

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 825 - Provide Massage using Pre-Blended Aromatherapy Oils

Lecturer(s) responsible:

Total contact tuition hours proposed: 65

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 massage using pre-blended aromatherapy oils			
Prepare themselves, client and work area for body treatment using pre-blended aromatherapy oils	~ Preparation of working area ~ Equipment ~ Products ~ Work wear ~ Personal appearance and behaviour ~ Hygiene e.g. sterilizing/sanitising tools and equipment ~ Client for treatment ~ Client care and modesty	OHP/Whiteboard Lecture Q&A Homework Test	20
Use suitable consultation techniques to identify treatment objectives	~ 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		
Advise the client on how to prepare for the treatment	~ Explain the treatment to the client ~ Client preparation - remove clothing down to underwear and remove shoes ~ Use robes/towels to maintain client modesty		
Provide clear recommendations to the client	~ The outcome of the body analysis ~ Diet ~ Smoking ~ Alcohol ~ Central heating ~ Air conditioning ~ Stress ~ Sleep ~ Exercise ~ Fresh air ~ Occupation ~ Lifestyle ~ Current regime		

<p>Select products and tools to suit client treatment needs, skin types and conditions</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 ~ Plastic measuring container</p> <p>◆ Pre-blended oils ~ Chamomile Roman ~ Clary Sage ~ Eucalyptus ~ Geranium ~ Grapefruit ~ Lavender ~ Lemon ~ Lemongrass ~ Neroli ~ Rose damask ~ Rosemary ~ Sandalwood ~ Marjoram ~ Tea tree ~ Ylang Ylang ~ The effects and benefits of each should be known</p> <p>◆ Carrier oils ~ Almond ~ Apricot kernel ~ Avocado ~ Coconut ~ Evening Primrose ~ Grapeseed ~ Jojoba ~ Macadamia ~ Peach Kernel ~ Soya ~ Sunflower ~ Wheatgerm ~ The effects and benefits of each should be known</p>		
<p>Describe salon requirements for preparing themselves, the client and work area</p>	<p>~ Any particular rights, restrictions and Acts applicable to massage using pre-blended aromatherapy oils treatment ~ Code of practice/ethics ~ Insurance and professional association membership ~ Record keeping ~ Professional appearance</p>		
<p>Describe the environmental conditions suitable for body treatments using pre-blended aromatherapy oils</p>	<p>~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor ~ Equipment ~ Privacy ~ Reception areas ~ General use/treatment areas</p>		
<p>Describe the different consultation techniques used to identify treatment objectives</p>	<p>~ 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>		
<p>Describe how to select products and tools to suit client treatment needs, skin types and conditions</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 ~ Plastic measuring container</p> <p>◆ Pre-blended oils ~ Chamomile Roman ~ Clary Sage ~ Eucalyptus ~ Geranium ~ Grapefruit ~ Lavender ~ Lemon ~ Lemongrass ~ Neroli ~ Rose damask ~ Rosemary ~ Sandalwood</p>		

<p>Describe known contraindications that may restrict or prevent body treatment using pre-blended aromatherapy oils</p>	<p>~ Marjoram ~ Tea tree ~ Ylang Ylang ~ The effects and benefits of each should be known</p> <p>◆ Carrier oils ~ Almond ~ Apricot kernel ~ Avocado ~ Coconut ~ Evening Primrose ~ Grapeseed ~ Jojoba ~ Macadamia ~ Peach Kernel ~ Soya ~ Sunflower ~ Wheatgerm ~ The effects and benefits of each should be known</p> <p>◆ With medical, GP or specialist permission – In circumstances where written medical permission cannot be obtained the client must sign an informed consent stating that the treatment and its effects has been fully explained to them and confirm that they are willing to proceed without permission from their G.P. or specialist</p> <p>~ Pregnancy ~ Cardio vascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) ~ Haemophilia ~ Any condition already being treated by a GP or another complementary practitioner</p> <p>~ Medical oedema ~ Osteoporosis ~ Arthritis ~ Nervous/Psychotic conditions ~ Epilepsy ~ Recent operations ~ Diabetes ~ Asthma ~ Any dysfunction of the nervous system (e.g. Multiple Sclerosis, Parkinson's disease, Motor Neurone disease) ~ Bell's Palsy ~ Trapped/Pinched nerve (e.g. sciatica) ~ Inflamed nerve ~ Cancer ~ Postural deformities ~ Spastic conditions ~ Kidney infections ~ Whiplash ~ Slipped disc ~ Undiagnosed pain ~ When taking prescribed medication ~ Acute rheumatism ~ Chemotherapy ~ Radiotherapy</p> <p>◆ Contraindications that restrict treatment</p> <p>~ Fever ~ Contagious or infectious diseases ~ Under the influence of recreational drugs or alcohol ~ Diarrhoea and vomiting ~ Skin diseases ~ Undiagnosed lumps and bumps ~ Localised swelling ~ Inflammation ~ Varicose veins ~ Pregnancy (abdomen) ~ Cuts ~ Bruises ~ Abrasions ~ Scar tissue (2 years for major operation and 6 months for a small scar) ~ Sunburn ~ Hormonal implants ~ Abdomen (first few days of menstruation depending how the client feels) ~ Haematoma ~ Hernia ~ Recent fractures (minimum 3 months) ~ Cervical spondylitis ~ Gastric ulcers ~ After a heavy meal ~ Anaphylaxis ~ Body piercing</p> <p>~ Testing the pre-blended oil on the client's skin ~ Appropriate explanation to the client of the testing ~ Allow 24-48 hours for client's</p>		
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<p>Outline the safety precautions associated with the range of pre-blended aromatherapy oils</p>	<p>reaction to the tests ~ Hazards associated with the pre-blended oils . irritation, sensitisation, inter-action with other treatment/medication ~ Allergy to nuts ~ Contraindications ~ Scope of treatment(s) ~ Aftercare advice ~ Home care advice ~ The correct storage of pre-blended essential oils - Away from extremes of temperature, dark glass bottles, tightly sealed bottles, out of reach of children</p>		
<p>2. Be able to carry out massage using pre-blended aromatherapy oils</p>			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices</p> <p>Position themselves and client correctly</p>	<p>~ 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 ~ Adapting the 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</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>~ Positioning of the client ~ Client comfort ~ Application of the treatments ~ Body</p>	<p>OHP/Whiteboard Lecture Q&A Handout: Homework Test:</p>	<p>45</p>

throughout the treatment	therapist self-care		
Use products and techniques to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> ◆ Pre-blended oils ~ Chamomile Roman ~ Clary Sage ~ Eucalyptus ~ Geranium ~ Grapefruit ~ Lavender ~ Lemon ~ Lemongrass ~ Neroli ~ Rose damask ~ Rosemary ~ Sandalwood ~ Marjoram ~ Tea tree ~ Ylang Ylang ~ The effects and benefits of each should be known ◆ Carrier oils ~ Almond ~ Apricot kernel ~ Avocado ~ Coconut ~ Evening Primrose ~ Grapeseed ~ Jojoba ~ Macadamia ~ Peach Kernel ~ Soya ~ Sunflower ~ Wheatgerm ~ The effects and benefits of each should be known ~ Effleurage ~ Petrissage . kneading and frictions ~ Tapotement including hacking, cupping, beating, pounding ~ Pressure points ~ Movements should be performed correctly and on areas appropriate for the movement 		
Complete the treatment to the satisfaction of the client	~ Conclusion of treatment in appropriate manner to meet clients needs		
Record and evaluate the results of the treatment	<ul style="list-style-type: none"> ~ Reviewing and recording treatment outcomes ~ Treatment recommendations ~ Homecare advice 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> ~ Recommendations for immediate aftercare ~ Suitable body care regime ~ Use of SPF ~ Lifestyle ~ Recommendation of further salon treatments 		
Explain how to communicate and behave in a professional manner	<ul style="list-style-type: none"> ~ Consultation ~ Treatment explanation ~ Client care ~ Hygiene ~ Good communication skills 		
Explain health and safety working practices	<ul style="list-style-type: none"> ~ 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>Explain the importance of positioning themselves and the client correctly throughout the treatment</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>Explain the importance of using products, tools and techniques to suit client treatment needs, skin types and conditions</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 ◆ Pre-blended oils ~ Chamomile Roman ~ Clary Sage ~ Eucalyptus ~ Geranium ~ Grapefruit ~ Lavender ~ Lemon ~ Lemongrass ~ Neroli ~ Rose damask ~ Rosemary ~ Sandalwood ~ Marjoram ~ Tea tree ~ Ylang Ylang ~ The effects and benefits of each should be known ◆ Carrier oils ~ Almond ~ Apricot kernel ~ Avocado ~ Coconut ~ Evening Primrose ~ Grapeseed ~ Jojoba ~ Macadamia ~ Peach Kernel ~ Soya ~ Sunflower ~ Wheatgerm ~ The effects and benefits of each should be known ~ Effleurage ~ Petrissage . kneading and frictions ~ Tapotement including hacking, cupping, beating, pounding ~ Pressure points ~ Movements should be performed correctly and on areas appropriate for the movement</p>		
<p>Describe how treatments can be adapted to suit client treatment needs, skin types and conditions</p>	<p>~ Restrictions ~ Client preferences and commitment ~ Product availability ~ Time scales ~ Costs ~ Massage using pre-blended Aromatherapy oils</p>		
<p>State the contra-actions that may occur during and following treatments and how to respond</p>	<p>~ 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</p>		
<p>Explain the importance of completing the treatment to the satisfaction of the client</p>	<p>~ Concluding the treatment in an appropriate manner to meet client's needs ~ Ongoing treatments</p>		
<p>Explain the importance of completing treatment records</p>	<p>Maintaining records Aftercare Home care Product advice Compliance with Data Protection</p>		
<p>Describe the methods of evaluating the</p>	<p>~ Maintaining records for accurate future treatment ~ Aftercare ~ Home care ~ Product</p>		

<p>effectiveness of the treatment</p>	<p>advice ~ Compliance with current legislation ~ Concluding the treatment in the correct manner to meet clients requirements ~ The treatment should be performed for the required amount of time efficiently and professionally ensuring the working area remains clean and tidy throughout</p>		
<p>Describe the aftercare advice that should be provided</p>	<p>~ 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</p>		
<p>Describe the structure and the main functions of body systems</p>	<p>◆ Skin - Epidermis ~ Stratum Corneum ~ Stratum Lucidum ~ Stratum Granulosum ~ Stratum Spinosum/Malphigian 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 ◆ Skeletal - ~ Support framework ~ Provides attachments for muscles ~ Forms joints to provide movement ~ Forms erythrocytes in the bone marrow ~ Stores calcium ~ Protection ~ Compact ~ Cancellous ◆ Muscular - ~ Voluntary ~ Involuntary ~ Cardiac ~ Ligament ~ Tendon ~ Fascia ◆ 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 ~ Myocardium ~ Pericardium ◆ Lymphatic - ~ Leucocytes ~ Lymphocytes ~ Waste products ~ Lymphatic Capillaries ~ Lymphatic vessels ~ Lymphatic nodes ~ Lymphatic ducts ~ Describe the way in which</p>		

<p>Describe the main diseases and disorders of body systems</p>	<p>Lymph is moved around the body</p> <ul style="list-style-type: none"> ◆ 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 Bowman's 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 ~ Glucocorticoids ~ Sex hormones ◆ Ovaries ~ Oestrogen ~ Progesterone ◆ Testes ~ Testosterone <p>◆ The skin: ◆ Infestations ~ Scabies ~ Pediculosis</p> <p>◆ Congenital ~ Atopic eczema ~ Atopic dermatitis ~ Psoriasis</p> <p>◆ Bacterial ~ Acne vulgaris ~ Impetigo ~ Acne</p>		
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	<p>rosacea ~ Boils ~ Folliculitis</p> <ul style="list-style-type: none"> ◆ 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 ~ Parkinson's 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 		
<p>Mock Practical</p>	<p>To include full treatment</p>		
<p>Mock Theory</p>	<p>To include all the theory</p>	<p>Mock theory paper</p>	