



VOCATIONAL EDUCATION AND TRAINING

Student Handbook





Handbook Disclaimer

This Student Handbook contains information that is current at the date of publication. Changes in legislation, regulations or College circumstances after this date may impact on the accuracy or currency of the information included.

The College takes all care to ensure that the information contained in this handbook is accurate but reserves the right to vary any information described in this publication without notice.

The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation and Wellnation. For the purposes of this handbook any reference to 'College' or 'the College' should be considered a reference to each or any of these respective trading names. These education providers work together to create unique opportunities for students and alumni throughout the natural health and wellness industry.

The Student Handbook has been prepared as a resource for anyone studying at the College's various campuses or online. It is not designed to be definitive or complete on all topics, and should be used (as appropriate) in conjunction with the following resources:

- (Student) Clinic Handbook
- Access and Equity Student Handbook - VET
- Notifiable and Infectious Diseases and Infection Control Management Guideline
- Policies and Procedures page on the College website

This Handbook is for all enrolled students who have joined the College community in their journey of education in Vocational Education and Training (VET) registered courses at Endeavour College of Natural Health and FIAFitnation.

Information on courses offered by the College is provided within this Handbook and should be read prior to enrolling in a course.

All students need to read, understand and follow the policies and procedures the College available publicly at: <https://www.endeavour.edu.au/policies-and-procedures>.

This handbook provides an overview of the College for students old and new. Covering the entire lifecycle of the VET Student, from admission to Graduation and beyond, you will find this Handbook a necessary tool for approaching your study and joining the College community.



Australian College of Natural Medicine Pty Ltd (ACNM) around Australia

Two of Australia's most respected fitness education and training providers - Fitnation and Fitness Institute Australia (FIA) joined forces as FIAFitnation in January 2012 under the umbrella of ACNM. FIAFitnation offers certificate and diploma qualifications for those seeking a career in the health and fitness industry. The very best personal fitness trainers and specialist industry professionals work hands on with students to deliver a gold standard education. 45 years of combined experience have created world-renowned courses that qualify students as highly desirable professionals. Our team of instructors includes, Exercise Physiologists and Scientists, Physiotherapists and Nutritionists. These experts have both the technical knowledge and applied experience to lead in their respective fields. For our students this means inspired and passionate teaching to help achieve fitness goals.

Together, FIA and Fitnation have graduated tens of thousands of fitness leaders working in Australia and internationally - many running their own personal training business, working with sporting teams, making a name for themselves in the media or carving out an entrepreneurial niche in corporate services.

We have campuses at the following locations:

Sydney

Level 8, 815 George Street
Haymarket, NSW 2000

Melbourne

Level 1, 368 Elizabeth Street
Melbourne, VIC 3000

Brisbane

Level 2, 269 Wickham Street
Fortitude Valley, QLD 4006

Endeavour College of Natural Health is Australia's largest dual sector provider of natural health education. With a truly national footprint Endeavour campuses are in six capital cities. All around the globe, Endeavour College graduates are helping their clients prevent ill health and achieve wellbeing.

We have campuses at the following locations:

Brisbane (Head Office)

(07) 32571883
Level 2, 269 Wickham Street, Fortitude Valley

Adelaide

(08) 7201 4100
88 Currie Street, Adelaide

Gold Coast

(07) 5503 0977



105 Scarborough Street, Southport

Melbourne

(03) 9662 9911

Level 1, 368 Elizabeth Street, Melbourne

Perth

(08) 9225 2900

170 Wellington Street, East Perth

Sydney

(02) 8204 7700

Level 2, 815-825 George Street, Sydney



Welcome from the National Academic Manager – VET

Welcome to Vocational Education and Training (VET) with the Australian College of Natural Medicine Pty Ltd (ACNM).

Endeavour College of Natural Health is Australia's pre-eminent provider of education to the Natural Health sector. Natural Health embraces the philosophy of holism, where mind, body and spirit need to be in balance and harmony if health and wellbeing are to be maintained. Within our Vocational Education and Training courses we provide in-depth Certificate and Diploma qualifications.

These courses will equip you, our students, to graduate with the skills and knowledge to support the growing number of people in Australia (and indeed, the world) who are turning to natural health alternatives. You may also choose to go on to further study in the field, and can do that in any of our Bachelor degrees with some credit transfer due to your already-achieved knowledge and skills from your VET course.

At FIAFitnation we pride ourselves in the delivery of outstanding fitness education, offering fully accredited education across Australia. The aim of FIAFitnation is to provide you with the requisite knowledge, experience and hands-on applications to enter the fitness industry as a confident and competent fitness professional. We do this by providing you with access to highly qualified and experienced education staff from diverse specialties in the fitness industry, allowing you to graduate with a comprehensive understanding of what the fitness industry is, and where opportunities lie that match with your own personal goals.

At our Colleges, we are committed to providing you with a learning environment that helps you achieve your educational and career goals.

We look forward to welcoming you to your studies at Endeavour College and FIAFitnation.

Yours in wellness,

Ewan Birnie

National Academic Manager - VET



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Introduction

Australian College of Natural Medicine Pty Ltd (ACNM) includes the Endeavour College of Natural Health, FIAFitnation, and Wellnation. The complementary education providers work together to create unique opportunities for students and alumni throughout the natural health and wellness industry.

College Vision

The College's vision is to promote and advance the philosophy and practice of natural medicine and allied health by producing high-quality graduates who will go on to be leaders in their fields of practice. We will do so by being the pre-eminent provider of education to the Australasian natural health and wellbeing sector. In doing so, we will be known for the quality of our teaching and the competence of our graduates.

Endeavour College of Natural Health

Endeavour College of Natural Health, formerly the Australian College of Natural Medicine was established in 1975. From our humble beginnings with just 16 students, today we are the largest Natural Health College in the Southern Hemisphere with six vibrant campuses in Adelaide, Brisbane, Gold Coast, Melbourne, Perth, and Sydney.

By providing the highest standard of education and the most contemporary curriculum Endeavour College of Natural Health is now Australia's preeminent provider of education to the Natural Health sector.

The philosophy of the Natural Medicine industry underpins the success of Endeavour College of Natural Health; Natural Health embraces the philosophy of holism, where mind, body and spirit need to be in balance and harmony if health and wellbeing are to be maintained.

FIAFitnation

Two of Australia's most respected fitness education and training providers - Fitnation and Fitness Institute Australia (FIA) joined forces as FIAFitnation in January 2012 under the umbrella of ACNM. FIAFitnation offers certificate and diploma qualifications for those seeking a career in the health and fitness industry. The very best personal fitness trainers and specialist industry professionals work hands on with students to deliver a gold standard education. 45 years of combined experience have created world-renowned courses that qualify students as highly desirable professionals. Our team of instructors includes, Exercise Physiologists and Scientists, Physiotherapists and Nutritionists. These experts have both the technical knowledge and applied experience to lead in their respective fields. For our students this means inspired and passionate teaching to help achieve fitness goals.

Core Values

Our values guide each and every interaction we have with our stakeholders. All members of the College community are expected to value:

Authenticity: We do not pretend. We are collaborative, inclusive, warm and genuine and understand that robust discussion supports openness and growth.

Clarity: We speak to the facts. We do not create mythology based on incorrect information. We verify the data and we act in the interest of clarity.

Happiness: We value positivity, joy, encouragement and strive to be in the moment. As individuals we carry responsibility for our own happiness regardless of the situation or context, and that informs how we 'show up' in our environment.



Holistic: We teach, support, live and breathe natural medicine and wellbeing. Be the contributions large or small, we consciously find ways to contribute to an holistic approach in everything we do.

Student Centricity: All students are central to our existence. We work to engage and satisfy our prospective, current and past students like no other tertiary institution.

Responsibility: We take personal ownership of our actions. We do not blame others. When we commit – we follow through. We model the very best in ethical conduct. We honour and respect the intrinsic value of ourselves and others.

Student Code of Conduct – VET

The Student Code of Conduct - VET (the Code) has been developed to engender good communication, collegiality and a helpful learning environment amongst the VET community at the College.

Student life at the College should be a rich and positive experience centred on engagement within academic and vocational areas of development. The Code aims to foster the core values and encourage active engagement between the College and the VET student body within the contexts of professional practice, teaching and learning, and the life of the College community.

The Code underpins the College VET student experience and is designed to define the partnership that exists between students, the staff who teach them, and the broader College community. The Code clearly outlines student responsibilities and expectations.

The full Student Code of Conduct – VET must be read by every VET student and considered as part of all interactions with the College, fellow students and staff, and when representing the College in any way.

Legislation

As an RTO, the College is required to adhere to the Standards for Registered Training Organisations (RTOs) 2015 which are a comprehensive set of standards that guide nationally consistent, high quality training and assessment services in the vocational education and training system.

All students must be aware of the legislative requirements that affect their participation in vocational education and training. There are two key avenues for students to be aware of these requirements:

1. Read and be aware of all College Policies - policies reference legislative requirements where necessary; and
2. Actively engage in course-specific units of study that cover legislative content over the duration of your studies – relevant units of study will cover specific legislative requirements that impact upon a students' future profession.

If you would like further information on a specific piece of legislation mentioned in a policy or in class, visit the Australian Government website for Commonwealth Law (<http://www.comlaw.gov.au/>). This website is the most complete and up-to-date collection of all Commonwealth legislation and includes links to all other sources of Australian Law (i.e. State-based legislation).

Alteration to Regulations and Policies

The College develops all content for its VET qualifications in alignment with the nationally recognised training packages in health and fitness. The College reserves the right to make changes to the course assessment, delivery, teaching staff, policies and procedures at any time for the purpose of providing improved courses and services to its students.



This Student Handbook – VET is updated regularly (at least annually). However, changes to policies and procedures may occur at other times and students are advised to always refer to the College website for the most up-to-date policies and procedures. It is the student's responsibility to check regularly for any changes and to be informed of changes as they occur.



ADMISSION AND ENTRY

Every new student wishing to enter the College is required to liaise with an Admissions Adviser throughout their enrolment process or online application. Prior to enrolment, the College provides all course information (including the content and vocational outcomes) on our website along with all marketing material. We are a direct entry College allowing students to enrol online or with staff to gain entry rather than using state-based tertiary entry systems. To support a successful study experience, students are required to meet the following entry requirements:

- Ability to attain a First Aid Qualification with CPR as necessary for their qualification or clinic requirements;
- Ability to attain a Working with Children Check (or equivalent) as necessary dependent on State legislation (for courses including Clinical Practicum only);
- A minimum English Language Proficiency level of IELTS 5.0 (for Cert III) or 6.0 (for Cert IV, Diploma or Advanced Diploma) or equivalent;
- Minimum computer literacy standards as determined by the College as well as unrestricted access to the internet and a personal email account;
- Ability to supply the College with their Unique Student Identifier (USI) prior to any formal documentation being supplied;
- Ability to acquire the required training tools and resources required to fully participate on campus and/or online units of study.

Unique Student Identifier (USI)

A USI is a reference number from the Federal Government which allows students to link to their Australia-wide VET records from a single, secure and accurate online source. The USI can be used throughout your life and when applying for a job or enrolling into further study. Being a government initiative implemented in 2015, your records will show your VET achievements from 1 January 2015 onwards.

All VET students with the Endeavour College of Natural Health need a USI and must supply this to the College. The College as a Registered Training Organisation (RTO) can no longer issue any formal documentation about your completion of any studies until you have provided us with a USI. A free and easy service is provided by the government to attain a USI (see the Federal Government's website to learn more). **Details on how to obtain a USI will also be provided on enrolment if you do not have one.**

If you have any further difficulties please contact Student Services or refer to the [Unique Student Identifier Policy - VET](#).

Term of Enrolments

In order to undertake a course, a student must correctly enrol in that course. The student's progression through to graduation will then be dependent upon them re-enrolling in the correct sequence of units (allowing for pre-requisite knowledge), and successful completion of all relevant units of study.

In order to qualify for graduation and receipt of the qualification, a student must successfully complete all units of study as listed in the relevant Course Structure.

Student Services staff are available to assist you with any re-enrolment queries you may have.



Refusal and Exclusion

The College reserves the right to refuse admission of a prospective student based on the following criteria:

1. The applicant demonstrates behaviours that do not meet the standards set out in the [Student Code of Conduct – VET](#) or has committed an act of serious student misconduct.
2. The applicant does not meet the minimum entry requirements, conditional course requirements (e.g. Working with Children Check), or ongoing course requirements, and is not prepared to pursue the advice provided by the College to gain additional knowledge prior to commencing study.
3. Serious financial, personal or health issues that will affect the student's ability to meet study requirements or to continue in the relevant award and thereby achieve the outcomes of the course despite assistance such as the [Access and Equity Program](#) or [Special Circumstances Policy - VET](#).
4. Applicants deemed unequipped to enrol may be referred to other educational institutions to seek additional learning prior to reapplying to the College.

This is further outlined in the [Admissions Policy - VET](#) and the [Student Misconduct Policy - VET](#).

Language, Literacy and Numeracy (LLN) Requirements

All courses at the College are delivered in the English language. It is essential that a student has language, literacy and numeracy (LLN) skills sufficient to successfully complete assessments at the vocational education level.

All applicants for whom English is not the primary language must have an academic IELTS score of 6.0 for Certificate IV, Diploma and Advanced Diploma qualifications and 5.0 for enrolment into a Certificate III qualification. This level has been set to ensure the student will have the ability to successfully engage with course materials and teaching staff. Refer to the [English Proficiency Policy - VET](#) for details. At the discretion of the College, prospective students may be required to undertake an assessment of English language at their own cost and achieve a result at least equivalent to:

Certificate IV, Diploma & Advanced Diploma qualification:

- IELTS 6.0 (overall score)
- Cambridge English: First (FCE 169-175)
- Pearson (PTE) Academic Score of 52 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 537
- Internet based (iBT) TOEFL score of 79.

Certificate III qualification:

- IELTS 5.0 (overall score)
- Cambridge English: First (FCE 154-161)
- Pearson (PTE) Academic Score of 40 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 500
- Internet based (iBT) TOEFL score of 61.

English test results must be no more than 2 years old. After provision of scores above, if it is identified that a student's English language skills are not proficient, the student may be required to undertake a further test at the student's cost. For further information on the minimum standards required, please refer to the [Admissions Policy - VET](#) and the [English Proficiency Policy - VET](#).



English Language Support

Assistance with English language is available to all students including those for which English is the first language. Support options for students MAY include the following:

- Pairing the student with a study mentor or buddy that demonstrates well developed English language skills
- Additional self-study review
- One-on-one tutoring
- Additional examination time.

Students may also be referred to local language support services as necessary. Students are expected to cover any costs involved in order to access external English language support.

Further information on the College's support for students requiring English language assistance can be found in the [English Proficiency Policy - VET](#).

Minimum Computer Literacy Standards

The minimum computer literacy standards are the computer skills required to engage in study and student life at the College. The minimum standards include being able to:

- Organise work files in directories or computer files;
- Make, save, and find files;
- Use the internet to find information and send emails;
- Use simple text skills such as typing, formatting and printing;
- Resolve minor application problems.

First Aid

All applicants who will be enrolling in a course at Endeavour College of Natural Health and FIAFitnation which include practicum requirements must be aware of the requirement to hold a current recognised First Aid Certificate (HLTAID003 Provide first aid) prior to commencing their first client contact session and maintain its currency throughout the remainder of their course of study. HLT42015 Certificate IV in Massage Therapy and HLT52015 Diploma of Remedial Massage students are required to attain a First Aid Certificate (HLTAID003 Provide first aid) prior to their first clinic session in term two of study. FIAFitnation students must complete HLTAID003 Provide first aid as part of the SIS30315 Certificate III in Fitness. Those studying the SIS40215 Certificate IV in Fitness must have a current first aid qualification upon commencement of the course. FIAFitnation students completing SIS50215 Diploma of Fitness must complete HLTAID006 Provide advanced first aid as part of the course. In order to commence this course, students must hold a current HLTAID003 Provide first aid qualification.

If an Endeavour student is unable to produce a statement of attainment for HLTAID003 Provide first aid prior to commencing their first client contact session, the student will be unable to complete that unit of study. No Endeavour student will be permitted to enter the practicum environment without having produced this documentation. As such, students without a current HLTAID003 Provide first aid statement of attainment will be unable to complete their course of study.



Working with Children

As outlined in the [Working with Children Checks Policy](#), a successful Working with Children Check (WWC) or its equivalent is a condition of enrolment for all courses including a practicum component and must be submitted to the College and maintained for the period of a student's enrolment (each State / Territory differs slightly in its legislative requirements; see [Working with Children Checks Policy](#) for requirements by jurisdiction).

Endeavour College of Natural Health students must supply their WWC Check prior to commencement of Week 6 of their first teaching period with the College (i.e. prior to Week 6 of their first term). To allow appropriate time for processing (up to 6 weeks), students should submit their application for a WWC Check immediately on notification of enrolment at the College being successful. In some instances, WWC Checks may take longer to receive than the timeframes stated above. In these instances, students will be required to provide evidence that their WWC Check application has been submitted well in advance of the due date and will not be permitted to practice on children until the successful WWC Check is received by the College. Students of HLT42015 Certificate IV in Remedial Massage and HLT52015 Diploma of Remedial Massage will be unable to commence term 2 of study until the above has been completed.

Students who are not able to produce or maintain a successful WWC Check will not be able to complete any qualification at the College that has a practicum component. In these instances, the student is unable to meet the requirements for course completion and the College will immediately cancel their enrolment in the course. The provisions of the Fees Policy ([Fees Policy – VET](#)) will apply).

If a student is found to have misled the College regarding their WWC Check status (i.e. using falsified documents to claim legal ability to work with children when this is not the case), they may be excluded from the College on a permanent basis.

During completion of SIS30315 Certificate III in Fitness, SIS40215 Certificate IV in Fitness and SIS50215 Diploma of Fitness, a WWC is not required as there is no contact with children throughout completion of the course. It is however worth noting that workplace internship components in these courses may place the student in a work environment where the mentor requests a WWC. These requirements should be agreed and discussed directly between the student and the workplace.



FEES

Payment Options

All students are expected to pay for their course or unit/s of study on enrolment or enter one of the arrangements available. The cost for each course is on the VET Tuition Fee Schedule available to each prospective student via the College website.

Self-Funding Students

Self-funding students must pay **all enrolled** course fees in full prior to census date unless on an approved payment plan. FIAFitnation students will pay a non-refundable deposit of \$200 on enrolment. Please note this is not required for Endeavour college students. Failure to meet the payment deadline will result in one or more of the restrictions outlined in the [Fees Policy - VET](#) until all fees are paid. Failure to make payment may result in withdrawal from the enrolled program.

Payment Plans

Students on a payment plan through a third-party provider approved by the College must meet all agreed payment deadlines. Students will make weekly payments for each term of study. Missed payment may result in a restriction to a student's access or account outlined in the [Fees Policy - VET](#). Please speak to your Admissions Adviser for information.

What is a Census date?

A Census date is essentially a deadline for various requirements for the College. It is the last date to formally withdraw from a unit of study to avoid incurring fees (with the exception of the \$200 non-refundable deposit for FIAFitnation students). It is also the last day to pay upfront fees to the College. **Withdrawing after a census date carries heavy penalties.**

When do Census Dates occur?

The College lists their Census dates for both on Campus and Online teaching periods on all their formal calendars. These calendars can be accessed online or by request at Student Services on your local campus.

These dates are formal published College dates and cannot be changed or altered for an individual student's request.

Additional Costs

Miscellaneous Fees and Expenses

There are other charges that may be applicable to student fees including the following:

- Re-issue of Certificate, Qualification or Statement of Attainment
- Re-assessment or re-sit of assessment
- RPL fee per unit of study
- Challenge Test fee



- Uniform fees (if applicable)
- Working with Children Check (dependant on State legislation)

Students may find additional costs including uniforms, equipment, excursions, textbooks or workbooks will be required for practical and theory units of study.

Tools of Trade

Every student has some required 'tools of trade' that will help them succeed in their course and which are required to be used as part of their studies. These items are available for purchase at the College at the Endeavour Bookstore. The cost of some of these items will be borne by the student as it is expected these 'tools' will become key items used in their ongoing career after graduation.

Required tools of trade for Endeavour College students are outlined on the relevant unit of study outlines and include (dependent on course) the items listed below. Please note, all tools of the trade will be provided to FIAFitnation students with the exception of fitness attire.

- Black polo shirt with Endeavour College logo required for all public clinic sessions
- Students undertaking clinical units of study will be required to dress in professional attire appropriate for delivering massage and wear fully enclosed shoes
- Two to three towels for each practical session



COURSES AND STUDY

The College delivers specialised vocational training for people considering a career in the Health, Fitness and Wellness industries. Our Trainers & Assessors are all experienced in their field and are well-qualified to pass on their wealth of knowledge to the next generation of wellness professionals.

Each pillar of the College offers an extensive range of courses from the latest nationally recognised training packages. This form of competency-based training places the emphasis on what a student can do in the workplace as a result of either completing a program of training or based on workplace and life experience.

The College is committed to achieving maximum flexibility in learning and teaching to enhance each student's experience and offers a wide range of courses designed around the most current trends in industry. Below are lists of courses currently delivered at the College.

Code	Course Name	Campus
HLT52015	Diploma of Remedial Massage	Adelaide Brisbane Gold Coast Melbourne Perth Sydney
HLT42015	Certificate IV in Massage Therapy	Adelaide Brisbane Gold Coast Melbourne Perth Sydney

*The College reserves the right to cancel campus offerings at any time in line with its Course and Training Package Viability Policy or with business changes.

Code	Course Name	Campus
SIS30315	Certificate III in Fitness	Brisbane Melbourne Sydney
SIS40215	Certificate IV in Fitness	Brisbane Melbourne Sydney
SIS50215	Diploma of Fitness	Brisbane Melbourne Sydney



Professional Recognition

As a student studying within the health and fitness industries, upon completion of your course you will receive many advantages by joining a professional body. Some industries and health scheme rebates will have membership of a recognised Professional Association as a requirement.

The College maintains a good relationship with all relevant professional bodies and works with a variety of professional bodies and industry specialists throughout course development. The College makes every effort to ensure its courses are accredited or approved by all relevant Professional Associations.

Endeavour's courses are designed to meet the requirements of the following Professional Associations:

HLT52015 Diploma of Remedial Massage

- Massage and Myotherapy Australia
- Australian Natural Therapists Association

SIS30315 Certificate III in Fitness, SIS40215 Certificate IV in Fitness, SIS50215 Diploma of Fitness

- Fitness Australia
- Physical Activity Australia

Skills of a College VET Graduate

The term 'Skills of a College VET Graduate' refer to the non-technical skills and knowledge necessary for effective participation in adult education and training, the workforce, and the community. They are skills which help people effectively communicate and interact with others, contribute to an organisation's success, and enable a person to adapt and manage the constantly changing work environment.

At the completion of a qualification at the College it is intended that students will possess certain skills. The skills may include employability skills or foundation skills depending on the qualification's requirements.

Employability skills include:

1. Learning:

- Attain knowledge and skills in the area of study
- Manage and invest time in own learning
- Review, extend and apply the knowledge and skills learnt.
- Contribute to the learning community
- Being open to new ideas and technologies as part of lifelong learning.

2. Problem solving:

- Contributing to productive outcomes
- Develop creative, innovate and practical solutions by applying a range of strategies to problem solving
- Showing initiative either as an individual or within a team in identifying and solving problems.

3. Planning and organising:

- Managing time and priorities
- Being resourceful



- ⌚ Planning the use of resources including time

4. Effective communication:

- ⌚ Contributing to productive effective relations with peers, employees and customers
- ⌚ The ability to listen
- ⌚ Empathy and the ability to negotiate responsively
- ⌚ The ability to express verbally and through writing accurate information and opinion.

5. Teamwork:

- ⌚ Contributes to productive working relationships and common outcomes
- ⌚ Identifying the strengths of team members and defining individual roles within a team
- ⌚ Working across age, gender, race, religion or political differences.

6. Self-management:

- ⌚ Having a personal vision and goal
- ⌚ Be self-directed and engage in life-long learning
- ⌚ The ability to evaluate and monitor your own performance.

7. Technology:

- ⌚ Being aware of WHS requirements
- ⌚ The ability to use and apply common information and communication technologies.

8. Initiative and Enterprise:

- ⌚ The ability to adapt innovatively to changing situations
- ⌚ Being strategic for long-term goals
- ⌚ Identifying new opportunities.

Foundation skills encompass Employability skills and Core skills. Core Skills include:

- Reading
- Writing
- Oral communication
- Numeracy
- Learning.

Staff Consultation

The College will provide all students with access to trainer consultation to assist in gaining maximum results academically, personally and professionally. As per the [Student Code of Conduct - VET](#), it is the responsibility of the student to seek academic assistance.

Students may consult all trainers, including contract trainers, regarding, but not limited to:

- advice on strategies to complete assessment tasks
- clarification of assessment task requirements



- clarification of unit of study requirements
- extension of assessment due dates
- professional information/advice
- feedback on performance
- progression rules, completion requirements and enrolment
- study choices and career direction.

For further information, please refer to Student Services.



Online Learning

Our mission with online learning is to provide an alternative, flexible learning option to students who cannot, or choose not, to learn on campus due to distance, work commitments or other life situations that prevent them from studying on campus. Many students are also choosing to complement their current on campus studies with online learning. Studying online provides a new way to engage in education in more flexible and innovative ways.

The available online units of study are listed in the marketing materials for each course, and a schedule of subjects can be accessed on ePortal or through Student Services staff. The number of online unit offerings varies across courses, but students will generally be able to enrol on a monthly, bi-monthly or quarterly schedule. For more information on online offerings, contact Student Services.

The Learning Management System (LMS)

The LMS is the online learning platform for students studying at the College. **The LMS is not simply for Online Learning Students.** Students can choose from a variety of units of study offered online, as well as accessing learning materials and assessments for on campus units of study through the LMS.

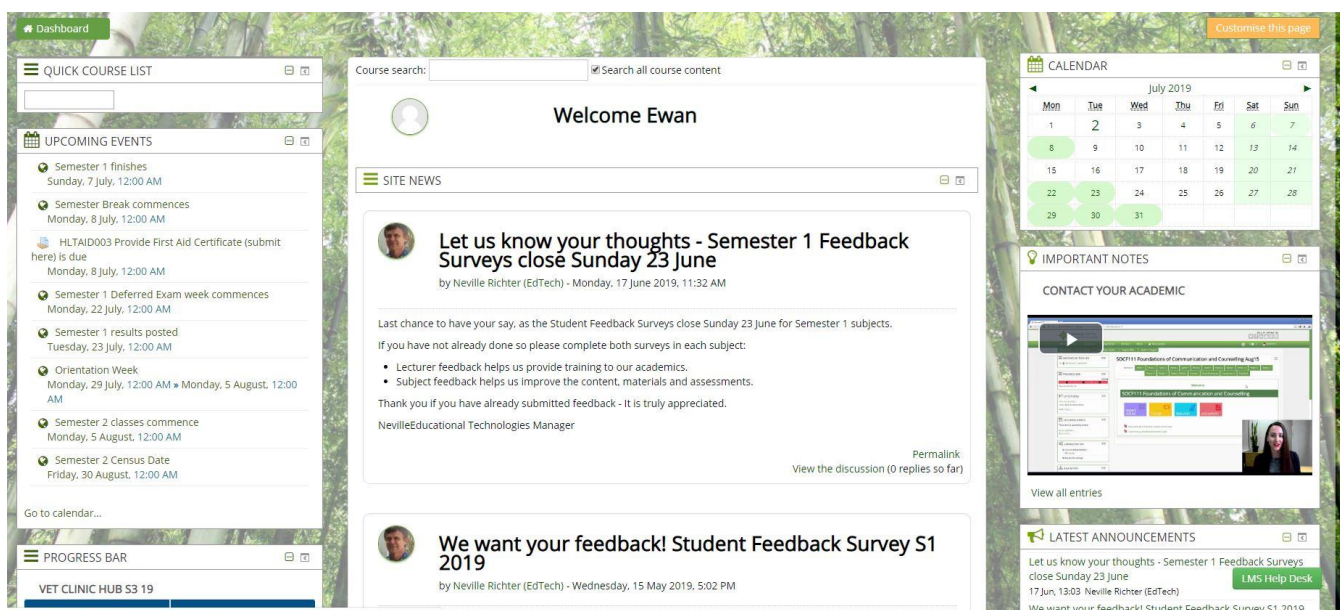
The LMS also hosts a library of information and extensive Study Skills modules for students at any point in their studies, whether they be just starting out or well into their course.

How to Access your LMS

Endeavour and FIAFitnation have their own LMS site designed for exclusive and easy access to unit of study coursework, forums, external links and a wealth of informative online webinars and recordings. It is recommended that each student logon to their LMS site prior to commencing on campus or online units of study to familiarise themselves with the system and read through each unit of study outline and assessment requirements.

Endeavour students can access their LMS site [here](#) and use the prompts to log in. All College calendars, enabling courses, library information, study skills sessions and course information are easily accessible via the LMS. Students can also contact tutors directly through the site.

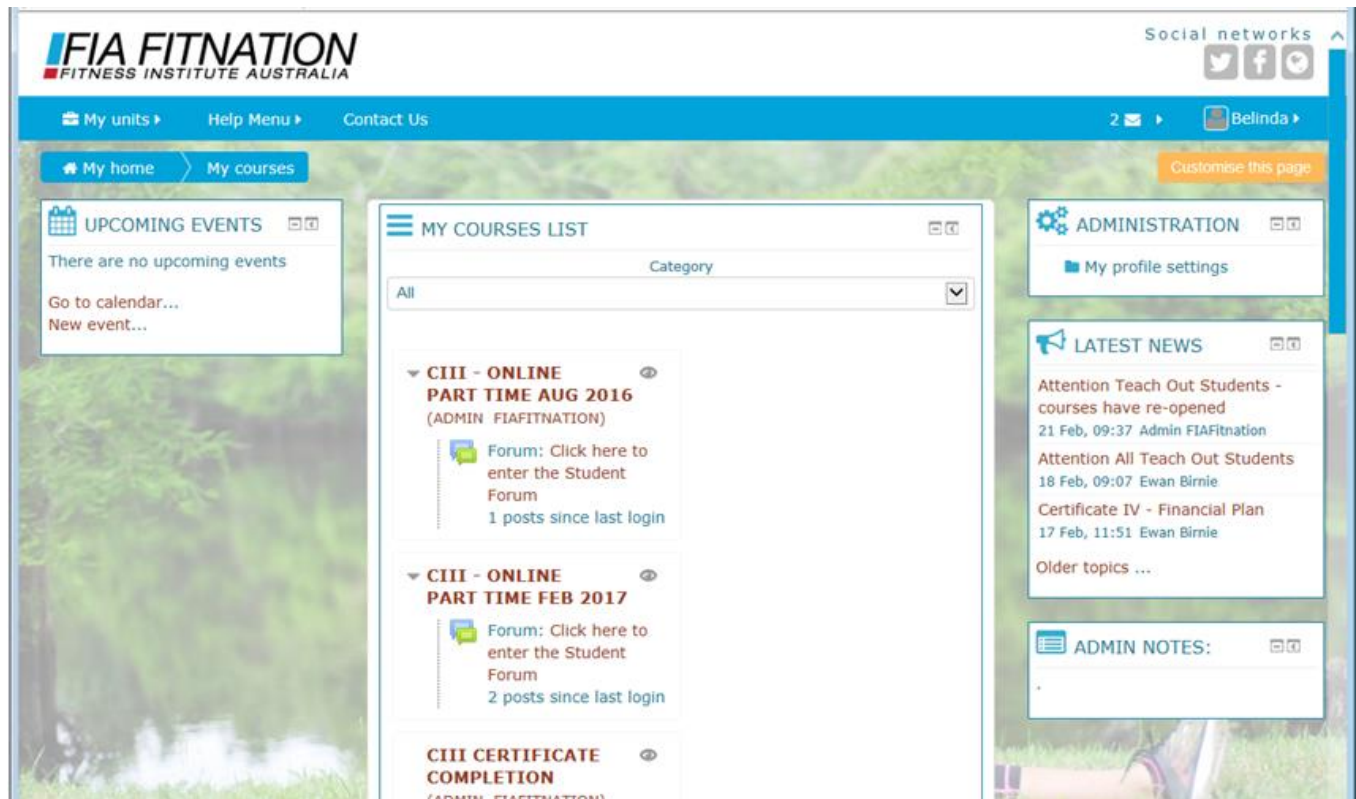
When Endeavour student's login to the LMS they will see a screen similar to the one below:





FIAFitnation students can access their LMS site can be found [here](#) and students must use the prompts to log in. All College calendars and course information are easily accessible on this site, as well as all current enrolment information. To directly contact tutors, students can email the relevant support inbox for course questions or complete the 'Contact Us' form on the LMS.

When FIAFitnation student's login to the LMS they will see a screen similar to the one below:



For LMS Support:

Endeavour students should visit the EdTech Help Desk - <https://edtechdesk.endeavour.edu.au/> for LMS support.

FIAFitnation students should email their relevant course support inbox (certificate3@fiafitnation.com.au, certificate4@fiafitnation.com.au or diplomaoffitness@fiafitnation.com.au)

Endeavour Student Services for each campus can be contacted via the contact details available [here](#).

FIAFitnation Student Service can be contacted on 1300 136 632, selecting option 2.



Educational Pathways

The College encourages lifelong learning and provides the opportunity for students to have previous learning recognised for advanced standing in their courses (including formal, informal and non-formal learning). The provision of advanced standing for these activities both enables and encourages individuals to enter into, and/or continue with, formal education or training by giving recognition to and avoiding duplication of, relevant previous learning.

Previous learning must be assessed as equivalent to the College's units of study and/or units of competency for advanced standing to be granted. Assessment of prior learning will take into account the units of study, units of competency, volume of learning, program of study, including content, and the learning and assessment approaches of the previous learning and/or work and life experience.

The maximum amount of RPL or advanced standing for any VET qualification is 100%.

(Credit) Pathways Defined

Type of learning undertaken	VET Pathway Application
All Forms of Learning	RPL
Formal Learning – VET (within the last three years)	Credit Transfer VET to VET
Formal Learning – HE (within the last three years)	Credit Transfer HE to VET

For further information on Educational Pathways, please refer to the [Educational Pathways Policy - VET](#).

Recognition of Prior Learning - VET

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of an individual's skills and/or knowledge gained through prior learning (including formal, informal and non-formal learning) towards a formal qualification. RPL will be available only where it is suitable and appropriate to a specific award course and only where a student's previous non-formal or informal learning has taken place within the last three years, and is assessed as having met the skills and knowledge required for satisfactory completion of a unit/s of study, and or unit of competency within the relevant course.

This process as outlined in the [Recognition of Prior Learning Procedure – VET](#) is individualised to reflect specific student needs/experiences. The student must supply appropriate documentation as outlined in the [VET Student Recognition of Prior Learning \(RPL\) Kit – Part A](#) and the [VET Student Recognition of Prior Learning \(RPL\) Kit – Part B](#).

Recognition of Current Competency - VET

Recognition of Current Competency (RCC) is the assessment of an individual's current capacity to perform. It applies if the individual has successfully completed the requirements for a unit of competency or a unit of study and is now required to be assessed to ensure that competence has been maintained.

As per the [Educational Pathways Policy - VET](#) the College defines currency of skills and knowledge within a unit of competency to those having been obtained within the last three years. Recognition of a unit of competency within



the three-year timeframe would be granted via the Credit Transfer process, if outside this timeframe, recognition would be assessed via the RPL process.

Credit Transfer

Applications for advanced standing based solely on formal education must be within a timeframe such that the content of the credit is current. Therefore, only units of competency studied within the past three years may be considered for credit transfer, those outside the three-year time frame may be assessed via the RPL process.

Applications in those disciplines where the body of knowledge and practice has changed significantly, and the applicant has not maintained sustained practice within the field of study may be rejected by the Pathway Assessor.

Credit Transfer - VET to VET or HE to VET

Credit transfer in the VET sector refers to the granting of status or advanced standing by an RTO to students for units of study or units of competency completed at the same or another RTO. Credit transfer may be available in conjunction with RPL.

This process is initiated by the student and credit transfer evaluation is conducted by a Pathway Assessor on an individual basis. The student must supply appropriate documentation as outlined in the [Credit Transfer VET to VET Application Form](#) or [Credit Transfer Higher Education to VET Application Form](#).

Educational pathways from HE to VET are designed to address the need for the student to develop new skills. The College has set guidelines for this process based on the ability to align matching higher education subjects to VET units of study and units of competency in the same or related field.

Application

Applications for advanced standing must be made at least 20 days prior to census date of the relevant subject or unit of study to permit processing, decision making and communication of the result to the student. In general students are advised to make advanced standing application immediately after enrolling. Please refer to this [page](#) for further information on Educational Pathways.



Clinic Practicum

When a student enrolls, they will undertake clinical studies within the college-based professional clinic. Many courses at the College incorporate both theoretical and practical aspects of wellness education to ensure the highest calibre of graduates.

Working as student practitioners, students gain practical experience in communication, case taking, clinic and client management and workplace health and safety.

College clinics also build students' understanding of State legislation in relation to infection control, risk and hazard identification, risk management and first aid techniques. Students are also trained in the business side of running a practice, gaining experience in reception, record keeping and following up with clients.

The clinics are open to the public and are staffed by students who treat clients under the supervision of qualified practitioners and educators, many of whom have their own practices or salons. This valuable, on-site clinical experience gives students the chance to develop their clinical skills whilst having the support of their experienced supervisors.

Before any student enters the Clinics they are required to familiarise themselves with the Clinic Handbook which outlines the conduct and responsibilities of Students in the Clinic, and the requirements and operations of a Clinic Practice.

FIAFitnation students will participate in simulated workplace environments in on campus gym facilities, as well as external facilities where required. Depending on course and study mode, students may also be required to complete some workplace training hours with a facility and mentor of their choice.

Student Integrity

The College is committed to upholding standards of academic integrity and honesty. Therefore, plagiarism or cheating in any form is unacceptable and will be treated seriously by the College. Students are required to be familiar with the [Student Code of Conduct – VET](#) when undertaking any unit of study with the College and are responsible for gaining a necessary understanding of what constitutes plagiarism and academic dishonesty.

For further information on a student's responsibility relating to honesty in their studies, please refer to the [Plagiarism, Cheating & Collusion Policy - VET](#).



Student Services

Student life at the College is a rich and positive experience centred on engagement within academic and vocational areas of development. The [Student Code of Conduct - VET](#) aims to foster the Core Values and encourages active engagement between the College and the student body within the contexts of professional practice, teaching and learning, and the life of the College community. This code of conduct underpins the vision and operations of the Student Services team.

Student Advisers

Across each campus and each pillar, a team of Student Advisers and other Student Services staff operate to enhance each student's experience with the College.

The Role of your Student Advisers

- Assisting students from their commencement of study until graduation
- Providing proactive student support and case-by-case management to ensure student satisfaction and course progression including attendance, study plans, pre-requisite requirements, workload, deferment and cancellation
- Ensuring students are fully informed in accordance with their needs, legal requirements and College policies and procedures
- Liaising with Trainers and Assessors on issues regarding Academic Standing and other matters including student misconduct, claims of plagiarism or academic dishonesty. Approving applications for special consideration and deferred exams and liaison with Trainers and other staff when necessary
- Discussing and organising payment options
- Equity support to assist with all issues surrounding access and equity in the College through the [Access and Equity Program](#).

Student Assistance Program (SAP)

The College recognises its obligations to support students, and therefore strives to create a learning environment that promotes best practice, enabling students to excel in and achieve their study goals.

The College has engaged the SAP which provides current students with support in dealing with life issues which may impact upon their wellbeing and subsequent ability to study, through access to a confidential counselling service available 24hrs / 7 day a week. Included in the program are up to 3 sessions per year (normally 1 hour in duration) at no cost to the student, which can be accessed via a special hotline which has been set up exclusively for College Students

The SAP provided by AccessSAP, advocates an early intervention model through self-referral or referral by a College representative to assist students in resolving a broad range of issues before they cause deterioration in study performance, safety or personal well-being. Confidentiality is assured when accessing the program. You can be confident that your identity and details will not be shared with the College unless you provide written consent, or in circumstances where counsellors are legally bound to share details of the session, such as when a student poses a risk to self or others.



Accessing the Program

Students can access the SAP by contacting AccessSAP directly using the College-specific Hotline number - 1800 33 62 07 - which is available 24 hours / 7 days a week. In addition to self-referral, College representatives may choose to refer a student who they feel may benefit from counselling to the service, by providing details of the program to the student. Whilst the College representative will record that they have recommended this service to the student on their student record, it is up to the student to make contact with the program. For non-urgent matters, a counselling appointment will be set up at a mutually convenient time within 2 days of the student contacting the service. AccessSAP provides counselling services both over the phone and face to face.

A wallet card which you can keep on you at all times is available from College Staff and is provided to each student during Orientation, in the event you need to access the service. Additionally you can obtain more information about the service from your College representative or general information on the SAP provider, access programs by accessing their [website](#).

Access and Equity Program

The College is committed to creating a flexible and caring learning environment for all students to participate fairly in their study. The College aims to provide a holistic and innovative approach to support students in identifying with specific needs to equally participate in their journey with us.

The Access and Equity Program exists to enable the equal participation of every student, focusing on increasing social inclusion and advocating for individual student's rights. The three branches of the Program incorporating students with disabilities and medical conditions; students identifying as English as a Second Language learners; and students requesting any Special Adjustments, enable all students to participate fully and equally in College life. For further information, please refer to the [Access and Equity Student Handbook - VET](#).

A Student Adviser from the College operates as an Access and Equity Officer on each campus and becomes the advocate and point of liaison between a student and the College. They are available for a meeting to discuss the program and your individual needs. Further details and contact information is located in the Handbook.

Quality Feedback Monitor

In the interests of continuous improvement, the College encourages students to provide feedback on any aspects of a course, staff, resources, facilities or any other aspect of College life through the Quality Feedback Monitor (QFM). Easy access to this feedback mechanism can be found through the 'Provide Feedback' button within the ePortal for Endeavour students, or via the website for FIAFitnation students.

Feedback through this mechanism can be positive or negative and a first-level response will be received within 3 working days of the feedback being provided.

It is important to note that providing feedback through the QFM is not part of the formal grievance process; rather it is considered Stage 1 of a grievance, as part of the informal resolution process (see [Grievance Policy – VET](#)).

Special Circumstances

Application for Special Circumstances applies to cases of special circumstances where a student for reasons beyond their control is seeking to withdraw without penalty due to an inability to continue with their studies. Applications fall into one of two categories:

- circumstances under which a student may seek **remission of debt or refund of fees** under special circumstances; or



- other circumstances where the application of an Endeavour policy requires consideration of special circumstances.

The guidelines for applying for Special Circumstances are as follows: Medical reasons, Family/Personal reasons, Employment-related reasons, and Course-related reasons. Sufficient documentation must accompany each application as stipulated in the policy. These processes and further information for these guidelines are clearly stated in the [Special Circumstances Policy - VET](#).

Students can access the application form [here](#). This application will be sent directly to the Director, Student Services and Retention for consideration.

Timetabling at the College

The College timetable will incorporate the collaborative efforts of the academic and administrative elements in developing an equitable timetable that supports positive student learning outcomes, encourages innovative teaching and maximises the efficient allocation of space and resources.

All class timetables will be developed nationally on an annual basis. Where possible all subjects will be offered on campus in person, if this is untenable alternate methods of delivery will be offered.

Please refer to the [Timetabling Procedure](#) for further information.

Office of Student Records

Student Privacy

The College recognises students' right to privacy. As an organisation, the College is committed to complying with the Information Privacy Principles as defined in the *Commonwealth of Australia Privacy Act 1988*. In complying with the Commonwealth Privacy Act 1988 the College shall meet the minimum standards for the collection, use and disclosure of personal information by the following methods. Academic records of students are ultimately the property of the College.

The College does collect statistical information which cannot be related to any specific individual for continuous improvement purposes and does not provide personal information to external parties for marketing purposes. Personal information relating to stakeholders (including the personal information contained on enrolment forms), may only be used or disclosed by the College for statistical, administrative, regulatory and research purposes.

The College may be required to disclose personal information for the above purposes to designated authorities including the Australian Government as required by law. This may include, but is not limited to sharing information with the Department of Human Affairs (DHA); Department of Education (DET); Australian Council for Private Education and Training (ACPET); Council of Private Higher Education Providers (COPHE); the Quality Indicators for Learning and Teaching team (QILT); the National Centre for Vocational Education Research Ltd (NCVER); the Tuition Assurance Scheme and ESOS Assurance Fund Manager; state and national regulatory bodies including VETAB (NSW), DETE (QLD), TERC (QLD), VRQA (VIC), Board of Studies (NSW), TEQSA and ASQA.

Personal information about international students may be shared with College agents in order to provide overseas students with services. This information includes personal contact details, course enrolment details and changes and the circumstances of any suspected breach by the student of a student visa condition (*National Code 2018, Standard 4*).

For VET students, under the *Data Provision Requirements 2012*, the College is required to collect personal information about students and to disclose that personal information to NCVER. Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:



- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

Stakeholders may receive surveys which may be administered by a government department, QILT, ACPET, COPHE or NCVER employee, agent or third party contractor or other authorised agencies. Students may opt out of any surveys at the time of being contacted.

All external bodies provided with personal information by the College will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth) and all organisational policies and protocols. All information collected by the College is for the purpose of providing a high-quality service for all the College staff, students and clients. Only personal information necessary to provide services or activities is collected.

For more information, please refer to the [Student Records Policy - VET](#) and the [Privacy Policy](#).

Access to Personal records

Under the *Commonwealth Privacy Act 1988* an individual has the right to access their personal information unless prohibited by law. If requested, the College will provide to individuals access to and correction of their personal information held by the College at no charge.

There are certain circumstances where the College is not required to provide access. These circumstances are outlined in the [Student Records Policy - VET](#).

Requesting a copy of your file

You may request to access and if necessary, correct your personal information held by the College at no charge. If you wish to *receive a copy* of your personal information held by the College, you need to lodge a written request to the Director of Student Services and Retention. The procedure for this can be located within the [Student Records Policy - VET](#).

Student Misconduct

The College's policy on student misconduct relates to cases of both academic and non-academic misconduct on behalf of students. This policy should be read in conjunction with the [Student Code of Conduct - VET](#) which describes the College's expectations of a VET student's behaviour. A breach of the Code may result in an allegation of student misconduct. All allegations of student misconduct will be investigated in a manner that is fair, consistent and transparent providing all parties with an opportunity to be heard.

When dealing with possible student misconduct, it should be noted, however, the College is committed to the principles of procedural fairness and natural justice. This includes:

- the presumption of innocence unless guilt is freely admitted or proved by clear and convincing evidence;
- the right to be heard;
- the right to be treated without bias;
- the right to be informed of allegations being made and to be provided with an opportunity to respond to these; and



- the right to be given reasons for any decision.

No member of staff can make a determination on a misconduct matter if he or she has had prior involvement in any aspect of the allegation. Students are entitled to due notice of any allegations of student misconduct made against them. Allegations may be amended at any time before their determination, provided the student has received notice.

The College takes multiple breaches of the [Student Code of Conduct - VET](#) seriously. Knowledge that a student has been found guilty of a past misconduct offence will be taken into account when determining the penalty/ies to be imposed.

Please refer to the [Student Misconduct Policy - VET](#) for further information.

Formal Grievance Policy

The College both supports and is committed to, continuous quality improvement. The Grievance Policy is designed to facilitate confidential resolution of complaints with a minimum of delay and formality for any student or member of the public, including persons seeking to enrol with the College, who believe that they have been unfairly treated and have a complaint against the College. Such complaints may include, but are not limited to, academic matters, discrimination, access and conditions, teaching or support services, provision of College facilities and clinic services.

The College recognises the importance of effective communication as being essential to resolving any concerns and therefore the Grievance Policy is fundamental in the resolution of grievances and in the reconciliation of Claimants with the College. Please refer to the Grievance Policy – VET and the Formal Grievance Form - VET.



CAMPUS LIFE: ALL YOU NEED TO KNOW

The Place to meet: Student Breakout Areas

The six national campuses are the heart of our College. Located across the country, each one has a different vibe reflecting the culture of each city. Fostering a social environment is important in the upholding of the College's Core Values, particularly creating spaces for innovation, respect and caring for our students.

Each campus boasts a Student Breakout Area; a place to socialise with other students and to form life-long friendships. Enjoy these spaces as a place to relax, study, meet with friends and eat and learn together. Breakout areas are equipped with kitchen facilities and plenty of space to relax.

Access to Student Services and Support

Located on each campus is a Reception desk to the College staffed by Student Advisers. During hours of operation, students are invited to come to the desk with questions regarding:

- enrolments
- timetables
- forms and procedures
- booking a meeting with a Student Adviser
- any general enquiries

Library Services

The College library houses the largest and most comprehensive collection of natural medicine and wellbeing resources in the Southern Hemisphere, providing an information centre for students, staff and researchers at all College campuses.

A wide range of resources and services is available to students including books, periodicals, models, charts, video and audiocassettes, slides, and internet access. The library collection is divided into areas by subject and includes a reference and lending collection for easy student access. It offers students a variety of services including circulation and reference services, photocopying, research, audio-visual and computer assistance.

Identification Cards

From Orientation week in the first week of each Term (or a week before an Online Study Period begins), students can request to be issued with a Student Identification Card at their local campus Library or via Student Services. Student ID cards must be issued to all enrolled students and indicate whether enrolment status is full or part time.

The student must provide:

- Proof of their enrolment in the current trimester
- A valid photo ID

Student ID cards provide proof of enrolment and are used as identification for purposes such as library borrowings, access to sensitive areas such as student clinics and transport concessions.



Student ID cards are issued free of charge to all fully enrolled students at the commencement of their units of study/course of study. The student has the responsibility at the initial enrolment to provide full and complete information that will be utilised when issuing the ID card.

It is compulsory for all students to gain a student ID card by census date. ID cards **must** be produced on request and remain the property of the College.

Loan Periods, Limits and Renewals

All users must produce a current valid College photographic ID card to borrow from the library collection.

For Students:

- A total of 6 items can be borrowed at any one time
- Standard loan period is 14 days
- Books can be renewed once for a period of 7 days

Further information on terms and conditions of loan periods can be found in the [Library Loans Policy](#).

Public Holidays

The College will be closed on National Public Holidays i.e. Good Friday, Easter Monday and ANZAC Day. Classes may be held on other State Based Public Holidays unless arrangements are made between the trainer and students in class for an agreed alternative date. Please refer to the published College Calendars on ePortal and LMS for further information.

Drugs, Alcohol and Smoke-Free Workplace

In recognition that the consumption of alcohol, drugs, or other substance abuse by workers and students may impair their ability to perform tasks correctly and/or in a safe manner, the College has adopted a zero tolerance approach towards performing certain duties whilst under the influence of such substances.

No students are to attend the College campuses whilst under the influence of alcohol or other drugs, and all enrolled students are strictly prohibited from any involvement in student public clinics when under the influence of alcohol or other drugs.

The College maintains a smoke free workplace. Regardless of the state legislative restrictions on required distance from a building entry, the College has adopted a policy that smoking is not permitted within 4 metres of any entrance to the premises. Please refer to the [Alcohol and Other Drugs Policy - VET Students](#).

Workplace Health and Safety Procedures

The College has an enduring commitment to the health and safety of our staff, students, contractors, clinic clients and visitors to the campuses.

The College's health and safety management system has been developed in line with legislative requirements, previous audit reports, recommendations made by independent consultants and through internal consultation processes. The policies and procedures that form part of this system, provide general and, in some cases, specific guidelines to assist all stakeholders to meet their workplace health and safety obligations under the applicable Workplace Health and Safety legislation.



In accordance with all state health and safety legislation, all staff and students at the College have health and safety responsibilities.

The 'health and safety responsibilities' of health and fitness professionals are taught in detail in their respective subjects but when attending Student Clinic practicum (Endeavour students only) students need to be aware of the specific responsibilities and risks involved. For more detail please refer to the *Clinic Handbook*. The College strongly believes that all workplace injuries and industry related diseases are preventable and that striving continuously to improve our health and safety performance is fundamental to our business success. All further information can be found in the *Work Health and Safety (WHS) Policy*.



GRADUATION AND BEYOND

SO, YOU HAVE COMPLETED YOUR COURSE... WHAT'S NEXT?

At the completion of each student's journey comes the culmination of their time at the College: graduating from their course. It is a time for celebrating success, personal triumphs and honouring the hard work during the course completion. The College provides excellent graduate outcomes and opportunities across all three pillars to help each graduate to get the most out of their career.

As mentioned above, you can of course register with the relevant [Professional Association](#) on graduation, to ensure you are recognised as a specialist practitioner in your field.

However, Endeavour College of Natural Health graduates enjoy more than just great career prospects and good memories. As an Endeavour alumnus, you are part of a network of approximately 25,000 alumni living and working across the world.

Endeavour's Alumni Program

As an Endeavour Alumni you will receive industry news and updates, invitations to industry events, information about career opportunities and stories of other graduate successes, alumni newsletters, and information about professional development and further study.

When you finish studying at Endeavour College, you automatically become a valued member of the alumni community

Endeavour's alumni community is diverse and inspiring. Not only is our community filled with successful practitioners and lifelong learners, Endeavour alumni are leaders in Natural Medicine research, education, and product innovation. Endeavour College is proud of its alumni community and encourages you to remain in touch and share your achievements with us in the coming years.

The objectives of the alumni program are to:

- Encourage graduate to reconnect and socialise in ways that use networking to further their career and professional goals
- Present topical speakers and experts to keep alumni up to date with industry trends and current thinking
- Provide a general support mechanism to those graduates who choose to go into their own clinics or business who may be feeling isolated or need peer support
- Work with professional associations to create programs that attract Continuing Professional Education points to support recognition of annual technical training.

FIAFitnation Membership

FIAFitnation offer a Membership package for their graduates based on what the industry tells us they want. It is one of the most carefully designed, comprehensive offers to be found.

The FIAFitnation Professional Membership Association forms an important part in professional development. You will be given access to a range of tools and resources to assist in keeping abreast of industry changes and connecting you with like-minded professionals. Benefits include:

- Continual Education Credits (CECs)
 - ⌚ Membership earns you 4 CEC points through completion of a complimentary short course.
- Fitness Industry Employment Assistance



- Log in to the Members Only section to find fitness jobs available only to our members.
- Member's Pack
 - FIAFitnation members receive a membership pack with their initial subscription.

The requirement of Professional Registration has been in place in Australia since the mid 1980's and in 2001 was linked to federal government-controlled education standards. The process of Professional Registration protects the best interests of the industry and gives both consumers and prospective employers knowledge that the Instructor/Trainer they engage has not only acquired the necessary qualifications but also commits to ongoing professional development.

Graduates of FIAFitnation courses can register with Professional Associations including Fitness Australia and Physical Activity Australia.

Additional Registration Requirements:

- Current HLTAID003 Provide first aid statement of attainment
- Collect Continuing Education Credits (CECs) or Professional Development Points (PDPs)

For international recognition, Graduates of FIAFitnation courses are in high demand across the globe. Our rigorous accreditation process ensures high standards in education and ongoing professional development. It is important for students to be aware that different countries have differing requirements when it comes to working in the Fitness industry. Further information can be obtained by contacting Fitness Australia or speaking directly with a prospective employer.