

## 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 618 - Style and Dress Hair Using a Variety of Techniques**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 60**

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 styling service</b>			
<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 style by identifying the influencing factors</p> <p>Provide clear recommendations to the client based on factors</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>Haircut and shape</li> <li>Hair length and texture</li> <li>Growth patterns</li> <li>Facial shape and features</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Homework Tests</p>	20

Explain the safety considerations that must be taken into account when styling and dressing hair	<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>		
Describe the factors that need to be considered when styling and dressing hair	<ul style="list-style-type: none"> <li>• Previous haircut/style</li> <li>• Hair condition/texture</li> <li>• Length of hair</li> <li>• Client request</li> </ul>		
Describe the physical effects of styling the hair	<ul style="list-style-type: none"> <li>• Effect of backcombing on the cuticle layer</li> <li>• The effect of water and heat</li> <li>• Re-arranging the hydrogen bonds</li> </ul>		
Describe the effect humidity has on the hair during setting	<ul style="list-style-type: none"> <li>• Re-arranging the hydrogen bonds</li> <li>• Prolonging the drying period</li> </ul>		
State the importance of planning hair-up styles for special occasions	<ul style="list-style-type: none"> <li>• Client wishes</li> <li>• Maintaining the styles balance</li> <li>• Preparing ornamentation</li> <li>• Saving time</li> </ul>		
Describe a range of styles for women	<ul style="list-style-type: none"> <li>• Short one length - straight</li> <li>• Long one length – straight, below the shoulder or hair-up styles</li> <li>• Short layered – curly, soft waves, smooth, with and without volume</li> <li>• Long layered – curly, soft waves, with and without volume</li> <li>• With fringe</li> <li>• Without fringe</li> </ul>		
Describe the different consultation techniques used to identify service objectives	<ul style="list-style-type: none"> <li>• Open and closed questioning</li> <li>• Use of visual aids</li> <li>• Listening techniques</li> </ul>		
Describe the salon's requirement for client preparation, preparing themselves and the work area	<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>		

2. Be able to provide a styling service			
<p>Communicate and behave in a professional manner</p> <p>Select and use products, tools and equipment to achieve the desired look</p> <p>Position themselves and the client appropriately throughout the service</p> <p>Combine and adapt styling techniques to achieve the desired effects</p> <p>Personalise dressing techniques to take into account influencing factors</p> <p>Create a finished style that is to the satisfaction of the client</p> <p>Provide suitable aftercare advice</p> <p>Follow safe and hygienic working practices</p> <p>Describe the correct use, and routine maintenance of styling tools and equipment</p> <p>Describe the techniques</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> <li>• Combs</li> <li>• Brushes</li> <li>• Hairdryers, tongs and straighteners</li> <li>• Correct posture and standing position</li> <li>• Health and safety</li> <li>• Client comfort</li> <li>• Use of rollers and pin-curls,</li> <li>• Heated rollers, tongs and straighteners</li> <li>• Alternative setting methods, twisting and plaiting</li> <li>• Wrapping</li> <li>• Hair length</li> <li>• Haircut</li> <li>• Finished look</li> <li>• Consulting with the client throughout the service</li> <li>• Shampooing and conditioning</li> <li>• Brushing and combing</li> <li>• Drying and styling the hair</li> <li>• Finishing product</li> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation/sterilisation of tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> <li>• Brushes</li> <li>• Combs</li> <li>• Rollers</li> <li>• Hairdryers</li> <li>• Tongs and straighteners</li> <li>• Back combing/brushing to create bulk</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Handout: Homework Tests</p>	<p>40</p>

used for styling and dressing	and a foundation for hair-up		
Explain the importance of using styling and finishing products on the hair	<ul style="list-style-type: none"> <li>• Pin curling and finger waving</li> <li>• Rolling</li> <li>• Tonging</li> <li>• Aid the shaping and controlling the hair</li> <li>• Protecting the finished look</li> </ul>		
Explain the importance of controlling and securing long hair effectively	<ul style="list-style-type: none"> <li>• Longevity of the style</li> <li>• Shaping the finished look</li> </ul>		
Explain the importance of considering tension in hair-up styles	<ul style="list-style-type: none"> <li>• Client comfort</li> <li>• Condition of the hair and scalp</li> </ul>		
Explain the effects of incorrect use of heat on the hair and scalp	<ul style="list-style-type: none"> <li>• Damaging the condition of the hair and scalp</li> <li>• Discomfort of the client</li> </ul>		
State the purposes of backcombing and back brushing when dressing hair	<ul style="list-style-type: none"> <li>• Creating bulk and height in a hairstyle</li> <li>• Producing a firm base for fixing long hair into place</li> </ul>		
Describe the methods used to secure ornamentation in hair-up styles	<ul style="list-style-type: none"> <li>• Combs</li> <li>• Clips</li> <li>• Hair bands</li> </ul>		
Describe the aftercare advice that should be provided	<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>		
Outline safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation/sterilisation of tools and equipment</li> </ul>		
State how to communicate and behave within a salon environment	<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>		

<b>Mock Practical</b>	To include full treatment		
<b>Mock Theory</b>	To include all the theory	Mock theory paper	