

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	HEALTH AND WELLNESS SERVICES/COMPLEMENTARY THERAPY								
Job Area	AROMATHERAPY								
Competency Unit Title	ESSENTIAL OIL HANDLING								
Competency Unit Descriptor	<p>This competency unit describes the skill, knowledge and attitude requirements of essential oil handling. Essential oils are highly complex aromatic substances extracted from plants widely used in aromatherapy. They are extracted from many different parts of the plants and made up largely of three main elements: carbon, hydrogen and oxygen. They have an infinite range of aromas and also come in a variety of therapeutic properties. Generally, for safety reasons essential oils are not used neat on the skin, therefore, carrier oils and other base materials such as cold pressed vegetable oils or creams are blended together with essential oils to dilute it. Normally, essential oil carriers impart their own therapeutic properties as well as enhancing essential oils therapeutic properties.</p> <p>The person who is competent in essential oil handling shall be able to assess essential oils handling requirement, prepare material, tools and equipment for essential oils handling, carry out essential oils handling, store essential oils and record essential oils handling activities in accordance with specifications and client's needs.</p>								
Competency Unit Code		Competency Type	Core	Level	3	Training Duration	300	Credit Hours	
Work Activities	Related Knowledge	Applied Skills		Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria		
1. Assess essential oils handling requirement	1.1 History of aromatherapy due to research. 1.2 Essential oils properties such as: <ul style="list-style-type: none"> • Botanical names. • Chemical constituents. • Therapeutic properties of essential oils. • Origins and authenticity of essential oils. • Expiry date and shelf life of essential oils. 				18	Lecture	1.1 History of aromatherapy due to research clarified. 1.2 Botanical names listed out. 1.3 Chemical constituents classified. 1.4 Therapeutic properties of essential oils described. 1.5 Origins and authenticity of essential oils identified. 1.6 Expiry date determined. 1.7 Shelf life of essential oils described.		

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	1.3 Chemo types and phenotypes of essential oils. 1.4 Toxicity of essential oils. 1.5 Photosensitivity characteristics of essential oils. 1.6 Volatility and notes of essential oils. 1.7 Safety and precaution of handling essential oils. 1.8 Methods of extraction. 1.9 Essential oils storage procedures.					1.8 Chemo types and phenotypes of essential oils distinguished. 1.9 Toxicity of essential oils described. 1.10 Photosensitivity characteristics of essential oils described. 1.11 Volatility and notes of essential oils described. 1.12 Safety and precaution of handling essential oils complied. 1.13 Method of extraction is identified.
		1.1 Describe history of aromatherapy due to research. 1.2 Explain Botanical names. 1.3 Describe chemical constituents. 1.4 Determine therapeutic properties of essential oils. 1.5 Identify origins and authenticity of essential oils.		40	Demonstration & Observation	1.14 Essential oils storage procedure complied.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
		1.6 Identify expiry date. 1.7 Determine shelf life of essential oils. 1.8 Determine chemo types and phenotypes of essential oils. 1.9 Identify toxicity of essential oils. 1.10 Determine photosensitivity characteristics of essential oils. 1.11 Identify volatility and notes of essential oils. 1.12 Determine safety and precaution of handling essential oils. 1.13 Determine methods of extraction. 1.14 Identify essential oils storage procedure. 1.15 Identify essential oils storage procedure.	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Analytical, meticulous, proactive and alert in assessing essential oils handling <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere to all safety and hygiene procedure. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Ergonomic and ventilated work place. 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare material, tools and equipment for essential oils handling	2.1 Types of material. 2.2 Types of tools. 2.3 Types of equipment. 2.4 Types of storage container. 2.5 Personal Protective Equipment (PPE) such as: <ul style="list-style-type: none"> • Glove • Mask 2.6 Department and posture. 2.7 Work area ergonomics.			18	Lecture	2.1 Types of material determined. 2.2 Types of tools determined. 2.3 Types of equipment determined. 2.4 Types of storage container determined. 2.5 Personal Protective Equipment (PPE) identified. 2.6 Department and posture demonstrated. 2.7 Work area ergonomics arranged.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
		2.1 Identify types of material. 2.2 Identify types of tools. 2.3 Identify types of equipment. 2.4 Identify types of storage container. 2.5 Use Personal Protective Equipment (PPE). 2.6 Comply department and posture. 2.7 Organise work area ergonomics.	<u>Attitude:</u> - Analytical, meticulous, proactive and alert in preparing material, tools and equipment for essential oils handling. <u>Safety:</u> - Adhere to all safety and hygiene procedure. <u>Environment:</u> - Ergonomic and ventilated work place.	40	Demonstration & Observation	
3. Carry out essential oils handling	3.1 Precaution in handling essential oils: <ul style="list-style-type: none"> • Safety and hygiene • Environment • Use PPE • Work area temperature 3.2 Essential oils handling: <ul style="list-style-type: none"> • Techniques of handling. • Procedures of handling essential oils. 			18	Lecture	3.1 Precaution in handling essential oils listed out. 3.2 Technique of essential oils handling applied according to procedure. 3.3 Procedure of essential oils handling complied according to procedure.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
		3.1 Describe precaution in handling essential oils. 3.2 Describe technique and procedure of essential oils handling. 3.3 Describe procedure of essential oils handling. 3.4 Select material, tools and equipment for essential oils handling. 3.5 Apply handling technique according to procedure.	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Analytical, meticulous, proactive and alert in assessing essential oils handling. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere to all safety and hygiene procedure. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Ergonomic and ventilated work place. 	50	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
4. Store essential oils	4.1 Criteria of storage: <ul style="list-style-type: none"> • Types of storage containers. • Method of storage. • Procedure of storage. • Safety and hygiene precaution. 			18	Lecture	4.1 Types of storage essential oils determined. 4.2 Method of storage essential oils selected. 4.3 Procedure of storage essential oils complied. 4.4 Safety and hygiene precaution adhered to.
		4.1 Identify types of storage container. 4.2 Apply method of storage. 4.3 Apply procedure of storage. 4.4 Apply safety and hygiene precaution.	<u>Attitude:</u> - Analytical, meticulous, proactive and alert in storing essential oils. <u>Safety:</u> - Adhere to all safety and hygiene procedure. <u>Environment:</u> - Ergonomic and ventilated work place.	40	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
5. Record essential oils handling activities	5.1 Essential oils specification: <ul style="list-style-type: none"> • Raw material. • Procedure specification. • Quality control. • Ratio of blending for each blend. 5.2 Document essential oils handling. 5.3 Label essential oil. <ul style="list-style-type: none"> • Common name • Latin name • Expiry date 5.4 Product inventory and storage.			18	Lecture	5.1 Essential oils specification explained. 5.2 Documentation of documentation compiled. 5.3 Labelling indicated. 5.4 Inventory and storage product updated and compiled.

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
		5.1 Interpret essential oils specification: <ul style="list-style-type: none"> • Raw material. • Procedure specification. • Quality control. • Ratio of blending for each treatment. 5.2 Record essential oils documentation. 5.3 Label essential oils. 5.4 Record and update inventory and storage.	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Analytical, meticulous, proactive and alert in recording essential oils handling activities. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere to all safety and hygiene procedure. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Ergonomic and ventilated work place. 	40	Demonstration & Observation	

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 03.15 Liaise to achieve identified outcomes 03.16 Identify and assess client / customer needs 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 prioritising 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM: Trainees)
1. Glass dropper	1:1
2. Glass rod stirrer	1:1
3. Dark glass bottle with stopper	As per required
4. Essential oils	As per required
5. Measuring glass beaker	1:1
6. Disposable Protective sheet	1:1
7. Disposable glove	1:1
8. Tester strip	As per required
9. Disposable kitchen towel	As per required
10. Steriliser	As per required
11. Stationary	As per required
12. Computer & peripherals	1:5
13. Personal Protective Equipment (PPE)	As per required
14. Antiseptic lotion	As per required
15. Cotton pads	As per required
16. Labelling material	As per required
17. Essential oils inventory checklist	As per required

References

REFERENCES

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4. Len Price, (2008), Carrier Oils: For Aromatherapy and Massage, ISBN – 1-874353026.
5. Aromatherapy for Holistic Therapists by Francesca Gould, ISBN 978-0-7487-7102-8.
6. Anatomy and Physiology for Holistic Therapists by Francesca Gould, ISBN 978-0-7487-9356-3
7. Traditional and Complementary Medicine Practitioner: Code of Ethics and Code of Conduct.