

## 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 802 – Provide Eyelash and Eyebrow Treatments**      **Lecturer(s) responsible:**

**Total contact tuition hours proposed: 36**

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 eyelash and brow treatments</b>			
<p><b>Prepare themselves, the client and work area for eyelash and eyebrow treatments</b></p> <p><b>Use suitable consultation techniques to identify treatment objectives</b></p> <p><b>Interpret and accurately record the results of tests carried out prior to treatments</b></p>	<p>~ 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</p> <p>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</p> <p>~ Type of test conducted ~ Date and time when patch test was conducted (must be 24 . 48 hours prior to treatment) ~ Manufacturers'recommendations ~ Products and dilutions used ~ Tint colour used ~ Type of glue and solvent used ~ Area where test conducted . behind the ear or in the crook of the elbow ~ Skin reaction: positive or negative</p>	<p>OHP/Whiteboard Lecture Q&amp;A Homework Test:</p>	10

<p><b>Provide clear recommendations to the client</b></p>	<p>~ Disclaimer form ~ Client's signature on disclaimer form</p> <p>~ The outcome of the skin and hair analysis, face shape, and eye shape</p> <p>~ Manufacturers instructions ~ Relevant tests</p> <p>~ Occupation ~ Lifestyle ~ Current regime</p>		
<p><b>Select products, tools and equipment to suit client treatment needs</b></p>	<p>~ Couch or chair ~ Trolley ~ Stool ~ Towels</p> <p>~ Blanket ~ Additional support if appropriate</p> <p>~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp</p> <p>~ Cotton wool ~ Tissues ~ Spatulas ~ Tint bowl/dish ~ Tinting brush ~ Eyebrow brush</p> <p>~ Orange wood stick ~ Gloves ~ Eye shields</p> <p>~ Manual tweezers ~ Automatic Tweezers</p> <p>~ Mirror ~ Sanitiser ~ Glass bead steriliser</p> <p>~ Autoclave ~ UV cabinet ~ Waste disposal</p> <p>Products for the following treatments:</p> <p>~ Eyelash tinting ~ Eyebrow tinting</p> <p>~ Eyebrow shaping ~ Application of individual lashes ~ Application of strip lashes</p>		
<p><b>Describe salon requirements for preparing themselves, the client and the work area</b></p>	<p>~ Any particular rights, restrictions and Acts applicable to eyelash and eyebrow treatments ~ Code of practice/ethics</p> <p>~ Insurance and professional association membership ~ Record keeping ~ Professional appearance</p>		
<p><b>Describe the environmental conditions suitable for eyelash and eyebrow treatments</b></p>	<p>~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor</p> <p>Equipment e.g. workstation/trolley ~ Privacy</p> <p>~ Reception areas ~ General use/treatment areas</p>		
<p><b>Describe different consultation techniques used to identify treatment objectives</b></p>	<p>~ The importance of positive body language</p> <p>~ 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><b>Describe the types of tests that are carried out before providing eyelash and eyebrow treatments</b></p>	<p>~ Skin sensitivity test ~ Patch testing for tinting to be conducted 48 hours prior to treatment</p> <p>~ Patch testing for adhesives and solvents to be conducted 24 hours prior to treatment</p> <p>~ Manufacturers instructions</p>		
<p><b>State the importance of carrying out tests prior to the treatment and accurately recording</b></p>	<p>~ Date and time when skin sensitivity/patch test was conducted (24 . 48 hours prior to treatment) ~ Type of test conducted ~ Tint products and dilutions used ~ Tint colour</p>		

<p><b>the results</b></p>	<p>used ~ Type of adhesive and solvent used  ~ Area where test conducted . behind the ear or in the crook of the elbow  ~ Skin reaction: positive or negative  ~ Manufacturersqinstructions ~ Disclaimer form ~ Clients consent and signature on disclaimer form ~ Adhere to Code of Practice  ~ Establish treatment suitability ~ Establish possible contra-actions</p>		
<p><b>Describe the contraindications that prevent or restrict eyelash and eyebrow treatments</b></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  <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  ~ Allergies to tint products, adhesives and solvents ~ Trapped/pinched nerve affecting the treatment area ~ Inflamed nerve  ~ If there has been any reaction to the patch test, treatment will be contraindicated ~ Any eye surgery (approximately 6 months)  ~ Conjunctivitis  ~ Styes ~ Hay fever ~ Watery eye ~ Very nervous client ~ Blepharitis ~ Infectious and non-infectious skin conditions specific to the eye and surrounding area to include:  ~ Atopic eczema ~ Atopic dermatitis  ~ Psoriasis ~ Contact lenses must be removed</p>		
<p><b>Describe how to select products, tools and equipment to suit client treatment needs</b></p>	<p>~ The importance of selecting the correct products, tools and equipment based upon client consultation, skin and hair analysis and relevant tests  ~ Couch or chair ~ Trolley ~ Stool ~ Towels</p>		

<p><b>Describe the types of eyelash and eyebrow treatments available and their benefits</b></p> <p><b>Outline the types of tests that are carried out before providing an eyelash and eyebrow tinting treatment</b></p> <p><b>State the importance of assessing facial characteristics prior to carrying out eyelash and eyebrow treatments</b></p>	<p>~ Blanket ~ Additional support if appropriate  ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp  ~ Cotton wool ~ Tissues ~ Spatulas ~ Tint bowl/dish ~ Tinting brush ~ Eyebrow brush  ~ Orange wood stick ~ Gloves ~ Manual tweezers ~ Automatic Tweezers ~ Mirror  ~ Sanitiser ~ Glass bead steriliser ~ Autoclave  ~ UV cabinet ~ Waste disposal ~ Eye make-up remover ~ Cleanser ~ Toner ~ Petroleum jelly  ~ Eye shields ~ Tint products ~ Hydrogen Peroxide ~ Individual lashes ~ Strip lashes  ~ Adhesive products ~ Eyelash adhesive solvents  Eyelash and eyebrow treatment techniques to include: ~ Cleansing and preparation of area(s) to be treated ~ Eyelash tinting  ~ Eyebrow tinting ~ Eyebrow reshaping  ~ Maintenance of eyebrow shape ~ Application of individual lashes ~ Application of strip lashes  ~ The methods, hygiene and safety precautions, effects and benefits of all treatment techniques</p> <p>~ Eyebrow shape to maintain current eyebrow shape ~ Eyebrow reshape to change shape of existing eyebrow ~ Eye lash tinting ~ Eyebrow tinting ~ Individual flair eyelashes ~ Strip lashes</p> <p>~ Type of tests conducted ~ Date and time when skin sensitivity/patch test was conducted (must be 48 hours prior to treatment) ~ Tint products and dilutions used  ~ Tint colour used ~ Area where test conducted . behind the ear or in the crook of the elbow ~ Skin reaction: positive or negative</p> <p><b>Eyebrow shapes:</b> ~ Arched ~ Angular ~ Straight ~ Round ~ Thin ~ Medium ~ Thick ~ Natural  <b>Eye shapes:</b> ~ Large ~ Small ~ Close set ~ Wide apart ~ Prominent ~ Deep set ~ Hooded ~ Drooping  <b>Face shapes:</b> ~ Oval ~ Square ~ Heart ~ Round ~ Long ~ Diamond ~ Pear  <b>Hair colour:</b> ~ Fair ~ Red/Auburn ~ Dark ~ Grey ~ White  <b>Skin tone:</b> ~ Olive ~ Fair ~ Medium ~ Dark</p>		
<p><b>2. Be able to provide eyelash and brow treatments</b></p>			

<p><b>Communicate and behave in a professional manner</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>OHP/Whiteboard  Lecture  Q&amp;A  Handout:  Homework  Test:</p>	<p>26</p>
<p><b>Follow health and safety working practices</b></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 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><b>Position themselves and the client correctly throughout the treatment</b></p>	<p>~ Ensuring the client is comfortable and correctly supported ~ Therapist maintaining correct working posture throughout treatment ~ Therapist self-care</p>		
<p><b>Use products, tools, equipment and techniques to suit client's treatment needs</b></p>	<p><b>Equipment</b>  ~ Couch or chair ~ Trolley ~ Stool ~ Towels  ~ Blanket ~ Additional support if appropriate  ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp  ~ Cotton wool ~ Tissues ~ Spatulas ~ Tint bowl/dish ~ Tinting brush ~ Eyebrow brush  ~ Orange wood stick ~ Gloves ~ Manual tweezers ~ Automatic Tweezers ~ Mirror  ~ Sanitiser ~ Glass bead steriliser ~ Autoclave  ~ UV cabinet ~ Waste disposal</p> <p><b>Products</b>  ~ Eye make-up remover ~ Cleanser ~ Toner  ~ Petroleum jelly ~ Tint products  ~ Hydrogen Peroxide ~ Eye shields ~ Individual lashes ~ Strip lashes  ~ Adhesive products ~ Eyelash adhesive solvents</p> <p><b>Techniques used for the following treatments:</b> ~ Eyelash tinting ~ Eyebrow tinting ~ Check manufacturersqinstructions, however on average ½ centimetre of tint and</p>		

<p><b>Complete the treatment to the satisfaction of the client and record the results of the treatment</b></p> <p><b>Record the results of the treatment</b></p> <p><b>Provide suitable aftercare advice</b></p> <p><b>State how to communicate and behave in a professional manner</b></p> <p><b>Describe health and safety working practices</b></p> <p><b>Explain the importance of positioning themselves and the client correctly throughout the treatment</b></p>	<p>2 drops of 10 volume peroxide is sufficient for lashes and brows ~ Eyebrow shaping  ~ Application of individual lashes ~ Application of strip lashes</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>~ 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>~ Recommendations for immediate aftercare  ~ Suitable home care/treatment maintenance regime ~ Lifestyle ~ Recommendation of further salon treatments</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>~ Ensuring the client is comfortable and correctly supported ~ Therapist maintaining correct posture throughout treatment  ~ Therapist self-care</p>		
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<p><b>Explain the importance of using products, tools, equipment and techniques to suit client's treatment needs</b></p>	<p>~ Couch or chair ~ Trolley ~ Stool ~ Towels  ~ Blanket ~ Additional support if appropriate  ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp  ~ Cotton wool ~ Tissues ~ Spatulas ~ Eye shields ~ Tint bowl/dish ~ Tinting brush  ~ Eyebrow brush ~ Orange wood stick  ~ Gloves ~ Manual tweezers ~ Automatic Tweezers ~ Mirror ~ Sanitiser ~ Glass bead steriliser ~ Autoclave ~ UV cabinet ~ Waste disposal  Products and techniques used for the following treatments:  ~ Eyelash tinting  ~ Eyebrow tinting ~ Eyebrow shaping  ~ Application of individual lashes  ~ Application of strip lashes</p>		
<p><b>Describe how treatments can be adapted to suit client treatment needs and facial characteristics</b></p>	<p>~ Restrictions . contraindications and contractions ~ Client preferences and commitment  ~ Product availability and suitability ~ Time scales ~ Costs ~ Maintenance required  <b>Treatment types</b>  ~ Eyelash tinting ~ Eyebrow tinting ~ Eyebrow reshaping ~ Maintenance of current eyebrow shape ~ Application of individual lashes  ~ Application of strip lashes  <b>Facial Characteristics</b>  <b>Eyebrow shapes:</b> ~ Arched ~ Angular ~ Straight ~ Round ~ Thin ~ Medium ~ Thick ~ Natural  <b>Eye shapes:</b> ~ Large ~ Small ~ Close set ~ Wide apart ~ Prominent ~ Deep set ~ Hooded ~ Drooping  <b>Face shapes:</b> ~ Oval ~ Square ~ Heart ~ Round ~ Long ~ Diamond ~ Pear  <b>Hair colour:</b> ~ Fair ~ Red/Auburn ~ Dark ~ Grey ~ White  <b>Skin tone:</b> ~ Olive ~ Fair ~ Medium ~ Dark</p>		
<p><b>Describe the normal reaction of the skin to eyebrow shaping treatments</b></p>	<p>~ Mild erythema ~ Mild swelling</p>		
<p><b>State the contra-actions that may occur during and following treatments and how to respond</b></p>	<p>~ Adverse skin reaction ~ Stinging/Watery eyes ~ Excessive erythema ~ Skin irritation  ~ Severe swelling ~ Itching ~ Immediate removal of products ~ An eyewash may be used ONLY if the client has tint in the eye  ~ Application of cool compress ~ Seek medical attention if necessary ~ Referral procedures</p>		

<p><b>Describe the chemical reaction which creates the tinting effect</b></p>	<ul style="list-style-type: none"> <li>~ Hydrogen peroxide constituents</li> <li>~ Tint constituents</li> <li>~ Oxidisation process</li> <li>~ Development time for eyelashes and eyebrows</li> </ul>		
<p><b>State the importance of completing the treatment to the satisfaction of the client</b></p>	<ul style="list-style-type: none"> <li>~ Concluding the treatment in the correct manner to meet client's needs and manufacturer's instructions</li> <li>~ Check treatment results with client using mirror</li> </ul>		
<p><b>State the importance of completing treatment records</b></p>	<p>Maintaining records    Aftercare    Home care    Product advice    Compliance with Data Protection</p>		
<p><b>State the aftercare advice that should be provided</b></p>	<ul style="list-style-type: none"> <li>~ Recommendations for immediate aftercare</li> <li>~ Avoid touching/rubbing the area</li> <li>~ No application of make-up for 12 hours</li> <li>~ Application of cold water if irritation occurs</li> <li>~ Correct eye make-up remover to use to avoid loosening eyelash adhesive</li> <li>~ Removal of artificial eyelashes with correct solvent</li> <li>~ Recommendations for treatment maintenance and follow on salon treatments</li> </ul>		
<p><b>Describe the structure and function of the skin and hair</b></p>	<p><b>Skin structure</b></p> <p><b>Epidermis</b> ~ Stratum Corneum ~ Stratum Lucidum ~ Stratum Granulosum ~ Stratum Spinosum/Malpighian ~ Stratum Germinativum/Basal Layer</p> <p><b>Dermis</b> ~ Blood supply ~ Lymphatic supply ~ Hair follicle ~ Hair ~ Sebaceous gland ~ Sweat gland: Eccrine and Apocrine ~ Sensory nerve endings ~ Dermal papilla ~ Collagen ~ Elastin ~ Histiocytes ~ Mast cells ~ Fibroblasts ~ Erector pili muscle ~ Melanocytes (location and function)</p> <p><b>Subcutaneous/Adipose Layer</b> ~ The structure and function of the fatty layer underneath the Dermis</p> <p><b>Skin functions:</b></p> <ul style="list-style-type: none"> <li>~ Secretion</li> <li>~ Heat regulation</li> <li>~ Absorption</li> <li>~ Protection/Acid Mantle (composition and formation)</li> <li>~ Elimination/excretion</li> <li>~ Sensation</li> <li>~ Vitamin D formation (7-dehydro-cholesterol)</li> </ul> <p><b>Hair structure</b> Keratin    Cuticle    Cortex    Medulla    Inner Root Sheath    Huxley's    Henle's    Outer Root Sheath    Vitreous Membrane    Connective Tissue    Dermal Papilla</p>		

	<b>Hair functions</b> Protection Temperature control		
<b>Mock Practical</b>	To include full treatment		
<b>Mock Theory</b>	To include all the theory	Mock theory paper	