

## 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 908 – Create and Image Based on a Theme within the Hair and Beauty Sector**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 60**

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 plan an image</b>			
<p>Create a mood board based on a theme</p> <p>Outline how to identify media images to create a theme</p> <p>Outline the purpose of a mood board</p> <p>Outline how to present a mood board to others</p> <p>Describe the concepts of advertising to a target audience</p> <p>Describe the salon's requirements for client preparation, preparing them self and the work</p>	<ul style="list-style-type: none"> <li>• Images from magazines</li> <li>• Sketches</li> <li>• Design plan</li> </ul> <ul style="list-style-type: none"> <li>• Current trends</li> <li>• Personalities</li> <li>• Advertisements</li> </ul> <ul style="list-style-type: none"> <li>• Develop ideas</li> <li>• Plan the process</li> <li>• Visual aid when creating the image</li> </ul> <ul style="list-style-type: none"> <li>• One to one meeting</li> <li>• Group discussions</li> </ul> <ul style="list-style-type: none"> <li>• Concentration of resources</li> <li>• Niche markets</li> <li>• Salon image</li> </ul> <ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation of tools and equipment</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Homework Test:</p>	30

area	<ul style="list-style-type: none"> <li>Disposing of waste hygienically and appropriately</li> </ul>		
<b>2. Be able to create an image</b>			
<p>Communicate and behave in a professional manner</p> <p>Use technical skills to create a theme based image</p> <p>Follow safe and hygienic working practices</p> <p>Describe the technical skills required for creating a theme based image</p> <p>Evaluate the effectiveness of the theme based image</p> <p>Describe methods of evaluating the effectiveness of the creation of a theme based image</p> <p>Outline safe and hygienic working practices</p>	<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> </ul> <ul style="list-style-type: none"> <li>Setting and dressing the hair</li> <li>Blow drying the hair</li> <li>Colouring the hair</li> <li>Cutting the hair</li> <li>Applying make-up</li> </ul> <ul style="list-style-type: none"> <li>Protecting client</li> <li>Personal protection</li> <li>Sanitisation of tools and equipment</li> </ul> <ul style="list-style-type: none"> <li>Cutting techniques</li> <li>Colouring techniques</li> <li>Setting and dressing techniques</li> <li>Blow drying techniques</li> <li>Make-up techniques</li> </ul> <ul style="list-style-type: none"> <li>Client satisfaction</li> <li>Audience reaction</li> <li>Team and personal satisfaction</li> <li>New business</li> </ul> <ul style="list-style-type: none"> <li>Questioning the client</li> <li>Consulting colleagues</li> <li>Repeat business and additional business</li> </ul> <ul style="list-style-type: none"> <li>Wiping equipment over with appropriate sanitiser before and after use</li> <li>Sanitising hands before, during and after treatment as appropriate</li> </ul>	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&amp;A</p> <p>Handout</p> <p>Homework</p> <p>Test</p>	30

<p>State how to communicate in a salon environment</p>	<ul style="list-style-type: none"> <li>• Replacing lids on products</li> <li>• Disposing of waste hygienically and appropriately</li> <li>• Demonstrating correct use of salon sterilising equipment / cabinets</li> <li>• Storing sanitised / sterilised equipment appropriately</li> <li>• Using freshly laundered towels for each client</li> <li>• Using freshly laundered gowns for each client</li> <li>• Ensuring that the floor / trolleys / surfaces are clean and sanitised where appropriate</li>   <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> </ul>		
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