

Hearts and Bones Pilates
2021
Catalog



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Introduction

Hearts and Bones Pilates offers a comprehensive Pilates teacher-training qualification program. The programme is taught by school director, Tania Huddart. Tania became a Nationally Certified Pilates Teacher (NCPT) in 2008 (formerly known as PMA-CPT). The school was founded in 2002. At first only offering a variety of classes. In 2003 Hearts and Bones became a teacher-training centre.

Mission and goals

Why train with us?

Hearts and Bones' instructor training teacher Pilates exercises with a contemporary approach. Our aim is to provide our students with the educational tools to teach and grow as practitioners. We do not dictate 'how' they should teach. We encourage them to find their own voice and style as a teacher.

Training philosophy

Hearts and Bones respect the traditions of the Pilates method, which include concentration, centering, control, precision, breathing, alignment, flow, and integration. We also incorporate contemporary scientific research. Our students learn:

- beginner to advanced level Pilates exercises
- how to modify exercises to suit different body needs
- best-practice teaching tools
- contraindications to movements and guidelines for special populations
- how to use the exercises to best meet clients individual needs.

Our educational programmes are based on our Essentially Pilates Movement and Teaching Principles that support the way the body moves. These principles incorporate biomechanical theories of movement and exercise science, and best practice teaching principles. Understanding these principles creates a dynamic learning experience. Students will be able to apply this knowledge to their practice immediately.

Our goals are the following:

- to expand the understanding of the Pilates Method through our training programmes and community outreach programmes
- to deliver continuing education programs for our graduates and other Pilates teachers, osteopaths, physiotherapist and personal trainers
- to maintain a registry of all our graduates
- to establish a variety of international centers within the next 5 years.

Programs and courses offered

Pilates Comprehensive Instructor training

The Hearts and Bones Pilates Comprehensive Instructor course trains you to teach classes using the complete Pilates repertoire. You can do the full training or complete individual modules to extend your teaching skills.

Two ways to learn

Standard training

Our standard training spreads the modules over a series of 3- and 2-day in-person training courses. This slower pace gives you time to learn and digest the content a bit at a time.

***Please note:** Only the Standard Comprehensive Pilates training format has been approved by the Pilates School Approval Program (a program of the Pilates Method Alliance)
This approval acknowledges that our program has met the educational standards established for the Pilates industry*

Intensive training

The intensive training stream allows you to complete an entire module in 5 days. The same content is taught but reduced over fewer hours. This is a great option for those travelling from outside the region to help with your budget. You will need to return to do the supervised teaching hours. ***Please note:*** This option is based on our comprehensive training (standard training) but has not been approved by the Pilates School Approval Program, which requires a minimum of 450 hours of training.

About the Comprehensive Instructor course

The Hearts and Bones Pilates Comprehensive Instructor course trains you to teach classes using the complete Pilates repertoire. Discover how to use the mat, Reformer, Trapeze Table Wunda Chair, Barrels, and small apparatus to create well-structured workouts that suit different clients' needs.

Subjects covered

Subjects covered in the course include:

- teaching beginner to advanced level Pilates exercises with modifications and variations
- assessing and addressing postural, muscle strength, and flexibility imbalances using mat and equipment based Pilates exercises
- using best practice for teaching and structuring classes

- cueing and language use for clients of differing ability
- safe teaching for older adults, pre- and post-natal women, and clients with the most commonly seen back, hip, knee, ankle, wrist, neck, and shoulder conditions.

The course (and modules) also provides comprehensive, fully illustrated manuals.

Training options

Hearts and Bones Pilates Comprehensive Instructor training offers you the choice of studying individual modules to extend your teaching skills or completing the entire course and qualifying as a Comprehensive Instructor.

Course outline

To become a fully qualified Hearts and Bones Pilates Comprehensive Instructor, students must complete the course content outlined in the table below. You must also do some required reading.

Total hours to complete standard course: 466 hours

Total hours to complete intensive course: 419 hours

Content	Learning Method	Hours	Requirements to qualify
Introduction to Anatomy (Exemptions may apply)	Self-study	20–30	Study; pass written examination
Essentially Pilates Movement and Teaching Principles	Self-study and class	20-30	Self-study; class attendance; pass written examination; practical experience
Mat 1	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Mat 2	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Reformer 1	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Reformer 2	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Reformer 3	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Trapeze table (Cadillac)	Class	12	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience

Wunda Chair	Class	12	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Barrels	Class	12	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Practical experience	Observing classes	92	Proof of hours
Practical experience	Practising	100 (16 supervised, 84 unsupervised)	Proof of hours
Practical experience	Teaching	108 (54 supervised, 54 unsupervised)	Proof of hours
Final examination	Exam		Pass written and practical tests

Required reading

- *Return to Life Through Contrology* by Joseph H. Pilates and William John Miller
- *Your Health. A corrective system of exercising that revolutionises the entire field of physical education* by Joseph H. Pilates
- *Anatomy of Movement* by Blandine Calais Germaine

Courses content descriptions

Introduction to Anatomy

This self-study subject introduces you to the primary muscles that are involved in movement, joint structure, and function, which are targeted in Pilates exercises. You are given texts and study guidelines to direct your own learning.

Prerequisite: None.

Exemptions: Students who have already passed a tertiary level anatomy course (or equivalent) can be exempted from this subject. Such students would include licensed health care professionals (eg physiotherapists, doctors, osteopaths, chiropractors etc) or personal trainers. Please prove your eligibility for this exemption by sending us a copy of your academic transcript or certificate with your registration information.

Test: Sent out to you with the subject's booklet.

Essentially Pilates Movement and Teaching Principles

This is an essential foundation module for all Hearts and Bones Pilates instructor training. The module is a combination of 20-30 hours self-study and 6-hours of face-to-face training.

The module introduces you to the biomechanical movement principles of the Pilates method. Understanding these principles is essential for assessing and correcting body alignment, and improving flexibility and strength. You will also learn the art of teaching movement. You will learn best-practice teaching principles — demonstration, explanation, questioning techniques, how to give feedback, use of imagery, storytelling, touch. Successful cueing techniques and how to motivate clients. Other topics studied include breathing, functional core strength, scapulae and pelvic stabilisation, and spinal and hip mobilisation. You'll also learn Pilates philosophy, history, professionalism (scope of practice and code of ethics), and universal precautions.

Prerequisites: 25 hours Mat or Comprehensive Pilates class attendance. Please supply a letter from your Pilates teacher stating you have done at least 25 hours of class time with them at their studio. You must also pass the *Introduction to Anatomy* (or equivalent).

Steps to complete this module:

1. We'll send you a fully illustrated manual. You'll also receive a written, multiple-choice examination.
2. Complete the open-book, multiple-choice examination before attending the taught hours.

Mat 1

Learn the beginner- to intermediate-level Pilates mat exercises. The exercises include modifications (to simplify an exercise), variations (to create a similar or more complex exercise), and main muscle activations.

Lectures also cover: postural assessment; teaching principles; motivation; mat class structure; safety in the mat class; giving feedback; the use of imagery and touch; guidelines for modifying Pilates exercises.

Mat 2

Explore how to use small pieces of equipment (including the Swiss ball, foam roller, flex ring and Theraband) to vary, increase, or assist exercises. You are also taught advanced-level mat exercises. Lectures cover: guidelines for using small pieces of apparatus; evaluating your teaching practices; common injuries; Pilates for pre- and post-natal women; exercise guidelines and contraindications for people with osteoporosis.

Reformer 1

This course introduces you to the Pilates Reformer. Topics studied include: set-up and safety, teaching beginner-level exercises, and sequencing exercise programmes. Lectures also cover: assessing posture, muscle flexibility, and strength; teaching principles; class structure; and contraindications to movement.

Reformer 2

Learn how to teach intermediate-level Reformer exercises and modifications. Lectures focus on teaching people with different levels of ability and physical limitation. You will also learn how to evaluate common injuries with the Pilates repertoire in mind.

Reformer 3

Learn how to teach advanced-level Reformer exercises. Lectures also cover programme tips, and strategies for teaching advanced level clients safely while challenging them.

Trapeze Table (Cadillac)

Learn how to add variety and challenge for clients by applying the principles you have learned to the Cadillac. Lectures also cover Cadillac safety and set-up.

Wunda Chair

Learn how to add variety and challenge for clients by applying the principles you have learned to the Wunda Chair. Lectures also cover Wunda Chair safety and set-up.

Barrels

You will learn how to do Pilates exercises on the Ladder Barrel, Spine Corrector, and Half Barrel.

Joseph Pilates originally designed these ingenious pieces of small apparatus to provide variations for many of the Mat exercises, such as Swimming and Roll-Over.

The Ladder Barrel helps you work the body in every range of motion.

The Spine Corrector (also known as the Step Barrel) is designed to focus on the core abdominal, back, and shoulder muscles.

The Half Barrel helps support the back and shoulders and open up the neck, hips, and thighs. It is great to use with mat workouts.

Practical assessments during the programme

We assess your exercise performance and movement teaching ability during the contact course components of each module. This ensures that you're able to make appropriate corrections, communicate well with clients, and use best-practice teaching tools as required to graduate from the programme.

Professionalism topics

You'll also learn as part of your Instructor training:

- scope of practice and code of ethics
- Pilates philosophy and history
- exercise analysis
- programme design
- teaching techniques
- movement science
- anatomy and kinesiology
- special considerations such as pregnancy and osteoporosis, and some precautions and contraindications to movements.
- As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.

Upon completion of the Program, student receives a certificate of completion.

Completion of the comprehensive Pilates program does not guarantee employment or certification.

Pilates Mat Instructor training

Hearts and Bones Pilates Mat Instructor training prepares you to teach individual and group Pilates mat classes using the Pilates Mat exercises as well as small equipment pieces.

About the Mat Instructor course

The Hearts and Bones Pilates Mat Instructor course teaches the Pilates mat exercises, some of which we modify to suit the needs of today's Pilates classes. Our course also teaches you how to use small equipment pieces so your classes appeal to a wide variety of clients.

Subjects covered

Subjects covered include:

- teaching Pilates mat exercises and the use of small pieces of equipment
- using best practice for teaching and structuring classes
- cueing and language use for clients of differing ability
- safe teaching for older adults, pre- and post-natal women, and clients with the most commonly seen back, hip, knee, ankle, wrist, neck, and shoulder conditions.

The course (and modules) also provides comprehensive, fully illustrated manuals.

Course outline

To become a fully qualified Hearts and Bones Pilates Mat Instructor, students must complete the course content outlined in the table below. You must also do some required reading.

Total hours to complete course: 151 hours

Total hours to complete the Intensive training course: 140

Content	Learning Method	Hours	Requirements to qualify
Introduction to Anatomy (Exemptions may apply)	Self-study	20–30	Study; pass written examination
Essentially Pilates Movement and Teaching Principles	Self-study and class	20-30	Self-study; class attendance; pass written examination; practical experience
Mat 1	Class	18	Class attendance; completion of observation, self- practice, and student teaching hours; pass written and practical tests; practical experience
Mat 2	Class	18	Class attendance; completion of observation, self- practice, and student teaching hours; pass written and practical tests; practical experience
Practical experience	Observing classes	15	Proof of hours

Practical experience	Practising	20 (5 supervised, 15 unsupervised)	Proof of hours
Practical experience	Teaching	40 (20 supervised, 20 unsupervised)	Proof of hours
Final examination	Exam	2	Pass written and practical tests

Required reading

- *Return to Life Through Contrology* by Joseph H. Pilates and William John Miller
- *Your Health. A corrective system of exercising that revolutionises the entire field of physical education* by Joseph H. Pilates
- *Anatomy of Movement* by Blandine Calais Germaine

Courses content descriptions

Introduction to Anatomy

This self-study subject introduces you to the primary muscles that are involved in movement, joint structure, and function, which are targeted in Pilates exercises. You are given texts and study guidelines to direct your own learning.

Prerequisite: None.

Exemptions: Students who have already passed a tertiary level anatomy course (or equivalent) can be exempted from this subject. Such students would include licensed health care professionals (eg physiotherapists, doctors, osteopaths, chiropractors etc) or personal trainers. Please prove your eligibility for this exemption by sending us a copy of your academic transcript or certificate with your registration information.

Cost: \$200 including test

Test: Sent out to you with the subject's booklet.

Essentially Pilates Movement and Teaching Principles

This is an essential foundation module for all Hearts and Bones Pilates instructor training. The module is a combination of self-study and 12 hours of face-to-face training.

The module introduces you to the biomechanical movement principles of the Pilates method. Understanding these principles is essential for assessing and correcting body alignment, and improving flexibility and strength. You will also learn the art of teaching movement. You will learn best-practice teaching principles — demonstration, explanation, questioning techniques, how to give feedback, use of imagery, storytelling, touch. Successful cueing techniques and how to motivate clients. Other topics studied include breathing, functional core strength, scapulae and pelvic stabilisation, and spinal and hip mobilisation. You'll also learn Pilates philosophy, history, professionalism (scope of practice and code of ethics), and universal precautions.

Prerequisites: 25 hours Mat or Comprehensive Pilates class attendance. Please supply a letter from your Pilates teacher stating you have done at least 25 hours of class time with them at their studio. You must also pass the *Introduction to Anatomy* (or equivalent).

Steps to complete this module:

1. We'll send you a fully illustrated manual. You'll also receive a written, multiple-choice examination.

2. Complete the open-book, multiple-choice examination before attending the taught hours.

Mat 1

Learn the beginner- to intermediate-level Pilates mat exercises. The exercises include modifications (to simplify an exercise), variations (to create a similar or more complex exercise), and main muscle activations.

Lectures also cover: postural assessment; teaching principles; motivation; mat class structure; safety in the mat class; giving feedback; the use of imagery and touch; guidelines for modifying Pilates exercises.

Mat 2

Explore how to use small pieces of equipment (including the Swiss ball, foam roller, flex ring and Theraband) to vary, increase, or assist exercises. You are also taught advanced-level mat exercises. Lectures cover: guidelines for using small pieces of apparatus; evaluating your teaching practices; common injuries; Pilates for pre- and post-natal women; exercise guidelines and contraindications for people with osteoporosis.

Practical assessments during the programme

We assess your exercise performance and movement teaching ability during the contact course components of each module. This ensures that you're able to make appropriate corrections, communicate well with clients, and use best-practice teaching tools as required to graduate from the programme.

Professionalism topics

You'll also learn as part of your Pilates Mat Instructor training:

- scope of practice and code of ethics
- Pilates philosophy and history
- exercise analysis
- programme design
- teaching techniques
- movement science
- anatomy and kinesiology
- special considerations such as pregnancy and osteoporosis, and some precautions and contraindications to movements
- As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.

Upon completion of the Program, student receives a certificate of completion. Completion of the Mat Pilates program does not guarantee employment or certification. A comprehensive training (a minimum of 450 hours) is required to be eligible for certification through the National Pilates Certification Program, USA.

Pilates Reformer Instructor training

The Hearts and Bones Pilates Reformer Instructor course trains you to teach individual and duo Reformer classes.

About the Reformer Instructor course

The Hearts and Bones Pilates Reformer Instructor course trains you to teach individual and duo Reformer classes.

Subjects covered

Subjects covered include:

- teaching beginner- to advanced-level Reformer Pilates exercises with modifications and variations
- assessing and addressing postural, muscle strength, and flexibility imbalances using Pilates exercises on the Reformer
- using best practice for teaching and structuring classes
- cueing and language use for clients of differing ability
- safe teaching for older adults, pre- and post-natal women, and clients with the most commonly seen back, hip, knee, ankle, wrist, neck, and shoulder conditions.

The course also provides comprehensive, fully illustrated manuals.

Course outline

To become a fully qualified Hearts and Bones Pilates Reformer Instructor, students must complete the course content outlined in the table below. You must also do some required reading.

Total hours to complete course: 251 hours

Total hours to complete Intensive training course: 222

Content	Learning Method	Hours	Requirements to qualify
Introduction to Anatomy (Exemptions may apply)	Self-study	20–30	Study; pass written examination
Essentially Pilates Movement and Teaching Principles	Self-study and class	20-30	Self-study; class attendance, pass written examination; practical experience
Reformer 1	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience

Reformer 2	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Reformer 3	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Practical experience	Observing classes	57	Proof of hours
Practical experience	Practising	60 (5 supervised, 55 unsupervised)	Proof of hours
Practical experience	Teaching	40 (20 supervised, 20 unsupervised)	Proof of hours
Final examination	Exam		Pass written and practical tests

Required reading

- *Return to Life Through Contrology* by Joseph H. Pilates and William John Miller
- *Your Health. A corrective system of exercising that revolutionises the entire field of physical education* by Joseph H. Pilates
- *Anatomy of Movement* by Blandine Calais Germaine

Courses content descriptions

Introduction to Anatomy

This self-study subject introduces you to the primary muscles that are involved in movement, joint structure, and function, which are targeted in Pilates exercises. You are given texts and study guidelines to direct your own learning.

Prerequisite: None.

Exemptions: Students who have already passed a tertiary level anatomy course (or equivalent) can be exempted from this subject. Such students would include licensed health care professionals (eg physiotherapists, doctors, osteopaths, chiropractors etc) or personal trainers. Please prove your eligibility for this exemption by sending us a copy of your academic transcript or certificate with your registration information.

Cost: \$200 including test

Test: Sent out to you with the subject's booklet.

Essentially Pilates Movement and Teaching Principles

This is an essential foundation module for all Hearts and Bones Pilates instructor training. The module is a combination of self-study and 12 hours of face-to-face training.

The module introduces you to the biomechanical movement principles of the Pilates method. Understanding these principles is essential for assessing and correcting body alignment, and improving flexibility and strength. You will also learn the art of teaching movement. You will learn best-practice teaching principles — demonstration, explanation, questioning techniques, how to give feedback, use of imagery, storytelling, touch. Successful cueing techniques and how to motivate clients. Other topics studied include breathing, functional core strength, scapulae and pelvic stabilisation, and spinal and hip mobilisation. You'll also learn Pilates philosophy, history, professionalism (scope of practice and code of ethics), and universal precautions.

Prerequisites: 25 hours Mat or Comprehensive Pilates class attendance. Please supply a letter from your Pilates teacher stating you have done at least 25 hours of class time with them at their studio. You must also pass the *Introduction to Anatomy* (or equivalent).

Steps to complete this module:

3. We'll send you a fully illustrated manual. You'll also receive a written, multiple-choice examination.
4. Complete the open-book, multiple-choice examination before attending the taught hours.

Reformer 1

This course introduces you to the Pilates Reformer. Topics studied include: set-up and safety, teaching beginner-level exercises, and sequencing exercise programmes. Lectures also cover: assessing posture, muscle flexibility, and strength; teaching principles; class structure; and contraindications to movement.

Reformer 2

Learn how to teach intermediate-level Reformer exercises and modifications. Lectures focus on teaching people with different levels of ability and physical limitation. You will also learn how to evaluate common injuries with the Pilates repertoire in mind.

Reformer 3

Learn how to teach advanced-level Reformer exercises. Lectures also cover programme tips, and strategies for teaching advanced level clients safely while challenging them.

Practical assessments during the programme

We assess your exercise performance and movement teaching ability during the contact course components of each module. This ensures that you're able to make appropriate corrections, communicate well with clients, and use best-practice teaching tools as required to graduate from the programme.

Professionalism topics

You'll also learn as part of your Pilates Reformer Instructor training:

- scope of practice and code of ethics
- Pilates philosophy and history
- exercise analysis
- programme design
- teaching techniques
- movement science
- anatomy and kinesiology
- special considerations such as pregnancy and osteoporosis, and some precautions and contraindications to movements
- As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.

Upon completion of the Program, student receives a certificate of completion. Completion of the Reformer Pilates program does not guarantee employment or certification. A comprehensive training (a minimum of 450 hours) is required to be eligible for certification through the National Pilates Certification Program, USA.

Pilates Equipment Instructor training

Hearts and Bones Pilates Equipment Instructor course trains you to teach classes using the full range of Pilates equipment.

About the Equipment Instructor course

Hearts and Bones Pilates Equipment Instructor course trains you to teach classes using the full range of Pilates equipment.

Subjects covered

Subjects covered include:

- teaching beginner to advanced level Pilates equipment exercises with modifications and variations
- assessing and addressing postural, muscle strength, and flexibility imbalances using Pilates exercises on equipment
- using best practice for teaching and structuring classes
- cueing and language use for clients of differing ability
- safe teaching for older adults, pre- and post-natal women, and clients with the most commonly seen back, hip, knee, ankle, wrist, neck, and shoulder conditions.

The course (and modules) also provides comprehensive, fully illustrated manuals.

Course outline

To become a fully qualified Hearts and Bones Pilates Equipment Instructor, students must complete the course content outlined in the table below. You must also do some required reading.

Total hours to complete course: 355 hours

Total hours to complete the Intensive training course: 323 hours

Content	Learning Method	Hours	Requirements to qualify
Introduction to Anatomy	Self-study	20–30	Study; pass written examination
(Exemptions may apply)			
Essentially Pilates Movement and Teaching Principles	Self-study and class	20-30	Self-study; class attendance; pass written examination; practical experience
Reformer 1	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience

Reformer 2	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Reformer 3	Class	18	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Trapeze Table (Cadillac)	Class	12	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Wunda Chair	Class	12	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Barrels	Class	12	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Practical experience	Observing classes	77	Proof of hours
Practical experience	Practising	68 (11 supervised, 57 unsupervised)	Proof of hours
Practical experience	Teaching	80 (40 supervised, 40 unsupervised)	Proof of hours
Final examination	Exam		Pass written and practical tests

Required reading

- *Return to Life Through Contrology* by Joseph H. Pilates and William John Miller
- *Your Health. A corrective system of exercising that revolutionises the entire field of physical education* by Joseph H. Pilates
- *Anatomy of Movement* by Blandine Calais Germaine

Introduction to Anatomy

This self-study subject introduces you to the primary muscles that are involved in movement, joint structure, and function, which are targeted in Pilates exercises. You are given texts and study guidelines to direct your own learning.

Prerequisite: None.

Exemptions: Students who have already passed a tertiary level anatomy course (or equivalent) can be exempted from this subject. Such students would include licensed health care professionals (eg physiotherapists, doctors, osteopaths, chiropractors etc) or personal trainers. Please prove your eligibility for this exemption by sending us a copy of your academic transcript or certificate with your registration information.

Cost: \$200 including test

Test: Sent out to you with the subject's booklet.

Essentially Pilates Movement and Teaching Principles

This is an essential foundation module for all Hearts and Bones Pilates instructor training. The module is a combination of self-study and 12 hours of face-to-face training.

The module introduces you to the biomechanical movement principles of the Pilates method. Understanding these principles is essential for assessing and correcting body alignment, and improving flexibility and strength. You will also learn the art of teaching movement. You will learn best-practice teaching principles — demonstration, explanation, questioning techniques, how to give feedback, use of imagery, storytelling, touch. Successful cueing techniques and how to motivate clients. Other topics studied include breathing, functional core strength, scapulae and pelvic stabilisation, and spinal and hip mobilisation. You'll also learn Pilates philosophy, history, professionalism (scope of practice and code of ethics), and universal precautions.

Prerequisites: 25 hours Mat or Comprehensive Pilates class attendance. Please supply a letter from your Pilates teacher stating you have done at least 25 hours of class time with them at their studio. You must also pass the *Introduction to Anatomy* (or equivalent).

Steps to complete this module:

1. We'll send you a fully illustrated manual. You'll also receive a written, multiple-choice examination.
2. Complete the open-book, multiple-choice examination before attending the taught hours.

Mat 1

Learn the beginner- to intermediate-level Pilates mat exercises. The exercises include modifications (to simplify an exercise), variations (to create a similar or more complex exercise), and main muscle activations.

Lectures also cover: postural assessment; teaching principles; motivation; mat class structure; safety in the mat class; giving feedback; the use of imagery and touch; guidelines for modifying Pilates exercises.

Mat 2

Explore how to use small pieces of equipment (including the Swiss ball, foam roller, flex ring and Theraband) to vary, increase, or assist exercises. You are also taught advanced-level mat exercises. Lectures cover: guidelines for using small pieces of apparatus; evaluating your teaching practices; common injuries; Pilates for pre- and post-natal women; exercise guidelines and contraindications for people with osteoporosis.

Reformer 1

This course introduces you to the Pilates Reformer. Topics studied include: set-up and safety, teaching beginner-level exercises, and sequencing exercise programmes. Lectures also cover: assessing posture, muscle flexibility, and strength; teaching principles; class structure; and contraindications to movement.

Reformer 2

Learn how to teach intermediate-level Reformer exercises and modifications. Lectures focus on teaching people with different levels of ability and physical limitation. You will also learn how to evaluate common injuries with the Pilates repertoire in mind.

Reformer 3

Learn how to teach advanced-level Reformer exercises. Lectures also cover programme tips, and strategies for teaching advanced level clients safely while challenging them.

Trapeze Table (Cadillac)

Learn how to add variety and challenge for clients by applying the principles you have learned to the Cadillac. Lectures also cover Cadillac safety and set-up.

Wunda Chair

Learn how to add variety and challenge for clients by applying the principles you have learned to the Wunda Chair. Lectures also cover Wunda Chair safety and set-up.

Barrels

You will learn how to do Pilates exercises on the Ladder Barrel, Spine Corrector, and Half Barrel.

Joseph Pilates originally designed these ingenious pieces of small apparatus to provide variations for many of the Classic Mat exercises, such as Swimming and Roll-Over. The Ladder Barrel helps you work the body in every range of motion. The Spine Corrector (also known as the Step Barrel) is designed to focus on the core abdominal, back, and shoulder muscles. The Half Barrel helps support the back and shoulders and open up the neck, hips, and thighs. It is great to use with mat workouts.

Practical assessments during the programme

We assess your exercise performance and movement teaching ability during the contact course components of each module. This ensures that you're able to make appropriate corrections, communicate well with clients, and use best-practice teaching tools as required to graduate from the programme.

Professionalism topics

You'll also learn as part of your Pilates Equipment Instructor training:

- scope of practice and code of ethics
- Pilates philosophy and history
- exercise analysis
- programme design
- teaching techniques
- movement science
- anatomy and kinesiology
- special considerations such as pregnancy and osteoporosis, and some precautions and contraindications to movements
- As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.

Upon completion of the Program, student receives a diploma/certificate of completion.

Completion of the equipment Pilates program does not guarantee employment. A comprehensive training (a minimum of 450 hours) is required to be eligible for certification through the National Pilates Certification Program, USA.

Pilates Group Reformer Instructor training

Hearts and Bones Pilates Group Reformer Instructor training prepares you to teach group Pilates Reformer classes using the Reformer Pilates exercises. You'll have an introduction to myofascial release techniques as part of your training.

About the Group Reformer Instructor course

Our Group Reformer Instructor course teaches you how to create and teach classes that appeal to a wide variety of clients. You'll learn beginner to intermediate Reformer exercises, some of which we modify to suit the needs of today's Pilates classes. You'll also learn to vary exercises to challenge more advanced clients.

Subjects covered

Subjects covered include:

- teaching beginner to intermediate Reformer exercises
- using best practice for teaching and structuring classes
- cueing and language use for clients of differing ability
- safe teaching for older adults, pre- and post-natal women, and clients with the most commonly seen back, hip, knee, ankle, wrist, neck, and shoulder conditions
- muscle strength and flexibility tests that you can use in your class
- an introduction to myofascial release.

The course also provides comprehensive, fully illustrated manuals.

Course outline

To become a fully qualified Hearts and Bones Pilates Group Reformer Instructor, students must complete the course content outlined in the table below. You must also do some required reading.

Total hours to complete course: 176 (excluding *Introduction to Anatomy*)

Content	Learning Method	Hours	Requirements to qualify
Introduction to Anatomy (Exemptions may apply)	Self-study	20–30	Study; pass written examination
Essentially Pilates Movement and Teaching Principles	Self-study and class	20-30	Self-study; class attendance; pass written examination; practical experience
Group Reformer 1 including Introduction to myofascial release	Class	14	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience

Group Reformer 2	Class	12	Class attendance; completion of observation, self-practice, and student teaching hours; pass written and practical tests; practical experience
Practical experience	Observing classes	20	Proof of hours
Practical experience	Practising	40	Proof of hours
Practical experience	Teaching	50 (30 supervised, 20 unsupervised)	Proof of hours
Final examination	Exam		Pass written and practical tests

Required reading

- *Return to Life Through Contrology* by Joseph H. Pilates and William John Miller
- *Your Health. A corrective system of exercising that revolutionises the entire field of physical education* by Joseph H. Pilates
- *Anatomy of Movement* by Blandine Calais Germaine

Courses content descriptions

Introduction to Anatomy

This self-study subject introduces you to the primary muscles that are involved in movement, joint structure, and function, which are targeted in Pilates exercises. You are given texts and study guidelines to direct your own learning.

Prerequisite: None.

Exemptions: Students who have already passed a tertiary level anatomy course (or equivalent) can be exempted from this subject. Such students would include licensed health care professionals (eg physiotherapists, doctors, osteopaths, chiropractors etc) or personal trainers. Please prove your eligibility for this exemption by sending us a copy of your academic transcript or certificate with your registration information.

Cost: \$200 including test

Test: Sent out to you with the subject's booklet.

Essentially Pilates Movement and Teaching Principles

This is an essential foundation module for all Hearts and Bones Pilates instructor training. The module is a combination of self-study and 12 hours of face-to-face training.

The module introduces you to the biomechanical movement principles of the Pilates method. Understanding these principles is essential for assessing and correcting body alignment, and improving flexibility and strength. You will also learn the art of teaching movement. You will learn best-practice teaching principles — demonstration, explanation, questioning techniques, how to give feedback, use of imagery, storytelling, touch. Successful cueing techniques and how to motivate clients. Other topics studied include breathing, functional core strength, scapulae and pelvic stabilisation, and spinal and hip mobilisation. You'll also learn Pilates philosophy, history, professionalism (scope of practice and code of ethics), and universal precautions.

Prerequisites: 25 hours Mat or Comprehensive Pilates class attendance. Please supply a letter from your Pilates teacher stating you have done at least 25 hours of class time with them at their studio. You must also pass the *Introduction to Anatomy* (or equivalent).

Steps to complete this module:

Hearts and Bones Pilates

1. We'll send you a fully illustrated manual. You'll also receive a written, multiple-choice examination.
2. Complete the open-book, multiple-choice examination before attending the taught hours.

Introduction to Myofascial Release (MFR)

Fascia (or myofascia) surrounds and covers all your muscles and bones. This outer fascial covering is very strong and very flexible. Under a microscope, fascia resemble a fluid filled fishnet.

In the normal healthy state, the fascia is soft. It can stretch and move without restriction. When you're injured or have an tissue inflammation, the fascia loses its flexibility. It can become tight, restricted, and cause tension throughout the rest of your body.

Releasing tight areas can:

- increase your power
- improve your joint range of motion
- improve your lifestyle-induced muscle pains
- keep your body strong, well-aligned and flexible
- have a calming effect on your nervous system.

Myofascial release works well with the Reformer. You will gain more from your Reformer workout if you add some fascial release work.

What you'll learn.

On this course, you'll learn:

- what fascia is and its role in your body
- how to use a pair of large spiky balls and a smaller one to get your body moving
- different ways to use spiky balls in many ways to prepare your body for a Pilates class.

Group Reformer 1

Introduction to Myofascial Release

As an introduction to group Reformer teaching, you'll learn:

- the set-up and safety protocols for the Reformer
- beginner-level exercises and how to apply the Essentially Pilates Movement Principles
- how to test muscle strength and flexibility as part of a class
- sequence group exercise classes
- 5 principles that make group reformer classes successful.

Lectures will also cover:

- teaching principles
- group reformer class structure
- contraindications to movement.

Group Reformer 2

Learn how to teach intermediate-level Reformer exercises. Lectures focus on teaching people with different levels of ability. You'll learn how to:

Hearts and Bones Pilates

- change exercises for someone needing a simpler option
- vary exercises to challenge more advanced clients
- evaluate common injuries with the Pilates repertoire in mind.

Practical assessments during the programme

We assess your exercise performance and movement teaching ability during the contact course components of each module. This ensures that you're able to make appropriate corrections, communicate well with clients, and use best-practice teaching tools as required to graduate from the programme.

Professionalism topics

You'll also learn as part of your Pilates Mat Instructor training:

- scope of practice and code of ethics
- Pilates philosophy and history
- exercise analysis
- programme design
- teaching techniques
- movement science
- anatomy and kinesiology
- introduction to myofascia tissue
- special considerations such as pregnancy and osteoporosis, and some precautions and contraindications to movements
- As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.

Upon completion of the Program, student receives a diploma/certificate of completion. Completion of the Group Reformer Pilates program does not guarantee employment. A comprehensive training (a minimum of 450 hours) is required to be eligible for certification through the National Pilates Certification Program, USA.

Instructor Bridge programme

Train for an extra advanced Pilates instructor qualification (or review your existing skills) in just 3 weekends. Our Instructor Bridge programme is open to qualified instructors or those with significant, relevant experience.

Who the Instructor Bridge programme is for

The Hearts and Bones Instructor Bridge programme is designed for instructors who have been comprehensively trained by other Pilates training organisations or those with significant, relevant experience. Qualified Heart and Bones Comprehensive Instructors can also do the programme to review their learning and skills.

Who the Instructor Bridge programme is for

As a working professional, you may not have the time or money to do another full-length teacher training course. The Hearts and Bones Instructor Bridge programme enables you to train for a instructor qualification over 3 weekends.

You will learn some fundamental full-body movement patterning, key teaching methodologies and revisit Pilates principles and exercises in more depth. You will also review advanced work not often used in day-to-day teaching.

Our Instructor Bridge programme is taught by Tania Huddart, the managing director of, and lead instructor at Hearts and Bones Pilates Centre. Tania is a Nationally Certified Pilates Teacher (NCPT). She has many years of experience teaching clients and student instructors, and presenting Pilates workshops both nationally and internationally. Tania is well-recognised for her structured approach to teaching, her extensive background in movement education, and her passion for excellence.

Graduates from our Bridge programme will join our professional network. Tania also offers continuous workshops throughout the year so you can keep up to date and be inspired by new information.

Programme features

- An intensive review of individual work on Mat, Reformer, Trapeze Table (Cadillac), Wunda Chair, Ladder Barrel, Step Barrel, Half Barrel, as well as auxiliary equipment.
- Introduction to the Hearts and Bones Pilates teaching methodology (including our Essentially Pilates Movement and Teaching Principles) and application of Pilates to normal everyday movements.
- An overview of anatomy as it applies to Pilates movement. Muscle focus, objectives of the exercises and cueing guidelines are reviewed for each exercise or movement.
- Instructors who successfully complete the Instructor Bridge programme are eligible to

- take the Hearts and Bones Comprehensive Instructor course examination.
- Small groups of no more than 6 instructors to ensure you receive personal instruction.
 - As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.
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Prerequisites

The Instructor Bridge programme is open to any Pilates professional whose qualifications or experience Hearts and Bones considers sufficient to be able to do the programme.

To be eligible for the Instructor Bridge programme, you must be at least 18 years of age and meet one of the following criteria:

1. You must show us documents to prove you have successfully completed a Pilates teacher training programme, including an anatomy component.
 - This teacher training program must be a minimum of 450 hours, including training on all apparatus. Online training does not qualify.
 - The training must have included practical assessment of movement and teaching skills
2. You must have done an apprenticeship with a Pilates instructor and worked in the field for a minimum of 5 years.
3. A \$50 non-refundable registration fee at the time of booking is required. This ensures your place. All remaining fees are due by the course registration date.

Programme content

The Instructor Bridge programme requires you to complete 3 modules over 3 weekends, and then sit a final exam.

Module 1

The module starts with a review of the biomechanical movement and teaching principles of the Pilates method. You then review a selection of the Pilates mat exercises (beginner to advanced level), and apply the biomechanical principles, modifications (to simplify an exercise), variations (to create a similar or more complex exercise), and main muscle activations. You will progress to using small pieces of equipment (including the Swiss ball, foam roller, flex ring and Theraband) to vary, increase, or assist exercises.

Lectures will cover: postural assessment; teaching principles; evaluating your teaching practices; motivation; mat class structure; safety in the mat class; giving feedback; the use of imagery and touch; guidelines for modifying Pilates exercises; guidelines for using small pieces of apparatus; common injuries; exercise guidelines and contraindications for people with osteoporosis and for pre- and post-natal women.

Module 2

This module reviews beginner- to advanced-level Reformer exercises.

Lectures will cover: set-up and safety, teaching beginner-to advanced level exercises, and sequencing

exercise programmes; assessing posture, muscle flexibility, and strength testing; teaching principles; class structure; contraindications to movement; teaching people with different levels of ability and physical limitation; how to evaluate common injuries with the Pilates repertoire in mind; programme tips, and strategies for teaching advanced level clients safely while challenging them.

Module 3

You will learn how to add variety and challenge for clients by applying the principles you have learned in the previous modules to the Trapeze Table (Cadillac), Wunda Chair and Barrels. Joseph Pilates originally designed these ingenious pieces of small apparatus to provide variations for many of the Classic Mat exercises, such as Swimming and Roll-Over.

Lectures also cover: Trapeze Table (Cadillac) and Wunda Chair safety and set-up; review of exercises on the Ladder Barrel, Spine Corrector, and Half Barrel. The barrel exercises can be integrated into mat or equipment studio workouts.

Final exam and qualification

To receive a Hearts and Bones Pilates Certificate of Completion, you must sit the Instructor Bridge exam at Hearts and Bones' Pilates studio. We will give you a letter of attendance if you don't want to sit our exam. The final exam will include written and practical tests.

The written test is open-book and done when you have completed all 3 programme modules. The practical test is 3 hours.

Become part of our team

Join our team of experienced Pilates teachers. We are always looking for skilled, passionate instructors to join us and train to become teacher trainers (Master teachers).

Become one of our Teacher Trainers

We encourage instructors from diverse educational and instructional backgrounds to apply to become Hearts and Bones Master Instructors.

Our diversity is what makes us unique — it provides our students with a broad range of teaching styles and support.

We teach the beginner to advanced Pilates exercises but with a contemporary approach that encourages our instructors to find their own voice and style.

We teach Pilates with a contemporary approach that encourages our instructors to find their own voice and style.

As part of our team, you can also attend our Nelson workshops free of charge.

What you'll need to join us

To join our team, you'll need to:

- have 7 years of Pilates teaching experience that involves teaching 20 hours or more per week
- demonstrate an ongoing commitment to continuing education
- provide a current comprehensive first aid certificate from a recognised provider (Red Cross or St John)
- have access to a full mat and equipment studio.
- sign our licensing agreement and pay an annual licensing fee

Our Master Instructors normally teach at an Authorised Training Centre. If you have your own studio, you may want to apply to make it one of our training centres.

Your next steps will be to:

- fill in an application form and undergo an interview to assess your suitability
- do 3 days training at our Nelson, New Zealand Pilates studio.

As Pilates engages touch for cueing and adjustment purposes, the program will require some level of touch, although sensitivity will be respected.

Pilates Training Courses Costs

A non-refundable fee of \$50 secures your place on the training course of your choice. The remaining fee is due by the payment date listed in the tables below.

All costs listed below include

- all in-person tuition
- fully illustrated e-manuals
- supervised teaching hours
- a learning journal

Costs associated with acquiring the

- recommended reading material
- completing the observation (online/in-person)
- self practice
- unsupervised teaching hours

All students are welcome and strongly encouraged to do observation, self-practice and supervised teaching hours at Hearts and Bones Training centres. Observation hours at the studio are free of charge. Observation hours can also be done online. The cost of subscribing to a website is the student's responsibility. Attending personal Pilates classes (in-person or online) to complete self-practice hours will be charged based on the prices listed on the Hearts and Bones Pilates classes page on our website at:

<https://www.heartsandbones.co.nz/classes.html>

Pilates Training Timetable & Costs

Standard Modules

Our standard modules take longer to complete, giving you time to practice and digest new information. Our standard Comprehensive Pilates teacher training programme is approved by the Pilates School Approval Program, a program of the Pilates Method Alliance (professional association of Pilates teachers based in the USA)

Course	2021 Dates	Venue	Fee	Register & pay by
Mat training (Essentially Pilates Movement and Teaching Principles, Mat 1 and 2)	Essentials: 18 Feb. Mat 1: 19-21 Feb. Mat 2: 19-21 March Supervised teaching: 9-11 April Essentials: 1 July Mat 1: 2-4 July Mat 2: 6-8 August Supervised teaching: 17-19 September	6A Dorset Street, Richmond	\$2700	5 February 25 June
Group Reformer training (Essentially Pilates Movement and Teaching Principles, Intro to MFR, Group Reformer 1 and 2)	TBC	Thrive Pilates, 29 Manners St, Wellington	\$2300	TBC
Standard Reformer training (Essentially Pilates Movement and Teaching Principles, Reformer 1, 2, 3)	Essentials: 13 May Ref 1: 14-16 May Ref 2: 18-20 June Ref 3: 27-29 August Supervised teaching: 1-3 October Essentials: 23 September Ref 1: 24-26 September Ref 2: 22-24 October Ref 3: 5-7 November Supervised teaching: TBC 2022	6A Dorset Street, Richmond	\$3250	30 April 10 September
Trapeze Table, Barrels, Wunda Chair	Trapeze Table: 24-25 July Wunda Chair: 11-12 September Barrels: 3-5 December Supervised teaching: 10-12 December	6A Dorset Street, Richmond	\$2025	9 July

<p>Comprehensive Pilates training (Essentially Pilates Movement and Teaching Principles, Mat 1 and 2, Reformer 1, 2, 3, Trapeze Table, Barrels, Wunda Chair)</p>	<p>Intake 1 Essentials: 18 Feb. Mat 1: 19-21 Feb. Mat 2: 19-21 March Supervised teaching: 9-11 April Ref 1: 14-16 May Ref 2: 18-20 June Ref 3: 27-29 August Supervised teaching: 1-3 October Trapeze Table: 24-25 July Wunda Chair: 11-12 September Barrels: 3-5 December Supervised teaching: 10-12 December</p> <p>Intake 2 Essentials: 1 July Mat 1: 2-4 July Mat 2: 6-8 August Supervised teaching: 17-19 September Ref 1: 24-26 September Ref 2: 22-24 October Ref 3: 5-7 November Supervised teaching: TBC 2022 Trapeze Table: 24-25 July Wunda Chair: 11-12 September Barrels: 3-5 December Supervised teaching: 10-12 December</p>	<p>6A Dorset Street, Richmond</p>	<p>\$5500</p>	<p>5 February 25 June</p>
<p>Teacher Trainer training</p>	<p>Upon request</p>	<p>6A Dorset Street, Richmond</p>	<p>\$1725</p>	<p>TBC</p>

Intensive training

Our intensive training options enable you to gain a Pilates qualification after just 5-15 days of training. Please note this training option does not meet the Pilates Method Alliance Schools Approval Programme requirements.

Course	Date	Venue	Fee	Register and pay by
Reformer intensive	11-15 January 2021	6A Dorset Street, Richmond	\$2700	21 December 2020
Mat Intensive	18-22 January 2021	6A Dorset Street, Richmond	\$2250	21 December 2020
Comprehensive Three 5-day blocks	11-15 January 2021 18-22 January 2021 25-29 January 2021	6A Dorset Street, Richmond	\$5500	21 December 2020
Equipment Two 5-day blocks	11-15 January 2021 25-29 January 2021	6A Dorset Street, Richmond	\$3700	21 December 2020
	25-29 January 2021	6A Dorset Street, Richmond	\$2025	15 January 2021
Bridge Programme	upon request	6A Dorset Street, Richmond	\$3450	TBC

Self practice hours

Students are required to attend 16 hours of class with Tania to complete their practice hours for the Comprehensive Training stream. These classes can be taught in-person or online using the zoom platform. We offer a 4-lesson package for \$280.

Students can access Hearts and Bones Pilates studio to practice on their own from 9AM to 12:30PM, from Tuesday to Thursday for free. If a student chooses to do some of the practice hours at a different location, they may be asked to pay a fee.

Observation hours

Students must complete observation hours to complete the program. Students are welcome to observe Tania teach, free of charge. If students want to do some observation hours outside Hearts and Bones Pilates, they may be required to pay a fee.

Student teaching hours

Students must complete 108 hours of practice teaching for the comprehensive program. A minimum of 50% of these hours must be done at Hearts and Bones Pilates. These hours are part of your training and take place over 3-days. If the student wishes to do some of the practice teaching hours outside of Hearts and Bones Pilates, the location must either:

1. Be run by a graduate of Hearts and Bones Pilates or a teacher trainer of Hearts and Bones Pilates
2. Be approved by Tania, who will establish parameters for supervision and feedback with the location

Required reading

Students must budget approximately \$100 for the required readings.

Total cost for the Comprehensive Program:

Hearts and Bones Pilates

(please note costs change according to the training pathway you enroll on)

Anatomy (pre-requisite): \$200

25 hours classes (pre-requisite): Based on fees charged at the studio you are attending these classes. If taken at Hearts and Bones: \$1750

Tuition: \$5500

Books: approximately \$100

Self-practice: approximately \$1120

Practice teaching and observation: included in tuition

Registration fee: \$50 (credited towards tuition when accepted into the program)

Exams: \$350

\$7320 (plus \$1750 for 25 hours of pre-requisite class attendance)*

Additional Hearts and Bones studio rental fees: \$10/hour. \$30 for 4 hours. \$60 for 7 hours.

*The total may vary if the student chooses to do some of the hours outside of Hearts and Bones Pilates or decides to take additional lessons

Enrollment procedures

Before you register for our face-to-face training modules or courses, you need to have completed:

- first aid training and hold a general certificate from a recognised New Zealand training provider (e.g. Red Cross or St John)
- Complete Introduction to Anatomy (or equivalent) and test
- You also need to have attended a minimum of 25 hours of mat or equipment-based Pilates classes. Ask your teacher to send confirmation to tania@heartsandbones.co.nz
- Pay a \$50 non-refundable registration fee at the time of booking is required. This ensures your place on the training course of your choice. All remaining fees are due by the course registration date.
- Complete the Essentially Pilates module study and test
- Complete the Enrollment Agreement
- Sign the Harassment Agreement
- Review our Schools Catalog, policies and procedures

No applicant will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.

Late enrollment policy

Late enrollments will not be accepted.

Cancellation and refund policy

If you are unable to attend the program, we can credit your fees toward other Hearts and Bones Pilates training scheduled for within 12 months of the cancelled training start date, or we will apply the refund policy explained below. Your \$50 non-refundable registration fee will not be refunded. Note that we can only credit fees toward another program once. If we have to cancel for any reason, we will refund your payment in full within 6 weeks of the cancellation notification. Payment is to be made in full 7 days before the start of the chosen course.

Student is entitled to upon withdrawal / Refund:
 termination:

Within first 10% of program	90% less <i>registration fee</i>
After 10% but within first 25% of program	75% less registration charge
After 25% but within first 50% of program	50% less registration charge
After 50% of the program	No refund

Students may cancel their contract at any time prior to the registration and payment date which is 7 days before the start of the course.

All refunds will be made within 30 days from the date of termination if fees had been paid ahead of time.

The official date of termination or withdrawal of a student shall be determined in the following manner:

1. The date on which the school receives written notice of the student’s intention to discontinue the training program; or
2. The date on which the student violates published school policy, which provides for termination
3. Should a student fail to return from a leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier date the school determines the student is not returning or the day following the expected return date.

The student will receive a full refund of tuition and fees paid if the school discontinues a Program within a period of time a student could have reasonably completed it. Should the school dismiss a student from a course (p.26 school catalogue) a refund will be made for the remaining teaching days according to the refund policy. The policy for granting credit for previous training shall not impact the refund policy.

Attendance requirements

Rules for attending the program(s) and fulfilling requirements.

- Expected attendance rate for each portion of the training program:
 - 100% of face-to-face course teaching time
- How many hours of face-to-face training must be completed?
 - Comprehensive programme: 144 hours
 - Mat: 46 hours
 - Reformer: 72 hours
 - Cadillac, Wunda Chair and Barrels: 36 hours
 - Equipment: 108 hours
 - Bridge programme: 54 hours
 - Teacher training programme: 18 hours
- If due to unforeseen circumstances a participant cannot attend a course they are enrolled in they have 12 months to make up the missed portion of the programme. One hour of make-up session costs \$80.
- Time frame for program completion: 12-18 months
- School's policy in case of absences or tardiness: Enrolled students have 12 months to make up the missed portion of the course stream they are enrolled for. If they do not make up the missed course content within 12 months, they have to re-enroll. If a student turns up late or leaves the course early more than 3 times they will be required to book a mentoring session at \$80/hour to make up for lost time. A schedule will be discussed between the course leader and student.
- Tools provided to help student stay on track: Self-study journal, monthly instructor newsletter, personal e-mails from course leader every 2-3 months.
- Policy and procedure for students who are unable to continue the program: They have 12 months to complete the programme. Failure to do so means they have to re-enroll. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal
- Procedure for students who do not complete the program in the allotted time: Contact the course leader and a plan is made between the affected parties.

Leave of absence

Students who are not able to continue the program may take a leave of absence.

- **Personal or family circumstances:** The student must submit a written request to the Program Director

- **Medical:** The student must submit a note from a doctor to the Program Director
- **Length:** 1 year maximum
- **Pregnancy:** leave of absence policy

Students who interrupt their registration because of personal or family circumstances, injuries or illness, but plan to return may take a leave of absence. Failure to attend class is not equivalent to a leave of absence and students will not receive an adjustment of charges unless a formal leave of absence is filed and approved.

If a student needs to withdraw from training for a short period of time (1– 6 weeks) we ask that the student provides a letter, personally or from a doctor, explaining the circumstances. If the student paid the program in full, the school will retain all payments and allow the student to start with the next training course. If the student is on an installment plan, (s)he will continue to pay on the balance of the first attempted course. Leave of absences that are longer than 6 weeks will be treated as a drop and the refund policy will be applied. Upon restarting, the school will determine if the student needs to start fresh with a new course and pay the requisite tuition, or if the student is eligible to join an existing program and tuition will then be calculated proportionately, based on the course elements needed to complete.

Students are expected to come back within 1 year. Medical certificates may be asked in cases of injuries or illnesses. Students who take a leave of absence due to pregnancy are granted additional six months to recover.

Conduct Policy

All students are required to respect other students and faculty members as well as school's property, assets and traditions. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a

genuine desire to learn and conform to school standards of conduct may be allowed to resume attendance. The director will review each case and decide upon re-admittance. If a student is dismissed, the refund policy will be applied.

Educational services

Hearts and Bones Pilates can recommend a variety of counselors to help student in need of assistance. The cost of counseling sessions will be the responsibility of the student entirely.

Assessment & Grading

Assessment procedure during course

Students are invited to contact the director with any questions during their time studying toward their qualification. Monthly e-mails will be sent to all students with additional information and guidance to help them complete their course work.

To be eligible to attend the final examination, you'll need to:

- attend all classes
- practise course content in a Pilates class or on your own
- complete a certain number of hours observing and teaching Pilates classes
- minimum 75% pass written and practical examinations.

Practical requirements

The practical part of instructor training modules involves:

- completing a number of hours observing classes
- practising Pilates exercises, and
- teaching classes.

Observation

This part of the course requires you to spend time watching experienced instructors teach group or private classes. Watching other instructors work will help you:

- understand verbal cueing
- how to structure exercise programmes, and
- expand your overall teaching skills.

Self-practice

Practising your Pilates skills and knowledge is essential to become a competent instructor.

The required hours for this part of the course can include time spent attending Pilates classes at your own cost, or practising Pilates on your own.

Student teaching

50% of the student teaching hours will take place over scheduled 3-day weekends as part of your course requirements. The dates are listed on the course schedule. The remaining 50% of unsupervised student teaching hours can include teaching Pilates:

- at a fitness centre
- Pilates studio, or
- to family and friends.

Assessment procedure for final written and examination to gain qualification

Final examinations

Once you have completed the required course content, your last step is to sit the final examinations. These examinations includes written and practical tests that assess your knowledge of theory as well as your teaching ability.

To be eligible to qualify as a Hearts and Bones Pilates Instructor, you must sit your final examination within a year of the start date of your first course subject or module.

Examinations are held at Hearts and Bones Pilates host studios. In some cases, we can arrange for you to complete the tests remotely by video.

The fees for our exams are:

- Mat & Group Reformer Instructor — \$150
- Other courses — \$200.

Written test

The written part of the Pilates Instructor final examination includes multiple choice, short answer, and short essay questions. The questions cover anatomy, teaching practices, exercise prescription, and safety in the Pilates studio.

Practical test

The practical test evaluates your teaching knowledge and skills. The test assesses whether you can:

- understand and apply movement principles
- integrate teaching best practice principles

- chose appropriate exercises for a client or class
- initiate, execute, and sequence exercises correctly
- keep clients safe
- use effective cueing and communicate clearly.

Our grading system using numerical and letter grades

Pass: 75–79%

Merit: 80–89%

Distinction: 90–100%

What if I don't pass?

If you do not pass the final examination on your first attempt, Hearts and Bones Pilates will discuss what aspects you need to work through in order to pass. We will then schedule some tasks to prepare you for your next attempt. Full payment is required to re-take the exam.

Progress policy

The school remains in monthly contact with students and helps and guides them according to their individual needs. As each course module is delivered the course leader assesses their progress and provides them with constructive ways to improve their teaching and exercise prescription/movement ability. Our aim is to develop teachers with their own voice and style. Observation notes are written about each student after each module completion on their progress report.

Transfer of credits

School's policy on transferring credits to another school

Hearts and Bones does not guarantee transferability of its credits to another institution unless there is a written agreement with another institution.

School's policy on transferring credits from another school

The course director will contact the education provider and determine if course credits can be transferred

- **Procedure:** The course director will call and/or e-mail the institution in question requesting information about their training course criteria and specifically about the areas the student has completed to that point.
- **Cost:** \$150 for reviewing previous training. This does not guarantee previous learning will be eligible to be cross-credited.
- Credits from another institution will be evaluated on a case-by-case basis. Transfer of credits from other institutions requires a review fee of \$150 if a transcript is₃₇

available. In the absence of a written transcript, test-out options will be considered and fees related to the process will be charged by subject matter

- Mat & Group Reformer Instructor — \$150
- Other courses — \$200.

Student grievance procedure

Students are encouraged to e-mail the course director with any grievance they have. Send e-mail to tania@heartsandbones.co.nz. The course director will acknowledge receipt of the complaint in writing. The steps needed to resolve the grievance will be determined by the course director. Consultation with all parties involved will be at the discretion of the course director. Should no resolution be found a mediator will be brought in. If the matter is not resolved or if contacting the course director is not a reasonable option, students can contact the Pilates School Approval Program at psap@pilatesmethodalliance.org

Harassment procedure

In order to ensure all our staff and students feel comfortable raising any concerns they have regarding harassment, we have created a detailed harassment policy. The policy must be read by all staff and students and referred to, should any concerns arise. If you have any questions or require any clarifications regarding our harassment policy, please speak to Tania Huddart.

Harassment occurs when a person engages in unwanted conduct that has the purpose or effect of violating your dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for you.

Harassment is also defined as unwanted conduct related to relevant protected characteristics that have the purpose or effect of violating your dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for you.

The relevant protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Sexual harassment

Sexual harassment is a particular type of discrimination, which is typically defined as unwelcome sexual advances or other verbal, physical or non-physical conduct of a sexual nature in the workplace. This could be used as a factor in decisions affecting some aspect of employment or enrolment or substantially interferes with an individual's employment by creating an intimidating or hostile work or study environment. Unwelcome sexual advances, requests for sexual favours and other verbal, physical or non-physical conduct of a sexual nature that could constitute sexual harassment when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or enrolment
- Submission to or rejection of such conduct by an individual is used as the basis for employment or enrolment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or study performance or creating an intimidating, hostile or offensive work or study environment or otherwise adversely affects an individual's employment and enrolment opportunities.

In addition, "romantic" or "consensual" relationships, dating or even isolated sexual encounters between staff and students may constitute or lead to sexual harassment because the junior person involved may not be a willing participant notwithstanding the perception of the senior person or statements of the junior person.

Harassment through bullying

The Advisory, Conciliation and Arbitration Service (ACAS) defines bullying as offensive, malicious or insulting behaviour. It is an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure you. Bullying tactics can include hostile verbal or nonverbal communication, sabotage, exclusion, manipulation, and psychological or physical abuse.

Examples of harassment behaviours

Examples of harassment behaviours include:

- Rape, molestation, assault or attempts to do any of these actions
- Physical assaults of a sexual nature such as touching, pinching, patting, grabbing or brushing against another person's body.
- Making unwanted sexual advances or propositions
- Sexually orientated gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experiences
- Making a hostile work environment
- Putting people down or deliberately embarrassing them
- Making insulting or offensive comments or jokes

- Using insulting words or threatening body language
- Leaving offensive or discriminatory displays anywhere in the workplace, such as posters, graffiti, screensavers or other materials which may be demeaning or pornographic.
- Spreading malicious rumours
- Treating someone unfairly
- Picking on or regularly undermining someone
- Denying someone's training or promotion opportunities
- Making threats or comments about job security without foundation

Your responsibility

Everyone is responsible for their own behaviour. You must:

- Treat everyone with dignity and respect
- Not bully or harass anyone
- Not victimise or attempt to victimise anyone who has made complaints of discrimination, or provided information to support a complaint
- Report incidents to course director if you think they are inappropriate.

If you believe that discrimination is taking place, whether, against you or a colleague, it is important that you bring it to the course directors attention immediately.

Our guarantee

Hearts and Bones is committed to this policy.

If you use this policy to raise a concern, we give you our assurance that you will not suffer any form of retribution or detrimental treatment. We will treat your concern seriously and act according to this harassment policy. If you ask for a matter to be treated in confidence we will respect your request and only make disclosures to third parties, partners, or other staff with your consent. This assurance applies regardless of whether the subject matter of your concern, report or disclosure relates to this company, a client or third party.

Procedure for raising concerns under this policy

If you are concerned about any form of malpractice covered by this policy, you should raise the issue with the course director.

Concerns can be raised orally or in writing. When raising the concern, you may choose to either include your identity or remain anonymous. Remember that once you have raised your concern, in the interests of everyone involved, **this is a confidential process.**

Responding to concerns raised

After an employee or student has raised a concern, we will record that concern in our central Report Register which is maintained by Tania Huddart.

We will then decide how to respond in a responsible and appropriate manner under this policy. This will usually involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage. This may be formal or informal, depending on the nature of the concern raised. We will endeavour to complete investigations within a reasonable time. We will keep you informed of the progress of the investigation carried out and when it is completed. Please note that we will not be able to inform you of any matters that would infringe the duty of confidentiality owed to others.

Raising your concern externally (exceptional cases)

The purpose of this policy is to give staff and students the opportunity and protection they need to raise concerns internally. We expect that in almost all cases, raising concerns internally would be the most appropriate action for you to take. If raising concerns internally is not a reasonable option, students can contact the Pilates School Approval Program at psap@pilatesmethodalliance.org

Consequences of breaching this policy

Those using the procedure outlined in this policy to raise a concern are assured that they will not suffer any form of retribution or detrimental treatment. To ensure the protection of all our employees and students, those who maliciously make a false allegation will be liable to disciplinary action.

Monitoring and review

Hearts and Bones will regularly monitor the effectiveness of this policy at least annually to ensure it is working in practice. We will provide information and/or training on any changes that are made.

Access to student files

Student files content

- Current comprehensive first aid certificate copy
- Anatomy qualification copy
- Proof of attendance at Pilates classes. Minimum 25 hours. A letter from a studio owner or Pilates teacher
- Enrollment agreement
- Signed harassment policy
- Completed hours sheets
- Copy of written exams, assessments and certificate of completion

All students have access to their files. The school requires 7 days advance notice in writing for access.

Satisfactory completion

A student who completes training at Hearts and Bones Pilates will be awarded a certificate of completion for the modules successfully completed.

Time extension for program completion

Most candidates complete the programme within 12 months but this can be extended to 18 months if they work full time at another job or due to challenging family circumstances. Contact the Course director if more time is needed. No fees will be charged to extend your program so you can complete the hour requirements.

Teacher biographies

Our staff is comprised of the following faculty members:

Tania Huddart: Course director and lead teacher, New Zealand

Celebrating my 25th teaching anniversary in 2020, I believe in thinking differently about the way in which to teach Pilates. I have been training Pilates teachers for the past 18 years as well as teaching professional development workshops internationally. I love to inspire people and find it exciting to see them open up, to ask questions and explore movement without fear. I started my career as a dancer before training to be a Pilates teacher. I trained in the UK and USA before establishing Hearts and Bones Pilates in Wellington, New Zealand in 2002; in 2018 I moved to Nelson, NZ with my family. I also have a B.Phil (Hons) degree in Philosophy from the University of Durham, UK, and a Postgraduate Certificate in Public Health from the University of Otago.

Facilities

The headquarters for Hearts and Bones Pilates is located at 6A Dorset Street, Richmond, Tasman, 7020, New Zealand. Our studio is in a residential home. We have Pilates equipment consisting of Reformer, Trapeze Table, Wunda Chair, Ladder Barrel and Spine Corrector, Half Barrel and Pilates props. Charts, diagrams and videos are available to enhance the learning experience.