

**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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**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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