

Sub Sector	HEALTH AND WELLNESS SERVICES/COMPLEMENTARY THERAPY								
Job Area	FOOT, HAND AND EAR REFLEXOLOGY								
Competency Unit Title	FOOT REFLEXOLOGY								
Competency Unit Descriptor	<p>This competency unit describes the skills, knowledge and attitude requirements in foot reflexology. Its work in promote relaxation, improve blood circulation, relieve stress and tension. The reflexology treats the whole person by focusing on areas of the feet up to ankle which correspond to different organs and systems on the body.</p> <p>The person who is competent in foot reflexology will be able to assess client foot reflexology requirements, prepare foot reflexology work area, prepare client foot reflexology, perform foot reflexology, monitor foot reflexology procedure, evaluate foot reflexology services, record reflexology service and manage post foot reflexology procedure in accordance with foot reflexology procedure.</p>								
Competency Unit Code	ETM-XXX-05	Competency Type	Core	Level	3	Training Duration	280	Credit Hours	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
1. Assess client foot reflexology requirements.	1.1 Verbal and non verbal communication. <ul style="list-style-type: none"> Assessment on client. 1.2 Basic health sciences such as: <ul style="list-style-type: none"> Common medical illnesses Basic nutrition 1.3 Types of reflexology, history, definition, concept and theory methods.			10	Lecture	1.1 Verbal and non verbal of communication determined. 1.2 Basic health information determined. 1.3 Reflexology, history, definition, concept and theory method determined. 1.4 Client Indication &

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
	<p>1.4 Indication, contraindication and precaution in reflexology.</p> <p>1.5 Types of foot reflexology method and technique.</p> <p>1.6 Types and purpose of reflexology medium such as:</p> <ul style="list-style-type: none"> • Powder • Oil • Cream • Lotion <p>1.7 Types and usage of reflexology tools.</p>					<p>Contraindication listed out.</p> <p>1.5 Method and technique foot reflexology determined.</p> <p>1.6 Foot of reflexology medium listed out.</p> <p>1.7 Type and usage of reflexology tools listed out.</p>
		<p>1.1 Determine verbal and non verbal communication.</p> <ul style="list-style-type: none"> • Assessment on client. <p>1.2 Determine health condition and lifestyle such as:</p> <ul style="list-style-type: none"> • Common 		20	Demonstration & Observation	

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		<p>medical illnesses</p> <ul style="list-style-type: none"> • Basic nutrition <p>1.3 Demonstrate client reception/pre-counseling.</p> <p>1.4 Determine skin indication and contraindication</p> <p>1.5 Determine types of foot reflexology method and technique.</p> <p>1.6 Identify types of reflexology medium such as:</p> <ul style="list-style-type: none"> • Powder • Oil • Cream • Lotion <p>1.7 Determine types and usage of reflexology tools.</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Meticulous in acquiring 			

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			concept and theory of foot reflexology. - Accuracy of acquiring Basic Health Science of the client. - Precise in identifying reflexology indication and contraindication. - Skillful polite and courtesy in client handling. - Accuracy in selecting medium.			

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2. Prepare Foot Reflexology Work area.	<p>2.1 Types of reflexology tools, material and personal protective equipment (PPE) such as:</p> <ul style="list-style-type: none"> • Glove • mask <p>2.2 Deportment and posture.</p> <p>2.3 Work area ergonomics.</p> <p>2.4 Foot reflexology medium.</p> <p>2.5 Fire safety procedures</p> <p>2.6 Basic first aid requirement.</p> <p>2.7 Premise housekeeping activities.</p>			10	Lecture	<p>2.1 Arrangement of foot reflexology tools, material and equipment applied.</p> <p>2.2 Proper posture, motion, and ergonomics applied.</p> <p>2.3 Foot reflexology medium kept in the container, labeled (marked) and arranged.</p> <p>2.4 Safety equipment is available located in a set place known to all employees.</p> <p>2.5 First aid kit checked and replenished.</p>

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		2.1 Arrange foot reflexology tools, materials, and equipment. such as: <ul style="list-style-type: none"> • Glove • mask 2.2 Practice deportment and posture. 2.3 Work area ergonomics. 2.4 Select foot reflexology medium. 2.5 Apply fire safety procedure. 2.6 Apply basic first aid procedure. 2.7 Upkeep work place cleanliness and hygiene. 2.8 Organize treatment area for client		20	Demonstration & Observation	2.6 Work area cleaned and hygiene maintained.

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
		needs.	<u>Attitude:</u> - Creative and innovative in work area. - Calm in handling situation. <u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conducive.			
3 Prepare client for foot reflexology	3.1 Handling client personal belonging. 3.2 Hygiene practices and personnel development requirements and guidelines. 3.3 Method of cleansing and disinfect client foot reflexology.			10	Lecture	3.1 Client personal belonging and amenities safely kept. 3.2 Foot reflexology tools, materials, and equipment selected.

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
		3.1 Advise client clothing and amenities keep in safe place provided. 3.2 Identify method of clean and disinfect client foot reflexology.	<u>Attitude:</u> - Creative and innovative in work area. - Calm in handling situation. <u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conducive.	20	Demonstration & Observation	3.3 Advise client clothing and amenities keep in safe place provided. 3.4 Treatment area for client needs provided. 3.5 Method of clean and disinfect client foot reflexology listed out.
4. Perform foot reflexology.	4.1 Basic Anatomy and Physiology. 4.2 Effective communication 4.3 Reflex Zone on the foot.			10	Lecture	4.1 Knowledge of physiology and anatomy described. 4.2 Effective communication

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
	<p>4.4 Techniques of foot reflexology such as</p> <ul style="list-style-type: none"> • rwo shur • ingham • relaxing (stretching) • caterpillar bite • finger walking • slide & press • toe rotation • hook • knuckle press 					<p>demonstrated.</p> <p>4.3 Relevance point and reflex zone on the foot Identified.</p> <p>4.4 Techniques of foot reflexology are carried out.</p>
		<p>4.1 Explain how to build rapport with others.</p> <p>4.2 Describe how to make communication clear and the importance of clarity.</p> <p>4.3 Identify relevance point</p>		50	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
		<p>and reflex zone on the foot.</p> <p>4.5 Demonstrate techniques of foot reflexology such as</p> <ul style="list-style-type: none"> • rwo shur • ingham • relaxing (stretching) • caterpillar bite • finger walking • slide & press • toe rotation hook • knuckle press 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest and not bias - Ethical in perform procedures. - Accuracy in reflex point. - Good cliental communication <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. 			

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5 Monitor foot reflexology procedure	5.1 Code of ethics and conduct. 5.2 Healing crisis in reflexology 5.3 Body reaction toward pains. 5.4 Post reflexology procedure advice 5.5 Foot reflexology service's duration.			10	Lecture	5.1 Code of ethic and conduct complied and adhered to. 5.2 Healing crisis in reflexology identified. 5.3 Body reaction toward pains are determined. 5.4 Post reflexology procedure advised.
		5.1 Conduct code of ethic. 5.2 Describe Healing crisis in reflexology. 5.3 Identify body reaction toward pains. 5.4 Advice post reflexology procedure. 5.5 Ensure Foot		25	Demonstration & Observation	5.5 Foot reflexology service's duration met.

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
		reflexology services time duration.	<u>Attitude:</u> - Honest and not bias - Ethical in perform procedures. - Accuracy in reflex point. <u>Safety:</u> - Adhere safety and hygiene procedures.			
6.Evaluate foot reflexology services.	6.1 Types of feedback. <ul style="list-style-type: none"> Appreciation complaint 6.2 Method of feedback. <ul style="list-style-type: none"> Written/non written 6.3 Effectiveness of foot reflexology requirement 6.4 Client home care advice, guidelines and practices			10	Lecture	6.1 Types of feedback determined. 6.2 Method of feedback determined. 6.3 Effectiveness of foot reflexology ensured 6.4 client home care guidelines

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
		6.1 Check effectiveness of foot reflexology <ul style="list-style-type: none"> • Appreciation complaint 6.2 Advice client home care guidelines and practices	<u>Attitude:</u> <ul style="list-style-type: none"> - Patience when handling customer's dissatisfaction. - Good cliental communication 	25	Demonstration & Observation	and practices provided
7. Record reflexology services.	7.1 Documentation procedures. 7.2 Confidentiality in recording. 7.3 Foot reflexology product inventory and storage. 7.4 Importance of stock keeping			10	Lecture	7.1 Documentation procedures determined. 7.2 Confidentiality in recording complied. 7.3 Foot reflexology product are audited.

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
	and storage. 7.5 Product in inventory					7.4 Foot reflexology product is recorded.
		7.1. Interpret documentation procedures. 7.2 Apply confidentiality in recording feedback. 7.3 Count foot reflexology product. 7.4 List foot reflexology product. 7.5 Label foot reflexology product. 7.6 Arrange foot reflexology product. 7.7 Record product in inventory.		20	Demonstration & Observation	7.5 Foot reflexology products are indicated. 7.6 Foot reflexology product gathered. 7.7 Product inventory record filed.

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> - Honest and not bias - Ethical in perform procedures. - Accuracy in reflex point. <u>Safety:</u> - Adhere safety and hygiene procedures.			
8. Manage post foot reflexology procedure.	8.1 Product inventory and storage such as: - Listing - Labeling - Replenish - Arranging - Storing 8.2 Maintain work			10		8.1 Product inventory and storage. 8.2 Work area retained. 8.3 Foot reflexology product

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria
	area • technique of handling material (consumable and non consumable)					inventory record filed.
		8.1 Record foot reflexology product in inventory such as: - Listing - Labeling - Replenish - Arranging - Storing 8.2 Maintain work area • Technique of handling material (consumable and non consumable) 8.3 Comply to work area cleaning procedure.	<u>Attitude:</u> - Systematic in compiling and storage - Responsible in keeping document in care. <u>Safety:</u> - Adhere safety and hygiene procedure	20	Demonstrate & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
			<u>Environment:</u> - Organized and systematic. - Premise should be well ventilated.			

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information 01.11 Apply thinking skills and creativity 02.09 Prepare flowcharts 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counseling 03.12 Provide coaching/on-the job training 03.15 Liaise to achieve identified outcomes 03.16 Identify and assess client / customer needs 03.17 Identify staff training needs and facilitate access to training 04.06 Allocate work 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Face mask (PPE)	1:1
2. Hot cabinet	1:5
3. Towel	As per required
4. Basket/Basin	1:1
5. Stools/Couch	1:1
6. Reflexology stick	1:1
7. Foot reflexology chart	1:1
8. Talcum	As per required
9. Oil	As per required
10. Cream	As per required
11. Glove (Disposable)	1:1
12. Alcohol swap	As per required

Reference

REFERENCES

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