



Course Manual Creation Guidelines

When creating your own course manual, it is essential that you include everything that the learner is going to need to know to feel confident to offer the treatment. This guide will explain in simple steps about what you will need to cover in your course manual to ensure it passes our requirements when accrediting with us.

- **Introduction** – You should fully explain in your introduction how the course will go ahead, what the student will learn both in theory and practical elements. In this section, include the objectives of the course and what will qualification the student will be gaining during the course.
- **Health & safety** – This section should cover any specific health and safety relating to the treatment that is being taught as well as safety regulations such as COSHH.
- **Preparation for the treatment** - Now you should describe how the student’s workstation should be set up. You may want to include diagrams or photographs. If there is any specific uniform or requirements of the therapist prior to starting the treatment you should detail this here.
- **Equipment and Products** – List out anything that the therapist will need to complete the treatment including machines, products, equipment, and consumables. You may want to show photographs of each item and explain fully what the therapist needs to do prior to starting their treatment.
- **Consultation** – Explain why consultations are important and explain what needs to be included within the consultation or give an example of a consultation for this treatment.
- **Contra-indications** - list all contra-indications and explain why they would contra-indicate the treatment.
- **Contra-actions** - list all contra-actions to the treatment and explain what could happen and how to deal with each contra-indication.
- **Step by Step** – Explain each step to the treatment. You may want to include photos here.
- **Aftercare** – List the aftercare advice of the treatment and explain why they are advised.
- **Maintenance** - if the treatment requires maintenance include this here.
- **Course Conclusion** – This part of your manual you should conclude the training and explain what happens next. You should also include contact details for your school or academy.

If you have any further questions, please contact us. We will be more than happy to help.