

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: iUCT23 - Provide basic reflexology techniques

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 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 	
LO1 Be able to prepare for basic reflexology techniques			
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 <ul style="list-style-type: none"> Preparation of treatment area Equipment Products Hygiene Therapist appearance/behaviour <ul style="list-style-type: none"> Work wear Personal appearance and behaviour 	<ul style="list-style-type: none"> OHP/Whiteboard PowerPoint VLE Activities Lecture Q&A Homework 	30

	<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, clean hands, short clean finger nails with no nail varnish - 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 <ul style="list-style-type: none"> - Procedures used to prepare client for treatment • Legislation and working practices <ul style="list-style-type: none"> - Any particular rights, restrictions, acts and charters applicable to basic reflexology techniques treatment - Record keeping in accordance with confidentiality procedures and current data protection legislation - Awareness of voluntary regulatory groups where they exist 	<ul style="list-style-type: none"> • Test 	
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 • Importance of planning a treatment programme bearing in mind the client's religious, moral and social beliefs • 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 reflexology techniques • Breathing 		

	<ul style="list-style-type: none"> • Relaxation • Warm up • Thumb walking • Finger walking • Cool down 		
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 objectives • Treatment recommendations e.g., suitable treatment programme • Importance of planning a treatment programme bearing in mind the client's religious, moral and social beliefs and diverse needs 		
1.5. Select materials and equipment for treatment	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Couch cover • Towels • Blanket • Additional support if appropriate • Bedroll • Sanitisers • Tissues • Cotton wool • Spatulas • Bowls • Disposable gloves • Waste disposal • Treatment media <ul style="list-style-type: none"> - Powder - Liquid talc - Corn starch - Cream/lotion - Fixed/carrier oil - Wax/balm 		
1.6. Describe appropriate characteristics of a basic Reflexology treatment environment	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise levels • Available space 		

	<ul style="list-style-type: none"> • General hygiene • Equipment • Privacy • Room layout and ambience 		
1.7. Describe factors that need to be considered for a basic Reflexology treatment	<ul style="list-style-type: none"> • The way in which the physical environment, social, economic and environmental factors affect health and social wellbeing, e.g.: <ul style="list-style-type: none"> - Computers - Mobile phones - Processed food - Lack of fresh air - Stress - Lack of sleep - Financial problems - Poor ventilation - Pollution - Lack of exercise - Chemicals • Client current health, lifestyle, medication, contra-indications • Client expectations • Time restrictions 		
1.8. Describe the objectives and possible benefits of basic Reflexology 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 contra-indications to basic reflexology treatment requiring medical referral or the client to sign an informed consent form prior to treatment and those contra-indications that restrict treatment	<ul style="list-style-type: none"> • With medical, GP or specialist permission – In circumstances where written medical permission cannot be obtained, clients 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 G.P. or specialist: <ul style="list-style-type: none"> - Pregnancy - 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 		

	<ul style="list-style-type: none"> - 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 - Whiplash - Slipped disc - When taking prescribed medication - Acute rheumatism - Undiagnosed pain • Contra-indications that may restrict treatment <ul style="list-style-type: none"> - Fever - Contagious or infectious diseases - Under the influence of recreational drugs or alcohol - Diarrhoea and/or vomiting - Pregnancy (first trimester) - Skin diseases - Localised swelling - Inflammation - Varicose veins - Cuts - Bruises - Abrasions - Scar tissue (2 years for major operation and 6 months for a small scar) - Sunburn - Hormonal implants - Haematoma - Recent fractures (minimum 3 months) - After a heavy meal • Conditions/disorders of the feet and hand to include: <ul style="list-style-type: none"> - Tinea unguium - Tinea pedis - Verrucae - Warts - Arthritis - Corns - Callouses 		
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	<ul style="list-style-type: none"> - Chilblains - Eczema - Psoriasis - Nail disorders: <ul style="list-style-type: none"> ▪ Pitting ▪ Transverse ridges ▪ Vertical ridges ▪ Blue nails ▪ Leuconychia ▪ Yellow nails ▪ Brown nails ▪ White nails 		
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 reflexology 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 well-being	<ul style="list-style-type: none"> • Basic reflexology techniques practitioner should maintain the correct 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 the feet	<ul style="list-style-type: none"> • Visual analysis of the area • Basic foot reading • Check for contra-indications 		

2.5. Use and adapt basic Reflexology 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 appropriate medium • No medium • Talc • Liquid talc • Corn starch • Fixed/carrier oil • Cream/lotion • Wax/balm • Basic reflexology techniques • Breathing • Relaxation • Warm up • Thumb walking • Finger walking • Cool down • Treatment time approximately 30 minutes • Medium application and removal • Use and storage of products, materials and equipment according to manufacturer's instructions 		
2.6. During treatment locate zones on the hands and feet	<ul style="list-style-type: none"> • Longitudinal zones • Transverse zones 		
2.7. 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 reflexology techniques treatment was performed, basic foot chart(s) • Details of any adverse reactions at the time of treatment • Home care advice • Any individual client requirements • Store records demonstrating knowledge of basic confidentiality requirements 		
2.8. Provide suitable aftercare and home care advice	<ul style="list-style-type: none"> • Immediate aftercare • General home care and lifestyle advice and the beneficial effects thereof • Ongoing treatment advice 		
2.9. Describe the principles of basic reflexology techniques	<ul style="list-style-type: none"> • The concept of reflex zones • Longitudinal zones • Transverse zones 		

	<ul style="list-style-type: none"> • Their position • How the zones relate to the basic structures of the body 		
2.10. State how the basic reflexology techniques can be adapted to suit the individual characteristics of a client	<ul style="list-style-type: none"> • Adapting the treatment and basic reflexology techniques to meet client's requirements, physical 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 reflexology treatment	<ul style="list-style-type: none"> • Contra-actions resulting from treatment and response • During treatment • After treatment e.g.: <ul style="list-style-type: none"> - Headache - Nausea - 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 • 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 		
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 reflexology techniques 		
2.15. 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	09/10/2019	First published	Qualifications and Regulation Co-ordinator
v2	10/02/2020	Format changes to match unit specification	Qualifications Administrator