



## **ITEC Level 2 Certificate in Complementary and Alternative Therapies Guidance Notes for Tutors**

### **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.

#### **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 22.1 Professional Conduct Theory

Unit 22.2 Business Awareness Theory

#### **4. Delivery of the qualification.**

Tutors should aim to deliver the two elements of the qualification (Theory and Practical) simultaneously, i.e. both units should be taught together to ensure the underpinning knowledge is being delivered at the same time as the practical skills. This will help to ensure that candidates understand the structures they are working over as a result of combining delivery with the practical application of treatments.

#### **5. Registration.**

Enrolments for all the units should be sent to ITEC together on the **ITEC Enrolment form**.

## Theory Tuition

### 1. Guided Learning Hours.

a. The delivery of each unit 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 and 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 for Complementary Therapists – 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 tutors advise candidates that there will be a requirement of 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 Theory have been completed, candidates will be expected to complete a theory paper containing 25 multiple choice questions for *each* unit. Each question will be given four alternative answers A, B, C and D. The candidate must indicate the correct answer by the marking 'X' over the appropriate letter in the box on the answer sheet. There is only ONE correct answer.

The theory tests are externally set and marked by ITEC.

### 3. Grading of the qualification.

a. There are three grades that a candidate may achieve for each paper:

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 as follows

c. 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. Any re-sits should be completed within one year of the original examination. 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.

## Practical Tuition

### 1. Guided Learning Hours.

- a. The delivery of each unit 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.

### 2. Resources.

The organisation delivering the qualification must provide couches and trolleys in the ratio of 1 shared between 2 candidates. This assumes that half the group will work whilst the remaining half of the group model during training sessions. Candidates need to be made aware of the amount of consumables / towels they will be required to provide.

### 3. Assessment.

- a. The practical skills within this qualification are internally assessed.
- b. Once all aspects of the Practical skills detailed in the ITEC syllabus 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) as follows:

Candidates must successfully pass 3 full assessments in EACH of the following treatments In order to achieve their ITEC Certificate

1. Massage
2. Aroma Massage
3. Reflex Zone Therapy

- c. Candidates will be expected to perform the tasks stated on the ITEC Assessment Forms: Candidates will be expected to demonstrate their professionalism and their accomplished techniques.
- d. A consultation form must be completed by each candidate and made available for their assessor to check. This should be completed at the end of the treatment.
- e. 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.
- f. This unit is internally assessed.

### 4. Grading of the qualification.

- a. Candidates must be 'Competent' in all the assessment criteria listed for each treatment on the ITEC Assessment Forms. Candidates must be successful in a minimum of 3 treatments as shown on the assessment forms.
- b. Each unit Practical grade will be combined with the unit Theory grade to achieve an overall grade as follows:  
Pass grade: 120 – 149  
Credit grade: 150 – 179  
Distinction grade: 180 – 200
- c. 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. Re-sits should be completed within one year of the original examination. 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.
- d. For guidance on marking see the ITEC Assessment Forms for each unit.
- e. When marking the internal assessment components of this unit, tutors must ensure that candidates secure a 'Competent' level in each element within all of the areas of treatment being assessed, as outlined on the Assessment Forms.