

# POLESTAR PILATES COMPLETE MATWORK SERIES

## COURSE DURATION

6-12 months for completion

## OVERVIEW

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, fitball, rotation discs and balance board).

The outcome of the Complete Matwork Series is to become a Pilates Matwork Instructor of the highest calibre. Graduates will be well versed in Pilates principles, program design, exercise sequencing techniques and practice with emphasis on group dynamics for the Pilates Matwork. They will also acquire verbal, tactile and combined cueing practices to facilitate motor learning. Graduates will be competent to work with healthy clients in one-on-one and group settings.

The Complete Matwork Series also forms the pre-requisites for the Diploma of Polestar Pilates Comprehensive Instruction Method (10828NAT) and persons who have graduated with the Complete Matwork Series will receive direct credit for these Units when enrolling into the higher level qualification.



## COURSE PRE-REQUISITES

Minimum requirements for entry into this course are:

- Attainment of HSC / Secondary education or tertiary education equivalent
- A good understanding of Pilates – a minimum of 25 hours of personal Pilates practice either in private or group sessions. This may include matwork and studio work (*preferably with a Polestar Pilates certified practitioner*). This can be provided as a log from your studio/gym or letter/email from your Pilates practitioner.
- 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.

## ANATOMY AND PHYSIOLOGY REQUIREMENTS

Polestar Pilates Courses require the completion of basic anatomy/physiology. If you are already qualified in one of the following occupations you would qualify for RPL: *Physiotherapist, Osteopath, Exercise Physiologist, Nurse, Myotherapist, Remedial Massage Therapist, Cert IV Personal Trainer*. However, if you are from a different background and have NOT completed any basic Anatomy and Physiology education completion, it is required prior to the start of your course. ***Polestar provides an online Anatomy course that meets these requirements, it is at an additional fee of \$350. Please contact Polestar directly for further information.***

## COURSE STRUCTURE

The following table outlines the units of competency that make up the Polestar Pilates Complete Matwork Series. The course is delivered over four two-day courses (Saturday & Sunday). [usual hours Sat 12pm-5pm & Sun 8am-12pm, but may vary in different cities]

The courses must be taken in the following order: **PP, M1, M2, M3** plus 1 academic unit (**HLTWHS300**), which is completed online.

Polestar ID	Unit of Competency	Diploma Code
PP	Apply the Polestar Pilates Principles and Postural assessment framework	NAT10828002
M1	Plan and instruct a beginner Polestar Pilates matwork class	NAT10828003
M2	Plan and instruct an intermediate to advanced Polestar Pilates matwork class	NAT10828004
M3	Plan and instruct Polestar Pilates matwork classes using small apparatus	NAT10828005
WHS	Maintain work health and safety	HLTWHS300

The above 5 units are drawn from the **Polestar Pilates Comprehensive Instruction Method Diploma (10828NAT)** which is a nationally recognised course under the Australian Qualification Framework. Polestar Pilates Australia is a Registered Training Organisation (RTO) No. 91620. Graduates will receive a Statement of Attainment for partial completion of this Diploma.

**Further information of the full Diploma can be found on the website:**

<http://www.polestarpilates.edu.au/courses/polestar-pilates-comprehensive-diploma-10828nat/>



## POLESTAR PILATES UNIT DESCRIPTIONS

### PP - Polestar Pilates Principles of Movement

Learn and apply the theories of movement that lay the foundation for Polestar Pilates in this prerequisite for all other Polestar courses. Using evidence-based research, you will discover the passage ways for movement throughout the body and develop the tools to provide either assistance for or challenge your clients in helping them achieve their goals. Polestar Principles will bring to life your ability to assess, problem-solve, design and modify exercise programs to meet specific needs and abilities.

This non-apparatus course introduces current research in movement science, motor learning, bioenergetics, and communication science to instructional practice through six basic movement principles which are used throughout the Polestar Pilates curriculum. This course introduces Polestar Pilates Screening™, which includes postural evaluation and functional testing, to prepare you to properly design a plan to implement Pilates exercises for clients. This unique component significantly enhances decision-making skills as a Pilates practitioner.

*For those individuals taking more than one course (such as Reformer and/or Comprehensive Studio/Rehab), this course is required only once.*

### M1-M3: Matwork Levels 1-3

Polestar Pilates Mat program provides instruction in Pilates principles, techniques and practice with emphasis on group dynamics for the Pilates Mat. After the Pilates Principles of Movement course (PP), the Pilates Mat program continues with three weekend lectures scheduled approximately one month apart. The time between courses allows you to practice and become comfortable with the material before continuing to the next course and level of repertoire.

The principles learned in PP will be applied throughout the three courses and you will learn the following:

- Mat exercises for beginners through to advanced levels
- Dynamics of group training
- Program design and exercise sequencing
- Advanced cueing skills
- Exercise modifications for a variety of populations
- Use of small props\* (foam rollers, magic circles, springs, gym balls, rotating discs and balance boards)



### Academic Unit

This unit can be completed throughout the duration of the course, with most being on-line. Students will have access to an on-line portal which has reading, short answer questions and assignments to complete.

These unit includes:

- HLTWHS300 – Work with Healthy and Safety

## COURSE ASSESSMENT

Assessment requirements include: attending all of the course hours, completing reading and writing assignments, as well as a specified number of observation, self-mastery and apprentice teaching hours as noted below. To track your hours and progress, a log book will be issued at the start of the course with your materials. Certificates will be granted upon successful completion of the log book and an 80% pass mark on the final exam. The delivery modes are made up of approximately 335 nominal hours and are broken down as follows:

Lectures and Homework	Observation	Self-Mastery	Apprentice Teaching	Academic Hours
155	30	50	50	50

**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 Mat class in action, and has their hours signed off by a certified practitioner (50% Polestar qualified).

Polestar Online Academy can also be used for up to 10 observation hours and signed off by the student.

**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 15 hours of self-directed study i.e. practicing the repertoire in your own time at home or with other students (not under supervision of a qualified teacher).

**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 and/or studio sessions.

**Apprentice Teaching:** Once you feel confident in the repertoire, you will be expected to assist a Pilates practitioner (50% Polestar qualified) within a Pilates studio workplace in order to gain practical experience. You will teach 2 – 3 exercises in their class, 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.

**Self-Study Requirements:** following is the recommended MINIMUM hours required per week for duration of the course:

Self-Practice - minimum 1 hour per week

- Supervised Practice - minimum 2 hours per week
- Observation - minimum 2 hours per week
- Written homework – minimum 2 hours per month

***For all hours, 50% can be completed with a non-Polestar trained instructor.***

### 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 schedule generally over 4hrs but can be shorter and some are online.

There are 2 Practicums scheduled as part of the Comprehensive course 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/>

## RECOGNITION OF PRIOR LEARNING & DIRECT CREDIT (RPL/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/>

## TEXT BOOKS

As part of the training Polestar recommends the following text to assist with your learning:

- Anatomy of Movement, Blandine Calais-Germain: Eastland Press 1993
- Pilates Evolution, the 21st Century or Return to Life through Contrology - Joseph Pilates: Bain Bridge Books
- Dynamic Alignment Through Imagery: Eric Franklin: Human Kinetics 1996



## STAFF QUALIFICATIONS

Educators with Polestar Pilates Australia are of the highest calibre in the world, holding either a relevant Degree such as Physiotherapy, Osteopathy, or the like. Educators must have at least 5 years teaching experience and go through a dedicated process of mentoring and assisting students before they can become an Educator.

All Educators with Polestar Pilates Australia are required to obtain the following:

- Diploma of Polestar Pilates Studio and Rehabilitation Method or higher
- TAE40110 Certificate IV in Training and Assessment Certificate (or higher)
- Current membership of relevant professional/industry association (e.g. Pilates Alliance Australasia)
- Maintain professional development credits, insurance and first aid training.
- Attend annual Educator in-house training and any international conference with Polestar Pilates international.
- Induction program to be cognisant of AQTF standards and the responsibilities and expectations of teaching in the VET system and its relationship to the Pilates education programs.
- It is also recommended that staff have associated learning experience/skills/qualifications such as: dance, sports science, physiotherapy.

## COURSE RECOGNITION

Students who graduate from Polestar’s Complete Matwork series qualify for:

- Group Membership with the **Pilates Alliance of Australasia**
- Fitness Pilates Instructor (FPI) with **AUSactive**. Must also include the unit NAT10828001 – Work within the Pilates Industry (from the Diploma).
- For those already members with **AUSactive** you will receive 15 CEC’s for M1-M3 and 10 CEC’s for PP.

### Pilates Alliance of Australasia (PAA)

Ph: 02 9969 5130

[www.pilates.org.au](http://www.pilates.org.au)

Email: [info@pilates.org.au](mailto:info@pilates.org.au)

<https://www.pilates.org.au/education/>



### AUSactive Australia

Ph: 1300 211 311

Email: [info@ausactive.org.au](mailto:info@ausactive.org.au)

<https://ausactive.org.au/members/pilates-professional/>



## COURSE PRICING & TERMS AND CONDITIONS

COURSE PACKAGES	Payment Plan
<b>Polestar Pilates Complete Matwork Series:</b> Units: PP, M1, M2, M3, Academic Unit (HLTWHS300), Course Manuals, Logbook and Final Exam, 2 Practicums	<b>\$3,140</b> Deposit \$740 \$600 x 4 months

All prices are in Australian dollars and include GST when applicable. All prices are subject to change without notice

## 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 timelines.

- 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 at Educator Rate (varying from \$120-\$150 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

## CONTACT DETAILS

**Student Administration Team:** [education@polestarpilates.com.au](mailto:education@polestarpilates.com.au)

**Phone:** 02 9091 9400

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