



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN  
(NATIONAL OCCUPATIONAL SKILLS STANDARD)

MP-090-3:2011

REIKI THERAPY  
*TERAPI REIKI*

LEVEL 3



JABATAN PEMBANGUNAN KEMAHIRAN  
KEMENTERIAN SUMBER MANUSIA, MALAYSIA

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STANDARD PRACTICE & STANDARD CONTENT  
FOR

MP-090-3: 2011

REIKI THERAPY

LEVEL 3



**Jabatan Pembangunan Kemahiran**  
**Kementerian Sumber Manusia, Malaysia**

# STANDARD PRACTICE

## NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR;

### *REIKI* THERAPY

### LEVEL 3

#### 1. INTRODUCTION

This is a NOSS developed for *Reiki* under the sub sector of alternative and complementary therapy. There is a high demand for skilled personnel in this field in the future as the health and wellness services industry is developing rapidly. The Ministry of Health had promoted an initiative at selected government hospitals to incorporate modern and traditional medicines into the national healthcare system. This is to provide a more “*holistic*” medical care by setting up departments to provide Traditional and Complementary Medicine (TCM). Therefore, the need for skilled personnel from the health and wellness services industry is in demand.

This NOSS is developed focusing on the *Reiki* area of the alternative and complementary therapy which is part of Traditional and Complementary Medicine (TCM). *Reiki* is spiritual in nature, it is not a religion, it has no dogma and *Reiki* is not dependent on belief. Its use is not dependent on one's intellectual capacity or spiritual development and therefore is available to everyone. *Reiki* is “*spiritually guided life force energy*” that treats the whole person including body, emotions, mind and spirit creating many beneficial effects that include relaxation and feelings of peace, security and wellbeing. “*Attunement*” given by a *Reiki* master allows the student to tap into an unlimited supply of “*life force energy*” to improve one's health and enhance the quality of life. A treatment feels like a wonderful glowing radiance that flows through and around one's self. *Reiki* is a simple, natural and safe method of spiritual healing and self-improvement that everyone can use. It is believed that *Reiki* has been effective in helping virtually every known illness and malady and always creates a beneficial effect. It also works in conjunction with all other medical or therapeutic techniques to relieve side effects and promote recovery even though the value of *Reiki* clinically remains unproven.

Thus, the development of NOSS *Reiki* will provide a structured career path and career guidance for individuals who has interest in becoming a *Reiki* practitioner. The demand for qualified and experienced *Reiki* personnel is important as of now and may increase in the near future. Hence, the development of this NOSS is essential for the industry practitioner to have certain guidelines and standards based on the level of competencies that have been set by the industrial experts in this field.

This NOSS is developed focusing on the *Reiki* Therapy area. Based on the DACUM workshop findings, it was decided that the entry level for *Reiki* Therapist personnel career is at Level 3. The justification is based on the nature of work that requires competency in the understanding of *Reiki* fundamentals, the use of “*intuition*” and performing a range of complex motions in conjunction with the “*meridian energy lines*” and “*chakras*” through the use of the hand-positions, which normally correspond to the seven major “*chakras*” on the body.

This NOSS provides first hand information to the workers regarding the *Reiki* Therapist working environment. This NOSS also provides a career path and employment development for those involved in this industry.

NOSS development is conducted starting with Occupational Area Analysis (OAA), which is an analysis of the specific area that the NOSS will be developed. The Occupational Structure (OS) of Occupational Analysis (OA) will be the basis for the analysis. In case non-existing OS, the OA session should be conducted for that specific occupational area to produce OS by NOSS panel experts. An OS is shown in Figure 1: OS for the *Reiki Therapy – Sub Sector of the Health and Wellness Services*.

Consequently, the development of this NOSS at Level 3 (Refer Figure 1.2 Proposed Occupational Profile Chart for *Reiki* Therapy) is essential so that the sub sector will have complete standards and guidelines to be used by the industry.

**This NOSS is developed without prejudice and does not contain elements reflective to any religious beliefs and certain races in Malaysia.**

## 2. OCCUPATIONAL STRUCTURE

SECTOR	MEDICAL AND PHARMACEUTICALS
SUB SECTOR	HEALTH & WELLNESS SERVICES
AREA	ENERGY HEALING
SUB AREA	<i>REIKI</i>
LEVEL 5	ADVANCED <i>REIKI</i> THERAPY ( <i>Reiki Master Teacher</i> )
LEVEL 4	<i>REIKI</i> THERAPY ( <i>Reiki Master</i> )
LEVEL 3	<i>REIKI</i> THERAPY ( <i>Reiki Practitioner/Therapist</i> )
LEVEL 2	NA
LEVEL 1	NA

Figure 1.1 Occupational Framework Matrix for *Reiki* in Malaysia

### 3. DESCRIPTION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1: (Operation and Production Level)	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2: (Operation and Production Level)	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Malaysia Skills Certificate Level 3:	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4: (Executive Level)	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5: (Managerial Level)	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

#### 4. MALAYSIAN SKILL CERTIFICATION

Candidates after being assessed, verified and fulfilled the Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) for Levels 1, 2 and 3, and as for Levels 4, 5 and 6 shall be awarded with Diploma Kemahiran Malaysia and Diploma Lanjutan Kemahiran Malaysia, respectively. All candidates are also recommended to undergo on job training to attain knowledge and skills in the Reiki Therapy field of work.

Assessment must be in accordance with the following:

This NOSS outlines the duties and tasks in the *Reiki* Therapist working environment as required by the industry and has been developed and documented following extensive collaboration across key Malaysian organisations. To meet the requirements of this industry, it is imperative that the duties and tasks outlined follow a high standard as well as maintenance of consistency throughout the assessment process. This can only be done by stipulating a precise framework in which the assessment of duties and tasks must be conducted. The training & assessment of a *Reiki* practitioner must be deployed in accordance with JPK policy and in adherence to Traditional and Complementary Medicine (TCM), Ministry of Health Malaysia rules and regulations as follows:

- a) The final assessment of competence must include the combination of documented continuous assessment conducted by the facilitator during training and the results of post-training examination;
- b) The post-training examination must be practical in nature and involve demonstration & application of the duties and tasks utilizing real equipment and real-world examples;
- c) The tasks and duties as outlined in this NOSS must be assessed throughout the training program and during a post-training examination;
- d) The learning environment and facilities need to be in accordance with the requirements of the industries;
- e) The development and assessment of the duties & tasks must demonstrate that they develop transferable skills;
- f) The development and assessment of the duties & tasks must include documentation by candidates both during training and examination; and
- g) All training and assessment materials must be mapped and verified to be in accordance with the NOSS *Reiki* Therapy by a panel of industry subject matter experts appointed by JPK

## 5. JOB COMPETENCIES

A *Reiki* Therapist (Level 3) is competent in performing:

- *Reiki* energy activation;
- *Reiki Self Therapy (Self Healing)*;
- *Reiki* consultation;
- *Reiki* client therapy;
- *Reiki* distant therapy (*distant healing*); and
- Energy healing services sales and marketing.

## 6. WORKING CONDITIONS

Generally, *Reiki* can be given in any environment and it is preferable that there be a quiet designated area, without distraction, for example: a telephone free area, away from conversations, etc. They may work individually or in a modular group with minimum supervision by a *Reiki* Master. Personnel in this field of work are required to provide a safe, clean working environment for *Reiki* treatments, shall not offer *Reiki* treatment to a client in locations or under conditions which may compromise or endanger themselves or the client and shall exercise discretion when offering *Reiki* in cases of emergency. The personnel also shall outline the process of *Reiki* treatment to clients and offer an explanation of the methods used, hand positions and any possible implications of *Reiki* therapy. Members shall conduct their business properly attired. Engagement in aggressive, overly friendly, untoward or unseemly behaviour is strictly forbidden. A *Reiki* session is simple and convenient. The client would sit on a chair fully clothed, shoes may even stay on. If there is a designated room or enough space, it is possible to bring a portable therapy bed. The client would remain clothed, but shoes would need to be removed. The sessions would remain the same fifteen to twenty minutes while the traditional *Reiki* session usually lasts from forty-five to sixty minutes.

## 7. EMPLOYMENT PROSPECTS

The *Reiki* practitioner would have a high employment prospect locally. This is because with the increasing focus on good health and overall wellness, natural health professionals are more in demand than ever and *Reiki* is one of the thriving natural health fields. *Reiki* has enjoyed tremendous job growth over the past few years. The growing demand for holistic healing has resulted in more training programs being available for those who want to receive *Reiki* training and practice professionally and there are acute shortages of well-trained personnel in this area.



Up to this point, the government has not regulated *Reiki* practice; therefore professional *Reiki* licensing standards for practice have yet to be created.

The candidate can obtain his/her competency training at various Vocational Training Institutes, where he/she undergoes the training program, followed by On-The-Job Training (OJT) in the related industries. The minimum entry qualifications are those with interest to work in the conditions as mentioned above. As for advancement, currently there is no governing body that determines the various levels, but most *Reiki* schools or organizations have a beginner, intermediate and *Reiki* master level.

## 8. SOURCES OF ADDITIONAL INFORMATION

### Local

- Ministry of Health Malaysia  
Tradisional and Complementary Medicine Division  
  
1<sup>st</sup> and 2<sup>nd</sup> Floor, Block E  
Jalan Cenderasari  
50590 Kuala Lumpur  
Tel: 03-2898 5077  
Fax: 03-2691 1259  
Web: <http://tcm.moh.gov.my>  
Web: <http://tcm.moh.gov.my/blog>
- Baitulummah Holding Sdn. Bhd.  
  
No. 5-3, Jalan Bandar 16  
Pusat Bandar Puchong  
47100 Puchong, Selangor  
Tel: 03-58829417  
Fax: 03-58850710  
Web: [www.baitulummah.com](http://www.baitulummah.com)
- Strategic Corporate Alliance Sdn. Bhd.  
  
No. 5-1, Jalan Bandar (16)  
Pusat Bandar Puchong  
47100 Puchong, Selangor  
Tel: 03-58824407  
Fax: 03-58824407  
Web: [www.sca-insan.com](http://www.sca-insan.com)

- EEMAS  
B-5-7 Awana Puri Condominiums  
2 Jalan 15/119, Taman Mutiara Barat  
56000 Cheras, Kuala Lumpur  
E-mel: edeu@hotmail.com
  
- Sinargy Aura Solutions  
  
25, Jalan Templer Heritage 1  
Templer Park Resort  
48000 Rawang, Selangor  
E-mel: Sinargy\_aura2000@yahoo.com
  
- Gold Maple Synergy  
  
2-0-1, Kompleks Niaga Utama  
Jalan Bangsar Utama  
59000 Kuala Lumpur  
Tel: +603-2283 4567  
Fax: +603-2283 4567  
E-Mail: rim.gms@gmail.com
  
- Integrated Studies of Inner Science Sdn. Bhd.  
  
D6-3-1, Pusat Perdagangan Dana 1  
Jln. PJU 1A/46, 47301 Petaling Jaya  
Selangor  
Tel: 03-78426508  
Fax: 03-78426508  
Web: www.isismalaysia.com
  
- Innergy Quest BioConcept  
  
No. 24B & 24C, Jln. Tg. Ampuan Zabedah K9/K  
Seksyen. 9, 40100 Shah Alam, Selangor  
Tel: 03-5880 4349  
Fax: 03-5880 4349  
Web: <http://www.7chakra.com>

- *Reiki* Natural Therapy

C-2-9, Block C, No. 2 Jalan PJU 1A/41B

ARA Damansara Petaling Jaya,

47301 Selangor

Tel: 03-79542300

Fax: 03-79542300

Web: <http://www.Reiki.com.my>

## **9. APPROVAL DATE**

The National Skills Development Board (NSDB), Ministry of Human Resources has agreed and endorsed this Standard on .....

## **10. ACKNOWLEDGEMENT**

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

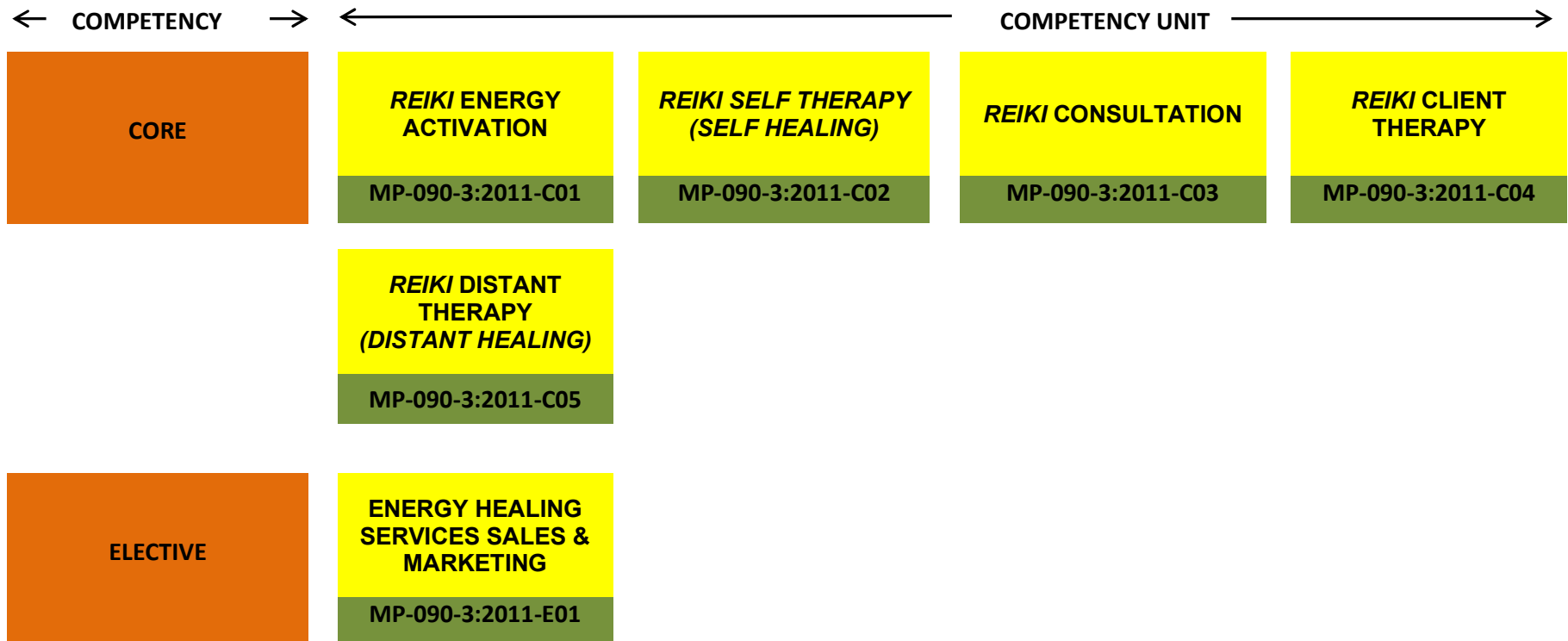
## 11. NOSS DEVELOPMENT COMMITTEE MEMBERS

### REIKI THERAPY - LEVEL 3

<b>PANEL</b>		
1.	Mr. Terry Ng Wei Keong	<i>Reiki</i> Master <i>Reiki</i> Natural Therapy
2.	Dr. Yeo Chew Chieng	Lecturer Universiti Sultan Zainal Abidin
3.	Mr. Edmund Eu Chye Huat	Director EEMAS, Cheras, Kuala Lumpur
4.	Mr. Tan Si Chang	<i>Reiki</i> Master <i>Reiki</i> Natural Therapy
5.	Mr. Yap Koan You	Integrated Studies of Inner Science Sdn. Bhd.
6.	Mr. Then Siew Lie	Integrated Studies of Inner Science Sdn. Bhd.
7.	En. Ahmad Yusri B. Bani Hashim	Training Consultant Sinargy Aura Solutions
8.	En. Mohd Mirza B. Mohamad	Deputy President Baitulummah Holdings Sdn. Bhd.
9.	En. Rohaizad B. Omar	General Manager Strategic Corporate Alliance S/B
10.	En. Mohd Fahmi B. Taib	Managing Director Strategic Corporate Alliance S/B
11.	En. Hazil Azran B. Ramli	Managing Director Energy Quest Bio Concept
12.	Cik Nurulhuda Bt. Azizan	Managing Director Gold Maple Synergy
<b>FACILITATOR</b>		
13.	En. Kamarul Izam B. Jalani	Adimega Sdn. Bhd.
<b>CO-FACILITATOR</b>		
14.	Cik Siti Wafiah Bt. Zahari	Adimega Sdn. Bhd.

## JOB PROFILE CHART (JPC)

<b>SECTOR</b>	<b>MEDICAL AND PHARMACEUTICALS</b>		
<b>SUB SECTOR</b>	<b>HEALTH &amp; WELLNESS SERVICES</b>		
<b>JOB AREA</b>	<b>REIKI THERAPY</b>		
<b>JOB LEVEL</b>	<b>THREE (3)</b>	<b>JOB AREA CODE</b>	<b>MP-090-3:2011</b>



## COMPETENCY PROFILE (CP)

<b>Sub Sector</b>	<b>HEALTH AND WELLNESS SERVICES</b>			
<b>Job Area</b>	<b>REIKI THERAPY</b>			
<b>Level</b>	<b>Three (3)</b>			
<b>CU Title</b>	<b>CU Code</b>	<b>CU Descriptor</b>	<b>CU Work Activities</b>	<b>Performance Criteria</b>
1. <i>Reiki</i> energy activation	<b>MP-090-3:2011-C01</b>	<i>Reiki</i> energy activation is to perform <i>Reiki</i> practices. The personnel who have been attuned by a <i>Reiki</i> Master shall be able to enhance own energy by tapping and channelling <i>Reiki</i> energy using <i>Reiki</i> symbols activation standards for <i>Reiki</i> therapy purposes. The personnel who are competent in performing <i>Reiki</i> energy activation activities shall be able to identify <i>Reiki</i> energy activation requirements, plan and carry out <i>Reiki</i> energy activation activities, evaluate and record <i>Reiki</i> energy activation result in accordance with <i>Reiki</i> fundamentals and <i>Reiki</i> professional code of ethics for <i>Reiki</i> practitioner.	<ol style="list-style-type: none"> <li>1. Identify <i>Reiki</i> energy activation requirements</li> <li>2. Plan <i>Reiki</i> energy activation activities</li> </ol>	<ol style="list-style-type: none"> <li>1.1 <i>Reiki</i> energy fundamentals, <i>Reiki</i> 5 principles and <i>Reiki</i> activation symbols listed out</li> <li>1.2 Energy points (auras and chakras) determined</li> <li>1.3 <i>Reiki</i> attunement procedures explained</li> <li>2.1 <i>Reiki</i> attunement procedures explained</li> <li>2.2 Time duration, therapy area and environment condition prepared for <i>Reiki</i> energy activation activities in accordance with <i>Reiki</i> principles and <i>Reiki</i> professional code of ethics</li> <li>2.3 <i>Reiki</i> energy activation procedures well organised in accordance with <i>Reiki</i> principles and <i>Reiki</i> professional code of ethics</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Carry out <i>Reiki</i> energy activation activities</p> <p>4. Monitor the performance of <i>Reiki</i> energy activation result</p>	<p>3.1 Body posture/positioning/forms set up in a good and calm condition in according to <i>Reiki</i> energy activation methods</p> <p>3.2 Breathing techniques and mind focus applied in accordance with <i>Reiki</i> principles</p> <p>3.3 <i>Reiki</i> energy activation is carried out in accordance with energy activation procedures, techniques and medium which applicable.</p> <p>4.1 <i>Reiki</i> activation adopted according to time/duration allocated</p> <p>4.2 Self condition and energy level checked according to energy meditation standard</p> <p>4.3 Change in energy level detected</p> <p>4.4 Effectiveness of <i>Reiki</i> energy activation assessed in accordance with <i>Reiki</i> principles</p> <p>4.5 <i>Reiki</i> energy activation activities recorded</p> <p>4.6 The performance of <i>Reiki</i> energy activation result updated and documented according to Standard Operating Procedure (SOP)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. <i>Reiki Self Therapy (Self Healing)</i>	<b>MP-090-3:2011-C02</b>	<i>Reiki Self Therapy (Self Healing)</i> is important part of <i>Reiki</i> practice. The personnel who have been attuned by a <i>Reiki</i> Master shall be able to enhance and channel <i>Reiki</i> energy to cleanse, energise and balance their own aura and chakras for physical, mental, emotional and spiritual benefits. The personnel who are competent in performing <i>Reiki Self Therapy</i> activities shall be able to identify <i>Reiki Self Therapy</i> requirements, plan and carry out <i>Reiki Self Therapy</i> activities, evaluate and record the result of <i>Reiki Self Therapy</i> in accordance with <i>Reiki</i> fundamentals.	<ol style="list-style-type: none"> <li>1. Identify <i>Reiki Self Therapy</i> requirements</li>   <li>2. Plan <i>Reiki Self Therapy</i> activities</li>   <li>3. Carry out <i>Reiki Self Therapy</i> activities</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Major chakras identified</li> <li>1.2 <i>Reiki</i> scanning and sensing requirements listed out</li> <li>1.3 <i>Reiki</i> cleansing, energising and balancing requirements determined</li>   <li>2.1 Sequence of <i>Self Therapy</i> activity listed out</li> <li>2.2 <i>Reiki</i> self therapy procedures organised in accordance with <i>Reiki</i> fundamentals</li> <li>2.3 Hand position for <i>Self Therapy</i> determined</li>   <li>3.1 <i>Reiki Self Therapy</i> procedures adopted in accordance with <i>Reiki</i> fundamentals</li> <li>3.2 Methods of scanning, cleansing, energising and balancing applied in accordance with <i>Reiki Self Therapy</i> methods</li> <li>3.3 Self condition checked in accordance with <i>Reiki Self Therapy</i> methods</li> </ol>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Monitor Self Condition	4.1 <i>Reiki Self Therapy</i> adopted according to time/duration allocated 4.2 Self condition and energy level checked according to <i>Reiki Self Therapy</i> methods 4.3 Change in energy level detected 4.4 Effectiveness of <i>Reiki Self Therapy</i> activities assessed in accordance with <i>Reiki</i> principles 4.5 <i>Self Therapy</i> activities recorded and justified 4.6 The performance of <i>Self Therapy</i> result updated and documented according to Standard Operating Procedure (SOP)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. <i>Reiki</i> consultation	<b>MP-090-3:2011-C03</b>	<i>Reiki</i> consultation is to evaluate a client's case and consult the client for a <i>Reiki</i> therapy to recommend the client an appropriate <i>Reiki</i> therapy to meet the client requirements. The personnel who are competent in performing <i>Reiki</i> consultation activities shall be able to assess the client's requirements, plan <i>Reiki</i> consultation activities, conduct environment management, carry out <i>Reiki</i> consultation activities, evaluate the performance of <i>Reiki</i> consultation result and record <i>Reiki</i> consultation activities in accordance with <i>Reiki</i> fundamentals and the <i>Reiki</i> professional code of ethics.	<ol style="list-style-type: none"> <li>1. Identify <i>Reiki</i> consultation requirements</li> <li>2. Plan <i>Reiki</i> consultation activities</li> <li>3. Carry out <i>Reiki</i> consultation activities</li> </ol>	<ol style="list-style-type: none"> <li>1.1 <i>Reiki</i> consultation requirements listed out</li> <li>1.2 <i>Reiki</i> wellness scope/pre-qualification determined</li> <li>2.1 Environment condition prepared for consultation activities in accordance with <i>Reiki</i> fundamentals</li> <li>2.2 Environment cleansed and energised from any negative energy using <i>Reiki</i></li> <li>3.1 <i>Reiki</i> consultation time/duration allocated</li> <li>3.2 Client's details recorded</li> <li>3.3 <i>Reiki</i> consultation procedures well organised in accordance with premise policy</li> <li>3.4 Client's medical history obtained</li> <li>3.5 Client status identified according to <i>Reiki</i> therapy scope of works</li> <li>3.6 <i>Reiki</i> consultation procedures adopted</li> <li>3.7 <i>Reiki</i> therapy proposed to the client in accordance with the clients needs</li> <li>3.8 <i>Reiki</i> consultation time/duration allocated checked</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>3.9 Effectiveness of <i>Reiki</i> consultation activities assessed based on client's feedback</p> <p>3.10 <i>Reiki</i> consultation activities adopted according to time/duration allocated</p> <p>3.11 Effectiveness of consultation activities assessed in accordance with <i>Reiki</i> principles</p> <p>3.12 <i>Reiki</i> consultation activities recorded</p> <p>3.13 The performance of <i>Reiki</i> consultation result updated and documented according to Standard Operating Procedure (SOP)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. <i>Reiki</i> client therapy	<b>MP-090-3:2011-C04</b>	<i>Reiki</i> client therapy is to perform <i>Reiki</i> therapy practices to others. The <i>Reiki</i> therapist will enhance and channel <i>Reiki</i> energy to cleanse, energise and balance the client's aura and chakras for their physical, mental, emotional and spiritual benefits. The personnel who are competent in performing <i>Reiki</i> client therapy activities shall be able to assess the client's requirements, plan an appropriate <i>Reiki</i> therapy for the client, prepare the client for a <i>Reiki</i> therapy, conduct environment management, carry out <i>Reiki</i> client therapy activities, evaluate and record <i>Reiki</i> client therapy results in accordance with <i>Reiki</i> fundamentals and the <i>Reiki</i> professional code of ethics.	<ol style="list-style-type: none"> <li>1. Identify client therapy requirements</li> <li>2. Prepare <i>Reiki</i> therapy area for client</li> <li>3. Prepare client for <i>Reiki</i> therapy</li> </ol>	<ol style="list-style-type: none"> <li>1.1 <i>Reiki</i> client therapy requirements listed out</li> <li>1.2 <i>Reiki</i> wellness scope/pre-qualification determined</li> <li>1.3 Client's record assessed</li> <li>1.4 <i>Reiki</i> scanning, sensing, cleansing, energising and balancing methods described in accordance with the <i>Reiki</i> client therapy methods</li> <li>2.1 Environment condition prepared for client therapy in accordance with <i>Reiki</i> fundamentals</li> <li>2.2 Environment cleansed and energised from negative energy using <i>Reiki</i></li> <li>3.1 <i>Reiki</i> client therapy time/duration allocated</li> <li>3.2 <i>Reiki</i> client therapy procedures well organised</li> <li>3.3 Client prepared for therapy in accordance with premise policies</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Carry out <i>Reiki</i> client therapy activities</p> <p>5. Record <i>Reiki</i> client therapy activities</p>	<p>3.1 <i>Reiki</i> client therapy procedures adopted and techniques applied in accordance with <i>Reiki</i> principles and professional code of ethics</p> <p>3.2 Methods of scanning, cleansing, energising and balancing applied in accordance with <i>Reiki</i> client therapy methods</p> <p>3.3 Client's condition checked in accordance with <i>Reiki</i> client - therapy methods</p> <p>3.4 Effective communication skills applied</p> <p>3.5 <i>Reiki</i> client therapy time/duration allocated checked</p> <p>3.6 Effectiveness of <i>Reiki</i> client therapy assessed based on client feedback</p> <p>5.1 <i>Reiki</i> client therapy activities recorded</p> <p>5.2 The performance of <i>Reiki</i> client therapy result updated and documented according to Standard Operating Procedure (SOP)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. <i>Reiki</i> distant therapy ( <i>Distant Healing</i> )	<b>MP-090-3:2011-C05</b>	<i>Reiki</i> distant therapy is to perform <i>Reiki</i> therapy practices to others from a distance. The <i>Reiki</i> therapist will enhance and channel <i>Reiki</i> energy to cleanse, energise and balance a client's aura and chakras for their physical, mental, emotional and spiritual benefits from a distance. The personnel who are competent in performing <i>Reiki</i> distant therapy activities shall be able to assess client's requirements, plan <i>Reiki</i> distant therapy activities, prepare the client for <i>Reiki</i> distant healing, conduct the necessary environment management from a distance, carry out client <i>Reiki</i> distant healing, evaluate and record <i>Reiki</i> distant healing result in accordance with <i>Reiki</i> fundamentals and the <i>Reiki</i> professional code of ethics.	<ol style="list-style-type: none"> <li>1. Identify <i>Reiki</i> distant therapy requirements</li> <li>2. Conduct environment management</li> <li>3. Prepare client for <i>Reiki</i> distant therapy</li> </ol>	<ol style="list-style-type: none"> <li>1.1 <i>Reiki</i> distant therapy requirements listed out</li> <li>1.2 <i>Reiki</i> wellness scope/pre-qualification determined</li> <li>1.3 Clients record assessed</li> <li>1.4 <i>Reiki</i> scanning, sensing, cleansing, energising and balancing methods from a distance described in accordance with the <i>Reiki</i> distant therapy methods</li> <li>2.1 Environment condition prepared for distant therapy in accordance with <i>Reiki</i> principles</li> <li>2.2 Environment cleansed and energised from negative energy using <i>Reiki</i></li> <li>3.1 <i>Reiki</i> distant therapy time/duration allocated</li> <li>3.2 <i>Reiki</i> distant therapy procedures well organised</li> <li>3.3 Client ready for distant therapy in accordance with premise policies</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Carry out client <i>Reiki</i> distant therapy</p> <p>5. Record client <i>Reiki</i> distant therapy activities</p>	<p>4.1 <i>Reiki</i> distant therapy procedures adopted and techniques applied in accordance with <i>Reiki</i> principles and professional code of ethics</p> <p>4.2 Methods of scanning, cleansing, energising and balancing from distance applied in accordance with <i>Reiki</i> distant therapy methods</p> <p>4.3 Client's condition checked in accordance with <i>Reiki</i> distant therapy methods</p> <p>4.4 Effective communication skills applied</p> <p>4.5 <i>Reiki</i> distant therapy time/duration allocated checked</p> <p>4.6 Effectiveness of <i>Reiki</i> distant therapy assessed based on client feedback</p> <p>5.1 <i>Reiki</i> client distant therapy activities recorded</p> <p>5.2 The performance of <i>Reiki</i> client distant therapy result updated and documented according to Standard Operating Procedure (SOP)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Energy healing services sales and marketing	<b>MP-090-3:2011-E01</b>	Energy healing services sales and marketing describes requirements in sales and marketing that helps to increase knowledge, awareness, skills and attitude in energy healing market research, product development, promotion, consumer relationship and media related activities. This energy healing industry use personalised, systematic and feasible strategies to achieve sales and marketing goals. The person who is competent in energy healing service sales and marketing shall be able to identify energy healing services sales and marketing requirements, plan and carry out energy healing services sales and marketing activities; evaluate and record energy healing services sales and marketing result in accordance with sales and marketing procedures.	<ol style="list-style-type: none"> <li>1. Identify energy healing services sales and marketing requirements</li>   <li>2. Plan energy healing services sales and marketing activities</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Client's types are recognised and energy healing scope of service identified</li> <li>1.2 Potential client's requirements determined, listed out and assessed</li>   <li>2.1 Awareness of market trend on energy healing services gathered and listed in accordance with market survey results</li> <li>2.2 Energy healing service target group and packages surveyed and market feedback obtained from various target group documented</li> <li>2.3 Energy healing service packages are determined, selected and made ready in accordance with premise specifications</li> <li>2.4 Energy healing service market trends and strategies set</li> <li>2.5 Sales and marketing of advertising materials and media listed out and studied</li> <li>2.6 Human resource and related issues are determined and addressed</li> </ol>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Carry out energy healing services sales and marketing activities</p> <p>4. Evaluate the performance of energy healing services sales and marketing result</p> <p>5. Record energy healing services sales and marketing result</p>	<p>3.1 Energy healing service packages selected and made public to client's.</p> <p>3.2 Energy healing service packages promoted by using appropriate media</p> <p>3.3 After sales services executed and follow-ups made</p> <p>3.4 Client feedback confirmed and noted as per consumer relationship requirements</p> <p>4.1 Energy healing services packages provided met client's requirements and package data updated</p> <p>4.2 Sales and marketing advertising materials and media survey methods and strategy data achieved</p> <p>4.3 Client feedback obtained and noted</p> <p>5.1 Energy healing services sales and marketing activities recorded</p> <p>5.2 The performance of energy healing services sales and marketing result updated and documented according to SOP</p>

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>	Health and Wellness Services						
<b>Job Area</b>	<i>Reiki</i> Therapy						
<b>Competency Unit Title</b>	<i>Reiki</i> Energy Activation						
<b>Competency Unit Descriptor</b>	<i>Reiki</i> energy activation is to perform <i>Reiki</i> practices. The personnel who have been attuned by a <i>Reiki</i> Master shall be able to enhance own energy by tapping and channelling <i>Reiki</i> energy using <i>Reiki</i> symbols activation standards for <i>Reiki</i> therapy purposes. The personnel who are competent in performing <i>Reiki</i> energy activation activities shall be able to identify <i>Reiki</i> energy activation requirements, plan and carry out <i>Reiki</i> energy activation activities, evaluate and record <i>Reiki</i> energy activation result in accordance with <i>Reiki</i> fundamentals and <i>Reiki</i> professional code of ethics for <i>Reiki</i> practitioner.						
<b>Competency Unit ID</b>	<b>MP-090-3:2011-C01</b>	<b>Level</b>	3	<b>Training Duration</b>	390 Hours	<b>Credit Hours</b>	
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Applied Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Identify <i>Reiki</i> energy activation requirements	i. Fundamentals of energy medicine ii. <i>Reiki</i> fundamentals and history iii. Aura and chakras (energy points) iv. <i>Reiki</i> 5 principles v. <i>Reiki</i> symbols			32 Hours	Lecture	i. <i>Reiki</i> fundamentals, history and <b>lineage</b> described ii. Auras and chakras point – head/crown, <i>ajna</i> (brow), throat, heart, abdominal (solar plexus), sacral area and base (spine) distinguished	
		i. Describe fundamentals of energy medicine ii. Describe <i>Reiki</i> fundamentals, history and <b>lineage</b> iii. Distinguish between aura and chakras iv. Describe the <i>Reiki</i> 5		76 Hours	Demonstration and observation	iii. <i>Reiki</i> 5 principles (do not be angry, do not worry, be	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		principles v. Differentiate the <i>Reiki</i> symbols and their purposes	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Resourceful in gathering <i>Reiki</i> energy activation information</li> <li>ii. Show respect for the Reiki Master</li> <li>iii. Stay focus</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Adhere to environment cleanliness, safety and hygiene</li> </ul>			grateful, work with diligence and be kind to people) applied iv. The purpose of each of <i>Reiki</i> symbols described and differentiated – Cho Ku Rei (power symbol for energy enhancements), Se Hi Ki (for mental and emotional balancing), Hon Sha Ze Sho Nen (for connection) and Daikomio ( <i>Reiki</i> master symbol for preparation for entering the master level) v. <i>Reiki</i> attunement received from a <i>Reiki</i> Master

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan <i>Reiki</i> energy activation activities	i. Breathing techniques ii. Body posture / forms iii. Preparation of therapy area iv. Related safety and hygiene requirements for therapy area			40 Hours	Lecture	i. Deep breathing purposes and standard (diaphragm breathing) techniques determined
		i. Determine breathing techniques to be applied ii. Determine body posture / forms required iii. Determine therapy area requirements such as: <ul style="list-style-type: none"> <li>• Tools and equipment</li> <li>• Ventilation</li> <li>• Drinking water</li> </ul> iv. Determine related safety and hygiene requirements for therapy area		80 Hours	Demonstration and observation	i. Body posture/ positioning/forms in a good, calm and comfortable condition and ready for activation ii. Time/duration set up for <i>Reiki</i> energy activation activities iii. Therapy area such as tools and equipment, ventilation and drinking water prepared
			<u>Attitude:</u> i. Smart in planning <i>Reiki</i> energy activation activities ii. Show respect for the <i>Reiki</i> Master iii. Stay focus			iv. Environment determined to conform to safety and hygiene standards

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iv. Adhere to <i>Reiki</i> professional codes of ethics  <u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			v. Comfortable attire chosen for <i>Reiki</i> energy activation activities
3. Carry out <i>Reiki</i> energy activation activities	i. <i>Reiki</i> therapy activation procedures ii. Purpose of breathing techniques <ul style="list-style-type: none"> <li>• Relaxation</li> <li>• Physical</li> <li>• Mental</li> <li>• Emotional</li> <li>• Spiritual</li> </ul> iii. Grounding methods/techniques iv. Metaphysical and spiritual relationship in <i>Reiki</i> v. Self protection techniques			48 Hours	Lecture	i. Breathing time set up (minimum 5-15 minutes) ii. Body posture/ positioning/forms confirmed in a good, calm and comfortable condition iii. Mind focus and deep breathing techniques applied (take a deep breath through nose, hold, release breath through mouth and repeated)
		i. Apply <i>Reiki</i> therapy activation procedures ii. Apply breathing techniques iii. Apply grounding		88 Hours	Demonstration and observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		techniques iv. Apply techniques of protect self energy	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Responsible in following <i>Reiki</i> principles and code of ethics</li> <li>ii. Stay focus, alert and creative in performing <i>Reiki</i> energy activation activities</li> <li>iii. Show respect for the Reiki Master</li> <li>iv. Ground self energy to earth</li> <li>v. Connected to “<i>Higher Sources/Consciousness</i>”</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Adhere to environment cleanliness, safety and hygiene</li> </ul>			iv. Techniques of grounding assessed v. Techniques of protecting self energy assessed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Monitor the performance of <i>Reiki</i> energy activation result	i. Self condition evaluation ii. Checklist format iii. Recording techniques			10 Hours	Lecture	i. Time duration taken in <i>Reiki</i> energy activation noted
		i. Check self condition <ul style="list-style-type: none"> <li>• Energy scanning</li> <li>• Relaxation level</li> </ul> ii. Update checklist iii. Record <i>Reiki</i> energy activation activities		16 Hours	Demonstration and observation	ii. Frequency of energy level and relaxation level after activation process scanned iii. <i>Reiki</i> energy activation effect for physical, mental, emotional and spiritual justified
			<u>Attitude:</u> i. Discipline in monitoring and assessing the performance of <i>Reiki</i> energy activation result ii. Factual and accuracy in recording <i>Reiki</i> energy activation result iii. Adhere to file and record keeping procedures			iv. The performance of <i>Reiki</i> energy activation result justified and updated v. <i>Reiki</i> energy activation activities record compiled vi. Safekeeping of <i>Reiki</i> energy activation activities record confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			

### Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.03 Accept responsibility for own work and work area. 06.03 Identify and highlight problems. 01.04 Analyse information. 02.08 Prepare pictorial and graphic information. 04.01 Organize own work activities. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.10 Provide consultations and counseling. 03.12 Provide coaching/on-the-job training.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork (in group) 7. Learning skills



## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Therapy area/room	1:25
2. <i>Reiki</i> therapy manual	1:1
3. Cleaning tools	1:1
4. Recording materials (such as forms, computer, etc)	1:25

## References

REFERENCES
<ol style="list-style-type: none"><li data-bbox="134 971 1793 1003">1. The <i>Reiki</i> Manual, A Training Guide for <i>Reiki</i> Students, Practitioners and Masters, Penelope Quest, Kathy Roberts (1996), ISBN 778-0-7499-4251-9.</li><li data-bbox="134 1019 1965 1052">2. Penelope Quest with Kathy Roberts. (2010) The <i>Reiki</i> Manual: A training guide for <i>Reiki</i> students, practitioners and Masters. Piatkus, UK. ISBN: 978-0-7499-4251-9.</li><li data-bbox="134 1068 1310 1101">3. Pamela Miles. (2006) <i>Reiki: A Comprehensive Guide</i>. Penguin Group (USA). ISBN: 978-1-58542-649-2.</li><li data-bbox="134 1117 1209 1149">4. Sandi Leir Shuffrey. (2007) Teach Yourself: <i>Reiki</i>. McGraw Hill, US. ISBN: 978-0-07148-487-9.</li><li data-bbox="134 1166 1079 1198">5. Aura Penyembuhan <i>Reiki</i>, Mir Hazil Azran Ramli (2008), ISBN 978-983-3604-91-3.</li></ol>

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>		Health and Wellness Services					
<b>Job Area</b>		<i>Reiki</i> Therapy					
<b>Competency Unit Title</b>		<i>Reiki</i> self-therapy ( <i>Self-Healing</i> )					
<b>Competency Unit Descriptor</b>		<i>Reiki</i> self-therapy (self-healing) is important part of <i>Reiki</i> practice. The personnel who have been attuned by a <i>Reiki</i> Master shall be able to enhance and channel <i>Reiki</i> energy to cleanse, energise and balance their own aura and chakras for physical, mental, emotional and spiritual benefits. The personnel who are competent in performing <i>Reiki</i> self-therapy activities shall be able to identify <i>Reiki</i> self-therapy requirements, plan and carry out <i>Reiki</i> self-therapy activities, evaluate and record the result of <i>Reiki</i> self-therapy in accordance with <i>Reiki</i> fundamentals.					
<b>Competency Unit ID</b>		<b>MP-090-3:2011-C02</b>	<b>Level</b>	3	<b>Training Duration</b>	194 Hours	<b>Credit Hours</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Applied Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Identify <i>Reiki</i> self-therapy (self-healing) requirements	i. <i>Reiki</i> self therapy procedures ii. <i>Reiki</i> scanning and sensing iii. Cleansing, energising and balancing methods			10 Hours	Lecture	i. Seven majors chakras and aura in relationship to <i>Reiki</i> practice listed out ii. Purpose of <i>Reiki</i> sensing and scanning explained	
		i. Interpret <i>Reiki</i> self therapy procedures ii. List out scanning and sensing requirements iii. List out cleansing, energising and balancing requirements		26 Hours	Demonstration and observation	iii. Purpose of <i>Reiki</i> cleansing, energising and balancing explained iv. <i>Reiki</i> self therapy	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<ul style="list-style-type: none"> <li>i. Resourceful in gathering <i>Reiki</i> self therapy information</li> <li>ii. Show respect for the Reiki Master</li> <li>iii. Stay focus</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Adhere to environment cleanliness, safety and hygiene</li> </ul>			<ul style="list-style-type: none"> <li>(self-healing) procedures explained</li> <li>v. Methods of scanning and sensing for self healing explained</li> <li>vi. Methods of cleansing, energising and balancing explained in accordance with <i>Reiki</i> principles</li> </ul>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan <i>Reiki</i> self-therapy (self healing) activities	<ul style="list-style-type: none"> <li>i. Self and surrounding environment</li> <li>ii. Sequence of activities for <i>Reiki</i> Self-therapy</li> <li>iii. Scanning and sensing methods</li> <li>iv. Cleansing, energising and balancing methods</li> </ul>			10 Hours	Lecture	<ul style="list-style-type: none"> <li>i. Time duration setup Self-therapy activities</li> <li>ii. Therapy area prepared Self-therapy activities</li> <li>iii. Environment confirmed safe and hygiene</li> </ul>
		<ul style="list-style-type: none"> <li>i. Prepare appropriate environment condition</li> <li>ii. Organise <i>Reiki</i> self therapy activities</li> <li>iii. Select scanning and sensing methods</li> <li>iv. Select cleansing, energising and balancing methods</li> </ul>		26 Hours	Demonstration and observation	<ul style="list-style-type: none"> <li>iv. Comfortable attire chosen for <i>Reiki</i> self-therapy activities</li> <li>v. Body posture/ positioning/forms confirmed in a good, calm and comfortable condition and ready for self-therapy activities</li> </ul>
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Accuracy and smart in planning <i>Reiki</i> self therapy activities</li> <li>ii. Show respect for the <i>Reiki</i> Master</li> <li>iii. Stay focus</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ul>			<ul style="list-style-type: none"> <li>vi. Method of hand position into points of chakras for scanning, sensing, cleansing, energising and balancing determined</li> </ul>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			vii. Sequence of activities for <i>Reiki</i> Self-therapy activities described
3. Carry out <i>Reiki</i> self therapy (self healing) activities	i. Seven majors chakras and aura ii. Role of intention in <i>Reiki</i> iii. Self energy level and conditions iv. Negative energy aura and chakras cleansing v. Energising and balancing aura and chakras			30 Hours	Lecture	i. Chakra points and each of their function can be differentiated ii. Mind set performed in accordance with <i>Reiki</i> principles iii. Physical appearance before, during and after <i>Reiki</i> self-therapy clearly identified
		i. Describe seven majors chakras and aura in relationship to <i>Reiki</i> practice ii. Set mind focus (intention) for self-therapy iii. Check self energy level and conditions of seven majors chakras iv. Cleanse auras and chakras from negative energy v. Energise and balance auras and chakras		66 Hours	Demonstration and observation	iv. Energy blockage from whole body detected v. Self energy level and conditions of seven majors chakras checked vi. Self aura and chakras cleansed from negative

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Describe seven majors chakras and aura in relationship to <i>Reiki</i> practice</li> <li>ii. Stay focus, alert and creative in performing <i>Reiki</i> self healing activities</li> <li>iii. Show respect for the Reiki Master</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Adhere to environment cleanliness, safety and hygiene</li> </ul>			<ul style="list-style-type: none"> <li>vii. Auras and chakras energised and balanced</li> </ul>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Monitor self condition	i. Self-therapy assessment <ul style="list-style-type: none"> <li>• Physical</li> <li>• Mental</li> <li>• Emotional</li> <li>• Spiritual</li> </ul> ii. Checklist format iii. Recording techniques			10 Hours	Lecture	i. Duration taken for <i>Reiki</i> self-therapy noted ii. Energy level and relaxation state after self-therapy process determined
		i. Assess self-therapy result ii. Update self-therapy checklist iii. Record <i>Reiki</i> self therapy activities		16 Hours	Demonstration and observation	iii. <i>Reiki</i> self-therapy effect on own physical, mental, emotional and spiritual state justified iv. Record format determined v. The performance of <i>Reiki</i> energy activation result justified and updated
			<u>Attitude:</u> i. Discipline in monitoring and assessing the performance of <i>Reiki</i> self therapy result ii. Factual and accuracy in recording <i>Reiki</i> self therapy result iii. Adhere to file and record keeping procedures			vi. <i>Reiki</i> energy activation activities record compiled vii. Safekeeping of <i>Reiki</i> energy activation activities record confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			

### Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.03 Accept responsibility for own work and work area. 06.03 Identify and highlight problems. 01.04 Analyse information. 02.08 Prepare pictorial and graphic information. 04.01 Organize own work activities. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.10 Provide consultations and counseling. 03.12 Provide coaching/on-the-job training.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork (in group) 7. Learning skills



## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Therapy area/room	1:25
2. <i>Reiki</i> therapy manual	1:1
3. Cleaning tools	1:1
4. Recording materials (such as forms, computer, etc)	1:25

## References

REFERENCES
<ol style="list-style-type: none"><li>1. The <i>Reiki</i> Manual, A Training Guide for <i>Reiki</i> Students, Practitioners and Masters, Penelope Quest, Kathy Roberts (1996), ISBN 778-0-7499-4251-9.</li><li>2. Penelope Quest with Kathy Roberts. (2010) The <i>Reiki</i> Manual: A training guide for <i>Reiki</i> students, practitioners and Masters. Piatkus, UK. ISBN: 978-0-7499-4251-9.</li><li>3. Pamela Miles. (2006) <i>Reiki: A Comprehensive Guide</i>. Penguin Group (USA). ISBN: 978-1-58542-649-2.</li><li>4. Sandi Leir Shuffrey. (2007) <i>Teach Yourself: Reiki</i>. McGraw Hill, US. ISBN: 978-0-07148-487-9.</li><li>5. Aura Penyembuhan <i>Reiki</i>, Mir Hazil Azran Ramli (2008), ISBN 978-983-3604-91-3.</li></ol>

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>		Health and Wellness Services					
<b>Job Area</b>		<i>Reiki</i> Therapy					
<b>Competency Unit Title</b>		<i>Reiki</i> consultation					
<b>Competency Unit Descriptor</b>		<i>Reiki</i> consultation is to evaluate a client's case and consult the client for a <i>Reiki</i> therapy to recommend the client an appropriate <i>Reiki</i> therapy to meet the client requirements. The personnel who are competent in performing <i>Reiki</i> consultation activities shall be able to assess the client's requirements, plan <i>Reiki</i> consultation activities, conduct environment management, carry out <i>Reiki</i> consultation activities, evaluate the performance of <i>Reiki</i> consultation result and record <i>Reiki</i> consultation activities in accordance with <i>Reiki</i> fundamentals and the <i>Reiki</i> professional code of ethics.					
<b>Competency Unit ID</b>		<b>MP-090-3:2011-C03</b>	<b>Level</b>	3	<b>Training Duration</b>	158 Hours	<b>Credit Hours</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Applied Skills</b>		<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Identify <i>Reiki</i> consultation requirements	i. Basic health information ii. Types of client's condition iii. <i>Reiki</i> consultation documentation <ul style="list-style-type: none"> <li>• Record/report format</li> <li>• Client profile</li> <li>• Checklist</li> </ul> iv. <i>Reiki</i> consultation scope <ul style="list-style-type: none"> <li>• <i>Reiki</i> introduction</li> <li>• Wellness scope limitation (attitude)</li> </ul>	i. Describe basic health			8 Hours	Lecture	i. Client consultation purpose and objectives listed out ii. Categories of client identified iii. <i>Reiki</i> consultation template form, client profile and checklist prepared iv. <i>Reiki</i> client therapy knowledge, services offered,
					16 Hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		information ii. List out types of client's condition iii. Determine record/report format iv. Obtain client profile v. Prepare <i>Reiki</i> consultation form vi. Describe client <i>Reiki</i> wellness scope/pre-qualify	<u>Attitude:</u> i. Resourceful in gathering client profile and case history for <i>Reiki</i> consultation and therapy ii. Show respect for the client iii. Stay focus iv. Adhere to <i>Reiki</i> professional codes of ethics v. Adhere to conducive environment  <u>Safety:</u>		and observation	risk and contra indication described v. <i>Reiki</i> introduction and wellness scope explained

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			i. Adhere to environment cleanliness, safety and hygiene			
2. Plan <i>Reiki</i> consultation activities	<ul style="list-style-type: none"> <li>i. Cleanliness, hygiene and safety requirements</li> <li>ii. Role of intention in <i>Reiki</i> environment management</li> <li>iii. Environment scanning and sensing methods</li> <li>iv. Environment cleansing/cleaning methods</li> <li>v. Environment energising methods</li> <li>vi. Questionnaire preparation</li> <li>vii. Consultation procedures</li> <li>viii. Communication skills</li> </ul>			16 Hours	Lecture	<ul style="list-style-type: none"> <li>i. <i>Reiki</i> environment management requirement listed out</li> <li>ii. <i>Reiki</i> environment management purposes explained</li> <li>iii. Environment cleanliness, hygiene and safety prepared in accordance with <i>Reiki</i> principles</li> </ul>
		<ul style="list-style-type: none"> <li>i. Assess environment cleanliness, hygiene and safety requirements</li> <li>ii. Set mind focus (intention) for environment management</li> <li>iii. Scan environment condition</li> <li>iv. Clean environment</li> </ul>		36 Hours	Demonstration and observation	<ul style="list-style-type: none"> <li>iv. Importance of mind focus (intention) in environment management described and applied in</li> </ul>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>v. Check environment energy level</li> <li>vi. Energise environment</li> <li>vii. Prepare questionnaire for consultation activities</li> <li>viii. Set <i>Reiki</i> consultation time/duration</li> <li>ix. List out <i>Reiki</i> consultation procedure</li> <li>x. Collate client's information</li> <li>xi. Plan consultation techniques</li> </ul>				<ul style="list-style-type: none"> <li>v. accordance with <i>Reiki</i> principles</li> <li>Method of scanning, and sensing for environment management determined</li> <li>vi. Method of cleansing, energising and balancing for environment management explained</li> <li>vii. <i>Reiki</i> energy sent to low/negative energy areas</li> <li>viii. Environment energy level back to normal and at high level</li> <li>ix. Environment cleaned from negative energy</li> <li>x. Environment confirmed to be in positive energy</li> </ul>
			<u>Attitude:</u> <ul style="list-style-type: none"> <li>i. Responsible, alert and stay focus in conducting environment management</li> <li>ii. Accuracy and smart in planning <i>Reiki</i> consultation activities</li> <li>iii. Show respect for the client</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ul>			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			xi. Consultation document and questionnaire prepared for client consultation activities xii. <i>Reiki</i> consultation time/duration allocated set and confirmed xiii. <i>Reiki</i> consultation procedure explained xiv. Information needed from client determined xv. Client's information details gathered and noted xvi. <i>Reiki</i> consultation techniques described xvii. <i>Reiki</i> professional code of ethics explained

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out <i>Reiki</i> consultation activities	i. <i>Reiki</i> consultation procedures ii. Client condition iii. Consultation of client needs <ul style="list-style-type: none"> <li>• Sensing</li> <li>• Scanning</li> <li>• <i>Reiki</i> therapy proposal</li> </ul>			24 Hours	Lecture	i. Client's profile and medical history obtained and recorded ii. Client needs identified iii. Client condition and problem detected according to <i>Reiki</i> therapy scope of works
		i. Apply <i>Reiki</i> consultation procedures ii. Check client condition iii. Study client needs iv. Consult client v. Apply effective communication techniques		46 Hours	Demonstration and observation	iv. Cleansing, energising and balancing of client's energy with <i>Reiki</i> proposed to the client in accordance with client's needs
			<u>Attitude:</u> <ul style="list-style-type: none"> <li>i. Responsible in following <i>Reiki</i> principles and code of ethics</li> <li>ii. Stay focus, alert and creative in performing <i>Reiki</i> consultation activities</li> <li>iii. Show respect for the client</li> </ul>			v. <i>Reiki</i> client therapy, services offered, risk and contra indication involved in <i>Reiki</i> treatment described clearly to the client in accordance with

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iv. Adhere to <i>Reiki</i> professional codes of ethics  <u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			<i>Reiki</i> principles and code of ethics
4. Record <i>Reiki</i> consultation activities	i. Types of client feedback ii. Checklist iii. Recording format iv. Report writing skills v. Confidentiality of information vi. File and record keeping procedures <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Security</li> </ul>			4 Hours		i. Client feedback obtained and noted ii. Types of recording format determined iii. The performance of <i>Reiki</i> consultation result justified and updated
		i. Client feedback obtained ii. Determine checklist iii. Determine recording format iv. Write <i>Reiki</i> consultation activities report v. Apply confidentiality of information according to code of ethics		8 Hours		iv. <i>Reiki</i> consultation activities record compiled v. Confidentiality of information



Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		vi. Adhere to file and record keeping procedures <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Security</li> </ul>				vi. confirmed Safekeeping of <i>Reiki</i> consultation documentation confirmed
			<u>Attitude:</u> i. Factual and accuracy in recording <i>Reiki</i> consultation activities  <u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			

## Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information.            02.01 Interpret and follow manuals, instructions and SOP's.            02.03 Communicate clearly.            02.04 Prepare brief reports and checklist using standard forms.            03.03 Accept responsibility for own work and work area.            06.03 Identify and highlight problems.            01.04 Analyse information.            02.08 Prepare pictorial and graphic information.            04.01 Organize own work activities.            02.10 Prepare reports and instructions.            02.11 Convey information and ideas to people.            03.10 Provide consultations and counseling.            03.12 Provide coaching/on-the-job training.</p>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork (in group)</li> <li>7. Learning skills</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
<ol style="list-style-type: none"> <li>1. Therapy area/room</li> <li>2. <i>Reiki</i> therapy manual</li> <li>3. Cleaning tools</li> <li>4. Recording materials (such as forms, computer, etc)</li> </ol>	<p>1:25            1:1            1:1            1:25</p>

## References

### REFERENCES

1. The *Reiki* Manual, A Training Guide for *Reiki* Students, Practitioners and Masters, Penelope Quest, Kathy Roberts (1996), ISBN 778-0-7499-4251-9.
2. Penelope Quest with Kathy Roberts. (2010) The *Reiki* Manual: A training guide for *Reiki* students, practitioners and Masters. Piatkus, UK. ISBN: 978-0-7499-4251-9.
3. Pamela Miles. (2006) *Reiki: A Comprehensive Guide*. Penguin Group (USA). ISBN: 978-1-58542-649-2.
4. Sandi Leir Shuffrey. (2007) *Teach Yourself: Reiki*. McGraw Hill, US. ISBN: 978-0-07148-487-9.
5. *Aura Penyembuhan Reiki*, Mir Hazil Azran Ramli (2008), ISBN 978-983-3604-91-3.

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>		Health and Wellness Services					
<b>Job Area</b>		<i>Reiki</i> Therapy					
<b>Competency Unit Title</b>		<i>Reiki</i> client therapy					
<b>Competency Unit Descriptor</b>		<i>Reiki</i> client therapy is to perform <i>Reiki</i> therapy practices to others. The <i>Reiki</i> therapist will enhance and channel <i>Reiki</i> energy to cleanse, energise and balance the client's aura and chakras for their physical, mental, emotional and spiritual benefits. The personnel who are competent in performing <i>Reiki</i> client therapy activities shall be able to assess the client's requirements, plan an appropriate <i>Reiki</i> therapy for the client, prepare the client for a <i>Reiki</i> therapy, conduct environment management, carry out <i>Reiki</i> client therapy activities, evaluate and record <i>Reiki</i> client therapy results in accordance with <i>Reiki</i> fundamentals and the <i>Reiki</i> professional code of ethics.					
<b>Competency Unit ID</b>		<b>MP-090-3:2011-C04</b>	<b>Level</b>	3	<b>Training Duration</b>	208 Hours	<b>Credit Hours</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Applied Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Identify client therapy requirements	i. Client condition ii. <i>Reiki</i> client therapy procedures iii. <i>Reiki</i> scanning and sensing iv. Cleansing, energising and balancing methods			8 Hours	Lecture	i. Client therapy purpose and objectives listed out ii. Categories of client and client needs identified	
		i. Study client condition ii. Interpret client therapy procedures and consultation report iii. Describe client scanning and sensing requirements iv. Describe client cleansing, energising and balancing requirements	<i>Attitude:</i>	16 Hours	Demonstration and observation	iii. <i>Reiki</i> client therapy knowledge, service offered, risk and contra indication explained v. Client scanning	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<ul style="list-style-type: none"> <li>i. Resourceful in gathering <i>Reiki</i> client therapy information</li> <li>ii. Show respect for the client</li> <li>iii. Stay focus</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Adhere to environment cleanliness, safety and hygiene</li> </ul>			<ul style="list-style-type: none"> <li>and sensing requirements listed out</li> <li>iv. Client cleansing, energising and balancing requirements listed out</li> </ul>
2. Prepare <i>Reiki</i>	i. Role of intention in <i>Reiki</i>			6 Hours	Lecture	i. <i>Reiki</i>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
therapy area	environment management ii. Environment scanning and sensing methods iii. Environment cleansing/cleaning methods iv. Environment energising methods					environment management purposes explained ii. <i>Reiki</i> therapy area prepared for client therapy iii. Mind focus (intention) in environment management described and applied in accordance with <i>Reiki</i> principles
		i. Set mind focus (intention) for environment management ii. Scan environment condition iii. Cleanse environment iv. Check environment energy level v. Energise environment		14 Hours	Demonstration and observation	iv. Methods of scanning and sensing for environment management determined v. Methods of cleansing, energising and balancing for environment management explained
			<u>Attitude:</u> i. Responsible, alert and focus in preparing <i>Reiki</i> therapy area ii. Adhere to <i>Reiki</i> professional codes of ethics  <u>Safety:</u>			vi. Energy sent to

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<ul style="list-style-type: none"> <li>i. Adhere to environment cleanliness, safety and hygiene</li> </ul>			<ul style="list-style-type: none"> <li>low/negative energy areas</li> <li>vii. Environment energy level back to normal and at high levels confirmed</li> <li>viii. Environment cleansed from negative energy</li> <li>ix. Environment confirmed to be in a positive energy</li> <li>x. Environment cleansed and energised according to <i>Reiki</i> principles</li> </ul>
3. Prepare client for	i. Client-therapy sequence			6 Hours	Lecture	i. Client case

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
Reiki therapy	activity ii. Scanning and sensing methods iii. Cleansing, energising and balancing methods					ii. history obtained <i>Reiki</i> scanning, sensing, cleansing, energising and balancing methods explained to the client
		i. Positioning of the client ii. Select scanning and sensing methods iii. Select cleansing, energising and balancing methods		14 Hours	Demonstration and observation	iii. Safe keeping of client's belongings addressed in accordance with premise policies iv. Confirming client's comfort v. Creating good rapport with client vi. Scanning and sensing methods selected
			<u>Attitude:</u> i. Show respect for the client ii. Stay focus iii. Adhere to <i>Reiki</i> professional codes of ethics  <u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			vii. Cleansing, energising and balancing methods selected viii. Client and therapist ready for <i>Reiki</i> therapy



Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out <i>Reiki</i> client therapy activities	i. Role of intention in <i>Reiki</i> client therapy ii. Client therapy procedures iii. Client condition examination <ul style="list-style-type: none"> <li>• Client's auras and chakras condition</li> <li>• Location of human anatomy</li> <li>• Function of organs and glands</li> <li>• Scanning techniques</li> </ul> iv. Client's auras and chakras cleansing and energising process v. Client post therapy assessment <ul style="list-style-type: none"> <li>• Physical</li> <li>• Mental</li> <li>• Emotional</li> <li>• Spiritual</li> </ul>			40 Hours	Lecture	i. Client physical appearance before therapy identified ii. Client 7 main energy centres (points of chakras) determined iii. Mind focus (intention) in <i>Reiki</i> client therapy applied in accordance with <i>Reiki</i> principles iv. <i>Reiki</i> client therapy procedures applied according to sequence/ cycle v. Client's chakras and aura (bio-field) scanned to identify congestions & depletion vi. Energy blockages in the client detected
		i. Set mind focus (intention) for <i>Reiki</i> client therapy ii. Apply <i>Reiki</i> client therapy procedures according to sequence/cycle iii. Check client condition <ul style="list-style-type: none"> <li>• Client's energy field</li> <li>• Client's physical body</li> </ul>		92 Hours	Demonstration and observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Cleansing client's aura and chakras v. Energising and balancing aura and chakras vi. Apply <i>Reiki</i> therapy techniques on client's body such as: <ul style="list-style-type: none"> <li>• Hands on</li> <li>• Hands off</li> </ul> vii. Monitor the performance of <i>Reiki</i> client therapy result	<u>Attitude:</u> <ol style="list-style-type: none"> <li>i. Stay focus, alert and creative in performing <i>Reiki</i> client therapy activities</li> <li>ii. Alert in monitoring the performance of client therapy result</li> <li>iii. Show respect for the client</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ol>			vii. Client's aura and chakras cleansed from negative energy viii. Client's auras and chakras energised and balanced ix. Client's physical body and energy field checked x. Differences in energy centre (bio field) & chakras scanned and compared xi. Client's condition such physical, mental, emotional and spiritual observed, checked and assessed xii. Selection of <i>Reiki</i> therapy techniques justified xiii. Client's <i>Reiki</i> therapy adopted according to

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			time/duration allocated
5. Record the performance of <i>Reiki</i> client therapy result	i. Types of client feedback ii. Recording procedures iii. Confidentiality of client's information iv. File and record keeping procedures <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Security</li> </ul>			4 Hours		i. Change in energy field confirmed and noted ii. Client feedback obtained and noted iii. The performance of <i>Reiki</i> client therapy result justified and updated
		i. Obtain client feedback ii. Record client therapy activities iii. Apply confidentiality of client's information according to code of ethics iv. Adhere to file and record keeping procedures <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Security</li> </ul>	<u>Attitude:</u> i. Adhere to <i>Reiki</i> professional codes of ethics ii. Accuracy in recording <i>Reiki</i> client therapy healing result  <u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene	8 Hours		iv. <i>Reiki</i> client therapy activities record compiled v. Confidentiality of client's information confirmed vi. Safekeeping of <i>Reiki</i> client documentation confirmed

## Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.03 Accept responsibility for own work and work area. 06.03 Identify and highlight problems. 01.04 Analyse information. 02.08 Prepare pictorial and graphic information. 04.01 Organize own work activities. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.10 Provide consultations and counseling. 03.12 Provide coaching/on-the-job training.</p>	<ol style="list-style-type: none"><li>1. Communication skills</li><li>2. Conceptual skills</li><li>3. Interpersonal skills</li><li>4. Multitasking and prioritizing</li><li>5. Self-discipline</li><li>6. Teamwork (in group)</li><li>7. Learning skills</li></ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Therapy area/room	1:25
2. <i>Reiki</i> therapy manual	1:1
3. Cleaning tools	1:1
4. Recording materials (such as forms, computer, etc)	1:25

## References

REFERENCES
<ol style="list-style-type: none"><li>1. The <i>Reiki</i> Manual, A Training Guide for <i>Reiki</i> Students, Practitioners and Masters, Penelope Quest, Kathy Roberts (1996), ISBN 778-0-7499-4251-9.</li><li>2. Penelope Quest with Kathy Roberts. (2010) The <i>Reiki</i> Manual: A training guide for <i>Reiki</i> students, practitioners and Masters. Piatkus, UK. ISBN: 978-0-7499-4251-9.</li><li>3. Pamela Miles. (2006) <i>Reiki: A Comprehensive Guide</i>. Penguin Group (USA). ISBN: 978-1-58542-649-2.</li><li>4. Sandi Leir Shuffrey. (2007) Teach Yourself: <i>Reiki</i>. McGraw Hill, US. ISBN: 978-0-07148-487-9.</li><li>5. Aura Penyembuhan <i>Reiki</i>, Mir Hazil Azran Ramli (2008), ISBN 978-983-3604-91-3.</li></ol>

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>		Health and Wellness Services					
<b>Job Area</b>		<i>Reiki</i> Therapy					
<b>Competency Unit Title</b>		<i>Reiki</i> distant therapy ( <i>Distant Healing</i> )					
<b>Competency Unit Descriptor</b>		<p><i>Reiki</i> distant therapy is to perform <i>Reiki</i> therapy practices to others from a distance. The <i>Reiki</i> therapist will enhance and channel <i>Reiki</i> energy to cleanse, energise and balance a client's aura and chakras for their physical, mental, emotional and spiritual benefits from a distance. The personnel who are competent in performing <i>Reiki</i> distant therapy activities shall be able to assess client's requirements, plan <i>Reiki</i> distant therapy activities, prepare the client for <i>Reiki</i> distant healing, conduct the necessary environment management from a distance, carry out client <i>Reiki</i> distant healing, evaluate and record <i>Reiki</i> distant healing result in accordance with <i>Reiki</i> fundamentals and the <i>Reiki</i> professional code of ethics.</p>					
<b>Competency Unit ID</b>		<b>MP-090-3:2011-C05</b>	<b>Level</b>	3	<b>Training Duration</b>	250 Hours	<b>Credit Hours</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Applied Skills</b>		<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Identify client distant therapy requirements	<ul style="list-style-type: none"> <li>i. Client condition</li> <li>ii. <i>Reiki</i> client distant healing procedures</li> <li>iii. <i>Reiki</i> scanning and sensing</li> <li>iv. Cleansing, energising and balancing methods</li> </ul>				6 Hours	Lecture	<ul style="list-style-type: none"> <li>i. Scope of <i>Reiki</i> distant therapy services identified in accordance with <i>Reiki</i> principles</li> </ul>
		<ul style="list-style-type: none"> <li>i. Assess client condition</li> <li>ii. Interpret client distant healing procedures</li> <li>iii. List out client scanning and sensing requirements</li> <li>iv. List out client cleansing, energising and balancing requirements</li> </ul>				14 Hours	Demonstration and observation
				<i>Attitude:</i>			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<ul style="list-style-type: none"> <li>i. Resourceful in gathering <i>Reiki</i> distant therapy information</li> <li>ii. Show respect to the client</li> <li>iii. Stay focus</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Adhere to environment cleanliness, safety and hygiene</li> </ul>			<ul style="list-style-type: none"> <li>contra indication described</li> <li>v. Clients record assessed</li> <li>vi. Client condition identified</li> <li>vii. Points of chakras determined in accordance with <i>Reiki</i> principles</li> <li>viii. <i>Reiki</i> scanning, sensing, cleansing, energising and balancing requirements explained to the client</li> </ul>
2. Conduct self and	i. Role of intention in <i>Reiki</i>			6 Hours	Lecture	i. Preparation of

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
client environment management	environment management ii. Environment scanning and sensing methods iii. Environment cleansing/cleaning methods iv. Environment energising methods					<i>Reiki</i> environment management for therapist and client described ii. Mind focus (intention) in environment management described and applied in accordance with <i>Reiki</i> principles
		i. Mind focus (intention) for environment management ii. Scan therapist and client's environment condition iii. Cleanse self and client's environment iv. Check self and client's environment energy level v. Energise self and client's environment		14 Hours	Demonstration and observation	iii. Method of scanning and sensing for self and client's environment applied iv. Method of cleansing, energising and balancing for self and client's environment applied
			<u>Attitude:</u> i. Responsible, alert and stay focus in conducting environment management ii. Show respect for the client iii. Adhere to <i>Reiki</i>			v. <i>Reiki</i> energy sent to low/negative energy areas



Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			professional codes of ethics  <u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			from a distant confirmed vi. Energy levels back to normal and at a higher level confirmed vii. Self and client's environment cleansed from negative energy viii. Self and client's environment confirmed to be in a positive energy

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Prepare client for <i>Reiki</i> distant therapy	i. Client distant healing sequence activity ii. Scanning and sensing methods iii. Cleansing, energising and balancing methods			18 Hours	Lecture	i. <i>Reiki</i> therapy area prepared as per <i>Reiki</i> distant therapy requirements ii. Time, date and environment set up with client as per client's requirements
		i. Organise <i>Reiki</i> client distant healing activities ii. Select scanning and sensing methods iii. Select cleansing, energising and balancing methods iv. Prepare client for <i>Reiki</i> distant healing <ul style="list-style-type: none"> <li>• Set time</li> <li>• Set date</li> <li>• Environment</li> </ul> v. Ensure client readiness for distant healing		42 Hours	Demonstration and observation	iii. <i>Reiki</i> distant therapy methods selected according to <i>Reiki</i> principles iv. Ensure client's to ready on schedule at the agreed location, for example at their house
			<u>Attitude:</u> <ul style="list-style-type: none"> <li>i. Accuracy and smart in planning <i>Reiki</i> client distant therapy activities</li> <li>ii. Show respect of the client</li> <li>iii. Stay focus</li> </ul>			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iv. Adhere to <i>Reiki</i> professional codes of ethics  <u>Safety:</u> i. Adhere to environment cleanliness, safety and hygiene			
4. Carry out client <i>Reiki</i> distant healing	i. Distant healing procedures ii. Selection of <i>Reiki</i> symbols for distant healing iii. Role of intention for distant healing <ul style="list-style-type: none"> <li>• Client condition examination</li> <li>• Client's auras and chakras condition</li> <li>• Location of human anatomy</li> <li>• Function of organs and glands</li> <li>• Scanning techniques</li> <li>• Energy and frequency</li> </ul> iv. Client's auras and chakras cleansing and energising process v. Monitoring techniques			42 Hours	Lecture	i. <i>Reiki</i> client distant therapy procedures applied according to sequence/ cycle ii. <i>Reiki</i> symbols for distant therapy selected and activated iii. Intention and mind focus applied by in performing distant therapy iv. Sensing and scanning techniques applied from a distance to

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Apply <i>Reiki</i> client distant therapy procedures according to sequence/cycle</li> <li>ii. Select and utilise <i>Reiki</i> symbols</li> <li>iii. Set mind focus (intention) for distant therapy</li> <li>iv. Assess client condition</li> <li>v. Scan client's energy field</li> <li>vi. Check client's physical body</li> <li>vii. Cleanse client's aura and chakras</li> <li>viii. Energise and balancing client's aura and chakras from a distance</li> <li>ix. Channel <i>Reiki</i> distant therapy energy to client</li> <li>x. Monitor the performance of <i>Reiki</i> distant therapy result</li> </ul>		96 Hours	Demonstration and observation	<ul style="list-style-type: none"> <li>identify client's bio-field energy condition in accordance with <i>Reiki</i> principles</li> <li>v. Client energetic weak points detected</li> <li>vi. <i>Reiki</i> healing energy sent to client's from a distance</li> <li>vii. Client's aura and chakras cleansed from a distance</li> <li>viii. Client's aura and chakras energised and balanced</li> <li>ix. Application of distant therapy techniques assessed</li> </ul>
			<u>Attitude:</u> <ul style="list-style-type: none"> <li>i. Responsible in following <i>Reiki</i> principles and code of ethics for distant healing</li> </ul>			<ul style="list-style-type: none"> <li>x. <i>Reiki</i> client's distant therapy time/duration taken checked</li> </ul>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<ul style="list-style-type: none"> <li>ii. Stay focus, alert and creative in performing <i>Reiki</i> distant therapy activities</li> <li>iii. Show respect for the client</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Adhere to environment cleanliness, safety and hygiene</li> </ul>			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Record <i>Reiki</i> distant therapy activities	i. Types of client feedback ii. Recording procedures iii. Distant healing assessing techniques such as: <ul style="list-style-type: none"> <li>• Client's feedback</li> <li>• Sensing of energy</li> </ul> iv. Client post therapy for distant healing assessment <ul style="list-style-type: none"> <li>• Physical</li> <li>• Mental</li> <li>• Emotional</li> <li>• Spiritual</li> </ul> v. Report writing skills vi. Confidentiality of information vii. File and record keeping procedures <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Security</li> </ul>			4 Hours	Lecture	i. Feedback from client for <i>Reiki</i> distant therapy obtained ii. Record format for client distant therapy activities determined and obtained iii. The performance of <i>Reiki</i> client distant therapy result justified and updated iv. <i>Reiki</i> client distant therapy outcomes recorded and compiled v. Confidentiality of information confirmed
		i. Obtain client feedback ii. Record distant therapy activities iii. Assess client post therapy for distant healing result iv. Prepare <i>Reiki</i> client distant therapy activities report v. Apply confidentiality of information according to		8 Hours	Demonstration and observation	vi. Safekeeping of <i>Reiki</i> client distant therapy documentation confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		code of ethics vi. Adhere to file and record keeping procedures <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Security</li> </ul>	<u>Attitude:</u> <ol style="list-style-type: none"> <li>i. Meticulous in assessing <i>Reiki</i> client distant healing result</li> <li>ii. Factual and accuracy in recording <i>Reiki</i> client distant healing result</li> <li>iii. Respecting of the client</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ol> <u>Safety:</u> <ol style="list-style-type: none"> <li>i. Adhere to environment cleanliness, safety and hygiene</li> </ol>			

## Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information.            02.01 Interpret and follow manuals, instructions and SOP's.            02.03 Communicate clearly.            02.04 Prepare brief reports and checklist using standard forms.            03.03 Accept responsibility for own work and work area.            06.03 Identify and highlight problems.            01.04 Analyse information.            02.08 Prepare pictorial and graphic information.            04.01 Organize own work activities.            02.10 Prepare reports and instructions.            02.11 Convey information and ideas to people.            03.10 Provide consultations and counseling.            03.12 Provide coaching/on-the-job training.</p>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork (in group)</li> <li>7. Learning skills</li> </ol>



## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Therapy area/room	1:25
2. <i>Reiki</i> therapy manual	1:1
3. Cleaning tools	1:1
4. Recording materials (such as forms, computer, etc)	1:25

## References

REFERENCES
<ol style="list-style-type: none"><li>1. The <i>Reiki</i> Manual, A Training Guide for <i>Reiki</i> Students, Practitioners and Masters, Penelope Quest, Kathy Roberts (1996), ISBN 778-0-7499-4251-9.</li><li>2. Penelope Quest with Kathy Roberts. (2010) The <i>Reiki</i> Manual: A training guide for <i>Reiki</i> students, practitioners and Masters. Piatkus, UK. ISBN: 978-0-7499-4251-9.</li><li>3. Pamela Miles. (2006) <i>Reiki: A Comprehensive Guide</i>. Penguin Group (USA). ISBN: 978-1-58542-649-2.</li><li>4. Sandi Leir Shuffrey. (2007) Teach Yourself: <i>Reiki</i>. McGraw Hill, US. ISBN: 978-0-07148-487-9.</li><li>5. Aura Penyembuhan <i>Reiki</i>, Mir Hazil Azran Ramli (2008), ISBN 978-983-3604-91-3.</li></ol>



Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		Complementary Medicine (T&CM) products and services ii. Differentiate various modes of energy healing therapies iii. Define scope of energy healing products and services iv. Segmentise energy healing market potential			and observation	healing product and services defined and explained iv. Client segmentation and potential client identified and described
			<u>Attitude:</u> i. Resourceful in gathering energy healing services sales and marketing information ii. Show respect for the client iii. Stay focus iv. Adhere to <i>Reiki</i> professional codes of ethics			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Plan energy healing services sales and marketing activities	i. Energy healing market survey ii. Sales and marketing elements <ul style="list-style-type: none"> <li>• Place</li> <li>• Promotion</li> <li>• Product and services</li> <li>• People</li> <li>• Price</li> </ul> iii. Energy healing therapy sales and marketing strategies iv. Energy healing packages preparation <ul style="list-style-type: none"> <li>• Costing</li> <li>• Benefits/advantages</li> </ul>			24 Hours	Lecture	i. Market demand on complementary therapy studied and checked ii. Energy healing sales and marketing elements such as location, promotion, product and services, people and price well organised iii. Energy healing therapy sales and marketing strategies planned and described
		i. Check market demand on complementary therapy ii. Organise energy healing sales and marketing elements iii. List out energy healing therapy sales and marketing strategies iv. Prepare energy healing packages		32 Hours	Demonstration and observation	iv. Energy healing costing packages prepared in accordance with premises customer needs v. Electronic and publication

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Accuracy and smart in planning energy healing services sales and marketing strategies ii. Show respect for the client iii. Adhere to <i>Reiki</i> professional codes of ethics			media determined, selected and finalised vi. Manpower, materials, tools, and equipment issues determined and addressed
3. Carry out energy healing services sales and marketing activities	i. Market research and analysis ii. Energy healing services advertising and promotion iii. Method of energy healing services sales and marketing campaign: <ul style="list-style-type: none"> <li>• Flyers</li> <li>• Banners</li> <li>• Advertisements</li> <li>• Mass communication media</li> <li>• Talks and seminars</li> </ul> iv. Interpersonal skills v. Customer services skills vi. Sales and marketing data compilation			40 Hours	Lecture	i. Energy healing services market demand surveyed ii. Market survey result obtained and studied iii. Surveyed data tabulated and result analysed iv. Electronic/ publication media used in advertising and promotion activities

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Survey energy healing services market demand</li> <li>ii. Tabulate surveyed data</li> <li>iii. Promote energy healing services packages to market</li> <li>iv. Execute energy healing services sales and marketing campaign</li> <li>v. Apply interpersonal skills</li> <li>vi. Apply customer services skills</li> <li>vii. Collate sales and marketing data</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Responsible in following <i>Reiki</i> principles and code of ethics</li> <li>ii. Stay focus, alert and creative in performing energy healing services sales and marketing</li> <li>iii. Show respect for the client</li> <li>iv. Adhere to <i>Reiki</i> professional codes of ethics</li> </ul>	56 Hours	Demonstration and observation	<ul style="list-style-type: none"> <li>v. Energy healing services sales and marketing campaign methods applied</li> <li>vi. Interpersonal skills and customer services skills applied in sales and marketing activities and after sales services</li> <li>vii. Sales and marketing data collected</li> </ul>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Evaluate the performance of energy healing services sales and marketing result	i. Goal setting ii. Sales and marketing evaluation iii. Report writing skills iv. Confidentiality of information v. File and record keeping procedures <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Security</li> </ul>			8 Hours	Lecture	i. Market response against goals set analysed ii. Sales and marketing achievement evaluated iii. Client feedback obtained, customer satisfaction studied and result recorded
		i. Analyse market response against goals set ii. Justify sales and marketing achievement <ul style="list-style-type: none"> <li>• Post project evaluation</li> <li>• Recommendation</li> </ul> iii. Record energy healing services sales and marketing result iv. Prepare energy healing services sales and marketing report v. Apply confidentiality of information vi. Adhere to file and record keeping procedures <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Security</li> </ul>		16 Hours	Demonstration and observation	iv. Post project evaluation justified v. Improvement strategies for future sales and marketing recommended vi. The performance of energy healing sales and marketing result justified and updated vii. Energy healing sales and marketing

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in assessing energy healing services sales and marketing result ii. Factual and accuracy in preparing energy healing services sales and marketing result iii. Show respect for the client iv. Stay focus v. Adhere to <i>Reiki</i> professional codes of ethics			activities record compiled viii. Confidentiality of information confirmed ix. <i>Reiki</i> energy healing services sales and marketing document safely kept



## Employability Skills

Core Abilities	Social Skills
01.04 Analyse information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 02.06 Write memos and letters 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Promotional materials 2. Product samples 3. Flip chart 4. White board 5. Computer set and software 6. Stationery	1:5 50:1 1:1 1:1 1:2 As required

## References

### REFERENCES

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## GLOSSARY

- 1) SOP : Standard Operating Procedures.  
A prescribed procedure to be followed routinely
- 2) Rei : Universal
- 3) Ki : Life force / energy
- 4) Reiki : Reiki is a Japanese word usually translated as “Universal life force energy”. Reiki also refers to a holistic healing system originally devised by Dr Mikao Usui in the early part of the 20<sup>th</sup> century in Japan. This healing system enables the practitioner to tap and channel Reiki energy to treat the whole person – body, mind and spirit. A Reiki treatment encourages deep relaxation along with a sense of well-being and assists the physical body’s own healing ability to operate more effectively and efficiently.
- 5) Reiki Energy Activation : Reiki energy activation refers to the intent of the Reiki practitioner to channel Reiki energy. Attunement or initiation by a qualified Reiki Master is required for the student to start channelling Reiki energy.
- 6) Reiki Self Therapy (*Self-Healing*) : Self-therapy or self-healing is one of the most important aspects of Reiki. The Reiki practitioner is encouraged to perform regular self therapies by placing hands on him/herself in the standard twelve positions or more and intending Reiki to flow for his/her own greatest and highest good. Regular self-therapies help in the process of dislodging blocks and negativity within the practitioner’s own energetic system.
- 7) A Reiki Consultation : A Reiki consultation refers to the process of evaluating a client’s case and to recommend the appropriate Reiki therapy to meet the client’s requirements. Effective communication skills are essential as is keeping proper written records of each client’s case history.
- 8) Reiki Client Therapy : Reiki client therapy refers to the process of providing Reiki to a client tailored to the client’s therapy requirements.
- 9) Reiki Distant Therapy (*Distant Healing*) : Reiki distant therapy or distant healing is the process of providing Reiki to a client who is not physically present with the Reiki practitioner. The use of specific Reiki symbols makes sending distant healing much stronger and more specific, enabling the practitioner to send a full treatment to a client from a distance with exactly the same effectiveness as carrying out a hands-on treatment.

- 10) Energy Healing Services Sales & Marketing : Reiki is categorized under energy healing along with various other modalities such as Qigong and crystal healing. Basic elements and methods for sales and marketing such as market research, product development, promotion, consumer relationship and media related activities can be utilized to promote a successful Reiki practice.
- 11) Reiki Attunement : Also known as 'initiation' or *Reiju* in Japanese. A Reiki attunement is a form of spiritual empowerment that passes through the Reiki Master to the student enabling the student to become effective channels for the Reiki energy. It is also an actual and symbolic means of initiating a person into a life with Reiki. The attunement procedure opens and balances the seven major chakras, creating a special link between the student and the Reiki source.
- 12) Reiki Lineage : Since the ability to channel Reiki energy is passed from a Reiki Master to a student through the process of attunement, each Reiki Master can therefore trace their lineage back to the founder of the Reiki system of healing, Dr. Mikao Usui, much like a family tree. The lineage helps to provide evidence of the system of Reiki and type of training that the practitioner has undergone.
- 13) Auras : The aura is an egg-shaped field of energy that completely surrounds the human body. The aura is constantly changing and can expand or contract depending on the person's mood, health and level of spiritual development.
- 14) Chakras : Chakras refer to centres of concentrated energy in the human body. Chakras – a Sanskrit word meaning "wheel" – are energy vortexes that spin and vibrate over specific areas of the body to maintain form and balance. There are seven major chakras in the human energy body: (1) the base chakra or *Muladhara* situated at the base of the spine, (2) the sacral chakra or *Svadisthana* located just below the navel, (3) the solar plexus chakra or *Manipura* located at the level of the physical solar plexus, (4) the heart chakra or *Anahata*, positioned in the centre of the chest, (5) the throat chakra or *Vishuddha* located between the centre of the collarbone and the larynx, (6) the brow / Third Eye chakra or *Ajna*, located in the centre of the forehead just above the eyebrows, and (7) the crown chakra or *Sahasrara*, located on the crown of the head.

- 15) Reiki Principles : A set of spiritual principles or precepts that are the heart of the practice of Reiki. These principles are to be practised by Reiki practitioners daily to truly know the essence of Reiki and to stay focused on it. There are a number of variations on the principles but in general they are as follows; ***Just for today, I will let go of anger, I will let go of worry, I will give thanks for my many blessings, I will do my work honestly, I will be kind to my neighbour and every living being.***
- 16) Reiki Symbols : There are four symbols used in the Usui System of Reiki, three of which are taught to Reiki Advance Level students and the fourth which is taught only to Master students. Each symbol represents certain metaphysical energies. The use of the Reiki symbols adds power to the Reiki energy and act as a focus for the Reiki practitioner's intent.
- 17) Deep Breathing : Deep breathing is a breathing technique used to help the Reiki practitioner to take slower, fuller breaths in order to calm and focus the mind.
- 18) Reiki Hand Positions : By tradition, Reiki is a 'hands-on' treatment whereby the practitioner's hands are placed gently and held still on various parts of the head or body without any pressure, massage or manipulation. Hand positions refer to where the Reiki practitioner's hands are recommended to be placed on the client for Reiki treatment.

SUMMARY OF TRAINING DURATION FOR REIKI THERAPY (LEVEL 3)

NO. ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILLS (B)	HOURS (A) + (B)	TOTAL (HRS)
1	Reiki Energy Activation	Identify Reiki energy activation requirements	32	76	108	390
		Plan Reiki energy activation activities	40	80	120	
		Carry out Reiki energy activation activities	48	88	136	
		Monitor the performance of Reiki energy activation result	10	16	26	
2	Reiki self-therapy (Self-Healing)	Identify Reiki self-therapy (self-healing) requirements	10	26	36	194
		Plan Reiki self-therapy (self healing) activities	10	26	36	
		Carry out Reiki self therapy (self healing) activities	30	66	96	
		Monitor self condition	10	16	26	
3	Reiki consultation	Identify Reiki consultation requirements	8	16	24	158
		Plan Reiki consultation activities	16	36	52	
		Carry out Reiki consultation activities	24	46	70	
		Record Reiki consultation activities	4	8	12	
4	Reiki client therapy	Identify client therapy requirements	8	16	24	208
		Prepare Reiki therapy area	6	14	20	
		Prepare client for Reiki therapy	6	14	20	
		Carry out Reiki client therapy activities	40	92	132	
		Record the performance of Reiki client therapy result	4	8	12	
5	Reiki distant therapy (Distant Healing)	Identify client distant therapy requirements	6	14	20	250
		Conduct self and client environment management	6	14	20	
		Prepare client for Reiki distant therapy	18	42	60	
		Carry out client Reiki distant healing	42	96	138	
		Record Reiki distant therapy activities	4	8	12	
6	Energy healing services sales and marketing	Identify energy healing services sales and marketing requirements	8	16	24	200
		Plan energy healing services sales and marketing activities	24	32	56	
		Carry out energy healing services sales and marketing activities	40	56	96	
		Evaluate the performance of energy healing services sales and marketing result	8	16	24	
5 (Core Competencies)			615	1435	2050	1400