



Draft Core Curriculum
Discussion Document

UK REIKI FEDERATION

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UK Reiki Federation Education & Training Working Group
(in conjunction With Continuing Professional Development
and National Occupational Standards Working Groups)

The following guidelines have been produced by the **UK Reiki Federation Education & Training Working Group**. These are not intended to dictate the specific content of topics, teaching methods or to detract in any way from the strengths and variations of any individual teacher or training establishments in their mode of operation.

1. The Core Curriculum

The standards within this curriculum are to be viewed as the threshold to the profession of Reiki. Training establishments and individual teachers who offer more hours will obviously wish to continue to do so. Those establishments and individual teachers, who offer subjects outside of the Core Curriculum, must allow additional in-class teaching hours to accommodate these topics.

2. The UK Reiki Federation Competence Assessment Framework

The UK Reiki Federation Competence Assessment Framework is being developed along side the Core Curriculum. National Occupational Standards are being developed in conjunction with the Standard Setting Body and a draft Reiki specific edition is envisaged to be ready by December 2002.

3. Training Period and Teaching Hours

Reiki 1 – minimum total 16 hours

Reiki 2 – minimum total 18 hours

Reiki 3a (Practitioner Level) - The minimum period from Reiki 1st level training to practitioner qualification (including practice to complete case studies) must be at least 12 months. This may include, if required by students who are not already exempt, distance learning modules in:

Anatomy & Physiology; Communication and Listening skills; Business, Professional and Ethical studies; Research; First Aid Skills

4. Prior Qualifications

When a particular training establishment or individual teacher allows exemption from an area of study such as Anatomy and Physiology, Communication & Listening Skills, Business, Professional and Ethical Studies, the training establishment and individual teacher must be fully satisfied before accepting students who have studied these subjects elsewhere, that the standard of the training allowing exemption is at least that required by the UK Reiki Federation. All training courses completed by an applicant asking for exemption must be documented through the submission of photocopies of their Certificate(s) and/or Diploma(s), and confirmed with the issuing body, where possible.

5. Teachers'/Tutors' Qualifications

The UK Reiki Federation must be satisfied that not only does the training offered by teaching establishments and individual teachers meet the stated requirements in terms of class hours, but also that individual teachers and the principal tutors of the training establishments have themselves received sufficient in-depth training, and are appropriately qualified to ensure a high calibre of instruction.

1. Has extensive experience in the practice and instruction of Reiki
2. Holds a DfES recognised teaching/training qualification

In the absence of formal teaching/training qualifications a portfolio may be submitted which fully evidences teaching over a minimum period of 3 years full time or 6 years part-time.

Reiki 1

Intended for personal development and transformation, self-treatment and the treatment of friends and family
Provisional membership of the UK Reiki Federation available on completion of this level

Please (✓) or (x) if you agree/disagree with the following suggestions. Please state your reasons and offer any alternatives in the spaces provided below.

Basic Requirements:

Minimum contact training time:	12 hrs	
Minimum post-course mentoring and support	4 hrs	
Minimum number of days of training:	2	
Maximum number of students per class per tutor (no minimum)	10	

Additional comments/suggestions:

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Minimum content of workshop syllabus for Reiki 1

Please (✓) or (x) if you agree/disagree with the following suggestions. Please state your reasons and offer any alternatives in the spaces provided below.

Description of 1 st level Reiki and attunement	
Defining Reiki	
The Reiki history	
The development of Reiki and awareness of other styles	
The Reiki principles	
Practical uses of Reiki	
Guidelines for self-treatment plus opportunities to practise	
An awareness of possible contra-indications	
Treatment of others:-	
Guidelines for giving a seated treatment plus opportunities to practise	
Guidelines for giving a full-treatment plus opportunities to practise	
Subtle anatomy/energies	
Recommended reading/updating of knowledge to keep abreast of new developments	
Awareness of UK Reiki Federation Codes of Ethics	
Written handouts or instruction Manual supplied	
An Introduction to Meditation	
Course Certificate supplied	
Arrangements made for on-going mentoring/support	

Additional comments/suggestions:

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Recommended post workshop elements

Reiki diary – a journal of self-treatment	
Journal of any treatments given to others	
Opportunities for development including attendance at Reiki shares	
Students encouraged to recognise the value of self-treatment and also of receiving Reiki from others, as part of their continuing self-development	

Additional comments/suggestions:

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Reiki 2

Intended for personal development and transformation, self-treatment, the treatment of friends and family and a pre-requisite for Practitioner level.

Provisional membership of the UK Reiki Federation available on completion of this level

Please (✓) or (x) if you agree/disagree with the following suggestions. Please state your reasons and offer any alternatives in the spaces provided below.

Basic Requirements:

Minimum suggested elapsed time between Reiki 1 & 2 training	3 mths	
Minimum contact training time:	12 hrs	
Minimum number of days of training:	2	
Maximum number of students per class per tutor (no minimum):	10	
Minimum post-course mentoring and support	6 hrs	

Additional comments/suggestions:

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Minimum content of workshop syllabus for Reiki 2

Please (✓) or (x) if you agree/disagree with the following suggestions. Please state your reasons and offer any alternatives in the spaces provided below.

Review of prior Reiki learning and development	
Description of second level Reiki & attunement	
The symbols, their origins, meanings and uses	
Distant healing and its application	
Subtle anatomy/energies	
Creating a healing space	
Meditation and creative visualisation	
Mental/emotional treatments	
Healing and the law	
Recommended reading/updating of own knowledge to keep abreast of new developments	
Awareness of UK Reiki Federation Codes of Ethics	
Written handouts or instruction Manual supplied	
Course Certificate supplied	
Arrangements for on-going mentoring/support	

Additional comments/suggestions:

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Advanced Practitioner Level – Reiki 3b

Specific to personal development, transformation and journeying towards Reiki Mastership

Please (✓) or (x) if you agree/disagree with the following suggestions. Please state your reasons and offer any alternatives in the spaces provided below.

Basic Requirements:

Review of prior Reiki learning and development	
Minimum suggested elapsed time between Reiki 3a and 3b	12 mths

Minimum content of workshop syllabus for Reiki 3b

Responsibilities of Mastership	
Transformational tools & techniques (at the discretion of the Reiki Master/Teacher)	
Attunement	
Master symbol/s, descriptions and uses	
Practice in using Master symbol/s	
Meditation and creative visualisation	

Additional suggestions/comments:

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Recommended post workshop elements:

Reiki diary – on-going journal of self-treatment including the use of symbols	
On-going journal of any treatments given to others including the use of symbols	
Opportunities for development/updating of awareness including attendance at Reiki shares	
Students encouraged to recognise the value of self-treatment and also receiving Reiki from others, as part of their continuing self-development	

Additional suggestions/comments:

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PERFORMANCE CRITERIA (Reiki Level 3a)

To be developed alongside NOS

A. Preparation of work space

1. Work room to be uncluttered and conform to current Health and Safety Regulations
2. Equipment used is hygienic, safely assembled and suitably positioned for treatment
3. Linen is clean
4. Arrangement of treatment area provides for maximum client comfort and privacy
5. Environmental factors (temperature, ventilation, music, aromas, etc.) meet client's preferences
6. Décor of room and artefacts within room provide an appropriate neutral space

B. The Practitioner

1. Dress is professional and appropriate for giving a treatment
2. Any jewellery which may cause discomfort to the client has been removed

C. Receiving the Client

1. Practitioner's manner is professional, caring and respectful and aims at putting the client at ease
2. Practitioner ascertains how the client likes to be addressed
3. Information about Reiki is given in a clear and concise way
4. The client is encouraged to ask questions and discuss treatment objectives
5. Personal information is gathered in a sensitive and holistic way
6. Relevant details are accurately recorded on a consultation sheet and client consent form is completed
7. Practitioner is responsive and observant of client needs, knowing when to refer on
8. Practitioner demonstrates competent listening skills

D. Initial Procedures

1. The client is made comfortable and enabled to relax. (e.g. shoes and glasses are removed)
2. Treatment procedure is clearly explained
3. Treatment is initiated with a brief relaxation technique
4. Practitioner ensures good, comfortable posture and body movement

E. The Treatment

1. All physical touch is light and non-invasive
2. Awareness of inappropriate hand positions is observed
3. The rhythm of the treatment is smooth and the transition between positions is unobtrusive
4. The treatment including its duration, is appropriate to meet the client's needs, age and condition
5. Where client experiences adverse reaction during a treatment, appropriate support is offered
6. The treatment is brought to a clear closure
7. The client is given sufficient time to recover from the effects of the treatment or from any results of deep relaxation
8. The client is assisted into a comfortable sitting position if required (in line with recommended Manual Handling Techniques)

F. Ending the Session

1. The client is offered a drink of water
2. The treatment session is discussed with the client in a responsible and appropriate manner
3. Appropriate post-treatment advice is given
4. The client is assisted off the couch or chair if help is required (in line with recommended Manual Handling Techniques)
5. The practitioner escorts the client from the treatment area in a friendly and professional manner
6. All relevant information is recorded clearly and accurately with an evaluation of treatment

G. Knowledge of UK Reiki Federation Codes of Practice is recorded

**OBSERVATION AND SUPERVISION OF TREATMENTS FOR REIKI LEVEL 3a
SUGGESTED PRACTICAL ASSESSMENT AND PERFORMANCE CRITERIA**

Name of Practitioner..... Date.....

A.Preparation of work space	D	ND
1. Room uncluttered/Health & Safety		
2. Equipment used (oil burners/essential oils/incense/music, etc.)		
3. Linen clean		
4. Comfort & privacy		
5. Environment		
6. Décor		
B.The Practitioner		
1. Professional appearance & dress		
2. Removal of jewellery		
C.Receiving the Client		
1. Suitable greeting/professional manner, etc.		
2. Client addressed appropriately		
3. Reiki information given clearly/concisely		
4. Question time offered		
5. Information gathered sensitively		
6. Information accurately recorded and client consent form completed		
7. Responsiveness & observance of client needs, knowing when to refer		
8. Good listening skills		
D.Initial Procedures		
1. Client comfortable & relaxed (shoes removed, etc.)		
2. Treatment procedure explained		
3. Introduction to treatment, relaxation, etc.		
4. Practitioner posture and movement		
E.The Treatment		
1. Light, non-invasive physical touch		
2. Awareness of inappropriate hand positions		
3. Smooth rhythm/transition between positions		
4. Appropriateness of treatment		
5. Appropriate support offered if required (in line with recommended Manual Handling Techniques)		
6. Clear closure of treatment		
7. Sufficient recovery time allowed		
8. Assistance given to sit up if required		
F.Ending the session		
1. Drink of water offered		
2. Discussion of treatment		
3. Post-treatment advice given		
4. Assistance given to get up from couch/chair if required (in line with recommended Manual Handling Techniques)		
5. Departure of client from treatment area		
6. Clear & accurate completion of evaluation		
G.Knowledge of UK Reiki Federation Codes of Practice		

D = demonstrates ND = not demonstrates

Marking Guidelines: (Practitioners to demonstrate competence of all criteria on)

Competent **Not yet competent**

Master/Teacher Signature.....Practitioner Signature.....

Date for reassessment (if required)

Feedback to Candidate: (continue overleaf)

PERFORMANCE CRITERIA (Reiki Level 4)

To be developed alongside NOS

A. Preparation of work space

1. Work room to be uncluttered and conform to current Health and Safety Regulations
2. Equipment used is hygienic, safely assembled and suitably positioned for treatment
3. Arrangement of treatment area provides for maximum student comfort and privacy
4. Environmental factors (temperature, ventilation, music, aromas, etc.) meet students' preferences
5. Décor of room and artefacts within room provide an appropriate neutral space

B. The Apprentice Master/Teacher

1. Dress is professional and appropriate for workshops.
2. Any jewellery which may cause discomfort to the student has been removed

C. Receiving the Students

1. The Apprentice Master/Teacher's manner is professional, caring and respectful in order to put the students at ease
2. The Apprentice Master/Teacher's ascertain how the students like to be addressed
3. Information about Reiki is given in a clear and concise way
4. The students are encouraged to ask questions
5. Apprentice Master/Teacher is responsive and observant of students' needs
6. Apprentice Master/Teacher demonstrates competent listening skills

D. Initial Preparations

1. The students are made comfortable and enabled to relax. (Shoes and glasses are removed)
2. Attunement procedure is clearly explained including 21 day cleansing process
3. Attunement is initiated with meditation or relaxation techniques
4. The Apprentice Master/Teacher ensures good, comfortable posture and body movement

E. The Attunement

1. All physical touch is light and non-invasive
2. The rhythm of the attunement is smooth and the transition between attunement positions is unobtrusive
3. The length of the attunement is appropriate to meet each student's needs
4. The attunement is brought to a clear closure
5. The students are given sufficient time to recover from the effects of the attunement or from any results of deep relaxation

F. Ending the Session

1. The session is discussed with the students in a responsible and appropriate manner

**OBSERVATION AND SUPERVISION OF ATTUNEMENTS/WORKSHOPS
AT REIKI LEVEL 4
SUGGESTED PRACTICAL ASSESSMENT AND PERFORMANCE CRITERIA**

Name of Apprentice Master/Teacher.....Date.....

A. Preparation of work space	D	ND
1. Room uncluttered/Health & Safety		
2. Equipment used (oil burners/essential oils/incense/music, etc.)		
3. Comfort & privacy		
4. Environment		
5. Décor		
B. The Apprentice Master/Teacher		
1. Professional appearance & dress		
2. Removal of jewellery		
C. Receiving the Students		
1. Suitable greeting/professional manner, etc.		
2. Students addressed appropriately		
3. Reiki information given clearly/concisely		
4. Opportunities provided for questioning		
5. Responsiveness & observance of students' needs		
6. Good listening skills		
D. Initial Preparations		
1. Students comfortable & relaxed (shoes removed, etc.)		
2. Attunement procedure explained including 21 cleansing process		
3. Introduction, relaxation, meditation etc.		
4. Apprentice Master/Teacher's posture and movement		
E. The Attunement		
1. Light non-invasive physical touch		
2. Smooth rhythm/transition between attunement positions		
3. Appropriate length of attunement		
4. Sufficient recovery time		
F. Ending the session		
1. Post attunement discussion/feedback		

D = demonstrates ND = not demonstrates

Marking Guidelines: (Apprentice Reiki Master/Teacher must demonstrate competence of all criteria)

Competent **Not yet competent**

Master/Teacher Signature.....Practitioner Signature.....

Date for reassessment (if required)

Feedback to Candidate:

APPENDIX

The UK Reiki Federation is currently considering the development of distance learning modules specific to the needs of Reiki Practitioners and in line with possible future Regulation. In response to requests from our members, we list below details of courses available. This list is not prescriptive or exhaustive and it is the responsibility of the individual to identify the training relevant to their specific needs. The UK Reiki Federation does not endorse any one course above another.

1. Business Development Centre 01905 612412 www.bdc@wortech.ac.uk

Business Start-up Programme for Complementary Therapists - £395

This 34 hour programme, which runs in Worcester (and elsewhere by arrangement) provides support for complementary therapists seeking to establish their own business. It covers all aspects of establishing a new business including legal issues and finding premises, as well as considering the essentials of market research, marketing, business finance, operations, and producing a viable business plan.

As a result of attending the programme and producing the business plan you will achieve the Institute of Leadership and Management Level 3 Introductory Certificate in Owner Management.

Note: Course fees may be waived for participants who meet local Chamber of Commerce Herefordshire and Worcestershire Business Link criteria.

Business Skills Workshops - £75

These one-day workshops provide an introduction to a variety of business skills. A Certificate of Achievement will be awarded on successful completion.

Available topics include:

- Bookkeeping
- Advertising and Promotion
- Effective Communication
- Health and Safety
- Creating your image and marketing your business
- Time Management
- IT Skills (Microsoft Applications)

2. National Extension College - HOME STUDY 01223 400350 info@nec.ac.uk www.nec.ac.uk

Business Start-Up - £210

This course covers the knowledge and skills you need to start up your own business, from financial and legal planning to market testing, business planning, securing premises, customers and supplies.

Business Basics: Marketing - £115

This course is a practical demonstration that finding the right route into marketing your produce or service cannot only save you time and money, it can positively revolutionise your business. You will discover how to get to know your customers better, how to tailor your products to their needs and how to get the maximum benefit for your business as a result.

A Taste of Counselling - £115

Based on a series of case studies and accompanying multiple-choice questions, this short introductory course will enable you to compare your responses to a range of situations against expert advice, and find out more about how professional counsellors think and work.

Counselling Skills - £275

Being able to provide good counselling and guidance is a valuable asset for any career that involves helping others improve the quality of their lives. This introductory course provides a clear and accessible insight into the many skills involved, so you can find out exactly what helping others entails and what personal qualities are needed – either to develop counselling skills for use your current job or to start a career in counselling, advice or guidance.

3. The Regent Academy – HOME STUDY 0800 378 281 info@regentacademy.com

Starting your own business - £175

This course teaches you the necessary skills and techniques you need to establish a home-based business of your own.

Introduction to Counselling - £175

This course explores why counselling can be helpful for a range of concerns. It looks in detail at basic listening skills and how to improve yours. It covers all aspects of counselling, including ways of dealing with grief and bereavement as well as relationship counselling. Finally, it deals with crisis counselling – coping with depression, stress, trauma, alcoholism and so on.

4. BSY Group – HOME STUDY 0800 731 9271 info@bsygroup.co.uk www.bsygroup.co.uk

Start your own Health Business - £220

If you are thinking about setting up your own consultancy this course will guide you through the entire process. From creating a business plan to raising finance, buying equipment and finding clients, the course also covers all the regulatory bodies you need to consider.

Basic Counselling Skills - £200

Subjects covered in the course; What is Counselling?; Listening Skills and Interview Skills; Empathy and trust; Stopping faulty habits and restoring self; Helping with decision making; The Counselling relationship; Stress, anxiety and depression; Motivation skills; Roadblocks to communication; Grief and Bereavement; Non-directive counselling; Esteem.

Anatomy and Physiology - £140

Every therapist working in the fields of natural health, nutrition and physical fitness needs to have solid grounding and sound knowledge of anatomy and physiology, and it is to this end that the course is designed. The knowledge gained will add considerably to any health therapy enabling the therapist to understand fully the workings of the body as well as its treatment.

5. Stonebridge Associated Colleges – HOME STUDY 01288 356300 info@stonebridge.uk.com www.stonebridge.uk.com

Anatomy and Physiology - £180

This course has been designed for use in the complementary health therapies. The acquisition of knowledge of human anatomy and physiology is essential in these therapies. In this course the student will develop comprehension of the structure and function of the human body, of the inter-relation of the body systems within the human organism and develop and understanding of the principles of human anatomy and physiology.

Counselling Skills - £160

Syllabus: Definition; Decision Making; Vocabulary of counselling; Grief and bereavement; Listening skills; Stress, anxiety and depression; Counselling relationships; Restoring self-esteem; Motivation skills; Eliciting self-motivation

6. GCP Education – HOME STUDY
0118 973 5757 education@gcpnet.com www.gcpnet.com

Introduction to the Human Body - £250

This course is designed for healers and other practitioners who do not require the more in-depth knowledge of anatomy and physiology necessary for body workers and other disciplines such as homeopathy, nutrition and other prescriptive therapies.

CHECK OUT ALSO WHAT'S AVAILABLE THROUGH:

- Your local **College**

(many offer reasonably priced dedicated “holistic healing” and/or “complementary therapies” programmes which provide introductory through to ITEC and VTEC diploma level provision as well as generic communication skills and counselling courses.)

- Your local **Chamber of Commerce/Business Link**

(if you meet their criteria, business start-up programmes are **FREE.**)

INTERNET COURSES – HOME STUDY

1. **Alternative Therapies www.therapies.com/corresp/ap/htm**

ITEC Anatomy & Physiology - £150

2. **e-learn.uk.com www.e-learn.uk.com**

Business Planning
Small business skills
Basic counselling skills
Anatomy & Physiology

First Aid

For further details please contact Dave Hedger (Health & Safety Adviser to the UK Reiki Federation) on **01953 483385**