



Byron Yoga Centre Student Hand Book



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Purna Yoga Pty Ltd t/as Byron Yoga Centre

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INTRODUCTION

Namastè and welcome to Byron Yoga Teacher Training, where the teachers are dedicated to delivering complete and holistic Yoga Teacher Training courses. By undertaking the [91485 NSW Certificate IV in Yoga Teaching](#) you will gain the skills and knowledge necessary to teach yoga to others with a new awareness and understanding of the joy of yoga. You will deepen your own practice on a physical, mental and spiritual level by gaining fresh insight and appreciation of the yogic path.

VISION

Byron Yoga Centre's vision is to have yoga taught and practiced in every town and village of the planet, to assist in the achievement of world peace and prosperity.

THE CENTRE

Byron Yoga Centre started teaching yoga students over 20 years ago. The Centre runs Teacher Training Courses and daily yoga classes by experienced teachers of diverse styles in two large well-lit, fully equipped yoga rooms.

WHAT MAKES OUR COURSES UNIQUE

- **International YOGA ALLIANCE Registration**

Byron Yoga is one of the only Yoga Teacher Training Centres in Australia that has both the 200 and 500 hour YOGA ALLIANCE course registration. Graduates will achieve international recognition.

- **National Yoga Australia Registration**

The Byron Yoga Teacher Training Course is also registered with the Yoga Australia. This gives graduates full national recognition, which is important for gaining insurance.

- **High contact hours – Low course cost – High teacher/student ratio**

Byron Yoga offers higher-than-required (for Yoga Alliance registration) contact teaching hours, with very low course fees, possibly the lowest in Australia for its course content. Class sizes are kept to an average of 25 students with at least 2 teachers in class at all times.

- **Valuable Practice Teaching Opportunities in a Charitable activity**

Byron Yoga Centre conducts community, subsidised beginner's classes where graduates of the Yoga Teacher Training Course teach on a rotational roster. This is a unique opportunity to gain firsthand teaching experience and consolidate what has been learnt in the course. A senior teacher offers supervisory support and feedback. All proceeds from the classes are donated to specific Byron Yoga charities, in the spirit of the first limb of Ashtanga Yoga, the Yama *Aparigraha*: non-greed in order to simplify life by adopting an attitude of generosity.

- **Assisting in Senior Teacher's Classes**

Committed graduates will be invited to assist in classes of Byron Yoga's senior teachers from time to time, giving valuable exposure to teaching methodology, including adjustments, corrections and use of yoga props. The aspiring yoga teacher has the opportunity to gain valuable insights on how they would conduct their own class.

- **Ongoing Professional Development Support**

Byron Yoga aims to keep in contact with all past graduates with regular newsletters, manual updates, annual workshops, and with practical teaching experience as outlined above. Annual sabbaticals exclusively for Teacher Training graduates are also a feature. The Byron Yoga Teachers are committed to their own ongoing professional development and passing on their own knowledge to student teachers.

- **NATIONALLY RECOGNISED BY ASQA**

The 91485 NSW Certificate IV in Yoga Teaching is an accredited course.



TEACHER TRAINING TEACHERS

JOHN OGILVIE, founder and director of Byron Yoga, has been teaching yoga for over twenty years. He encourages a light-heartedness in our approach to yoga and to ourselves. Classes with John are both challenging and dynamic, and integrate the different yoga styles of Iyengar and Ashtanga, as well as the softer Sivananda and Satyananda practices of yoga and the energy principles of Aikido.

STEPHAN KAHLERT is a trained psychologist with over twenty years experience as a yoga and meditation practitioner. He has facilitated many international corporate workshops and seminars on stress management and travels regularly to India to deepen his practice. Stephan sees meditation as a scientific approach into the mind as well as a deep relaxing into the present moment. His teaching style is engaging and fun.

MARIA KIRSTEN has been practicing since 1989 various forms of yoga. After giving birth to 2 children Maria retrained as a yogalates teacher in 2000. She has been specializing in yoga for special needs over the past 4 years. Maria has been a primary teacher in several teacher trainings around the country. She continues to pursue professional development in yoga through attending several workshops a year. Maria teaches 7 classes a week currently in the Byron area, and has her own yoga therapy practice in Lennox Head.

DAVINA KRUSE is a senior certified yoga teacher trained by John Ogilvie. Davina has been practicing yoga since 1998, both in Australia and overseas, and has studied Ashtanga, Iyengar and Hatha styles. This is apparent in her classes, where she gently guides students to focus on breath awareness in order to bring about union of body, mind and spirit. Davina is passionate about encouraging students deeper into their self-practice by utilising the *yamas* and *niyamas*. Davina assists the Byron Yoga Centre's yoga teacher training courses as well as teaching regular classes at the centre.

Davina holds both Certificate IV in Yoga Teaching and Training and Assessment. She is the client support and welfare officer for Certificate IV in Yoga Teaching and CRICOS students.

LILA KIRTANA first discovered the healing benefits of yoga 8 years ago, and was immediately entranced by all aspects of the yogic lifestyle. In 2006 she became a dedicated Bhakti yogi, and whilst managing a yoga retreat centre in Sydney she met John Ogilvie. Over time Lila completed her Level 1 and 2 training and Certificate IV in Yoga Teaching. Lila moved to Byron in November 2008. She teaches regular classes at the centre and assists on the teacher trainings where she shares her love of yoga through *Kirtan*, spiritual chanting, and also teaches Ayurveda on the courses.

COURSE DESCRIPTIONS



91485 NSW Certificate IV in Yoga Teaching

- Duration:** 8 weeks Full-time
- Location:** Choice of residential on-site or non-residential.
- Hours:** Comprises 260 hours over 8 weeks with an additional 240 hours available to comply with Yoga Alliance 500 hour accreditation.

COURSE UNITS –

National Units:

- BYC401 Work within a Yoga school framework
- BYC402 Perform a range of Yoga practices
- BYC403 Teach a general Yoga class
- HLTAP301A Recognise healthy body systems in a health care context
- HLTFA301B Apply first aid
- HLTCOM404B Communicate effectively with clients
- HLTCOM405B Administer a practice
- SISSCGP002A Customise coaching for special needs groups
- SRXOHS001B Follow defined Occupational Health and Safety policies and procedures
- TAADEL402B Facilitate group-based learning

SCHEDULED HOURS –

Techniques Training/Practice

Includes asanas, pranayama, chanting, mantra, meditation, other traditional yoga techniques and facilitating groups.

Teaching Methodology

Includes principles of demonstration, observation, assisting & correcting, instruction, teaching styles, qualities of a teacher, the student's process of learning, and business aspects of teaching yoga.

Anatomy & Physiology

Includes both human physical anatomy and physiology (bodily systems, organs, etc.) and energy anatomy and physiology (chakras, nadis, etc.). Includes both the study of the subject and application of its principles to yoga practice (benefits, contraindications, healthy movement patterns, etc.)

Yoga Philosophy/Lifestyle & Ethics for Yoga Teachers

Includes the study of yoga philosophies, yoga lifestyle and ethics for yoga teachers. Yoga physiology and psychology – Study of Ashtanga System, Vedic Cosmology, the three Gunas and the nature of the Atma. Level 2 includes Yoga Sutras, Nadis & Chakras.

Practicum

Includes practice teaching, receiving feedback, observing others teaching and hearing/giving feedback. Also includes assisting students while others are teaching.

EXAMPLE TIMETABLES

Example Timetable for the full-time, 8-week teacher-training course offered in Byron Bay only

- 5 days a week 6am- 4 or 6pm
- Weekend session require attendance to meet the Yoga Alliance and Yoga Australia 500 hour certification

Practical and Lectures includes Techniques - Training/Practice; Teaching Methodology; Anatomy & Physiology; Yoga Philosophy/Lifestyle & Ethics for Yoga Teachers; business practices and marketing; and Practicum.

COURSE OUTCOME / QUALIFICATION

On successfully completing all units participants are issued with a 91485 NSW Certificate IV in Yoga Teaching from the Byron Yoga Centre. The qualification allows you to pursue a career as a yoga teacher in one of the many yoga schools around the country or around the world.

Statements of Attainment

Should you not complete all the units in 91485 NSW Certificate IV in Yoga Teaching you will be issued with a Statements of Attainment for those units completed and assessed as competent.

COST

Byron Bay (residential or non-residential, full time).

Full tuition fee \$7250- includes Byron Yoga Manual.

*Required Texts are not included in the course cost.

REQUIRED TEXTS – LEVELS 1 & 2

- | | |
|-----------------------------------------------|------------|
| 1. <i>Light on Yoga</i> , B.K.S. Iyengar | (RRP \$35) |
| 2. <i>Light on Pranayama</i> , B.K.S. Iyengar | (RRP \$35) |
| 3. <i>The Key Muscles of Yoga</i> , Ray Long | (RRP \$60) |

These books can be ordered from the school. Postage price as applicable.

ENTRY REQUIREMENTS

1. The Byron Yoga Centre accepts students who;
 - have shown a recent, regular commitment and devotion to the practice of yoga for at least two years, however less than two years of serious and constant practice would be considered

- are ready to deepen their own practice on a physical, mental and spiritual level by gaining new insight and appreciation of the yogic path
- have adequate literacy and numeracy skills, and a competent level of English language in order to understand lectures and complete written assignments
- agree to abide by the Byron Yoga Teacher's Code of Ethics and have understood and agreed to the policies and procedures of the Byron Yoga Centre as outlined in this Student Handbook.

HOW TO APPLY

To apply for one of our courses, please:

1. Complete the online application form online (this is the preferred and easiest way):

<https://www.byronyoga.com/application-form.html>

Email: admin@byronyoga.com

Or

2. Print the application form in this handbook and post to

PO Box 721, Byron Bay, NSW, 2481 Australia

Then for an application to be considered, it is necessary to pay the deposit of \$600 by cheque, money order, credit card or direct deposit to:

Purna Yoga, National Australia Bank, Lismore, NSW

Swift code: NABAAU3302S

BSB: 082-489 Account No: 85-960-6267

Please remember to add your name.

A teacher will contact you with additional information about the course and conduct a follow-up interview by email or phone.

You will then be notified within one to two weeks whether you have been accepted into the training. If not, your deposit will be fully refunded immediately.

By signing the Application form you are acknowledging that you understand and agree to abide by the information contained in this Student Handbook.

The balance of the course fee must be paid six weeks prior to commencement of the course.

PAYMENT OPTIONS

In cases of personal hardship, individual arrangements for payment of the fees can be discussed with the Director, John Ogilvie, and a payment plan may be negotiated. Requests for a payment plan should be made in writing and will be treated in strict confidence.

REFUND POLICY

Should an application to a course not be successful, the applicant will be notified within one to two weeks and the full deposit paid will be immediately refunded.

If the balance of the course fee is not received by the notified due date (six weeks prior to course commencement), a student's place may be offered to someone on the waiting list. The student will forfeit the deposit paid.

If a student withdraws from the course, the following refund policy applies:

- a) If the student withdraws 45 days or more prior to course commencement the student will receive a full refund of all monies paid, minus an administration fee of \$200.
- b) If the student withdraws 30-44 days prior to the course commencement the student will receive 75% of the full course fee, minus an administration fee of \$200.
- c) If the student withdraws 14-29 days prior to course commencement the student will receive 50% of the full course fee, minus an administration fee of \$200.
- d) If the student withdraws 1-13 days prior to course commencement or withdraws after the course commences, the full course fee is non-refundable.

In the unlikely event of course cancellation by Byron Yoga Centre, full fee refund including the deposit will be made to applicants.

After commencement of the course, fees are non-refundable except at the discretion of the Chief Executive Officer.

RECOGNITION OF PRIOR LEARNING

Byron Yoga acknowledges the previous formal or informal training, work experience and/or life experience that a student has gained. You can apply for advanced standing by submitting an Application for Recognition of Prior Learning (RPL), in which you would provide sufficient evidence of past learning/experience, as determined in the RPL Process. A process of assessment in relation to the exemptions for which you are applying for would need to be undertaken.

Byron Yoga Centre ensures that systems are in place to determine students' prior learning and offers recognition of prior learning to all applicants on enrolment.

Nationally Recognized Qualifications

Byron Yoga Centre recognises the AQF Qualifications and Statements of Attainment less than 5 years old issued by other Registered Training Organisations in accordance with its recognition of AQF obligations.

Credit Transfer

Credit transfer allows students to count relevant, successfully completed study - through study at TAFE colleges, accredited private providers, professional organisations or enterprises and universities - towards their current courses or qualifications.

Credit transfer involves assessing a previously completed course or subject to determine if it provides equivalent learning or competency outcomes to those required within the current course.

Skill Recognition (RPL)

Byron Yoga Centre recognises that all students may have prior learning relevant to their proposed course of study developed through their previous formal or informal training, work experience and/or life experience.

Byron Yoga Centre ensures that adequate information, support and opportunities for participants to engage in the RPL process are offered to all applicants on enrolment in accordance with its Code of Practice.

Students may apply for an RPL assessment related to competencies/modules included in the course.

Byron Yoga Centre has RPL procedures to determine advanced standing that a student may be entitled to in relation to a course subject.

RPL applicants are required to provide sufficient evidence of competence to sustain a successful RPL. The evidence required is established through the RPL process.

The RPL process is structured to minimise time and cost to applicants. It provides guidance in enabling applicants to gather sufficient evidence to support their claim for recognition of current competencies held, regardless of how, when or where the prior learning occurred.

A successful application for RPL does not necessarily attract a fee refund or credit.

STUDENT ASSESSMENT PROCESS

Our Yoga Teacher Training Courses use a holistic assessment process, based on the principles of adult learning. The trainee's activities are regularly assessed throughout the Course, using at least three different assessment tools – such as a performance checklist, portfolio checklist, and verbal and written checklists.

The Training Course Units are structured with Units of Competence and performance criteria within a range of variables, and students are individually assessed using the above methods. Copies of the final assessments are signed by the assessor and the trainee, with the original retained by the

Byron Yoga Centre until the period of assessment appeals is over. The appeals period is 10 days after the assessment results are provided. If you would like a copy of the assessments please advise your trainer. An assessment record for each student is available in the office.

Electronic assessment records are kept by the Byron Yoga Centre for 30 years.

The student is found either 'competent' or 'not yet competent' in the subject being assessed based on the requirements of the unit of competence. If a student is deemed not yet competent, provision is made for them to further study or practice and a reassessment is undertaken, within the timeframe of the course. Assessments that need to be conducted outside the time frame of the course incur a cost of \$120.

Byron Yoga Centre conducts assessments that meet the requirements of the endorsed components of Training Packages, the outcomes specified in accredited courses within its scope of its registration, and which are in accordance with the National Assessment Principles.

All assessments and conducted according to NVR standards.

Principles

Byron Yoga Centre ensures that the assessments it conducts, either through a training and assessment course or assessment only process, meet the National Assessment Principles. This means it will:

- i comply with the assessment requirements in the Training Packages and accredited courses on its scope of registration
- ii issue Statement of Attainments or qualifications when a person is assessed as competent
- iii comply with the assessment principles of validity, reliability, fairness and flexibility
- iv ensure that applicants are fully informed of all matters relating to assessment activities
- v focus on the application of knowledge, skills and appropriate workplace attitudes to the standard of performance required within the specified units of competence. Assessment will include application of the four dimensions of competency (*task skills, task management skills, contingency management skills and job role environment skills*) and the key competencies.
- vi involve the evaluation of evidence according to the rules of evidence (valid, sufficient, current and authentic evidence) to enable effective judgements to be made about whether competency has been attained
- vii provide constructive and timely feedback to the applicant about the outcomes of the assessment process and guidance on future options
- viii ensure fair and equitable assessment for all persons, taking account of cultural and linguistic needs
- ix provide for reassessment where appropriate

- x provide for a transparent and documented process of appeal where assessment decisions are disputed by the applicant

Byron Yoga Centre fulfils these requirements by employing systematic assessment processes that promote consistency in the planning, conducting and reviewing and validation of assessment events.

STUDENT ORIENTATION

A student orientation session will be held prior to the commencement of the accredited course and will cover the following:

- introductions to trainers, staff and other applicants
- facilities equipment and resources
- accredited course timetable
- flexible learning and assessment strategies
- organisational policies and procedures (*e.g. OH&S, Complaints and Appeals, RPL, etc.*)
- client support and welfare services
- question and answer session

STUDENTS RIGHTS AND RESPONSIBILITIES

Rights – Byron Yoga Centre recognizes that Students have the right to:

- Pursue their training in an environment that is without harassment or discrimination.
- Be always treated with respect, dignity and fairness.
- Expect confidentiality in all personal matters.
- Have their learning needs known and addressed by the Teacher.
- Receive training and assessment from competent and experienced Teachers.
- Appeal an assessment decision and be re-assessed if found not yet competent after initial assessment.

Responsibilities - It is the responsibility of the student to:

- Ensure that all current policies and procedures of the Byron Yoga Centre are understood and adhered to.

- Seek clarification from Administration if a policy or procedure is not understood.
- Attend all classes in a timely, courteous, and professional manner.
- Respect the rights of other students, clients and employees of the Byron Yoga Centre.
- Keep confidential any information of a personal nature obtained during the Course.
- Make all reasonable efforts to achieve the competencies specified in the training plan, and take advantage of all learning opportunities.
- Maintain a true record of Asana, Meditation, Japa & Pranayama practice in Journals.

ACCESS AND EQUITY POLICY

Byron Yoga Centre incorporates access and equity principles and processes in the conduct of its business and sets these out in a Code of Practice.

Rationale

Anti-Discrimination Act, EEO Act, NSW charter of principles for a culturally diverse society and NSW charter for Equity in Education and Training

Principles

Byron Yoga Centre supports equal opportunity in the selection of employees and students and ensures that people are not discriminated against on the basis of sex, pregnancy, race, beliefs, marital status, physical or intellectual disability, homosexuality or age. This means that all employees and students are entitled to equal consideration and respect in their dealings with Byron Yoga Centre.

Byron Yoga Centre ensures employees and those seeking employment, students and those seeking enrolment, are treated equitably. This means:

- selecting people based on their skills, aptitude and relevant qualifications including life experience.
- recognising and valuing different skills and ideas.
- ensuring a workplace and learning environment, which is free from discrimination and harassment.
- giving everyone an equal chance to develop skills and make the most of their talents
- supporting employees and students to combine work, study and family responsibilities.

Byron Yoga Centre is committed to supporting full access to the organisation's range of services and employment opportunities by people from disadvantaged groups. This includes those disadvantaged socially, geographically, educationally, physically and intellectually, racially or by gender.

However Byron Yoga Centre also ensures the highest standards of service delivery through the employment of the best-qualified staff most suited to the available positions.

Byron Yoga Centre ensures that students derive maximum benefit from the course and will select students on the basis of their ability to fulfil the course entry qualifications. This includes assessment and support to identify language, literacy and numeracy difficulties.

Byron Yoga Centre ensures that staff are made aware of and abide by the Access and Equity principles of this policy through some or all of the following:

- staff induction
- Trainer and Assessor Handbook
- professional development events
- Code of Practice
- Byron Yoga Centre website

Byron Yoga Centre informs students of its Access and Equity policy **prior to enrolment** through its Code of Practice. The Code of Practice is also available on the Byron Yoga Centre website.

Byron Yoga Centre ensures that access and equity principles are incorporated into all areas of its operation and its staff, including trainers and assessors, are aware of their responsibilities in relation to these principles.

CLIENT WELFARE AND GUIDANCE SERVICES

Byron Yoga Centre aims to provide useful and comprehensive information and support to applicants to assist them during their training course.

A Client Support and Welfare Officer is available for addressing welfare and guidance issues.

A Student Handbook is provided to all applicants on acceptance to a training course. The Handbook details information on the local area, accommodation, public transport, local services, medical services, alternate therapists, educational counselling, English language classes, literacy and numeracy assistance, and welfare assistance. This Handbook is regularly updated.

Applicants experiencing learning or other difficulties will be directed to appropriate sources of help and support. Provision is made for language, literacy and numeracy assessment where appropriate.

COMPLAINTS PROCEDURE

Byron Yoga Centre is committed to the early resolution of complaints. Persons wishing to complain may do so through the following procedure:

- obtain a *Complaints and Appeals Form* from the office

- complete and return form as soon as possible to the office
- the grievance will be promptly considered by the Chief Executive Officer
- the Chief Executive Officer will consult with other persons involved in the grievance
- the Chief Executive Officer will mediate to resolve the situation.
- if the grievance remains unresolved an independent mediator will be engaged
- appropriate action will be taken by the Chief Executive Officer if a complaint is substantiated.

OCCUPATIONAL HEALTH AND SAFETY

Byron Yoga Centre considers the occupational health, safety and welfare of its staff and applicants to be of the utmost importance. Byron Yoga Centre takes all “reasonably practicable” steps to provide and maintain a safe and healthy workplace and learning environment.

A successful OH & S course is dependent upon all persons on Byron Yoga Centre premises sharing responsibility for insuring a safe and healthy environment.

Byron Yoga Centre has a designated person with direct access to the Chief Executive who has defined responsibility and authority in relation to occupational health and safety issues within the organisation.

Byron Yoga Centre ensures all staff and applicants are aware of their responsibility regarding OH & S issues through provision of safety information and education.

The delivery and assessment of all accredited courses must incorporate the relevant OH & S legislation and requirements as they apply to work practices.

All injuries, accidents and near misses must be reported to the OH & S Officer and recorded in the Accident and Injury Log Book. All incidents will be investigated and action taken to prevent their re-occurrence. A first aid box and manual will be available for use by staff and applicants.

Smoking is prohibited on Byron Yoga Centre premises. Alcohol and/or illegal drugs are prohibited on Byron Yoga Centre premises.

Any action by staff or applicants that jeopardises the health, safety or welfare of others may result in dismissal.

PRIVACY POLICY

Byron Yoga Centre collects certain personal information from staff and students to facilitate effective and efficient service provision. Byron Yoga Centre ensures the privacy of individuals in the following ways:

- only collects information with the knowledge and consent of individuals
- only uses personal information for the purposes for which it was collected
- **does not** re-sell, distribute, or share personal information to a third party without prior consent of the individual
- ensures that personal information will not be disclosed to other state institutions or authorities except if required by law or other regulation
- ensures that demographic and other statistical information is not linked to any personal information that can disclose the identity of an individual

DISCIPLINARY PROCEDURES

Applicants are expected to display a high level of personal responsibility for their learning process and for their interaction with other applicants and staff members.

Anyone displaying inappropriate or dangerous behaviour, (e.g. disruptive class behaviour, refusal to follow OH&S procedures, irregular attendance) will be required to attend a disciplinary meeting to discuss the necessary changes they need to make. The meeting participants will negotiate an agreed plan of action and time scale for reviewing the necessary behaviour changes. If the agreed changes are not implemented, the client may be dismissed from the accredited course.

ATTENDANCE

Our accredited courses will challenge students' resolve and endurance. They are fundamentally practice-based courses requiring a steadfast commitment. Regular and punctual attendance at classes is required for successful completion of accredited courses.

Applicants who do not display regular attendance at their course may be required to attend a disciplinary meeting. If a client's attendance in any course units falls below 80 % they may be ineligible for a pass in that subject.

In the event of extended absence due to ill health or personal reasons, applicants will need to discuss their position with the Chief Executive Officer.

TRAINING DELIVERY PROCEDURES

The accredited courses at Byron Yoga Centre are delivered in a manner that provides individual applicants with the best opportunity to succeed in achieving their goals.

A variety of theoretical, practical and interactive learning strategies are employed. Strategies include: trainer presentation and demonstration, clinical and workshop practise, discussions, question and answer sessions, case studies, role play and structured exercises.

Accredited course modules are delivered through group classes and include one-to-one guidance and coaching for applicants.

All accredited course trainers and assessors have a minimum of 4 years training experience in their area of expertise and are formally qualified to deliver accredited training and assessment in line with Training Package or accredited course guidelines.

ADMINISTRATION AND ACCESS TO RECORDS

Byron Yoga Centre keeps copies of the following student's records:

- enrolment details
- attendance records
- outcomes of units of competency and qualifications
- statements of attainment and qualifications issued

All student electronic administration records are accessible for 30 years by Byron Yoga Centre.

Paper copies of assessments are kept on file at our administration centre until the assessment appeals period ends (10 days after your assessment results or given). After this all paper documentation will be destroyed. Please advise your trainer if you would like to keep a copy of an assessment.

APPEALS AGAINST ASSESSMENT DECISIONS

Applicants wishing to appeal against accredited course or competency/module assessment decisions may make a formal request for re-assessment of their work as follows:

- obtain a *Request for re-assessment form* from office
- complete and return form as soon as possible to the office with relevant assessment documents
- the original assessor will be requested to report on their assessment process
- all original assessment documents will be submitted for re-assessment to a second qualified assessor together with original assessor's report
- where practical demonstrations form part of the assessment, arrangements will be made for re-assessment by a second qualified assessor
- the client will be notified in writing with details of the re-assessment result
- any further re-appeals will be dealt with in a *Complaints and Appeals process*

EXIT POINTS

Completion of all units of the accredited course is the only exit point for those who wish to receive a full qualification. A Statement of Attainment is available for completed units of competency if a client leaves prior to the end of an accredited course.

There is no automatic re-entry into a future accredited course if applicants fail to complete all units of competency of the course in which they were originally enrolled.

ISSUANCE OF QUALIFICATIONS

Qualifications issued by Byron Yoga Centre meet the Australian Qualifications Framework (AQF) standards.

A single qualification will be issued to applicants upon successful completion of the accredited course. A Statement of Attainment for individual units will be issued for partial completion of the course.

Applicants issued with a qualification will also receive documentation that identifies the units of competency that have been achieved.

Byron Yoga Centre maintains records relating to the issuance of qualifications.

CODE OF ETHICS

The teachers of yoga at the Byron Yoga Centre acknowledge the sensitive nature of the student-teacher relationship and recognise that ethical behaviour is the foundation of all good yoga practice and yoga teaching. We believe that it is the responsibility of the yoga teacher to ensure a safe and protected environment in which a student can grow physically, mentally and spiritually.

Our Code of Ethics lists important principles of conduct that guide our ethical and professional behaviour. It is intended to serve as a basis for yoga ethics for our teachers and students and corresponds with the recommendations of Patanjali in the Yoga Sutras *Yamas* and *Niyamas*, for example, *Ahimsa*, acting with care; *Satya*, speaking truth in the service of all; *Asteya*, behaving honestly; *Brahmacharya*, being wise and caring in sexual conduct.

As Teachers of Yoga at the Byron Yoga Centre we agree to uphold the highest professional standards as set forth in the following Code of Ethics.

1. We welcome all students with respect and friendliness and do not discriminate against or refuse professional help to anyone on the basis of race, gender, sexual orientation, religion or national origin.
2. We make only realistic statements regarding the benefits of yoga, make responsible decisions to determine if and when we can assist a student, and use our yogic knowledge and skills only for their benefit.
3. We provide rehabilitative and therapeutic instruction only for those problems or issues that are within the reasonable boundaries of our competence.

4. We do not misrepresent our professional qualifications and promote our services with accuracy and dignity.
5. We establish and maintain professional relationship boundaries at all times.
6. We understand that all forms of sexual behaviour or harassment with students is unethical, and use only appropriate methods of touch when assisting students.
7. We conduct our public and private affairs with honesty in all financial, material, emotional and spiritual interactions.
8. We respect the rights, dignity and privacy of all students, and treat all communications from students with professional confidence.

STUDENT YOGA CLASSES

During the teacher training course all students are able to attend any yoga class at the Byron Yoga Centre Studio free of charge (an exception being Anne Marie's class). After graduation students are able to participate in the senior teacher yoga classes at the Byron Yoga Centre studios for the reduced cost of \$12 per a lesson.

The community/charity classes are at their advertised cost of \$5/\$8.

BYRON BAY – HOW TO GET HERE

Byron Bay is accessible from three main airports:

Brisbane Airport - approx two hours drive

<http://www.bne.com.au>

Coolangatta Airport - approx one hours drive

<http://www.goldcoastairport.com.au/>

Ballina Airport – approx thirty minutes drive

<http://www.ncas.com.au/html/ballinaairport.html>

AIRPORT TRANSFERS

<http://www.ballinabyronshuttle.com.au/>

<http://www.airporttransfersbyronbay.com/>

<http://www.byronbayshuttle.com.au/>

<http://www.airlinkbyronbay.com.au/>

Useful numbers for transport services:

Byron Bay Taxis

Ph: (02) 6685 5008

<http://www.byronbaytaxis.com>

Brisbane Transit Centre

Ph: (07) 3211 2855

http://www.brisbanetransitcentre.com.au/public/pub_index.asp

Greyhound Buses

Ph: 132 030

www.greyhound.com.au

Kirklands Coaches

Ph: (02) 6622 1499

www.kirklands.com.au

Blanches Buses offering regular buses to and from town

Ph: (02) 6686 2144

<http://www.blanchs.com.au/>

BYRON BAY ACCOMMODATION

We have some clean and basic ashram-style accommodation available.

We endeavour to create a sattvic environment that is conducive to the study of yoga by adhering to simple guidelines. Trainees in residence are expected to be free from using cigarettes, drugs and alcohol and are asked to maintain silence before 9.00am and after 9.00pm, where practical. We also ask trainees to eat vegetarian food on-site.

Also where possible we like to assist students from out-of-town to find affordable accommodation suitable to their needs. We have some local contacts that offer rooms for rent in private homes, group houses, or good holiday letting accommodation near to the centre. We are happy to pass on these contacts so you can make your own arrangements with them.

Byron Bay is a popular tourist destination and can be heavily booked during peak periods such as school holidays, Easter, Christmas, so students are advised to attend to their accommodation bookings as early as possible.

HELPFUL WEBSITES

Byron Bay Accommodation: Official accommodation service of Byron Visitor Centre

<http://www.byronbayaccom.net/>

Byron Bay.com Accommodation Guide: Large range of Byron Bay accommodation

<http://www.byron-bay.com/accommodation/>

The local newspaper, The Echo, lists share accommodation, short term holiday rentals etc

www.echo.net.au

Byron Visitor Centre for information, map, directions, tours and transport

80 Johnson Street Ph: (02) 6685 8050

<http://www.visitbyronbay.com/>

BACKPACKERS ACCOMMODATION

There's a range of budget accommodation available in and around town, a small selection is included here:

Aquarius Backpackers

<http://www.aquarius-backpackers.com.au/>

Holiday Village Backpacker

<http://www.byronbaybackpackers.com.au/>

Byron Bunkhouse

<http://www.byronbay-bunkhouse.com.au/>

The Arts Factory Backpackers Lodge

<http://www.artsfactory.com.au/>

Belongil Beach House

www.belongilbeachhouse.com

CAMPING AND CARAVAN PARKS

First Sun Holiday Park

Lawson Street

Phone: (02) 6685 6544

www.bshp.com.au/first

Suffolk Park Holiday Park

Alcorn Street

Phone: (02) 6685 3353

www.bshp.com.au/suffolk

Byron Bay Tourist Village

Ewingsdale

Phone: (02) 6685 7378,

<http://www.travelaustralia.com.au/details/ByronBay-31276>

Byron Bay Tourist Park

Broken Head Road

Phone: (02) 6685 6751

<http://www.byronbaytouristpark.com/>

Belongil Fields Campsite

<http://www.belongilfields.com.au/>

BICYCLE HIRE AND SALES

Byron Bay Bicycles

The Plaza Shop 8 Jonson St Byron Bay

Phone: (02) 6685 6067

www.byronbaybicycles.com.au

Free To Ride

Shop 1, 102 - 104 Centennial Circuit

Arts & Industry Estate

Ph/Fax: (02) 6680 9590

<http://www.freetoride.com.au/>

INTERNET

Internet is available on site for with the use of your own laptop.

Internet cafes:

Global Gossip 84 Johnson St (at Bus Terminal) Ph: (02)6680 9140

Wicked Travel 89 Johnson Street

Ph: (02) 6680 9594

APPLICATION FORM

COURSE DETAILS (Please tick)

BYRON BAY

Byron Yoga Centre (Full time)

PERSONAL DETAILS

Title: First name: Surname:

Address:

Email: Website:

Telephone: (H) (W) (M)

Date of Birth: Nationality: Occupation:

Emergency contact: Name Tel:

How did you hear about our courses?

EXPERIENCE

(Please attach a separate sheet)

Please provide brief details of your educational qualifications and professional training:

(Certificates / Diplomas etc)

Please give details of your yoga training and experience:

(Include whether student, teacher, health practitioner, style of yoga, duration of study, names of schools/teachers, brief description of personal yoga / meditation / pranayama etc. practice)

Provide brief details of any medical condition or injuries you have:

(Include medications, psychiatric treatment, nervous disorder, etc.)

ADDITIONAL INFORMATION

Accommodation required:

Any special health or dietary considerations:

For India only: (Please note each adult participant needs to complete their own form)

Flight Details:

Travel Insurance Company Name:

Policy Number:

For twin-share - sharing with:

PAYMENT DETAILS:

A deposit of \$ _____ has been paid by (please tick)

Cheque ___

Money Order___

Direct Deposit___

Credit Card ___

Credit Card Type: Visa__ MasterCard__

Credit Card Number: _ _ _ _ _ _ _ _ _ _ Expiry Date __/__

Direct Deposit:

Name of Account: Purna Yoga Name of Bank: National Australia Bank, Lismore, NSW
BSB: 082-489 Account Number: 85-960-6267 (Please include your name)
Swift code: NABAAU3302S (For overseas deposits)

Refund Policy: A \$600 deposit is payable upon application and fully refunded immediately if the applicant is not accepted into the course. For full details please refer to http://www.byronyoga.com/yoga_apply.html

AGREEMENT:

I, _____ hereby state that the information I have provided in this application is true and correct. I have read and understood the policies and guidelines, including the Code of Ethics and agree to abide by them.

SIGNATURE:

DATE:

CONTACT DETAILS: Please post or fax your completed form to:

POST: Box 721, Byron Bay NSW 2481 Australia

ENQUIRIES: 02 6687 2230

FAX: 02 6678 0313

EMAIL: admin@byronyoga.com

WEB: www.byronyoga.com

Thank you for booking with Byron Yoga Centre. We look forward to welcoming you to your course.