

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 808 - Provide Eyelash Perming

Lecturer(s) responsible:

Total contact tuition hours proposed: 22

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 eyelash perming service			
Prepare themselves, client and work area for eyelash perming Use suitable consultation techniques to identify treatment objectives Provide clear recommendations to the client	<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>~ The outcome of the consultation, eye and eyelash analysis and relevant tests ~ Occupation ~ Lifestyle ~ Current regime ~ Recommendations for ongoing or further maintenance treatments and the level of commitment required</p>	OHP/Whiteboard Lecture Q&A Homework Test:	10

Interpret and accurately record the results of relevant tests carried out prior to treatments	<ul style="list-style-type: none"> ~ Type of tests conducted ~ Date and time when patch tests were conducted (must be 24. 48 hours prior to treatment) ~ Manufacturers recommendations ~ Products used ~ Area where tests conducted ~ Skin reaction: positive or negative ~ Disclaimer form ~ Client's signature on disclaimer form ~ Photographs are taken of the clients natural lashes prior to treatment ~ Photographs taken prior to treatment are kept with records for future reference and to evaluate the effectiveness of treatment 		
Select products, tools and equipment to suit client treatment needs	<ul style="list-style-type: none"> ~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal ~ Personal Protective Equipment ~ Eyelash comb ~ Micro brushes ~ Disposable eyelash combs ~ Tweezers ~ Disposable face mask ~ Timer ~ Products for the following treatment: ~ Eyelash perming 		
State the environmental conditions suitable for eyelash perming	<ul style="list-style-type: none"> ~ 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 		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> ~ 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 		
Describe the type of test that is carried out before providing an eyelash perming treatment	<ul style="list-style-type: none"> ~ Skin sensitivity test ~ Patch testing for ALL solutions to be conducted a minimum of 24-48 hours prior to treatment ~ Manufacturers instructions ~ Assessment of eye size and shape ~ Inspection of lashes to be treated 		
State the importance of carrying out the test prior to the treatment and accurately recording the results	<ul style="list-style-type: none"> ~ Type of tests conducted ~ Date and time when patch test was conducted (must be 24. 48 hours prior to treatment) ~ Manufacturers recommendations ~ Products used ~ Area where test conducted ~ Skin reaction: positive or negative ~ Disclaimer form ~ Client's 		

	<p>consent and signature on disclaimer form</p> <p>~ Adhere to Code of Practice ~ Establish treatment suitability ~ Establish possible contra-actions ~ Establishing clients desires are realistic in terms of treatment available</p> <p>~ Identification of length and condition of natural lashes ~ Identification of most appropriate size of silicone shield or rod to be used to create the desired effect</p>		
Describe salon requirements for preparing themselves, the client and the work area	<p>~ Any particular rights, restrictions and Acts applicable to eyelash perming treatment</p> <p>~ Code of practice/ethics ~ Insurance and professional association membership</p> <p>~ Record keeping ~ Professional appearance</p>		
Explain the environmental conditions suitable for eyelash perming service	<p>~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor</p> <p>~ Equipment ~ Protective Equipment ~ Privacy</p> <p>~ Reception areas ~ General use/treatment areas</p>		
Describe how to select products, tools and equipment to suit client treatment needs, skin types and conditions	<p>The importance of selecting the correct products, tools and equipment based upon the client consultation, eye and eyelash analysis and relevant tests</p> <p>~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate</p> <p>~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp</p> <p>~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment</p> <p>~ Waste disposal ~ Personal Protective Equipment ~ Eyelash comb ~ Micro brushes ~ Disposable eyelash combs ~ Tweezers</p> <p>~ Disposable face mask ~ Timer ~ Oil free eye make-up remover ~ Protein remover pads</p> <p>~ Silicone shields or eyelash perming rods</p> <p>~ Adhesive ~ Adhesive remover ~ Anti- wrinkle gel patches or under eye shields ~ Eyelash perming/lifting solution ~ Rinsing solution</p> <p>~ Neutralizing Solution ~ Ash revitaliser or collagen solution ~ Saline solution</p> <p>Treatment techniques to include: ~ Eyelash perming</p> <p>The methods, hygiene and safety precautions, effects and benefits of all treatment techniques</p>		
Describe the contraindications which	Contraindications requiring medical permission – in circumstances where		

prevent or restrict eyelash perming	<p>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>~ 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:</p> <p>~ 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 ~ Chemotherapy ~ Botox/ dermal fillers (1 week following treatment) ~ Hyperkeratosis ~ Skin allergies ~ Allergies to perming products, adhesives and solvents ~ Trapped/pinched nerve affecting the treatment area ~ Inflamed nerve</p> <p>~ If there has been any reaction to the patch test, treatment will be contraindicated ~ Any eye surgery (approximately 6 months) ~ Conjunctivitis ~ Hordeolum/ Styes ~ Hay fever ~ Watery eye ~ Very nervous client ~ Blepharitis ~ Alopecia ~ Cataract ~ Corneal Disease ~ Diabetic retinopathy ~ Dry eye syndrome ~ Glaucoma ~ Eye infection ~ Herpes simplex ~ Trichotillomania ~ Infectious and non-infectious skin conditions specific to the eye and surrounding area to include:</p> <p>~ Atopic eczema ~ Atopic dermatitis ~ Psoriasis ~ Contact lenses must be removed</p>		
2. Be able to provide eyelash perming service			
Communicate and behave in a professional manner	<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&A Handout Homework Test:</p>	12

Follow health and safety working practices	<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) ~ The Electricity at Work Regulations ~ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) ~ Disability Discrimination Act ~ Data Protection Act</p> <p>~ Adhere to all product safety precautions and manufacturers instructions ~ Legislation which relates to the work being carried out, the environment and the client with whom the therapist is working</p>		
Position themselves and client correctly throughout the treatment	<p>~ Ensuring the client is comfortable and correctly supported ~ Therapist maintaining correct working posture throughout treatment</p> <p>~ Therapist self-care ~ Ensuring lighting is appropriate for treatment</p>		
Use products, tools, equipment and techniques to suit client's treatment needs	<p>Equipment</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>~ Tissues ~ Cotton wool ~ Sponges ~ Gloves</p> <p>~ Spatulas ~ Bowls ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment</p> <p>~ Waste disposal ~ Personal Protective Equipment ~ Eyelash comb ~ Micro brushes</p> <p>~ Disposable eyelash combs ~ Tweezers</p> <p>~ Disposable face mask ~ Timer</p> <p>Products</p> <p>~ Oil free eye make-up remover ~ Protein remover pads ~ Silicone shields or eyelash perming rods ~ Adhesive ~ Adhesive remover</p> <p>~ Anti-wrinkle gel patches or under eye shields ~ Eyelash perming/lifting solution</p> <p>~ Rinsing solution ~ Neutralizing Solution</p> <p>~ Ash revitaliser or collagen solution ~ Saline solution</p> <p>Techniques used for the following treatment:</p> <p>~ Eyelash perming</p>		
Complete the treatment to the satisfaction of the client	<p>~ Conclusion of treatment in appropriate manner to meet client's needs and manufacturers instructions ~ Check treatment</p>		

Record the results of the treatment	<p>results with client using mirror</p> <p>~ Client response to treatment and feedback ~ Note benefits of the treatment ~ Product advice ~ Home care advice ~ Photographs are taken and stored as a record of treatment outcome ~ Store records demonstrating knowledge of confidentiality requirements</p>		
Provide suitable aftercare advice	<p>~ Recommendations for immediate aftercare ~ Suitable home care/treatment maintenance regime ~ Lifestyle ~ Recommendation of further salon treatments</p>		
State how to communicate and behave in a professional manner	<p>~ Consultation ~ Treatment explanation ~ Client care ~ Hygiene ~ Good communication skills</p>		
Describe health and safety working practices	<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</p>		
Explain the importance of positioning themselves and the client correctly throughout the treatment	<p>~ Ensuring the client is comfortable and correctly supported ~ Therapist maintaining correct posture throughout treatment ~ Ensuring lighting is appropriate for treatment</p>		
State the importance of using products, tools, equipment and techniques to suit client's treatment needs	<p>~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Mirror ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal ~ Personal Protective Equipment ~ Eyelash comb ~ Micro brushes ~ Disposable eyelash combs ~ Tweezers ~ Disposable face mask ~ Timer</p>		

Describe how treatments can be adapted to suit client treatment needs	<ul style="list-style-type: none"> ~ Products and techniques for the following treatment: Eyelash perming ~ Restrictions . contraindications and contra-actions ~ Client preferences and commitment ~ Product availability and suitability ~ Time 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	<ul style="list-style-type: none"> ~ Allergic reaction ~ Excessive erythema ~ Itching ~ Watery eyes ~ Inflammation ~ Infection ~ Client abuse i.e. rubbing/picking ~ Loss of natural lashes ~ Lower and upper lash adhesion ~ Foreign body enters client's eye i.e. lash/adhesive/dust ~ Uneven lift/curl ~ Lower lashes are kinked or curl upward ~ Results are different to each eye ~ Immediate removal of products ~ Saline eye irrigation procedure ~ Referral procedures 		
State the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> ~ Concluding the treatment in the correct manner to meet client's needs and manufacturers instructions ~ Check treatment results with client using mirror 		
State the importance of completing treatment records	<ul style="list-style-type: none"> Maintaining records Aftercare Home care Product advice ~ Photographs are taken and stored as a record of treatment outcome Compliance with Data Protection 		
State the aftercare advice that should be provided	<ul style="list-style-type: none"> ~ Recommendations for immediate aftercare ~ Avoid touching/rubbing the area ~ Application of cold water if irritation occurs ~ Recommendation of suitable products for home use ~ Lifestyle ~ Recommendations for treatment maintenance and follow on salon treatments 		
Describe the structure and functions of the hair	<p>Hair structure Keratin Cuticle Cortex Medulla Inner Root Sheath Huxley's Henle's Outer Root Sheath Vitreous Membrane Connective Tissue Dermal Papilla</p> <p>Hair functions Protection Temperature control</p>		
Describe diseases and disorders of the eye area	<ul style="list-style-type: none"> ~ Alopecia ~ Atopic eczema ~ Atopic dermatitis ~ Blepharitis ~ Cataract ~ Conjunctivitis ~ Corneal Disease ~ Diabetic retinopathy ~ Dry eye syndrome ~ Glaucoma ~ Eye infection ~ Hay fever ~ Herpes simplex ~ Hordeolum/Stye ~ Psoriasis ~ Skin disorders ~ Sensitive Skin ~ Sensitised or Damaged Skin ~ Allergies ~ Trichotillomania ~ Watery eyes 		

Explain the chemical process involved in eyelash perming	~ Perming ~ Development ~ Neutralising ~ Oxidation ~ Process timings ~ Causes and effects of over processing		
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