

Assignment and Assessment Guide SA26 and SA27



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Practice and Assignments

PERSONAL PRACTICE

Throughout your training you will be required to practice on a regular basis. Only through repetition and experience will you truly integrate the techniques you learn and be able to guide others. Your training will include concepts and theory but we'll always favour an experimental and experiential approach to sophrology rather than an intellectual one.

To practice regularly you'll need to develop new habits, establishing new behaviours that you repeat automatically. On the Student Toolbox you will find Practice Tips that cover general suggestions to help you develop a new routine, as well as specific tips for your sophrology practice.

Practice Tips

Developing a new habit requires getting out of old ruts which may be very deep, and establishing a new track which can eventually be followed automatically. Here are some general tips and suggestions to help you develop a new routine:

- Anchor your practice to an existing routine. Behaviour tends to stick much more easily this way. For instance, decide on a time at which you'll practice (first thing in the morning, after brushing your teeth or after your shower, etc...). Try to find a place that is relatively quiet and where you won't be disturbed. This helps in the beginning.
- Involve a friend or peer. Share your intentions and agree to check-in regularly on progress. By holding yourself accountable you're more likely to stick with your initial intention and goal.
- Deliberately identify cues and rewards ahead of time. Use a daily trigger to start your practice.
- Make a manageable plan for the week. Split long protocols into manageable chunks and spread them over several days. Little and often is better than occasional longer practices!
- Make sure you do the most important things earlier in the day. Self-regulation can feel like a muscle—after exercise it gets tired and doesn't work as well.

- Record your practice regularly and note what was positive about it. A sense of accomplishment can trigger our reward circuits to reinforce a habit. Try a habit tracking App.

Specific tips for sophrology practice:

If you wonder what exercises you should practice in a session remember that sophrology is a structured method. Follow the 5 steps (sophronisation, activation, pause, desophronisation, phenodescription).

A sophronisation is what gets you into the sophro-liminal level. Although the most common sophronisation in sophrology is the body scan, you may find that it's easier for you to do a body scan and to get into sophro-liminal level if you do a breathing exercise first or a dynamic exercise. It's about experimenting and getting to know yourself and what gets you into that level. As you become more used to getting into sophro-liminal level you'll spend shorter time on the body scan.

At first, you may find it easier to use recordings but there are great benefits to self-guiding and learning to practice on your own. Not only will it help you practice sophrology anywhere and anytime you need it, it will also help you to reconnect with yourself and listen to what you need on the day. For instance, you may notice a particular part of the body needs a bit more attention and a bit longer on the body scan, or a particular exercise may come to you. Try to do 10-min practices without recordings, just using your body, your awareness, your attention, your breath, your imagination. Remember there is no right or wrong, just a structured approach, 5 steps. Experiment, be curious about what happens, record it. Once or twice a week, use a recording of a longer exercise.

Here are some ideas to start your own practice:

- Take a full DR protocol and split it into chunks and do it over a week or two. You can work with only one system in each practice, and even choose only one activation for the system/s you're working in. Always do a sophronisation to start with at least a BVS. Consider using the Journal pages on the toolbox to plan ahead and make it easy on the day.
- Use Sophrology cards or your own list of exercises and select one or two based on what you feel you need that day.
- You can always fall back on the 3 key techniques: BVS+SND+SVA or a simple positive Synchronised Breathing (SSB).

Finally, the most important is to practice even when you have little time.

- When you can't do 10 minutes, just do 2 minutes
- When you can't do 2 minutes, use every opportunity of waiting or moving in the day to do a simple dynamic or breathing exercise, or even simply tuning into how your body feels.

Some examples of 10-minute practices from the Sophrology Academy Vimeo channel:

[Sunshine breathing](#)

[Shoulder Pumping, BS, neck](#)

[SND + SSB](#)

[Neutral object](#)

[Vital activation](#)

[Positive Presence](#) (BS, SND+ISP)

GUIDED PRACTICE SESSIONS

As a Foundation Year student, you'll sometimes be guided by Practitioner Year students or alumni. These sessions are clearly indicated in the timetable.

The sessions are not compulsory and will not be recorded.

FOUNDATION YEAR ASSIGNMENTS

1- Practice Reflections

Format: Approximately 1-page written reflection on personal practice of each level 1 to 4.

Practice the protocol and exercises specific to one level and write a summary of your phenomenological descriptions. Add a reflection on your experiential understanding of that level and what it has brought to you.

Competencies developed:

Ability to critically review and reflect on your own sophrology practice and resulting personal development.

Deadline: Ideally you will submit your reflections on each level before starting the next (at the start of the new term). Your reflections should be sent to your mentor.

The final deadline for submitting your practice reflections for levels 1 to 4 is the Foundations Year exam, or the start of the Practitioner Year if you are continuing with the diploma.

2- Consulting a Sophrologist

As a future sophrologist it is important you experience sophrology as a client for your own personal development. We therefore ask all our Foundation Year students to have at least 5 sessions, preferably 1-to-1, but alternatively in a group over consecutive weeks. You'll be asked to submit a record of the sessions you had, the date and with whom you had the sessions. See template below. You can find a sophrologist in the [directory](#) on our website.

Record of Consultations with a Sophrologist

Format: Record sheet as below, available in the Student Toolbox

Sophrology Sessions Record Sheet

Your name:

Your year of entry to The Sophrology Academy:

Session Number	Date	Individual or Group Session	Sophrologist
1			
2			
3			
4			
5			

Your signature:

Date:

Deadline: End of the Foundation Year 31 March (March cohort) or 31 July (September cohort). If you're continuing onto the Practitioner Diploma you can negotiate an extension if required.

PRACTITIONER YEAR ASSIGNMENTS

1- Guiding Practice Sessions

As a Practitioner Year student , you'll be asked to prepare and guide sessions for

- Foundation Year students and/or
- Fellow Practitioner Year students and Sophrology Academy alumni.

These sessions are clearly indicated in the timetable.

We'll expect Practitioner Year students to design a session based on a theme of your choosing (e.g. reconnection with the body, positivity, confidence, energy, sleep, stress, etc) that is **adapted** to the group you're leading.

When preparing a session for Foundation Year students you must ensure the protocol remains in the levels that the Foundation Year students have already studied. It is **essential** you take into account where they're at in their studies. If you're not sure and have any questions ask Audrey Zannese at Audrey.zannese@sophroacademy.co.uk.

When preparing a session for peers and alumni you'll be able to use more advanced techniques if you wish to (it may depend on the topic you choose).

All protocols are to be reviewed by Audrey before you guide them.

Send the theme of your session, your protocol and rationale for your choice of exercises to Audrey.zannese@sophroacademy.co.uk at least one week before the practice date.

On the day, Audrey will connect 5-10 minutes prior the session starts. You'll be able to ask her any questions you may have. She'll stay with you after the session is finished to give you constructive feedback on your guiding.

2- Practice Reflections

Strengthening integration of Levels 1 to 4

Format: 2-page written reflections report during Winter term.

Between September and December, you'll be asked to design a personal protocol of exercises for **each level** for yourself:

- You'll select the exercises you like most and/or feel you need most at the time. The protocol can be as short or long as you like. You will be deepening your practice with the repetition of this same set of exercises over a two-week period for each level.
- You'll practice each protocol several times per week for a two-week period, starting with the exercise set for Level 1 in the first two weeks. In weeks three and four, you'll practice your set of Level 2 exercises. In weeks five and six, you'll practice your Level 3 protocol and then weeks seven and eight, you'll practice your Level 4 protocol.

For each Level, you'll write a half a page reflection on what you have learnt, discovered, experienced. Consider your phenomenological descriptions as well as what arises in your everyday life whilst working with each level.

At the end of the eight weeks you'll submit your two-page report.

Deadline: submit your 2-page report by 15 January (Practitioner Year).

Competencies developed:

Ability to critically review and reflect on your own sophrology practice and resulting personal development.

Below is an example of what you could do. This is just to illustrate what we're expecting. It's important you decide on the set of exercises that you're going to practice every day for two weeks. It should be your personal choice and preference.

Week 1&2 – practice, if possible every day, the same set of DR1 exercises (e.g: BS + Pumping + ISP + Grounding) – write a summary of this experience of level 1.

Week 3&4 – practice, if possible every day, the same set of DR2 exercises (e.g: BVS + SND + object + 1 sense + SOF) – write a summary of this experience of level 2

Week 5&6 – practice, if possible every day, the same set of DR3 exercises (e.g. BVS+SND+SVA+SSPM) – write a summary of this experience of level 3

Week 7&8 – practice, if possible every day, the same set of DR4 exercises (e.g. BVS + SND + 6th System Value) – write a summary of this experience of level 4.

Assessment

OVERALL ASSESSMENT STRUCTURE

You will take written exams at the end of the Foundation Year (FY) and Practitioner Year (PY). You will be assessed on several areas of practical expertise at the end of the Practitioner Year and on session guiding only in the Foundation Year. You will also need to have completed the assignments as described in the section above. The assignments are required for certification but will not be marked (shown in pink below).

Foundation Year

Written Theory Exam: Foundations

**Session Guiding
(Exercise only)**

Practice Reflections (not assessed)

Record of Consultations with a Sophrologist (not assessed)

CERTIFICATE IN THE FOUNDATIONS OF SOPHROLOGY

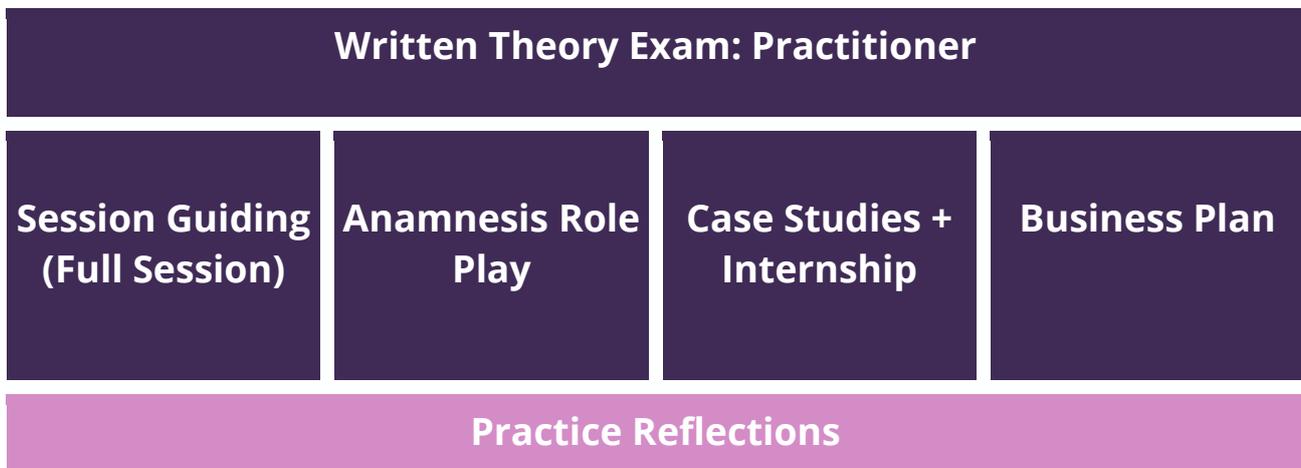
Students who are not doing the Practitioner Diploma may obtain a certificate of completion upon successful completion of the Sophrology Foundations Programme. To obtain this certificate, students will need to have completed the following:

- Minimum attendance as specified in the section Attendance and Reporting Absence
- Sophrologist Consultations: record of minimum of 5 submitted (not assessed)
- Practice Reflections: Levels 1 to 4 submitted (not assessed)
- Written Theory Exam: Assessed
- Session Guiding: Observed and assessed

If a minimum of 50% is not achieved in the assessed components, a certificate of attendance will be awarded.

To progress to the Practitioner Year, all practice reflections need to be submitted, a score of least 50% needs to be achieved in the Foundation Year written exam and session guiding.

Practitioner Year



ADVANCED PRACTITIONER DIPLOMA IN SOPHROLOGY

In order to be awarded the Practitioner Diploma, the Foundations Programme needs to be completed as above, plus

- Minimum attendance as specified in the section Attendance and Reporting Absence
- Practice Reflections: Levels 1 to 4 submitted (not assessed)
- Written Theory Exam: Assessed
- Session Guiding: Observed and assessed
- Anamnesis Role Play: Observed and assessed
- Case Studies x 2: Report submitted and assessed
- Group Internship: Report submitted and presentation delivered, assessed
- Business Plan: Submitted and assessed

MUST DO: you need to have insurance to do your internship and case studies.

- In the UK, Balens covers sophrology:
- www.balens.co.uk/individuals/complementary-alternative-therapists/ . Students have a discounted rate. You may need to call to request a policy covering sophrology specifically.
- In the UK, Canada and US, Westminster Insurance. Use this link to get a discount as a student of the Sophrology Academy:
<https://uk.westminster.global/intro/sophroacademy>

A minimum of 50% needs to be achieved in all assessed components. If you fail to score at least 50% on any of the components required for the Practitioner Diploma, you'll be given one opportunity to resit the assessment. Additional fees apply, see below.

Extensions to deadlines may be requested and will be granted on a discretionary basis. Please note: any exceptional circumstances for your internship or case studies need to be approved by your mentor.

MITIGATING CIRCUMSTANCES

If you have mitigating circumstances, you will be able to apply for an extension to the time allowed for your written exam. We will consider granting an extra 15 minutes for the Foundations Year written exam, or 20 minutes for the Practitioner Year written exam.

These circumstances include finding yourself in unforeseen, unavoidable circumstances outside of your control, which prevent you from performing in the theoretical written exam at the level you would normally, or having a long-term condition that can affect your ability to complete the written exam.

RESCHEDULING OR RESITTING ASSESSMENTS

If you cannot attend the given assessment date on the Course Calendar, or have had your assessment delayed due to low attendance, you may schedule your assessments on alternative dates in October, April, or July the following year. An additional fee of £50 per assessment will apply. The dates in April and October will only be available if there are a minimum of 3 students taking the exams. The same conditions apply to resitting assessments.

FOUNDATIONS YEAR ASSESSMENT SPECIFICATIONS

1- Written Theory Exam

Format: The examination consists of short answer questions. Questions will range across all material covered in the Foundation Year.

Duration: 1 hour

Competencies assessed:

- Knowledge of key theoretical concepts underlying the sophrology method and each of the dynamic relaxation levels.
- Understanding of the different types of exercises used in sophrology.

Date: March or July, end of Foundation Year.

2- Session Guiding

Format: You'll pick an exercise to guide from a list given to you at least four weeks prior to the session guiding assessment date. This will give you plenty of time to prepare and practice at home before the exam.

You'll be expected to explain what you're going to do at the start of the session. As much as possible avoid using jargon but do state which exercises you're going to do (for instance, we'll start with a body scan and three tense release) and explain which posture participants will be practicing in (for instance if you're leading a DR3 exercise you may want to give them the option to sit at the front of the chair with feet, spine and head in alignment). Remember safeguards.

Imagine the participants are ready for the exercise you're guiding. For instance, if you're guiding a DR3 exercise, imagine they've already done DR1 and DR2 before and are familiar with key techniques and systems.

You are not expected to lead a phenodescription.

Duration: 20 minutes MAXIMUM, note that if you run over you'll be stopped.

Competencies assessed: your ability to

- safely guide a group of participants into an altered state of consciousness, throughout the session, and safely return them to an awake state of consciousness
- guide a session with professional attitude and correctly use terpnos logos (voice, words, volume, pace)

Date: March or July, end of Foundation Year.

PRACTITIONER YEAR ASSESSMENT SPECIFICATIONS

1- Written Theory Exam

Format: The examination consists of short answer questions + a protocol design. Questions will range across all material covered in the Foundation Year, material from compulsory modules on sleep, stress and anxiety.

Duration: 1 hour 30 minutes

Competencies assessed:

- Knowledge of key theoretical concepts underlying the sophrology method and each of the dynamic relaxation levels as well as key theoretical concepts of particular fields such as stress and sleep management.
- Understanding of the different types of exercises used in sophrology and those used in particular fields such as stress and sleep management.
- Capacity to competently identify relevant suite of exercises tailored to a client's needs and consistent with the structure of the sophrology method.

Date: June/July, end of Practitioner Year.

2- Session Guiding

Format: You'll pick an exercise at random on the day of the exam and have 40 minutes to prepare your guiding. The exercise will be either part of a protocol or one of the specific techniques.

You'll be expected to present and explain the session, demonstrating exercises and postures as needed, lead the exercises and lead a post-sophrionic dialogue. Imagine

participants are real clients and avoid using jargon. The use of the term system and integration point is not jargon but should be obvious while guiding (for instance if you ask participants to bring their hand on their first integration point, also mention on the forehead. If you ask people to focus on their fourth system, mention belly and lower back).

Duration: 40 minutes MAXIMUM, note that if you run over, you'll be stopped.

Competencies assessed: your ability to:

- introduce a sophrology session to a group of participants, explain and demonstrate exercises without jargon while putting safeguards in place before starting guiding the session.
- safely guide a group of participants into an altered state of consciousness, throughout the session, and safely return them to an awake state of consciousness
- guide a session with professional attitude and correctly use terpnos logos (voice, words, volume, pace).
- lead a dialogue after a session in a professional and non-judgmental attitude
- apply the principles and structured methodology of sophrology in a group session
- manage the timing of a session

Date: June/July, end of Practitioner Year.

3- Anamnesis Role Play

Format: You'll be in charge of guiding the initial consultation with the 'client' in this role play. You will not be expected to practice any sophrology in the consultation. You're allowed to bring in a prompt sheet with some questions and paper to write your notes. You'll need to show the exam panel your prompt before starting the consultation.

Duration: 20 minutes MAXIMUM, note that if you run over, you'll be stopped.

Competencies assessed: your ability to:

- conduct an anamnesis (i.e. first consultation) including explaining and clarifying aims and uses of sophrology adapted to a client and without use of jargon.
- assess client's needs and goals and support a client to make an informed decision, referring where needed.
- demonstrate professional attitude in establishing the sophrology alliance.

Date: June/July, end of Practitioner Year

4- Case Studies

Context: During your Practitioner Year, you will work with two case studies. A case study is a person (family, friend, colleague, acquaintance, or stranger) who has an issue they'd like to address with sophrology. You'll be expected to:

- carry out an anamnesis to identify their needs
- assess whether sophrology is suited for them
- establish a suitable protocol of *at least* 5 sessions and up to 10 sessions (this does not include the first session with the anamnesis where you may or not have time to practice some sophrology), and you must continue beyond 5 if necessary
- carry out the sessions and keep accurate records.

We will not accept reports based on case studies with whom you've had fewer than 5 sessions (excluding the first session with anamnesis).

IMPORTANT - Case study approval

Before starting working with a case study you'll need to get approval for your protocol from your mentor. Assessment marks will be affected by failure to have your mentor review your protocol.

It is possible that the person you're working needs more than 5 sessions to achieve their goal. You should not restrict yourself to 5 sessions post anamnesis but ideally work with the client until you've achieved the goals discussed with them. In that case, you should discuss with your mentor who will need to review and agree your protocol for these further sessions.

If for whatever reason, you do more than 2 case studies, you may choose which two to include in your report.

Format of the case study report:

You'll be expected to submit ONE report as a PDF document including the description of TWO case studies.

The case studies report should include:

- your name at the top

For each case study:

- relevant details about your client (but anonymised): initials / age / gender / occupation
- a summary of relevant points from the anamnesis
- your planned protocol with rationale for your design
- a summary of each session including
 - o date of the session
 - o bullet point list of exercises practiced
 - o pheno-description highlights
 - o intersession practice given
- any other relevant information such as progression for the client and learning curve for you as a student.

The summary of each session should be NO LONGER than one page.

If you work with your case study for more than 5 sessions (excluding first session with anamnesis) you will need to submit ALL sessions in your report.

Competencies assessed: your ability to:

- competently identify a relevant suite of exercises tailored to a client's needs and consistent with the structure of the sophrology method.
- critically reflect, review and adapt the planning and delivery of future sophrology sessions based on client's responses.
- keep accurate records of progress of clients throughout delivery of sophrology sessions.

Deadline: 15 June (Practitioner Year). Email the case studies report as a PDF document to Audrey.zannese@sophroacademy.co.uk.

5- Internship

Context: You are expected to lead 8-12 hours of group sessions over a minimum of 8 weeks in the professional context of your choice to be found and defined by you in agreement with your mentor. You will then need to write a detailed report on your experience.

IMPORTANT - Internship approval

Before starting your internship you'll need to get approval from your mentor. Marks will be deducted from your assessment for failure to have your mentor review your protocol.

You should send your mentor the project outline, calendar, goals and planned protocol. You can also send your mentor communication you intend to use such as leaflets and posters for feedback.

Structure of the internship:

Number of sessions: 8 minimum

Length: 1h to 1h30

How often: once a week or once a fortnight

Number of people: between 5 and 15

Total number of hours: 8-12

Internship report:

Your internship report should be a professional document and include:

- a cover page with your name on it
- a table of contents
- page numbers
- a presentation of your internship: context, place, environment, objectives
- details about participants (anonymised) - initials or first names or pseudonyms
- planned protocol and final protocol as short bullet point lists.
- a summary of each session including:
 - o date of the session
 - o content / theme / objective of the session
 - o pheno-description highlights
 - o intersession practice given
- assessment and results: personal/ professional/ for participants/ of the structure

You are welcome to include appendices such as marketing material used or questionnaires and surveys at the condition it does not exceed the maximum number of pages allowed. 25 pages MAXIMUM, excluding cover page and table of contents but including appendices. Any document longer than this will not be read and taken into account after page 25.

Internship Presentation: You'll be asked to briefly present the context of your internship and outline your key learning points. **We do not expect you to prepare a PowerPoint presentation, but to just summarise orally your experience of the internship.**

Duration: 20 minutes MAXIMUM. We'll expect you to deliver a 5-7 minute presentation and the jury will have 10 to 15 minutes to ask you questions

Competencies assessed: your ability to

- competently create a programme for a group, structuring sessions according to programme goals and adjusting with group feedback and dynamics.
- critically reflect, review and adapt the planning and delivery of future sophrology sessions based on client's responses.
- professionally manage logistics of delivering group sessions whether online or in-person.
- keep accurate records of progress of clients throughout delivery of sophrology sessions

Report Deadline: 15 June (Practitioner Year). Email the internship report as a PDF document to Audrey.zannese@sophroacademy.co.uk.

Presentation Date: July, end of Practitioner Year, online.

6- Business Plan

Context: to help you implement your new skills professionally you'll be asked to write a sound business plan.

Format of business plan:

Your business plan should be a professional document and should include:

- a cover page with your name
- a table of contents and page numbers
- an executive summary
- presentation of the business owner and personal objectives
- details about the business owner: present situation, experience, training
- planning
- marketing strategy & development
- activity: details, pricing, geography
- market research: competition, strategic alliance, clients, commercial strategy and communication
- legal aspects
- plan for continued professional development
- financial information
- 3 year budget plan with cashflow and financial requirements

20 pages MAXIMUM excluding cover page and table of contents but including 3-year financial plan (the 3-year plan can be submitted separately as an Excel spreadsheet if more convenient).

Any document longer than this will not be read and taken into account after page 20.

Competencies assessed:

Ability to write a business plan, identify a niche and marketing strategy, and financially plan.

Deadline: 15 June (Practitioner Year). Email the Business Plan report as a PDF document to Audrey.zannese@sophroacademy.co.uk.

Assessments - Marking Criteria

GENERAL MARKING SCALE

Performance	Mark range	Outcome
Outstanding	85-100	Distinction
Very good	70-85	Distinction
Good	60-69	Merit
Satisfactory	51-59	Pass
Borderline pass	50	Borderline Pass
Does not meet requirements	0-49	Fail

Each assessment is evaluated on a specific set of criteria. The final mark is usually an average of the marks obtained on each criterion, with one exception.

If you fail one of the components, even if the average mark is in the Distinction range, the overall mark will automatically default to the highest grade in the Merit range.

FOUNDATION YEAR – SESSION GUIDING MARKING CRITERIA

Assessed criteria	Elements to consider in this criteria
Introducing the session	Has the candidate given the minimum required explanations at the start? Has the candidate put safeguards in place (option to sit if standing for instance)?
Leading the session	Does the candidate use good terpnos logos? Is it neutral, non-directive? Does s/he offer suggestions, adaptations, etc...? Does the candidate have an appropriate voice level for the room? Does s/he demonstrate good rhythm and pace? Does the candidate display an excellent quality of presence during the session (both while leading the exercises and during pauses)? How well does the candidate balance being in the session and monitoring the group? Does the candidate do the exercises while guiding them? Is camera use appropriate for the exercises? Is the candidate leading a good de-sophronisation?
Methodology	Has the candidate conveyed the essence of the exercise(s) correctly? Was the guiding of the exercise technically accurate? How well did the candidate respect pauses? Did the candidate give longer time for PTP? How well did the candidate manage time of the session (adequate time between explanations, induction and exercises)?

PRACTITIONER YEAR – SESSION GUIDING MARKING CRITERIA

Assessed criteria	Elements to consider in this criteria
Introducing the session	<p>Does the candidate display a professional attitude (communication, posture...)?</p> <p>How well does the candidate explain the session?</p> <p>Has the candidate established a safe space at the start? Are safeguards in place? Does the candidate offer freedom to adapt?</p> <p>Does the candidate demonstrate exercises before guiding?</p> <p>Does the candidate offer participants the opportunity to ask questions and how well does s/he answer them?</p>
Leading the session	<p>Does the candidate use good terpnos logos? Is it neutral, non-directive? Does s/he offer suggestions, adaptations, etc...?</p> <p>Does the candidate have an appropriate voice level for the room?</p> <p>Does s/he demonstrate good rhythm and pace?</p> <p>Does the candidate display an excellent quality of presence during the session (both while leading the exercises and during pauses)?</p> <p>How well does the candidate balance being in the session and monitoring the group?</p> <p>Does the candidate do the exercises while guiding them? Is the online environment well-managed?</p> <p>Does the candidate lead a good de-sophronisation?</p>
Methodology	<p>Has the candidate conveyed the essence of the exercise/s correctly?</p> <p>Was the guiding of technically accurate?</p> <p>How well did the candidate respect pauses? Did the candidate give longer time for PTP?</p> <p>How well did the candidate manage time of the session (explanations, guiding, PSD)?</p>
Post-Sophronic Dialogue	<p>Does the candidate lead the post-sophronic dialogue effortlessly?</p> <p>Does the candidate create a safe space for participants to share?</p> <p>Does the candidate display very good listening and non-verbal skills? Is his/her posture open?</p> <p>Is the communication of the candidate non-judgmental?</p>

ANAMNESIS MARKING CRITERIA

Assessed criteria	Elements to consider in this criteria
Welcome and explanation of the anamnesis	<p>Does the candidate provide a warm and professional a welcome?</p> <p>Does the candidate easily put the client at ease?</p> <p>Does the candidate correctly set the scene, clearly and concisely?</p> <p>How well did the candidate explain what a consultation is about?</p> <p>Did the candidate forget any elements? Is confidentiality mentioned?</p>
Building the alliance, rapport and listening: process skills	<p>Does the candidate lead the conversation effortlessly?</p> <p>Does the candidate show good use of verbal, non-verbal, rephrasing skills and interim summaries?</p> <p>Is there good balance between open and closed questions, active listening, paralanguage and body language?</p> <p>How well does the candidate manage balance between speaking and listening times?</p> <p>Does the candidate have a professional attitude?</p> <p>Has the candidate taken notes during anamnesis?</p>
Assessing client's needs: content skills	<p>Is the conversation fully focused on the client?</p> <p>Does the candidate keep asking pertinent questions? Is s/he ensuring all relevant information is clear?</p> <p>Does the candidate adapt their question flow to the client's input or rigidly follow a question list?</p> <p>Is the candidate missing key information?</p> <p>Does the candidate agree a clear goal with the client?</p> <p>Is the candidate able to assess if sophrology is appropriate and refer client to other services if needed?</p>
Explanation of sophrology	<p>Does the candidate explain clearly what sophrology is and how it works, in a way adapted to the client?</p> <p>Is the candidate able to explain the active role the client will play during the session without overwhelming?</p> <p>Can the candidate communicate clearly without jargon?</p> <p>Does the candidate give sufficient time for questions?</p> <p>Does s/he answer questions correctly?</p> <p>Is the candidate clear about what sophrology can achieve and what it cannot?</p>

CASE STUDIES MARKING CRITERIA

Assessed criteria	Elements to consider in this criteria
Anamnesis and methodology	<p>How well has the candidate captured details s/he needed to create a relevant protocol during anamnesis?</p> <p>Has the candidate established clear goals with participant?</p> <p>Has the candidate created an excellent protocol that fits client's needs and goals?</p> <p>Does the protocol show logical progression across sessions?</p> <p>How well structured and methodologically accurate are sessions?</p> <p>Does the candidate respect the sophrology method?</p>
Session delivery	<p>Has the candidate demonstrated good ability to adapt protocol, both during planning and in the moment if needed?</p> <p>Did the candidate seem to provide sufficient explanations during pre-sophronic dialogue and after the session?</p>
Session reporting Record keeping Critical evaluation and learning	<p>Is there a good recording and monitoring of pheno-description?</p> <p>Is the reporting of sessions clear and concise?</p> <p>Has the candidate demonstrated aptitude to learn and develop as a sophrology practitioner?</p> <p>Has the candidate reported on self-reflections through sessions?</p> <p>Are there in-depth self-reflections and learning points?</p>
Professional conduct Report structure and presentation	<p>Did the candidate seek and incorporate mentor input to their proposed protocols?</p> <p>Is the report well presented and structured?</p> <p>Is the report easy to read?</p> <p>Does the report lack any sections or elements?</p>

INTERNSHIP MARKING CRITERIA

Assessed criteria	Elements to consider in this criteria
Setting Marketing Organising	<p>Did the candidate express clear goals?</p> <p>Is marketing material good quality (originality, accuracy, whether it is adapted to targeted audience)?</p> <p>Has the candidate demonstrated strong organisational and management skills (communications, logistics...)?</p>
Methodology	<p>Has the candidate designed a protocol that fits groups' needs and goals and/or the general objectives and intentions set if group needs are not applicable (open group for instance)?</p> <p>Do sessions show logical progression where possible? Are they well-structured and adapted to the audience?</p> <p>How well does the candidate respect the sophrology method and keep to sophrology exercises?</p>
Session delivery	<p>Has the candidate demonstrated flexibility in adapting protocol to participants' needs, both during preparation and if needed in the moment?</p> <p>Did the candidate demonstrate an ability to connect with the group?</p> <p>How well did the candidate manage the sessions (adequate time spend on explanations, session, post-sophronic dialogue, homework)?</p>
Session reporting Record keeping Critical evaluation and learning	<p>Is there a good recording and monitoring of pheno-description?</p> <p>Is the reporting of sessions clear and concise?</p> <p>Has the candidate demonstrated good use of initial and final questionnaires?</p> <p>Is there insightful analysis / reporting of final results?</p> <p>Has the candidate demonstrated aptitude to learn and develop as a sophrology practitioner?</p> <p>Has the candidate reported on self-reflections through sessions?</p> <p>Are there in-depth self-reflections and learning points?</p>

Professional conduct	Did the candidate seek and incorporate mentor input to their proposed protocols?
Report structure and presentation	Is the report well presented and structured? Does it look professional? Does it lack sections or elements?
Oral Presentation	Is the report easy to read? Is oral presentation clear, structured and relevant? Has the candidate captured the main highlights from the internship? How well does the candidate answer questions during oral presentation?

BUSINESS PLAN MARKING CRITERIA

Assessed criteria	Elements to consider in this criteria
Executive summary Objectives Planning	Has the candidate written a clear and very professional executive summary? Has the candidate expressed clear and detailed objectives? Does the candidate show excellent planning in his/her business plan?
Market research and Marketing strategy	Has the candidate conducted a thorough market research and competitive analysis? Has the candidate elaborated a sound and planned marketing strategy? Are market research and marketing strategy aligned and relevant to candidate's objectives?
Administrative and legal aspects	Does the candidate demonstrate an excellent understanding of administrative and legal aspects?
Financial projections	Are financial projections accurate, thorough and realistic? Has the candidate included supervision and continued professional development plans and costs?
Structure Presentation	Is the business plan well-presented and structured? Does it look professional? Is the business plan clear, accurate and easy to read? Does the report lack any sections or element(s)?