

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 822 - Provide Body Massage

Lecturer(s) responsible:

Total contact tuition hours proposed: 84

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 a Body Massage Treatment			
Prepare themselves, client and work area for body massage Use suitable consultation techniques to identify treatment objectives Advise the client on how to prepare for the treatment Provide clear recommendations to the client Select products and tools to suit client treatment	<ul style="list-style-type: none"> • Preparation of working area • Equipment • Products • Work wear • Personal appearance and behaviour • Hygiene e.g. sterilising /sanitising tools and equipment • Client for treatment • Client care and modesty <p>An example of a consultation form can be downloaded from: www.itecworld.co.uk</p> <ul style="list-style-type: none"> • Suitable area • Positive body language • Positioning of the client • Communication skills • Professionalism • Contraindications and contra-actions • Treatment plan • Products used • Consent • Confidentiality • Client's signature <ul style="list-style-type: none"> • Explain the treatment to the client • Client preparation - remove clothing down to underwear and remove shoes • Use robes/towels to maintain client modesty <ul style="list-style-type: none"> • The outcome of the body analysis • Diet • Smoking • Alcohol • Central heating • Air conditioning • Stress • Sleep • Exercise • Fresh air • Occupation • Lifestyle • Current regime <ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels 	OHP/Whiteboard Lecture Q&A Homework Test	20

<p>needs, skin types and conditions</p>	<ul style="list-style-type: none"> • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Tissues • Cotton wool • Spatulas • Bowls • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Mediums - oil (not mineral oil), cream, powder (unperfumed) • The effects and benefits of each should be known 		
<p>Describe salon requirements for preparing themselves, the client and work area</p>	<ul style="list-style-type: none"> • Any particular rights, restrictions and Acts applicable to body massage treatment • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance 		
<p>Describe the environmental conditions suitable for body massage treatments</p>	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas 		
<p>Describe the different consultation techniques used to identify treatment objectives</p>	<ul style="list-style-type: none"> • 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 		
<p>Describe how to select products and tools to suit client treatment needs, skin types and conditions</p>	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Tissues • Cotton wool • Spatulas • Bowls • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Mediums - oil (not mineral oil), cream, powder (unperfumed) • The effects and benefits of each should be known 		
<p>Describe the different skin types and conditions</p>	<p>Skin types: • White • Black • Asian type skin • Mixed • Dry • Oily • Combination</p> <p>Skin conditions/characteristics: • Mature skin • Young skin • Sensitive • Dehydrated • Lack of elasticity • Lack of muscle tone • Blemishes • Age • Crow's feet • Broken capillaries • Open pores • Milia • Comedones • Pustules • Papules • Hyper pigmentation • Hypo pigmentation • Dermatitis papulosa nigra • Psuedo folliculitis • Keloids • Ingrowing hairs • Vitiligo • Albinism • Chloasma • Ephelides • Lentigo • Naevae • Port wine stain • Leucoderma • Scarring • Thin skin • Small moles • Papilloma</p> <p>Skin tones: • Fair • Medium • Dark • Olive</p>		

<p>Describe the different types of body fat</p> <p>Outline common postural faults</p>	<ul style="list-style-type: none"> • Soft fat • Hard fat • Cellulite • Adipose Tissue • Dowager’s hump • Round shoulders • Winged scapula • Midriff bulge • Protruding abdomen • Hyper-extended knees • Fluid retention • Weight distribution • Poor muscle tone • Kyphosis • Lordosis • Scoliosis 		
<p>2. Be able to Provide for a Body Massage Treatment</p>			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices</p> <p>Position themselves and the client correctly throughout the treatment</p> <p>Use products, tools and techniques to suit clients treatment needs, skin types and conditions</p>	<ul style="list-style-type: none"> • Checking consultations and contraindications • Explaining the treatment to the client • Benefits, limitations and co-operation required • Helping the client onto the couch prior to and off the couch after the treatment • Positioning the client correctly • Sanitising client’s hands/feet as appropriate • Sanitising own hands as appropriate throughout treatment • Protecting the client’s modesty at all times • Ensuring that all parts of the client are covered except the area being treated • Ensuring that the client is comfortable • Using appropriate covered supports • Adapt the massage treatments to suit the needs of the client • Ensuring client does not stand on floor with bare feet • Client care • Communication • Correct posture, hygiene and a professional approach to the client throughout treatment • 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 • Adhere to all safety precautions and manufacturers instructions • Positioning of the client • Client comfort • Application of the treatments • Body therapist self-care • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Tissues • Cotton 	<p>OHP/Whiteboard Lecture Q&A Handout Homework Test</p>	<p>52</p>

<p>Complete the treatment to the satisfaction of the client</p> <p>Record and evaluate the results of the treatment</p> <p>Provide suitable aftercare advice</p> <p>Explain how to communicate and behave in a professional manner</p> <p>Describe health and safety working practices</p> <p>Explain the importance of positioning themselves and the client correctly throughout the treatment</p> <p>Explain the importance of using products, tools and techniques to suit client treatment needs, skin types and conditions</p>	<p>wool •Spatulas • Bowls • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Mediums - oil (not mineral oil), cream, powder (unperfumed) v The effects and benefits of each should be known</p> <p>• Conclusion of treatment in appropriate manner to meet client's needs</p> <p>• Reviewing and recording treatment outcomes • Treatment recommendations • Homecare advice</p> <p>• Recommendations for immediate aftercare • Suitable body care regime • Lifestyle • Use of SPF • Recommendation of further salon treatments</p> <p>• Consultation • Treatment explanation Client care • Hygiene • Good communication skills</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 • Adhere to all safety precautions and manufacturers instructions</p> <p>• Ensuring the client is comfortable and correctly supported • Applying the treatments as appropriate to the client's needs • Therapist maintaining correct posture/stance throughout treatment</p> <p>• Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Tissues • Cotton wool • Spatulas • Bowls • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Mediums - oil (not mineral oil), cream,</p>		
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<p>Describe the benefits and uses of mechanical massage and pre-heat treatments</p> <p>Describe how treatments can be adapted to suit client treatment needs, skin types and conditions</p> <p>State the contra-actions that may occur during and following treatments and how to respond</p> <p>Explain the importance of completing the treatment to the satisfaction of the client</p> <p>Explain the importance of completing treatment records</p> <p>Describe the methods of evaluating the effectiveness of the treatment</p> <p>Describe the aftercare advice that should be provided</p>	<p>powder (unperfumed) • The effects and benefits of each should be known • Effleurage</p> <ul style="list-style-type: none"> • Petrissage – kneading and frictions • Tapotement including hacking, cupping, beating, pounding • Vibrations • Movements should be performed correctly and on areas appropriate for the movement • Products and equipment applicable for the following: Body massage <ul style="list-style-type: none"> • Gyrotory Massager (vibrator) • Hot towels • Infra red • Audio sonic <ul style="list-style-type: none"> • Restrictions • Client preferences and commitment • Product availability • Time scales • Costs • Massage <ul style="list-style-type: none"> • Explaining any possible side effects to the treatment • Feeling tired • Increased micturition • Increased defecation • Healing crisis • Headache • Thirst • Heightened emotions • Skin reactions • Increase in symptoms • Referral procedures <ul style="list-style-type: none"> • Concluding the treatment in appropriate manner to meet client’s needs • Concluding the body massage treatment in an appropriate and safe manner to meet the client’s needs • Ongoing treatments <ul style="list-style-type: none"> • Maintaining records • Aftercare • Home care • Product advice • Advice for on-going treatments • Compliance with Data Protection <ul style="list-style-type: none"> • Maintaining records for accurate future treatment • Aftercare • Home care • Product advice • Compliance with current legislation • 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 <ul style="list-style-type: none"> • Based upon consultation, body analysis and relevant test recommendations for ongoing or further treatments, home and aftercare advice • Healthy eating • Fluid/water intake • Exercise • Smoking habits • Hobbies • Interests • Rest • Relaxation • Stress levels • Sleep • General care and lifestyle advice and the beneficial effects thereof 		
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<p>Describe the structure and the main functions of the following body systems in relation to massage:</p> <ul style="list-style-type: none"> • skin • skeletal • muscular • cardio-vascular • lymphatic • nervous • digestive • urinary • endocrine 	<p>♦ Skin - Epidermis • Stratum Corneum • Stratum Lucidum • Stratum Granulosum • Stratum Spinosum/Malpighian layer • Stratum Germinativum/Basal layer • Melanocytes Dermis • Blood supply • Lymphatic supply • Hair follicle • Hair • Sebaceous gland • Sweat glands: eccrine and apocrine • Sensory nerve endings • Dermal Papilla • Collagen • Elastin • Histeocytes • Mast Cells • Fibroblasts • Erector pili muscle Subcutaneous layer • Secretion • Heat Regulation • Absorption • Protection • Elimination • Sensation • Vitamin D formation (7-dehydro-cholesterol) • Keratinisation • Melanin Formation</p> <p>♦ Skeletal - • Support framework • Provides attachments for muscles • Forms joints to provide movement • Forms erythrocytes in the bone marrow • Stores calcium • Protection • Long • Short • Flat • Irregular • Sesamoid • Fixed • Slightly moveable • Freely moveable • Ball and Socket • Hinge • Pivot • Gliding • Saddle Cranium: • Parietal • Frontal • Ethmoid • Sphenoid • Occipital • Temporal Facial: • Nasal • Zygomatic • Maxilla • Lacrimal • Turbinator • Palatine • Mandible • Vomer • Hyoid Vertebrae: • Cervical • Thoracic • Lumbar • Sacrum • Coccyx Shoulder Girdle: • Scapula • Clavicle Thoracic Cage: • Ribs • Sternum Pelvic Girdle: • Innominate bones • Ischium • Ilium • Pubis Upper Limb: • Humerus • Ulna • Radius Carpals: • Scaphoid • Lunate • Triquetral • Pisiform • Trapezium • Trapezoid • Capitate • Hamate • Metacarpals • Phalanges Lower Limb: • Femur • Tibia • Fibula • Patella • Tarsals: • Talus • Calcaneus • Navicular • Cuneiforms (Medial, Intermediate, Lateral) • Cuboid • Metatarsals • Phalanges</p> <p>♦ Muscular - • Voluntary • Involuntary • Cardiac • Ligament • Tendon • Fascia • Origin • Insertion • Action • Tone • Tension • Fatigue • Flexion • Extension • Abduction • Adduction • Rotation • Supination • Pronation • Dorsiflexion • Plantarflexion • Eversion • Inversion • Circumduction</p> <p>♦ Trunk/torso • Trapezius • Sternocleido mastoid • Erector Spinae • Splenius Capitis • Latissimus Dorsi</p>		
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	<ul style="list-style-type: none"> • Serratus Anterior • Gluteus Maximus • Gluteus Medius • Gluteus Minimus • Psoas • Pectoralis Major and Minor • Rectus Abdominus • Internal Oblique • External Oblique • Transversus Abdominus • Rhomboid Major and Minor • Infraspinalis • Supraspinalis • Teres Major • Teres Minor • Iliacus • Subscapularis • Quadratus Lumborum ◆ Arm • Deltoid • Biceps • Triceps • Brachialis • Coraco Brachialis • Brachioradialis • Pronator Teres • Supinator Radii Brevis • Flexor Carpi Radialis • Extensor Carpi Radialis • Extensor Carpi Ulnaris • Flexor Carpi Ulnaris • Flexor Carpi Digitorum • Extensor Carpi Digitorum • Muscles of Thenar eminence • Muscles of Hypothenar eminence ◆ Leg/Thigh • Quadriceps: • Rectus Femoris • Vastus Lateralis • Vastus Medialis • Vastus Intermedius • Hamstrings: • Biceps Femoris • Semimembranosus • Semitendinosus • Adductor Longus • Adductor Magnus • Adductor Brevis • Gracilis • Sartorius • Piriformis • Gluteus Maximus • Gluteus Medius • Gluteus Minimus ◆ Lower Leg • Gastrocnemius • Tibialis Anterior • Peroneus Longus • Flexor Digitorum Longus • Extensor Digitorum Longus • Soleus • Extensor Hallucis Longus ◆ Face, neck and scalp • Orbicularis Oculi • Orbicularis Oris • Masseter • Buccinator • Levator Anguli Oris • Levator Labii Superioris • Depressor Anguli Oris • Depressor Labii Inferioris • Depressor Labii Oris • Mentalis • Zygomaticus • Temporalis • Nasalis • Procerous • Corrugator • Frontalis • Occipitalis • Pterygoids • Triangularis • Trapezius • Platysma ◆ Cardio-vascular • Erythrocytes • Leucocytes • Thrombocytes • Plasma and plasma proteins • Platelets • Arteries • Arterioles • Veins • Venules • Capillaries • Superior Vena Cava • Aortic Arch • Inferior Vena Cava • Aorta • Right Atrium • Right ventricle • Left atrium • Left ventricle • Septum • Pulmonary valve • Pulmonary artery • Pulmonary veins • Mitral (bicuspid) valve • Tricuspid valve • Endocardium 		
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	<ul style="list-style-type: none"> • Myocardium • Pericardium ♦ Lymphatic - • Leucocytes • Lymphocytes • Waste products • Lymphatic Capillaries • Lymphatic vessels • Lymphatic nodes • Lymphatic ducts • Describe the way in which Lymph is moved around the body ♦ Nervous - • Neurone • Motor Neurone • Sensory Neurone • Mixed nerve • Dendrite • Axon • Synapse • Neurilemma • Nodes of Ranvier • White matter • Grey matter • Myelin Sheath • End feet/axon terminals • Ganglia • Reflex arc ♦ Central nervous system - Brain • Spinal cord ♦ Peripheral nervous system • 31 pairs of spinal nerves • 12 pairs of cranial nerves ♦ Autonomic nervous system - Sympathetic • Parasympathetic ♦ Digestive - • Alimentary canal • Salivary glands • Tongue • Teeth • Mouth • Epiglottis • Oesophagus • Stomach • Small intestine (Jejunum, Ileum, Duodenum) • Appendix • Large intestine • Rectum • Anus • Accessory organs • Liver • Gall bladder • Pancreas • Peristalsis • Ingestion • Digestion • Absorption • Defecation ♦ Urinary - • Kidney (cortex and medulla) • Pelvis • Ureter • Bladder • Urethra • Functions of the Bowmans capsule • Filtration • Re-absorption • Secretion/micturition ♦ Endocrine - ♦ Pituitary <i>Posterior Lobe</i> • Oxytocin • Antidiuretic hormone (ADH or vasopressin) <i>Anterior lobe</i> • Prolactin • Human growth Hormone (HGH) • Thyroid Stimulating Hormone (TSH) • Adrenocorticotrophin hormone (ACTH) • Luteinising Hormone (LH) • Follicle Stimulating hormone (FSH) • Interstitial cell stimulating hormone (ICH) • Melanin Stimulating Hormone (MSH) ♦ Thyroid gland • Thyroxin • Triiodothyronine • Calcitonin ♦ Parathyroids • Parathormone ♦ Thymus • Secretion of T Lymphocytes ♦ Pineal • Releases melatonin ♦ Islets of Langerhans • Insulin • Glucagon • Glycogen ♦ Adrenal medulla • Adrenalin • Noradrenalin ♦ Adrenal cortex • Mineralocorticoids 		
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<p>Describe the main diseases and disorders of body systems</p>	<ul style="list-style-type: none"> • Glucocorticoids • Sex hormones ◆ Ovaries • Oestrogen • Progesterone ◆ Testes • Testosterone ◆ The skin: ◆ Infestations • Scabies • Pediculosis ◆ Congenital • Atopic eczema • Atopic dermatitis • Psoriasis ◆ Bacterial • Acne vulgaris • Impetigo • Acne rosacea • Boils • Folliculitis ◆ Viral • Warts • Herpes simplex • Herpes zoster ◆ Fungal • Tinea (ringworm) ◆ Pigmentation disorders • Vitiligo • Albinism • Chloasma • Ephelides • Lentigo • Moles (papilloma) • Naevae • Port wine stain • Leucoderma ◆ General disorders • UV damage • Urticaria • Allergic reaction • Hyper keratosis ◆ Skeletal - • Arthritis: Osteo and Rheumatoid • Gout • Osteoporosis • Stress ◆ Cardio-vascular • Anaemia • Varicose veins • Haemophilia • Arteriosclerosis • Atherosclerosis • HIV/AIDS • High blood pressure (hypertension) • Low blood pressure (hypotension) • High cholesterol • Hepatitis A,B & C • Coronary thrombosis • Septicaemia • Haemorrhoids • Phlebitis • Thrombus • Leukaemia • Aneurism • Stress ◆ Lymphatic • Oedema/Water retention • Lymphoedema • Hodgkin's disease ◆ Muscular • Fibrositis • Cramp • Muscle Fatigue • Atony • Atrophy • Myositis • Rupture • Spasm • Spasticity • Sprain • Strain • Stress ◆ Nervous: • Neuritis • Bell's Palsy • Neuralgia • Parkinsons Disease • Stress • Myalgic Encephalomyelitis (ME) • Cerebral Palsy • Multiple Sclerosis • Sciatica • Motor Neurone Disease ◆ Digestive: • Appendicitis • Cirrhosis of the liver • Jaundice • Heartburn • Irritable bowel syndrome (IBS) • Ulcer • Hernia • Stress • Anorexia Nervosa • Bulimia • Constipation Gall stones • Diabetes Mellitus • Diabetes Insipidus • Coeliac's disease ◆ Urinary: • Cystitis • Kidney stones • Nephritis ◆ Endocrine: • Addison's syndrome • Amenorrhoea • Cushing's syndrome • Pre-menstrual Syndrome • Polycystic Ovarian Syndrome • Stress • Diabetes Mellitus • Diabetes Insipidus Endometriosis 		
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Describe the effects of massage on the body	Effects on the following systems: • Circulatory • Lymphatic • Nervous • Skin • Muscular • Skeletal • Endocrine • Respiratory		
Describe the uses of the five classical massage movements	Areas to be treated – face, head, chest and shoulders, arms and hands, abdomen, back, gluteals, legs and feet • Effleurage • Petrissage • Tapotement • Vibrations • Frictions • Movements should be performed correctly and on areas appropriate for the movement • Stimulating • Uplifting • Relaxation • Sense of well-being • Anti cellulite • Physiological and psychological effects of each movement		
Describe the uses of different massage mediums	• Mediums - oil (not mineral oil), cream, powder (unperfumed) • The effects and benefits of each should be known		
Describe the legislation relating to the provision of massage treatments	• Any particular rights, restrictions and Charters • Legal framework related to people and settings with which the practitioner is involved, e.g. Mental Health Act, Children Act • Moral rights which are not recognised in Law • Organisational policies and how they may differ from other organisations (when working in care) • Records which the practitioner is responsible for completing in relation to rights and responsibilities • Any relevant complaints systems and methods of access (when working in care) • Awareness of voluntary regulatory groups where they exist		
Mock Practical	To include the whole body using all the movements		1
Mock Theory	To include all the theory	Mock theory paper	1