

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 603 - Cut Women's Hair

Lecturer(s) responsible:

Total contact tuition hours proposed: 75

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 cutting hair			
<p>Prepare themselves, the client and work area for cutting services</p> <p>Use suitable consultation techniques to identify service objectives</p> <p>Assess the potential of the hair to achieve the desired look by identifying the influencing factors</p> <p>Explain the safety considerations that must be taken into account when cutting hair</p>	<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 the treatment Discussing client's needs and requirements Discussing limitations Consulting with client throughout the service Checking the texture of the hair Checking the density of the hair Checking the length of the hair Checking growth patterns Protective clothing for self and client Sanitising/sterilising tools and equipment 	<p>OHP/Whiteboard Lecture Q&A Homework Tests</p>	20

<p>State the factors that need to be considered when cutting hair</p> <p>Describe the different consultation techniques used to identify service objectives</p> <p>Describe the salon's requirement for client preparation, preparing themselves and the work area</p> <p>Describe a range of looks for women</p>	<ul style="list-style-type: none"> • Disposing of waste hygienically and appropriately • Previous Haircut/style • Hair condition • Client request • Open and closed questioning • Use of visual aids • Listening techniques • Protecting client, self and colleagues • Sanitising tools and equipment • Disposing of waste hygienically and appropriately • Short One length • Long One length • Short layered • Long layered • Graduation • With fringe • Without fringe 		
2. Be able to provide a cutting service			
<p>Communicate and behave in a professional manner</p> <p>Select and use cutting equipment to achieve the desired look</p> <p>Establish and follow guidelines to accurately achieve the required look</p> <p>Use cutting techniques that take into account the identified factors</p>	<ul style="list-style-type: none"> • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions • Scissors – including thinning scissors • Razors • Combs • Electric clippers • Sectioning • Angles • The texture of the hair • The density of the hair • The length of hair • The natural growth patterns of the hair • Clients' wishes 	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&A</p> <p>Handout</p> <p>Homework</p> <p>Tests</p>	55

Position themselves and the client appropriately throughout the service	<ul style="list-style-type: none"> • Correct posture and standing position • Health and safety • Client comfort 		
Cross check the haircut to ensure even balance and weight distribution	<ul style="list-style-type: none"> • Taking vertical sections and horizontal sections • Using the mirror 		
Create a finished cut that is to the satisfaction of the client	<ul style="list-style-type: none"> • Consulting the client throughout the service 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • Shampooing and conditioning • Brushing and combing • Drying and styling the hair • Finishing products 		
Follow safe and hygienic working practices	<ul style="list-style-type: none"> • Protecting client • Personal protection • Posture and standing position • Sanitisation of tools and equipment • Disposing of waste hygienically and appropriately 		
Describe the correct use, and routine maintenance of cutting tools and equipment	<ul style="list-style-type: none"> • Handling scissors correctly and carefully • Handling razors correctly and carefully • Scissor sharpening • Applying oil to scissor blades and pivot screw • Checking wires on electric clippers • Check blades are set correctly on electric clippers 		
Describe the effect of different cutting techniques	<ul style="list-style-type: none"> • Club cutting – one length and to create bulk • Layering with – to create movement • Graduating – accentuate and define outlines • Tapering – to remove bulk and length 		
State the effect cutting hair at different angles has on the finished look	<ul style="list-style-type: none"> • Weight distribution • Hair length • Direction the hair lies 		
State the importance of applying the correct degree of tension to the hair when cutting	<ul style="list-style-type: none"> • Avoid cutting the hair too short • To ensure an even length and shape 		

<p>State the importance of cross checking the cut</p> <p>Describe the aftercare advice that should be provided</p> <p>Outline safe and hygienic working practices</p> <p>State how to communicate and behave within a salon environment</p>	<ul style="list-style-type: none"> • To ensure an even length and shape • Shampooing and conditioning the hair • How to brush and comb the hair • How to maintain the cut • Use of finishing products • Protecting client • Personal protection • Posture and standing position • Sanitisation of tools and equipment • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions 		
Mock Practical	To include full treatment		
Mock Theory	To include all the theory	Mock theory paper	