

## 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 928 Human Resource Management within the Hair and Beauty Sector**

**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 research Human Resource Management</b>			
Research into Human Resource management	<ul style="list-style-type: none"> <li>Employee rights and responsibilities</li> <li>Employer's rights and responsibilities</li> <li>Legislation</li> <li>Health and Safety</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Tests	58
Describe the purpose of job descriptions	<ul style="list-style-type: none"> <li>The duties of the job</li> <li>The responsibilities of the person undertaking the role</li> <li>The contributions expected from the job and the outcomes expected from it</li> <li>Who the person reports to and their relationship with other employees of the business</li> </ul>		
Describe the purpose of contracts of employment	<ul style="list-style-type: none"> <li>Employee rights and responsibilities</li> <li>Employer's rights and responsibilities</li> <li>Legislation</li> <li>Health and Safety</li> </ul>		
State methods of employment options	<ul style="list-style-type: none"> <li>Full time employment</li> <li>Part time employment</li> <li>Self employed</li> <li>Permanent or temporary</li> </ul>		

Explain relevant employment legislation, rights and responsibilities	<ul style="list-style-type: none"> <li>• Equal Pay Act 1970 and Equal Pay (Amendment) Regulations 1983</li> <li>• Race Relations (Amendment) Act 2000</li> <li>• Sex Discrimination Act 1975 and 86</li> <li>• Disability Discrimination Act 1995</li> <li>• Employment Rights Act 1996</li> <li>• Employment Relations Act 1999</li> <li>• Asylum and Immigration Act 1996</li> <li>• COSHH</li> <li>• Health and Safety regulations</li> </ul>		
Use a variety of presentation methods including ICT	<ul style="list-style-type: none"> <li>• Name and contact details</li> <li>• Colour of hair and style</li> <li>• Front hairline to nape</li> <li>• Ear to ear around the back of the head</li> <li>• Ear to ear over the top of the head</li> </ul>		
Identify a range of ICT applications that can be used in the hair and beauty sector	<ul style="list-style-type: none"> <li>• Data base operations - booking appointments</li> <li>• Stock control</li> <li>• Financial control and planning</li> <li>• Company Web site – selling or publicity</li> </ul>		
Communicate and behave in a professional manner	<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>		
Explain how to communicate in a professional manner	<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>2. Be able to carry out a practical presentation</b>			
Present a practical demonstration	<ul style="list-style-type: none"> <li>• Environment</li> <li>• Equipment</li> <li>• Personnel</li> <li>• ICT</li> </ul>	OHP/Whiteboard Lecture Q&A Handout Homework Tests	2
State the cost implications of staff	<ul style="list-style-type: none"> <li>• Salaries of permanent staff</li> <li>• Part time staff</li> <li>• Holiday entitlement and insurances</li> <li>• Sickness pay</li> </ul>		

Describe the methodology of retaining staff	<ul style="list-style-type: none"> <li>• Involvement of staff in the day to day events</li> <li>• Training policy</li> <li>• Salaries and bonus scheme</li> <li>• Defining job roles and team building</li> <li>• Good communication between management and other colleagues</li> </ul>		
Describe the function of industry associations	<ul style="list-style-type: none"> <li>• Representing the industry nationally</li> <li>• Maintaining standards</li> <li>• Providing professional guidance and legal advice to employers and employees or self employed persons</li> </ul>		