

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 855 – Salon Design for the Hair and Beauty Sector

Lecturer(s) responsible:

Total contact tuition hours proposed: 36

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 research and plan the designing of a salon			18
Use effective communications skills to gather and present information	• Good communication skills (asking open and/or closed questions where appropriate, listening/hearing) • Effective communication ▪ Demonstrate appropriate body language at all times • Interpersonal distance • Trust • Professionalism, confidence and enthusiasm • Confidentiality • Personal effectiveness - With colleagues • As part of team • With others	OHP/Whiteboard Lecture Q&A Homework Test:	
Conduct market research	• The role of the marketing plan • Definition and principles of PEST and SWOT analyses • Importance of identifying target market • Importance of identifying competitors		
Analyse and evaluate market research	• Importance of analysing data collected through market research		
Produce a budget and costs analysis	▪ Finance – design and development costs ▪ Fixed and Variable costs ▪ Cash Flow Forecast		
State the importance of	▪ Budget ▪ Costing ▪ Project timescales		

meeting deadlines within a project plan Explain how market research can influence salon design Describe how psychological abstract concepts, facilities and legislation influence the salon design Explain the importance of budget management	▪ Market research including target demographic group information and feedback ▪ Competitor analysis ▪ Business risk analysis - PEST and SWOT analysis ▪ Operational objectives ▪ Premises and location ▪ Products, services and prices ▪ Design brief and portfolio – mood board, samples, different images ▪ The business concept/vision ▪ Location, environment, culture and premises ▪ Target market/clientele ▪ Competitors ▪ Products and equipment ▪ ‘Signature’ treatments, treatment menus and packages ▪ Legal status, licences and insurance ▪ Health, safety, security and data protection ▪ Floor plan with a suitable choice of scale ▪ Budget and cost analysis for design ▪ Project timescales ▪ Project management plan ▪ Outline benefits of thorough research and planning ▪ Targets		
2. Be able to design a salon			18
Create a floor plan to scale Create a design portfolio Present a salon design and obtain feedback Evaluate and amend the project Explain the importance of creating a floor plan using a suitable choice of scale Describe the benefits of creating a design portfolio Explain the importance of presenting and obtaining	▪ Design brief ▪ Floor plan of business premises to scale ▪ Research ▪ Design brief and portfolio – mood board, samples, different images ▪ Design brief and portfolio – mood board, samples, different images ▪ Presentation ▪ Methods of gathering feedback i.e. questionnaires ▪ Evaluation of feedback ▪ Review ▪ Amend the design ▪ Cost ▪ Resources ▪ Suitability of facilities ▪ Research ▪ Flexibility ▪ Choice ▪ Innovation ▪ Cost ▪ Review ▪ Design brief ▪ Methods of presentation ▪ Feedback ▪ Methods of recording and	OHP/Whiteboard Lecture Q&A Handout: Homework Test:	

feedback on the design	evaluating feedback ▪ Trouble shooting ▪ Design review		
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