

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 806 Remove Hair using Waxing Techniques

Lecturer(s) responsible:

Total contact tuition hours proposed: 57

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 waxing treatments			
<p>Prepare themselves, client and work area for a waxing treatment</p> <p>Use suitable consultation techniques to identify treatment objectives</p> <p>Carry out necessary tests prior to the treatment</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>~ Type of tests conducted . thermal and product sensitivity ~ Date and time when patch test was conducted (must be 24. 48 hours prior to treatment) Manufacturers'recommendations ~ Areas where test conducted ~ Skin reaction: positive or negative ~ Disclaimer form ~ Client's signature</p>	<p>OHP/Whiteboard Lecture Q&A Homework Test</p>	20

Provide clear recommendations to the client	<p>The outcome of the skin and hair growth analysis ~ Client's preference ~ Area(s) to be treated ~ Manufacturers instructions ~ Relevant tests ~ Lifestyle ~ Current regime</p>		
Select products, tools and equipment to suit client treatment needs	<p>~ Couch ~ Trolley ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe/gown ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Gloves ~ Spatulas ~ Bowls ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Glass bead steriliser ~ Chemical immersion equipment ~ Waste disposal (separate bin for contaminated waste) Wax pot Disposable spatulas Waxing strips Tweezers Scissors Surgical gloves and apron Disposable briefs Products for the following treatments: ~ Hot waxing ~ Cool waxing ~ Eyebrows ~ Lip ~ Chin ~ Underarm ~ Forearm ~ Abdomen ~ Back ~ Chest ~ Bikini ~ Leg</p>		
Describe salon requirements for preparing themselves, the client and work area	<p>~ Any particular rights, restrictions and Acts applicable to waxing treatments ~ Code of practice/ethics ~ Insurance and professional association membership ~ Record keeping ~ Professional appearance</p>		
State the environmental conditions suitable for waxing treatments	<p>~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor ~ Equipment ~ Privacy ~ Reception areas ~ General use/treatment areas</p>		
Describe different consultation techniques used to identify treatment objectives	<p>The importance of positive body language Positioning of themselves and client (no barriers) Good communication skills (asking open and/or closed questions where appropriate) Verbal and non-verbal communication</p>		
Describe the types of tests that are carried out prior to waxing treatment	<p>~ Thermal sensitivity test Product sensitivity patch test ~ Patch test must be conducted 24. 48 hours prior to treatment ~ Thermal sensitivity test immediately prior to use . wax temperature tested on therapist and client The importance of selecting the correct products, tools and equipment based upon client consultation, relevant tests and hair</p>		

Describe how to select products, tools and equipment to suit client treatment needs	<p>growth analysis</p> <p>~ Couch ~ Trolley ~ Towels ~ Blanket</p> <p>~ Additional support if appropriate</p> <p>~ Headband ~ Bedroll ~ Robe/gown</p> <p>~ Disposable slippers ~ Disinfecting fluid</p> <p>~ Magnifying lamp ~ Tissues ~ Cotton wool</p> <p>~ Gloves ~ Spatulas ~ Bowls ~ Mirror</p> <p>~ Sterilising solution ~ UV cabinet ~ Autoclave</p> <p>~ Glass bead steriliser</p> <p>~ Chemical immersion equipment ~ Waste disposal (separate bin for contaminated waste) Wax pot Tweezers Scissors</p> <p>Surgical gloves and apron Disposable spatulas Waxing strips Disposable briefs</p> <p>Hot wax Cool wax Pre/after wax products Powder</p> <p>Waxing treatment techniques to include</p> <p>Hot wax Cool wax Eyebrow wax Upper lip wax Chin wax Underarm wax Forearm wax Chest wax Abdomen wax Bikini wax Full leg wax Half leg wax Back wax</p> <p>~ The methods, hygiene and safety precautions, effects and benefits of all treatment techniques</p>		
Identify the different types of waxing methods and products available	<p>Hot wax Cool wax Roll on applicator wax</p> <p>~ Tube wax ~ Developments in wax formulations</p>		
State the advantages and disadvantages of alternative methods of hair removal	<p>Tweezing Shaving Depilatory creams</p> <p>~ Abrasive mitts ~ Sugaring Threading</p> <p>Electrical depilation machine Intense Pulsed Light Laser ~ Epilation</p>		
Describe the effects alternative methods of hair removal may have on the skin and waxing treatments	<p>Contra-actions Skin reactions</p> <p>Sensitisation Allergies Erythema</p> <p>Bruising Burns Cuts Blanching</p> <p>Ingrowing hair Bloodspotting</p> <p>Hair re-growth Permanent hair removal</p> <p>Distortion of the hair follicle Tiny pustules over the area</p>		
Describe the contraindications which prevent or restrict waxing treatments	<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</p> <p>Cardiovascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) Haemophilia Any condition</p>		

	<p>already being treated by a GP or another practitioner Medical oedema Osteoporosis Nervous/Psychotic conditions Recent operations Diabetes Trapped/Pinched nerve Inflamed nerve Severe varicose veins</p> <p>▪ Contraindications that restrict treatment</p> <p>Fever Infectious or contagious diseases Under the influence of recreational drugs or alcohol Any known allergies Infectious skin diseases and disorders Undiagnosed lumps and bumps Localised swelling Inflammation Cuts Bruises Abrasions Scar tissue (2 years for major operation and 6 months for a small scar) Sunburn Self tan Heat rash Hairy moles Hormonal implants Recent fractures (minimum 3 months) Neuralgia Hypersensitive skin Loss of skin sensation Vascular skin Varicose veins 48 hours after sun tanning Bell's Palsy Positive reaction to patch test Thin and/or fragile skin Steroid based medication</p>		
2. Be able to provide waxing treatments			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices and industry Code of Practice for Waxing Services</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 Local & National Bye Laws i.e. Local Government Miscellaneous Provisions Act ~ Adhere to all product safety precautions and manufacturers instructions</p> <p>~ Legislation which relates to the work being carried out, the environment and the client with whom the therapist is working</p>	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&A</p> <p>Handout</p> <p>Homework</p> <p>Test</p>	37

<p>Position themselves and client correctly throughout the treatment</p> <p>Use products, tools, equipment and techniques to suit client's treatment needs, skin type and conditions</p>	<p>~ Industry Code of Practice for Waxing Services</p> <p>Ensuring the client is comfortable and correctly positioned Waxing therapist maintaining correct working posture throughout treatment ~ Waxing therapist self-care</p> <p>Equipment</p> <p>~ Couch ~ Trolley ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe/gown ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Gloves ~ Spatulas ~ Bowls ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Glass bead steriliser ~ Chemical immersion equipment ~ Waste disposal (separate bin for contaminated waste) Wax pot Tweezers Scissors Surgical gloves and apron Disposable briefs Disposable spatulas Waxing strips</p> <p>Products</p> <p>Hot wax Cool wax Pre/after wax products Powder</p> <p>Techniques used for the following treatments: Hot waxing Cool waxing Eyebrow wax Upper lip wax Chin wax Underarm wax Forearm wax Chest wax Abdomen wax Bikini wax Full leg wax Half leg wax Back wax</p>		
<p>Complete the treatment to the satisfaction of the client</p>	<p>~ Conclusion of treatment in appropriate manner to meet client's needs and manufacturers instructions ~ Check treatment results with client</p>		
<p>Record the results of the treatment</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>Provide suitable aftercare advice</p>	<p>~ Recommendations for immediate aftercare ~ Suitable home care advice ~ Lifestyle ~ Recommendation of further salon treatments</p>		
<p>State how to communicate and behave in a professional manner</p>	<p>Consultation ~ Treatment explanation ~ Client care ~ Hygiene ~ Good communication skills</p>		
<p>Describe health and</p>	<p>The importance of:</p>		

<p>safety working practices and industry Code of Practice for Waxing Services</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 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 ~ Consumer Protection Act ~ Local & National Bye Laws i.e. Local Government Miscellaneous Provisions Act ~ Industry Code of Practice for Waxing Services</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 Waxing therapist maintaining correct working posture throughout treatment ~ Minimising client discomfort by correct support of the skin ~ Waxing therapist self-care</p>		
<p>State the importance of using products, tools, equipment and techniques to suit client's treatment needs</p>	<p>~ Couch ~ Trolley ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe/gown ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Gloves ~ Spatulas ~ Bowls ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Glass bead steriliser ~ Chemical immersion equipment ~ Waste disposal (separate bin for contaminated waste) Wax pot Disposable spatulas Waxing strips Tweezers Scissors Surgical gloves and apron Disposable briefs Products and techniques for the following treatments: Hot waxing Cool waxing Eyebrow wax Upper lip wax Chin wax Underarm wax Forearm wax Chest wax Abdomen wax Bikini wax Full leg wax Half leg wax Back wax</p>		
<p>Describe how treatments can be adapted to suit client's</p>	<p>Restrictions . contraindications and contra-actions ~ Density and strength of hair growth Treatment area ~ Skin sensitivity Client gender Client preferences and commitment ~ Product availability and suitability ~ Time</p>		

treatment needs, skin types and conditions	scales ~ Costs ~ Adapting the treatment to suit the needs of the client		
State the contra-actions that may occur during and following treatments and how to respond	Adverse skin reaction Skin irritation Itching Erythema Bruising Burns Bloodspotting Sensitisation Allergies ~ Breaking hairs Distortion of the hair follicle Ingrowing hairs ~ Immediate removal of product residue Application of cool compress Referral procedures Homecare advice Exfoliation and moisturisation . ingrowing hairs		
State the importance of completing the treatment to the satisfaction of the client	Concluding the treatment in appropriate manner to meet clients needs ~ Check treatment results with client		
State the importance of completing treatment records	Maintaining records Aftercare Home care Product advice Compliance with Data Protection		
State the aftercare advice that should be provided	~ Recommendations for immediate aftercare ~ For the next 24-48 hours advise the following - avoid touching the skin excessively ~ Avoid exposure to UV . sun beds/sunbathing Wash or shower in lukewarm water Use unperfumed products Use after wax products to soothe the skin Do not use make-up or self tanning preparations Do not wear tight fitting clothing Do not carry out vigorous exercise Do not go swimming Do not have heat treatments Do not apply deodorant Do not use exfoliants for the next 2-3 days ~ Recommended products for home care ~ Lifestyle ~ Recommendations for the prevention of ingrowing hairs ~ Recommendation of further salon treatments		
Describe the structure and functions of the skin	Skin structure Epidermis ~ Stratum Corneum ~ Stratum Lucidum ~ Stratum Granulosum ~ Stratum Spinosum/Malphigian ~ Stratum Germinativum/Basal Layer Dermis ~ Blood supply ~ Lymphatic supply ~ Hair follicle ~ Hair ~ Sebaceous gland ~ Sweat gland: Eccrine and Apocrine ~ Sensory nerve endings ~ Dermal papilla ~ Collagen ~ Elastin ~ Histocytes ~ Mast cells		

Describe the structure and growth cycle of the hair	~ Fibroblasts ~ Erector pili muscle ~ Melanocytes (location and function) 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) Hair structure Keratin Cuticle Cortex Melanin Medulla Inner Root Sheath Huxley's Henle's Outer Root Sheath Vitreous Membrane Connective Tissue Dermal Papilla Lanugo Vellus Terminal Growth cycle Anagen Catagen Telogen ~ Factors affecting hair growth: ~ Health ~ Age ~ Diet ~ Medication ~ Climate ~ Damage ~ Lifestyle		
Describe diseases and disorders of the hair and skin	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		
Mock Practical	To include full treatment		
Mock Theory	To include all the theory	Mock theory paper	