

## 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 625 – Relaxing Services for African Type Hair**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 44**

| Learning Outcomes  | Lecture Content  | Suggested Resources  | Approx Hours |
|--|--|--|--------------|
| <b>Introductory session</b>  | College rules and regulations<br>College mission statement<br>ITEC rules and regulations<br>Health & Safety<br>Timetable<br>Dates – holidays etc.<br>Syllabus<br>Recommended books<br>Uniform  | Lecture<br>Q&A<br>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 to provide a variety of relaxing services</b>   |  |  |              |
| Prepare themselves, the client and the work area for relaxing services   | <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<br>Lecture<br>Q&A<br>Homework<br>Tests  | 15           |
| Use suitable consultation techniques to identify the service objectives  | <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>  |  |              |
| Conduct a range of tests following manufacturers' instructions and recognised industry procedures                    | <ul style="list-style-type: none"> <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 the length of re-growth if previously relaxed</li> <li>Checking the scalp condition</li> </ul>  |  |              |
| Present suitable options for a course of action, based on the nature and extent of any issues affecting the relaxing | <ul style="list-style-type: none"> <li>Non-chemical straightening services</li> <li>Conditioning treatments</li> </ul>   |  |              |

|   |   |  |           |
|---|---|--|-----------|
| <p>service required</p> <p>Apply pre-relaxing products to:</p> <ul style="list-style-type: none"> <li>- protect the scalp</li> <li>- even out the porosity of the hair</li> </ul> <p>Describe the salon's requirements for client preparation, preparing themselves and the work area</p> <p>Describe the different consultation techniques used to identify service objectives</p> <p>Explain the importance of hair and scalp analysis and tests</p> <p>Describe the action to take in the event of adverse reactions to tests and contraindications to the service</p> <p>Explain the importance of applying scalp protection and pre-relaxing products before the service</p> <p>Outline the main legislation that affects the relaxing service</p> | <ul style="list-style-type: none"> <li>• Protective scalp gel</li> <li>• Pre-relaxing creams and lotions</li> <li>• Protective clothing for self and client</li> <li>• Sanitising/sterilising tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> <li>• Open and closed questioning</li> <li>• Use of visual aids</li> <li>• Listening techniques</li> <li>• Avoiding cross infection</li> <li>• Avoiding damage to scalp and breakage to the hair</li> <li>• Achieving the desired result</li> <li>• Avoiding legal action</li> <li>• Advising client of the results</li> <li>• Advising not carrying out the service</li> <li>• Advising client to seek medical advice as appropriate</li> <li>• Avoiding burning the scalp during relaxing</li> <li>• Evening out the porosity of the hair</li> <li>• Avoiding damage to the hair</li> <li>• The Health and Safety at Work Act</li> <li>• The Control of Substances Hazardous to Health (COSHH)</li> </ul> |  |           |
| <p><b>2. Be able to provide relaxing services</b></p>   |   |  |           |
| <p>Communicate and behave in a professional manner</p> <p>Select and use products, tools and equipment based on the outcomes of the</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>• Brushes and combs</li> <li>• Products for protecting the scalp</li> </ul>  | <p>OHP/Whiteboard<br/>Lecture<br/>Q&amp;A<br/>Homework<br/>Tests</p> | <p>29</p> |

|  |  |  |  |
|--|--|--|--|
| <p>consultation</p> <p>Carry out relaxing services using suitable application techniques</p> <p>Monitor the development of the product, remedying any arising problems</p> <p>Remove chemicals in a way that minimises risk of hair damage</p> <p>Achieve the desired degree of straightness</p> <p>Apply a suitable post-conditioning treatment</p> <p>Follow safe and hygienic working practices</p> <p>Provide suitable aftercare advice</p> <p>Describe how the different chemical ingredients in relaxing products affect the hair structure</p> <p>Explain the importance of using pre and post-relaxing treatments and how the active ingredients affect the hair structure</p> <p>Explain the effect of neutralising shampoos on the hair structure</p> <p>Explain how the pH of</p> | <ul style="list-style-type: none"> <li>• Products for protecting the hair</li> <li>• Relaxing products and neutralising shampoos</li> <br/> <li>• Full- head</li> <li>• Re-growth</li> <li>• Smoothing</li> <br/> <li>• Checking for scalp irritation</li> <li>• Removing relaxing product immediately</li> <br/> <li>• Control of water temperature</li> <li>• Control of water direction and flow</li> <li>• Massage techniques</li> <br/> <li>• Checking the result after neutralising</li> <li>• Consulting the client throughout the service</li> <br/> <li>• Moisturising conditioner</li> <br/> <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> <br/> <li>• Shampooing and conditioning</li> <li>• Brushing and combing</li> <li>• Drying and styling the hair</li> <li>• Finishing products</li> <br/> <li>• Sodium relaxers</li> <li>• Non-sodium relaxers</li> <br/> <li>• Evening out porosity</li> <li>• Moisturising the hair</li> <li>• Restoring hairs' natural pH</li> <br/> <li>• Rebuilding the disulphide bonds</li> </ul> |  |  |
|--|--|--|--|

|  |   |  |  |
|--|---|--|--|
| <p>relaxing products affects the pH balance of the hair and procedures used to restore the natural pH balance of the hair</p> <p>Explain the application techniques for relaxing the hair</p> <p>Explain the importance of timing and thorough rinsing of products</p> <p>Describe how and why contraindications can affect the delivery of relaxing services</p> <p>Describe the potential problems with corrective relaxing and relaxing services and how to remedy them</p> <p>Explain the importance of following manufacturers' instructions when using relaxing products in the salon</p> <p>Outline safe and hygienic working practices</p> <p>Describe the aftercare that should be provided</p> <p>State how to communicate and behave within a salon environment</p> | <ul style="list-style-type: none"> <li>• The hair's natural pH</li> <li>• Sodium and non-sodium relaxers</li> <li>• Neutralising shampoos</li> <li>• Moisturising conditioners</li> </ul><br><ul style="list-style-type: none"> <li>• Full-head</li> <li>• Re-growth</li> </ul><br><ul style="list-style-type: none"> <li>• Avoiding damage and breakage to the hair</li> <li>• Achieving the desired result</li> </ul><br><ul style="list-style-type: none"> <li>• Preventing service to be carried out</li> <li>• Avoiding damage to the hair</li> <li>• Legal responsibilities</li> </ul><br><ul style="list-style-type: none"> <li>• Breakage to the hair</li> <li>• Pre-relaxing products</li> </ul><br><ul style="list-style-type: none"> <li>• Avoiding mistakes</li> <li>• Producing desired result</li> <li>• Preventing legal action</li> </ul><br><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> </ul><br><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><br><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> |  |  |
|--|---|--|--|