



become a work experience affiliate

Professional Pilates training with Pilates ITC | RTO 52583

Why PilatesITC?

Pilates International Training Centre (RTO No. 52583) Courses and Professional Instruction Pathways were developed and continue to be Mentored by Sally Anderson, and are today delivered nationally by Directors Suzanne Newby and Frances Cahill, with our National Faculty Team and network of Affiliated Studios. PilatesITC has a reputation for delivering world-class Instructor training, with the highest exacting standards in the market today. Our courses offer a smart and accessible blend of theory and practice, so our Instructors are comprehensively trained. PilatesITC trained Instructors have a sound and balanced understanding of the Method, their scope of practice, where Pilates fits and can be most useful in the Allied Health chain. PilatesITC accredited undergraduate and post-graduate level qualifications and pathways are recognised by the industry's peak body, the Pilates Alliance Australasia (PAA); the American Association, the Pilates Method Alliance (PMA), the Australian Skills Quality Authority (ASQA) and all reputable employers in Australia and internationally.

Instructors graduate ready to teach and equipped with the micro and macro-level skills necessary to deliver a targeted, responsive and corrective Pilates experience for clients. We produce Instructors who clients and employers love: they fill classes and retain clients!



What is Work Experience Affiliation?

PilatesITC Students have access to the most current teacher training applications, delivered by leading Educators in some of the finest facilities in the country. We believe the best learning outcomes are achieved in a mentor-supported environment and guidance from the industry's finest Pilates bodies and minds goes a long way to ensuring our students' success. The Pilates community, across the country, plays a huge role in keeping our students motivated, on-track and enriching their learning experiences through in-person work experience. Students are required to complete a minimum amount of on the job learning in the form of:

- Observation: viewing group classes and Studio Pilates delivered by a qualified Instructor.
 - o Self-audit: (not assessed) self-paced tasks to consolidate on the job learning.
- Teaching:
 - o Self-scheduled practice teaching in the Studio setting.
 - o Co-instruction of group classes and Studio Pilates parallel to a qualified Instructor in the Studio setting.
- Self-mastery: developing and exploring personal practice of Pilates.

This is where our Work Experience Affiliates come in! Students can complete a percentage of these hours at any of PilatesITC's approved Work Experience Affiliated Studios. The Affiliate program (formerly WEFS) was developed as an accessibility measure, invoking the power of our strong, connected Pilates community so Students can enjoy equitable access to rewarding learning opportunities in live-Studio environments.

Affiliated Studios are selected via screening process and must perform against set criteria including but not limited to: quality of facilities and equipment; staff qualifications; membership of the industry body (PAA); demonstrated commitment to professional development, and be able to service the necessary supervision and documentation.

Our Affiliates are the best in the Pilates business and are essential to our ability to deliver high-quality, meaningful and comprehensive Pilates education in Australia.

What are the benefits?

If a fresh, PilatesITC Student face pops up in your Studio, eager and ready to learn, what can you reasonably expect to get out of it?

Being a Work Experience Affiliated Studio means:

- **20% OFF Professional Development** at PilatesITC Training Locations across the country for you and your staff. Please contact administration@pti.wa.edu.au to redeem.
- **50% OFF the deposit course enrolment for your staff:** including post-graduate, Advanced Diploma of the Pilates Method. Please contact administration@pti.wa.edu.au to redeem.
- **A free Private Studio session for you with any PITC Faculty member each year. Please contact administration@pti.wa.edu.au to redeem.**
- Students are also covered by PilatesITC Public Liability Insurance, provided there is a Supervisor (qualified Instructor) present at the Studio, so there's no added cost to you for hosting them.
- New clients through your door!
- Exposure to new local and national networks via PilatesITC marketing channels and listings.
- Recruitment opportunities: build relationships that work for your business and hire the Students you mentor!
- Knowledge economy: a great opportunity to share your cultural and stylistic influences with Students and inspire.
- Stay connected with the national PilatesITC family; make friends across the country!
- Altruism: giving back to the Pilates community is how we fight the good fight to elevate and maintain the standard of Pilates instruction in Australia and the world! (Plus, it is super rewarding to share in Students' Pilates journeys!)

What would this mean for my business?

We aim to minimise the administrative load on our Affiliates to the best of our ability by empowering Students to take ownership of the logistics behind work experience. They are expected to liaise direct with Affiliate Studios' admin teams/reception for booking observations, teaching and self-mastery.

Standards + conduct

As part of their induction, Students are also briefed on standards of conduct and expectations when representing PilatesITC at an Affiliated Studio. In addition to this, we supply you with observation and teaching guidelines (*see Appendix 1.1*) which can be adapted to suit your Studio environment, to help maintain a consistent and high-level of behaviour from Students and their clients visiting your Studio.

Students are also required to take ownership of important documentation, including health screening forms, insurance waivers, and recording work experience hours. Affiliate Studio Instructors and staff are, however, required to sign off on the hour(s) on their work experience log as hours are accrued.

Teaching hours

Self-scheduled teaching hours, where Students organise their own “clients” to teach, is designed as an opportunity to hone teaching skills in a live, Studio setting. Students are wholly responsible for securing clients to teach, pulling from their own networks (friends and family) and the PilatesITC Student community. There is a strict screening process in place for Students’ clients to ensure they work only with healthy and able bodied clients and not beyond their scope of practice.

To cover the administration of teaching hours and use of Studio space, we recommend Students’ clients pay Affiliate Studios a nominal fee for these sessions. Our recommendation is that Affiliate Studio staff, other Students and up to three of the Students’ close contacts (family or friends) can “be a body” for teaching hours free of charge, beyond that a fee schedule applies.

An example fee schedule:

- o Private (Mat, Reformer or Studio): \$20.00 per session.
- o 2 or more people (Mat, Reformer or Studio): \$10.00 per session.

Self-Mastery

We believe that commitment to self-mastery is essential to developing proper understanding of the physical intelligence aspects of Pilates and biomechanics, and helps to produce well-rounded, capable Instructors.

Students can elect to complete self-mastery hours for group Matwork, group Reformer, and Studio Pilates with Work Experience Affiliates. To be eligible, self-mastery must be a full hour program (for Group and Studio) under the direction of an accredited Instructor at your Studio and must be signed off by the Instructor at the end of each session.

While Students are not provided any promise of a discounted rate at Affiliate sites, PilatesITC encourages training locations and Affiliates alike to consider offering accessibly priced self-mastery packages to Students: of course, the level of discount is up to the provider's discretion. The continuation of self-mastery beyond the course requirement is not compulsory, however, we encourage Students to approach it as an ongoing investment in professional development, for life!

Hours: let's break it down.

Students must complete their work experience hours as a minimum requirement for qualification in their selected course or instruction pathway. See **Appendix 1.2** for a breakdown of these hours.

Support for Work Experience Sites

We understand that being a Work Experience Affiliated Studio is a significant commitment of resources and time, and it is a role in which we want you to feel fully supported so you, your team and Students can enjoy the experience. Support services include:

- **Work Experience Affiliate Forum:** a closed Facebook group. A great place to share positives, good news, share content (photos/videos/testimonials from Students and your team!), ask a question, seek feedback from Student Admin and other Affiliates across the country; access work experience documents and course info; and get to know the national PilatesITC family.
- **Phone Support:** call (08) 9330 4570 any time to speak with the Student Administration team.
- **Email Support:** send us an email on info@pilatesitc.edu.au
- **Marketing Support:** email carlywise@ptiwa.com.au to ensure your Studio is listed on the website, and get in touch to explore cross-promotion opportunities.

We are always working to refine our systems and processes, and we greatly value your feedback at any time!

How can I apply?

Affiliated Studios are selected via screening process and must perform against set criteria including but not limited to: quality of facilities and equipment; staff qualifications; membership of the industry body (PAA); demonstrated commitment to professional development, and be able to service the necessary supervision and documentation. If you are someone you know is interested in becoming a PilatesITC Work Experience Affiliated Studio, get in touch with Student Administration on (08) 9330 4570 or email the Application for External WEAS Form (*see Appendix 1.3*) through to administration@pti.wa.edu.au. Your submission will be assessed and returned promptly.



APPENDIX 1.1 - Students: Work Experience Guidelines

As part of their induction, they are also briefed on standards of conduct and expectations when representing PilatesITC in an Affiliated site. In addition to this, we supply you with observation and teaching guidelines which can be adapted to suit your Studio environment, to help maintain a consistent and high-level of order from Students visiting your Studio.

Observation

1. Be aware and respectful of the Studio's client experience and space during work experience!
2. Please sit in the area allocated for observations. Do not sit or stand in the middle of the room or encroach in clients' space. We understand you may be sitting for long periods of time, but please refrain from sitting or lying on the floor, obstructing access to the Studio or stretching/exercising when observing sessions.
3. Do not offer corrections, suggestions, or ask questions of Instructors or clients during observation. Note down questions, then approach the Instructor at the end of class or email later.
4. Do not talk with other Students during observations.
5. Do not use your mobile phone or take photos during observations.
6. Please use Studio equipment with care and respect.
7. No eating in the Studio at any time. Water bottles with caps are permissible.
8. Wear your PilatesITC uniform and closed-toe shoes during observations and teaching: this identifies you to Studio clients as a Student. Uniform isn't required for self-mastery.
9. Please avoid wearing strong scented perfume in the Studio while observing or teaching as this affects the client experience.
10. Enjoy your observation! It's a valuable component of learning how to teach, but please be respectful of the Studio, their employees and clients at all times.

Co-Instruction

This is a unique situation for Students: they can get a taste of working as an Instructor with real clients, but under the guidance and with the support of a qualified professional. Co-instruction teaching guidelines we recommend to students when they are on the floor with your clients and Instructors:

1. Arrive 15 minutes before your shift and be ready to start on time.
2. Be respectful of your supervising Instructor: defer to their expertise always. If you have the opportunity check in with them before class to see if there is any specific way you can be of assistance.
3. Present well. Wear appropriate student uniform and closed toe shoes.
4. Familiarise yourself with the client files and attempt to retain information for your use. Remember client files are confidential and should not be discussed with anyone other than the supervising Instructor.
5. Do not take files onto the floor.

6. Be mindful: the client experience is the priority.
7. Participate only where you are confident and familiar with the repertoire.
8. Seek advice or feedback after class or via email. Be aware of the Instructor's schedule and demands on their time when they are teaching.
9. Do not correct, disagree with, or debate the supervising Instructor during class. Discuss outside of class.
10. Be sure to be aware of and work the entire room.
11. Give the Instructor space to work.
12. Speak clearly and at reasonable volume.
13. Don't be overwhelmed!
14. Focus on the positive with clients.
15. Work for progression and challenge point.
16. Remember the three-cue rule.
17. Be responsive to clients' needs and comfort.
18. Help the Instructor to leave a clean and tidy area at the end of each class.



APPENDIX 1.2 - Summary of Work Experience Hours for all courses

COURSE TITLE	PRACTICAL WORK EXPERIENCE HRS			SELF DIRECTED WORK EXPERIENCE HOURS	COURSE LENGTH
	OBSERVATION	TEACHING	TOTAL HRS	SELF MASTERY	
MATWORK INSTRUCTION PATHWAY	30	70	100	1 Matwork class/week until pass Matwork Practical assessment (as long as the minimum required SM hours are met)	6 Months
MATWORK AND REFORMER INSTRUCTION PATHWAY	50	110	160	1 Matwork class/week until pass Matwork Practical assessment and then 1 Reformer class/week until pass Reformer Practical assessment. (as long as the minimum required SM hours are met).	9 months
DIPLOMA OF PROFESSIONAL PILATES	150	200	350	1 Matwork class/week until pass Matwork Practical assessment and then 1 Reformer class/week until pass Reformer Practical assessment. Then 1 Studio session each week until pass Studio Practical assessment. (as long as the minimum required SM hours are met).	12 Months
ARTICULATION FROM MATWORK TO DIPLOMA	120	130	250	1 Reformer class/week until pass Reformer Practical assessment. Then 1 Studio session each week until pass Studio Practical assessment. (as long as the minimum required SM hours are met)	6 Months
ARTICULATION FROM MATWORK + REFORMER TO DIPLOMA	100	90	190	1 Studio session each week until pass Studio Practical assessment. (as long as the minimum required SM hours are met)	6 Months
REFORMER ONLY	20	40	60	1 Reformer class/week until pass Reformer Practical assessment. (as long as the minimum required SM hours are met)	3 Months
ADVANCED DIPLOMA	50	150	200	Minimum of 2 workouts a week 1 being supervised with a qualified instructor until pass Matwork and Studio Practical assessment (as long as the minimum required SM hours are met)	18 months

APPENDIX 1.3 - AFFILIATE STUDIO APPLICATION

Students enrolled with the PITC are able to apply to complete their Work Experience hours at affiliate external studios. The studio must apply and be approved based on staff qualification and studio facilities meeting the RTO requirements of the training. Complete this form and the student will return for approval before the work experience is able to commence and be logged. Any hours already completed prior to the approval must not be logged.

Studio Name	
Studio Owner	
Studio Contact Details	
Name of Supervising instructor/s for student to complete hours with	
Qualifications held by owner and supervising instructor/s listed above	
Equipment available at the site including brand information	

DECLARATION OF SUPERVISION

I _____ hereby declare that _____ (student name) is approved to complete their Work Experience hours at _____ (studio name) under the supervision of _____ (instructor name/s). I understand that the student is to be supervised at all times whilst in the studio and agree to complete the necessary provided documentation needed to report on the student progress as required by PilatesITC.

Signed _____
 Date _____
 Witnessed by _____
 Date _____

OFFICE USE ONLY

Has the student's request been approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student been informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Learner Management System been updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: _____	Signature: _____
Date: _____	