



VITALIS TRAINING CENTER

Student Handbook

colonictraining.com.au

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Handbook Disclaimer

This Student Handbook contains information that is current at the date of publication. Changes in legislation, regulations, or Vitalis Training Centre circumstances after this date may impact on the accuracy or currency of the information included.

Vitalis Training Centre takes all care to ensure that the information contained in this handbook is accurate, but reserves the right to vary any information described in this publication without notice.

This handbook provides an overview of the Vitalis Training Centre for students. Covering the entire lifecycle of the vocational education student from enrolment to graduation, you will find this handbook a necessary tool for approaching your study and joining the community of the Vitalis Training Centre.

Future of Colon Hydrotherapy

Welcome from the Academic Administrator

The aim of Vitalis Training Centre is to equip you with the knowledge, skills, and confidence you need to enter the workforce as a competent and knowledgeable practitioner, an employee of the ever-growing Colon Hydrotherapy industry, or indeed, to proceed to undertake further studies in tertiary education or research. The education you enter into here is a rigorous one, as the role of colon hydrotherapy in present and future Australian health is an important one. We urge you to undertake your education and future career with an understanding of the importance of the safety, efficacy, scope, and power of Colon Hydrotherapy- study hard!

The course in which you are enrolled will expose you to a variety of experiences and perspectives and provide you with many opportunities for your growth, not only intellectually, but also emotionally, developmentally, and even spiritually. And of course, you will have many opportunities for new ways of caring for your body as well. You will find that your course is up-to-date, recognized by relevant professional bodies and registration authorities, and will provide a mix of different types of learning experiences and methods.

As a student at Vitalis Training Centre, you have certain rights and responsibilities, most of which are outlined in this Handbook.

Many of you are new to higher education as you enter your study at Vitalis Training Centre. How you utilize your time whilst with us depends largely on your personal motivation and dedication to achieving your aspirations. We are committed to providing you with a learning environment that helps you achieve your educational goals. And as an adult learner, you are a partner in determining what exactly you will personally take from your education. The sky is the limit!

My best wishes for the successful completion of your enrolled qualification here at Vitalis Training Centre. As a Gold Standard Colon Hydrotherapist, I look forward to calling you a colleague in the future!

Ela Gold – Academic Administrator

The Vitalis Training Centre

Introduction

The Vitalis Training Centre was established in 2004 to accommodate a shortage of well-trained Colon Hydro-therapists in a burgeoning health therapy marketplace. The business of CHT was much slower before that. There were a number of years when I only treated patients needing heavy detox, cancer patients, religious zealots, or health enthusiasts. It was a time when I did a lot of explaining to new patients about detox as before this time Detox was associated with Drug and Alcohol abuse.

This was a massive surge in customers for the industry as a whole because of the wide media exposure about health and wellbeing. Before this period Colon-hydrotherapy was something rich people did, and they usually went to Thailand or other Asian countries to participate in body restoration retreats which Colon Hydrotherapy was a big part of. Open or closed systems.

The shortage of well-trained CHT Practitioners only lasted for a few years and there are many well-run clinics throughout Australia. That said, the recognition of our discipline by legislative bodies and medical boards has been a slow but steady battle. Our discipline is now being widely recognized as pre-treatment therapy for a number of medical procedures.

Our most pressing goal is to adopt a set of beginner, experienced, and master-level qualifications like any other health profession with continued professional development standards. This is the biggest disparage in our industry. Many under-trained practitioners are in full operation of clinics and those with years of practice, research, and experience are not seen to be different by patients. There is no scale or standard of measurement to offer the patients in need of this valuable therapy.

Therefore, at the Vitalis Training Centre we have drawn a wide bow of knowledge and understanding relying on the most applicable complimentary medicines to accompany our CHT program like Acupuncture, Ayurveda, and Iridology.

From our humble beginnings with just 2 students, today our school is recognized as a best practice model for the industry. Our program was used as a benchmark to measure and establish minimum standards for IICT our industry association and insurer.

Colon Hydrotherapy embraces the philosophy of holism, where mind, body, and spirit need to be in balance and harmony if health and well-being are to be maintained.

We are committed to the growth and prominence of Colon Hydrotherapy both in Australia and internationally. By providing the highest standard of education and the most comprehensive curriculum. Vitalis Training Centre is now Australia's preeminent provider of education to the Colon Hydrotherapy sector.

Vision

Vitalis Training Centre's Vision is:

To promote and advance the discipline and practice of Colon Hydrotherapy by producing high-quality graduates who will go on to be leaders in their fields of practice. We will do so by being the pre-eminent provider of education to the Australasian Colon Hydrotherapy and Wellbeing sector. In doing so, we will be known for the quality of our teaching and the competence of our graduates.

Values

Students should be active, harmonious, ethical, and positive, centered on academic learning, research, and professional and personal growth.

The purpose of this Code is to outline what students should expect from the VTC.

Our values guide each and every interaction we have with our stakeholders. All members of the Vitalis Training Centre community are expected to value:

- **Authenticity:** We do not pretend. We are collaborative, inclusive, warm and genuine and understand that robust discussion supports openness and growth.
- **Clarity:** We speak to the facts. We do not create mythology based on incorrect information. We verify the data, and we act in the interest of clarity.
- **Happiness:** We value positivity, joy, and encouragement and strive to be in the moment. As individuals, we carry responsibility for our own happiness regardless of the situation or context, and that informs how we 'show up' in our environment.
- **Holistic:** We teach, support, live, and breathe Colon Hydrotherapy and well-being. Be the contributions large or small, we consciously find ways to contribute to a holistic approach in everything we do.
- **Student Centricity:** All students are central to our existence. We work to engage and satisfy our prospective, current, and past students like no other tertiary institution.
- **Responsibility:** We take personal ownership of our actions. We do not blame others. When we commit – we follow through. We model the very best in ethical conduct. We honor and respect the intrinsic value of ourselves and others.

The Vitalis Training Centre recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students in return, are required to comply with the requirements set down in this Code of Conduct.

The Vitalis Training Centre reaffirms its commitment to

- High Academic standards, intellectual rigor and a high-quality education; Intellectual freedom and social responsibility
- Recognition of the importance of ideas and the pursuit of critical and open inquiry

- Tolerance, honesty, and respect as the hallmarks of relationships throughout the Vitalis Training Centre community
- High standards of ethical behaviour Overall,

The Vitalis Training Centre expects students to meet the following expectations:

- To treat all staff, students, and members of the public with respect, dignity, impartiality, fairness and courtesy
- Respect the principles of free intellectual inquiry
- Maintain and respect the privacy of staff, students, clinic patients and other members of the public
- Report any Work Health and Safety concerns to staff immediately
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of staff, and other students or any other members of the public to carry out their study, research or work at the Vitalis Training Centre, including in the classroom, clinics, and libraries.
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of staff, and other students, or any other members of the public to access or use resources at the Vitalis Training Centre, including classrooms, clinics, and libraries.
- Don and use personal protective equipment when and where required, such as clinics.
- Use the Vitalis Training Centre property and equipment in a responsible and careful way.
- Implement zero tolerance to alcohol and other drugs at the Vitalis Training Centre, including smoking, (inclusive of electronic cigarettes)
- Follow all lawful instructions given by staff and Vitalis Training Centre representatives.
- Make timely payments of any fees and charges imposed by the Vitalis Training Centre.
- Follow Work Health and Safety procedures at all times.
- Ensure that they do not compromise the health, safety, or welfare of other students and staff.
- Maintain effective, safe, and orderly functioning of the Vitalis Training Centre
- Read all official correspondence from the Vitalis Training Centre, including email.
- Abstain from academic dishonesty.
- Adhere to outlined academic progression.
- Behave professionally, ethically, and respectfully in all dealings with staff, other students and members of the public.

Students are also expected to abide by other Codes and Policies specific to their course and Vitalis Training Centre such as:

- The Clinic Handbook including student responsibilities and dress code
- Professional Codes of Conduct

The Vitalis Training Centre is a non-smoking venue (inclusive of electronic cigarettes) and students are expected to comply with all relevant laws regarding smoking in and around non-smoking buildings.

Student Expectations

Students should expect the following from their experience at the Vitalis Training Centre:

As an Individual

- To be treated respectfully, fairly, and equally irrespective of disability or cultural background.
- To be motivated, inspired, challenged, and stimulated for the duration of their course of study.
- To be valued and heard.
- To receive protection of privacy and confidentiality of information.

As a Student

- To be able to participate in relevant and industry-defined up-to-date practice via well-designed curriculum and best practice principles
- To obtain consistent and clear information regarding policies and procedures
- To be supplied with an effective mechanism for providing feedback on learning
- To receive close engagement with discipline-based colleagues and practitioners who are experts in their fields.
- To participate in a vibrant, engaged learning environment supported by responsive academic staff and practitioners.
- To be provided with guidance and instruction from confident and competent teachers who are motivated and accessible and provide timely direction and feedback on performance.
- To receive ready access to support services and intervention strategies for ensuring academic, professional, vocational, and personal success.
- To be provided with excellent teaching and learning resources and services that promote scholarly activity and differing learning requirements.
- For all Vitalis Training Centre staff to interact with students with honesty, integrity, and in a timely manner.
- A safe and healthy Vitalis Training Centre environment.

As a Developing Professional

- To be provided with opportunities for career development.
- To abide by clinic record privacy and confidentiality requirements.
- To be well prepared for future employment and lifelong learning.

Vitalis Training Centre Expectations

The Vitalis Training Centre expects students to take on the following responsibilities:

Standards of Behaviour

- Abide by all regulations and requirements of the Vitalis Training Centre and respond to all lawful and reasonable directions from staff.
- Act honestly and ethically in all dealings with staff, students, clinic patients and other members of the public.
- Be aware that all forms of academic dishonesty or misconduct are unacceptable and that the Vitalis Training Centre may take measures to assure compliance with relevant policies.
- Display professional conduct at all times while undertaking study, clinical practicum, professional placements, fieldwork, and other educational exchanges (including face-to-face and online).

Note: the Vitalis Training Centre understands that students maintain their own social media accounts and networks; however when they are used for disparaging and defamatory comments that are unsubstantiated in relation to their studies or the Vitalis Training Centre, this will be considered unprofessional behaviour and students may be liable for student misconduct and disciplinary actions. The same respect and professionalism in face to face interactions is expected online.

- Abstain from bullying (including cyberbullying), harassment, and any other unlawful behavior whilst training or studying in the online environment, or whilst representing the Vitalis Training Centre externally.
- Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of staff, other students, or any other members of the public.
- Refrain from any activity that deliberately obstructs, or seeks to deter, an officer of the Vitalis Training Centre from the performance of their duties.
- To contribute to the local community and create partnerships in a manner that is representative of Vitalis Training Centre Values.
- Use all equipment and resources (including IT resources) appropriately, legitimately, and safely following all work health and safety requirements.

Interpersonal Relationships

- To be respectful, and fair and value equality to all members of the Vitalis Training Centre community irrespective of disability, cultural background, gender, sexual orientation, marital status, age, or political conviction.
- To ensure that others within the Vitalis Training Centre community are valued and heard, respecting their rights to express dissent or different views, subject to those views complying with the laws of Australia, and not endangering the safety of other members of the community.
- To provide members of the Vitalis Training Centre community with protection of privacy and confidentiality of information.
- To be open to engagement in rational academic debate and robust discussions.
- Maintain a cooperative and collaborative approach to interpersonal relationships.

Policies and Procedures

- Be informed of all current policies and procedures, support services, and academic requirements including maintaining awareness of any new relevant policies and procedures that may be published from time to time and seek guidance if unsure.
- Responsibly observe all of the Vitalis Training Centre's policies and procedures and relevant guidelines and forms supporting those.
- Respect the property of other students and the Vitalis Training Centre, while respecting the rights of others to use Vitalis Training Centre property and facilities.
- Respect the property and facilities at any venue that students are directed to as part of their studies with the Vitalis Training Centre or as representatives of the Vitalis Training Centre.
- Maintain academic integrity and respect and comply with academic scholarship standards.
- Refrain from frivolous and unsubstantiated complaints or grievances which lack underpinning evidence.

- Fully understand the annual fee schedule which is revised and published ahead of each calendar year, and accept that full payment of fees is expected at the commencement of each study period.

Educational Experience

- To be motivated, inspired, challenged, and stimulated for the duration of their course.
- Take responsibility for own behavior, education, and self-directed learning.
- Actively engage as diligent learners, prepare for and participate in all teaching and learning activities.
- Be well informed about the course, subjects, course rules, and Inherent Course Requirements, and seek assistance if in doubt.
- Ensure that their enrolment and progress in their degree is lawful and consistent with the course structures. It is a student's responsibility to maintain current information and observe key dates, deadlines, and course progression requirements.
- To attend classes, maintain steady progress in subjects undertaken, and submit required work on time (unless prevented from doing so by unforeseen or exceptional circumstances which are communicated to the relevant staff member as soon as possible).
- Ensure and maintain course progression as per the requirements of the regulatory bodies and professional associations.
- Take responsibility to self-manage enrolment and course planning, using advice provided by the Vitalis Training Centre through its personnel and web services.
- Act ethically and honestly in the preparation, conduct, submission, and publication of academic work and during all forms of assessment, including informal assessments and formal examinations.
- Avoid any activity or behavior that would unfairly advantage or disadvantage another student academically.
- Accept and act on the advice and feedback given regarding academic performance, incorporate feedback into their learning, make use of the assessment criteria with which they are provided, and be aware of the rules and policies relating to assessment.
- Maintain the highest standard of academic integrity in their work.
- To respect the academic responsibility of the Vitalis Training Centre to establish and maintain appropriate academic and professional standards in courses.
- Respect the confidentiality of information shared within the learning environment.
- Prepare diligently for future professional practice, any additional regulatory or professional requirements, and the development of lifelong learning.
- To pursue scholarly activity and professional practice that contribute positively to the profile of the Vitalis Training Centre and our discipline at large.

Timely and Accurate Information

- Attend classes punctually and commit to fully participate for the duration of the learning activity.
- Submit assessment items in a timely manner and abide by relevant policies if a complication occurs.
- Supply timely and up-to-date personal and other information to the Vitalis Training Centre according to the deadlines set by the Vitalis Training Centre and whenever a change occurs to

that information, recognizing that the Vitalis Training Centre is required to comply with the *Privacy Act 1988*

Student Participation and Feedback

- Take responsibility for incorporating constructive feedback into learning.
- Support continuous improvement of courses and Vitalis Training Centre support services through the provision of honest, considered, and constructive feedback.

Timetabling Practice

The Vitalis Training Centre timetable will incorporate the collaborative efforts of the academic and administrative elements in developing an equitable timetable that supports positive student learning outcomes, encourages innovative teaching, and maximises the efficient allocation of space and resources.

Careers Service

The Vitalis Training Centre has a strong emphasis on empowering students to continually focus on their future career path and to identify the specific tasks they need to complete while they are studying to give them an employability edge when they graduate.

With this in mind, our goal is to assist students with:

- Information on how to set up their own business
- Job search strategies
- Job application strategies
- Interview techniques

The VTC recognizes the necessity of continued support for students when they graduate and has developed the extremely successful personal contact policy. Whereas former students can rely on timely advice and guidance on a number of subjects via the Academic Administrator. This would include experienced business consultations for new business start-ups, practitioner practices, and guidelines, protocols as well as shared research and sources of information pertaining to our discipline.

Access to Personal Records

Under the *Privacy Act 1988* an individual has the right to access their personal information unless prohibited by law. If requested, the Vitalis Training Centre will provide individuals access to their personal information held by the Vitalis Training Centre at no charge.

There are certain circumstances where the Vitalis Training Centre is not required to provide access. These circumstances can include:

- Where personal or health information would pose a serious threat to the life or health of an individual
- Where providing access would have an unreasonable impact upon the privacy of other individuals
- Access for frivolous or vexatious use

- Where providing access would reveal the intentions of the Vitalis Training Centre in relation to negotiations with the individual in such a way as to prejudice those negotiations
- Where providing access would be unlawful

Educational Pathways - Advanced Standing

Vitalis Training Centre Diploma in Colon Hydrotherapy Gold Standard Course is considered to be the highest standard available for Colon Hydrotherapy. This is because of our holistic approach which encompasses a number of healing disciplines combining them to create clearer pathways to diagnosis and treatment of gut health issues.

Put simply *'our graduates are experts in gut health, not technicians operating colonic machines.'* The level and understanding of the Gold standard graduates far surpass any industry standards or other available standards from other schools in Australia.

Recognition of Prior Learning (RPL)

RPL is the assessment of skills or knowledge required for entry to or advanced standing towards, a qualification, where there are no current or formal qualifications as proof. RPL will be available only where it is suitable and appropriate to specific course work and only where a student's previous non-formal or informal learning has taken place within the last eight years.

Clinical Subjects

Due to the difficulty of validating clinical practice as a substitute for clinical skills and practicum subjects, no RPL will be given for private practice.

Attendance

The Vitalis Training Centre encourages 100% attendance for all classes.

It is the student's responsibility to be aware of the attendance requirements for training.

Public Holidays

Vitalis Training Centre will be closed on all **National** Public Holidays. Classes may be held on other Public holidays. Please refer to the published Vitalis Training Centre Semester (Higher Education) calendar on your Student Portal for dates that the Vitalis Training Centre will remain open and classes and clinics will run.

Clinical Practicums

Working as student practitioners, students gain practical experience in communication, case taking, health assessment, clinic, and client management, and work health and safety.

Vitalis Training Centre also builds the students' understanding of State legislation in relation to infection control, risk and hazard identification, risk management, and first aid techniques. In addition, students are trained in the business side of running a practice, gaining experience in reception, record keeping, and follow-up with clients.

This valuable, on-site clinical experience gives students the chance to develop their clinical skills whilst having the support of their experienced supervisors.

Further to starting the practical clinic subjects, students must have a valid First Aid Certificate (with current CPR) or Apply First Aid Certificate (with current CPR).

Online Learning

Our mission for online learning at Vitalis Training Centre is to provide an alternative, flexible learning option to students.

Student Integrity - Academic Dishonesty and Plagiarism

The Vitalis Training Centre is committed to upholding standards of academic integrity and honesty. Therefore, plagiarism or cheating in any form is unacceptable and will be treated seriously.

Vitalis Training Centre Wellness Clinics

The Vitalis Training Centre Wellness Clinics are open to the public and students and are staffed by senior students who treat public clients under the supervision of qualified practitioners.

Vitalis Training Centre Wellness Clinics provides quality care to all clients at an affordable rate; clients receive the treatment they need, and our student practitioners receive valuable clinical experience.

Work Health and Safety Procedures

Vitalis Training Centre Vitalis Training Centre has an enduring commitment to the health and safety of our staff, students, contractors, clinic clients, and visitors.

The Vitalis Training Centre's health and safety management system has been developed in line with legislative requirements, and recommendations made by independent consultants and through internal consultation processes. The policies and procedures that form part of this system, provide general and, in some cases, specific guidelines to assist all stakeholders to meet their work health and safety obligations under the applicable Work Health and Safety legislation.

In accordance with all state health and safety legislation, all staff and students at Vitalis Training Centre Vitalis Training Centre have health and safety responsibilities. Each student must take reasonable care of their own health and safety and the health and safety of others.

The Vitalis Training Centre strongly believes that all workplace injuries and industry-related diseases are preventable and that striving continuously to improve our health and safety performance is fundamental to our business success.

Appropriate and covered footwear should be worn at all times.

Drug, Alcohol, and Smoke-Free Workplace

In recognition that the consumption of alcohol, drugs, or other substance abuse by workers and students may impair their ability to perform tasks correctly and/or in a safe manner; the Vitalis Training

Centre has adopted a **zero-tolerance** approach towards performing certain duties whilst under the influence of such substances.

Eligibility to Graduate

The below criteria must be met for a student to be confirmed as eligible to graduate:

1. All academic and administrative course requirements have been fulfilled;
2. All practical and clinical course requirements have been met, and a minimum of a Pass grade has been achieved for all required subjects and/or competencies;
3. No financial debt is owed to the Vitalis Training Centre;

Academic Integrity Policy

Purpose:

This policy aims to minimise instances of student academic dishonesty by providing information on how to act honestly, ethically, and with integrity for the duration of your studies with the Vitalis Training Centre. It outlines staff and student responsibilities in maintaining academic integrity and defines the grounds for investigating allegations of academic dishonesty (e.g., plagiarism) which are a form of Student Misconduct.

This policy serves as the Vitalis Training Centre's policy on any form of academic misconduct.

Policy Statement:

The Vitalis Training Centre is committed to academic integrity, honesty, and high standards of ethical behavior. Students will be provided with appropriate training and support on enrolment to ensure academic integrity is maintained throughout their studies. Therefore, academic dishonesty in any form is unacceptable and allegations of such will be treated seriously by the Vitalis Training Centre in alignment with the [Student Code of Conduct](#)

Creating Awareness of Academic Integrity

The Vitalis Training Centre will make information available to all students and staff in relation to:

- the accepted referencing styles
- what constitutes plagiarism and how to avoid it
- all policies and procedures relevant to academic integrity

The Vitalis Training Centre Responsibilities

For the purpose of fostering academic integrity and sustaining an ethical culture, the Vitalis Training Centre will:

Education

- ensure students are provided with guidance and feedback regarding referencing when necessary as part of the assessment process
- implement appropriate security practices for submission and return of assignments

- take all reasonable steps to ensure that students, particularly commencing students, are aware of what constitutes academic dishonesty, the policy and procedures that apply, and the repercussions that may occur.

Student Responsibilities

In line with the values of the *Student Code of Conduct*

- make use of the resources provided by the Vitalis Training Centre to educate themselves on their rights and responsibilities to maintain academic integrity
- seek assistance from appropriate sources in areas related to academic integrity where they are aware, they require more knowledge or skills
- become familiar with the expectations of The Vitalis Training Centre regarding academic writing and conventions of referencing, and abide by the referencing guide in all assignments where referencing is required
- unless collaboration/group work is specified in the assessment criteria, students will undertake and complete assessment work independently
- retain a copy of all assignments submitted
- avoid placing themselves in situations that could be construed as academic dishonesty in accordance with this policy.

Detection and Reporting of Academic Dishonesty – Plagiarism

The Vitalis Training Centre does not use plagiarism detection software as one way of identifying instances of plagiarism. Instead, we depend on our students who are here in order to better themselves and their future prospects by doing vocational training; to be self-motivated, to study and complete assessments fairly and honestly. This is because they will only suffer later when their business fails, and they become employable in less dynamic and prosperous clinics. When it comes to cheating students only cheat their future.

If a student does not do the work and meet the requirements of the coursework, they will not graduate. This is solely up to the discretion of the Academic Administrator. Honesty and integrity cannot be regulated and is up to each student to choose their future.