

## 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 918 - Maintaining Personal Health and Well-Being**

**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 Maintain Personal Health and Well-Being</b>			
Access sources of information on health and well-being  State sources of information available on personal health and well-being  Describe the components that contribute to a balanced diet  Describe how nutrients are absorbed within the human body  Describe the effects of	<ul style="list-style-type: none"> <li>Internet</li> <li>NHS guidelines</li> <li>Government</li> <li>Libraries</li> <li>Television programmes</li> <li>Magazines</li> </ul> <ul style="list-style-type: none"> <li>Internet</li> <li>NHS guidelines</li> <li>Libraries</li> <li>Television programmes</li> <li>Magazines</li> </ul> <ul style="list-style-type: none"> <li>Fruit and vegetables</li> <li>Fibre</li> <li>Carbohydrates</li> <li>Proteins</li> <li>Effects of nutrients within the human body</li> </ul> <ul style="list-style-type: none"> <li>Process of absorption by the villi and lacteals contained in the small intestine</li> </ul> <ul style="list-style-type: none"> <li>Water intake</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Tests	20

nutrients on the human body	<ul style="list-style-type: none"> <li>• Carbohydrates and fats/lipids</li> <li>• Cholesterol</li> <li>• Protein and vitamins</li> <li>• Fibre</li> </ul>		
Compare own dietary intake with recommended daily intake	<ul style="list-style-type: none"> <li>• Carbohydrates</li> <li>• Proteins</li> <li>• Fat</li> <li>• Salt intake</li> <li>• Water intake</li> </ul>		
Describe the influencing factors that affect food intake and choice	<ul style="list-style-type: none"> <li>• Age</li> <li>• Food allergies</li> <li>• Pregnancy</li> <li>• Eating disorders</li> <li>• Cholesterol levels</li> <li>• Salt intake</li> <li>• Budgetary constraints</li> <li>• Cooking abilities</li> <li>• Time restrictions</li> <li>• Food preferences</li> <li>• Cultural and religious beliefs</li> </ul>		
State the principles of healthy eating choices	<ul style="list-style-type: none"> <li>• Limit intake of salt, fat and sugar</li> <li>• Eat fruit daily for vitamins</li> <li>• Eat some fibre</li> <li>• Drink water</li> </ul>		
Describe how to interpret retail food labelling	<ul style="list-style-type: none"> <li>• Food labelling regulations 1996</li> <li>• Nutritional signposting</li> <li>• Traffic light labelling</li> <li>• E-numbers</li> <li>• Label advice</li> <li>• Place of origin</li> </ul>		
Describe the considerations that need to be identified when looking at body image	<ul style="list-style-type: none"> <li>• Posture</li> <li>• Weight</li> <li>• Body shape and type (endomorph, ectomorph, mesomorph)</li> <li>• Basic metabolic rate</li> </ul>		
Describe how lifestyle choices affect personal health and well-being	<ul style="list-style-type: none"> <li>• Healthy eating</li> <li>• Fluid/water intake</li> <li>• Exercise</li> <li>• Posture</li> <li>• Smoking habits</li> <li>• Role of supplements</li> <li>• Work-life balance</li> <li>• Working environment</li> <li>• Shift patterns</li> <li>• Stress levels and ways of coping with stress</li> <li>• Sleep quality and patterns</li> </ul>		

	<ul style="list-style-type: none"> <li>• Drug, alcohol and substance abuse</li> </ul>		
<b>2. Be able to Monitor Weight Management</b>			
<p>Evaluate weight management programmes</p> <p>Explain the principles of figure analysis</p> <p>Describe how to identify and analyse good posture</p> <p>Describe the effects of poor posture on the body</p> <p>Evaluate safe exercise methods</p> <p>Explain the principles of safe exercise on the human body</p>	<ul style="list-style-type: none"> <li>• Basal metabolic rate</li> <li>• Posture</li> <li>• Weight</li> <li>• Body shape and type (endomorph, ectomorph, mesomorph)</li> <li>• Body mass index</li> <li>• Using the measurements to decide the client's figure type</li> <li>• Pear-shaped</li> <li>• Top heavy</li> <li>• Apple</li> <li>• Hour-glass</li> <li>• Square</li> <li>• Body type (mesomorph, ectomorph, endomorph)</li> <li>• Visual</li> <li>• Plumline</li> <li>• Muscle tone test</li> <li>• Hereditary</li> <li>• Degenerative postural and figure faults – e.g., Dowager's hump, round shoulders, winged scapulae, midriff bulge, protruding abdomen, hyper-extended knees, weight distribution, poor muscle tone</li> <li>• Spinal curvatures ( kyphosis, lordosis, scoliosis)</li> <li>• Isotonic exercise</li> <li>• Isometric exercise</li> <li>• Aerobic exercise</li> <li>• Stretching</li> <li>• Yoga</li> <li>• Correct breathing</li> <li>• Warm-up</li> <li>• Specific safety points</li> <li>• Number of repetitions</li> <li>• Frequency of performance</li> <li>• Cool down</li> <li>• Weight management</li> <li>• Stress levels</li> <li>• Energy levels</li> <li>• Sleep patterns</li> <li>• Cardiovascular</li> <li>• Muscles</li> <li>• Joints</li> </ul>		20

Describe the benefits that regular activities have on fitness	<ul style="list-style-type: none"> <li>• Components of fitness (frequency, intensity, type, time, adherence)</li> </ul>		
Describe how to measure and improve personal fitness	<ul style="list-style-type: none"> <li>• Strength</li> <li>• Speed</li> <li>• Stamina</li> <li>• Power</li> <li>• Suppleness</li> </ul>		
Communicate and behave in a professional manner	<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>• Following instructions</li> <li>• Recording</li> <li>• Presentation</li> </ul>		
Follow safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Protecting client, self and colleagues</li> <li>• Sanitising tools and equipment</li> <li>• Disposing of waste safely</li> </ul>		
Outline safe and hygienic working practices	<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>		