



## Qualification Specification for:

# OCN NI Level 3 Certificate in Holistic Health and Complementary Therapies

➤ Qualification No: 601/2776/4

## Qualification Regulation Information

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Qualification Number:	601/2776/4
Operational start date:	01 March 2014
Operational end date:	31 December 2027
Certification end date:	31 December 2030

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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## Foreword

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This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

- **OCN NI Level 3 Certificate in Holistic Health and Complementary Therapies**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at [www.ocni.org.uk](http://www.ocni.org.uk)

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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## About Regulation

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### **OCN NI**

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

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### **The Regulated Qualifications Framework: an overview**

The Regulated Qualifications Framework (RQF) was introduced on 1<sup>st</sup> October 2015: the RQF provides a single framework for all regulated qualifications.

#### **Qualification Level**

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

#### **Qualification Size**

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

For further information about the RQF see:

<https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/>

## Qualification Summary

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The OCN NI Level 3 Certificate in Holistic Health and Complementary Therapies qualification has been designed to provide an understanding of the importance of one's own health/well-being and the theory and practice associated with holistic health and well-being. Learners will develop an understanding of the impact of nutrition, stress and emotions on health/well-being and how this can be alleviated using complementary therapies.

### Sector Subject Area

1.3 Health and social care

### UCAS Tariff

The OCN NI Level 3 Certificate in the Theory of Holistic Health and Complementary Therapies qualification is recognised by UCAS, with 16 points allocated.

### Progression

The OCN NI Level 3 Certificate in Holistic Health and Complementary Therapies qualification enables progression into further learning in this area or into employment.

### Qualification Target Group

The qualification is targeted at learners who wish to develop and/or practise their skills in the area of complementary therapies and/or who wish to follow a career in this area.

### Entry Requirements

There are no formal entry requirements though it is expected that learners will receive appropriate advice and guidance regarding the level and suitability of the qualification and have a sound knowledge of holistic health and complementary therapies. Learners must be at least 16 years old.

### Grading

Grading for this qualification is pass/fail.

### **Qualification Support**

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

### **Delivery Languages**

This qualification is available in English only at this time. If you wish to offer this qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

### Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role\*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for their own assessments.

### Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience

### Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

#### **Assessors must:**

- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities



## Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

### ***Internal Verifiers must:***

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

## Structure and Content

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The table below summarises the structure of this qualification. In order to achieve the qualification learners must complete both mandatory units for a total of 15 credits.

Total Qualification Time (TQT) for this qualification: 150 hours  
 Guided Learning Hours (GLH) for this qualification: 120 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
<a href="#">R/505/9041</a>	CAY798	Personal Growth for Holistic Health & Well Being	70	7	Three
<a href="#">L/505/9040</a>	CAY799	Theory and Practice of Holistic Health and Complementary Therapies	80	8	Three

## Unit Details

Title:	Personal Growth for Holistic Health & Well Being
Level:	Three
Credit Value:	7
Guided Learning Hours (GLH):	60
OCN NI Unit Code:	CAY798
Unit Reference No:	R/505/9041
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand personal growth for holistic health and well being.	
Learning Outcomes	Assessment Criteria
1 Understand own health and well being.	1.1 Analyse own state of health and signs of imbalance with reference to: a) physical health b) emotional health c) mental health d) spiritual health 1.2 Demonstrate how to construct own body map and perform a self-assessment. 1.3 Develop own health and learning goals.
2 Understand the impact of nutrition on health and well being.	2.1 Analyse the advantages and disadvantages of current nutritional trends. 2.2 Explain how poor diet impacts on the digestive process and other physical systems. 2.3 Analyse own diet. 2.4 Explain the concept of food as medicine. 2.5 Develop own nutritional plan to assist with achieving a balanced diet and promoting health and well being.
3 Understand the positive and negative impact of stress on health and well being.	3.1 Explain what is meant by stress and associated signs and symptoms. 3.2 Explain the effects of stress on health and well being. 3.3 Evaluate the role of physical activity in stress management. 3.4 Explain and demonstrate two stress reduction techniques. 3.5 Evaluate impact of stress reduction techniques on own health and well being.
4 Understand the impact of emotions on health and well being.	4.1 Explain the impact of emotions on health and well being. 4.2 Summarise common triggers for emotional distress. 4.3 Select two therapies that may be used to address emotional trauma and analyse their benefits. 4.4 Develop own action plan for health and well being.
5. Understand the impact of mental health on health and well being.	5.1 Evaluate the impact of mental health issues on health and well being. 5.2 Analyse how chronic negative programming and hidden and core beliefs can impact on health and well being.

	5.3 Explain what is meant by Neuro Linguistic Programming and Cognitive Behaviour Therapy. 5.4 Explain with examples how affirmations can be used to improve health and well being.	
6. Understand the role that spirituality plays in holistic health and well being.	6.1 Explain what is meant by spirituality and its impact on overall health and well being. 6.2 Analyse the benefits of two commonly used spiritual practices. 6.3 Explain how meditation impacts on holistic health and well being.	
7. Understand the application of self - awareness and self–reflection on holistic health and well being.	7.1 Explain the importance of self- awareness and self-reflection. 7.2 Perform a self evaluation to include: a) teaching session b) pre-and post teaching analysis c) personal growth 7.3 Analyse own body map and develop health and learning goals.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes Learner log/diary Peer notes Record of observation Record of discussion Audio/video/photographic record Charts/graphs
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Tutor record of observation Learner notes Tutor lesson plan Tutorial notes Audio/video/photographic record Learner log/diary

Title:	Theory and Practice of Holistic Health and Complementary Therapies
Level:	Three
Credit Value:	8
Guided Learning Hours (GLH):	60
OCN NI Unit Code:	CAY799
Unit Reference No:	L/505/9040
Unit purpose and aim(s): This unit will enable the learner to understand the theory and practice of Holistic Health and Complementary Therapies.	
Learning Outcomes	Assessment Criteria
1. Understand different approaches to holistic health and well being.	1.1 Analyse and critically compare the following approaches to holistic health and well being: a) complementary therapies b) integrative health c) holistic health d) allopathic medicine e) traditional medicine f) naturopathy
2. Understand a range of holistic health and complementary therapies.	2.1 Develop a directory of holistic practices and complementary therapies 2.2 Analyse and critically compare a range of practices / therapies and evaluate their benefits in relation to, at least two, of the following body systems: • cardio-vascular • digestive • immune • lymphatic • musculo-skeletal • nervous
3. Understand the Chakra anatomy and energy system.	3.1 Explain the seven major Chakras and their connection to health and well being 3.2 Explain the energy system of the Chakras 3.3 Explain Chakra anatomy.
4. Understand the application of aromatherapy for the treatment of common physical conditions.	4.1 Explain the use of essential oils in aromatherapy treatment 4.2 Select four essential oils and evaluate their benefits in relation to the treatment of common physical conditions 4.3 Summarise six contra-indicators to be considered when applying essential oils 4.4 Explain the safe storage of essential oils.
5. Understand best practice protocols for holistic health and complementary therapists.	5.1 Analyse best practice including legislative requirements when conducting client consultations 5.2 Develop a protocol for practice to include process and documentation 5.3 Perform a client consultation.
6. Be able to conduct research and present findings in relation to holistic health and complimentary therapies.	6.1 Explain the benefits of research and how to conduct it. 6.2 Research a subject related to holistic health and complementary therapy and present findings.
7. Understand the benefits of self evaluation and personal goal setting.	7.1 Explain the importance of self- awareness and reflection

	<p>7.2 Perform a self evaluation to include reference to the following:  a) teaching session  b) pre-and post teaching analysis  c) personal growth  7.3 Analyse own body map and self-assessment  7.4 Summarise personal goals and develop an action plan.</p>	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
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## Quality Assurance of Centre Performance

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### External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

### Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

## Administration

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### Registration

A centre must register learners within 20 working days of commencement of this qualification.

### Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

### Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

### Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.



## **OCN NI Level 3 Certificate in Holistic Health and Complementary Therapies**

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