



Guidance Notes for Tutors for the 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.

A scheme of work must be approved by ITEC prior to the commencement of the course for Unit 7 Theory.

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 (inc. case studies).

4. Delivery of the qualification.

Tutors should aim to deliver the two elements of the qualification, Unit 7 Theory and the case studies (internal assessment of Unit 7) simultaneously.

5. 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 must assess each case study and allocate a grade throughout the delivery of the unit. The External ITEC Examiner will verify the results of the Case studies. ITEC recommend that organisations delivering the qualification allocate 3 hours of the tutorial time for the case studies.

6. Registration.

Enrolments for the unit should be sent to ITEC together 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 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 Unit 7 Theory have been completed, candidates will be expected to complete a theory paper containing 25 multiple choice questions covering Diet and Nutrition and related areas. Each question will be given four alternative answers A, B, C and D. The candidate must indicate the correct answer by writing the appropriate letter in the box on the answer sheet. This unit is externally assessed.

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 element 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.

4. Case Studies.

- i. Case studies must be completed under the supervision of a tutor, or in the candidate's own time, and 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.
- ii. It is recommended that tutors advise candidates to expect to spend between 3 – 5 hours on each case study treatment which will total between 15 – 25 hours to complete the full portfolio.
- iii. The case study guidance form should be completed and placed with the case studies for verification by the ITEC Examiner.
- iv. 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.