



350HR YOGA TEACHER TRAINING INDUCTION GUIDE

Dear Yogacharya (One who aspires to the state of yoga),

Welcome to AYA's 350 hour, Advanced Diploma of Yoga Teaching program. Congratulations on making what is sure to be a life changing decision to undertake one of the most challenging yoga teaching qualifications in Australia. AYA has been training teachers of the highest quality since 2005 and whilst we take our responsibility to this great lineage very seriously, we do also have a lot of fun and form lifelong friendships along the way.

We understand that commencing a rigorous training program can be a daunting prospect. We aim to alleviate any concerns you may have and to answer as many questions as possible. Of course, please feel free to contact me at any stage during your training for more assistance. We are here to support you every step of the way.

1. Registration & Authorising Body

The 350 hour, Advanced Diploma of Yoga Teaching is registered with:

- Yoga Alliance International Registry.
- Upon successful completion of the course you will receive a certificate with accreditations noted.

2. Essential Course Components

This course comprises:

- 40 modules over a 12-month period
- Lectures are face-to-face and held at 42 Clifton St, Prahran.
- Lectures are four hours in duration.
- Teaching Rounds sessions held outside of normal lecture hours, for teaching practice purposes. Each TR session is 2 hours in duration.
- Written and experiential homework tasks as set by the lecturers.

3. Successful completion of the course

In order to successfully complete this course, please observe these requirements:

- You may not miss more than six lectures.
 - o If you miss more than six lectures, we cannot allow you to graduate. This is based on Yoga Alliance guidelines, and as such, is non-negotiable. If you think this may be an issue for you, please speak with me as soon as you become aware of this and I will help you.
- Fully attend lectures.
 - o If you are late to lecture by more than one hour you are marked as attending half the lecture.
 - o If you attend less than two hours of the lecture, you will be marked as not attending that lecture.



- Complete all homework tasks and resubmissions if necessary.
- Demonstrate your practical teaching skills during lectures as directed.
- Observation and participation for practical teaching skills at Teaching Rounds sessions.
- Pay your tuition fees at the scheduled times, unless otherwise agreed with me.

Whilst it is not compulsory to record your personal yoga and meditation practice hours during your training, we recommend that you aim for 100 hours over the 12 months that you are in training. This is roughly three hours per week. This may include face-to-face yoga, meditation or other yoga specific classes or workshops, self-led home practice, attendance at Livestream classes and completion of pre-recorded yoga and meditation classes.

Please note: You may request to defer your studies (see below) or take extra time to complete your assessments if you are not ready to graduate at the expected time. This MUST be negotiated with me and we will set a final date for all your requirements to be completed so that you can graduate. This MUST be within 12 months of your final lecture. For example, if your final lecture is on 12th Dec 2024, you MAY have until 12th Dec 2025 to complete all of your requirements so you may graduate. After the 12 months has elapsed, and the requirements for completion are not met, you will be considered to have withdrawn from the course and will not graduate and there will be no refund of fees paid.

4. Submitting assessments

- Assessments will be outlined during the modules that they relate to. You must complete all the assessments you are set.
- The due dates for the assessments are outlined in the lecture schedule.
- A reconciliation of work outstanding is done twice per year towards the end of each semester.
- As this is adult learning, we will not continuously chase you for homework, however, if you have significantly fallen behind you may be advised that you need to defer your studies at the end of the first semester.
- If you fail to hand in your assessments by the final date set at the end of your training, your assessments will not be marked. You are still required to submit these assessments so you can graduate, but you will not receive feedback.

5. Teaching Rounds

Teaching Rounds give you the opportunity to practise your teaching skills. These classes run regularly throughout the year and the schedule is available in the studio. You can choose to attend any session that is suitable for you.

You must attend at least 10 sessions over the year.

During your training, you need to:

- Teach 5 times over the course of your studies, over three different sessions (ie. do not do more than 1 section per session, as the idea is that you receive feedback on your teaching and take this way to learn and prepare for the next session).
- Observe at least another 5 sessions.



6. Required reading

Please make sure that you have read your lecture notes and viewed any other supplementary materials prior to attending the lecture.

Pre-reading & required texts (Additional to your tuition fees). Read in this order:

- James Nestor, *Breath*
- TKV Desikachar, *Heart of Yoga*
- Mukunda Stiles, *Yoga Sutras of Patanjali*
- Leslie Kaminoff's *Yoga Anatomy*

Other recommended texts:

- Ray Long, *Key Poses of Yoga & Key Muscles of Yoga*
- BKS Iyengar, *Light on Yoga*
- BKS Iyengar, *Light on Life*
- Gregor Maehle, *Ashtanga Yoga: Practice and Philosophy*
- Bernie Clark, *Your Body Your Yoga*
- Mel Robin, *A Physiological Handbook of Yogasana*

You do not need to bring your text books to all lectures. We will recommend which books are useful to bring when we talk at induction.

7. Parking and travel

- AYA is easily accessible via public transport, train and trams.
- The closest paid car park is the King St. car park.
- Do not park in limited/timed car spaces as you will not be permitted to leave and move your car during lecture times.
- AYA will not be responsible for any fines incurred.
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8. Conduct during lectures and being prepared

Being prepared for lectures always means arriving on time, having read the notes prior to attending and coming with your questions.

The door to the lecture room will be open 30 minutes prior to the lecture.

For Livestream lectures, please be online at least 5 minutes prior to the lecture commencing as the waiting room is activated and the teacher may not see that you are late if the practice has already started.

6.1 Lecture times:

- Thursday at 10am – 2:30pm



- Weekends are 9:30am-1:15pm and 2pm-5:45pm

6.2 Lecture conduct in the studio:

We sit upright on the floor. This is the traditional method of learning in yoga and will strengthen your core and opening your hips. If you need further assistance in being comfortable on the floor or have any health issues that may require extra support, please advise me.

- Do not lean against a wall. Use cushions/bolsters/blankets/blocks to sit on.
- Feel free to stand regularly if required.
- Do not lay down during lecture time. Show respect for your lecturers and fellow students by being upright and alert.
- Bring spare paper/pens/something to lean on or your lap top or iPad. Please fully charge your device as limited power outlets are available.
- Bring your yoga mat to each class if possible.
- Wear comfortable clothing. All lectures will require some form of active movement or at the least, unrestricted movements to enable you to sit on the floor in comfort. Dress appropriately.
- Do not engage in texting, send emails or work on activities that are not directly related to the material being presented.
- Do not leave your phone on. Notify the lecturer if there's a reason you need to have for your phone being on during lecture time.
- If you are late, do not text the lecturer as their phone will be off. Notify one of your classmates to let you in once you arrive.
- If you are unable to attend the lecture, you must still read your notes and complete any assessments set by the lecturer. You cannot make-up lectures at another time.
- During Livestream lectures, please keep your camera on as much as is practicable and engage as often as you can. Please try and be in a space where there is adequate lighting and enough room for your yoga mat to be on the floor so that you may practise along. Try to minimise disruptions during lecture time.

6.3 Eating/Drinking

- Please bring water bottles (not glass). Water/tea is available in the studio.
- Eat as lightly as possible prior to/during the lectures. Please eating during breaks only.
- We do not have a fridge or any method of heating food.

9. **Attending classes at AYA studios**

Included in your tuition fees is an unlimited, 12-month membership to in-studio and Livestream classes, plus AYA Online (pre-recorded library of classes). This pass:

- Covers any yoga and meditation class on the advertised schedule and via AYA Online. It does not include attendance at short courses, workshops, certificates or further training courses, though as a TT, you will receive a discount on attendance.
- Begins on the date of your induction.
- Expires at the end of your 12 month training period. Please note that if you delay sitting your exam, for whatever reason, this pass still expires after 12 months after it was originally activated.



- Will be paused if you defer your studies, and will recommence when you return to your studies.
- Is not transferable to another student.

When you are practising at AYA, please identify yourself to the teacher and offer any help that may be required. Please take a position at the front of the class and wear your AYA top (which will be provided to you.)

Following your successful graduation, we have a special yearly rate for unlimited classes. Once you have completed the course, you are considered a member of our AYA Alumni Community, and as such, you will always be welcome to attend classes, workshops and further training at a significantly reduced cost.

10. Changing Groups or Make-Up Lectures

Changing groups once you have commenced your studies is not possible.

It is not possible for you to take make-up lectures by attending another group. Our courses are full, so we cannot have students moving freely between groups.

If you have any major concerns with attendance, please talk with me and we will work together to find a suitable solution.

11. Deferring your studies

You may apply to defer:

- This may only be done at the end of your first semester (at the half way point of study)
- You may defer for up to 12 months, but not longer
- You may defer only once
- Applications for deferral must be made to me via email.

12. Geographical issues with attending Studio Yoga Classes or Teaching Rounds

If your geographical location restricts your ability to attend classes or teaching rounds, please discuss this with me so we can arrange an alternative solution.

13. Personal hardship, illness or injury and changing circumstances

We have been delivering this course for a long time and we completely understand that over the course of 12 months, personal situations are subject to change and that illness, hardship, injury or family circumstances may impact on your ability to successfully participate in this program.



There is normally a way for us to work together, but you must help us to understand your circumstances so we can be of help to you. This includes, but is not limited to:

- Illness, injury or medical condition. If it is pre-existing to the course commencing and will affect your ability to complete the course requirements, you must let us know before you commence. This includes mental health concerns and learning/language difficulties.
- Illnesses, injuries and other medical conditions that present during your study period that affect your ability to meet the course requirements.
- Family Care responsibilities.
- Financial difficulties that may impact your ability to pay your tuition fees.
- Work or family related travel commitments.
- Difficulty completing the written work, or difficulty using any of the online systems
- Difficulty meeting the attendance requirements at lectures, Karma classes or general yoga classes
- Personal safety concerns and serious relationship issues that may be a threat to your safety
- Any other changes of circumstances that means your ability to meet the course requirements may be affected.
- Pregnancy.

14. Covid-19 Safe Practices

In line with Covid-19 safe practices, please help us with the following:

- Wash your hands or use hand sanitiser when you arrive at the studio, after eating, after bathroom breaks and regularly throughout the day.
- Wear a face mask if you are feeling unwell.
- Bring your own yoga props where practicable. If you are planning on using studio equipment, please use anti-bacterial wipes to clean all props before and after use.
- Bring your own water bottle and/or keep cup.
- Limit hands on adjustments whenever reasonably practicable.
- Stay at home if you're not well or have been caring for someone who isn't well or you are a known close contact. Advise me if this is the case and we will make sure that you are able to connect with the lecture via Zoom.

15. Implications of Covid-19 on your Training

We have all experienced great hardships as a result of Covid-19. The impact of lockdowns on the yoga industry has been significant, however, we have used these opportunities to learn about online learning and to practise our skills in delivering yoga classes in a Livestream capacity, such as on Zoom. Zoom (and the like), are undoubtedly part of our world now, and we will not ignore this technology in our training.

Unless otherwise scheduled, all lectures are designed to be held face-to-face, however, lectures may also be held concurrently via Zoom because:

- we may have students joining us from outside of Melbourne
- students may be isolating, but still able to attend lecture



- students may be caring for others who are unwell, but are still able to attend lecture

Unless we are directed into a government enforced lockdown, all lectures will be available face-to-face in the studio. In the case of enforced lockdowns, teacher training will continue via Zoom. Training will be uninterrupted because of lockdowns and there is no option to defer your training due to lockdowns, (except at the appropriate deferral points).

Should the lecturer be unavailable to attend the lecture due to health reasons, the lecture will:

- be rescheduled and another lecture swapped in its place, in the first instance
- if the lecturer is well, but isolating, the lecture will take place in the studio, face to face, with another lecturer supervising with the advertised lecturer on Zoom (in the second instance)
- the lecture and all participants, will join the lecture via Zoom (as a last resort).

16. Code of Conduct and Issue Resolution

The Australian Yoga Academy has a proud history and has worked hard to create a loving, inclusive, supportive and dynamic community since 2000. It is extremely rare that we experience any discord within this community however, it is our duty to provide you with avenues for support and official action, if required. All AYA students and teachers are bound by AYA's Code of Conduct.

We are all here to learn, grow and to support each other. For the great majority of the time, the students who work with us are beautifully respectful towards their colleagues, lecturers, their studies and towards the special environment in which we all learn and work together. Everyone at AYA affords that same respect back to you, and we recognize the very special place that you hold within the AYA family.

We take providing a safe and secure learning environment very seriously and will not tolerate any behaviour that negatively impacts this. This includes unwanted romantic attention towards a fellow student or lecturer, discrimination and bullying of any sort and plagiarism of any kind.

AYA have measures in place to deal with such circumstances. Should you feel unhappy or that your ability to participate in the course has been negatively affected, you are encouraged to lodge a confidential complaint with me or AYA's other co-owner, Adele Conti. Adele may be reached on 9510 7474 or at info@australianyogaacademy.com. We will address any such circumstances decisively but with discretion.

Should any of your behavior be raised as inappropriate, we will raise these concerns with you. You will be given an example of why this is an issue and together we will respectfully come to an amicable solution. We will also agree to monitor behaviour, advise what is expected and agree to meet again to discuss should the situation require.

Should the behaviour worsen, you may be asked to withdraw from the course. Some inappropriate behaviour may necessitate immediate withdrawal from training and may be subject to police action.

Upon completion of the course, you will be provided with the opportunity to participate in an anonymous survey, but please feel free to pass along constructive feedback at any stage during the course.



17. Final notes

Undertaking Yoga Teacher Training is a transformational year for most. Evolution is rarely comfortable! Please keep talking with us about anything that we can do to assist you on your journey.

We look forward to working with you on this wonderful and fulfilling journey.

Namaste, on behalf of the AYA teaching team,

Melanie Mackintosh, Co-owner, AYA