

## 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
<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 facial skincare treatments</b>			
<b>Prepare themselves, client and work area for facial skincare treatment</b>	~ 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
<b>Use suitable consultation techniques to identify treatment objectives</b>	An example of a consultation form can be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a> ~ 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		
<b>Carry out a skin analysis</b>	~ Overall skin type ~ Skin condition ~ Pigmentation and colour ~ Skin texture ~ Skin imperfections ~ Skin tone ~ Skin temperature ~ Muscle tone ~ Skin elasticity ~ UV damage		
<b>Provide clear</b>	~ The outcome of the skin analysis ~ Diet		

<b>recommendations to the client</b>	<ul style="list-style-type: none"> <li>~ Smoking ~ Alcohol ~ Central heating</li> <li>~ Air conditioning ~ Stress ~ Sleep ~ Exercise</li> <li>~ Fresh air ~ Occupation ~ Lifestyle</li> <li>~ Current regime</li> </ul>		
<b>Select products, tools and equipment to suit client treatment needs, skin types and conditions</b>	<ul style="list-style-type: none"> <li>~ Couch or chair ~ Trolley ~ Stool ~ Towels</li> <li>~ Blanket ~ Additional support if appropriate</li> <li>~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp</li> <li>~ Steamer ~ Hot towels/cabinet ~ Brush cleanse equipment ~ Paraffin wax heater</li> <li>~ Infra-red lamp ~ Tissues ~ Cotton wool</li> <li>~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Mask brushes ~ Gauze ~ Mirror ~ Sterilising solution</li> <li>~ UV cabinet ~ Autoclave ~ Hot bead steriliser</li> <li>~ Chemical immersion equipment ~ Waste disposal</li> <li>~ Products for the following treatments:</li> <li>~ Cleanse (superficial and deep) ~ Pre-heat</li> <li>~ Facial Massage ~ Masks</li> </ul>		
<b>Describe salon requirements for preparing themselves, the client and work area</b>	<ul style="list-style-type: none"> <li>~ Any particular rights, restrictions and Acts applicable to facial skincare treatment ~ Code of practice/ethics ~ Insurance and professional association membership</li> <li>~ Record keeping ~ Professional appearance</li> </ul>		
<b>State the environmental conditions suitable for facial skincare treatments</b>	<ul style="list-style-type: none"> <li>~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music</li> <li>~ General hygiene ~ Waste disposal ~ Décor</li> <li>~ Equipment e.g. workstation/trolley ~ Privacy</li> <li>~ Reception areas ~ General use/treatment areas</li> </ul>		
<b>Describe different consultation techniques used to identify treatment objectives</b>	<ul style="list-style-type: none"> <li>~ The importance of positive body language</li> <li>~ Positioning of themselves and client (no barriers) ~ Good communication skills (asking open and/or closed questions and where appropriate) ~ Verbal and non-verbal communication</li> </ul>		
<b>State the importance of carrying out a detailed skin analysis</b>	<ul style="list-style-type: none"> <li>~ Skin type and conditions ~ Contraindications</li> <li>~ Scope of treatment(s) ~ Home care advice</li> <li>~ Aftercare advice</li> </ul>		
<b>Describe how to select products, tools and equipment to suit client treatment needs, skin types and conditions</b>	<ul style="list-style-type: none"> <li>~ The importance of selecting the correct products, tools and equipment based upon client consultation and skin analysis</li> <li>~ Couch or chair ~ Trolley ~ Stool ~ Towels</li> <li>~ Blanket ~ Additional support if appropriate</li> <li>~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp</li> </ul>		

<p><b>Identify skin types, conditions and characteristics</b></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> <b>Skin types:</b> ~ White ~ Black ~ Asian type skin ~ Mixed ~ Dry ~ Oily ~ Combination  <b>Skin conditions/characteristics:</b> ~ 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><b>Describe the contraindications which prevent or restrict facial treatments</b></p>	<p>~ Small moles ~ Papilloma  <b>Skin tones:</b> ~ Fair ~ Medium ~ Dark ~ Olive</p> <p><b>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:</b>  ~ 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><b>Contraindications that restrict treatment:</b>  ~ 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><b>2. Be able to provide facial skincare treatments</b></p>			
<p><b>Communicate and behave in a professional manner</b></p> <p><b>Follow health and safety working practices</b></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 &amp; Safety at Work Act ~ Health and Safety (First Aid) Regulations ~ The Management of Health &amp; Safety at Work Regulations  ~ The Workplace (Health, Safety &amp; 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&amp;A  Handout:  Homework  Test:</p>	<p>36</p>



<p><b>Complete the treatment to the satisfaction of the client</b></p>	<p>~ <i>Specialised masks</i> (Thermal/mineral, peel-off, paraffin wax, hot oil, collagen)  <b>Techniques</b> used for the following treatments: ~ Cleanse (superficial and deep)  ~ Pre-heat ~ Facial Massage ~ Masks</p>		
<p><b>Record the results of the treatment</b></p>	<p>~ Conclusion of treatment in appropriate manner to meet client's needs and manufacturers instructions ~ Check treatment results with client using mirror</p>		
<p><b>Provide suitable aftercare advice</b></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><b>State how to communicate and behave in a professional manner</b></p>	<p>~ Recommendations for immediate aftercare  ~ Recommendation of suitable skin care regime ~ Use of SPF ~ Lifestyle  ~ Recommendation of further salon treatments</p>		
<p><b>Describe health and safety working practices</b></p>	<p>~ Consultation ~ Treatment explanation  ~ Client care ~ Hygiene ~ Good communication skills</p> <p>The importance of:  ~ Fire Precautions Act ~ Health &amp; Safety at Work Act ~ Health and Safety (First Aid) Regulations ~ The Management of Health &amp; Safety at Work Regulations ~ The Workplace (Health, Safety &amp; 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><b>State the importance of positioning themselves and the client correctly throughout the treatment</b></p>	<p>~ Ensuring the client is comfortable and correctly supported ~ Facial skincare therapist maintaining correct posture throughout treatment</p>		
<p><b>State the importance of using products, tools, equipment and techniques to suit</b></p>	<p>~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp</p>		

<b>client treatment needs, skin type and conditions</b>	<ul style="list-style-type: none"> <li>~ Steamer ~ Hot towels/cabinet ~ Brush cleanse equipment ~ Paraffin wax heater</li> <li>~ Infra-red lamp ~ Tissues ~ Cotton wool</li> <li>~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Mask brushes ~ Gauze ~ Mirror ~ Sterilising solution</li> <li>~ UV cabinet ~ Autoclave ~ Hot bead steriliser</li> <li>~ Chemical immersion equipment</li> <li>~ Waste disposal</li> </ul> <p>Products and techniques used for the following treatments: ~ Cleanse (superficial and deep) ~ Pre-heat ~ Facial Massage ~ Masks</p>		
<b>Describe how treatments can be adapted to suit client treatment needs, skin types and conditions</b>	<ul style="list-style-type: none"> <li>~ Restrictions . contraindications and contra-actions</li> <li>~ Client preferences and commitment</li> <li>~ Product availability and suitability</li> <li>~ Time scales</li> <li>~ Costs</li> <li>~ Adapting the treatment to suit the needs of the client</li> </ul>		
<b>State the contra-actions that may occur during and following treatments and how to respond</b>	<ul style="list-style-type: none"> <li>~ Adverse skin reaction</li> <li>~ Watery eyes</li> <li>~ Excessive erythema</li> <li>~ Skin irritation</li> <li>~ Itching</li> <li>~ Immediate removal of products</li> <li>~ Application of cool compress</li> <li>~ Referral procedures</li> </ul>		
<b>State the importance of completing the treatment to the satisfaction of the client</b>	<ul style="list-style-type: none"> <li>~ Concluding the treatment in appropriate manner to meet client needs and manufacturers instructions</li> <li>~ Check treatment results with client using mirror</li> </ul>		
<b>State the importance of completing treatment records</b>	<p>Maintaining records   Aftercare   Home care</p> <p>Product advice   Compliance with Data Protection</p>		
<b>State the aftercare advice that should be provided</b>	<ul style="list-style-type: none"> <li>~ Recommendations for immediate aftercare</li> <li>~ Avoid touching the skin excessively</li> <li>~ Avoid exposure to UV</li> <li>~ Avoid immediate application of make-up</li> <li>~ Recommended skin care products for the client's skin type</li> <li>~ Suitable skin care regime for home use</li> <li>~ Use of SPF</li> <li>~ Healthy eating and drinking</li> <li>~ Exercise</li> <li>~ Sleep</li> <li>~ Lifestyle</li> <li>~ Recommendation of further salon treatments</li> </ul>		
<b>Describe the structure and functions of the skin</b>	<p><b>Skin structure:</b></p> <p><b>Epidermis:</b> ~ Stratum Corneum ~ Stratum Lucidum ~ Stratum Granulosum ~ Stratum Spinosum/Malphigian ~ Stratum Germinativum/Basal Layer</p> <p><b>Dermis:</b> ~ Blood supply ~ Lymphatic supply ~ Hair follicle ~ Hair shaft ~ Sebaceous gland ~ Sweat gland: Eccrine and Apocrine ~ Sensory nerve endings ~ Dermal papilla</p>		





<p><b>State the names and position of the bones of the head, neck and shoulders</b></p> <p><b>Describe the structure and function of the blood and lymphatic system for the head, neck and shoulders</b></p>	<p>~ Sphenoid ~ Occipital ~ Temporal  <b>Facial:</b> ~ Nasal ~ Zygomatic ~ Maxilla  ~ Lacrimal ~ Turbinate ~ Palatine ~ Mandible  ~ Vomer  <b>Shoulder:</b> ~ Clavicle ~ Scapula ~ Humerus  <b>Chest:</b> ~ Sternum  <b>Neck:</b> ~ Cervical vertebrae</p> <p><b>Circulatory system:</b> ~ Plasma ~ Erythrocytes  ~ Leucocytes ~ Platelets ~ Thrombocytes  ~ Arteries ~ Arterioles ~ Veins ~ Venules  ~ Capillaries  <b>Main Arteries of the head and neck:</b>  ~ Thyroid ~ Facial ~ Temporal ~ Lingual  ~ Occipital ~ Maxillary  <b>Main veins of the head and neck:</b> ~ Middle Temporal ~ Superficial Temporal ~ Maxillary  ~ Anterior Facial ~ Common Facial ~ Internal Jugular ~ External Jugular  <b>Lymphatic system:</b> ~ The content and function of lymph ~ Transportation  ~ Detoxification ~ Antibodies, antitoxins and lymphocytes ~ Immune system  ~ Secondary circulation ~ Lymphocytes  ~ Lymphatic Capillary ~ Lymphatic Vessel  ~ Lymph Node ~ Lymphatic Duct  <b>Main lymph nodes of the head and neck:</b>  ~ Superficial and deep cervical  ~ Submandibular ~ Anterior and Posterior Auricular ~ Occipital ~ Buccal ~ Sub-mental  <b>Interrelationship:</b>  ~ The way in which the 2 systems support each other</p>		
<b>Mock Practical</b>	To include full treatment		
<b>Mock Theory</b>	To include all the theory	Mock theory paper	