maximize the chances of under-represented students achieving positive learning outcomes and placement/employment in their chosen career.

To achieve these aims Aminya Natural Therapies Academy will:

- Ensure the establishment of non-discriminatory student selection procedures which encourage fair access for members of under-represented groups, in particular priority VET program target groups.
- Ensure access and equity issues are considered during curriculum development.
- Ensure the requirements of individual learners are accounted for in the strategic and operational planning processes.

- Provide learners with the opportunity to be involved in the planning and decision making processes on matters that affect them.
- Provide training programs and services that are accessible to all people in an environment that is free from harassment.
- Seek to provide access to a broad range of high quality support services that account for the diversity of clients and the needs of people under-represented in VET.
- Seek to provide opportunities for all people to achieve outcomes that meet their personal goals.
- Provide access to staff development to assist facilitators who deliver courses to under-represented groups.

Refund Policy

A full refund of enrolment fees will be made if a course is cancelled by Aminya Natural Therapies Academy for any reason.

An application for refund of course fees under any other circumstance must be made in writing to Aminya Natural Therapies Academy. A seventy five percent (75%) refund is available up to ten working days prior to the commencement of the training program. Cancellation of enrolment under these circumstances will incur a twenty five percent (25%) administration fee or a lesser amount (at the discretion of the Directors).

A registration fee of 25% on each unit is required to secure a place in that unit and is credited toward the cost of the entire unit. This registration fee is non-refundable but may be held in credit for further study. However if study does not commence within a 12 month period the registration fee is non-refundable.

No full refund of any course fees are available where cancellation is made less than ten (10) working days prior to the commencement of a training program. However, participants will be provided with an option to transfer to an alternate course where practical.

Refunds will be considered for students who fall ill or are injured to the extent that they can no longer undertake the course providing a supporting Medical Certificate is supplied to Aminya Natural Therapies Academy.

In all other cases, refunds are at the discretion of the Partners/Directors of Aminya Natural Therapies Academy and may be negotiated on an individual case by case basis.

Fees

Initial Enrolment Fee \$ 220.00

- Not included in the Course Fees
- Non Refundable (unless course cancelled)
- Covers all qualification/courses enrolled in

GST DOES NOT APPLY IF YOU ARE ENROLLED IN A QUALIFICATION

Please note: Payments in advance are not encouraged but a maximum of \$1500.00 will be accepted.

Payment is required to be made prior to each unit of that qualification/course to be eligible to attend.

Qualification price increases

The cost of qualifications are reviewed every year and the prices increase inline with CPI in January.

Students payments are locked into the price of the qualification at the time of their enrolment for 18 months. (If Recognised Prior Learning or Cross Credits are approved the relevant adjustments will be made). If the student takes longer than 18 months to complete their qualification, then the payments will be reviewed at that stage. The remaining payments will be adjusted to the current pricing at that time. For the students that enroll in more than one qualification they will be held at the old prices for 18 months plus 6 months for each additional qualification.

Privacy

Aminya Natural Therapies Academy is aware that an individual's privacy is important in modern society. All our administrative dealings with you are done in accordance with the Australian Privacy Principles of the Commonwealth Privacy Act 1988. We will only collect personal information from you to administer your training program and to meet the requirements we have for external audit. Your personal information is kept secure and is only accessed by authorized staff.

Sometimes information collected may be regarded as sensitive such as

- 'Disability' and 'long-term impairment status' (health); and 'indigenous status', 'language spoken at home', 'proficiency in spoken English', 'country of birth' (implies ethnic/racial origin).

This information is specified in NCVER statistical data elements and is collected for national data reporting requirements.

Aminya Natural Therapies Academy strongly encourages you to identify in your enrolment form or advise Aminya Natural Therapies Academy staff or educators directly if you do have any issues (such as literacy, language or numeracy, physical or learning issues) that may impact on your training or assessment. By knowing this information, the Aminya Natural Therapies Academy will be able to support you with appropriate resources, or make reasonable adjustments to the program to assist you. They will not disclose this information except for the purpose of assisting your learning.

If you choose not to provide this information during enrolment, The Aminya Natural Therapies Academy may not be able to provide the necessary services to you.

The relevant Privacy Principles are summarized as:

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| Collection | We will collect only the information necessary for our primary function and you will be told the purposes for which the information is collected. |
| Use and disclosure | Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies. |
| Data quality | We will take all reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up to date. |
| Security | We will take all reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure. |
| Openness | We will document how we manage personal information and when asked by an individual, will explain the information we hold, for what purpose and how we collect, hold, use and disclose the information. |
| Access | The individual will be given access to the information held about them, at their request. This includes anything held on the students file including assessment results and participation records. |
| Anonymity | Wherever possible, we will provide the opportunity for the individual to interact with us without having to identify themselves. |
| Sensitive Information | We will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record. |

Permission to use photographs and testimonials

Throughout our courses, we often take photographs of students practicing their skills and from time to time we may use these photographs as an inclusion in our learning resources, brochures, handbooks and marketing material.

Rather than having every person sign a consent form to allow a photograph which may include them, to be used by us, we ask students to inform us at the time of enrolment, if they DO NOT ALLOW us to do this.

Additionally, if you provide written feedback about any part of the course through a standard feedback survey or questionnaire, or you directly provide a testimonial about us or our courses, you are aware that we may use the direct words as expressed by you. We assure all students that if we do so, we quote word for word and in no way alter what was said.

Again we ask students to advise us if they DO NOT PERMIT us to use their words for the purposes of marketing future courses.

Unique Student Identifier

Aminya Natural Therapies Academy is only allowed to issue qualifications or a Statement of Attainment to students who provide their Unique Student Identifier (USI).

A USI is effectively an individual's account or reference number that allows you to access all of your training records, entered in the national vocational education and training (VET) data collection.

The USI will make it easier for you to find, collate and authenticate your VET achievements into a single transcript and:

- link information about your VET achievements, regardless of where you studied
- enable you to easily access secure digital transcripts of your achievements
- give you access to, and more control over, your educational information
- ensure that your VET records are not lost

You will be able to conveniently obtain a complete record of your VET enrolments (from January 2015) and achievements from a single online source.

Training organisations will be able to verify your identity via your USI and confirm your achievements to determine pre-requisites, credit transfer and Recognition of Prior Learning (RPL).

If you have a USI you will need to provide Aminya Natural Therapies Academy (and other RTOs you may study with) with your USI on enrolment (or prior to results being finalised). To obtain a USI visit <http://usi.gov.au>. The USI is available online and at no cost to you. As long as you have provided Aminya Natural Therapies Academy with your USI, you will receive your qualification or statement of attainment directly.

Complaints and appeals

A student enrolled in a course that is seeking to appeal against an academic decision or other procedural matter should undertake the following steps:

- In the first instance complete, sign and date the appeals form and submit to the administration office. The Director will contact the course facilitator with a view to clarifying the situation.
- Assessment will be reviewed having due regard to submissions made by the participant. Where the participant is still dissatisfied with the decision a request is to be made to Aminya Natural Therapies Academy, in writing for a facilitator who has not been involved in the original decision to review the decision.
- If the participant is dissatisfied with the decision of the reviewing independent facilitators a written notice of appeal may be lodged to Aminya Natural Therapies Academy requesting an independent review by an external appeal consultant.
- All assessment action will be suspended pending determination of the appeal process. All decisions will be immediately communicated to participants and, subject to the provisions of the Judicial Review Act 1991, the decision of an external consultant conducting an appeal will be final.

Appeals will be accepted up to twenty-one (21) days from the date an assessment result was received.

Complaint Procedure

A participant enrolled in a course who has a complaint, on any matter, other than academic decisions, should undertake the following steps.

- In the first instance, a complaint form is completed, signed and dated and given to administration. This form is passed on to the Director. Depending on the nature or the complaint, the student services officer investigates the matter and arranges an appointment with the participant to resolve the issue in a mutually satisfactory way.
- If the matter is not resolved to the satisfaction of both parties, a request must be made to Aminya Natural Therapies Academy, in writing, for a facilitator who has not been involved in the complaint, to review the complaint and have the matter resolved.
- Participants are advised in writing of the decision and the reasons pertaining to the outcome

- If the matter is not resolved to the satisfaction of the student, the Department of Justice and Attorney general's (QLD), [dispute resolution branch](#) can be contacted.

Recognition of Prior Learning

The purpose of this policy is to ensure that all participants, potential or actual, of Aminya Natural Therapies Academy courses are provided with full recognition of their current skills and knowledge.

Aminya Natural Therapies Academy promotes acknowledgement of 'non-traditional' forms of learning as valid pathways for recognition of competency achievement during the recognition of prior learning RPL assessment process.

Aminya Natural Therapies Academy also recognises the term recognition of current competency or RCC. For the purpose of this policy RPL and RCC will be treated in the same way.

The RPL/RCC process conducted by Aminya Natural Therapies Academy is an assessment process, which provides acknowledgement of all skills and knowledge gained through the life experiences, work experience, previous training and formal education of applicants. The supporting procedures for conducting RPL/RCC are outlined in our '*Guidelines for Recognition for Prior Learning*'.

Principles of RPL/RCC Assessment

As a registered training provider Aminya Natural Therapies Academy conducts the RPL/RCC process within the framework of the key principles of the VET Quality Framework which includes:

- Adopting a focus on the competencies held rather than on how, when or where the learning occurred;
- A demonstrated commitment to recognising the prior learning of adults;
- Providing access to the RPL/RCC process for all potential participants of courses;
- Undertaking RPL/RCC processes which are fair to all those involved; and
- Providing adequate support for all potential RPL/RCC applicants.

RPL/RCC Assessment Objectives

A variety of RPL/RCC assessment options will be available for potential applicants to identify whether they have achieved the necessary competencies/learning outcomes to the required standard in the relevant training course or program. All assessment mechanisms used are valid, reliable, flexible and fair and conducted in an ethical manner.

The key objectives of Aminya Natural Therapies Academy RPL/RCC assessment process are to:

- Minimise duplication of learning, training or skill acquisition;
- Allow the completion of studies in the shortest possible time;
- Provide clear RPL/RCC outcomes and access to further learning/training and career development;
- Provide quality advice and support to potential and current applicants;
- Conduct the RPL/RCC process only in respect to courses for which Aminya Natural Therapies Academy is registered to assess;
- Ensure that only fully qualified consultants are involved in the RPL/RCC process
- Document the RPL/RCC process to a units modules gained through an RPL/RCC process conducted at another registered RPL training organisation;
- Ensure RPL/RCC processes are monitored, evaluated and updated where appropriate;
- Advise RPL/RCC applicants of their right of appeal through the formal process; and
- Ensure fees and charges are fair and competitive with the industry standard.

RPL Applications

Students are requested to complete Application for Recognition of Prior Learning on enrolment if applying for RPL. Submit this form together with supporting documents to the administration office for processing.

Potential applicants and existing course/program participants who wish to make application for RPL/RCC are required to complete the RPL/RCC application form and requested documentation. Failure to provide all the required information/documentation may delay the processing of applications and incur additional fees and charges. Application forms for RPL/RCC are available on request and your course facilitator will be able to assist you with the process.

Certification

Upon successful completion of a unit of competency, a group of units and/or a full qualification, students will receive a nationally recognized testamur depicting their achievement. A full courses successfully completed results in a qualification (and an associated record of results) whereas a unit of competency or a group of units of competency which does not address all course requirements, leads to the issuance of a statement of attainment. A record of results is also issued.

The cost of certification is included in your course costs. + RTO

Replacement Certificates

If you need a replacement certificate, a fee of \$30 will be incurred.

National Recognition

Aminya Natural Therapies Academy supports the national policy of mutual recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer the qualification. A procedure does exist for students to apply for recognition of prior learning and a mapping process to compare elements of competency is conducted.

Student Services

Students requiring counseling or support services should discuss the matter with their trainer.

We will assist all students in their genuine efforts to complete our training programs.

In the event that you are experiencing any difficulties with your studies we would recommend that you see your trainer or another staff member.

We will ensure that the full resources of our organisation are made available to assist you accessing the required level of completion required.

Should you be experiencing any personal difficulties you should make contact directly with the Principal who will assist you to the full extent of his capacity.

If your needs exceed our support capacity we will refer you onto an appropriate external agency.

You can seek support immediately by contacting:

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| Police/Fire/Ambulance | Ring 000 |
| Interpreting Services: | 13 14 50 |
| Poisons Information Centre | 13 11 26 |
| Abortion Grief Counselling | 1300 363 550 |
| Alcohol and Drug Information Serv. | 1800 177 833 (24 hour counselling and information) |
| Domestic Violence helpline | 1800 811 811 |
| Family Drug Support | 1300 368 186 |
| Lifeline | 131 114 |
| Men's Line Australia | 1300 789 978 |
| Pregnancy Counselling Australia | 1300 737 732 |
| Pregnancy Help Line | 1300 139 313 |
| Quitline | 13 18 48 |
| Salvation Army | 1300 363 622 |
| Statewide Sexual Assault Helpline | 1800 010 120 |

- Learning Disability:**
- SPELD**
Phone: (07) 3262 9844
 - The Independent Living Centre**
Phone: (07) 3397 1224
 - Dyslexia Association of Brisbane**
Phone: (07) 3846 1559
- Deaf and Hearing Impaired:**
- Queensland Deaf Society**
Phone: (07) 3356 8255 or
Sign on Phone: (07) 3391 5677
- Vision Impairment:**
- Queensland Blind Association**
Phone: (07) 3848 8888
 - Queensland Foundation for the Blind**
Phone: (07) 3391 0277
 - Vision Queensland**
Phone: (07) 3391 3686
- Physical Impairment:**
- The Independent Living Centre**
Phone: (07) 3397 1224
 - Headway:**
Australian Quadriplegic Association (AQA);
Queensland Spastic Welfare League
Equipment Technology Services
Phone: (07) 3865 4377
- Intellectual Impairment:**
- The Independent Living Centre**
Phone: (07) 3397 1224
- Psychiatric Difficulty:**
- Mental Health Information and Support**
Phone: (07) 3358 4988
 - Queensland Health – Mental Health Unit**
Phone: (07) 3234 0680

This list of organisations is a selection only so please discuss any matter with the Directors if you have any special needs or questions.

Language, literacy and numeracy

Aminya Natural Therapies Academy attempts to determine special learning requirements during the interview process. The Interview Form is made up of three parts and asks the applicant if they have any special requirements.

If the applicant is aware of a literacy or numeracy difficulty they are requested to complete pages two and three of the Interview Form in an attempt for management to isolate the problem and refer it to the appropriate area.

If the applicant is unaware of the depth of learning required they may not list any specific needs, but it may become apparent in the face to face lessons that a difficulty exists. In this instance the lecturer would advise one of the Directors, who would then contact the student in an effort to resolve the issue.

Students requiring counseling or support services should discuss the matter with their lecturer. The lecturer will assist where possible, and in the event that further action is required, refer the student to one of the Directors, or alternatively the students may wish to contact the relevant organisation themselves from the foregoing list.

Academy regulation and disciplinary procedures

- Students are expected to attend all classes as per the student subject guide for each unit.
- We request that students advise the office if unable to attend class.
- Appropriate clothing and enclosed shoes must be worn during all classes.
- If hair is long, it must be tied back during practical treatments
- Nails must be short for practical work.
- Jewelry is worn at your own risk.
- Large sums of money or valuables should not be brought into class as the Academy does not accept responsibility.
- No smoking or eating is allowed in the classroom
- Mobile phones can be disruptive as well as a possible privacy breach therefore:
 - Mobile phones must be kept switched off and in the student's bag always
 - Mobile phones may only be used at lunchtime or during breaks
 - Users must display courtesy, consideration and respect for others when using a mobile phone in the college
 - Mobile phone cameras (still and video) must not be used to film people and their activities without their knowledge or permission anywhere in the college

- In the event of an emergency students may check their phone discreetly from their bag after alerting the tutor that they may need to check their phone during that lesson
- Punctuality, attendance, general attitude and neatness of appearance will be taken into consideration for assessment.
- Students are reminded that a minimum number of hours of tuition is required as a qualification to sit for the assessments, and attendance rolls are kept for this purpose.
- Students are responsible for their own text books, stationery and implements.
- Any difficulties or misunderstandings must be taken up with the Director immediately.
- Students must always pay attention to lecturer's instructions. Proceeding with treatments when advised to do so.
- Personal hygiene measures are to be adhered to for the health and comfort of fellow students, clients and lecturers.
- Brow, lip, tongue and any other form of facial or body piercing (apart from ear piercing) is not permitted to be worn in the classroom.
- Strict sterilization measures must be observed at all times. Hands must be thoroughly washed before commencing any treatment and all equipment is to be sterilized before use.
- Any breakages or malfunctions are to be reported to lecturers immediately.
- Any spills or accidents should be thoroughly cleaned up as soon as possible. Workplace Health and Safety Regulations must be adhered to.
- Cleaning and tidying of all equipment used by students is solely their responsibility after completing treatments.
- Please be aware of duty of care to your clients. Record cards must be completed for each client and must be confidential. Record cards are the property of the Academy.
- All relevant safety measures pertaining to the use of essential oils must be adhered to regarding, adequate ventilation and protection of furniture. Refer to Safety Regulations in Aromatherapy units.

NOTE: LEAVE YOUR AREA FOR THE NEXT USER IN THE STATE YOU WOULD LIKE TO FIND IT.

Assessment Procedure

Student learning is gradual and cumulative, with qualitative changes taking place throughout the process. Teaching staff engage in both formative and summative assessment. The academic staff responsible for a unit of study will exercise their professional judgment in using a variety of assessment methods that are relevant, valid, fair and appropriate to the aims and objectives of the unit of study.

Students are assessed as per the student unit guide distributed at the commencement of the unit of study and the assessment requirements are described and discussed with the student. Dates of assessment and weighting are advised in the student unit guide. All assessments are competency based.

Special Consideration

Students may apply for special consideration if:

- Their performance in an assessment item was seriously impaired; or
- They were seriously disadvantaged when the assessment item was attempted; or
- On the grounds of illness, accident, disability, bereavement or other compassionate circumstances

Applications for special consideration must be made in writing and accompanied by support evidence. Applications are submitted to the Directors for their consideration in conjunction with the lecturer of that unit of study.

Request for Extension

Students who are unable to submit assessment items by the due date, as advised in the student unit guide, may request an extension of time. This must be made in advance, in writing to the lecturer. Where the request is made after the due date (on medical or injury grounds) the request for an extension must be lodged no later than seven working days after the due date for the assessment item.

An assessment item submitted after the due date, without an approved extension will be penalized by 10% of the maximum mark for each week that the item is late. An assessment item lodged later than four weeks after the due date is awarded zero marks.

Deferred Assessment

Students who are unable to attend the assessment must apply for deferral, in writing one week prior to the assessment date. Reasons for deferral may include medical, compassionate, religious or extenuating circumstances. Lecturers are advised of the situation and are required to set a deferred theory paper which must be undertaken within four weeks of the set date. A deferred assessment fee of \$50 is applicable.

All pieces of assessment must be completed for the unit of study in order to obtain a pass in the subject.

Re-assessment

Students in all courses are given two attempts at any summative assessment as part of their course fees. If the student does not satisfactorily complete all unit requirements following

extra tuition and assistance, the student will be required to re-enrol in the unit and pay the relevant fees again.

Health and Safety Policy

The Work, Health and Safety Act 2011 describes the duty of care we have to provide a safe and healthy working environment for our employees and our duty of care to take reasonable care for the health and safety of others within the work place. This includes the provision of:

- a workplace that is safe to work in, with working procedures that are safe to use,
- adequate staff training in topics such as safe work procedures,
- properly maintained facilities and equipment,
- a clean and suitably designed workplace.

The following procedures and standards must be observed to help achieve a safe working and learning environment:

- Maintain a safe, clean and efficient, working environment,
- Implement procedures and practices, in a variety of situations, in accordance with State and Local Government Health regulations,
- Store and dispose of waste according to health regulations,
- Clean walls, floor and working surfaces to meet health and safety standards,
- Check all equipment for maintenance requirements,
- Refer equipment for repair as required,
- Store equipment safely,
- Identify fire hazards and take precautions to prevent fire,
- Safe lifting and carrying techniques maintained,
- Ensure student safety at all times,
- All unsafe situations are recognised and reported,
- Display first aid and safety procedures for all staff and students to see,
- Report any identified Health and Safety hazard to the appropriate staff member as required.

Course Admission Policy

All applicants for enrolment are required to satisfy Aminya Natural Therapies Academy that they meet all prerequisite requirements, such as qualification and/or experience, as outlined in the relevant syllabus document/training package prior to acceptance for admission to courses.

Aminya Natural Therapies Academy also reserves the right to refuse enrolment where a reasonable doubt exists that a potential applicant will not be able to successfully complete

a course being offered having due regard to the elements of competency/learning outcomes and performance/assessment criteria and conditions.

All potential course participants are encouraged to check the competencies and/or learning outcomes of courses to ensure they understand the performance requirements prior to enrolment. If there is some doubt as to the requirements or outcomes of a course please ask Aminya Natural Therapies Academy for assistance in clarifying the suitability of the course to your skill development requirements.

Human Resources

Aminya Natural Therapies Academy is committed to the provision of quality training and education services using highly qualified personnel who have been individually selected to deliver our courses to the highest possible standards. All our instructors are experienced professionals in the training industry. They hold national trainer qualifications and continue to display the associated training and assessment competencies.

Our training personnel meet all requirements as specified in the relevant syllabus document or National Training Package for all other courses delivered or, where the syllabus document does not state instructional requirements, as required in the Human Resource requirement of the VET Quality Framework.

Physical Resources

Aminya Natural Therapies Academy is committed to the provision of a training environment that is conducive to learning and meets all State and Commonwealth statutory requirements.

The physical resources prescribed in the syllabus of courses are provided as necessary to ensure participants can fulfill the requirements of courses with adequate facilities and equipment.

All physical resources utilised, maintain consistency with current industry standards.

Note:

On the first day of the course you will be issued with comprehensive notes, exercises and learning activities you will need to complete during the course. Reading materials are also provided during the course.

Acknowledgement

When you complete your enrolment form you will be asked to sign to say that you have read and understand the contents of this handbook.

STUDENT GUIDE

REFERENCES, BIBLIOGRAPHIES and COPYRIGHT

You must reference information you take directly or in summary from an original source such as a website, book, magazine etc. You must use the Harvard reference style or other recognised referencing styles such as Vancouver or ACS when referencing a source. Wikipedia is not an acceptable website reference.

What is referencing?

Referencing (or citing) information is to use a standardised method of acknowledging that source. The full details of the source must be given.

You must reference all sources used in a particular work whether you are:

- directly copying the words of another author (quoting), or
- putting their ideas into your own words (paraphrasing)

If you do not acknowledge these sources, then you are plagiarising their work. Plagiarism is defined as the taking, using, and passing off as your own, the ideas or words of another.

There are many acceptable forms of referencing. The author-date system originated at Harvard University. Although Harvard University no longer produce a standard guide to referencing a version of the author-date system is still commonly referred to as the Harvard style. Other author-date referencing styles include: Vancouver, ACS, Chicago, APA and MLA.

Why reference?

When producing an assessment item, such as an essay, you are required to acknowledge the sources of information that you have used:

- to prove that your work has a substantial, factual basis
- to show the research you've done to reach your conclusions
- to allow readers to identify and retrieve the references for their own use

Information obtained from the Internet is covered by copyright law. It is important to cite Internet references just as you would cite print references. A date of access is useful as Internet resources change rapidly.

How do I reference?

Example for a book

Author's surname, Initials Year, *Title of book*, Edition, Publisher, Place of publication.

Jones, B 1995, *Sleepers, wake!: technology and the future of work*, 4th edn, Oxford University Press, Melbourne.

Book chapter

Author's surname, Initials Year, 'Title of chapter', [in] Author of book (if different), *Title of book*, Edition, Publisher, Place of publication, Page number(s).

Crawford, RJ 1998, 'Plastics available to the designer', in *Plastics engineering*, 3rd edn, Heinemann-Butterworth, Oxford, pp. 6-18.

Journal article

Author(s) of article - surname and initials Year of publication, 'Title of article', *Journal name*, volume number, issue number, page number(s).

Zivkovic, B & Fujii, I 2001, 'An analysis of isothermal phase change of phase change material within rectangular and cylindrical containers', *Solar Energy*, vol. 70, no.1, pp. 51-61.

Blogs

Author <author's email address> Year of posting, 'Title of posting', description of posting, date and month of posting, *name of list owner*, viewed day month year, <URL>.

Steffen, A 2005, 'Bird flu can we out-collaborate a pandemic?' blog, 15 August, *World Changing: another world is here*, viewed 15 September 2005, <<http://www.worldchanging.com/archives/003310.html>>.

Website documents

Many electronic sources do not provide page numbers, unless they are in PDF format. If quoting or paraphrasing from a website, that is NOT a PDF, then use as part of the in-text reference either:

- a section heading, (eg. Stone 2004, Usage and prognosis section)
- a paragraph number (eg. Stone 2004, para.11)

Author/editor. Year of document, *Title of document*, name of the sponsor of the source, date of viewing, <URL>.

Reference list example:

Stone, A 2004, *Headaches due to wind cold*, Al Stone Acupuncture and Traditional Chinese Herbal Medicines, viewed 10 September 2006, < <http://beyondwellbeing.com/headaches/wind-cold.shtml>

Copyright

Copyright is a type of legal protection for people who express ideas and information in certain forms. The most common forms are: writing, visual images, music and moving images.

Copyright protects the form or way an idea or information is expressed, not the idea or information itself.

Assessments

Each subject will have an information section on what assessment is involved.

Assessment submission deadlines

You must submit your assessment requirements by the due date. If you are having difficulty meeting the deadlines, speak to your instructor.

MEDICAL & NATURAL THERAPY TERMINOLOGY

The study of medical terminology, anatomy, physiology, and pathology must be an ongoing process for the natural health professional. The therapist needs this base to understand the research, books, and journal articles that relate to natural therapies, record keeping, and charting. This base is also required to communicate effectively with other health care professionals.

Many clients are not familiar with these terms, so it is important to use the language patterns of the people with whom you speak. Often the use of technical terms with a client is not appropriate; - using big words and technical language is not necessary when presenting yourself to the general public. The natural therapist professional must speak two languages and be able to translate effectively back and forth between each.

When speaking with health care professionals and researchers who use this special language of the sciences, it is important to ask questions about any term you do not understand. Acting as though you understand what is being said when you do not is unprofessional. The development of this language base has prepared the student to begin the process of maintaining records and charting.

In all educational texts dealing with the study of anatomy and physiology, reference to any body part is given on the assumption that the body is in the anatomical position. In order to clarify explanations of location of body structures in relation to other body structures the following terms are commonly used.

GLOSSARY OF MEDICAL & NATURAL THERAPY TERMINOLOGY

Anatomical Direction Terminology

- **Anterior** - Nearer to the front of the body. The sternum is anterior to the heart
- **Appendicular skeleton** - Contains the bones of the pectoral and pelvic girdles and the upper and lower extremities.
- **Axial skeleton** - Contains the bones of the skull, the backbone, the hyoid bone, the sternum and the ribs
- **Caudal** - As for inferior
- **Cephalic** - Relating to the head
- **Condyle** - A large rounded articular prominence forming a joint
- **Contralateral** - On the opposite side of the body. The spleen and the liver are contralateral.

- **Cranial** - Relating to the head
- **Crest** - A prominent border or ridge to which ligaments, tendons or connective tissues attach.
- **Deep** - Away from the surface of the body. The bony skeleton is deep to the skin of the body.
- **Distal** - Describing a position relatively further away from the body, e.g. the phalanges are distal to the tarsal bones
- **Dorsal** - As for posterior
- **Dorsiflexion** - Flexing the foot in the direction of the dorsum
- **Dorsum** - Upper surface of the foot or hand. (In the body it refers to the back of the thoracic area)
- **Epicondyle** - A prominence above the condyle
- **Eversion** - Movement of the sole of the feet outwards so that the soles face away from each other
- **Extension** - Increases the angle between articulating bones
- **Facet** - A smooth flat surface (found in joints.)
- **Fissure** - A narrow cleft-like opening between adjacent parts of bones through which blood vessels or nerves pass
- **Flexion** - Decreases the angle between articulating bones
- **Foramen** - An opening through which blood vessels, nerves or ligaments pass
- **Fossa** - A depression in or on a bone
- **Groove** - A furrow or depression that accommodates a soft structure such as a blood vessel, nerve or tendon
- **Head** - A rounded articular projection which forms a joint and is supported on the constricted portion or neck of a bone
- **Inferior** - Further away from the head. The bladder is inferior to the stomach
- **Intermediate** - Between two structures. The middle finger is intermediate to the pointer and ring fingers.
- **Ipsilateral** - On the same side of the body. The spleen and the major portion of the pancreas are ipsilateral.
- **Inversion** - Movement of the soles of the feet inwards so that the soles are facing towards each other

- **Kyphosis** -An exaggeration of the thoracic curve of the vertebral column resulting in a 'round-shouldered' or 'hunch-back' appearance.
- **Lateral** Further away from the midline of the body or structure. e.g. the fifth metatarsal bone is lateral to the first metatarsal bone.
- **Line** - A less prominent ridge than a crest.
- **Lordosis** - An exaggeration of the lumbar curve of the vertebral column resulting in a 'sway-back' appearance.
- **Meatus** - A tubelike passageway running within a bone
- **Medial** - Nearer to the midline of the body or structure. The tibia is medial to the fibula.
- **Median line** - Midline. The median line is an imaginary vertical line that divides the body (or section of it) into equal left and right sides
- **Paranasal sinus** - An air-filled cavity within a bone connected to the nasal cavity
- **Parietal** - Pertaining to the outer wall of a body cavity. The parietal pleura forms the outer layer of the pleural sacs that surround the lungs.
- **Pectoral girdle** - Attaches the bones of the upper extremity to the axial skeleton. Consists of a clavicle and a scapula.
- **Pelvic girdle** - Consists of the two coxal or hip bones which unite anteriorly at the symphysis pubis and posteriorly at the sacrum. Provides a strong, stable attachment for the bones of the lower extremity to the axial skeleton.
- **Phalanx** - The bone of a finger or toe (Plural = phalanges)
- **Plantar flexion** - Flexing the foot in the direction of the plantar surface
- **Plantar surface** - Sole of the foot
- **Process** - Any prominent projection
- **Prone** - The body lies with the anterior side down, ie face down
- **Posterior** - Nearer to or at the back of the body. The gallbladder is posterior to the liver.
- **Proximal** - Describing a position relatively closer to the body or point of origin, e.g. the tarsal and carpals bones are proximal to the phalanges
- **Scoliosis** - An abnormal lateral curvature from the normal vertical line of the backbone
- **Spinous process** - A sharp slender process
- **Superficial** - Toward the surface of the body. The muscles of the thoracic wall are superficial to the viscera in the thoracic cavity

- **Superior** - Toward the head. The heart is superior to the stomach.
- **Supine** - The body lies with the anterior side up, ie face up
- **Sutures** - An immovable joint found only between the bones of the skull
- **Sulcus** - As for groove
- **Symphysis** - A slightly movable cartilaginous joint
- **Tubercle** - A small rounded process to which tendons, ligament or other connective tissues attach
- **Tuberosity** - A large rounded, usually roughened, process to which tendons, ligament or other connective tissues attach
- **Trochanter** - A large blunt projection found only on the femur
- **Ventral** - As for anterior
- **Vertebrae** - A bone of the vertebral column or backbone.
- **Vertebral column** - Provides a strong, flexible rod which moves anteriorly, posteriorly, laterally and also rotates. Together with the sternum and the ribs, it constitutes the trunk of the body.
- **Visceral** - Pertaining to the covering of an organ (viscus) within the ventral cavity of the body. The visceral pleura forms the inner layer of the pleural sacs and covers the external surface of the lungs

Natural Therapies and Aromatherapy Terminology

- **Allopathic** - Refers to western pharmacological medicine as typified by the European and Anglo-American medical societies of the 19th and 20th centuries.
- **Homeostasis** - This term refers to the balance necessary for optimal health. In Chinese medicine, it is signified by the *Yin and Yang* and in Ayurvedic medicine by the three doshas of *Kaffa, Pitta and Vata*
- **Holistic** - Pertaining to a total overall effect on the complete organism. In complementary medicine, the term is usually applied to a beneficial effect, restoring or benefiting the whole person, mentally, physically, and spiritually.

Aromatherapy Terminology

- **Aromatherapy** - Aromatherapy has been described as the holistic art and science of using essential oils to revive or maintain homeostasis and not just “to smell nice.”

- **Base oils** - Carrier oils - are vegetable oils which are used to dilute the concentrated essential oils for topical application by massage
- **Essential oils** - are the 100 percent pure and natural, highly concentrated, volatile, vegetal extracts, which may contain hormones, vitamins, antibiotics and antiseptics and which have not been adulterated or adjusted in any way. They are not compounds which have been adjusted or modified in any way
- **Fragrant oils** - These are manufactured in the laboratory and are usually fully synthetic, chemical compositions. Occasionally some are manufactured in part with natural essential oil. However whether wholly or partially chemical, they are not suitable for use in aromatherapy
- **Infused oils** - Infused oils are produced by the steeping of the plant material in a vegetable oil, leaving it in a warm place for a period of time, with daily succussion to extract the essential oil into the vegetable oil in which the plant material is being steeped

Detailed Medical Terminology

- **Abortifacient:** induces abortion
- **Absolute:** a highly concentrated viscous semi to solid perfume
- **Alopecia:** baldness, loss of hair
- **Amenorrhea:** absence of menstruation
- **Analgesic:** remedy or agent that deadens pain
- **Anemic:** relating to anemia, caused by/suffering from anemia
- **Anti-emetic:** agent that reduces severity of nausea/vomiting
- **Antilithic:** prevents the formation of calculus or stone
- **Anti-oxidant:** substance preventing oxidation, deterioration
- **Antiphlogistic:** checks or counteracts inflammation
- **Antipruritic:** relieves itching, prevents occurrence
- **Antiputrescent:** agent that prevents putrefaction or decay
- **Antipyretic:** reduces fever
- **Antiseborrheic:** stops oily skin, anti-fungal
- **Anthelmintic:** pertaining to getting rid of worms
- **Aperitif:** a stimulant of the appetite
- **Aphonia:** loss of voice
- **Aphrodisiac:** increases or stimulates sexual drive
- **Bactericidal:** an agent that destroys bacteria
- **Balsam:** resinous semi solid viscous liquid from plants
- **Bechic:** anything that relieves or cures coughs; or referring to cough
- **Bilious:** a condition caused by an excessive secretion of bile
- **Calmative:** a sedative
- **Carminative:** settles the digestive system, flatulence

- **Cephalic:** remedy for disorders to the head
- **Cholagogue:** stimulates secretion of bile into the duodenum
- **Choleretic:** aids excretion of bile from the liver
- **Cicatrizant:** agent that promotes healing by forming scar
- **Cordial:** a stimulant and tonic
- **Cutaneous:** pertaining to the skin
- **Cytophylactic:** process of increasing leucocytes
- **Cytotoxic:** toxic to the cells
- **Decongestive:** agent relieving congestion/mucus
- **Diuretic:** aids production of urine, promotes urination, increases flow
- **Dysmenorrhea:** painful and difficult menstruation
- **Dyspepsia:** difficulty with digestion-pain, flatulence, nausea
- **Edema:** a painless swelling caused by fluid retention
- **Emetic:** induces vomiting
- **Emmenagogue:** induces or assists menstruation
- **Emollient:** softens and soothes the skin
- **Emphysema:** abnormal amount of air in tissues of body cavities
- **Expectorant:** helps removal of mucus from respiratory system
- **Febrifuge:** combats fever
- **Galactagogue:** increases secretion of milk
- **Genito-urinary:** referring to genital and reproductive system
- **Germicidal:** destroy germs/micro organisms (bacteria)
- **Halitosia:** offensive breath
- **Hallucinogenic:** causes visions or delusions
- **Hematuria:** blood in the urine
- **Hemostatic:** arrests bleeding
- **Hepatic:** relating to the liver (tones and aids its function)
- **Hypertension:** raised blood pressure
- **Hypoglycemia:** lowered blood sugar levels or concentrations
- **Hypotensive:** agent that lowers blood pressure
- **Insomnia:** inability to sleep
- **Leucorrhea:** white discharge from the vagina
- **Lipolytic:** the chemical disintegration/splitting of fats
- **Menorrhagia:** excessive menstruation
- **Metrorrhagia:** uterine bleeding outside the menstrual cycle
- **Microbe:** a minute living organism especially pathogenic bacteria, viruses etc
- **Mucilage:** a substance containing gelatinous constituents that are demulcent
- **Mucolytic:** dissolving or breaking down mucus
- **Narcotic:** sleep inducing substance, poisonous in large doses
- **Nervine:** strengthening and toning to the nervous system/nerves
- **Nephritis:** inflammation of the kidneys
- **Neuralgia:** a stabbing pain along a nerve pathway
- **Olfaction:** the sense of smell
- **Ophthalmia:** inflammation to the eye, a term applied usually to conjunctivitis
- **Palpitation:** undue awareness to the heartbeat, occasioned by anxiety
- **Parturient:** aiding child birth

- **Physiological:** describes the natural biological processes
- **Phytohormones:** substances copying action of human hormones
- **Prophylactic:** preventative of disease or infection
- **Pruritis:** itching
- **Psychosomatic:** physical symptoms resulting from mental state
- **Pulmonary:** pertaining to the lungs
- **Pyelitis:** inflammation of the kidney
- **Renal:** pertaining to the kidney
- **Rubefacient:** substance causing redness of the skin, irritation
- **Sclerosis:** hardening of the tissue caused by inflammation
- **Sedative:** an agent that reduces functional activity
- **Soporific:** a substance that induces sleep
- **Stomachic:** digestive aid and tonic improving appetite
- **Styptic:** an astringent agent that stops or reduces external bleeding
- **Sudorific:** an agent that causes sweating
- **Synergy:** agents working together harmoniously
- **Thrombosis:** formation of a thrombus or blood clot
- **Thrush:** an infection of the mouth or vaginal region
- **Uterine:** pertaining to the uterus
- **Vasoconstrictor:** agent causing narrowing of the blood vessels
- **Vasodilator:** agent that dilates the blood vessels
- **Vermifuge:** expels intestinal worms
- **Volatile:** unstable, evaporates easily as in 'volatile oil'
- **Vulnerary:** agent aiding healing of sores by external application

Detailed Medical Abbreviations

| | |
|--------|--|
| a.a. | Amino Acids |
| AAA | Aortic Abdominal Aneurism |
| AB | Abortion |
| ab | Abdomen or Abdominal |
| Ac | Before meals |
| AD | Alzheimer's Disease |
| ADD | Attention Deficit Disorder |
| ADHD | Attention Deficit Hyperactivity Disorder |
| Ad lib | At will, as desired |
| Adm | Admission, admitted |
| AE | Hyperkalemia |
| AED | Automated External Defibrillator |
| AF | Amniotic Fluid |
| AI | Artificial Insemination |
| AIDS | Acquired Immune Deficiency Syndrome |
| Alc | Alcohol |
| AKA | Above knee amputation |

| | |
|---------|---------------------------------------|
| ALL | Acute Lymphoblastic Leukemia |
| AMS | Acute Mountain Sickness |
| ARF | Acute Renal Failure |
| ASD | Autism Spectrum Disorder |
| ASAP | As soon as possible |
| BAC | Blood Alcohol Content |
| BCAA | Brached Chain Amino Acid |
| BCP | Birth Control Pill |
| Bd | Twice daily AM & PM |
| BD | Bipolar Disorder |
| BDD | Body Dysmorphic Disorder |
| BE | Barium Enema |
| Bid | Twice a day |
| BKA | Below knee amputation |
| BM | Bone Marrow |
| Bm | Bowel movement |
| BMI | Body Mass Index |
| BMR | Basal Metabolic Rate |
| BMT | Bone Marrow Transplant |
| BP | Blood Pressure |
| BPD | Borderline Personality Disorder |
| BPH | Benign Prostatic Hyperplasia |
| BRP | Bathroom privileges |
| BSL | Blood Sugar Level |
| C | Centigrade, Celsius |
| CA | Cancer |
| Ca | Calcium |
| Cap | Capsule |
| CC | Chief complaint |
| CAPD | Central Auditory Processing Disorder |
| Cc | Cubic centimeter |
| CV /CVA | Cardiovascular/Accident |
| CFS | Chronic Fatigue Syndrome |
| CHF | Congestive Heart Failure |
| CHO | Carbohydrate |
| Chol | Cholesterol |
| CKD | Chronic Kidney Disease |
| c/o | Complains of |
| CO2 | Carbon dioxide |
| COPD | Chronic Obstructive Pulmonary Disease |
| CPT | Current Procedural Terminology |
| CPR | Cardiopulmonary Resuscitation |
| CRF | Chronic Renal Failure |
| CTS | Carpal Tunnel Syndrome |
| CXR | Chest x-ray |

| | |
|------------|---------------------------------------|
| DBT | Dialectical Behavioral Therapy |
| d/c | Discontinue or discharge |
| Detox | Detoxification |
| DHEA | Dehydroepiandrosterone |
| DI | Diabetes Insipidus |
| DID | Dissociative Identity Disorder |
| DJD | Degenerative Joint Disease |
| DKA | Diabetic Ketoacidosis |
| DM | Diabetes Mellitus |
| DMD | Duchenne Muscular Dystrophy |
| DNA | Deoxyribonucleic Acid |
| DSM | Diagnostic and Statistical Manual |
| DU | Duodenal Ulcer |
| DUB | Dysfunctional Uterine Bleeding |
| DVT | Deep Vein Thrombosis |
| dz | Disease |
| EAA | Essential Amino Acids |
| EBL | Estimated blood loss |
| ECG or EKG | electrocardiogram |
| ECT | Electroconvulsive Therapy |
| ED | Erectile Dysfunction |
| EFAD | Essential Fatty Acid Deficiency |
| EI | Emotional Intelligence |
| EMR | Electronic Medical Record |
| ER | Emergency room |
| ESWL | Extracorporeal Shock Wave Lithotripsy |
| ETOH | Ethanol |
| F | Fahrenheit |
| Fb | Foreign body |
| FBS | Fasting Blood Sugar |
| FFA | Free Fatty Acids |
| Flu | Influenza |
| Fx /# | Fracture |
| GAD | Generalized Anxiety Disorder |
| GB | Gallbladder |
| GC | Gonorrhea |
| GERD/GORD | Gastro-oesophageal Reflux Disease |
| GH | Growth Hormone |
| GI | Glycemic Index |
| GN | Glomerulonephritis (Nephritis) |
| gtt | Drop-liquid measurement |
| GTT | Glucose Tolerance Test |
| GU | Gastric Ulcer |
| H2O | Water |
| HA, H/A | Headache |

| | |
|-------|--|
| HACE | High Altitude Cerebral Edema |
| HAPE | High Altitude Pulmonary Edema |
| HAV | Hepatitis A Virus |
| HBP | High Blood Pressure |
| HBV | Hepatitis B Virus |
| HCC | Hepatocellular Carcinoma |
| HCV | Hepatitis C Virus |
| Hgb | Hemoglobin |
| HGH | Human Growth Hormone |
| HH | Hiatus Hernia |
| HIV | Human Immunodeficiency Virus |
| HONK | Hyperosmolar Nonketotic Coma |
| HR | Heart Rate |
| HRT | Hormone Replacement Therapy |
| HSV | Herpes Simplex Virus |
| HTN | Hypertension |
| H&M | Hematemesis and Melena |
| Hx | History |
| H&P | History & physical |
| hr | Hour |
| hs | Hour of sleep (bedtime) |
| HR | Heart rate |
| I&O | Intake & Output |
| IBC | Inflammatory Breast Cancer |
| IBS | Irritable Bowel Syndrome |
| ID | Infectious Disease |
| IDA | Iron Deficiency Anemia |
| IDDM | Insulin Dependent Diabetes Mellitus |
| IM | Intramuscular |
| IMN | Infectious Mononucleosis |
| IMS | Irritable Male Syndrome |
| IDC | Indwelling catheter |
| IOL | Induction Of Labor |
| IPPB | Intermittent Positive Pressure Breathing |
| IQ | Intelligence Quotient |
| IV | Intravenous |
| IUD | Intrauterine Device |
| JIA | Juvenile Idiopathic Arthritis |
| L | Leukocytes (White Blood Cells) |
| LASIK | Laser-Assisted In-Situ Keratomileusis |
| LBP | Low Back Pain |
| L&D | Labor and Delivery (Childbirth) |
| LFT | Liver Function Test |
| LN | Lymph Node |
| LP | Lumbar Puncture (Spinal Tap) |

| | |
|---------|--|
| Mane | Morning |
| MDD | Major Depressive Disorder (Clinical Depression) |
| Mg | Magnesium or milligram |
| ml | milliliter |
| MI | Myocardial Infarction (Heart Attack) |
| MMR | Measles, Mumps, Rubella |
| Mono | Infectious Mononucleosis (Glandular Fever) |
| MRSA | Methicillin-resistant Staphylococcus Aureus |
| MS | Multiple Sclerosis |
| MSM | Methylsulfonylmethane |
| MVA | Motor Vehicle Accident |
| MVC | Motor Vehicle Crash |
| NBN | Newborn Baby Nursery |
| NIDDM | Non-Insulin Dependent Diabetes Mellitus |
| NKA | No Known Allergies |
| NLP | Neuro-Linguistic Programming |
| Nocte | Night |
| NPO | Nothing by mouth |
| NSD | Normal Spontaneous Delivery (Natural Childbirth) |
| NTG | nitroglycerin |
| O2 | Oxygen |
| OA | Osteoarthritis |
| OCD | Obsessive Compulsive Disorder |
| OCP | Oral Contraceptive Pill |
| OCPD | Obsessive Compulsive Personality Disorder |
| OPV | Oral Polio Vaccine |
| OS | Orthopedic Surgery |
| OSA | Obstructive Sleep Apnea |
| Osteo | Osteomyelitis |
| OTC | Over-the-counter Drug |
| PAD | Peripheral Artery Disease |
| Pap | Papanicolaou Test (Pap Smear) |
| pc | After meals |
| PCa | Prostate Cancer |
| PCO | Polycystic Ovary |
| PCOS | Polycystic Ovarian Syndrome |
| PCR | Patient Care Report |
| PD | Parkinson's Disease |
| PDD | Pervasive Developmental Disorder |
| PKD | Polycystic Kidney Disease |
| PMS | Pre-menstrual Syndrome |
| po | By mouth |
| Post-op | Postoperative (after surgery) |
| PP | Postpartum |
| Preme | Premature Baby |

| | |
|--------|--|
| Pre-op | Preoperative (before surgery) |
| prn | As needed |
| pt | patient |
| PTA | Peritonsillar Abscess |
| PTSD | Post-traumatic Stress Disorder |
| PUD | Peptic Ulcer Disease |
| qd | Every day |
| qh | Every hour |
| qid | Four times a day |
| qod | Every other day |
| qqh | Four hourly |
| RA | Rheumatoid Arthritis |
| RAD | Reactive Attachment Disorder |
| RBC | Red Blood Cells |
| RD | Retinal Detachment |
| REM | Rapid Eye Movement |
| RF | Rheumatic Fever |
| RLS | Restless Legs Syndrome |
| Rx | Prescription Drug |
| s | without |
| s/s | Signs and symptoms |
| sx | symptoms |
| SAB | Spontaneous Abortion (Miscarriage) |
| SAH | Subarachnoid Hemorrhage |
| SARS | Severe Acute Respiratory Syndrome |
| sc/sq | subcutaneous |
| Scope | Microscope or Endoscope |
| SI | Sacroiliacal (Sacroiliac Joints) |
| SIDS | Sudden Infant Death Syndrome |
| SLE | Systemic Lupus Erythematosus |
| SMA | Spinal Muscular Atrophy |
| SOB | Shortness of Breath (Dyspnea) |
| SS | Sickle-cell disease (anemia) |
| stat | immediately |
| STD | Sexually Transmitted Disease |
| STM | Short term memory loss |
| STI | Sexually Transmitted Infection |
| STOP | Surgical Termination Of Pregnancy (Abortion) |
| Strep | Streptococcus |
| STS | Serological Test for Syphilis |
| SVT | Supraventricular Tachycardia |
| Sz | Seizure |
| tab | Tablet |
| TB | Tuberculosis |
| TBI | Traumatic Brain Injury |

| | |
|-----|--|
| TDS | Three times daily |
| TIA | Transient ischemic attack |
| TG | Triglycerides |
| TKR | Total Knee Replacement |
| TMJ | Temporomandibular Joint |
| TPR | Temperature, pulse, respiration |
| Tu | Tumor |
| UC | Umbilical Cord |
| UTI | Urinary Tract Infection |
| vs | Vital signs |
| VV | Varicose Veins |
| WBC | White Blood Cell, White Blood Cell Count |
| W/C | Wheelchair |
| WS | Williams Syndrome |
| wt | Weight |
| XRT | Radiation Therapy |
| YF | Yellow Fever |

Aminya Natural Therapies Academy Facilities

Aminya provides:

- A practical work area for all subjects
- A kitchen and areas to sit and relax and eat your lunch
- Bathroom facilities.

Information Reference Resources

- Aminya Library
Aminya has a small library of related texts and reference books you can use. You can also borrow some of these texts. See your instructor for details on how to borrow a text.
- Local Libraries
The library is a good source of information and reference books, although they may not have an extensive range of specific text books.
- Internet
The internet is an invaluable source of information, but you have to be very careful to cross check the authenticity of information as anyone can put up anything whether it is accurate or not. You also need to acknowledge the source of any pictures, diagrams or text you take from the Internet for your assignments.

- You tube
You tube on the internet is another invaluable source of information, especially educational video clips, but you have to be very careful to cross check the authenticity of information as anyone can put up anything whether it is accurate or not. You also need to acknowledge the source of any pictures, diagrams or text you take from the Internet for your assignments.
- Purchasing Texts
You may wish to purchase texts. Some of the online suppliers such as Amazon.com are cheaper than book stores and often have good quality second hand books.

Bibliography and References

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Rogers, S., 1992, *Professional Reflexology for Everyone*, Victorian Centre for Reflexology, Victoria, Aust.

Issel, C., 1990, *Reflexology, Art, Science & History*, New Frontier Pub. Sacramento
Course Notes Basic Massage Queensland College of Kinesiology and Natural Health Studies

Franchomme P. & Penoel, D. 19. *l'aromatherapie exactement*.
Davis, Patricia, *Aromatherapy A – Z*

Recommended Further Reading

Sandy Fritz, *Sports & Exercise Massage*

Robert Medhurst B Nat, 2nd Edition, *The Business of Healing*

Tisserand, Maggie, *Stress: The Aromatic Solution*

Lawless, Julia, *The Encyclopaedia of Essential Oils*

Bloomfield, M., 1987, *Chemistry and the Living Organism*, John Wiley & Sons, Qld. Aust.

Salvatore Battaglia, *The Complete Guide to Aromatherapy*

Kurt Schnaubelt PhD, *The Science of Essential Oil*

Our professional partners

Elizabeth Hughes

Elizabeth Hughes is the co-founder of Progressive Kinesiology and was the Head of Progressive Kinesiology in the United Kingdom for ten years. She graduated from Warwick University in 1992 with a B.A. Honors degree in Psychology and Education.

As well as running a busy private health centre, Elizabeth teaches Progressive Kinesiology, Anatomy and Physiology and Nutrition. Her Sunshine Coast business is called 'Your body has the Answer' and Aminya is so fortunate to have Elizabeth as the principle trainer and assessor in the HLT51507 Diploma of Kinesiology. Students for the Kinesiology course may make initial contact with Elizabeth but please note that Aminya is responsible for all enrolment and course administration throughout the duration of the course. You can read more about Elizabeth and her business by following [this link](#).

She is an Advanced Australian Bush Flower Essence practitioner, a Registered Specialised Kinesiology Practitioner with the Australian Kinesiology Association, a fully qualified Trainer and Assessor and has studied Cranio-sacral therapy and Aromatic Medicine.

Elizabeth is a keynote speaker on Kinesiology and Nutrition. Her recent speaking engagements include the Sunshine Coast libraries, Jett's Gym Head Office, Carren Smith's Mindset Mastery, Lorna Jane Head Office, bookshops and health food stores. If you would like Elizabeth to speak at your event please [contact us](#).

Farida Irani

Farda Irani is the owner of a business called Subtle Energies, an Australian owned, family business, Subtle Energies offers a range of Ayurveda Aromatherapy blends, treatments and skincare. This highly regarded spa brand is known for its expertise in blending rare and authentic ingredients to create luxurious and aromatic experiences

Farida is a qualified Ayurveda Practitioner, a clinical Aromatherapist and teacher, Bowen Therapy Instructor, a Remedial Therapist and a Reflexologist. She has done her post Graduate studies (Ayurveda Nishnata) with world renowned Prof Dr P H Kulkarni (Ex Dean Ayurveda University, Pune, India). In October 2006, Farida was awarded her Ayurveda Parangat (Recognition of her work in Ayurveda) by the International Ayurveda Open University.

Farida is regarded as a pioneer in Ayurveda Aromatherapy. Through her clinical research and studies she has combined the ancient sciences of Ayurveda with the science of Aromatherapy and has been successful in reviving this ancient branch using essential oils in Ayurveda. Her clinical research, book "The Magic of Ayurveda Aromatherapy" and courses,

have received international recognition and awards, from Ayurveda, Aromatherapy, Reflexology and other health industries.

Aminya is blessed to have Farida as the principle trainer and assessor for both the 30929QLD - Certificate IV in Ayurveda Aromatherapy Treatments and the 30930QLD Diploma of Ayurveda Aromatherapy courses. Students or prospective students should note that whilst you are welcome to speak with Farida about her business and her passion, all course enrolment and administration is managed by staff at Aminya.

Farida's Subtle Energies website can be found at [this link](#).