



Evolve
College

YOUR STUDENT

HANDBOOK

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Welcome to Evolve College

Evolve to us is not just any word - it symbolises what we are here to do - allow you the opportunity to evolve as a person. Within this ethos is the factor of the whole of you, respectfully held, and presented with the view that you are the key figure and the important element in any industry.

Evolve College is dedicated to your experience as a student with us.

At Evolve College, our hand-picked training team is focused on a depth of care for you as a student. Our Student Admin Team is here to offer you support and mentoring as needed – and to us this is not just talk – it is our very focus.

Our teaching style and our learning materials reflect our dedication to you and your experience with us, and what you take away with you when you graduate.

To us, your learning is about so much more than ticking a box. It is about developing you as a person.

Evolve College is a Registered Training Organisation (RTO Number 41035). The Evolve College founding team has more than 20 years' experience in vocational education and training.

Evolve College's focus is on the student, and it offers amazing courses which over time will be greatly expanded to cover study in many different fields and industries.



THE HISTORY OF EVOLVE COLLEGE

We have a long history in the Vocational Education and Training (VET) sector and are seasoned experts in delivering nationally recognised training. The founding owners of Evolve College first launched a Registered Training Organisation (RTO) more than 20 years ago, and soon became known as absolute leaders in their field. Evolve College continues to build upon its founding team's 20+ years at the forefront of massage education and training, and today is approved to deliver nationally recognised training in Massage, Counselling, Childcare and Aged Care Australia wide.

Our two founding owners have more than 60 years' combined educational experience between them, and our highly qualified executive management team has multiple decades of experience between them in business, training and service delivery. Similarly, our Trainers and Assessors in each of our qualifications are a very carefully selected team of experts in their field who have extensive experience in their industry. Our Administrative and Student Services team is dedicated to the service they provide consistently to our students. Together, our whole team brings a brilliant and very genuine commitment to the education of each and every Evolve College student. All of this expertise and purpose is behind Evolve College and shapes and supports your experience with us.

EVOLVE COLLEGE'S EXCEPTIONAL TRAINING

We provide flexible and workplace relevant training.

Our training is practical, thorough and at the leading edge of industry. Evolve College operates ahead of the curve – with our finger on the pulse of every industry we work in, we respond to what is needed and we educate in a way that puts our students well ahead of the minimum standard.

Our Team is focused on supporting you.

If at any time you have any queries regarding your course of study, please do not hesitate to contact us. We welcome hearing from you.

This Student Handbook provides you with information of an administrative and general nature which is important to you if you are intending to study with Evolve College. Contact us at 1300 880 885 or evolve@evolvecollege.com if there is anything else you would like to know.

What we offer

NATIONALLY RECOGNISED TRAINING

Evolve College is approved to deliver nationally recognised training in:

Massage:

- HLT42015 Certificate IV in Massage Therapy
- HLT52015 Diploma of Remedial Massage

Counselling:

- CHC51015 Diploma of Counselling

Childcare:

- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care

Aged Care:

- CHC33015 Certificate III in Individual Support (Ageing)
- CHC43015 Certificate IV in Ageing Support

This Student Handbook contains an outline of important information in relation to our massage courses. You can find further information about our massage and all other courses on our website, www.evolvecollege.com under the COURSES tab, including a Qualification Fact Sheet you can download on each course, setting out information you need to know.

Any questions?

If you have any questions at all, please do not hesitate to ask us. Our full contact details are set out in the next section.

Throughout our students' study, we are here to support – educationally as well as with administrative details, and any learning needs you may have. We look forward to supporting you to develop and grow through your learning with us.



At Evolve, we bring our all, to support our students
to bring their all, to the clients (the public)
whom they will serve as therapists.
This to us, is the meaning of education.

Contact Us

ADMINISTRATION DETAILS

RTO Details Evolve College Pty Ltd (RTO Code 41035)

Offices Evolve College's National Administration Office is located in Melbourne:

Evolve College
Units 3&4, 425-427 Docklands Drive
Docklands VIC 3008

We have 14 campuses across Australia, where we deliver our on-campus training and assessment. Evolve College also offers online/correspondence study.

Mailing Address Evolve College's mailing address for correspondence to the College is the Melbourne Office:

Evolve College
Units 3&4, 425-427 Docklands Drive
Docklands VIC 3008

Telephone number: 1300 880 885

Monday to Friday: 9:00 am to 5:00 pm (AEST/AEDT)

**General and Student
Email address:** evolve@evolvecollege.com

Website address: www.evolvecollege.com

EvolveHub address: www.evolvecollege.com/student

A login and password to the EvolveHub and your online learning and assessment materials is provided to each student upon confirmation of enrolment and activation of your course materials.

Training Centres

Our Training Centres are nationwide.

We offer nationally recognised on-campus training in **Massage** (14 campuses) and **Counselling** (selective locations).

Our 14 campuses are:

MELBOURNE Units 3&4
425-427 Docklands Drive
Docklands

ADELAIDE Level 1, 137-143
The Parade
Norwood

BRISBANE 2/8 Miller Street
Murarrie

SYDNEY Tenancy 2, Unit 1101,
2-4 Sterling Circuit
Camperdown

PERTH Level 1, 396 Oxford Street
Leederville

CANBERRA Australasian Beauty
Therapy Academy
32/36 Colbee Ct,
Phillip

Regional locations

BYRON BAY 59 Coopers Shoot Road
Coopers Shoot

TOWNSVILLE 1/259-261 Charters Towers
Road
Hermit Park

BALLARAT Ballarat Business Centre
15 Dawson Street South
Ballarat

WODONGA Felltimber Community
Centre, 189 Melrose Drive
(Cnr Melrose Dr & Felltimber
Creek Rd), West Wodonga

NEWCASTLE The Business Centre
265 King Street
Newcastle

ORANGE Business Enterprise Centre
Level 1, 34 Sale Street
Orange

BENDIGO 9 Violet Street
Bendigo

LAUNCESTON Level 1, 80 Brisbane Street
Launceston

Massage Courses

Massage training offered by Evolve College consists of the following nationally recognised training courses:

- HLT42015 Certificate IV in Massage Therapy
- HLT52015 Diploma of Remedial Massage

Nationally recognised training means that the course offered is part of the Australian Qualifications Framework (AQF). Nationally recognised qualifications are highly valued by employers and are sought after by those developing a career.

When you obtain a nationally recognised qualification through Evolve College, you are investing in yourself and your future.

The qualification you receive is like a "stamp of approval". It provides confirmation that, through satisfactorily completing the course, you meet the standards set by industry for the Training Package and qualification. In addition, through training with a Registered Training Organisation (RTO), you are studying through a credible training provider, registered to deliver the qualifications on its scope of delivery.



Advantages of studying a nationally recognised course include:

- Qualification developed and recognised in consultation with and by industry
- Course meets nationally recognised standards and is subject to review and audit by the Australian Skills Quality Authority (ASQA)
- Credit or advanced standing into relevant further courses is generally more easily obtained, where you have studied the same or similar content, through the National Recognition and Recognition of Prior Learning (RPL) processes which all RTOs are required to offer

Students can obtain information on our registration and the Health Training Package, of which the Massage qualifications form a part, at: <https://training.gov.au/>

Our Registered Training Organisation (RTO) code is 41035.

For information on the other qualifications Evolve College offers, see our website www.evolvecollege.com.

With our flexible training, you have a choice as to how to study. You can study the HLT42015 Certificate IV in Massage Therapy Practice and complete in a minimum of 6 months or the HLT52015 Diploma of Remedial Massage and complete in a minimum of 12 months.

Course Structure

Evolve College is dedicated to your development.

You will receive a comprehensive study pack for each subject incorporating everything to facilitate successful, independent, self-paced learning. Learning resources include detailed photographic manuals and videos.

Our course structure is designed to support you and your learning. This includes:

- Campus training/assessment by a highly experienced Evolve College Trainer/Assessor
- Online video training and guidance by our lead trainer
- 5 different types of clinical training supervised by an Evolve College Assessor
- Access to the EvolveHub, our interactive learning platform designed to support different learning styles

Our course is structured with a specific focus on developing students who are job ready upon graduation. This means you can join the massage industry ready to begin everyday professional practice.

HLT42015 CERTIFICATE IV IN MASSAGE THERAPY

MASSAGE THERAPIST

Structure overview:

- 8 subject total
- 6 months duration

HLT52015 DIPLOMA OF REMEDIAL MASSAGE

REMEDIAL MASSAGE THERAPIST

Structure overview:

- 15 subject total
- 12 months duration



Professional Integrity is Evolve College's key philosophy and is spread throughout all education components. We work to ensure our qualification not only sets a high standard of skill and technique for the Massage industry but also a high standard of integrity and professionalism.



HLT42015 CERTIFICATE IV IN MASSAGE THERAPY (SUBJECTS 1-8)

The HLT42015 Certificate IV in Massage Therapy provides skills in therapeutic relaxation massage.

Possible jobs for graduates of the HLT42015 Certificate IV in Massage Therapy may include working in a:

- health care clinic or in your own clinic
- health service
- health resort or day spa facility
- palliative care facility or hospital
- variety of social welfare and community settings
- aged care facility

Occupational titles for a graduate of the HLT42015 Certificate IV in Massage Therapy may include:

- **Massage Therapist**
- **Massage Therapy Practitioner**



HLT52015 DIPLOMA OF REMEDIAL MASSAGE (SUBJECTS 1-15)

The HLT52015 Diploma of Remedial Massage is designed for people who wish to work in the massage industry at a remedial level.

This qualification covers the provision of knowledge and skills in remedial massage assessment and treatment to clients including those with specific needs such as injury management, rehabilitation, palliative care, aged care, athletes, women and children. There is no entry requirement to study the HLT52015 Diploma of Remedial Massage.

Possible jobs for graduates of the HLT52015 Diploma of Remedial Massage may include working in:

- a private clinic with provision for Medibank Private private health fund rebates if you choose to meet the requirements and study on-campus
- a larger health service alongside chiropractors, physiotherapists, naturopaths and/or other health care professionals
- a complementary or medical service providing injury management & rehabilitation
- national & international sporting environments
- the business & corporate sector

Occupational titles for a graduate of the HLT52015 Diploma of Remedial Massage may include:

- **Remedial Therapist**
- **Remedial Massage Therapist**
- **Remedial Massage Therapy Practitioner**

PRIVATE HEALTH FUNDS

Graduates of the HLT52015 Diploma of Remedial Massage may apply, if they choose to, to register via their association with Medibank Private to enable clients to receive massage private health fund rebates subject to meeting any relevant private health fund approved provider requirements that may apply.

Most private health funds require on-campus study in order to be eligible for a private health fund Provider Number. On-campus study means that the practical subjects are studied on-campus. Theory subjects may be studied from home in your own time.

Medibank Private has set educational criteria for Remedial Massage Therapists which include on-campus study over a minimum period of 12 months. [The Medibank Private educational criteria are considered to be the benchmark of what is required by Professional Massage Associations.](#) Consult your association for more details, in relation to requirements of other funds as the associations are the organisations that administer applications to health funds.

Evolve College's on-campus course is compliant

Evolve College's on-campus HLT52015 Diploma of Remedial Massage course meets the educational criteria of Medibank Private.

In order to meet the Medibank Private criteria, as well as studying the on-campus HLT52015 Diploma of Remedial Massage with Evolve College, you are required to keep up with all Evolve College requirements regarding consistency of study and regular submission of assessments.

Your Choice

At Evolve College, it is very important to us that our students have the choice as to where they would like to take their qualification. At Evolve College both on-campus and correspondence options are offered for the study of Massage.

For some graduates, having private health fund approved provider status is one more tool they would like to add to their tool-belt, so to speak, and they therefore study on-campus. However, for others it is not something they think they need. For the latter students, for instance those living in remote locations, the fact that we offer correspondence courses whereby they can study from home in their own time, can be more important to them.

At Evolve College, the choice is yours, and we support you, either way. For those who wish to be able to offer Medibank Private health fund rebates, you will need to study our on-campus study program in order to meet the current educational criteria of Medibank Private. For those who wish to study and learn the practical components from home, we offer nationally recognised training that enables this.

Private health fund requirements are set by the private health funds themselves and are subject to change. Application to the private health funds for a provider number is administered by the professional massage associations.

Visit our website (at www.evolvecollege.com/private-health-funds) for more information, or contact the College on 1300 880 885 to discuss this further and so we can support you to structure your course in the way that works best for you.

INDUSTRY REQUIREMENTS CAN CHANGE

Practising as a Massage Therapist is subject to any industry requirements that apply from time to time (including private health fund requirements but also other industry requirements that may arise, including for example from professional associations). Such requirements are subject to change, and the information provided in this Student Handbook is subject to any changes that may be introduced in the industry from time to time. Contact us to stay up to date and you may also contact a professional massage association. (See the section on professional massage associations towards the end of this Student Handbook.)



Course Structure: Alignment of Units

Over the following pages, the course structure of the HLT42015 Certificate IV in Massage Therapy and HLT52015 Diploma of Remedial Massage is set out.

This includes details of which units form part of the subjects of the course, as well as particular requirements relating to completion of subjects and units, and the delivery by Evolve College.



HLT42015 CERTIFICATE IV IN MASSAGE THERAPY

The units of competency that make up the above qualification are delivered across subjects as a combination of stand-alone and clustered units. In order to be deemed competent in a subject, students must complete all units within that subject, plus Clinical Practice 1. In order to be deemed competent in a unit, all subjects referencing that unit must be completed.

SUBJECT NO.	SUBJECT NAME	UNIT CODE	UNIT TITLE
1	MASSAGE THERAPY	HLTMSG001	Develop massage practice
		HLTMSG002	Assess client massage needs
		HLTMSG004	Provide massage treatments
2	HUMAN BIOLOGY	HLTAAP002	Confirm physical health status
3	SAFE PRACTICES	HLTINF004	Manage the prevention & control of infection
		HLTWHS004	Manage work health & safety
4	WORKING WITH PEOPLE	CHCCOM006	Establish & manage client relationships
		CHCDIV001	Work with diverse people
5	BUSINESS PRACTICES	BSBSMB404	Undertake small business planning
		BSBREL402	Build client relationships & business networks
		SIRXHWB001	Maintain personal health & wellbeing
6	LEGAL & ETHICAL	CHCLEG003	Manage legal & ethical compliance
7	FIRST AID	HLTAID003	Provide first aid**
8	CLINICAL PRACTICE 1*	HLTMSG001	Develop massage practice
		HLTMSG002	Assess client massage needs
		HLTMSG004	Provide massage treatments
		CHCCOM006	Establish & manage client relationships
		CHCDIV001	Work with diverse people
		CHCLEG003	Manage legal & ethical compliance
		HLTINF004	Manage the prevention & control of infection
		HLTWHS004	Manage work health & safety
		HLTAAP002	Confirm physical health status
		BSBSMB404	Undertake Small Business Planning
		BSBREL402	Build client relationships & business networks
SIRXHWB001	Maintain personal health & wellbeing		

* Practical subjects requiring practical assessments to be undertaken

** To satisfactorily complete this unit students will be required to provide evidence of a current HLTAID003 Provide first aid qualification, obtained from a registered provider of the HLTAID003 Provide first aid unit. Fees for this unit are not included in the student's course fees.

Notes regarding the HLT42015 Certificate IV in Massage Therapy course structure:

- Students are required to produce evidence of current or equivalent competency in HLTAID003 Provide **First Aid**, obtained at their own cost (and not included in the course fees payable to Evolve College) in order to complete Subject 7. More information is provided in this Student Handbook.
- Both on campus and correspondence students are required to attend Subject 1 Module 4 (Massage Practice 1). On campus students attend all practical classes on campus.
- Clinical Practice 1 (subject 8) is the final subject where **practical assessment** activities from all subjects and units are completed. The Clinical Practice 1 program comprises 2 on campus clinics. On-campus and correspondence students attend both clinic weekend/weekday blocks (with timetable dependent on location: see our website for details).
- The minimum **duration** for the HLT42015 Certificate IV in Massage Therapy is 6 months. The maximum duration of the HLT42015 Certificate IV in Massage Therapy is 12 months.
- Students are expected to make **consistent progress** during your course. You are required to complete a minimum of one subject every 6 weeks, and an assessment every 2 weeks. If you do not meet that timeframe, Evolve College reserves the right to suspend your course or dismiss your enrolment, at Evolve College's sole discretion. Consistent progress in your study is required.
- Evolve College's training delivery and assessment is structured to require steady progress in delivery and assessment. If any student is found to be not competent in any aspect, additional learning and/or assessment support may be provided. Re-submission of theory assessment and/or re-sitting of practical assessment are permitted in accordance with the terms outlined in this Student Handbook.
- Evolve College's Student Services and Administrative Team is there to **support** with any educational, curriculum, or administrative queries you may have in relation to your study, or where you have individual needs that affect your training and assessment.
- Evolve College welcomes study by people with special needs. As part of the enrolment process, all enrolees are asked to provide details of any **special needs** they may have, so that appropriate support can be arranged as needed.
- Recognition of Prior Learning (**RPL**) and **National Recognition** (Credit Transfer) are available and are assessed on a case by case basis. The National Recognition Application Form is available on our website, www.evolvecollege.com in the MORE/About section under Policies. For a copy of the RPL Candidate's Kit, please contact our Administrative Team on 1300 880 885 or by email at evolve@evolvecollege.com.

HLT52015 DIPLOMA OF REMEDIAL MASSAGE

The units of competency that make up the above qualification are delivered across subjects as a combination of stand-alone and clustered units. In order to be deemed competent in a subject, students must complete all units within that subject, plus Clinical Practice 1 and Clinical Practice 2. In order to be deemed competent in a unit, all subjects referencing that unit must be completed.

SUBJECT NO.	SUBJECT NAME	UNIT CODE	UNIT TITLE
1	MASSAGE THERAPY*	HLTMSG001	Develop massage practice
		HLTMSG002	Assess client massage needs
		HLTMSG004	Provide massage treatments
2	HUMAN BIOLOGY	HLTAAP002	Confirm physical health status
3	SAFE PRACTICES	HLTINF004	Manage the prevention & control of infection
		HLTWHS004	Manage work health & safety
4	CLINICAL PRACTICE 1*	HLTMSG001	Develop massage practice
		HLTMSG002	Assess client massage needs
		HLTMSG004	Provide massage treatments
		CHCCOM006	Establish & manage client relationships
		CHCDIV001	Work with diverse people
		CHCLEG003	Manage legal & ethical compliance
		HLTINF004	Manage the prevention & control of infection
		HLTWHS004	Manage work health & safety
		HLTAAP002	Confirm physical health status
		BSBSMB404	Undertake Small Business Planning
BSBREL402	Build client relationships & business networks		
SIRXHWB001	Maintain personal health & wellbeing		
5	DEEP TISSUE MASSAGE*	HLTMSG005	Provide remedial massage treatments
6	WORKING WITH PEOPLE	CHCCOM006	Establish & manage client relationships
		CHCDIV001	Work with diverse people
7	BUSINESS PRACTICES	BSBSMB404	Undertake small business planning
		BSBREL402	Build client relationships & business networks
8	SPORTS MASSAGE*	HLTMSG006	Adapt remedial massage practice to meet specific needs

SUBJECT NO.	SUBJECT NAME	UNIT CODE	UNIT TITLE
9	REMEDIAL MASSAGE*	HLTMSG003	Perform remedial massage musculoskeletal assessments
10	LEGAL & ETHICAL	CHCLEG003	Manage legal & ethical compliance
11	CLIENT HEALTH INFORMATION	HLTAAP003 CHCPRP005	Analyse & respond to client health information Engage with health professionals and the health system
12	PROFESSIONAL HEALTHCARE	SIRXHWB001 CHCPRP003	Maintain personal health and wellbeing Reflect on & improve own professional practice
13	NUTRITION	HLTHPS010	Interpret & use information about nutrition & diet
14	FIRST AID	HLTAID003	Provide first aid**
15	CLINICAL PRACTICE 2*	HLTMSG003 HLTMSG005 HLTMSG006 HLTMSG008 CHCPRP003 CHCPRP005 HLTAAP003 HLTHPS010	Perform remedial massage musculoskeletal assessments Provide remedial massage treatments Adapt remedial massage practice to meet specific needs Monitor & evaluate remedial massage treatments Reflect on & improve own professional practice Engage with health professionals & the health system Analyse & respond to client health information Interpret & use information about nutrition & diet

* Practical subjects requiring practical assessments to be undertaken

** To satisfactorily complete this unit students will be required to provide evidence of a current HLTAID003 Provide first aid qualification, obtained from a registered provider of the HLTAID003 Provide first aid unit. Fees for this unit are not included in the student's course fees.



Notes regarding the HLT52015 Diploma of Remedial Massage course structure:

- Students are required to produce evidence of current or equivalent competency in HLTAID003 Provide **First Aid**, obtained at their own cost (and not included in the course fees payable to Evolve College) in order to complete Subject 14. More information is provided in this Student Handbook.
- The Clinical Practice 1 program, for a Diploma student, comprises online and off campus components. Practical assessment is conducted at Subject 1 (Module 4), Subject 9 (Module 3) and Subject 15 (clinics).
- Massage Practice 2 (subject 9, Remedial Massage Module C) is the final subject where **practical assessment** activities and units are completed.
- The Clinical Practice 2 program is carried out over 5 weekends/weekday classes (5 on campus clinics). Both On-campus and Correspondence students attend all 5 weekend/weekday blocks. See the section entitled "Study Options" below for particular requirements for on-campus and correspondence students.
- The minimum **duration** for the HLT52015 Diploma of Remedial Massage is 12 months. The maximum duration of the Diploma of Remedial Massage is 2 years.
- Students are expected to make **consistent progress** during your course. You are required to complete a minimum of one subject every 6 weeks, and an assessment every 2 weeks. If you do not meet that timeframe, Evolve College reserves the right to suspend your course or dismiss your enrolment, at Evolve College's sole discretion. Consistent progress in your study is required.
- Evolve College's training delivery and assessment is structured to require steady progress in delivery and assessment. If any student is found to be not competent in any aspect, additional learning and/or assessment support may be provided. Re-submission of theory assessment and/or re-sitting of practical assessment are permitted in accordance with the terms outlined in this Student Handbook and our policies and procedures, downloadable from our policies page at www.evolvecollege.com/policies.
- Evolve College's Student Services and Administrative Teams are there to **support** with any educational, curriculum, or administrative queries you may have in relation to your study, or where you have individual needs that affect your training and assessment.
- Evolve College welcomes enrolment by students with special needs. As part of the enrolment process, all enrollees are asked to provide details of any **special needs** they may have, so that appropriate support can be arranged as needed.
- Recognition of Prior Learning (**RPL**) and **Credit Transfer** are available and are assessed on a case by case basis. The National Recognition Application Form is available as a download on our website, www.evolvecollege.com in the MORE/about section under Policies. For a copy of the RPL Candidate's Kit, please contact our Administrative Team on 1300 880 885 or by email at evolve@evolvecollege.com.

Qualification Facts

This section of our handbook refers you to important facts about your qualification, as well as Evolve College's training and assessment.

To Evolve College the most important thing is our students and their development.

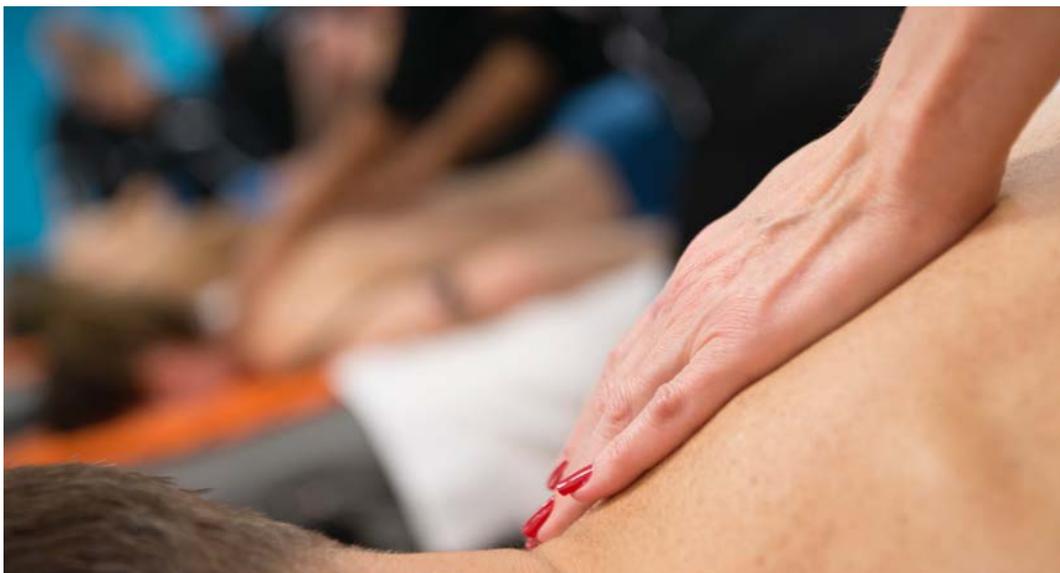
We are a transparent college. We want you to know exactly what your course entails, and you are welcome to ask any questions at any time. We are here to support you throughout your enrolment and your studies and look forward to hearing from you.

We have a Qualification Fact Sheet for each qualification on our website, at <https://www.evolvecollege.com/policies>.

These fact sheets contain important information about our nationally recognised training courses. All of this information is available on our website and/or elsewhere in our Student Handbook but is gathered together in the fact sheets for your reference, either as a prospective student deciding whether to enrol with Evolve College in a particular course or an enrolled student.

You should read the Qualification Fact Sheet for your chosen qualification carefully. Please do not hesitate to ask us if you have any further questions at all.

If you would like to read fact sheets about the other qualifications Evolve College offers, you can also do so on our website at www.evolvecollege.com, under Courses.



Study Options

At Evolve College we offer two flexible modes of study, on-campus or correspondence.

ON-CAMPUS STUDY



All practical subjects are studied on-campus at a designated training centre as a timetabled structured class. Theory subjects are studied both in class and at home via the EvolveHub – our custom built, online learning platform. Class timetables can be accessed on the website through our Locations tab (<https://www.evolvecollege.com/massage-courses-locations>) – simply choose the location closest to you.

All massage students are required to complete supervised clinical hours as a mandatory part of their qualification. On-campus students complete clinical hours via our 5 different types of clinic, which are a part of the Evolve College course, and a very supportive way of developing you as a qualified massage therapist. The carefully designed clinical program supports each student to build their experience, confidence and preparation for becoming a job-ready therapist on graduation. In addition to clinics held at Evolve College training centres, students also participate in the Evolve Virtual Clinic.

The Evolve Virtual Clinic is our state of the art, innovative, leading technology platform that enables you to perform live supervised clinical hours from your chosen location and be supervised by an Evolve College Assessor. A minimum upload speed of 0.6 Mbps is required to participate in the Evolve Virtual Clinic. An on-campus option is also available.

Practical subject assessment tasks also include clinic log book hours, professional massage treatment/s, volunteer community report/s and, as mentioned above, the Virtual Clinic.

CORRESPONDENCE STUDY

Students have the option of studying the HLT42015 Certificate IV in Massage Therapy or HLT52015 Diploma of Remedial Massage course on campus or by correspondence (a blended model of Home Study/Online and on-campus). Students selecting the correspondence option study the practical and theory components from home. Attendance on-campus is required for the assessment subjects and clinics.

With correspondence study, there is no fixed timetable, giving you the flexibility to study from home at your own pace. You can take anywhere from 6 to 12 months to complete the HLT42014 Certificate IV in Massage Therapy course, or 12 months to 2 years to complete the HLT52015 Diploma of Remedial Massage course. Both on-campus and correspondence students are required to complete a range of practical assessments over time including clinical demonstrations, reports, log book clinic hours, voluntary community hours and professional massage treatments. Clinical hours requirements are a mandatory part of both on-campus and correspondence study.

Correspondence students complete clinical hours through two programs: an on-campus component and the Evolve Virtual Clinic. It is optional to complete on campus attendance instead of the Virtual Clinic, at the student's choice.

On-campus program for correspondence students



Certificate IV correspondence students

For the HLT42015 Certificate IV in Massage Therapy, attendance is required at:

- Subject 1 Module 4 (Massage Practice 1) which is a one weekend/weekday class (with timetable depending on location); and
- Subject 8 Clinical Practice 1 which includes two supervised massage clinic classes.

Diploma correspondence students

Correspondence students are assessed face-to-face at Subject 1 (Massage Practice 1), Subject 9 (Remedial Massage, Massage Practice 2) and Subject 15 (Clinical Practice 2) by a qualified Evolve College Assessor on their skills and knowledge with a focus on the practical aspects of the course. Attendance at an Evolve College training centre is required to complete the above clinical components of the course.

For the HLT52015 Diploma of Remedial Massage, attendance on campus is required by correspondence students at:

- Massage Practice 1 (Subject 1, Module 4);
- Massage Practice 2 (Subject 9, Remedial Massage Module 3); and
- Clinical Practice 2 comprising five supervised massage clinics.

Evolve College has training centres Australia-wide where students can elect to attend a scheduled Clinical Practice Program. Timetabled Clinical Practice programs can be viewed on the Timetables page accessible for each venue in the Locations section of our website: <https://www.evolvecollege.com/massage-courses-locations>.



Students undertaking the correspondence study option must be prepared to travel and accommodate themselves to attend a Training Centre of their choice to complete the practical class requirements and the Clinical Practice Program as described above. Please note: all practical subject assessment tasks including clinic log book hours, video assessments, professional massage treatment/s, volunteer community report/s and the Virtual Clinic (see below) are completed as part of the Clinical Practice Program.

As a correspondence student, you are scheduled to participate in the practical class requirements and Clinical Practice clinics with the intake you have enrolled into. Please contact us by phone on 1300 880 885 with at least 4 weeks' notice to re-schedule a practical or Clinical Practice Program class. We will do our best to accommodate your preferred choice of location and timing, however places are limited and subject to current student numbers.



Virtual Clinic program

In addition to class time, correspondence students undertake supervised clinical hours which you perform from your chosen location, via our state of the art Virtual Clinic, which is supervised live by an Evolve College Assessor. The Virtual Clinic is our innovative, leading technology platform that enables you to perform live supervised clinical hours. A minimum upload speed of 0.6 Mbps is required to participate in the Virtual Clinic. An on-campus option is also available.

Timetable

DURATION OF TRAINING

HLT42015 Certificate IV in Massage Therapy

- 6 months (minimum)
- 1 year (maximum)

HLT52015 Diploma of Remedial Massage

- 12 months (minimum)
- 2 years (maximum)

At Evolve College, we offer you flexibility so that you can choose the method and duration of study that suits you.

At Evolve College, we completely respect the fact that our students have much going on in their lives and often are working or attending to family or other commitments as well as study. We offer flexibility and allow you, as the student, to choose how it is you want to study. We will support you to design a course that works for all you have going on in your life. Give us a call on 1300 880 885 for more details.



TIMETABLE OPTIONS

There are a number of timetable program options to choose from.

Please note - timetable options will depend on the availability at the Training Centre you are considering enrolling at. Also note that not all timetables may be displayed on the website so we recommend you contact our Administration team on 1300 880 885 to check availability of a course in your area.

Your face-to-face commitment is variable over time according to the class schedule.

WEEKEND OR WEEKDAY PROGRAM

(Sat & Sun or Mon & Tues)

Evolve College's weekend or weekday program is available over a Saturday/ Sunday or Monday/Tuesday block, depending on location.

SUMMER SCHOOL INTENSIVE PROGRAM

(Monday – Friday)

An alternative timetable that may be available is the Summer School Intensive Program. Note that this intensive program is available in some locations only, and is subject to student numbers.

The Summer School Intensive Program covers part of your practical training lessons, and the balance of classes are then attended during the remainder of the year. Full completion of the HLT52015 Diploma of Remedial Massage takes a minimum of 1 year. Full completion of the HLT42015 Certificate IV in Massage Therapy takes a minimum of 6 months. After the intensive, students continue their study, to complete their theory and attend their practical class and assessment weekends, as well as required clinical hours.

For HLT42015 Certificate IV in Massage Therapy students, assessment classes are conducted in the Massage Practice 1 class (Subject 1, Module 4), as well as the Clinical Practice Program (Subject 8) which comprises 2 clinics.

For HLT52015 Diploma of Remedial Massage students, assessment classes are conducted in the Massage Practice 1 class (Subject 1, Module 4), the Massage Practice 2 class (Subject 9, Remedial Massage, Module C), and the Clinical Practice Program (Subject 15) which comprises 5 clinics. These can be completed by enrolling in a timetable of your choice.

Our Student Service Commitment

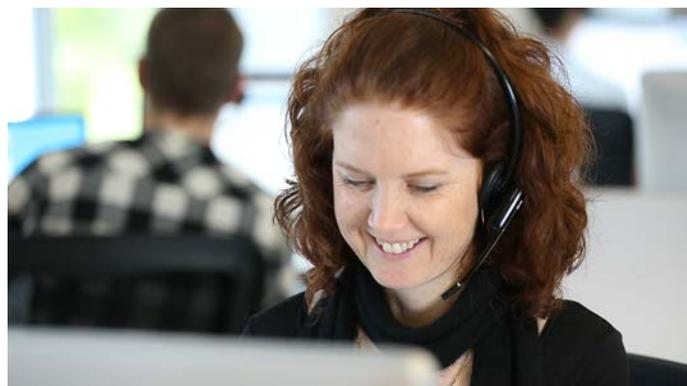
To ensure that we provide training and assessment services that meet the needs of students and industry we:

- employ a sufficient number of suitably qualified and experienced trainers/assessors
- use state of the art training facilities
- ensure sufficient opportunities for learning in appropriate environments
- apply suitable resources
- use assessments that are fair and flexible, and
- use assessments that are valid, enabling you to demonstrate competence in a variety of ways, and are consistently applied.

Evolve College reserves the right to cancel a subject or course and should this occur, students who were enrolled in the cancelled subject or course will be offered alternate dates (if the course is being rescheduled). Students are entitled to receive a full refund (less any fees paid for tuition or services already received, and subject to return of all course materials) unless they are transferred to another course (or subject, as the case may be). Details are outlined in the fees, charges and refunds policy and procedure of Evolve College, available on our website, www.evolvecollege.com in About, under Policies.

Evolve College guarantees to complete the training and/or assessment once the student has commenced study in their chosen qualification or course.

When a course has commenced, in the unlikely event that Evolve College is unable to deliver the course in full the student will be offered the option to enrol with another Registered Training provider and Evolve College will assist in both finding a suitable Registered Training provider and in the transition to the new Registered Training provider.



STUDENT SUPPORT SERVICES

Evolve College is dedicated to providing a high standard of service to students. We provide support in the following areas:

- Academic support
- Learning and special needs support
- Administrative support

Support may include, but is not limited to:

- pre-enrolment materials
- study support and study skills programs
- language, literacy and numeracy (LLN) programs or referrals to these programs
- equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity
- learning resource centres
- flexible scheduling and delivery of training and assessment
- counselling services or referrals to these services
- information and communications technology (ICT) support
- learning materials in alternative formats, for example, in large print for any special needs

Your questions and feedback are important to us at all times throughout your study.

Students can contact our Student Services by phone during office hours (on 1300 880 885, Mon-Fri 9:00am-5:00pm AEST/ADST), or by email (at evolve@evolvecollege.com) or post (to Evolve College, Units 3&4, 425-427 Docklands VIC 3008). Your feedback and questions are very important to us and we will always respond as promptly as possible. We will provide a response to all queries, telephone calls and emails within 3 business days.

Should students require further support, Evolve College can assist in identifying the appropriate support service as well as organising access to such services. Services referred to may include but are not limited to language, literacy & numeracy, and counselling in relation to your course. It should be noted that such services may require an additional fee to be paid to the service provider. Such fees are the responsibility of the student.

Please advise us as soon as possible if you would like to defer, withdraw or cancel your enrolment for any reason. To do so, you will be required to complete a Course Cancellation Request Form (to cancel your course) and, for fee for service students, a Special Consideration Request Form (to defer or request a refund outside the cooling off period as stipulated in the Student Agreement). These Forms are available on the website, www.evolvecollege.com in the About section – on the Policies page.

Our Clinic Program

OUR COMMITMENT TO OUR STUDENTS

Evolve College has an exceptional commitment to our students. This is exemplified in our very strong Clinic Program, which is a central and highly important part of training with Evolve College.

Due to the value which Evolve College places on Client Consultation Work ("CCW" or clinical hours), the College does not just require clinical hours to be performed in one context alone. These hours are required to be performed across a range of areas, deliberately designed to give you a breadth and depth of experience in the relevant massage techniques.

Evolve College is never just about 'ticking boxes' or simply having enough hours to satisfy compliance requirements.

Evolve College's focus is on the quality of education of the student, so that our students have real life education that allows them to be highly regarded, quality candidates for work in this Industry and this is paramount in the entire course design and structure, with clinical hours being no exception.

The overarching principle applied by the College is that all CCW or clinical hours should be structured in such a way to thoroughly prepare Evolve College students to be outstanding practitioners in the Massage Industry upon graduation. Hence the CCW hours are allocated over 5 Clinic Program components, to ensure the student is thoroughly prepared for work as a qualified therapist, and this also ensures that they have extensive experience in treating in real life situations, which supports them to be strongly job-ready when they complete their study.

The 5 Clinics employed by Evolve College are:

- Simulated Clinic
- Campus Clinic
- Community Clinic
- Virtual Clinic
- Student Clinic

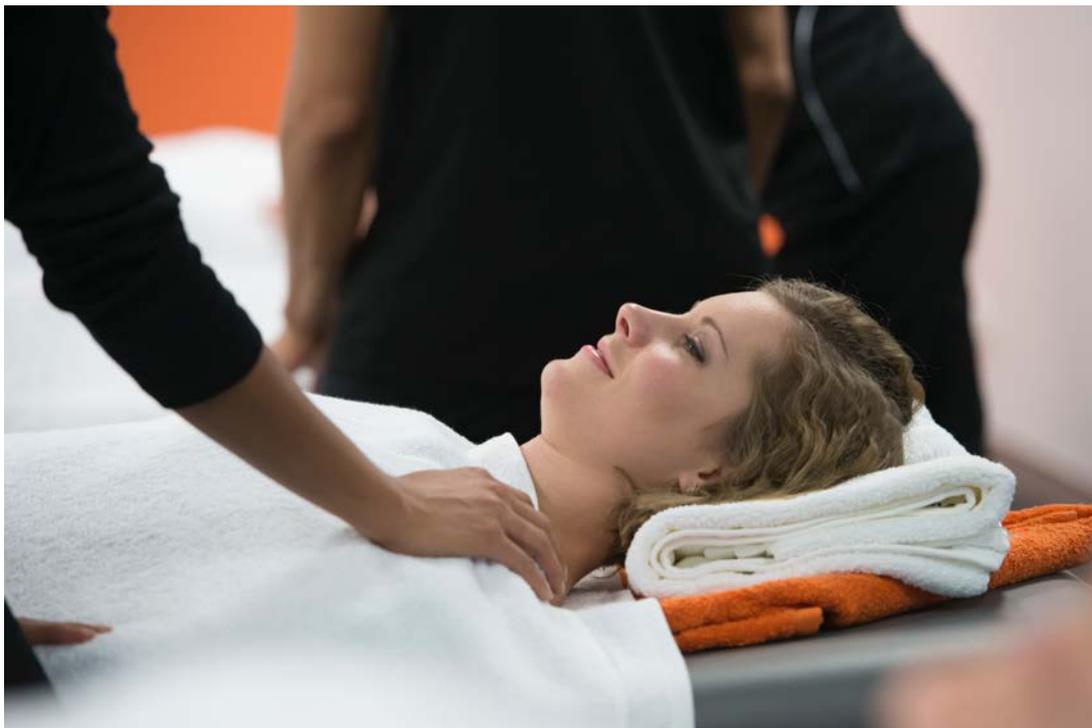
The clinical practice or performance stands on the platform provided to students through the quality of education delivered.

Evolve College has as its foundation an intention to bring the Massage Industry to a level of high quality Service, which is why Evolve College is:

First and foremost about its people, about students.

Students are supported, through the quality of education given and the support provided both educationally and administratively through their study, to emerge from being, at the commencement of their studies, a student copying what the Trainer demonstrates, to building ability and confidence through the consistent clinical focus and practice, to becoming very well prepared therapists who are industry-ready on completion of their course.

Read more about our extensive Clinic Program on the **Clinic Program Fact Sheet** (our commitment to our students) in your Study area on your EvolveHub.



Student Enrolment Information

ENROLMENT REQUIREMENTS

Enrolments are submitted by phone for the HLT42015 Certificate IV in Massage Therapy Practice or the HLT52015 Diploma of Remedial Massage. Enrolments for the Introductory Massage Course (non-accredited, introductory training) can be made by phone or online at www.evolvecollege.com/enrol. For phone enrolments or enrolment enquiries please call the Course Enrolment Line on 1300 880 885.

Please note that fees are subject to change and students are required to confirm current fees with Evolve College Administration prior to enrolment. For fee paying students, the relevant fees must accompany an enrolment. For information on our fees, and fee options, please see our Enrolment Form, and the fees page on our website, at <https://www.evolvecollege.com/fees/introductory-massage-fees>. (Select your chosen course from the left hand menu to view the fees and fee options.) Please also see our fees, charges and refunds policy and procedure, which is available on our website at www.evolvecollege.com in the More/About section, under Policies.

Payments may be made by cheque, money order, credit card or direct deposit into the Evolve College bank account. Please contact our Administration team for the College bank details. Please do not enclose cash payments in the mail.

ENTRY REQUIREMENTS

Students must be 18 years of age or over at the time of enrolment to commence their studies. A minimum of Year 10 English or equivalent is required before commencing the HLT42015 Certificate IV in Massage Therapy or the HLT52015 Diploma of Remedial Massage.

No prior experience in massage is required to enrol in either course. Any prior held credits in units contained within the course are eligible for credit transfer on application using the credit transfer (National Recognition) process, as outlined in the national recognition policy and procedure, or Recognition of Prior Learning (RPL), as outlined in the RPL policy and procedure, which policies are downloadable from the Evolve College website (in the About section, under Policies).

Students may contact the College to discuss their study options and individual circumstances.

For successful admission to the course, enrolments must be submitted by completing the enrolment form and agreeing to the terms of the student agreement by mail, phone

or online at www.evolvecollege.com/enrol. For phone enrolments please call the Course Enrolment Line on 1300 880 885 (Mon-Fri 9:00am-5:00pm AEST/ADST); for mail, post your completed enrolment form to: Attention Enrolment Officer, 98 York St South Melbourne VIC 3205.

FEES OPTIONS

Evolve College offers a number of fee options including:

- Upfront course payment
- VET Student Loans (available for the HLT52015 Diploma of Remedial Massage only and subject to eligibility requirements);
- Payment by subject

VET STUDENT LOANS

Evolve College Pty Ltd (RTO 41035) is an approved provider for VET Student Loans for the HLT52015 Diploma of Remedial Massage (and no other course).

Students interested in applying for a VET Student Loan should read very carefully the VET Student Loans Information Sheet, available on our website at www.evolvecollege.com/policies.

Note:

- VET Student Loans are not automatic and are subject to approval by the Commonwealth Government.
- Once approved, a VET Student Loan is a HELP debt that continues to be a debt due to the Commonwealth Government until it is repaid.
- There is a 20% loading on all VET Student Loans, which increases the amount you need to repay to the Government.
- A VET Student Loan may reduce your borrowing capacity and/or your take home salary.
- You may wish to seek independent financial advice before entering into a VET Student Loan.

In addition, VET Student Loans are available only to persons who meet certain eligibility requirements (in addition to Evolve College standard entry requirements). These are imposed by the Commonwealth Government and include that you must:

- be an Australian citizen OR a Permanent Humanitarian Visa holder residing in Australia for the course duration OR a New Zealand citizen who holds a Special Category Visa (SCV) meeting the long-term residency requirements in Australia
- study in an approved VET Student Loans course (which, for Evolve College is the HLT52015 Diploma of Remedial Massage, only)
- have not already exceeded your FEE-HELP balance. Your FEE-HELP balance is the maximum loan amount the Australian Government will loan you over the

course of your life, for all study you undertake. For more information, please visit the Government StudyAssist website at <https://www.studyassist.gov.au>.

- meet academic suitability requirements
- meet course suitability requirements, as set by Evolve College and as per the Training Package for the qualification
- have a Tax File Number (TFN) and be able to provide this to the Department.

If you are considering applying for a VET Student Loan for the HLT52015 Diploma of Remedial Massage, it is **very important that you read the full description and terms on our website** at <https://www.evolvecollege.com/fees/diploma-of-massage-fees>.

That webpage contains very important information on census days and census periods, which are important in terms of your ability to withdraw from your course and either not incur a loan debt, or incur a loan debt. That page also contains information on other important policies in relation to VET Student Loans. Please ensure you read it carefully.

FEES AND CHARGES

Whatever your payment option, it is Evolve College's policy that the course fee and the Additional Administration Fee Schedule will be all inclusive. Candidates will not be 'surprised' by unexpected requirements, fees or expenses. Enrolment Fees are fully provided on the Enrolment form and website. Additional Administration fees are detailed in the Administration Fee Schedule available on our website. The Administration Fee Schedule may be changed by Evolve College at any time without notice but any change to the Schedule is published on our website and included in this handbook, available for download on our website at www.evolvecollege.com in the About section, under Policies.

If you are paying for your course up front, an enrolment fee is required to secure enrolment into the course. If paying for part of your course at a time, each relevant fee must be paid in advance of commencing the part of the course to which that fee or instalment relates. All required student learning material is included in the course fees, as set out below. Note – For the Introductory Massage Course and/or the HLT42015 Certificate IV in Massage Therapy, enrolment fee discounts may be available as per the promotions published on the Evolve College website, from time to time. Enquirers should check our website for what, if any, discounts are currently available.

Student Fees include:

- Subject manuals and learning materials, accessible via the Evolve Hub
- Assessment activities and assessment materials, accessible via the Evolve Hub
- For on-campus students only, hard copy practical manuals for practical classes which are provided in class

- For on-campus students only, assessment activities conducted during practical classes
- For on-campus and correspondence students, assessment activities conducted during Massage Practice Program classes
- Support provided by Evolve College, e.g. tuition and coaching
- Access to classrooms and facilities
- Videos (where applicable)
- 1 Oil bottle (provided at the Introductory Massage Course)

Student Fees do not include:

- Massage Table – for further development of hand skills and massage practice outside of class, and for continued use as a therapist upon graduation. Table costs range from \$150 upwards and can be purchased by the student at their own choice and discretion. We recommend a height adjustable portable table.
- Massage towels and further incidental personal massage items such as oil, pillow and music (if wanted by the student).
- Travel to and from a Training Centre and/or accommodation for the purposes of training and/or assessment
- Home computer (or access to a computer), internet access and other IT equipment. Note a computer and internet access (with a minimum upload speed of 0.6 Mbps) are required for participation in the Evolve Virtual Clinic
- First Aid Training - students are required to complete a valid HLTAID003 Provide first aid unit of competency as part of their training, and provide evidence of this to Evolve College. To be valid, your certificate must be current, refer to the award of competency in HLTAID003 Provide first aid and have the Nationally Recognised Training logo on it.

Administration Fee Schedule - Additional Fees & Charges

The Administration Fee Schedule applies to students who wish to apply for replacement materials and documents or other items or services which are in addition to and fall outside the course included costs. See also the 'Charges not covered by tuition fees' document.

Both the current Administration Fee Schedule and 'Charges not covered by tuition fees' document are available on the Evolve College website at www.evolvecollege.com in the About section, under Policies (<https://www.evolvecollege.com/policies>) or request a copy from the Student Administration team.

For more information on any of the items in the Administration Fee Schedule or the 'Charges not covered by tuition fees' document please visit our website or contact the Evolve College Administration office on 1300 880 885.

LANGUAGE LITERACY & NUMERACY

Evolve College understands that all students are individuals with different life experiences and varying literacy and numeracy skills. Evolve College recognises that reading, writing, listening, speaking and understanding mathematical concepts and processes are integral skills required for work and are therefore an important component of training.

A student undertaking this course requires well developed language, literacy and numeracy (LLN) skills relevant to the context of the qualification they are undertaking with Evolve College. Prior to finalisation of enrolment and accessing of learning and assessment materials, students are required to complete a form requesting information in relation to schooling and prior education and any special needs a student may have. In addition, students may be required to undertake a written exercise which is used to ascertain any potential LLN issues. If any potential LLN issues are identified, a pre-enrolment interview is arranged to identify if an applicant has or could have insufficient LLN skills to complete the course. If the applicant is identified as having or potentially having insufficient LLN skills, the applicant is interviewed by the Evolve College Special Needs Officer and can be provided with additional support as needed or, if required, referred to an appropriate third party for LLN assessment and support. Evolve College encourages students with special needs and/or Language Literacy or Numeracy concerns to discuss this with our Student Services Team, who can refer the student to a third party assessor or LLN expert, or arrange individual support, as needed.



Evolve College will provide students with additional learning support during the course if required. Students may schedule learning support sessions with a Trainer and Assessor, and mentoring on an as-needed basis for this purpose, as well as access to the Student Services and Student Administration teams who provide assistance to students with enquiries, requests for information and learner support.

RESOURCES

Students will be provided with training resources, equipment and assessment materials for all units of competency and additional workplace documents as required. Students are required to provide their own towels, pillow and ongoing oil for massage practice, as well as a box of tissues and anti-bacterial wipes. In addition, students are required to bring a pen and notepad or electronic device for taking notes in on-campus classes. Students also require access to a computer and internet access to complete the online learning and assessment component of the course and the software to use PDF/Word files. A minimum upload speed of 0.6 Mbps is required to participate in the Virtual Clinic.

Students who do not hold a valid and current, relevant HLTAID003 Provide first aid certificate, must complete training in HLTAID003 Provide first aid at their own cost and submit a certified copy of the qualification certificate to Evolve College. Evolve College has an arrangement with the Australian Red Cross in relation to delivery of training for the First Aid unit. Students may choose to complete the unit with the Australian Red Cross or any other provider registered to deliver that unit. All students are required to submit evidence of completion of a current HLTAID003 Provide first aid certificate. Further information is provided in this handbook.

Human Resources Team

Our team at Evolve College includes:

- Trainers and Assessors – who comply with the Standards for Registered Training Organisations (RTOs) 2015; hold the equivalent of the HLT42015 Certificate IV in Massage Therapy and/or HLT52015 Diploma of Remedial Massage units of competency (depending on what they are delivering or assessing); have successfully completed the Evolve College Teacher Training Program (or equivalent) and currently work in the industry as practising Massage Therapists.
- Education and Training Manager
- Student Services Team and Administration Team
- Venue and Events Manager
- Executive Team
- Administration staff

Training Resources

Specific physical training resources provided by Evolve College for the delivery and assessment of the units of competency for each qualification in all Evolve College training centre locations include:

- Training centre with required equipment and facilities. Specific venue details and information is provided for each training centre location

- Interactive Whiteboard/Whiteboard
- Chairs
- Massage Tables
- Massage Oil (for first subject only)
- Workbooks (where applicable)
- First Aid kit

COMPETENCY BASED TRAINING & ASSESSMENT

Students enrolled in training which will lead to either a Statement of Attainment or Certificate (testamur) for a qualification are required to complete assessments to demonstrate competency. Competency based assessment is the process of gathering evidence to confirm that you can perform or demonstrate the required skills and knowledge. Assessments are conducted throughout the training period from a range of different activities and situations.

As an example, assessment activities may include:

- Written assessments such as Short Answer & Multiple Choice questions, Assignments, Reports and/or Projects
- Answering Oral Questions
- Completion of case studies, role plays and/or similar activities
- Demonstrations of practical skills and knowledge

Students will be given feedback on assessment activities where applicable. Rather than using a marking scale, competency based assessment determines a student as “competent” or “not yet competent”.

Assessments required for each unit are detailed in the course material provided for each subject.

All assessments included in assessment materials are summative and are therefore required to be satisfactorily completed to demonstrate evidence of competency in a given unit, cluster of units and subject. All formative assessments are included in the student learning material. Some assessment activities such as Role-plays, Assignments or Projects, and Demonstrations are completed over time.

For the HLT42015 Certificate IV in Massage Therapy Practice, Subject 1 Module 4 (Massage Practice 1) contains clustered practical assessment activities for that qualification.

For the HLT52015 Diploma of Remedial Massage, Subject 1 Module 4 (Massage Practice 1) and Subject 9 Remedial Massage Module C (Massage Practice 2) contain clustered practical assessment activities for that qualification.

Submitting Assessment Activities

Students are required to submit assessment activities at least every 2 weeks to demonstrate an ongoing commitment to their studies. Our experience shows that students who complete regular assessments are more likely to successfully complete their studies.

Students are expected to complete a minimum of one subject every 6 weeks. If you do not meet the above timeframes, Evolve College reserves the right to suspend your course or, dismiss your enrolment at Evolve College's sole discretion.

Upon completion of assessment, if a student is found to have an unsatisfactory result then a resubmission for reassessment is required. Up to 2 resubmissions are allowed for each assessment activity before you must defer and re-enrol to repeat the subject in the next intake. In the case of an unsatisfactory assessment, you will be provided with feedback indicating the areas that were found to be unsatisfactory. You are reassessed on all of the areas indicated by the Assessor as requiring reassessment, and upon completion you are provided with feedback on your results.

If you are required to re-sit a Massage Practice Program class, due to an unsuccessful first attempt, a fee for second reassessment is payable by you as per the Administration Fee Schedule available on the website, www.evolvecollege.com, in the About section under Policies.



Practical Assessment and Clinics

HLT42015 Certificate IV in Massage Therapy

All students are assessed at the Massage Practice Program which for the Certificate IV is Massage Practice 1 (Subject 1, Module 4). This must be attended on campus. Depending on location, it may be a weekend or weekday class.

In addition, students complete two 2-day student clinics for the HLT42015 Certificate IV in Massage Therapy.

On-campus students have their Massage Practice weekend/weekday classes listed as part of their timetable.

Correspondence students are scheduled for Massage Practice classes and clinics into the timetable for the intake that they enrol into. Clinics and locations can be adjusted to best suit travel plans, but it is advised to book in as early as possible as clinic spaces can fill quickly. We can assist you in determining your timetable – just call us on 1300 880 885 for support.

Please note that there is a fee for rescheduling a Massage Practice class or Clinical Practice clinic, as per the Administration Fee Schedule available on the website, www.evolvecollege.com, in the About section under Policies.

HLT52015 Diploma of Remedial Massage

All on-campus students are practically assessed at both Massage Practice 1 (Subject 1, Massage Therapy, Module 4) and Massage Practice 2 (Subject 9, Remedial Massage, Module C). Depending on location, the Massage Practice classes may be held on a weekend or weekday. Check our website for more details, or give us a call on 1300 880 885.

In addition, students complete five 2-day student clinics (within Clinical Practice 2) for the HLT52015 Diploma of Remedial Massage.

On-campus students have their Massage Practice weekend/weekday classes and the Clinical Practice clinics listed as part of their timetable.

Correspondence students are scheduled for Massage Practice classes and clinics into the timetable for the intake that they enrol into. Clinics and locations can be adjusted to best suit travel plans, but it is advised to book in as early as possible as clinic spaces can fill quickly. We can assist you in determining this – just call us on 1300 880 885 for support.

Please note that there is a fee for rescheduling a Massage Practice class or Clinical Practice clinic, as per the Administration Fee Schedule available on the website, www.evolvecollege.com, in the About section under Policies.



YOUR RESULTS

Results

All students will receive their assessment feedback and result within 21 working days of receipt of submission.

Once you have completed all required assessments for your course, your work will proceed to be signed off by an Evolve College Assessor and the qualifications issuance team as a final check of you having satisfactorily completed all assessments and requirements for your qualification. Evolve College will issue a Record of Results and qualification certificate within one month of the final sign off date by the Evolve College Assessor and qualifications issuance team.

Please note: If you are eligible for and require a Statement of Attainment to be issued during your enrolment, for completion of the relevant units of study, you will need to notify the Evolve College office. If required, a Statement of Attainment will be issued within one month of receipt of the relevant request and sign off by an Evolve College Assessor that all relevant requirements for the particular units of competency have been met. Note that in order to receive a Statement of Attainment for a particular unit of competency, all requirements of that unit must have been met. In the case of delivery of clustered units with assessments across more than one subject, completion of one subject alone will not be sufficient to have completed all aspects relevant to that unit. All aspects of the unit must be satisfactorily completed before a Statement of Attainment may be issued. Call us on 1300 880 885 for more details.

Re-issuing Qualification Certificate/Record of Results

In the event of a lost or damaged certificate, record of results or statement of attainment, the student or graduate may contact Evolve College to order a replacement.

Students must provide proof of identity including their student identification number in addition to other personal identification information. Refer to the Administration Fee Schedule for applicable fees. It may take up to four weeks for the copy award document, record or statement to be completed and issued.



YOUR RECORDS

Below are details relating to your records. You can view our Privacy Policy on our website at www.evolvecollege.com/policies.

Access to Student Records

Students may wish to access their records to check on work completed, progress or for other reasons. If you would like to arrange access to your records, please contact the Student Services Team and request the Student Records Access Form, which you will need to fill out and sign and return to Student Services. We will complete processing of your Student Records Access Form within 1 week of receipt. Upon approval of the completed form, a Student Administration Officer will provide you with access to the relevant records of your participation and progress. If you have any other queries, please contact our College Administration team. Please note that other parties will not be permitted to access student files without prior written consent from the student, after the student's identification has been confirmed by Evolve College staff.

Release of Contact Details and Information

To ensure that Registered Training Organisations (RTOs) meet the national standards and offer quality training to students, the registering body conducts regular audits of RTOs. The audit process involves a review of a training organisation's policies, procedures, record keeping and training and assessment and management practices. On occasion the registering body may contact past and present training students to conduct an interview to confirm that the organisation is complying with its obligations and providing a service which meets the needs of clients and industry.

Upon request, Evolve College is required to supply to the registering body the following information in relation to students:

- Contact details including address, telephone numbers and email address

By enrolling with us, you agree to us providing such information to ASQA, the registering body, if we are requested by them to do so.

In addition, Evolve College is required as an RTO to submit certain data in relation to students to government bodies such as the National Centre for Vocational Education Research (NCVER). Such data includes the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data and the Unique Student Identifier (USI).

On or soon after enrolment, each student is required to submit responses to AVETMISS data questions and provide a USI to Evolve College, in order to meet government requirements for study. This process is conducted via a form available upon first login to the Evolve Hub.

Provision of the AVETMISS data and the USI are mandatory requirements set by the government. AVETMISS data includes personal information such as schooling, level of education and language spoken at home, plus details such as date of commencement and completion of study with us, and other similar details. Further information in relation to these is available from our Administration team.

If you are a HLT52015 Diploma of Remedial Massage student and elect to apply for a VET Student Loan, if you are eligible to do so, and you are granted a loan, we are required to furnish information about you and your study to the Commonwealth Government on request and as part of general reporting we are required to undertake to the Department of Education and Training.

Change of Personal Details

Your name and address details are held in the confidential Evolve College database. It is essential that you notify the College Administration office immediately of any changes to your name and address or other contact details (including telephone, mobile phone and/or email address). You will be required to provide your student ID number and other identifiers when contacting the College so that we can verify your identity. Name changes must be detailed in writing with appropriate evidence as required by the College – the College will advise you of what is required in each instance.

Please note that we communicate with students during their studies via email, SMS and post. It is very important that you keep us notified of your current contact details so that we can contact you about details of your course as well as sending your qualification certificate to the correct address. It is your responsibility to ensure your contact details are up to date with us at all times, so that you can receive communications from us regarding your study.



Student Code of Conduct

The Student Code of Conduct sets out Evolve College's expectations of your behaviour within courses and in relation to academic and professional integrity and sets a guide for the behaviour expected of you while undertaking all of your study wherever performed, including without limitation on-campus, from home and in any learning, practice or assessments in the community.

All students must abide by the following at all times, including during attendance at all on-campus classes, participation in all types of clinic as part of the Evolve College Clinic Program, performance of log book hours, participation in the Virtual Clinic and any other work or practice conducted in any location in relation to their course:

Integrity and behaviour

- Conduct yourself with professionalism and integrity at all times, so as to comply with the generally accepted standards of moral behaviour and decency;
- Comply with all Evolve College policies and procedures as available for download on our website, and as may be amended from time to time;
- Not undertake fee for professional services until studies are fully completed and you are fully qualified;
- Behave ethically at all times, and avoid any behaviour that would cause any unfair disadvantage or advantage to yourself or any other student;
- Comply with anti-discrimination legislation at all times. This includes but is not limited to equal opportunity, racial vilification, disability discrimination, religious discrimination or vilification and sexual discrimination;
- Comply with workplace harassment, victimisation and bullying regulations at all times;
- Ensure that behaviour is at least at a level acceptable to the workplace at all times;
- Comply with occupational or work health and safety regulations at all times;
- Conduct all activities that are part of or associated with your enrolled course in a safe and respectful manner and not place any other person or persons at any risk of harm, including abiding by all ethical requirements and standards;
- Never condemn, disparage or otherwise denigrate, in or through any means or medium, Evolve College, its staff, Trainers or Assessors or members of the industry or allied professions;

- Be familiar with the programs, policies and resources available at Evolve College to assist with the completion of your course;
- Not behave in any way which could or does offend another student or impair the reasonable freedom of any other person or persons to pursue their studies with Evolve College.

Integrity of Academic work

- At all times strive to achieve a high level of proficiency through commitment to studies;
- Not engage in any plagiarism, cheating or any other academic misconduct, and abide by copyright and plagiarism laws and legislation;
- At all times meet the requirements, terms and conditions contained in the Enrolment Form, the Student Agreement, and the Student Handbook, including without limitation the payment of fees;
- Submit your work when required;
- Attend all required classes and complete all required assessment as part of the requirement to progress through your enrolled course satisfactorily;
- Complete your enrolled course within the timeframe notified in the Student Agreement and Student Handbook;
- Actively participate in learning throughout your course;
- Promptly communicate any difficulties with completion of learning, activities or assessment with an Evolve College Trainer/Assessor or the Student Services Team;
- Inform the College Administration Office in advance of any intended absences;
- Inform your Trainer or the College Administration Office immediately should you be unable to attend due to illness or other reasons;
- Inform your Trainer or the College Administration Office if you have a medical condition that may affect your participation within a course or affect those with whom you may be training.

Integrity of Practical work

- Perform only techniques as taught by Evolve College in the qualification in which you are enrolled;
- Perform techniques strictly in accordance with all instruction provided by Evolve College;
- Ensure and be responsible for the safety and wellbeing of the client at all times;
- Perform draping techniques as taught by Evolve College and in accordance with the Draping Protocol;
- Act with professionalism and integrity;
- Comply with all aspects of the Student Code of Conduct

Equity and Respect

- Treat Evolve College and all of the College's staff, Trainers and Assessors, and other students with courtesy and respect at all times, including in all activities forming part of your enrolled course, whether on-campus or elsewhere, and in your attendance or presence on-campus in general;
- Fully respect the rights of all others to express political and religious views;
- Not engage in behaviour that is obscene, dangerous or in any way offensive to others, or could be perceived to be so;
- Not engage in behaviour that is or could be perceived by another to be threatening, intimidating or imposing;
- Not behave in a way that disrupts in any way or interferes with any teaching or learning activity of or at Evolve College.

Zero Tolerance Policy on Inappropriate Conduct

- At all times treat all other students and clients with respect and in a professional manner;
- Never use any subject or course which you are studying which has a 'touch' component for self-gratification or any other inappropriate means;
- Be responsible for your thoughts at all times while in a treatment setting and never entertain or have thoughts of a sexual nature about a client, even if these are not outwardly said or acted upon;

- Never touch another student or a client inappropriately or in any way that could reasonably be deemed to be inappropriate by the other person or an Evolve College Trainer/Assessor;
- At all times strictly follow the draping protocol as taught by Evolve College;
- At no time ever place any hand or part of the hand under any aspect of a draping towel. To be absolutely clear, no contact with another student or client is to be made, ever, underneath a draping towel;
- At no time ever place a hand or any part of a hand on or near any private area of another student or client, whether on top of a towel or not;
- Without limiting the foregoing, no contact is ever to be made with a female student or client's breast area, where particular care and attention must be paid to ensure that if contact is to be made around the collar bone, shoulder or upper chest area, that fingers on the massage/ contact hand are raised and no contact, whatsoever, is ever made with the breasts.

All students are required to comply at all times with Evolve College's Zero Tolerance Policy on Inappropriate Conduct, which is available for download in full from the College's website at <https://www.evolvecollege.com>

Evolve College's reputation and resources

- Ensure that you do not harm or bring into any disrepute (assessed at the discretion of Evolve College) the reputation or good standing of Evolve College;
- Not use technology or communications of any description or form in any way which is unlawful or which will or could be detrimental to the rights, property, reputation or wellbeing of Evolve College or others;
- Not engage in any conduct which is against the law, and not engage in any conduct which is corrupt;
- Use and care for all Evolve College's resources, equipment and facilities (whether virtual/online or real) in a lawful, ethical and respectful manner.

Student Code of Conduct

All students are required to comply with the Evolve College Student Code of Conduct at all times and during all activities performed as part of their study, wherever conducted, and enrolment with Evolve College is taken as an agreement on the student's part to comply with the Code as published in the Student Handbook.

Students identified as being in breach of the Student Code of Conduct will be informed in writing of the allegation and requested to respond to the allegation in writing within 7 days. If this occurs in your case, you should retain copies of any documentation

submitted in your response. The Academic Board will review your response and may request further information or material from you, in which case you must comply with this request. Upon receipt of all requested information, if the board determines that you have breached the Student Code of Conduct, the Academic Board may, at its discretion:

- impose disciplinary action including a formal warning letter;
- issue an unsatisfactory result for assessments or a not yet competent finding for units;
- suspend enrolment in the course for a determinate period;
- cancel enrolment and withdraw you from the course which may be without compensation or refund; or
- impose any other sanction or take any other action that the Academic Board determines as appropriate, at its discretion.

The determination by the Academic Board will be issued within 21 business days of receiving your written response to the issue and any information or material subsequently requested by the Academic Board. The decision of the Academic Board is final. In cases of extremely serious breaches of the Student Code of Conduct of a criminal nature the board is obliged to refer the matter to the appropriate authorities including the police.

Administrative matters:

- Students are required to notify the College Administration Team immediately of any change of name, mailing address, email address or telephone number.
- Students are required to attend 100% of class lectures and clinics.
- Students who miss a class or do not attend 100% of a class lecture or clinic are responsible to check the timetable for an alternative class time (which can be arranged with the College's Administration Team).
- If a student misplaces any hard copy practical subject manual or workbook and requests a replacement, a fee will be charged as per the Administration Fee Schedule which is available as a download on the College's website.
- Assessment results will not be given over the telephone. Students will be advised of assessment results by email in writing or via the Evolve Hub.
- Assessment documents will not be returned to students. Students should keep a copy of their assessment material.
- The College Administration Office is unable to provide students with the address, email address and/or telephone number of other students or Trainers/Assessors.

- Evolve College reserves the right to amend timetables as it sees fit from time to time and to cancel classes. It is the student's responsibility to check their timetable in the EvolveHub before each practical class.
- College administration hours for making enquiries are: Monday to Friday 9:00am – 5:00pm (AEST/AEDT).
- Evolve College reserves the right to exclude a student from further participation in the course, where in the opinion of the College Administration:
- The student has refused or neglected to comply with the terms of the Enrolment Form, the Student Agreement and/or information contained in this Student Handbook; or
- The student has breached the student Code of Conduct and/or brought or been likely to bring the practice of massage or Evolve College into any disrepute (at Evolve College's sole discretion).

Classes

- All lectures commence on time and students are expected to be on time. Students are required to arrive early enough prior to class to enable classes to commence on time.
- In the event that a student is late, they are required to enter quietly and notify the Trainer/Assessor of their attendance at an appropriate time during the class. Where a training centre door is locked due to the class having commenced, students arriving late will be required to wait until the next class break before joining the class.
- However, if a student is more than 2 hours late, their class will need to be cancelled and re-scheduled, and a fee will be charged in accordance with the Administration Fee Schedule. Contact the Administration Team to organise this, on 1300 880 885 (Mon-Fri, 9:00am – 5:00pm, AEST/ADST).
- Students are required to meet all on-campus attendance requirements and hence, all time lost through being late or having to leave a class early will need to be made up. The Evolve Administration Team can assist you with organising this.
- The duration of the HLT52015 Diploma of Remedial Massage is a minimum of 1 year and a maximum of 2 years. Students are expected to complete a minimum of one subject every 6 weeks. You should be completing assessments within your subjects consistently over your study period. If you do not meet the required timeframes, Evolve College reserves the right to suspend your course or, in extreme cases at Evolve College's discretion, dismiss your enrolment.
- The duration of the HLT42015 Certificate IV in Massage Therapy is a minimum of 6 months and a maximum of 1 year. Students are expected to complete a minimum of one subject every 6 weeks. You should be completing assessments within your subjects consistently over your study period at least every 2 weeks. If you do not meet

the required timeframes, Evolve College reserves the right to suspend your course or, in extreme cases at Evolve College's discretion, dismiss your enrolment.

Hygiene Policy

One of the objectives of this policy is to ensure that students work in hygienic conditions. Students must comply with the following during class and during all clinical or practice hours performed in any location or by any means:

Personal Hygiene

- Wear appropriate and clean clothing, including enclosed footwear, and ensure you have showered prior to class.
- Ensure your hands are spotlessly clean, fingernails clipped short and without rings or jewellery of any sort whilst working.
- Cover with an appropriate spray dressing or adhesive dressing any broken skin or infections on any exposed part of the body.
- Wash hands thoroughly before class, during the lesson breaks or when necessary directly after practicing.

Equipment

- Dispense all oils, creams etc in such a way that the potential for cross infection is minimised. For example: When dispensing oil from a squeeze bottle, the top (dispenser) of the bottle will not make contact with your hand.
- Use towels that are clean and of good quality and have been freshly laundered.
- Hygienically clean the massage table, especially the face piece, after every use.
- Clean the surface of any table or bench used to store oil or cream, immediately after use.

Training Rooms

- Smoking is not permitted inside any Evolve College training facility or within 15 metres of any external doors or entrance-ways.
- No photos or videos are permitted to be taken within the training rooms or within Evolve College premises at any time.
- Eating or drinking is not permitted in the lecture rooms with the exception of water.
- Tea and coffee facilities are available for use in the break out area where available.

- A pillow and towels are required for practical classes, as specified in your class reminder emails. In some instances, additional materials are required. Materials you are required to bring to class are specifically advised in your class reminder emails.
- One bottle of oil (Evolve College issued oil bottle only), isowipes/ viraclean or equivalent is required for all practical classes after Subject 1.

Access & Equity Policy

Evolve College is committed to delivering training that is:

- Equitable for all people through the fair allocation of resources and involvement in vocational education and training
- Providing equal opportunity for all people
- Providing access for all to appropriate quality vocational education and training programs and services
- Providing support services which enhance achievement of positive outcomes

Evolve College encourages students with diverse backgrounds and a genuine interest in expanding their knowledge and skill to apply for admission into all courses.

Programs are designed to enhance flexibility of delivery in order to maximise the opportunity for access and participation by disadvantaged people. Further details are set out in the Access and Equity Policy and Procedure.

Plagiarism and Cheating

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions (pictorial, words or otherwise) and representing them as your own. For more information, see: <http://www.library.uq.edu.au/training/plagiarism.html> - avoiding plagiarism.

Cheating is copying someone else's work - sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment, in part or full.

The consequences of being caught plagiarising or cheating may include: repeating the entire subject, suspension from the course and possible cancellation of your course. The consequences are imposed at Evolve College's discretion.

In most cases plagiarism has been completed by accident. With adequate training and support, this should not occur. This handbook is your notice that plagiarism is not permitted and that all work submitted must be your own.

Cheating is a different situation and is usually 'cut and dry' with no defence. As always, any students who have been identified as allegedly having plagiarised or cheated will

have the ability to access the complaints and appeals process at no cost to themselves. See the complaints and appeals policy and procedure, downloadable from our website.

Sexual Harassment

Sexual harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favours. Sexual harassment is illegal, and will not be permitted in the training environment. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favours, and other verbal or physical harassment of a sexual nature.

All representatives of Evolve College are required to note and agree to comply fully with the regulations and legislation preventing sexual harassment and ensure that all training students are made aware of and comply with such regulations and legislative requirements.

The guidelines are:

Sexual harassment includes but is not limited to:

- Making unsolicited and unwelcome written, verbal, physical or visual contact with sexual over-tones (for example: jokes, slurs, assault, touch or postures).
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Masking reprisals, threats of reprisal or implied threats of reprisals following a negative response (for example, suggesting a poor performance report will be given).
- Engaging in implicit or explicit coercive sexual behaviour which is used to control, influence or affect the career, salary or environment of another.
- Offering favours or benefits such as promotions, favourable reviews, favourable assigned tasks in return for sexual favours of any description.

Sexual harassment of any manner or description is not tolerated at Evolve College. These policies against harassment apply to both the training and work environments for students, clients, staff and contractors. They apply to all locations in which study or practice is undertaken.

Anyone found to be in violation of this policy will be subject to appropriate disciplinary action, which includes warnings, reprimand, suspension, dismissal or cancellation of contract and withdrawal from the course, at Evolve College's discretion.

Discrimination

Discrimination is the prejudicial and/or distinguishing treatment of an individual based on their actual or perceived membership in a certain group or category, in a way that is worse than the way other people are usually treated. It involves the group's initial reaction or interaction, influencing the individual's actual behaviour towards the group or the group leader, restricting members of one group from opportunities or privileges that are available to another group, leading to the exclusion of the individual or entities based on logical or irrational decision making.

Evolve College will treat every student fairly and without discrimination and students are expected to treat each other fairly and without discrimination.

Evolve College is committed to ensuring that all of its representatives, clients and students are treated fairly and equally in their employment and training.

- All opportunities are determined on the basis of merit without regard to nationality, race, religion, sex, sexuality, marital status, pregnancy, politics or impairment.
- Trainers are accountable for the implementation of this policy.
- Evolve College and its representatives have a responsibility to provide an environment, which is free either directly or indirectly from any form of discrimination, harassment, insult, ridicule, victimisation or bullying.

Further details are set out in the Access and Equity Policy and Procedure.



COMPLAINTS AND APPEALS

Evolve College is dedicated to providing a high standard of service. Should a student have a complaint or wish to appeal an assessment result or any decision Evolve College has made, they are encouraged to do so by using the following process:

Policy

Evolve College uses a systematic approach to dealing with complaints, concerns and appeals. All concerns, complaints and appeals are dealt with fairly, honestly, without bias in a professional and fully documented manner.

Evolve College ensures that all students will have access to a fair and equitable process for dealing with complaints/concerns and will provide an avenue for students to appeal against such decisions which affect the student's progress.

All reasonable effort will be made by Evolve College to resolve any student's complaints or concern. To this end, students should refer formal complaints/concerns to the Student Services Team.

Evolve College guarantees that any student who lodges a complaint or appeal will not have their enrolment cancelled, suspended or deferred whilst their complaint or appeal is being processed.

In relation to complaints or appeals:

- All students have the right to lodge a complaint or appeal.
- All students have the right to natural justice in the handling and determination of any complaint or appeal lodged by them.
- Upon receipt, Evolve College will notify the student that their complaint or appeal has been received.
- All complaints and/or appeals will be dealt with in accordance with our complaints and appeals policy and procedure. .

The policy is downloadable from our website, www.evolvecollege.com in the More/About section, under Policies.

CREDIT TRANSFER (NATIONAL RECOGNITION)

You may be eligible for a credit transfer (also called national recognition) if you have previously undertaken training through a Registered Training Organisation. Evolve College will recognise qualifications and Statements of Attainment awarded by Registered Training Organisations throughout Australia. Credit transfer may be granted for one or more units. Evolve College does not award partial completion of a unit via national recognition. Fees are not applicable to course credit (national recognition).

Automatic credit transfer applies to identical units of competency, and there is no mapping/evaluation required. For non-identical units of competency, previously completed units or courses may be considered equivalent where learning competencies and outcomes clearly map across to the target unit. An Evolve College Assessor will review the unit or course you have completed to determine coverage via mapping of the evidence requirements of the target unit(s).

If you have completed identical units of competency, you may apply for Credit Transfer (National Recognition), using the National Recognition Application Form, available as a download on our website from the About section, under Policies. If you have completed non-identical units of competency, you may apply for Recognition of Prior Learning (RPL).

If you think you may be eligible for a credit transfer you will need to provide the following:

- a completed National Recognition Application form, available from the About section on our website, under Policies;
- and:
- a certified copy of the original Statement of Attainment or Record of Results (academic transcript), certified by a person authorised to witness a statutory declaration in your state or territory; and
- a certified copy of the original testamur (qualification certificate), certified by a person authorised to witness a statutory declaration in your state or territory.

The Evolve College Assessor will assess the application in accordance with the national recognition policy and procedure, which is downloadable from the Evolve College website under More / About / Policies and procedures.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning such as:

- Life experiences
- Previous formal learning
- Employment

You may be eligible for Recognition of Prior Learning for part or all of your intended study, based on your previous experiences and learning. For more information regarding RPL and how to apply, or to obtain a copy of the RPL Candidate's Kit which contains all relevant application forms and details of what you are required to supply, please call us on 1300 880 885.

RELEVANT LEGISLATION

All information provided by Evolve College complies with the relevant legislation applicable to Registered Training Organisations, such as, but not limited to:

- Work place health and safety legislation;
- Industrial relations;
- Insurance;
- Access and equity principles and anti-discrimination;
- Privacy;
- Copyright;
- Complaints and appeals;
- Legislation relating to the National VET Regulator and the VET industry;
- Australian Consumer Law;
- Fair Work Australian legislation and regulations;
- Child protection.



Study Resources

EVOLVE HUB

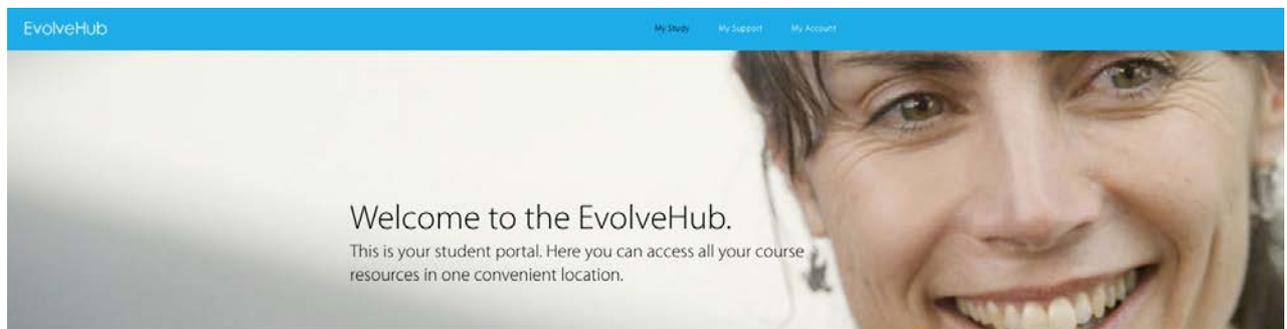
Your learning and assessment materials can be accessed via our online learning environment, the Evolve Hub.

You can easily login to the EvolveHub via the student login tab on the website home page, using the blue “EvolveHub” button at the top right of the page. Enter your email and password to login.

The EvolveHub is your online student resource and contains information such as timetables, access to learning and assessment materials, assessment tasks, and clinic information.

The EvolveHub is regularly updated. **Please take the time to browse the Hub content and re-visit it frequently during your study, as important messages regarding your study are posted there and these can change from time to time.** It is your responsibility to keep up with messages that are posted.

It is your responsibility to regularly check your timetable in the EvolveHub and confirm enrolled class dates and times, as these can change from time to time, as well as checking the EvolveHub for notices and announcements.



Subjects

Subject 1	Introductory Massage	Completed
Subject 2	Human Biology	Completed
Subject 3	Foundations of Massage 1	Completed
Subject 4	Foundations of Massage 2	Completed
Subject 5	Safe Practices	Completed
Subject 6	Working with People	Completed
Subject 7	Business Practices	Completed
Subject 8	Massage Practice 1	Completed

 Your Timetable

 Study Resources

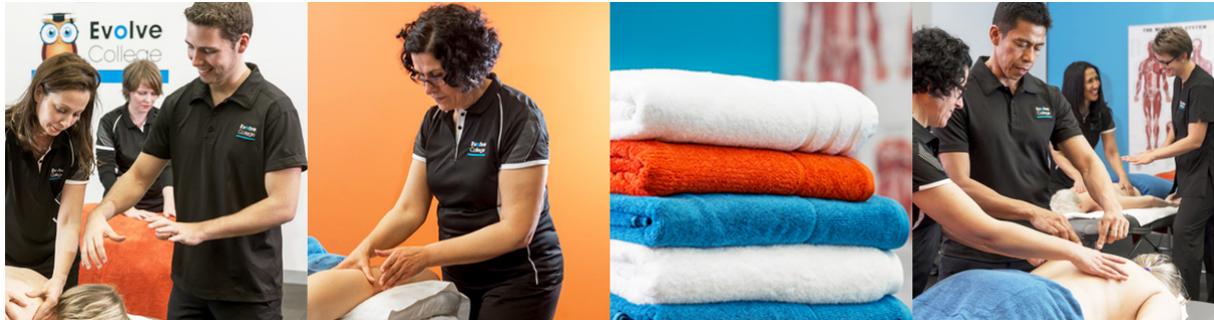
COURSE ATTENDANCE

Absence from a Timetabled Class

Our courses and timetables are structured with care and precision to ensure you receive the learning and support you need. Our class timetables are also structured so as to meet Training Package requirements.

Students are required to attend all scheduled classes in order to fulfil course requirements and also to optimise academic success. If you are unable to attend a class or part of a class, you are required to contact the Administration Office in advance of that class. Please note that missing a class or part of a class may affect your eligibility for your qualification and/ or private health fund approved provider status (for on-campus students of the HLT52015 Diploma of Remedial Massage). We require missed/lost time to be made up, to ensure that you meet all relevant requirements for your qualification. You can organise to make up time by contacting the Administration team on 1300 880 885 (Mon – Fri 9:00am-5:00pm, AEST/ ADST) or by email at evolve@evolvecollege.com.

Please log into the EvolveHub to confirm enrolled class dates and times. You can also browse existing timetables on our website. Please note that a fee is applicable to transfers and rescheduling your class. Please refer to the Administration Fee Schedule which is available on our website, for details.



Transferring Classes

If you wish to transfer to another class timetable please contact the Administration Office to discuss your options. Please note that transfer fees apply according to the fees listed in the Administration Fee Schedule on our website.

You will not be permitted entry into a class unless you are enrolled in that class. If you require to transfer to another class timetable you must arrange an alternative time through the Administration Office well ahead of class time.

Only students listed on the Trainer's attendance sheet will be permitted entry into the class.

Transferring to On-campus

If you wish to transfer from Correspondence study to On-campus study (or the other way around), this is possible by contacting the Evolve Administration Team, who can assist you. There is a fee payable per subject transferred. The fee is outlined in the Administration Fee Schedule available on our website on the policies page, under More / About.

Withdrawal from a Subject or Course

We understand that sometimes circumstances change and sometimes things may arise that impact on your study. You are welcome to call and talk with us about this, should this arise for you.

If you want to withdraw from your course for any reason, you should follow the Student Withdrawal Policy and Procedure, on our website at www.evolvecollege.com/policies.

Students agree to the terms and conditions outlined in the Enrolment Form and Student Agreement. If a student wishes to cancel their course, they must submit in writing their intention to cancel using the Course Cancellation Form available on our website, www.evolvecollege.com in the About section, under Policies.

If you would like to request special consideration, you may do so using the Special Consideration Request Form. Policies and forms are downloadable from our website, www.evolvecollege.com in the About section, under Policies.

Deferral of a Subject or Course

If a student needs to defer a subject or course they must notify the College Administration in writing of their intention to defer using the Course Extension Request Form available on the website, www.evolvecollege.com in the About section, under Policies. Fees apply. Please refer to the Administration Fee Schedule (downloadable on our website) for details. Students are required to confirm current fees and any additional costs must be met by the student prior to recommencing their studies.

Evolve College Campus Clinic

Part of the Evolve College Clinic Program is attendance at the Campus Clinic. All on-campus and correspondence students attend this clinic, which comprises two clinics for HLT42015 Certificate IV in Massage Therapy students and five clinics for HLT52015 Diploma of Remedial Massage, held within the Clinical Practice Program.

These are on-campus commitments that all students must attend, regardless of their mode of study (i.e. on-campus or correspondence). At these classes, students undertake practical application of massage in a supervised clinic environment at Evolve College, with real clients, under the supervision of an Evolve College Assessor.

This is in addition to the other clinic programs provided by Evolve College, to prepare our students for professional practice.

For more details on our Clinic Program, see the Our Clinic Program section in this Student Handbook, and the resources section of your EvolveHub.

Theory Subjects

The theory subjects are released in the order most supportive for your study. The course roll-out is designed to maximise your learning. We recommend you study the theory subjects in the order they are presented and released to you in the EvolveHub.

Practical Subjects

Practical Subjects must be studied in order as the content of each subject builds on your understanding from the previous subject.

YOUR STUDY MATERIALS

Your subject materials will be available to you online via the EvolveHub following your enrolment. Materials are released online in the order most supportive to your study. For on-campus students, a copy of the practical class material will also be provided to you in class, for working through together with your Trainer/Assessor.

For on-campus students, the required study materials for every subject enrolled in are included in the online EvolveHub learning and assessment area. Students will also receive a copy of practical study material at each practical class.

For correspondence students, the required study materials for every subject enrolled in are included in the online EvolveHub learning and assessment area.

Please note: If you misplace any hard copy course materials you will need to contact the College Administration Office on 1300 880 885 to arrange for them to be reissued at your own cost.



STUDY QUESTIONS

If at any time during your study you have any questions relating to your study please forward these to the Evolve College Education Support Team. The Education Support Team will endeavour to ensure a reply to your question(s) is provided within 3 working days.

Questions can be forwarded to the College via one of the following methods:

1. Using the contact form via the My Support tab in the EvolveHub
2. Email: evolve@evolvecollege.com
Place the following under the Subject Title in your email message: ATT: Education Support - Student Question(s)
2. Phone: 1300 880 885 (ADST/AEST)
3. Post: Evolve College
ATT: Student Services
Units 3&4, 425-427 Docklands Drive
Docklands VIC 3008

For online learning and assessment related queries please include the following information:

Subject number and title

Module number and title

Section number and title

Question number and detail of assessment you are enquiring about

FEEDBACK

Your feedback is very important to us.

Course Evaluation

We value and welcome all feedback from our students and graduates. During your training you will be asked to provide your thoughts and comments on the training received. Evolve College encourages all students to make contact should they wish to provide feedback or comments on any aspect of the service they have received at any time. We welcome your feedback. Please email: evolve@evolvecollege.com or call us on 1300 880 885.

FIRST AID QUALIFICATION

To receive a HLT42015 Certificate IV in Massage Therapy or HLT52015 Diploma of Remedial Massage you are required to have a current HLTAID003 Provide first aid certificate.

If you have a current HLTAID003 Provide first aid certificate then all you need to do is submit a certified copy of your First Aid certificate to us. The certificate must be current as at the date of graduation from your qualification with Evolve College.

Is your First Aid certificate valid?

To be valid, your First Aid certificate must:

- Evidence attainment of the HLTAID003 Provide first aid unit of competency;
- have the Nationally Recognised Training logo on it; and
- be a current certificate of competency

Where can I do my First Aid Training?

If you do not have a current HLTAID003 Provide first aid certificate, you will need to obtain one and provide satisfactory evidence of completion to Evolve College. You may do your First Aid training with a provider of your choice. An example of an RTO that is approved to deliver the unit HLTAID003 Provide first aid is the Australian Red Cross. Students may choose to complete the unit with any RTO registered to deliver that unit. Please contact our Student Administration team for more details.

When you have completed your first aid certificate, you are required to upload it to the EvolveHub.

CLINIC LOG BOOK

Your Clinic Log Book is used to record practical massage hours for each practical subject.

When can I start my Clinic Log Book?

Clinic log book hours can be commenced at the completion of any of the practical modules within Subject 1 – Massage Therapy. Throughout your course, once you have practised all the techniques in a module or subject and feel confident in applying those techniques within a massage treatment you are ready to complete the required Clinic Log Book entries for that particular module or subject. You need to have attended your class (for on-campus students) or studied the module or subject via the online video (for correspondence students) before commencing your log book hours. Your massage treatments should be performed without referring to your manual and in each case must relate to the subject being studied.



VOLUNTARY COMMUNITY WORK

You are required to complete Voluntary Community Work as part of your course (which is completed within Clinical Practice 1 (subject 8 in the HLT42015 Certificate IV in Massage Therapy, or subject 4 in the HLT52015 Diploma of Remedial Massage).

Voluntary Community Work involves you going into the community as a volunteer to provide massage. You are providing your massage service to an organisation or event within the community, as distinct from massaging at home, in a clinic, or at someone's home which would be classed as Clinic Log Book Hours.

When can I start my Voluntary Community Work?

As soon as you feel confident in applying your Foundations of Massage 1 & 2 skills within a massage setting, you are ready to start. Foundations of Massage 1 & 2 skills are taught within Subject 1 (Massage Therapy). The skills you utilise as part of your Voluntary Community Work must be within the scope of the subjects and course you are completing.

Aims of the Voluntary Community Work

- a) To educate the community about the benefits and uses of massage.
- b) To gain experience, confidence and access to allied fields of interest through providing voluntary massage.
- c) To help make a difference by getting involved in the local community.

Requirements of the Voluntary Community Work

a) Complete the minimum number of hours of community work for your enrolled course:

- a minimum of 2 hours massage practice within the community for an enrolment in the HLT42015 Certificate IV in Massage Therapy, or
- a minimum of 5 hours massage practice within the community for an enrolment in the HLT52015 Diploma of Remedial Massage.

b) Participate in College organised events or organisations accessed through individual contacts.

Examples include:

- Sporting Events - fun runs, triathlons, badminton tournament, etc.
- Sporting Clubs - soccer, rugby, hockey, football training session, etc.
- Institutions - nursing homes, hospitals, etc.
- Fundraising Events - Red Cross, CFA, sponsorship events, etc.
- Businesses - corporate massage etc.

c) Where possible wear an Evolve College Polo Shirt and black pants. Please contact the Administration Office to arrange a College polo shirt. You may also wear a plain black polo top and black pants.

d) Ensure that all equipment is clean and of good quality and that you present yourself in a professional manner.

e) This is a voluntary service. There is no payment for participation in Voluntary Community Work.

Voluntary Community Work REPORT

On completion of your Voluntary Community Work, you are required to complete and upload a report to the EvolveHub.

PROFESSIONAL MASSAGE TREATMENT

You are required to experience a **Professional Massage Treatment** and write a report on this. This is part of Clinical Practice 1 (subject 8 in the HLT42015 Certificate IV in Massage Therapy, and subject 4 in the HLT52015 Diploma of Remedial Massage).

A Professional Massage Treatment involves you booking an appointment with a registered massage therapist and experiencing a Professional Massage Treatment.

When can I book my Massage Treatment?

You can book your massage treatment any time during your course: as soon as you feel confident in applying your Foundations of Massage 1 and 2 skills (taught in Subject 1) within a massage setting, you are ready to experience a Professional Massage Treatment. We recommend that the style of treatment you receive fits within the scope of the course you are completing.

Aims of the Professional Massage Treatment

- a) To experience a Professional Massage Treatment within a clinic setting.
- b) To gain an understanding of the standard of massage displayed in the workplace.
- c) To acknowledge and reinforce your own need for self-care.

Requirements of the Professional Massage Treatment

- a) Receive a 1 hour Professional Massage Treatment within a clinic setting.
- b) Experience receiving a massage from the framework of being a general customer/lay person.

Professional Massage Treatment REPORT

When you have received your Professional Massage Treatment, you are required to complete and upload a report to the EvolveHub.

MESSAGE TABLES AND ACCESSORIES

Evolve College has a successful partnership with Firm-n-Fold, a massage equipment company. Call our Administration Team on 1300 880 885 for details on **discounts on massage tables and accessories** that may be available to Evolve College students.

SUPERVISED CLINICAL HOURS

Evolve College has a very strong clinical program, designed specifically to give you extensive and varied experience in clinical practice, to prepare you to practice as a Massage Therapist upon graduation.

The HLT42015 Certificate IV in Massage Therapy and HLT52015 Diploma of Remedial Massage both require completion of Client Consultation Work ("CCW" or clinical hours).

All requisite supervised clinical hours need to be completed prior to graduation. Your supervised clinical hours are made up through completion of:

- The CCW component within practical classes (for on-campus students)
- The Massage Practice Program classes and Campus Clinic applicable to you (Massage Practice 1 and Clinical Practice 1 for HLT42015 Certificate IV in Massage Therapy students, and Massage Practice 2 and Clinical Practice 2 for HLT52015 Diploma of Remedial Massage students).
- Virtual Clinic: See your Course Overview matrix for your intake, which is a PDF document outlining all of your subject and hour requirements, including the number of Virtual Clinic hours applicable to your study. This PDF is available in your Study Resources section of your EvolveHub. There is an on campus option for the Virtual Clinic hours.

You are required to complete all aspects of the Clinic Program before you may be permitted to graduate.

More details on our Clinic Program are given in the Our Clinic Program section of this handbook. See also the Clinic Program Fact Sheet, which is available in the Study Resources section of your EvolveHub.

INSURANCE

As a student of Evolve College, you are covered by Evolve College's insurance whilst you are performing activities which are officially required by Evolve College as part of your course. This includes all class time, student clinic on campus, Virtual Clinic while supervised by an Evolve College Trainer/Assessor, logbook hours performed in your home, and community events supervised by an Evolve College Trainer/Assessor. During such activities, you must at all times be observing and adhering in full to any direction or request from your Trainer/Assessor, plus following and meeting all Evolve

College policies and procedures, the Student Code of Conduct (as outlined in the Student Handbook) and performing only Evolve College taught techniques. If you wish to undertake any activity outside the above-mentioned components of your course, you will require prior written approval from Evolve College. If you have any queries please contact the Administration Team on 1300 880 885.

Your Qualification

NATIONALLY RECOGNISED TRAINING

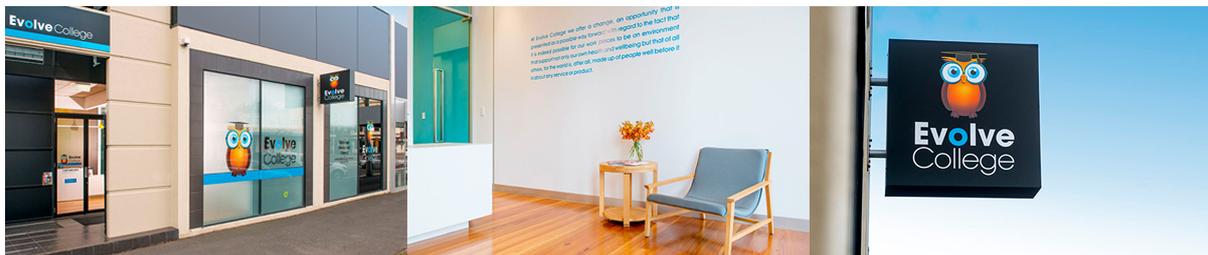
Evolve College is a Registered Training Organisation (RTO) and follows the guidelines as set out by the Australian Qualifications Framework (AQF). The HLT52015 Diploma of Remedial Massage and HLT42015 Certificate IV in Massage Therapy are official qualifications within the industry developed and approved and government endorsed Health Training Package.

On completion of your studies you will be issued with a nationally recognised qualification, after all assessment and requisite checks are completed by Evolve College. Nationally recognised qualifications are highly valued by employers and are sought after by those developing a career. This qualification is like a "stamp of approval" by the issuing body of the fact that you have completed training and assessment that meets the requirements of the Training Package and therefore the requirements set by industry for your chosen qualification.

We offer the following nationally recognised training in Massage:

- HLT42015 Certificate IV in Massage Therapy
- HLT52015 Diploma of Remedial Massage

For details on other nationally recognised training Evolve College offers in other disciplines, please refer to our website, www.evolvecollege.com and go to Courses.



ACADEMIC TRANSCRIPT (RECORD OF RESULTS)

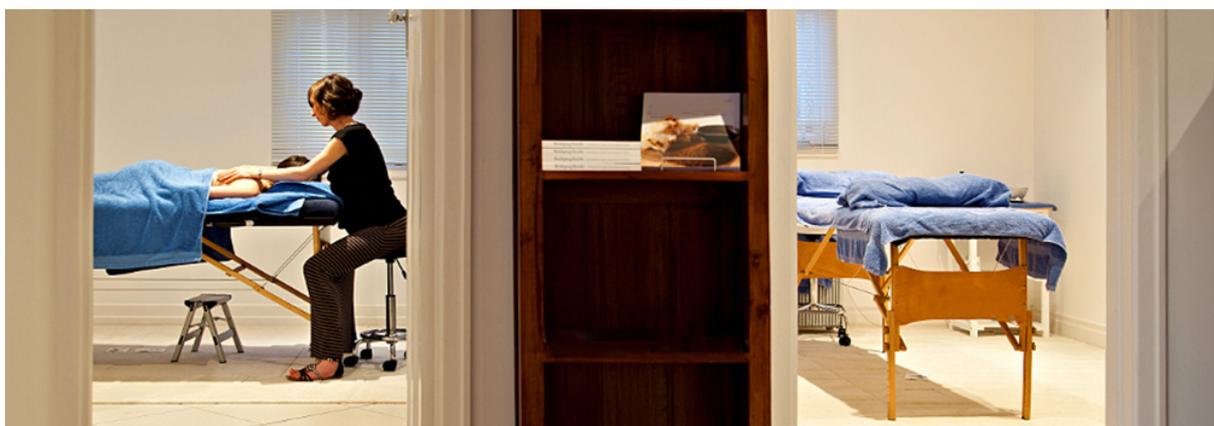
On completion of your course, after completion of all assessments and necessary checks by the Evolve College team, you will receive an academic transcript. This is an official statement of your results (Record of Results), listing the competencies completed for the qualification being issued. This transcript is confirmation of having completed the relevant qualification and can be provided as evidence when required, such as when applying for membership with an Association or gaining insurance to commence employment. Your academic transcript will be automatically emailed to you after all assessment tasks have been completed for all subjects and signed off as satisfactory by an Evolve College Assessor. Please allow up to 4 weeks for the issue of your academic transcript, after the date of final sign off that your course is complete and all requirements met by the Evolve College Issuance Team.

QUALIFICATION CERTIFICATE

Once your Record of Results has been issued, Evolve College will order your qualification certificate, which is printed in an external print-house, and forward to you via Australia Post.

Your qualification certificate can be displayed in your clinic as confirmation to your clients that you have completed nationally recognised training with Evolve College.

Please allow up to 4 weeks for the issue of your qualification certificate, after the date of final sign off that your course is complete and all requirements met by the Evolve College Issuance Team.



Professional Associations

There are a significant number of professional Associations in Australia. Some represent the massage industry only and are considered Massage Associations. Other associations may be considered Complementary or Natural Therapy Associations, as their membership encompasses not only massage but a range of other Body Work therapies, e.g. naturopathy, reflexology, shiatsu and other therapies.

Any reputable Association should be an independent not-for-profit organisation that fosters high standards of ethical and professional practice. Because the massage industry is self-regulated, the associations play an important role in recognising individuals for membership that hold formal qualifications defined by the Australian Qualification Framework (AQF).

An Association can certify you as a Massage Therapist on behalf of the profession for the benefit of consumers and employers. On satisfactory completion of your on-campus HLT52015 Diploma of Remedial Massage, if you have met all relevant requirements, an Association can put you forward to Medibank Private for approved provider status (which enables you to offer rebates to your clients). Note that private health funds set and have their own educational criteria and requirements for this purpose, including in relation to the way you study, in order to be eligible. Refer to the section on private health funds in this Student Handbook as well as information on our website for more details.

Below are some of the aims that would be expected of an Association:

- to encourage a high standard of practice
- to promote the profession
- to provide rules of conduct, ethics and standards
- to monitor the quality and delivery of training

Evolve College recommends that you join an Association, however the choice is yours. Being a member of an Association is not an absolute requirement within the massage industry, although your insurance broker or underwriter may require it, and it is a standard of best practice. It is a student/graduate's choice as to which Association they join.

We recommend you discuss your needs directly with an Association and what benefits they can provide you by being a member.

Evolve College works with the following associations:

- MAA: Massage Association Australia: www.maa.org.au
- ATMS: Australian Traditional Medicine Society: www.atms.com.au
- AMT: Association of Massage Therapists: www.amt.org.au
- MA: Massage Australia: massageaustralia.com.au

Important Note:

- Associations may have their own requirements for membership, and they may also set their own processes regarding acceptance of applications, for instance, for private health funds' Approved Provider status. See the Association's website for details or call them for more information.
- Student membership of Associations is often available, as well as membership for graduates. Membership may enable a student or graduate to obtain insurance. Contact your chosen Association for more information.
- At Evolve College, we offer you flexibility so that you can choose the method of study that suits you. If you choose to apply to become private health fund registered (for HLT52015 Diploma of Remedial Massage graduates only), you will need to ensure you meet the requirements of the health fund you wish to register with. See the private health funds section in this Student Handbook, and the private health funds information on our website for more details, or contact us for help in designing a course that best suits you.
- Requirements for recognition as an Approved Provider for private health funds are determined by the health funds as well as the Professional Associations themselves and may be subject to change without notice.



At Evolve College we care very deeply about our students and the quality of their experience with us.

We look forward to supporting you to learn and grow, throughout your studies.



We thank you for choosing to Evolve with us.



Evolve College is committed to its students.

Our trainers and our entire Student Services and Admin Team are there to support our students in full as they undertake study with us.

To us, you are never a piece of paper or a student number – you are a person, and the service we provide to you is in full reflection of the fact that at Evolve College, our training is all about developing you, in preparation and readiness for all that lays ahead of you, whether that be in massage or in any other career or field that you may enter.

In answer to the very strong call, consistently and continuously made by our graduates and students, we will launch through Evolve College a range of courses in a variety of different fields. Our students' feedback is extremely important to us, and we have listened to the many requests for more from us – and Evolve College is answering this call.

Our team has a 20+ year history in exceptional quality training in the Vocational Education and Training sector. Evolve College is now greatly expanding what is on offer, whilst offering unparalleled customer service, and a solid, dedicated focus on our students' development as people. Check out our website at www.evolvecollege.com for details of the courses on offer.

**At Evolve College, it is all about you, the student,
and your experience with us.**



Head Office:

Units 3&4, 425-427 Docklands Drive
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p | 1300 880 885

e | evolve@evolvecollege.com