

IFR CPD COURSE HANDBOOK



2006—2007

International Federation of Reflexologists
76 Edridge Road, Croydon, Surrey, CR0 1EF

MJ/EW/SW/JM/RT 04-8/06/07

Introduction

This Continued Professional Development Handbook is written with the intention to meet the needs of the IFR members who wish to continue life long learning, to accommodate interests, to accommodate moves towards areas of special interest, to fulfil ambitions and goals, to meet the requirements for registration and yearly renewal for IFR membership and the move towards National Registration.

The contents will benefit not only Reflexologists but many of the contained learning modules will also benefit other disciplines in Complementary Therapy. Not all courses are specific to Reflexology but will advantage the reflexologist who attends.

Courses are offered in a number of locations throughout the country and by a number of specialist tutors. Attendance at all courses will enable the therapist to claim CPD points. For further specific information on how to collect CPD points the IFR refers you to the Federation's CPD Guidance Handbook.

WHERE ARE COURSES HELD?

Ideally we would like to hold courses in every town and village but this is unrealistic and would be prohibitively expensive.

In order to accommodate as many of our members as possible the courses will be held in a number of locations throughout the UK.

Many of our tutors are qualified in more than one CPD subject and as a result your needs to conform to CPD requirements will be met in relation to availability of courses and subject matter.

Will all courses be offered in each location more than once each year?

Some courses will be repeated at a specific locality, others will unfortunately not be accommodated more than once in a given location in any one year.

It will be important that you take note of all the course locations and dates to ensure that we meet your needs and that you do not miss a subject or/and a date for which you have been waiting.

What if a group of ten or more therapists requests a specific course in a location not normally included on your CPD location list?

In response to a request to offer a specific course the IFR will endeavour to oblige, provided sufficient notice is given. Tutors are prepared to travel but greater distances might also incur a slightly higher rate per person; however this is not necessarily the case. The IFR is very mindful of the cost to therapists of training and study and we will always endeavour to keep the costs to a minimum.

When a therapist books an IFR course is a deposit required?

Yes. When the therapist books a place on a course a 25% non refundable deposit is required at time of booking. The remaining amount is due eight weeks prior to the stated commencement date of the course

Does the IFR member and the non member pay the same fee?

The special low rate fee is offered as a reward to our members. We feel therefore it would be unfair to charge the same rate to non IFR therapists. The IFR encourages learning for all and although we charge a higher rate to non members we aim to be realistic and give all an opportunity to Continue Learning.

Non members pay between £20 and £25 a day in excess of IFR members, depending on the course and location.

Do non members of IFR get a certificate?

All attendees get a certificate. Only on production of evidence of qualification in a relevant therapy will a CPD certificate be issued.

A therapist who attends for interest only (one who is not suitably qualified) will receive an attendance certificate which will indicate the date and number of days involved in the study (an attendance certificate).

Can an attendance certificate be used as evidence of CPD?

Yes. However, attendance certificates for CPD will be relevant only to qualified therapists. As the name suggests Continuing Professional Development (CPD) the therapist certification and logging is for evidence of continuation of learning. The therapist will reflect on learning and report via their Reflection Reporting Form N attaching a copy of their newly obtained attendance certificate and/or signed log.

Is it possible that there will be other CPD Days offered besides the ones listed in this handbook?

Yes. It is very possible that as new courses are developed and/or new teachers are available to teach existing courses, we will be in a position to accommodate members with an extension to courses offered within the current handbook.

Does the therapist need to bring equipment to the CPD Days?

No. Unless specifically stated. If in doubt check at time of booking.

Does the therapist need to bring towels and wipes?

On days where there is a practical element this would be appropriate.

Does the therapist need to bring writing material or is this supplied?

The therapist will be required to bring writing materials. It is also wise to bring a clipboard or similar support material (bring an extra pen/pencil in case one runs out).

Does the CPD day demand the therapist wears a uniform?

Generally speaking a uniform is not necessary but it may be necessary for the therapist under supervision of practise. It would be considered appropriate to clarify with the IFR or educator in these specific circumstances and to do so at the time of booking the course.

Is lunch provided on CPD Days?

No. Lunch is not provided on CPD Days. Attendees are asked to have consideration for others and be mindful of their lunch content. Smell from fish and highly spiced foods may linger in the room. Many CPD days are in physical accommodation that does not have facilities for therapist to eat lunch in any room other than the actual teaching room.

Do all venues have free parking facilities?

The IFR aims to give lectures and courses at venues where parking is free and plentiful. Unfortunately we cannot guarantee this facility. Please check when booking.

Are all venues local for buses and trains?

It is our aim to accommodate all needs and to be local to trains and buses. Unfortunately we do have one or two locations which are very much in the country. We find all or most of the therapists drive within these locations for the very reason that buses and trains are scarce.

What time do the courses start and finish?

All courses start at 10.00.a.m. and end at 4.00.p.m.
There will be three short breaks during the day.

What is the cost of attending a CPD Course? Does the fee include the certificate?

Generally the one day courses cost £70/75. Where there is a second day, as in maternity reflexology, this cost for day two is £95, which includes an External Examination Board Certificate.

The £70/75 includes the cost of an IFR/IEB certificate appropriate for CPD value.

If I attend a CPD day at a college of further or higher education do I get an IFR CPD approved Certificate?

Most colleges of further education will need to make a charge in order to have the CPD certificate authenticated for CPD reference.

The charge to the student is generally between £15 and £20.

Some colleges will have this amount built into the cost for the day but as the formalisation of CPD is now new it may be an additional charge during year 2006/7.

Will there be extra charges for IFR/IEB CPD certificates if I attend a private college?

Generally speaking the £70/75 cost for members includes the IFR/IEB Certificate. Occasionally when the group is small or less than 10 in number and agreement to continue with the course is by general consent, it may be necessary to pay extra for the certification/ registration.

What if I have to cancel the course a few days before I am due to attend?

Cancellation a few days prior to the due date of any course would generally suggest that the fee could not be returned. Consideration will be given to the circumstance for the action and it may be possible to add your name to another date for a small additional administrative fee.

What if I am late for the course on the day?

Sometimes delays are unavoidable. The educator will always try to accommodate the latecomer but obviously will not be in a position to repeat a lecture.

What if the course is full?

Sometimes courses are booked up immediately they become available even on occasions by a group booking. If you are interested in a specific course that is currently not available you may ask for your name to be entered on the interest list.

IFR will always endeavour to accommodate our members.

If I am a qualified teacher with knowledge and experience of a specialist subject is it possible to have this validated by IFR?

IFR will always give consideration to courses and workshops presented for validation by qualified, experienced teachers.

Will IFR offer similar courses and workshops in other regions other than those listed?

IFR is currently discussing opportunities in various regions

CPD Courses are also available in:

Barbados, Hong Kong, Japan and a number of other countries. Please ask for details.

Subject **Maternity Reflexology Day 1& Day 2**

Time 10.00 a.m. 4.00 p.m.
Cost £75
Non Members Cost £95 for any attendance at any location

Day 2 Locations & Times as for day 1
Cost £95 members £120 non-members (dates for day 2 are agreed at day 1)

Next Day 2 Day 2 Agreed Date Purley London Z6 July 15th
CPD Value 6 per attendance plus 9 for coursework total possible 21
Lunch Not provided on either day
Uniform Not necessary on either day

Locations for this course

	Date	Day One (1)
Bristol	February 25th	2007 Expired
Liverpool	June 21st	2007 Full
Bradford	D T B C	
Bournemouth	July 8th	2007
Purley Surrey London Z6	April 22nd	2007

DAY 2

	Date	
Purley Surrey London Z6	July 15th	2007

Course Content Outline

The aim of the course is intended to be informative on the subject of pregnancy, labour, postnatal care and how reflexology can be used as a supportive tool in each step of the journey, including with the new born baby and the father to be. The course is suitable for professionally qualified reflexologists and the theoretical element is suitable for all professional CAM therapists.

The course covers the physiology of pregnancy and labour.

Minor ailments, major disorders and problems that can occur on the journey from conception to delivery. The female pelvic structure, bones and organs.

Emphasis on the role of the endocrine system. Methods of delivery and pain relief.

Home Study Assignments Between Day One and Day Two

The practitioner will be expected to treat two pregnant clients a minimum of seven times each.

All related paperwork will be submitted on day two (please keep copies).

A dissertation of four thousand words will also form part of the home assignments.

The purpose of the assignments is to demonstrate the practitioner's comprehension of the subject. Guidance is given on expectation and requirement and support is available via e-mail and telephone throughout the home study period.

Each day is supported with copious notes. Day two expands on day one, uses practitioner's experiences to develop learning, and further supports new learning.

Subject **Reflexology & Complementary Therapy in Cancer & Palliative Care**

Time	10. 00 a.m. 4. 00 p.m.
Cost	£70
CPD Value	6 points per attendance
Lunch	Not provided
Uniform	Not necessary

Locations for this course	Date
Bournemouth	October 18th 2007 Full
Liverpool	D T B C
Leeds/Bradford	August 16th 2007 Full
	August 19th 2007
Purley Surrey London Z6	June 24th 2007
Sheffield	May 10th 2007 Full

Course Content Outline

The aim of the course is to enable the course members to adapt their treatments appropriately for individual clients. To understand how reflexology and other complementary therapies can be used to support people with cancer. The content includes a cancer journey, diagnosis, treatments, side effects and expected outcomes, guidelines for safe practice, Common myths and misconceptions relative to the complementary therapy approach.

Guidance is given on working in the home, hospital, hospice and the CAM therapy room.

A comprehensive course guide is included in the course fee.

Subject **Reflexology Can Influence the Emotions**

Time	10.00 a.m. 4. 00 p.m.
Cost	£70
CPD value Points	6 points per attendance
Lunch	Not provided
Uniform	Not necessary

Locations for this course

	Date	
Bristol	November 18th	2007
Littlehampton	October 14th	2007
Purley Zone 6	October 7th	2007
Liverpool	D T B C	
South Devon	April 29th	2007
Leicester	November 17th	2007 Full

Course Content Outline

The aim of the course is to inform the practitioner of the link between emotional and physical health. How emotional stress and imbalance causes hormonal and other neurotransmitter imbalances which affect the body's immune system, general health and ability to resist disease. The lesson will explore the relationship between body organs and emotions and how the body responds to stress and tension.

The practical element will investigate emotional release and energy balance through the implementation of practical skill.

Subject **Working with Energy**

Time	10. 00 a.m. 4. 00 p.m.
Cost	£70
CPD Value points	6 points per attendance
Lunch	Not provided
Uniform	Not necessary

Locations for this course

Liverpool
South Devon
Cambridge
Sheffield
Purley London Zone 6

Date

D T B C
D T B C
August 19th 2007 Full
May 19th 2007 Full
May 23rd 2007 Full

Course Content Outline

The day is intended to examine the notion of human energy and to help the student identify what is felt and what to do with that feeling of healing.

Human energy is not a new phenomenon rather, a new observation, a growing awareness, a new interest in studying the intricacies of the unknown.

The human energy field is the frontier for modern research and the development of new diagnostic treatment systems. The science and art of medicine that was initially one and then split into two, are now approaching reunion. Traditional medicine and alternative/complementary medicine is slowly becoming the healing science.

Human energy encompasses the physical body as well as those energies that accompany the soul or life force. The quality of all those energies is ultimately responsible for the body's ability or inability to heal. Through exercise and role play the student will be introduced to new knowledge and be encouraged to build and expand on existing knowledge with a greater confidence.

Subject **Spinal Reflexology of the Foot**

Time	10. 00 a.m. 4.00 p.m.
Cost	£70
CPD value	6 points per attendance
Lunch	Not provided
Uniform	Not Necessary

Locations for this course

London Waterloo
Harrogate
Bristol
Liverpool
Littlehampton
Purley London Z6

Date

May 19th 2007
November 18th 2007
October 21st 2007
D T B C
October 28th 2007
July 5th 2007

Course Content Outline

The aim of the spinal reflexology day is to encourage awareness of the value of the technique. To give a positive insight into the benefits of incorporating some specifics of spinal reflexology into an accepted reflexology treatment. To introduce the student to the practical skill of spinal reflexology techniques and the supporting underpinning knowledge. The student will also be introduced to the benefits and occasions when stand alone spinal reflexology is appropriate to use. At the end of the day the student will have the skill and supporting knowledge to expand his/her knowledge through practical application and theoretical revision.

Subject **Pathologies**
Foot and lower Limb Disorders and Diseases

Time	10. 00 a.m. 4.00 p.m.
Cost	£ 70
CPD Value	6 points per attendance
Lunch	Not provided
Uniform	Not necessary

Locations For this course

Date

Sutton Surrey (within m25/m23 & London)	June 9th	2007
Liverpool	August 26th	2007
South Devon	D T B C	
Littlehampton	D T B C	
Cambridge	June 14th	2007 Full

Course Content Outline

The aim of the course is to bring the therapist into an understanding role of the major disorders and minor conditions that may present to the professional CAM therapist in the course of a day's work. It is intended to explore physical problems, signs and symptoms directly and indirectly related to the limb and foot and to examine some trauma indicators. Infections of bone, skin and soft tissue will also form part of the day's investigation. The group will further explore the role played by venous disorders in symptom presentation. The lesson will be supported by colour pictures and photographs. Role play and handouts will be used to help enforce understanding. The student will be encouraged to expand and consolidate knowledge further with the aid of a reading list.

Subject	Feet Don't Tell Lies
Time	10.00 a.m. 4.00 p.m.
Cost	£70
CPD Value	6 points per attendance
Lunch	Not provided
Uniform	Not necessary

Locations for this course

Date

Bristol	October 8th 2007
Littlehampton	D T B C
South Devon	D T B C
Liverpool	November 25th 2007
Purley London Z6	October 11th 2007
Cambridge	July 14th 2007

Course Content Outline

The educator and therapist will embark on a fascinating journey through the feet of those who perhaps have forgotten a phase in their lives that has caused energy blockages or, due to an emotional blockage or physical trauma, are unable to explain past relevant history. The subject is meant to support the consultation document not to be used as an alternative.

You will never look at a pair of feet in the same way again. The day is intended as an introduction to the subject and to serve as a motivator to encourage development of this skill of foot examination in order to identify changes that can signify inner bodily change.

No magic expected from the outcome just straight forward technique of what to look for in the sole.

Subject **What Did the Doctor Say? Medical language Explained**

Time	10.00 a.m. 4.00 p.m.
Cost	£70
CPD Value	6 points per attendance
Lunch	Not provided
Uniform	Not necessary

Locations for this course

Date

Bristol	October 14th	2007
Cambridge	August 12th	2007 Full
Liverpool	D T B C	
Sheffield	April 28th	2007 Full

Course Content Outline

All professionals are being encouraged to drop the jargon and speak in plain English. This can be difficult for some professions and none more so than the medical profession. Within the context of the medical language that has developed since inception is clearly defined descriptive wording that is easily recognised within meaning to another medically qualified doctor. The therapist will learn words and meanings in common use and learn how to link medical words and meanings together.

Subject **Is Nutrition Relevant to Complementary Therapy?**

Time	10.00 a.m. 4.00 p.m.
Cost	£70
CPD value	6 points per attendance
Lunch	Not provided
Uniform	Not necessary

Locations for this course

Date

Sutton, Surrey (within the M25/local for London)	February 24th 2007
Littlehampton	May 5th 2007
Dulwich London	May 13th 2007
Dulwich London	June 24th 2007
Birmingham	July 29th 2007 Full

Course Content Outline

A healthy diet is extremely important for your client who is trying to improve their health, but not everyone is aware of which foods are good to eat and which are not so beneficial. Nutrition and health work hand in hand. This workshop will enable you to confidently make suggestions to your client regarding their diet and how they can help themselves.

What constitutes a healthy diet will be considered with further emphasis on how to support more specific conditions.

The day will include the following in relation to a healthy balanced diet:

Digestion & absorption, Types of fats, Carbohydrates – types and quantities

Cholesterol & how to reduce your intake, Vegetarian diet & vegan diet – other essential nutrients that need to be considered. The pros & cons of fibre food allergies and supplementation.

Subject **Complementary Therapists Working with the Mature Client**

Time	10.00 a.m. 4. 00 p.m.
Cost	£70
CPD Value	6 per attendance
Lunch	Not provided
Uniform	Not necessary

Locations for this Course

Date

Liverpool	September 30th	2007
Clapham London	May 20th	2007
Bradford	August 12th	2007
Manchester	May 10th	2007 Full

Course Content Outline

The aim of this course is to broaden knowledge on working with mature clients and to support the complementary and alternative medical practitioner in a choice of appropriate therapies and specific treatments relevant to some common disorders. Emphasis will be on quality of life and empowering the client to participate in life change and health enhancement. The educator will provide information on health, social, physical and emotional issues affecting the mature and maturing client and provide some answers to everyday questions across the spectrum with emphasis on when, where and how to engage other relevant agencies. The group will be further encouraged to explore pharmaceutical care and medicine management.

Subject **Complementary Therapists Working with Children**

Time	10.00 a.m. 4.00 p.m.
Cost	£70
CPD Value	6 per attendance
Lunch	Not provided
Uniform	Not necessary

Locations for this course

Date

Littlehampton	D T B C	
Liverpool	October 28th	2007
London	March 24th	2007
Leicester	June 21st	2007 Full

Course Content Outline

The aim of the course is to consider the social, physical and emotional issues affecting children of school age and examine the supporting role played by the complementary therapist. Before considering the abnormal the group will interact in a tutor led review of what is considered normal growth and development of a healthy child. Further emphasis will be placed on child protection and the role played by the number of agencies involved in child care. The day will explore some specific disorders and how these might be approached from a complementary and alternative medical prospective.

SUBJECT**Confidence in Practice,
Underpinning Knowledge & Practical Skill****A day with one of the worlds leading therapists
Renée Tanner**

Location	Purley London zone 6
Date	April 1st 2006
Time	10.00 a.m. 4.00 p.m.
Cost	£80
CPD Value	6 points per attendance
Lunch	Not provided
Uniform	Not provided
Places Limited	Book Early

Course Content Outline

The aim of the day is to bring together a number of therapists with a variety of learning needs, differing skills, knowledge and expertise. The day will be tutor led with emphasis on student facilitation. The session will draw on tutor experience and expertise coupled with input from the group.

Three areas will be investigated: a self employed prospective, an employee prospective an employer prospective.

A positive approach will be encouraged towards succeeding in a wealth of opportunities that await the therapist. The day will include supervised practice, question and answers and time for reflection.

Subject	Getting Clients, Keeping Clients
Time	10. 00 a.m. 4.00 p.m.
Cost	£70
CPD Value	6 points per attendance
Lunch	Not provided
Uniform	Not necessary

Locations for this course	Date
Manchester	24th March Full
Liverpool	D T B C
Cambridge	April 22nd 2007
Littlehampton	D T B C

Course Content Outline

Effective marketing will help get new clients.

Therapist's knowledge, action and care will help keep clients.

The aim of the day is to concentrate on relevant business practices and expand on current knowledge through educator led interaction which will inform communication skills.

The need to create impact through a strong mission statement (customer care statement) will be further explored. Liaising with clients and using clients as an effective marketing tool will be investigated. Through exercise and role play personality types and needs will be explored and solutions investigated on meeting individual needs through therapist's body language, skills and care.

CPD COURSES NOT LISTED

IFR CPD Courses are constantly becoming available but may not be listed here. If you are interested in further training courses please contact the IFR for Subject, Dates and Locations

