

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 615 - Cut Women's Hair to Create a Variety of Looks **Lecturer(s) responsible:**

Total contact tuition hours proposed: 75

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 prepare for cutting hair			
<p>Prepare themselves, the client and work area for cutting services</p> <p>Use suitable consultation techniques to identify service objectives</p> <p>Evaluate the potential of the hair to achieve the desired look by identifying influencing factors</p> <p>Provide clear recommendations to the client based on factors</p> <p>Describe the range of looks for women</p>	<ul style="list-style-type: none"> Preparing self Preparing working area Sanitising/sterilising tools and equipment Preparing environment Assisting the client into a comfortable and relaxed position for the treatment Protecting and caring for the client throughout the treatment <ul style="list-style-type: none"> Discussing client's needs and requirements Discussing limitations Consulting with client throughout <ul style="list-style-type: none"> Checking the texture of the hair Checking the density of the hair Checking the length of the hair Checking growth patterns <ul style="list-style-type: none"> Previous haircut/style Hair condition Client request <ul style="list-style-type: none"> Short one length Long one length Short layered 	<p>OHP/Whiteboard Lecture Q&A Homework Tests</p>	25

Explain how to achieve looks for women using a combination of cutting techniques	<ul style="list-style-type: none"> • Long layered • Graduation • With fringe • Without fringe 		
Explain the safety considerations that must be taken into account	<ul style="list-style-type: none"> • Club cutting – one length and to create bulk • Layering with – to create movement • Graduating – accentuate and define outlines • Tapering – to remove bulk and length • Cutting angles • Use of scissors • Use of razor 		
Describe the factors that need to be considered when cutting hair	<ul style="list-style-type: none"> • The texture of the hair • The density of the hair • The length of the hair • The natural growth patterns of the hair • Clients' wishes 		
Explain how to maximise the potential of the client's hair taking into account identified factors	<ul style="list-style-type: none"> • Club cutting to create bulk and give volume • Layering to remove length and create movement 		
Describe the different consultation techniques used to identify service objectives	<ul style="list-style-type: none"> • Open and closed questioning • Use of visual aids • Listening techniques 		
Describe the salon's requirements for client preparation, preparing themselves and the work area	<ul style="list-style-type: none"> • Protective clothing for self and client • Sanitising/sterilising tools and equipment • Brushing the hair • Use of towels 		
2. Be able to provide a cutting service			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions 		50
Select and use cutting tools	<ul style="list-style-type: none"> • Scissors – including thinning scissors 		

and equipment required to achieve the desired look	<ul style="list-style-type: none"> • Razors • Combs • Electric clippers 		
Establish and follow guidelines where required to achieve the required look	<ul style="list-style-type: none"> • Sectioning • Angles 		
Combine and personalise cutting techniques to take account of the identified factors and the desired look	<ul style="list-style-type: none"> • The texture of the hair • The density of the hair • The length of the hair • The natural growth patterns of the hair • Clients' wishes 		
Position themselves and the client appropriately throughout the service to ensure the accuracy of the cut	<ul style="list-style-type: none"> • Correct posture and standing position • Health and safety • Client comfort 		
Check the cut to ensure required balance, weight distribution and shape	<ul style="list-style-type: none"> • Cross checking • Using the mirror 		
Create a finished cut that is to the satisfaction of the client	<ul style="list-style-type: none"> • Consulting the client throughout the service 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • Shampooing and conditioning • Brushing and combing • Drying and styling the hair • Finishing products 		
Follow safe and hygienic working practices	<ul style="list-style-type: none"> • Protecting client • Personal protection • Posture and standing position • Sanitisation of tools and equipment • Disposing of waste hygienically and appropriately 		
Outline safe and hygienic working practices	<ul style="list-style-type: none"> • Protecting client • Personal protection • Posture and standing position • Sanitisation of tools and equipment 		
Describe the correct use and routine maintenance of cutting tools and equipment	<ul style="list-style-type: none"> • Handling scissors correctly and carefully • Handling razors correctly and carefully • Scissor sharpening • Applying oil to scissor blades and pivot screw • Checking wires on electric clippers 		

<p>Explain the effect cutting hair at different angles has on the finished look</p> <p>State the importance of applying the correct degree of tension to the hair when cutting</p> <p>State the importance of checking the cut</p> <p>Describe the aftercare advice that should be provided</p> <p>State how to communicate and behave within a salon environment</p>	<ul style="list-style-type: none"> • Check blades are set correctly on electric clippers • Weight distribution • Hair length • Direction the hair lies • Avoid cutting the hair too short • To ensure an even length and shape • To ensure an even length and shape • Shampooing and conditioning the hair • How to brush and comb the hair • How to maintain the cut • Use of finishing products • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions 		
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