

# 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:** iUCT21 - Principles and practice of complementary therapies

**Total contact tuition hours proposed:** 30

**Lecturer(s) responsible:**

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> <li>College rules and regulations</li> <li>College mission statement</li> <li>ITEC rules and regulations</li> <li>Health &amp; safety</li> <li>Timetable</li> <li>Dates – holidays etc.</li> <li>Syllabus</li> <li>Recommended books</li> <li>Uniform</li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Q&amp;A</li> <li>Using all the documents listed to ensure the students understand the college expectations and their commitment to the course</li> </ul>	
<b>Understand the key historical factors and theoretical background for complementary therapies</b>			
Examine the history and origins of complementary therapies	<ul style="list-style-type: none"> <li>Legal obligations when working with clients and the general public</li> <li>Duty of care applicable when working as a complementary therapist</li> <li>Professional misconduct</li> <li>Advertising standards</li> <li>Disputes, disciplinary and complaints procedures</li> <li>Professional indemnity insurance</li> <li>Insurance cover</li> <li>Public liability</li> <li>Employer's liability</li> <li>Product and treatment liability</li> </ul>	<ul style="list-style-type: none"> <li>OHP/Whiteboard</li> <li>Lecture</li> <li>Q&amp;A</li> <li>Homework</li> <li>Test</li> </ul>	10

	<ul style="list-style-type: none"> <li>• Personal accident insurance</li> <li>• Contents insurance</li> <li>• Buildings insurance</li> <li>• Car insurance</li> <li>• The role of professional associations in the provision of insurance</li> </ul>		
Identify commonly available complementary therapies	<ul style="list-style-type: none"> <li>• Acupressure</li> <li>• Acupuncture</li> <li>• Alexander technique</li> <li>• Aromatherapy</li> <li>• Ayurvedic medicine</li> <li>• Bach flower remedies/flower remedies</li> <li>• Body work (massage therapies)</li> <li>• Bowen technique</li> <li>• Chiropractic</li> <li>• Colour therapy</li> <li>• Crystal therapy</li> <li>• Ear candling</li> <li>• Herbalism</li> <li>• Homeopathy</li> <li>• Hypnotherapy</li> <li>• Indian head massage</li> <li>• Iridology</li> <li>• Kinesiology</li> <li>• Lymphatic drainage massage</li> <li>• Meditation</li> <li>• Naturopathy</li> <li>• Neurolinguistic programming (NLP)</li> <li>• Osteopathy</li> <li>• Physiotherapy</li> <li>• Reflexology</li> <li>• Reiki</li> <li>• Spiritual healing</li> <li>• Shiatsu</li> <li>• Stone therapy</li> <li>• Subtle energy/vibrational medicine</li> <li>• Therapeutic touch</li> <li>• Traditional Chinese medicine (TCM)</li> <li>• Yoga</li> </ul>		

<p>Evaluate the theory of techniques used in commonly available complementary therapies</p>	<ul style="list-style-type: none"> <li>• The characteristics and uses of complementary therapy techniques</li> <li>• CAM – complementary and alternative medicine</li> <li>• Integral biology</li> <li>• 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</li> <li>• Computers</li> <li>• Mobile phones</li> <li>• Processed food</li> <li>• Lack of fresh air</li> <li>• Lack of sleep</li> <li>• Financial problems</li> <li>• Poor ventilation</li> <li>• Lack of exercise</li> <li>• Chemicals</li> <li>• Pollution</li> <li>• Jet lag</li> <li>• Lack of natural light</li> <li>• Stress – signs and symptoms</li> <li>• Short and long term effects of stress</li> <li>• The role of complementary therapies in stress management</li> <li>• The placebo effect</li> <li>• Definition of homeostasis and homeodynamics</li> <li>• The Greek term ‘holos’ and the concept of holism</li> <li>• The importance of the treatment of the whole person in relation to holistic health</li> <li>• Concept of balance and harmony in the body and how this may be achieved using complementary therapies</li> <li>• Those theories of how complementary therapy works as detailed in core curriculum e.g., pain gate theory, meridian theory</li> <li>• Research and its relevance to the complementary therapist <ul style="list-style-type: none"> <li>- Function and types of research</li> <li>- Factors impeding research</li> <li>- Need for ongoing research within complementary therapies</li> </ul> </li> </ul>		
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Understand the main influences on working within the complementary therapy industry			
Summarise the legal obligations of working with clients and the general public	<ul style="list-style-type: none"> <li>• Legal obligations when working with clients and the general public</li> <li>• Duty of care applicable when working as a complementary therapist</li> <li>• Professional misconduct</li> <li>• Advertising standards</li> <li>• Disputes, disciplinary and complaints procedures</li> <li>• Professional indemnity insurance</li> <li>• Insurance cover</li> <li>• Public liability</li> <li>• Employer's liability</li> <li>• Product and treatment liability</li> <li>• Personal accident insurance</li> <li>• Contents insurance</li> <li>• Buildings insurance</li> <li>• Car insurance</li> <li>• The role of professional associations in the provision of insurance</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout</li> <li>• Homework</li> <li>• Test</li> </ul>	10
Explain the codes of practice and ethics relating to complementary therapies	<ul style="list-style-type: none"> <li>• The importance and implications of becoming a member of a professional association/society/guild</li> <li>• Codes of practice, ethics and professional conduct</li> </ul>		
Analyse the roles of professional organisations relating to complementary therapies	<ul style="list-style-type: none"> <li>• Activities undertaken by professional associations and organisations within complementary therapies</li> <li>• Awarding organisations</li> <li>• Professional associations e.g., Complementary Therapists Association (CThA)</li> <li>• Voluntary regulatory bodies</li> </ul>		
Evaluate the process of registration and regulation of Complementary Therapies	<ul style="list-style-type: none"> <li>• The importance of registration for practising therapists</li> <li>• Statutory regulation of the profession</li> <li>• National Occupational Standards (NOS)</li> <li>• National qualifications</li> <li>• Voluntary regulatory bodies</li> <li>• State Register of Qualified Therapists</li> <li>• Complementary and Natural Healthcare Council (CNHC)</li> <li>• Benchmarks for good practice</li> <li>• Continuing professional development</li> </ul>		

Understand the key aspects of good clinical practice			
Identify the information required for assessment and treatment planning	<ul style="list-style-type: none"> <li>• The role of consultation in client assessment and treatment planning</li> <li>• Sample consultation forms are available from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></li> <li>• Name</li> <li>• Address</li> <li>• Telephone number (day and night)</li> <li>• GP details</li> <li>• Medical history</li> <li>• Client lifestyle</li> <li>• Client profile</li> <li>• Details of contra-indications and contra-actions</li> <li>• Outline of the course of action and treatment methods advised, specific to the therapy</li> <li>• Treatment benefits and limitations</li> <li>• Documentation of treatment media</li> <li>• Explanation of how the programme will be evaluated and the review process</li> <li>• Agree treatment objectives and recommended treatment plan based upon client's needs and expectations</li> <li>• Consent to the treatment – either client or appointed companion</li> <li>• Client's signature (or that of the appointed companion) and treatment date</li> <li>• Home care advice</li> <li>• Product advice</li> <li>• Recommendations for further treatments</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout</li> <li>• Homework</li> <li>• Test</li> </ul>	10
Explain how to accurately record information, store records and ensure confidentiality	<ul style="list-style-type: none"> <li>• Methods of recording and storing information e.g., in writing, electronically, in line with current legislation and professional codes of conduct</li> <li>• Client confidentiality</li> <li>• Client's rights in respect of access to own information</li> </ul>		
Evaluate appropriate referral procedures and protocols to use with clients and others involved in integrated healthcare	<ul style="list-style-type: none"> <li>• The importance of referral procedures</li> <li>• Scope of practice</li> <li>• Only recommend treatments which are relevant and appropriate to the client</li> <li>• Client suitability e.g., young, elderly, pregnant, healthy, disabled etc.</li> <li>• Conditions for which complementary therapy is appropriate</li> <li>• Where complementary therapy may be used with caution/modifications to treatment and techniques</li> <li>• Where treatment is contra-indicated</li> <li>• Where treatment is inappropriate</li> <li>• Demonstration of the understanding of when a client should be referred to either: <ul style="list-style-type: none"> <li>- GP</li> <li>- Counsellor</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>- Other complementary therapist</li> <li>- Member of the social care or nursing team (when working in care)</li> <li>- Other voluntary or statutory services e.g., Social Services, Citizens Advice Bureau</li> </ul> <ul style="list-style-type: none"> <li>• Maintenance of a professional working relationship with the medical profession to include: <ul style="list-style-type: none"> <li>- Educating the medical profession of the benefit of treatments as complementary to health care and the importance of working alongside them</li> <li>- Prescribed conduct e.g., notifiable diseases, sexually transmitted diseases</li> </ul> </li> <li>• Maintenance of a professional working relationship with other therapists to include: <ul style="list-style-type: none"> <li>- Building up a support network of therapists qualified in other therapies to whom they can refer clients</li> <li>- Client transfer</li> <li>- Maintenance of confidentiality – case histories/client records</li> </ul> </li> <li>• Maintenance of a professional relationship with clients to include: <ul style="list-style-type: none"> <li>- The importance of the therapeutic relationship</li> <li>- Effective communication skills</li> <li>- Client assessment and handling</li> </ul> </li> <li>• The importance of complementary therapies for clients and families receiving palliative or social care to include: <ul style="list-style-type: none"> <li>- Issue of consent</li> <li>- Any appropriate legislation e.g., Data Protection Act/General Data Protection Regulations (GDPR)</li> <li>- Confidentiality</li> <li>- Appropriate support</li> <li>- Using an appropriate manner of communication</li> <li>- Only giving information agreed within the care team</li> <li>- Knowing when to refer clients to people outside of the care team</li> <li>- Maintenance of accurate records</li> <li>- Managing one's own feelings</li> <li>- The importance of ongoing care</li> <li>- Personal beliefs and preferences</li> <li>- Grief and grieving process</li> <li>- Awareness of other support services</li> </ul> </li> </ul>		
Identify effective communication skills when dealing with clients and colleagues in maintaining good practice	<ul style="list-style-type: none"> <li>• Methods of communication e.g., verbal, non-verbal</li> <li>• Good communication skills (asking open and/or closed questions where appropriate, listening/hearing)</li> <li>• Barriers to effective communication</li> <li>• Demonstrate appropriate body language at all times</li> <li>• Interpersonal distance</li> <li>• Trust</li> </ul>		

	<ul style="list-style-type: none"> <li>• Professionalism, confidence and enthusiasm</li> <li>• Confidentiality</li> <li>• Personal effectiveness</li> <li>• With other therapists</li> <li>• As part of team</li> <li>• With clients</li> <li>• With suppliers</li> <li>• Effective client communication to include: <ul style="list-style-type: none"> <li>- Ensuring that the correct information is taken from the client</li> <li>- Ensuring that the client gives sufficient detail regarding their health and background and realises the importance of gaining their GP's permission in the relevant circumstances</li> <li>- Private, comfortable area</li> <li>- Positive body language</li> <li>- Positioning of the client (no barriers between themselves and client)</li> <li>- Ensuring that the client feels able to confide in the therapist where necessary</li> <li>- Allowing the client time to ask questions</li> <li>- Ensuring that the client feels secure in the knowledge that any discussion is confidential</li> <li>- Ensuring that the client signs the consultation form and consents to treatment</li> </ul> </li> <li>• Ethical and client led conversation to include: <ul style="list-style-type: none"> <li>- Not causing embarrassment to self, client or others</li> <li>- There may be issues the client does not want to discuss e.g., politics, religion, race, sex, financial, emotional</li> <li>- Never discuss other clients/clinics</li> </ul> </li> <li>• Negative feedback to include: <ul style="list-style-type: none"> <li>- Allow the client or colleague to speak freely</li> <li>- Ascertain why the feedback is negative</li> <li>- Listen carefully</li> <li>- Do not interrupt</li> <li>- Do not argue</li> <li>- Maintain a positive attitude</li> <li>- Offer another/alternative treatment</li> </ul> </li> </ul>		
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Document History

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