

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 642 – Style and Fit Postiche

Lecturer(s) responsible:

Total contact tuition hours proposed: 60

Learning Outcomes	Lecture Content	Suggested Resources	Approx Hours
Introductory session	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	
1. Be able to prepare and fit different types of postiche			
<p>Prepare themselves, the client and work area for styling and fitting postiche</p> <p>Use suitable consultation techniques to identify service objectives</p> <p>Provide clear recommendations to the client</p> <p>Select products, tools and equipment to suit service objectives</p>	<ul style="list-style-type: none"> Preparing self-protective clothing etc. Preparing working area - space and tools/equipment Sanitising/sterilising tools and equipment Preparing environment – private/communal Assisting the client into a comfortable and relaxed position for the treatment Protecting and caring for the client throughout the treatment <ul style="list-style-type: none"> Open and closed questioning Use of visual aids Listening techniques <ul style="list-style-type: none"> Discussing client's needs and requirements Discussing limitations Consulting with client throughout the service <ul style="list-style-type: none"> Styling and dressing products Adhesive tape Brushes and combs suitable for postiche and dressing hair 	<p>OHP/Whiteboard Lecture Q & A Homework Test</p>	30

Clean and condition postiche	<ul style="list-style-type: none"> • Electrical equipment, dryers, tongs, straighteners • Ornamentation/securing aids 		
Fit and adjust postiche	<ul style="list-style-type: none"> • Products suitable for postiche, manufacturer guidelines • Methods as per manufacturer guidelines • Real hair/synthetic 		
Describe the requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> • Full head wig • Hair lace and facial hair • Hair piece and part wigs • Toupee 		
Describe the requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> • Preparing self • Preparing working area • Sanitising/sterilising tools and equipment • Preparing environment • Assisting the client into a comfortable and relaxed position for the treatment • Protecting and caring for the client throughout the treatment 		
Describe the environmental conditions suitable for styling and fitting postiche	<ul style="list-style-type: none"> • Fitting and dressing area – private/communal • Trolley/dressing station • Appropriate sterilisation equipment and processes 		
Describe the different consultation techniques used to identify service objectives	<ul style="list-style-type: none"> • Open and closed questioning • Use of visual aids • Listening techniques 		
Describe how to select products, tools and equipment to suit service objectives	<ul style="list-style-type: none"> • Styling and dressing products • Adhesive tape • Brushes and combs suitable for postiche and dressing hair • Electrical equipment, dryers, tongs, straighteners • Ornamentation/securing aids • Hair type - real hair or synthetic 		

2. Be able to style postiche			
<p>Communicate and behave in a professional manner</p> <p>Follow safe and hygienic working practices</p> <p>Position themselves and the client appropriately throughout the service</p> <p>Use products, tools, equipment and techniques to set and style the postiche to suit client and service objectives</p> <p>Evaluate the results of the service</p> <p>Explain how to communicate and behave in a professional manner</p> <p>Describe health and safety working practices</p> <p>Explain the importance of positioning themselves and the client correctly throughout the service</p> <p>Explain the importance of using products, tools, equipment and techniques to meet service objectives</p>	<ul style="list-style-type: none"> • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions • Protecting client, self and colleagues • Sanitising tools and equipment • Disposing of waste hygienically and appropriately • Correct posture and standing position • Health and safety • Client comfort • Use of rollers and pin-curls, • Heated rollers, tongs and straighteners, wig oven • Alternative setting methods • Brushing and combing • Styling products • Finishing products • Body language • Verbal/written feedback • Recommendation • Repeat bookings • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions • Protecting client • Personal protection • Posture and standing position • Sanitisation of tools and equipment • Disposing of waste hygienically and appropriately • Protecting client • Personal protection • Posture and standing position • Aid shaping and controlling the hair • Prolonging the finished look 	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q & A</p> <p>Handout</p> <p>Homework</p> <p>Test</p>	<p>30</p>

<p>Explain the importance of completing service records</p> <p>Describe the methods of evaluating the effectiveness of the service</p> <p>Describe the techniques used for styling and dressing postiche</p> <p>Explain the importance of using finishing products when styling postiche</p> <p>Explain the importance of controlling and securing long hair effectively</p> <p>Explain the importance of considering tension in hair-up styles</p> <p>Explain the effects of incorrect use of heat on the postiche</p> <p>State the purposes of backcombing and back brushing when dressing postiche</p> <p>Describe the methods used to secure ornamentation in hair-up styles</p>	<ul style="list-style-type: none"> • Repeat services • Future uses by other colleagues • One to one discussion • Questionnaire/feedback • Setting • Blow drying • Combing • Brushing • Aid shaping and controlling the hair • Fixing and prolonging the finished look • How to produce a firm base for fixing long hair into place • Prolonging the shape using styling and fixing products • Damaging the condition of the hair and scalp • Discomfort of the client • Damage to the hair/synthetic fibres and structure of the wig/hair piece • Creating bulk and height in a hairstyle • Producing a firm base for fixing long hair into place • Combs • Clips • Hair bands 		
--	--	--	--