

STEP-BY-STEP GUIDE TO CREATING IPHM- ACCREDITED COURSE MANUALS

Building learning materials your students will genuinely value
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WHY YOUR COURSE MANUAL MATTERS

A course manual is more than a document. It is the foundation of your student's learning experience. It sets the tone, builds their confidence, and gives them something to return to long after the course is done.

For IPHM accreditation, all providers are required to submit their complete course materials for review. This allows us to assess the quality of your provision and ensure that students who complete your courses are genuinely ready to practise.

This guide is designed to help you build something you are proud of — not just something that passes the assessment.

BEFORE YOU START WRITING

The best course manuals start with a clear answer to this question: what should a student be able to do when they finish this course?

Write that down before you write anything else. Everything in your manual should serve that outcome.

Think about your ideal student. What do they already know? What are they anxious about? What do they need to feel confident and ready? The best manuals feel like they were written for a specific person.

THE STRUCTURE OF A STRONG COURSE MANUAL

Your manual should be professionally presented, clearly organised, and comprehensive without being overwhelming. Here is the structure we recommend:

1. INTRODUCTION

Open with context. What is this therapy or treatment? Why does it matter? What will the student learn, and how will it be delivered? Set clear aims and objectives upfront. Students should know what they are committing to before they reach page two.

2. HEALTH, SAFETY, AND ETHICS

Cover the safety considerations specific to your subject area. This includes regulatory requirements, contraindications, and the ethical responsibilities that come with working with clients. Do not treat this as a box to tick — it is foundational to good practice.

3. EQUIPMENT AND MATERIALS

List everything the student will need. Include guidance on sourcing materials responsibly, any handling considerations, and where relevant, notes on sustainability and ethical sourcing.

4. SESSION PREPARATION

Explain how to prepare properly — both the physical space and the practitioner. For energetic or spiritually-based modalities, include grounding, centring, and clearing practices. Good preparation is part of the treatment.

5. CLIENT CONSULTATION

This section is critical. Every student needs to understand the importance of a thorough consultation before any treatment. Include sample consultation forms, guidance on confidentiality, and advice on creating personalised treatment plans.

6. CONTRAINDICATIONS AND PRECAUTIONS

Be specific and clear. What conditions mean this treatment should not be given? When should a client be referred to another professional? How should treatments be adapted for different needs? Students must leave your course knowing how to answer these questions confidently.

7. POTENTIAL CLIENT REACTIONS

Prepare students for what can happen during and after a session. This includes healing crises, emotional responses, and physical reactions. A student who understands why reactions happen — and knows how to support a client through them — is a much safer practitioner.

8. TREATMENT PROCEDURE

The heart of the manual. Walk through the treatment step by step, clearly and in logical order. Include any variations for different client needs. Where relevant, address the spiritual or energetic elements of the practice.

9. AFTERCARE

Aftercare advice is a professional responsibility. Include specific guidance your students can pass on to clients, as well as information on how the practitioner should care for themselves after a session.

10. FOLLOW-UP AND LONG-TERM CARE

Help students think beyond the single session. How do they build a treatment plan? How do they assess progress over time? How might additional modalities complement the work?

11. COURSE CONCLUSION

Bring it all together. Summarise the key outcomes, celebrate what students have achieved, and signpost clearly where they can go next — whether that is further study, professional membership, or building their own client base.

LESSON PLANS FOR LIVE DELIVERY

If your course is delivered in person or with live online tuition, a structured lesson plan must accompany the manual. This does not need to be rigid — it just needs to give a clear shape to how each session will run.

A good lesson plan includes the session objectives, a balance of theory and practice, time for questions and reflection, and a clear sense of how everything connects.

TIPS FOR MAKING YOUR MANUAL OUTSTANDING

Here are the things that genuinely make a difference:

- Use professional images, diagrams, and infographics where they add clarity — particularly for treatment procedures or anatomy
- Add summaries and key takeaways at the end of each section so students can revisit content quickly
- Include templates — consultation forms, treatment record sheets, aftercare cards — that students can adapt for their own practice
- Use case studies and reflection prompts to encourage active learning, not passive reading
- Keep the language warm and accessible. You know this subject. Your manual should feel like it was written by someone who loves it.
- Review and update your materials regularly to reflect new developments, safety guidance, or feedback from your students

SUBMITTING FOR ACCREDITATION

When you submit your course for IPHM accreditation, you will provide full access to your manual and any accompanying materials. Our review team will assess the depth, structure, and quality of your provision.

Everything you submit is treated in strict confidence. Materials are not stored after the assessment process and are permanently deleted once our review is complete.

If your course does not yet meet our standards in certain areas, we will tell you what needs to be strengthened. This is not a rejection — it is part of the process of getting it right.

The practitioners who come out of your courses will carry your teaching into their work for years. A well-crafted course manual is one of the most lasting contributions you can make to holistic practice. Build it with that in mind.

Ready to submit your course for accreditation? Contact us at membership@iphm.co.uk

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