



# Sydney Institute of Traditional Chinese Medicine

CRICOS provider No.: 01768k

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# Student Prospectus

## 2014

**Sydney Institute of Traditional Chinese Medicine is a registered business name of  
Sydney Institute of Health Sciences Pty Ltd | ABN 30 100 578 836**

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**Dear prospective student,**

The *Sydney Institute of Traditional Chinese Medicine* is a registered business name of Sydney Institute of Health Sciences Pty Ltd ABN 30 100 578 836 and has been providing Traditional Chinese Medicine courses and qualifications in Australia for over 29 years. It is a progressive institution, established to promote the growth and development of a broader system of health delivery encompassing complimentary and Traditional Chinese Medicine (TCM) within our community and the health profession.

The Institute aims to produce primary health care practitioners who practice their profession in a safe, effective and responsible manner within the framework of the Health Care System.

The training provided by the Institute is designed to empower graduates to serve the community in a variety of ways, such as, through primary health care, ongoing education programs, and working alongside other therapists in various clinical settings.

The Institute fosters open-mindedness and commitment to high ideals, providing an environment in which students may develop the habits of continuing self-education and self-fulfilment through service to others. Graduates are empowered to work in a professional and ethical manner and to raise community confidence in the Health Care System.

Lecturers at the Institute have undergone formal clinical training in China, Australia, Poland and the United Kingdom. They have been in education and clinical practice in Complimentary Medicine, Nursing and TCM for many years. Some of them enjoy widespread recognition as leaders in their field.

Our staff thrive on the challenge of continuous improvement by providing recognised competency based material and the latest technology.

The Sydney Institute of Traditional Chinese Medicine extends a warm welcome to you to experience a professional, friendly and supportive environment at one of the Australia's longest established and most respected institutions of TCM.

We sincerely hope, and we will endeavour to ensure that your time at the Institute is memorable and productive.

Dr. Yifan Yang  
**CEO**



## Diploma of Traditional Chinese Medicine Remedial Massage (An Mo Tui Na) HLT50107

### Course Overview

This course is aimed at those who want to work in or who are currently working in the area of An Mo Tui Na or Traditional Chinese Medicine and want to increase their skills and knowledge level including the specialist skills for the treatment of women and children and in Traumatology treatment. The course outline is as follows:

	Semester 1 (15 weeks)		Semester 2 (15 weeks)	
<b>Year1</b>	COMM-1	<u>Common Units (1)</u> <ul style="list-style-type: none"> <li>HLTCOM502B: Develop professional expertise</li> <li>HLTCOM404B: Communicate effectively with clients/patients</li> <li>HLTCOM503B: Manage a practice</li> <li>HLTCOM406B: Make referrals to other health care professionals</li> </ul>	COMM-3	<u>Common Units (3)</u> <ul style="list-style-type: none"> <li>HLTOHS300A: Contribute to OHS processes</li> <li>HLTIN301A: Comply with infection control policies and procedures in health work</li> <li>HLTAP401A: Confirm physical health status</li> </ul>
	COMM-2	<u>Common Units (2)</u> <ul style="list-style-type: none"> <li>HLTCOM408B: Use specific health terminology to communicate effectively</li> <li>HLTFA301B: Apply First Aid*</li> <li>HLTHIR501A: Maintain an effective health work environment</li> </ul>	COMM-4	<u>Common Units (4)</u> <ul style="list-style-type: none"> <li>HLTAP501A: Analyze health information</li> <li>CHCORG28A: Reflect and improve upon professional practice</li> <li>HLTHIR506B: Implement and monitor compliance with legal and ethical requirements</li> </ul>
	SPEC-1	<u>SPECIALISATION UNITS 1</u> <ul style="list-style-type: none"> <li>HLTTCM501B: Apply TCM remedial massage (AN MO TUI NA) assessment framework</li> <li>HLTTCM502B: Perform TCM remedial massage health assessment</li> </ul>	SPEC-2	<u>SPECIALISATION UNITS 2</u> <ul style="list-style-type: none"> <li>HLTTCM503B: Provide TCM remedial massage (AN MO TUI NA) treatment</li> <li>HLTTCM505B: Provide TCM remedial massage (AN MO TUI NA) treatment for women and children</li> </ul>
	TNHMS-1A	Anatomy for Tui Na (A)	TNHMS-1B	Anatomy for Tui Na (B)
	CPM-1	Clinical Practicum (1)	CPM-2	Clinical Practicum (2)
<b>Year2</b>	TNACU-1	The Channel System & Acupoints (1)	TNACU-2	The Channel System & Acupoints (2)
	TNTCM-1	Theoretical Frameworks of TCM	TNTCM-2	TCM Diagnosis
	TNHMS-3	Physiology & Pathology	TNHMS-4	Clinical Diagnosis
	SPEC-3	<u>SPECIALISATION UNITS 3</u> <ul style="list-style-type: none"> <li>HLTTCM504B: Provide traumatology treatment within a TCM remedial massage (AN MO TUI NA) framework</li> </ul>	SPEC-4	<u>SPECIALISATION UNITS 4</u> <ul style="list-style-type: none"> <li>HLTTCM506B: Work within TCM remedial massage (AN MO TUI NA) framework</li> <li>HLTTCM507B: Plan TCM remedial massage (AN MO TUI NA) treatment strategy</li> </ul>
	CPM-3	CPM:3: Clinical Practicum (3)	CPM-4	CPM:4: Clinical Practicum (4)

\* Please note that this unit is provided by Australian First Aid Pty Ltd, and that it is a WorkCover requirement to have a first aid refresher training every three years.

### Course Duration

Nominally, this course takes 2 academic years, structured in either full-time or part-time modes (Part-time study is not available to overseas students). This course is delivered face-to-face with a total of 1096 class hours inclusive of 200 hours of clinic practice.

### Career Opportunities

Attainment of this qualification may lead to opportunities to work with Traditional Chinese Medicine practitioners. Positions may be obtained such as a Remedial Massage Therapist.



## **Entry Requirements**

### Domestic Students:

Pre-requisites for entry into this course are:

- Students must be over 18 years of age,
- Students must have a NSW Higher School Certificate or interstate equivalent

Potential students are expected to have a keen interest in health care, especially in Traditional Chinese Medicine, and are required to complete a written application to satisfy the Institute of their aptitude to undertake the required studies. There is also a provision for mature age students 21 years or over with a history of work experience or study which shows an aptitude to submit themselves to regimented study patterns.

### International Students:

Pre-requisites for entry into this course are:

- Students must be over 18 years of age,
- Students must have an overseas equivalent of the NSW Higher School Certificate
- Students must have an IELTS score of 5.5 or above and must provide documentation to that effect.

Each individual application will be based upon information supplied to the Sydney Institute of Traditional Chinese Medicine on their application form.

## **Assessment**

Students are assessed by:

- A half-semester examination and regular tests, written assignments, research projects, and case studies based upon data collected by the student in clinical practice.
- An end-of-semester (end-of-unit) written and practical examination testing work covered in the whole of the semester, which will comprise of not more than 60% of the student's semester results.

## **Articulation**

On completion of this qualification you will be able to gain advanced standing in the Advanced Diploma of Traditional Chinese Medicine.

## **How to Apply**

Please contact Sydney Institute of Traditional Chinese Medicine by phone, fax or email with the subject line DTCRM.



## Fees Policy

### You are an international student if you are

- a Temporary Resident of Australia
- a Permanent Resident of New Zealand
- a Resident or citizen of any other country.

### You are not an international student if you are

- an Australian citizen
- an Australian Permanent Resident
- a New Zealand citizen.

### Application Fee for Courses

All Sydney Institute of Traditional Chinese Medicine course applicants must pay a non-refundable student association membership fee of \$170.00 for local students, or AUD\$265.00 for international students, payable upon enrolment.

### 2013 Indicative Course Fees

		Unit of Study		Tuition Fee	
				Local	International
Year 1	Semester 1	COMM-1	COMMON UNITS 1	\$800	\$1,500
		COMM-2	COMMON UNITS 2	\$800	\$1,500
		SPEC-1	SPECIALISATION UNITS 1	\$800	\$1,500
		TNHMS-1A	Anatomy for Tui Na (A)	\$800	\$1,500
		CPM-1	Clinical Practicum (1)	\$160	\$280
	Semester 2	<b>COMM-3</b>	<b>COMMON UNITS 3</b>	<b>\$800</b>	<b>\$1,500</b>
		<b>COMM-4</b>	<b>COMMON UNITS 4</b>	<b>\$800</b>	<b>\$1,500</b>
		<b>SPEC-2</b>	<b>SPECIALISATION UNITS 2</b>	<b>\$800</b>	<b>\$1,500</b>
		<b>TNHMS-1 B</b>	<b>Anatomy for Tui Na (B)</b>	<b>\$800</b>	<b>\$1,500</b>
		<b>CPM-2</b>	<b>Clinical Practicum (2)</b>	<b>\$160</b>	<b>\$280</b>
Year 2	Semester 1	TNACU-1	The Channel System & Acupoints (1)	\$800	\$1,500
		TNTCM-1	Theoretical Frameworks of TCM	\$800	\$1,500
		SPEC-3	SPECIALISATION UNITS 3	\$800	\$1,500
		TNHMS-3	Physiology & Pathology	\$800	\$1,500
		CPM-3	CPM-3: Clinical Practicum (3)	\$640	\$1,120
	Semester 2	<b>TNACU-2</b>	<b>The Channel System &amp; Acupoints (2)</b>	<b>\$800</b>	<b>\$1,500</b>
		<b>TNTCM-2</b>	<b>TCM Diagnosis</b>	<b>\$800</b>	<b>\$1,500</b>
		<b>SPEC-4</b>	<b>SPECIALISATION UNITS 4</b>	<b>\$800</b>	<b>\$1,500</b>
		<b>TNHMS-4</b>	<b>Clinical Diagnosis</b>	<b>\$800</b>	<b>\$1,500</b>
		<b>CPM-4</b>	<b>CPM-4: Clinical Practicum (4)</b>	<b>\$640</b>	<b>\$1,120</b>
<b>Total</b>				<b>\$14,400</b>	<b>\$26,800</b>

VET FEE-HELP is now available for eligible students. Youth Allowance, Austudy and Abstudy are available for eligible, full-time local students. Only full-time study is available for international students.

*Note: All fees are subject to annual review.*

*Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating subjects.*

*Fees are set each year and are payable before each semester. The initial rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by the institute Board of Directors. All fees, charges and accounts will be payable in advance as determined by the Sydney Institute of Traditional Chinese Medicine.*



### **Tuition Fees**

Tuition fees DO cover the charges for tuition administration and one lab coat (uniform) used in clinical practice.

Tuition fees DO NOT cover the charges for registration fee for vocational courses, accommodation, living expenses, textbooks, additional uniforms, stationery, equipment, and external examinations.

### **Incidental Fees**

Incidental fees are not covered by tuition fees.

- ✓ Printed copies of record books, work books, handouts, module books or other printed matter issued as part of the Training Material that are available online, or are lost or misplaced - \$0.20 is charged per single sided print (b&w)
- ✓ Copies of Academic Transcript (Where first copy provided free of charge) \$20.00
- ✓ Copies of Formal Qualifications (Where first copy provided free of charge) \$50.00
- ✓ Student ID Card (Where first copy provided free of charge) \$20.00

### **Late Enrolment Fee**

If a student enrolls in a Unit of Study on or after the Start Date and prior to the Census Date, a late enrolment fee of 3% of tuition fee applies to the Unit of Study.

\* The late enrolment fee cannot be deferred to VET FEE-HELP.

### **Transfer of Fees**

No fees will be transferred to other external institutions or persons.



## Additional Information for Local Students

### Instalment

Periodic instalments of tuition fees can be arranged with the Institute.

### Refund

Students who have paid and ask for a refund before the beginning of the semester will receive a 90% refund, 70% will be refunded within the first four weeks of the semester, and no refund will be provided after 4 weeks.

## Additional Information for International Students

### VISA SUSPENSION/CANCELLATION & REFUND POLICY

1. If an application for a student visa is rejected for an international student applying for enrolment from offshore, then all course fees will be refunded in full provided that documentary evidence is supplied within fourteen (14) days of visa rejection. The course enrolment fee will not be refunded.
2. If a student withdraws from a course and supplies the Institute written notification before the course commencement date, 90% of the total course fees paid will be refunded. The course enrolment fee and the clinical practicum fee will not be refunded.
3. If a student withdraws from a course within four (4) weeks after the course commencement date, 70% of the total course fees paid will be refunded. The course enrolment fee and the clinical practicum fee will not be refunded.
4. If a student withdraws from a course four (4) weeks after the commencement date of the course, no Refund will be made.
5. As a member of the ACPET OSTAS, if we are unable to fulfil our obligations to complete a course, the international student will be offered a no cost enrolment into another ACPET OSTAS member Institute.
6. All requests for refund must be made in writing. We undertake to make payment of all refunds within 28 days of receipt of a written application for refund.

### Refunds Paid If SITCM defaults:

1. If the offered course does not start on the published or agreed starting day.
2. if a course that stops being provided after it starts and before it is completed or if a course is not provided fully to the student because we have had a sanction imposed by either VETAB or DEEWR under either and or the AQTF and the ESOS Act 2000.
3. We will pay a full refund to all international students within two weeks after the default day. We will provide all students with a statement that explains how the refund amount has been calculated.

*Note: The refund policy is subject to review from time to time. Please check the current refund policy before accepting an offer. "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws for unpaid and overdue fees."*



## Application Process

### How to apply

1. After reading the terms & conditions download and complete the Student Application Form available at [www.sitcm.edu.au/enrolment\\_information.html](http://www.sitcm.edu.au/enrolment_information.html).
2. Attach all required documentation listed in the form.
3. Submit the application form and the necessary documentation to  
Sydney Institute of Traditional Chinese Medicine  
PO Box K623  
Haymarket, NSW 2000  
AUSTRALIA
4. If your application is successful you will receive an *Successful Enrolment & Acceptance Agreement* letter in your nominated course, along with pre-enrolment and fee payment information.

You will need to sign and return the *Acceptance Agreement* to us, before paying your fees. Please read the Terms and Conditions of Acceptance carefully before signing the agreement.

5. An invoice will be sent to you upon receipt of your payment. International students will also receive an electronic Confirmation of Enrolment (eCoE) form. The eCoE is used to apply for your student visa.

### Additional Information for International Students

International students applying to study in Australia will require a student visa. Application for and processing of student visas can take up to six months. An application fee applies for visas.

For all visa inquiries and applications, students should contact their local Australian Embassy, High Commission or Diplomatic Mission. It is a student's responsibility to ensure a visa is received in sufficient time to commence studies at the Institute by the commencement date of offer.

For more information, please contact:

**Australian Diplomatic Missions** [www.immi.gov.au/contacts](http://www.immi.gov.au/contacts)

**Australian Embassies** [www.immi.gov.au/contacts](http://www.immi.gov.au/contacts)

**Australian High Commissions** [www.immi.gov.au/contacts](http://www.immi.gov.au/contacts)

**Department of Immigration and Citizenship (DIAC)** [www.immi.gov.au/contacts](http://www.immi.gov.au/contacts)