

## 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 623 – Perm Hair to Create a Variety of Looks

**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	
1. Be able to prepare to creatively perm the hair			
1.1 Prepare themselves, the client and work area for creatively perming hair	1.1.1 To include: <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> </ul>	OHP/Whiteboard Lecture Q&A Homework Tests	20
1.2 Use suitable consultation techniques to identify service objectives	1.2.1 To include: <ul style="list-style-type: none"> <li>• Discussing client's needs and requirements</li> <li>• Discussing limitations</li> <li>• Consulting with client throughout the service</li> </ul>		
1.3 Evaluate the potential of the hair to achieve the desired look by identifying influencing factors	1.3.1 To include: <ul style="list-style-type: none"> <li>• Haircut and shape</li> <li>• Hair length and texture</li> <li>• Porosity and elasticity of the hair</li> <li>• Growth patterns</li> </ul>		

<p>1.4 Provide clear recommendations based on factors</p>	<p>1.4.1 To include:</p> <ul style="list-style-type: none"> <li>• Haircut and shape</li> <li>• Hair length and texture</li> <li>• Growth patterns</li> <li>• Facial shape and features</li> <li>• Lifestyle</li> </ul>		
<p>1.5 Describe the salon's requirements for client preparation, preparing themselves and the work area</p>	<p>1.5.1 To include:</p> <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>		
<p>1.6 Compare the range of perming products, tools and equipment and the effects produced</p>	<p>1.6.1 To include:</p> <ul style="list-style-type: none"> <li>• Alkaline and acid perms</li> <li>• Heat and cold- wave perms</li> <li>• Foam and liquid neutralisers</li> <li>• Perming rods/curlers</li> <li>• Combs, brushes, bowls and applicators</li> </ul>		
<p>1.7 Describe the different consultation techniques used to identify service objectives</p>	<p>1.7.1 To include:</p> <ul style="list-style-type: none"> <li>• Open and closed questioning</li> <li>• Use of visual aids</li> <li>• Listening techniques</li> </ul>		
<p>1.8 Explain the importance of carrying out the necessary tests prior to and during the service and recording the results</p>	<p>1.8.1 To include:</p> <ul style="list-style-type: none"> <li>• Protecting client's health and safety</li> <li>• Protecting the condition of the hair</li> <li>• Produce satisfactory results</li> <li>• To avoid making mistakes in the future</li> <li>• To avoid legal action</li> </ul>		
<p>1.9 Explain the importance of following manufacturers' instructions</p>	<p>1.9.1 To include:</p> <ul style="list-style-type: none"> <li>• Produce satisfactory results</li> <li>• To avoid problems or mistakes</li> <li>• To avoid legal action</li> </ul>		
<p>1.10 Outline the factors that need to be considered</p>	<p>1.10.1 To include:</p> <ul style="list-style-type: none"> <li>• Haircut/style</li> <li>• Hair condition/texture</li> </ul>		

	<ul style="list-style-type: none"> <li>• Length of hair</li> <li>• Client request</li> </ul>		
2. Be able to creatively perm hair			
2.1 Communicate and behave in a professional manner	2.1.1 To include: <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>	OHP/Whiteboard Lecture Q&A Homework Tests	40
2.2 Select and use products and techniques, taking into account factors likely to influence the service	2.2.1 To include: <ul style="list-style-type: none"> <li>• Alkaline and acid perms</li> <li>• Heat and cold- wave perms</li> <li>• Foam and liquid neutralisers</li> <li>• Perming rods/curlers</li> <li>• Combs, brushes, bowls and applicators</li> </ul>		
2.3 Follow safe and hygienic working practices	2.3.1 To include: <ul style="list-style-type: none"> <li>• Correct posture and standing position</li> <li>• Health and safety</li> <li>• Client comfort</li> </ul>		
2.4 Monitor the development of the perming and neutralising processes, following manufacturer's instructions and remedying any arising problems	2.4.1 To include: <ul style="list-style-type: none"> <li>• Timing</li> <li>• Checking the curl/wave formation on the curlers</li> </ul>		
2.5 Use creative finishing techniques to achieve the desired effect	2.5.1 To include: <ul style="list-style-type: none"> <li>• Setting and dressing</li> <li>• Blow drying and diffusers</li> </ul>		

<p>2.6 Confirm the client's satisfaction with the finished effect</p>	<p>2.6.1 To include:</p> <ul style="list-style-type: none"> <li>• Consulting the client throughout the service</li> </ul>		
<p>2.7 Provide suitable aftercare advice</p>	<p>2.7.1 To include:</p> <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>		
<p>2.8 Explain the effects of perming products and neutralisers on the molecular structure of the hair</p>	<p>2.8.1 To include:</p> <ul style="list-style-type: none"> <li>• Opening cuticle layer</li> <li>• Re-arranging disulphide bonds – reduction</li> <li>• Fixing disulphide bonds – oxidation</li> <li>• Closing of cuticle layer</li> </ul>		
<p>2.9 Describe how the chemical composition of different types and strengths of perming products affects their use on different hair types</p>	<p>2.9.1 To include:</p> <ul style="list-style-type: none"> <li>• Alkaline perms</li> <li>• Acid perms</li> </ul>		
<p>2.10 Describe the effects of pre-perm and post-perm treatments on the hair structure</p>	<p>2.10.1 To include:</p> <ul style="list-style-type: none"> <li>• Even out porosity</li> <li>• Smoothing the cuticle</li> <li>• Restoring hairs natural pH</li> </ul>		
<p>2.11 Explain the importance of accurate timing and thorough rinsing of products</p>	<p>2.11.1 To include:</p> <ul style="list-style-type: none"> <li>• Influencing the final result</li> <li>• Avoiding damage to the hair</li> <li>• Leaving the hair ready for further services</li> </ul>		
<p>2.12 Explain the sectioning and winding techniques that are suitable for different types of hair and the effects that can be created</p>	<p>2.12.1 To include:</p> <ul style="list-style-type: none"> <li>• Piggy-back winding</li> <li>• Directional winding</li> <li>• Brick-work winding</li> <li>• Spiral winding</li> </ul>		

<p>2.13 Outline safe and hygienic working practices</p>	<p>2.13.1 To include:</p> <ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation of tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul>		
<p>2.14 Describe the types and causes of problems that can occur during the perming and neutralising and how to remedy them</p>	<p>2.14.1 To include:</p> <ul style="list-style-type: none"> <li>• Fish tails:– incorrect winding</li> <li>• Curls too tight/over-processing:- poor choice of lotion strength/poor timing</li> <li>• Curls too loose/under processing: poor choice of lotion strength/poor timing</li> <li>• Cutting and conditioning</li> <li>• Re-perming/timing between treatments</li> </ul>		
<p>2.15 State how to communicate and behave within a salon environment</p>	<p>2.15.1 To include:</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> </ul>		
<p>2.16 Describe the aftercare advice that should be provided</p>	<p>2.16.1 To include:</p> <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>		