



**ATMS RECOGNISED PROVIDER
OF NATURAL MEDICINE
EDUCATION OR TRAINING
APPLICATION FORM**

Version: 1 - June 2016



ATMS RECOGNISED PROVIDER

Welcome

About the Australian Traditional-Medicine Society Ltd.

The Australian Traditional-Medicine Society (ATMS) is Australia's largest national professional association of natural medicine practitioners. We are a multi-disciplinary association representing over 10,300 accredited practitioners throughout Australia.

ATMS was founded in 1984 and is an incorporated not-for-profit company with the Australian Securities and Investments Commission (ABN 46 002 844 233). ATMS represents the practitioners of the natural medicine profession on numerous government and industry committees.

ATMS is governed by a Board of Directors. The functions of ATMS are carried out by the Directors and CEO, assisted by fulltime and part-time staff.

The Mission of ATMS is to promote, represent and support professional practitioners of natural medicine occupations who are encouraged to pursue the highest ideals of professionalism in their natural medicine practice and education.

ATMS currently accredits the following modalities:

- Aromatherapy
- Ayurveda
- Bowen Therapy
- Chinese Massage
- Counselling
- Homoeopathy
- Hypnotherapy
- Kinesiology
- Naturopathy
- Nutrition
- Reflexology
- Remedial Massage
- Shiatsu
- Thai Massage
- Tibetan Medicine
- Western Herbal Medicine

ATMS currently accredits the following nationally registered modalities:

- Acupuncture
- Chinese Herbal Medicine
- Chiropractic
- Osteopathy

ATMS currently accredits the following post-graduate modalities:

- Complex Decongestive Therapy
- Lymphatic Drainage
- Myofascial Release
- Polarity Therapy
- Trigger Point Dry Needling

ATMS recognises numerous educational institutions nation-wide that deliver one or more courses in our accredited modalities.



ATMS Recognised Provider and Course Accreditation Process

In order to become an ATMS Recognised Provider of Natural Medicine Education or Training, herein referred to as an ATMS Recognised Provider, the educational institution must also be granted ATMS course accreditation in one or more of the modalities that is accredited by ATMS. An educational institution cannot become an ATMS Recognised Provider without having a course accredited, just as an educational institution cannot have a course accredited without also being approved as an ATMS Recognised Provider.

As a part of this application, you should have received the ATMS Recognised Provider of Natural Medicine Education or Training Application Form, along with the ATMS Course Accreditation Form, and the ATMS Minimum Education Standards which are specific for that modality in which you are seeking course accreditation. For each course you wish to have accredited you will be required to complete a separate ATMS Course Accreditation Form. Please note that applications for nationally registered modalities, ATMS will only require the ATMS Recognised Provider of Natural Medicine Education or Training Application Form, along with the ATMS Course Accreditation Form. If you have not received all of the correct documentation, please contact the ATMS office on 1800 456 855.

It is important that you read all the documents before filling out the required application forms, to ensure your understanding of the process, as well as the responsibilities of an ATMS Recognised Provider.

Applications for course accreditation will only be accepted for any of the ATMS accredited modalities. If you deliver a course in a modality that is not an ATMS accredited modality, you are more than welcome to make a submission for ATMS to consider accreditation of a new modality. For further information on this process, please contact the ATMS office.

To become an ATMS Recognised Provider you are required to submit the following:

- Completed ATMS Recognised Provider of Natural Medicine Education or Training Application Form
 - Educational institution's prospectus (or web address where it may be viewed);
 - A copy of the educational institution's Registered Training Organisation (RTO) or Higher Education Registration (if applicable);
 - Completed Payment Form.

As well as the following for each course you wish to have ATMS accredited:

- Completed ATMS Course Accreditation Form
 - A copy of the course/program structure;
 - A copy of the subject/unit of study outlines or subject/unit of study summaries for each subject or unit of study, including electives, in the course;
 - One example of the final assessment tools for studies in each of the core components outlined in the individual application form;
 - A list of set texts and recommended readings for each subject or unit of study in the course;
 - Material provided to students and clinic supervisors regarding how supervised clinical training is conducted.



Note: It is suggested that these documents, if posted, are sent by registered mail. ATMS will not take any responsibility for documents lost in the mail.

ATMS will review applications to ensure that all required documentation is received. Once all documentation has been received, this information will be sent to an ATMS Course Assessor for assessment. The Assessor's Report will be returned to the education institution within 12 weeks. Applicants may be asked to respond to any questions included in the Assessor's Report before a recommendation is made to the Academic Review Committee (ARC).

Once the ARC assessment is complete, and provided that the application is successful, a recommendation will be made to the Board that the educational institution becomes an ATMS Recognised Provider and the relevant course/s are ATMS accredited. A letter will be sent to the educational institution advising of the outcome. Education Providers are not to advertise their status as ATMS Recognised Providers, or that their courses are ATMS accredited, before receiving confirmation in writing of this from ATMS.

Provided that all the necessary documents are received, the above process is anticipated to be finalised within 12 weeks. Once accredited, the ATMS Recognised Provider's details and its accredited course/s will then be added to the ATMS Recognised Provider Database and listed on the ATMS Website.

The ATMS Recognised Provider will also be sent an Information Pack, containing the following:

- Letter confirming Recognised Provider status, ATMS accredited courses, and expiry of approval
- A4 laminated ATMS Recognised Provider Poster
- ATMS Recognised Provider Code of Conduct
- ATMS Media Kit
- ATMS Recognised Provider Continuing Professional Education (CPE) Activity Application Form
- Complimentary ATMS Journal
- Information about submitting student research reports as essays on topical issues for publication in the Excellence in Student Research section of the Journal
- Memory stick with ATMS logos
- ATMS Merchandise and Marketing Material Order Form
- Graduation Event Notification Form for issuing of graduation packs/awards

During the term of the ATMS Recognised Provider and course accreditation status, ATMS Recognised Providers will be mailed the latest Journal for their library as well as the Student and Accredited Membership Application Forms quarterly in quantities specified by the ATMS Recognised Provider.

Annually, ATMS Recognised Providers will be provided with the ATMS Recognised Provider CPE Application Form to assist with the development of the ATMS CPE Calendar for the next calendar year. ATMS will also confirm the contact details for ATMS Recognised Providers each year, although ATMS Recognised Providers are still required to notify ATMS of any changes in contact or campus details.

ATMS Recognised Providers are welcome to contact the ATMS Office for any of the forms issued in the Information Pack at any time.



Benefits

Professional Endorsement

ATMS is proud of the high educational standards it has established as a benchmark for its membership. ATMS accredited courses reflect the highest quality standards of natural medicine education in Australia. ATMS accreditation of a course represents an acknowledgement of meeting ATMS standards of education.

Authority in the Profession

ATMS is the largest professional association for natural medicine in Australia. It represents the largest number of natural medicine practitioners and an extensive range of natural medicine modalities nationally. ATMS is a highly acknowledged natural medicine authority by government departments and agencies, health funds, consumer groups and media providers. ATMS is regularly consulted and invited to provide input into matters relating to the industry and education standards, regulation of the industry and evidence based natural medicine practice.

All Providers of ATMS accredited courses receive website exposure

All ATMS Recognised Providers, including their accredited courses and campus details, will be listed on the ATMS website. This allows prospective students, as well as practitioners looking to upgrade/update their qualifications, to be directed to the education institution.

Free Student Membership

Free Student Membership is only eligible to students studying at an ATMS accredited course with an ATMS Recognised Provider.

Note that students undertaking a course for a post-graduate level modality may be required to demonstrate eligibility, if not compliance, with the pre-requisite undergraduate requirements.

Student members have access to concessions for ATMS conferences, seminars, workshops and webinars. These provide excellent additional opportunities for students to extend their learning beyond the curriculum of the courses they are studying. Students have the opportunity to be a published author in the Journal, and are eligible to apply for awards and scholarships.

Assignment Assistance and Access to Research-Based Evidence

ATMS has negotiated a deal with EBSCO Publishing (a leading provider of electronic databases) whereby all members, including students, have access to 'Alt Healthwatch', a natural medicine database that includes access to over 1,600 full-text journals. Other resources include the EBSCO 'Rehabilitation Reference Centre' with hundreds of evidence-based Clinical Summaries, nearly 10,000 Exercise Images and several textbooks, all searchable by the use of a simple Google-like search function. This is invaluable assistance for students while studying and also for members in clinical practice.



Graduation Awards

ATMS provides Graduation Packs (limits will apply) to ATMS Recognised Providers of ATMS accredited courses. They will include a complimentary one-year membership award.

Note that students that have graduated from courses in nationally registered or post-graduate modalities will be required to demonstrate their national registration, or eligibility to be registered, or their compliance with the pre-requisite requirements, as appropriate to the modality.

Continuing Professional Education Recognition

All ATMS Recognised Providers are also eligible for ATMS recognition of any CPE activities delivered by the education institution. Accredited Members of ATMS are required to undertake a minimum of 20 hours of CPE each financial year, and therefore these members are referred to ATMS Recognised Providers to undertake their CPE.

Additionally, ATMS runs a number of CPE activities every year, including seminars, webinars, conferences and workshops held throughout Australia. These are all organised and promoted by ATMS. The ATMS CPE Activity Calendar includes ATMS CPE activities hosted by ATMS Recognised Providers.

The benefit for both the accredited members and the ATMS Recognised Provider with this CPE model is significant. Not only will members have access to CPE activities that are more appropriate to the modalities that they are accredited in, but this also allows the ATMS Recognised Provider a new avenue for promoting their courses. ATMS will market the CPE activities via the Journal, Wise-N-Well eNewsletter, Website and Social Media.

Note that ATMS Recognised Providers are restricted to the delivery of a total of 10 ATMS recognised CPE activities nationally during a calendar year.

Association Support for Government Accreditation

ATMS provides industry validation in regards to government accreditation of courses. Suitably experienced ATMS representatives provide input and feedback to the ATMS Recognised Provider by course and curriculum review, and developments through their representation on the provider's course advisory/accreditation committees. As a leading natural medicine association, ATMS has representation in forums relating to government accreditation of natural medicine courses.

College Symposiums are provided from time to time by ATMS to promote discussion and debate about key issues relating to natural medicine and natural medicine education. ATMS Recognised Providers will receive complimentary invitations for a representative to attend and participate in these professional development events.

ATMS representatives will be available to visit ATMS Recognised Providers education institutions for presentations on the role of professional associations, regulation of the natural medicine industry, and for liaison with students. All ATMS Recognised Providers of ATMS accredited courses will receive complimentary copies of the quarterly Journal allowing the ATMS Recognised Provider and their students regular access to information about ATMS and the industry.



Events

ATMS also runs other events, including Natural Medicine Week, and conferences to promote the natural medicine industry. ATMS Recognised Providers will receive complimentary invitations to attend and participate in these events.

Advertising

The Journal of the Australian Traditional Medicine Society (JATMS) is a peer reviewed, long-standing and trusted practitioner publication that has the unique ability to reach the highest number of natural medicine practitioners nationally. It has a circulation of around 12,700 and an estimated readership of approximately 55,000.

We source the most trusted and progressive research in the area of natural medicine, and our Journal is widely known and respected in the industry. Our publication is not only read by our members but by key stakeholders in the natural medicine industry.

The JATMS is released quarterly, in March, June, September and December. Each publication focuses on specific modalities and themes to ensure that all of our members are represented, and that our advertisers have the opportunity to choose the editions that are most relevant for their products and services. ATMS Recognised Providers are welcome to advertise in the Journal. For further information, please refer to the ATMS Media Kit.



For other advertising options, please contact the ATMS Office.



Terms and Conditions of Recognised Provider status

The ATMS Recognised Provider of ATMS accredited courses should support the mission of ATMS by producing quality graduates to ensure and maintain the high standards of natural medicine education and practice.

Being an ATMS Recognised Provider does not imply any legal responsibility by ATMS as to the actions of individual providers. A complaints process is in place which will evaluate potential breaches.

To qualify to be an ATMS Recognised Provider, the following conditions must be met:

1. Standard

- 1.1 The ATMS Recognised Provider will adopt and implement management practices of a high professional standard.
- 1.2 The delivery of education or training services will be of a high standard, as recognised by ATMS.
- 1.3 The interests and welfare of students will be safeguarded at all times.
- 1.4 ATMS Recognised Providers will maintain an environment that is conducive to learning.
- 1.5 ATMS Recognised Providers will provide adequate facilities and use appropriate teaching methods and materials.
- 1.6 ATMS Recognised Providers will deliver the accredited courses in accordance with the curriculum submitted and approved by ATMS. If the ATMS Recognised Provider changes the content of the accredited course by 20% or more, or makes any other changes that may mean that the course no longer meets ATMS requirements, the ATMS Recognised Provider must advise ATMS immediately in writing. ATMS will determine whether the ATMS Recognised Provider will need to seek reaccreditation of the course/s.
- 1.7 ATMS Recognised Providers will at all times adhere to a standard that aligns with the current Code of Conduct of ATMS.
- 1.8 No ATMS Recognised Provider shall degrade or defame another ATMS Recognised Provider.

2. Advertising

- 2.1 ATMS Recognised Providers will advertise their educational and training courses with integrity, accuracy and professionalism, avoiding misleading and ambiguous statements.
- 2.2 An ATMS Recognised Provider must not use the ATMS logo in a way that suggests accreditation of a course that is not ATMS accredited, or use it in a way that could bring ATMS and/or the industry into disrepute.
- 2.3 In the provision of information, no false or misleading comparisons will be drawn with any other ATMS Recognised Provider.
- 2.4 ATMS Recognised Providers will promote ATMS within their educational facilities.

3. Refunds

- 3.1 ATMS Recognised Providers will safeguard fees paid by students and have a refund policy acceptable to ATMS that is fair and equitable.



4. Student Information

4.1 ATMS Recognised Providers will provide accurate, relevant and up-to-date information to students prior to their course commencement.

4.2 Student information will include, but not be limited to:

- Copy of Code of Practice
- Admissions procedures and criteria
- Total costs/fees to students
- Award to be issued to the student upon completion of the course
- Assessment procedures
- Student clinical practice facilities
- Arrangements for recognition of prior learning
- Grievance/Appeal procedures
- Facilities, equipment and student support services

5. Recruitment

5.1 Recruitment of students, trainers and lecturers will be conducted at all times in an ethical and responsible manner and be consistent with the requirements of the curriculum and the principles of social justice.

5.2 Student selection will comply with all relevant legislation.

5.3 Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the required competencies and outcomes of the course, based on the applicant's qualifications and proficiency.

6. Student Grievances and Appeals

6.1 ATMS Recognised Providers are required to have a fair and equitable process of dealing with student grievances and appeals.

7. Breach

7.1 If an ATMS Recognised Provider is found to be in breach of any of the Terms and Conditions, its recognised status may be revoked.

8. Recognition, Accreditation, Audits and Inspections

ATMS Recognised Provider status and Course Accreditation lasts for five (5) years from the date on their advising letter. At the end of that five year period, the ATMS Recognised Provider will be invited to renew their ATMS Recognised Provider status and Course Accreditation with ATMS.

Additionally, if the ATMS Recognised Provider changes the content of their accredited course by 20% or more, or makes any other changes that may indicate that the course no longer meets ATMS requirements, the ATMS Recognised Provider must notify ATMS in writing immediately. ATMS will then determine whether the ATMS Recognised Provider will need to seek reaccreditation of the course/s.



From time to time, or if a complaint has been received, ATMS may undertake a random audit and inspection. ATMS expects that all ATMS Recognised Providers that deliver ATMS accredited courses will undertake the audit or inspection when requested by ATMS. Failure to undertake the audit or inspection may result in cessation of the ATMS Recognised Provider status and all course accreditations. Any ATMS Recognised Provider found to no longer meet the ATMS requirements will be given the opportunity to amend their course/s. Further compliance concerns may result in cessation of course/s accreditation, and ATMS Recognised Provider status. The ATMS Recognised Provider is required to respond to requests for information by ATMS within 28 days. Any ATMS Recognised Provider misleading ATMS will have their ATMS Recognised Provider status and course accreditation revoked.

Whilst a student may be undertaking or have completed an ATMS accredited course, ATMS maintains the right to reject any application for membership where it sees fit.

For non-RTO, or non-higher educational institutions at the time of applying for ATMS Recognised Provider status, or for an ATMS Recognised Provider for which ATMS has received a complaint, an inspection of the premises and documentation may be required.

The inspection may include, but is not limited to:

- **Meeting with the Educational Institution Principal**
 - Clarify the purpose of the inspection
 - Obtain a brief verbal overview of the institution's history, philosophy, objectives, programs and stability

- **Tour Physical Facilities**
 - Classrooms, and if possible, view a class in progress
 - Student classrooms, student common room, staff common room, toilets, library, administrative office, classroom equipment
 - Safety facilities, fire doors, fire equipment

- **Discuss with Principal**
 - Chain of command
 - Advisory committees
 - Staff meetings
 - Evaluation of staff
 - Facilities for students
 - How students are recruited
 - Size of classes
 - Program objectives
 - System to monitor academic progress and practical assessment
 - Percentage of students completing course/s
 - Student files
 - Prospectus and advertising material
 - Conditions and rules of the institution



- **Verify Records**
 - Student application for admission
 - Student exemption procedure
 - Student attendance records
 - Student financial records
 - Duration of records and archive procedures
 - Staff files
 - Staff duty statements
 - Transcripts and evidence of qualifications and experience
 - Teaching aids or manual
 - Texts and library

- **Interview Training and Lecturing Staff**
 - Trainer and Lecturer's education and clinical experience
 - Impressions about student's progress in the course
 - Professional development training
 - Teaching load
 - Teacher/Student ratios
 - Student attendance
 - Reporting of student problems
 - Instructional evaluations
 - Frequency and topics of staff meetings

- **Student Clinic**
 - Inspect in-house clinic
 - Inspect external clinic/student options
 - Review clinic record sheets
 - Review duration of clinical training
 - Interview student clinic supervisors and clinic administrative staff

Further to all the above Terms and Conditions, ATMS reserves the right to make any other enquiries related to the operation and teaching of the education institution that ATMS deems necessary.

For educational institutions that are only applying for course accreditation in a nationally registered or post-graduate level modality, please proceed to the ATMS Recognised Provider Application Form. For ATMS course accreditation in any other modality, please continue reading.



SUPERVISED CLINICAL PRACTICE STANDARDS

What is Supervised Clinical Practice?

Supervised clinical practice refers to a situation where a student consults with clients, performs an appropriate health assessment, prepares and provides treatment/management plans in a clinic open to members of the public, while under the supervision or direction of a clinician, trainer, or practitioner employed or contracted by the educational institution.

Supervised clinical practice must be undertaken in the presence of a lecturer, trainer, or qualified supervisor, who must be physically present, and directly supervising at least part of each student consultation. Selection of a suitable clinical practice supervisor is to be determined by the teaching institution.

Supervised clinical practice does not include any unsupervised practice on family, friends or other students, or consultations/treatments provided in a classroom setting.

The modality specific Minimum Education Standards specifies the minimum number of clinic hours that must be spent actively assessing and treating clients under supervision, as well as the time spent observing, working in reception etc. The Minimum Education Standards will also specify any other requirements, including primary practitioner hours, and the number of repeat consultations etc.

Supervisor:Student Ratio

The supervisor:student ratio must not exceed 1:8.

Supervisor Qualifications

- Relevant recognised natural medicine qualification equal to, or higher than the training program the student is enrolled in.
- A minimum of 3 years full time equivalent (FTE) clinical practice in the discipline the student is enrolled in.
- Appropriate communication, mentoring skills and English language skills, as determined by the teaching Institution.
- Current membership of a recognised professional association relevant to natural medicine.
- Required teaching qualification for VET sector courses is a current Cert IV TAE, or equivalent. Where this is not achieved, the training institution is to ensure that an assessor who holds a current Cert IV TAE, or equivalent undertakes the final assessment of the student.

Requirements of Educational Institutions

- Educational institutions are responsible for fully informing students and supervisors of their rights and responsibilities in relation to supervised clinical practice. They are responsible for the induction and training of all supervisors, including situations when supervision is outsourced to practitioners in private clinical practices, and for providing feedback to supervisors. Students must be fully informed of all the requirements for clinical practice, including insurance cover and costs (determined by the teaching institution).
- Health fund rebates do not apply for treatment provided by students in supervised clinical practice.



ATMS Recognised Provider Application Form

INSTITUTION NAME: _____

NAME OF PRINCIPAL (or equivalent – include title): _____

Postal Address: _____

Phone: _____ **Fax:** _____

Email Address: _____

Website: _____

Main Campus Address: _____

All Other Campus Addresses:



Please provide your Registered Training Organisation (RTO) Registration number, or the Higher Education Accreditation number, and expiry date:

Registration/Accreditation number: _____

Registration/Accreditation expiry date: _____

Please provide the following with this application:

- a) A copy of the RTO Registration, or Higher Education Accreditation
- b) A brief history of the educational institution
- c) The institution's Code of Practice
- d) The Prospectus and advertising material

If the educational institution is not a Registered Training Organisation or not a registered Australian Higher Education Institution, you will be required to provide:

Educational Institution Information

Provide a copy of:

- a) A brief history of the educational institution
- b) The institution's Code of Practice
- c) The Prospectus and advertising material
- d) An accountants letter stating the institution's financial viability

Lecturers, Trainers and Supervisors

Provide a list of the names and curriculum vitae of each staff member.

Student Information

Provide a copy each of the following:

- a) Course enrolment/application form
- b) Student contract/institution rules
- c) Policy on Recognition of Prior Learning (RPL)
- d) Grievance/Appeal Procedures
- e) Refund Policy
- f) Student Support Services
- g) Student facilities, such as canteen etc.

Classroom facilities

Provide a list of classroom facilities, including teaching aids available.

Library facilities

Provide a list of library facilities to which the students have access, including computer/internet access.

Clinic facilities

Provide a list of facilities and equipment available for student clinics.

Record Keeping

Provide a copy of procedures for each of the following:

- a) Attendance records, including clinic attendance
- b) Admissions procedures
- c) Academic Records
- d) Monitoring of staff
- e) Archive procedures
- f) Financial records procedures

Other resources

Provide a list detailing other resources of the educational institution which must include:

- a) Fire and safety procedures
- b) Any other facilities such as disabled access, crèche etc.

ATMS reserves the right to ask for additional information not stated above, to complete the ATMS Recognised Provider status and ATMS Course Accreditation assessment.



Declaration

I declare that I am authorised to complete this form on behalf of the Institution named on this application form, and that all the information provided is true, accurate and complete. I understand that the acceptance of this form by ATMS does not imply in any way that the educational institution will be recognised, or will continue to be recognised by ATMS. I further understand that ATMS may make additional inquiries, including an onsite visit and inspection of the Institution. ATMS will provide reasonable prior notice of any such visit/inspection. I will take all reasonable steps to ensure that ATMS will be advised as soon as practicably possible of any changes to the details provided on this form. I accept that any recognition granted is at all times at the sole discretion of ATMS, and may be withdrawn or varied at any time.

_____ *Signature* _____ *Date*

Name of person whose signature appears above: _____

Position: _____

Phone: _____ Email: _____

ATMS Recognised Provider Application Fee

A non-refundable application fee of \$110 including GST is charged for ATMS Recognised Provider applications.

The application fee may be paid by:

Cheque or **money order** made out to "The Australian Traditional-Medicine Society"; or by **credit card** as authorised hereunder:

Credit Card Details: MasterCard Visa

Name on Card: _____

Card Number: _____

Expiry Date: _____ Amount: \$ _____

Signature: _____



Form Return

Thank you for taking the time to complete this form. Please now return this Form, the ATMS Course Accreditation Application Form(s) and all the required supporting documentation to:

ATMS Recognised Provider and Course Accreditation
PO Box 1027
Meadowbank NSW 2114

Enquiries about the progress of an ATMS Recognised Provider and ATMS Course Accreditation Application should be made to the ATMS Office on 1800 456 855, or by email at admin@atms.com.au





ATMS

Australian Traditional-Medicine Society

PO Box 1027 Meadowbank NSW 2114

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Fax 02 9809 7570 **Email** info@atms.com.au



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Leader of the natural medicine industry