

## 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 919 - Make and Style a Hair Addition**

**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	
<b>1. Be able to Develop a Mood Board</b>			
Develop a mood board which incorporates woven hair additions and accessories, and takes into account influencing factors  Describe how to develop a mood board  Outline the purpose of a mood board  Outline how to present a mood board which incorporates hair additions, accessories and	<ul style="list-style-type: none"> <li>• Fly weft, two stem weave</li> <li>• Length of hair to be used</li> <li>• Colour of hair</li> <li>• Degree of curl</li> <li>• Fashion trends</li> <li>• Combs and clips for attaching hairpieces</li> <li>• Styling techniques</li> <li>• Styling products</li> <li>• Illustrations, pictures of final look</li> </ul> <ul style="list-style-type: none"> <li>• Researching trends</li> <li>• Planning a theme</li> <li>• Consulting magazines, books and internet</li> </ul> <ul style="list-style-type: none"> <li>• Plan the design of hairpiece addition</li> <li>• Planning the process</li> <li>• What products and accessories are needed</li> <li>• Illustrating the final outcome</li> <li>• Securing client's agreement</li> </ul> <ul style="list-style-type: none"> <li>• Individual meeting with client</li> <li>• Team discussion</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Tests	20

<p>ornamentation</p> <p>Describe the main styles of wigs and hair additions used in historical civilisations and cultures</p> <p>Explain how wigs and hair additions are used in modern society</p> <p>Describe the employment opportunities for wig making and hair addition specialists</p> <p>Describe the influencing factors that need to be considered when creating a hair addition</p>	<ul style="list-style-type: none"> <li>• Full wigs and part wigs</li> <li>• Toupee's</li> <li>• Head dresses</li> <li>• Ornamentation</li>   <li>• Theatrical productions</li> <li>• Concealment of hair loss</li> <li>• Weddings</li> <li>• Special events</li> <li>• Temporary style change</li>   <li>• Theatres</li> <li>• Media</li> <li>• NHS</li> <li>• Wig suppliers</li> <li>• Hair salons</li>   <li>• Client confidence</li> <li>• Maintenance of wig or hairpiece</li> <li>• Client comfort when wearing wigs and hairpieces</li> <li>• Client's natural hair growth</li> <li>• Medical conditions</li> <li>• Cost of service, wigs or hairpieces</li> </ul>		
<p><b>2. Be able to Make and Style a Hair Addition</b></p>			
<p>Communicate and behave in a professional manner</p> <p>Select products, tools, equipment and accessories to achieve the desired effect</p> <p>Produce a woven weft of hair on a weaving frame</p> <p>Produce a final finished hair addition</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>• Weaving frame</li> <li>• Beeswax</li> <li>• Combs and clips</li> <li>• Sewing needles and thread</li>   <li>• Selecting the appropriate hair including length and colour</li> <li>• Setting up weaving frame</li> <li>• Fly weft</li> <li>• Once-in weaving</li> <li>• Twice-in weaving</li>   <li>• Sewing the weft into desired shape</li> <li>• Fixing a clip or comb to hair addition for securing it on the head</li> <li>• Completing the hair addition referring to mood board</li> </ul>		<p>40</p>

Style the woven weft of hair using permanent styling techniques	<ul style="list-style-type: none"> <li>• Permanently waving the hair</li> <li>• Permanently colouring the hair</li> </ul>		
Present the final finished styled hair addition	<ul style="list-style-type: none"> <li>• Attaching hair addition on the client's head</li> <li>• Brushing and combing the hair addition</li> <li>• Brushing and combing the client's own hair</li> </ul>		
Provide suitable aftercare advice	<ul style="list-style-type: none"> <li>• Cleaning the wig or hairpiece</li> <li>• Brushing and combing the hair addition</li> <li>• Drying and styling the hair addition</li> <li>• Using finishing products on the hair addition</li> </ul>		
Record techniques, products, tools, equipment and accessories used to achieve the finished hair design	<ul style="list-style-type: none"> <li>• Client name</li> <li>• Contact details</li> <li>• Type of hair addition</li> <li>• Colouring and perming techniques</li> <li>• Colouring, perming, styling products</li> </ul>		
Follow 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>		
Evaluate the finished hair design	<ul style="list-style-type: none"> <li>• Client satisfaction</li> <li>• Checking against mood board</li> </ul>		
Describe how to maintain hair additions	<ul style="list-style-type: none"> <li>• Shampooing method</li> <li>• Brushing and combing hair addition</li> <li>• Use of styling products</li> </ul>		
Describe hair styling techniques for hair additions for men and women	<ul style="list-style-type: none"> <li>• Brushing and combing techniques</li> <li>• Cutting</li> </ul>		
Describe the aftercare advice that should be provided	<ul style="list-style-type: none"> <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>		
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>		
State how to communicate and behave within a salon environment	<ul style="list-style-type: none"> <li>• Being polite</li> <li>• Being honest</li> <li>• Speaking clearly</li> <li>• Listening attentively</li> </ul>		

	<ul style="list-style-type: none"><li>• Demonstrating positive body language and facial expressions</li></ul>		
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