

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 613 - Monitor and Maintain Health and Safety Practice in the Salon

Lecturer(s) responsible:

Total contact tuition hours proposed: 29

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 carry out a risk assessment			
Carry out risk assessments and take necessary actions	<ul style="list-style-type: none"> Examining the work place Hazards to the environment Hazards to persons Rating the risk, high, medium or low How to reduce the risk(s) and precautions necessary Frequency for risk assessments 	OHP/Whiteboard Lecture Q&A Homework Tests	10
State the reason for carrying out risk assessments	<ul style="list-style-type: none"> Recognising potential hazards Reducing or removing possible hazards Reducing the risk of damage to the environment and persons Reducing the risk of legal action 		
Describe the procedures for carrying out a risk assessment	<ul style="list-style-type: none"> Examining the work environment Examining the work practices Checking the practitioners qualifications and abilities Recording the findings and actions required 		

<p>Describe when risk assessments should be carried out</p> <p>Outline necessary actions to take following a risk assessment</p>	<ul style="list-style-type: none"> • Frequency • When changes are made to the workplace and personnel • When changes occur to the Regulations concerning the workplace • Removal of hazard if applicable • Advise all persons concerned of any action required • Seek professional advice where necessary 		
2. Be able to monitor health and safety in the salon			
<p>Monitor and support the work of others to ensure compliance with health and safety requirements</p> <p>Outline the health and safety support that should be provided to staff</p> <p>Outline procedures for dealing with different types of security breaches</p> <p>Explain the need for insurance</p>	<ul style="list-style-type: none"> • Initial training • Frequency of training/exchange of information • Keeping records • Fire evacuation procedures • First Aid provision • Regular testing of electrical equipment • Regular review of safe working practices • Stock and materials • Personal belongings • Monetary discrepancies • Client confidence • In the event of legal action • In the event of damage to property 	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&A</p> <p>Handout</p> <p>Homework</p> <p>Tests</p>	19