

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 805 - Provide Pedicure Treatments

Lecturer(s) responsible:

Total contact tuition hours proposed: 48

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 pedicure treatments			
<p>Prepare themselves, client and work area for pedicure treatment</p> <p>Use suitable consultation techniques to identify treatment objectives</p> <p>Carry out a nail and skin analysis</p> <p>Provide clear</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 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</p> <p>~ Skin type and condition ~ Nail type and condition ~ Natural nail shape e.g. oval, square, spoon, fan ~ Factors affecting nail growth: ~ Health ~ Age ~ Diet ~ Medication ~ Climate ~ Damage ~ Lifestyle</p> <p>~ The outcome of the skin and nail analysis</p>	<p>OHP/Whiteboard Lecture Q&A Homework Test:</p>	20

recommendations to the client	<ul style="list-style-type: none"> ~ Diet ~ Stress ~ Exercise ~ Fresh air ~ Occupation ~ Lifestyle ~ Footwear ~ Current regime 		
Select products, tools and equipment to suit client treatment needs, skin types and nail conditions	<ul style="list-style-type: none"> ~ Couch or pedicure chair ~ Trolley ~ Stool ~ Magnifying lamp ~ Towels ~ Additional support if appropriate ~ Bedroll ~ Disinfecting fluid ~ Hot towels/cabinet ~ Paraffin wax heater ~ Thermal boots ~ Tissues ~ Cotton wool ~ Pedicure bowls ~ Brushes ~ Gauze ~ Protective film ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal ~ Spatulas ~ Emery boards ~ Hoof stick/tipped orange wood stick ~ Cuticle knife ~ Cuticle nippers ~ Nail brush ~ Nail scissors ~ Nail clippers ~ Nail enamel remover ~ Pedicure rasp <p>Products for the following treatments:</p> <ul style="list-style-type: none"> ~ Pedicure ~ Specialised pedicure treatments, i.e. Paraffin wax, thermal boot pedicure 		
Describe salon requirements for preparing themselves, the client and the work area	<ul style="list-style-type: none"> ~ Any particular rights, restrictions and Acts applicable to pedicure treatment ~ Record keeping ~ Code of practice/ethics ~ Insurance and professional association membership ~ Professional appearance 		
Describe the environmental conditions suitable for pedicure treatments	<ul style="list-style-type: none"> ~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor ~ Equipment ~ Privacy ~ Reception areas ~ General use/treatment areas 		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> ~ The importance of positive body language ~ Positioning of the client (no barriers between themselves and client) ~ Good communication skills (asking open and/or closed questions where appropriate) ~ Verbal and non-verbal communication 		
Explain the importance of carrying out a nail and skin analysis	<ul style="list-style-type: none"> ~ Skin type and condition ~ Nail type and condition ~ Natural nail shape ~ Contraindications ~ Scope of treatment(s) ~ Home care advice ~ Aftercare advice 		
Describe how to select products, tools and equipment to suit client treatment needs, skin and nail conditions	<ul style="list-style-type: none"> ~ The importance of selecting the correct products, tools and equipment based upon client consultation and skin and nail analysis ~ Couch or pedicure chair ~ Trolley ~ Stool ~ Magnifying lamp ~ Towels ~ Additional support if appropriate ~ Bedroll 		

	<p>operations on the feet ~ Diabetes ~ Inflamed nerve ~ Undiagnosed pain ~ Acute rheumatism</p> <p>Contraindications that restrict treatment:</p> <p>~ Fever ~ Infectious or contagious diseases</p> <p>~ Under the influence of recreational drugs or alcohol ~ Diarrhoea and vomiting ~ Any known allergies ~ Undiagnosed lumps and bumps</p> <p>~ Inflammation ~ Cuts ~ Bruises ~ Abrasions</p> <p>~ Scar tissue (2 years for major operations and 6 months for a small scar)</p> <p>~ Recent fractures (minimum 3 months)</p> <p>~ Sunburn ~ Severely bitten/damaged nails</p> <p>~ Nail separation ~ Eczema ~ Psoriasis</p> <p>~ Dermatitis ~ Warts ~ Verrucae ~ Corns</p> <p>~ Broken bones ~ Chilblains</p>		
2. Be able to provide pedicure treatments			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices</p> <p>Position themselves and client correctly throughout the treatment</p>	<p>~ Explanation of treatment ~ Benefits, limitations and co-operation required</p> <p>~ Client care, modesty and support</p> <p>~ 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</p> <p>~ The Workplace (Health, Safety & Welfare) Regulations ~ The Manual Handling Operations Regulations ~ The Personal Protective Equipment at Work Regulations</p> <p>~ The Provision and Use of Work Equipment Regulations</p> <p>~ The Control of Substances Hazardous to Health Regulations (COSHH)</p> <p>~ The Electricity at Work Regulations</p> <p>~ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) ~ Disability Discrimination Act</p> <p>~ Data Protection Act ~ Adhere to all product safety precautions and manufacturers' instructions ~ Legislation which relates to the treatment being carried out, the environment and the client with whom the pedicurist is working</p> <p>~ Ensuring the client is comfortable and correctly supported ~ Pedicurist maintaining correct working posture throughout treatment</p> <p>~ Pedicurist self-care</p>	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&A</p> <p>Handout</p> <p>Homework</p> <p>Test:</p>	28

Use products, tools, equipment and techniques to suit clients' treatment needs, nail and skin conditions	<p>Equipment</p> <ul style="list-style-type: none"> • Full pedicure treatment approximately 40 minutes ~ Couch or pedicure chair ~ Trolley ~ Stool ~ Magnifying lamp ~ Towels ~ Additional support if appropriate ~ Bedroll ~ Disinfecting fluid ~ Hot towels/cabinet ~ Paraffin wax heater ~ Thermal boots ~ Tissues ~ Cotton wool ~ Pedicure bowls ~ Brushes ~ Gauze ~ Protective film ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal ~ Spatulas ~ Emery boards ~ Hoof stick/tipped orange wood stick ~ Cuticle knife ~ Cuticle nippers ~ Nail brush ~ Nail scissors ~ Nail clippers ~ Pedicure rasp <p>Products</p> <ul style="list-style-type: none"> ~ Nail enamel remover ~ Cuticle massage cream/oil ~ Cuticle remover ~ Exfoliation products ~ Foot masks ~ Paraffin wax ~ Massage mediums ~ Nail strengtheners ~ Base coat ~ Nail enamels: Frosted/pearl, Cream, Light, Dark, French pedicure ~ Top coat ~ Quick driers <p>Techniques to include: ~ Filing ~ Cuticle work ~ Exfoliation ~ Hard skin removal . rasp ~ Use of foot and nail treatments i.e. foot masks ~ Massage . effleurage, petrissage, tapotement, passive movements ~ Nail enamelling</p>		
Complete the treatment to the satisfaction of the client	~ Conclusion of treatment in appropriate manner to meet clients' needs and manufacturers' instructions ~ Check treatment results with client		
Record the results of the treatment	~ Client response to treatment and feedback ~ Note benefits of the treatment ~ Product advice ~ Home care advice ~ Store records demonstrating knowledge of confidentiality requirements		
Provide suitable aftercare advice	~ Recommendations for immediate aftercare and treatment maintenance ~ Product recommendations ~ Lifestyle ~ Recommendation of specialist treatments ~ Recommendation of further salon treatments		
State how to communicate and behave in a professional manner	~ Consultation ~ Treatment explanation ~ Client care ~ Hygiene ~ Good communication skills		

Describe health and safety working practices	<p>The importance of:</p> <ul style="list-style-type: none"> ~ 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 		
Explain the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> ~ Ensuring the client is comfortable and correctly supported ~ Pedicurist maintaining correct posture throughout treatment 		
Explain the importance of using products, tools, equipment and techniques to suit client's treatment needs, nail and skin conditions	<ul style="list-style-type: none"> ~ Couch or pedicure chair ~ Trolley ~ Stool ~ Magnifying lamp ~ Towels ~ Additional support if appropriate ~ Bedroll ~ Disinfecting fluid ~ Hot towels/cabinet ~ Paraffin wax heater ~ Thermal boots ~ Tissues ~ Cotton wool ~ Pedicure bowls ~ Brushes ~ Gauze ~ Protective film ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal ~ Spatulas ~ Emery boards ~ Hoof stick/tipped orange wood stick ~ Cuticle knife ~ Cuticle nippers ~ Nail brush ~ Nail scissors ~ Nail clippers ~ Nail enamel remover ~ Cuticle massage cream/oil ~ Cuticle remover ~ Pedicure rasp ~ Exfoliation products ~ Foot masks ~ Paraffin wax ~ Massage mediums ~ Nail strengtheners ~ Base coat ~ Nail enamels: Frosted/pearl, Cream, Light, Dark, French ~ Top coat ~ Quick driers <p>Products for the following treatments:</p> <ul style="list-style-type: none"> ~ Pedicure ~ Specialised pedicure treatments, i.e. Paraffin wax, thermal boot pedicure 		
Describe how treatments can be adapted to suit client	<ul style="list-style-type: none"> ~ Restrictions . contraindications and contra-actions ~ Nail shapes, types and conditions ~ Skin condition ~ Client preferences and commitment ~ Product availability and 		

<p>treatment needs, nail and skin conditions</p> <p>Describe the different massage techniques and their benefits</p> <p>State the contra-actions that may occur during and following treatments and how to respond</p> <p>State the importance of completing the treatment to the satisfaction of the client</p> <p>State the importance of completing treatment records</p> <p>State the aftercare advice that should be provided</p> <p>Describe diseases and disorders of the nail and skin</p> <p>Describe the structure and functions of the nail and skin</p>	<p>suitability ~ Time scales ~ Costs ~ Adapting the treatment to suit the needs of the client</p> <p>~ Effleurage ~ Petrissage ~ Tapotement ~ Passive Movements ~ Physiological effects ~ Psychological effects</p> <p>~ Excessive erythema ~ Skin irritation ~ Allergic reaction ~ Application of cool compress ~ Referral procedures</p> <p>~ Concluding the treatment in appropriate manner to meet clients needs and manufacturers instructions ~ Check treatment results with client</p> <p>Maintaining records Aftercare Home care Product advice Compliance with Data Protection</p> <p>~ Recommendations for immediate aftercare ~ Recommendations for treatment maintenance ~ Recommendations for nail and skin care products for the clients skin and nail type ~ Recommendations for use of specialised treatment products if applicable ~ Lifestyle ~ Recommendation of specialist salon treatments if applicable ~ Recommendation of further salon treatments</p> <p>~ Allergies ~ Beau's lines ~ Blue nail ~ Brittle nails ~ Bruised nails ~ Discoloured nails ~ Dry nails ~ Flaking nails ~ Hang nails ~ Koilonychia ~ Lamella Dystrophy ~ Leuconychia ~ Loss of skin sensation ~ Nail separation ~ Onychatrophia ~ Onychauxis ~ Onychia ~ Onychocryptosis ~ Onychogryphosis ~ Onycholysis ~ Onychomycosis (Tinea Ungium) ~ Onychophagy ~ Onychoptosis ~ Onychorrhexis ~ Paronychia (Whitlow) ~ Pitting ~ Pterygium ~ Sepsis ~ Transverse ridges ~ Vertical ridges ~ Verrucae ~ Warts ~ Weak nails ~ Sensitive skin ~ Dehydrated skin ~ Dry skin ~ Dermatitis ~ Eczema ~ Psoriasis ~ Cuts ~ Chilblains ~ Corns ~ Bruises ~ Abrasions</p> <p>The Nail ~ Free edge ~ Hyponychium ~ Eponychium ~ Perionychium ~ Lunula ~ Mantle ~ Cuticle ~ Nail plate ~ Nail bed ~ Nail fold ~ Matrix ~ Nail wall ~ Nail growth</p>		
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Describe the structure and function of the muscles of the lower leg and foot	<p>~ Formed in the matrix ~ 3 layers ~ Grows forward and dovetails into the nail bed</p> <p>~ Protection</p> <p>The Skin</p> <p>Epidermis</p> <p>~ Stratum Corneum ~ Stratum Lucidum</p> <p>~ Stratum Granulosum ~ Stratum Spinosum/Malphigian ~ Stratum Germinativum/Basal Layer</p> <p>Dermis • Blood supply ~ Lymphatic supply</p> <p>~ Hair follicle ~ Hair ~ Sebaceous gland</p> <p>~ Sweat gland: Eccrine and Apocrine</p> <p>~ Sensory nerve endings ~ Dermal papilla</p> <p>~ Collagen ~ Elastin ~ Histiocytes ~ Mast cells</p> <p>~ Fibroblasts ~ Erector pili muscle</p> <p>~ Melanocytes</p> <p>Subcutaneous/Adipose Layer ~ The fatty layer underneath the Dermis</p> <p>Functions: ~ Secretion ~ Heat regulation</p> <p>~ Absorption ~ Protection/Acid Mantle (composition and formation)</p> <p>~ Elimination/excretion ~ Sensation</p> <p>~ Vitamin D formation (7-dehydro-cholesterol)</p> <p>~ Voluntary ~ Involuntary ~ Gastrocnemius</p> <p>~ Soleus ~ Tibialis Anterior ~ Peroneus Longus</p> <p>~ Flexor Digitorum Longus ~ Extensor Digitorum Longus ~ Tendon of Achilles</p> <p>~ Movement ~ Support</p>		
Describe the structure and function of the bones of the lower leg and foot	<p>~ Compact ~ Cancellous ~ Long bones ~ Short bones ~ Tibia ~ Fibula ~ Tarsals ~ Metatarsals</p> <p>~ Phalanges</p> <p>Support framework</p> <p>~ Provides attachments for muscles ~ Forms joints to provide movement</p> <p>~ Forms erythrocytes in the bone marrow</p> <p>~ Stores calcium ~ Protection</p>		
Describe the structure and function of the arteries and veins of the lower leg and foot	<p>~ Arteries: ~ Walls ~ Lumen</p> <p>~ Veins: ~ Walls ~ Lumen ~ Valves</p> <p>Arteries: ~ Anterior Tibial ~ Posterior Tibial</p> <p>Veins: ~ Anterior Tibial ~ Posterior Tibial</p> <p>~ Control of blood flow and circulation</p>		
Describe the structure and function of the lymphatic vessels of the lower leg and foot	<p>~ Lymphatic Capillaries ~ Lymphatic Vessels</p> <p>~ Lymph Node ~ Popliteal ~ Transportation</p> <p>~ Detoxification ~ Antibodies, antitoxins and lymphocytes</p> <p>~ Immune system ~ Secondary circulation</p>		
Mock Practical	To include full treatment		
Mock Theory	To include all the theory	Mock theory paper	