

## 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 917 – Facial Care for Men**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 30**

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 facial care for men			
Prepare themselves, the client and work area for a facial treatment for men  Use suitable consultation techniques to identify treatment objectives  Identify influencing factors	<ul style="list-style-type: none"> <li>• Preparation of working area</li> <li>• Equipment</li> <li>• Products</li> <li>• Work wear</li> <li>• Personal appearance and behaviour</li> <li>• Hygiene e.g. sterilising/sanitising tools and equipment</li> <li>• Procedures used to prepare client for treatment</li> <li>• Client care and modesty</li> </ul> <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</li> <li>• Positive body language</li> <li>• Positioning of the client</li> <li>• Good communication skills</li> <li>• Contraindications and contra-actions</li> <li>• Treatment plan</li> <li>• Products used</li> <li>• Consent</li> <li>• Confidentiality</li> <li>• Client's signature</li> </ul> <ul style="list-style-type: none"> <li>• Existing eyebrow shape</li> <li>• Hair growth patterns</li> <li>• Density of hair growth</li> <li>• Texture of the hair and the skin</li> <li>• Adverse skin conditions such as acne vulgaris, and any unusual features such as moles</li> <li>• Scarring or facial piercings</li> <li>• Head shapes</li> <li>• Face shapes</li> <li>• Hair styles</li> <li>• Facial scarring</li> <li>• Health</li> <li>• Lifestyle</li> <li>• Nutrition</li> <li>• The ageing process and how different systems of the body can affect the skin</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Test	15

<p>Provide clear recommendations to the client based on factors</p>	<ul style="list-style-type: none"> <li>• The outcome of the skin analysis</li> <li>• Diet</li> <li>• Smoking</li> <li>• Alcohol</li> <li>• Central heating</li> <li>• Air conditioning</li> <li>• Stress</li> <li>• Sleep</li> <li>• Exercise</li> <li>• Fresh air</li> <li>• Occupation</li> <li>• Lifestyle</li> <li>• Current regime</li> </ul>		
<p>Describe salon's requirement for client preparation, preparing themselves and the work area</p>	<ul style="list-style-type: none"> <li>• Any particular rights, restrictions and Acts applicable to facial skincare treatment</li> <li>• Code of practice/ethics</li> <li>• Insurance and professional association membership</li> <li>• Record keeping</li> <li>• Professional appearance</li> </ul>		
<p>Identify different consultation techniques used to identify treatment objectives</p>	<ul style="list-style-type: none"> <li>• The importance of positive body language</li> <li>• Positioning of themselves and client (no barriers)</li> <li>• Good communication skills (asking open and/or closed questions and where appropriate)</li> <li>• Verbal and non-verbal communication</li> </ul>		
<p>Describe the factors that need to be considered when selecting techniques, products and equipment</p>	<ul style="list-style-type: none"> <li>• Existing eyebrow shape</li> <li>• Hair growth patterns</li> <li>• Density of hair growth</li> <li>• Texture of the hair and the skin</li> <li>• Adverse skin conditions such as acne vulgaris, and any unusual features such as moles</li> <li>• Scarring or facial piercings</li> <li>• Head shapes</li> <li>• Face shapes</li> <li>• Hair styles</li> <li>• Facial scarring</li> <li>• Health</li> <li>• Lifestyle</li> <li>• Nutrition</li> <li>• The ageing process and how different systems of the body can affect the skin</li> </ul>		
<p>Describe the environmental conditions suitable for facial treatments for men</p>	<ul style="list-style-type: none"> <li>• Lighting</li> <li>• Heating</li> <li>• Ventilation</li> <li>• Noise levels</li> <li>• Available space</li> <li>• Music</li> <li>• General hygiene</li> <li>• Waste disposal</li> <li>• Décor</li> <li>• Equipment e.g. workstation/trolley</li> <li>• Privacy</li> <li>• Reception areas</li> <li>• General use/treatment areas</li> </ul>		
<p>Describe the safety considerations that must be taken into account when providing facial treatments for men</p>	<ul style="list-style-type: none"> <li>• Methods of sterilization</li> <li>• Disposal of contaminated waste</li> <li>• Legislation</li> <li>• PPE</li> <li>• Relevant Health &amp; Safety</li> </ul>		
<p>Identify the range of tools and equipment used for facial treatments for men</p>	<ul style="list-style-type: none"> <li>• Facial steaming with hot towels</li> <li>• Tweezers</li> <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> <li>• Spatulas</li> <li>• Bowls</li> <li>• Mask brushes</li> <li>• Gauze</li> <li>• Mirror</li> <li>• Sterilising solution</li> </ul>		
<p>Identify products used and their key ingredients</p>	<ul style="list-style-type: none"> <li>• Cleansing/facial wash</li> <li>• Exfoliating product</li> <li>• Toners/astringents</li> <li>• Face masks</li> <li>• Moisturisers</li> </ul>		

<p>Outline the treatments available for men's facial skin care</p> <p>Describe contraindications that prevent or restrict facial treatment for men</p>	<ul style="list-style-type: none"> <li>• Cleansing/facial washes • Exfoliating</li> <li>• Toning/astringents • Moisturising • Facial steaming with hot towels • Face masks • Skin care and product advice • Eyebrow shaping</li> </ul> <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>• Medical oedema • Nervous/Psychotic conditions • Epilepsy • Recent facial surgery affecting the area • Diabetes • Skin cancer</li> <li>• Slipped disc • Undiagnosed pain • When taking prescribed medication • Whiplash</li> </ul> <p><b>Contraindications that restrict treatment:</b></p> <ul style="list-style-type: none"> <li>• Fever • Contagious or infectious diseases</li> <li>• Under the influence of recreational drugs or alcohol • Diarrhoea and vomiting • Any known allergies • Eczema • Undiagnosed lumps and bumps • Localised swelling • Inflammation</li> <li>• Cuts • Bruises • Abrasions • Scar tissue (2 years for major operations and 6 months for a small scar) • Sunburn • Hormonal implants</li> <li>• Urticaria • Recent fractures (minimum 3 months) • Sinusitis • Neuralgia</li> <li>• Migraine/Headache • Hypersensitive skin</li> <li>• Botox/ dermal fillers (1 week following treatment) • Hyperkeratosis • Skin allergies</li> <li>• Trapped/pinched nerve affecting the treatment area • Inflamed nerve</li> <li>• Conjunctivitis • Styes • Watery eyes</li> <li>• Blepharitis</li> </ul>		
<p>2. Be able to provide for facial care for men</p>			
<p>Communicate and behave in a professional manner</p> <p>Position themselves and the client correctly throughout the treatment</p> <p>Select and use products and equipment taking into account identified</p>	<ul style="list-style-type: none"> <li>• Explanation of treatment • Benefits, limitations and co-operation required</li> <li>• Client care, modesty and support</li> <li>• Communication • Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul> <ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and correctly supported • Facial care therapist maintaining correct working posture throughout treatment • Facial care therapist self-care</li> </ul> <ul style="list-style-type: none"> <li>• Facial steaming with hot towels • Tweezers</li> <li>• Couch or chair • Trolley • Stool • Towels</li> <li>• Blanket • Additional support if appropriate</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Handout Homework Test</p>	<p>15</p>

factors	<ul style="list-style-type: none"> <li>• Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp</li> <li>• Tissues • Cotton wool • Sponges • Gloves</li> <li>• Spatulas • Bowls • Mask brushes • Gauze</li> <li>• Mirror • Sterilising solution • Cleansing/facial wash • Exfoliating product</li> <li>• Toners/astringents • Face masks</li> <li>• Moisturisers</li> </ul>		
Use tweezing techniques taking into account identified factors	<ul style="list-style-type: none"> <li>• Assess the client's required eyebrow shape</li> <li>• Remove the hair in the direction of hair growth</li> <li>• Support surrounding skin</li> <li>• Soothe the skin</li> </ul>		
Follow safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Methods of sterilisation</li> <li>• Disposal of contaminated waste</li> <li>• Legislation</li> <li>• PPE</li> <li>• Relevant Health &amp; Safety</li> </ul>		
Identify contra-actions and take appropriate action during treatment	<ul style="list-style-type: none"> <li>• Bruising • Bleeding • Stinging • Swelling</li> <li>• Adverse skin reaction • Watery eyes</li> <li>• Excessive erythema • Skin irritation • Itching</li> <li>• Immediate removal of products • Referral procedures</li> </ul>		
Provide suitable aftercare advice	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• Recommendation of suitable skin care regime</li> <li>• Use of SPF</li> <li>• Lifestyle</li> <li>• Recommendation of further salon treatments</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</li> <li>• Check treatment results with client using mirror</li> </ul>		
Evaluate the results of the treatment with the client	<ul style="list-style-type: none"> <li>• Reviewing and recording treatment outcomes</li> <li>• Treatment recommendations</li> <li>• Homecare advice</li> </ul>		
Describe how to communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Speaking • Listening • Body language</li> <li>• Reading • Recording • Following instructions using a range of related terminology linked to facial skin care for men</li> </ul>		
State the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and correctly supported</li> <li>• Facial care therapist maintaining correct posture throughout treatment</li> </ul>		
Describe safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Methods of sterilisation</li> <li>• Disposal of contaminated waste</li> <li>• Legislation</li> <li>• PPE</li> <li>• Relevant Health &amp; Safety</li> </ul>		
Describe the contra-actions which might	<ul style="list-style-type: none"> <li>• Bruising • Bleeding • Stinging • Swelling</li> <li>• Adverse skin reaction • Watery eyes</li> </ul>		

<p>occur during and following the treatment and how to respond</p>	<ul style="list-style-type: none"> <li>• Excessive erythema • Skin irritation • Itching</li> <li>• Immediate removal of products • Referral procedures • Shaving only - Shaving rash, cuts, ingrown hairs</li> </ul>		
<p>Describe the aftercare advice that should be provided</p>	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• Recommendation of suitable skin care regime • Use of SPF • Lifestyle</li> <li>• Recommendation of further salon treatments</li> </ul>		
<p>State the importance of completing the treatment to the satisfaction of the client</p>	<ul style="list-style-type: none"> <li>• Concluding the treatment in appropriate manner to meet client needs and manufacturers' instructions • Check treatment results with client using mirror</li> </ul>		
<p>State the methods of evaluating the effectiveness of the treatment</p>	<ul style="list-style-type: none"> <li>• Maintaining records for accurate future treatment • Aftercare • Home care • Product advice • Compliance with current legislation</li> <li>• Concluding the treatment in the correct manner to meet client's requirements • The treatment should be performed for the required amount of time efficiently and professionally ensuring the working area remains clean and tidy throughout</li> </ul>		
<p>Describe the use of shaving products</p>	<ul style="list-style-type: none"> <li>• Moisturisers • Foams • Gels • Soaps • Oils</li> <li>• Aftershave balms and astringents</li> </ul>		
<p>Describe methods of shaving</p>	<ul style="list-style-type: none"> <li>• Wet and dry (electric) shaving</li> </ul>		
<p>State the importance of protecting the eye area correctly</p>	<ul style="list-style-type: none"> <li>• Minimise discomfort</li> </ul>		
<p>Describe methods of minimising discomfort during treatments</p>	<ul style="list-style-type: none"> <li>• Pressure • Stretch • Soothing lotion</li> <li>• Clients' position • Therapists' position</li> </ul>		
<p>Describe the normal response of the skin to eyebrow shaping treatments</p>	<ul style="list-style-type: none"> <li>• Swelling • Erythema</li> </ul>		
<p>State the basic skin types and conditions and how to recognise them</p>	<ul style="list-style-type: none"> <li>• Dry • Oily • Combination • Normal</li> <li>• Sensitive • Mature • Dehydrated • Dark skin</li> <li>• Light skin</li> </ul>		
<p>Describe the structure and main functions of the skin and hair</p>	<ul style="list-style-type: none"> <li>• Epidermis • Dermis • Subcutaneous layer</li> <li>• Hair follicle • Growth cycle of the hair</li> <li>• Functions of the skin - protection, heat regulation, absorption, secretion</li> </ul>		
<p>State the importance of</p>	<ul style="list-style-type: none"> <li>• Maintaining records • Aftercare • Home care</li> </ul>		

recording procedures and products used during facial treatments for men	• Product advice • Compliance with Data Protection		
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