



Polestar Pilates Australia

Certificate IV in Pilates Matwork Instruction (91492NSW)

QUALIFICATION NAME

Certificate IV in Pilates Matwork Instruction

COURSE DURATION

Nominal duration of the Certificate IV in Pilates Matwork Instruction is 200 hours

QUALIFICATION LEVEL

The outcome of the Certificate IV in Pilates Matwork Instruction is as a **Pilates Matwork Instructor** of the highest calibre. Graduates will be well versed in Pilates principles, program design and 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 competently about to work with apparently healthy clients in one-on-one and group settings.

Role/Function:	Pilates Matwork Instructor
AQF Level:	Level 4 (Certificate 4)
Industry Association (Peak Body):	Matwork Member

COURSE STRUCTURE

The following table outlines the units of competency that make up the Certificate IV in Pilates Matwork Instruction. This course contains only Core units and it is recommended that the units be completed in the following order. Please note that the Polestar Pilates unit names are also listed for ease of cross reference in the right column.

UNIT CODE	UNIT OF COMPETENCY	POLESTAR EQUIVALENT
PIPOST01	Plan and instruct pilates method programming for postural assessment and correction	PP – Polestar Principles of Movement.
HLTOHS300A	Contribute to OHS processes	M1 – Matwork Level 1
PIMAT01	Plan and instruct a Pilates Matwork class from foundation to basic level.	M2 – Matwork Level 2
PIMAT02	Plan and instruct a progressive Pilates Matwork class.	M3 – Matwork – small apparatus
PIMAT03	Plan and instruct an intermediate Pilates Matwork class.	
PISMA01	Instruct the Pilates studio basic to intermediate Small Apparatus repertoire.	OH&S – Occupational Health & Safety
Graduate with CERTIFICATE IV IN PILATES MATWORK INSTRUCTION Eligible for Direct Credit for these units if then enrolling in Diploma of Professional Pilates Instruction		

COURSE PRE-REQUISITES

Minimum requirements for entry into this course are:

- Attainment of HSC or equivalent
- 30 hours of personal Pilates practice - either private or group classes (*to be completed preferably with a Polestar certified practitioner prior to course commencement*)
- Successfully completed HLTAP301A – 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.

This course does not contain limitations on access and equity, however it reserves the right to refuse an application if there is reasonable evidence to suggest that the applicant is physically incapable of carrying out the necessary requirements of Pilates training practice.

COURSE ASSESSMENT

Certification requirements include: attending all of the course hours, completing reading and writing assignments and short quizzes, as well as specified number of observation, self-mastery, and assistant teaching hours as shown below. To track your hours and progress, a log book will be issued at the start of your course. Certification is granted upon successful completion of the log-book, and an 80% pass mark on each section (both Theory and Practical) of the final exam.

The delivery modes are made up of nominal (approximate) hours and are broken down as follows. These hours are aligned with The Pilates Alliance criteria for educational bodies.

Pre-Course	Lectures	Observation	Practice (Self-Mastery)	Apprentice Teaching
30	70	30	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 studio in action, and has their hours signed off by a certified practitioner (preferably Polestar qualified).

Self-Mastery (and Self-Directed): Participants practice the exercises learnt in the curriculum so as to master the repertoire. Self-mastery practice hours encompass self-study and self-mastery components both practical and theory. Students will have access to the training studio at specified hours to practice in small groups or by themselves. [It should be noted that the practical self-mastery hours may be a combination of matwork and studio sessions and are at an additional cost (usually student rate).] Self-mastery hours should make up at least 70% of total hours, with 30% being self-directed.

Apprentice Teaching: After you have completed your observation and have attained self mastery of the exercises, 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.

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



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 (DC)

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

Note: Polestar Pilates Australia will only consider applications for RPL or DC within four weeks of the course commencement.

TEXT BOOKS

As part of the training students will be required to purchase the following course textbooks (additional to course fees):

- *Anatomy of Movement*, Blandine Calais-Germain: Eastland Press 1993
- *The Complete Writings of Joseph H Pilates (Return To Life & Your Health)*, Joseph Pilates: Bain Bridge Books






The following books are recommended reading:

- *Dynamic Alignment Through Imagery*, Eric Franklin: Human Kinetics 1996
- *Energy Medicine, The Scientific Basis*, James L. Oschman: Churchill Livingstone, 2000 Chapters 1-4, 15
- *Motor Control: Theory and Practical Applications*, Anne Shumway-Cook, PhD: (Chapter 1 and 2)

Polestar has copies of these books, which can be ordered through our head office in Sydney.

COURSE RECOGNITION

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

Australian Accreditations	
PAA –Pilates Alliance Australasian Administration Ph: 02. 9969-5130 www.pilatesalliance.net Email: admin@pilatesalliance.net	
APMA – Australian Pilates Method Association Administration Ph: 03. 9440-8499 www.australianpilates.asn.au Email: apmapilates@optusnet.com.au Polestar certified Studio/Rehab Pilates instructors can become full members of the APMA after completing the APMA exam and case study.	
Fitness Australia Polestar Principles (PP) – 10 CECs Studio Series (S1-S6) – 15 CECs Reformer Series (Ref1-Ref3) – 15 CECs Mat Series (M1-M3) – 15 CECs	
USA Accreditations	
Pilates Method Alliance (PMA) Polestar Education supports the national Pilates certification examination established in 2005 through the Pilates Method Alliance (PMA), which will standardize the quality of Pilates practice. As a result, in the United States, Polestar will grant a diploma to students meeting graduation requirements. Polestar graduates will be eligible to sit for the national certification exam through the PMA. For details on the PMA's certification exam please visit www.pilatesmethodalliance.org .	
NATA Board of Certification Polestar Principles (PP) – 13.75 CEUs Studio Series (S1-S6) – 14.5 CEUs Reformer Series (Ref1-Ref3) – 14 CEUs Mat Series (M1-M3) – 13.5 CEUs Rehab Series (R1-R6) – 14.25 CEUs	

COURSE PRICING & SCHEDULE

2012

All prices are in Australian dollars. All prices are subject to change without notice.

PACKAGES	INCLUDED	Early Bird (60 days prior)	Regular	Payment Plan
Certificate IV in Pilates Matwork (91492NSW) (Mat Series)	Modules PP, M1, M2, M3, OH&S course manuals and exam <i>(Discounted price if already completed full Polestar Studio/Rehab series – includes M1, M2, M3, OHS & exam). Please contact head office for this option</i>	\$2,300	\$2,475 \$1,300	\$2,550
Diploma of Professional Pilates (91491NSW) (Studio or Rehab and Mat and Bridging Modules)	Includes: <ul style="list-style-type: none"> All modules of Studio or Rehab series Mat Series (CertificateIV Matwork) Bridging Modules Course manuals and exams <i>(Discounted by \$2000 if already completed full Polestar Mat series). Please contact head office for this option.</i> <u>Diploma Bridging Modules only</u> (if already completed full Polestar Studio or Rehab series and Mat series)	\$6,650 \$1,100	\$7,250 \$1,350	\$7,400
Pilates for Rehabilitation Series <i>(Medical professionals not doing full Diploma)</i>	Modules PP, R1, R2, R3, R4, R5, R6, course manuals and exam	\$4,750	\$5,050	\$5,200
Transition Pricing	Only available for Studio or Rehab series if qualified. Please contact head office for this option.		\$3,000	
Pilates Reformer Series	Modules PP, Ref1, Ref2, Ref3, course manuals and exam	\$2,020	\$2,175	\$2,250
Fitness Combo Package	Modules PP, M1, M2, M3, Ref1, Ref2, Ref3, course manuals and exams	\$3,700	\$3,925	\$4,000
CONTINUING EDUCATION				
<i>Discounts may apply on Continuing Education if you are a Pilates Alliance member. Each workshop will state the individual discount.</i>	Two-day Core Curriculum Course <i>(** prices may vary with International Presenters)</i>	\$500 **	\$600 **	
	One-day workshop (8hrs)	\$200	\$250	
	4hour workshop	\$100	\$125	
	2hour workshop/master class	\$50	\$60	

Early Bird and Regular Pricing:

Early bird applies to registrations at least 60 days prior to start of course. Must be paid in full at time of registration. Once cut-off date has passed, then full Regular fee is charged.

Payment Plan Option: (Does not apply to early bird prices)

- Initial deposit will be debited from your credit card to reserve your space in the series. If registration is less than 30 days before start date of first course in the series, the initial deposit PLUS the first installment will be required at time of registration.
 - Diploma: Deposit of \$1400 at time of registration, plus 6 monthly payments of \$1000.
 - CertIV Matwork: Deposit of \$750 at time of registration, plus 3 monthly payments of \$600.
 - Rehab: Deposit of \$1000 at time of registration, plus 6 monthly payments of \$700.
 - Reformer: Deposit of \$750 at time of registration, plus 2 monthly payments of \$750.
 - Fitness Combo Mat & Reformer: Deposit of \$800 at time of registration, plus 4 monthly payments of \$800
- Payments begin the month the course starts, and will typically be processed on the 1st of every month. If date falls on a weekend or holiday, debit will be processed the following business day.

Price Inclusions:

- Course lecture and lab time where you practice and receive educator feedback.
- Course manuals, morning and afternoon refreshments (lunch not included) and certificate of completion at end of each 2-day module.

Additional Costs:

- For certification, you will be required to complete at your own expense, the required reading and writing assignments; hours of observation, hours of self mastery practice and hours of apprentice teaching.
- Assigned reading materials may be purchased at most bookstores or through Polestar head office.
- Coaching is available at select locations and fees are paid directly to the coaching site or mentor.

Polestar Pilates Transition Program:

- Already certified with another Education Body (approved by Polestar International or Pilates Alliance of Australasia).
- You must qualify by showing proof of certification.
- You can attend the full Studio or Rehabilitation series for the Transition Price of \$3000. Please contact head office for this option.

Individual Pricing:

- Individual pricing for modules of each course are only available if there are still places available on a series. Please contact head office for this option.

Private In-House Training:

- Polestar Pilates can come to your own facilities (studio, gym, etc) and conduct our curriculum for the following pricing:
 - Daily fee for 0-10 participants \$1,500 per day
 - Daily fee for over 10 participants \$2,000 per day
 - Course manuals - \$25 per person, per course
 - Exam fess – Studio/Rehab \$350, Mat/Reformer \$250, per participant
- *Additional Fees include:* educator airfare, morning and afternoon teas, all ground transportation and accommodations (if applicable)

Recognised Prior Learning (PRL):

Polestar Pilates Australia will formally recognise a candidate's existing level of skill and knowledge by either Recognition of prior learning (RPL) or Credit transfer (DC). Please contact head office to request an application form during the registration process. You will be required to show evidence of your qualification/statement of attainment/training/experience when applying.

Note: Polestar Pilates Australia will only consider applications for RPL or DC within four weeks of the course commencement.

Registration Policies (including Cancellations and Transfers)

- All courses commence at 8.00am and finish at 5.00pm, with a 1 hour lunch break (lunch not included in fees). Course fees include lectures and labs, manuals, morning and afternoon refreshments and certificate of completion at end of each 2-day course.
- Registration deadline is 14 days in advance of course or exam start date. Registration received less than 14 days will be processed only if space is available otherwise, you will be contacted. You are not registered until you receive written confirmation from Polestar Pilates Education.
- Registration is limited to 14 or 21 participants depending on location. Registration received for a course or exam 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.
- Individual course or exam registration requires payment in full at time of registration, \$100 is non-refundable.
- Cancellations accepted for full refund minus non-refundable portion*, with written notice post-marked 30 days prior to start date. No refunds issued for notice less than 30 days prior. *Non-refundable portion: Diploma, Certificate IV Matwork & Rehab Series \$500 and Reformer Series \$300
- Transfers accepted with written notice post-marked 30 days prior to start date. \$25 per course transfer fee must accompany notice. Two transfers per student. No refunds after any transfers.
- If you register for a full series package and have completed some courses in your package but need to cancel any remaining courses, tuition for the completed courses will be charged at the individual course rate. The remaining balance minus the non-refundable portion* will be issued.
- A \$25 fee will be charged for any bad cheque passed or declined credit card debit due to insufficient funds.
- We reserve the right to postpone or cancel any course. If we cancel a course, you will have the option of transferring to another course, receiving a credit valid for 1 year or receiving a full refund.
- Polestar is not responsible for any hotel/airline reservation or transportation to or from a course.

Go to our website for the current course dates in each city. www.polestarpilates.com.au/course_dates.php

COURSE REGISTRATION

All registrations are processed on-line and require a valid email address. If you do not have an email address, please call our head office to register (02) 9977 1536. Your registration will be pending until payment is processed. Allow 2-5 business days for your registration to be processed (if paying by cheque, that is after cheque is received). Once registered, you will be able to view your registration details on-line.

Please go to our website to read our full registration policies. www.polestarpilates.com.au/registration.php

STAFF COMPETENCIES

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:

- Certificate IV in Pilates Instruction, or higher.
- Certificate IV in Training and Assessment Training Package (TAA04) or equivalent as outlined in the 'AQTF 2007 Users Guide to the Essential Standards for Registration'.
- 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.

POLESTAR PILATES UNIT DESCRIPTIONS

MAT SERIES

Polestar Pilates fitness programs provide instruction in Pilates principles, techniques and practice with emphasis on group dynamics for Mat or Allegro Reformer. The Fitness Program is designed for personal trainers and group exercise instructors. It is also appropriate for instructors of movement arts such as dance, yoga, and Tai Chi, as well as practitioners of somatic movement such as Feldenkrais® and Alexander® Techniques. These programmes enable fitness professionals to incorporate Polestar Pilates-evolved exercises into their training regimens.

The Mat Series is comprised of four two-day courses. The courses must be taken in the following order: **PP, M1, M2, M3**.



PP - Polestar Pilates Principles of Movement (2-days, 16 hours)

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. Tactile, verbal and imagery cues are integrated with the Pilates exercises. 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 participants undertaking more than one series, it is only required to complete PP once.

M1 to M3 (three 2-day courses of 16 hours per course)

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 2-day courses 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.

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

- Mat exercises for beginning through 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, Ultra-Fit Circle®, springs, gym balls, rotating discs and balance boards)



OH&S (HLTOHS300A – Contribute to OHS Processes - 6 hour course)

This unit covers general OH&S requirements according to legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care.

At the completion of the unit you will be able to:

- Follow the organisation procedures for hazard identification and risk control.
- Contribute to OH&S in the workplace.
- Utilise and implement strategies as directed to prevent infection in the workplace.
- Utilise strategies to prevent work overload.
- Work in a safe manner.
- Utilise and implement strategies to prevent manual handling injuries.