

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 315 - The Art of Dressing Hair

Lecturer(s) responsible:

Total contact tuition hours proposed: 30

Learning Outcomes	Lecture Content	Suggested Resources	Approx Hours
Introductory session	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	
1. Be able to prepare for dressing hair			
Prepare the client and work area for dressing service State the procedure for client preparation Consult with clients to confirm their requirements	<ul style="list-style-type: none"> • Preparing self • Preparing working area • Sanitising/sterilising tools and equipment • Preparing environment • Assisting the client into a comfortable and relaxed position for the treatment • Protecting and caring for the client throughout treatment • Examining the condition of the hair and select correct product choice • Combing or detangling hair • Checking client comfort • Discussing suitability of style with client • Discussing client's needs and requirements • Selecting suitable protective clothing – gowns and towel • Examining the hair type, texture, length, colour, quality and quantity • Preparing the hair ready for treatment • Discussing limitations • Consulting with client throughout • Selecting style 	OHP/Whiteboard Lecture Q&A Homework Tests	12

<p>Describe the effects of different styling techniques</p>	<ul style="list-style-type: none"> • Brushing • Back brushing • Back combing • Teasing • Simple dressing • Long hair dressing • Pleating • Plaiting • Ornamentation 		
<p>Evaluate the potential of the hair to achieve the desired look by identifying the influencing factors</p>	<ul style="list-style-type: none"> • Length of hair • Hair growth patterns • Hair loss • Hair type • Hair texture • Hair density 		
<p>Describe the factors that need to be considered when styling and dressing hair</p>	<ul style="list-style-type: none"> • Head • Face and body shape • Lifestyle • Hair growth patterns • Length and type of hair • Texture, elasticity and density of hair • Fashion trends / occasion 		
<p>Describe the physical effects of styling on the hair structure</p>	<ul style="list-style-type: none"> • External factors – combing, brushing, back dressing, shampooing, heated rollers, crimping, tonging, • Chemical effects – perming, colouring, bleaching 		
<p>Describe the effects of humidity on the hair structure and resulting style</p>	<ul style="list-style-type: none"> • Effects of weather – sun, wind, sand, sea, salt, extremes in climate, moisture effects on the hair’s elasticity or flexibility • General health and lifestyle – good health, disease, drugs, genetic factors, effects of pregnancy and child birth on hair 		
<p>Explain how the incorrect use of heat can affect the hair and scalp</p>	<ul style="list-style-type: none"> • Hair breakage/split ends • Sore scalp • Burns 		

<p>2. Be able to provide a dressing hair service</p>			
<p>Select and use styling products, tools and equipment to achieve the desired look</p> <p>Describe the correct use and routine maintenance of tools, equipment and accessories</p> <p>Describe the use for the range of styling products</p> <p>Position self and client appropriately throughout the service</p> <p>Use working methods that meet salon and legal requirements</p>	<p>Products</p> <ul style="list-style-type: none"> • Mousse • Gel • Lotion • Spray • Moisturisers <p>Tools</p> <ul style="list-style-type: none"> • Combs • Brushes • Pins, clips, grips, rubber bands • Accessories: feathers, ribbons, flowers <p>Equipment</p> <ul style="list-style-type: none"> • Dryers • Electrical equipment • Mirror <ul style="list-style-type: none"> • Sanitising / sterilising tools and equipment using the correct hygiene procedures • Storing sterilised tools appropriately • Washing combs/brushes frequently • Using antibacterial solutions for plastic tools • PAT testing of electrical equipment • Checking electrical wiring <p>Products</p> <ul style="list-style-type: none"> • Mousse • Gel • Lotion • Spray • Moisturisers <ul style="list-style-type: none"> • Correct posture and standing position • Client comfort <ul style="list-style-type: none"> • Measuring effectiveness • Self appraisal • Code of ethics • Code of practice • Salon rules and regulations 	<p>OHP/Whiteboard Lecture Q&A Handout Homework Tests</p>	<p>18</p>

<p>Use styling techniques and dressing effects that take into account the identified factors</p>	<ul style="list-style-type: none"> • Brushing • Back brushing • Back combing • Teasing • Simple dressing • Long hair dressing • Pleating • Plaiting • Ornamentation 		
<p>Control and secure hair effectively during dressing</p>	<ul style="list-style-type: none"> • Pins • Clips • Grips • Rubber bands • Mousse • Gel • Lotion • Spray • Moisturisers 		
<p>Describe how to secure and control the long hair looks</p>	<ul style="list-style-type: none"> • Trying to centralise weight of the hair • Using pins, clips, grips, rubber bands • Combs • Feathers, ribbons, flowers • Not disturbing the base of the secured hair • Dressing symmetrically • Dressing Asymmetrically 		
<p>State the purpose of back combing and back brushing when dressing hair</p>	<ul style="list-style-type: none"> • Giving more height and volume to the hair • Roughening the cuticle of the hair • Determining the fullness of the hair 		
<p>Dress hair to the satisfaction of the client</p>	<ul style="list-style-type: none"> • Showing client finished results in a mirror • Checking that the finished result meets with client's satisfaction • Checking that the finished result meets with stylist's satisfaction • Advising the client on suitable home care/ after care • Ensuring that the treatment is cost effective and carried out in a commercially acceptable time 		
<p>Apply finishing products to maintain the style</p>	<ul style="list-style-type: none"> • Mousse • Gel • Lotion • Spray • Moisturisers 		

<p>Evaluate the results of the treatment with the client</p>	<ul style="list-style-type: none"> • Style suitability • End result • Effectiveness • Personal standards • Client standards • Professionalism 		
<p>Describe the uses for the range of finishing products</p>	<ul style="list-style-type: none"> • Mousse • Gel • Lotion • Spray • Moisturisers • Hold of finished result • Movement of finished result 		
<p>Provide suitable after care advice</p>	<ul style="list-style-type: none"> • Maintaining dressed hair • Removing dressed hair 		
<p>Describe the after care advice that should be provided</p>	<ul style="list-style-type: none"> • Maintaining dressed hair • Removing dressed hair 		
<p>Follow safe and hygienic working practices</p>	<ul style="list-style-type: none"> • Sanitising / sterilising tools and equipment using the correct hygiene procedures • Storing sterilised tools appropriately • Salon rules and regulations • Disposing of waste • Environmental conditions 		
<p>Outline safe and hygienic working practices when styling and dressing hair</p>	<ul style="list-style-type: none"> • Wiping equipment over with appropriate sanitiser before and after use • Sanitising hands before, during and after treatment as appropriate • Replacing lids on products • Disposing of waste hygienically and appropriately • Demonstrating correct use of salon sterilising equipment/cabinets • Storing sanitised/sterilised equipment appropriately • Using fresh laundered towels for each client • Using freshly laundered gowns for each client • Ensuring that the floor/ trolleys/ surfaces are clean and sanitised where appropriate 		

<p>Communicate and behave in a professional manner</p> <p>State how to communicate in a salon environment</p> <p>State the behavioural expectations within a salon environment</p>	<ul style="list-style-type: none"> • Being polite at all times • Being honest • Showing a positive attitude when asked to help • Offering help without having to be asked • Showing enthusiasm for the job • Demonstrating positive facial expressions • Demonstrating positive body language • Demonstrating good eye contact • Listening • Speaking clearly <ul style="list-style-type: none"> • Being polite at all times • Being honest • Showing a positive attitude when asked to help • Offering help without having to be asked • Showing enthusiasm for the job • Demonstrating positive facial expressions • Demonstrating positive body language • Demonstrating good eye contact • Listening • Speaking clearly <ul style="list-style-type: none"> • Allowing the client to speak freely • Listening to the client • Not interrupting the client • Not arguing with the client • Communicating politely • Demonstrating a positive attitude • Demonstrating enthusiasm for the task 		
<p>Mock Practical</p>	<p>To include full treatment</p>		
<p>Mock Theory</p>	<p>To include all the theory</p>	<p>Mock theory paper</p>	