

# LIFE COACHING INSTITUTE

## Student Handbook

August 2015



Value and Flexibility in Accredited Life Coach Training

RTO Provider Name: Australian Institute of Professional Counsellors Pty Ltd ATF AIPC Trust T/As  
Life Coaching Institute  
RTO Code: 0670

The information and policies contained within this Student Handbook were current on the date of printing. Information and policies contained within this document are subject to change. It is therefore recommended that students periodically refer to the Institute's website for a current version of the handbook.

[www.lcia.com.au](http://www.lcia.com.au)





# Contents

<b>Welcome .....</b>	<b>3</b>
<b>About the Institute .....</b>	<b>4</b>
<b>The Curriculum.....</b>	<b>5</b>
<b>Contacting Us.....</b>	<b>5</b>
<b>Studying with the Institute .....</b>	<b>7</b>
Study Assistance.....	7
TeleClasses .....	7
Tutorials.....	7
Practical Skill Assessments .....	7
<b>Getting Started .....</b>	<b>8</b>
Study Time .....	8
Study Tips.....	8
Assessment Procedures.....	10
Submitting an Assessment Book .....	10
Priority Marking of Assessment .....	11
Study Queries .....	11
<b>Course Outline.....</b>	<b>12</b>
<b>Course Outline.....</b>	<b>13</b>
<b>Important Information for Students Receiving Austudy, Abstudy, Youth Allowance or PES.....</b>	<b>14</b>
<b>Practices, Policies and Procedures.....</b>	<b>15</b>
Code of Practice.....	15
Student Rights and Obligations .....	16
Successful learning is achieved within an environment of mutual respect between students and their educators.....	16
Students have the right to: .....	16
Upon acceptance into their course, students are obligated to: .....	16
Access and Equity Policy .....	16
Language, Literacy and Numeracy Assistance.....	18
Privacy and Personal Information Policy .....	19
Entry Requirements and Admission Procedures .....	20
Total Costs and Fees.....	21
Course Cancellation Policy.....	21
Fees for Additional Items .....	21
Teachout of Courses .....	22
Protection of Student Fees Paid in Advance.....	22
Student Change of Address and Transfers.....	22
Competencies to be Achieved .....	22
Qualification to be Granted .....	22
Re-issuing Certificates and Statements of Attainment .....	23
Recognition of Prior Learning .....	23
Mutual Recognition (Credit Transfer) of Qualifications .....	23
Complaints Policy.....	23
Appeal Policy .....	25
Student Conduct Policy .....	26
Learning Materials.....	27
Facilities and Equipment .....	28
Coaching and Support Services .....	28
Plagiarism .....	28
Code of Practitioner Practice .....	28
Student Cards.....	28
Copyright.....	28

# Welcome

Thank you for becoming a student member of the Life Coaching Institute.

On behalf of our team of Managers, Administrators, and Coaches, I would like to take this opportunity to welcome you to the Institute.

Life Coaching is a specialised profession, dedicated to bringing about positive change in people's lives. The training we provide is developed by highly qualified and experienced coaches to ensure you obtain the fundamental coaching skills to evoke positive change.

All the study materials that you will need to complete your course will be supplied to you on enrolment. You will find that it is generally not necessary to include references in your assessment to information other than what is supplied. Please feel free to supplement your studies with general reading in the coaching area, however, please be careful not to confuse coaching with other professions.

Please remember that all Institute learning materials, other documents and recordings are fully protected by copyright and other registrations, and as an Institute member we ask that you do all you can to protect our unique information and methodology. All Institute material is prepared by qualified and experienced professionals and for this reason we actively seek your help to protect against plagiarism.

If you have any questions regarding the Institute or your course please contact your local Student Fulfilment Centre.

Yours faithfully,



Simon Clarke  
Director  
Life Coaching Institute

# About the Institute

The Life Coaching Institute was launched in September 2002 after almost two years of research and development. Over the years there has been a surge of interest in the Life Coaching industry and many people have asked the question of how to become a Life Coach. It was this question, reinforced by an obvious gap in life coaching education that resulted in the first of the Institute's unique courses being prepared.

Numerous individuals have stated they have had a desire to study coaching but were either unable, or unwilling, to attend lectures or make an upfront payment. Therefore, there was a distinct need for a course which was flexible; could be completed within a reasonable timeframe; was priced so that most people could afford it; had real value of application, high academic and applied content; and which suited a high demand and growing industry.

Since that time, the Life Coaching Institute has established itself as Australia's leading Life Coaching educator, offering the Nationally Recognised Training program Certificate IV in Life Coaching. The course, which has specialist streams, is offered through a network of Student Fulfilment Centres, located throughout Australia. Each Student Fulfilment Centre is overseen by a Manager who is responsible for general administration and the well being of students within a given area.

The Life Coaching Institute is a Registered Training Organisation (RTO) (Provider Number 0670) and a private provider of education in the specialised field of Coaching. The Institute is managed by an Executive Committee, which reports to and works with the Directors.

The educational function of the Institute is provided by a team of Coaching Advisers, Tutors and Presenters who have tertiary qualifications in Counselling, Behavioural Science, Psychology or another appropriate discipline, several years of practical coaching experience as well as recognised instructional skills.

The Institute prides itself in delivering "Value and Flexibility in Accredited Life Coaching Training". All our courses and support programs have been developed with this in mind. You will find our progressive, flexible, self paced learning puts you in control over when, where and how quickly you learn.

Upon acceptance of your enrolment with the Institute you will receive your first comprehensive study pack including a Book of Readings and three Workbooks, each of which have been specifically designed to make your studies as conducive to learning as possible.

Should you require assistance with your studies, do not hesitate to contact a Coaching Adviser on: **1300 135 363**. If you have any administrative enquiries, please contact your local Student Fulfilment Centre. The personalised service offered by the Institute ensures that your queries will be attended to as quickly and efficiently as possible.

# The Curriculum

The Life Coaching Institute current curriculum includes:

## **Certificate IV in Life Coaching, 30967QLD**

*optional Specialty Streams are also available in:*

- Executive Coaching
- Business Coaching
- Workplace Coaching
- Health & Wellness Coaching
- Life Cycle Coaching
- Career Cycle Coaching

## **Diploma of Life Coaching, 30968QLD**

*optional Specialty Streams are also available in:*

- Executive Coaching
- Business Coaching
- Workplace Coaching
- Health & Wellness Coaching
- Life Cycle Coaching
- Career Coaching

Graduates from each respective course are awarded a Certificate IV in Life Coaching or a Diploma of Life Coaching both of which are “Nationally Recognised Training” programs and may be invited to become a CoachIQ member of the Life Coaching Institute. These courses offer a broad practical approach to coaching and prepare the graduate to practise in the Life Coaching field. Please note that the Specialty Streams assist graduates in gaining advanced knowledge and skill in specialised coaching areas however, are not part of the accredited curriculum.

# Contacting Us

## **Head Office**

### **Chief Executive Officer**

Sandra Poletto

Locked Bag 15,  
Fortitude Valley QLD 4006

47 Baxter St,  
Fortitude Valley QLD 4006

Telephone: (07) 3112 2088

Facsimile: (07) 3257 7195

Email: [info@lcia.com.au](mailto:info@lcia.com.au)

## **Sydney**

### **Student Fulfilment Manager**

Neville Randle

PO Box 3635,  
Parramatta NSW 2124

Suite 21, Level 2,  
152 Marsden Street,  
Parramatta NSW 2150

Telephone: (02) 9687 9088

Facsimile: (02) 9687 9698

Email: [sydney@lcia.com.au](mailto:sydney@lcia.com.au)

## **Queensland & Northern Territory**

### **Student Fulfilment Manager**

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Carina QLD 4152

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Carina QLD 4152

Telephone: (07) 3843 6055

Facsimile: (07) 3843 3599

Email: [brisbane@lcia.com.au](mailto:brisbane@lcia.com.au)

## NSW Regional, ACT & Tasmania

### Student Fulfilment Manager

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Carina QLD 4152

Telephone: (07) 3843 6055

Facsimile: (07) 3843 3599

Email: [brisbane@lcia.com.au](mailto:brisbane@lcia.com.au)

## South Australia

### Student Fulfilment Manager

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Email: [adelaide@lcia.com.au](mailto:adelaide@lcia.com.au)

## Melbourne

### Student Fulfilment Manager

Ash Deepak

GPO Box 716,  
Melbourne VIC 3001

Level 1, 337 Latrobe Street,  
Melbourne VIC 3000

Telephone: (03) 9670 3677

Facsimile: (03) 9602 3832

Email: [melbourne@lcia.com.au](mailto:melbourne@lcia.com.au)

## Western Australia

### Student Fulfilment Manager

Kate Sorensen

PO Box 1147,  
Cloverdale WA 6985

3/216 Belmont Avenue,  
Cloverdale WA 6105

Telephone: (08) 9328 7922

Facsimile: (08) 9227 6648

Email: [perth@lcia.com.au](mailto:perth@lcia.com.au)

## Study Support

### Study Assistance Hotline

1300 135 363

### Virtual Tutor

Email: [adviser@lcia.com.au](mailto:adviser@lcia.com.au)

### Internet

[www.lcia.com.au/students.asp](http://www.lcia.com.au/students.asp)

### TeleClass Bookings

Email: [teleclass@lcia.com.au](mailto:teleclass@lcia.com.au)



# Studying with the Institute

## Study Assistance

Should you need help or assistance with any of your units or learning material, Coaching Advisers are readily available to help you on the Institute's Study Assistance Hotline. Study assistance is available to students throughout Australia for the cost of a local call by telephoning 1300 135 363. The Study Assistance Hotline is open from 9am to 5pm (EST), Monday to Friday.

Further assistance is also available through the Institute's "Virtual Tutor", which allows you to email a Coaching Adviser for assistance. You can contact the Virtual Tutor at: [adviser@lci.com.au](mailto:adviser@lci.com.au).

Worrying about a problem that can easily be resolved is not productive, so please phone for assistance (not results) whenever you are unsure about what is required. Remember that Coaching Advisers are dedicated to helping and supporting you throughout your course so take advantage of their insights and call them whenever it is necessary.

## TeleClasses

To enhance your overall learning and comprehension for the Certificate IV in Life Coaching and Diploma of Life Coaching, TeleClasses are regularly scheduled for each Unit throughout the year. TeleClasses aid the important transition from theory to application. During a TeleClass you will be part of an interactive group coaching and teaching environment. TeleClasses include discussion of concepts and their application in a coaching environment, demonstration of skills and practice of skill application.

TeleClasses are held on Thursday evenings. Each class is limited to 12 participants - it is therefore essential that you register for a TeleClass 72 hours prior to a scheduled class. Your only cost in participating in a TeleClass is the cost of your phone call.

Timetables for TeleClasses are released on a quarterly basis and are published on the Students page of the Institute website. Please refer to your TeleClass timetable for a schedule of topics, dates and times. Students unable to access the Institute website may request a copy of the timetable from their Student Fulfilment Centre.

## Tutorials

Optional small group tutorials provide you with a face to face opportunity to enhance your learning with a skilled Life Coach. Tutorials can be arranged in many capital cities around Australia when the need arises. Your local Student Fulfilment Centre will be able to advise you of tutorial costs and availability in your area.

## Practical Skill Assessments

There are practical skill assessments that must be completed as part of the course curriculum. The practical elements can be completed by attending a series of two-day **Skill Assessment Workshops** - 3 workshops for the Certificate IV of Life Coaching and 6 workshops for the Diploma in Life Coaching. Detailed below are the options available to complete each assessment:

1. Submit your skills on video or DVD\*
2. Attend an Institute Workshop\*
3. Have a Private Coach assess your skills\*

Further information regarding your practical assessments will be provided to you once you nominate how you would like to complete each assessment.

Please note that as each practical assessment is based upon the practical application of a part of the course theory, unit pre-requisites for each practical assessment need to be completed before they can be attempted.

\* Nominal attendance fees apply as disclosed on the Application Form.

# Getting Started

The Institute's flexible learning approach puts **you** in control over when, where and how quickly you learn. You can work full or part time through your course materials and integrate your studies around other important responsibilities. The choice is yours.

## Study Time

At times, having a great deal of flexibility may result in difficulty motivating yourself. It is important that you set regular study times for yourself and endeavour to keep to your schedule. Try to work for periods of approximately two hours at a time with a short break after you have been working for about 70 minutes. Adjust this '2 hour' guideline to suit the study of a section of your Workbook, as it is important that you do not break for long periods of time (more than an hour) when studying a particular topic. If you do have a break for a longer time part way through a topic, it is a good idea to revise what you have read before you continue.

## Study Tips

There are some very simple things that you can do to make your studies a more pleasurable and rewarding experience. Here are 14 simple study tips that we recommend you apply to get your studies started on the right track.

1.



Set aside time to study **each week** and endeavour to stick to your schedule. When considering how much time to dedicate each week think about how quickly you want to work through your course and how much time you can realistically dedicate to your studies. Once you've worked that out, get specific about the time and arrange your study into specific timeslots. Think about how your study would be structured if you were attending classes. It may even pay to think of your allocated time slots as classes so that you are mentally more committed to your study schedule.

2.



Designate an area specifically for studying. Having an area specifically set aside for study will make it much easier to get into the right frame of mind for studying. If you keep this habit up you should find yourself automatically thinking about studying whenever you are in the designated area. It is also important to organise your desk and room so that everything that you need to study is easily accessible. Good overhead lighting is also important.

3.



Avoid distractions. Concentration is required to study effectively and this cannot be done if you are regularly distracted by other people or background noises. So try not to study in a location where you may be distracted by other activities that you may wish to become involved in.

4









Every time you begin studying, spend 10-15 minutes revising what you have previously learnt. Reviewing pertinent facts and theories will help you retain key concepts of your studies that you may need to be drawn upon in future workbooks.




5.



Highlighter pens and *post-it* notes are great study tools for highlighting key passages worth reviewing. Recording the main points of your studies on an audio tape, or digital file, that you can replay and listen to is another great way to reinforce learning – you may even find the recording beneficial to listen to while doing household chores or driving. Summarising main points on a piece of paper or file card may also assist you to retain key information from your readings and workbooks.

6.  If you need help or assistance with any of your units or learning material, call the **Study Assistance Hotline**. Coaching Advisers are readily available to help you between Monday to Friday, 9 am to 5 pm (EST). Worrying about a problem that can easily be resolved is not productive so please call for study assistance whenever you are unsure about what is required. Always remember that Institute Coaching Advisers are available to help and support you throughout your course.
7.  A short break every 30-40 minutes away from where you are studying will help you retain information more effectively. Especially if you schedule exactly what you need to accomplish in each session before earning your breaks. Rewarding work with breaks can be a great motivating tool.

During your breaks get your circulations pumping by stretching your legs or going for a walk. Let your breaks be a time to think about other things and aim to have a 5-10 minute break every hour.
8.  If you need to type or hand write answers for an assessment it is important to double space each line. This makes your work easier to read and allows room for a Coaching Adviser to provide you with adequate feedback on your work.
9.  Proofread. Look for common grammatical and spelling mistakes and if you are using a computer run spell check before printing or submitting your assessment.
10.  When all questions and activities for each section of an assessment are complete ensure that your name and student number are on the assessment and that the appropriate Cover Sheet is attached before submitting the assessment for marking via post. If you are submitting an assessment online, ensure your address, phone number and Student Number are detailed at the start of the word document.
11.  When submitting visual assessments it is important to ensure that they are recorded on a standard VHS tape or a Disc compatible with a standard DVD player. It is always a good idea to check that your recording is clear before submitting a visual assessment.

To ensure your assessment gets to Head Office in one piece, it's also a good idea to package and seal your assessment in a cushioned envelope.
12.  Always keep copies of your assessments (including visual assessments) in case materials are lost or damaged in the mail. It's wise to have copies for your own records anyway.
13.  Visit LCI's website regularly at [www.lcia.com.au](http://www.lcia.com.au) and subscribe to Coaching Inspirations, that is of course if you're not already subscribed. The Institute website and Coaching Inspirations will help keep you up-to-date with what's going on at the Institute.
14.  Maintain a positive attitude towards your studies. Always keep in mind the reason you chose to study Life Coaching and don't lose sight of that goal. Stick to the study timetable you have set yourself, and set realistic goals to be achieved in that timeframe. There's an old saying "If it's going to be, it's up to me" so stay determined and persevere. If you keep at it, then before you know it you will be graduating as a qualified Life Coach.

## Assessment Procedures

Unit questions are designed to allow you to express your understanding of the theory and its application to coaching issues. Whilst assessments are not a test of your grammar or spelling ability, care in these areas will make your work easier for the marker to read and understand.

The Certificate IV in Life Coaching is comprised of 9 Units and the Diploma of Life Coaching is comprised of 15 core Units. A Workbook and Assessment Book is supplied for each unit and specialty stream, and contains all the activities and questions you need to complete for the unit. Please undertake each Workbook and Assessment Book in numerical order.

Begin study of each Workbook by starting at Section One of the corresponding booklet. Read the questions, information, and activities carefully and highlight the key points. Your Workbook will also direct you to where you will find the theoretical information that you will need to refer to. In most cases the information has been supplied to you as a part of your course package in a Book of Readings, for your easy reference. Refer to the Reading section specified and read the relevant parts of the text. Avoid copying blocks of the text, make notes on the main points before attempting to write your answer in your Assessment Book. Work your way through the Workbook and Assessment Book until you have completed all sections.

When spaces have been provided, you are required to neatly hand write your answers straight into your Assessment Book. At various times throughout your course you may be asked to use your own paper, this will be for longer essay style answers. It is preferred that essay style answers are typed, however neatly printed handwritten work will be accepted. Whether typing or handwriting essay answers it is important to leave a 3½ cm margin on each side of the page and to double space each line. This allows room for your marker to write their feedback on your work.

Your work will be graded as either 'Competent' or 'Not Yet Competent'. In instances where a grade of 'Not Yet Competent' is given, the Assessment Book will be returned to you with comments from the marker who will recommend how to improve the Assessment Book. You may then resubmit the amended Assessment Book for grading. If after several attempts Competency is not achieved, then it may be necessary to be interviewed by an Institute Coaching Adviser.

## Submitting an Assessment Book

When all of the questions and activities for each section of an Assessment Book have been completed, your Assessment Book can be submitted to the Institute for assessment.

Use the following as a checklist before submitting each Assessment Book:

- Have all of the questions and activities been completed and filled in?
- Is your name and student number written inside your Assessment Book?
- Is your name and student number written clearly on all attachments such as essays and forms?
- Have you made a copy of all of your work (in case of loss)?
- Is your Assessment Cover Sheet securely attached?

**Submit completed Units by Post to: LCIA, Locked Bag 15, Fortitude Valley QLD 4006.**

**If you are submitting your Assessment Books by email, send to: [education@lcia.com.au](mailto:education@lcia.com.au)**

Whilst we do our best to have your Assessment Books marked and returned to you as quickly as possible, you may need to allow up to three weeks for their return.

If you would like verification that we have received your Assessment Book, please enclose a **stamped self addressed envelope** with your submitted Assessment Book. The Institute will then return the envelope to you as confirmation that your Assessment Book has been received.

## Priority Marking of Assessment

If you require your assessment to be marked faster than the standard marking period and have a genuine reason why, **priority marking** of Assessment Books is available. Priority marking means that your assessment item is given priority in the marking queue. Another form of priority marking is to submit two Assessment Books at once for marking (pre-requisites continue to apply). To find out if you are eligible for priority marking, please contact the Manager of your Student Fulfilment Centre.

## Study Queries

Following are some common questions asked by students, as well as some suggested answers. If you have any further questions please call for assistance.

**Q.** Do I have to stick to the number of words indicated at the end of a workbook or part of a workbook section?

**A.** The approximate number of words it may take you to complete an Assessment Book or part of an Assessment Book are presented to give you some idea of how much work may be required to successfully answer the question.

The approximate number of words can also be used as an indicator of the depth of information required. For example, if you are well under the approximate number of words you may need to ask yourself whether you have been too superficial in your coverage of the workbook or part of a workbook. If you are well over the word limit, then you may need to ask yourself whether you have included irrelevant information or repeated yourself unnecessarily.

**Q.** Can I send in more than one workbook at a time?

**A.** We recommend that you undertake and submit each Assessment Book in numerical order. If for some reason you need to submit more than one Assessment Book at a time please discuss your situation with the Manager of your Student Fulfilment Centre and they will advise you as to whether you are eligible to do so.

**Q.** What does it mean if I am assessed as “Not Yet Competent” or “NYC” for a particular unit?

**A.** “Not Yet Competent” or “NYC” means that your work is incomplete or that you have not included some important information or adequately demonstrated your understanding of the information. In this case you should follow the examiner’s recommendations for improvement. There are no penalties for a grade of Not Yet Competent. If you are not sure why you have been requested to resubmit an Assessment Book, please contact a Coaching Adviser. Please send your original Assessment Book attempt in with the re-submitted Assessment Book.

**Q.** Does my work have to be typed?

**A.** In most cases we have allowed room in your Assessment Book for your answers to be hand written. It is preferred that questions requiring longer or essay answers are typed. However, you will not be penalised if you present a neat and legible hand written piece of assessment.

# Course Outline

## CERTIFICATE IV IN LIFE COACHING

NTIS Code: 30967QLD

Course Code: PRO4C

Workbook	Unit Code	Unit Title	Prerequisite	Nominal Hrs*
1	LCF401A	Work within a structured coaching framework	Nil	62
2	LCC402A	Facilitate change through Life Coaching	Nil	62
3	LCC403A	Apply communication processes in coaching interviews	Nil	78
4	LCC404A	Examine cognitive approaches to Life Coaching	Nil	78
5	LCC405A	Examine contemporary approaches to Life Coaching	Nil	78
6	LCD406A	Manage own professional coaching development	Nil	52
7	LCA407A	Evaluate specialist coaching areas	LCF401A	52
8	BSBSMB401A	Establish legal and risk management requirements of small business	Nil	60
9	BSBSMB404A	Undertake small business planning	Nil	50

### **Important Note:**

1. The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. All assessment that you complete throughout your studies will contribute to your final award. Industry regularly reviews this qualification and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.
2. Progress through your course is achieved by completing each unit's assessment book, 3 progressive practicals (by workshop, video or private assessment) and 4 teleclasses. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
3. You can study your course on a full-time, part-time, or self-paced basis. Indicatively, full time study of the course will take approximately 8 – 12 months.
4. If your course is funded by Austudy or another government initiative, you will need to adhere to the due dates shown on your Course Planner for each unit to ensure you complete your course within the appropriate timeframe.
5. A summary of the Employability Skills developed through this qualification can be downloaded from [www.training.gov.au](http://www.training.gov.au).

\* Nominal hours nominated above are indicative of the time required to complete each unit. It includes time allocated to completing assessment at home.

# Course Outline

## DIPLOMA OF LIFE COACHING

NTIS Code: 30968QLD

Course Code: PRO4D

Workbook	Unit Code	Unit Title	Prerequisite	Nominal Hrs*
1	LCF401A	Work within a structured coaching framework	Nil	62
2	LCC402A	Facilitate change through Life Coaching	Nil	62
3	LCC403A	Apply communication processes in coaching interviews	Nil	78
4	LCC404A	Examine cognitive approaches to Life Coaching	Nil	78
5	LCC405A	Examine contemporary approaches to Life Coaching	Nil	78
6	LCD406A	Manage own professional coaching development	Nil	52
7	LCN501A	Apply Neuro Linguistic Programming to Life Coaching	LCC404A	78
8	LCN502A	Apply the Narrative approach to Life Coaching	LCC405A	78
9	LCS503A	Apply the Solution Focused approach to Life Coaching	LCC405A	78
10	LCC504A	Apply the Cognitive Behavioural approach to Life Coaching	LCC404A	78
11	LCT505A	Apply specialist Life Coaching tools of the trade	Nil	68
12	BSBSMB302A	Develop a micro business proposal	Nil	30
13	BSBSMB403A	Market the small business	Nil	50
14	LCL506A	Manage legal and risk management requirements of a life coaching business	BSBSMB302A	52
15	LCB507A	Manage life coaching business planning and operations	BSBSMB302A LCL506A	62

### **Important Note:**

1. The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. All assessment that you complete throughout your studies will contribute to your final award. Industry regularly reviews this qualification and the Institute is required to incorporate any changes specified during this review process. Any changes, upgrades or expansions to the curriculum will be instigated in such a way that your studies are affected as little as possible.
2. Progress through your course is achieved by completing each unit's assessment book, 6 progressive practicals (by workshop, video or private assessment) and 7 teleclasses. Please contact your Student Support Centre if you have any questions about the requirements to complete your course.
3. You can study your course on a full-time, part-time, or self-paced basis. Indicatively, full time study of the course will take approximately 18 months.
4. If your course is funded by Austudy or another government initiative, you will need to adhere to the due dates shown on your Course Planner for each unit to ensure you complete your course within the appropriate timeframe.
5. A summary of the Employability Skills developed through this qualification can be downloaded from [www.training.gov.au](http://www.training.gov.au).

\* Nominal hours nominated above are indicative of the time required to complete each unit. It includes time allocated to completing assessment at home.

# Important Information for Students Receiving Austudy, Abstudy, Youth Allowance or PES

The Certificate IV in Life Coaching and the Diploma of Life Coaching are approved courses for students eligible to receive Austudy, Abstudy, Youth Allowance or Pensioner Education Supplement (PES). For information regarding any of these government benefits or your eligibility, please contact Centrelink on 13 24 90 (for Austudy, Youth Allowance or PES) or 13 23 17 (for Abstudy). When submitting an application form for these benefits you may be asked to provide proof of your enrolment. Upon request, your local Student Fulfilment Centre will be happy to supply you with a letter confirming your course commencement date and student number.

If you are receiving Austudy, Youth Allowance or PES funding while you are completing your studies, you should be aware that Centrelink has very firm guidelines regarding a student's obligations. It is extremely important to remember that if you do not meet your obligations you will probably be asked to pay back some of the funding that you have received, so it is important to take a note of these guidelines. The Institute recommends that students who cannot meet their obligations for whatever reason (illness, special circumstances) contact Centrelink as soon as possible.

If you are receiving Austudy, Abstudy, Youth Allowance or PES you must submit your units according to the Assessment Due Dates on the Course Outline. To be eligible for Austudy, Abstudy or Youth Allowance, you must be studying either course as a Full Time student. Funding is not available for students studying on a Part Time basis. As home study is different to traditional classroom education in that you do not have to spend a set number of hours attending lectures each week, we have set the assessment due dates on your Course Planner very carefully based on the time an average student studying Full Time would require to complete each workbook. If you are putting in the work to submit each workbook on time, you will be studying enough hours each week to meet with the Full Time workload requirement. On average this will be approximately 25 hours each week.

If your study commitment changes and you will no longer be studying as a full time student, you must advise Centrelink as soon as possible. Centrelink will ask to be reimbursed for any payments received during the lapse of ceasing as a full time student and notifying them that this has occurred.

If you are receiving the PES benefit, both Full time and Part Time study options are available at 100%, 50% or above, or 25% workloads. Students who selected a workload requirement on their Membership Application Form will have received a Course Planner with their first Study Pack indicating the due dates for their assessments. If you did not receive a Course Planner in accordance with your required workload it is essential that you notify your Student Fulfilment Centre so that we can inform you of the due dates you are required to adhere to and issue you with a revised planner. Once again, if your study commitment changes and you are no longer studying at a rate consistent with your nominated workload, you must advise Centrelink as soon as possible.

When you reach the end of your course, you must advise Centrelink immediately that you have completed your full time studies. This applies even if you have completed your course earlier than the allocated time frame on your Course Planner. Any remaining practical components will not be considered to be on a Full Time Study basis.

Please remember that the Specialty Streams are not a part of the 'approved course' curriculum and do not contribute to your full time study workload. If you are completing Specialty Streams at the same time as your Certificate IV in Life Coaching or the Diploma of Life Coaching, you must make sure that your workbooks are still submitted on time. If you complete your course and are still undertaking Specialty Streams, please remember that you will not be eligible for funding while you are completing these additional programs. You must advise Centrelink that you are no longer studying as a full time student as soon as you have completed your workbooks.



# Practices, Policies and Procedures

The following information has been prepared to guide you whilst you are a student with the Institute. To allow for effective communication between the Institute and yourself, we have included the following practices, procedures and policies that you should be aware of during your studies.

Should you have any queries about the following, please contact your local Student Fulfilment Centre.

## Code of Practice

The Life Coaching Institute advises that it:

- Has adopted policies and management practices which will maintain high professional standards in the marketing, delivery and assessment of its courses in compliance with the RTO Standards, and which will safeguard the interests and welfare of course participants.
- Markets courses with integrity, accurately and in a professional manner and supplies to participants information that includes:
  - procedures and criteria regarding courses and workshops,
  - award to be issued on completion or part completion,
  - competencies to be achieved to obtain the award,
  - a copy of the Course Cancellation policy,
  - assessment procedures,
  - recognition of qualifications issued by other RTOs,
  - how to apply for Recognition of Prior Learning,
  - complaints procedures,
  - appeal procedures
  - behaviour and conduct expectations,
  - coaching, education and support services available.
- Guarantees that the recruitment of students will be conducted in an ethical and responsible manner and consistent with the requirements of the curriculum.
- Agrees to provide the study support services detailed on its website and in the course prospectus.
- Issues the qualification completed and recognises qualifications issued by other RTOs.
- Will issue the qualification/statement of attainment within 30 days of the student's completion of course/unit requirements and finalisation of the student's course fees.
- Complies with relevant laws and Commonwealth and State legislation; and regulatory requirements including, but not limited to, the areas of: Education and Training, Work Health and Safety, Privacy, Anti-Discrimination, Equal Opportunity, Child Protection, and Working with Children.
- Is aware that registered training providers who do not meet the obligations of this Code or supporting regulatory requirements, where applicable, may have their registrations as training providers withdrawn.
- Will honour all guarantees outlined in this Code of Practice.

## **Student Rights and Obligations**

Successful learning is achieved within an environment of mutual respect between students and their educators.

Students have the right to:

- Receive a course experience, and learning and assessment materials, that comply with industry and regulatory requirements.
- Receive the study support services detailed on the Institute's website and included in the marketing of the course.
- Participate in assessments that enable the competencies of the course to be achieved and to be assessed in environments free from discrimination and harassment.
- Receive appropriate feedback on their work.
- Submit complaints and appeals as per the Complaints Policy and Appeals Policy.
- Obtain a refund in the event the course or services are not provided or made available by the Institute, or in accord with the Course Cancellation Policy if the student withdraws from their course.
- Receive their Certificate and Statement of Academic Record upon completion of the course requirements and finalisation of fees, or obtain a statement of attainment (for units fully completed and finalisation of fees) upon withdrawal from the course.

Upon acceptance into their course, students are obligated to:

- Abide by the terms outlined in the Student Agreement and the policies included in the Student Handbook (publically available on the Institute's website).
- Maintain up-to-date payment of their fees and make a concerted effort to commence, progress and complete their course.
- Participate in and complete all required assessments for the course.
- Seek assistance with their studies through the study support services advertised on the Institute's website and outlined in the Student Handbook.
- Seek advice from their Study Support Centre or Study Assistance Line as needed to assist with progress of their course.

## **Access and Equity Policy**

### ***Policy Statement:***

The Life Coaching Institute acknowledges the diverse nature of its student population and aims to meet the educational needs of all students, irrespective of their background. The Institute will endeavour to meet the individual needs of trainees through the integration of access and equity principles. The Institute will endeavour to ensure that equity principles for all trainees are implemented through the fair allocation of resources and the right to equality of opportunity without discrimination. The Institute will make reasonable adjustments to training delivery and assessment to increase opportunities for trainees to participate in their training programs delivered within the vocational education and training system. The Institute will endeavour to provide training programs that consider the needs of all people within the community.

*Students who would like to discuss their individual study and assessment needs should contact an Institute Coaching Adviser on the Study Assistance Hotline 1300 135 363 or write to: LCI*

*Head Office, Education Dept, Locked Bag 15, Fortitude Valley QLD 4006. The Institute may request that a student supply evidence of the nature and extent of the disability or special needs.*

*Special needs, options and preferences of each individual student will be discussed during an interview and a plan for delivery of training and assessment prepared based on the student's individual needs.*

***The Life Coaching Institute expresses its commitment to student access and equity by:***

1. Ensuring access and equity issues are considered during resource and curriculum development.
2. The establishment of non-discriminatory student selection procedures that encourage fair access for members of under-represented groups.
3. Providing reasonable adjustments to training delivery and assessment that will support and assist students with a disability or other special requirements to participate fully in the course without disadvantage.
4. Ensuring that all trainees have physical access to education facilities in the region in which they are enrolled.
5. Presenting learning materials in a manner that embraces cultural diversity.
6. Providing trainees with a variety of options for demonstrating how they meet the required competencies.
7. Ensuring that there is a self paced learning option to cater for trainees with varying time requirements.
8. Providing opportunities for re-assessment of Not Yet Competent assessment.

***The Life Coaching Institute demonstrates its commitment by:***

1. Interviewing students who express a special need in training delivery and assessment, discussing individual needs, options and preferences and preparing a customised plan for delivery of training and assessment.
2. Making reasonable adjustments to the way in which learning materials are supplied to students including learning materials supplied in alternative formats such as; audio tape, large format print, brail, computer disk etc.
3. Making reasonable adjustments to the way in which the course is assessed by having provision for oral rather than written questioning and alternative assessment modalities such as audio and videotaped answers. The Institute also makes provision for alternative means of assessing the practical components of the course. Students in rural or isolated areas or students with a disability or other special needs have a choice in the way the practical element of their course is assessed. These options include, but are not necessarily limited to: being assessed in their local area under the supervision of an Institute approved supervisor, conducted in a major city through the Institute's practical workshops, or via a video presentation. The Institute will negotiate other reasonable assessment options available for trainees with a disability or other special needs if necessary.
4. Making Learning Materials available for external study in a written or on-line format that enables students' access to the information, regardless of their location.
5. Providing all students ongoing access to support services, including access to the 1300 Institute Study Assistance Hotline & Online Assistance.
6. Providing additional support and opportunities for re-assessment for students assessed as Not Yet Competent.
7. Utilising a broad student selection criteria.
8. Ensuring that staff is appropriately informed and aware of access and equity issues.

# Language, Literacy and Numeracy Assistance

## ***Policy:***

The Life Coaching Institute has a process in place to identify students with language, literacy or numeracy difficulties. Language, literacy and numeracy assessment is available for students. Should a student be assessed as requiring assistance with a language, literacy or numeracy difficulty that prevents the successful completion of their course, they will be:

- a) Referred to an outside agency that is able to provide training in language, literacy and/or numeracy. In this instance, any fees for language, literacy and / or numeracy training will need to be paid by the student directly to the agency providing the training.

A Coaching Adviser will provide individual case advice, depending on the student's circumstances, regarding their ability to defer study of their course with the Institute and re-entry into the course.

- b) Encouraged to access Institute study support services.

Provided with reasonable adjustments to training/assessment to allow the successful completion of the students training as deemed applicable by the Institute.

*Should a student require assistance with a language, literacy or numeracy difficulty that prevents their successful completion of their course, they should contact the Institute Head Office on 1300 135 363 and speak with a Coaching Adviser.*

## ***Procedures:***

1. The Institute has a process in place to identify students with language, literacy or numeracy difficulties. Students with difficulties may be self identified or identified by Institute assessors.

### Self Identification

- a) Enrolment Application Forms require all students to identify whether they will require assistance with language, literacy or numeracy.
- b) Under the Language, Literacy and Numeracy (LL&N) section of the Student Handbook, students who require assistance with LL&N are requested to contact an Institute Coaching Adviser.

### Institute Identified

- a) By an Assignment Marker. If after conducting an assessment of a students work, an Assignment Marker is concerned about a student's language, literacy or numeracy ability they will bring their concerns to the attention of a Coaching Adviser. Indicators may be things such as a student's inability to construct a sentence coherently and/or an inability to convey information.
  - b) If a concern is raised regarding a student's language, literacy or numeracy ability the student is contacted by a Coaching Adviser to discuss these concerns and to advise them of the LL&N assessment process.
2. If a language, literacy or numeracy concern is identified, the student will undergo a Language, Literacy and Numeracy assessment.
    - a) Should the assessment indicate that the students current language, literacy or numeracy level is not sufficient to carry out the tasks required as a coach the Institute will either; provide a referral from their database of available literacy training or if there is no listing in the student's area the Institute will source a local referral for the student.

During this time, the Institute will allow for the student's studies to be deferred until Language, Literacy and/or Numeracy training is complete.

Upon a satisfactory level of language, literacy and numeracy being reached the student is integrated back into their course, under the guidance of a Coaching Adviser.

- b) If the level is assessed to be sufficient for work as a coach, the student will continue on with their course work. In this instance the student will be encouraged to access Institute study support services such as the Study Assistance Hotline. As deemed applicable by the Institute, reasonable adjustments to training/assessment which will allow the students successful completion of their training will be made. Adjustments will be made in consultation with the student and the Institute's LL&N adviser.

# Privacy and Personal Information Policy

## Overview

In the course of its business, Australian Institute of Professional Counsellors Pty Ltd ATF AIPC Trust T/As Life Coaching Institute (“the Institute”) may collect information from students or persons seeking to enrol with the Institute, either electronically or in hard copy format, including information that personally identifies individual users. The Institute may also record various communications between individuals and the Institute.

In collecting personal information the Institute will comply with the requirements of the Australian Privacy Principles (APPs) set out in the *Privacy Act 1988 (Cth)* as amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

## Collection and use of personal information

The Institute will only collect personal information from individuals by fair and lawful means which is necessary for the functions of the Institute. The Institute will only collect sensitive information with the consent of the individual and if that information is reasonably necessary for the functions of the Institute.

The information requested from individuals by the Institute will only be used to provide you with the educational service you require to successfully complete your course; obtain feedback from you about the course, service and facilities we have provided; advise you of upcoming seminars, tutorials and relevant events; administer and manage your course, including billing and collecting debts; further develop and improve our business and educational systems; inform you about new products and services that we may introduce from time to time; and to report to government agencies as required by law. If an individual chooses not to give the Institute certain information then the Institute may be unable to enrol that person in a course or supply them with appropriate information.

Your personal information will be held by the Institute for a period up to 30 years.

## Disclosure of personal information

For the purposes set out above, we may disclose your personal information to the following organisations:

- Service providers who assist with managing the services we provide to you including information technology, educational services, marketing and debt recovery.
- Licensees that provide educational services and qualifications under the Life Coaching Institute banner.
- Government and regulatory authorities during audit of the service we provide to you or information reporting requirements.
- Centrelink for those students whom are studying either full or part time under the Austudy/Abstudy scheme.
- Organisations involved in the transfer/sale of all or part of our assets or business.

Personal information about students studying with the Institute may be shared with the Australian Government and designated authorities, including the Australian Skills Quality Authority (ASQA), and the Tuition Assurance Scheme manager (ACPET).

The Institute will not disclose an individual’s personal information to another person or organisation unless:

- a) the individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;
- b) the individual concerned has given written consent to the disclosure;
- c) the Institute believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
- d) the disclosure is required or authorised by or under law; or
- e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the Institute shall include in the record containing that information a note of the disclosure.

## Life Coaching Institute

Any person or organisation that collects information on behalf of the Institute or to whom personal information is disclosed as described in this procedure will be required to not use or disclose the information for a purpose other than the purpose for which the information was collected by them or supplied to them.

### **Security and integrity of personal information**

The Institute is committed to ensuring the confidentiality, security and integrity of the personal information it collects, uses and discloses.

The Institute will take all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is accurate, up to date and complete.

The Institute will store securely all records containing personal information and take all reasonable security measures to protect personal information it holds from misuse, interference, loss, unauthorised access, modification or disclosure.

Where the Institute has no further use for personal information for any purpose disclosed by the Institute, or is no longer required to maintain that personal information, all reasonable steps will be taken to destroy or de-identify the information.

### **Right to access and correct records**

Individuals have the right to access or obtain a copy of the personal information that the Institute holds about them. Requests to access or obtain a copy of personal information must be made in writing. There is no charge for an individual to access personal information that the Institute holds about them; however the Institute may charge a fee to make a copy. Individuals will be advised of how they may access or obtain a copy of their personal information and any applicable fees within 10 days of receiving their written request. Where it is reasonable to do so, access to the information will be provided in the manner requested by the individual.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made as soon as practical. Where an individual requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment will be noted on the record. There is no charge for making a request to correct personal information.

Written requests for access to, to obtain a copy of, or correct personal information held by the Institute should be sent to:

Chief Executive Officer  
LCIA Head Office  
Locked Bag 15  
Fortitude Valley QLD 4006

### **Complaints about an alleged breach of the APPs**

Where an individual believes that the Institute has breached a Privacy Principle in relation to that individual they may lodge a complaint using the Institute's grievance handling procedures which enables students and prospective students to lodge grievances of a non-academic nature, including grievances about handling of personal information and access to personal records.

### **Publication**

These *Privacy and Personal Information Procedures* will be made available to students and persons seeking to enrol with the Institute by publication on the Institute's website: <http://www.lcia.com.au/>. Alternatively, a copy of this policy may be requested by contacting the Institute using the contact details provided above.

In order to ensure that students have given their informed consent for their personal information to be disclosed to certain third parties as outlined in this procedure, the Institute will advise students on enrolment about these procedures and where they are located.

## Entry Requirements and Admission Procedures

Students applying to enrol in the Certificate IV in Life Coaching or the Diploma of Life Coaching must meet the minimum entry requirements. Minimum entry requirements for applicants under the age of 21 years are: a minimum schooling level of year 12 in an Australian secondary school system or its equivalent or a minimum

qualification level of Certificate III. Applicants over the age of 21 can either meet the aforementioned requirements or be able to demonstrate sufficient life experience deemed appropriate by the Institute.

Minimum entry requirements for overseas applicants under the age of 21 years are: completion of their country's school system or a minimum of one year of further education or study. Applicants over the age of 21 can either meet the aforementioned requirements or be able to demonstrate sufficient life experience deemed appropriate by the Institute.

Once the completed Application for enrolment and nominated fee payment has been received, the applicant is registered and issued with a Student Number. Course material is forwarded to the student once registration is completed.

## Total Costs and Fees

Prior to the commencement of a course, students will be advised of total costs and fees in the Application Form current at the time of enrolment.

## Course Cancellation Policy

In instances where a student wishes to be prematurely released from their contractual obligation to the Institute, they must in the first instance place a request to withdraw from their course in writing addressed to the manager of their enrolling Student Fulfilment Centre, verbal requests for course withdrawal will not be accepted. The severance balance of a student account will be determined in accordance with Institute policy agreed to upon enrolment.

### *The Institute policy states that:*

“Upon receipt of my initial learning material, I acknowledge my commitment to the Institute and understand the initial and ongoing costs incurred by the Institute in respect of my enrolment. I agree that should I cancel from the course within 30 days of my enrolment, then I will receive my money back. If I cancel from the course more than 3- days after my enrolment then I agree to follow the Institute's Course Cancellation Policy and understand that should I wish to discontinue my chosen course I am liable for one sixth of the full cost of my enrolment for each month of my enrolment with the minimum liability being two sixths of the full course cost. I further agree that if I discontinue my chosen course six months or more after my initial enrolment, I will be liable for the full amount of the course cost. I further understand that should I wish to discontinue with my chosen course, I must submit my request in writing and return all course materials including the course texts, workbooks, books of readings and any other items bearing the name of the Institute before my cancellation is processed. I further agree and understand that should my student fees become three or more months in arrears I am immediately liable for the full cost of my course enrolment.”

## Fees for Additional Items

While all fees to complete the Diploma of Life Coaching and Certificate IV in Life Coaching are disclosed on the Application Form, and all learning materials are provided to successfully complete the program are included in the course fees, there are some optional items and services that students may need to pay additional charges for from time-to-time during their course of study:

1. Private tutorials (optional) with educational staff: \$40/hour
2. Replacement certificate or Statement of Attainment: \$25/item
3. Purchase of replacement study materials in the event of loss or damage (by student): \$25/workbook and \$50/book of readings (plus postage).

## **Teachout of Courses**

The Institute is obligated to keep its courses up to date with industry and educational requirements. If updating of a course leads to a new version of the course being released, students enrolled in the current course will be advised of a timeframe in which the current course will be taught out.

This timeframe is usually within 12 months of the new course becoming available or from expiry of the accreditation of the current course. Students will be advised of the teachout date of the course in writing.

In the event of not completing their course before the teach out date, students will be able to transition to the new course, and receive RPL towards units in the new course for components already completed in their current course.

A nominal transition fee will apply comprised of the difference in course price between the current and new course, and a nominal administrative fee to process the transition.

## **Protection of Student Fees Paid in Advance**

The Life Coaching Institute (the Institute) is committed to protecting student fees paid in advance. In the event that the Institute is unable to continue offering its courses, the requirements of this policy will be instigated.

There are two mechanisms utilised to fees paid in advance by students for Institute courses.

### **ACPET ASTAS**

The Institute is a member of the ACPET ASTAS. In the event that the Institute is unable to continue offering its courses, the requirements of this membership can be instigated.

### **Bank Guarantee**

Fees paid in advance by students are covered by a secured Bank Guarantee with the Commonwealth Bank. The favouree of this Bank Guarantee is Adam Robinson T/As Hollingworth and Spencer.

## **Student Change of Address and Transfers**

Any student who changes their residential, mailing or email address should notify the Institute in writing of their new address, within 14 days of address change.

The Certificate IV in Life Coaching and the Diploma of Life Coaching is an external course allowing students to complete studies from any location. Any student whose residential address changes from one Student Fulfilment Centre trading area to another will continue to be enrolled by their original Student Fulfilment Centre.

Regardless of their enrolling Student Fulfilment Centre students will be eligible to attend workshops and utilise local facilities at the Student Fulfilment Centre closest to where they reside.

## **Competencies to be Achieved**

As outlined on the Course Outline for the course undertaken.

## **Qualification to be Granted**

To obtain the Certificate IV in Life Coaching (30967QLD) or the Diploma of Life Coaching (30968QLD) a student must be assessed as being competent in all areas of the course. Should a student not complete a course, a Statement of Attainment will be granted for all units in which a student has obtained **competency**. Upon completion of all course requirements, a Certificate and Statement of Academic Record will be issued by Life Coaching Institute.



## Re-issuing Certificates and Statements of Attainment

In the event of loss, damage, destruction or a change of name, students are able to request a reprint of their Certificate, Academic Record and/or Statement of Attainment by completing the 'Request to Re-issue Certificate/Statement of Academic Record/Statement of Attainment' Form.

Students can obtain this form from their Student Fulfilment Centre or Head Office, complete the form and then return. In the case of a change of name, students are required to provide a certified copy (by a Justice of the Peace or Commissioner of Declarations) of the marriage certificate or deed poll.

A fee of \$25/item applies to re-issuing Certificates, Statements of Academic Record and Statements of Attainment.

## Recognition of Prior Learning

Recognition of Prior Learning is the recognition of skills and knowledge obtained through previous education, training or experience, which may entitle a student to a unit exemption.

Individuals who consider they possess the skills and knowledge of one or more of the Diploma of Life Coaching or Certificate IV in Life Coaching competencies are able to apply for Recognition of Prior Learning (RPL) through the Institute's Credit Transfer Application Kit.

Details of the Recognition of Prior Learning process and the Recognition of Prior Learning and Credit Transfer Application Kit can be obtained from the "Students" section of the Institute's Web Page at [www.lcia.com.au](http://www.lcia.com.au) or from the Institute's Head Office by phoning TOLL FREE 1800 683 884.

## Mutual Recognition (Credit Transfer) of Qualifications

The Life Coaching Institute recognises the Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other training organisations. If students have completed any of the units of competencies listed below, they are able to apply to transfer competency of that unit/s towards the Diploma of Life Coaching or Certificate IV in Life Coaching.

BSBSMB302A	Develop a micro business proposal
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning

If similar units to those listed above have previously been completed, you are able to apply for Recognition of Prior Learning for the above units.

Further details of the Recognition of Prior Learning process and a Recognition of Prior Learning and Credit Transfer Application Kit can be obtained from the "Students" section of the Institute's Web Page at [www.lcia.com.au](http://www.lcia.com.au) or from the Institute's Head Office by phoning TOLL FREE 1800 683 884.

To apply for mutual recognition, complete the Recognition of Prior Learning and Credit Transfer Application Kit and forward it to the Institute, along with certified copies of your results of these units.

## Complaints Policy

A complaint is defined as a person's expression of dissatisfaction with any aspect of the Institute's services and activities, or the conduct of Institute staff or students.

The Life Coaching Institute strives to deal with complaints as soon as they emerge in order to avoid further disruption or the need for a formal complaint. To ensure quick resolution, students should lodge their complaint within 28 days of the occurrence.

## **Life Coaching Institute**

If a student has a complaint about any aspect of service provided, or the conduct of staff or students, they are encouraged to contact their Student Support Centre Branch Manager or the Training Manager immediately, and in the first instance, to resolve the issue. However, it is not mandatory for students to raise their complaint informally.

If the student is not satisfied that the issue has been resolved, he/she may wish to write a letter to the Chief Executive Officer, setting out the issues of concern. The contact details to send this correspondence are:

Chief Executive Officer  
LCI Head Office  
Locked Bag 15  
Fortitude Valley QLD 4006, or

sandra@lci.com.au

Receipt of the complaint is acknowledged in writing within 7 calendar days, and is then investigated by the Chief Executive Officer or their representative (independent to the situation).

During all stages of the complaints process, the Institute will ensure that:

- principles of natural justice and procedural fairness are followed.
- the student and any respondent are not be victimised or discriminated against.
- the student and any respondent has an opportunity to present their information, and each party to a grievance may be accompanied and assisted by a support person if any meetings are required.
- decisions made in response to complaints are based on logical evidence and free from bias.
- a full explanation in writing for decisions and actions taken as part of the process will be provided if so requested by the complainant or a respondent.
- where a decision is made that supports the student's complaint, the Institute will implement any decision and/or corrective and preventative action required, and advise the student of the outcome.

All complaints will be finalised as soon as practicable and decisions notified in writing to the student, and any respondents, from the Chief Executive Officer within 28 calendar days of receipt.

For more complex matters, if the Institute requires more than 28 calendar days to process and finalise the complaint, the student will be informed in writing inclusive of reasoning with the student updated regularly as to progress of the matter.

The student will be advised of their right to appeal the decision as per the Appeal Policy or to an external mediator if they are not satisfied with the outcome of this process.

### **External Review Process**

If the student is not satisfied with the outcome of the complaint process, they may lodge an external review of the decision to LEADR, an association offering dispute resolution services, within 20 working days of receiving notice of the outcome of their complaint.

Contact Details for LEADR:  
LEADR Head Office  
Level 1, 13-15 Bridge Street  
Sydney NSW 2000

Ph: 1800 651 650 Fax: (02) 9251 3733

Email: [infoaus@leadriama.org](mailto:infoaus@leadriama.org)

Website: [www.leadriama.org](http://www.leadriama.org)

Complainants who wish to lodge an external appeal can contact LEADR and request details of a suitable Mediator. LEADR have a free referral service to a Mediator and the Mediator will charge a fee for the first four hours of their services, with an hourly rate applying thereafter. 50% of the fee will be borne by the Institute and 50% by the student.

The Institute agrees to participate in good faith in the mediation process. Any reasonable recommendations will be implemented within 30 days of receipt of the report from the external Mediator.

If the complaint still remains unresolved after the external dispute resolution process, the student may decide to refer the matter to an external agency such as the Anti-Discrimination Commission, Office of Fair Trading or other bodies as appropriate.

## Appeal Policy

The Australian Institute of Professional Counsellors provides an avenue for students to appeal decisions made by the Institute, including the awarding of course and unit results.

During all stages of the Appeal process, the Institute will ensure that:

- principles of natural justice and procedural fairness are followed.
- the student and any respondent are not be victimised or discriminated against.
- the student and any respondent has an opportunity to present their information, and each party may be accompanied and assisted by a support person if any meetings are required.
- decisions made in response to complaints are based on logical evidence and free from bias.
- a full explanation in writing for decisions and actions taken as part of the process will be provided if so requested by the complainant or a respondent.
- where a decision is made that supports the student's complaint, the Institute will implement any decision and/or corrective and preventative action required, and advise the student of the outcome.

### Appeal of Assessment Results

Students are able to appeal against their assessment results within 28 days from issue of the result. The appeal querying the result should be forwarded in writing with a copy of the completed assessment including the assessor's comments to:

Training Manager  
AIPC Head Office  
Locked Bag 15  
Fortitude Valley QLD 4006, or

Email: [coordinator@lcia.com.au](mailto:coordinator@lcia.com.au)

Upon receipt, the Training Manager (independent to the original assessment decision) will review the result and notify the student in writing of the outcome, including reasons for the decision, within 14 days of receipt of the assessment appeal.

### Appeals of All Other Decisions

If the student is not satisfied with the outcome of the reviewed assessment, or any other decision made by the Institute or its representatives, they are able to write to the Institute's Executive Director at the following address:

AIPC Director  
Locked Bag 15  
Fortitude Valley QLD 4006

Email: [headoffice@aipc.net.au](mailto:headoffice@aipc.net.au)

The student should provide a copy of any information they have available to them in relation to the situation when submitting their appeal.

Receipt of the appeal is acknowledged in writing within 7 calendar days, and the Executive Director, or their representative (independent to the situation), reviews the information submitted by the student and the information used to make the original decision.

## Life Coaching Institute

All appeals will be finalised as soon as practicable and the decision notified in writing to the student, and any respondents, from the Executive Director within 28 calendar days of receipt.

For more complex matters, if the Institute requires more than 28 calendar days to process and finalise the appeal, the student will be informed in writing inclusive of reasoning with the student updated regularly as to progress of the matter.

### External Appeal Process

If the student is not satisfied with the outcome of the appeal process, they may lodge an external appeal to LEADR, an association offering dispute resolution services, within 20 working days of receiving notice of the outcome of their appeal.

Contact Details for LEADR:  
LEADR Head Office  
Level 1, 13-15 Bridge Street  
Sydney NSW 2000

Ph: 1800 651 650 Fax: (02) 9251 3733

Email: [infoaus@leadriama.org](mailto:infoaus@leadriama.org)

Website: [www.leadriama.org](http://www.leadriama.org)

Complainants who wish to lodge an external appeal can contact LEADR and request details of a suitable Mediator. LEADR have a free referral service to a Mediator and the Mediator will charge a fee for the first four hours of their services, with an hourly rate applying thereafter. 50% of the fee will be borne by the Institute and 50% by the student.

The Institute agrees to participate in good faith in the mediation process. Any reasonable recommendations will be implemented within 30 days of receipt of the report from the external Mediator.

If the matter still remains unresolved after the external dispute resolution process, the student may decide to refer the matter to an external agency such as the Anti-Discrimination Commission, Office of Fair Trading or other bodies as appropriate.

## Student Conduct Policy

The Life Coaching Institute is a professional educational institute. LCI staff is required to provide a high level of educational and administrative service to all enquirers and students. To maintain the integrity of this service, students also have obligations, including:

- Treating all LCI staff with respect and courtesy at all times including during telephone conversations, at workshops, in the LCI branches and training rooms, and via web or email communication.
- Abiding by all Institute Policies as detailed on the Institute website ([www.lcia.com.au](http://www.lcia.com.au)) and in the Student Handbook.
- Acting in a polite and professional manner at all times in the areas of language, conduct and behaviour.
- Being punctual in attendance at training and assessment functions (tutorials, seminars or appointments).
- Conducting themselves in a safe manner at all times.
- Not being discriminatory or harassing in any way with LCI staff and students.

Students who are found to be in breach of any of the above obligations, or any other action as deemed inappropriate by Institute management, will be advised in writing of their breach and of the expected level of behaviour and conduct in all future communications and dealings with the Institute. If, at the time of the breach, the student is in attendance at a tutorial, seminar or LCI branch, the student may, after a verbal warning, be asked to leave the premises with this being at the discretion of the presenter or Student Fulfilment Manager.

After three written warnings, the student's enrolment and membership may be discontinued. If at any time, the student is not satisfied with the Institute's approach or decision regarding the student's conduct, a written

complaint can be lodged with the Institute's Executive Committee as per the Institute's Grievance and Complaints Policy.

The Institute's Student Conduct Policy is in place to protect the interests and safety of all students, and to enable LCI staff to provide a high level of service to all students.

## Learning Materials

The Institute will supply all course study materials with the only exceptions being for those units that contain elements requiring the student to undertake their own research in order to facilitate learning. Learning materials are supplied in the form of a "Study Pack". Each pack contains a Book of Readings and set of workbooks.

### Certificate IV in Life Coaching

- **Pack 1**  
Includes learning materials for Workbook 1 - 3 and is issued upon enrolment.
- **Pack 2**  
Includes learning materials for Workbook 4 - 6 and is issued only upon successful completion of Workbook 2.
- **Pack 3**  
Includes learning materials for Workbook 7 - 9 and is issued only upon successful completion of Workbook 5.

### Issuing of Learning Materials

Students are eligible to receive the learning materials for Packs 2 and 3 when:

- a. The pre-requisite Workbooks (as outlined above) have been successfully completed and marked Competent, and
- b. Course fee payments are up to date and no more than 30 days past due.

### Diploma of Life Coaching

- **Pack 1**  
Includes learning materials for Workbook 1 - 3 and is issued upon enrolment.
- **Pack 2**  
Includes learning materials for Workbook 4 - 6 and is issued only upon successful completion of Workbook 2.
- **Pack 3**  
Includes learning materials for Workbook 7 - 10 and is issued only upon successful completion of Workbook 5.
- **Pack 4**  
Includes learning materials for Workbook 11 – 13 and is issued only upon successful completion of Workbook 9.
- **Pack 5**  
Includes learning materials for Workbook 14 – 15 and is issued only upon successful completion of Workbook 12.

### Issuing of Learning Materials

Students are eligible to receive the learning materials for Packs 2 and 3 when:

- a. The pre-requisite Workbooks (as outlined above) have been successfully completed and marked Competent, and
- b. Course fee payments are up to date and no more than 30 days past due.

## **Facilities and Equipment**

Students will require:

- writing equipment including pens and paper, stationery including stapler and paper clips
- envelopes and postage stamps for submitting assessment
- appropriate study facilities ie, table, chair, and adequate lighting
- access to a computer and printer or a typewriter is advisable (however not compulsory)
- access to a video camera, tripod and blank DVDs/videos is necessary for those students choosing to complete the practical seminar components by the recording of skills option.
- access to the internet is advisable, however not compulsory.

## **Coaching and Support Services**

Students requiring personal coaching or guidance may seek a referral to an Institute trained practising Graduate Member, wherever possible. In this instance the Coach will negotiate a professional service fee with the student.

## **Plagiarism**

The course assessment is designed to allow students to express their own understanding of the relevant theory and its application to coaching issues.

In order to be marked as “Competent” on a piece of assessment a student must be able to demonstrate their own understanding of the topic by presenting the assessment in their own words and incorporating their own ideas.

Copying sentences and blocks of text directly from readings, textbooks, or other documents including copying the work of another student does not demonstrate a student’s own understanding of the topic. Such practices will be regarded as plagiarism unless the source is appropriately acknowledged.

Students who are unable to appropriately demonstrate their own understanding of a topic will be marked “Not Yet Competent” and will be required to re-submit the assessment.

## **Code of Practitioner Practice**

All Graduate Members, practising Lecturers, and practising Consultants shall observe in all matters the Code of Practitioner Practice, copies of which are forwarded to all Institute Graduate Members and are available to the general public upon request.

## **Student Cards**

Student Cards are available from the Institute at \$11 each and are valid for the expected duration of your course. If you are interested in obtaining a student card please contact your local Student Fulfilment Centre for an application form.

## **Copyright**

All logos, marks, books, texts, manuals, documents and other educational and administrative material whatsoever owned by the Life Coaching Institute and associated entities are protected by copyright and must not be copied or reproduced either in part or whole or used for gain without the written approval of the Directors of the Institute.

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