

# **Holistic & Therapeutic Massage Diploma**

## ***Student Handbook***



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## **Admission Criteria**

To undertake the Holistic & Therapeutic Massage Diploma students must have a good grasp of English and science.

## **Course Dates**

The Holistic & Therapeutic Massage Diploma is taught either on a Wednesday morning at our Parker Street Therapy Rooms or on a Thursday evening at the Coach House in Headington Quarry. A detailed copy of the course outline with specific dates and times can be found on our website.

## **Course Times**

The Wednesday class runs from 10.00am to 1.00pm and the Thursday class 7.30pm to 10.30pm.

## **Course Fees**

Course fees are £1950 and include:

- Student insurance for the first 12 months of the course
- Course text books and additional learning material
- ITEC Diploma in Holistic Massage
- Access to the OSM student intranet
- Complete set of massage towels, sheets and polo shirt
- St John Ambulance Emergency First Aid at Work certificate
- Membership of the OSM student graduate clinic

A deposit of £195 is required to secure your place on the first year of the course, the remainder can be paid in a further 9 monthly instalments of £195.

## **Course Details**

Information regarding specific teaching hours, pass marks and the relative importance of each module can be found on our website.

## **Course Modules**

- Holistic Massage Theory
- Holistic Massage Practical
- Anatomy & Physiology
- Business Development
- Case Studies
- Clinical Hours
- First Aid Training
- Therapy Sessions

Details of each of the modules can be found on our website.

## **Assessment Criteria**

Assessment criteria for each of the course modules can be found on our website.

## **Schemes of Work**

Detailed schemes of work for each of the course modules can be found on our website.

## **Virtual Learning Environment**

Students taking the Holistic & Therapeutic Massage Diploma will have access to the school's Virtual Learning Environment through our website.

## **Examination Dates**

Examination dates for each of the course modules are outlined on the course timetable which can be found on our website.

## **Retaking Examinations**

Students are expected to take the examinations at the times outlined. Failure to do so will result in them having to incur a charge of £100.00 per examination to cover the costs of having to take the examination at another time.

## **Course Attendance**

In order to graduate students are required to attend 95% of the contact teaching hours. Students must give as much notice as possible if they know they are going to be unable to attend any of the weekends.

## **Graduation Policy**

To graduate and obtain our Holistic & Therapeutic Massage Diploma students must have completed and passed all course modules. If a student fails to pass any module they will be able to take the examination again at a cost of £100.00 per examination.

## Our Tutors

### Victoria Bond

Vicky qualified in 2015, gaining both her in-house diploma from OSM and also a Level 3 ITEC qualification in Holistic Massage. A strong advocate of the schools philosophy and values she developed an interest in teaching after qualifying and joined OSM as a Teaching Assistant before going on to lead her own classes. Vicky also regularly volunteers as a Massage Therapist at a local cancer support centre, here she provides treatments to help try and improve the physiological and emotional well-being of the guests who attend. In addition to each of the mentioned roles she also works with disabled children and young people with complex health needs and Autistic Spectrum conditions.



### Mark Higgins

Mark qualified with the Oxford School of Massage in 1988, before going on to the West London School of Therapeutic Massage to take further courses in Aromatherapy and Sports Massage. He started teaching at OSM in 1990, and took over as the principal of the school in 2008. As well as his role as principal of the school he owns and runs the Oxford franchise of Neal's Yard Remedies.



### Sarah Toplis

Sarah qualified with the Oxford School of Massage in 2009 with a distinction. She has since set up her own practice in Abingdon which is proving to be very successful with both private clients and the corporate sector. Sarah previously worked in Training and Development for 15 years and has an extremely strong background in facilitating the learning experience, making it appropriate and fun for those involved. She discovered a love for Anatomy and Physiology whilst undertaking her own diploma and has joined Oxford School of Massage to share her passion for the topic. Sarah has also completed courses in Advanced Facilitation & Training Skills, Counselling and Presentation Skills.



## **Course Venue**

The Wednesday class takes place at our Parker Street Therapy Rooms and the Thursday class at the Coach House in Heading Quarry. Directions to each of the venues can be found by clicking [here](#).

## **Employment Placements**

Successful graduates will have the opportunity to work in the Oxford School of Massage Graduate Clinic attached to Neal's Yard Remedies in Oxford.

## **Replacement Certificates**

If for any reason a student loses their Holistic & Therapeutic Massage Diploma certificate they will be able to get a replacement at a cost of £25.00.

## **Additional Student Costs**

Course fees cover core text books, all teaching materials, sheets and towels, student insurance and massage oil in class.

Students will also be required to purchase other books on the reading list and massage oil for use outside of the classroom. Students will also need access to a massage table which can be hired from the school at a cost of £5.00 per week. Students may wish to purchase their own tables and details of specifications will be given in the first class.

As part of the course students are also required to receive four massage treatments from graduates of the Oxford School of Massage and must pay for these treatments themselves.

## **Cancellation Policy**

If for any reason a student is unable to continue with the course, we encourage them to take a break and rejoin the next course at the appropriate time. To secure a place on the next course students are required to pay the remainder of the fees. This will guard against them having to pay any increase in fees.

If this is not possible students will be entitled to the following refunds once one month's written notice has been received:

### **BEFORE THE COURSE STARTS**

- You will lose your deposit of £195.00 unless another student can be found to take your place.

### **ONCE THE COURSE HAS STARTED**

#### *Fees Paid Upfront*

- You will forfeit the £150.00 for paying the course fees in full.
- You will forfeit £390.00 for leaving the course early.
- You will be entitled to the proportion of the fees still left to pay minus the above.

#### *Fees Paid by Standing Order*

- You will forfeit £390.00 for leaving the course early.

## **Grievance Procedures**

If a student has a grievance against a fellow student, this should be initially reported to their tutor, who will report the matter to the principal for investigation.

If a student has a grievance against a tutor, this should be reported directly in writing to the principal for further investigation.



## **Disciplinary Procedures**

Students must be aware that plagiarism, cheating and copying will not be tolerated on the course. Plagiarism means copying from published sources without acknowledgement. Cheating includes copying work from others, or getting someone else to do the work for you. Copying includes allowing your work to be copied by others.

All cases of suspected plagiarism, cheating or copying will be investigated and, if proven, the student will not be allowed to continue with the course.

## **Code of Conduct**

All students must comply with the OSM Code of Conduct a copy of which can be found on the Student Intranet section of the website.

## **Equal Opportunities Policy**

The Oxford School of Massage & Natural Therapies Ltd is fully committed to the development of policies to promote equal opportunity employment. Our equal opportunity policy aims to ensure that no student applicant or employee receives less favourable treatment on the grounds of gender, marital/parental status, disability, colour, religion, race, nationality, ethnic or national origin, age or sexual orientation.

## **Data Protection Policy**

For registration purposes it will be necessary to collect various pieces of personal data about students, all of which are necessary to meet accreditation requirements and for health and safety reasons. The Oxford School of Massage is registered under the Data Protection Act 1998.

## **First Aid**

All of our tutors are qualified in Emergency First Aid at Work.

## **Health & Safety**

A copy of the School's Health & Safety Policy can be found on the Student Intranet section of the website.

## **Hygiene Standards & Practices**

A list of the school's protocol with regard to hygiene in the classroom can be found on the Student Intranet section of the website.

## **Accidents & Emergencies**

If an accident happens within the classroom, this must be reported to the tutor and an accident report filled out.

Details of the course venue's fire drill will be explained to students on the first day of the course.

## **Contact Details**

If you have issues you need addressing at anytime, please contact the Principal of the school through one of the following methods:

Oxford School of Massage, 25 Parker Street, Oxford OX4 1TD

Website: [www.oxfordschoolofmassage.com](http://www.oxfordschoolofmassage.com)

Facebook: [www.facebook.com/oxfordschoolofmassage](http://www.facebook.com/oxfordschoolofmassage)

Email: [enquiries@oxfordschoolofmassage.com](mailto:enquiries@oxfordschoolofmassage.com)

Telephone: 07714-464577