



ITEC Level 2 Certificate in Complementary and Alternative Therapies Guidance Notes for Candidates

General Advice

1. Requirements for undertaking this qualification.

It is recommended that candidates should have achieved a basic level of education prior to commencing the ITEC Level 2 Certificate in Complementary and Alternative Therapies. A scheme of work must be approved by ITEC prior to the commencement of the course for units 90, 91, 92, 93, 94, 95 and 22.

It is vital that candidates understand the structures they are working with whilst treating, hence, the requirement for knowledge of anatomy and physiology and the importance of the professional conduct and business management sections included within this qualification.

2. Guided Learning Hours.

Unit 90 Introduction to Anatomy & Physiology for Complementary and Alternative Therapists – 100 hours

Unit 91 Introduction to Massage Techniques – 80 hours

Unit 92 Aroma Massage – 80 hours

Unit 93 Reflex Zone Therapy – 80 hours

Unit 94 Understanding of Nutrition in Relation to Healthy Eating – 50 hours

Unit 95 Philosophy & Concept of Complementary and Alternative Therapies and their Uses and Benefits – 20 hours

Unit 22 Professional Conduct and Business Awareness – 50 hours

Guided learning hours are 'a notional measure of the substance of a qualification. It includes an estimate of the time that might be allocated to direct teaching or instruction together with other structured learning time such as directed assignments, assessments on the job or supported individual study and practice. It excludes learner-initiated private study.'

3. Structure of the qualification.

Unit 90 Introduction to Anatomy & Physiology for Complementary and Alternative Therapists Theory

Unit 91 Introduction to Massage Techniques Theory

Unit 91 Introduction to Massage Techniques Practical

Unit 92 Aroma Massage Theory

Unit 92 Aroma Massage Practical

Unit 93 Reflex Zone Therapy Theory

Unit 93 Reflex Zone Therapy Practical

Unit 94 Understanding of Nutrition in Relation to Healthy Eating Theory

Unit 95 Philosophy & Concept of Complementary and Alternative Therapies and their Uses and Benefits Theory

Unit 22 Professional Conduct & Business Awareness Theory

4. Assessment.

The theory examinations for all units will be conducted by ITEC. Practical skills will be assessed internally by the tutor.

5. Registration.

Upon registration/enrolment, a notification of the units being undertaken by the candidates will be sent to ITEC by the candidate's college. This should be completed on the [ITEC Enrolment form](#).

Theory Tuition

1. Guided Learning Hours.

a. The delivery of each unit of Theory must be completed with a minimum of the following guided learning hours.

Unit 90 Introduction to Anatomy & Physiology for Complementary and Alternative Therapists - 100

Unit 91 Introduction to Massage Techniques – 40

Unit 92 Aroma Massage – 40

Unit 93 Reflex Zone Therapy – 40

Unit 94 Understanding of Nutrition in Relation to Healthy Eating – 50

Unit 95 Philosophy & Concept of Complementary and Alternative Therapies and their Uses and Benefits – the outcomes for this unit will be tested within units 90 – 94 and Unit 22

Unit 22 Professional Conduct and Business Awareness – 50

b. Delivery of the qualification will encompass all the learning outcomes and underpinning knowledge identified by ITEC in the design of the qualification.

ITEC recommends that candidates undertake up to a maximum of 5 hours per week (totalling 180 hours, assuming the course is delivered over 36 weeks) of additional home study and revision.

2. Assessment.

Once all aspects of the delivery of the ITEC Theory syllabus have been completed, candidates will be expected to complete a theory paper containing 25 multiple choice questions for *each* unit and 50 questions for Unit 22. Each question will be given four alternative answers A, B, C and D. A candidate must indicate the correct answer by marking 'X' over the appropriate letter in the box on the answer sheet. There is only ONE correct answer.

3. Grading of the qualification.

a. There are three grades that a candidate may achieve:

Pass grade: 60 – 74%

Credit grade: 75 – 89%

Distinction grade: 90 – 100%

b. The theory mark for each unit will be combined with the outcome of the Practical assessments to achieve an overall grade.

c. If a candidate is unsuccessful in any area, they will be expected to re-sit only the unit where they have been unsuccessful for which they will be referred. Re-sits should be completed within one year of the original examination provided that re-sits are attempted at least once every three months. The remainder of the results will stay in the ITEC system until such time as all the Theory and Practical Assessments have been allocated a pass grade. Candidates must contact their college for their results.

d. A candidate's overall grade will appear on their Certificate.

e. Certificates will only be forwarded to a candidate upon achievement of a minimum Pass grade in all areas of the qualification for each unit. ITEC will send your results directly to the college.

Practical Tuition

1. Guided Learning Hours.

a. The delivery of each unit Practical must be completed with a minimum of the following guided learning hours.

Unit 91 Introduction to Massage Techniques – 40

Unit 92 Aroma Massage – 40

Unit 93 Reflex Zone Therapy – 40

b. Delivery of the qualification will encompass all the learning outcomes and underpinning knowledge identified by ITEC in the design of the qualification.

ITEC recommends that candidates undertake up to a maximum of 5 hours per week (totalling 180 hours, assuming the course is delivered over 36 weeks) of additional home study and revision.

2. Resources.

The college will provide a minimum amount of equipment for training. However, candidates will be expected to provide the consumables (see ITEC Centre Approval Form) and towels that will be used in the treatment process. Candidates will also be expected to wear professional work wear throughout their training which the candidate will be expected to provide. This is specified within the ITEC Rules and Regulations document.

3. Assessment.

a. This unit is internally assessed.

b. Once all aspects of the Practical have been completed, candidates will be expected to complete the practical assessment tasks. This will be undertaken in the candidate's college environment with the college lecturer(s).

c. Candidates will be internally assessed by their tutor throughout their training using the ITEC Assessment Forms.

d. Candidates will be expected to demonstrate excellent hygiene and client care, including helping the client on and off the couch in an appropriate way and to demonstrate competence in their skills.

e. A consultation form must be available for the Lecturer to check containing the completed medical history and lifestyle details of the client being treated. It should show the treatment details, treatment plan and home care advice given to the client at the end of the treatment.

h. Candidates must secure a 'Competent' level in each of the criteria listed on the ITEC Assessment Forms.

4. Grading of the qualification.

a. Candidates must have completed all the assessment tasks listed on the ITEC Assessment Forms.

Each Practical result will be combined with the Theory mark to achieve an overall grade.

b. If a candidate is unsuccessful in any area, they will be expected to re-sit only the unit where they have not achieved a Pass grade, for which they will be referred.

c. Re-sits should be completed within one year of the original examination provided that re-sits are attempted at least once every three months. The remainder of the results will stay in the ITEC system until such time as the Theory and Practical Assessments have all been allocated a pass grade. Candidates must contact their college for their results.

d. A candidate's overall grade will appear on their Certificate.

e. Certificates will only be forwarded to a candidate upon achievement of a minimum Pass grade in all areas of the qualification for each unit. ITEC will send candidates results directly to the college.