

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 612 – Working In The Hair Industry

Lecturer(s) responsible:

Total contact tuition hours proposed: 35

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 describe the key characteristics of the hair industry			
Access sources of information on organisations, services, occupational roles, education and training opportunities within the hair industry	<ul style="list-style-type: none"> • Websites • Prospectuses • Trade magazines • Job centres 	OHP/Whiteboard Lecture Q&A Homework Tests	9.5
Outline the types of organisations within the hair industry	<ul style="list-style-type: none"> • Hair salons and freelance hairdressers • Product manufacturers and wholesale companies • Training providers and Colleges • Employer and employee representatives • Standard setting bodies and awarding bodies 		
Outline the main services offered by the hair industry	<ul style="list-style-type: none"> • Styling, cutting and colouring hair • Treating hair and scalp conditions • Maintenance of wigs • Home care products • Hairdressing apprentice 		

<p>Describe occupational roles within the hair industry</p> <p>State the employment characteristics of working in the hair industry</p> <p>State career patterns within the hair industry</p> <p>Outline the education and training opportunities within the hair industry</p> <p>Outline opportunities to transfer to other sectors or industries</p>	<ul style="list-style-type: none"> • Hairstylist, salon manager, salon owner • Freelance hairstylist • Technical/sales representative • Tutor/trainer/assessor <ul style="list-style-type: none"> • Female orientated • Generally small team of co workers • Freelance opportunities • Working on liners <ul style="list-style-type: none"> • Apprenticeships • Stylist • Salon Manager/Owner • Tutor/assessor <ul style="list-style-type: none"> • Young apprentice/Foundation Diploma – 14/16 years old • Salon apprentice – 16+ • College/Training provider – full time learner • Manufacturer training courses <ul style="list-style-type: none"> • Retail sector/shop assistant • Media • Sales representative 		
2. Be able to describe working practices in the hair industry			
<p>Outline good working practices in the salon</p> <p>State the importance of personal presentation in reflecting the professional image of the hair industry</p> <p>Outline opportunities for developing and promoting own professional image within the hair industry</p>	<ul style="list-style-type: none"> • Correct posture and standing position • Health and safety • Client comfort <ul style="list-style-type: none"> • Client confidence • Increased business <ul style="list-style-type: none"> • Visiting and competing in competitions • Attending manufacturers' courses • Taking part in charitable events • Working at fashion shows • Television/stage hair work 	<p>OHP/Whiteboard Lecture Q&A Handout: Homework Tests</p>	9.5

<p>State the basic employee employment rights and responsibilities</p> <p>Outline the main legislation that affects working in the hair industry</p>	<ul style="list-style-type: none"> • Contract of employment • Working time regulations/minimum wage • Equal Opportunities • Holiday entitlement • The Health and Safety at Work Act • COSHH • The Electricity at Work Regulations 		
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