

# Ireland Health Qi Gong Association

## Qi Gong Instructors Course

### **DISCRIMINATION POLICY**

Ireland Health Qi Gong Association does not discriminate against any student, faculty, staff member or client for reasons of race, religion, gender, sexual preference, age, different abilities, citizenship, national origin or political philosophies.

Rejection of an applicant (for any of our courses) is limited to (but not exhaustive) to occurrences where a physical or mental impairment would prevent the applicant from completing the program requirements.

We follow all Affiliation guidelines as required and laid down by the Chinese International Health Qi Gong Federation.

### **About Us:**

We are the official body in Ireland for the Chinese International Health Qi Gong Federation, we take a practical approach in our teaching, with the emphasis on learning the finer detail of the forms, interaction of breath and mindfulness in the movement.

John Collins is Head Instructor having over 15 years of experience. Kevin Copeland is Senior Instructor with over 15 years experience, both have represented Ireland at an International level and hold official Duan Wei Gradings in Health Qi Gong and Chen Style Tai Chi.

### **What will our qualification allow you to do?**

As a student you will be registered as a student MEMBER and on successful qualification, you will be invited to join this Body as a full member, and Instructor.

This enables you to practise and teach professionally and obtain professional insurance and be listed as an Instructor with our association.

### **Course Duration and Study Time**

Under the Association Rules, students must attend 3 weekends of training over an 18 month period. The total number of course hours provided by the Association is 36. These are the minimum weekend teaching modules in total including final assessment days.

Students are expected to spend a reasonable amount of time each week on home study throughout the duration of the course. We would recommend attending various workshops and online training.

### **Assessment**

The assessment is done on a continual assessment basis throughout the course. You will be expected to demonstrate the particular forms you wish to be assessed on and show a competent knowledge of the form for teaching.

### **Course Dates: Saturday & Sunday**

Courses are held in the Salthill Hotel Galway. The course lasts approximately 18 months, working on weekends only, spaced approx. 3 months apart (never over holiday weekends).

October 31<sup>st</sup> – 1<sup>st</sup> November 2020

March 6<sup>th</sup> – 7<sup>th</sup> 2021

May 15<sup>th</sup> & 16<sup>th</sup> 2021

Normal hours of attendance are:

|          |              |                     |
|----------|--------------|---------------------|
| Saturday | 9:30 – 16:30 | Lunch 13:00 - 14:00 |
| Sunday   | 9:30 - 16:30 | Lunch 13:00 - 14:00 |

### **Student Requirements**

Students will need to acquire and bring to training sessions the following items:

- Clipboard or A4 writing pad
- Appropriate clothing: students will be expected to wear comfortable clothing e.g. tracksuit trousers/leggings etc

Footwear, runners, flat soled

Comprehensive notes are provided.

## **The Syllabus**

1. The Qi Gong forms to be covered over the courses will include two of the following, Ba Duan Jin, Ma Wang Dui, Healing Sounds, Five Animals, Tai Chi Stick Form, and Shibashi Qi Gong.
2. Warm up routine
3. Silk Reeling
4. Meridian stretching exercises
5. Training the students in the holistic approach to mind, body and spirit.
6. Personal instruction in practical work
7. Preparation of practitioner for class teaching
8. Personal growth and development of students.
9. Code of ethics.

Workshops will be held throughout the year in all forms by John Collins and Kevin Copeland

## **Course Fees**

A deposit of €200 (made payable to John Collins) must be returned with the application form to secure a place on the course. All deposits are non-refundable.

The full cost of the course is €1200, all fees must be paid in full before the commencement of the course.

If a student cannot complete the Instructors Course for health or other reasons, the student will be accommodated on the commencement of the next course.

If a student decides not to continue with the course, no fees shall be refunded.

## **Queries, Complaints & Code of Conduct**

All queries that are course related, can be addressed during class time or by sending an email to [irelandtaichi@hotmail.com](mailto:irelandtaichi@hotmail.com) . We will endeavour to respond to your email as quickly as possible, normally within 3 working days.

### **Complaints**

Here at our Association we take complaints very seriously and will do our utmost to rectify any issues as soon as possible.

A complaint procedure is in place by the Association and every attempt will be made to rectify any issues that occur at the earliest possible convenience.

First line issues need to be sent by email to: [irelandtaichi@hotmail.com](mailto:irelandtaichi@hotmail.com) If the unlikely event an issue cannot be resolved, the complaint will then be sent to an external committee for review and mediation.

### **Code of Conduct**

Students are ambassadors for the Ireland Health Qi Gong Association and are expected to maintain the very highest of both personal and professional conduct.

Speaking about the Association, its tutors, guest speakers or associates in poor light on a private or public platform to include all types of social media, WhatsApp, Viber or any other area that will negatively impact the school, will result in immediate expulsion from the school, with no notice and no refund of fees paid to date.

If a student intentionally damages the reputation of the Association, its tutors, guest speakers, fellow students, they will incur instant expulsion and they may incur legal action.

Here at our Association, we have a strict no bullying policy. No bullying will be tolerated to fellow students, tutors, guest speakers or any other school associates on any platform be it public or private. In the instance that bullying occurs, the accused party will be requested to attend a meeting of a disciplinary board to discuss allegations. The board will then decide the appropriate course of action. Every effort will be made to rectify the situation and find a suitable outcome at the earliest of conveniences.

## **Course Changes**

While every effort is made to minimise change, management reserves the right to cancel, change, alter times or change dates if required.

Due to Covid, we ask students to adhere to social distancing policy and while entering the venue please wear a mask and ensure you carry one on your person.

If you are at anytime feel unwell, prior to the course or during the course, we would request that you seek medical advice

We would like to take this opportunity to wish you the very best of luck in starting your COURSE journey.

John Collins, Head Instructor, Ireland Health Qi Gong Association

### **CONTACT DETAILS**

I, \_\_\_\_\_ of

Address: \_\_\_\_\_

Tel. no (s) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Next of Kin \_\_\_\_\_

Contact Details: \_\_\_\_\_

\* I do hereby make application to train as a Qi Gong Instructor, and state that I fully understand and accept unconditionally, the following as a condition of acceptance and subsequent retention on the course offered:

\* I agree not to charge for, or advertise my services as a Health Qi Gong Instructor whilst undergoing tuition. I accept full responsibility for all or any claims made against me for any negligence attributed to me in respect of any advice or treatment given by me by way of practice to any individual whilst training.

\* I wish to state, that to the best of my knowledge, I am in good health, both physically and mentally, and am not aware of any material reason that might be likely to affect me and either interfere with those I practice on, or my participation on the course throughout it's duration.

\* I accept that should the Tutors, or it's agents, be of the opinion that my ability (for whatever reason) to learn or practice Qi Gong be in doubt, that they shall be entitled to terminate my training without refund of fees paid in respect of earlier tuition.

\* I accept that the Tutors may, at their discretion, alter all or any part of the course should they deem it necessary or be obliged to do so in order to comply with legislation enacted or planned, or, should it be deemed to be in the better interests of the Association, it's students or the general public.

\* I accept that the Tutors reserve the right to cancel at short notice, or alter any scheduled weekend's tuition should they require to do so for whatever reason.

\* I agree, not to tape-record, circulate, copy by any means, material given to me as part of my tuition, without prior permission.

\* I understand and accept that should I, through my own fault, fail to attend a scheduled weekend's tuition that it may not be possible to be facilitated with alternative or a corresponding weekend's tuition at another venue, in which case I may be unable to proceed further with my training.

\* I hereby agree to pay the tuition fee of €1200

\* I have retained a photocopy of this signed document for my own reference.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

