

THE DEVON SCHOOL OF SHIATSU

COURSE DETAILS

YEAR TWO

September 2009 - June 2010

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INTRODUCTION

We have given as much information as possible in these course details, so please read them carefully and make sure that you are familiar with all of them.

The Year Two Course beginning in September 2009 is primarily taught by Graham Crisp, who is your Course Tutor, with additional teaching with Jean Netherway, Sara Hooley and Kate Burford, with three days on physiology with Keith Belliss. There will also be two Teaching Assistants present in each class to assist students.

During the Year Two Course a lot of new theory and technique is studied, building on the foundation created in the Foundation Year Course. By the end of the course you will have a comprehensive and in-depth understanding of shiatsu, and be able to give individual treatments to a wide range of people.

TEACHING DATES

2009: September 4, 5, 6; October 3,4; November 6,7,8; December 5,6.

2010: January 9,10; February 12,13,14; March 12,13,14; April 17,18;
May 21,22,23; June 19,20.

TIMES

Each day runs from 10.00 am to 5.30 pm. Students should arrive by 9.45 am so that we can begin promptly at 10.00am.

APPLYING FOR A PLACE ON THIS COURSE

For current Devon School of Shiatsu Year One students, we ask you to complete the Application Form at the end of these Course Details and return it to us by July 31st. This is to allow us time to find out if we have spare places to offer previous Devon School of Shiatsu students, or students from other schools. If you want to join the Year Two course it is essential you book your place by this time! If you are having difficulties with deciding, or with raising the deposit, please contact us before July 31st to discuss your situation.

For previous Devon School of Shiatsu students rejoining our training, or for students from other schools wanting to join the Year Two course, please send an Application Form without a deposit to us at any time. After July 31st, we will contact you to say if we can offer you a place or not. If we offer you a place, you will need to send the deposit to secure your place. Candidates are considered in the following order:

1. Previous Devon School of Shiatsu student, in the order in which we received fully completed Application forms.
2. Students from other schools, in the order in which we received fully completed Application Forms.

If you have any queries about these procedures, please contact the school office.

VENUE

Directions to the school can be found in the School's main programme. Occasionally in winter after much rain the village of Littlehempston becomes flooded, blocking the road. If this is the case, take the turning off the Totnes to Buckfastleigh road sign posted to Staverton. Go to Staverton, straight through the village, and 1/2 mile the other side take a right fork sign posted to Littlehempston. Stay on this road, and after 1 mile turn right into Buckyette Farm drive.

There is parking space in front of the teaching room, in the yard containing the office and tea room, and in the lane. In the yard the 4 spaces in front of the flats are reserved for residents, so please park on the opposite side next to the field.

WHAT TO BRING

Clothing Please bring clothing specific to giving shiatsu, that is different to your daily wear. It should be clean, loose, and comfortable cotton clothing, and have a tidy appearance. Track suits or shiatsu trousers are ideal. Jeans or skirts are not suitable. If your clothing is not appropriate, you may be asked to change. It is a good idea to bring several layers of clothing so you can adapt for doing exercises and sitting or lying down.

Pens & Paper Extensive course notes are provided on the first day of the course, but bring pens and A4 file paper to make your own additional notes.

Head Cloth Please bring a small cloth or towel to ALL weekends to put under your head when receiving shiatsu. This keeps the futons clean!

ON THE FIRST WEEKEND PLEASE ALSO BRING:

These Course Details as we will be running through them on the first day.

Your Diary so that you can book Clinic Day and Tutorial times.

LUNCHES

A simple vegetarian wholefood lunch is provided every day of tuition (but not on Clinic Days - see below). All lunches are dairy- and sugar-free. A range of teas is also available at the school. If you have any particular dietary requirements, e.g. wheat-free, please contact the school at least two weeks before the course starts.

FEES

The full fee for the Year Two Course is £1950; a deposit of £400 secures your place on the course. Please send us your deposit (or full fee) together with your completed application form (at the back of these Course Details), by July 31st. The balance of £1550 is due *THREE WEEKS BEFORE THE FIRST DAY OF THE COURSE*.

We provide a facility for paying the balance in monthly instalments. We make an extra charge of £40 for this, to cover the extra bank and administration costs, so the total paid is £1990. The outstanding amount is divided into 10 monthly payments of £159 to be made by Standing Order, starting on September 20th 2009 and ending on June 20th 2010. We will provide relevant information for you to arrange this with your bank.

Please note the following conditions of enrolment on this course:

1. Deposits are not refundable.
2. The balance of course fees or standing order agreement should be settled THREE WEEKS before the first day of your course.
3. If you cancel your place less than two weeks before the start of the course, you remain liable for the full fee, regardless of the reason for your cancellation. This applies to fees paid as a single payment or in instalments.
4. If you leave the course at any time during the year, you remain liable for the full fee. This applies to fees paid as a single payment or in instalments.
5. Course fees are not normally transferable to another course.

If you have any queries about payments, please get in touch with Iso Barnden, the school administrator.

COURSE REQUIREMENTS

For students to make the best use of the training we provide, and to reach the required standard in the second year of training, there are the following requirements for completion of the Year Two Course.

1. A minimum of 85% attendance of tuition days, with full participation on all days attended, including the Clinic Days.
2. Attendance on two Clinic Days.
3. Full attendance on the 2 days teaching on Listening Skills.

4. Completion of records of a minimum of 80 full shiatsu treatments, to be started after the first day of the course, so that you can practice the material learnt in the second year sufficiently to master it.
5. Completion of all homework.
6. Received a series of at least 6 shiatsu treatments from a qualified shiatsu practitioner.
7. A pass in the Practical assessment.
8. A pass in the Shiatsu Theory assessment.

On achieving these requirements you are awarded a Year Two Completion Certificate. These requirements are normally completed by the end of the course, but in exceptional circumstances extensions can be given.

Please note that all the Year Two requirements must have been completed for students to join the Year Three course. At the latest these must be completed by the first day of the third year.

If the Shiatsu Theory exam or practical assessment is failed, it can be retaken in the following autumn in September. There is a fee of £30 for retaking each assessment.

ATTENDANCE

Ideally students should attend all the tuition days. Sometimes unavoidable circumstances may cause a student to miss some days. If this happens to you, please contact the teacher for those days beforehand if possible. A minimum attendance of 85% of course days is required, that is at least 21 days of the 25 teaching days given above. If you miss more than this, you will need to book extra tutorial time with teachers to make up the work you have missed.

If you miss days, it is your responsibility to make up the missed work. Getting together with other students who attended and going through the theory and practical work is probably the best way. Teaching Assistants may be willing to help as well.

If you would like extra tuition to help make up the missed work, the Teachers and Teaching Assistants may be able to give tutorials based on their normal hourly rates for clinical work. Please approach them individually.

HOME STUDY

Students are expected to give about 10 shiatsu treatments with records between weekend classes in order to incorporate the new material learnt into their practice. Records of a minimum of 80 full shiatsu treatments, given from the first day of the Year Two course onwards, should be presented before or on the last day of the course.

Some time will also be needed for written homework and background reading, averaging about five hours per week. Please make every effort to hand homework in on time. Please note that any homework handed in after the penultimate

weekend of the course will be marked at the beginning of the following academic year.

During the Year Two Course there are three days teaching on Western physiology, followed by an extensive piece of homework covering the whole of the physiology syllabus. Students who have previously completed a course in physiology covering the same subjects to at least the same depth can be exempted from the homework on producing evidence of their previous studies. If this applies to you please hand the evidence in to your Course Tutor.

CLINIC DAYS

Students are required to attend two of these days as part of their course. On these days a teacher gives treatments to two students, observed by the other students. These days give students the chance to observe professional treatments in a clinical setting, with time to practice new knowledge and techniques in the afternoon by exchanging shiatsu with other students.

We offer Clinic Days with a range of teachers as we feel it is very valuable for students to observe different styles and approaches to shiatsu. This can greatly help students in developing their own individual style. Some Clinic Days are on weekends and some on weekdays, and are held on the following dates:

2009	1. October 31	Saturday	Alex Turner
2010	2. January 18	Monday	Keith Belliss
	3. February 25	Thursday	Oliver Cowmeadow
	4. March 19	Friday	Graham Crisp
	5. April 23	Friday	Sara Hooley
	6. May 20	Thursday	Kate Burford
	7. June 24	Thursday	Jean Netherway

Times: 10.00am - 5.00pm. Students **MUST** attend the whole day for it to count as one of the two required Clinic Days.

Cost: The cost of the Clinic Days is included in the course fee. Please bring your diary to the first weekend to book your dates, any changes can be made by telephoning the office. If you would like to receive a treatment there is an additional fee of £20 payable on booking. Please book by sending your £20 to the office. Bookings are not accepted without a payment.

Lunch: please remember to bring your own on Clinic Days.

COURSE ASSESSMENTS

Assessments form an integral part of the Year Two Course, not only to let us know how you are progressing, but also so that we can give you feedback on how you are getting on in learning all the various skills, knowledge and qualities necessary for giving shiatsu.

We use a mixture of continuous assessment during the course and final assessment at the end of the course. Continuous assessment includes regular feedback during each tuition weekend, giving mini-treatments to the Course Tutor and Teaching Assistants over the year, and written homework. On the last weekend of the course there is a written exam on shiatsu theory, and a practical exam with Graham Crisp and Sara Hooley.

YOUR PERSONAL TUTOR

Your personal tutor for the Year Two Course is Graham Crisp. He will arrange a personal tutorial with you at some time during the course. If you have any questions or problems regarding shiatsu, the course, or people you are treating at home, she is the first person to contact for help or discussion. Please feel free also to contact the school principal, Oliver Cowmeadow, if there is anything he can help with.

If you require further tutorials, e.g. to make up on missed study at weekends, Graham or other teachers will usually give these at their normally hourly rates for clinical work. Please contact the individual teacher directly to arrange. Note that if you share a tutorial with another student or students, it will make the tutorial much cheaper.

YOUR PERSONAL DEVELOPMENT

Shiatsu is a holistic therapy, that can bring about healing on a physical, emotional, mental and spiritual level. To give shiatsu we need to be developing our own health on all these levels. The further we develop health in ourselves, the more we can help others to heal. When we give shiatsu we are contacting a person's whole body and being, we are asking them to relax, open themselves to us and put their trust in us. Obviously the more open and sensitive we are, the more clients will feel safe to open to us and to their own healing.

As well as teaching the theory and techniques of shiatsu, every weekend we use a variety of ways of encouraging students personal development. We use various exercises to increase students' flexibility and Ki flow, and breathing exercises and simple meditations to enhance inner stillness and greater awareness. Of course receiving lots of shiatsu on teaching weekends often brings about changes, and the process of communicating and opening to one's group of students plays a very important part.

Most students find themselves going through changes on this course, sometimes quite dramatically. You may touch places of pain or vulnerability within you, and you may find yourself reassessing your life. Please don't be too alarmed if this happens to you - it is a part of your healing. And please do ask for help or support from the school's teachers or teaching assistants, as we are here to help you with your own healing as well as your learning of shiatsu.

TAKING TIME OUT OF STUDYING

Sometimes students may want to take a year or two out from their studies after completing the Year Two course. From the Devon School of Shiatsu's point of view this can be fine, especially if some practice of giving shiatsu is kept up during the time off. A number of students have taken time out to have a baby, raise funds, move house, etc., and have then returned to complete their training successfully and gain a Diploma in Shiatsu.

The one possible difficulty on readmitting a student onto our courses is where there are more people wanting to join a course than there are places. In this situation the school's policy is to give priority to students in the following order:

1. Students who have just completed a course and are carrying straight on to the next level, i.e. from Year 1 to Year 2, or Year 2 to Year 3.
2. Students who have previously studied at the Devon School of Shiatsu and have taken time out from studying.
3. Students who have studied at other schools wishing to join a Devon School of Shiatsu course.

TREAT YOURSELF!

By the end of the Year Two Course students should have received a series of at least six shiatsu treatments from one shiatsu practitioner who is an MRSS (one of the teachers or any other qualified practitioner) to benefit your health, to give you a clear idea of the therapeutic process from the point of view of the client, and so that you experience the effectiveness of professional shiatsu.

The six treatments should be as a series of weekly or fortnightly sessions, so that the student feels the effect of regular treatments. This is an important part of your learning of shiatsu. The form included in your Year Two Course Notes should be signed by the practitioner and handed in to your Course Tutor.

RECOMMENDED READING FOR THIS COURSE

NERVOUS SYSTEM RESPONSE METHOD

1. The Book of Shiatsu, Saul Goodman. Avery.

CLASSICAL MERIDIAN LOCATION

1. Fourteen Classical Meridian Charts, Sue Hix. Rosewell Publications.

THE FIVE TRANSFORMATIONS

1. Traditional Acupuncture: Law of the Five Elements. D. Connelly.

ZEN SHIATSU

1. Zen Shiatsu, Shizuto Masunaga. Japan Publications.
2. Meridian Exercises, Shizuto Masunaga. Japan Publications.
3. Shiatsu Theory and Practice, Carola Beresford-Cooke. Churchill Livingstone.

PHYSIOLOGY

1. Human Form and Function. Minnett, Wayne & Rubenstein. Collins Educational.
2. The Penguin Medical Encyclopaedia, or other medical dictionary.

Many of these books are available at the school. If you want to purchase a book, please ask a Teaching Assistant, who will record the sale and take your money.

RECEIVING MONEY FOR YOUR TREATMENTS

During the year two course you will be learning many new techniques, and much practical and theoretical knowledge. The primary purpose of treating clients is so that you can practice everything that you are learning. Therefore it is not appropriate to be charging any kind of set fee for your treatments, or accepting any donations. Note that during the Year Three Course students are encouraged to be working towards professional practice, including the charging of an appropriate fee, which can start generating income from giving shiatsu treatments.

For ethical reasons students must make it very clear to those they give shiatsu to that they are students, and are not yet professionally qualified. Any written information you produce about yourself must clearly include the word 'student' to describe your current status.

THE LIBRARY

The school has a small library of books and videos on shiatsu and related subjects. It is located in the teaching room. Items can be taken out on a tuition weekend, and **must be returned on the next weekend** of your course. To take out or return a book or video, please ask a Teaching Assistant to record the details of the book, your name and the date.

TEA ROOM AND OFFICE

The students' tea room is in the flat in the courtyard, and is used for tea breaks and lunch. It is open before 10.00 am should you arrive early and want to make a drink before a class. We supply a range of herbal teas and Barleycup, with soya milk in the fridge. If you want to make yourself other kinds of drinks, do bring in your own speciality. Please wash up, dry and put away your own cups, plates etc. No food or drink other than water is allowed in the main teaching room. If you think you may get thirsty during classes, you may want to bring some bottled water with you.

The school office is in the same flat above the tea room. Please do not go upstairs to the office unless doing business with a member of staff.

YOUR FEEDBACK TO THE SCHOOL

Feedback from students to teachers and staff of the school is very valuable to us, in giving many good ideas on how we can improve our courses for you. We ask you for written feedback every weekend. Of course, if there is anything that you are unhappy about or that you want to tell us, you do not have to wait for these occasions - please tell us as soon as you can so that we can take any remedial action as soon as possible.

THE SHIATSU SOCIETY

The Shiatsu Society is the umbrella organisation for shiatsu in this country, maintaining high standards of shiatsu practitioners and in the teaching of shiatsu. It publishes a quarterly Shiatsu Society News, with a range of articles and information on new developments within shiatsu and the society. We encourage all students to become student members of the Shiatsu Society. Note that you are currently required to have been a member for at least two years before applying to enter its register of practitioners. To join its register at the end of your training you must have joined the society by the beginning of the Year Two course at the latest! The present cost for a Year Two student is approximately £46 for a year's membership. The address of the society is:

The Shiatsu Society, Eastlands Court, St.Peters Road, Rugby CV21 3QP.
Telephone: 0845 130 4560
Email: admin@shiatsu.org
Website: www.shiatsu.org

INSURANCE

Once you begin giving shiatsu treatments to the general public you are strongly recommended to have therapist's insurance. Claims of malpractice against shiatsu practitioners are rare, however it is wise to make sure that you are covered in the unlikely event that something should happen. The Devon School of Shiatsu does not have insurance cover for students' individual practice of shiatsu.

If you are a member of the Shiatsu Society you can benefit from the special scheme run for them by the following insurer. Their present rates for student insurance are around £42.

H & L Balen and Co.,33 Graham Road, Great Malvern, Worcs., WR14 2HU
Telephone 01684 893006

ADMINISTRATIVE MATTERS

If you have any questions regarding administrative matters such as dates, payment of fees, booking Clinic Days etc. please ring Iso Barnden in the office on Mondays to Fridays between 10.00am and 4.00pm.

LOST PROPERTY

If you leave items at the school, such as clothing or books, they are put in a lost property box in the teaching studio. Please ask a teacher or teaching assistant if you need to look. Valuables, such as jewellery or watches, are kept in the office. Please phone the office to ask about these. At the end of the academic year any unclaimed lost property is given to a charity shop or otherwise disposed of.

ACCOMMODATION

If you need accommodation at weekends, please check the website and the noticeboard in the tea room for a list of possibilities. Local students in your group might also be able to help with accommodation.

Oliver Cowmeadow 25/5/07 10:45

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HOLISTIC COOKING SCHOOL

This is a sister school to the Devon School of Shiatsu, run next door by Oliver Cowmeadow and Marijke De Coninck. It uses the same principles of Oriental Medicine as the shiatsu school, using energetics to understand the physical, emotional and spiritual affects of foods and cooking styles.

Some food energetics will be studied during your shiatsu course, but if you would like to take this further and especially if you would like some hands-on cooking tuition, you may like to take some cooking and nutrition classes. Please see the school's programme of short classes and longer training courses for details. We appreciate that extra studies can be difficult financially, so we offer a 30% discount on all Holistic Cooking School courses to current Devon School of Shiatsu students.

COMMUNICATION WITH THE SCHOOL

For quick and efficient communication with the school throughout the course, we ask all students to have an email address as well as a phone contact. Students not owning a computer can still register an email address, for example with yahoo, and pick up and send emails from a computer at a friend's, a library or an internet café.

TELEPHONE NUMBERS

The School	01803 762593 (also: info@devonshiatsu.co.uk)
Graham Crisp	0208 3689050 or 01822 832723
Kate Burford	01736 350517
Jean Netherway	01803 525447
Sara Hooley	01643 851500
Keith Belliss	07812 523 447
Oliver Cowmeadow	Please use school number. In emergency use home number: 01803 762393