

## 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 609 - Relax African Type Hair

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 44**

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	
1. Be able to prepare African type hair for relaxing			
1.1 Prepare themselves, the client and the work area for relaxing services	1.1.1 To include: <ul style="list-style-type: none"> <li>• Preparing self</li> <li>• Preparing working area</li> <li>• Sanitising/sterilising tools and equipment</li> <li>• Preparing environment</li> <li>• Assisting the client into a comfortable and relaxed position for the treatment</li> <li>• Protecting and caring for the client throughout the treatment</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Tests	20
1.2 Use suitable consultation techniques to identify service objectives	1.2.1 To include: <ul style="list-style-type: none"> <li>• Discussing client's needs and requirements</li> <li>• Discussing limitations</li> <li>• Consulting with client throughout the service</li> </ul>		
1.3 Conduct all necessary tests following manufacturers' instructions, seeking assistance when	1.3.1 To include: <ul style="list-style-type: none"> <li>• Checking the texture of the hair</li> <li>• Checking the density of the hair</li> <li>• Checking the porosity of the hair</li> <li>• Checking the length of re-growth if previously relaxed</li> </ul>		

<p>contraindications and or reactions to tests cause doubts as to the suitability of the service for the client</p> <p>1.4 Apply pre-relaxing products to:</p> <ul style="list-style-type: none"> <li>• protect the scalp</li> <li>• even out the porosity of the hair</li> </ul> <p>1.5 Describe the salon's requirement for client preparation, preparing themselves and the work area</p> <p>1.6 Describe the different consultation techniques used to identify service objectives</p> <p>1.7 Outline the main legislation that affects the service</p>	<ul style="list-style-type: none"> <li>• Checking the scalp condition</li> </ul> <p>1.4.1 To include:</p> <ul style="list-style-type: none"> <li>• Protective scalp gel</li> </ul> <p>1.5.1 To include:</p> <ul style="list-style-type: none"> <li>• Protective clothing for self and client</li> <li>• Sanitising/sterilising tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul> <p>1.6.1 To include:</p> <ul style="list-style-type: none"> <li>• Open and closed questioning</li> <li>• Use of visual aids</li> <li>• Listening techniques</li> </ul> <p>1.7.1 To include:</p> <ul style="list-style-type: none"> <li>• The Health and Safety at Work Act</li> <li>• The Control of Substances Hazardous to Health (COSHH)</li> </ul>		
<p>2. Be able to relax and normalise hair</p>			
<p>2.1 Communicate and behave in a professional manner</p> <p>2.2 Select and use products, tools and techniques suitable for the client's hair</p>	<p>2.1.1 To include:</p> <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> </ul> <p>2.2.1 To include:</p> <ul style="list-style-type: none"> <li>• Brushes and combs</li> <li>• Products for protecting the scalp</li> <li>• Products for protecting the hair</li> <li>• Relaxing products and neutralising shampoos</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Homework Tests</p>	<p>24</p>

2.3	Follow manufacturer's instructions when applying and timing the relaxer, taking strand tests at suitable times throughout the process	2.3.1 To include: <ul style="list-style-type: none"> <li>• Full- head</li> <li>• Re-growth</li> <li>• Smoothing</li> </ul>		
2.4	Monitor the comfort of the client at regular intervals throughout the relaxing process, remedying any problems that may arise	2.4.1 To include: <ul style="list-style-type: none"> <li>• Checking for scalp irritation</li> <li>• Removing relaxing product immediately</li> </ul>		
2.5	Follow safe and hygienic working practices	2.5.1 To include: <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> <li>• Disposing of waste hygienically and appropriately</li> </ul>		
2.6	Remove chemicals in a way which minimises the risk of damage to the hair	2.6.1 To include: <ul style="list-style-type: none"> <li>• Control of water temperature</li> <li>• Control of water direction and flow</li> <li>• Massage techniques</li> </ul>		
2.7	Use post relaxing treatments to restore the hairs' pH balance	2.7.1 To include: <ul style="list-style-type: none"> <li>• Neutralising shampoo</li> <li>• Moisturising conditioner</li> </ul>		
2.8	Achieve the required degree of straightness that is acceptable to the client	2.8.1 To include: <ul style="list-style-type: none"> <li>• Checking the result after neutralising</li> <li>• Consulting the client throughout the service</li> </ul>		
2.9	Provide suitable aftercare advice	2.9.1 To include: <ul style="list-style-type: none"> <li>• Shampooing and conditioning</li> <li>• Brushing and combing</li> </ul>		

<p>2.10 Describe the potential effects of different relaxing products on the hair structure</p>	<ul style="list-style-type: none"> <li>• Drying and styling the hair</li> <li>• Finishing products</li> </ul> <p>2.10.1 To include:</p> <ul style="list-style-type: none"> <li>• Sodium relaxers</li> <li>• Non-sodium relaxers</li> </ul>		
<p>2.11 Explain the importance of accurate timing and thorough rinsing of products</p>	<p>2.11.1 To include:</p> <ul style="list-style-type: none"> <li>• Avoiding damage and breakage to the hair</li> <li>• Achieving the desired result</li> </ul>		
<p>2.12 Explain the effect of pre and post-relaxer treatments on the hair structure</p>	<p>2.12.1 To include:</p> <ul style="list-style-type: none"> <li>• Evening out porosity</li> <li>• Moisturising the hair</li> <li>• Restoring hairs' natural pH</li> </ul>		
<p>2.13 Describe the factors that should be considered when selecting sodium or non-sodium relaxing products and why it is important to use products from the same system</p>	<p>2.13.1 To include:</p> <ul style="list-style-type: none"> <li>• Condition of the hair</li> <li>• Previous relaxing services</li> <li>• Degree of natural curl</li> <li>• Degree of straightness required</li> </ul>		
<p>2.14 Describe the method and sequence of application of scalp protectors, relaxing and normalising products</p>	<p>2.14.1 To include:</p> <ul style="list-style-type: none"> <li>• Applicators used to apply the scalp protection first</li> <li>• Brushes to apply the relaxing product next</li> <li>• Brushes or spatulas for smoothing prior to processing</li> <li>• Neutralising/normalising shampoos to fix the hair in its new position</li> </ul>		

<p>2.15 Describe the potential problems that can occur when relaxing hair and how to remedy them</p>	<p>2.15.1 To include:</p> <ul style="list-style-type: none"> <li>• Scalp irritation and required action</li> <li>• Incorrect degree of straightening and recommended action</li> </ul>		
<p>2.16 Outline safe and hygienic working practices</p>	<p>2.16.1 To include:</p> <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>2.17 State how to communicate and behave within a salon environment</p>	<p>2.17.1 To include:</p> <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> </ul>		
<p>2.18 Describe the aftercare advice that should be provided</p>	<p>2.18.1 To include:</p> <ul style="list-style-type: none"> <li>• Shampooing and conditioning the hair</li> <li>• How to brush and comb the hair</li> <li>• How to maintain the style</li> <li>• Use of finishing products</li> </ul>		