



HOLISTIC HEALTH TRAINING LTD.
PROFESSIONAL NZQA ACCREDITED BODYWORK EDUCATION

NZQA -Registered Private Training Establishment

MinEd # 7648

www.hht.co.nz

Applied Human Anatomy
and Physiology for Holistic
Bodyworkers

Prospectus and Information
for Students.

A Distance learning course carrying 50 credits at NZQA Level 5,

Course Title; Applied Human Anatomy & Physiology for Holistic Bodyworkers.

Qualification; HHT Ltd - Certificate in Applied Human Anatomy for Holistic Bodyworkers.

NZQA Level; 5

Credits; 50

Hours; 500 (9 hours per week, part-time one year, or 4.5 hours per week 2 years). There are no deadlines for the programme, and if your Life changes so you are unable to complete within a one or two-year time frame, we can put you on hold. You can of course, complete much more quickly than this – it is over to you. It often takes less than 500 hours.

Delivery; Distance Learning; full tutor support. The course is delivered online via password-protected access to our website, www.hht.co.nz. You will be given details about how to access all resource materials when you register. Lots of support material is provided, you do not need to purchase any additional texts.

Assessments; One Assignment per Module (11 Modules), open book - 40% of your total mark comes from your combined assignment results. Final exam – 3-hour paper, open book, supervised by your nominated supervisor, counts for 60% of your final total.

Delivery Modes; Online access via our website. All assignments are emailed.

Resources;

- 11 Resource Booklets, with lots of full colour diagrams.
- 11 audio-visual presentations, one for each Module.
- 11 audio recordings of each Module (in progress).
- 11 sets of Key Performance Questions, one for each Module.
- 11 open-book assignments (emailed).
- 11 Glossaries of key terms with each Module, and one mega merged Glossary.
- List of common abbreviations in A&P.
- A fun booklet with biographical details of key anatomists who have given their names to your body parts.
- Summary of key Greek and Latin terms used in anatomy.
- Table with origins, insertions, and functions of all major skeletal muscles.
- Chart naming all the bones in the skeleton, with pictures.
- Practice examination.
- Full tutor support via email text or phone. Rapid response guaranteed.

Course fees.

In advance/in full	\$1050
By Instalments	\$450 on registration then a further 2 instalments of \$300 at modules 3 and 5.

*Course fees to be paid on-line to bank account #
12-3158-0086653-00 with your name as reference.
Bank ASB Richmond, HHT Ltd Student Fee Protection Account.*

Registration.

If you decide to enrol for this course, please either;

- a) download the registration form off the website and email, paying on-line to the bank account number provided in this document and on the Registration form.
- b) Email the office on olivia@hht.co.nz and we'll send you the Registration form and answer any questions you might have.

If you have any further queries, please contact us;
www.hht.co.nz, info@hht.co.nz, phone 0212382535

Assistance with funding.

We are NZQA approved and accredited. Successive governments have changed eligibility for WINZ support, and approval seems very discretionary. The rules recently changed yet again. All micro-credentials are now listed on the National Qualifications Framework, and in theory, should be eligible for funding assistance. Ask your Case Officer if you are eligible for a Training Incentive Allowance.

We are not TEC-funded, because it is very expensive to comply with their rules. If we were government-funded, we would need to add \$1000.00 to course fees to cover compliance costs. This means that this course will not qualify you for a Studylink student loan, sorry. Neither does registration in this course entitle you to an International Student Visa.

Did you know.....



The largest organ in the body is the skin.



The human body has 206 bones. The biggest, the femur, is 1/4 of your total body height. The smallest, stapes in the middle ear, would fit easily onto 1/4 of your little fingernail.



The body has more than 700 muscles. The smallest is stapedius in the ear. The largest, gluteus maximus.



More than 100 substances are transported around the body in the blood.



The average body is 75% water.



If you spread out your lungs, they would cover a tennis court.



All of the blood in your body passes through the kidneys to be filtered once every 5 minutes.



The cortex covering your brain is only 1mm thick. But if you unravelled it, the surface area is 6 times greater than the inside of your skull.



In 1 cubic mm (a pin-head) of blood there are 5 million red blood cells. One of those has 250 haemoglobin molecules. One of those haemoglobin molecules carries 4 oxygen molecules.

Course Description ~ Quick Module-by Module Summary.

Module 1; Reference Anatomy:

Systems and Organisation in the body; Homeostasis. This Module introduces you to the basics of A&P - the standard terms of reference all health providers use to describe the body - where it is, what's in it, what it's doing when it moves, what an observer is looking at. It covers the levels of organisation within a human body from cellular to organism. We have a sneak preview of the 12 major functional systems in the body and look at the vital concept of homeostasis - the internal balance mechanisms that operate to keep us well and healthy through an awesome system of dynamic cooperation and interaction.

Module 2; Cells and Tissues.

Our next step is to look at the smallest functional units in the body - the cells and combinations of cells that make up tissues. We look briefly at the four major tissue types - nervous, muscular, epithelial, and connective. Our focus is on connective tissues - the fascia and membrane systems that pervade every crevice of the body.

Module 3; Organs and Organ Systems.

Moving on up through layers of organisation, we now focus on the major organs in the body (except the brain). There are 12 cooperating organ systems, and each one is described - both the organs that make it up, and how it works with other organ systems to contribute to whole-organism function.

Module 4; Bones, Joints and Principles of Joint Movement.

Module Four zooms in on our bony structures - the skeleton. We look at the classification of different bone types, and also at bony landmarks - important pointers for manual therapies that help us locate and identify what we are experiencing in hands-on work. We examine joints - the meeting places of bones - and the key principles of skeletal muscle function that enable us to function.

Module 5; Muscles ~ the big and small pictures.

A knowledge of the operation of skeletal muscle is essential for hands-on therapy. Our focus moves from the very tiny biochemical processes that generate muscle contractions at a microscopic level, right up to the "whole muscle" view - what muscle does what?

Module 6; The Upper Limb.

A detailed study of the shoulder, the arm, the forearm, hands, and fingers are the topics of this Module. We look at bones and bony landmarks, muscles, and the functions of the upper limb, applying all the general principles and knowledge learned in the first 5 Modules.

Module 7; The Lower Limb.

This Module mirrors the previous one except that we focus on the lower limb - the pelvic girdle, thigh, knee, lower leg, foot, and toes.

Module 8; The Spine, Muscles of the Back and Abdominal Region and of Respiration.

By the time you get to this Module, you will know exactly what and where the dorsal and ventral abdominal walls are. This Module takes a close-up look at the remarkable feature that is the human spine, the spinal cord and nerves, and surrounding structures.

Module 9; The Skull; its composition and its contents; Nervous Systems.

At the end of this Module, you will have had a glimpse at what goes on in your head - and truly remarkable it is too. We look at the gross and microscopic structures and functions of the human brain and the Nervous Systems.

Module 10; The Special Senses.

Ever wondered just how you see? Did you know that the human eye can detect the light from a single candle at 2 kilometres? Ever thought about how it is you can hear? This Module explains the operation of our special senses and takes in the muscles that permit us to hear sounds, and see, smell, speak, smile and swallow.

Module 11; Common medical presentations and potential contraindications to bodywork.

A contraindication occurs when the therapy or intervention you are proposing will make a medical or health condition worse. Not better, not the same, but worse. It is essential that bodyworkers are familiar with many of the common health presentations that prevail in New Zealand and are aware of the ones where caution is a good idea. This Module also gives you information about how and where to access more detailed information about many of these conditions.

Modules have lots of diagrams, pictures and explanations in everyday language so it's easy to understand. There are also stories, funny bits of trivia and human stuff to make the information far more interesting than just dry old bones and creaky old joints. Tutors are available by email, phone, or text to assist should you get stuck or lost.

Legal Stuff.

Refunds.

NZQA Student Fee Protection policy requires us to put your fees into a holding pattern for 8 days. If in that time you decide the course won't suit you, you can get a full refund less \$30.00 administration charge. This must be within 8 days.

Complaints.

We have a Complaints Policy, and Independent Complaints Authority. If you would like to see details of these before you register, please ask.

We are a [Category 1 NZQA accredited provider](#), which means that at our NZQA reviews for the last 8 years, we have come out on top.

Theft.

If you pass course material to other, or copy it and let others use it, or use it to teach others, we will act against you under Intellectual Property Laws.

The Final Examination.

Your final exam is held in a place and at a time that you choose. You nominate a supervisor who meets our criteria (not your Mum or best buddy). We email the exam to them after you have organised the details. Supervision is best done with a JP and can be done via Zoom. The exam is Open Book, is a 3-hour paper, and counts for 60% of your total, with the remaining 40% coming from your Assignment results.

You can access course material via laptop or paper, but Internet connections are not allowed. The exam is completed digitally ie/ on a laptop.

Should your combined marks not reach 75%, you can re-sit a second, different exam under the same circumstances.

If you have a disability or medical condition that meets the criteria, extra time can be granted, or the exam can be done in 2 blocks of 2 hours each.

If you dispute your exam result, there is a procedure whereby it can be check-marked against a standard marking master by a second assessor.

There are Grades for passing the exam; 75% -85% = Pass; 85% -95% = Distinction, 95% - 100% = Honours.

Contact.

We stay in touch. You will get an email every month or so, with information, maybe a reference to something fascinating, an additional resource.

You will receive a gentle reminder if we don't hear from you, but only in the nicest way – there's a difference between support and harassment, and we will never phone you.

Evaluations.

We value your feedback. You are welcome to comment on your assignments and complete the Evaluation form on the Members Page of our website at any time.

Te Tiriti o Waitangi.

We have an authentic commitment to the implementation of Te Tiriti o Waitangi. Anatomy is a new language for everyone and based largely on Greek and Latin words. It isn't possible to translate the language of A&P into Te Reo Maori. However, we remain mindful of cultural diversity, and will ask if you have any special learning needs when you register with us.

Please see our website for full [policy statements](#) on Te Tiriti, Sustainability and Special Need