

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: iUCT20 - Provide basic aromatherapy techniques using pre-blended oils

Total contact tuition hours proposed: 80

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 book 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 	
LO1 Be able to prepare for basic aromatherapy techniques using pre-blended oils			
1.1. Prepare self, client and work area for treatment in accordance with current legislation and working practice requirements	<ul style="list-style-type: none"> Treatment environment and working area Preparation of treatment area Equipment Products Hygiene Therapist appearance/behaviour Work wear Personal appearance and behaviour Professional work wear, full flat shoes, socks with trousers, natural tights with skirts, no jewellery except a wedding band and stud earrings, clean hands, short clean finger nails with no nail varnish 	<ul style="list-style-type: none"> OHP/Whiteboard PowerPoint VLE Activities Lecture Q&A Homework Test 	30

	<ul style="list-style-type: none"> • 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 • Client care/preparation • Procedures used to prepare client for treatment • Legislation and working practices • Any particular rights, restrictions, acts and charters applicable to basic aromatherapy techniques treatment • Record keeping in accordance with confidentiality procedures awareness of voluntary regulatory groups where they exist 		
1.2. Consult with client to confirm their treatment objectives	<ul style="list-style-type: none"> • A sample of a consultation form can be found at www.itecworld.co.uk • 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 contraindications to treatment • Client lifestyle • Client profile • Needs of the client • Agreement of treatment plan • Consent to treatment • Explanation of any possible contra-actions • Client's signature and date 		
1.3. Explain basic treatment techniques	<ul style="list-style-type: none"> • Explanation of treatment and procedures • Basic Aromatherapy techniques • Effleurage • Petrissage • Tapotement • Basic lymphatic drainage • Basic pressure points 		

1.4. Provide clear and suitable treatment recommendations to the client taking into account any influencing factors	<ul style="list-style-type: none"> • The outcome of the consultation • Client requirements • Treatment recommendations e.g., suitable treatment programme • Choice of fixed oil and essence blend • Signature of endorsement for blended oils used • Importance of planning a treatment programme bearing in mind the client's religious, moral and social beliefs and diverse needs 		
1.5. Select materials, pre-blended oils and equipment for the treatment	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Couch cover • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Diffuser • Tissues • Cotton wool • Spatulas • Bowls • Sterilising solution • UV Cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Plastic measuring container • Disposable mixing implements • Essences, fixed oils or other media 		
1.6. Describe appropriate characteristics of a basic aromatherapy treatment environment	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise levels • Available space • General hygiene 		

	<ul style="list-style-type: none"> • Equipment • Privacy • Room layout and ambience 		
1.7. Describe factors that need to be considered for a basic aromatherapy treatment	<ul style="list-style-type: none"> • The way in which our physical environment affects us and the way in which social, economic and environmental factors affect our health and social well-being e.g.: <ul style="list-style-type: none"> - Computers - Mobile phones - Processed food - Lack of fresh air - Lack of natural light - Lack of sleep - Financial problems - Poor ventilation • Chemicals • Air travel • Jet lag • The effects of stress • Client current health, lifestyle, medication, contra-indications • Client expectations • Time restrictions • Patch testing to include: <ul style="list-style-type: none"> - Appropriate explanation to the client - Judging the time interval for client's reactions to the tests (48 hours) - Types of blended essences and fixed oils most likely to cause reaction and their possible effects - The importance of obtaining a signature of endorsement for use of the pre-blended oil - Skin sensitivity/reactions - Skin types and conditions - Client preferences 		
1.8. Describe the objectives and possible benefits of basic aromatherapy techniques	<ul style="list-style-type: none"> • Meeting client needs and expectations e.g.: <ul style="list-style-type: none"> - Relaxation - Invigoration - Stress relief - Calming - Sense of wellbeing 		
1.9. Describe those contra-indications to basic aromatherapy treatment requiring medical referral or the client to sign an	<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 form 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 (use only mandarin) 		

<p>informed consent form prior to treatment and those contra-indications that restrict treatment</p>	<ul style="list-style-type: none"> - Cardiovascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) - Haemophilia - Any condition already being treated by a GP or another complementary/ alternative 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 - Conditions causing muscular spasticity e.g. cerebral palsy - Kidney infections - Hormonal implants - Undiagnosed pain - When taking prescribed medication - Acute rheumatism - Whiplash - Slipped disc - Contra-indications that restrict treatment - Fever - Contagious or infectious diseases - Under the influence of alcohol or recreational drugs - Diarrhoea and/or vomiting - Pregnancy (first trimester) - Skin diseases - Undiagnosed lumps and bumps - Localised swelling - Inflammation - Varicose veins - Breast-feeding - Cuts - Bruises - Abrasions - Scar tissue (2 years for major operation and 6 months for a small scar) 		
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	<ul style="list-style-type: none"> - Sunburn - Haematoma - Recent fractures (minimum 3 months) - Cervical spondylitis - After a heavy meal - Hypersensitive skin - Piercings - N.B. All known allergies should be checked 		
1.10. State the importance of referring a client to a healthcare practitioner if necessary	<ul style="list-style-type: none"> • Demonstration of understanding of when a client should be referred to either: <ul style="list-style-type: none"> - GP - Other complementary or alternative therapist 		
1.11. 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 • The policies and procedures undertaken to ensure a healthy, safe and secure working environment • Risk assessment • The Control of Substances Hazardous to Health Regulations (COSHH) • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 		

LO2 Be able to provide basic aromatherapy techniques			
2.1. Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Explanation of treatment • Client care, modesty and support • Communication during treatment 	<ul style="list-style-type: none"> • OHP/Whiteboard • PowerPoint • VLE • Activities • Lecture • Q&A • Handout • Homework • Test 	50
2.2. Position self and client for the treatment to ensure privacy, comfort and wellbeing	<ul style="list-style-type: none"> • Basic aromatherapy technique • The therapist should maintain the correct working posture • Hygiene and a professional approach to the client throughout treatment 		
2.3. Use safe and hygienic working methods	<ul style="list-style-type: none"> • Hygiene procedures • Safe working practices 		
2.4. Carry out a visual analysis of areas to be treated	<ul style="list-style-type: none"> • Visual analysis of the area • Check for contra-indications • Skin types/characteristics and conditions • Mature • Young • Combination • Dry • Oily 		

	<ul style="list-style-type: none"> • Sensitive • Dehydrated 		
2.5. Use and adapt basic aromatherapy techniques using materials and equipment, correctly and safely to meet the needs of the client	<ul style="list-style-type: none"> • Client care • Client comfort and support • Client modesty • Select oils to be used • Client's approval of oil choice • Treatment areas • Face • Neck • Chest • Head and scalp • Upper back and shoulders • Forearm and hand • Lower leg and foot • Treatment time (approximately 5-10 minutes per area/limb) • Medium application • Movements should be performed fluidly and maintaining contact throughout • Use the blended oil which was selected during the process of consultation • Use appropriate massage movements for basic aromatherapy techniques treatment - i.e., effleurage, petrissage, basic pressure points, etc. • Applying the massage at a pressure appropriate to the client's needs and to ensure maximum absorption of the oils • Use and storage of products, materials and equipment according to manufacturer's instructions 		
2.6. Record treatment details and client feedback	<ul style="list-style-type: none"> • Details of initial consultation • Record of treatment plan, changes to client's medical history and how basic aromatherapy techniques treatment was performed • Details of any adverse reactions at the time of treatment and details of oils used • Any individual client requirements • Outcomes achieved • Effectiveness of the treatment • Client feedback and expectations • Store records in line with current data protection legislation 		
2.7. Provide suitable aftercare and home care advice in line with current legislation	<ul style="list-style-type: none"> • Immediate aftercare • General home care and lifestyle advice and the beneficial effects thereof • Ongoing treatment advice 		

<p>2.8. Describe the principles of basic aromatherapy techniques</p>	<ul style="list-style-type: none"> • The Aromatherapy Council (AC) definition of aromatherapy • The basic effects of aromatherapy techniques to include: <ul style="list-style-type: none"> - Physiological effects - Psychological effects - Effleurage - Petrissage - Tapotement - Basic lymphatic drainage - Basic pressure points 		
<p>2.9. State the uses, application and origin of 12 essences and 5 fixed carrier oils</p>	<ul style="list-style-type: none"> • Essences <ul style="list-style-type: none"> - Chamomile roman - Eucalyptus - Frankincense - Geranium - Grapefruit - Lavender - Lemongrass - Orange, sweet - Peppermint - Rosemary - Tea tree - Ylang ylang • Fixed/carrier oils <ul style="list-style-type: none"> - Almond - Coconut - Evening primrose - Grapeseed - Jojoba • Basic plant structures used in the production of essences and fixed/carrier oils to include: <ul style="list-style-type: none"> - Bark - Flower - Fruit - Fruit peel/pith - Fruit pulp - Heartwood - Leaf - Resin - Rhizome - Root - Seeds - Stem 		

2.10. State how the basic aromatherapy techniques can be adapted to suit the individual characteristics of a client	<ul style="list-style-type: none"> Adapting the treatment and basic aromatherapy techniques to meet client's requirements, treatment objectives, physical characteristics, skin types/conditions/characteristics, abilities, time restrictions, etc., e.g.: <ul style="list-style-type: none"> Client positioning Pressure 		
2.11. Describe the contra-actions that may result from basic aromatherapy treatment	<ul style="list-style-type: none"> During treatment After treatment e.g.: <ul style="list-style-type: none"> Headache Nausea Skin reactions/allergy to pre-blended oils Erythema Hyperaemia Increased urination 		
2.12. State the aftercare advice that should be provided following the treatment	<ul style="list-style-type: none"> Immediate aftercare 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 Self-treatment Advice on possible contra-actions Recommendations for further treatments 		
2.13. Describe safe and hygienic working methods	<ul style="list-style-type: none"> Hygiene procedures Safe working practices Safety precautions, including contra-indications and potential toxicology of essences and fixed oils 		
2.14. Describe safe handling and use of products, materials, tools and equipment	<ul style="list-style-type: none"> Basic knowledge of manufacturer's guidelines for the use of products, tools, materials and equipment for Basic aromatherapy Techniques 		
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 basic massage therapist health and safety Risk management Insurance Code of Practice 		

Document History

Version	Issue Date	Changes	Role
v1	08/10/2019	First published	Qualifications and Regulation Co-ordinator
V2	10/02/2020	Formatted in line with unit spec	Qualifications Administrator