

## SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete 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 809 - Apply Individual Permanent Lashes**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 38**

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	
1. Be able to prepare for an individual permanent lash treatment			
Prepare themselves, client and work area for individual permanent lash extension treatment	<ul style="list-style-type: none"> <li>• Preparation of working area • Equipment</li> <li>• Products • Work wear • Personal appearance and behaviour • Hygiene e.g. sterilising/sanitising tools and equipment</li> <li>• Procedures used to prepare client for treatment • Client care and modesty</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Test:	10
Use suitable consultation techniques to identify treatment objectives	<p>An example of a consultation form can be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></p> <ul style="list-style-type: none"> <li>• Consulting in a suitable area • Positive body language • Positioning of the client • Good communication skills (asking open and/or closed questions where appropriate)</li> <li>• Professionalism • Contraindications and contra-actions • Treatment plan • Products used • Consent • Confidentiality • Client's signature</li> </ul>		
Interpret and accurately record the results of tests carried out prior to treatments	<ul style="list-style-type: none"> <li>• Type of tests conducted • Date and time when patch tests were conducted (must be 24–48 hours prior to treatment)</li> <li>• Manufacturers' recommendations</li> <li>• Products used • Area where tests conducted</li> <li>• Skin reaction: positive or negative</li> <li>• Disclaimer form • Client's signature on</li> </ul>		

	<p>disclaimer form</p> <ul style="list-style-type: none"> <li>• Photographs are taken of the client's natural lashes prior to treatment</li> <li>• Photographs taken prior to treatment are kept with records for future reference and to evaluate the effectiveness of treatment</li> </ul>		
Provide clear recommendations to the client	<ul style="list-style-type: none"> <li>• The outcome of the consultation, identification of facial characteristics, natural eyelash analysis and relevant tests</li> <li>• Occupation • Lifestyle • Current regime</li> <li>• Recommendations for ongoing or further maintenance treatments and the level of commitment required</li> </ul>		
Select products, tools and equipment to suit client treatment needs	<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>• Tissues • Cotton wool • Sponges • Gloves</li> <li>• Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment</li> <li>• Waste disposal • Personal Protective Equipment • Eyelash comb • Micro brushes</li> <li>• Disposable eyelash combs • Tweezers</li> <li>• Disposable face mask • Disposable head cap</li> <li>• Products for the following treatment:</li> <li>• Application of individual permanent lashes</li> </ul>		
Describe salon requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> <li>• Any particular rights, restrictions and Acts applicable to permanent eyelash treatment</li> <li>• Code of practice/ethics • Insurance and professional association membership</li> <li>• Record keeping • Professional appearance</li> </ul>		
Describe the environmental conditions suitable for individual permanent lash extension treatments	<ul style="list-style-type: none"> <li>• Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor</li> <li>• Equipment • Privacy • Reception areas</li> <li>• General use/treatment areas</li> </ul>		
Describe the different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> <li>• 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</li> </ul>		
Describe the types of tests that are carried out before providing lash	<ul style="list-style-type: none"> <li>• Skin sensitivity test • Patch testing for all products to be conducted a minimum of 24-48 hours prior to treatment • Manufacturers'</li> </ul>		

extension treatments	<p>instructions • Assessment of eye size and shape • Inspection of lashes to be treated • Identifying client's natural lash length and condition</p>		
Explain the importance of carrying out tests prior to the treatment and accurately recording the results	<p>• 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 consent and signature on disclaimer form • Adhere to Code of Practice • Establish treatment suitability • Establish possible contra-actions • Establishing clients desires are realistic in terms of treatment available • Identification of length and condition of natural lashes • Rationale behind selection of lashes • Evidence of clients natural lashes prior to treatment</p>		
Explain the contraindications that prevent or restrict individual permanent lash extension treatments	<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></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><b>Contraindications that restrict treatment:</b></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 • If there has been any reaction to the patch test, treatment will be contraindicated • Any eye surgery (approximately 6 months) • Conjunctivitis • Hordeolum/ Styes • Hay</p>		

<p>Describe how to select products, tools and equipment to suit client treatment needs</p>	<p>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:          • Atopic eczema • Atopic dermatitis          • Psoriasis • Contact lenses must be removed</p> <p>The importance of selecting the correct products, tools and equipment based upon the client consultation and natural lash analysis:</p> <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>• Tissues • Cotton wool • Sponges • Gloves</li> <li>• Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment</li> <li>• Waste disposal • Personal Protective Equipment • Eyelash comb • Micro brushes • Disposable eyelash combs • Tweezers</li> <li>• Disposable face mask • Disposable head cap • Lashes • Adhesives (clear/coloured)</li> <li>• Adhesive remover • Sealer • Adhesive cup and holder • Microporous adhesive tape</li> <li>• Hypoallergenic transparent perforated plastic surgical tape • Oil free eye make-up remover • Protein remover pads • Anti-wrinkle gel patches or under eye shields</li> <li>• Saline solution • Occular lubricant for eyes</li> </ul> <p>Treatment techniques for the following:</p> <ul style="list-style-type: none"> <li>• Application of individual permanent lashes</li> <li>• The methods, hygiene and safety precautions, effects and benefits of all treatment techniques</li> </ul>		
<p>Describe the types of eyelash treatments available and their benefits</p>	<ul style="list-style-type: none"> <li>• Strip lashes • Semi permanent lashes</li> <li>• Eyelash extensions • Eyelash extensions as a correctional procedure • Eyelash infill procedures and maintenance treatments</li> <li>• Eyelash extension removal • Eyelash tinting</li> <li>• Eyelash perming</li> </ul>		
<p>Explain the importance of assessing facial characteristics prior to</p>	<ul style="list-style-type: none"> <li>• Identification of face shape, eye shape, size and position • Distance between eyes</li> <li>• Length and condition of natural lashes</li> <li>• Establishing clients desires are realistic in terms of treatments available • Identify the most appropriate lashes and adhesive to be used • Photographs are taken to record the</li> </ul>		

carrying out lash extension treatments	clients natural lashes prior to treatment		
2. Be able to provide individual permanent lash 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>Use products, tools, equipment and techniques to suit client's treatment needs</p>	<ul style="list-style-type: none"> <li>• Checking consultations and contraindications</li> <li>• Explaining the treatment to the client</li> <li>• Benefits, limitations and co-operation required</li> <li>• Helping the client onto the couch prior to and off the couch after the treatment</li> <li>• Positioning the client correctly</li> <li>• Sanitising client's hands as appropriate</li> <li>• Sanitising own hands as appropriate throughout treatment</li> <li>• Protecting the client's modesty at all times</li> <li>• Ensuring that the client is comfortable</li> <li>• Using appropriate covered supports</li> <li>• Adapt the treatment to suit the needs of the client</li> <li>• Ensure client does not stand on floor with bare feet</li> <li>• Client care</li> <li>• Communication</li> <li>• Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul> <ul style="list-style-type: none"> <li>• Fire Precautions Act</li> <li>• Health &amp; Safety at Work Act</li> <li>• Health and Safety (First Aid) Regulations</li> <li>• The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations</li> <li>• The Manual Handling Operations Regulations</li> <li>• The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations</li> <li>• The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</li> <li>• Disability Discrimination Act</li> <li>• Data Protection Act</li> <li>• Adhere to all product safety precautions and manufacturers' instructions</li> </ul> <ul style="list-style-type: none"> <li>• Positioning of the client</li> <li>• Client comfort</li> <li>• Application of the treatment</li> <li>• Therapist self-care</li> </ul> <ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Blanket</li> <li>• Additional support if appropriate</li> <li>• Headband</li> <li>• Bedroll</li> <li>• Robe</li> <li>• Disposable slippers</li> <li>• Disinfecting fluid</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool</li> <li>• Sponges</li> <li>• Gloves</li> </ul>	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&amp;A</p> <p>Handout</p> <p>Homework</p> <p>Test</p>	28

	<ul style="list-style-type: none"> <li>• Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment</li> <li>• Waste disposal • Personal Protective Equipment • Eyelash comb • Micro brushes</li> <li>• Disposable eyelash combs • Tweezers</li> <li>• Disposable face mask • Disposable head cap • Lashes • Adhesives (clear/coloured)</li> <li>• Adhesive remover • Sealer • Adhesive cup and holder • Microporous adhesive tape</li> <li>• Hypoallergenic transparent perforated plastic surgical tape • Oil free eye make-up remover • Protein remover pads • Anti-wrinkle gel patches or under eye shields</li> <li>• Saline solution • Occular lubricant for eyes</li> </ul> <p>Treatment techniques for the following:</p> <ul style="list-style-type: none"> <li>• Application of individual permanent lashes</li> </ul>		
Complete the treatment to the satisfaction of the client	<ul style="list-style-type: none"> <li>• Conclusion of treatment in appropriate manner to meet client's needs and manufacturers' instructions • Check treatment results with client using mirror</li> </ul>		
Record and evaluate the results of the treatment	<ul style="list-style-type: none"> <li>• Reviewing and recording the treatment outcomes • Home care advice</li> <li>• Recommendations for ongoing maintenance or removal • Photographs are taken and stored as a record of treatment outcome</li> <li>• Store records demonstrating knowledge of confidentiality requirements</li> </ul>		
Provide suitable aftercare advice	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• Suitable home care/treatment maintenance regime • Lifestyle • Recommendation of further salon treatments</li> </ul>		
Explain how to communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Consultation • Treatment explanation</li> <li>• Client care • Hygiene • Good communication skills</li> </ul>		
Describe health and safety working practices	<ul style="list-style-type: none"> <li>• Fire Precautions Act • Health &amp; Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations</li> <li>• The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and</li> </ul>		

<p>Explain the importance of positioning themselves and the client correctly throughout the treatment</p> <p>Explain the importance of using products, tools, equipment and techniques to suit client's treatment needs and facial characteristics</p> <p>Describe how treatments can be adapted to suit client treatment needs and facial characteristics</p> <p>State the contra-actions that may occur during and following treatments and how to respond</p>	<p>Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act • Adhere to all product safety precautions and manufacturers' instructions</p> <ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and correctly supported</li> <li>• Applying the treatment as appropriate to the client's needs</li> <li>• Therapist maintaining correct posture throughout treatment</li> </ul> <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>• Tissues • Cotton wool • Sponges • Gloves</li> <li>• Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment</li> <li>• Waste disposal • Personal Protective Equipment • Eyelash comb • Micro brushes</li> <li>• Disposable eyelash combs • Tweezers</li> <li>• Disposable face mask • Disposable head cap • Lashes • Adhesives (clear/coloured)</li> <li>• Adhesive remover • Sealer • Adhesive cup and holder • Microporous adhesive tape</li> <li>• Hypoallergenic transparent perforated plastic surgical tape • Oil free eye make-up remover • Protein remover pads • Anti-wrinkle gel patches or under eye shields</li> <li>• Saline solution • Occular lubricant for eyes</li> </ul> <p>Products and treatment techniques for the following:</p> <ul style="list-style-type: none"> <li>• Application of individual permanent lashes</li> </ul> <p><b>Face shapes:</b> • Oval • Square • Heart • Round • Long • Diamond • Pear</p> <p><b>Eye shapes:</b> • Hooded • Large • Small • Close set • Prominent • Drooping • Deep set • Wide apart</p> <ul style="list-style-type: none"> <li>• Restrictions – contraindications and contra-actions • Client preferences and commitment</li> <li>• Product availability and suitability • Time scales • Costs • Eye size, shape and position</li> <li>• Condition of natural lashes</li> </ul> <ul style="list-style-type: none"> <li>• Allergic reaction • Excessive erythema</li> <li>• Itching • Watery eyes • Inflammation</li> <li>• Infection • Client abuse i.e. rubbing/picking</li> <li>• Loss of natural lashes • Lower and upper lash adhesion • Foreign body enters clients eye i.e. lash/adhesive/dust • Saline eye irrigation procedure • Referral procedures</li> </ul> <ul style="list-style-type: none"> <li>• Concluding the treatment in the correct</li> </ul>		
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Explain the importance of completing the treatment to the satisfaction of the client	manner to meet client's needs and manufacturers' instructions • Check treatment results with client using mirror		
Explain the importance of completing treatment records	<ul style="list-style-type: none"> <li>• Maintaining records for accurate future treatment</li> <li>• Aftercare</li> <li>• Home care</li> <li>• Product advice</li> <li>• Compliance with current legislation</li> <li>• Concluding the treatment in the correct manner to meet client's requirements</li> </ul>		
Describe the methods of evaluating the effectiveness of the treatment	<ul style="list-style-type: none"> <li>▪ Maintaining records</li> <li>▪ Client feedback</li> <li>▪ Aftercare</li> <li>▪ Home care</li> <li>▪ Product advice</li> <li>▪ Photographs are taken and stored as a record of treatment outcome</li> <li>▪ Compliance with Data Protection</li> </ul>		
Describe the aftercare advice that should be provided	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• Avoid touching/rubbing the area</li> <li>• Do not wash eye area, swim or shower for 24-48 hours</li> <li>• Recommendation of suitable water-based products for home use i.e. cleansers, eye make-up remover</li> <li>• Avoid the use of mascara</li> <li>• Avoid the use of eyelash curlers</li> <li>• Avoid the use of steam rooms/saunas</li> <li>• Application of cold water if irritation occurs</li> <li>• Lifestyle</li> <li>• Recommendations for treatment maintenance and follow on salon treatments including removal</li> </ul>		
Describe the structure of the hair and hair growth cycle	<p><b>Hair structure</b> • Keratin • Cuticle • Cortex</p> <ul style="list-style-type: none"> <li>▪ Medulla</li> <li>▪ Inner Root Sheath</li> <li>▪ Huxley's</li> <li>▪ Henle's</li> <li>▪ Outer Root Sheath</li> <li>▪ Vitreous Membrane</li> <li>▪ Connective Tissue</li> <li>▪ Dermal Papilla</li> </ul> <p><b>Hair Growth Cycle</b></p> <ul style="list-style-type: none"> <li>▪ Anagen</li> <li>▪ Catagen</li> <li>▪ Telogen</li> </ul>		
Describe the main diseases and disorders of the hair	<ul style="list-style-type: none"> <li>• Alopecia</li> <li>• Hordeolum/Stye</li> <li>• Trichotillomania</li> <li>• Folliculitis</li> <li>• Ingrowing hairs</li> <li>• Hirsutism</li> <li>• Hypertrichosis</li> <li>• Pseudo folliculitis</li> </ul>		