



Jabatan Pembangunan Kemahiran  
Kementerian Sumber Manusia, Malaysia

NATIONAL OCCUPATIONAL SKILLS STANDARD  
(*STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN*)

Q869-006-3:2024

HYPNOTHERAPY

*HIPNOTERAPI*

LEVEL 3

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Department of Skills Development (DSD)  
Federal Government Administrative Centre  
62530 PUTRAJAYA, MALAYSIA

NATIONAL OCCUPATIONAL SKILLS STANDARD

**HYPNOTHERAPY**

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**LEVEL 3**

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## Preface

### **Standard Definition**

The National Occupational Skills Standard (NOSS) is a Standard document that outlines the **minimum** competencies required by a skilled worker working in Malaysia for a particular area and level of occupational, also the path to achieve the competencies. The competencies are based on the needs of employment, according to the career structure for the occupational area and developed by industry experts and skilled workers.

The National Competency Standard (NCS) is a Standard document that outlines the competencies required by a skilled worker in Malaysia.

### **Description of Standard Components**

The document is divided into three (3) components which includes: -

#### **Component I    Standard Practice**

This component is about the information related to occupational area including introduction to the industry, Standard requirements, occupational structure, levelling of competency, authority and industry requirements as a whole.

#### **Component II    Standard Content**

This component is a reference to industry employers in assessing and improving the competencies that is required for a skilled worker. The competencies are specific to the occupational area. The component is divided into two (2) section which are the chart (Competency Profile Chart, CPC) and details of the competencies (Competency Profile, CP).

#### **Component III    Curriculum of Competency Unit**

This component is a reference for the training personnel to identify training requirements, design the curriculum, and develop assessment. The training hours that included in this component is based on the recommendations by the Standard Development Committee (SDC). If there are modifications to the training hours, the Department provides the medium for discussion and consideration for the matter.

### Abbreviation

1	AHPM	Association of Hypnotherapy Practitioners Malaysia
2	CP	Competency Profile
3	CPC	Competency Profile Chart
4	CU	Competency Unit
5	DAP	Data, Assessment, Plan
6	DASS 21	Depression, Anxiety & Stress Scale
7	DSD	Department of Skills Development
8	FCNMAM	Federation of Complementary & Natural Medical Associations Malaysia
9	GAD-7	General Anxiety Disorder-7
10	MSC	Malaysian Skills Certificate
11	MSIC	Malaysia Standard Industry Classification
12	NCS	National Competency Standard
13	NOSS	National Occupational Skills Standard
14	OAS	Occupational Area Structure
15	OS	Occupational Structure
16	PAIP	Problem, Assessment, Intervention, and Plan
17	PHQ-9	Patient Health Questionnaire-9
18	SDC	Standard Development Committee
19	SOAP	Subjective, Objective, Assessment, Plan
20	SUDS	Subjective Units of Disturbance Scale
21	SWOT	Strengths, Weaknesses, Opportunities and Threats
22	TEM	Tools, Equipment and Materials

## Glossary

- 1 Deepening technique A method employed by a hypnotherapist to further enhance the hypnotic state and deepen the client's level of relaxation and responsiveness.
- 2 Ego-strengthening Ego strengthening is a psychological term that refers to activities or methods used to boost a person's self-esteem and self-confidence. It helps individuals feel better about themselves and more capable of dealing with life's challenges. This is often done through positive thinking, self-acceptance, and setting achievable goals. It's a way to make a person's self-image stronger and more positive.
- 3 Induction technique A method used by a hypnotherapist to guide a client into a hypnotic state. It involves relaxing the client and facilitating a state of heightened suggestibility and focused attention.
- 4 Intake session The initial meeting between a hypnotherapist and a client, during which relevant information is gathered, such as medical history, personal background, and presenting concerns. This information helps guide the therapeutic approach.
- 5 Intervention Purposeful actions, techniques, or strategies employed by a hypnotherapist to address and alleviate the client's presenting concerns and promote positive change.
- 6 Presenting concerns Presenting concerns refers to the problems or issues that a person brings forward when seeking help or support from a professional, such as a therapist, counsellor, or healthcare provider. These concerns are the primary reasons for seeking assistance and represent the symptoms, challenges, or difficulties that the individual is currently experiencing and wishes to address.
- 7 Termination session The concluding session of a hypnotherapy process, where the client's progress is reviewed, and the therapeutic relationship is formally concluded. This session often involves discussing future goals and providing support for independent well-being.
- 8 Therapeutic Pertaining to the process of healing, promoting well-being, and facilitating positive changes through targeted interventions and treatments.

### **List of Figure**

1. Figure 1 Occupational Structure for Hypnotherapy.
2. Figure 2 Occupational Area Structure for Hypnotherapy.

### **List of Appendix**

1. Appendix A Competency Profile Chart for Teaching & Learning (CPC<sub>PdP</sub>).
2. Appendix B Element Content Weightage.



### **Acknowledgement**

Director General of Department of Skills Development (DSD) would like to extend gratitude to the National Skills Development Council (MPKK), Standard Technical Committee (JTS), Standard Technical Evaluation Committee (JTPS), Standard Development Committee (JPS), and organisation and individuals who have been involved directly or indirectly for the contribution, persistence, and support in the development of this Standard until it is completed.

The Director General of DSD also would like to express sincere thanks to the support and involvement of all contributors and effort in developing this Standard successfully.

**STANDARD PRACTICE**  
**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR:**  
**HYPNOTHERAPY**  
**LEVEL 3**

## 1. Introduction

Hypnotherapy is a transformative practice that harnesses the power of focused attention, reduced peripheral awareness, heightened suggestibility and receptibility to access the subconscious mind. Through this heightened state of awareness, individuals can explore their inner thoughts, emotions, and behaviour, thus facilitating positive changes, personal growth and to address various concerns.

By combining therapeutic techniques with the natural state of hypnosis, hypnotherapy empowers individuals to overcome challenges, modify behaviours, and achieve their goals. This document outlines the essential competencies required for hypnotherapy practice in Malaysia, aiming to guide aspiring and practising hypnotherapists in delivering effective, ethical, and impactful services to clients across various domains of personal development and well-being. It's essential to seek the services of a certified and experienced hypnotherapist for effective and safe results.

The origin of hypnotherapy practice in Malaysia can be traced to the professionals in the psychiatric field who received their additional training in the psychoanalytic field in the late 1960s and early 1970s overseas, which incorporated hypnosis in its practice. Some of these professionals started practising hypnosis and formed hypnosis-related association in Malaysia.<sup>1</sup>

Over the years, hypnotherapy has been practised by doctors, psychologists, counsellors, and trained professionals. Local training courses also became widely available in the 2000s. Presently there are several registered associations that oversee hypnotherapy practices for their respective members.

### 1.1 Occupation Overview

Hypnotherapists are dedicated to empowering individuals on their path to self-improvement and personal growth. As skilled practitioners in this field, hypnotherapists employ the techniques of hypnosis to facilitate positive changes in clients' lives. This holistic approach addresses a wide range of concerns, including stress management, anxiety reduction, habit modification, performance enhancement, and overcoming phobias. Hypnotherapists uphold the highest standards of confidentiality, respecting the privacy and sensitivity of individual's therapeutic journey.

### 1.2 Rationale of NOSS Development

This NOSS for hypnotherapy in Malaysia is developed to establish a cohesive and evidence-based framework, elevating the credibility and quality of hypnotherapy practice.

By providing clear competencies, ethical guidelines, and a unified approach, the document aims to foster public trust and support practitioners in continuous professional development. It prioritises client welfare, ensures a safe and effective

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<sup>1</sup> Singh, R., & Khan, R. (1998). Behaviour therapy in Malaysia. In P.O. Tian (Ed.), Behaviour Therapy and Cognitive Behaviour Therapy in Asia (pp. 123-145). Australia: Edumedia.

therapeutic experience, and aims to promote hypnotherapy as a respected and essential therapeutic modality in the nation's wellness landscape.

The development of the NOSS aims to portray the competencies required for a hypnotherapist. However, practitioners in the field of employment are subject to the regulatory body in force.

### **1.3 Rationale of Occupational Structure and Occupational Area Structure**

This new NOSS covered the work of hypnotherapists. Based on the Malaysia Standard Industry Classification (MSIC) 2008, the hypnotherapist is classified under Section (Q) Human Health and Social Work Activities. The 3-digit code match for a hypnotherapist is Group (869) Other Human Health Activities.

Results from job analysis show that the hypnotherapist starts at Level 3 and there are no defined job titles for Level 1 and Level 2. The NOSS development committee's proposed Occupational Structure and Occupational Area Structure are depicted in Figure 1 and Figure 2.

### **1.4 Regulatory/Statutory Body Requirements Related to Occupation**

It's important to observe regulatory and statutory requirements when practising hypnotherapy to ensure professionalism, safety, and compliance with the law. For now, there are no regulations governing the hypnotherapy industry in general, but it is recommended that T&CM practitioners observe the following regulatory requirements (if applicable):

- a) Traditional and Complementary Medicine Act 2016 (Act 775);
- b) Advertisement and Sale Act 1956;
- c) Traditional and Complementary Medicine Regulations 2021; and
- d) Code of Professional Conduct for Traditional and Complementary Medicine (T&CM) Practitioners.

It's essential for hypnotherapists, even in the absence of specific regulations for the hypnotherapy industry, to consider these relevant regulations and guidelines for traditional and complementary medicine. Compliance with these requirements contributes to maintaining high standards of professionalism and safety in practice.

### **1.5 Occupational Prerequisite**

The minimum requirements set forth by the industry for any interested individual to undertake the job or career in this area are as follows:

- a) Age 18 years and above (Employment Act 1955 – Act 265); and
- b) Mentally fit to perform the task and duty as required (certified by a Medical Officer or Occupational Health Doctor).

## **1.6 General Training Prerequisite for Malaysian Skills Certification System**

The minimum requirements set forth before enrolling for this course are able to read and write in Bahasa Melayu and/or English Language.

## 2. Occupational Structure (OS)

Section	(Q) Human Health and Social Work Activities		
Group	(869) Other Human Health Activities		
Area	Hypnotherapy	Health And Wellness Services - Alternative Therapy	Aromatherapy
Level 5	No Job Title	No Job Title	No Job Title
Level 4	No Job Title	No Job Title	No Job Title
Level 3	Hypnotherapist	Healthcare Support Supervisor	Aromatherapist
Level 2	No Job Title	Healthcare Support Personnel	No Job Title
Level 1	No Job Title	No Job Title	No Job Title

Figure 1: Occupational Structure for Hypnotherapy

## 3. Occupational Area Structure (OAS)

Section	(Q) Human Health and Social Work Activities		
Group	(869) Other Human Health Activities		
Area	Hypnotherapy	Health And Wellness Services - Alternative Therapy	Aromatherapy
Level 5	No Job Title	No Job Title	No Job Title
Level 4	No Job Title	No Job Title	No Job Title
Level 3	Hypnotherapy	Healthcare Support Supervision	Aromatherapy
Level 2	No Job Title	Healthcare Support Service	No Job Title
Level 1	No Job Title	No Job Title	No Job Title

Figure 2: Occupational Area Structure for Hypnotherapy

#### 4. Definition of Competency Levels

The NOSS is developed for various occupational areas. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

- Level 1: Competent in performing a range of varied work activities, most of which are routine and predictable.
- Level 2: 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.
- 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.
- Level 4: 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.
- Level 5: 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.

## 5. Award of Certificate

The Director General may award, to any person upon conforming to the Standards with the following skills qualifications as stipulated under the National Skills Development Act 2006 (Act 652):

- a) Malaysian Skills Certificate (MSC); or
- b) Statements of Achievement.

## 6. Occupational Competencies

The Hypnotherapy Level 3 personnel is competent in performing the following core competencies:

- a) Engage Hypnotherapy Client;
- b) Conduct Hypnotherapy Intake Session;
- c) Perform Hypnotic State Induction and Deepening;
- d) Carry Out Hypnotherapy Therapeutic Intervention; and
- e) Conduct Hypnotherapy Termination Session.

## 7. Work Conditions

Hypnotherapists typically work in various settings, such as private practices, healthcare premises, or wellness centres, and may offer flexible working hours, including evenings and weekends. They conduct one-on-one sessions with clients, utilising therapeutic techniques like hypnosis and therapeutic suggestions to address individual concerns and goals.

Hypnotherapists prioritise confidentiality and adhere to ethical guidelines, regularly monitoring client progress and adjusting intervention plans as needed. Professional development and ongoing learning are essential in this field, and self-care strategies help hypnotherapist manage their own emotional demands when dealing with clients' personal concerns.

In private practice, they may handle administrative tasks related to appointments, records, and billing, contributing to a rewarding profession that enables them to make a positive impact on clients' lives and promote personal growth and healing.

## 8. Employment Prospects

Hypnotherapy offers promising employment prospects, driven by the growing interest in complementary therapies and holistic wellness approaches. Private practice opportunities abound for hypnotherapists, with the potential for personalised services and flexible working hours. Integrating hypnotherapy into conventional healthcare settings, such as hospitals and wellness centres, creates additional job avenues. Specialising in niche areas like peak performance, stress, anxiety, and pain management can attract a dedicated clientele. Collaborating with healthcare providers and community organisations can enhance referral opportunities.



While regional variation exists, urban areas and regions accepting complementary therapies may offer more opportunities. As the field evolves, building a strong professional network and staying up to date with industry developments remain essential.

The income range for hypnotherapists varied from RM150.00 to RM500.00 per hour/session based on experience, specialisation, qualification, location, and company policy.

## 9. Up Skilling Opportunities

Upskilling opportunities for hypnotherapists are plentiful and can significantly enhance their professional expertise and career prospects. Here are some upskilling opportunities for hypnotherapists:

- a) **Advanced Training in Hypnotherapy Techniques:** Hypnotherapists can pursue advanced training and certification programs that focus on specialised techniques such as regression therapy, trauma-informed hypnotherapy, hypno-coaching, hypno-birthing, cognitive-behavioural hypnotherapy, and Ericksonian hypnosis.
- b) **Specialisation in Niche Areas:** Hypnotherapists can choose to specialise in specific areas, such as pain management, sports performance, corporate wellness, weight management, anxiety, smoking cessation, or phobia intervention. Specialisation allows them to target specific client needs and develop expertise in those domains.
- c) **Training in Evidence-Based Practices:** Keeping up to date with evidence-based practices is essential. Hypnotherapists can attend workshops and seminars to learn about the latest research and evidence supporting the effectiveness of hypnotherapy for various conditions.
- d) **Counselling and Psychotherapy Training:** Hypnotherapists can expand their skillset by pursuing training in counselling or psychotherapy techniques. This combination allows them to offer a more holistic approach to clients with complex needs.
- e) **Hypnotherapy Supervision and Mentoring:** Engaging in supervision or mentoring with experienced hypnotherapists provides valuable guidance and feedback to enhance therapeutic skills.
- f) **Ethics and Professional Development:** Hypnotherapists can attend workshops and courses focused on ethics, client confidentiality, and maintaining professional boundaries.
- g) **Business and Marketing Skills:** For those in private practice, upskilling in business and marketing strategies can help attract and retain clients and manage the administrative aspects of running a successful practice.
- h) **Online and Remote Hypnotherapy Skills:** In today's digital age, learning to conduct effective hypnotherapy sessions online or remotely is essential for expanding a hypnotherapist's client reach.

## 10. Organisation Reference for Sources of Additional Information

The following organisations can be referred as sources of additional information which can assist in defining the document's contents.

- a) Federation of Complementary & Natural Medical Associations Malaysia (FCNMAM)  
Garden City Business Centre  
B07/4, Jalan Dagang Besar  
Taman Dagang  
68000 Ampang, Selangor  
Tel : 011 1082 2026  
Website : [www.fcnmam.org](http://www.fcnmam.org)  
Email : [secretary@fcnmam.org](mailto:secretary@fcnmam.org)

**11. Standard Technical Evaluation Committee**

NO	NAME	POSITION & ORGANISATION
<b>CHAIRMAN</b>		
1	Markhuza Binti Mokhtar	Principal Assistant Director Department of Skills Development (DSD)
<b>EVALUATION PANEL</b>		
1	Dr. Sim Sze Kiat	Medical Lecturer Universiti Malaysia Sarawak (UNIMAS)
2	Foo Hui Yee	Hypnotherapist Riel Consulting
3	Hue Vern Chie	Hypnotherapist Relife Mental Health Clinic Sdn. Bhd.
<b>SECRETARIAT</b>		
1	Zeti Akhtar Binti Mohamad	Assistant Director Department of Skills Development (DSD)

**12. Standard Development Committee****HYPNOTHERAPY****LEVEL 3**

NO	NAME	POSITION & ORGANISATION
<b>DEVELOPMENT PANEL</b>		
1	Dr. Lee Wei Lu	Licensed Counsellor & Hypnotherapist New Mind Brain Health Centre
2	Lim Dao Yong	Registered Counsellor & Hypnotherapist Limdaoyong Psychology Centre
3	Muniandy Ramachandran Nadason	Clinical Psychologist & Hypnotherapist Heart Mind Soul Healing Centre
4	Dr. Wong Siao Yen	Educational Psychologist & Hypnotherapist HappyLand Psychology & Therapy Sdn. Bhd.
5	Mili Sasidharan	Psychotherapist & Cognitive Behavioural Hypnotherapist Valley Psychological Services
6	Dr. Koo Kian Yong	Principal Instructor Trauma-Informed Hypnotherapist New Mind Brain Health Centre
7	Loh Jun Ming	Neurofeedback Practitioner & Hypnotherapist New Mind Brain Health Centre
8	Ng Zhi Kuan	Hypnotherapist InPsych Psychological Services & Training
9	Teoh Ching Nee	Instructor & Hypnotherapist Seth Space Plt.
10	Tean Jia Yee	Hypnotherapist Association of Hypnotherapy Practitioners Malaysia (AHPM)
11	Cheong Chen Chen	Hypnotherapist Association of Hypnotherapy Practitioners Malaysia (AHPM)
12	Dr. Koo Kian Wei	Hypnotherapist Association of Hypnotherapy Practitioners Malaysia (AHPM)
<b>FACILITATOR</b>		
1	Harris Iskandar Bin Nordin	CIAST/PPL/FDS-0034/2012 Deru Karya Makmur Sdn. Bhd.

**STANDARD CONTENT**  
**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR:**  
**HYPNOTHERAPY**  
**LEVEL 3**

13. Competency Profile Chart (CPC)

SECTION	(Q) HUMAN HEALTH AND SOCIAL WORK ACTIVITIES		
GROUP	(869) OTHER HUMAN HEALTH ACTIVITIES		
AREA	HYPNOTHERAPY		
NOSS TITLE	HYPNOTHERAPY		
NOSS LEVEL	THREE (3)	NOSS CODE	Q869-006-3:2024

←COMPETENCY UNIT→		←WORK ACTIVITIES→				
CORE	ENGAGE HYPNOTHERAPY CLIENT	HANDLE CLIENT'S ENQUIRY	ARRANGE CLIENT'S APPOINTMENT	COORDINATE PRE-SESSION ADMINISTRATION		
	Q869-006-3:2024-C01	Q869-006-3:2024- C01-W01	Q869-006-3:2024- C01-W02	Q869-006-3:2024- C01-W03		
	CONDUCT HYPNOTHERAPY INTAKE SESSION	OBTAIN INFORMED CONSENT	EXECUTE RISK SCREENING TEST	IDENTIFY CLIENT'S PRESENTING CONCERN	OUTLINE INTERVENTION PLANS	
	Q869-006-3:2024-C02	Q869-006-3:2024- C02-W01	Q869-006-3:2024- C02-W02	Q869-006-3:2024- C02-W03	Q869-006-3:2024- C02-W04	

←COMPETENCY UNIT→		←WORK ACTIVITIES→			
CORE	<p>PERFORM HYPNOTIC STATE INDUCTION AND DEEPENING</p>	<p>SUMMARISE CLIENT'S PROGRESS</p>	<p>EXECUTE INDUCTION TECHNIQUE</p>	<p>EXECUTE DEEPENING TECHNIQUE</p>	
	<p>Q869-006-3:2024-C03</p>	<p>Q869-006-3:2024-C03-W01</p>	<p>Q869-006-3:2024-C03-W02</p>	<p>Q869-006-3:2024-C03-W03</p>	
	<p>CARRY OUT HYPNOTHERAPY THERAPEUTIC INTERVENTION</p>	<p>EXECUTE THERAPEUTIC INTERVENTION TECHNIQUE</p>	<p>EXECUTE EMERGENCE FROM HYPNOTIC STATE</p>	<p>CONDUCT SESSION DEBRIEF</p>	
<p>Q869-006-3:2024-C04</p>	<p>Q869-006-3:2024-C04-W01</p>	<p>Q869-006-3:2024-C04-W02</p>	<p>Q869-006-3:2024-C04-W03</p>		
<p>CONDUCT HYPNOTHERAPY TERMINATION SESSION</p>	<p>REVIEW INTERVENTION PROGRESS</p>	<p>ADDRESS FUTURE NEEDS</p>	<p>OBTAIN CLIENT'S SATISFACTION FEEDBACK</p>		
<p>Q869-006-3:2024-C05</p>	<p>Q869-006-3:2024-C05-W01</p>	<p>Q869-006-3:2024-C05-W02</p>	<p>Q869-006-3:2024-C05-W03</p>		

**14. Competency Profile (CP)**

SECTION	(Q) Human Health and Social Work Activities		
GROUP	(869) Other Human Health Activities		
AREA	Hypnotherapy		
NOSS TITLE	Hypnotherapy		
NOSS LEVEL	Three (3)	NOSS CODE	Q869-006-3:2024

CU TITLE & CU CODE	Engage Hypnotherapy Client. Q869-006-3:2024-C01
CU DESCRIPTOR	<p>Engage Hypnotherapy Client describes the skills needed to effectively recruit clients for hypnotherapy sessions. It covers marketing and networking strategies to reach potential clients, along with communication techniques to convey the benefits of hypnotherapy and address client queries professionally.</p> <p>The person who is competent in this CU should be able to handle client's enquiry, arrange client's appointment and coordinate pre-session administration.</p> <p>The outcome of this CU is proficiency in identifying and reaching out to potential clients, promoting, and explaining their hypnotherapy services.</p>

WORK ACTIVITIES	WORK STEPS	PERFORMANCE CRITERIA
1. Handle client's enquiry.	1.1 Receive client's enquiry. 1.2 Address client's enquiries. 1.3 Explain services offered. 1.4 Provide alternative options for referral.	1.1 Client's enquiry recorded according to company policy. 1.2 Client's enquiries such as fees, services or other relevant client enquiries relating to hypnotherapy addressed according to company policy. 1.3 Terms of services, limitations and scope of work explained to client according to company policy. 1.4 Referral for alternative options provided according to inquiries received and limitation of services.



WORK ACTIVITIES	WORK STEPS	PERFORMANCE CRITERIA
2. Arrange client's appointment.	2.1 Obtain client's basic information. 2.2 Discuss suitable appointment schedule. 2.3 Obtain client's acknowledgement. 2.4 Update company calendar. 2.5 Send appointment reminder to client.	2.1 Client's name, demographic, contact information, emergency contact information and reasons for visit recorded according to company policy. 2.2 Suitable date and time for both parties checked according to company scheduling system. 2.3 Client's acknowledgement of the appointment obtained according to company policy. 2.4 Company scheduling system updated with client's appointment information and notified the personnel involved. 2.5 Appointment reminder sent to client and acknowledgement obtained according to company policy.
3. Coordinate pre-session administration.	3.1 Register new client in the system. 3.2 Provide method of payment. 3.3 Collect payment as agreed. 3.4 Update client's file.	3.1 New client's file with detailed information created according to company policy. 3.2 Payment method preference provided to client according to company policy. 3.3 Payment collected either before session or after session according to company policy. 3.4 Client's record updated in the file according to company policy.

CU TITLE & CU CODE	Conduct Hypnotherapy Intake Session. Q869-006-3:2024-C02
CU DESCRIPTOR	<p>Conduct Hypnotherapy Intake Session describes the initial meeting between the hypnotherapist and the client. It includes gathering essential information about the client's medical history, personal background, and reasons for seeking hypnotherapy.</p> <p>The person who is competent in this CU should be able to obtain informed consent, execute risk screening test, identify client's presenting concern and outline intervention plans.</p> <p>The outcome of this CU is an effective intake process that forms the foundation for a successful and client-centred hypnotherapy journey.</p>

WORK ACTIVITIES	WORK STEPS	PERFORMANCE CRITERIA
1. Obtain informed consent.	1.1 Build up rapport. 1.2 Explain contents of informed consent. 1.3 Clarify client's enquiries. 1.4 Acquire client's signature.	1.1 Rapport with client established according to client's body language and feedback. 1.2 Contents of informed consent form particularly exception or limitation of confidentiality explained to client according to company policy. 1.3 Client's doubts and questions resolved according to company policy. 1.4 Client's or guardian's signature acquired to indicate service agreement according to company policy.
2. Execute risk screening test.	2.1 Administer screening test. 2.2 Review screening test results. 2.3 Recommend suitable safety actions.	2.1 Screening test administered for potential risk and distress condition using suitable questionnaire as a baseline measure. 2.2 Severity of potential risk and distress identified according to screening test classification. 2.3 Suitable safety actions for client suggested according to screening test classification if necessary.

WORK ACTIVITIES	WORK STEPS	PERFORMANCE CRITERIA
3. Identify client's presenting concern.	3.1 List out client's concern. 3.2 Execute history taking. 3.3 Prioritise client's concern. 3.4 Establish main concern. 3.5 Establish initial goal.	3.1 Client's concern listed out using active listening skills. 3.2 Client's history considered when clarifying client's presenting concern according to hypnotherapy practices. 3.3 List of concerns prioritised by the client according to hypnotherapy practices. 3.4 Agreement established on the main concern for intervention according to client's feedback. 3.5 Agreement established on the initial goal for intervention using SMART method.
4. Outline intervention plans.	4.1 Explain hypnotic process. 4.2 Discuss intervention plans. 4.3 Address client's expectations. 4.4 Prepare intake session notes.	4.1 Hypnotic process communicated with the client according to hypnotherapy practices. 4.2 Suitable intervention strategy, approach, estimated number of sessions and outcomes discussed with the client and agreement obtained. 4.3 Client's self-doubt or high expectation concerns clarified according to client's queries. 4.4 Intake session input recorded into client's file according to company policy.

CU TITLE & CU CODE	Perform Hypnotic State Induction and Deepening. Q869-006-3:2024-C03
CU DESCRIPTOR	<p>Perform Hypnotic State Induction and Deepening describes the techniques and methods for inducing and deepening hypnotic states in clients. It includes various induction approaches such as progressive relaxation, imagery, and suggestion-based methods.</p> <p>The person who is competent in this CU should be able to summarise client’s progress, execute induction technique and execute deepening technique.</p> <p>The outcome of this CU is a smooth transition into the hypnotic state for clients, ensuring clients reach an appropriate receptiveness and responsiveness for effective therapeutic interventions.</p>

WORK ACTIVITIES	WORK STEPS	PERFORMANCE CRITERIA
1. Summarise client’s progress.	1.1 Build up rapport. 1.2 Recap previous session output. 1.3 Update client’s status. 1.4 Brief current session objectives and process.	1.1 Casual conversation conducted to make client comfortable according to hypnotherapy practices. 1.2 Previous session output (previous intake/hypnotherapy session) recapped to the client according to session notes recorded. 1.3 Client’s progress status since previous session discussed and reviewed according to hypnotherapy practices. 1.4 Current session objectives and process explained to the client and any queries resolved.
2. Execute induction technique.	2.1 Create conducive environment. 2.2 Apply selected induction technique. 2.3 Observe client’s response. 2.4 Update observation checklist.	2.1 Safe, private and minimal distraction environment created for optimal therapeutic intervention according to hypnotherapy practices. 2.2 Suitable induction technique implemented depending on client’s traits (suggestibility) to facilitate heightened focused attention and reduced peripheral awareness according to hypnotherapy practices. 2.3 Physiological response of the client monitored, and induction process adjusted accordingly to achieve initial hypnotic state according to hypnotherapy practices.

WORK ACTIVITIES	WORK STEPS	PERFORMANCE CRITERIA
		2.4 Physiological response and phenomena observation findings recorded using checklist according to hypnotherapy practices.
3. Execute deepening technique.	3.1 Apply selected deepening technique. 3.2 Observe client's response. 3.3 Reinforce client's hypnotic state. 3.4 Update observation checklist.	3.1 Suitable deepening technique implemented depending on client's traits (suggestibility) to achieve the desired hypnotic state according to hypnotherapy practices. 3.2 Psychomotor response of the client monitored, and deepening process adjusted accordingly according to hypnotherapy practices. 3.3 Client's hypnotic state stabilised and receptive to therapeutic intervention according to hypnotherapy practices. 3.4 Psychomotor response and phenomena observation findings recorded using checklist according to hypnotherapy practices.

<p><b>CU TITLE &amp; CU CODE</b></p>	<p>Carry Out Hypnotherapy Therapeutic Intervention. Q869-006-3:2024-C04</p>
<p><b>CU DESCRIPTOR</b></p>	<p>Carry Out Hypnotherapy Therapeutic Intervention describes how to use therapeutic techniques during hypnotherapy to address specific client concerns and bring positive changes to their behaviour, emotions, and thought patterns for optimum daily functioning or peak performance.</p> <p>The person who is competent in this CU should be able to execute therapeutic intervention technique, execute emergence from hypnotic state and conduct session debrief.</p> <p>The outcome of this CU is proficiency in delivering impactful therapeutic interventions during the hypnotic state, identifying, and targeting underlying concerns, creating personalised intervention plans, and helping clients overcome challenges, achieve their goals, and experience positive changes.</p>

<p><b>WORK ACTIVITIES</b></p>	<p><b>WORK STEPS</b></p>	<p><b>PERFORMANCE CRITERIA</b></p>
<p>1. Execute therapeutic intervention technique.</p>	<p>1.1 Perform ego-strengthening technique. 1.2 Perform goal-based suggestion technique. 1.3 Reinforce positive expectancy. 1.4 Observe client's response.</p>	<p>1.1 Selected positive statements applied repeatedly throughout the session to enhance inner resources according to hypnotic suggestion rules. 1.2 Goal-based suggestion applied to suit client's needs and triggers according to hypnotic suggestion rules. 1.3 Clients empowered towards positive outlook to meet the intervention goals. 1.4 Psychomotor response of the client acknowledged, and suggestion technique adjusted accordingly until the needed intervention is fulfilled.</p>
<p>2. Execute emergence from hypnotic state.</p>	<p>2.1 Commence emerging process. 2.2 Perform client's reorientation. 2.3 Observe client's response.</p>	<p>2.1 Emerging process initiated and implemented using suggestion to exit the hypnotic state according to hypnotherapy practices. 2.2 Client's re-alerted and reoriented to normal awareness according to hypnotherapy practices. 2.3 Psychomotor response of the client monitored, and emergence process adjusted accordingly according to hypnotherapy practices.</p>

WORK ACTIVITIES	WORK STEPS	PERFORMANCE CRITERIA
3. Conduct session debrief.	3.1 Collect client's feedback. 3.2 Address client's concern and reflection. 3.3 Decide either follow-up or termination. 3.4 Record hypnotherapy session notes.	3.1 Client's feedback acknowledged and clarification sought from the client using selected questionnaire according to hypnotherapy practices. 3.2 Client's concern, insight, learning, or unresolved issues addressed according to hypnotherapy practices. 3.3 Follow-up or termination session decided and planned upon mutual discussion with the client. 3.4 Hypnotherapy session input compiled into client's file according to company policy.

<p><b>CU TITLE &amp; CU CODE</b></p>	<p>Conduct Hypnotherapy Termination Session. Q869-006-3:2024-C05</p>
<p><b>CU DESCRIPTOR</b></p>	<p>Conduct Hypnotherapy Termination Session describes the essential techniques for concluding hypnotherapy sessions with clients, reinforcing positive changes, and providing ongoing support and referral resources for continued self-improvement.</p> <p>The person who is competent in this CU should be able to review intervention progress, address future needs and obtain client’s satisfaction feedback.</p> <p>The outcome of this CU is proficiency in conducting termination sessions, leaving clients with a sense of accomplishment, empowerment, and the ability to maintain and build upon the progress achieved during hypnotherapy.</p>

<p><b>WORK ACTIVITIES</b></p>	<p><b>WORK STEPS</b></p>	<p><b>PERFORMANCE CRITERIA</b></p>
<p>1 Review intervention progress.</p>	<p>1.1 Gather relevant data. 1.2 Measure client’s progress. 1.3 Assess client’s progress.</p>	<p>1.1 Progress data compiled from baseline and throughout the sessions. 1.2 Selected questionnaire applied to measure current client’s progress. 1.3 Baseline screening data compared with present test data to analyse client’s changes before and after intervention.</p>
<p>2 Address future needs.</p>	<p>2.1 Identify client’s post therapy strengths and potential challenges. 2.2 Offer continuous future therapeutic support. 2.3 Guide client’s insight and experience integration. 2.4 Recommend relapse prevention strategies.</p>	<p>2.1 Client’s strength and challenge summarised according to client’s feedback and observations from therapist. 2.2 Continuous support or referral to other professional resources suggested to the client if needed according to hypnotherapy practices. 2.3 Integration of insights and changes of experience during the session communicated with client according to hypnotherapy practices. 2.4 Ways to prevent relapse suggested to client according to client’s needs or potential challenge.</p>



WORK ACTIVITIES	WORK STEPS	PERFORMANCE CRITERIA
3 Obtain client's satisfaction feedback.	3.1 Acquire client's feedback form. 3.2 Address client's concern. 3.3 Prepare termination session notes.	3.1 Feedback form completed by client and retrieved according to company policy. 3.2 Comments mentioned by client acknowledged and possible action taken according to company policy. 3.3 Termination session input recorded into client's file according to company policy.

**CURRICULUM OF COMPETENCY UNIT**  
**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR:**  
**HYPNOTHERAPY**  
**LEVEL 3**

**15. Curriculum of Competency Unit**  
**15.1 Engage Hypnotherapy Client.**

SECTION	(Q) Human Health and Social Work Activities		
GROUP	(869) Other Human Health Activities		
AREA	Hypnotherapy		
NOSS TITLE	Hypnotherapy		
COMPETENCY UNIT TITLE	Engage Hypnotherapy Client.		
LEARNING OUTCOMES	<p>The learning outcomes of this competency are to enable the trainees to identify and reach out to potential clients, promoting, and explaining their hypnotherapy services.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Handle client's enquiry.</li> <li>2. Arrange client's appointment.</li> <li>3. Coordinate pre-session administration.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Not Available.		
CU CODE	Q869-006-3:2024-C01	NOSS LEVEL	Three (3)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Handle client's enquiry.	1.1 Introduction to hypnotherapy. 1.2 Client service courtesy. 1.3 Common myths and misconceptions in	1.1 Receive client's enquiry. 1.2 Address client's enquiries. 1.3 Explain services offered. 1.4 Provide alternative options for referral.	<u>ATTITUDE</u> 1.1 Non-judgemental towards client. 1.2 Be empathetic. 1.3 Build rapport.	<u>COGNITIVE DOMAIN</u> 1.1 Introduction to hypnotherapy explained. 1.2 Client service courtesy described. 1.3 Common myths and misconceptions in hypnotherapy listed out and

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>hypnotherapy.</p> <p>1.4 Benefits and limitations of hypnotherapy.</p> <p>1.5 Range of medical and mental health practitioners:</p> <ul style="list-style-type: none"> <li>• Medical practitioners.</li> <li>• Hypnotherapist.</li> <li>• Psychiatrist.</li> <li>• Counsellors.</li> <li>• Psychologist.</li> </ul> <p>1.6 Terms and conditions of services:</p> <ul style="list-style-type: none"> <li>• Fee structure.</li> <li>• Cancellation policy.</li> </ul> <p>1.7 Hypnotherapy ethical practices such as:</p> <ul style="list-style-type: none"> <li>• Delivery of service.</li> </ul>		<p><u>SAFETY</u></p> <p>1.1 Maintain client confidentiality.</p> <p>1.2 Practice safe boundaries.</p> <p><u>ENVIRONMENT</u></p> <p>Not available.</p>	<p>explained.</p> <p>1.4 Benefits and limitations of hypnotherapy elaborated.</p> <p>1.5 Range of medical and mental health practitioners listed out and described.</p> <p>1.6 Terms and conditions of services listed out and described.</p> <p>1.7 Hypnotherapy ethical practices explained.</p> <p>1.8 Hypnotherapy workplace appearance etiquette explained.</p> <p>1.9 Hypnotherapy practice location explained.</p> <p><u>PSYCHOMOTOR DOMAIN</u></p> <p>1.1 Client's enquiry recorded according to hypnotherapy practices.</p> <p>1.2 Client's enquiries such as fees, services or other relevant client enquiries relating to hypnotherapy addressed according to hypnotherapy practices.</p> <p>1.3 Services offered such as peak performance, habit breaking,</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Client welfare.</li> <li>• General conduct.</li> </ul> 1.8 Hypnotherapy workplace appearance etiquette. 1.9 Hypnotherapy practice location.			or other areas explained according to hypnotherapy practices. 1.4 Referral for alternative option provided according to inquiries received and limitation of services.  <u>AFFECTIVE DOMAIN</u> 1.1 Non-judgemental communication towards client demonstrated. 1.2 Empathetic attitude displayed. 1.3 Rapport with client established. 1.4 Client confidentiality maintained. 1.5 Safe boundaries practised.
2. Arrange client's appointment.	2.1 Client's basic information: <ul style="list-style-type: none"> <li>• Name.</li> <li>• Client's demographic.</li> <li>• Contact information.</li> </ul>	2.1 Obtain client's basic information. 2.2 Discuss suitable appointment schedule. 2.3 Obtain client's acknowledgement. 2.4 Update company calendar.	<u>ATTITUDE</u> 2.1 Non-judgemental towards client. 2.2 Be empathetic. 2.3 Build rapport.  <u>SAFETY</u> 2.1 Practice ethical consideration.	<u>COGNITIVE DOMAIN</u> 2.1 Client's basic information listed out and explained. 2.2 Client's registration form described. 2.3 The importance of arranging appointment described. 2.4 Awareness of Personal Data Protection Act 2010 (PDPA) explained.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Emergency contact information.</li> <li>• Reasons for visit.</li> </ul> <p>2.2 Client's registration form.</p> <p>2.3 Importance of arranging appointment.</p> <p>2.4 Awareness of Personal Data Protection Act 2010 (Act 709).</p>	<p>2.5 Send appointment reminder to client.</p>	<p>2.2 Maintain client confidentiality.</p> <p><u>ENVIRONMENT</u> Not available.</p>	<p><u>PSYCHOMOTOR DOMAIN</u></p> <p>2.1 Client's name, demographic, contact information, emergency contact information and reasons for visit recorded according to hypnotherapy practices.</p> <p>2.2 Suitable date and time for both parties checked according to hypnotherapy practices.</p> <p>2.3 Client's acknowledgement of the appointment obtained according to client's registration form details.</p> <p>2.4 Scheduling system updated with client's appointment information according to hypnotherapy practices.</p> <p>2.5 Appointment reminder sent to client and acknowledgement obtained according to hypnotherapy practices.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>2.1 Non-judgemental communication towards client demonstrated.</p> <p>2.2 Empathetic attitude displayed.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				2.3 Rapport with client established. 2.4 Ethical consideration practised. 2.5 Client confidentiality maintained.
3. Coordinate pre-session administration.	3.1 Client's file documentation. 3.2 Filing system: <ul style="list-style-type: none"> <li>• Hard copy.</li> <li>• Soft copy.</li> </ul> 3.3 Method of payment.	3.1 Register new client in the system. 3.2 Provide method of payment. 3.3 Collect payment as agreed. 3.4 Update client's file.	<u>ATTITUDE</u> 3.1 Non-judgemental towards client. 3.2 Be empathetic. 3.3 Build rapport.  <u>SAFETY</u> 3.1 Practice ethical consideration. 3.2 Maintain client confidentiality.  <u>ENVIRONMENT</u> Not available.	<u>COGNITIVE DOMAIN</u> 3.1 Client's file documentation explained. 3.2 Filing system described. 3.3 Method of payment explained.  <u>PSYCHOMOTOR DOMAIN</u> 3.1 New client's file with detailed information created according to hypnotherapy practices. 3.2 Payment method preference provided to client according to hypnotherapy practices. 3.3 Payment collected either before session or after session according to hypnotherapy practices. 3.4 Client's record updated in the file according to hypnotherapy practices.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				<u>AFFECTIVE DOMAIN</u> 3.1 Non-judgemental communication towards client demonstrated. 3.2 Empathetic attitude displayed. 3.3 Rapport with client established. 3.4 Ethical consideration practised. 3.5 Client confidentiality maintained.



## Employability Skills

### Core Abilities

- Please refer NCS- Core Abilities latest edition.

### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

## References for Learning Material Development

- 1 C Roy Hunter. (2010). *The Art of Hypnotherapy, Mastering Client-centered Techniques*. Crown House Publishing. ISBN 9781845904524, 1845904524.
- 2 D. Corydon Hammond. (1990). *Handbook of Hypnotic Suggestions and Metaphors*. W. W. Norton. ISBN 9780393706475, 0393706478.
- 3 Kevin Hogan, Elizabeth J. Nahum, C. Devin Hastings. (2001). *The New Hypnotherapy Handbook, Hypnosis and Mind Body Healing*. Network 3000 Publishing. ISBN 9780970932105, 0970932103.
- 4 Kweethai Neill, Steve Stork. (2023). *Critical Pretalk as A Crucial Conversation*. ISBN 9780981638553.
- 5 Lynn Lyons. (2015). *Using Hypnosis with Children, Creating and Delivering Effective Interventions*. WW Norton. ISBN 9780393708998, 0393708993.
- 6 Michael D. Yapko. (2012). *Trancework: An Introduction to the Practice of Clinical Hypnosis*. Routledge. ISBN 9780415884945, 0415884942.
- 7 Paul G. Durbin. (1993). *Hypnotherapy for Body, Mind, and Spirit*. Alliance Publishing. ISBN 9781881615057, 1881615057.
- 8 Richard Nongard. (2020). *The Self-Hypnosis Solution: Step-By-Step Methods and Scripts to Create Profound Change and Lifelong Results*. Subliminal Science Press. ISBN 1734467843, 9781734467840.
- 9 Richard Nongard. (2022). *Excellence in Parts Work, Multiple Approaches and Proven Techniques for Helping Clients in Counseling, Coaching, and Hypnotherapy*. Subliminal Science Press. ISBN 9781734467888, 1734467886.

**15.2 Conduct Hypnotherapy Intake Session.**

SECTION	(Q) Human Health and Social Work Activities		
GROUP	(869) Other Human Health Activities		
AREA	Hypnotherapy		
NOSS TITLE	Hypnotherapy		
COMPETENCY UNIT TITLE	Conduct Hypnotherapy Intake Session.		
LEARNING OUTCOMES	<p>The learning outcomes of this competency are to enable the trainees to conduct intake process that forms the foundation for a successful and client-centred hypnotherapy journey.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Obtain informed consent.</li> <li>2. Execute risk screening test.</li> <li>3. Identify client's presenting concern.</li> <li>4. Outline intervention plans.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Not Available.		
CU CODE	Q869-006-3:2024-C02	NOSS LEVEL	Three (3)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Obtain informed consent.	1.1 Verbal and non-verbal techniques of building rapport. 1.2 Primary sensory/learning system:	1.1 Build up rapport. 1.2 Explain contents of informed consent. 1.3 Clarify client's enquiries. 1.4 Acquire client's signature.	<u>ATTITUDE</u> 1.1 Do no harm. 1.2 Non-judgemental towards client. 1.3 Be empathetic. 1.4 Build rapport.	<u>COGNITIVE DOMAIN</u> 1.1 Verbal and non-verbal techniques of building rapport explained. 1.2 Primary sensory/learning system described. 1.3 Function of consent form listed out and explained.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Visual.</li> <li>• Auditory.</li> <li>• Kinesthetics.</li> <li>• Gustatory (taste).</li> <li>• Olfactory (smell).</li> </ul> <p>1.3 Function of consent form such as:</p> <ul style="list-style-type: none"> <li>• Services, scope and process of therapy.</li> <li>• Privacy and confidentiality.</li> <li>• Limitation of confidentiality.</li> <li>• Collaborative effort.</li> <li>• Cancellation policy.</li> <li>• Limitation of service.</li> <li>• Termination of service.</li> </ul>		<p><u>SAFETY</u></p> <p>1.1 Maintain client confidentiality.</p> <p>1.2 Practice ethical consideration.</p> <p><u>ENVIRONMENT</u></p> <p>Not available.</p>	<p>1.4 Informed consent form described.</p> <p><u>PSYCHOMOTOR DOMAIN</u></p> <p>1.1 Rapport with client established according to client’s body language and feedback.</p> <p>1.2 Contents of informed consent form particularly exception or limitation of confidentiality explained to client according to hypnotherapy practices.</p> <p>1.3 Client’s doubts and questions resolved according to hypnotherapy practices.</p> <p>1.4 Client’s or guardian’s signature acquired to indicate service agreement according to hypnotherapy practices.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>1.1 Calm and non-coercive demeanour demonstrated.</p> <p>1.2 Non-judgemental communication towards client demonstrated.</p> <p>1.3 Empathetic attitude displayed.</p> <p>1.4 Rapport with client established.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Potential risk of therapy.</li> <li>• Safeguarding.</li> <li>• Ethical practice.</li> <li>• Disclaimer (not a medical replacement).</li> <li>• Managing expectations.</li> <li>• Complaint procedures.</li> <li>• Client’s consent.</li> </ul> <p>1.4 Informed consent form.</p>			<p>1.5 Client confidentiality maintained.</p> <p>1.6 Ethical consideration practised.</p>
<p>2. Execute risk screening test.</p>	<p>2.1 Introduction to mental health related screening test.</p> <p>2.2 Purpose of mental health related screening test.</p> <p>2.3 Types of mental health related</p>	<p>2.1 Administer screening test.</p> <p>2.2 Review screening test results.</p> <p>2.3 Recommend suitable safety actions.</p>	<p><u>ATTITUDE</u></p> <p>2.1 Do no harm.</p> <p>2.2 Non-judgemental towards client.</p> <p>2.3 Be empathetic.</p> <p>2.4 Build rapport.</p> <p><u>SAFETY</u></p> <p>2.1 Maintain client confidentiality.</p>	<p><u>COGNITIVE DOMAIN</u></p> <p>2.1 Introduction to mental health related screening test described.</p> <p>2.2 Purpose of mental health related screening test explained.</p> <p>2.3 Types of mental health related screening tests listed out and explained.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>screening tests such as:</p> <ul style="list-style-type: none"> <li>• Patient Health Questionnaire -9 (PHQ-9) &amp; General Anxiety Disorder-7 (GAD-7).</li> <li>• Depression, Anxiety &amp; Stress Scale (DASS) 21.</li> <li>• Subjective Units of Disturbance Scale (SUDS).</li> </ul> <p>2.4 Interpretation of mental health related screening test.</p> <p>2.5 Awareness of suicide and self-harming behaviour.</p> <p>2.6 Safety actions towards client:</p>		<p>2.2 Practice ethical consideration.</p> <p><u>ENVIRONMENT</u> Not available.</p>	<p>2.4 Interpretation of mental health related screening test described.</p> <p>2.5 Awareness of suicide and self-harming behaviour explained.</p> <p>2.6 Safety actions towards client elaborated.</p> <p><u>PSYCHOMOTOR DOMAIN</u></p> <p>2.1 Screening test administered for potential risk and distress condition using suitable questionnaire as a baseline measure.</p> <p>2.2 Severity of potential risk and distress identified according to screening test classification.</p> <p>2.3 Suitable safety actions for client suggested according to screening test classification if necessary.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>2.1 Calm and non-coercive demeanour demonstrated.</p> <p>2.2 Non-judgemental communication towards client demonstrated.</p> <p>2.3 Empathetic attitude displayed.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Assessing risks based on hypnotherapy expertise.</li> <li>• Assessing risks which may result in breaching confidentiality.</li> <li>• Referral out to qualified medical professional for severe cases.</li> </ul>			<p>2.4 Rapport with client established.</p> <p>2.5 Client confidentiality maintained.</p> <p>2.6 Ethical consideration practised.</p>
3. Identify client's presenting concern.	<p>3.1 Mental health psychoeducation.</p> <p>3.2 Purpose of history taking.</p> <p>3.3 Definition of concern in hypnotherapy:</p> <ul style="list-style-type: none"> <li>• Presenting concern.</li> </ul>	<p>3.1 List out client's concern.</p> <p>3.2 Execute history taking.</p> <p>3.3 Prioritise client's concern.</p> <p>3.4 Establish main concern.</p> <p>3.5 Establish initial goal.</p>	<p><u>ATTITUDE</u></p> <p>3.1 Do no harm.</p> <p>3.2 Non-judgemental towards client.</p> <p>3.3 Be empathetic.</p> <p>3.4 Build rapport.</p> <p><u>SAFETY</u></p> <p>3.1 Maintain client confidentiality.</p> <p>3.2 Practice ethical consideration.</p>	<p><u>COGNITIVE DOMAIN</u></p> <p>3.1 Mental health psychoeducation described.</p> <p>3.2 Purpose of history taking explained.</p> <p>3.3 Definition of concern in hypnotherapy listed out and explained.</p> <p>3.4 Case conceptualisation defined.</p> <p>3.5 SMART method explained.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Primary concern.</li> <li>• Secondary concern.</li> </ul> <p>3.4 Case conceptualisation such as:</p> <ul style="list-style-type: none"> <li>• 4P factor model formulation.</li> <li>• Biopsychosocial.</li> <li>• Cognitive behavioural or past trauma modality.</li> </ul> <p>3.5 SMART goals.</p>		<p><u>ENVIRONMENT</u> Not available.</p>	<p><u>PSYCHOMOTOR DOMAIN</u></p> <p>3.1 Client’s concern listed out using active listening skills.</p> <p>3.2 Client’s history considered when clarifying client’s presenting concern according to hypnotherapy practices.</p> <p>3.3 List of concerns prioritised by the client according to hypnotherapy practices.</p> <p>3.4 Agreement established on the main concern for intervention according to client’s feedback.</p> <p>3.5 Agreement established on the initial goal for intervention using SMART method.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>3.1 Calm and non-coercive demeanour demonstrated.</p> <p>3.2 Non-judgemental communication towards client demonstrated.</p> <p>3.3 Empathetic attitude displayed.</p> <p>3.4 Rapport with client established.</p> <p>3.5 Client confidentiality maintained.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				3.6 Ethical consideration practised.
4. Outline intervention plans.	<p>4.1 Hypnotic process:</p> <ul style="list-style-type: none"> <li>• Induction.</li> <li>• Deepening.</li> <li>• Therapeutic intervention.</li> <li>• Emergence.</li> </ul> <p>4.2 Intervention plans:</p> <ul style="list-style-type: none"> <li>• Intervention goal.</li> <li>• How to achieve the goal.</li> <li>• Estimated number of sessions required.</li> </ul> <p>4.3 Intake session notes such as:</p> <ul style="list-style-type: none"> <li>• Reason for coming.</li> <li>• Client's history and background.</li> </ul>	<p>4.1 Explain hypnotic process.</p> <p>4.2 Discuss intervention plans.</p> <p>4.3 Address client's expectations.</p> <p>4.4 Prepare intake session notes.</p>	<p><u>ATTITUDE</u></p> <p>4.1 Do no harm.</p> <p>4.2 Non-judgemental towards client.</p> <p>4.3 Be empathetic.</p> <p>4.4 Build rapport.</p> <p><u>SAFETY</u></p> <p>4.1 Maintain client confidentiality.</p> <p>4.2 Practice ethical consideration.</p> <p><u>ENVIRONMENT</u></p> <p>Not available.</p>	<p><u>COGNITIVE DOMAIN</u></p> <p>4.1 Hypnotic process elaborated.</p> <p>4.2 Intervention plans explained.</p> <p>4.3 Intake session notes described.</p> <p><u>PSYCHOMOTOR DOMAIN</u></p> <p>4.1 Hypnotic process communicated with the client according to hypnotherapy practices.</p> <p>4.2 Suitable intervention strategy, approach, estimated number of sessions and outcomes discussed with the client and agreement obtained.</p> <p>4.3 Client's self-doubt or high expectation concern clarified according to client's queries.</p> <p>4.4 Intake session input recorded into client's file according to hypnotherapy practices.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>4.1 Calm and non-coercive demeanour demonstrated.</p>



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Intervention plan.</li> <li>• Supporting system.</li> </ul>			<p>4.2 Non-judgemental communication towards client demonstrated.</p> <p>4.3 Empathetic attitude displayed.</p> <p>4.4 Rapport with client established.</p> <p>4.5 Client confidentiality maintained.</p> <p>4.6 Ethical consideration practised.</p>

## Employability Skills

### Core Abilities

- Please refer NCS- Core Abilities latest edition.

### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

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- 2 D. Corydon Hammond. (1990). *Handbook of Hypnotic Suggestions and Metaphors*. W. W. Norton. ISBN 9780393706475, 0393706478.
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**15.3 Perform Hypnotic State Induction and Deepening.**

SECTION	(Q) Human Health and Social Work Activities		
GROUP	(869) Other Human Health Activities		
AREA	Hypnotherapy		
NOSS TITLE	Hypnotherapy		
COMPETENCY UNIT TITLE	Perform Hypnotic State Induction and Deepening.		
LEARNING OUTCOMES	<p>The learning outcomes of this competency are to enable the trainees to execute a smooth transition of the client into the hypnotic state, ensuring clients reach an appropriate receptiveness and responsiveness for an effective therapeutic intervention.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Summarise client's progress.</li> <li>2. Execute induction technique.</li> <li>3. Execute deepening technique.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Competent in Q869-006-3:2024-C02 Conduct Hypnotherapy Intake Session.		
CU CODE	Q869-006-3:2024-C03	NOSS LEVEL	Three (3)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Summarise client's progress.	1.1 Verbal and non-verbal techniques of rapport building. 1.2 Active listening skills such as:	1.1 Build up rapport. 1.2 Recap previous session output. 1.3 Update client's status. 1.4 Brief current session objectives and process.	<u>ATTITUDE</u> 1.1 Do no harm. 1.2 Non-judgemental towards client. 1.3 Be empathetic. 1.4 Build rapport.	<u>COGNITIVE DOMAIN</u> 1.1 Verbal and non-verbal techniques of building rapport described. 1.2 Active listening skills listed out and explained. 1.3 Progress monitoring technique explained.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Paraphrasing skills.</li> <li>• Summarising skills.</li> <li>• Reflection of feelings and contents.</li> </ul> <p>1.3 Progress monitoring technique.</p> <p>1.4 Introduction to hypnotherapy theory and techniques:</p> <ul style="list-style-type: none"> <li>• Induction techniques.</li> <li>• Deepening techniques.</li> <li>• Therapeutic intervention techniques.</li> <li>• Emergence techniques.</li> </ul> <p>1.5 In-session crisis management.</p> <p>1.6 Contra indication for</p>		<p><u>SAFETY</u></p> <p>1.1 Maintain client confidentiality.</p> <p>1.2 Practice ethical consideration.</p> <p><u>ENVIRONMENT</u></p> <p>Not available.</p>	<p>1.4 Introduction to hypnotherapy theory and techniques listed out and explained.</p> <p>1.5 In-session crisis management elaborated.</p> <p>1.6 Contra indication for induction and deepening explained.</p> <p><u>PSYCHOMOTOR DOMAIN</u></p> <p>1.1 Casual conversation conducted to make client comfortable according to hypnotherapy practices.</p> <p>1.2 Previous session output (previous intake/hypnotherapy session) recapped to the client according to session notes recorded.</p> <p>1.3 Client's progress status since previous session discussed and reviewed according to hypnotherapy practices.</p> <p>1.4 Current session objectives and process explained to the client and any queries resolved.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>1.1 Calm and non-coercive demeanour demonstrated.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>induction and deepening.</p>			<p>1.2 Non-judgemental communication towards client demonstrated.                      1.3 Empathetic attitude displayed.                      1.4 Rapport with client established.                      1.5 Client confidentiality maintained.                      1.6 Ethical consideration practised.</p>
<p>2. Execute induction technique.</p>	<p>2.1 Conducive environment for hypnotherapy session.                      2.2 Types of induction techniques such as:                      • Psychomotor induction techniques (progressive relaxation, rapid induction, arm levitation).</p>	<p>2.1 Create conducive environment.                      2.2 Apply selected induction technique.                      2.3 Observe client’s response.                      2.4 Update observation checklist.</p>	<p><u>ATTITUDE</u>                      2.1 Do no harm.                      2.2 Non-judgemental towards client.                      2.3 Be empathetic.                      2.4 Build rapport.</p> <p><u>SAFETY</u>                      2.1 Maintain client confidentiality.                      2.2 Practice ethical consideration.</p> <p><u>ENVIRONMENT</u>                      Not available.</p>	<p><u>COGNITIVE DOMAIN</u>                      2.1 Conducive environment for hypnotherapy session described.                      2.2 Types of induction techniques listed out and explained.                      2.3 Signs and feelings of hypnotic state explained.                      2.4 Induction observation checklist described.</p> <p><u>PSYCHOMOTOR DOMAIN</u>                      2.1 Safe, private and minimal distraction environment created for optimal therapeutic intervention according to hypnotherapy practices.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Imagery techniques (guided imagery, director technique).</li> <li>• Hypnotic language pattern.</li> </ul> <p>2.3 Signs and feelings of hypnotic state.</p> <p>2.4 Induction observation checklist.</p>			<p>2.2 Suitable induction technique implemented depending on client's traits (suggestibility) to facilitate heightened focused attention and reduced peripheral awareness according to hypnotherapy practices.</p> <p>2.3 Physiological response of the client monitored, and induction process adjusted accordingly to achieve initial hypnotic state according to hypnotherapy practices.</p> <p>2.4 Physiological response and phenomena observation findings recorded using checklist according to hypnotherapy practices.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>2.1 Calm and non-coercive demeanour demonstrated.</p> <p>2.2 Non-judgemental communication towards client demonstrated.</p> <p>2.3 Empathetic attitude displayed.</p> <p>2.4 Rapport with client established.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				2.5 Client confidentiality maintained. 2.6 Ethical consideration practised.
3. Execute deepening technique.	3.1 Types of deepening techniques such as: <ul style="list-style-type: none"> <li>• Counting.</li> <li>• Imagery deepener.</li> <li>• Hypnotic language pattern.</li> </ul> 3.2 Stages of hypnotic depth state. 3.3 Deepening observation checklist. 3.4 Self-reflective practice.	3.1 Apply selected deepening technique. 3.2 Observe client’s response. 3.3 Reinforce client’s hypnotic state. 3.4 Update observation checklist.	<u>ATTITUDE</u> 3.1 Do no harm. 3.2 Non-judgemental towards client. 3.3 Be empathetic. 3.4 Build rapport.  <u>SAFETY</u> 3.1 Maintain client confidentiality. 3.2 Practice ethical consideration.  <u>ENVIRONMENT</u> Not available.	<u>COGNITIVE DOMAIN</u> 3.1 Types of deepening techniques listed out and explained. 3.2 Stages of hypnotic depth state described. 3.3 Sample of deepening observation checklist described. 3.4 Self-reflective practice explained.  <u>PSYCHOMOTOR DOMAIN</u> 3.1 Suitable deepening technique implemented depending on client’s traits (suggestibility) to achieve the desired hypnotic state according to hypnotherapy practices. 3.2 Psychomotor response of the client monitored, and deepening process adjusted accordingly according to hypnotherapy practices.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				<p>3.3 Client's hypnotic state stabilised and receptive for therapeutic intervention according to hypnotherapy practices.</p> <p>3.4 Psychomotor response and phenomena observation findings recorded using checklist according to hypnotherapy practices.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>3.1 Calm and non-coercive demeanour demonstrated.</p> <p>3.2 Non-judgemental communication towards client demonstrated.</p> <p>3.3 Empathetic attitude displayed.</p> <p>3.4 Rapport with client established.</p> <p>3.5 Client confidentiality maintained.</p> <p>3.6 Ethical consideration practised.</p>



## Employability Skills

### Core Abilities

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### Social Values & Social Skills

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- 2 D. Corydon Hammond. (1990). *Handbook of Hypnotic Suggestions and Metaphors*. W. W. Norton. ISBN 9780393706475, 0393706478.
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**15.4 Carry Out Hypnotherapy Therapeutic Intervention.**

SECTION	(Q) Human Health and Social Work Activities		
GROUP	(869) Other Human Health Activities		
AREA	Hypnotherapy		
NOSS TITLE	Hypnotherapy		
COMPETENCY UNIT TITLE	Carry Out Hypnotherapy Therapeutic Intervention.		
LEARNING OUTCOMES	<p>The learning outcomes of this competency are to enable the trainees to deliver impactful therapeutic interventions during the hypnotic state, identifying and targeting underlying concerns, creating personalised intervention plans, and helping clients overcome challenges, achieve their goals, and experience positive changes.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Execute therapeutic intervention technique.</li> <li>2. Execute emergence from hypnotic state.</li> <li>3. Conduct session debrief.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Competent in Q869-006-3:2024-C03 Perform Hypnotic State Induction and Deepening.		
CU CODE	Q869-006-3:2024-C04	NOSS LEVEL	Three (3)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Execute therapeutic intervention technique.	1.1 Ego-strengthening technique (positive affirmation). 1.2 Hypnotic suggestion	1.1 Perform ego-strengthening technique. 1.2 Perform goal-based suggestion technique. 1.3 Reinforce positive expectancy.	<u>ATTITUDE</u> 1.1 Do no harm. 1.2 Non-judgemental towards client. 1.3 Be empathetic. 1.4 Build rapport.	<u>COGNITIVE DOMAIN</u> 1.1 Ego-strengthening technique (positive affirmation) described. 1.2 Hypnotic suggestion script writing technique listed out and explained.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>script writing technique:</p> <ul style="list-style-type: none"> <li>• Principle and rules of hypnotic suggestion.</li> <li>• Hypnotic language pattern.</li> <li>• Post hypnotic suggestion.</li> </ul> <p>1.3 Goal-based suggestion techniques such as:</p> <ul style="list-style-type: none"> <li>• Direct hypnotic suggestion.</li> <li>• In-direct hypnotic suggestion.</li> <li>• Regression technique.</li> <li>• Parts therapy.</li> <li>• Self-hypnosis.</li> </ul>	<p>1.4 Observe client’s response.</p>	<p><u>SAFETY</u></p> <p>1.1 Maintain client confidentiality.</p> <p>1.2 Practice ethical consideration.</p> <p><u>ENVIRONMENT</u></p> <p>Not available.</p>	<p>1.3 Goal-based suggestion techniques listed out and explained.</p> <p>1.4 Delivering suggestions and cues described.</p> <p><u>PSYCHOMOTOR DOMAIN</u></p> <p>1.1 Selected positive statement applied repeatedly throughout the session to enhance inner resources according to hypnotic suggestion rules.</p> <p>1.2 Goal-based suggestion applied to suit client’s needs and triggers according to hypnotic suggestion rules.</p> <p>1.3 Clients empowered towards positive outlook to meet the intervention goals.</p> <p>1.4 Psychomotor response of the client acknowledged, and suggestion technique adjusted accordingly until the needed intervention is fulfilled.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>1.1 Calm and non-coercive demeanour demonstrated.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	1.4 Delivering suggestions and cues such as: <ul style="list-style-type: none"> <li>• Tonality.</li> <li>• Hypnotic triggers.</li> <li>• Therapeutic communication.</li> </ul>			1.2 Non-judgemental communication towards client demonstrated. 1.3 Empathetic attitude displayed. 1.4 Rapport with client established. 1.5 Client confidentiality maintained. 1.6 Ethical consideration practised.
2. Execute emergence from hypnotic state.	2.1 Definition and direct suggestion of emerging process. 2.2 Purpose of reorientation. 2.3 Factors to incorporate while emerging such as: <ul style="list-style-type: none"> <li>• Reorientation to here and now.</li> <li>• Checking alertness level.</li> </ul>	2.1 Commence emerging process. 2.2 Perform client’s reorientation. 2.3 Observe client’s response.	<u>ATTITUDE</u> 2.1 Do no harm. 2.2 Non-judgemental towards client. 2.3 Be empathetic. 2.4 Build rapport.  <u>SAFETY</u> 2.1 Maintain client confidentiality. 2.2 Practice ethical consideration.  <u>ENVIRONMENT</u> Not available.	<u>COGNITIVE DOMAIN</u> 2.1 Definition and direct suggestion of emerging process described. 2.2 Purpose of reorientation explained. 2.3 Factors to incorporate while emerging listed out and explained.  <u>PSYCHOMOTOR DOMAIN</u> 2.1 Emerging process initiated and implemented using suggestion to exit the hypnotic state according to hypnotherapy practices. 2.2 Client’s re-alerted and reoriented to normal

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				<p>awareness according to hypnotherapy practices.</p> <p>2.3 Psychomotor response of the client monitored, and emergence process adjusted accordingly according to hypnotherapy practices.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>2.1 Calm and non-coercive demeanour demonstrated.</p> <p>2.2 Non-judgemental communication towards client demonstrated.</p> <p>2.3 Empathetic attitude displayed.</p> <p>2.4 Rapport with client established.</p> <p>2.5 Client confidentiality maintained.</p> <p>2.6 Ethical consideration practised.</p>
<p>3. Conduct session debrief.</p>	<p>3.1 Purpose of collecting feedback:</p> <ul style="list-style-type: none"> <li>To know client's experience and concern.</li> </ul>	<p>3.1 Collect client's feedback.</p> <p>3.2 Address client's concern and reflection.</p> <p>3.3 Decide either follow-up or termination.</p>	<p><u>ATTITUDE</u></p> <p>3.1 Do no harm.</p> <p>3.2 Non-judgemental towards client.</p> <p>3.3 Be empathetic.</p> <p>3.4 Build rapport.</p>	<p><u>COGNITIVE DOMAIN</u></p> <p>3.1 Purpose of collecting feedback explained.</p> <p>3.2 Common questions in collecting feedback after hypnotherapy elaborated.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Self-reflection.</li> <li>• Needs for follow-up or termination session.</li> </ul> <p>3.2 Common question in collecting feedback after hypnotherapy.</p> <p>3.3 Hypnotherapy session notes format such as:</p> <ul style="list-style-type: none"> <li>• Subjective, Objective, Assessment, Plan (SOAP) format.</li> <li>• Data, Assessment, Plan (DAP) format.</li> <li>• Problem, Assessment, Intervention, and Plan</li> </ul>	<p>3.4 Record hypnotherapy session notes.</p>	<p><u>SAFETY</u></p> <p>3.1 Maintain client confidentiality.</p> <p>3.2 Practice ethical consideration.</p> <p><u>ENVIRONMENT</u></p> <p>Not available.</p>	<p>3.3 Hypnotherapy session notes format explained.</p> <p>3.4 Self-reflective practice explained.</p> <p><u>PSYCHOMOTOR DOMAIN</u></p> <p>3.1 Client’s feedback acknowledged and clarification sought from the client using selected questionnaire according to hypnotherapy practices.</p> <p>3.2 Client’s concern, insight, learning, or unresolved issues addressed according to hypnotherapy practices.</p> <p>3.3 Follow-up or termination session decided and planned upon mutual discussion with the client.</p> <p>3.4 Hypnotherapy session input compiled into client’s file according to hypnotherapy practices.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>3.1 Calm and non-coercive demeanour demonstrated.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>(PAIP) format.</p> <p>3.4 Self-reflective practice.</p>			<p>3.2 Non-judgemental communication towards client demonstrated.</p> <p>3.3 Empathetic attitude displayed.</p> <p>3.4 Rapport with client established.</p> <p>3.5 Client confidentiality maintained.</p> <p>3.6 Ethical consideration practised.</p>

## Employability Skills

### Core Abilities

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### Social Values & Social Skills

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## References for Learning Material Development

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**15.5 Conduct Hypnotherapy Termination Session.**

SECTION	(Q) Human Health and Social Work Activities		
GROUP	(869) Other Human Health Activities		
AREA	Hypnotherapy		
NOSS TITLE	Hypnotherapy		
COMPETENCY UNIT TITLE	Conduct Hypnotherapy Termination Session.		
LEARNING OUTCOMES	<p>The learning outcomes of this competency are to enable the trainees to conduct termination sessions, leaving clients with a sense of accomplishment, empowerment, and the ability to maintain and build upon the progress achieved during hypnotherapy.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Review intervention progress.</li> <li>2. Address future needs.</li> <li>3. Obtain client’s satisfaction feedback.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Competent in Q869-006-3:2024-C04 Carry Out Hypnotherapy Therapeutic Intervention.		
CU CODE	Q869-006-3:2024-C05	NOSS LEVEL	Three (3)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Review intervention progress.	1.1 Types of mental health related screening tests such as: <ul style="list-style-type: none"> <li>• PHQ-9 &amp; GAD-7.</li> <li>• DASS 21.</li> <li>• SUDS.</li> </ul>	1.1 Gather relevant data. 1.2 Measure client’s progress. 1.3 Assess client’s progress.	<u>ATTITUDE</u> 1.1 Do no harm. 1.2 Non-judgemental towards client. 1.3 Be empathetic. 1.4 Build rapport.	<u>COGNITIVE DOMAIN</u> 1.1 Types of mental health related screening tests listed out and explained. 1.2 Client’s progress tracking method described.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>1.2 Client's progress tracking method:</p> <ul style="list-style-type: none"> <li>• Quantitative (using mental health related screening tests).</li> <li>• Qualitative (such as social, work, academic, relationship and family functioning).</li> </ul>		<p><u>SAFETY</u></p> <p>1.1 Maintain client confidentiality.</p> <p>1.2 Practice ethical consideration.</p> <p><u>ENVIRONMENT</u></p> <p>Not available.</p>	<p><u>PSYCHOMOTOR DOMAIN</u></p> <p>1.1 Progress data compiled from baseline and throughout the sessions.</p> <p>1.2 Selected questionnaire applied to measure current client's progress.</p> <p>1.3 Baseline screening data compared with present test data to analyse client's changes before and after intervention.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>1.1 Calm and non-coercive demeanour demonstrated.</p> <p>1.2 Non-judgemental communication towards client demonstrated.</p> <p>1.3 Empathetic attitude displayed.</p> <p>1.4 Rapport with client established.</p> <p>1.5 Client confidentiality maintained.</p> <p>1.6 Ethical consideration practised.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
2. Address future needs.	2.1 Psychosocial and behavioural education. 2.2 Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. 2.3 Relapse prevention strategies.	2.1 Identify client's post therapy strength and potential challenges. 2.2 Offer continuous future therapeutic support. 2.3 Guide client's insight and experience integration. 2.4 Recommend relapse prevention strategies.	<u>ATTITUDE</u> 2.1 Do no harm. 2.2 Non-judgemental towards client. 2.3 Be empathetic. 2.4 Build rapport.  <u>SAFETY</u> 2.1 Maintain client confidentiality. 2.2 Practice ethical consideration.  <u>ENVIRONMENT</u> Not available.	<u>COGNITIVE DOMAIN</u> 2.1 Psychosocial and behavioural education explained. 2.2 SWOT analysis described. 2.3 Relapse prevention strategies defined.  <u>PSYCHOMOTOR DOMAIN</u> 2.1 Client's strength and challenge summarised according to client's feedback and observations from therapist. 2.2 Continuous support or referral to other professional resources suggested to the client if needed according to hypnotherapy practices. 2.3 Integration of insights and changes of experience during the session communicated with client according to hypnotherapy practices. 2.4 Ways to prevent relapse suggested to client according to client's needs or potential challenge.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				<u>AFFECTIVE DOMAIN</u> 2.1 Calm and non-coercive demeanour demonstrated. 2.2 Non-judgemental communication towards client demonstrated. 2.3 Empathetic attitude displayed. 2.4 Rapport with client established. 2.5 Client confidentiality maintained. 2.6 Ethical consideration practised.
3. Obtain client's satisfaction feedback.	3.1 Client's feedback form. 3.2 Hypnotherapy session notes format such as: <ul style="list-style-type: none"> <li>• Subjective, Objective, Assessment, Plan (SOAP) format.</li> <li>• Data, Assessment, Plan (DAP) format.</li> </ul>	3.1 Acquire client's feedback form. 3.2 Address client's concern. 3.3 Prepare termination session notes.	<u>ATTITUDE</u> 3.1 Do no harm. 3.2 Non-judgemental towards client. 3.3 Be empathetic. 3.4 Build rapport.  <u>SAFETY</u> 3.1 Maintain client confidentiality. 3.2 Practice ethical consideration.  <u>ENVIRONMENT</u> Not available.	<u>COGNITIVE DOMAIN</u> 3.1 Client's feedback form explained. 3.2 Hypnotherapy session notes format listed out and explained. 3.3 Self-reflective practice explained.  <u>PSYCHOMOTOR DOMAIN</u> 3.1 Feedback form completed by client and retrieved according to hypnotherapy practices. 3.2 Comments mentioned by client acknowledged and

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Problem, Assessment, Intervention, and Plan (PAIP) format.</li> </ul> <p>3.3 Self-reflective practice.</p>			<p>possible action taken according to hypnotherapy practices.</p> <p>3.3 Termination session input recorded into client’s file according to hypnotherapy practices.</p> <p><u>AFFECTIVE DOMAIN</u></p> <p>3.1 Calm and non-coercive demeanour demonstrated.</p> <p>3.2 Non-judgemental communication towards client demonstrated.</p> <p>3.3 Empathetic attitude displayed.</p> <p>3.4 Rapport with client established.</p> <p>3.5 Client confidentiality maintained.</p> <p>3.6 Ethical consideration practised.</p>

## Employability Skills

### Core Abilities

- Please refer NCS- Core Abilities latest edition.

### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

## References for Learning Material Development

- 1 C Roy Hunter. (2010). *The Art of Hypnotherapy, Mastering Client-centered Techniques*. Crown House Publishing. ISBN 9781845904524, 1845904524.
- 2 D. Corydon Hammond. (1990). *Handbook of Hypnotic Suggestions and Metaphors*. W. W. Norton. ISBN 9780393706475, 0393706478.
- 3 Kevin Hogan, Elizabeth J. Nahum, C. Devin Hastings. (2001). *The New Hypnotherapy Handbook, Hypnosis and Mind Body Healing*. Network 3000 Publishing. ISBN 9780970932105, 0970932103.
- 4 Kweethai Neill, Steve Stork. (2023). *Critical Pretalk as A Crucial Conversation*. ISBN 9780981638553.
- 5 Lynn Lyons. (2015). *Using Hypnosis with Children, Creating and Delivering Effective Interventions*. WW Norton. ISBN 9780393708998, 0393708993.
- 6 Michael D. Yapko. (2012). *Trancework: An Introduction to the Practice of Clinical Hypnosis*. Routledge. ISBN 9780415884945, 0415884942.
- 7 Paul G. Durbin. (1993). *Hypnotherapy for Body, Mind, and Spirit*. Alliance Publishing. ISBN 9781881615057, 1881615057.
- 8 Richard Nongard. (2020). *The Self-Hypnosis Solution: Step-By-Step Methods and Scripts to Create Profound Change and Lifelong Results*. Subliminal Science Press. ISBN 1734467843, 9781734467840.
- 9 Richard Nongard. (2022). *Excellence in Parts Work, Multiple Approaches and Proven Techniques for Helping Clients in Counseling, Coaching, and Hypnotherapy*. Subliminal Science Press. ISBN 9781734467888, 1734467886.

## 16. Delivery Mode

The following are the **recommended** training delivery modes: -

KNOWLEDGE	SKILL
<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussion</li> <li>• E-learning, self-paced</li> <li>• E-learning, facilitate</li> <li>• Case study or Problem based learning (PBL)</li> <li>• Self-paced learning, non-electronic</li> <li>• One-on-one tutorial</li> <li>• Shop talk</li> <li>• Seminar</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Simulation</li> <li>• Project</li> <li>• Scenario based training (SBT)</li> <li>• Role play</li> <li>• Coaching</li> <li>• Observation</li> <li>• Mentoring</li> </ul>

Skills training and skills assessment of trainees should be implemented in accordance with TEM requirements and actual situation.

## 17. Tools, Equipment and Materials (TEM)

**HYPNOTHERAPY****LEVEL 3**

CU	CU CODE	COMPETENCY UNIT TITLE
C01	Q869-006-3:2024-C01	Engage Hypnotherapy Client.
C02	Q869-006-3:2024-C02	Conduct Hypnotherapy Intake Session.
C03	Q869-006-3:2024-C03	Perform Hypnotic State Induction and Deepening.
C04	Q869-006-3:2024-C04	Carry Out Hypnotherapy Therapeutic Intervention.
C05	Q869-006-3:2024-C05	Conduct Hypnotherapy Termination Session.

\* Items listed refer to TEM's **minimum requirement** for skills delivery only.

NO.	ITEM*	RATIO (TEM : Trainees or AR = As Required)				
		C01	C02	C03	C04	C05
<b>A. Tools</b>						
1	Handheld writing board	1:1	1:1	1:1	1:1	1:1
<b>B. Equipment</b>						
1	Therapy room setup		1:25	1:25	1:25	1:25
2	Armchair		1:13	1:13	1:13	1:13
3	Recline chair		1:25	1:25	1:25	1:25
4	Lighting with dimmer option		1:25	1:25	1:25	1:25
5	Rubbish bin		1:25	1:25	1:25	1:25
6	Secured file cabinet		1:25	1:25	1:25	1:25
7	Computer	1:10	1:10	1:10	1:10	1:10
<b>C. Materials</b>						
1	Tissue	AR	AR	AR	AR	AR
2	Stationery	AR	AR	AR	AR	AR
3	Sample of client's registration form	AR				



4	Sample of informed consent form		AR			
5	Sample of PHQ-9 & GAD-7		AR			AR
6	Sample of DASS 21		AR			AR
7	Sample of SUDS		AR			AR
8	Sample of intake session notes		AR			
9	Sample of induction observation checklist			AR		
10	Sample of deepening observation checklist			AR		
11	Sample of client's feedback form					AR
12	Sample of hypnotherapy session notes		AR	AR	AR	AR

## 18. Competency Weightage

The following table shows the percentage of training priorities based on consensus made by the Standard Development Committee (SDC).

### HYPNOTHERAPY

#### LEVEL 3

CU CODE	COMPETENCY UNIT TITLE	COMPETENCY UNIT WEIGHTAGE	WORK ACTIVITIES	WORK ACTIVITIES WEIGHTAGE
Q869-006-3:2024-C01	Engage Hypnotherapy Client.	5%	1. Handle client's enquiry.	80%
			2. Arrange client's appointment.	5%
			3. Coordinate pre-session administration.	15%
Q869-006-3:2024-C02	Conduct Hypnotherapy Intake Session.	20%	1. Obtain informed consent.	10%
			2. Execute risk screening test.	10%
			3. Identify client's presenting concern.	50%
			4. Outline intervention plans.	30%
Q869-006-3:2024-C03	Perform Hypnotic State Induction and Deepening.	30%	1. Summarise client's progress.	10%
			2. Execute induction technique.	45%
			3. Execute deepening technique.	45%
Q869-006-3:2024-C04	Carry Out Hypnotherapy Therapeutic Intervention.	40%	1. Execute therapeutic intervention technique.	70%
			2. Execute emergence from hypnotic state.	10%
			3. Conduct session debrief.	20%
Q869-006-3:2024-C05	Conduct Hypnotherapy Termination Session.	5%	1. Review intervention progress.	40%
			2. Address future needs.	40%
			3. Obtain client's satisfaction feedback.	20%
TOTAL PERCENTAGE (CORE COMPETENCY)		100%		

**APPENDICES**  
**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR:**  
**HYPNOTHERAPY**  
**LEVEL 3**

## 19. Appendices

### 19.1 Appendix A: Competency Profile Chart For Teaching & Learning (CPC<sub>PdP</sub>)

#### i. CU to CU<sub>PdP</sub> Correlation

SECTION	(Q) HUMAN HEALTH AND SOCIAL WORK ACTIVITIES		
GROUP	(869) OTHER HUMAN HEALTH ACTIVITIES		
AREA	HYPNOTHERAPY		
NOSS TITLE	HYPNOTHERAPY		
NOSS LEVEL	THREE (3)	NOSS CODE	Q869-006-3:2024

CU CODE	CU TITLE	CU <sub>PdP</sub> TITLE For Teaching & Learning
Q869-006-3:2024-C01	ENGAGE HYPNOTHERAPY CLIENT	HYPNOTHERAPY CLIENT ENGAGEMENT
Q869-006-3:2024-C02	CONDUCT HYPNOTHERAPY INTAKE SESSION	HYPNOTHERAPY INTAKE SESSION
Q869-006-3:2024-C03	PERFORM HYPNOTIC STATE INDUCTION AND DEEPENING	HYPNOTIC STATE INDUCTION & DEEPENING
Q869-006-3:2024-C04	CARRY OUT HYPNOTHERAPY THERAPEUTIC INTERVENTION	HYPNOTHERAPY THERAPEUTIC INTERVENTION
Q869-006-3:2024-C05	CONDUCT HYPNOTHERAPY TERMINATION SESSION	HYPNOTHERAPY TERMINATION SESSION

ii. Competency Profile Chart for Teaching & Learning (CPC<sub>PdP</sub>)

SECTION	(Q) HUMAN HEALTH AND SOCIAL WORK ACTIVITIES		
GROUP	(869) OTHER HUMAN HEALTH ACTIVITIES		
AREA	HYPNOTHERAPY		
NOSS TITLE	HYPNOTHERAPY		
NOSS LEVEL	THREE (3)	NOSS CODE	Q869-006-3:2024

←COMPETENCY UNIT→		←WORK ACTIVITIES→				
CORE	HYPNOTHERAPY CLIENT ENGAGEMENT	HANDLE CLIENT'S ENQUIRY	ARRANGE CLIENT'S APPOINTMENT	COORDINATE PRE-SESSION ADMINISTRATION		
	Q869-006-3:2024-C01	Q869-006-3:2024- C01-W01	Q869-006-3:2024- C01-W02	Q869-006-3:2024- C01-W03		
	HYPNOTHERAPY INTAKE SESSION	OBTAIN INFORMED CONSENT	EXECUTE RISK SCREENING TEST	IDENTIFY CLIENT'S PRESENTING CONCERN	OUTLINE INTERVENTION PLANS	
	Q869-006-3:2024-C02	Q869-006-3:2024- C02-W01	Q869-006-3:2024- C02-W02	Q869-006-3:2024- C02-W03	Q869-006-3:2024- C02-W04	

←COMPETENCY UNIT→		←WORK ACTIVITIES→		
<b>CORE</b>	<b>HYPNOTIC STATE INDUCTION &amp; DEEPENING</b>	SUMMARISE CLIENT'S PROGRESS	EXECUTE INDUCTION TECHNIQUE.	EXECUTE DEEPENING TECHNIQUE.
	Q869-006-3:2024-C03	Q869-006-3:2024- C03-W01	Q869-006-3:2024- C03-W02	Q869-006-3:2024- C03-W03
	<b>HYPNOTHERAPY THERAPEUTIC INTERVENTION</b>	EXECUTE THERAPEUTIC INTERVENTION TECHNIQUE	EXECUTE EMERGENCE FROM HYPNOTIC STATE	CONDUCT SESSION DEBRIEF
Q869-006-3:2024-C04	Q869-006-3:2024- C04-W01	Q869-006-3:2024- C04-W02	Q869-006-3:2024- C04-W03	
<b>HYPNOTHERAPY TERMINATION SESSION</b>	REVIEW INTERVENTION PROGRESS	ADDRESS FUTURE NEEDS	OBTAIN CLIENT'S SATISFACTION FEEDBACK	
Q869-006-3:2024-C05	Q869-006-3:2024- C05-W01	Q869-006-3:2024- C05-W02	Q869-006-3:2024- C05-W03	

**Notes:**

CPC<sub>PdP</sub> is meant to be used in Teaching and Learning context which is generated by conversion of the action verb in the CU Title to a noun in the CU<sub>PdP</sub> Title from the given CPC sets.

## 19.2 Appendix B: Element Content Weightage

**OSH - OCCUPATIONAL SAFETY AND HEALTH**  
**SD - SUSTAINABLE DEVELOPMENT**  
**M&A - MANAGEMENT AND ADMINISTRATION**  
**IT - INDUSTRY TECHNOLOGICAL ADVANCES**

### HYPNOTHERAPY LEVEL 3

CU CODE	CU TITLE	ELEMENT CONTENT WEIGHTAGE			
		OSH	SD	M&A	IT
Q869-006-3:2024-C01	Engage Hypnotherapy Client	10%	0%	40%	0%
Q869-006-3:2024-C02	Conduct Hypnotherapy Intake Session	30%	0%	30%	0%
Q869-006-3:2024-C03	Perform Hypnotic State Induction and Deepening	20%	0%	0%	0%
Q869-006-3:2024-C04	Carry Out Hypnotherapy Therapeutic Intervention	30%	0%	10%	0%

CU CODE	CU TITLE	ELEMENT CONTENT WEIGHTAGE			
		OSH	SD	M&A	IT
Q869-006-3:2024-C05	Conduct Hypnotherapy Termination Session	10%	0%	20%	0%
TOTAL ELEMENT CONTENT WEIGHTAGE		100%	0%	100%	0%
NOTES		C02 and C04 have the highest value of 30% because of the element of occupational safety and health in the process involving mental stress while C01 and C05 are the lowest value because of the least mental stress involved in the work process.	All the CUs of this NOSS contain no element of sustainable development due to the nature of the scope of work.	C01 has the highest value of 40% because of the element of Management and Administration in the process involving handling inquiries, registration, appointment, arrangement, and payment while C03 is the lowest value because of no Management and Administration involved in the work process.	All the CUs of this NOSS contain no element of industry technological advances due to the nature of the scope of work.