



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

General Advice

1. Requirements for undertaking this qualification.

Candidates must hold:

- a. 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 leading to this qualification.

2. Guided Learning Hours.

Units 30-40 Anatomy & Physiology – 50

Unit 4 Reflexology – 75

Unit 22 Professional Conduct & Business Awareness – 50

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.

Units 30-40 Theory

Unit 4 Theory

Unit 4 Practical (inc. case studies)

Unit 22 Theory

4. Assessment.

- a. The examinations for both parts of the unit will be conducted by ITEC.
- b. Case studies.

Case studies are used as the internal assessment of Unit 4 Practical. Case studies must be completed under the supervision of a tutor 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

1. Guided Learning Hours.

- a. The delivery of each unit Theory must be completed with a minimum of the following guided learning hours:
Units 30-40 Anatomy & Physiology – 50
Unit 4 Reflexology – 37.5
Unit 22 Professional Conduct & 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 Theory have been completed, candidates will be expected to complete a theory paper for each unit containing 50 multiple choice questions. 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. Each unit Theory has three grades that a candidate may achieve:
Pass grade - 60 – 74%,
Credit grade - 75 – 89%, and
Distinction grade - 90 – 100%.
- b. Unit 4 Theory grade will be combined with the Unit 4 Practical grade to achieve an overall grade as follows:
Pass grade - 120 – 149,
Credit grade - 150 – 179, and
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. 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 Units 30-40 Theory, Unit 4 Theory, Unit 4 Practical, Unit 22 Theory 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 areas of the qualification. ITEC will send your results directly to the college.

Practical Tuition - Unit 4 Practical

1. Guided Learning Hours.

- a. The delivery of Unit 4 Practical must be completed with a minimum of 37.5 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 4 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.
- c. Candidates will be internally assessed by their tutor throughout their training using the ITEC pre-assessment form and marking criteria.
- d. Candidates will perform a 15 minute consultation followed by a 45 minute treatment covering all areas of the feet. Candidates may reduce the number of repetitions of movements as the examination is a demonstration of their professionalism and their accomplished technique.
- e. Candidates will be asked Oral Questions throughout the examination.
- f. Candidates will be expected to demonstrate excellent hygiene and client care, including helping the client on and off the couch/chair in an appropriate way and to demonstrate competence in their skills.
- g. 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 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.
- h. Case studies.
 - i. Case studies are used as the internal assessment of Unit 4 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 120 – 200 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.

4. Grading of the qualification.

- a. Unit 4 Practical has three grades that a candidate may achieve:
Pass grade - 60 – 74%,
Credit grade - 75 – 89%, and
Distinction grade - 90 – 100%.
- b. Unit 4 Practical grade will be combined with the Unit 4 Theory grade to achieve an overall grade as follows:
Pass grade - 120 – 149,
Credit grade - 150 – 179, and
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. The remainder of the results will stay in the ITEC system until such time as Units 30-40 Theory, Unit 4 Theory, Unit 4 Practical, Unit 22 Theory 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.
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