

# Amatsu Training School Ireland Ltd

## 2010/2011

### 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 Ireland will  | You will need to  |
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| <ul style="list-style-type: none"><li>• Provide clear information regarding our courses, entry requirements, fees and other charges and information on payment methods</li><li>• Provide opportunities to meet before joining the course</li><li>• Acknowledge your application to study and arrange an interview</li><li>• Provide you with an interview and information regarding your course and other programmes of study.</li></ul> | <ul style="list-style-type: none"><li>• Read the information provided in the Pre Study Module and discuss any specific needs you have</li><li>• Request such opportunities</li><li>• Confirm your attendance at interview</li><li>• Attend an interview</li></ul> |

#### At the start of your course

| Amatsu Training School Ireland will  | You will need to   |
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| <ul style="list-style-type: none"><li>• Provide Learner Support if required</li><li>• Give you modules as required</li><li>• Help you to become familiar with the site buildings and facilities</li><li>• Provide you with an assessment plan for the Amatsu course</li><li>• Provide you with a Course Leader and Teaching Assistants who will provide academic and welfare support</li></ul> | <ul style="list-style-type: none"><li>• Discuss your individual learning needs with the tutor</li><li>• Check that you have been given these and request it if necessary</li><li>• Make yourself available to look around the Site</li><li>• Discuss the plan with the tutor</li><li>• Check that you have been given this information and request it if necessary</li></ul> |

## 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 Amatsu Therapy Ireland
- 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