

Scheme of work

For each VTCT (ITEC) qualification, the lecturer/centre must complete a scheme of work for each unit indicating how the Lecturer is planning to cover the unit content throughout the course. Set out the planned sessions in terms of learning outcomes to be achieved. These should match those stated within the VTCT (ITEC) unit specification. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the unit specification.

Unit title: iUCT30 - Introduction to principles and practice of complementary therapies

Total contact tuition hours proposed: 45

Lecturer(s) responsible:

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> College rules and regulations College mission statement (ITEC) rules and regulations Health & safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform 	<ul style="list-style-type: none"> PowerPoint Presentation VLE Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course 	
1. Understand the basic theories of complementary therapies			
Describe the basic theories of complementary therapies	<ul style="list-style-type: none"> Physiological and psychological effects and benefits – relaxation, stress relief, power of touch Integral biology The way in which our physical environment affects us and the way in which social, economic and environmental factors affect our health and social wellbeing Computers Mobile phones Processed food Lack of fresh air Stress 	<ul style="list-style-type: none"> OHP/Whiteboard PowerPoint VLE Activities Lecture Q&A Handout Homework Test 	15

	<ul style="list-style-type: none"> • Lack of sleep • Financial problems • Poor ventilation • Lack of exercise • Chemicals • Pollution • Jet lag • Lack of natural light • The Greek term holos • The importance of the treatment of the whole person in relation to holistic health and the power of touch • Concept of balance and harmony in the body (homeostasis) 		
Explain why complementary therapies are used	<ul style="list-style-type: none"> • Aromatherapy • Massage • Colour therapy • Crystal therapy • Ear candling • Indian head massage • Reflexology • Reiki/spiritual healing • Yoga/meditation 		

2. Know the process of offering clients basic treatments in complementary therapies

Describe how to consult with the client	<ul style="list-style-type: none"> • Positioning of the client (no barriers between themselves and client) • Good communication skills (asking open and/or closed questions where appropriate) • Trust • Professionalism, confidence and enthusiasm • Confidentiality • Name • Address • Telephone number (day and night) • GP • Medical history • Any contra-indications to treatment • Client lifestyle • Client profile • Importance of planning a treatment programme bearing in mind the client's religious, moral and social beliefs 	<ul style="list-style-type: none"> • OHP/Whiteboard • PowerPoint • VLE • Activities • Lecture • Q&A • Handout • Homework • Test • A sample of a consultation form can be found at www.itecworld.co.uk 	15
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	<ul style="list-style-type: none"> • Needs of the client • Agreement of treatment plan • Consent to treatment • Explanation of any possible contra-actions • Client's signature and date 		
Explain how to prepare for basic treatment	<ul style="list-style-type: none"> • Explanation of treatment procedures • Preparation for treatment • Clean hygienic working surroundings and equipment • Sufficient equipment and products to perform the treatment fully 		
Identify possible causes and symptoms of stress in order to offer basic treatments	<ul style="list-style-type: none"> • Client assessment • Causes of stress • Changes in lifestyle • Occupational stress • Short term stress • Long term stress • Physical signs <ul style="list-style-type: none"> - Palpitations - Nausea - Tiredness - Aches and pains - Skin rashes/irritations - Allergies - Headaches - Frequent colds/infections - Constipation - Diarrhoea - Indigestion • Emotional signs <ul style="list-style-type: none"> - Mood swings - Worry - Anxiety - Irritability - Nervousness - Loss of confidence - Low self-esteem - Loss of concentration - Depression • Behavioural signs <ul style="list-style-type: none"> - Increase in smoking, alcohol, drugs, food - Loss of appetite 		

	<ul style="list-style-type: none"> - Disturbed sleep patterns - Accident prone - Withdrawal from supportive relationships - Coping strategies - Diet - Exercise - Regular complementary therapy treatment - Time management - Relaxation techniques - Treatment planning 		
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3. Be able to present and provide services in a professional manner for complementary therapies			
Demonstrate a suitable level of personal presentation	<ul style="list-style-type: none"> • Appropriate attire <ul style="list-style-type: none"> - Professional work wear - Full flat shoes - Socks with trousers - Natural tights with skirts - No jewellery except a wedding band and stud earrings • Short clean finger nails with no enamel • 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 	<ul style="list-style-type: none"> • OHP/Whiteboard • PowerPoint • VLE • Activities • Lecture • Q&A • Handout • Homework • Test 	15
Follow procedures for client assessment and planning of basic complementary therapies	<ul style="list-style-type: none"> • Consultation • Client expectations and preparation • Review of consultation to plan treatment programme • Only recommend treatments which are relevant and appropriate to the client • The importance of confidentiality and data protection • Refer clients where necessary 		
Demonstrate personal conduct acceptable to clients and colleagues	<ul style="list-style-type: none"> • Personal values • Interrelationship between clients, colleagues, medical practitioners, other complementary practitioners and others • Personal effectiveness • Limitations and boundaries • Only perform therapies in which one is qualified • Self-development 		

Document History

Version	Issue Date	Changes	Role
v1	09/10/2019	First published	Qualifications and Regulation Co-ordinator