



Practitioner Course Handbook





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Handbook

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Learning Outcomes

To become a competent Gentle Release Therapy Practitioner and to begin a lifelong journey of learning that occurs when you work with people and energy. Course contents include:

- Working with clients and energy
- Basic principles of Traditional Chinese Medicine Theory
- Energy work on the chest and abdomen
- Cranial release
- Endocrine release
- Lymphatic release
- Emotional trauma clearing
- Paperwork (Consultation, Health & Safety, Contraindications etc)

Attendance

You must attend the course for all days and participate in any online training as required. Please see terms and conditions for information about what happens if you can't attend.

Practitioner Requirements

In order to qualify as a practitioner in Gentle Release Therapy you will need to have done the following within 6 months following the end of the 'in person' element of the course:

- 1) Spend at least 10 hours doing home study prior to attendance on the course.
- 2) Perform, write up and submit **15 Case Study treatment sessions**.
- 3) Obtain at least 70% in the **written examination**.
- 4) Perform an **observed treatment** to the required standard during the Training course.
- 5) **Attend and participate in the course** for all days.
- 6) Prepare a **project for a health issue** that is important to you.
- 7) Have obtained a Level 3 Certificate in Anatomy and Physiology.

Any student not completing the requirements within the 6 month period will need to ask for an extension and give a valid reason or be required to do some form of refresher training, which may incur reasonable costs. We encourage you to get on with your case studies and your course work as soon as possible after the course so that it's fresh in your mind, so your skills develop quickly and you get plenty of practice allowing everything you have learnt to be consolidated so that you become a great Gentle Release Therapist.

Accreditation

FHT Short Course Accreditation has been awarded to receive membership and insurance from the FHT you must have a level 3 qualification in massage, aromatherapy or reflexology or a level 3 diploma in complementary therapies.

Thinktree Hub accreditation has been approved (5 CPD Points)

CThA Accreditation has been awarded as a CPD course.

FOYHT insurance will cover practitioners for Gentle Release Therapy.

IICT Accredited

Home Study Requirements

Prior to the course (Minimum 10 hours)

The tutor led and practical class element of this course is an intensive 3 day module where we get straight down to learning the practical techniques. To understand the practical techniques the more time and effort you have put into understanding and learning the theory aspects the better. I would suggest you put aside at least 2 or 3 half days to go through the pre-course material, more if it normally takes you longer to learn things and to allow them to sink in. In the few days before you attend the intensive module it would be useful to read through the material one more time so that its fresh in your memory.

Following the course (Minimum 30 hours)

After the course you will need to spend time on home study in the following ways:

15 Case studies	15 hours practical
	8 hours writing up time
Written exam	5 hours (study and exam time)
Health Issue Project	3 hours

Practical Exam Instructions

You will each have the opportunity to perform at treatment, please try to remain as professional as possible as though the client is from the outside world! Spend 5 minutes getting brief information from the client about health issues, problem areas, what is of concern to them now. Then start the treatment session. We will be observing and looking for good practice in the following areas:

- Getting the client comfy on the couch
- Techniques, touch locations and pressure
- Rationale for choosing techniques from the toolkit
- Reactions from the client

Posture, relaxation and comfort for the therapist

Communication between therapist and client

Please perform at least 5 different releases so we can assess your technique.

Following the treatment you will be asked why you chose the techniques you did and the rationale behind those choices.

Case studies

Your case studies must include 15 treatment sessions, which involve treating at least 4 different clients. It is a good idea for a good proportion of them not to be family members so that you get used to treating people you're not so familiar with, it can also help with marketing as they may become paying clients if they find the treatments beneficial or refer their friends, family and colleagues to you.

Treatments would normally be 50 mins to 70 mins maximum, unless you are treating children or someone that may tire easily in which case 30 mins would be sufficient.

When submitting your case studies please do so by email to hello@gentlereleasetherapy.com and ensure you have removed any identity data so that we cannot see who the client is. Please ensure you have completed and include with your submission for each client the following:

- 1) Consultation form.
- 2) Treatment notes form for each treatment.
- 3) Feedback form from client for at least every client, if you have used the same client for 4 or more sessions, please use the feedback form at least twice.
- 4) Review and evaluation form for each client.

It would be useful to prepare a pdf document for each client which would make the process more manageable for us. There are apps such as 'CamScanner' that allow you to take photos and convert them into PDF documents, which can then be scaled down to the smallest size.

Please be aware that you are responsible under GDPR for your clients data, please ensure it is anonymised before you send it to us and that you have your own privacy policy and GDPR procedures for your clients.

We will aim to mark your case studies within 2 weeks, however this may take longer during holiday periods. Feel free to submit a case study to check you are on the right track, or contact us if you have any queries.

Written Exam

The written exam will be offered for you to do online, at any time after attendance on the course. Due to its nature it is an 'open book' exam, however we do recommend reading and understanding all course materials beforehand. The more you understand the therapy, the better you will be able to meet the needs of your client, understanding connections between their symptoms, and how best to help them improve. It's also excellent to be able to explain these connections to your clients, so they

can get involved in their health and emotions, and understand more about the therapy. There will be a time limit on the exam so if you take too long to complete it you will need to try again another time.

You will need to obtain at least 70% to pass the examination, any less and you will need to re-take the exam.

Project for a health issue

If you are a therapist its likely you have a passion for health and helping people and often a favourite topic, it might be something you, a friend or family member has suffered with. It would be great to choose a topic related to a client group you may want to focus on. Firstly choose a topic for example High Blood Pressure, Migraines, Menopause, Insomnia etc. Do some research to find out all about it, what causes it, conventional medicine approaches, alternative medicine approaches, how lifestyle can help etc then use this info to present either a Poster, Blog post, Video Blog or magazine article! You can use then use this for your own marketing! Be sure to include how and why Gentle Release Therapy may help. Please feel free to share to our closed therapy facebook group if you want helpful feedback before you post it to the world, or to share the information with other students and practitioners!

Further support

If the tutor/examiner feels like you need further support to become a practitioner, a plan can be proposed and discussed between the student and tutor, this may require an additional fee, although we will do our best to make this as fair as possible.

What happens next...becoming a registered practitioner

Once you have received your Gentle Release Practitioner qualification and certificate once you have arranged your insurance you will be able to start work officially so to speak.

We have kept the initial course price as low as possible to help you on your journey, and for the first year you will be listed as a registered practitioner on our find a therapist page and receive referrals for free as long as we have a copy of a valid insurance certificate.

After the first year to continue as a registered practitioner it will cost £25 per year to cover our administration, website and maintenance costs. We feel this is fair value as the cost should easily be recovered in only one treatment session per year. If you use the paypal subscription tool for your annual fee we can discount the fee to £20 due to the reduced admin involved.

We also require you to attend some form of CPD event with us every 2 years. This work is a lifelong learning and the more we connect and share the better therapists we become. There will be a closed Facebook group for practitioners that are listed provided they meet the insurance and CPD requirements.

We will be arranging a variety of CPD options such as refresher days, courses on additional techniques or particular areas of interest and an annual symposium where we can all get together, exchange experiences, hear new developments and hopefully enjoy some good food and drinks.

As a registered practitioner you will be able to use the Gentle Release Therapy logo, any communal marketing materials we prepare we will be here to do whatever we reasonably can to help you build your business.

You are not permitted to run your own Gentle Release Therapy training courses. However you may run Gentle Release Therapy Self Care Workshops. Self care workshops may be organised in association with Gentle Release therapy subject to our agreement, so that we can maintain the quality and standard we wish to provide our clients.

Plagiarism and Cheating Policy

Plagiarism and cheating will not be tolerated in the Gentle Release Therapy course. The exam may be done with the help of your notes and books, but not with the help of anyone else.

Your case study notes and project must be all of your own work. The reason for doing the exam, case study and projects is to help you learn and help you become the best Gentle Release Therapist you can be, by cheating you are not only letting yourself down, you are letting your future clients down. If you are struggling please get in touch with the course tutor and we will do what we can to help.

Penalties for cheating or plagiarism may include retaking all or part of the course, the student would be liable for any additional expenses this incurs.

Safeguarding Policy and Procedure

Our safeguarding policy applies to all tutors, staff, volunteers and students or anyone working on behalf of the organisation. The purpose of the policy is to protect vulnerable adults, young people and children and to provide principles which guide our approach. We believe that no-one should experience abuse of any kind and we have a responsibility to keep everyone safe and work in a way that protects people.

We commit to keeping people safe by:

- Valuing them, listening to the and respecting them
- Recruiting staff and volunteers safely, ensuring necessary checks are made
- Providing effective management for staff and volunteers through supervision, support, training
- Sharing information about safeguarding and good practice
- Managing any allegations against staff or students appropriately
- Creating and maintaining an anti-bullying environment
- Ensuring we have an effective complaints procedure in place
- By applying health and safety measures in accordance with the law and regulatory guidance

Quality Management

Gentle Release Therapy strives to offer an excellent quality of training, learning and support for students. The quality manager is owner and founder Helen Robinson. The following procedures support this aim:

Regularly reviewed policies for:

- Equal opportunities
- Complaints
- Health and safety including Fire safety
- Safeguarding
- Plagiarism and cheating
- GDPR

To support course learning, standardisation, review and improvement the following procedures are in place:

- Lesson plans
- Scheme of work
- Course feedback questionnaires
- Case study marking scheme
- Practical Exam Observation Scheme
- Written exam
- Student project

Complaints policy

We are committed to providing a high-quality service to all our students. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, please contact us with the details. We have four weeks to consider your complaint.

We will reply in the manner you contacted us, by post or email acknowledging receipt of your complaint within three days of receiving it, enclosing a copy of this procedure.

We will then investigate your complaint. This may involve speaking to tutors or students.

We will then invite you to a meeting to discuss and hopefully resolve your complaint. We will hopefully do this within 14 days of sending you the acknowledgement letter.

Within three days of the meeting, we will write to you to confirm what took place and any solutions we have agreed with you.

If you do not want a meeting or it is not possible, we will send you a detailed written reply to your complaint, including our suggestions for resolving the matter, within 21 days of sending you the acknowledgement letter.

At this stage, if you are still not satisfied, you should contact us again and we will arrange for review.

We will write to you within 14 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons.

Terms and Conditions of Course Bookings

There is a non-refundable deposit of £200 or equivalent payable when booking the course, unless there is less than one month to the start of the course when full payment will be required on booking.

The balance must be paid no later than one month before the start of each course, to allow us to send you course materials for home study prior to the Intensive 3 Day course.

If you can't attend the course for which you have booked, then you may be able to transfer your booking to an alternative venue and date providing we have at least two weeks notice, however you would need to pay any additional fees associated with the new venue and we may need to take some contribution towards the original venue costs if the venue still charges for your place.

If you have to cancel you may offer the place to a friend or colleague, or we will try to re-sell your place in order to avoid charging you any venue fees.

There are a minimum number of places that need to be filled to make each course viable. If that number isn't reached the course won't run, please confirm with us that the course will run before booking any travel or accommodation.

In the event of a course being cancelled all those who have booked will be able to transfer to another course or be offered a full refund. We will not be liable for any travel or accommodation that you have booked and are unable to use, so please either book flexible tickets or take out some form of insurance.