

Hosting APPI
Rehabilitation Pilates
Courses Internationally



*Beyond Mind
and Movement*



HOSTING REHABILITATION PILATES

Would you like to host an APPI Rehabilitation Pilates Course?

Continuing Professional Development (CPD) courses are crucial for the ongoing learning and development of clinicians. In the UK, the Chartered Society of Physiotherapy has implemented compulsory CPD portfolios, and this system is also adopted by most countries.

CPD courses are vital to ensure that Physiotherapists are up to date with the latest research and teaching principles. Rehabilitation Pilates is a therapeutic intervention for the prevention and treatment of muscle imbalances and postural mal-alignments, and is a recognised form of CPD for Health Professionals all around the world.

What is Rehabilitation Pilates?

APPI have modified traditional Pilates exercises into therapeutic exercises and renamed them Rehabilitation Pilates. Traditional Pilates, developed by Joseph Pilates in the 1920s, is a system of exercise which aims to increase strength of the core abdominal and back muscles. Originally designed for dancers, traditional Pilates exercises are very physically demanding and not suitable for those with low back pain (LBP), neck pain or peripheral joint injuries.

Therefore, Australian Physiotherapists Elisa Withers and Glenn Withers, analysed and modified the original repertoire into a system of exercises which aim to restore muscle balance and correct postural alignment. Rehabilitation Pilates is based on retraining correct activation of the core stabilising lumbo-pelvic muscles – Multifidus, Transversus Abdominis and the pelvic floor.

The APPI Method

The APPI has enjoyed immense success with training Physiotherapists and allied health professionals in the APPI Rehabilitation Pilates technique. Our success relies on our research-based approach to Pilates training. As physiotherapists, we recognise the demand for more specific Pilates training which targets the higher theoretical and practical experience of qualified therapists. The APPI method presents the most current research relevant to Pilates and teaches a realistic framework of exercises to apply in the clinical setting. Pilates is experiencing a boom in the health and fitness industries. There has also been a recent proliferation of traditional Pilates training courses offered for the general public, fitness instructors and professional health care workers, such as physiotherapists. However, through years of studying and practising Pilates as physiotherapists, it was evident that traditional Pilates courses lacked the specificity and research base for use as a clinical tool in the professional health care setting. Therefore, the APPI has modified the original 34 Pilates matwork exercises to incorporate the recent research on lumbar instability, muscle imbalance and adverse neural tension. To ensure the continual development of our health care professionals, our techniques are based on scientific evidence.

Rehabilitation Pilates and its role in clinical setting

Research has shown that specific retraining of the Multifidus muscle reduces the recurrence rate of LBP. Hides et al. (1994) reported evidence of lumbar Multifidus muscle wasting ipsilateral to symptoms in patients with acute/sub-acute LBP. Further studies found that Multifidus muscle recovery is not automatic after the resolution of acute, first-episode LBP (Hides et al., 1996). In their study with LBP patients, Hides et al. (1996) demonstrated that this deficit in Multifidus can be reversed with exercises that focus on activating the Multifidus muscle. Two to three year follow up studies found that the recurrence rate of LBP was reduced by 50% in patients who had performed specific exercises for activating Multifidus. An integral part of therapeutic rehabilitation following LBP is retraining correct activation of the Multifidus muscles, which can be done using Rehabilitation Pilates.

The Transversus Abdominis (TrA) is the other principal muscle affected in LBP. Studies have found delayed onset of activation and poor activation of the TrA in LBP patients compared to healthy controls (Hodges & Richardson 1997). In healthy individuals, the TrA activates prior to limb movements to provide postural support to the lumbar spine (Hodges & Richardson 1997). In LBP patients, TrA activation occurs after the limb movement, and therefore renders the lumbar spine unsupported during functional activities. A model for retraining motor control of the TrA is provided as a part of Rehabilitation Pilates. Rehabilitation Pilates provides Physiotherapists with a clinical and user-friendly tool for retraining correct activation of the Multifidus, TrA muscles and pelvic floor muscles. It consists of a progressive repertoire of mat-based exercises designed specifically for Physiotherapists to teach to the clinical population. The key elements of Rehabilitation Pilates include retraining:

1. Neutral lumbo-pelvic alignment and activation of the key lumbo-pelvic stabilising muscles
2. Correct ribcage/thoracic alignment
3. Scapulo-thoracic stabilisation
4. Deep neck flexor retraining to stabilise the cervical spine.

The repertoire of Rehabilitation Pilates exercises also include exercises to improve spinal mobility, flexibility of the key trunk and lower limb muscle groups, body awareness and postural awareness.



REHABILITATION PILATES COURSES

Rehabilitation Pilates Matwork training consists of Matwork Level One, Matwork Level Two - class instructor and Matwork Level Three intermediate/advanced course. The APPI also offers one day Rehabilitation Pilates workshops.

A selection of APPI's most popular hosted workshops are shown here. Should you wish to host a course which is not shown in this document please contact the APPI International Department on +44 345 370 2774 who will be delighted to help you.

APPI International Course Participant Feedback - *by Susan Demas, Private Home Care Physiotherapist, USA*

"This was the best Continuing Education class that I have attended in 30 years! I am incorporating what I learned everyday with not only orthopaedic patients, but also neurological patients (CVAs and Parkinson's disease). My patients notice the difference and are moving better functionally."

Matwork Level 1

This is the first level in our Rehabilitation Pilates training programme. Theory and research on lumbar and pelvic stabilisation is presented. Clinical assessment of the TrA and Multifidus muscles is taught. The beginner repertoire of Rehabilitation Pilates movements is presented.

Matwork Level 2 - Class instructor

The class instructor course aims to discuss all issues involved in establishing your Pilates programme within your work setting. Assessment, inclusion criteria, outcome measures, class planning and advertising are all important areas which are covered. A new repertoire of warm-up and cool down exercises is taught.

Matwork Level 1 is a prerequisite for this course.

Matwork Level 3 - Intermediate/Advanced

This is the second Matwork-based course where the intermediate and advanced Rehabilitation Pilates exercises are taught. Higher level scapulo-thoracic and pelvic stabilisation exercises form the core of this course.

Matwork Level 1 is a prerequisite for this course.

Rehabilitation Pilates for Osteoporosis

Pilates for Osteoporosis is an innovative 12 step program that delivers the answer to one of the world's growing epidemics within healthcare. In this 1 day course APPI delivers a unique step-by-step process of creating a program that is based on targeting the common fracture sites that the research into osteoporosis suggests.

Rehabilitation Pilates for Scoliosis

This is a one-day dynamic course, which presents a mix of theory and practical sessions on the use of Pilates in the management of Scoliosis. At the conclusion of the day you should be well educated on the development and diagnosis of Scoliosis, and have a ready-made program to go away with and start making a difference to the lives of many of your clients.

Ante & Post Natal Pilates

Theoretical and practical considerations for teaching Rehabilitation Pilates during and after pregnancy are taught, along with a full exercise programme, which can be applied to Ante & Post Natal group classes.

Matwork Level 1 is a prerequisite for this course.

3D Standing Pilates

3D Standing Pilates is an evolutionary method which advances the essential Pilates principles into more functional upright positions. This two days course introduces a theoretical 3D Standing Pilates model and teaches a series of 3D Standing Pilates movements to address balance, ROM, myofascial control and neural dynamics in standing.

Participants are also introduced to the great Oval Balanced Pads during this course

Rehabilitation Pilates & Small Equipment

The Pilates Circle and Foam Roller are incorporated into Matwork exercises to increase the challenge to strength, endurance, balance and dynamic stability.

Reformer on the Mat

An in-depth course that will provide participants with an intense and demanding exercise program with which to challenge the experienced mat student.





How do I host an APPI course?

We are delighted to hear you are interested in hosting one of our APPI Rehabilitation Pilates courses in your venue!

In this brochure we have gathered as much information as possible to take you through the process of hosting one of our courses. However, should you still have any further questions, please do not hesitate to contact our International Representative in your country.

The booking

1. Read through this Hosting Brochure and clarify any further doubts you might still have
2. Once you are ready to go ahead with your host course booking, just let us know and we will discuss potential dates and location
3. After your dates and location are decided upon, you will receive the Host Course Booking Form. Please fill it in, sign and scan it back to our International Department
4. Your course is now confirmed, and we will initiate your Hosting Support. We will help you get your course up and running from start to finish!

The APPI Hosting Support

The APPI will be on hand to support you at all times with the organisation of your course. Once your Host Course Booking Form has been received and the date for your course confirmed we will provide you with the following:

- Marketing Material & Support (e.g.: e-poster that you can circulate to advertise your course)
- The opportunity to advertise your course dates via our APPI International Representative's website and Social Media links
- Course administration material (e.g.: course confirmation letters, receipt templates, course attendees booking list)
- A copy of the APPI training log book and recommended reading list to forward on to course attendees

The APPI will be in regular contact throughout the hosting period to check on course numbers and help answer any questions which you may have.

You do not need to worry about the course printed materials (manuals, feedback forms) as those will be sent to you 1-2 weeks prior to your course date.

With the course materials' box, we will also send the presenting kit (to be used by our presenter during the course), along with a few products which are to be sold during the course. This way your course attendees will also have the opportunity to purchase

their products there and then!

---> Once your course is finished, all you need to do is to put all the signed attendance sheets in the box together with any remaining products, and presenting kit, and we will collect it from you!

What provisions do I need to host a course?

For all courses the APPI requires the use of the following facilities and equipment to host a course:

- gymnasium or conference room to cater for up to 20 participants (smaller groups can be negotiated)
- PowerPoint facilities for the lecture (laptop and data projector required)
- at least one plinth
- one exercise mat for each participant (plus two spares)
- a towel or head pad for each participant
- a model of the spine and pelvis
- a chair for each participant
- a CD Player and music CD, or iPod and docking station to be used during the pilates class
- 4 x 65cm Swiss Balls
- 4 x lower limb strength Pilates bands (purple)

Additional course-specific equipment:

Matwork Level 2 - Class instructor

- 4 x 90cm full diameter Foam Rollers
- 4 x Soft Pilates Balls

(Participants should also be advised to bring their Matwork Level 1 manual to this course)

Matwork Level 3 - Intermediate/Advanced

- 1 x pair of Massage Balls per participant

(Participants should also be advised to bring their Matwork Level 1 manual to this course)

Pilates for Osteoporosis

- 1 x 3" and 1" Head Pad (per participant)
- 1 x lower limb strength Pilates band (purple) per participant
- 1 x pair of Oval Balance Pads (per participant)
- 1 x Sitting Block (per participant)

Pilates for Scoliosis

- 1 x 3" and 1" Head Pad (per participant)
- 1 x Sitting block (per participant)
- 1 x lower limb strength Pilates band (purple) per participant
- 1 x upper limb strength Pilates band (blue) per participant
- 1 x Arc Barrel between 10 participants
- 1 x Swiss Ball between 4 participants
- 1x set of weighted balls (0.5Kg / 1Kg) or Hand Weights
- 4 x Soft Pilates Balls

Ante and Post Natal Pilates

- 1 x upper limb strength Pilates band (blue) per participant
- 1 x lower limb strength Pilates band (purple) between two participants
- 1 x 90cm Foam Roller (per pair of participants)
- 1 x 65cm Swiss Ball (per pair of participants)
- 1 x pair of Massage Balls (per pair of participants)
- 2x triangular support cushions or a pilates barrel

3D Standing Pilates

- 1 x pair of balance pads per participant
- 1 x Pilates Soft ball per participant
- 1 x pair of Massage balls per participant
- 1 x lower limb strength Pilates band (purple) per participant

Rehabilitation Pilates & Small Equipment

- 1 x Pilates Circle (per participant)
- 1 x Foam Roller (per participant)
- 1 x Sticky Mat (per participant)
- 1 x upper limb strength Pilates band (blue) per participant
- 1 x lower limb strength Pilates band (purple) per participant
- 1 x Soft Pilates Ball is required per pair of participants
- 6 x half diameter 60cm Foam Rollers

Please note that many other CPD courses are available for you to host as well, these are only the ones which require different equipment. You may want to check out website for other options

Promoting and organising your course

We will assist you on reaching your target public, but here are a few tips we would like to give you to get you started:

- Use the marketing e-poster we sent you to advertise on all

your social links, website, and other network links you might have

- Call all surrounding hospitals and request to speak with the superintendent of the Physiotherapy department to inform them of the upcoming course
- Send the marketing e-poster you received to them so they can display in the staff office of their department
- Set up a system to ensure that all enquiries are handled within 24 hours of the initial phone call. Inform the receptionist of the course how to handle the enquiry
- Ensure that the applicant's name, address and telephone number are taken on all initial enquiries. Keep a register of this, thereby you can call back all those who did not book on if needed towards the end of the organising period

What do I send to course attendees once they have booked?

The APPI prides itself on customer service. It is very important to us that when you host a course all potential course participants receive this same level of service. In hosting one of our courses, you are taking on the responsibility of an APPI ambassador by representing us at your training centre. We would like to work with you and help this to be achieved in every part of event organisation.

Once a course attendee has booked and paid for the course (please ensure all cheques are made payable to the host and not to APPI), please send them the following:

- a receipt for their payment
- a confirmation letter including a map and directions to the venue
- the recommended reading list (research articles that form the essential reading to prepare for APPI courses. Please make them aware that they can purchase those through our website)
- the Log Book

In case you are hosting a Matwork 3 (Intermediate/Advanced) course, further information about the APPI Certification Exam will also be included in their confirmation letter.

We also recommend that course attendees purchase the APPI 'Pilates for LBP' on DVD. This DVD allows participants to experience the APPI teaching style prior to attending the course. This can be purchased from the APPI website (www.appihealthgroup.com) or by contacting the office directly.

How do I set up my venue?

- Please ensure that on the day/evening prior to the course the area assigned for the course is cleared of all plinths except one, gym equipment, walking rails, electrotherapy machines, or any other equipment to leave a large, open, uncluttered space.
- For all Matwork courses, place the mats out in a staggered format with one mat for the instructor at the front of the group. (Sample picture of studio set up to be receipt with your hosting pack)
- For all large equipment courses using the Reformer, Cadillac, Chairs and Barrels, please also designate an area for Matwork. Place one mat ready to be used as a head support
- For Matwork and large equipment courses (as above), set up the lecture area with chairs for all participants, the PowerPoint facilities at the front of the group. If the same space is being used for both theory and practical, have the chairs neatly stacked ready for the transfer after the class.
- Set out the tea/coffee and biscuits for the course participants on arrival, ensuring the kettles are boiled and cups are out.
- Set up the television and DVD player in the area where the tea/coffee is to be served.
- The manuals will have been sent to you prior to the course. Place these out ready for participants to receive as they walk in the door, or place on each seat.
- Assign an area for the participants to sign in; this is usually near the entrance to the course area.

Can course attendees purchase APPI products on course days?

In response to requests from course attendees, APPI does make products available for the APPI presenters to sell on courses. A product pack (in a large box) will be sent to your venue along with the course manuals the week of your course. Please leave this box aside for the presenters who will assemble a product display when they arrive on the morning of the course. APPI presenters are responsible for selling the products.

After the course, all products must be returned to the product pack along with extra manuals and files for the course. The APPI will arrange for this pack to be picked up by Courier Systems on the day immediately following the course. The APPI Presenter will secure the contents inside the box and leave the consignment note on the box in the designated area. It is important that the APPI receives this package as soon as possible after the course, therefore, please kindly contact the APPI to let us know if Courier Systems do not arrive to pick it up. The box will be collected from the venue address on the morning following the course. It is important that, if the host of the course is not available at the time of collection, someone who is there is aware of the box's location. Any charges incurred for having to arrange a second collection will be passed on to the course host.



TERMS & CONDITIONS

Please read through the following information carefully. It outlines course fees, presenter arrangements, responsibilities of the host and cancellation policies.



1. COURSE FEE

As previously mentioned in this brochure, as the host for your course you are required to accept all payments from your course participants. Once the course is confirmed, and you have sent us your list of participants, we will invoice you for the total amount of your takings. In order to cover your costs with the presenter's travel and accommodation, you will be entitled to a discount of £40 on the course price per person. The maximum attendance is 20, and your International Representative will give you the current price for the selected course in your country. As a host you are also entitled to up to 2 free spaces on your course. You will receive the first free space once you reached the minimum of 10 paying participants (so 11 participants in total), your second free space will be granted to you once you reach 14 paying participants (therefore 16 participants in attendance in total). So for example, if you have a full course with 20 participants, we will invoice you for 18 people only at the discounted rate (£40 less than your course price to the participant). This will normally allow you to cover the all the expenses.

The APPI has a standardised payment protocol, which states that the payment of your course fees have to be received by the APPI no later than seven days after the course dates. Therefore, in case your course is being funded by your Trust/employer, all payment information required by your their finance department must be provided to the APPI International Representative in due course. Please note that if seven days after the course the full payment has not been received, interest of 10% will be added weekly to the total owed.

2. HOSTING COURSE FOR INTERNAL TRAINING

If you are running our Matwork Certification Series for internal candidates only the APPI are happy to negotiate a discounted rate provided dates for Level 1, 2, and 3 are agreed upfront. Equally, if you are running one of our courses from a University for third year Physiotherapy undergraduates, a discounted rate can also be negotiated.

3. ADMINISTRATION & MARKETING

In the package, you will be provided with all the material needed for your course and its marketing and organisation. However, it is the host's responsibility to take care of all of the advertising administration, course fees and bookings.

4. PRESENTER TRAVEL & ACCOMMODATION

All travel and accommodation costs will be charged to the host and will be allocated on the invoice. APPI will book the travel and accommodation. Receipts of all bookings are available for Hosts upon request. Please note that if you, the Host, cancel a course and we have already booked the travel and accommodation you WILL still be liable to pay for this, unless the costs can be refunded to us directly by the travel and accommodation providers. To benefit from early bookings and cheaper fees we will aim to book all travel and accommodation as early as possible, and we will maintain close communication with the host to make such decisions. Travel equates to a standard return ticket to and from the course. Accommodation will normally be a standard room for two nights in a Premier Travel Inn, Travelodge or Express Inn hotel, or equivalent.

5. COURSE REQUIREMENTS

Please read the enclosed APPI course brochure thoroughly to ensure that you have all the equipment required for the course you are hosting. Please also ensure that you are familiar with the prerequisites for Matwork 2 - Class Instructor, Matwork 3, Ante & Post Natal and Large Equipment based courses.

6. DEPOSITS

Potential course attendees may pay a deposit for the course in order to secure their place, rather than the full fee at your discretion. We advise that full payment should be made within three weeks prior to the scheduled course. This will allow for proper planning with the presenter's travel and accommodation.

7. NUMBERS OF ATTENDEES

Maximum attendance for the two-day Matwork Level 1, 2 and 3 courses is 20 (depending on the size of your venue). For all courses, there will be one APPI lecturer to present the course and we request that the host, or a representative is available during the course to support as required. Minimum attendance for our one-day and two-day courses is 10. Course numbers are to be finalised one month prior to the course.

8. PARTICIPANT LISTS

The APPI requires a full list of participants including telephone numbers and email addresses sent via email to your International Representative at least three weeks prior to the course taking place.

9. REFRESHMENTS

The APPI does not provide lunch. The APPI will expect the venue to provide a small tea, coffee and morning/afternoon tea service (biscuits etc.). Typically, participants are advised that they may bring their own lunch or purchase this from the hospital cafeteria or local café if possible.

10. CANCELLATION POLICY

The APPI reserves the right to change or cancel course dates up to seven days prior to selected dates. All decisions regarding change or cancellation of selected course dates are to be made by the APPI. If cancelled by the hosting venue after three weeks prior to the course start date a cancellation fee of £200 applies. You will also be liable to meet any refund requests made by the participants and any costs incurred in travel & accommodation for the presenter, should those have been made by then.

11. PAYMENT FOR YOUR COURSE

The APPI will contact you in the two weeks prior to your course to confirm participant booking numbers. APPI will then forward an invoice to the appropriate department. Payment for this invoice is to be received within 7 days of the course dates. Failure to pay by seven days after the course date will incur a weekly interest fee of 10% of the value of your invoice.

12. COURSE BOX

It is the host's responsibility to ensure that the box is easily located for collection on the day following the course. Any fees incurred from having to re-book couriers due to the box not being available, will be passed on to the course host.