

## 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 629 - Working with others in the Hair and Beauty Sector**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 19**

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 work with clients and colleagues in a salon</b>			
Communicate and behave in a professional manner  Assist others to resolve problems  Follow safe and hygienic working practices  State different ways of communicating	<ul style="list-style-type: none"> <li>• Being polite</li> <li>• Being honest</li> <li>• Speaking clearly</li> <li>• Listening attentively</li> <li>• Demonstrating positive body language and facial expressions</li> <li>• Acting promptly</li> <li>• Helping willingly</li> <li>• Offering assistance</li> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation of tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> <li>• Verbally</li> <li>• Facial expressions</li> <li>• Body language</li> <li>• Visual aids</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Test:	19

<p>State how to adapt communication for different situations</p> <p>Outline the benefits of effective team working</p> <p>Identify the effects of negative attitude and behaviour on others</p> <p>Identify roles and responsibilities of team members in a salon</p> <p>State when to refer problems</p>	<ul style="list-style-type: none"> <li>• Written messages</li> <li>• Confidentiality</li> <li>• Group discussion</li> <li>• Working relations and conditions</li> <li>• Personal satisfaction</li> <li>• Improved productivity</li> <li>• Deterioration in working relations</li> <li>• Poor productivity</li> <li>• Apprentices</li> <li>• Stylists</li> <li>• Technicians</li> <li>• Managers and Owners</li> <li>• Salon policy</li> <li>• Medical conditions</li> </ul>		
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