

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete a 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 807 - Instruction on Make-up Application

Lecturer(s) responsible:

Total contact tuition hours proposed: 34

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 make-up instruction			
Prepare themselves, client and work area for make-up treatment	~ Preparation of working area ~ Equipment ~ Products ~ Work wear ~ Personal appearance and behaviour ~ Hygiene e.g. sterilising/sanitising tools and equipment ~ Procedures used to prepare client for treatment ~ Client care and modesty	OHP/Whiteboard Lecture Q&A Homework Test:	10
Use suitable consultation techniques to identify treatment objectives	An example of a consultation form can be downloaded from www.itecworld.co.uk ~ Consulting in a suitable area ~ Positive body language ~ Positioning of the client ~ Good communication skills (asking open and/or closed questions where appropriate) ~ Professionalism ~ Contraindications and contra-actions ~ Treatment plan ~ Make up chart ~ Products used ~ Consent ~ Confidentiality ~ Client's signature		
Provide clear recommendations to the client	~ The outcome of the consultation ~ Occupation ~ Lifestyle ~ Current regime and products used ~ Client needs ~ Make-up specification		
Select products and tools to suit client treatment needs, skin types and	~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Clothing protection		

conditions	<ul style="list-style-type: none"> ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Cosmetic sponges ~ Make-up brushes ~ Disposable applicators ~ Make-up palette ~ Mirror ~ Sterilising solution ~ Brush cleanser ~ UV cabinet ~ Waste disposal ~ Colour charts ~ Instructional product guides/leaflets ~ Instructional diagrams Products used when instructing clients in skin care and make-up application: <ul style="list-style-type: none"> ~ Skin care ~ Day make-up ~ Evening make-up ~ Special Occasion make-up ~ Corrective make-up 		
Describe workplace requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> ~ Any particular rights, restrictions and Acts applicable to make-up treatments ~ Code of practice/ethics ~ Insurance and professional association membership ~ Record keeping ~ Professional appearance 		
State the environmental conditions suitable for make-up treatments	<ul style="list-style-type: none"> ~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor ~ Equipment ~ Privacy ~ Reception areas ~ General use/treatment areas 		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> ~ The importance of positive body language ~ Positioning of themselves and client (no barriers) ~ Good communication skills (asking open and/or closed questions where appropriate) ~ Verbal and non-verbal communication 		
Describe how to select products, tools and equipment to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> ~ The importance of selecting the correct products, tools and equipment based upon client consultation, client needs and make-up instruction specification ~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Clothing protection ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Cosmetic sponges ~ Make-up brushes ~ Disposable applicators ~ Make-up palette ~ Mirror ~ Sterilising solution ~ Brush cleanser ~ UV cabinet ~ Waste disposal ~ Eye make-up remover ~ Cleansing lotions, milks, creams, foams, oils and gels ~ Skin toners, fresheners, astringents and tonics ~ Moisturising products ~ Eye creams and gels ~ Serums ~ Pre-base products (mattifying, light reflective, anti-ageing) ~ Colour corrective products (lilac, green, orange) 		

Use products, tools, equipment and techniques to suit client's treatment needs	<p>Equipment</p> <ul style="list-style-type: none"> ~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Clothing protection ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Cosmetic sponges ~ Make-up brushes ~ Disposable applicators ~ Make-up palette ~ Mirror ~ Sterilising solution ~ Brush cleanser ~ UV cabinet ~ Waste disposal <p>Products</p> <ul style="list-style-type: none"> ~ Eye make-up remover ~ Cleansing lotions, milks, creams, foams, oils and gels ~ Skin toners, fresheners, astringents and tonics ~ Moisturising products ~ Eye creams and gels ~ Serums ~ Pre-base products (mattifying, light reflective, anti-ageing) ~ Colour corrective products (lilac, green, orange) ~ Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt) ~ Concealers (cream, stick, liquid) ~ Face powders (loose, compact, mineral, light-reflecting, shimmer) ~ Bronzing products (powder, gel, liquid) ~ Shaders ~ Highlighters ~ Cheek products (cream, powder, liquid tints, mineral-based) ~ Eyebrow products (pencils, powders, gels) ~ Eye shadow (powders, cream, water colours, mineral, pigment) ~ Eyeliner products (liquid, gel, kohl pencil, pencil, cake) ~ Mascara (waterproof and non-waterproof) ~ Lip Liner ~ Lipstick ~ Lip gloss ~ Lip balm <p>Techniques used to instruct clients in the use/application of ~ Skin care ~ Day make-up ~ Evening make-up ~ Special Occasion make-up ~ Corrective make-up</p>		
Instruct the client(s) on make-up application to promote understanding	<ul style="list-style-type: none"> ~ Discuss, assess and advise on application techniques for specific face, eye, lip and nose shapes, skin tone and colour ~ Use instructional leaflets, diagrams ~ Use of colour charts ~ Discussion and recommendation of suitable make-up products ~ Demonstration to half the face using appropriate application techniques ~ Observe, guide and correct client during application to other half of face <p>Tools</p> <ul style="list-style-type: none"> ~ Headband ~ Clothing protection ~ Tissues ~ Cotton wool ~ Cotton wool buds ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Cosmetic sponges ~ Make-up brushes ~ Disposable applicators ~ Make-up palette ~ Mirror ~ Sterilising solution ~ Brush cleanser 		
Describe the use and purpose of make-up tools and products			

<p>Provide the client with written make-up instructions</p> <p>Evaluate the effectiveness of the make-up instruction with the client</p> <p>Complete the treatment to the satisfaction of the client</p> <p>Record the results of the treatment</p> <p>Provide suitable aftercare advice</p>	<p>~ Disinfecting fluid</p> <p>Products</p> <p>~ Eye make-up remover ~ Cleansing lotions, milks, creams, foams, oils and gels ~ Skin toners, fresheners, astringents and tonics</p> <p>~ Moisturising products</p> <p>~ Eye creams and gels ~ Serums ~ Pre-base products (mattifying, light reflective, anti-ageing) ~ Colour corrective products (lilac, green, orange)</p> <p>~ Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt) ~ Concealers (cream, stick, liquid) ~ Face powders (loose, compact, mineral, light-reflecting, shimmer) ~ Bronzing products (powder, gel, liquid) ~ Shaders</p> <p>~ Highlighters ~ Cheek products (cream, powder, liquid tints, mineral-based) ~ Eyebrow products (pencils, powders, gels) ~ Eye shadow (powders, cream, water colours, mineral, pigment) ~ Eyeliner products (liquid, gel, kohl pencil, pencil, cake) ~ Mascara (waterproof and non-waterproof) ~ Lip Liner</p> <p>~ Lipstick ~ Lip gloss ~ Lip balm</p> <p>~ Make-up chart ~ Colour charts</p> <p>~ Instructional leaflets and diagrams covering face, eye and nose shapes and product use</p> <p>~ Client response to session ~ Client feedback</p> <p>~ Retail opportunities ~ Advice on further sessions</p> <p>~ Concluding the treatment in appropriate manner to meet client's needs, manufacturers' instructions and make-up specification ~ Check instruction and client application results during session and at the end with client using mirror</p> <p>~ Client response to treatment and feedback</p> <p>~ Note benefits of the treatment</p> <p>~ Product advice ~ Home care advice ~ Store records demonstrating knowledge of confidentiality requirements</p> <p>~ Recommendations for immediate aftercare</p> <p>~ Skin care and make-up product recommendations ~ Colour recommendations</p> <p>~ Avoid touching excessively</p> <p>~ Remove make-up immediately if skin irritation occurs ~ Referral procedures</p> <p>~ Recommendations for further instructional sessions</p>		
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State how to communicate and behave in a professional manner	<ul style="list-style-type: none"> ~ Consultation ~ Treatment explanation ~ Client care ~ Hygiene ~ Good communication skills 		
Describe health and safety working practices	<ul style="list-style-type: none"> ~ Fire Precautions Act ~ Health & Safety at Work Act ~ Health and Safety (First Aid) Regulations ~ The Management of Health & Safety at Work Regulations ~ The Workplace (Health, Safety & Welfare) Regulations ~ The Manual Handling Operations Regulations ~ The Personal Protective Equipment at Work Regulations ~ The Provision and Use of Work Equipment Regulations ~ The Control of Substances Hazardous to Health Regulations (COSHH) ~ The Electricity at Work Regulations ~ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) ~ Disability Discrimination Act ~ Data Protection Act 		
State the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> ~ Ensuring the client is comfortable and correctly supported ~ Consultant maintaining correct posture throughout session ~ Consultant in position to observe and instruct client clearly in appropriate lighting 		
State the importance of using products, tools, equipment and techniques to suit client's treatment needs	<ul style="list-style-type: none"> ~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Clothing protection ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Cosmetic sponges ~ Make-up brushes ~ Disposable applicators ~ Make-up palette ~ Mirror ~ Sterilising solution ~ Brush cleanser ~ UV cabinet ~ Waste disposal Products and techniques used to instruct clients in the use/application of: <ul style="list-style-type: none"> ~ Skin care ~ Day make-up ~ Evening make-up ~ Special Occasion make-up ~ Corrective make-up ~ Skin care product recommendations ~ Make-up products recommendations ~ Colour recommendations ~ Application tools and uses ~ Client satisfaction ~ Retail recommendations 		
State the importance of instructing the client on make-up application to promote understanding	<ul style="list-style-type: none"> ~ Client response to session ~ Client feedback ~ Retail opportunities ~ Advice on further 		

<p>Describe the importance of evaluating the effectiveness of the make-up instruction with the client</p> <p>State the contra-actions that may occur during and following treatments and how to respond</p> <p>State the importance of completing the treatment to the satisfaction of the client</p> <p>State the importance of completing treatment records</p> <p>State the aftercare advice that should be provided</p> <p>Describe the structure and function of the skin</p> <p>State the position and action of the muscles of the head, neck and shoulders</p>	<p>sessions</p> <p>~ Adverse skin reaction ~ Watery eyes ~ Excessive erythema ~ Skin irritation ~ Itching ~ Immediate removal of cosmetic products ~ Application of cool compress ~ Referral procedures</p> <p>Concluding the treatment in the correct manner to meet client's needs, manufacturers instructions and make-up specification ~ Check application with client using mirror</p> <p>Maintaining records Aftercare Home care Product advice Compliance with Data Protection</p> <p>~ Skin care product recommendations ~ Make-up products recommendations ~ Application tools ~ Colour recommendations ~ Avoid touching excessively ~ Remove make-up immediately if skin irritation occurs ~ Referral procedures ~ Recommendations for further instructional sessions</p> <p>Skin structure: Epidermis: ~ Stratum Corneum ~ Stratum Lucidum ~ Stratum Granulosum ~ Stratum Spinosum/Malphigian ~ Stratum Germinativum/Basal Layer Dermis: ~ Blood supply ~ Lymphatic supply ~ Hair follicle ~ Hair shaft ~ Sebaceous gland ~ Sweat gland: Eccrine and Apocrine ~ Sensory nerve endings ~ Dermal papilla ~ Collagen ~ Elastin ~ Histiocytes ~ Mast cells ~ Fibroblasts ~ Erector pili muscle ~ Melanocytes Subcutaneous/Adipose Layer: ~ The structure and function of the fatty layer underneath the Dermis Skin functions: ~ Secretion ~ Heat regulation ~ Absorption ~ Protection/Acid Mantle (composition and formation) ~ Elimination/excretion ~ Sensation ~ Vitamin D formation (7-dehydro-cholesterol)</p> <p>~ Orbicularis Oculi ~ Orbicularis Oris ~ Masseter ~ Buccinator ~ Risorius ~ Levator Anguli Oris ~ Levator Labii Superioris ~ Depressor Anguli Oris</p>		
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<p>State the names and position of the bones of the head, neck and shoulders</p>	<p>(Triangularis) ~ Depressor Labii Inferioris ~ Mentalis ~ Zygomaticus ~ Temporalis ~ Nasalis ~ Procerus ~ Corrugator ~ Frontalis ~ Occipitalis ~ Pterygoids ~ Trapezius ~ Platysma ~ Sternocleido mastoid ~ Deltoid ~ Pectoralis major and minor</p> <p>Cranium: ~ Parietal ~ Frontal ~ Ethmoid ~ Sphenoid ~ Occipital ~ Temporal Facial: ~ Nasal ~ Zygomatic ~ Maxilla ~ Lacrimal ~ Turbinate ~ Palatine ~ Mandible ~ Vomer Shoulder: ~ Clavicle ~ Scapula ~ Humerus Chest: ~ Sternum Neck: ~ Cervical vertebrae</p>		
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