

Breathwork Trainings International

Vocational Education & Inspiration

Government Accredited Training through a Registered Training Organisation RTO 91323

Recognition of Prior Learning Handbook

Breath & Mindfulness ... invites us to become skilful in expanding the field of our awareness to include the entirety of our experience, starting very close to home, with our own body and our own breathing, then moving out from there as the heart grows larger and more loving, the body more peaceful and alive ...” Jon Kabat-Zinn

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Section 1: Overview

What is this guide for?

This guide has been developed to assist you to gain recognition for experience, skills and knowledge in the modality of Breathwork for which you do not currently hold a vocational qualification.

This Recognition for Prior Learning guidebook will help you to become more informed about what recognition is and to understand the RPL process step by step.

What is RPL?

RPL is the process by which existing skills, knowledge and experience gained throughout your life, are recognised towards the achievement of a nationally recognised qualification or statement of attainment.

RPL recognises what you have already learned from:

- Other courses
- Life experience
- Playing sport or other team activities
- Work experience, including voluntary work
- Any training provided at work...

and measures this against the course you are doing, or want to do. If what you have learned at work or elsewhere is relevant to the course, you may not have to do those parts of the course again.

What are the benefits of RPL for you?

- You will have certain life skills and prior experience recognised
- It saves you time in achieving a qualification as you do not have to repeat learning for skills and knowledge you already have
- It reduces time spent to gain a qualification by not undertaking unnecessary training
- It enables you to identify gaps in your knowledge and skills and therefore undertake the specific learning that needs to occur to meet the requirements of a particular job role or qualification.

Recognition can result in the awarding of a nationally recognised qualification or in the issuing of a Statement of Attainment for part of a qualification rather than a whole qualification. You may not need a whole qualification depending on your job role, so a Statement of Attainment may be more relevant to you.

Section 2: Understanding RPL

RPL terminology

You will regularly hear a number of terms being used regarding recognition. Below are the most commonly used of those terms.

Registered Training Organisation (RTO)

An RTO is an organisation registered to issue nationally recognised qualifications or statements of attainment for units of competency from training packages or accredited courses. This is the organisation that offers you recognition and assists you through the process. Breathwork Trainings International is such an RTO.

Nationally recognised qualification

A nationally recognised qualification is a formal certification that is recognised nationally and awarded under the Australian Qualifications Framework for the achievement of competencies.

Statement of Attainment

This is a nationally recognised statement awarded for attainment of units of competency partially contributing to the completion of a qualification.

Competency

Competency is a mix of knowledge, technical skills, understanding, problem solving and attitudes that can be demonstrated in the workplace. To be deemed competent you are assessed against the relevant units of competency.

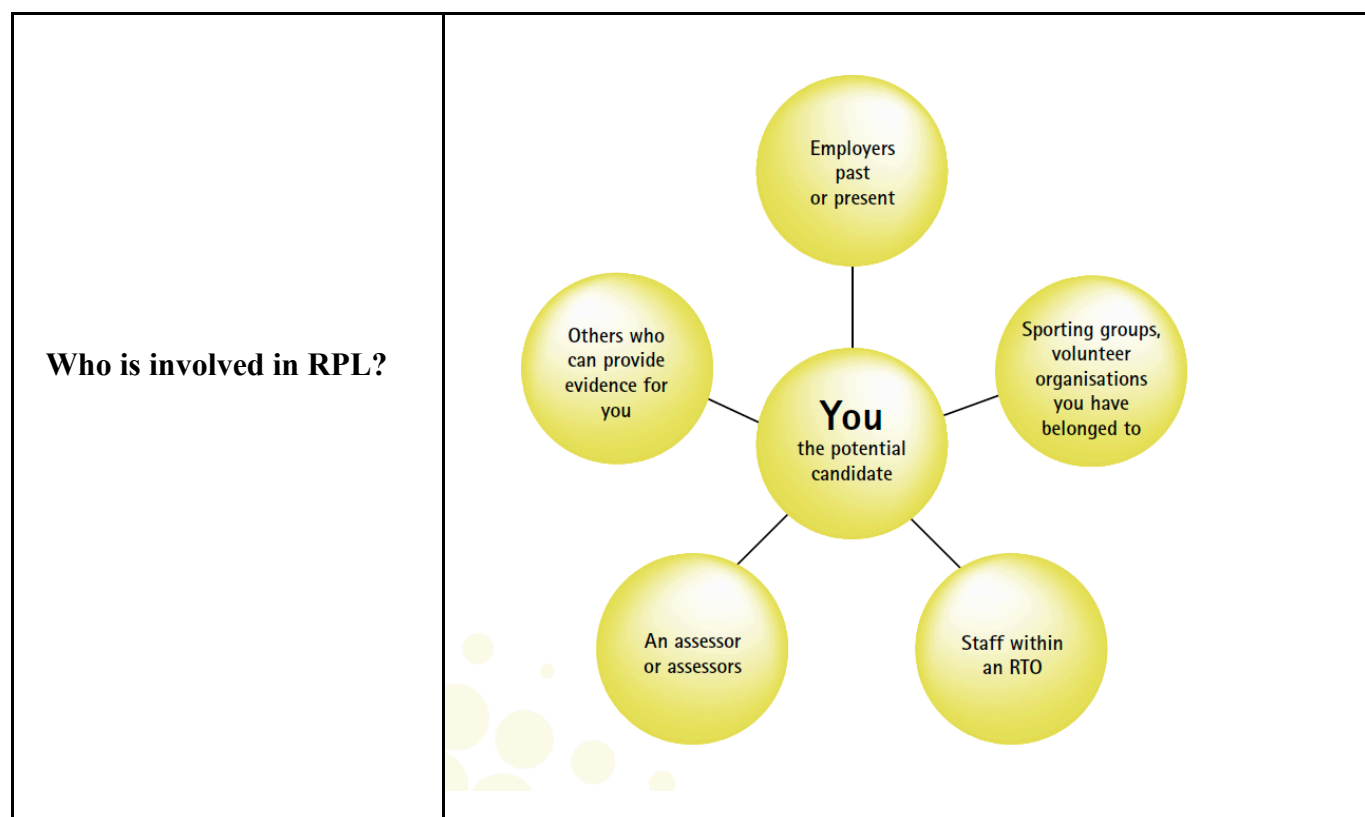
Unit of competency

This is a description of the job or work function that you need to perform such as “Communicate in the Workplace”, and the standard of performance and knowledge required in order to perform it. If these belong in a Trainings Package these are sometimes referred to as ‘national units’.

Assessment

Assessment is a process in which the candidate and the assessor work together to gather evidence to enable the assessor to make a decision on the candidate’s competence.

Who is involved in the RPL process?



Section 3: Going through the RPL process

Getting started: Gathering evidence

Your RTO will actively support you in gathering evidence to prove you have the necessary knowledge and skills. You will be working directly with a support person from BTI to identify:

Evidence you may already have e.g. work documents, testimonials from previous employers/volunteer organisations, samples of your work.

Evidence that needs to be collected by the assessor e.g. the assessor may observe you completing a task and/or ask you questions to confirm your knowledge.

Your RTO will help you understand what evidence is and what specific types of evidence might be suitable to gain the qualification you are pursuing. Evidence for recognition is not limited to existing

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documents you already have. Evidence can take a number of forms and might include any combination of the following:

Questioning: The assessor may give you written questions, or interview you and ask questions verbally.

Observation of practical tasks: The assessor may observe you performing tasks in the workplace, in a simulated environment, in the classroom or any combination of locations.

Finished products: Items you have produced in your work, which could vary from products you have created to reports you have written.

Presentations: The assessor observing presentations made by you.

Video and/or audio taped evidence: Showing you performing tasks.

Third party reports: References or answers given by third parties to questions from the assessor, providing examples of your work ability relating to the standards – this can be verbal or in writing.

Documents: Such as relevant qualifications/transcripts, project plans and reports, minutes of meetings, correspondence, resources developed.

Anything else that you or your assessor/RTO can think of that is relevant and proves your competence. You will decide with your assessor the specific types of evidence to be collected, the timelines for submission of evidence and what form the submission should take.

Questions to consider:

What evidence could my assessor gather through, for example, observation or questioning?

What evidence can I collect – such as testimonials?

What evidence do I already have such as work records, certificates, or samples of my work?

The assessor needs to ensure that your evidence:

Is valid: Does your evidence relate directly to the unit of competency; demonstrate relevant skills & knowledge; and is it appropriate to the relevant level required by the competency?

Is sufficient: Does your evidence include all the critical tasks and knowledge in the unit of competency; prove you have performed these over a period of time and in different situations; and have you submitted enough different forms of evidence?

Is authentic: Can each piece of evidence be clearly identified as your own work and is it dated and referenced; where your evidence is part of teamwork, is your specific role clearly defined; are qualifications, references, licences etc presented by you certified documents; are your verbal or written accounts about what you can do verified by a credible third party and/or supported by documented evidence?

Is current: Does evidence demonstrate you have the skills and knowledge required to meet current performance requirements?

Assessing your skills against the competencies you are going for

Your assessor will be required to complete RTO records of your assessment. Exactly how this is done will depend on the RTO's record keeping procedure. However, there are clear principles that underpin this step to ensure that:

- Your privacy is maintained
- Confidentiality is ensured
- RTO legislative requirements are met
- Any licensing requirements are met
- Any contract requirements are met

Your personal records must be kept securely by the RTO for the required period of time. You have access to these records and if for some reason you lose your qualification or statement of attainment you can approach the RTO for a copy, though this may involve a cost.

Once your evidence is gathered

Your evidence will be reviewed together as a whole and recorded by the assessor using documents developed by the assessor and the RTO.

An interview, whether face-to-face, by telephone or other means is a common part of any recognition process. This will allow your assessor to:

- Ask questions in order to explore the extent of your knowledge
- Seek clarification about any items of evidence
- Ensure that competency is demonstrated

This will be an open, transparent process including two-way communication and allowing you to ask questions and receive any clarification you may need.

Competency assessment and decision

Once you have submitted your evidence the assessor will make a decision about your competency and discuss their decision with you. Receiving constructive feedback from your assessor is very important at this point. The assessor will make one of the following decisions:

- You are competent (C) in a unit (or units) of competency
- You are not yet competent (NYC)
- Further evidence is required

What do these decisions mean?

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Competent: You will be issued with the qualification or statement of attainment and the process for issuing of the official credential will be explained.

Not yet competent: Options will be explored which could include:

- Being issued with a statement of attainment in units achieved if the whole qualification is not achieved
- Undertaking further training by enrolment in a class to meet skills gaps
- Undertaking further training by enrolment in online or distance education
- Being asked to complete work-based projects to further develop skills and/ or knowledge

Further evidence required: This means that for some reason the assessor could not make a decision based on the evidence submitted so far. This could have been for a number of reasons:

- Evidence did not relate clearly to the units
- Insufficient evidence
- Evidence was not current
- There were inconsistencies in the evidence submitted

In this case, the assessor will discuss with you options for gathering more evidence, or gaining the qualification/units of competency in another way.

Section 4: Steps 1-5 of the RPL process

The 5 steps of the RPL process

Step 1: Having decided to apply for RPL you will be asked to:

- Work through the initial RPL (see below) checklist until all boxes are ticked (Appendix 1)
- Complete an application form giving details of your relevant experience, skills and knowledge (Appendix 2)

Step 2: An RPL assessor will help you identify what evidence you need to provide for a successful application.

Step 3: When you feel you have gathered together sufficient evidence, the RPL assessor will arrange a formal interview with you.

Step 4: At the interview, the assessor will examine your documented evidence and ask you questions to determine whether you are eligible for recognition of prior learning.

Step 5: Following the interview, you will be notified of the RPL decision.

If your application is successful, you will not be required to do certain parts of the course program. If your application is unsuccessful, you can appeal against the decision if you believe it was unfair.

Section 5: RPL fee structures

RPL application fee

The RPL application fee is \$100 per qualification.

RPL processing fee

Fees will be incurred for the processing of your RPL application. You can apply for RPL for either:

- i. a Breathwork Qualification *or*
- ii. a national unit of competency embedded in the qualification

Breathwork Qualifications

Certificate III in Breathwork Assistant

Certificate IV in Breathwork Practitioner

Diploma of Breathwork Group facilitator

The RPL processing fee is calculated at 25% of the current market price of the relevant qualification (e.g. for a Cert III training fee priced at \$3,950 the RPL fee = \$987.50 Certificate IV trainings \$8850: RPL fee \$2212.50).

National Units

The processing fee for National units only is calculated at \$200 per unit.

Section 6: Applying for PRL

If you think you might be eligible for RPL and have taken the decision to apply, you will find the relevant application forms in the Appendices of this handbook.

If you are still undecided about whether to apply for RPL, please contact the BTI office and arrange to discuss your situation with the course trainer and/or assessor.

Become a BTI Trainer

If you are already a trained Breathwork Group Facilitator and would like to joint venture with Breathwork Trainings International to deliver government accredited trainings, then through a combination of RPL and mentoring you will be able to offer your clients the additional bonus of receiving an accredited qualification. Contact the BTI office for more information.

Acknowledgments to the NSW Department of Education and Training for the handbook "Skills Recognition NSW DET 2008 Candidate Guide VI-0808" from which much of the information for this guide was extracted.

Section 7: Appendices

Following are checklists and forms with detailed information that will help you begin your process of applying for RPL.

After reading these documents, and if you have any questions, the BTI staff are available to help you.

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Appendix 1 - Initial Checklist in preparation for applying for RPL

	Item	Comment	
1	You are requesting RPL for a Breathwork Qualification		<input type="checkbox"/>
2	You are requesting RPL for the National Units of Competency included in the Breathwork Qualification		<input type="checkbox"/>
3	You are requesting RPL for the qualification of		<input type="checkbox"/>
3.1	Cert III in Breathwork Assistant		<input type="checkbox"/>
3.2	Cert IV in Breathwork Practitioner		<input type="checkbox"/>
3.3	Diploma of Breathwork Group Facilitator		<input type="checkbox"/>
4	You are requesting RPL for national units embedded in the Breathwork qualification		<input type="checkbox"/>
5	In Cert III in Breathwork Assistant		<input type="checkbox"/>
5.1	BSBCMM201A Communicate in workplace		<input type="checkbox"/>
5.2	HLTOH Contribute to OHS process		<input type="checkbox"/>
5.3	HLTIN301A Comply with infection control policies and procedures in health work		<input type="checkbox"/>
6	In Cert IV in Breathwork Practitioner		<input type="checkbox"/>
6.1	HLTCOM406B Make referrals to other health care professionals when appropriate		<input type="checkbox"/>
6.2	HLTCOM405B Communicate effectively with clients		<input type="checkbox"/>
6.3	HLTCOM404B Communicate effectively with clients		<input type="checkbox"/>
6.4	CHCCS400A Work within a relevant legal and ethical framework		<input type="checkbox"/>
7	In Diploma of Breathwork Group Facilitator		<input type="checkbox"/>
7.1	HLTCOM502B Develop Professional Expertise		<input type="checkbox"/>
7.2	HLTCOM503B Manage a Practice		<input type="checkbox"/>
7.3	CHCORG529B Provide coaching and motivation		<input type="checkbox"/>

If you have already participated in a Breathwork Training ...

8	You are a qualified Breathwork practitioner		<input type="checkbox"/>
9	You are a qualified Breathwork group facilitator		<input type="checkbox"/>

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10	You were trained by		<input type="checkbox"/>
11	You completed your training in what year		<input type="checkbox"/>
12	How long was your training – in days		<input type="checkbox"/>
13	You have earned money by conducting breathwork consultations		<input type="checkbox"/>
14	For how long have you been working as a Breathworker		<input type="checkbox"/>
15	How many clients would you average per week		<input type="checkbox"/>
16	You are a member of the Australian Breathwork Association		<input type="checkbox"/>
17	You have provided a copy of your current membership certificate		<input type="checkbox"/>
18	You are a Breathwork trainer		<input type="checkbox"/>
19	You were trained by		<input type="checkbox"/>
20	You have provided a detailed outline of:		<input type="checkbox"/>
20.1	• Topics covered in your training		<input type="checkbox"/>
20.2	• Levels of training you offer		<input type="checkbox"/>
20.3	• Hours/days needed to complete your training		<input type="checkbox"/>

Evidence ...

21	What evidence have you provided		<input type="checkbox"/>
22	Certificates [list]		<input type="checkbox"/>
23	Testimonials [list]		<input type="checkbox"/>

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Appendix 1a – RPL process

This is a flexible process and the checklist below is a guideline. All items may not apply; and there may be evidence that you feel relevant that is not listed.

	APPLICATION
<input type="checkbox"/>	Read carefully the BTI RPL Handbook
<input type="checkbox"/>	Fill in a BTI enrolment form – found both in the RPL Handbook and on the BTI website – www.breathworktrainings.com
	You are requesting RPL for the qualification of :
<input type="checkbox"/>	Cert III in Breathwork Assistant
<input type="checkbox"/>	Cert IV in Breathwork Practitioner
<input type="checkbox"/>	Diploma of Breathwork Group Facilitator
<input type="checkbox"/>	Pay Application fee \$100
<input type="checkbox"/>	Receipt and acknowledgement by BTI will be send to you.
<input type="checkbox"/>	Pay full RPL fee – varies according to qualification. See RPL Handbook and BTI website
<input type="checkbox"/>	BTI sends receipt and <i>Guide to Creating an RPL Portfolio</i>

<input type="checkbox"/>	CREATION OF RPL PORTFOLIO
	<p>Work systematically through the Portfolio guide, which includes</p> <p>Personal details</p> <ul style="list-style-type: none"> • Personal resume • Formal qualification certificates • List on a separate attachment & attach certified copies of all qualifications <p>Breathwork trainings and experience</p> <ul style="list-style-type: none"> • Completed BTI templates of evidence for all the units of competency in the qualification for which you are applying • Copies of previous Breathwork assessments – if you have studied with a trainer other than BTI • Hours of Breathwork practice – list and description for: <ul style="list-style-type: none"> ○ personal Breathwork session ○ supporting a Breathwork session <p>Testimonials</p> <ul style="list-style-type: none"> • Testimonials for you as a Breathwork practitioner • List and attach • Referees – list name and contact details
<input type="checkbox"/>	Phone or email your BTI mentor/assessor if unsure how to proceed
<input type="checkbox"/>	Submit RPL portfolio

	RPL ASSESSMENT
<input type="checkbox"/>	BTI assessor reviews the portfolio
<input type="checkbox"/>	If any section has insufficient evidence you will be asked to supply more information
<input type="checkbox"/>	A formal interview will take place when portfolio is assessed as sufficient
<input type="checkbox"/>	If there are still any gaps in knowledge and skills BTI will advise you how to acquire them. This may incur additional fees payed either for BTI coaching or external training

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Appendix 2 – Overview of Course Hours

Breathwork Assistant: Total hours 220 hrs

Those hours are made up of Breathwork Units and National Competencies. The breakdown is as follows:

Breathwork Units: 160 hrs

National Competencies: 60 hrs

Breathwork Assistant Nominal Hours Fig. 1.

Name of Occupation	Level	Total Hours	<i>Breathwork Hrs</i>	<i>National units hrs</i>
Breathwork Assistant	Cert. III	220	160	60

Within the Breathwork Units of competency there is theoretical and practical aspects which are undertaken on site and off site. Figure 2 below is a Table summary

Breathwork Hours Total 160hrs Offsite research and assignment 60 hrs

Onsite experiential learning 60hrs

Onsite theory 40hrs

National Unit Hours Total 60 hrs [see below – 3 units x 20 hrs]

Breathwork Assistant Nominal Breathwork Hours Onsite/offsite: theory/practice Fig.2

Certificate III: Breathwork Assistant					
Unit of Competency Code	Unit of Competency Name	Theory	Experiential Learning		Total Hours
		Onsite*	Onsite*	Offsite* Research/ Assignments	
BW301	Assist within a Breathwork framework	40 hrs			40
BW302	Apply Personal Breathwork Experience		30 hrs	50 hrs	80
			This includes: 30 hrs – (10 x 3hrs) Breathwork using CCBC	This includes: 25hrs diary* 25hrs log book*	
BW303	Assist in facilitating Breathwork cycle with Clients		30 hrs – (10 x 3hrs assisting Breathwork cycles)	10 hrs client notes	40

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Breathwork Assistant - Summary Table of Nominal Hours Fig.3

Unit of Competency Code	Unit of Competency Name	Theory	Experiential Learning		Total Hours
		Onsite*	Onsite*	Offsite* Research/ Assignments	
BW301	Assist within a Breathwork framework	40 hrs			40
BW302	Apply Personal Breathwork Experience		30 hrs	50 hrs	80
BW303	Assist in facilitating Breathwork cycle with Clients		30 hrs	10 hrs	40
BSBCMM201A	Communicate in workplace	20 hrs			20
HLTOH	Contribute to OHS process	20 hrs			20
HLTIN301A	Comply with infection control policies and procedures in health work	20 hrs			20
Total Nominal Hours					220

Notes:

*Onsite	= clinical practice i.e. simulated Breathwork consultations	*Diary	= own personal experience
*Offsite	= reflections of Breathwork experience	*Log Book	= observations of clients

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Breathwork Practitioner Training: Total hours 510 hrs

Those hours are made up of Breathwork Units and National Competencies. The breakdown is as follows:

Breathwork Units: 370 hrs

National Competencies: 140 hrs

Breathwork Practitioner Competency Nominal Hours Fig. 1.

Name of Occupation	Level	Total Hours	<i>Breathwork Hrs</i>	<i>National units Hrs</i>
Breathwork Practitioner	Cert. IV	510	370	140

Within the Breathwork Units of competency there is theoretical and practical aspects which are undertaken on site and off site. Figure 2 below is a Table summary

Breathwork Hours Total 370 hrs Offsite research and assignment 180 hrs

 Onsite experiential learning 100hrs

 Onsite theory 90hrs

National unit Hours Total 140 – [see below]

Breathwork Practitioner Competency Nominal Hours Onsite/offsite: theory/practice Fig.2

Unit of Competency Code	Unit of Competency Name	Theory	Experiential Learning		Total Hours
		Onsite	Onsite	Offsite Research/ Assignments	
BW401	Work within a Breathwork framework	60 hrs		20 hrs assignments	80
BW402	Apply Advanced Personal Breathwork experiences		30 hrs	70 hrs	100
			This includes: 30 hrs – (10 x 3hrs) Breathwork using CCBC	This includes: 60 hrs - exchange consultations 10 hrs - log book, report	
BW403	Perform Breathwork assessment		20 hrs		20
BW404	Conduct Breathwork	30 hrs	50 hrs	90 hrs	170

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Unit of Competency Code	Unit of Competency Name	Theory	Experiential Learning		Total Hours
	consultations				
			This includes: 30hrs – simulated Breathwork consultations using CCBC 20 hrs – debriefing of off-site client consultations	This includes: 10 hrs - clients notes 70 hrs - conducting client consultations	

Certificate IV - Summary Table of Nominal Hours Fig.3

Certificate IV: Breathwork Practitioner					
Unit of Competency Code	Unit of Competency Name	Nominal Hours			Total Hours
		Theory	Experiential Learning		
		Onsite	Onsite	Offsite Research/ Assignments	
BW401	Work within a Breathwork framework	60 hrs		20 hrs	80
BW402	Apply Advanced Personal Breathwork experiences		30 hrs	70 hrs	100
BW403	Perform Breathwork assessment		20 hrs		20
BW404	Conduct Breathwork consultations	30 hrs	50 hrs	90 hrs	170
HLTCOM406B	Make referrals to other health care professionals when appropriate	20 hrs	10hrs	20hrs	50
HLTCOM405A	Administer a practice	30 hrs			30
HLTCOM404A	Communicate effectively with clients	20 hrs	10hr		30
CHCCS400A	Work within a legal and ethical framework	30 hrs			30
Total Hours for Certificate IV					510

*Onsite	= clinical practice i.e. simulated Breathwork consultations	*Diary	= own personal experience
*Offsite	= reflections of Breathwork experience	*Log Book	= observations of clients

Apply Advanced First Aid – co-requisite

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Breathwork Group Facilitator: Total hours 590 hrs

Those hours are made up of Breathwork Units and National Competencies. The breakdown is as follows:

Breathwork Units: 430 hrs

National Competencies: 160 hrs

Breathwork Facilitator Nominal Hours Fig. 1.

Name of Occupation	Level	Total Hours	<i>Breathwork Hrs</i>	<i>National unit Hrs</i>
Breathwork Group Facilitator	Diploma	590	430	160

Within the Breathwork Units of competency there is theoretical and practical aspects which are undertaken on site and off site. Figure 2 below is a Table summary

Breathwork Hours Total 430hrs

- Offsite research and assignment 110 hrs
- Off site conducting workshops 80 hrs
- Running a promotional event 40 hrs
- Onsite experiential learning 120hrs, [including 100 assisting workshops, 20hrs debriefing]
- Onsite theory 80hrs

National Units Hours Total 160 hrs – [see below]

The following table outlines the units and their nominal hours.

Breathwork Practitioner Nominal Breathwork Hours Onsite/offsite: theory/practice Fig.2

		Nominal Hours			Total Hours
<i>Unit of Competency Code</i>	<i>Unit of Competency Name</i>	<i>Theory</i>	<i>Experiential Learning</i>		
		Onsite	Onsite	Offsite Research/ Assignments	
BW501	Facilitate within a Breathwork Framework	50 hrs	10 hrs	80 hrs	140
			This includes: 10 hrs debriefing of off-site experiences	This includes: 40hrs assignments 40 hrs organising and running a promotional event	
BW502	Lead and facilitate Breathwork groups	30 hrs	110 hrs	150 hrs	290
			This includes: 100 hrs assisting in workshops 10 hrs debriefing of off-site experiences	This includes: 70 hrs research assignments 80 hrs conducting workshops	

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Diploma - Summary Table of Nominal Hours Fig.3

		Nominal Hours			
Unit of Competency Code	Unit of Competency Name	Theory	Experiential Learning		Total Hours
			Onsite	Onsite	
BW501	Facilitate within a Breathwork Framework	50 hrs	10 hrs	80 hrs	140
BW502	Lead and facilitate Breathwork groups	30 hrs	110 hrs	150 hrs	290
CHCORG2529A	Provide coaching and motivation	70 hrs			70
HLTCOM502A	Develop professional expertise	40 hrs			40
HLTCOM503B	Manage a practice	50 hrs			50
Total Hours for Diploma					590

Notes:

*Onsite	= clinical practice (i.e. simulated Breathwork consultations)	*Diary	= own personal experience
*Offsite	= reflections of Breathwork experience	*Log Book	= observations of clients