

## 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 632 – Wig Services**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 40**

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 Prepare and Fit Different Types of Wigs</b>			
<p>Create the right setting in which client feels comfortable enough to express their needs, expectations and concerns</p> <p>Prepare themselves, the client, the wig/hairpieces and the work area for the service</p> <p>Use suitable consultation techniques that enable the client to express their concerns and expectations without embarrassment</p> <p>Identify factors that may influence the selection of wigs/hairpieces</p>	<ul style="list-style-type: none"> <li>Preparing environment</li> <li>Privacy</li> <li>One to one consultation</li> <li>Allowing sufficient appointment time</li> </ul> <ul style="list-style-type: none"> <li>Preparing self</li> <li>Preparing working area</li> <li>Sanitising/sterilising tools and equipment</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> <li>Setting and dressing and styling the hairpiece</li> </ul> <ul style="list-style-type: none"> <li>Open and closed questioning</li> <li>Use of visual aids</li> <li>Listening techniques</li> </ul> <ul style="list-style-type: none"> <li>Density and distribution of the client's natural hair</li> <li>Length of the client's natural hair</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Homework Tests</p>	20

Fit and adjust wigs/hairpieces on the client's head	<ul style="list-style-type: none"> <li>• The condition of the hair and scalp</li> <li>• The finished hairstyle</li> </ul>		
Complete client records including head measurements/sizes	<ul style="list-style-type: none"> <li>• Securing the client's hair before fitting full wigs</li> <li>• Fitting full wigs and part wigs</li> </ul>		
Follow safe and hygienic working practices	<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>		
Explain the importance of creating a setting in which client feels comfortable and ensures privacy	<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>		
Explain the importance of treating clients with sensitivity and empathy	<ul style="list-style-type: none"> <li>• Client confidence</li> </ul>		
Explain why it is important to encourage and allow time for clients to ask questions	<ul style="list-style-type: none"> <li>• Avoiding possible embarrassment</li> </ul>		
Explain how to check that clients understand verbal and written information that they have been given	<ul style="list-style-type: none"> <li>• Avoiding mistakes</li> <li>• Client satisfaction</li> </ul>		
Explain the types of expectations, concerns and needs that the clients may have and how to deal with them	<ul style="list-style-type: none"> <li>• Questioning</li> </ul>		
Describe the factors that may influence the choice of services and resources	<ul style="list-style-type: none"> <li>• General improvement in appearance</li> <li>• Maintenance of wig or hairpiece</li> <li>• Comfort when wearing wigs and hairpieces</li> </ul>		
State the importance of identifying factors that may limit, prevent or affect	<ul style="list-style-type: none"> <li>• Hair and scalp condition</li> <li>• Density and distribution of the client's natural hair growth</li> <li>• The client's health</li> <li>• Cost of service, wigs or hairpieces</li> </ul>		
	<ul style="list-style-type: none"> <li>• Providing satisfactory results</li> <li>• Avoiding mistakes</li> <li>• Service timings</li> </ul>		

<p>the service</p> <p>State the importance of recording all service details</p> <p>Explain the reasons for wearing wigs/hairpieces</p> <p>Describe how to cleanse and condition wigs/hairpieces</p> <p>Explain why there is a need to be sensitive when dealing with clients with hair loss</p> <p>Describe the growth cycle of hair</p> <p>Describe the salon's requirement for client preparation, preparing themselves and the work area</p> <p>Outline safe and hygienic working practices</p>	<ul style="list-style-type: none"> <li>• Providing a reference for future services</li> <li>• Avoiding mistakes</li> <li>• Avoiding legal action</li> <li>• Medical conditions</li> <li>• Client's convenience</li> <li>• Improvement to hairstyle</li> <li>• Creating a hairstyle</li> <li>• Use of cleaning fluids</li> <li>• Shampoo and conditioners</li> <li>• Avoiding further embarrassment</li> <li>• Causing further distress</li> <li>• Anagen</li> <li>• Telogen</li> <li>• Catogen</li> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Sanitisation of tools and equipment</li> <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>		
<b>2. Be able to Cut and Style Wigs</b>			
<p>Select and use products, tools, equipment and techniques as required to achieve the desired look</p> <p>Cut and style wigs to achieve a personalised look</p> <p>Monitor and maintain client comfort throughout the service</p> <p>Complete the service to the satisfaction of the client</p> <p>Explain the importance of</p>	<ul style="list-style-type: none"> <li>• Scissors, razor</li> <li>• Combs and brushes</li> <li>• Hairdryers</li> <li>• Consulting client throughout the service</li> <li>• Using a variety of cutting techniques</li> <li>• Using a range of drying techniques</li> <li>• Seating and positioning the client</li> <li>• Consulting client throughout the service</li> <li>• Consulting client throughout the service</li> <li>• Completing the service in the agreed time</li> <li>• Real hair wigs and hairpieces</li> </ul>		20

<p>choosing the correct products, tools, equipment and techniques to suit the wig/hairpieces and the client</p> <p>Describe the styling techniques that can be carried out for different types of wigs/hairpieces</p> <p>Explain the importance of personalizing wigs</p> <p>Explain the importance of monitoring and maintaining client comfort throughout the service</p> <p>Describe the aftercare advice that should be provided to the client</p>	<ul style="list-style-type: none"> <li>• Artificial hair and fibre wigs and hairpieces</li> <li>• Comparing costs between real hair and artificial hair</li> <li>• Styling real hair wigs and hairpieces</li> <li>• Styling artificial hair and fibre wigs and hairpieces</li> <li>• Client confidence</li> <li>• Natural appearance</li> <li>• Portraying client's image</li> <li>• Client satisfaction</li> <li>• Avoiding client discomfort and complaints</li> <li>• Cleaning the wig or hairpiece</li> <li>• Brushing and combing the wig or hairpiece</li> <li>• Drying and styling the wig or hairpiece</li> <li>• Using finishing products on the wig or hairpiece</li> </ul>		
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