

## 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 817 - Provide Ear Piercing**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 17**

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 ear piercing</b>			
Prepare themselves, client and work area for ear piercing  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 <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 ~ Under 16 years of age consent form must be signed and child accompanied by parent/guardian</p> <p>~ The outcome of the consultation ~ Age of client ~ Size of studs and posts in relation to the thickness of the ear lobe ~ Appropriate stud selection in relation to client allergies and/or preference ~ One piercing per lobe at a time - not multiple Dangers associated with piercing cartilage</p>	OHP/Whiteboard Lecture Q&A Homework Test	7

<p>Select products, tools and equipment to suit client treatment needs</p>	<p>and other areas of the body</p> <ul style="list-style-type: none"> <li>~ Couch or chair ~ Trolley ~ Stool</li> <li>~ Headband/hair clips ~ Bedroll ~ Disinfecting fluid ~ Magnifying lamp ~ Pre-packed alcohol tissues or manufacturersqcleansing solution</li> <li>~ Cotton wool ~ Gloves ~ Mirror ~ Sterilising solution ~ Waste disposal ~ Sterile water-soluble marker pen ~ Ear piercing gun ~ Pre-sterilised hypoallergenic studs: ~ Nickel free ~ Gold/silver plated studs ~ 9ct/18ct gold studs</li> <li>~ Aftercare products</li> </ul>		
<p>Describe the environmental conditions suitable for ear piercing</p>	<ul style="list-style-type: none"> <li>~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor</li> <li>~ Equipment e.g. workstation/trolley ~ Privacy</li> <li>~ Reception areas ~ General use/treatment areas</li> </ul>		
<p>Describe different consultation techniques used to identify treatment objectives</p>	<ul style="list-style-type: none"> <li>~ Positive body language ~ Positioning of themselves and client (no barriers)</li> <li>~ Good communication skills (asking open and/or closed questions where appropriate)</li> <li>~ Verbal and non-verbal communication</li> </ul>		
<p>Describe how to select products, tools and equipment to suit client treatment needs</p>	<ul style="list-style-type: none"> <li>~ The importance of selecting the correct, products, tools and equipment based on the client consultation</li> <li>~ Couch or chair ~ Trolley ~ Stool</li> <li>~ Headband/hair clips ~ Bedroll ~ Disinfecting fluid ~ Magnifying lamp ~ Pre-packed alcohol tissues or manufacturersqcleansing solution</li> <li>~ Cotton wool ~ Gloves ~ Mirror ~ Sterilising solution ~ Waste disposal ~ Sterile water-soluble marker pen ~ Ear piercing gun ~ Pre-sterilised hypoallergenic ear studs: ~ Nickel free ~ Gold/silver plated studs ~ 9ct/18ct gold studs ~ Aftercare products</li> <li>~ The methods, hygiene procedures and safety precautions of ear piercing treatment techniques</li> </ul>		
<p>Describe the contraindications which prevent or restrict ear piercing</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></p> <ul style="list-style-type: none"> <li>~ Nervous/Psychotic conditions ~ Epilepsy</li> <li>~ Recent operations on the face, head, neck or ear ~ Diabetes ~ Skin cancer</li> <li>~ Undiagnosed pain ~ Bellç Palsy</li> <li>~ Dysfunctions of the nervous system</li> </ul>		

	<ul style="list-style-type: none"> <li>~ Cardiovascular conditions</li> <li><b>Contraindications that restrict treatment:</b></li> <li>~ Fever</li> <li>~ Contagious or infectious diseases</li> <li>~ Under the influence of recreational drugs or alcohol</li> <li>~ Diarrhoea and vomiting</li> <li>~ Any known allergies</li> <li>~ Allergies to metal</li> <li>~ Eczema</li> <li>~ Inflamed nerve of the face, head neck or ear</li> <li>~ Undiagnosed lumps and bumps on the ear/lobe</li> <li>~ Localised swelling on the ear/lobe</li> <li>~ Cuts to the ear/lobe</li> <li>~ Bruises to the ear/lobe</li> <li>~ Abrasions to the ear/lobe</li> <li>~ Scar tissue (2 years for major operations and 6 months for a small scar)</li> <li>~ Sunburn</li> <li>~ Urticaria</li> <li>~ Hypersensitive skin</li> <li>~ Skin allergies</li> <li>~ Trapped/pinched nerve affecting the treatment area</li> <li>~ Inflamed nerve</li> <li>~ Keloid scar tissue</li> <li>~ Ear infections</li> <li>~ Severe skin conditions</li> <li>~ Warts on the ear/lobe</li> <li>~ Moles on the ear/lobe</li> <li>~ Inflammation to the ear/lobe</li> <li>~ Sunburn of the ear/lobe</li> <li>~ Previous ear piercing</li> <li>~ Heat rash on the ear/lobe</li> </ul>		
<b>2. Be able to provide ear piercing</b>			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices</p>	<ul style="list-style-type: none"> <li>~ Explanation of treatment</li> <li>~ Benefits, limitations and co-operation required</li> <li>~ Client care, modesty and support</li> <li>~ Communication</li> <li>~ Correct posture, hygiene and a professional approach to the client throughout treatment</li> <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>~ The Controlled Waste Regulations</li> <li>~ Miscellaneous Provisions Act</li> <li>~ Ear piercing premises must be registered with local council</li> <li>~ Adhere to all product safety precautions and manufacturersq instructions</li> <li>~ Legislation which relates to the work being carried out, the environment and the client with whom the therapist is working</li> </ul>	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&amp;A</p> <p>Handout</p> <p>Homework</p> <p>Test</p>	10

<p>Position themselves and client correctly throughout the treatment</p>	<p>~ Ensuring the client is comfortable and correctly supported ~ Ensure client satisfaction with the marking of the ear lobe prior to piercing ~ Position client and gun to ensure safe and accurate ear piercing treatment performed ~ Therapist maintaining correct working posture throughout treatment ~ Therapist self-care</p>		
<p>Use products, tools, equipment and techniques to suit client treatment needs</p>	<p><b>Products, tools, equipment and techniques</b>  ~ Couch or chair ~ Trolley ~ Stool  ~ Headband/hair clips ~ Bedroll ~ Disinfecting fluid ~ Magnifying lamp ~ Pre-packed alcohol tissues or manufacturers cleansing solution  ~ Cotton wool ~ Gloves ~ Mirror ~ Sterilising solution ~ Waste disposal ~ Sterile water-soluble marker pen ~ Ear piercing gun ~ Pre-sterilised hypoallergenic studs: ~ Nickel free  ~ Gold/silver plated studs ~ 9ct/18ct gold studs  ~ Aftercare products</p>		
<p>Complete the treatment to the satisfaction of the client</p>	<p>~ Conclusion of treatment in appropriate manner to meet clients needs and manufacturers instructions ~ Check treatment results with client using mirror</p>		
<p>Record the results of the treatment</p>	<p>~ Client response to treatment and feedback  ~ Note the outcome 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  ~ Do not touch the area for at least 48 hours after treatment ~ After 48 hours, turn ear stud twice a day with clean hands ~ Ear lobes should be cleaned twice a day with a sanitiser/saline solution  ~ Keep perfume, hair gel/spray, aftershave and cosmetics away from newly pierced ears  ~ Studs must stay in place for 6 weeks ~ Do not remove the ear stud if pain or swelling occurs in the pierced area . refer back to the therapist ~ Aftercare leaflet ~ Referral procedures</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 safety working practices</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</p>		

<p>State the importance of positioning themselves and the client correctly throughout the treatment</p> <p>State the importance of using products, tools, equipment and techniques to suit client treatment needs</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>~ 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 ~ The Controlled Waste Regulations ~ Miscellaneous Provisions Act</p> <p>~ Ensuring the client is comfortable and correctly supported ~ Ensuring piercing gun is at right angle to the ear ~ Ensuring the marking is level/equal on both ear lobes ~ Ensuring accurate ear piercing treatment ~ Therapist maintaining correct posture throughout treatment</p> <p>~ Couch or chair ~ Trolley ~ Stool ~ Headband/hair clips ~ Bedroll ~ Disinfecting fluid ~ Magnifying lamp ~ Pre-packed alcohol tissues or manufacturersqcleansing solution ~ Cotton wool ~ Gloves ~ Mirror ~ Sterilising solution ~ Waste disposal ~ Sterile water-soluble marker pen ~ Ear piercing gun ~ Pre-sterilised hypoallergenic studs: ~ Nickel free ~ Gold/silver plated studs ~ 9ct/18ct gold studs ~ Aftercare products</p> <p>~ Excessive erythema ~ Swelling ~ Inflammation ~ Weeping ~ Over cleaning ~ Infections ~ Metal hypersensitivity ~ Scarring ~ Boils and abscesses ~ Infection caused by hair coiled round back of the ear stud ~ Closed holes ~ Application of cool compress/saline solution ~ Referral procedures</p> <p>~ Concluding the treatment in appropriate manner to meet client needs and manufacturersqinstructions ~ Check treatment results with client using mirror</p> <p>Maintaining records Aftercare Home care Product advice Compliance with Data Protection Documentation of the provision of an aftercare leaflet</p> <p>~ Recommendations for immediate aftercare ~ Do not touch the area for at least 48 hours after treatment ~ After 48 hours, turn ear stud</p>		
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