

HOLISTIC TAI CHI QIGONG ACADEMY UK

CLASSES & PROFESSIONAL TRAINING & HEALTH

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TAI CHI QIGONG SESSION LEADER COURSE

*An accredited training course to become a Session Leader
to deliver your own sessions of Tai Chi Qigong as a therapy.
Supporting attendees physically, mentally, emotionally and energetically.*

PRE-COURSE LEARNER INFORMATION PACK

This 'Pre-Course Learner Information Pack' aims to introduce you to the training with us and to orientate you to how the training and assessment will run.

The only pre-course work required is that you, as a learner, must familiarise yourself with this information pack and contact us if you have any questions.

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SECTION 1

Pre-Course Instructions

Thank you for your interest in our course. This pack offers you more information that we have shown on our website, but please get in touch with us if you have any questions or would like to discuss the course.

Pre-course & Homework

There is no pre-course work but you must practice the whole Qigong set, as you will be taught it, every day between course dates.

We highly recommend that you watch the video of a full session to make sure that the movements you will be taught are what you are looking for.

Start Time

Please arrive ready to start at 10am.

We shall be at the studio from 9.30am.

Finish Time

5pm. *The tutor will remain available until 5.30/6pm if you would like additional support or training.*

Venue

The Holistic Tai Chi Qigong Training Academy UK, 3 The Horsefair, Hinckley, Leicestershire, LE10 0AN

Rail: Hinckley train station is 15/20 minutes' walk from the venue

Bus: Hinckley bus station is 5 minutes' walk from the venue

Parking: There are 'pay and display' car parks within a short walking distance. You will need to park in a 'long stay' car park, the closest are listed below. If you have a high or long vehicle then there are other car parks that will accommodate you. For information about all of the car parks, their location and costs please visit: <https://www.hinckley-bosworth.gov.uk/parking>

- Trinity Lane West, LE10 0BH. There are 41 standard bays and one disabled bay
- Trinity Vicarage Road, LE10 0BU. There are 88 standard bays & four disabled bays

Current car parking charges:

- Up to one hour: 60p
- Up to two hours: £1.20
- Up to five hours: £1.60
- Over five hours: £2.50
- Motorcycles can park for free

Parking charges apply from 8am until 6pm Monday to Saturday. Sundays and bank holidays are free.

Access to car parks is available at all times.

Accommodation

The nearest hotel is the Premier Inn, which is 1 mile from the venue. There are several other hotels & Air B&B'S within a 3-5 mile radius. Please ask if you would like our help with regards to their location in relation to the academy.

Food & Drink

Lunch is not provided. We will have a limited selection of teas, coffee and snacks available. You are welcome to bring your own drinks, break time snacks and a packed lunch. We have a fridge but we do not have cooking facilities.

There are sandwich shops and hot food outlets within 5 minutes walking distance of the Academy.

What is provided for you

- Comprehensive course notes & links to support videos
- A large bottle of filtered water, which is refilled throughout the day
- Cups, plates & cutlery
- Your own hand towel
- A selection of teas and coffee
- Light snacks

What you need to bring

- Please bring your own teas and snacks if you have allergies or special dietary requirements.
- A drinks bottle
- The course notes provided offers ample room for you to add additional information but you may wish to bring a note book.
- Pen and pencil etc
- Wear comfortable clothing. It will be more helpful if you (and us) can see your feet and knees so wear loose trousers that can be rolled up or leggings. If you are a cold person then please bring lots of layers as we will have the heating on in the cooler months but the windows will be slightly open for ventilation.
- We have a 'no outdoor shoes' policy in the studio so please bring non-slip socks or clean indoor shoes to change into or you can practice in bare feet.
- You may wish to wear a face covering, especially for close contact work.

Course Schedule

The course covers a comprehensive range of topics over the 8 days. There is a syllabus structure in place but sometimes the schedule is adapted to meet the needs of the group. All movements are taught explaining their full capacity but also how to be adapted for those who are less flexible or who are in discomfort, including those who may need to sit for all or part of the session. The following schedule offers an overview of what will be covered.

Day 1: Course & certification overview, stances, body alignment, 4 movements explored.

Day 2: Breathing theory, breathing development exercises, exploration of 4 movements, exploration of the first 8 movements with the breath, introduction to delivering and leading a qigong session.

Day 3: Delivering and leading a session practice, visualisations and vocabulary, 4 movements explored.

Day 4: 6 Movements explored, practicalities of setting up & running sessions, including music license and insurance.

Day 5: Delivering and leading a qigong session practice and qigong movements revisited.

Day 6: Qigong movements revisited, delivering and leading a qigong session practice, introduction to energy, energy development exercises and an introduction to Eastern Medicine in relation to qigong.

Day 7: Movement and delivering sessions practice.

Day 8: Breaking down movements into more depth and detail, considering how we explain movements to our attendees and how to keep sessions varied and interesting

Daily Timetable

This is an example of a typical day

10.00am	Qigong movement practice
11.30am	Comfort break
11.00am	Exploration of qigong movements
1.00pm	Lunch
2.00pm	Topic/Theory exploration
3.30pm	Comfort break
4.00pm	Learner Qigong delivery practice
4.45pm	Summary of day and individual feedback
5.00pm	Finish (Tutor will be available until 5.30/6pm for additional learner support)

Our Accrediting Partner

We are proud to be accredited by the Federation of Holistic Therapists (FHT)



Once you have successfully completed this course you will be able to claim CPD points if you are a member of the FHT

You may also be able to claim CPD points if you belong to a different professional body, please contact them directly

We will discuss and explain accreditation and certification for Tai Chi Qigong during your course

SECTION 2

Introduction – about us

Our passion is help people to have a prolonged active life. We want to teach everything we have learned to others to help them with ailments but also to encourage them to be proactive regarding their own health.

The current health care system in the UK tends to be reactive, encouraging us to seek help once we become ill. Western medicine offers a vital lifesaving service but we should not be relying on this for general health. We all must take responsibility to improve our own quality of life and to leave the resources of the NHS for emergencies, life threatening conditions and when we really need it.

We have been running Tai Chi Qigong classes, a holistic health clinic and workshops, for many years, to help people understand how to take the steps they need to improve their own health and quality of life.

The natural progression, for us, was to create Holistic Tai Chi Qigong Training Academy UK, to enable others to spread this knowledge.

Academy Mission Statement

The Holistic Tai Chi Qigong Training Academy UK aims to provide training and education in Tai Chi Qigong that enables learners to develop knowledge and skills to improve their own health and the health of others by bringing the benefits of Tai Chi Qigong to as many people as possible.

Course Aims

To equip each learner with sufficient theoretical and practical knowledge, to become a Session Leader of an 18 movement Qigong set, which is the basis for a 45 minute to 1 hour session.

Our Continued Professional Development (CPD) training aims to provide learners with up-to-date knowledge and skills training, giving each learner the opportunity to develop their professional skills in their work.

Course Objectives

The learners will:

- Receive detailed and timely information in relation to the aims, outcomes, content, assessment, resources and timetable of the training.
- Receive a Learner's Resource Pack to augment the training event and contribute to the knowledge and skills of the learner.
- Receive feedback in relation to their skills and knowledge as a result of attending the training.
- Take part in endorsed CPD training that is designed to contribute to their professional development.
- Have an opportunity to comment on and evaluate the training programme.
- Have an opportunity to identify any specific learning needs and be assured that their learning needs will be accommodated to the best of our ability & resources

Pre-requisites

- You do not need to have any previous experience of Qigong to attend this intensive course, only a passion to learn and a willingness to work hard and to practice.
- There is no pre-course work.
- You should be reasonably fit
- You should have a good understanding of the English language, both written and spoken as this is the language the course will be taught in.
- If you have any special needs please contact us before booking on this course

Course Overview

- Detailed practical exploration of a 18 movement Qigong set
- Introduction to Posture, Body Alignment & Stance Structure
- Learning to harmonise the breath, body and mind
- Introduction to Qi Energy in relation to Qigong
- Exploration of the essence of Qigong as moving meditation
- How to deliver and lead effective sessions
- Essentials such as insurance & developing your own sessions
- Comprehensive course materials including, training manual & video
- One to one private, on-line, tuition & support between course days

HOLISTIC TAI CHI QIGONG TRAINING ACADEMY UK

The course is run over 8 days, usually spread over 4 non-consecutive weekends, in Hinckley, Leicestershire. There is also post course 'case study' work.

On successful completion of the course, the 8 days and the post course work, you will become a qualified Session Leader of an 18- movement Qigong set, based on the Shibashi Qigong Set 1, which is the basis for a 45 minute to 1 hour session, of Tai Chi Qigong as a therapy, to help attendees of the session to relax and de-stress, supporting their physical, mental, emotional and energetic well-being.

This is an intensive course which requires a great deal of commitment to practicing the movements every day, not only on the 8 course days themselves but also during the intervening days and weeks. Course notes and video support material are provided.

The foundation and essence of each movement will be explored during the 8 days. Practical and theory sessions will cover body alignment, stances, breathing techniques, energy, an introduction to Eastern Medicine relating to Qigong, instructing theory, instructor practice and the setting up and running of your own sessions.

This course does not cover the 'martial' or self-defence aspect of Tai Chi Qigong, and concentrates only on the health and relaxation benefits.

Student numbers will be restricted to enable the teaching to be tailored to individual needs. There will be between 4-6 learners on each course.

Completion of the course does not automatically guarantee an instructor certificate. 100% attendance is required. You will need to display an understanding of the Qigong movements and be able to lead a session with reasonable confidence, but be assured that you will have our full support in overcoming any difficulties you may have.

On successful completion of the course you will be issued with a Foundation Session Leader certificate, valid for 3 months, which will allow you to obtain insurance cover to start your own class or sessions. The higher level certificate of Session Leader will be issued after the successful completion of post course case study work.

Assessment

There are no formal written examinations. Certification as an instructor will be based on continuous assessment throughout the course, using both practical and written exercises, which will enable both you and us to monitor your progress and understanding.

During course there will be a short written exercise and practical exercises where you will be asked to deliver Qigong movements. These exercises form part of the assessment protocol.

IMPORTANT

If you are not able to attend all 8 days of the course, it will not be possible for the continuous assessment process to be carried out. It is therefore essential that you attend every day.

If, through illness or other causes, you miss one or more days and still wish to complete the course, we will do our best to provide an opportunity for you to receive the training, and assessment, that you missed. This will be on a case by case basis. It will not normally be possible for you to join a later course as an additional member due to the limitation on learner numbers. The frequency and duration of these events will depend on demand and on the individual needs of learners. There will be a charge for attending these events. It may also be possible to arrange extra sessions with the tutor, on a one to one basis, depending on your needs. There will be a charge for attending such sessions.

Referral Guidelines

What if I am 'referred' at the end of the course?

Experience has shown us that learners who apply themselves wholeheartedly on the 8 days of the course and who practice as required during the periods in between course days usually achieve a Foundation Session Leader certificate.

If you do not achieve some or all of the assessment criteria and receive a 'referral' assessment decision, you will be given feedback and an action plan to enable you to prepare to be re-assessed.

The tutor and/or assessor will provide you with support and individual guidance towards being reassessed in the areas required to achieve a certificate. In most cases, there will be a specific time frame within which you must be re-assessed and there will be a fee to pay.

Appeals Procedure

All assessment candidates are assessed by qualified and suitably skilled assessors, and are assessed against our assessment criteria. In the event that a candidate wishes to appeal against their assessment decision, they may appeal in writing. Details of Grounds for Appeal and the procedure to apply are in our Trainers Policy and Procedures manual and can be made available to you contacting us either by telephone, email or in writing.

Paying for your Course

The Deposit

We ask for £100 non-refundable deposit to secure your place.

If you are unable to attend the course that you have booked then we try to accommodate you by transferring your deposit to a future course, if possible but we cannot guarantee this.

The Remaining Balance

The remaining £950 is to be paid in full, on or before, 30 days before the course start date. You can pay in instalments up to 30 days before the course start date.

We will send you an invoice to remind you when to pay.

You can pay by the following methods:

1. Direct into bank account Deborah Gannon, 60 11 06, 16126645 (*this is a personal account*)

Please add your name as the reference

2. Debit or Credit card via the Holistic Tai Chi Qigong Training Academy UK website course page

3. PayPal via the Holistic Tai Chi Qigong Training Academy UK website course page or directly to healtharts@outlook.com

4. By cheque, payable to D Gannon, post to:

Debbie Gannon, Holistic Tai Chi Qigong Academy UK, 3 The Horsefair, Hinckley, Leics, LE10 0AN

CANCELLATION POLICY

Our cancellation policy is designed to accommodate the worst case scenario. We understand that we are all human, life happens, unexpected things occur and we will always do our best to accommodate changes in circumstances but if we are unable to do so we have to revert to this policy.

We reserve the right to change our Cancellation Policy without prior notice, however, the cancellation policy in place at the time your final balance is due will be set out on your invoice and will be the policy that covers your booking regardless of subsequent changes.

This policy is kept under review and subject to change in line with changes and amendments to law and any events that require the policy to be updated.

Cancellations by you

Cancellation by you up to the date the final balance of the event fee is due

The final balance of any event fee is due no later than 30 days before the start of the event.

If you cancel before the full balance is due you will forfeit your deposit.

Cancellation up to 15 days prior to the event

If you cancel up to 15 days prior to the event we will refund 50% of the event fee.

Cancellation within 14 days or failure to attend

No monies can be refunded following cancellation within 14 days of the start of the event or non-attendance no matter what the circumstances.

Once the event has started no fee refunds will be made.

Cancellations by Holistic Tai Chi Qigong Training Academy UK

If we cancel an event you will be entitled to a full refund or your event fees to be transferred to an alternative date.

If we cancel any event giving less than 7 days' notice, reasonable expenses incurred by you will be reimbursed in full against receipts.

The reimbursement within this section will not apply if we have to cancel a course for reasons beyond our control, e.g. Government legislation.

Tutor and Learner Agreement

Thank you for making the decision to train with us. Our main aim is to help all learners to get the best out of the training, and enable them to achieve a successful outcome. It is exciting to have the opportunity to work with like-minded people who will all want to get as much benefit from every session of the 8 day course.

To make sure that you and your fellow learners get the most from the training, we expect tutors and learners to agree to a 'Teaching and Learning Agreement'. The agreements states what is expected of both tutor and the learners throughout the training. Please read and digest the 'working guidelines' below as you will be asked to sign a copy on the first day of your course.

Tutors will:

- Work within our agreed timetable and start/finish times.
- Inform you of the purpose and process of each session.
- Use training resources that allow you to maximise your learning.
- Provide opportunities to contribute to the learning, via questions, comments and feedback.
- Inform you of any health and safety and operational rules in relation to the venue.
- Offer individual support and guidance in relation to any assessment criteria.
- Adhere to our Equal Opportunities Policy.

We will expect learners to:

- Attend all sessions as timetabled.
- Attend all sessions on time.
- Between course days, practice the Qigong movements and other areas, as directed by the tutor.
- Wear suitable clothing.
- Bring all necessary paperwork.
- Actively participate in the training sessions with colleagues and tutor.
- Take responsibility for their own learning by communicating their progress with the tutor.
- Ask for help and guidance as and when required
- Behave responsibly towards others and the venue, in respect of health and safety and operational rules.
- Adhere to the Equal Opportunities Policy
- Adhere to any relevant professional Code of Ethics

Informed Consent: By signing this agreement you are also confirming the following statement:

"The training programme has been explained to me and I am willing to take part. I understand that I may withdraw my participation at any time. I also understand that if I withdraw from the course I will not receive any refund of course fees paid"

Equal Opportunities

We, The Holistic Tai Chi Qigong Training Academy UK, are committed to promoting equality of opportunity in providing any and all training and assessments.

View our Equal Opportunities, Equity and Diversity Policy at www.hqtauk.com

We are committed to ensuring that all staff, tutors and learners:

- Promote equality of opportunity for all persons.
- Prevent unlawful occurrences of direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfil the legal obligations under the equality legislation and associated Codes of Practice of our endorsement partners.
- Promote a harmonious working and training environment where all people are treated with respect and helped to achieve their full potential.
- Take positive action, where necessary, to adhere to our Equal Opportunities Policy.

Learner Support

We are committed to providing access and individual learning support to learners whenever possible.

Where possible, we can provide a range of support and guidance to learners who have declared a particular learning need that is supported by a statement of learning need. We also endeavour to offer advice and guidance, where possible, for learners with a declared learning need.

Details of our additional support procedure for learners are available in our Trainers Policy and Procedures manual and can be made available to you contacting us either by telephone, email or in writing.

Please let us know of any needs immediately, if you have not already done so.

We want to ensure that this course is suitable for you before you attend.

Customer Service and Complaints

We aim to ensure that learners are given clear, accurate and timely information pertaining to our training and assessment. We expect tutors and staff to provide excellent quality training and assessment at all times. Any learner who believes that they have not been treated fairly or have not received appropriate customer care, may raise their concerns.

Details of our Complaint Procedure are available in our Trainers Policy and Procedures manual and can be made available to you contacting us either by telephone, email or in writing.

Quality Assurance

We aim to ensure that learners receive a consistently high quality of training from each and every tutor and at different venues where they are trained and assessed.

To ensure a consistently high standard of training and assessment across the range of training offered, we will ensure that we will maintain a quality provision.

Our Quality Assurance Policy is available in our Trainers Policy and Procedures manual and can be made available to you contacting us either by telephone, email or in writing.