

## 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: Unit610 - Cut Facial Hair**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 32**

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 prepare for cutting facial hair services</b>			
<p>Prepare themselves, the client and work area for cutting facial hair services</p> <p>Use suitable consultation techniques to identify service objectives</p> <p>Describe a range of basic facial hair shapes and looks</p> <p>Assess the potential of the hair to achieve the desired look by identifying the influencing factor</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> </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>• Contemporary and traditional looks</li> </ul> <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 length of the hair</li> <li>• Checking growth patterns</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Homework Tests</p>	10

<p>Describe the factors that need to be considered when cutting facial hair</p> <p>Explain how the factors may influence the way the hair is cut</p> <p>Describe the effects created by different sized clipper blades and attachments</p> <p>State the effects of continual close cutting on dark skin</p> <p>Describe the potential risk of in-growing hair</p> <p>Describe the different consultation techniques used to identify service objectives</p> <p>Describe the salon's requirement for preparing themselves, the client and the work area</p> <p>Explain how to maximise the potential of the client's facial hair taking into account identified factors</p>	<ul style="list-style-type: none"> <li>• Scar tissue</li> <li>• Growth patterns</li> <li>• Hairstyle</li> <li>• Lifestyle</li> </ul> <ul style="list-style-type: none"> <li>• Suitability for lifestyle/profession/job role</li> <li>• Will the facial hair complement hairstyle</li> <li>• Is there sufficient quantity of growth</li> <li>• Is there an even growth to produce a balanced shape</li> </ul> <ul style="list-style-type: none"> <li>• Clippers with adjustable blades</li> <li>• Clippers with removable blades and a variety of blade sizes</li> <li>• Range of attachments and their uses</li> </ul> <ul style="list-style-type: none"> <li>• In-growing hair</li> <li>• Skin eruptions</li> <li>• Sensitivity to future services</li> </ul> <ul style="list-style-type: none"> <li>• Skin eruptions</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>• Protective clothing for self and client</li> <li>• Sanitising/sterilising tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul> <ul style="list-style-type: none"> <li>• Working with the natural growth</li> <li>• Design the facial hair's shape considering the texture and density of the hair growth</li> <li>• Design the facial hair shape to enhance or mask prominent or unusual facial features</li> </ul>		
<p><b>2. Be able to provide a cutting service</b></p>			

<p>Communicate and behave in a professional manner</p> <p>Select and use cutting equipment to achieve the desired look</p> <p>Establish and accurately follow guidelines to achieve the required look</p> <p>Use cutting techniques that take into account the identified factors</p> <p>Position themselves and the client appropriately throughout the service</p> <p>Check the cut regularly to ensure accurate distribution of balance, weight and shape</p> <p>Remove any unwanted hair outside the outline shape</p> <p>Create a finished look that is to the satisfaction of the client</p> <p>Follow safe and hygienic working practices</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> <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>• Outlining the shape</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> </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 points on the face as a reference</li> <li>• Using the mirror</li> </ul> <ul style="list-style-type: none"> <li>• Use of safety razors</li> <li>• Clippers</li> </ul> <ul style="list-style-type: none"> <li>• Consulting the client throughout the service</li> </ul> <ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Protecting self</li> <li>• Posture and standing position</li> <li>• Sanitisation of tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Handout Homework Tests</p>	<p>22</p>
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<p>Provide suitable aftercare advice</p> <p>Describe the correct use and routine maintenance of cutting tools and equipment</p> <p>Describe the effect of cutting techniques used when cutting facial hair</p> <p>Explain the cutting technique to use for different facial hair shapes and looks</p> <p>State the importance of checking the cut</p> <p>Describe how to check and balance the cut</p> <p>State the importance of cutting to the natural facial hairline on full beards</p> <p>Describe the aftercare advice that should be provided</p>	<ul style="list-style-type: none"> <li>• How to brush and comb the hair</li> <li>• How to maintain the shape</li> <li>• Use of finishing products</li> <li>• Skin care and products</li> </ul> <ul style="list-style-type: none"> <li>• Handling scissors correctly and carefully</li> <li>• Handling razors correctly and carefully</li> <li>• Scissor sharpening and replacement of used razor blades</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> <ul style="list-style-type: none"> <li>• Using the points of the scissors – outline the facial shape</li> <li>• Graduating using scissors or clippers – to remove bulk and length</li> </ul> <ul style="list-style-type: none"> <li>• Scissor over comb for moustaches and small beards</li> <li>• Clipper over comb for large beards and outlining finished look</li> </ul> <ul style="list-style-type: none"> <li>• To ensure an even length and shape</li> <li>• Satisfaction of the client</li> </ul> <ul style="list-style-type: none"> <li>• Combing the hair</li> <li>• Use of mirror</li> </ul> <ul style="list-style-type: none"> <li>• Retaining the shape better</li> <li>• Easy maintenance by the client</li> <li>• Prolong the time between cutting services</li> </ul> <ul style="list-style-type: none"> <li>• How to brush and comb the hair</li> <li>• How to maintain the shape</li> <li>• Use of finishing products</li> <li>• Skin care and products</li> </ul>		
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<p>Outline safe and hygienic working practices</p> <p>State how to communicate and behave in a salon environment</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>   <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><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>	