

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 622 – Hair Extension Services

Lecturer(s) responsible:

Total contact tuition hours proposed: 45

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 Hair Extensions Services			
Prepare themselves, the client and the work area for hair extensions services	<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 	OHP/Whiteboard Lecture Q&A Homework Tests	15
Use suitable consultation techniques to identify service objectives	<ul style="list-style-type: none"> • Open and closed questioning • Use of visual aids • Listening techniques 		
Evaluate the hair and scalp for suitability of hair extension services	<ul style="list-style-type: none"> • Checking the texture and density of the hair • Checking the length of hair and growth patterns • Checking hair breakage • Checking scalp for abrasions or recent scarring 		
Provide clear recommendations based on factors	<ul style="list-style-type: none"> • Hair and scalp condition • Desired effect and finished style 		

<p>Prepare hair extensions</p> <p>Explain the influencing factors that need to be considered when preparing for hair extension services</p> <p>Explain the safety considerations that must be taken into account</p> <p>Describe the different consultation techniques used to identify service objectives</p> <p>Describe the salon's requirements for preparing themselves, the client and the work area</p>	<ul style="list-style-type: none"> • Individual extensions • Weft extensions • Ready glued extensions <ul style="list-style-type: none"> • Hair and scalp condition • Texture and density • Growth patterns <ul style="list-style-type: none"> • Protecting client and self • Posture and standing position • Sanitisation of tools and equipment • Disposing of waste hygienically and appropriately <ul style="list-style-type: none"> • Open and closed questioning • Use of visual aids • Listening techniques <ul style="list-style-type: none"> • Protective clothing for self and client • Sanitising/sterilising tools and equipment • Disposing of waste hygienically and appropriately 		
<p>2. Be able to Attach Hair Extensions</p>			
<p>Communicate and behave in a professional manner</p> <p>Prepare the hair in suitable sections allowing the hair to fall into the direction required</p> <p>Use suitable hair extension methods to meet the hair type being worked on, taking into account influencing factors and following manufacturers' instructions</p> <p>Position themselves and the client appropriately throughout the service</p>	<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"> • Combing and brushing the hair • Securing the hair <ul style="list-style-type: none"> • Individual extensions • Weft extensions • Ready glued extensions <ul style="list-style-type: none"> • Correct posture and standing position • Health and safety • Client comfort 		<p>20</p>

<p>Check the balance and shape throughout the service</p>	<ul style="list-style-type: none"> • Use of mirror 		
<p>Use suitable tension throughout the service</p>	<ul style="list-style-type: none"> • Condition of the hair • Client comfort • Hair loss 		
<p>Provide hair extensions to the satisfaction of the client</p>	<ul style="list-style-type: none"> • Consulting the client throughout the service 		
<p>Monitor and make adjustments throughout the service</p>	<ul style="list-style-type: none"> • Applying more tension or less when necessary • Adding more hair extensions where necessary • Removing hair extensions where necessary 		
<p>Follow safe and hygienic work practices</p>	<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 		
<p>Provide suitable aftercare advice</p>	<ul style="list-style-type: none"> • Shampooing and conditioning • Brushing and combing • Drying and styling the hair • Finishing products 		
<p>Describe how to remedy problems that may occur during the service</p>	<ul style="list-style-type: none"> • Client discomfort • Uneven distribution 		
<p>Describe the aftercare advice that should be provided</p>	<ul style="list-style-type: none"> • Combing and brushing the hair extensions • Shampooing and drying the hair extensions • Tonging and straightening the hair when wearing extensions 		
<p>Outline safe and hygienic working practices</p>	<ul style="list-style-type: none"> • Protecting client • Personal protection • Posture and standing position • Sanitisation of tools and equipment 		
<p>State how to communicate and behave in a salon environment</p>	<ul style="list-style-type: none"> • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions 		

3. Be able to Remove Hair Extensions			
Use suitable removal methods for the type of extensions worn	<ul style="list-style-type: none"> • Hot and cold systems • Woven and sewn extensions 		10
Remove hair extensions following manufacturers' instructions	<ul style="list-style-type: none"> • Hot and cold systems 		
Follow safe and hygienic work practices	<ul style="list-style-type: none"> • Protecting client • Personal protection • Posture and standing position • Sanitisation of tools and equipment 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • How to comb and brush the hair extensions • How to shampoo and dry the hair extensions • How to tong and straighten the hair when wearing extensions 		
Describe how to remedy problems that may occur during the removal service	<ul style="list-style-type: none"> • Hot and cold systems • Woven and sewn extensions 		
Describe the aftercare advice that should be provided	<ul style="list-style-type: none"> • Combing and brushing the hair extensions • Shampooing and drying the hair extensions • Tonging and straightening the hair when wearing extensions 		
Outline safe and hygienic working practices	<ul style="list-style-type: none"> • Protecting client and self • Posture and standing position • Sanitisation of tools and equipment • Disposing of waste hygienically and appropriately 		