

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the Lecturer/Centre must complete Scheme of Work for each unit indicating how the Lecturer is planning to cover the ITEC syllabus throughout the course

Set out the planned sessions in terms of *Learning Outcomes* to be achieved. These should match those stated within the ITEC syllabus for each unit. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the syllabus

Unit Title: Unit 380 – Provide Body Massage for Complementary Therapies

Lecturer(s) responsible:

Total contact tuition hours proposed: 112

Learning Outcomes	Lecture Content	Suggested Resources	Approx Hours
Introductory session	College rules and regulations College mission statement ITEC rules and regulations Health & Safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform	Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course	
1. Be able to Prepare for Body Massage Treatment			
Prepare self, client and work area in accordance with current legislation and working practice requirements	<ul style="list-style-type: none"> • Treatment environment and working area • Quiet, clean and hygienic working surroundings • The most efficient form of sterilisation and sanitisation in the clinic • The best form of waste removal in the clinic (particularly when contaminated) • Provide sufficient professional equipment and products to perform the treatment fully • Establish suitable couch and trolley layout • The importance of room layout and ambience • Therapist appearance/behaviour • Demonstrate appropriate attire – professional work wear, full, flat shoes, socks with trousers, natural tights with skirts, no jewellery - except a wedding band and stud earrings, short, clean fingernails with no enamel • Demonstrate good personal hygiene • No body odour • No bad breath • No perfume • No chewing of gum or sucking of sweets • Hair neat, clean and tied back – not on the collar or face • Wash own hands before, during and after treatment (as necessary) 	OHP/Whiteboard Lecture Q&A Homework Test	30

<p>Consult with clients to identify factors that may influence treatment objectives</p>	<ul style="list-style-type: none"> • Punctuality • Only working within own scope of practice • Do not make false claims • Do not discuss other salons/clinics • Do not diagnose • Client care/preparation <ul style="list-style-type: none"> • Remove all jewellery - except wedding band on client • Help the client onto the couch and protect the client's modesty at all times • Ensure that all parts of the client are covered except the area being massaged • Sanitise the client's hands/feet before and after treatment • Ensure that the client is comfortable with the use of appropriate covered supports, e.g., under the ankles, chest and forehead, knees, head • Legislation and working practices <ul style="list-style-type: none"> • Any particular rights, restrictions, Acts and Charters applicable to massage treatment e.g., Health and Safety at Work Act, General Products Safety Regulations, Cosmetic Products (Safety) Regulations, Data Protection Act, Advertising standards • Legal framework relating to people and settings with which the practitioner is involved, e.g., Mental Health Act, Children Act • Moral rights which are not recognised by Law • Organisational policies and how they may differ from other organisations (when working in care) • Any relevant complaints systems and methods of access (when working in care) • Records which the practitioner is responsible for completing in relation to rights and responsibilities • Code of good practice/ethics • Insurance and professional association membership • Legislation which relates to the work being carried out, the environment and the client with whom the practitioner is working • Awareness of national occupational standards and voluntary regulatory groups where they exist <p><i>An example of a consultation form can be downloaded from www.itecworld.co.uk</i></p> <p>Learners should demonstrate knowledge of the importance of the following:</p> <ul style="list-style-type: none"> • Consulting in a private, comfortable area • Positive body language • Positioning of the client (no barriers between themselves and client) • Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication • Trust • Professionalism, confidence and enthusiasm • Ascertaining client lifestyle and medical history • Client profile • Client disclosure • Professionally informing the client of restrictions to 		
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	<p>treatments e.g., contraindications • Ensuring the client is not alarmed in any way, explain potential reactions/contra-actions to treatment</p> <ul style="list-style-type: none"> • Outline the benefits of the treatment • Importance of planning a treatment programme bearing in mind the client's religious, moral and social beliefs • Determining the nature and extent of the client's needs in respect of presenting conditions e.g., psychological and physiological state, emotional issues, muscular/postural problems, chronic illness etc. • Client expectations • Agreement to the course of action and treatment methods advised • Selection and documentation of treatment media • Ascertain the client's consent to the treatment (see notes below on consent) • Where the client is not in a position themselves, ascertain the <i>appointed companion's</i> agreement to the treatment • Explanation as to how the programme will be evaluated and the review process • Where applicable, clarify with the client information which may be available to others, e.g., relevant health care workers • Confidentiality • Agree treatment objectives and recommended treatment plan • Costs • Time restrictions • Obtain the client's signature (or that of the <i>appointed companion</i>) 		
Provide clear recommendations to the client based on the outcome of the consultation	<ul style="list-style-type: none"> • The outcome of the consultation • Client requirements • Treatment recommendations e.g., suitable treatment programme, client referral, treatment adaptation etc. 		
Select materials and equipment to suit client treatment needs	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Couch cover • Towels • Blanket • Additional support if appropriate • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Tissues • Cotton wool • Spatulas • Bowls • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Mediums – oil (not mineral oil,) cream, powder (unperfumed,) emulsion, gel • The effects and benefits of each medium should be known 		
Describe the requirements for preparing self, client and work area for Body Massage Treatment	<ul style="list-style-type: none"> • Any particular rights, restrictions and Acts applicable to body massage treatment • Code of practice/ethics • Insurance • Professional association membership • Record keeping • Professional appearance 		
Describe the environmental	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise 		

conditions suitable for Body Massage Treatment	<ul style="list-style-type: none"> • levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas • Safety aspects 		
Describe the objectives and possible benefits of Body Massage Treatment	<ul style="list-style-type: none"> • Meeting client needs and expectations e.g., • Relaxation • Invigoration • Stress relief • Tension relief • Improved skin conditions • Improved sleep patterns • Reduction in pain • Injury prevention • Improved range of movement and flexibility • Improvement in circulation, muscle and joint stiffness • Improvement in bodily functions 		
Explain the contraindications that may prevent or restrict Body Massage Treatment	<p>Differentiating between those contraindications to body massage requiring referral or the client to sign an informed consent form prior to the treatment, and those contraindications that restrict treatment</p> <ul style="list-style-type: none"> • With medical, GP or Specialist permission – In circumstances where written medical permission cannot be obtained the client must sign an informed consent stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP or Specialist • Pregnancy • Cardio vascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) • Haemophilia • Any condition already being treated by a GP or another complementary practitioner • Medical oedema • Osteoporosis • Arthritis • Nervous/Psychotic conditions • Epilepsy • Recent operations • Diabetes • Asthma • Any dysfunction of the nervous system (e.g., Multiple Sclerosis, Parkinson's disease, Motor Neurone disease) • Bell's palsy • Trapped/Pinched nerve (e.g., sciatica) • Inflamed nerve • Cancer • Postural deformities • Cervical spondylitis • Spastic conditions • Kidney infections • Whiplash • Slipped disc • Undiagnosed pain • When taking prescribed medication • Acute rheumatism • Contraindications that restrict treatment • Fever • Contagious or infectious diseases • Under the influence of recreational drugs or alcohol • Diarrhoea and vomiting • Skin diseases • Undiagnosed lumps and bumps • Localised swelling • Inflammation • Varicose veins • Pregnancy (abdomen) • Cuts • Bruises • Abrasions • Scar tissue (2 years for major operation and 6 months for a small scar) 		

Describe the influencing factors that need to be considered when carrying out a client consultation	<ul style="list-style-type: none"> • Sunburn • Hormonal implants • Menstruation (abdomen - first few days) • Haematoma • Hernia • Recent fractures (minimum 3 months) • Gastric ulcers • After a heavy meal • Conditions affecting the neck • Consultation environment • Current health • Current treatment programme • Client requirements/expectations • Client disclosure • Conditions for which massage is appropriate • Where massage may be used with caution/modifications to treatment and techniques • Where massage is contraindicated • Only working within the realms of their own scope of practice and expertise as a body massage therapist • Only recommending treatments which are relevant and appropriate to the client • Client suitability e.g., young, elderly, pregnant, healthy, infirm etc. • Clinical observations of the client • Importance of obtaining consent from the client • Importance of gaining consent from a person who is acting in the best interests of the client (when the client is unable or not of an age to make the decision for themselves) • The issue of consent and the ways in which it may differ between various practitioners • The meaning of informed client consent and the guidance given by the practitioner's professional body, particularly where there is a need for written consent • Methods of obtaining consent and how to confirm that clients have been given sufficient information on which to base their own judgment • Ensure that agreements are in the client's best interests • Ensure that client or <i>appointed companion</i> signs the consultation form to consent to treatment 		
Explain the reasons why the client may be referred to a healthcare practitioner	<ul style="list-style-type: none"> • Where massage is contraindicated (see above) • Where massage is inappropriate • Demonstration of the understanding of when a client should be referred to either: • GP • Counsellor • Other complementary therapist • Member of the social care or nursing team (when working in care) • Other voluntary or statutory services e.g., Social Services, Citizens Advice Bureau etc. 		
Describe the employer's and employee's health, safety and security responsibilities	<ul style="list-style-type: none"> • The health, safety and security roles and responsibilities of employers and employees • Ensuring that all staff are appropriately trained and have knowledge of required legislation • Key staff roles and responsibilities • First Aid • Fire safety • Accident reporting • Electrical safety 		

	<ul style="list-style-type: none"> • COSHH – data sheets • Risk assessment /management • Security procedures • Handling emergencies in the work environment • The policies and procedures undertaken to ensure a healthy, safe and secure working environment in a therapy setting 		
2. Be Able to Provide Body Massage Treatment			
<p>Communicate and behave in a professional manner</p> <p>Position self and client throughout treatment to ensure privacy, comfort and well-being</p> <p>Use working methods that meet professional, legal and organisational requirements</p> <p>Identify skin types, characteristics, general body types and common</p>	<ul style="list-style-type: none"> • Checking consultations and contraindications • Explaining the treatment to the client • Benefits, limitations and co-operation required • Confirming consent before treatment • Using clean towels for each client • Helping the client on to the couch prior to and off the couch after treatment • Positioning the client correctly • Sanitising client's hands/feet as appropriate • Sanitising own hands as appropriate throughout treatment • Protecting the client's modesty at all times • Ensuring that all parts of the client are covered except the area being treated • Ensuring that the client is comfortable by use of verbal and non-verbal communication throughout the treatment • Using appropriate covered supports, i.e., under the chest and forehead, ankles, knees, head • Selecting and applying appropriate treatment media in a safe and hygienic manner • Adapting the treatment techniques to suit the needs of the client • Ensuring client does not stand or walk around barefoot • Client care • Communication • Body massage therapist maintaining correct posture/stance, hygiene and a professional approach throughout treatment <p>Positioning and support of the client</p> <ul style="list-style-type: none"> • Client modesty and comfort • Body massage therapist posture/stance • Application of the treatments • Body massage self-care <ul style="list-style-type: none"> • Safe and hygienic working methods relating to any rights, restrictions and Acts applicable to massage treatment • Working within codes of conduct/practice laid down by Professional Association/Society/Guild to perform professional massage treatment <ul style="list-style-type: none"> • Skin types and characteristics • Mature • Young • Combination • Dry • Oily • Sensitive • Dehydrated 	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&A</p> <p>Handout</p> <p>Homework</p> <p>Test</p>	60

During treatment locate underlying body structures	<p>they do not walk around barefoot • Working within code of conduct laid down by professional Association/Society/Guild to perform professional massage treatment</p> <ul style="list-style-type: none"> • Skin (Integumentary) • Skeletal • Muscular • Nervous • Respiratory • Cardiovascular • Lymphatic • Endocrine • Digestive • Reproductive • Urinary <p>Dermatomes and their importance to the massage therapist</p>		
Complete treatment to the satisfaction of the client in a commercially acceptable time	<ul style="list-style-type: none"> • Performing the treatment in a commercially acceptable time - approximately 1 hour for a full treatment • Checking client's comfort and satisfaction throughout treatment with the use of verbal and non-verbal communication • Concluding the treatment in appropriate manner to meet client's needs • Noting client's reactions and any findings/feedback at end of treatment 		
Evaluate the results of treatment	<ul style="list-style-type: none"> • At the end of each treatment the client's psychological and physiological reactions should be recorded on the consultation form • Outcomes achieved • Effectiveness of the treatment • Re-assessing choice of massage media used, treatment techniques • Any change in demands e.g., physiological or psychological changes • Whether the treatment met the needs of the client – client expectations • Longer term needs of the client (e.g., when working in a care environment, with those dealing with bereavement and loss etc.) • Therapist self-reflection in relation to client and treatment performed • Client treatment progression • Review of ongoing treatment plan • Recommendations for further treatment sessions/re-booking 		
Provide suitable aftercare and home care advice	<ul style="list-style-type: none"> • Immediate aftercare • Allowing client time to revive • Sitting client up carefully • Water • Feedback • At the end of each treatment the client should be advised of home and aftercare to prolong treatment benefits • Avoid stimulants – alcohol, tea, coffee and non-prescription drugs for at least 12 hours • Healthy eating • Fluid/water intake • Exercise • Posture • Smoking habits • Sleep patterns • Hobbies • Interests • Rest • Time management • Relaxation techniques • Stress levels • Self-massage • The use of heat and cold, e.g., compresses • Massage as part of a holistic lifestyle • General care and lifestyle advice and the beneficial effects thereof 		

Record treatment accurately and store information securely in line with current legislation	<ul style="list-style-type: none"> • Generally helping clients and families to identify options to improve their health and social well-being in terms of massage treatment • Helping clients and families put their choices into action • Reviewing their progress 		
Describe the history, philosophy and role of Swedish massage and other massage traditions	<ul style="list-style-type: none"> • At the end of each treatment the client's feedback should be recorded on the consultation form and any skin, muscular or other reactions noted together with massage therapist's observations and recommendations for ongoing treatment and self-treatment - these should be documented fully • Record and store in line with current legislation and professional codes of conduct 		
Explain the uses of the classical massage movements and the possible psychological and physiological effects on the body systems	<ul style="list-style-type: none"> • China 3000 BC • Japanese Shiatsu • Indian Ayurvedic medicine • The Greeks • The Romans • Per Henrik Ling • Physiotherapy • Present day • Ongoing research and development • Other massage traditions to include: <ul style="list-style-type: none"> • Acupressure • Aromatherapy massage • Physiotherapy • Indian Head massage • Infant and Child massage • Lymphatic Drainage massage • Thai massage • Shiatsu • Stone therapy • Effleurage e.g., deep and superficial, feathering, stroking, draining • Petrissage e.g., kneading, wringing, pulling, knuckling, pressures, frictions • Percussion e.g., hacking, cupping, beating, pounding, tapotement • Vibrations e.g., shaking, fine vibration • Passive massage movements <p>The physiological, psychological, mechanical and reflex effects of massage movements on body systems as applicable to include:</p> <ul style="list-style-type: none"> • Skin (Integumentary) • Skeletal • Muscular • Nervous • Endocrine • Respiratory • Cardiovascular • Lymphatic • Immune • Digestive • Urinary • Reproductive <p>The effects of stress on the systems of the body and state how massage can help to relieve the symptoms to include:</p> <ul style="list-style-type: none"> • Skin (Integumentary) • Skeletal • Muscular • Nervous • Respiratory • Cardiovascular • Lymphatic • Immune • Endocrine • Digestive • Reproductive • Urinary 		
Explain how Body Massage techniques can be adapted	<ul style="list-style-type: none"> • Adapting the treatment and techniques relevant to client's physiological and physical 		

to suit the individual characteristics of a client	requirements, abilities, disabilities, time restrictions etc. e.g., • Client positioning, prone, supine and/or seated • 'Gentle massage' in relation to the pregnant woman • The elderly and frail • Children • Terminally ill clients • Clients with Sensory and/or Motor disorders • Clients with Multiple Sclerosis • Client preferences and commitment		
Explain the uses of different media	<ul style="list-style-type: none"> • Sources, methods of application • Oil (not mineral oil) • Cream • Powder (unperfumed) • Emulsion • Gel • Effects and benefits of each should be known N.B. Blended essential oils should not be used 		
Describe safe handling and use of products, materials, tools and equipment	<ul style="list-style-type: none"> • Methods of handling and using products, materials, tools and equipment safely • Sourcing, selection, use and storage of treatment media • Away from extremes of temperature • Tightly sealed bottles • Out of reach of children • Methods of dealing with breakages/spillages in the treatment environment • Product data sheets • Stock control/rotation • Shelf life of massage media and treatment products • Current legislative controls and guidelines for the use of massage products and the implications for client safety 		
Describe the importance of the correct maintenance and storage of products, materials, tools and equipment	<ul style="list-style-type: none"> • Safe working practices • Client and massage therapist health and safety • Risk management • Insurance • Code of Practice 		
Describe the contra-actions that may occur during and following treatment and how to respond	<ul style="list-style-type: none"> • During treatment <ul style="list-style-type: none"> • Desire to sleep • Perspiring • Flatulence • Micturition • Runny Nose • Change in body temperature • Thirst • Reaction to massage media • After treatment <ul style="list-style-type: none"> • Symptoms exacerbated • Fatigue • Non-specific aches and pains • Frequent micturition • Frequent bowel movements • Nausea • Break out of spots • Skin reactions • Healing crisis • Increased energy • Relief of symptoms • Improved mood • Altered sleep patterns • Headaches • Increased emotional state • Pain relief • Increased flexibility/movement • Thirst • Increase in pain • Swelling 		
Explain the aftercare and home care advice that should be provided	<ul style="list-style-type: none"> • Immediate aftercare • Allowing client time to revive • Sitting client up carefully • Water • Feedback • Client requirements/suitability 		

Describe the methods of evaluating effectiveness of treatment	<ul style="list-style-type: none"> • At the end of each treatment the client should be advised of home and aftercare to prolong treatment benefits • Avoid stimulants – alcohol, tea, coffee and non-prescription drugs for at least 12 hours • Healthy eating • Fluid/water intake • Exercise • Posture • Smoking habits • Sleep patterns • Hobbies • Interests • Rest • Time management • Relaxation techniques • Stress levels • Self-massage • The use of heat and cold, e.g., compresses • Massage as part of a holistic lifestyle • General care and lifestyle advice and the beneficial effects thereof • Generally helping clients and families to identify options to improve their health and social well-being in terms of massage treatment • Helping clients and families put their choices into action • Reviewing their progress 		
3. Be able to Reflect upon Body Massage Treatment	<ul style="list-style-type: none"> • Review of the massage treatment/programme and conclusions from treatment outcomes • At the end of each treatment the client's psychological and physiological reactions should be recorded and the following monitored: • Outcomes achieved • Effectiveness of the treatment • Re-assessing choice of treatment media used and treatment techniques • Client feedback • Any change in demands e.g., physiological or physical changes • Whether the treatment met the needs of the client – client expectations • Longer term needs of the client (e.g., when working in a care environment, with those clients dealing with bereavement and loss) • Therapist self-reflection in relation to client and treatment performed • Client treatment progression • Review of ongoing treatment plan • Recommendations for further treatment sessions/re-booking 		
Reflect on own attitudes, beliefs, interests, priorities and values in relation to personal growth as a Massage Therapist	<ul style="list-style-type: none"> • Personal attitudes • Personal beliefs • Personal interests • Personal priorities • Personal values • Activities which develop reflective practice and record personal growth – journals, peer review, mentoring, case study work, reading logs, portfolio development 	OHP/Whiteboard Lecture Q&A Homework Test	22
Evaluate own knowledge and practice of massage in relation to professional	<ul style="list-style-type: none"> • Code of conduct • Current working practices • Current knowledge and skills • Methods of documenting and evaluating own knowledge 		

<p>codes of conduct and current working practices</p> <p>Identify own strengths and weaknesses in order to best serve self and client</p> <p>Describe the basic elements of reflective practice</p> <p>Describe how own self-awareness impacts on personal and professional life</p> <p>Identify lifelong learning opportunities to plan for self-development</p> <p>Describe how to record evidence of own knowledge and practical experience</p> <p>Explain the importance of acting on own evaluation to improve Body Massage Treatment</p>	<p>and practice</p> <ul style="list-style-type: none"> • SWOT analysis (strengths, weaknesses, opportunities, threats) • Professional skills • Life skills • Natural abilities • Attributes • Qualities • Personal development • Professional development <ul style="list-style-type: none"> • Reflective practice and its relevance for the Body Massage Therapist <p>Theories of reflective practice to include: Models of reflection – for example:</p> <ul style="list-style-type: none"> • Bolton • Gibbs • Johns • Kolb • Schon <p>Activities which develop reflective practice to include:</p> <ul style="list-style-type: none"> • Journals • Peer review • Mentoring • Review of client feedback • Case study work • Reading logs • Portfolio development <ul style="list-style-type: none"> • Self reflection • Self-awareness • Personal development • Personal action planning • Professional development • Professional action planning • Goal setting • Future vision <ul style="list-style-type: none"> • Personal plans for continuous professional development • Courses undertaken/to be taken • Awareness of National Occupational Standards (NOS) and ongoing research and developments in massage therapy <p>Developing documentation to record case studies, own reflective practice and evidence the role of self-awareness in personal and professional life. Sample consultation forms may be obtained from www.itecworld.co.uk</p> <ul style="list-style-type: none"> • Best practice • Personal learning experience • Identification of own strengths and weaknesses • Personal action planning • Goal setting • Evaluation • Development of massage skills • Life/work balance • Duty of care to self 		
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