



Guidance Notes for Tutors for the Level 3 Diploma in Indian Head Massage

General Advice

1. Requirements for undertaking this qualification.

Candidates must hold 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.

2. Guided Learning Hours.

Unit 6 Indian Head Massage – 50

Unit 1(30-40) Anatomy & Physiology – 50

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.

Unit 6.1 Indian Head Massage – Theory

Unit 6.2 Indian Head Massage – Practical (incl. Case Studies)

Unit 1(30-40) Anatomy & Physiology – Theory only

Unit 22 Professional Conduct & Business Awareness – Theory only

4. Delivery of the qualification.

Tutors should aim to deliver the two units of the qualification (Unit 6.1 Theory and Unit 6.2 Practical) and the case studies (internal assessment of Unit 6.2 Practical) simultaneously, i.e. both 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. It will further help to consolidate the additional requirements of further knowledge of anatomy and physiology whilst treating clients.

5. Case Studies.

Case studies are used as the internal assessment of Unit 6.2 Practical. Case studies must be completed under the supervision of a tutor. The tutor must assess each case study and allocate a grade throughout the delivery of the unit. The ITEC Practical 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 – Unit 6.1 Theory

1. Guided Learning Hours.

- a. The delivery of Unit 6.1 Theory must be completed with a minimum of 25 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 6.1 Theory have been completed, candidates will be expected to complete a theory paper containing 25 multiple choice questions on Indian Head Massage and related areas. This examination is 30 minutes. Each question will be given four alternative answers A, B, C and D. The candidate must indicate the correct answer by marking an 'X' over the appropriate letter in the box on the answer sheet.

This unit is externally assessed.

3. Grading of the qualification.

- a. Unit 6.1 Theory have three grades that a candidate may achieve:
Pass grade - 60 – 74% (Unit 1 A&P 50- 74%)
Credit grade - 75 – 89%
Distinction grade - 90 – 100%
- b. Unit 6.1 Theory grade will be combined with the Unit 6.2 Practical 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. 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 supporting evidence supplied. The remainder of the results will stay in the ITEC system until such time as Unit 6.1 Theory, Unit 6.2 Practical 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 Indian Head Massage and Marking Criteria for ITEC Level 3 Diploma in Indian Head Massage.

Practical Tuition - Unit 6.2 Practical

1. Guided Learning Hours.

- a. The delivery of Unit 6.2 Practical must be completed with a minimum of 25 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 chairs and trolleys/tables 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.
- b. Once all aspects Unit 6.2 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 Practical Examiner.
- c. Candidates will be expected to perform an Indian Head Massage treatment. Candidates will be expected to demonstrate their professionalism and their accomplished techniques.
- d. A consultation form must be completed by each candidate and made available for the ITEC Practical Examiner to check. This should be completed at the end of the treatment.
- e. 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 massage skills.
- f. Sequence of examination – approximately 30 minutes
 - Consultation to be carried out prior to the exam
 - Clients should be prepared for treatment with shoes removed and feet flat on the floor
 - Head, face and shoulder massage
 - Oral questions will be asked at any time during the exam
 - Complete consultation form and hand to the examiner at the end of the exam.
- g. This unit is internally and externally assessed.
- h. Case studies.
 - i. Case studies must be completed under the supervision of a tutor within the classroom. 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 Practical Examiner.
 - iv. If a case study does not meet the ITEC criteria, the ITEC Practical 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 supporting evidence supplied. Please send photocopies ONLY as the case studies will not be returned.

4. Grading of the qualification.

- a. Unit 6.2 Practical have three grades that candidates may achieve:
Pass grade - 60 – 74%
Credit grade - 75 – 89%
Distinction grade - 90 – 100%
- b. Unit 6.2 Practical grade will be combined with Unit 6.1 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. 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 supporting evidence supplied. The remainder of the results will stay in the ITEC system until such time as Unit 6.1 Theory, Unit 6.2 Practical and the Case Studies have all achieved a pass grade. Where not previously taken, candidates must also achieve a pass grade for ITEC Unit 1 Anatomy & Physiology.
- e. For guidance on marking see Pre-assessment form for ITEC Level 3 Diploma in Indian Head Massage and Marking Criteria for ITEC Level 3 Diploma in Indian Head Massage.
- 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.