

**Certificate in Life  
Technology**

**Course Handbook**

**Academy of Potential  
Education**

## Introduction

This course is designed to help you become strong, healthy and happy, whatever you may choose to do later in life.

Graduates of this course will have gained practical training and experience in handling the main challenges of life, including health, relationships and career. You will have skills in preventing and solving life problems and stress. You will have developed general strategies for improving any area of life, including creativity, happiness, wealth and success.

The qualification makes a useful foundation for study, work, family life or retirement; the training can be used to solve specific life problems or for general personal development; it can also lead on to study at diploma level<sup>1</sup> for those who want to become professionals of life technology.

Our aim is that by the time you finish this course you will know who you are and what you want in life; you will be able to prevent some of life's most common problems; and you will have a strategy for solving problems you can't prevent. Above all you will be confident to meet any challenge in the future.

You can take the course full-time at the Academy of Potential Education or part-time by online distance learning. The distance course is designed to fit in with your normal daily life.

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1 Currently in development.

## Pathways

The Certificate in Life Technology is a foundation course for anyone who wants to become successful as it helps to build your spirit, character and inner strength as well as your physical and emotional health.

It is especially valuable:

- before tertiary education
- before your first job
- when you want to find out who you really are
- when you want to change career
- after bringing up children
- when you have problems to solve
- after retirement

The Certificate in Life Technology is the basic requirement for those who want to go on to higher life technology qualifications<sup>2</sup> at Phenomena Academy.

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2 Currently in development

## **Entry Requirements**

Full-time residential course:

- You should be aged 18 or over
- You should have completed secondary education to age 16
- You need to be able to speak and understand English (to IELTS level 5 in listening and speaking).

Part-time distance course:

- You should have completed secondary education to age 16
  - If you are under 16 you must either do the course with your parents or have written permission from them to participate
  - You need to be able to speak and understand English (to IELTS level 5 in listening and speaking).
- *Students not meeting all the entry requirements may be considered for entry on a case-by-case basis. Students under 16 years may be considered but will require approval from a parent or guardian.*

## **Selection criteria**

Using the information you have given on your application form and in an interview in person or by telephone, we will select suitable applicants based on evidence of the following criteria:

- o Interest in life technology – are you aware what life technology is about and are you enthusiastic about the subject?
- o Potential for life technology – do you have an open mind and do you enjoy learning?
- o Self discipline – do you enjoy pressure and do you have clear goals for your life?
- o Goal – are you interested in improving your life and helping other people?

### Qualification

If you successfully complete the course you will receive a Certificate in Life Technology. This is a level 4 qualification. See [www.kiwiguards.govt.nz](http://www.kiwiguards.govt.nz) for further information on New Zealand qualifications. The Certificate in Life Technology is a prerequisite for Diploma courses currently being developed by the Academy.

### Course length

Full-time: 30 weeks x 25 hours per week

Part-time distance: 8-12 months (average 20 to 30 hours per week)

### Course completion

To complete the Certificate in Life Technology you need to gain a total of 76 credits from a mix of compulsory and elective modules.

You need to meet all specified performance criteria to complete each module. These are clearly explained in assessment instructions.

## **Course structure**

To complete the Certificate in Life Technology you need to gain a total of 76 credits from a mix of compulsory and elective modules.

*N.B. 1 credit is equivalent to 10 learning hours, including independent training/practice.*

There are 14 modules, with the following credit and level allocations.

You must complete all the compulsory modules (40 credits), at least one project module (12 credits) and you can choose any modules from the rest of the list to make up the credits to 76.

*Compulsory modules* (all of these must be completed = total 40 credits)

1. Life Technology (level 4, 6 credits)
2. Natural Health (level 3, 8 credits)
3. Natural Potential (level 4, 6 credits)
4. Personal Health (level 4, 10 credits)
5. Emotions (level 4, 10 credits)

*Project modules* (at least one must be completed = 12 credits):

6. Energy Research (level 4, 12 credits)
7. Life Technology Project (level 4, 12 credits)

*Elective modules:*

8. Relationship (level 4, 6 credits)
9. Money (level 4, 6 credits)
10. Parenting (level 4, 6 credits)
11. Happiness (level 4, 6 credits)
12. Creativity (level 4, 6 credits)
13. Natural Elements (level 4, 6 credits)
14. Helping Others (level 5, 8 credits)

*Learning progression*

You must complete module 1 (Life Technology) and module 2 (Natural Health) before completing any other modules. Ask your tutor to help if you need help to decide which modules to take.

## **Module descriptions**

Detailed module descriptions are available in [Certificate in Life Technology Modules](#).

### **1. Life Technology**

**Aim:** Gain foundation knowledge in the technology of life that underlies the whole course and initial practical experience of how to apply it in daily life.

**Learning outcomes:** On completion of this module learners will be able to explain and apply natural principles of life in a range of daily life situations in order to solve problems and attain a more relaxed attitude.

### **2. Natural Health**

**Aim:** Develop a foundation for a healthy lifestyle.

**Learning outcomes:** On completion of this module learners will be able to identify key elements of a healthy lifestyle; design, implement and monitor a daily schedule for improving general health; recognise and record improvements in overall well-being; and assess the value of health in the context of life expectations.

### **3. Natural potential**

**Aim:** Make a potential plan.

Learning outcomes: On successful completion of this module learners will be able to develop a personal plan for developing their natural potential, taking into account inherited behaviour patterns; environment and educational background; personal interests, talents and dreams; natural potential; life goal; career goals; character strengths and weaknesses.

#### **4. Personal Health**

Aim: Develop fundamental understanding of how to improve any health problem naturally.

Learning outcomes: On successful completion of this module learners will be able to develop and implement a programme of activities, education and/or behaviour changes which results in a measurable improvement in their personal health; and identify key principles of nature related to personal health improvement.

#### **5. Emotions**

Aim: Improve emotional balance.

Learning outcomes: On successful completion of this module learners will be able to develop and implement a programme of activities, education and/or changes in behaviour or mental attitude which results in a measurable decrease in their day to day experience of negative emotions; and identify key principles of nature related to development of emotional balance.

#### **6. Energy Research Project**

Aim: Complete a research project about energy.

Learning outcomes: On successful completion of this module learners will be able to design, carry out and report on a research project investigating an aspect of the interaction between energy (qi) and human life.

## **7. Life Technology Project**

Aim: Complete a project in life technology.

Learning outcomes: On successful completion of this module learners will be able to design, carry out and present to other people a project in which they apply the principles of life technology to achieve a specific goal.

## **8. Relationship**

Aim: Improve relationship ability.

Learning outcomes: On successful completion of this module learners will be able to identify and solve relationship problems and improve their ability to cooperate with others by applying key principles of nature.

## **9. Money**

Aim: Increase in personal material wealth.

Learning outcomes: On successful completion of this module learners will be able to develop and successfully carry out a strategy for increasing their personal material wealth; and be able to identify key principles of nature related to setting and reaching financial goals.

## **10. Parenting**

Aim: Improve parenting ability.

Learning outcomes: On successful completion of this module learners will be able to identify negative behaviour in a child/children which they want to change; develop and implement a strategy designed to help the child(ren) change behaviour; achieve the desired change; identify key principles of nature related to parenting and changing children's behaviour.

## **11. Happiness**

Aim: Improve level of happiness.

Learning outcomes: On successful completion of this module learners will

be able to develop a plan of personal training and behaviour changes designed to increase their level of happiness over a defined period of time; implement the plan; demonstrate a measurable increase in happiness; and share with others insights on how to use principles of nature to increase happiness.

## **12. Creativity**

Aim: Use principles of life technology to develop a creative project.

Learning outcomes: On successful completion of this module learners will be able to identify a challenge or problem that requires creative input; design a creative solution; bring the solution into reality, using a creative process; make a presentation demonstrating the principles of nature related to creativity used during the project.

## **13. Five Elements**

Aim: Use the Theory of Five Elements to interpret human behaviour.

Learning outcomes: On successful completion of this module learners will be able to describe the key functions and interactions of the five elements (from Chinese traditional culture), apply five element principles to interpret aspects of human behaviour and use a range of techniques for element balancing.

## **14. Helping other people**

Aim: Use life technology to help other people solve problems.

Learning outcomes: On completion of this module learners will be able to apply principles of life technology to help others solve minor problems or reach goals with health, emotions, relationships and career.

## Recognition of Prior Learning

RPL recognises what you have learned from:

- other courses
- life experience
- work experience

Where you can prove that your prior learning reaches the required standard RPL can be awarded. RPL can only be awarded for a complete module – not for parts of a module. This means that you get credit for that module and do not need to repeat it.

RPL may be assessed by three methods:

- a. Attestation  
An authoritative person confirms prior learning, usually at an interview.
- b. Portfolio  
You present a collection of materials and information containing all the evidence and details of prior learning.
- c. Assessment  
The prior learning is tested by completing the course assessments or equivalent.

If you want to be considered for RPL you should apply to the Academy in writing. This is what will happen:

- a. You will be provided with written details of the course, learning outcomes and assessment criteria on which to base your application.
- b. The application will be given to a tutor to compare with the programme requirements.
- c. You will be notified of the decision within 20 days.
- d. You will need to pay RPL assessment costs @ NZ\$300 per module. If you request RPL for 5 or more modules the cost is NZ\$200 per module.

## **Assessment**

Assessments will take place throughout the course. You will be given details of assessment procedures and requirements at the beginning of each module. You will receive assessment results within 10 days of handing in your assignment wherever possible. If it is not possible we will let you know when you can expect your results.

## **Assessment in Te Reo Maori**

It is possible to arrange for you to be assessed in Te Reo Maori. Please inform your tutor if you require this service.

## **Reassessment**

If you fail to meet the requirements to complete an assessment you are eligible to be reassessed.

- 1 Your tutor or course teacher will discuss with you why the requirements were not met and what needs to be improved in order to be successful the next time.
- 2 Sufficient time is allowed before reassessment for you to make up any lacking knowledge and to avoid unnecessary repetition of reassessment.

## **Course and assessment schedule – distance course**

We will cover an average of one module each month. Sometimes more than 1 module will be taught together. Assessments are due 3 months after you start each module. If you want an extension for submitting an assessment please ask your tutor. Typical arrangement:

Weeks 1-4: Life Technology

Weeks 5-12: Natural Potential

Weeks 10-14: Natural Health, Personal Health

Weeks 15-19: Emotions

Weeks 17-20: Energy Research, Life Technology Project, Creativity

Weeks 21-24: Relationship and Parenting

Weeks 25-28: Money

Weeks 29-32: Happiness

Weeks 33-36: Five Elements

Weeks 37-40: Helping other people

## Course and assessment schedule - full-time residential course

Here is a plan showing when we teach each module and in which week assessments are due:

Module	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Week 1														
Week 2														
Week 3														
Week 4														
Week 5														
Week 6														
Week 7														
Week 8														
Week 9			1											
Week 10	1													

Week 11														
Week 12	2													
Week 13		1												
Week 14	3													
Week 15														
Week 16														
Week 17														
Week 18														
Week 19														
Week 20														
Week 21														
Week 22														
Week 23												1		

Week 24														
Week 25											1			
Week 26											2,3			
Week 27								1		1			2	1
Week 28						1	1							2
Week 29												1		3
Week 30									1			2		4
No of weeks	8	8	10	10	10	10	10	20	20	20	10	10	5	10

### Key

*Yellow highlighting shows module duration*

*Blue highlighting shows when assessment is due. Numbers refer to assessment tasks.*

### **Assessment appeals**

If you believe you have been unfairly assessed you have the right to appeal for reassessment.

- 1 This should be requested in writing to the Director within 7 days of the results being published.
- 2 A reassessment will be organized within two weeks, as far as possible using different people to carry out assessments from the previous time.
- 3 You will be given a full explanation of the criteria for assessment before reassessment takes place.
- 4 If you are still not satisfied after being reassessed following an appeal you may use the official complaints procedure to resolve the matter.
- 5 Details of the complaints procedure are in the student handbook and are available in the Director's office.

### **Impaired performance**

If you are unable to take part in any assessment activities because of accident, sickness or similar reasons the Academy will arrange for you to be assessed as soon as possible thereafter.

If this is not possible an aegrotat pass may be awarded if you have already completed 80% of the course satisfactorily.

## **Instructions for distance learners**

### **Resources**

You will need the following resources to complete the course:

- Computer with broadband internet
- Headset (mic and headphones for computer)
- Wordprocessing software
- Teleconference software (no cost - we will send you installation instructions when you enrol)
- Access to space for exercising – preferably outdoors
- MP3 player (optional but very useful)

### **Timetable**

There is one daily life technology teleclasses and you are advised to aim to attend every day if possible. If you go away for a few days you should discuss this with your teacher first.

You should aim to practise relaxation for 1 hour per day – 2 x 30 minutes or 3 x 20 minutes. You will be given complementary membership of The Peace Club, where you can download a new guided relaxation every day to help you. You will learn more about relaxation during the daily teleclasses.

You should aim to exercise for one hour every day, ideally using your MP3 player. We will provide you with recorded instructions for exercise.

There will be a teleconference tutorial every two weeks, which will be arranged individually with you at a convenient time. This is to support your learning and help you decide which modules to do, how to organise assignments and any other support you may need. If you are having any problems with the course we advise you to talk to your tutor about them.

You will be asked to practise what you are learning during the day. You can do this while you go about your normal daily life – at work, home or elsewhere. It is mainly practising being positive, relaxed, happy etc.