



ITEC Level 3 Certificate in Aromatherapy
QAN 600/6668/4
Lecturer Guidance Notes

General Advice

1. Requirements for Undertaking this Qualification

It is recommended that Learners should have achieved a level of education equivalent to five GCSEs at grade A*-C prior to commencing the ITEC Level 3 Certificate in Aromatherapy; however, exemptions may be made for adult returners with experience of the workplace

A scheme of work must be approved by ITEC prior to the commencement of the course for all units

2. Structure of the Qualification, Guided Learning (GL), Total Qualification Time (TQT) and Credit Value

The ITEC Level 3 Certificate in Aromatherapy is comprised of 1 mandatory unit with a total of 112 hours of Guided Learning (GL) to achieve the full qualification

Guided Learning (GL) – 112

Guided Learning is 'the activity of a Learner in being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a Lecturer, Supervisor, Tutor or other appropriate provider of education or training'. This includes 'the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a Lecturer, Supervisor, Tutor or other appropriate provider of education or training'

Total Qualification Time (TQT) – 212

Total Qualification Time is 'the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification'

Total Credit Value - 21

The total Credit Value for the qualification is equal to one tenth of the Total Qualification Time rounded to the nearest whole number

3. Delivery of the Qualification

Lecturers should aim to deliver the theory and practical of each unit simultaneously, i.e., both theory and practical of each unit 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 Learners understand the structures they are working on as a result of combining delivery with the practical application of treatments

4. Assessment and Grading of the Qualification

Learner's results and Certificates will be issued by ITEC directly to the Centre. Learners should be notified that they need to collect their results and Certificates from their Centre

This qualification will be internally and externally assessed using the assessment of skills as set out in Table 1 below. Once all treatment evidence documentation, assignments and underpinning knowledge have been completed, the Learner will have a Final External Practical Examination carried out by the ITEC Examiner, who will also verify a sample of all treatment evidence documentation and assignments

Table 1

ITEC Unit Number	Mandatory Units	Assessment	Grading
382	Provide Aromatherapy for Complementary Therapies	Practical examination Assignment 60 case studies	Pass – 60-74% Merit – 75-89% Distinction –90-100% Pass or Refer Pass or Refer

Total Guided Learning (GL) - 112

Total Qualification Time (TQT) - 212

Total Credit Value for the Qualification - 21

All assessment criteria and sample assessment materials for this qualification can be found [here](#)

5. Grading of the Qualification

All assessment tasks required for each unit of the qualification (detailed in Table 1 above) must be completed and awarded a Pass mark before the complete qualification can be certificated

The overall qualification is graded - Pass - 60% - 74%, Merit - 75% - 89%, Distinction – 90%-100%. This is formed by the aggregate of the multiple-choice questions and the Final Practical Assessment

6. Assessment of the Qualification

The ITEC Level 3 Certificate in Aromatherapy will be internally and externally assessed using a variety of assessment methods as set out in Table 1 above

Once the Learner has completed all the specified assessments for the qualification and has been awarded a Pass mark for all the evidence submitted, the Learner will have a Final External Practical Examination carried out by an ITEC Examiner, who will also verify a sample of all the Learner's evidence that they have completed during their training to ensure it meets the ITEC standard

Practical Examination Sequence

Once all aspects of the mandatory and additional optional units have been completed, Learners will be expected to complete an internal practical assessment. This will be undertaken by the Internal Assessor using the Internal Assessment Forms. These must be handed to the ITEC External Examiner on the day of the Final External Practical Examination

- Learners will be expected to perform the following treatments:

Practical Examination sequence – Total approximately 1 hour

Unit 382 – Provide Aromatherapy for Complementary Therapies

- Clients should be prepared in gowns prior to the examination
- 15 minute consultation to include blending of oils
- Clients should be helped onto the couch after the consultation, prior to the treatment and off at the end of the treatment
- 45 minute massage to include one arm, one leg (front and back), abdomen, back, chest, neck, face and scalp in whatever order the Learner has been taught

- Summary of the treatment and specific home/aftercare advice to be noted on the Consultation Form
- b. Oral questions may be asked at any time during the examination
 - c. Consultation forms must be filled in by each Learner for each unit and made available for the ITEC External Examiner to check. These should be reviewed and completed at the end of the treatment and will be taken away by the Examiner
 - d. Learners will be expected to demonstrate excellent hygiene and client care throughout as well as competence in their relevant skills
 - e. The Examiner may reduce the treatment timings, as the examination is a demonstration of the Learner's professionalism and their accomplished technique
 - f. Approximate time allocated for changeover of practical examination groups – 15 minutes

Assignments

- a. The assignments form part of the internal assessment and should be assessed throughout the training by the Lecturer using the appropriate guidance forms
- b. Assignments must be completed in the Learner's own time. The Lecturer must monitor the quality of the documentation throughout the Learner's training to ensure that they meet the ITEC criteria. The criteria is detailed on the Assignment Guidance and Assessment Forms
- c. The Assessment Forms for each unit should be completed and placed with the relevant documentation for verification by the ITEC External Examiner
- d. Unit 382 will be assessed by an assignment

Treatment Evidence/Case Studies

Portfolio of evidence is required to be completed under the supervision of a Lecturer who must monitor the quality of the treatments performed throughout the Learner's training to ensure that they meet the ITEC criteria

- The criteria are detailed on the Treatment Evidence Guidance Forms. They are graded Pass or Refer
- The evidence is formed by a completed Consultation Form. This can be stored in the ITEC E-portfolio

7. Resources

The organisation delivering the qualification must provide a suitable environment for teaching the ITEC Level 3 Certificate in Aromatherapy as well as all equipment both fixed and free standing to complete all aspects of the qualification. Learners need to be made aware of the amount of consumables/towels they will be required to provide

8. Registration

Enrolments for the qualification and all units should be sent to ITEC together on the ITEC Enrolment Form – paper based or online

9. Opportunities for Progression

Once Learners have achieved the ITEC Level 3 Certificate in Aromatherapy they may progress on to other ITEC or equivalent qualifications at Level 3 and 4, for example:

- Level 3 Certificate in Indian Head Massage
- Level 3 Certificate in Stone Therapy Massage

- Level 3 Diploma in Massage
- Level 3 Diploma in Reflexology
- Level 3 Diploma in Yoga Teaching
- Level 3 Diploma in Thai Massage
- Level 3 Diploma in Infant and Child Massage
- Level 3 Diploma in Reiki
- Level 3 Diploma in Spa Treatments
- Level 4 Diploma in Spa and Salon Management
- Level 4 Certificate in Sports Massage Therapy

For further Awards, Certificates and Diplomas please go to www.itecworld.co.uk

10. Book List

A full book list can be found [here](#)