



Student Handbook



Polestar Pilates Australia 2024

POLESTAR PILATES AUSTRALIA PTY LTD. ABN: 56 103 530 507
RTO (Registered Training Organisation) number: 91620
Version 15.0

YOU ARE REQUIRED TO READ THIS HANDBOOK AND THEN COMPLETE THE AGREEMENT ON PAGE 36

Version Control and amendment history

Version no.	Release Date	Details
Version 1	01 November 2015	
Version 2	23 February 2016	Qualification issued timeline, Plagiarism, Legislation links
Version 3	16 May 2016	Private Educator rate updated
Version 4	08 January 2017	New Address updated
Version 5	09 September 2018	Updated with SAW, course details, terms and conditions
Version 6	25 September 2018	Updated host sites, educators & comprehensive exam
Version 7	11 February 2019	New point on terms and conditions. Point 7 – added Course Extension
Version 8	09 April 2019	Deleted sections 3 & 4 on CertIV & Diploma assessment units.
Version 9	18 April 2019	Re-wording of Self-Mastery criteria for check off and hours
Version 10.1	17 November 2019	Deleted expired CertIV and Diploma information
Version 11.0	15 January 2020	Added new Diploma 10828Nat Information
Version 12.0	01 December 2020	Updated staff and policies.
Version 13.0	21 April 2021	Updated two unit numbers in Diploma outcomes.
Version 14.0	30 November 2021	Updated staff and policies.
Version 15.0	30 September 2023	Updated staff, host sites and peak bodies

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SECTION 1: ORGANISATION INFORMATION

Polestar Pilates Global

Polestar Education is a worldwide provider of rehabilitation-based Pilates curriculum, high-caliber Pilates teachers and successful Pilates studio prototypes. Polestar's teacher training programs are offered on an ongoing basis in cities all over the USA and through licensee arrangements in over 40 countries. Polestar-trained Pilates teachers can be found at medical facilities, performing arts conservatories and fitness facilities all over the world.

Polestar Pilates is dedicated to making Pilates accessible to everyone. Since 1992, our curriculum has been shaped by concepts from biomechanics, motor learning, communication skills, current research to enhance the work of Joseph Pilates. We seek to encourage and challenge our educators and students to reach their goals in life, health and movement.

Polestar is an international authority in Pilates education, focused on whole body wellness, healing through movement modalities and mind-body-spirit connectivity. Our mission is to shape world health by making whole body fitness available to everyone, with science-based techniques, intelligent movement and the uniform development of muscles, resulting in complete mastery of body and mind.

Founded in 1992, Polestar today is comprised of an international community of highly-trained Pilates professionals who seek to impact world health. Polestar has Pilates instructor representation in over 50 countries, and education centers located in nearly 40 countries. As Pilates grows as a method, we provide excellent and thorough education of all Polestar Pilates instructors, producing the finest Pilates professionals in the world.

The Polestar curriculum provides instructors with science-based techniques to thoughtfully assess the whole person and assist them in accomplishing their goals.

Polestar also offers continuing education programs to help instructors successfully have long and fulfilling careers as Polestar Pilates practitioners.

Polestar invites everyone to enjoy a healthy, active lifestyle; addressing health and fitness issues associated with sedentary habits, and enhancing elite athlete performance.

POLESTAR

noun | pole'star | \ 'pōl, stār \

1. Astronomy: The Polestar, or North Star, is a star of the second magnitude situated close to the north pole of the heavens in the constellation Ursa Minor; the outermost star in the handle of the Little Dipper.
2. a : a directing principle : guide
b : a centre of attraction

PILATES

noun | pi'la'tes | \ pi'lätēz \

1. A mind-body exercise that provides daily conditioning, promotes whole body health and develops mental awareness to optimize your personal performance.

Origin, 1960s: named after German physical fitness specialist

Joseph Pilates (1880-1967), who devised the system.



Mission

Polestar is an international community of research-oriented movement science professionals, transferring advanced knowledge to our clients to improve health and well-being, through the application of Pilates and various methodologies of movement science.

Vision

Impact the world through intelligent movement, which fosters awareness of self and community.

History

Polestar Education was founded in Sacramento California in 1992 by President Brent Anderson PhD, PT, OCS and co-founder Elizabeth Larkam MA, Feldenkrais Practitioner. It originated as a casual continuing education business that was based on the demand that existed among rehabilitation specialists who expressed interest to integrate Pilates evolved work into their current practice.

By 1995 Polestar LLC was officially organized in Sacramento California. Both Anderson and Larkam continued to work in their current jobs at Anderson Physical Therapy, Sacramento CA and St. Francis Hospital, San Francisco CA, respectively. In 1997 Anderson decided to pursue his doctorate degree in physical therapy and movement science and was accepted to the University of Miami. Upon relocation to Miami the company continued to be managed by Anderson. Between the years of 1998 and 1999 the company grew more than 500% and more than doubled again from 1999 to 2000.

In October of 2000, Anderson and Larkam concluded that their missions and visions were different and that it was in the best interest of the company and each other to dissolve their partnership. Polestar continues to operate in its full capacity under the direction of Anderson. The curriculum is enhanced and managed by a committee of principal educators. Polestar has over 30 core educators who teach nationally and internationally. Currently Polestar offers its education through a network of more than 15 Pilates studios across the country (host-sites) and international licensees in 40 different countries. .

Through the years, Polestar has collaborated with the Pilates Method Alliance and with reputable schools of Pilates to uphold the integrity of comprehensive Pilates education.

See fulltime line of Polestar's history on the global website: <https://polestarpilates.com/history/>

About the President

Brent Anderson PhD, PT, OCS, *President and CEO*

At the helm of Polestar is Brent Anderson, PhD, PT, OCS. Brent is a licensed physical therapist and orthopedic certified specialist with more than 22 years of experience.

Based on his extensive background in rehabilitation and movement science, Brent elaborates Joseph Pilates' mind-body work through the Polestar curriculum by developing tools for critical-reasoning and applying supportive scientific research. He also infuses the integral role of psychology and energy systems on motor control and motor learning.

Brent is an influencer in performing arts medicine for his approach to rehabilitation in drawing from Pilates techniques. He is an active consultant for hospitals, universities, and wellness organizations throughout the world as well as an avid public speaker invited to lecture at health conferences and forums.

Brent received his degree in Physical Therapy at University of California, San Francisco in 1989 and his PhD. in Physical Therapy at the University of Miami in 2005. His doctoral thesis explored the impact of Pilates rehabilitation on chronic low back pain using psycho-emotional wellness and quality of life measures. He is currently adjunct faculty at the University of Miami, Division of Physical Therapy.



Polestar Pilates Australia

Catherine Giannitto, Director Polestar Pilates Australia

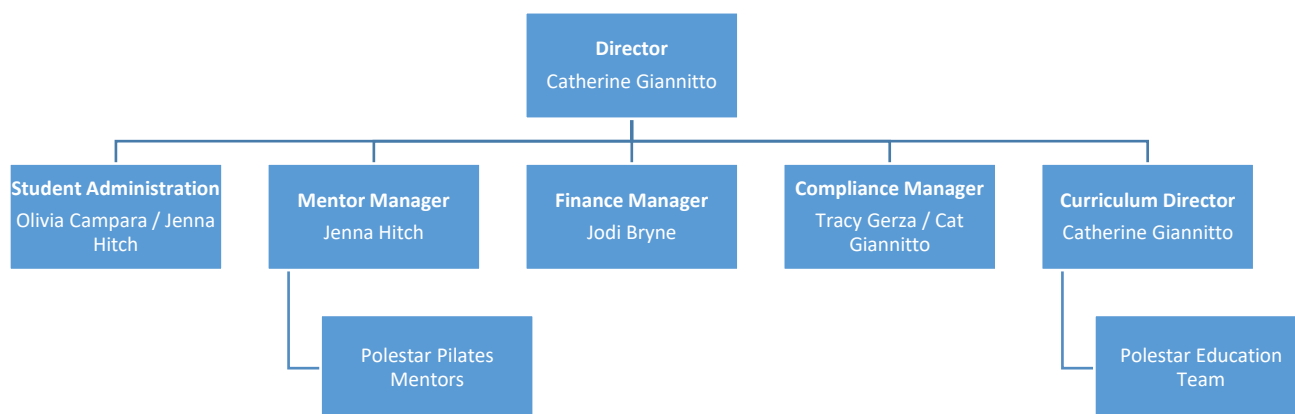
Catherine Giannitto is the founder and director of Polestar Pilates Australia which hosts both the head quarters at her studio on Sydney's northern beaches and Polestar Education nationally throughout Australia since 2002.

Catherine has over 20 years' experience in the Pilates field and brings her 13yrs corporate and dance background knowledge to her repertoire. She practices what she preaches, using Pilates to alleviate an arthritic condition in her spine. She understands first-hand the benefits of Pilates and how it can benefit your health in all areas, particularly the improvement in posture, flexibility and strength.

Catherine was responsible for Polestar Pilates Australia offering government accredited courses since 2006 and delivering their own Polestar accredited Certificate IV and Diploma qualifications since 2014. Catherine holds Diplomas of Sports Therapies, Diploma of Pilates and Certificate IV in Training and Assessment. She has presented both nationally and internationally within the Pilates arena and was an inaugural committee member of the Pilates Alliance of Australasia for over 9 years. She understands the importance on-going training and keeping up to date with the latest rehabilitative techniques. The Alliance aims to promote quality and integrity amongst instructors/studios encouraging safe and skilled implementation of the Pilates Method to the general public. She has a passion for working pre and post natal ladies as she has two beautiful children to run around after.



Polestar Australia Organisational Chart



Head Office

Please direct all student enquiries to the Admin Team on (02) 9091 9400 or email education@polestarpilates.com.au

Host Sites

City - Location	Address	Contact
NSW Polestar Pilates Studio	Level 1 32 Cross Street Brookvale NSW 2100	Catherine Giannitto (02) 9091 9400 www.polestarpilates.com.au studio@polestarpilates.com.au
NSW Northern Rivers Pilates	210 Keen St Lismore NSW 2480	Kimberley Garlick (02) 6621 3581 www.northernriverspilates.com.au info@northernriverspilates.com.au
NSW Byron Bay Pilates	Shop 5, 130 Jonson St Byron Bay NSW 2481	Dav Cohen (02) 6685 – 8049 www.byronbaypilates.com.au dav@byronbaypilates.com.au
VIC Dynamic Stability - Richmond & Ripponlea	Level 1, 161-165 Swan St Richmond VIC 3121 Suite 5-7, 83 Glen Eira Road Ripponlea VIC 3185	Darren Stojanovic (03) 9428 3330 Lochie Ngo (03) 9523 5558 www.dynamicstability.com.au info@dynamicstability.com.au
WA Perth Pilates Studio	7 Scarborough Beach Rd North Perth, WA 6006	Duilia Van der Merwe & Liz Wilson 0422 232 104 www.perthpilatesstudio.com info@perthpilatesstudio.com
WA Performance Pilates & Physio and Pilates on Angelo	189 Carr Place, Leederville WA 6007 Suite 6, Level 1, 53 Angelo St, South Perth, WA 6151	Audrey Ng (08) 9228 2778 www.performancepilates.com.au team@performancepilates.com.au
SA Smart Health & Training	12/22 Richmond Rd Keswick SA 5035	Jenni Guest (08) 8293-1100 www.smarthealthtraining.com.au jen.guest@smarthealthtraininig.com.au
SA Infinity Pilates & Personal Training	76/155 Brebner Drive, West Lakes SA 5021	Jennifer Jones and Jane Finney 0422 418 647 www.infinitypilates.com.au enquiries@infinitypilates.com.au
SA Korpermotus Pilates	Level 1, 123 Unley Road Unley SA 5061	Melissa Anderson 0431 735 597 www.korpermotuspilates.com.au info@korpermotuspilates.com.au
QLD Kinected Pilates	18/247 David Low Way, Peregian Beach QLD	Amanda Erlank 0420 308 565 www.kinectedpilates.com.au admanda@kinectedpilates.com.au

TAS In-Balance Physio and Pilates	Level 1, 233B Charles St Launceston TAS 7250	Natalie Whish-Wilson (03) 6334 4766 admin@inbalancephysio.com.au www.inbalancephysio.com.au
TAS Allcare Physiotherapy	68 Sandy Bay Road Sandy Bay TAS 7005 (Hobart)	Phil Ladlow (03) 6224 9777 www.allcarephysio.com.au phil@allcarephysio.com.au
ACT PilatesCan Manuka & PilatesCan Woden	18-20 Franklin St, Manuka ACT 2603 Canberra Healthpoint Building Level 2, 16 Wilbow Street Woden ACT 2606	Claire Gunther (02) 6290 2270 www.pilatescan.com.au claire@funfitness.com.au

Educators

The following list outlines the Educators within Australia. Further information on their background

<http://www.polestarpilates.edu.au/pilates-educators/>

NSW

Catherine Giannitto
Deborah Thomas
Luisa Lins
Joanne Bezzina
Lissie Field
Angela Black
Sarah Barrett
Tracy Gerza
Katherine Smith
Carrie Guest

WA

Elizabeth Wilson
Audrey Ng
Lisa Nikolich
Karolina Nesterowicz
Renee Hamersley
Vivian Lopes
Jen Cooksey
Eleonora Angelopoulos

ACT

Louise Kan
Claire Gunther

VIC

Nicholas Allan
Darren Stojanovic
Lochie Ngo
Barbara Scafidi
Ingrid Lamb
Gillian Staal

QLD

Dav Cohen
Kimberley Garlick
Amanda Erlank
Katherine Ma
Keely Mancini
Kristen Eales

SA

Jenni Guest
Brad Jamieson
Melissa Anderson

TAS

Phil Ladlow

Mentors

A Polestar Mentor is someone who provides necessary feedback and guidance for Polestar students as they progress through the curriculum toward certification. In order to become a Mentor, Polestar certified practitioners can apply to participate in the Mentor program outline below. Mentors receive a range of valuable benefits while giving their experience and expertise to dedicated Pilate's students. The full listing of current mentors within Australia can be found on our website.

For further information on their background, go to our website page:

<https://www.polestarpilates.edu.au/our-team/> and click on the latest Mentor Listing.

SECTION 2: COURSE INFORMATION

Training Programs

Polestar Pilates Australia offers the following training programs:

Comprehensive Mat Series - Focuses on the original Pilates mat exercises, their progressions from beginner to advanced level, as well as a unique blend of mat exercises using small props (foam roller, magic circle, fitballs, rotation discs and balance boards). Graduates will be well versed in Pilates principles, program design, exercise sequencing techniques and practice with emphasis on group dynamics for the Pilates Matwork. Graduates will be able to instruct Matwork classes in a Pilates Studio, small group session (semi or private); gym group classes; health centre group classes; home and corporate environment.

The Ultimate Reformer Certification - Focus will be on practical teaching experience that emphasises group dynamics and analysis and critique of instructional styles to enhance teaching outcomes. Graduates will be educated in the full reformer repertoire from beginner to advanced including progressions & regressions from beginner to advanced level. Graduates will be able to instruct Reformer classes in a Pilates Studio, small group session (semi or private); gym group classes; health centre group classes; home and corporate environment.

Comprehensive Studio & Rehabilitation Series - Learn to design and conduct one-on-one Pilates studio sessions and small group classes for low-to-medium risk clients on all Pilates equipment (the Trapeze Table, Reformer, Combo Chair, Ladder Barrel, Mat and small props) as well as reviewing Polestar Pilates Fitness Screening, including postural evaluation and functional testing. Graduates will be well versed in the science of human movement as well as adaptations to given situations and have the creativity to apply solutions in a range of circumstances according to the needs of each individual. They will be able to teach comprehensive Pilates Studio repertoire on all apparatus to a variety of clients with program design and exercise sequencing techniques in small groups of 1:1 - 1:3. The Rehabilitative stream of the course is for medical professionals and has a strong emphasis on pathology specific exercise, biomechanics, clinical reasoning and instructional technique. The course content / repertoire is the same however Rehab students complete different case studies, exams, screening and breakout into different sessions during the course.

Diploma of Polestar Pilates Comprehensive Instruction Method (10828NAT)

The Diploma is made up of the **COMPLETE MATWORK SERIES, COMPREHENSIVE STUDIO & REHAB SERIES** plus **GOVERNMENT ACADEMIC UNITS ONLINE.**

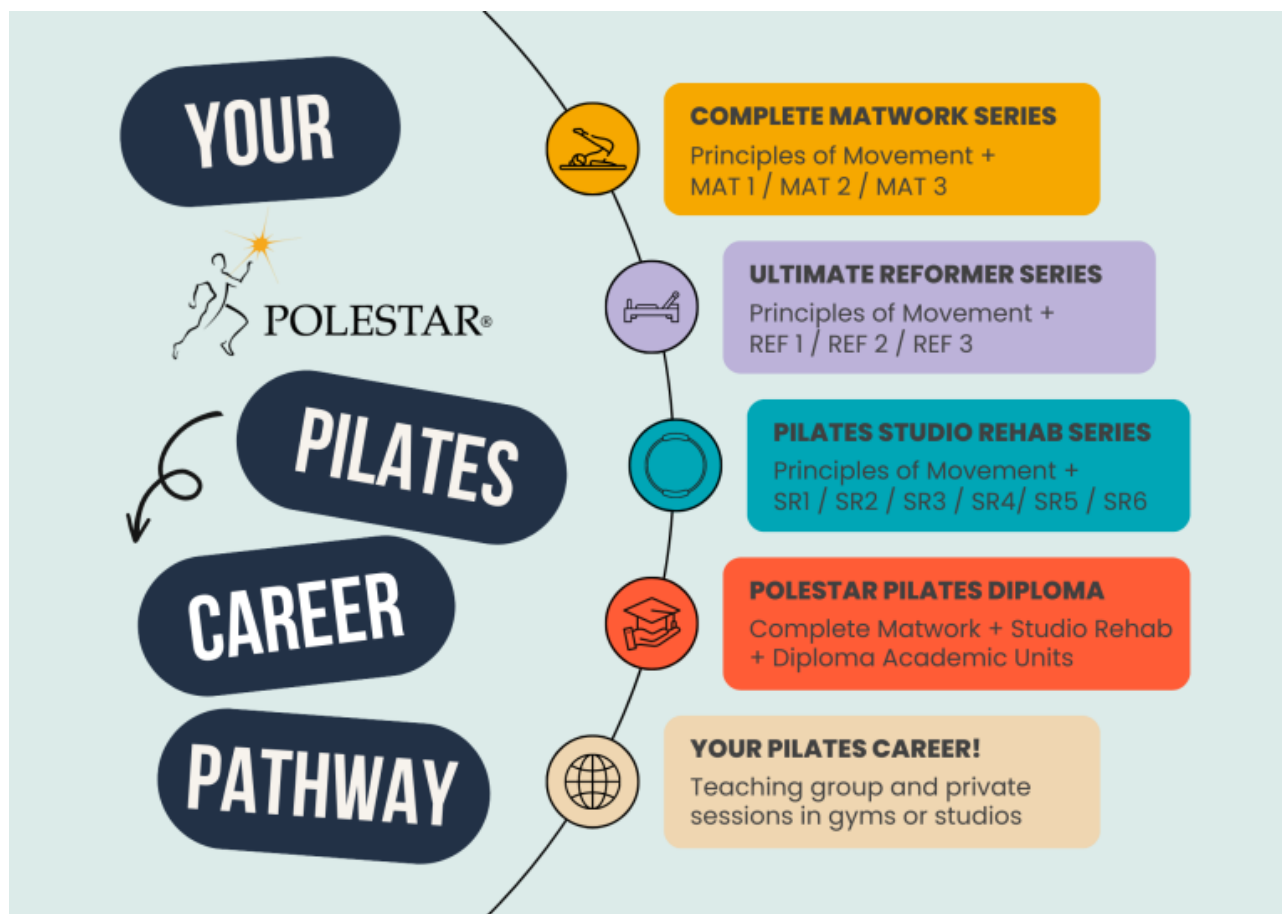
The Diploma is nationally recognised under the Australian Qualification Framework. Polestar Australia is a Registered Training Organisation (RTO) No. 91620. The nationally recognised Diploma of Polestar Pilates Comprehensive Instruction Method (10828NAT) consists of three components:

- the Matwork certification
- the Comprehensive (Studio/Rehab) certification
- plus 7 academic units

To qualify for the Diploma, all of the following must be completed.

	Code	Description
Academic Units	HLTAID011	Provide first aid
	HLTAAP001	Recognise healthy body systems
	HLTAAP002	Confirm physical health status
	HLTWHS003	Maintain work health and safety
	BSBOPS402	Coordinate business operational plans
	CHCDIV001	Work with diverse people
	CHCPRP005	Engage with health professional and the health system
	NAT10828001	Work within the Pilates Industry
Polestar Pilates Complete Matwork Series	NAT10828002	Apply the Polestar Pilates Principles and Postural assessment framework (PP)
	NAT10828003	Plan and instruct a beginner Polestar Pilates matwork class (M1)
	NAT10828004	Plan and instruct an intermediate to advanced Polestar Pilates matwork class (M2)
	NAT10828005	Plan and instruct Polestar Pilates matwork classes using small apparatus (M3)
Polestar Pilates Comprehensive Series (Studio/Rehab)	NAT10828006	Plan and instruct the introductory Polestar Pilates Comprehensive Studio repertoire (SR1)
	NAT10828007	Plan and instruct the beginner Polestar Pilates Comprehensive Studio repertoire (SR2)
	NAT10828008	Plan and instruct the early intermediate Polestar Pilates Comprehensive Studio repertoire (SR3)
	NAT10828009	Plan and instruct the intermediate Polestar Pilates Comprehensive Studio repertoire (SR4)
	NAT10828010	Plan and instruct the early advanced Polestar Pilates Comprehensive Studio repertoire (SR5)
	NAT10828011	Plan and instruct the advanced Polestar Pilates Comprehensive Studio repertoire (SR6)

For those enrolled in the Complete Matwork series from January 2020 onwards, it now includes the academic unit **HLTWHS003 Maintain Work Healthy & Safety**. This then enables graduates of the Matwork to become Group Instructor members with the Pilates Alliance of Australasia (PAA).



Qualifications to be issued

Students that complete all the assessment requirements for the Diploma will be awarded a transcript and Testamur within 4 weeks following the completion of the corresponding course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

	Lectures & Homework	Observation	Self-Mastery	Apprentice Teaching	Academic Hours
Mat Series	155	30	50	50	50
Ultimate Reformer	130	30	50	50	NA
Studio & Rehab Series	430	50	100	100	NA
Diploma	Prerequisite: completion of the Matwork & Studio / Rehab Training				358

Course Pre-requisites

Complete Mat Series

- Attainment of HSC or equivalent
- 25 hours of personal Pilates practice - either private or group classes
- Successfully completed HLTAAP001 – Recognise healthy body systems in a health care context (or equivalent) attained through a recognised complementary health care college or RTO. This equates to one semester of basic anatomy/physiology or equivalent.

The Ultimate Reformer Certification

- Attainment of HSC or equivalent
- 25 hours of personal Pilates practice - either private or group classes
- Completion of Polestar Matwork Series or Pilates Mat qualification from another Pilates education school of equivalent level
- Successfully completed HLTAAP001 – Recognise healthy body systems in a health care context (or equivalent) attained through a recognised complementary health care college or RTO. This equates to one semester of basic anatomy/physiology or equivalent.

Comprehensive Studio & Rehabilitation Series

- Attainment of HSC or equivalent
- 25 hours of personal Pilates practice - either private or group classes
- Successfully completed HLTAAP001 – Recognise healthy body systems in a health care context (or equivalent) attained through a recognised complementary health care college or RTO. This equates to one semester of basic anatomy/physiology or equivalent.
- Students looking to complete the Rehab Stream must be a registered rehabilitation professionals (*MD, PT, OT, DC, RN and Bachelor of Sports Science / Human Movement and Bachelor Applied Science*)

Diploma of Polestar Pilates Comprehensive Instruction Method (10828NAT)

- Completion of the Polestar Pilates Matwork or Completion of a Cert IV Pilates Mat qualification from another Pilates education school of equivalent level – plus completion of Polestar Pilates Comprehensive (Studio/Rehab) series.

Recognition of Prior Learning (RPL) and Direct Credit (DC)

Polestar Pilates Australia has a policy that recognises the skills and knowledge that a candidate has gained via other forms of study, formal training, self-tuition, work experience or life experience. Polestar Pilates Australia will formally recognise a candidate's existing level of skill and knowledge in the following two ways:

- Recognition of prior learning (RPL)
- Credit transfer (CT)

If you wish to apply for RPL or CT, please contact Polestar Pilates Australia to request an application form during the registration process. You will be required to show all evidence of your qualification/statement of attainment/training/experience when applying.

Note: Students can apply for CT or/and RPL at any time and application fee of \$100 per unit for RPL will apply. The student will only be eligible for a reduction in their course fees if they submit their CT/RPL application latest one week prior to their first face to face seminar of the course commencement.

Further information can be found on our website:

<http://www.polestarpilates.edu.au/recognised-prior-learning/>

TERMS and CONDITIONS

Registration Policies (including Cancellations and Transfers) - *Please read all points carefully*

1. Payment Plan:

- Deposit is due at time of registration by either Credit Card or Direct Debit. Note Credit Card fees may apply.
- After registration your payment plan will incur a surcharge which will be payable to PayPal at their current rate.
- First payments commence the month the course starts, and will be processed on the 1st of every month.
- Dishonor fees apply for failed transactions, these will be automatically deducted from your account
- NOTE your registration is **NOT** confirmed until Deposit is received and Payment Plan has been setup

2. Commitment: On registering for a course with Polestar Australia you confirm that you have read and understand the commitment of time required to complete the course. It is the Students responsibility to ensure the course hours fit into their schedule and life commitments.

3. Course Units and Exams must be completed within the following timescales. No certification will be issued after these time lines.

- Ultimate Reformer Series: *12 months from Principles*
- Mat Series: *12 months from Principles*
- Studio / Rehab Series: *18 months from Principles*
- Diploma Upgrade: *6 months from release of Units*

4. Course Cancellation Terms.

- Courses cancelled in writing with 30 DAYS OR MORE notice prior to the start date of your first face to face weekend (PP or SR1) are eligible for a refund minus an ADMIN FEE. The Admin Fees for each course that will be deducted are: Mat Series: \$300 Studio-Rehab Series: \$500 Reformer Series: \$300
- Courses cancelled with LESS than 30 days' notice prior the start date of your first face to face weekend (PP or SR1) are NOT accepted and NO REFUND will be issued.
- Courses cancelled after commencement your first face to face weekend (PP or SR1) are NOT accepted and NO REFUND will be issued. All scheduled payment schedules must still be honored.
- Courses cannot be cancelled due to change of mind, weddings, work travel, holidays, personal relocation or similar

5. Cancellations due to special circumstances - if you have registered for and / or started your course and need to cancel due to special circumstances Polestar Australia will consider each application. Note proof of circumstances must be provided. These would include: bereavement within immediate family, debilitating injury / illness. It does not include personal reasons such as: weddings, work travel, holidays, personal relocation, change of mind or similar.

6. Use of Online instruction methods –

In the event that Polestar Pilates Australia either:

- a. Cannot provide courses, examinations or modules onsite due to circumstances or events beyond its control or
- b. Cannot ensure the safety and security of its staff and/or students where circumstances and events beyond its control

including weather conditions; any contagious diseases, epidemics or pandemics including but not limited to COVID-19 and their consequences; demonstrations; riots; civil unrest; curfew and city lock-downs, government travel restrictions, Polestar Pilates Australia may at its sole discretion:

1. Replace those parts of courses, modules, examinations which can be so replaced without compromising Polestar instruction standards, with online instruction and reschedule such parts of the courses, modules, examinations which cannot be replaced by online instruction- at no additional cost to students.
2. Reschedule the said courses, examination or modules in their entirety – at no additional cost to students.
3. Cancel any scheduled courses, examination or modules in their entirety – at no additional cost to students

No financial compensation will be payable to students in circumstances 1. and 2. above.

Full refund of fees paid for cancelled course, examination, module will be made to students for circumstances 3. above.

7. Unit Transfers Requests

- If you are unable to attend a Unit that is scheduled for your course it can be made up privately with an Educator at an additional Fee of \$100 per hour (except for Principles).
- Alternatively, you can complete the Unit in another State at your own travel costs. Note that all Units must be completed in the same order, intake and cannot be changed.
- Transfer approvals are dependent on course numbers in the requested location. Transfers will NOT BE CONFIRMED until Registrations have been closed at the requested location. Note this occurs 2 weeks prior to course commencement.
- **Online academic units cannot be transferred to another year / intake.**
- Transfer Fee: \$150 per Unit applies

8. Course Extension

- All courses must be completed within the stated timeline. (Mat & Reformer Series 12 months, Studio/Rehab 18 months).
- If you need to extend due to special circumstances Polestar Australia will consider each application. Note proof of circumstances must be provided. These would include: bereavement within immediate family, debilitating injury / illness. It does not include personal reasons such as: weddings, work travel, holidays, personal relocation or similar situations.
- Course Extension Fee: \$350 applies

9. **Course fees DO NOT INCLUDE:** required reading materials for reading and writing assignments; coaching hours for logbook completion with a Mentor (including observation, self-mastery practice and apprentice teaching); Study Groups, Personal extras (sundries, travel and accommodation), DVD's, Coaching or Mentoring and any assessment re-sit fee. Transfer fee to another state.
10. **Course fees INCLUDE:** weekend lectures and labs (PP, M1-M3, REF1-REF2, SR1-SR6), course manuals, logbooks, access to Academic Units online, final exam, morning and afternoon refreshments
11. A USI (Unique Student Identifier Number) must be provided at Registration – final certifications cannot be provided without the USI number being submitted to Polestar Australia
12. Registration deadline is 14 days in advance of course start date. Registration received less than 14 days will be processed only if space is available. You are not registered until you receive written confirmation from Polestar Pilates.
13. Registration is limited to between 15-25 participants depending on location and studio size. Registration received for a course that has reached full capacity will not be processed and you will be contacted. Courses will only go ahead with a minimum of 10 participants.
14. Polestar Pilates reserves the right to postpone or cancel any course due to, but not limited to; weather conditions; any contagious diseases, epidemics or pandemics including but not limited to COVID-19 and their consequences; demonstrations; riots; civil unrest; curfew and city lock-downs, government travel restrictions. If we cancel a course, you will have the option of transferring to another course or receiving a full refund. Polestar is not responsible for any travel costs due to cancellation.
15. You understand that you will attend the Polestar course, use the facilities and equipment at your own risk. At registration you confirm that all medical conditions and injuries, both past and present have been disclosed and where required have obtained clearance from your general practitioner.
16. You will take it upon yourself to discuss any changes to your current health with your instructor. You recognise that the instructor is not able to provide medical advice with regard any medical fitness and that the information provided is used as a guideline to the limitations of my ability to exercise.
17. All courses commence on Saturday at 12.00pm and Sunday 8.00am and finish at 5.00pm both days, with a 1-hour lunch break on Sunday.

Exam Cancellation Terms

- You can only book your final exam once you have attended all your course Units i.e. PP, M1-M3
- A cancellation fee of \$150 applies for all exams cancelled within 2 weeks of your confirmed exam date

Student Obligations

- **Attendance is Compulsory:** Completion of ALL course lecture hours (face-to-face sessions) is compulsory. If you cannot attend a face-to-face session for any reason, please refer to the Terms and Conditions (*above*). All course Units must be completed in order i.e. PP, M1-M3
- **Polestar course manuals:** will be issued to you at the beginning of the course. Additional copies are charged for. Additional text books are suggested for course assignments. Students must bring manuals and logbooks to all weekend courses
- **Dress requirements for onsite learning:** Students must wear appropriate exercise clothing. No baggy clothing. Garments must cover the body and be fairly form fitting. No excessive jewellery that can get caught in the equipment or obstruct the cueing of the body or safe performance of the exercises. Hair should be pulled back from the face and neck to facilitate observation of the body, allow for appropriate tactile cueing, safe performance of the exercises and use of the equipment.
- **Use of technology in onsite learning:** Social mobile phone use (speaking, texting, etc.) is not permitted during class. At breaks and during laboratory sessions students can engage in phone use as long as it does not distract from the course. Photos/short videos may be taken in the laboratory session (with permission) to facilitate learning at the discretion of the educator.
- **No part of the course (lecture of laboratory instruction) may be videotaped or posted on social media.**
- **Observation, Practice and Teaching hours:** In addition to attending all of the course hours and completing the homework assignments, you must complete at your own expense, the required number of hours of Observation, Self-Mastery Practice and Apprentice Teaching (see "Required Study Hours" table in the Graduation Requirements section. We encourage you to work with Polestar Educators, Mentors and Graduates to complete these hours. If a Polestar teacher is not available, you may complete your hours with a Pilates teacher from another school. The best scenario is to complete all hours with a Polestar teacher for continuity because of the many different variations of exercises, breathing and equipment set up etc. which may be confusing when working with teachers from other schools. NOTE: only 50% of all hours can be completed with an instructor from another school.

POLESTAR ONLINE PORTAL:

Course Communication:

- **Syllabus :** You are responsible for carefully reading this syllabus and ensuring that you understand all course requirements, policies and deadlines.
- **Announcements :** We will communicate with the class as a whole via "announcements" on Polestar Online. You are responsible for all announcement content. Check weekly.
- **Email :** If you have questions, you should contact Polestar HQ via email education@polestarpilates.com.au

Homework and Assignments:

- **All assignments must be submitted via Polestar online.** It is your responsibility to ensure that you have properly submitted your work. If you have any questions about using the Polestar Online or encounter any problems, please email us at education@polestarpilates.com.au
- **Respect in the online environment:** Given the goal of fostering discussion, it is imperative that we make this virtual classroom a safe place for discussion. Therefore, you are expected to demonstrate a respect for diversity and an appreciation of individual beliefs, perspectives, insight and values that may be different from your own.
- **Assignments/Essays/Case Studies:** Students are responsible for completing the writing and case study homework and submitting to the educator for assessment. These are graded on a Competent / Not Yet Competent basis. To gain a competent grade the assignment must meet length requirements and demonstrate understanding of the subject material. If it is not sufficient in length or content it will need to be re-written. You will submit assignments on Polestar Online in the "Assignments" section. Assignments must be submitted before the close date. Assignments are due by 11:59 p.m. EST on the Wednesdays before your in person modules.
- **Late homework will NOT be marked unless requested by the student at an additional fee of \$100 per assignment.**

Course Date Changes or Cancellations

Polestar reserves the right to postpone or cancel any course at any time (see Terms & Conditions, point 15 previously). It is our desire not to cancel any Polestar Course or Exam. If we cancel a course, you will have the option of transferring to another course or receiving a full refund. Polestar is not responsible for any hotel or airline expenses, nor transportation to or from a course.

If a course is postponed and you are not able to attend the new dates, you may transfer to another course or receive a full refund. If you select to receive a refund, you must notify us in writing 10 days after receiving the notice of the date change.

Transportation and Lodging

Polestar is not responsible for any hotel or airline expenses, nor transportation to or from a course. As a courtesy, we may at times provide a list of hotels that are close to the venue, however, we make no claims or guarantees regarding such facilities.

Email as Form of Communication

If you select to use email as a form of written notice to Polestar for cancellation, transfer or refund, you must verify that the email was received by contacting the Polestar office by phone.

Confidentiality

All materials created and produced by Polestar Pilates for any purpose of its businesses remain the property of Polestar Pilates and no copying, display, distribution or any other unauthorized use will be allowed without the express written consent of Polestar Pilates.

Polestar Pilates retains the intellectual and copyright property to all studio and educational materials, systems, documentation, policies and procedures, modules, handouts, work books, brochures, photographs and any material used within the context of the student work with Polestar Pilates. Unauthorized use of this material will mean that the student will be subject to the relevant legal proceedings and payment of any fees as determined by such legal proceedings.

Equality and Discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability. However, Polestar reserves the right to refuse an application for course admission if there is reasonable evidence to suggest that the applicant is physically incapable of carrying out the necessary requirements of Pilates teacher training.

Plagiarism and cheating

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a students' exclusion from a unit or a course. When students have any doubts about including the work of other authors in their assessments, they must consult with their trainer to discuss the matter. The following list outlines some of the activities for which a student can be suspected of plagiarism or cheating:

- Presenting any work by another individual as one's own unintentionally
- Handing in assessments markedly similar to or copied from another student.
- Presenting the work of another individual or group as their own work.
- Allowing another student to copy your work
- Handing up assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

Legitimate cooperation between students on assignments is encouraged, since it can be a real aid to understanding. It is legitimate for students to discuss assignment questions at a general level, provided everybody involved makes some contribution. However, students must produce their own individual written solutions. Copying someone else's work is plagiarism, and is unacceptable.



Copyright

Students must be careful when photocopying the work of others. The owner of the material may take legal action against students of the college if the owner's copyright has been infringed. Students are allowed to do a certain amount of photocopying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with, or employed by, an educational institution.

Student Logbook - Criteria for Exercise Check Off

Delivery modes of the Polestar courses are made up of nominal (approximate) hours and are broken down as follows:

	Lectures & Homework	Observation	Self-Mastery	Apprentice Teaching	Academic Hours
Mat Series	155	30	50	50	50
Ultimate Reformer	130	30	50	50	NA
Studio & Rehab Series (Comprehensive)	430	70	100	100	NA

Student Logbook

You will be given a logbook on the first day of your course. This logbook is to be kept in a safe place and brought to every lecture. It will be used to:

- Log all attendance/contact hours of the course and be signed off by the Educator
- Log all observation, self-mastery and work experience hours, to be signed and dated by the attending Pilates practitioners. This includes exercise check off described below.
- Log all completed assignments and self-study.

In order to sit for the exam, **you must have completed your logbook including all assignments and are required to hand it to the examiner on exam day.**

Lectures: Lecture hours include formal lecture/workshop face-to-face delivery, practical and written assessments and mandatory tutorial hours.

Observation: Observation is where the student observes a studio in action, and has their hours signed off by a certified practitioner (preferably Polestar qualified). Polestar Academy Online can also be used for up to 10 observation hours in each course.

Self-Mastery (and Self-Directed): These hours are for Students to practice the exercises learnt in the curriculum so as to master the repertoire. Self-mastery hours include 30% of self-directed hours i.e. practicing the repertoire in your own time at home or with other students. **NOTE:** Polestar Online Academy can also be used as a tool for your self-practice hours. The remaining hours may be a combination of Matwork, reformer and/or studio sessions.

Apprentice Teaching: Once you feel confident in the repertoire, you will be expected to assist a senior instructor or Pilates practitioner (preferably Polestar qualified) within a Pilates Studio workplace in order to gain practical experience. You will teach under their guidance and assist with tactile cueing and client correction for the remaining hour to achieve sign off. **NOTE:** a qualified Pilates instructor must be present at all Apprentice Teaching sessions to provide sign off and feedback.

NOTE: With regard to Self-Mastery, Observation and Apprentice Teaching hours, we recommend at least 50% of all hours in each category to be completed within a Polestar Studio or with a Polestar certified instructor.

If a Polestar teacher is not available you may complete your hours with a Pilates teacher from another school; however, the best scenario is to complete all hours with a Polestar teacher for continuity because of the many different variations of exercises, breathing, equipment set up etc. which may be confusing when working with teachers from other schools.

If you find you do not live within an area to have access to a Polestar person, please discuss this with the Polestar Pilates Admin Team.

Practicums:

Practicums help accelerate your teaching and demonstration hours in a supported environment with an Educator. Teaching is within a clinical format against units of competency and allows students to accrue 2 hours for 1 hour (1:2) towards their student logbook. Topics included will be review of Theory, Repertoire, Case Studies and Self-Mastery demonstration and teaching. They are scheduled generally over 4hrs but can be shorter and some are online.

There are 2-3 Practicums scheduled as part of the course (2 Mat/Reformer & 3 Comprehensice) and are included in the course fees. All other practicums are optional and the schedule for booking can be found here:

<https://www.polestarpilates.edu.au/qualification/study-groups/>

Exercise Check off for Teaching and Demonstration

The Exercise Check Off section of the logbook for each Exercise learnt must be marked by a Polestar Educator or Mentor.

The Exercise Check Off is designed to provide information to students regarding your demonstration and teaching skills and the areas that need improvement. This must be completed with an Educator or Mentor. It is important to remember that the main focus is for you as a student to receive feedback on performance.

Exercise check offs from the previous Units will take place on either the Saturday or Sunday of the current Unit weekend time permitting. For those exercises that are not signed off at the face-to-face Units it is the student's responsibility to organise and pay for the Mentor/Educators time to complete this prior to the exam. It is your responsibility as a student to get the S/R6 material checked off in your own time. Many studios and educators offer study sessions after the course ends.

Check off Criteria:**Movement**

- Know the exercise and its variations
- Move using the principles
- Move with control
- Move fluidly
- Know how to self-correct

Teaching

- Know the exercise
- Know variations
- Know correct equipment set up
- Make corrections to the student as necessary using appropriate cues and modifications
- Demonstrate safety measures
- Use appropriate tactile, verbal and imagery cues

The entire Logbook must be complete before the student is eligible to sit for the exam.

Logbook Guidelines: Observation, Self-Mastery & Apprentice Teaching

The following guidelines are designed to give you some assistance in how to approach your observation and apprentice teaching hours. Remember that you are in a quiet, professional Pilates environment for learning purposes.

Be prepared:

- Book your observation and assistant teaching times in advance. Don't just turn up and assume you will be able to observe or assist. Some studios restrict the number of students allowed at any given time.
- Bring a notebook and pencil for making notes.
- Bring your logbook to record your hours and have the supervising instructor sign your logbook before leaving.
- Wear neat, comfortable clothing

Dress appropriately:

- Clean and neat attire. Workout pants with T-shirt. You may be required to wear the studio T-shirt of the premises you are working at.
- Soft soled footwear (no thongs).
- Minimal make-up, no strong perfumes.
- No elaborate or dangly jewellery.
- Hair pulled back off the face.
- Excellent personal hygiene.
- Please check with the studio you are attending for any additions to this list.

Follow Studio Etiquette:

- Abide by all procedures of the studio that you are attending.
- When several trainees are in the studio at once, the space can feel very crowded. Be aware of the space around you and try not to spread out too much.
- Look sharp, professional and alert at all times. The client will pick up if you feel insecure, bored or unsure.
- Put all belongings in the studio's designated safe area, so that you are only bringing essential items into the studio with you.
- There is to be no eating in the studio at any time. Drinking from water bottles with caps is allowed.
- Do not take any books or educational materials out of the studio unless authorised and recorded by the Studio Coordinator.
- Please make bookings and enquiries only at reception and only at an appropriate time.
- When doing business at reception, please allow clients to go ahead in line. They may have a busy schedule, and many of you have several hours of observation time to book. Please do business when reception is quiet.

Observation Guidelines:

- Sit quietly around the periphery of the studio. Do not sit or stand out in the middle of the room. We understand that sitting and observing in the studio for long periods of time can be physically demanding and uncomfortable, however we insist that students refrain from lying on the floor or blocking walkways.
- Take breaks wherever necessary. However, please do not stretch or do other exercises in the studio while observing.
- Do not offer suggestions to the clients or the staff.
- Write down any questions you have at the time so that you may ask an appropriate person later. Do not ask questions of the instructors during sessions. Also, be aware that instructors may not have time to answer your questions immediately after a teaching session. If need be, save your questions for workshop weekends. This allows your instructor more time to answer you and allows other students to learn from the answers you receive. Asking questions of the instructor/s during sessions may result in disciplinary action because of the disruption this can cause to client sessions.
- Do not talk loudly to other students in the room and do not talk with clients.
- Filming or recording in any form is strictly prohibited.

Hints on taking notes during observation:

- List any exercise(s) that are unfamiliar to you.
- What correction/modification was helpful to a particular client? Why?
- How did the instructor give corrections as well as keep the studio flowing?
- What particular exercise would you teach differently than observed?
- Were there any latecomers or issues requiring adjustment in programs? How?
- Were there any special conditions that required specific attention/programming? What were the specifics?
- What was the theme or main goal of the session?
- How many exercises were taught? What pieces of apparatus were incorporated?
- Any questions or ideas?

Self-Mastery Guidelines & Self-Directed Learning

Polestar Pilates host sites make times available in the studio for students to undertake self-directed practice with the apparatus. Please contact your host site to find out when studio space is available for self-directed learning. Note that a small fee is usually charged to cover your use of studio equipment during this time.

Supervisory staff MAY be on hand from time-to-time to answer your queries or to offer assistance as they see fit. However, the main purpose of self-directed learning is to give you your OWN TIME to go through the learning from your contact sessions and to gain extra insight into the constant application of the Pilates repertoire and methodology.

During self-directed times in the studio (and at all times) you are expected to treat the studio staff, other students and equipment with respect and care. Please take the time to:

- Set up the equipment correctly
- Undo the settings when finished with the piece of equipment
- Clean down after use
- Keep the studio clean
- Take no food or drinks other than water into the studio
- Leave your belongings in a locker or designated safe area
- Maintain an atmosphere of calm and learning
- Ask for help when you need it and be patient if the available instructor has to deal with clients first.

If you need specific assistance in reviewing your work it may be appropriate to contact a Polestar mentor and negotiate a 1-2-hour block to take yourself and/or a small group through assisted self-mastery.

Apprentice Teaching Guidelines

Apprentice teaching is work experience where **you assist a qualified instructor in the Pilates studio environment**. This is considered the most important phase of your training. It is the time when you learn how to put your knowledge into practice.

When you are conducting assistant teaching:

- Arrive prior to your shift commencement and be ready to start on time.
- Be respectful of your supervising instructor, they are going to help you.
- Read client files and attempt to retain information for your use. Remember these files are private and you should not discuss information in them other than with the supervising instructor.
- The client comes first.
- Reset all equipment after each client session and wipe down the equipment. This is part of your work experience and will be expected of you when you are eventually employed in a studio environment.
- Teach only the exercises you are familiar with. Ensure you are familiar with exercises to the level of the course you are attending.
- If you are unfamiliar with an exercise that a client requires assistance with, tell them you are not familiar yet and you will seek assistance from the supervising instructor.

- Please do not under any circumstance correct another instructor or trainee. Discuss any differences of opinion you have later, off the floor, when all clients are gone.
- Remain aware of the entire room, of instructors and client's space. Try not to get 'stuck' with a one on one situation.
- Speak clearly and normally. Make sure you can be easily heard, yet are not over bearing.
- There are many variations of exercises. Don't be overwhelmed if you see exercises or variations you are not familiar with. You may explain to the client that this is a variation and you'll just check with the instructor that you are teaching it correctly.
- Focus on the positive when correcting. Avoid using negative words.
- Work for progression. Successive small steps over time lead to great changes.
- Work to find each client's 'challenge point'. Your goal is to keep the client striving and interested.
- Don't over cue. Learn to read the clients and adjust your imagery accordingly.

As a student instructor you do not have to have all the answers. You are there to give assistance and to learn. Maintaining a positive attitude and bright energy will give you the stamina and ability to enhance any situation.

If you dress and act professionally you will be treated professionally regardless of whether or not, you know how to do all the exercises.

Graduation & Examination Requirements

Graduation requirements include:

- Attending all of the course hours
- Completing reading and writing assignments
- Completing specified number of observation, self-mastery, and apprentice teaching hours as outlined in the course progression chart
- Completing Exercise check off for teaching and demonstration of each exercise
- Completing the student Logbook
- Completing Academic Units (if required)
- Successfully passing with 80% pass mark on EACH section of the final exam

Individual needs can be catered to during assessment where possible, including:

- Adaptation for any injury/physical limitations
- Literacy or numeracy difficulties
- Oral assessment in place of written
- Use of larger print or another language if available
- Religious/traditional beliefs
- Allowance for medical conditions and medication

Exam Guidelines

IMPORTANT! All exams must be completed within the following time lines:

Mat Series

- 6-12 months from commencement of PP (Principles)

Ultimate Reformer Series

- 6-12 months from commencement of PP (Principles)

Comprehensive Studio Series

- 12-18 months from commencement of PP (Principles)

Comprehensive Rehabilitation Series

- 12-18 months from commencement of PP (Principles)

Polestar Pilates Comprehensive Mat Series and Ultimate Reformer Series:

The **written** examination consists of a 1-hour 50 question multiple-choice section, and a 1-hour class design. The multiple choice examination will cover the material taught in the courses, general exercise knowledge, equipment set-up, cueing, safety, precautions and modifications, contraindications, the Polestar Fitness Screening, and Pilates history. For the class design, you will create two, hour-long group reformer or mat classes including modifications for specific populations.

The **practical** examination is a group class with 4-6 students typically 1 hour, with 10 minutes for each person to teach 4 exercises basic to advanced. Students have a total of 10 minutes to teach their 4 exercises to the rest of the group, who are the mock class. The students in the “class” are graded on their demonstration of the exercises at the same time that the teacher is graded on their teaching skills.

After the teacher finishes the examiner will call each student aside and ask them any questions that remain, i.e. exercise principles, common mistakes, precautions and contraindications, modifications, exercise rationale.

Polestar Pilates Comprehensive Studio and Rehabilitation Series

WRITTEN EXAM:

Duration 2 hours. (2 Parts - Multiple choice and Case study.)

PART 1:

The first part of the written test is a 50-Question Multiple Choice test. Topics include Pilates history, the Pilates exercises, the Polestar Principles, equipment set-up and safety, pathologies and modifications, contraindications, exercise progressions/regressions, cueing (tactile, imagery, communication skills), lecture topics (postural assessment, sequencing and categories, energy medicine), the Polestar Screening. Rehabilitation students will be asked questions about the stages of rehabilitation and Nagi grid.

PART 2:

The second part of the written exam is the Case Study. Based on a completed Screening or Evaluation, you will create your problem and goal list then three 1-hour exercise programs, beginning, intermediate and advanced.

PRACTICAL EXAM:

Duration 3 hours. (2 Parts - teaching and demonstration)

TEACHING SESSION:

Time per person, 2-hours (in pairs, 1 hour each)

You will conduct a 10-15 minute of an interview and pertinent aspects of the Fitness Screening followed by a 45 minute Pilates session as if you are seeing a new client who has done Pilates previously and now wants to continue their sessions and is now seeing you.

- Choose the screening tests that are most applicable based on the clients intake form and history.
- Warm the person up and then get them moving.
- If there are modifications needed make them. What exercises can you give that need little to no modification?
- Use the sequencing categories.
- Use all of the equipment as possible.
- Avoid stopping to write – keep the flow of the session.
- When the session is complete, thank the client and ask them to fill out the feedback form. You will now write down the program you taught them to the best of your memory, complete the screening notes, list the problems and goals and sign the bottom of the screening.

ADVANCED CIRCUIT CLASS DEMONSTRATION:

Time per person, 1hr.

Its time to shine! You get to show off all of your hard work as your bodies are probably in the best shape ever. The Advanced Circuit class is a circuit class where you will demonstrate 20+ high-intermediate and advanced Pilates equipment exercises. You will spend 2-3 minutes at each station.

Retake Exams

If you receive less than 80% mark on any one section of the exam, you will be required to retake that section. Students have 1-6 months to retake the necessary sections. Please discuss with your examiner how much time should be allotted for retake preparation.

- Retake the full exam = \$175
- Retake of one section, written or practical = \$100

Exam Cancellation Terms

You can only book your final exam once you have attended all your course Units i.e. PP, M1-M3. A cancellation fee of \$150 applies for all exams cancelled within 2 weeks of your confirmed exam date

Exam dates are updated regularly on the Polestar Australia website:
<http://www.polestarpilates.edu.au/how-to-get-started/exam-dates/>

Working with a Mentor

As shown above, students will be required to complete practice hours (self-mastery), which are in addition to course fees. Polestar has a national network of Australian mentors that can offer assistance with practice and teaching hours (as listed in section one). Alternatively, these will be available on the website:

<http://www.polestarpilates.edu.au/pilates-educators/polestar-australia-mentors/>

You may also need to organise a make up for missing a Unit of a course. This will need to be organised as private(s) with an Educator or Assistant Educator, with the length dependent on how much of the Unit was missed.

The pricing structure per hour for mentors and educators is:

- Mentors \$80-\$100 per hour
- Educators / Ass Educator \$120-\$150 per hour

[Please note these prices are in AUD Australian Dollars]

To help cut down on costs, we suggest you organise study groups within your city with a mentor or educator and split the costs between you. Mentors and Educators that also own a studio may have package deals to suit your budget. Each studio and city may differ, so please contact each studio directly.


All sessions are to be organised directly with the Educator / Mentor, not with Polestar head office.

If at any time during your course additional support / mentoring is required that is outside the scope of Polestar Pilates to personally provide, but may be beneficial for you to access we have listed a few links below that may assist and are free of charge.

- Lifeline counselling - www.lifeline.org.au
- Headspace counselling - headspace.org.au

Who Recognises My Qualifications?

The following table outlines the various organisations/associations that recognise Polestar Pilates Certification.

Australian Accreditations	
<p>PAA – Pilates Alliance Australasian</p> <p>Administration Ph: 02 9969 5130 Web: www.pilates.org.au Email: info@pilates.org.au</p> <p>The PAA will accept membership application with Polestar Pilates Certified students, as long as they abide to the association’s pre-requisites for membership. The Alliance also accepts courses for Continued Education Credits if already a member.</p> <ul style="list-style-type: none"> • Matwork Series and/or Reformer Series (including HLTWHS300 academic unit) – Group Class membership level • Comprehensive Courses (including HTLWHS300 academic unit) – Studio Instructor Membership level • Diploma – Professional Instructor Membership level 	
<p>AUSactive Australia</p> <p>Ph: 1300 211 311 Email: info@ausactive.org.au Web: https://ausactive.org.au/members/pilates-professional/</p> <p>If already a member, you will receive the following CEC’s:</p> <ul style="list-style-type: none"> • Polestar Principles (PP) – 10 CECs • Mat Series (M1, M2, M3) – 15 CECs • Reformer Series (REF1, REF2, REF3) – 15 CECs <p>New membership with completion of the following:</p> <ul style="list-style-type: none"> • Professional Pilates Method Teacher (PMT) with completion of Diploma of Polestar Pilates Comprehensive Instruction Method (10828NAT) • Fitness Pilates Instructor with completion of Matwork series or Reformer series 	 
<p>Pilates Method Alliance (PMA)</p> <p>www.pilatesmethodalliance.org</p> <p>The Pilates Method Alliance is the professional association and certifying agency for Pilates teachers. It is based in the USA and for the past decade, Pilates teachers from around the world have worked together to create a unified community, to share knowledge and information, and <i>most importantly, to establish the practice of teaching Pilates as a profession.</i> Contact them for their various membership options.</p>	

Code of Conduct

Professional Conduct

We conduct all of our activities professionally and with integrity and expect the same from our students.

Change of Name and Address Details

Upon change of name and/or address and/or contact details, you must notify Polestar Australia, SYDNEY in writing of the updated details. You may submit this via email to education@polestarpilates.com.au

Polestar abides by the Pilates Alliance of Australasia (PAA) Code of Ethics

Below is an excerpt taken from the PAA website: <https://www.pilates.org.au/membership/ethics/>

This Code of Ethics applies to all members of the PAA and informs application of the Scope of Practice. Members of the PAA must strictly adhere to both the Code of Ethics and the Scope of Practice.

As a PAA Member, I understand and commit to work within the PAA Scope of Practice in compliance with the following Code of Ethics.

- hold relevant qualifications and maintain the currency of these qualifications through current industry accepted practices and ongoing professional development as determined by the PAA.
- work within the scope of practice applicable to my qualifications.
- work with integrity, respect, fairness, responsibility and professionalism at all times.
- behave in a professional, courteous and appropriate manner at all times.
- know and abide by the relevant legislation, including but not limited to the regulation of:
 - privacy;
 - anti-discrimination;
 - trade practices and fair trading;
 - health professional practice;
 - occupational health and safety;
 - and child protection.
- comply with the National Employment Standards and any relevant awards, and the terms and conditions of work as recommended by the PAA.
- market my services and products ethically and in a clear and factual manner. I will not provide false or misleading information in any promotional and marketing materials or programs. I will not draw false or misleading comparisons with any other organisations and I will not engage or participate in anti-competitive behaviour.
- maintain high standards of financial record keeping and staff procedures, and policies for the correct handling of all financial transactions with clients and staff.

PAA Scope of Practice

Professional Instructor Level

Professional Instructor members of the PAA commit to work within the following scope:

1. To work within the scope of your training:
 - Level 1: apparently healthy and low risk clientele under the guidance of a Professional Instructor member at Level 2 or above
 - Level 2 and above: may include clients with moderate risk injuries or conditions relevant to the level and scope of your training.
2. Conduct pre-exercise clearance of clients.
3. Recognise conditions that may preclude a client from safely participating in a Pilates exercise program, or conditions requiring referral, and provide information or referral to medical or allied health professionals as appropriate.
4. Undertake initial consultation processes to educate clients on the benefits of the Pilates Method, its suitability to client's needs and the nature of Pilates instruction, including the use of tactile cueing.
5. Conduct postural assessment and identify common postural conditions and postural corrections.

6. Design Pilates exercise programs according to initial assessment, individual needs and medical or allied health professional recommendations.
7. Provide ongoing assessment and progression, document client progress and collaborate with medical or allied health professionals to achieve the best interest of the client.
8. Promote Pilates and general exercise to improve overall health.
9. Make appropriate and respectful use of tactile cueing to facilitate Pilates exercises whilst maintaining client comfort and dignity.
10. Use a range of Pilates apparatus including but not limited to Reformer, Cadillac, Wunda Chair, Barrels plus small props (e.g. rollers, balls etc.).
11. Maintain the highest levels of safety in practice and instruction of the Pilates Method observing the following student to instructor ratios:
 - Studio setting: maximum of 4:1 ratio
 - Level 1 Instructor: maximum of 12:1 in a matwork or group class setting
 - Level 2 Instructor or above instructor: maximum of 20:1 in a matwork or group class setting

The following is beyond the scope of practice of a Pilates Professional Instructor:

1. 'Prescribe' exercises for pathologies and conditions outside the scope of a Pilates instructor without consultation with an appropriate medical or allied health professional.
2. 'Diagnosing' a client with any medical, mental or physical condition.
3. Training a client with a condition that is beyond your level of qualification without appropriate medical clearance.
4. Providing specific dietary advice or recommending supplements.
5. Claiming to 'treat' injury, pathology or disease.
6. Monitoring or measuring with instrumentation the progress of clients referred by therapists or medical practitioners.
7. Offering counselling.
8. Claiming to be competent to offer professional education beyond the limits of your credentials.
9. Applying inappropriate touch.
10. Continuing to train a client who exhibits any of the following symptoms: Chest pain, prolonged dizziness, rapid heart rate, shortness of breath, significant decrease in coordination, loss of consciousness, faintness, nausea, blurred vision, prolonged or increasing pain.

Please note that this beyond scope list is not exhaustive and you must at all times act within the boundaries of your qualifications.

Group Instructor Level

Group Instructor Members of the PAA, with EITHER appropriate Mat or Reformer groupwork qualifications, commit to work within the following scope:

- Work within the scope of your training with apparently healthy and low risk clients
- Conduct pre-exercise clearance of clients
- Educate clients on the benefits of Pilates mat work/Pilates reformer work and its suitability to the client
- Recognise conditions that may preclude a client from safely participating in a Pilates mat work/ group reformer class or conditions requiring referral. Refer to private Pilates instruction or to medical or allied health professionals as appropriate.
- Design Pilates mat work/group reformer classes according to group level, with consideration to modification or progressions for varying abilities.
- Provide ongoing class progression with attention to development of each individual client.
- Promote the Pilates Method and general exercise to improve overall health.
- Make appropriate and respectful use of tactile cueing to facilitate Pilates mat/reformer exercises, maintaining client comfort and dignity in a group setting.
- Use Pilates mat/reformer exercises with a range of small props (e.g. rollers, balls etc.)
- Maintain the highest levels of safety in practice and instruction of Pilates mat work/reformer group work observing the following student to instructor ratios:
 - Matwork instructors: maximum 12:1
 - Matwork instructors with over 3000hrs: maximum 20:1
 - Reformer group instructors: maximum 12:1

The following is beyond the scope of practice of a Pilates Group Instructor:

1. Teaching Pilates exercises on apparatus or mat without the approved qualification.
2. 'Prescribing' exercises for pathologies and conditions outside the scope of a Pilates instructor without consultation with an appropriate medical or allied health professional.
3. 'Diagnosing' a client with any medical, mental or physical condition.

4. Training a client with a condition that is beyond your level of qualification, without appropriate medical clearance.
5. Providing specific dietary advice or recommending supplements.
6. Claiming to 'treat' injury, pathology or disease.
7. Monitoring or measuring with instrumentation the progress of clients referred by therapists or medical practitioners.
8. Offering counselling.
9. Claiming to be competent to offer professional education beyond the limits of your credentials.
10. Applying inappropriate touch.
11. Continuing to train a client who exhibits any of the following symptoms: Chest pain, prolonged dizziness, rapid heart rate, shortness of breath, significant decrease in coordination, loss of consciousness, faintness, nausea, blurred vision, prolonged or increasing pain.

Please note that this beyond scope list is not exhaustive and you must at all times act within the boundaries of your qualifications.

Further information can be found at:

<https://www.pilates.org.au/membership/ethics/>

Grievance / Complaints & Appeal Procedures

If a student, educator or mentor has a complaint or grievance that they would like to take up with Polestar Pilates, please pass these onto Management.

Director: Catherine Giannitto: catherine@polestarpilates.com.au

Education Manager: Jenna Hitch: jenna@polestarpilates.com.au

Compliance Manager: Tracy Gerza or Catherine Giannitto: academic@polestarpilates.com.au

All incidents will be recorded in the “WH&S Book” at head office, including complaint/grievance/issue, date, person’s name, staff attending’s name and dealt with columns.

- Each complaint, grievance, appeal and its outcome is recorded in writing
- Each appeal is heard by an independent person or panel: and
- Each appellant has an opportunity to formally present his or her case: and is given a written statement of the appeal outcomes, including reasons for the decision.

Grievance & Complaints Process

Step 1 – Resolve verbally with a Staff Member: The student should attempt to resolve the grievance with the staff member(s) concerned through discussion, within a reasonable time frame. The complaint and its outcome will be recorded in the Complaints/Appeals Log by the Staff Member concerned.

Step 2 – Direct to a nominated party of Polestar Pilates and resolve in writing: If the grievance is still unresolved, it should be directed to a nominated party of Polestar Pilates. The nominated party may include (but not restricted to) a faculty member or the Administration. The nominated party will respond in writing the reasons for any recommendations or decision in respect of the matter. The complaint and its outcome will be recorded in the Complaints/Appeals Log by the nominated party.

Step 3 – Refer in writing to the Director: If the matter is not satisfactorily resolved at this stage, the student should refer the grievance in writing to Polestar Pilates headquarters at education@polestarpilates.com.au. Except when insufficient or unfounded reasons have been given by the student to support the complaint, the administrator will take the complaint in writing, inform the respondent, officially commence an investigation and give an answer, outlining the reasoning behind the response (normally) within 7 days. A copy of the response will be filed in the Complaints/Appeals log and any action to be taken will be attended to immediately by the administrator or the Student (as required).

Appeal Procedures

Step 4 – Third Party, if necessary/ formally present the case: Should the student wish to appeal the Directors response, or should the student have a complaint against the Director and wish to deal directly with a third party, the student should refer the matter, in writing, to The Public Officer of The Pilates Alliance, P.O. Box 42, Cremorne Junction, NSW. As the industry regulatory body The Pilates Alliance take grievances through a system commencing with lodgement with the Public Officer who will attempt to resolve the dispute, or if unable to, will forward the grievance to the main council for review. A written statement of the appeal outcomes, including the reasons for the decision will be issued to the appellant from The Pilates Alliance. It should be noted that at this stage of the process, the appellant has an opportunity to formally present his or her case.

Dismissal from Program

Polestar Pilates reserves the right to instantly expel any student found to be acting improperly, unsafely, breaching copyright or breaching confidentiality of clients, staff and other students.

The following actions will result in written warnings prior to further disciplinary action:-

- Improper presentation and/or untidy appearance
- Constant lateness in attending laboratory, training studio and work experience hours
- Mistreatment of equipment or other items
- Mistreatment of other staff, students or clients
- Non compliance with Polestar Pilates host sites policies and guidelines
- Unsafe work practise
- 'Conflict of interest' circumstances
- Failing to achieve minimum progressive hours as required

The following will constitute instant expulsion:

- Theft
- Drunkenness or smoking on premises
- Unauthorised entry to office areas
- Actions endangering staff, students and/or clients
- Abusive behaviour
- Copying or removal from any Polestar Pilates premises of Polestar Pilates materials, handouts, manuals, images
- Reproduction of Polestar Pilates materials in any form, including social media platforms e.g. Facebook, Instagram, etc.
- Unauthorised use of any Polestar Pilates trademarks, patents, images
- Infringement of Polestar Pilates copyrights
- Breach of confidentiality

Polestar Pilates Re-Qualification

Australian alignment with PAA

In Australia, Polestar Pilates supports the Pilates Industry by being an educational body member of the Pilates Alliance of Australasia (PAA). Once certified with either the full Certificate IV or Diploma you are invited to become a member of the PAA. More information can be found on their website: <http://www.pilates.org.au/>

USA and Non-Australian alignment with PMA

As of 2012, Polestar Pilates Education requires that all Comprehensive graduates become *Pilates Method Alliance Certified (PMA®-CPT)*.

In order to remain in good standing with Polestar Pilates, the PMA re-qualification guidelines will apply. PMA certifications are valid for 2 years. The PMA requires all PMA Certified Pilates Teachers to earn 16 PMA approved CECs (1 hour = 1 CEC) in order to renew certification at the end of your two-year term.

You may apply for the PMA certification exam after graduation from the Diploma or Rehabilitation program at www.pilatesmethodalliance.org by selecting the "Certification" tab and downloading the *Candidate Handbook and Application*.

Benefit of Polestar Qualification: Polestar has an extensive network of qualified Pilates teachers around the globe. The Polestar Referral Network is a very important source of gaining new clientele. As long as you are current with your PMA certification you will be listed on the Polestar Pilates web site as a qualified graduate of our program.

SECTION 3: STUDENT AGREEMENT

By signing below, you acknowledge that you have read and agree to all the terms, guidelines and policies in the Student Handbook and agree to adhere to all aspects as required both during and after your participation. Including and not limited to the following:

Initial Each Statement reflecting that you have carefully read each one.

	You have read, understood and accept the Terms and Condition as stated on Pages 15 & 16 which covers registration policies, commitment, payments, student cancellations, course cancellations and exams.
	You have read and understood the completion times for each course and agree that you have allocated sufficient time to complete all course requirements and complete your exams by the required timelines. Fees will apply to students who apply for an extension on their course duration: Mat Series: 6-12months from commencement of PP (Principles) Studio / Rehab Series: 12-18 months from commencement of SR1 Ultimate Reformer Series: 6-12months from commencement of PP (Principles)
	You are responsible for making arrangements to complete your self-mastery, observation and apprentice teaching hours at your own additional expense to course fees.
	You are responsible for completing, at additional cost any self-mastery check off for Demonstration and teaching of exercises learnt with a Mentor / Educator that were not completed at the face-to-face Units.
	You are responsible for completing the reading and writing assignments, and ensuring your logbook is checked off by a Polestar Educator or Mentor.
	Polestar course manuals will be issued to you at the beginning of the course. Additional copies will be at your expense.
	Polestar is not responsible for any hotel or airline expenses, nor transportation to or from a course.
	Polestar reserves the right to postpone or cancel any course at any time. If Polestar cancels a course, you will have the option of transferring to another course or receiving a full refund. Polestar is not responsible for any hotel or airline expenses, nor transportation to or from a course.
	If a course is postponed and you are not able to attend at the new dates, you may transfer to another course or receive a full refund. If you elect to receive a refund, you must notify us in writing 10 days after receiving the notice of the date change.
	Polestar Pilates retains the intellectual and copyright property to all studio and educational materials, systems, documentation, policies and procedures, modules, handouts, work books, brochures, photographs and any material used within the context of the student work with Polestar Pilates. Unauthorised use of this material will mean that the student will be subject to the relevant legal proceedings and payment of any fees as determined by such legal proceedings.
	I have read and agree to all the terms, guidelines and policies in the Student Handbook and agree to adhere to all aspects as required both during and after participation. I also understand and agree that I will take full responsibility for my actions at all times when on the premises of Polestar Pilates Host Sites and at all times while undergoing the training program, workout sessions and classes. I agree that I am healthy, fit and capable of participating fully in the Polestar Pilates training program(s).

STUDENT NAME (print): _____

STUDENT SIGNATURE: _____

Date: _____

WITNESS NAME (print): _____

WITNESS SIGNATURE: _____

Date: _____

Keep a copy for your records and post the **PREVIOUS SIGNED PAGE ONLY** to Polestar Head Office:

Please either:

1. Scan and email to education@polestarpilates.com.au
2. Post to the following address

Polestar Pilates Australia
Level 1, 32 Cross Street
Brookvale NSW 2100

Thank you,

We hope you will enjoy your Polestar Pilates Journey!

Sincerely,



Catherine Giannitto
Director, Polestar Pilates Australia