

## 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 604 - Cut Men's Hair**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed:53**

| Learning Outcomes   | Lecture Content   | Suggested Resources  | Approx Hours |
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| <b>Introductory session</b>   | College rules and regulations<br>College mission statement<br>ITEC rules and regulations<br>Health & Safety<br>Timetable<br>Dates – holidays etc.<br>Syllabus<br>Recommended books<br>Uniform   | Lecture<br>Q&A<br>Using all the documents listed to ensure the students understand the college expectations and their commitment to the course |              |
| <b>1. Be able to prepare for cutting hair</b>   |   |  |              |
| <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"> <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> <li>• Discussing client's needs and requirements</li> <li>• Discussing limitations</li> <li>• Consulting with client throughout the service</li> <li>• Checking the texture of the hair</li> <li>• Checking the density of the hair</li> <li>• Checking the length of the hair</li> <li>• Checking growth patterns</li> <li>• Protective clothing for self and client</li> <li>• Sanitising/sterilising tools and equipment</li> </ul> | <p>OHP/Whiteboard<br/>Lecture<br/>Q&amp;A<br/>Homework<br/>Tests</p>   | 15           |

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| <p>State the factors that need to be considered when cutting hair</p> <p>Describe the typical patterns of male pattern baldness</p> <p>State the effects created by different sized clipper blades and attachments</p> <p>State the risk of in-growing hair from continual close cutting on dark skin</p> <p>Describe the different consultation techniques 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 men</p> | <ul style="list-style-type: none"> <li>• Disposing of waste hygienically and appropriately</li> <li>• Previous Haircut/style</li> <li>• Hair condition</li> <li>• Natural hair lines and growth patterns</li> <li>• Male pattern baldness</li> <li>• Client request</li> </ul> <ul style="list-style-type: none"> <li>• Receding temples</li> <li>• Bald areas around the crown</li> </ul> <ul style="list-style-type: none"> <li>• Fine blades and attachments - very short results</li> <li>• Medium blades and attachments - short to medium length hair</li> <li>• Coarse blades and attachments - medium to longer length hair</li> </ul> <ul style="list-style-type: none"> <li>• Skin infections</li> <li>• Client discomfort</li> </ul> <ul style="list-style-type: none"> <li>• Open and closed questioning</li> <li>• Use of visual aids</li> <li>• Listening techniques</li> </ul> <ul style="list-style-type: none"> <li>• Protecting client, self and colleagues</li> <li>• Sanitising tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul> <ul style="list-style-type: none"> <li>• Short back and sides</li> <li>• Short layered</li> <li>• Long layered</li> <li>• With a parting</li> <li>• Without a parting</li> </ul> |  |           |
| <p><b>2. Be able to provide a cutting service</b></p>  |  |  |           |
| <p>Communicate and behave in a professional manner</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</li> </ul>   | <p>OHP/Whiteboard<br/>Lecture<br/>Q&amp;A<br/>Handout<br/>Homework<br/>Tests</p> | <p>38</p> |

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| <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> <p>Create neckline shapes that are accurate and take account of the natural hairline</p> <p>Position themselves and the client appropriately throughout the service</p> <p>Cross check the haircut to ensure even balance and weight distribution</p> <p>Remove unwanted hair outside the desired outline shape</p> <p>Create balanced and shaped sideburns that suit the required look</p> <p>Create a finished cut that is to the satisfaction of the client</p> <p>Provide suitable aftercare advice</p> | <p>language and facial expressions</p> <ul style="list-style-type: none"> <li>• Scissors – including thinning scissors</li> <li>• Razors</li> <li>• Combs</li> <li>• Electric clippers</li> </ul> <ul style="list-style-type: none"> <li>• Sectioning</li> <li>• Angles</li> </ul> <ul style="list-style-type: none"> <li>• The texture of the hair</li> <li>• The density of the hair</li> <li>• The length of the hair</li> <li>• The natural growth patterns of the hair</li> <li>• Clients' wishes</li> </ul> <ul style="list-style-type: none"> <li>• Natural or tapered neckline</li> <li>• Square neckline</li> <li>• Rounded neckline</li> </ul> <ul style="list-style-type: none"> <li>• Correct posture and standing position</li> <li>• Health and safety</li> <li>• Client comfort</li> </ul> <ul style="list-style-type: none"> <li>• Taking vertical sections and horizontal sections</li> <li>• Using the mirror</li> </ul> <ul style="list-style-type: none"> <li>• Using the clippers</li> <li>• Using safety razor</li> </ul> <ul style="list-style-type: none"> <li>• Using scissors or clippers to remove length and bulk</li> <li>• Using a safety razor to remove unwanted hair and outline shape</li> <li>• Using mirror to ensure balance</li> <li>• Clients' wishes</li> </ul> <ul style="list-style-type: none"> <li>• Consulting the client throughout the service</li> </ul> <ul style="list-style-type: none"> <li>• Shampooing and conditioning</li> <li>• Brushing and combing</li> <li>• Drying and styling the hair</li> <li>• Finishing products</li> </ul> |  |  |
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| <p>Follow safe and hygienic working practices</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> <li>• Disposing of waste hygienically and appropriately</li> </ul>  |  |  |
| <p>State how to communicate and behave within a salon environment</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>Describe the correct use, and routine maintenance of cutting tools and equipment</p>        | <ul style="list-style-type: none"> <li>• Handling scissors correctly and carefully</li> <li>• Handling razors correctly and carefully</li> <li>• Scissor sharpening</li> <li>• Applying oil to scissor blades and pivot screw</li> <li>• Checking wires on electric clippers</li> <li>• Check blades are set correctly on electric clippers</li> </ul> |  |  |
| <p>Describe the effect of different cutting techniques</p>                                     | <ul style="list-style-type: none"> <li>• Club cutting – one length and to create bulk</li> <li>• Layering with – to create movement</li> <li>• Graduating – accentuate and define outlines</li> <li>• Tapering – to remove bulk and length</li> </ul>  |  |  |
| <p>State the effect cutting hair at different angles has on the finished look</p>              | <ul style="list-style-type: none"> <li>• Weight distribution</li> <li>• Hair length</li> <li>• Direction the hair lies</li> </ul>  |  |  |
| <p>State the importance of applying the correct degree of tension to the hair when cutting</p> | <ul style="list-style-type: none"> <li>• Avoid cutting the hair too short</li> <li>• To ensure an even length and shape</li> </ul>   |  |  |
| <p>State the importance of cutting to the natural hairline in barbering</p>                    | <ul style="list-style-type: none"> <li>• Prolonging the style</li> <li>• Avoid drawing attention to uneven growth patterns</li> <li>• Accentuate good growth patterns</li> </ul>   |  |  |
| <p>Explain how to ensure that sideburns are cut level</p>                                      | <ul style="list-style-type: none"> <li>• Using the mirror</li> </ul>   |  |  |

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| <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> | <ul style="list-style-type: none"> <li>• To ensure an even length and shape</li> <li>• Shampooing and conditioning the hair</li> <li>• How to brush and comb the hair</li> <li>• How to maintain the cut</li> <li>• Use of finishing products</li> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation of tools and equipment</li> </ul> |                          |  |
| <p><b>Mock Practical</b></p> <p><b>Mock Theory</b></p>  | <p>To include full treatment</p> <p>To include all the theory</p>  | <p>Mock theory paper</p> |  |