



Guidance Notes for Tutors for the 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.

A scheme of work must be approved by ITEC prior to the commencement of the course for Units 30-40 Anatomy & Physiology, Unit 4 Reflexology and Unit 22 Professional Conduct & Business Awareness.

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. Delivery of the qualification.

Tutors should aim to deliver all units of the qualification and the case studies (internal assessment of Unit 4 Practical) simultaneously, i.e. the 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 towards as a result of combining delivery with the practical application of treatments.

5. 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 (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 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:
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 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 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. 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. 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.
- e. For guidance on marking see Pre-assessment form for ITEC Level 3 Diploma in Reflexology and Marking Criteria for ITEC Level 3 Diploma in Reflexology.

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. It is recommended that an additional 3 hours should be apportioned to case studies.

- c. 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 (or Reflexology chairs) 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. This unit is internally and externally assessed. 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. 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 technique.
- b. A consultation form must be completed by each candidate and made available for the Examiner to check. This should be completed 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/chair in an appropriate way and to demonstrate competence in their skills.
- d. This unit is internally and externally assessed.
- e. 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 120 – 200 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.

4. Grading of the qualification.

- a. Unit 4 Practical has three grades that candidates may achieve:
Pass grade - 60 – 74%,
Credit grade - 75 – 89%, and
Distinction grade - 90 – 100%.
- b. Unit 4 Practical grade will be combined with 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. 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.

- e. For guidance on marking see Pre-assessment form for ITEC Level 3 Diploma in Reflexology and Marking Criteria for ITEC Level 3 Diploma in Reflexology.
- f. Tutors when marking both the internal and external assessment components of this unit must ensure that candidates secure a pass level in each element within all of the areas of treatment being assessed, as outlined in the Marking Criteria.