

## 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 616 - Cut Men's Hair to Create a Variety of Looks**

**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 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 for cutting hair</b>			
<p>Prepare themselves, the client and work area for cutting services</p> <p>Use suitable consultation techniques to identify service objectives</p> <p>Evaluate the potential of the hair to achieve the desired look by identifying influencing factors</p> <p>Provide clear recommendations to the client based on factors</p>	<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> <li>• Discussing client's needs and requirements</li> <li>• Discussing limitations</li> <li>• Consulting with client throughout</li> <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 growth patterns</li> <li>• Previous haircut/style</li> <li>• Hair condition</li> <li>• Client request</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Homework Tests</p>	10

<p>Describe the range of looks for men</p>	<ul style="list-style-type: none"> <li>• Short back and sides</li> <li>• Short layered</li> <li>• Long layered</li> <li>• With a parting</li> <li>• Without a parting</li> </ul>		
<p>Explain how to achieve looks for men using a combination of cutting techniques</p>	<ul style="list-style-type: none"> <li>• Club cutting – one length and to create bulk</li> <li>• Layering with – to create movement</li> <li>• Graduating – accentuate and define outlines</li> <li>• Tapering – to remove bulk and length</li> <li>• Cutting angles</li> <li>• Use of scissors and clippers</li> <li>• Use of razor</li> </ul>		
<p>Explain the safety considerations that must be taken into account</p>	<ul style="list-style-type: none"> <li>• Protecting client, self and colleagues</li> <li>• Sanitising/sterilising tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul>		
<p>Describe the factors that need to be considered when cutting hair</p>	<ul style="list-style-type: none"> <li>• The texture of the hair</li> <li>• The density of the hair</li> <li>• The length of the hair</li> <li>• The natural growth patterns of the hair</li> <li>• Clients' wishes</li> </ul>		
<p>Explain how to maximise the potential of the client's hair taking into account identified factors</p>	<ul style="list-style-type: none"> <li>• Club cutting to create bulk and give volume</li> <li>• Layering to remove length and create movement</li> </ul>		
<p>State the known causes of male pattern baldness</p>	<ul style="list-style-type: none"> <li>• Hereditary tendencies</li> <li>• Hormonal conditions</li> </ul>		
<p>Describe the typical patterns of male pattern baldness</p>	<ul style="list-style-type: none"> <li>• Receding temples</li> <li>• Bald areas around the crown</li> </ul>		
<p>State the importance of cutting to the natural hairline in barbering</p>	<ul style="list-style-type: none"> <li>• Prolonging the style</li> <li>• Avoiding drawing attention to uneven growth patterns</li> <li>• Accentuating good growth patterns</li> </ul>		
<p>State the effects created by different sized clipper blades and attachments</p>	<ul style="list-style-type: none"> <li>• Fine blades and attachments - very short results</li> <li>• Medium blades and attachments - short to medium length hair</li> <li>• Coarse blades and attachments - medium to longer length hair</li> </ul>		

<p>State the risk of in-growing hair from continual close cutting on dark skin</p>	<ul style="list-style-type: none"> <li>• Skin infections</li> <li>• Client discomfort</li> </ul>		
<p><b>2. Be able to provide a cutting service</b></p>			
<p>Communicate and behave in a professional manner</p> <p>Select and use cutting tools and equipment required to achieve the desired look</p> <p>Establish and follow guidelines where required to achieve the required look</p> <p>Combine and personalise cutting techniques to take account of the identified factors and the desired look</p> <p>Position themselves and the client appropriately throughout the service to ensure the accuracy of the cut</p> <p>Check the finished haircut to ensure required balance, weight distribution and shape</p> <p>Remove unwanted hair outside the desired outline shape</p> <p>Create balanced and shaped sideburns that suit the required look</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>• Scissors – including thinning scissors</li> <li>• Razors</li> <li>• Combs</li> <li>• Electric clippers</li> <li>• Sectioning</li> <li>• Angles</li> <li>• The texture of the hair</li> <li>• The density of the hair</li> <li>• The length of the hair</li> <li>• The natural growth patterns of the hair</li> <li>• Clients' wishes</li> <li>• Correct posture and standing position</li> <li>• Health and safety</li> <li>• Client comfort</li> <li>• Cross checking</li> <li>• Using the mirror</li> <li>• Using the clippers</li> <li>• Using safety razor</li> <li>• Using scissors or clippers to remove length and bulk</li> <li>• Using a safety razor to remove unwanted hair and outline shape</li> <li>• Using mirror to ensure balance</li> <li>• Client wishes</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Handout: Homework Tests</p>	<p>34</p>

<p>Create a finished cut that is to the satisfaction of the client</p>	<ul style="list-style-type: none"> <li>• Consulting the client throughout the service</li> </ul>		
<p>Provide suitable aftercare advice</p>	<ul style="list-style-type: none"> <li>• Shampooing and conditioning</li> <li>• Brushing and combing</li> <li>• Drying and styling the hair</li> <li>• Finishing products</li> </ul>		
<p>Follow safe and hygienic working practices</p>	<ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation/sterilisation of tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul>		
<p>Outline safe and hygienic working practices</p>	<ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation/sterilisation of tools and equipment</li> </ul>		
<p>Describe the correct use and routine maintenance of cutting tools and equipment</p>	<ul style="list-style-type: none"> <li>• Handling scissors correctly and carefully</li> <li>• Handling razors correctly and carefully</li> <li>• Scissor sharpening</li> <li>• Applying oil to scissor blades and pivot screw</li> <li>• Checking wires on electric clippers</li> <li>• Check blades are set correctly on electric clippers</li> </ul>		
<p>Explain the effect cutting hair at different angles has on the finished look</p>	<ul style="list-style-type: none"> <li>• Weight distribution</li> <li>• Hair length</li> <li>• Direction the hair lies</li> </ul>		
<p>State the importance of applying the correct degree of tension to the hair when cutting</p>	<ul style="list-style-type: none"> <li>• To avoid cutting the hair too short</li> <li>• To ensure an even length and shape</li> </ul>		
<p>State the importance of checking the cut</p>	<ul style="list-style-type: none"> <li>• To ensure an even length and shape</li> </ul>		
<p>Explain how to make sure that sideburns are cut level</p>	<ul style="list-style-type: none"> <li>• Using the mirror</li> </ul>		

<p>Describe the aftercare advice that should be provided</p> <p>State how to communicate and behave within a salon environment</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 cut</li> <li>• Use of finishing products</li> </ul> <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><b>Mock Practical</b></p> <p><b>Mock Theory</b></p>	<p>To include full treatment</p> <p>To include all the theory</p>	<p>Mock theory paper</p>	