



Guidance Notes for Candidates for the ITEC Level 3 Diploma in Reiki

General Advice

1. Requirements for undertaking this qualification.

At least 5 GCSEs at grades A* to C or equivalent are recommended, but this is not essential. This is at the discretion of the college and adult returner's experience will be considered.

It is vital that candidates understand the structures they are working with whilst treating, hence, the requirement for a thorough 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 1 Anatomy & Physiology – 50 hours
Unit 53 Reiki –220 hours (including Case Studies and Personal Log)
Unit 22 Professional Conduct & 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 – initiate private study.'

3. Structure of the qualification.

Unit 1 Anatomy & Physiology
Unit 53 Reiki Theory
Unit 53 Reiki Practical
Unit 22 Professional Conduct & Business Awareness

(The qualification does not qualify candidates as Master Teacher)

4. Assessment.

- a. The examinations for all units will be conducted by ITEC.
- b. Case studies.
Case studies are used as the internal assessment of Unit 53 Practical. Case studies must be completed under the supervision of a tutor or in the student's own time and the tutor will assess each case study and allocate a grade throughout the delivery of the unit to ensure that the level of knowledge and competence required by ITEC is achieved. The External ITEC Examiner will verify the results of each of the case studies.

5. Personal Log

A personal development log is to be maintained and submitted for assessment with the candidates' case studies. This shows personal development and reflective practice, training CPD, self help, skills employed and research undertaken. To be used as internal/external evidence of the practitioner's ongoing development and reflection.

6. Registration.

At the same time upon 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 Unit 53 Theory must be completed with a minimum of 50 guided learning hours, Unit 53 Theory 50 guided learning hours, and Unit 22 Theory 50 guided learning hours.
- b. Delivery of the qualification will encompass all the learning outcomes and underpinning knowledge identified by ITEC in the design of the qualification.

ITEC recommend 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 Theory have been completed, candidates will be expected to complete a theory paper for *each* unit containing 50 multiple choice questions for units 1 and 22 and 25 multiple choice questions for unit 53. Each question will be given four alternative answers A, B, C and D. A candidate must indicate the correct answer by marking an 'X' over the appropriate letter in the box on the answer sheet. There is only ONE correct answer.

3. Grading of the qualification.

- a. Each Unit Theory has three grades that a candidate may achieve:
Pass grade - 60 – 74%
Credit grade - 75 – 89%
Distinction grade - 90 – 100%
- b. Unit 53 Theory grade will be combined with the Unit 53 Practical grade to achieve an overall grade as follows:
Pass grade - 120 – 149
Credit grade - 150 – 179
Distinction grade - 180 – 200
- c. Case studies and personal log must also achieve a pass.
- d. 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, to which they will be referred. Referrals should be completed within one year of the original examination provided that re-sits are attempted at least once every three months. Extensions to this time frame must be applied for in writing with the relevant evidence supplied. The remainder of the results will stay in the ITEC system until such time as Unit 1 Theory, Unit 22 Theory, Unit 53 Theory, Unit 53 Practical and the Case Studies have all achieved a pass grade. Candidates must please contact their college for their results.
- e. A candidate's overall grade will appear on their Diploma.
- f. Diplomas will only be forwarded to a candidate upon achievement of at least a Pass grade in all three units of the qualification. ITEC will send your results directly to the college.

Practical Tuition - Unit 53 Practical

1. Guided Learning Hours.

- a. The delivery of Unit 53 Practical must be completed with a minimum of 50 guided learning hours.
- b. Delivery of the qualification will encompass all the learning outcomes and underpinning knowledge identified by ITEC in the design of the qualification.

ITEC recommend 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 college registration document) 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 and externally assessed.
- b. Once all aspects Unit 53 Practical have been completed, candidates will be expected to complete the practical examination. This will be undertaken in the candidate's college environment in the presence of an ITEC External Examiner. Candidates will be internally assessed by their tutor throughout their training using the ITEC pre-assessment form and marking criteria. Candidates will be expected to perform a seated Reiki healing treatment suitable for the client (30 minutes). Oral questions will be asked at the end of the treatment.
- c. 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.
- d. A consultation form must be available for the ITEC External Examiner 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 Reiki treatment.
- a. Candidates must secure a pass level in each element within all of the areas of treatment being assessed, as outlined in the Marking Criteria.
- e. Case studies.
 - i. Case studies are used as the internal assessment of Unit 53 Practical.
 - ii. Case studies must be completed under the supervision of a tutor or in the candidate's own time. The tutor must monitor the quality of the written case study work throughout the candidate's training to ensure that the content of the written documents meets ITEC criteria. The criteria are detailed on the case study guidance form.
 - iii. It is recommended that candidates spend between 3 – 5 hours on each case study treatment which will total between 60 – 100 hours to fully complete the case study portfolio.
 - iv. A personal development log is to be maintained and submitted for assessment with each candidate's case studies. This shows personal development and reflective practice, training CPD, self help, skills employed and research undertaken. To be used as internal/external evidence of the practitioner's ongoing development and reflection.
 - v. The case study guidance form should be completed and placed with the case studies for verification by the ITEC Examiner.
 - vi. If a case study does not meet the ITEC criteria, the ITEC Examiner will complete a candidate referral form to help the candidate strengthen the case studies to gain a pass grade. Referred case studies must be submitted with candidate referral form to ITEC for re-assessment within 3 months of the referral. Extensions to this time frame must be applied for in writing with the relevant evidence supplied. Please send photocopies ONLY as the case studies will not be returned.

4. Grading of the qualification.

- a. Unit 53 Practical has three grades that a candidate may achieve:
Pass grade - 60 – 74%
Credit grade - 75 – 89%
Distinction grade - 90 – 100%
- b. Unit 53 Practical grade will be combined with the Unit 53 Theory grade to achieve an overall grade as follows:
Pass grade - 120 – 149
Credit grade - 150 – 179
Distinction grade - 180 – 200
- c. Case studies must also achieve a pass.
- d. 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, to which they will be referred.
- e. Referrals should be completed within one year of the original examination, provided that re-sits are attempted at least once every three months. Extensions to this time-frame must be applied for in writing with supporting evidence supplied. The remainder of the results will stay in the ITEC system until such time as Unit 1 Theory, Unit 22 Theory, Unit 53 Theory, Unit 53 Practical and the Case Studies have all achieved a pass grade. Candidates must please contact their college for their results.
- f. A candidate's overall grade will appear on their Diploma.
- g. Diplomas will only be forwarded to a candidate upon achievement of at least a Pass grade in all three units of the qualification. ITEC will send candidates results directly to the college.