

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

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

