



## **Guidance Notes for Candidates for the ITEC Level 3 Diploma in Diet & Nutrition for Complementary Therapists**

### **General Advice**

#### **1. Requirements for undertaking this qualification.**

Candidates must hold:

- a. The ITEC Level 3 Diploma in Holistic Massage, or
- b. The ITEC Level 3 Body Treatments, or
- c. An ITEC Diploma in a Complementary Therapy, or
- d. Their equivalents.

#### **2. Guided Learning Hours.**

100.

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 7 Theory.

#### **4. Assessment.**

- a. The examinations for the theory elements of the unit will be conducted by ITEC.
- b. Case studies.  
Case studies are used as the internal assessment of Unit 7 Theory. Case studies must be completed under the supervision of a tutor (or in the candidate'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. 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 – Unit 7 Theory**

#### **1. Guided Learning Hours.**

- a. The delivery of Unit 7 Theory must be completed with a minimum of 100 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 Unit 7 Theory have been completed, candidates will be expected to complete a theory paper containing 25 multiple choice questions on Diet and Nutrition and related areas. Each question will be given four alternative answers A, B, C and D. A candidate must indicate the correct answer by writing the appropriate letter in the box on the answer sheet. There is only ONE correct answer.

## **3. Grading of the qualification.**

- a. Unit 7 Theory has three grades that a candidate may achieve:  
Pass grade - 60 – 74%,  
Credit grade - 75 – 89%, and  
Distinction grade - 90 – 100%.
- b. Case studies must also achieve a pass.
- c. If a candidate is unsuccessful in any area, they will be expected to re-sit only the part 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. The remainder of the results will stay in the ITEC system until such time as Unit 7 Theory, and the Case Studies have all achieved a pass grade. Candidates must please contact their college for their results.
- d. A candidate's overall grade will appear on their Diploma.
- e. Diplomas will only be forwarded to a candidate upon achievement of at least a Pass grade in all three areas of the qualification. ITEC will send your results directly to the college.

## **4. Case studies.**

- i. Case studies are used as the internal assessment of Unit 7 Theory.
- 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 15 – 25 hours to fully complete the case study portfolio.
- iv. The case study guidance form should be completed and placed with the case studies for verification by the ITEC Examiner.
- v. 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.