



Infant Massage Teacher

Training Programme

Assessment Booklet

TRAINER:

NAME

PHONE NO(s).....

EMAIL

If you are unable to contact your trainer:

STUDENT HELPLINE: **01889 566222** *(please leave your name and phone number if you do not get an immediate answer, someone will call you back)*

STUDENT EMAIL QUERIES

(IF TRAINER UNAVAILABLE): **info@touchlearn.co.uk**

TEACHING RESOURCES:

Touch-Learn International Ltd www.touchlearn.co.uk

Touch Needs www.touchneeds.com

Naturally Thinking www.naturallythinking.com

THE ASSESSMENT PROCESS

To qualify and attain the status of 'Qualified Infant Massage Teacher' (QIMT), it is necessary for students to complete **ALL** aspects of the assessment process successfully. The assessment process consists of two theoretical elements and four practical elements.

The Theoretical Assessment includes:

1. A workbook to ascertain underpinning-knowledge:
 - a. Part A - ten questions on professional practice
 - b. Part B – 50 short questions on relevant anatomy and physiology

Successful completion of both aspects of the theoretical workbook is required to indicate that you have the underpinning knowledge to practice professionally, ethically and safely.

The Practical Assessment includes:

1. Delivery of eight teaching practise sessions
2. An indication of your ability to reflect on teaching practice and prove your competence in five key areas of teaching
3. Production of a professional portfolio
4. Observation of teaching practice

Successful completion of all aspects of the practical assessment is required to enable you to provide evidence of your ability to teach competently.

Assessment Strategy

Theoretical Assessment		Week	Date
Workbook	Submitted and marked via email	Week 6	
Practical Assessment			
Deliver all teaching practice sessions, reflect on practice and complete Competencies	Competencies submitted and marked via email	Week 14	
Professional Portfolio	Submitted and marked on part 2	Week 16	
Observation of teaching practice	Discussion and feedback on part 2	Week 16	

TUTORIAL SUPPORT

Each student is entitled to telephone and e-mail tutorial support during the 16 weeks between parts one and two of the programme. **It is the student's responsibility to request tutorial support.**

THEORETICAL ASSESSMENT

WORKBOOK

COMPLETING THE WORKBOOK SUCCESSFULLY

PART A

To complete Part A of the workbook successfully, it is necessary to answer the questions with as much detail as you are able, so that you clearly indicate that you have the necessary underpinning knowledge to practice safely, ethically and professionally as an infant massage teacher.

You are not required to reference your work, but it is necessary to show that you have accessed relevant literature. Please indicate what books, articles and websites you have read to help you complete the answers, at the back of the workbook in the Bibliography section.

If you wish to, you may use bullet points when answering the questions (except for question 10). However, if adopting this approach, please take care to cover all aspects of the question in full.

PART B

When completing Part B of the workbook it is not necessary to answer the questions in essay format. Many answers will only require one word answers, some bulleted lists and others may require a short sentence.

PRESENTATION OF WORKBOOKS

- Download and use the Workbook template that is on the Touch-Learn website
- Please use Arial Font, size 12, 1.5 line spacing

SUBMITTING THE WORKBOOK

When emailing the completed workbook to your trainer, it is important to:

- Send the Workbook as one Word (or equivalent) file and attach it to the email rather than sending the answers in the body of an email or many separate files
- Include your name, address, course dates and venue on the first page of the Workbook
- Include a Bibliography: - clearly indicating the articles, books, research papers, websites you have accessed to enable you to complete the workbook, including those supplied by Touch-Learn

THE WORKBOOK – Part A:

The template must be downloaded from the Members Section of the Touch-Learn website.

<p>1. In your own words:</p> <ol style="list-style-type: none">Describe 5 benefits of massage for the babyExplain why you feel these are the most important <p>(400 words)</p>
<p>2. In your own words:</p> <ol style="list-style-type: none">Describe 5 benefits of massage for the parentExplain why you feel these are the most important <p>(400 words)</p>
<p>3. Describe in your own words:</p> <ol style="list-style-type: none">All precautions for infant massageAll contraindications for infant massage <p>(400 words)</p>
<p>4. Describe the following:</p> <ol style="list-style-type: none">The positive non-verbal cues that may be displayed by babiesThe negative non-verbal cues that may be displayed by babiesHow can the infant massage teacher guide parents to understand the ‘yes’ and ‘no’ cues for baby massage – please give a minimum of 5 examples of strategies you can use (e.g. Guiding parents to ask their baby’s permission before starting massage) <p>(500 words)</p>
<p>5. Explain why an understanding of anatomy and physiology is essential for infant massage teachers?</p> <ol style="list-style-type: none">In addition to the above please give 3 examples (relating to anatomy and physiology) to ensure ‘safe’ teaching practice. <p>(200 words)</p>
<p>6. Explain why infant massage is not a hands-on practice for infant massage teachers</p> <p>(150 words)</p>
<p>7. Describe the following:</p> <ol style="list-style-type: none">The safe oils/massage mediums for infant massage and explain why these are suitable for babies.Oils/massage mediums that are considered to be unsafe for infant massage and explain why these are not suitable.Why would you advise parents not to use essential oils whilst massaging their baby? <p>(600 words)</p>
<p>8. Touch-Learn’s unique non-directive teaching approach ensures our teachers address the whole group and not just the individual when they notice a parent is not massaging their baby safely or when their baby is saying ‘no’ to massage? Why is it important to use this approach?</p> <p>(150 words)</p>
<p>9. Studies show that infant massage is an excellent tool to support mothers with post-natal illness.</p> <ol style="list-style-type: none">What are the benefits of offering 1:1 sessions?What are the benefits of offering group sessions? <p>(400 words)</p>
<p>10. Select a relevant ‘Baby Massage’ article or research paper and in 400 words describe the main arguments and conclusions argued by the author(s). (Please include a copy of the article).</p> <p>(400 words)</p>
<p>11. Bibliography</p> <p>Supply a list of all the resources and books you used to help you answer the above questions.</p>

All questions require complete answers, with all aspects of the question investigated and included. There is no compensation between the questions. Students may be asked to resubmit a question if it is considered not to have been answered adequately. Please refer to our plagiarism policy at the back of the booklet.

THE WORKBOOK – Part B : Anatomy and Physiology

This part of the workbook consists of 52 questions across the ten body systems and will form part of the students' self-directed learning. The student must use the text **Infant Massage: The definitive guide for teaching parents**, page 165 Anatomy and Physiology. All the answers can be found in this text. As with Part A of the workbook it is not necessary to answer the questions in essay format. Many answers will only require one word answers, some bulleted lists and others may require a short sentence.

PRACTICAL ASSESSMENT

COMPLETING THE PRACTICAL TEACHING AND COMPETENCIES

During part one of the programme, you will have learnt enough to be able to reproduce the teaching activities and strategies encountered during the three days; allowing you the opportunity to teach parents and babies during the 16 week interval.

To pass the practical assessment, you are required to clearly indicate your ability to organise, teach and manage infant massage classes. This is achieved by:

- a. Evaluate and reflect on your teaching practise and give evidence to show you are competent to teach parents. There are five areas of competence to be achieved (see page 8)
- b. Providing an assessment portfolio containing supporting evidence of your teaching practise and competence to deliver successful teaching sessions
- c. Having your teaching practice observed and the opportunity to reflect on practice; then discussing the observation with your trainer/assessor

To complete successfully, you need to be able to indicate that you have confidence in your teaching abilities, be able to reflect on your experience in an objective manner and indicate that you are able to facilitate classes professionally, safely, sensitively, ethically and competently.

TEACHING PRACTICE

To gain adequate teaching experience and be able to prove your competence and ability to teach, you will need to:

- a. Teach five* parents over eight* teaching sessions:**
 - I. Four parents in a group, over five weekly sessions
 - II. One parent, over three weekly sessions

*(*NB. Colleagues may support each other during their group practice teaching sessions. However, each student must teach five individual parents; by facilitating five group sessions and three one-to-one sessions. It will not be possible to complete the programme and qualify on part two of the training if students have not taught all eight teaching sessions independently.)*

- b. Write a reflective diary of your teaching practice and experiences, after each teaching session, to enable you to successfully complete the five competencies (outlined on page 8)**

Reflecting on Your Teaching Practice

To enable you to complete each competency successfully, clearly indicating your ability to teach proficiently and competently, it is important that you reflect on your teaching practise. Therefore, we strongly advise you to maintain a reflective journal, after each teaching session, so that you have the information to refer to (rather than just relying on memory) when you are ready to complete the five competencies. *(You are **not** expected to include your reflective journal in your portfolio.)*

To help you focus on the relevant information required for your reflective journal; and to assist with your successful completion of each of the competencies, follow the Reflective Cycle (based on Gibbs) below as you evaluate and reflect on your teaching.

- | | |
|-----------------------|---|
| 1. DESCRIPTION | Describe what happened? |
| 2. ANALYSIS | Consider the positive and negative aspects
How do you feel about it? |
| 3. ACTION PLAN | What changes would you make in future? |

THE COMPETENCIES

The template must be downloaded from the Members Section of the Touch-Learn website.

In order to prove your competence to teach independently, you must reflect on your teaching practice. You will need to reflect in relation to the following areas and be able to:

1. Demonstrate your ability to accurately teach the Touch-Learn International Ltd infant massage strokes and full routine. *(Discuss the strategies you used to teach the massage routine to parents. Discuss resources that helped you and how you were aware of learning styles. Then supply examples of how you know the parents understood your teaching of the strokes and incidents when you had to change your style if a parent was not performing the massage techniques correctly.) (Do not discuss anything else that is not related to actually teaching the massage strokes.)*

(700 words)

2. Demonstrate your ability to communicate to parents:

- **The benefits of infant massage**
- **An understanding of non-verbal cues and behavioural states**

(Support both your answers with the strategies you used to teach parents these important aspects and examples of how you know the parents understood your teaching.)

(700 words)

<p>3. Demonstrate your ability to:</p> <ul style="list-style-type: none"> • Plan the teaching sessions • Teach the parents in relation to your organised plan • Evaluate your teaching after each session and at the end of the course. <p><i>(Support each your answers with examples of aspects that worked well and things you changed during the sessions as a result of your ongoing evaluation and then changes you will make for future classes.)</i></p> <p>(900 words)</p>
<p>4. Demonstrate your ability to teach safely, ethically and professionally; indicating that you have considered:</p> <ul style="list-style-type: none"> • The code of ethics (See Touch-Learn Website) • Safe practice (e.g. oils, risk assessment, etc) • Confidentiality • The ability to teach in a non-judgemental manner <p><i>(Give specific examples to illustrate the above.)</i></p> <p>(700 words)</p>
<p>5. Demonstrate that you are aware of the contraindications and precautions in relation to teaching infant massage (eg illness) and are able to communicate this information to the parents.</p> <p><i>(Support both your answers with the strategies you used to teach parents these important aspects and specific examples of how you know the parents understood your teaching.)</i></p> <p>(350 words)</p>

COMPETENCIES 1, 2 AND 5

Write your competencies using notes from your reflective diary. Use the first person, so “I was able to demonstrate that I taught” . Do not include theory, or answers from your workbook or hypothetical situations – the competencies should be a true reflection of what happened in your sessions.

It is important to not only document what you did during the teaching session, but also indicate how you know that your teaching was effective. For example, how do you know that what you did was understood by the parents and that they learnt from the experience. **You must give examples** of incidents that went particularly well, or situations that required greater thought and different teaching styles/methods.

Please indicate, not only how you taught the information required (in relation to each competency), but how you know that the parents understood:

- For **Competency 1** - that they were confident and able to carry out the routine at home, without supervision, safely. How do you know you achieved this?
- For **Competency 2** - that they had an appreciation of the benefits and an understanding of whether their baby was saying 'yes' or 'no' to massage
- For **Competency 5** – that the contraindications were understood and that the advice was followed

COMPETENCY 3

Please indicate:

- What you considered when you planned your sessions
- How this planning actually worked in practise
- How you felt about your original planning after you had completed all teaching sessions
- Changes, if any, that you feel you would make for the future

COMPETENCY 4

Please include all information that you feel relevant to indicate that you taught safely, professionally and ethically. For example:

- What occurred in relation to the code of ethics (See Touch-Learn Website (*for example: a parent asking you to massage one of their twins – and how you handled this situation*))
- What safety information did you include (e.g. patch testing, risk assessment, etc)

Please note:

1. Each competency is quite explicit. When focusing on each individual competency, it is important to **only** include information that is relevant to that specific competency. The assessor will not reallocate this information to another competency that it might be more relevant to.
2. It is **not** acceptable to list the page numbers of your reflective journal, directing the reader to find the information there. You must draw this information out yourself and record it with the relevant Competency.

The competencies are in relation to your overall teaching experience and need to be completed after **all eight** of the teaching sessions. They must be submitted to your trainer by e-mail.

If you do not have access to a computer, please speak to your trainer who will advise you what to do. If you do submit a hard copy for any reason you must enclose two copies and a SAE for return of the marked copy. You are also strongly advised to keep a copy.

THE PROFESSIONAL PORTFOLIO

For your Professional Portfolio, please use a ring binder.

The Portfolio contents MUST include (in the following order):

- a. **Front page** (including your name)
- b. **Index**
- c. **Five completed and marked competency sheets** and the covering email from your trainer
- d. **The completed and marked workbook** and covering email from your trainer
- e. Appendices:

The appendices MUST include:

- **Scheme-of-work** (for both the group and one-to-one teaching) *(Include the Touch-Learn schemes-of-work if you used these, with your amendments or your own version of these)*
- **Lesson plans** (for both the group and one-to-one teaching) *(Include the Touch-Learn plans if you used these, with your amendments or your own versions of these)*
- **Five confidential health check forms, or more** (to be completed before the massage commences on session one) *(Please delete all information pertaining to the parents and babies identities to comply with the Data Protection Act)*
- **Five parent evaluations, or more** (to be completed at the end of the last session by all parents you teach)
- **The message sequence handouts** you provided for the parents you taught *(These **must not** be a copy of the Massage Sequence Handbook, which is a Copyrighted document and is far too detailed to be used as parent handouts – if you used the handouts provided by Touch-Learn these should be in your portfolio)*
- **Information/leaflets to supplement discussions/homework** *(these may be leaflets supplied by Touch-Learn, the Guild of Sensory Development or your own. Please ensure they are current, correct and comply with Touch-Learn’s code of ethics.)*
- **Images/card sorts/games to supplement discussions** *(these may be supplied by Touch-Learn or your own. Please ensure they are current, correct and comply with Touch-Learn’s code of ethics.)*
- **Posters and Invitation letters** *(these may be supplied by Touch-Learn or your own. Please ensure they are current, correct and comply with Touch-Learn’s code of ethics.)*
- **Parental Certificate**

The appendices may include:

- Marketing, press cuttings, editorials, research papers and relevant articles
- Risk assessments
- CRB disclosure or Vetting and Barring certificate (if you have one)
- Insurance certificate (if practising privately)

FINAL TEACHING ASSESSMENT

Your final teaching assessment should demonstrate competence in the following key performance indicators:

1. Your ability to successfully prompt parents collectively and in a gentle, non-directive manner to consider:
 - a. Is it the right time to massage their baby? (eg behavioural states)
 - b. Is their baby saying 'yes' or 'no' to massage? (eg non-verbal cues)
 - c. The need to stop if the baby says 'no' to massage
2. Your ability to teach at a suitable pace, in a warm, friendly manner
3. Your appreciation and understanding of the need to ask permission, as well as to always start the massage session with the opening and closing sequences
4. The need to keep at least one hand in touch with the baby, once undressed, so that they feel safe and secure
5. That you are capable of teaching in a non-judgemental and empowering manner – by always addressing the whole group and **never singling out an individual**, (even in the gentlest of manners and regardless of the situation)
6. That you remember to regularly 'check-in' with the parents to ascertain whether their babies are enjoying the massage and happy to continue
7. Your ability to act as a role-model by:
 - a. 'Checking-in' with your doll (*baby*), to encourage the parents to 'check-in' with their baby
 - b. Always maintaining contact with your doll (once undressed) to encourage parents to do so
 - c. Using your doll as a prop to reiterate a point to avoid singling out an individual
8. Your ability to accurately and safely demonstrate the Touch-Learn massage strokes
9. Your ability to manage all situations that might occur during the normal running of a session
10. Your confidence to include nursery rhymes during teaching sessions.
11. (Where appropriate) your knowledge of and ability to suggest and guide parents to try alternative sitting and holding positions for their own and their babies' comfort

All the above requirements are considered necessary when teaching infant massage classes and should therefore be implemented during all teaching sessions. The assessed observation allows you to demonstrate your ability to do this.

ASSESSMENT OPTIONS

As soon as you are able, please let your trainer know which of the following options you have chosen.

Option 1 - Observation by your trainer on day 5 of the programme

This will require you to teach a small group of your fellow students (as though they were parents) whilst being observed by your trainer. You will be required to teach just one body area that will be assigned on the assessment day. Your teaching session needs to effectively demonstrate that you are competent in all the key performance indicators (Page 11). Summative feedback will be given after the practical on day 5, on a one-to-one basis, along with feedback for the portfolio and the A&P paper.

Option 2 – Film week 5 of your group teaching and submit to trainer prior to part 2

This will require you to film your fifth and final group session*.

The film clips needs to show how you:

- Set the scene (*just before massage commences. However, you do not need to include the parents arriving and settling in*)
- Opened and closed the massage session
- Taught the strokes for at least one area of the body
- Effectively demonstrate that you are competent in all the key performance indicators (Page 11).

Reflecting On your Teaching.

1. Film your teaching sessions in 10 minute 'chunks' (*to keep the film clips small and manageable*)
2. When complete please watch the film clips yourself with a critical eye and complete the 'reflections on session' sheet. (*Obtainable from the Touch-Learn website*).
3. After completing your reflections, you must send the recording to your trainer or the Touch-Learn office (check with your trainer). (Keep a copy for your records should it become lost in the post). Alternatively, you can use a web-based site to send your recordings, such as wetransfer.com. Send a separate email to your trainer to inform them they can expect this.

4. Email your reflections to your trainer. This should be done by a date agreed between you and your trainer and at least 2 weeks prior to the part 2 date.
5. Your trainer may request further information. However, summative feedback will be given on a one-to-one basis on day 5, along with feedback for the portfolio.
6. We strongly recommend that you keep a copy of your film clips until you have gained your qualification.

Please be advised that if you select the Film Option 2 Touch-Learn cannot offer technical support beyond the information given above.

***NB** It is not necessary to seek consent from the parents' present – you will only need to film yourself teaching, not the group you are working with. Please make sure that you and your doll are the only objects in view when setting up the camera and you must be in full view.

PLAGIARISM POLICY

Plagiarised work does not demonstrate that the student has learned the necessary underpinning knowledge to practice professionally, safely, and ethically.

All work submitted for assignments must be the original work of the student. Touch-Learn is a professional training organisation and will not accept, under any circumstances, work that is plagiarised.

Plagiarised work is work that has been copied, copied, and amended or where two individuals have colluded to produce a piece of work.

If it is established that a piece of work has been plagiarised, then it is the company's prerogative to ask the student to leave the course to protect the integrity and reputation of Touch-Learn International Ltd and qualification will not be awarded. Course fees will not be refunded should this be the case.

SUGGESTED ACTION PLAN

The following is a suggested action plan to help you complete the assessment process successfully:

	Suggested action	Date Completed
1.	Download the workbook template from the website. Research and write the workbook. Submit this, by email, by the date agreed with your trainer.	
2.	Arrange your group classes and one-to-one sessions as early as possible, to ensure that you have enough time to complete all eight sessions, the competency documents and the completion of your assessment portfolio.	
3.	Print the scheme-of-work and lesson plans for the one-to-one and group sessions from the Touch-Learn Website. Print all materials from Touch-Learn and Guild of Sensory Development website to support classes. Send invitations to parents.	
4.	Run your classes. Be diligent about maintaining a reflective journal after each session, whilst your teaching experience is still fresh in your mind. Contact Touch-Learn head office at least 4 weeks before the final teaching session if you plan to hire a camera.	
5.	Remember to have the parental evaluations completed at the end of the final session.	
6.	Download the Competency document from Touch-Learn website and email to your trainer, no later than the date agreed. a. If you videoed your session send the film and the 'reflections on session' sheet, along with the competencies.	
7.	Assemble your Professional Portfolio. See Page 10 for content list.	
8.	Bring your Portfolio, notes and doll to part two of the programme.	

RE-MARKING

If a student's work is referred during the assessment process, then it will be returned for the student to amend and re-submit.

SAMPLE DOCUMENTS

1. Confidential Health Check Forms (page 17)
2. Parental Evaluation Sheets (page 19)

Confidential Infant Health Check Form – Baby Massage Course **SAMPLE**

Personal Details

Name of Baby:.....

Date of Birth: Male / Female

Is this your first baby? YES NO Ages of siblings:

Parents' Names

Address:

.....

Postcode: Telephone No:

Mobile No: E-mail:

Name of Doctor:

Surgery Address:

Health Visitor:

Birth Details

Weight: Type of Birth:

Any other information:

.....

Medical Details

Paediatric Health Check 6-8 weeks: YES NO

GPs Comments:

Medical Conditions: YES NO

Notes:

.....

Allergies: YES NO

Notes:

Recent Vaccinations and Dates:

Any Reactions:

.....

Contraindications to baby massage

Is your baby experiencing any of the following at the moment?

- | | | |
|----------------------------|-----|----|
| Vaccination in last 3 days | YES | NO |
| Vomiting | YES | NO |
| Skin Rash | YES | NO |
| Infections | YES | NO |
| Cuts/Wounds | YES | NO |
| Diarrhoea/Constipation | YES | NO |
| Temperature/Fever | YES | NO |
| Bruising/Swelling | YES | NO |
| Scars/Inflammation | YES | NO |

Any other information

.....

I confirm that the information supplied is a true record and understand that I should not massage if my baby has experienced any of the above contraindications. I accept full responsibility for the health of my child.

I understand all details and information are held in the strictest confidence.

Signed Date:

For Teacher Use

Week	Date	Notes	Oil Used
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			

Parent Evaluation Form - Baby Massage Course **SAMPLE**

Please complete this evaluation form to help us maintain the high standard of our Baby Massage Courses.

	Poor			Excellent	
Did the course meet your expectations?	1	2	3	4	5
Was the instruction clear, concise and informative?	1	2	3	4	5
Were you given sufficient time to ask questions?	1	2	3	4	5
Did you understand how to massage your baby using the relevant massage strokes?	1	2	3	4	5
Can you suggest any improvements to the course?	Yes		No		

If yes please state:

How do you feel about massaging your baby?

.....

I now have a better understanding of what my baby is saying to me.	No				Yes
	1	2	3	4	5

Please rate the following:

	Poor			Excellent	
Course Enjoyment	1	2	3	4	5
Venue	1	2	3	4	5
Handouts	1	2	3	4	5

Any other comments:

.....

Signed: Date: