

Amatsu Training School Ltd

2009/2010

Student charter

As part of our commitment to you, we will always try to achieve the following standards

Before you start your course

Amatsu Training School Ltd will

- Provide clear information regarding our courses, entry requirements, fees and other charges and information on payment methods
- Provide opportunities to meet before joining the course
- Acknowledge your application to study and arrange an interview
- Provide you with a high quality interview, information regarding your course and other programmes of study

You will need to

- Read the information provided in the Pre Study Module and discuss any specific needs you have
- Request such opportunities
- Confirm your attendance at interview
- Attend an interview

At the start of your course

Amatsu Training School Ltd will

- Provide Learner Support if required
- Give you modules as required
- Help you to become familiar with the site buildings and facilities
- Provide you with an assessment plan for the Amatsu course
- Provide you with a Course Leader and Teaching Assistants who will provide academic and welfare support

You will need to

- Discuss your individual learning needs with the tutor
- Check that you have been given these and request it if necessary
- Make yourself available to look around the site
- Discuss the plan with the tutor
- Check that you have been given this information and request it if necessary

During your course

Amatsu Training School Ltd will

- Provide an adult learning environment in which you are respected as an individual
- Provide committed and suitably qualified staff to deliver and support your learning programme
- Ensure that all your work is assessed fully with feedback offered promptly
- Regularly monitor your progress
- Provide suitable learning facilities to enable you to complete your studies
- Ensure that Health and Safety regulations are met
- Provide personal advice, welfare and counselling support
- Ensure that you are correctly registered with the Complementary Therapists' Association and are fully insured as a student
- Collect and analyse your feedback forms to develop services further

You will need to

- Respect others and comply with the School's rules and equal opportunities policies
- Attend all your class and workshops and undertake all work set
- Meet the agreed assessment deadlines or forfeit £20 to a charity of our choice
- Complete student feedback forms and log books
- Treat all School facilities with respect and pay any fees promptly
- Follow Health and Safety regulations
- Request such support from the Course Leader
- Complete the necessary forms at the specified time and pay any appropriate fees
- Complete questionnaires fully when required

At the end of your course

Amatsu Training School Ltd will

- Provide you with support, advice and information on Continuing Professional Development
- Help you to arrange insurance at practitioner level

You will need to

- Complete the necessary Continuing Professional Development required by the Amatsu Therapy Association
- Complete the necessary forms for practitioner insurance

This charter is not legally binding but is a guide to the standards we will aim to achieve.