



**Devon Academy**  
*Of Complementary Therapies*

**Anatomy Physiology  
& Pathology  
Online elearning**

**ITEC Diploma Course**  
Tutors: Gail Lowe

***Welcome Pack!***

Tel: 01392 826033 Email: [info@devonacademy.co.uk](mailto:info@devonacademy.co.uk)  
[www.devonacademy.co.uk](http://www.devonacademy.co.uk)

## ITEC Anatomy and Physiology Course Information

Welcome to Devon Academy! You have enrolled on the Online E Learning Anatomy, Physiology and Pathology course and initially you will have six months access which should be more than enough time to complete your course.

**Anatomy and Physiology syllabus** consists of 12 systems:

|                                  |                     |
|----------------------------------|---------------------|
| 1. Skeletal                      | 5 Questions         |
| 2. Muscular                      | 5 Questions         |
| 3. Cells and Tissues             | 5 Questions         |
| 4. Skin, nails and hair          | 5 Questions         |
| 5. Cardiovascular or Circulatory | 5 Questions         |
| 6. Lymphatic                     | 5 Questions         |
| 7. Endocrine                     | 5 Questions         |
| 8. Respiratory                   | 3 Questions         |
| 9. Digestive                     | 3 Questions         |
| 10. Reproductive                 | 2 Questions         |
| 11. Urinary                      | 2 Questions         |
| 12. Nervous                      | 5 Questions         |
|                                  | -----               |
|                                  | <b>50 Questions</b> |

### **Terms and Conditions**

#### **Cancellation Policy**

Once an e learning course has been agreed and you have started the programme you have a few days cooling off period, as long as the first system has not been completed after which time there is no possibility of cancelling your course and receiving a refund. However, should you feel that this course is not for you within the first 3 days after logging on and before the first system has been completed, a full refund will be issued minus a £50 admin fee.

#### **Certificates**

Students are encouraged to complete each system and give a review of the course at the end before they are able to print their certificate with their grade of achievement. Please complete each module before you start the next to achieve these certificates in order to provide evidence of learning for your ITEC course work exam folder (massage; reflexology and aromatherapy students only)

#### **Communication**

Students are encouraged to communicate any and all problems you may have during the course.

#### **Course Fees**

Course balances and instalments must be paid upon enrolment or within the terms and conditions agreed. You will be liable to pay your fees even if you leave the programme after the 3 day cooling off period or if you have completed the first system in this time period.

#### **Course Work**

ITEC recommend guide is at least 92 hours be allocated to complete this course, however in our experience on average students take at least 50 hours to complete the

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course about 3 hours per unit and there are 13 units in your online learning plus 7 revision programmes.

**Drawing** = drawing diagrams is considered a valuable method of learning.

**Hand Outs** = Are sent to each student by email to reduce our carbon footprint we no longer provide hard copies. Please consider whether you need a hard copy before printing.

**Quizzes** = You will be expected to achieve a minimum of 60% on all quizzes so please take time to revise before taking them; resits after more revision are required where the results are lower than this.

### Examinations

The Anatomy and Physiology theory examination is 55 minutes long, consisting of 50 multiple choice questions which are sent to ITEC and marked by computer. Your examination will be held under strict examination conditions and will be supervised by an outside invigilator. Students are expected to bring with them an HP pencil and an eraser; any refreshments should be unwrapped and placed in a clear container. Students are permitted to leave after 30 minutes at their own discretion, if they have completed their examination paper. Foreign students where English is not their first language may bring a language dictionary to the examination and dyslexic or partially sighted students may apply for 15 minutes extra time.

Pass Mark 50 - 74 %

Merit 75 - 89%

Distinction 90 – 100%

### Examination Enrolment

Enrolments for examinations need to be submitted 12 weeks prior to the exam. Group exams normally take place three times a year in April, September and December, please let us know 12 weeks in advance, if you think you will be ready for a particular exam. You can leave it later but ITEC will charge a late entry fee. We also offer bespoke examinations subject to availability during week days and administration charge is £50. Ring for details.

### Examination Fees

Examination fees of £99 are due no later than 8 weeks prior to the examination date. Where student's examinations are postponed or cancelled for any reason ITEC will not refund course fees and a credit may be raised only when evidence is provided that correspond to their specifications. Where ITEC credit conditions are satisfied a credit may be applied for and admin charges of £50 may be charged. Devon Academy takes no responsibility for ITEC decisions and will only re-enter students for examinations when a 2<sup>nd</sup> payment has been made. Please pay examination fee by BACS transfer, cash, credit or debit cards as **cheques are no longer accepted** for examination fees.

### Flash cards and Muscle CD

Devon Academy has a full set of colour laminated flash cards for all the muscles included in the ITEC syllabus, these are a very useful learning tool and are available for students to purchase for £24.99. We also have an audio CD with the Muscle names for you to listen to in the car or at home and pronounce the names of the muscles £6.99. Postage will be charged at £2.50

### Further Training

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Once you have attained your AP&P qualification you will then be in a position to continue your elearning experience should you wish to by completing the theory programmes and attending the practical of the following courses: Aromatherapy: Body Massage: and Reflexology, We also have the Business Plan and the Complementary Therapy assignments online for you to complete as a separate unit prior to attending any of the therapy courses at a reduced rate, please ring for details.

### Grievance Procedure

Devon Academy complaints and grievance procedure is available upon request from reception or by email via [info@devonacademy.co.uk](mailto:info@devonacademy.co.uk)

### ITEC

ITEC are a government recognised and monitored examination board and stands for International Therapy Examination Council. ITEC are also currently the only therapy exam board that send out external examiners and assess ability through externally marked theory exam papers. Their diplomas are recognised worldwide and are a recognised industry standard at NVQ Level 3.

### Mentoring

We are very interested and passionate about making your attendance at Devon Academy as successful as possible but understand that at times, that some students have specific difficulties in some aspects of the course. We offer a mentoring service for those students who would like any extra help either during the course of afterwards as an ongoing facility to help you set up your business, problem solve etc.

- £50 per hour                      3 hour One to One session

### Mocks

ITEC request that students must complete and pass all systems and revision units and pass the mock examination in order to be eligible to sit the examination. Mocks take place online at a pre-arranged time, under exam conditions by webcam. Students failing the mock or failing to provide the required environment for the exam will need to come to the Exeter office and take their mock under supervised examination conditions.

### Parking

There is ample parking at Basepoint at weekends, although limited on some week days and is on a first come first served basis, overflow parking can be found at Matford Park and Ride on the main road opposite Yeoford Way. Please be aware that the main door on Saturdays and Sundays is automatic and will be open between the house of 8am and 4pm. After this time on leaving the building there is a green framed **door release pad** on the right hand side. **Please do not use the fire exit under the stairs as there is £180 fine if you do!**

### Results and Certificates

Examination results normally come through 5 weeks after the examinations. Students need to provide us on the exam day with an A4 stamped addressed envelope with large 1st class stamps on it. Results will be sent out straight away. Local students who wish to collect certificates must still provide an A4 envelop. Devon Academy will provide SAE at a charge £2.50. Please check the spelling of your name on your exam paper is correct as extra admin charges may be charged if ITEC need to re-issue certificates to Devon Academy due to spelling mistakes.

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### Useful notes for self learning.

1. Read your course handout at least twice
2. Draw and label diagrams for each subject to help with visual learning.
3. Repeat your weaker systems at the end of course until you improve your final score.
4. Have a look at Anatomy arcade - "Wak – a bone" or "Poke a muscle" are two really good games to google and play on the internet [www.  
http://anatomyarcade.com/games/WAB/WAB.html](http://anatomyarcade.com/games/WAB/WAB.html)
5. Get Body Smart is an on-line text book which will give you interactive text books and quizzes which can also be a good learning tool. <http://www.getbodysmart.com>
6. If you find a particular system difficult, you could consider booking a taught class and have private tuition, please ring for details.
7. Please take a few minutes at the end of each system to give us your feedback and comments it is very important to the success of this programme and we do read your comments.
8. If your elearning AP&P is part of your Massage course please make sure that you complete the following systems by the recommended module in order to have your knowledge in alignment with your other course.
  - Skeletal; Muscular; Cells; Tissues and Skin by Module One
  - Endocrine; Lymphatic; Reproductive; urinary and Nervous by Module Two
  - Cardiovascular; Respiratory; Digestive by Module Three
9. Any problems do let us know; keep in touch with your progress. Good Luck!