

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete a 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 800 - Provide Facial Skincare

Lecturer(s) responsible:

Total contact tuition hours proposed: 56

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 for facial skincare treatments			
Prepare themselves, client and work area for facial skincare treatment	~ Preparation of working area ~ Equipment ~ Products ~ Work wear ~ Personal appearance and behaviour ~ Hygiene e.g. sterilising /sanitising tools and equipment ~ Procedures used to prepare client for treatment ~ Client care and modesty	OHP/Whiteboard Lecture Q&A Homework Test:	20
Use suitable consultation techniques to identify treatment objectives	An example of a consultation form can be downloaded from www.itecworld.co.uk ~ Consulting in a suitable area ~ Positive body language ~ Positioning of the client ~ Good communication skills (asking open and/or closed questions where appropriate) ~ Professionalism ~ Contraindications and contra-actions ~ Treatment plan ~ Products used ~ Consent ~ Confidentiality ~ Client's signature		
Carry out a skin analysis	~ Overall skin type ~ Skin condition ~ Pigmentation and colour ~ Skin texture ~ Skin imperfections ~ Skin tone ~ Skin temperature ~ Muscle tone ~ Skin elasticity ~ UV damage		
Provide clear	~ The outcome of the skin analysis ~ Diet		

<p>recommendations to the client</p>	<p>~ Smoking ~ Alcohol ~ Central heating ~ Air conditioning ~ Stress ~ Sleep ~ Exercise ~ Fresh air ~ Occupation ~ Lifestyle ~ Current regime</p>		
<p>Select products, tools and equipment to suit client treatment needs, skin types and conditions</p>	<p>~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Steamer ~ Hot towels/cabinet ~ Brush cleanse equipment ~ Paraffin wax heater ~ Infra-red lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Mask brushes ~ Gauze ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal ~ Products for the following treatments: ~ Cleanse (superficial and deep) ~ Pre-heat ~ Facial Massage ~ Masks</p>		
<p>Describe salon requirements for preparing themselves, the client and work area</p>	<p>~ Any particular rights, restrictions and Acts applicable to facial skincare treatment ~ Code of practice/ethics ~ Insurance and professional association membership ~ Record keeping ~ Professional appearance</p>		
<p>State the environmental conditions suitable for facial skincare treatments</p>	<p>~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor ~ Equipment e.g. workstation/trolley ~ Privacy ~ Reception areas ~ General use/treatment areas</p>		
<p>Describe different consultation techniques used to identify treatment objectives</p>	<p>~ The importance of positive body language ~ Positioning of themselves and client (no barriers) ~ Good communication skills (asking open and/or closed questions and where appropriate) ~ Verbal and non-verbal communication</p>		
<p>State the importance of carrying out a detailed skin analysis</p>	<p>~ Skin type and conditions ~ Contraindications ~ Scope of treatment(s) ~ Home care advice ~ Aftercare advice</p>		
<p>Describe how to select products, tools and equipment to suit client treatment needs, skin types and conditions</p>	<p>~ The importance of selecting the correct products, tools and equipment based upon client consultation and skin analysis ~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp</p>		

<p>Identify skin types, conditions and characteristics</p>	<p> ~ Steamer ~ Hot towels/cabinet ~ Brush cleanse equipment ~ Paraffin wax heater ~ Infra-red lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Mask brushes ~ Gauze ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal ~ Eye make-up remover ~ Cleansing lotions, milks, creams, foams, oils and gels ~ Skin toners, fresheners, astringents and tonics ~ Exfoliation products ~ Enzymatic peels ~ Massage creams, oils and gels ~ Moisturising creams, lotions and milks . day/night ~ Eye creams and gels ~ Neck creams ~ AHAs ~ Serums ~ Ampoules ~ Specialised products i.e. acne products, lip balms ~ <i>Clay masks</i> (Calamine, Kaolin, Magnesium Carbonate, Fuller's Earth, Flowers of Sulphur (COSSH)) ~ Active ingredients (Rosewater, Orangeflower water, Distilled Water, Witch Hazel, Glycerine, Almond Oil) ~ <i>Natural masks</i> (Avocado, Egg white, Honey, Banana, Cucumber, Strawberry, Natural Yogurt, Wheatgerm, Lemon Juice, Oatmeal, Milk, Teabags, Egg Yolk, Aloe ~ <i>Commercial masks</i> (in accordance with manufacturers instructions, ingredients of any mask applied to the skin should be known) ~ <i>Specialised masks</i> - Thermal/mineral, peel-off, paraffin wax, hot oil, collagen) Facial skincare techniques to include: ~ Eye make-up removal ~ Lipstick removal ~ Superficial cleanse ~ Skin analysis ~ Deep cleanse ~ Pre-heat treatment ~ Comedone extractions ~ Massage . effleurage, petrissage, tapotement ~ Mask ~ Tone ~ Moisturise ~ The methods, hygiene and safety precautions, effects and benefits of all treatment techniques </p> <p> Skin types: ~ White ~ Black ~ Asian type skin ~ Mixed ~ Dry ~ Oily ~ Combination Skin conditions/characteristics: ~ Mature skin ~ Young skin ~ Sensitive ~ Dehydrated ~ Lack of elasticity ~ Lack of muscle tone ~ Blemishes ~ Age ~ Crow's feet ~ Broken capillaries ~ Open pores ~ Milia ~ Comedones ~ Pustules ~ Papules ~ Hyper pigmentation ~ Hypo pigmentation ~ Dermatitis papulosa nigra ~ Psuedo folliculitis ~ Keloids ~ Ingrowing hairs ~ Vitiligo ~ Albinism ~ Chloasma ~ Ephelides ~ Lentigo ~ Naevae ~ Port wine stain ~ Leucoderma ~ Scarring ~ Thin skin </p>		
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<p>Describe the contraindications which prevent or restrict facial treatments</p>	<p>~ Small moles ~ Papilloma Skin tones: ~ Fair ~ Medium ~ Dark ~ Olive</p> <p>Contraindications requiring medical permission – in circumstances where medical permission cannot be obtained clients must sign an informed consent form stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP: ~ Medical oedema ~ Nervous/Psychotic conditions ~ Epilepsy ~ Recent facial surgery affecting the area ~ Diabetes ~ Skin cancer ~ Slipped disc ~ Undiagnosed pain ~ When taking prescribed medication ~ Whiplash</p> <p>Contraindications that restrict treatment: ~ Fever ~ Contagious or infectious diseases ~ Under the influence of recreational drugs or alcohol ~ Diarrhoea and vomiting ~ Any known allergies ~ Eczema ~ Undiagnosed lumps and bumps ~ Localised swelling ~ Inflammation ~ Cuts ~ Bruises ~ Abrasions ~ Scar tissue (2 years for major operations and 6 months for a small scar) ~ Sunburn ~ Hormonal implants ~ Urticaria ~ Recent fractures (minimum 3 months) ~ Sinusitis ~ Neuralgia ~ Migraine/Headache ~ Hypersensitive skin ~ Botox/ dermal fillers (1 week following treatment) ~ Hyperkeratosis ~ Skin allergies ~ Trapped/pinched nerve affecting the treatment area ~ Inflamed nerve ~ Conjunctivitis ~ Styes ~ Watery eyes ~ Blepharitis</p>		
<p>2. Be able to provide facial skincare treatments</p>			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices</p>	<p>~ Explanation of treatment ~ Benefits, limitations and co-operation required ~ Client care, modesty and support ~ Communication ~ Correct posture, hygiene and a professional approach to the client throughout treatment</p> <p>~ 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</p>	<p>OHP/Whiteboard Lecture Q&A Handout: Homework Test:</p>	<p>36</p>

<p>Position themselves and client correctly throughout the treatment</p> <p>Use products, tools, equipment and techniques to suit client treatment needs, skin type and conditions</p>	<p>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 product safety precautions and manufacturersq instructions ~ Legislation which relates to the work being carried out, the environment and the client with whom the therapist is working</p> <p>~ Ensuring the client is comfortable and correctly supported ~ Facial skincare therapist maintaining correct working posture throughout treatment ~ Facial skincare therapist self-care</p> <p>Equipment ~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Steamer ~ Hot towels/cabinet ~ Brush cleanse equipment ~ Paraffin wax heater ~ Infra-red lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Mask brushes ~ Gauze ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal</p> <p>Products ~ Eye make-up remover ~ Cleansing lotions, milks, creams, foams, oils and gels ~ Skin toners, fresheners, astringents and tonics ~ Exfoliation products ~ Enzymatic peels ~ Massage creams, oils and gels ~ Eye creams and gels ~ Neck creams ~ Moisturising creams, lotions and milks . day/night ~ AHAs ~ Specialised products i.e. acne products, lip balms, serums ~ <i>Clay masks</i> (Calamine, Kaolin, Magnesium Carbonate, Fullerq Earth, Flowers of Sulphur (COSSH)) ~ Active ingredients (Rosewater, Orangeflower water, Distilled Water, Witch Hazel, Glycerine, Almond Oil) ~ <i>Natural masks</i> (Avocado, Egg white, Honey, Banana, Cucumber, Strawberry, Natural Yogurt, Wheatgerm, Lemon Juice, Oatmeal, Milk, Teabags, Egg Yolk, Aloe) ~ <i>Commercial masks</i> (in accordance with manufacturersqinstructions, ingredients of any mask applied to the skin should be known)</p>		
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<p>Complete the treatment to the satisfaction of the client</p>	<p>~ <i>Specialised masks</i> (Thermal/mineral, peel-off, paraffin wax, hot oil, collagen) Techniques used for the following treatments: ~ Cleanse (superficial and deep) ~ Pre-heat ~ Facial Massage ~ Masks</p>		
<p>Record the results of the treatment</p>	<p>~ Conclusion of treatment in appropriate manner to meet client's needs and manufacturer's instructions ~ Check treatment results with client using mirror</p>		
<p>Provide suitable aftercare advice</p>	<p>~ Client response to treatment and feedback ~ Note benefits of the treatment ~ Product advice ~ Home care advice ~ Store records demonstrating knowledge of confidentiality requirements</p>		
<p>State how to communicate and behave in a professional manner</p>	<p>~ Recommendations for immediate aftercare ~ Recommendation of suitable skin care regime ~ Use of SPF ~ Lifestyle ~ Recommendation of further salon treatments</p>		
<p>Describe health and safety working practices</p>	<p>~ Consultation ~ Treatment explanation ~ Client care ~ Hygiene ~ Good communication skills</p> <p>The importance of: ~ 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</p>		
<p>State the importance of positioning themselves and the client correctly throughout the treatment</p>	<p>~ Ensuring the client is comfortable and correctly supported ~ Facial skincare therapist maintaining correct posture throughout treatment</p>		
<p>State the importance of using products, tools, equipment and techniques to suit</p>	<p>~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp</p>		

<p>client treatment needs, skin type and conditions</p>	<p>~ Steamer ~ Hot towels/cabinet ~ Brush cleanse equipment ~ Paraffin wax heater ~ Infra-red lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Mask brushes ~ Gauze ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal Products and techniques used for the following treatments: ~ Cleanse (superficial and deep) ~ Pre-heat ~ Facial Massage ~ Masks</p>		
<p>Describe how treatments can be adapted to suit client treatment needs, skin types and conditions</p>	<p>~ Restrictions . contraindications and contractions ~ Client preferences and commitment ~ Product availability and suitability ~ Time scales ~ Costs ~ Adapting the treatment to suit the needs of the client</p>		
<p>State the contractions that may occur during and following treatments and how to respond</p>	<p>~ Adverse skin reaction ~ Watery eyes ~ Excessive erythema ~ Skin irritation ~ Itching ~ Immediate removal of products ~ Application of cool compress ~ Referral procedures</p>		
<p>State the importance of completing the treatment to the satisfaction of the client</p>	<p>~ Concluding the treatment in appropriate manner to meet client needs and manufacturers instructions ~ Check treatment results with client using mirror</p>		
<p>State the importance of completing treatment records</p>	<p>Maintaining records Aftercare Home care Product advice Compliance with Data Protection</p>		
<p>State the aftercare advice that should be provided</p>	<p>~ Recommendations for immediate aftercare ~ Avoid touching the skin excessively ~ Avoid exposure to UV ~ Avoid immediate application of make-up ~ Recommended skin care products for the clients skin type ~ Suitable skin care regime for home use ~ Use of SPF ~ Healthy eating and drinking ~ Exercise ~ Sleep ~ Lifestyle ~ Recommendation of further salon treatments</p>		
<p>Describe the structure and functions of the skin</p>	<p>Skin structure: Epidermis: ~ Stratum Corneum ~ Stratum Lucidum ~ Stratum Granulosum ~ Stratum Spinosum/Malphigian ~ Stratum Germinativum/Basal Layer Dermis: ~ Blood supply ~ Lymphatic supply ~ Hair follicle ~ Hair shaft ~ Sebaceous gland ~ Sweat gland: Eccrine and Apocrine ~ Sensory nerve endings ~ Dermal papilla</p>		

<p>Describe diseases and disorders of the skin</p>	<p>~ Collagen ~ Elastin ~ Histiocytes ~ Mast cells ~ Fibroblasts ~ Erector pili muscle ~ Melanocytes Subcutaneous/Adipose Layer: ~ The structure and function of the fatty layer underneath the Dermis Skin functions: ~ Secretion ~ Heat regulation ~ Absorption ~ Protection/Acid Mantle (composition and formation) ~ Elimination/excretion ~ Sensation ~ Vitamin D formation (7-dehydro-cholesterol)</p> <p>General: ~ Broken capillaries ~ Crow's feet ~ UV damage ~ Urticaria ~ Allergic reaction ~ Comedones ~ Milia ~ Hyperkeratosis ~ Keloids ~ Ingrowing hairs ~ Pseudo folliculitis Infestations: ~ Scabies ~ Pediculosis Congenital: ~ Atopic eczema ~ Atopic dermatitis ~ Psoriasis Bacterial: ~ Acne vulgaris ~ Acne rosacea ~ Impetigo ~ Folliculitis ~ Boils Viral: ~ Herpes simplex ~ Herpes zoster ~ Warts Fungal: ~ Tinea corporis Pigmentation disorders: ~ Hyperpigmentation ~ Hypo pigmentation ~ Dermatitis papulosa nigra ~ Vitiligo ~ Albinism ~ Chloasma ~ Ephelides ~ Lentigo ~ Naevae ~ Port wine stain ~ Leucoderma ~ Papilloma Skin cancers: ~ Basal Cell Carcinoma ~ Squamous Cell Carcinoma ~ Malignant Melanoma</p>		
<p>Explain how natural ageing, lifestyle and environmental factors affect the condition of the skin and muscle tone</p>	<p>~ Intrinsic ageing . physiological factors ~ Extrinsic ageing . environmental factors</p>		
<p>State the position and action of the muscles of the head, neck and shoulders</p>	<p>Head/face: ~ Orbicularis Oculi ~ Orbicularis Oris ~ Masseter ~ Buccinator ~ Risorius ~ Levator Anguli Oris ~ Levator Labii Superioris ~ Depressor Anguli Oris (Triangularis) ~ Depressor Labii Inferioris ~ Mentalis ~ Zygomaticus ~ Temporalis ~ Nasalis ~ Procerus ~ Corrugator ~ Frontalis ~ Occipitalis ~ Pterygoids Neck: ~ Trapezius ~ Platysma ~ Sternocleidomastoid Shoulders: ~ Deltoid ~ Pectoralis major and minor</p> <p>Cranium: ~ Parietal ~ Frontal ~ Ethmoid</p>		

