# AUSTAT Registered Teacher Trainee Logbook



A diagram of a dropbox link

Description automatically generated

Author

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**Thanks**

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## Welcome to your Alexander Technique Teacher Training Logbook.

Congratulations on your decision to train to become an AUSTAT Alexander Technique Teacher. This Logbook is an important record of your training. It is your responsibility to hit “save” Command-S and to keep this document safe.

### Dropbox link

On successful registration with AUSTAT you will have been provided with a Dropbox link to your personal AUSTAT Training Folder (see diagram on pp2). As well as yourself, the following people have access to that folder:- your current AATT; Administrator AUSTAT; The Training Assessment Standing Committee.

Your Logbook, the annexures and AUSTAT Events log remain the property of AUSTAT. Although you are welcome to make copies for yourself of your training journey, please ensure that a correctly filled master copy of all your AUSTAT training documentation is kept in your AUSTAT Training file. AUSTAT will keep this material for a minimum of ten years after you graduate or stop training. It is an important record that will assist you in Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) claims.

### The AUSTAT Teacher Training Standard

It is recommended that you make yourself familiar with the AUSTAT Teacher Training Standard as well as the contents of this logbook. Your AUSTAT Approved Teacher Trainer (AATT) is familiar with the Teacher Training Standard and has used it to develop their training program for you.

A copy of the Teacher Training Standard can be found in your personal training folder on Dropbox.

### AUSTAT Constitution

You will also find a copy of the AUSTAT Constitution in your training folder. Your rights and responsibilities, as a member of our professional organisation, are set down for you as are our Code of Professional Conduct and our Objects and Goals. Please understand that your rights as an AUSTAT member are different from your commercial relationship with your AATT. They will provide you with their commercial contract for training where many of your consumer rights are detailed. It is suggested that you become aware of all of these obligations and rights.

### Annexures

Throughout this log you will see that you are required to append Annexures to this log. You are not being asked to write or create any new work. You are being asked to present evidence that you have completed this work in your training course as part of the structured events provided.

Each required Annexure is numbered. Please use the ANNEXURES folder in your Dropbox folder to upload your work. You will not be assessed by AUSTAT on the quality of your work. AUSTAT Training Assessment Standing Committee (TASC) will mark that you have completed work against the Standard. Possible mark is “Complete” or “Not yet complete”.

To meet the AUSTAT Training Standard and to be accredited as a professional Teacher Member of AUSTAT, you will need to demonstrate that you have completed every task in this logbook.

### Completing your logbook correctly.

This logbook is designed so that you will be able to provide “documentary evidence” that you have successfully completed training that meets the AUSTAT Teacher Training Standard. Because you are training to an agreed professional Standard, you are assured that your training is complete, is of professional quality and is similar in design to any other training course that is conducted by another AATT. Your AUSTAT approved training will be recognised by all AUSTAT agencies and can be demonstrated to government and other agencies by providing the Teaching Standard along with you logbook as evidence.

You can fill in your logbook via computer. All the required fields will accept input but you will not be able to change the content. Electronic signatures are accepted. Your logbook is provided to you as a Microsoft Word document. This format can be read on most computers, tablets and phones. Should you wish, you may download a .pdf version or you can print off your logbook, fill it in with pen and scan completed sections into your “Lodge scanned documents” folder.

It is suggested that you save your documents regularly. Name your documents in a way that will make it easy for TASC to identify the evidence that they need to accredit your training.

### Understanding the logbook

A logbook is a document that evidences completion. There are no grades to be found in this logbook. You either have “completed training” in an element or criterion or you have “yet to complete”.

Understand that each Module will take you many hours to complete. Also, understand that the logbook requires no extra training, no extra learning activity or no extra assessment activity from the training that you are already undertaking with your AATT.

AUSTAT’s role is not to assess your skills and knowledge as a trainee or beginning Alexander Technique teacher. That is the role of your AATT and any staff that they may apply to your training.

AUSTAT’s role is to speak to your professional qualification. If you have trained with an AUSTAT Approved Teacher Trainer and your logbook indicates that you have met AUSTAT’s Teacher Training Standard then AUSTAT can guarantee that your training has been complete and professional. That’s why it’s very important to correctly and accurately fill in your logbook. Make sure that you read and understand the declaration that you are making on page 6.

### Disputes and your rights

You have the right to dispute an assessment of your logbook by TASC. TASC’s scope is to determine that your training has been professional and complete as measured against the AUSTAT Standard.

To that end, TASC will be looking at the evidence that you provide and will apply the “**rules of evidence”.**

These are:

• Is the evidence of completion that you have provided authentically your own work?

**AUTHENTIC**? Yes or No?

• Does the evidence that you have provided meet the requirement of the criterion? Example-if the criterion asks you to report on FM Alexander’s ‘Use of the Self’ but you provide a report on Frank Pierce Jones research-that is not **VALID**. It’s not valid even if your Frank Pierce Jones report was sublime!

Have you provided **SUFFICIENT** evidence for TASC to make a finding? Example- the Standard asks you to provide a written article but you provide two paragraphs as a brief note. This would indicate that you haven’t completed this part of the training to a required standard.

Is the evidence that you have provided indicative of work done during the training or have you appended work from study undertaken years ago. We say that is not **CURRENT**.

If you provide documentation that does not meet the rules of evidence, TASC will return your logbook and mark it as “not yet completed” against the AUSTAT Standard. All evidence that is “completed” against the Standard will not have to be repeated. You will be informed by TASC what you need to do to remedy the shortfall.

If you believe that the assessment process has been unfair or incorrect, you may appeal the TASC finding. Remember that safe keeping of your logbook is your responsibility. So an appeal over a lost or damaged logbook will not succeed. Logbooks correctly stored on your AUSTAT Dropbox folder are continually backed up and are recoverable. You bear the risk if you use paper copies. Before appealing a TASC finding, please consider the rules of evidence. Was you documentation **authentic, valid, current and sufficient** to allow a decision to be made? Address your appeal to info@ austat.org.au

As all evidence that you are lodging with AUSTAT through this logbook comes from course work that is being assessed by your AATT, TASC may also choose to speak with the AATT about signing off on work that hasn’t met the rules of evidence.

### Why the logbook?

Your logbook provides a very fair and accurate way for AUSTAT to assure that you have been trained to its professional Standard and that you will are resourced to work in a professional and reputable way. This allows us to make guarantees to organisations and government, as well as to the public, about the service that you will provide.

Your logbook will provide AUSTAT with “due diligence” paperwork that demonstrates that your professional society enforces a comprehensive Standard that is met by our teaching members.

It will provide you with a lasting record of the training that you have undertaken. You will be able to track all the subject matter that you have undertaken in your training. You will be able to take your logbook to other localities and different countries and demonstrate to them exactly what kind of training you completed and perhaps what training you haven’t yet completed. If you are forced to take a break from your training, when you return, you will be able to pick up from where you left off accurately. The logbook, also, allows you to look ahead and understand where your training is heading in the future. That can help you to orient yourself to why you are training in a certain way at a certain time.

### Colour-Coding and numbering.

Your logbook is **colour-coded** to make it clear who is required to fill in what. The AATT fills in all the **orange** areas. They are signing to say that you have completed a particular element or Module.

You fill in **blue** shaded boxes. Generally, you will be stating that you have appended evidence of completion. So, for instance, if you gave a brief report in your training to your colleagues, the logbook will ask you to lodge a copy of that report as it provides proof that you have completed that criterion.

The light **green** areas are for TASC to sign off on your logbook. Once every item on your logbook is signed off, you will be invited to become a full teacher member of AUSTAT. You will be able to use AUSTAT post-nominals after your name and you will have all the rights and obligations of a professional Alexander Technique teacher.

Every item in your logbook is numbered. Generally numbering will reflect the numbering used on the AUSTAT Training Standard. Please ensure that your Annexures and scanned documents are correctly numbered and labelled. TASC may return your logbook to you without completion and accreditation where your labelling and numbers are incorrect.

You should find this logbook self-explanatory and easy to fill in. If you have any concerns or problems send an email to: [info@austat.org.au](mailto:info@austat.org.au) with “Attention TASC in the Subject line.”

Enjoy filling in your logbook and recording your progress as you enjoy your Alexander Technique teacher training journey.

## Instructions for AATT’s

**Mapping your Course against the Standard**

**As an AUSTAT Approved Teacher Trainer, it is entirely up to you how you develop your teacher training course. You don’t have to teach each module and element in a linear way. We know our AATT’s have their individual way of formatting, sequencing and imparting information. Nevertheless, you will want to keep track that your training program is meeting the Standard.**

**AUSTAT suggests that you go through your own syllabus and map where you are training each of the performance criteria over three stages. You may find it beneficial to explain to your trainee teachers that you are covering off every single criteria but through your own course design, sequencing weighting and clustering.**

**Please know when and where you will sign off each criterion in the Training Logbook, so that the Quality Documentation for each Trainee Teacher is complete for their AUSTAT Assessment after graduation. The way in which each AATT could be quite different, but over three stages every AATT should have signed off every criterion in this Logbook.**

**You will find your own way to fill in a Trainee Teacher’s Logbook. However, please do not attach your signature for completion of an element until all performance criteria are completed.**

**Using the Logbook to develop assessment**

It is perfectly fine to use the Logbook criteria to develop your own assessment tools. Remember, that this Logbook is for AUSTAT. AUSTAT only needs to know that a performance criteria has been covered by your instruction. When you sign the Logbook it tells us that you instructed a trainee teacher in that criterion sufficiently within the Volume of Learning parameters set down by the AUSTAT Teacher Training Standard.

**Example**-Volume of Learning (VoL) for Module 1 is 100-200 hours. There are four **elements.** So you may allocate 25 hours for each element.(You have a lot of leeway in how you allocate those times.) For the example:- 25 hours of instruction for element 1 would meet the VoL. Element 1 has 6 **Performance Criteria**. This would indicate that over the course of 1 stage (1 or more years) of training you could spend four or more hours instruction around each criterion.

As AATT your concern will be that each trainee teacher is able to meet your own quality assessment. How you carry out that assessment is your decision. Your assessment will lead to provision of a graduate certificate for the trainee. AUSTAT will issue our qualification when we know that the trainee teacher has been instructed around each criteria. When we are assured of this, through the documented evidence of this logbook, your trainee teacher graduate will be offered professional membership and an AUSTAT Professional Qualification.

## Candidate details

**Instructions**: Fill in this page straight away. It identifies you. You will also be asked to fill in a declaration of authenticity. Please read it carefully and then sign and date.

|  |  |  |
| --- | --- | --- |
| 1. Candidate Details | First Name: [     ] | Surname:[      ] |
| Email:  [      ] | Mobile Phone:  [      ] |
| AATT Name:[      ] |  |

You can fill in 2.1 now. Fill in 2.2 on training completion.

|  |  |  |
| --- | --- | --- |
| 2. Training Commenced | 2.1 What date did your training commence? | 2.2 What date did you graduate? |
| Date: [      ] | Date: [      ] |

Sign and date this section today. Make sure that you read and understand what you are signing.

|  |  |  |
| --- | --- | --- |
| 3.Candidate  Declaration | I declare that I understand that this logbook is a record of completion for modules that form stages of the AUSTAT Teacher Training Standard. All times, signatures and statements signed by me are truthful and complete. I am aware that a false statement may lead to withdrawal of a qualification or entitlement to membership and would be considered professional misconduct. I acknowledge that all third-party reports or extrinsic evidence provided in support of this accreditation submission may be verified by AUSTAT for authenticity prior to a final result being recorded. | |
| Signature: [      ] | Date: [      ] |

AATT should sign and date this box at the graduation or end of training

|  |  |  |
| --- | --- | --- |
| 4. Declaration by AATT | I declare that all indicators of completion, times and dates signed by my authority as an AUSTAT Approved Teacher Trainer are accurate, authentic and correct and provide a true and authentic record of completion for the person named on this logbook. I am aware than any false statement may lead to a charge of professional misconduct under the AUSTAT Code of Professional Conduct | |
| Signature:[       ] | Date: [      ] |

# 

# Stage 1

# Module 1 Apply the Alexander Technique to self.



### 

### Element 1 Maintain own use of self with supervision

**Instructions:** Successful completion of elements requires evidence that you have completed training around each of the performance criteria at some time during your training course. Module 1 is allocated more than 100 hours of training. Your AATT will assist you with filling in this section at the correct time.

|  |  |  |
| --- | --- | --- |
| **The trainee teacher has undergone instruction in maintaining own use with supervision** | | |
| Completed [     ]  hours instruction within this element | 1. Is able to be guided in simple movements such as sitting, standing, walking, bending, lifting and carrying with supervision |  |
| 1. Experiments with head neck relationship under supervision. |  |
| 1. Applies position of mechanical advantage under supervision |  |
| 1. Can demonstrate an understanding and ability to maintain, own use in a variety of activities. For instance:  * lunge * monkey * crawling * coming onto toes * falling against a wall |  |
| 1. Is able to recognise, describe and label significant anatomical landmarks, important to Alexander Technique, on themselves. |  |
| 1. Demonstrates a growing understanding of the principles and physical aspects of constructive conscious control. |  |

**AATT Declaration**-

The Trainee Teacher has completed at least the minimum VoL for Module 1 element 1

|  |  |  |
| --- | --- | --- |
| AATT Signature | [      ] | Date: [      ] |
|  | | |
| Trainee Teacher | [      ] | Date: [      ] |

### Element 2 Identify, analyse and respond to postural sets, habits and mindsets in themselves and others in activities.

**Instructions:** AATT fills in all orange sections. Trainee Teacher signs blue section only.

The trainee teacher has completed practical and theoretical learning in element 2. Specifically:

|  |  |  |
| --- | --- | --- |
| Completed [     ]  hours instruction within this element | 7. Is able to identify when they negatively affect their own functioning through over- contraction of muscle. |  |
| 8. Is able to identify and articulate, using appropriate language, the poor use and functioning in others. |  |
| 9. Identifies habitual limiting language in themselves or others. |  |
| 10. Can identify habitual preparation to move at the point of response. |  |
| 11. Can identify and label structural twist, misalignment and compression on posture:  i) in themselves and  ii) in others. |  |
| 12. Is able to accurately and safely model other people’s postural patterns |  |
| 13. Develops proprioceptive and interoceptive awareness and sensory acuity skills including:  i. Active listening  ii. Visual skillsets  iii. Olfactory and gustatory sensitivity  iv. proprioception and kinanesthesia  v. social spatial awareness (proxemics) |  |
| 14. Becomes aware of physical, verbal, syntactic mannerisms in self and others. |  |
| 15. Is able, with and without supervision, to prevent a habitual response, apply direction, reason a new means whereby and a new concept of response, maintain conscious control while continuing to give directions in a variety of activities. |  |

**AATT Declaration**-

The Trainee Teacher has completed at least the minimum VoL for Module 1 element 1. Place hours in Column 1 above

|  |  |  |
| --- | --- | --- |
| AATT Signature | [      ] | Date: [      ] |
|  | | |
| Trainee Teacher | [      ] | Date: [      ] |

### Element 3 Experiment with application of Alexander principles in diverse tasks and situations.

Instructions: To demonstrate completion in this element, the trainee teacher will evidence that they have undertaken application of Alexander principles within at least three (**3) areas of activity and that they have reported on their findings**. The AATT will decide which activities are appropriate and what kind of presentation: oral or written.

Evidence your completion of these tasks by submitting three short reports as Annexures.

Written reports should be no more than one page in length. A short written summary or video of your presentation will be accepted as evidence of completion. **Use Annexure folder PC16 in your AUSTAT Dropbox to submit evidence.**

|  |  |  |
| --- | --- | --- |
| **Activity Report PC16A** | Title of Report:[      ] | Date of report: [      ] |
| I have appended my report/presentation as Annexure PC16 A into the correct folder in Dropbox. | | Date Appended :[      ] |
| Signature of observing AATT | [      ] | Date:[      ] |

|  |  |  |
| --- | --- | --- |
| **Activity Report PC16B** | Title of Report:[      ] | Date of report: [      ] |
| I have appended my report/presentation as Annexure PC16B into the correct folder in Dropbox. | | Date Appended :[      ] |
| Signature of observing AATT | [      ] | Date:[      ] |

|  |  |  |
| --- | --- | --- |
| **Activity Report PC16C** | Title of Report:[      ] | Date of report: [      ] |
| I have appended my report/presentation as Annexure PC16 B into the correct folder in Dropbox. | | Date Appended :[      ] |
| Signature of observing AATT | [      ] | Date:[      ] |

**AATT Declaration**

Over the course of training the Trainee Teacher has spent [       ] hours experimenting with application of Alexander principles in diverse tasks and situations under my supervision or observed by me.

* Signature of AATT: [       ] Date: [       ]

### Element 4 Maintain easy breathing, voice production and thoracic mobility using Alexander principles.

**Instructions**: To demonstrate completion in this element have your AATT sign off on each of the six performance criteria listed below.

|  |  |
| --- | --- |
| 1. I have taught the teacher trainee how to apply the “whispered ah” procedure to explore their breathing and vocal mechanisms. 2. The teacher trainee has identified how their ribs move in breathing. They have developed an underpinning knowledge of basic anatomical structures of breathing mechanisms and kind provide an accurate description of the actions of the ribs, diaphragm, airway, nose and so on. 3. The teacher trainee has been instructed in making accurate observations of breathing movements in others. This includes tracking rib movement, nasal flaring, breath noise, sniffing and other movements associated with breathing. 4. The teacher trainee has been supervised in speaking aloud in front of small groups, while applying Alexander principles and being mindful of reduction of breath noise, sniffing and other tension mannerisms around speaking in front of a group. 5. The teacher trainee has been taught and has discussed Alexander’s idea of ” incorrect mental attitude towards the respiratory act” (Use of the self) 6. I have instructed the teacher trainee in the integrated use of the whole during breathing and vocalisation. Maintaining easy breathing, voice production and thoracic mobility using Alexander principles has been taught in a detailed and comprehensive way during this module. | 17. |
| 18. |
| 19 |
| 20. |
| 21. |
| 22 |
| Total Hours Element 4: [      ] |  |
| AATT signature: [      ] | Date: [      ] |
| Teacher Trainee Signature: [      ] | Date: [      ] |

### AUSTAT TASC Assessor Checklist

Office Use only

Part A Registered Trainee Teacher Details

|  |  |  |
| --- | --- | --- |
| 1. Contact Details provided and complete |  |  |
| 2. Commencement Date & Graduation Date | [      ] & [      ] | Conform Y  N |
| 3. Registered Teacher Trainee Declaration | Y  N | Registration Date: [      ] |
| 4. AATT Sign off declaration | Y  N |  |

Module 1 Element 1

|  |  |  |
| --- | --- | --- |
| PC 1 C  NYC | PC2. C  NYC | PC 3. C  NYC |
| PC 4. C  NYC | PC5. C  NYC | PC 6. C  NYC |
| AATT Sign off | Y  N | Hours: [       ] |
|  | | |
| Element 1. | C  NYC | Assessor:[      ] |
| Assessor Notes | [      ] | |
|  |
|  |  |  |

Module 1 Element 2

|  |  |  |
| --- | --- | --- |
| PC 7 C  NYC | PC8. C  NYC | PC 9. C  NYC |
| PC 10. C  NYC | PC11. C  NYC | PC 12. C  NYC |
| PC 13. C  NYC | PC14. C  NYC | PC 15. C  NYC |
| AATT Sign off | Y  N | Hours: [       ] |
|  | | |
| Element 2 Result | C  NYC | Assessor:[      ] |
| Assessor Notes | [      ] | |
|  |
|  |  |  |

Module 1 Element 3

|  |  |  |  |
| --- | --- | --- | --- |
| Annexure 16-A | Lodged Y   N | Lodgment date: [      ] | C  NYC |
| Annexure 16-B | Lodged Y  N | Lodgment date: [      ] | C  NYC |
| Annexure 16-C | Lodged Y  N | Lodgment date: [      ] | C  NYC |
| AATT Declaration | C  NYC | Hours:[      ] | C  NYC |
| **Element 3 Result** | | C  NYC | Assessor:[      ] |
| Assessor Notes | | [      ] | |

Module 1 Element 4

|  |  |  |
| --- | --- | --- |
| PC 17 C  NYC | PC18. C  NYC | PC 19. C  NYC |
| PC 20. C  NYC | PC21. C  NYC | PC 22. C  NYC |
| AATT Sign off | Y  N | Hours: [       ] |
|  | | |
| **Element 4 Result** | C  NYC | Assessor:[      ] |
| Assessor Notes | [      ] | |
|  |

Stage 1 Module 1 Completion

|  |  |
| --- | --- |
| This Module has been assessed by : | [      ] |
| AUSTAT Assessor Declaration | The evidence presented by the AUSTAT registered Trainee Teacher is:  Valid  Sufficient  Current  Authentic |
| The AUSTAT Registered Trainee Teacher has no outstanding fees |  |
| Module 1 has been completed to the required AUSTAT Standard |  |
| Module 1 is Not Yet Complete to the required AUSTAT Standard | Reasons: [      ] |
| Assessor Signature: [      ] | Date of Assessment: [      ] |
| Notifications (must be complete before signing) | Registered Trainee Teacher  AATT |
| This result has been registered in the AUSTAT Trainee Teacher Database | Complete: |

# Stage 1

Module 2 Explain the **fundamentals of**

**the Alexander Technique**

