

**Learner Unit Achievement Checklist**

**SEG Awards Level 3 Diploma in Reflexology for Wellbeing**

**603/5688/1**

###### SEG Awards Level 3 Diploma in Reflexology for Wellbeing

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/618/0836 Provide Reflexology for Complementary Therapies - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Prepare self, client and work area in accordance with current legislation and working practice requirements.**1.2** Consult with clients to identify factors which may influence treatment objectives.**1.3** Provide clear recommendations to the client based on the outcome of the consultation.**1.4** Select materials and equipment to suit client treatment needs.**1.5** Describe the requirements for preparing self, client and work area for reflexology treatment.**1.6** Describe the environmental conditions suitable for reflexology treatment.**1.7** Describe the objectives and possible benefits of reflexology treatment.**1.8** Explain the contra-indications that may prevent or restrict reflexology treatment.**1.9** Describe the influencing factors that need to be considered when carrying out a client consultation.**1.10** Explain the reasons why the client may be referred to a healthcare practitioner.**1.11** Describe the employer’s and employee’s health, safety and security responsibilities. |  |  |  |  |
| **2.1** Communicate and behave in a professional manner.**2.2** Position self and client throughout treatment to ensure privacy, comfort and well-being.**2.3** Use working methods that meet professional, legal and organisational requirements.**2.4** Carry out visual analysis of the feet.**2.5** Perform and adapt reflexology treatment using materials, equipment and techniques correctly and safely to meet the needs of the client.**2.6** During treatment locate underlying body structures.**2.7** During treatment locate reflex points on the hands and feet.**2.8** During treatment locate horizontal and transverse zones, and cross reflexes on hands and feet.**2.9** Complete treatment to the satisfaction of the client in a commercially acceptable time.**2.10** Evaluate the results of treatment.**2.11** Provide suitable aftercare and homecare advice.**2.12** Record treatment accurately and store information securely in line with current legislation.**2.13** Describe the history, philosophy and role of reflexology.**2.14** Explain the principles of reflexology theory.**2.15** Explain how reflexology techniques can be adapted to suit the individual characteristics of a client.**2.16** Explain the principles of all reflexology techniques.**2.17** Describe the importance of the supporting hand.**2.18** Explain the uses of different media.**2.19** Describe safe handling and use of products, materials, tools and equipment.**2.20** Describe the importance of the correct maintenance and storage of products, materials, tools and equipment.**2.21** Describe the contra-actions that may occur during and following treatment and how to respond.**2.22** Explain the aftercare and homecare advice that should be provided.**2.23** Describe the methods of evaluating effectiveness of treatment. |  |  |  |  |
| **3.1** Reflect on own attitudes, beliefs, interests, priorities and values in relation to personal growth as a reflexologist.**3.2** Evaluate own knowledge and practice of reflexology in relation to professional codes of conduct and current working practices.**3.3** Identify own strengths and weaknesses in order to best serve self and client.**3.4** Describe the basic elements of reflective practice.**3.5** Describe how own self-awareness impacts on personal and professional life.**3.6** Identify lifelong learning opportunities to plan for self-development.**3.7** Describe how to record evidence of own knowledge and practical experience.**3.8** Explain the importance of acting on own evaluation to improve reflexology treatment. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**J/618/0837 Principles and Practice of Complementary Therapies - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Examine the history and origins of complementary therapies.**1.2** Identify commonly available complementary therapies.**1.3** Evaluate the theory of techniques used in commonly available complementary therapies. |  |  |  |  |
| **2.1** Summarise the legal obligations of working with clients and the general public.**2.2** Explain the codes of practice and ethics relating to complementary therapies.**2.3** Analyse the roles of professional organisations relating to complementary therapies.**2.4** Evaluate the process of registration and regulation of complementary therapies. |  |  |  |  |
| **3.1** Identify the information required for assessment and treatment planning.**3.2** Explain how to accurately record information, store records and ensure confidentiality.**3.3** Evaluate appropriate referral procedures and protocols to use with clients and others involved in integrated healthcare.**3.4** Identify effective communication skills when dealing with clients and colleagues in maintaining good practice. |  |  |  |  |

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**L/618/0838 Knowledge of Anatomy Physiology and Pathology for Complementary Therapies - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the anatomical regions of the body.**1.2** Describe the planes of the body.**1.3** Describe the directional terms of the body.**1.4** Describe the quadrants of the body.**1.5** Describe the chemical organisation of the body.**1.6** Describe the structure, function and types of cell. |  |  |  |  |
| **2.1** Explain the structure, function, growth and repair of the skin.**2.2** Explain the structure, function and growth cycle of the hair.**2.3** Explain the structure, function and growth cycle of the nails.**2.4** Analyse the pathologies of the skin.**2.5** Analyse the pathologies of the hair.**2.6** Analyse the pathologies of the nails. |  |  |  |  |
| **3.1** Explain the structure and classification of bones.**3.2** Explain the structure, function and growth of the skeletal system.**3.3** Explain the types of joints and their range of movements.**3.4** Explain the functions of the arches of the feet.**3.5** Analyse the pathologies of the skeletal system. |  |  |  |  |
| **4.1** Explain the structure, function, growth and repair of the muscular system.**4.2** Explain the location and action of muscle groups within the muscular system.**4.3** Explain the principles of muscle contraction.**4.4** Analyse the pathologies of the muscular system. |  |  |  |  |
| **5.1** Describe the structure and function of each component of the nervous system.**5.2** Analyse the pathologies of the nervous system. |  |  |  |  |
| **6.1** Explain the structure and function of the endocrine system.**6.2** Explain the location of endocrine glands.**6.3** Explain the function of the endocrine glands.**6.4** Describe the hormones secreted from the endocrine glands and their target sites.**6.5** Analyse the pathologies of the endocrine systems. |  |  |  |  |
| **7.1** Explain the structure and function of the respiratory system.**7.2** Describe the stages of respiration.**7.3** Explain the process of gaseous exchange.**7.4** Analyse the pathologies of the respiratory system. |  |  |  |  |
| **8.1** Explain the structure and function of the cardiovascular system.**8.2** Explain the composition and functions of the blood.**8.3** Explain the location, structure and function of the heart.**8.4** Explain the types of blood vessel.**8.5** Identify the major blood vessels of the body.**8.6** Define blood pressure.**8.7** Explain the factors that affect blood pressure.**8.8** Analyse the pathologies of the cardiovascular system. |  |  |  |  |
| **9.1** Explain the structure and function of the lymphatic system.**9.2** Describe the composition of lymph.**9.3** Explain the location and function of the major lymphatic nodes and ducts.**9.4** Explain the location and function of lymphatic organs.**9.5** Explain the principles of immunity.**9.6** Analyse the pathologies of the lymphatic system. |  |  |  |  |
| **10.1** Explain the structure and function of the digestive system.**10.2** Explain the processes of digestion.**10.3** Identify the location of the organs involved in digestion.**10.4** Analyse the pathologies of the digestive system. |  |  |  |  |
| **11.1** Explain the structure and function of the urinary system.**11.2** Explain the production and content of urine.**11.3** Analyse the pathologies of the urinary system. |  |  |  |  |
| **12.1** Explain the structure and function of the reproductive system.**12.2** Explain the key stages of the human reproductive cycle.**12.3** Analyse the pathologies of the reproductive system. |  |  |  |  |

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**R/618/0839 Business Practice for Complementary Therapies - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the legal requirements for running a business.**1.2** Explain how marketing and public relations are used in businesses.**1.3** Describe the employment opportunities within the complementary therapy industry.**1.4** Explain how to promote complementary therapy practices. |  |  |  |  |
| **2.1** Compare and contrast different business types.**2.2** Research a potential business opportunity using a range of resources.**2.3** Research potential premises, staff, products and resource requirements. |  |  |  |  |
| **3.1** Prepare a business plan for self-employment.**3.2** Describe the professional services, staff and resources that may be required for a business plan. |  |  |  |  |

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**J/618/0840 Healthy Eating and Well-Being for the Complementary Therapy Client**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the function of protein, fat / lipids, carbohydrates, roughage / fibre, water, vitamins and minerals in the diet, identifying examples in common food sources.**1.2** Describe how nutrients may be affected by: • the cooking process • refining food • environmental pollutants**1.3** Explain what constitutes a balanced diet.**1.4** Explain the importance and benefits of eating regularly.**1.5** Explain how nutritional imbalance can affect health and well-being.**1.6** Explain metabolism, Basal Metabolic Rate (BMR) and units of energy.**1.7** Identify the basic rules/guidelines to food labelling. |  |  |  |  |
| **2.1** Evaluate the clients present eating habits in line with current healthy eating guidelines.**2.2** Provide general information to maintain health and well-being.**2.3** Explain the factors that should be considered when planning healthy eating for the complementary therapy client. |  |  |  |  |

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