



Application for an Education Module to be IMUNE Accredited “Information & Process”

Uniting the world of Natural Medicine

Education- free from Borders

This document explains:

- The IMUNE Options for Courses
- The IMUNE Assessment process

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Introduction

This bulletin presents an understanding of IMUNE and the educational process and opportunities that it is creating. This is the start of an exciting and evolving process for users benefit. For more detailed information visit www.imune.net or email info@imune.net

Specifically the process steps and considerations in getting a course module IMUNE accredited are described.

Definitions

A course is a set of study modules that lead to an International License or higher qualification. The modules are generally on different topics: however courses can be constructed from modules of a similar theme e.g. sports (nutrition, pain, injuries, performance etc.)

A module is a topic or subject focused presentation: it may lead to a qualification in its own right but more generally will contribute course credits that lead to an International License or higher qualification.

IMUNE Focus

1. To set the standard for course syllabuses (IMUNE does not intend to be a primary course provider but to work with educational organizations to support their course delivery)
2. Operate the assessment process- including on line examinations to meet regulatory criteria of independent validation.
3. Issue International Qualifications including International Licenses to reflect the integrity of education.

Qualifications

IMUNE has established a process whereby students can take modules for:

- Learning (education) only- reflected in a Course Completion Certificate/ CEU's*
- Education with success reflected in a Module Specific Qualification e.g. Study certificate in Nutrition-Fatty Acids.
- As part of accruing credits for a Course Specific Qualification (e.g. International License)



(*CEU's are Continuing Education Credits required by many organizations to maintain registration etc.)

Qualification Titles and Costs (Modules)

Module Completion Certification

This is standard for individual modules. Each IMUNE module (or accredited module) cost includes provision of a Course Certificate indicating pass or distinction grade. This is provided electronically and may be printed and displayed.

Module Exam based Qualification

It is recognized that students may want a more definitive qualification document. This is available on exam completion for IMUNE accredited modules: the exam cost includes provision of a Module Certificate indicating pass or distinction grade and carries the IMUNE seal- it is individually created for each candidate.

The Qualifications available for complete courses of study are explained in IMUNE Courses and Qualifications-Outline.

Costs

Costs are set out to cover administration and every attempt is made to keep these as low as possible.

Course accreditation Application	\$250
Registration fee for first course	\$100 per course day (minimum \$200)
Registration fee for subsequent courses	\$100
Module Completion Certificate- electronic*	\$25 per student
Module Completion Certificate- hard copy, IMUNE stamped	\$50 per student
On line Examination & certificate- hard copy, IMUNE stamped+	\$100 per student
Examination certificate-electronic	inc. in exam fee
Course work assignment, case studies etc.	Operator responsibility

* IMUNE pdf version, student printable. Electronic signature, Serial numbered.

+ this cost covers installing and operating the on line exam.

Rates can be negotiated for substantial courses

It is recommended that the relevant costs are built into the course fee.

Assessment Approaches



Following the same philosophy as on line courses the main technical content will be via on line exams (modems suitable). These are structured in accordance with accreditation body guidelines (NOCA, NCCA). This will be complemented by module related worksheets, preformatted case study submissions, live clinical monitoring and written work as appropriate to the module.

Provider of Education Qualification

Trainers will have to satisfy IMUNE that they have the competence to run the course and will:

1. have passed IMUNE trainers exam which includes Biofeedback
2. meet educational criteria
3. meet presentation experience criteria

Course Construction

Courses can be taken for CEU's or exam entry. In addition to on line exams evaluation criteria includes coursework, clinical submissions etc.

There are two types of IMUNE course modules and two possibilities within each.

Module types

1. *Core Modules* that have an IMUNE set syllabus and IMUNE examination. These are mandatory modules to be passed as part of the International License.
2. *Supplement modules*: this is a listing that the student selects from. Each module has a number of credits allocated. This enables students to focus in particular areas. The student must take enough modules to exceed a target number of credits.

For established where IMUNE has set a syllabus the applicant must demonstrate conformity- more can be offered. Where a syllabus has not been established the process below applies.

In both cases there will be a provisional course approval this becoming a firm accreditation/approval after the first course has been satisfactorily reviewed.

IMUNE welcomes submissions from education providers in specialist subject areas and will discuss:

- The International License Level that they apply to
- The number of credits towards an International License.



IMUNE Outline Requirements for Module Presentation

The IMUNE process

Stage 1: Course Document

- Complete the application form
- Prepare an initial course document with the following information

General Description

Goal Statement (as bullet points)

Qualifications resulting (intended)

Content (as bullet points) reflecting the following 3 elements

- a. Fundamental principles
- b. Device facilities
- c. Integration into practical application

Assessment methods

Time line with target points (program)

Detailed Syllabus

Education pre-requisites.

Stage 2: submit for review- approval in principle

The submission process is then

- | | |
|--------|---|
| Step 1 | submit for general initial review by appointed IMUNE review person for initial review |
| Step 2 | submit to the academic process committee- detailed review |
| Step 3 | submit to the academic board- final review |

Stage 3: detailed submissions

All course material submitted for validation

Course delivery

Courses may be

1. Classroom-live
2. Distance learning (no on line requirement)
3. On line
4. Any combination.

IMUNE's involvement in course delivery is not mandatory- the Education Provider can effect their own delivery.



On Line Courses & Distance Learning

There is no substitute for live client and classroom interaction: especially where clinical skills are involved some class attendance forms part of the International License Process.

However class training is expensive and disruptive. Wherever possible IMUNE will assist distance learning (on line and DVD) - especially for technical matter. This has benefits of:

1. Lower cost
2. Material is available for multiple viewing- no classroom overload/memory problems!
3. Students can progress at their own pace and in bite size chunks- assimilating each aspect before moving forward.

IMUNE can as a minimum arrange third party hosting of courses. IMUNE will facilitate this and generally will not be the operator. The host site will be established for this purpose and will carry some IMUNE elements: thus potentially offering a saving for presenters. The hosting service will involve:

1. an initial set up fee
2. a fee per student.

They may also be able to arrange copy protection of educational material on DVD, and its distribution.

Presenters should be aware that the cost of audio visual material for on line presentation may be expensive. You may be able to record materials yourself at reasonable cost but in the awareness that:

1. Video presentations require expertise.
2. Semi pro equipment is needed
3. The presentation may not display as professionally as desired to reflect the course.
4. Editing is expensive.

IMUNE does not currently have facilities to record materials.

Videoring and editing costs for a reasonably professional presentation are £500-£1000 (\$1000-\$2000) per hour. Recording costs for crew (2) and equipment is £750 (\$1500) minimum per day. Presentations need a dry run practice and review of perhaps 2 days per day recording. It needs to be done in bite size chunks. Editing can be up to 1 hr per minute for very professional presentations. All recordings should be done in small segments (5 minutes) to enable re-shooting and minimize editing. Do the cost analysis very carefully for on line video courses. Consider this element as very beneficial but keep it very much in balance. Power points, html etc. (used with care) with voice attached can be a viable option.



It is possible to have audio recorded to Dictaphone and then transcribed.

Language

There is a big market both in the English and certain other languages. Consideration in preparing modules should include ease of translation to other languages.

Course Structure

The emphasis is on health promotion rather than disease treatment: thus the integrated treatment of specific diseases may best be left until fundamentals are solidly in place.

The focus is on:

- a. Lifestyle, being fundamental to the success of energetic medicine therapy.
- b. Biological Terrain (healthy organism- minimal toxicity) being the primary focus for providing an essential platform for health.

Each module will be constructed as 3 aspects:

- a. Fundamental principles
- b. Device facilities
- c. Integration into practical application

This enables the student unfamiliar with a subject to have a ground upwards training. It also enables students who have no device interest to take part for educational content.

Presentation Structure

The following relates to on line courses, which can in some cases be distance learning without an on line presentation.

Course Overview/ Introduction

General Description

Goal Statement (as bullet points)

Qualifications

Content (as bullet points)

Assessment methods

Pre-requisites

The contents of this module

1. Downloadable materials (protected pdf files)
2. On line viewing:
 - a. Listing of presentations
 - b. How to access
 - c. Prerequisites (software, web connection speed etc.)
 - d. Frequency of access
 - e. Time limits on accessing



- f. Troubleshooting
- g. Contacts for problems.
3. Essential reading
4. Recommended reading/ reference resources
5. Course work- listing and formats etc.
6. Exams
 - a. Accessing, cost.
 - b. Topics, No. questions, time range needed per module, no. access times and time limit on access.

Instructions and recommendations for doing the module.

Assessment Methods

1. On line exams (IMUNE hosting)
2. Preformatted worksheets for the student to complete and submit
3. Case studies against formats
4. Short answers

2-4 are the responsibility of the course provider.

Course Pre-requisites

The intention is to make all course modules as accessible as possible to all interested students. It is beneficial to all students, especially in a liver classroom situation, to have done foundational work.