

COURSE STUDY GUIDE

Welcome to the course.

This is a simple guide designed to help you successfully navigate your way through the course.

- Begin at the introductory part of the course and systematically complete the lessons in each part of the course following the lesson plan and syllabus. • The recommended reading list has recommended reading and compulsory reading which are in bold on the reading list. Please ensure you purchase the compulsory reading as a minimum as these books have been carefully selected to assist you in course completion.
- Please ensure you complete the Student Introduction Form and submit it to the Academy before you commence your study. • It is sensible to plan your study time and we recommend you write a study plan and map out your study each week. We have found students spend between 5 and 10 hours per week on their study although there are no deadlines and you can take as long as you like to complete the course.
- Your designated tutor will offer support to you as and when you require it. This can be done over the telephone, via Skype or email. Please join your tutors private student Facebook group for regular Facebook Live videos to the group and interaction with other students. We encourage you to post comments and questions comments in the selected areas on Facebook.
- At the end of each course Part you will find a Summary & Feedback form. Please complete this and submit this to your tutor at the end of each part. Please share your feedback on how well you progressed through the section, any development areas, any questions you may have concerning the modules you have just completed. Your tutor is there to guide and support you. Your feedback is important and will form the basis for your tutor / student one to one.
- Work from the beginning and complete each part prior to moving on to the following part. It is easy to jump ahead and watch a video from a different section but in order to stay focused we advise you to complete each lesson in a consecutive manner. • Course dissertations are to be competed as you work your way through your course and handed in to your tutor prior to your final assessment. It is up to you when you submit the dissertations to your tutor. Some people prefer to get them out of the way at the beginning and some leave it until the end.
- Read and understand your course assessment requirements and criteria. A guide can be found at the beginning of the course.

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Please read and understand your course core competencies listed below. The Course Core Competencies covered in depth throughout this course are:

1. Core knowledge
2. Clinical application
3. Continuing Professional Development
4. Compliance, Governance and Risk
5. CAM Marketplace
6. National Occupational Standards
7. Client complaints
8. Ongoing Supervision

You demonstrate your level of knowledge and proficiency by completing the following during your course.

1. Core knowledge at the end of each section by sitting a multi-choice exam
2. Various course case study exercises
3. Multi-course dissertations
4. Recommended course reading
5. Case study one-day face-to-face skill assessment. NOS core competencies measured and assessed
6. Case study client session assessments
7. Practice modules
8. Personal and Corporate case studies.
9. Scripts
10. Full course competency assessment

End of section Assessments

At the end of each section to check your level of understanding there is a multi-choice open book assessment. You can have 3 attempts at this and the pass mark is 60%. If you fail 3 consecutive times, you will need to email your course tutor for guidance and support. All of the multi-choice questions will have 1 answer only. You must select the answer that you feel is the best from the choice you have, and tick the appropriate box and move on to the next question. This is an open book assessment.

Monthly Summary and Tutor Support

At the end of each course section please ensure you complete the monthly course tutor feedback sheet and mail in to your tutor attaching all exercises completed from the section. The only exception is end of section multi-choice exams. We assess those within the platform.

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Practice Sessions

When you begin practicing techniques it is important you use family and friends and you don't practice on "live clients" Be clear from the outset your volunteer is taking part in a course role play exercise and it is conducted to allow you to practice your techniques. Make sure you gain feedback from your volunteer post session and feedback your results to your tutor. If you wish to film the session to show your tutor for feedback we suggest you upload your recording using <http://www.wetransfer.com>

Final Assessment

At the end of the course you will be invited to attend an assessment. You will be asked to demonstrate the course modalities you have studied and answer questions centred on our course core competencies, based on a client case study. This assessment can be completed face-to-face, SKYPE or via distance correspondence. You can book your Assessment with your Tutor by completing the Assessment sign off form which is found in the final Part of your course under "Course Competency Skills Assessment" lesson. Just click the link.

For any questions or queries, you can contact us below



LEAD TRAINER

MARK SHIELDS

+44 1462 431112

mark@lifeppractice.co.uk

SKYPE NAME:lifeppractice



COURSE ADMINISTRATOR

KAREN SHIELDS

+44 1462 431112

info@thecamcoach.com