

## 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 830 Monitor and Maintain Spa Area**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 45**

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 monitor the Spa Area</b>			
1.1 Prepare Spa Area and equipment	1.1.1 To include: • Preparation of working area • Equipment • Products • Work wear • Personal appearance and behaviour • Hygiene e.g. sterilising /sanitising tools and equipment • Client for treatment • Client care and modesty	OHP/Whiteboard Lecture Q&A Homework Test:	20
1.2 Carry out relevant tests on equipment and record results according to organisational requirements and manufacturers' instructions	1.2.1 To include: • Sauna • Steam • Hydrotherapy equipment tests • Testing and interpreting results of water and chemical concentration levels (water testing kits, ozone, chlorine, salt, temperature) • The possible dangers of chemical and equipment misuse • Documentation for checks and tests according to legal and organisational requirements		
1.3 Monitor the Spa environment and equipment according to organisational requirements and manufacturers' instructions	1.3.1 To include: • The monitoring requirements for steam, sauna and hydrotherapy equipment, showers and relaxation room • Following manufacturers' instructions and organisational procedures for client capacity levels • Use of appropriate Personal Protective Equipment and avoidance of contact dermatitis • Checking, monitoring and		

		documenting the correct respective temperatures • The main types of air and waterborne infections that can affect the Spa environment • Ensuring that the Spa equipment and treatment areas are shut down according to legal requirement procedures and in a condition suitable for future treatments • Promptly notifying the relevant person(s) of the completion of shutdown procedures		
1.4	Monitor client safety and well-being	<p>1.4.1 To include:</p> <ul style="list-style-type: none"> <li>• Appropriate preparation of clients, completing a full consultation and check for contraindications</li> <li>• Giving clear instructions</li> <li>• Thermal sensitivity test</li> <li>• Pulse check on the client prior to treatment and throughout as necessary</li> <li>• How cultural background impacts upon the delivery of sauna, steam and hydrotherapy treatments</li> <li>• Recommended treatment times and the potential risks of exceeding them</li> <li>• Possible contra-actions and how to deal with them</li> <li>• Positioning of clients for Spa treatments, their maintained comfort and safety (including the use of panic buttons)</li> <li>• Regular checks on client well-being and water intake for both client and therapist</li> <li>• The main types of air and waterborne infections that can affect Spa clients</li> <li>• Client relaxation for normalisation of body temperature post treatment</li> <li>• How to modify the treatment</li> <li>• Encouraging the client to seek medical advice where necessary</li> </ul>		
1.5	Describe salon requirements for preparing Spa equipment and treatment area	<p>1.5.1 To include:</p> <ul style="list-style-type: none"> <li>• Any particular rights, restrictions and acts applicable to Spa treatments</li> <li>• Code of practice/ethics</li> <li>• Insurance and professional association membership</li> </ul>		
1.6	Describe environmental conditions suitable for the Spa treatment area	<p>1.6.1 To include:</p> <ul style="list-style-type: none"> <li>• Lighting</li> <li>• Heating</li> <li>• Ventilation</li> <li>• Noise levels</li> <li>• Available Space</li> <li>• Music</li> <li>• General hygiene</li> <li>• Waste disposal</li> <li>• Décor</li> <li>• Equipment</li> <li>• Privacy</li> <li>• Reception areas</li> <li>• General use/treatment areas</li> <li>• Safety aspects</li> </ul>		
1.7	Explain the importance of carrying out detailed relevant tests	<p>1.7.1 To include:</p> <ul style="list-style-type: none"> <li>• Sauna</li> <li>• Steam</li> <li>• Hydrotherapy equipment tests</li> <li>• Testing and interpreting results of water and chemical concentration levels</li> </ul>		

	according to organisational requirements and manufacturers' instructions	(water testing kits, ozone, chlorine, salt, temperature) • The possible dangers of chemical and equipment misuse • Documentation for checks and tests according to legal and organisational requirements		
1.8	Explain the importance of monitoring the Spa environment and equipment according to organisational requirements and manufacturers' instructions	<p>1.8.1 To include:</p> <ul style="list-style-type: none"> <li>• The monitoring requirements for steam, sauna and hydrotherapy equipment, showers and relaxation room</li> <li>• Following manufacturers' instructions and organisational procedures for client capacity levels</li> <li>• Use of appropriate Personal Protective Equipment and avoidance of contact dermatitis</li> <li>• Checking, monitoring and documenting the correct respective temperatures</li> <li>• The main types of air and waterborne infections that can affect the Spa environment</li> <li>• Ensuring that the Spa equipment and treatment areas are shut down according to legal requirement procedures and in a condition suitable for future treatments</li> <li>• Promptly notifying the relevant person(s) of the completion of shutdown procedures</li> </ul>		
1.9	Explain the importance of monitoring clients safety and well being in the Spa area	<p>1.9.1 To include:</p> <ul style="list-style-type: none"> <li>• Appropriate preparation of clients, completing a full consultation and check for contraindications</li> <li>• Giving clear instructions</li> <li>• Thermal sensitivity test</li> <li>• Pulse check on the client prior to treatment and throughout as necessary</li> <li>• How cultural background impacts upon the delivery of sauna, steam and hydrotherapy treatments</li> <li>• Recommended treatment times and the potential risks of exceeding them</li> <li>• Possible contra-actions and how to deal with them</li> <li>• Positioning of clients for Spa treatments, their maintained comfort and safety (including the use of panic buttons)</li> <li>• Regular checks on client well-being and water intake for both client and therapist</li> <li>• The main types of air and waterborne infections that can affect Spa clients</li> <li>• Client relaxation for normalisation of body temperature post treatment</li> <li>• How to modify the treatment</li> <li>• Encouraging the client to seek medical advice where necessary</li> </ul>		
<b>2. Be able to maintain the Spa area</b>				

2.1	Communicate and behave in a professional manner	<p>2.1.1 To include:</p> <ul style="list-style-type: none"> <li>• Checking consultations and contraindications</li> <li>• Explaining the treatment to the client</li> <li>• Benefits, limitations and co-operation required</li> <li>• Helping the client onto the couch prior to and off the couch after the treatment</li> <li>• Positioning the client correctly</li> <li>• Sanitising client's hands as appropriate</li> <li>• Sanitising own hands as appropriate throughout treatment</li> <li>• Protecting the client's modesty at all times</li> <li>• Ensuring that all parts of the client are covered except the area being treated</li> <li>• Ensuring that the client is comfortable</li> <li>• Using appropriate covered supports</li> <li>• Adapt the treatments to suit the needs of the client</li> <li>• Ensure client does not stand on floor with bare feet</li> <li>• Client care</li> <li>• Communication</li> <li>• Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul>	OHP/Whiteboard Lecture Q&A Handout: Homework Test:	25
2.2	Follow health and safety working practices	<p>2.2.1 To include:</p> <ul style="list-style-type: none"> <li>• Fire Precautions Act</li> <li>• Health &amp; Safety at Work Act</li> <li>• Health and Safety (First Aid) Regulations</li> <li>• The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations</li> <li>• The Manual Handling Operations Regulations</li> <li>• The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations</li> <li>• The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</li> <li>• Disability Discrimination Act</li> <li>• Data Protection Act</li> <li>• Adhere to all safety precautions and manufacturers instructions</li> </ul>		
2.3	Use products, tools, equipment according to organisational requirements and manufacturers' instructions	<p>2.3.1 To include:</p> <p>Products and equipment applicable for the following:</p> <ul style="list-style-type: none"> <li>• Sauna, steam, hydrotherapy, showers and relaxation rooms</li> </ul>		
2.4	Evaluate and record the results of the Spa equipment tests	<p>2.4.1 To include:</p> <ul style="list-style-type: none"> <li>• Reviewing and recording outcomes</li> <li>• Record and store in line with current legislation and professional codes of conduct</li> </ul>		

2.5	Explain how to communicate and behave in a professional manner	2.5.1 To include: • Consultation • Treatment explanation • Client care • Hygiene • Good communication skills		
2.6	Describe health and safety working practices	2.6.1 To include: • Fire Precautions Act Health & Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health & Safety at Work Regulations • The Workplace (Health, Safety & Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act • Adhere to all safety precautions and manufacturers instructions		
2.7	Explain the importance of using products, tools, equipment according to organisational requirements and manufacturers' instructions	2.7.1 To include: Products and equipment applicable for the following: • Sauna, steam, hydrotherapy, showers and relaxation rooms		
2.8	Describe the effects and benefits of regular Spa equipment maintenance	2.8.1 To include: • Longevity of Spa equipment and long term cost effectiveness • Compliance with legal, organisational and manufacturers' requirements • Compliance with health & safety guidelines to avoid the spread of infection and maintain correct standards and levels of sanitization as laid down by the HSE • Code of practice/ethics • Insurance and professional association membership		
2.9	Explain the importance of completing Spa equipment tests and keeping relevant records	2.9.1 To include: • Carrying out thermal skin sensitivity tests and pulse checks on clients prior to treatment • Contraindications • Scope of treatment(s) •		

	<p>Aftercare advice • Home care advice</p> <ul style="list-style-type: none"> <li>• Carrying out sauna, steam and hydrotherapy equipment tests following manufacturers' instructions and organisational requirements</li> <li>• Testing and interpreting the results of water and chemical concentration levels (water testing kits, ozone, chlorine, salt, temperature)</li> <li>• Documenting checks and tests according to legal, manufacturers' and organisational requirements</li> <li>• Insurance and professional association membership</li> <li>• Maintaining records for accurate future treatment</li> </ul> <p>Product advice • Compliance with current legislation and Data Protection</p>		
2.10	Describe the methods of evaluating the effectiveness of the Spa equipment tests	<p>2.10.1 To include:</p> <ul style="list-style-type: none"> <li>• At the end of each treatment the client's feedback should be reviewed and recorded on the consultation form and any skin or other reactions noted together with recommendations for ongoing treatment and home care advice - these should be documented fully</li> <li>• Recording and storing in line with current legislation and professional codes of conduct</li> <li>• Testing and interpreting the results of water and chemical concentration levels (water testing kits, ozone, chlorine, salt, temperature) according to legal, manufacturers' and organisational requirements to avoid contra-actions to treatment</li> <li>• Compliance with health &amp; safety guidelines to avoid the spread of infection and maintain correct levels of sanitisation as laid down by the HSE</li> <li>• Checking and reviewing records to achieve minimal cross infection, contra-actions, illness, injury and the occurrence of reportable incidents</li> </ul>	
2.11	Explain why the Spa Area should be maintained following a Spa session	<p>2.11.1 To include:</p> <ul style="list-style-type: none"> <li>• Any particular rights, restrictions and acts applicable to Spa therapy treatment</li> <li>• Code of practice/ethics</li> <li>• Insurance and professional association membership</li> <li>• Compliance with legal, organisational and manufacturers' requirements</li> <li>• Ensuring that the Spa treatment areas are in a condition suitable for future treatments</li> </ul>	

<b>Mock Practical</b>	To include full treatment		
<b>Mock Theory</b>	To include all the theory	Mock theory paper	