

## SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the Lecturer/centre must complete Scheme of Work for each unit indicating how the Lecturer is planning to cover the ITEC syllabus throughout the course

Set out the planned sessions in terms of *Learning Outcomes* to be achieved. These should match those stated within the ITEC syllabus for each unit. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the syllabus

**Unit Title: Unit 312 - Styling Men's Hair**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 30**

Learning Outcomes	Lecture Content	Suggested Resources	Approx. Hours
<b>Introductory Session</b>	College rules and regulations College mission statement ITEC rules and regulations Health & safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform	Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course	
<b>1. Be able to Prepare for Plaiting and Twisting Hair</b>			
Identify a range of finished looks that use basic plaiting and twisting techniques	<ul style="list-style-type: none"> <li>On scalp plaits</li> <li>Off scalp plaits</li> <li>Twists</li> <li>French roll</li> <li>French plait</li> <li>Corn rowing</li> <li>Hair threading</li> <li>Hair twists</li> <li>Hair wrapping</li> <li>Hair weaving</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Tests	10
Prepare for basic plaiting and twisting techniques	<ul style="list-style-type: none"> <li>Preparing self</li> <li>Preparing working area</li> <li>Preparing/sterilising tools and equipment</li> <li>Preparing environment</li> </ul>		
State the importance of the preparation procedures for basic plaiting and twisting techniques	<ul style="list-style-type: none"> <li>Preparing work area</li> <li>Preparing tools and equipment</li> <li>Visually inspecting the scalp and hair</li> <li>Assisting the client into a comfortable and relaxed position for the treatment</li> <li>Protecting the client's clothing appropriately for the treatment – gowns and towel</li> <li>Discussing the treatment procedure with</li> </ul>		

<p>State the factors that influence the choice of basic plaiting and twisting techniques</p>	<p>the client</p> <ul style="list-style-type: none"> <li>• Examining the condition of the hair and electing correct product choice</li> <li>• Preparing the hair ready for treatment</li> <li>• Ensuring that the preparation meets with the senior therapist's satisfaction</li> <li>• Consulting with the client throughout</li> </ul> <ul style="list-style-type: none"> <li>• Head, face and body shape</li> <li>• Lifestyle</li> <li>• Adverse skin, scalp and hair conditions</li> <li>• Hair growth patterns</li> <li>• Hair growth cycle</li> <li>• Hair length</li> <li>• Hair loss</li> <li>• Hair type</li> <li>• Hair condition</li> <li>• Hair texture</li> <li>• Hair density</li> <li>• Degree of curl</li> <li>• Elasticity</li> <li>• Fashion trends</li> <li>• Cultural trends</li> <li>• Gender</li> <li>• Personality</li> <li>• Occasion</li> </ul>		
<p>Select products and tools for basic plaiting and twisting techniques</p>	<p><b>Products</b></p> <ul style="list-style-type: none"> <li>• Gel</li> <li>• Oil</li> <li>• Lotion</li> <li>• Spray</li> <li>• Moisturisers</li> </ul>		
<p>and</p> <p>State when and how to use products, tools and equipment</p>	<p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• Added hair</li> <li>• Pipe cleaners</li> <li>• Fabric</li> <li>• Ribbons</li> <li>• Threads</li> <li>• Combs</li> <li>• Brushes</li> <li>• Sectioning clips</li> <li>• Professional purpose-made securing bands</li> <li>• Securing pins</li> <li>• Decorations</li> <li>• Added hair</li> <li>• Pipe cleaners</li> <li>• Electrical equipment</li> <li>• Mirror</li> </ul>		
<p><b>2. Be able to Carry out</b></p>			

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<b>Hair Plaiting and Twisting Techniques</b>			
Carry out basic plaiting and twisting techniques with and without decoration	<ul style="list-style-type: none"> <li>• Protecting and caring for client throughout treatment</li> <li>• Combing or detangling hair</li> <li>• Checking client comfort</li> <li>• Plaiting or twisting hair using appropriate techniques and products</li> <li>• Showing client finished results</li> <li>• Checking that the finished result meets with client's satisfaction</li> <li>• Checking that the finished result meets with senior stylist's satisfaction</li> <li>• Advising the client on suitable basic home care</li> <li>• Ensuring that the treatment is cost effective and carried out in a commercially acceptable time</li> <li>• Leaving the workplace in a suitable condition for further treatments</li> </ul>		20
Provide home care advice	<ul style="list-style-type: none"> <li>• Maintenance of plait/twist</li> <li>• Removal of plait/twist</li> <li>• Potential effects of excessive tension on the hair</li> </ul>		
Follow safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Sanitising / sterilising tools and equipment using the correct hygiene procedures</li> <li>• Storing sterilised tools appropriately</li> <li>• Salon rules and regulations</li> <li>• Code of Ethics</li> <li>• Disposing of waste</li> <li>• Environmental conditions</li> <li>• PPE</li> <li>• COSHH</li> <li>• Health and Safety policy</li> <li>• Demonstrating correct posture – prevention of fatigue and injury</li> <li>• Current legislation</li> </ul>		
Communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Being polite at all times</li> <li>• Being honest</li> <li>• Showing a positive attitude when asked to help</li> <li>• Offering help without having to be asked</li> <li>• Showing enthusiasm for the job</li> <li>• Demonstrating positive facial expressions</li> <li>• Demonstrating positive body language</li> <li>• Demonstrating good eye contact</li> <li>• Listening</li> <li>• Speaking clearly</li> <li>• Knowing what to say and how to say it</li> <li>• Knowing a range of related terminology</li> </ul>		

State the purpose of home care advice	linked to basic hair styling for men <ul style="list-style-type: none"><li>• Demonstrating how to follow instructions</li><li>• Demonstrating how to work as a team</li><li>• Following salon requirements</li></ul> <b>Purpose</b> <ul style="list-style-type: none"><li>• Maintaining plait/twist</li><li>• Removing plait/twist</li><li>• Potential effects of excessive tension on the hair</li></ul>		
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