

ITEC Level 3 Diploma in Anatomy and Physiology

The Anatomy and Physiology award is the 'foundation' upon which all other Complementary, Beauty and Sports Therapy awards are based. It is comprised of several units encompassing all systems of the body. **Anatomy and Physiology is a pre-requisite to many courses, including our Aromatherapy, Reflexology and Holistic Massage ITEC Level 3 Diploma Courses. These courses can be booked as a combination at the same time as Anatomy and Physiology. For further information please contact us.**



It is vital that a therapist understands the anatomy and physiology in detail, as they will be working in direct contact with the body structures. It is also vital that they have a full knowledge of diseases and disorders of the human so that they are aware of when and when not to treat a client and only operate within certain perimeters.

The qualifications would be suitable for:

Any adult returnee with a good basic general education returning to education that may have a desire to work as a massage therapist or Reflexologist for which the A&P is a pre-requisite. Anyone already working as a nurse or carer who may wish to become a complementary therapist as the A&P is a pre-requisite qualification to many other awards. Anyone involved in gym or aerobics who must have a good understanding of the body structure or who may wish to add sports massage to their skills as the A&P with Holistic Massage is a pre-requisite for this qualification. Anyone who requires to train as a Beauty Therapist. If Graduates take therapy qualifications in addition to the Anatomy and Physiology qualification they can work on **Liners, Health farms and Health Clubs**. Anatomy and physiology is part of **Gym** instruction and **Aerobics** qualifications and other forms of fitness training. There are now several degree courses available in Complementary Therapies to which candidates may progress.

Opportunities for progression:

Once candidates have achieved the ITEC Anatomy and Physiology qualification they may progress on to other ITEC or equivalent complementary, beauty or sports therapy awards; other ITEC or equivalent awards for example:

Diploma in Stone Therapy

Diploma in Holistic Massage

Diploma in Reflexology

The course consists of 50 taught hours with a suggested five hours per week for private study. ITEC require 100% attendance in order to obtain the Level 3 Diploma. Students who do not attend all modules will need to organise tutorials with their tutor to enable them to access missed information. A fee is payable for this service. The final examination consists of a one hour multiple choice theory paper, with a pass mark of 60%.

Cost: This course is £450.00 for the full programme. **To secure your place:** A deposit of £100.00 secures a place. The balance is then due no later than 30 days prior to commencement of the course. You can choose to spread the cost of the programme and pay by affordable monthly installments over the duration of your course and on an **INTEREST FREE BASIS** - please complete an Easy Payment Plan form and submit it with your booking.



Those students who choose to take the final ITEC course assessments and examinations will also be required to pay the associated registration and assessment fees. These are currently set at 103.15 pounds per examination. These fees are payable in full on or before day one of the course and, once paid, are strictly non refundable.

Course Dates: There is no formal start date for this course; students can join at any stage and simply continue until they have completed 6 days or 12 evenings. Modules are studied in the following rolling order:

Weekend Day Course

Module 1 – Cells
Module 2 – Skin & Reproduction system
Module 3 – Respiratory, Circulatory & lymphatic systems

Module 4 – Muscular system & Skeletal
Module 5 – digestive system & Urinary System
Module 6 – Endocrine & neurological systems

Evening Course (6.30pm - 9.30pm)

Module 1 - Reproductive system
Module 2 - Cells part one
Module 3 - Cells part two
Module 4 - Skin

Module 5 – Skeletal system
Module 6 – Muscular system
Module 7 - Respiratory system
Module 8 – Urinary system

Module 9 – Digestive system
Module 10 – Endocrine system
Module 11 - Circulatory & Lymphatic systems
Module 12 – Neurological system

Weekend Day Course Rolling Programme of Dates: (Course times: 9.30am - 5.00pm) - **PLACES AVAILABLE**

Module 3	Sun 22nd November 09	Module 3	Sun 11th April 10	Module 3	Sun 18th July 10
Module 4	Sun 6th December 09	Module 4	Sun 25th April 10	Module 4	Sun 8th August 10
Module 5	Sat 19th December 09	Module 5	Sun 9th May 10	Module 5	Sun 5th September 10
Module 6	Sun 17th January 10	Module 6	Sun 23rd May 10	Module 6	Sun 26th September 10
Module 1	Sat 13th February 10	Module 1	Sat 5th June 10		
Module 2	Sun 14th March 10	Module 2	Sat 26th June 10		

Evening Course Rolling Programme of Dates: (Wednesdays) (Course times: 6.30pm - 9.30pm) - **PLACES AVAILABLE**

Module 1	24th March 10	Module 5	21st April 10	Module 9	19th May 10
Module 2	31st March 10	Module 6	28th April 10	Module 10	26th May 10
Module 3	7th April 10	Module 7	5th May 10	Module 11	2nd June 10
Module 4	14th April 10	Module 8	12th May 10	Module 12	9th June 10

Booking Form**Please return to:** Debra G. Goldston, Athena School of Natural Therapies, West Midlands House, Gipsy Lane, Willenhall, WV13 2HA

Course Title: _____ Course/Commencement Date: _____

Full Name: _____ Date of Birth: _____

Address: _____

Telephone/Mobile/Fax: _____ Email: _____

Present Occupation: _____ Qualifications: _____

Previous experience in health related fields (if any): _____

Please state if you have any disabilities or conditions which may require any special help during the course/workshop: _____

Please state how you heard about the course: _____

Please tick your method of payment: Cheque PayPal Credit/Debit Card (all major cards accepted)**Please state amount due:** £ _____ Deposit Full amount**To secure your place: A deposit of £100.00 secures a place. The balance is then due no later than 30 days prior to commencement of the course.**You can choose to spread the cost of the programme and pay by affordable monthly installments over the duration of your course and on an **INTEREST FREE BASIS** - please complete an Easy Payment Plan form and submit it with your booking.**Cheques** should be made payable to Athena School of Natural Therapies. **Credit/Debit Card** payments can be made over the phone or at the school.**If paying by PayPal:** Please visit our website at www.athenaschool.co.uk for details of how to make the payment. Please note that a payment made via PayPal also forms acceptance of the Booking Terms and Conditions. PayPal Transaction ID: _____**Declaration:** I confirm that I have read and understood and am happy to accept the Booking Terms and Conditions set out below.

Signed: _____ Date: _____ Print Name: _____

Athena School of Natural Therapies Booking Terms and Conditions:

1. The Booking Agreement: Any contract between you and us is subject to these Booking Conditions. The contract shall be governed by and construed in accordance with English law and is subject to the jurisdiction of the Courts of England and Wales. **2. To Make a Booking:** To secure your place we will need a completed Booking Form and payment of the appropriate deposit or full balance. To make your booking please either: Telephone us 01902 482422 at which time you will be asked to pay the appropriate deposit / full balance by debit or credit card **OR** Visit our website at www.athenaschool.co.uk and click the button to go to the PayPal login screen. PLEASE NOTE: You will still need to print off and send in a completed Booking Form and state the PayPal transaction ID **OR** Visit our website at www.athenaschool.co.uk and click on the 'BOOK NOW' link next to the title/date of the course/workshop you wish to book onto. Print off your Booking Form and send it, together with your cheque to: Athena School of Natural Therapies, West Midlands House, Gipsy Lane, Willenhall, WV13 2HA. Cheques should be made payable to Athena School of Natural Therapies. On receipt of your payment and completed Booking Form, we will send you a Confirmation / Induction pack. **3. Payment of balance of course fees:** Please note that, due to the excessively onerous administrative costs involved, we are not able to issue payment reminders and the balance due on all course bookings must be paid to us no later than 30 days prior to the commencement of training. If this is not done then we reserve the right to cancel your booking and make cancellation charges in accordance with our standard terms. The relevant deposit or full balance is payable to secure your place on a course. The balance is then due no later than 30 days prior to commencement of the course. You can choose to spread the cost of the programme and pay by affordable monthly instalments upon completion of an Easy Payment Plan form submitted with your booking. If you are paying by credit/debit card, and you have not advised us otherwise in writing by RECORDED DELIVERY, the balance due will, at the appropriate time, be charged automatically to your card. **4. To Change Your Booking:** If you want to change any part of your training arrangements after the invoice has been issued, we will do our best to make the change, but it may not always be possible. Any request for changes must be made by the person who made the original booking and should be in writing by RECORDED DELIVERY to our administrative offices at West Midlands House WV13 2HA. If it is possible to make the change, it will be subject to an administration charge of £30 plus VAT, and payment of any further costs incurred as a result of the change - for example, the additional premium payable for transfer to a more expensive course. If it is not possible for us to make changes for whatever reason, you have the choice of proceeding with the training as originally booked, or of cancelling and paying cancellation charges in accordance with the scale shown below. If any change can be made, you must check whether it will invalidate any insurance cover which has been accepted by you, in which case it may be necessary to take out alternative, additional or new cover depending on the circumstances. Please note that it will not be possible to make changes within 30 days of your scheduled training commencement date. **5. To Cancel Your Booking Prior to Commencement of Course:** Should you wish to cancel your training, you should notify us directly in writing by RECORDED DELIVERY as soon as possible. The scale of cancellation charges detailed is calculated according to the number of days prior to commencement of training that written notice of cancellation is received by us: Prior to Departure Date: More than 90 days - Deposit only, 31-89 days - 75% of final invoice, 15-30 days - 90% of final invoice, 1-14 days and date of training or later - 100% of final invoice. You understand and agree that these charges represent a reasonable attempt by the parties to calculate and agree the costs associated with cancellation of a booking. **6. Withdrawal from training courses, which have already commenced:** If you need to withdraw from the course for whatever reason once the course programme has commenced, then payment for sessions yet to be attended are not subject to refund of any kind. Where a 'pay-as-you-go' payment scheme is in operation, payment for future sessions of a tutor-led course will still be required, in accordance with the signed agreement between the student and school. **7. Cancellation of Training Courses by Us.** Training courses are based on an economic minimum number of students (usually but not always 8 delegates). Should this not be reached, we reserve the right to cancel the training course. In such circumstances, we will refund to you all monies paid to us in full. In these circumstances we would not be liable to pay you any additional compensation. **8. Your rights following cancellation by us:** In the circumstances of cancellation of a training course by us we will offer you the choice of an alternative course of equivalent quality (if available) or a training course of lower quality value if you require it (if available). In those cases we will refund to you the difference in price between the original booking and the training course of lower value; or we will make you a prompt refund of any monies paid by you to us under the original booking. In the unlikely event that it is necessary for us to cancel or significantly alter a training course in other circumstances, we will in no circumstances be liable to pay you any compensation. **9. Changes to the Scheduled Programme:** The training courses scheduled on our website and in our promotional literature are planned many months in advance and sometimes changes may be necessary. Although we would normally expect to be able to provide you with the services confirmed by us in respect of your original booking, occasionally this will not be possible. The arrangements featured on our website and in our literature are by their very nature complex with services involved from many different tutors, accreditation and examination bodies etc. Due to potential changes in syllabus criteria, tutor personal and professional circumstances and other issues over which we have no control, it is not always possible to guarantee aspects such as particular tutor attendance. Tutor or other aspects of course information are stated to you for guidance only. Final details will be shown on your final Joining Instructions, sent approximately two weeks prior to training course commencement. We reserve the right to make changes. We will make every effort to provide as much advance notification as possible but we feel it is only fair to warn you of possible variations which, although rare, can occur every once in a while. **10. Special Requests:** Any special request or requirement which is essential to your booking (such as specific dietary requirements, wheelchair assistance or special facilities for certain medical conditions) must be made known to us in writing by RECORDED DELIVERY before you book. We will contact our tutors and other sub contractors/suppliers and the request will only become a term of your contract with us if we confirm in writing that the request can be met and your booking proceeds on that basis. We are also happy to pass on any other reasonable requests that you may have such as desired location of training rooms or other requirements as to meals, (where these form part of the course package), but they cannot be guaranteed and will not form part of our contract. No compensation will be payable if such requests are not fulfilled. None of these terms and conditions affect your statutory rights. Special requests such as larger font notes in course handouts and examination papers or printing of notes on a specific colour of paper will be met but, again, we ask that you make us aware of such requests at least 30 days prior to the commencement of your training course. **11. What the price includes or does not include:** Unless otherwise stated in course literature, brochures and website listings, training course costs cover venue, (where appropriate) tuition fees, course notes and refreshments (tea, coffee, biscuits and mineral water). The cost does not cover your travel expenses, any accommodation expenses and food. **12. Complaints:** In the unlikely event that you need to complain about any aspect of the training which you have received from Athena School of Natural Therapies, you must notify Debra G Goldston, School Principal in writing by RECORDED DELIVERY within 48 hours of the activity giving rise to the complaint having occurred. Debra should be contacted at the following address: Athena School of Natural Therapies, West Midlands House, Gipsy Lane, Willenhall, WV13 2HA. Retrospective complaints are noted through the evaluation procedure and will not be considered as reason for refunds. **13. Student Conduct:** We reserve the right to ask you to leave the course in the event of any upheld reason (See Grievance Procedure and Code of Conduct). In that event monies for future lessons will not be refunded. **14. Your obligations in respect of your training with us:** You are responsible for your own health and well being throughout the course. If you have experienced/are experiencing any of the following, please let the coordinator know in writing before the course commences (any information will be held in the strictest of confidence): i) Epilepsy/Diabetes/Asthma/High or Low Blood Pressure. ii) Any medical problems of an acute or chronic nature iii) Any emotional or mental trauma that has resulted in your seeking medical advice or treatment. iv) Suffered from any drug (prescribed or otherwise), alcohol or substance abuse. In the event that any of the above conditions manifest after commencement of your course, you are required to notify us in writing by RECORDED DELIVERY within 48 hours of your becoming aware of these facts. Importance notice: Insurance cover is available to protect students in the event of illness, personal injury or death during an on going training course. We strongly recommend that you take out such cover. The Clear Intentions Block Insurance Scheme is available for students of Athena School of Natural Therapies. In view of the availability of cover, we are unable to consider health issues as a reason to refund course fees whatsoever. You are responsible for the safety of your personal belongings and Athena School of Natural Therapies does not accept any liability for loss, how so ever caused. **15. Brochure Descriptions & Prices:** Unfortunately, it is inevitable that some of the prices and details contained within our brochures may have changed since the brochures were printed. We must reserve the right to make such changes. You will be informed about any changes to any of the relevant details within our promotional literature when you book and before you enter into a contract with us as part of our commitment to quality customer service. We reserve the right to change any of the services or facilities or prices described in the promotional literature at any time before a contract is made between us. If there is any change we will tell you before you enter into a contract. **16. Data Protection Policy:** We take full responsibility for ensuring that proper security measures are in place to protect the information you provide us in order to process your booking. We must pass this information on to the relevant suppliers of your training arrangements such as tutors and awarding / examination bodies. We will not however, pass any information on to any person not responsible for part of your training arrangements. This applies to any sensitive information that you give to us such as details of any disabilities, or dietary / religious requirements. (NB If we cannot pass this information to the relevant suppliers, we cannot provide your booking. In making this booking, you consent to this information being passed on to the relevant persons). If you wish to have a copy of the personal information held about you, we will supply this upon written request accompanied by a fee of £10. **Do not sign the Booking Form until you have read and understood the above and are happy to accept these terms and conditions.** Holistic Beauty and Spa Training Ltd trading as Athena School of Natural Therapies.