

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 827 - Provide Indian Head Massage

Lecturer(s) responsible:

Total contact tuition hours proposed: 49

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 Indian Head Massage			
Prepare themselves, client and work area for Indian Head Massage	~ Preparation of working area ~ Equipment ~ Products ~ Work wear ~ Personal appearance and behavior ~ Hygiene e.g. sterilizing/sanitising tools and equipment ~ Client for treatment ~ Client care and modesty	OHP/Whiteboard Lecture Q&A Homework Test:	15
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		
Provide clear recommendations to the client	Taking into account the following: ~ The outcome of the consultation ~ Diet ~ Smoking ~ Alcohol ~ Central heating ~ Air conditioning ~ Stress ~ Sleep ~ Exercise ~ Fresh air ~ Occupation ~ Lifestyle ~ Current regime		
Select products and equipment to suit client treatment needs	~ 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		

Describe salon requirements for preparing themselves, the client and work area	~ UV cabinet ~ Autoclave ~ Chemical immersion equipment ~ Waste disposal ~ Mediums . suitable for skin, scalp, hair type and condition ~ The effects and benefits of mediums should be known e.g. ~ Sesame ~ Mustard ~ Olive ~ Almond ~ Coconut ~ Evening Primrose ~ Apricot Kernel ~ Grapeseed ~ Jojoba ~ Hazelnut		
Describe the environmental conditions suitable for Indian Head Massage	~ Any particular rights, restrictions and Acts applicable to Indian Head Massage treatment ~ Code of practice/ethics ~ Insurance and professional association membership ~ Record keeping ~ Professional appearance		
Describe the different consultation techniques used to identify treatment objectives	~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor ~ Equipment ~ Privacy ~ Reception areas ~ General use/treatment areas		
Explain the importance of carrying out relevant tests	~ 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		
Describe how to select products and equipment to suit client treatment needs	~ Identifying client's treatment needs ~ Patch test ~ Tactile test ~ Contraindications ~ Scope of treatment(s) ~ Aftercare advice ~ Home care advice		
Explain the contraindications that prevent or restrict Indian Head Massage	~ 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 . suitable for skin, scalp, hair type and condition ~ The effects and benefits of mediums should be known e.g. ~ Sesame ~ Mustard ~ Olive ~ Almond ~ Coconut ~ Evening Primrose ~ Apricot Kernel ~ Grapeseed ~ Jojoba ~ Hazelnut 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>~ Pregnancy ~ Cardio vascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) ~ Haemophilia ~ Any condition already being treated by a GP or another practitioner ~ Medical oedema ~ Osteoporosis ~ Nervous/Psychotic conditions ~ Epilepsy ~ Recent operations ~ Diabetes ~ Asthma ~ Any dysfunction of the Nervous System (e.g. Muscular Sclerosis, Parkinson's disease, Motor Neurone disease) ~ Bell's Palsy ~ Trapped/Pinched nerve ~ Inflamed nerve ~ Spastic conditions ~ Kidney infections ~ Urinary infections ~ Acute rheumatism ~ Undiagnosed facial pain ~ When taking prescribed medication</p> <p>Contraindications that restrict treatment</p> <p>~ Fever ~ Contagious or infectious ~ Under the influence of recreational drugs or alcohol ~ Cancer ~ Diarrhoea and vomiting ~ Hypersensitive skin ~ Skin diseases ~ Undiagnosed lumps and bumps ~ Localised swelling ~ Inflammation ~ Cuts ~ Bruises ~ Abrasions ~ Scar tissue (2 years for major operation and 6 months for a small scar) ~ Sunburn ~ Hormonal implants ~ Recent fractures (minimum 3 months) ~ Cervical spondylitis ~ After a heavy meal ~ Anaphylaxis ~ Vertigo ~ Adhesive capsulitis ~ Bell's Palsy ~ Tinnitus ~ Migraine ~ Earache ~ Headaches ~ Psoriasis ~ Myalgic Encephalomyelitis (chronic fatigue syndrome)</p>		
2. Be able to provide Indian Head Massage			

Communicate and behave in a professional manner	<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/chair prior to and off the couch/chair 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 Indian Head 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 	OHP/Whiteboard Lecture Q&A Handout: Homework Test:	34
Follow health and safety working practices	<ul style="list-style-type: none"> ~ Recommendations for immediate aftercare ~ Suitable body care regime ~ Lifestyle ~ Use of SPF ~ Recommendation of further salon treatments 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> ~ Positioning of the client ~ Client comfort ~ Application of the treatments ~ Indian Head Massage therapist self-care 		
Use products, equipment and techniques to suit clients treatment needs	<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 . suitable for skin, scalp, hair type and condition ~ The effects and benefits of mediums should be known e.g. ~ Sesame ~ Mustard ~ Olive ~ Almond ~ Coconut ~ Evening Primrose ~ Apricot Kernel ~ Grapeseed ~ Jojoba ~ Hazelnut 		
Complete the treatment to the satisfaction of the client	<ul style="list-style-type: none"> ~ Conclusion of treatment in appropriate manner to meet client's needs 		
Record and evaluate the results of the treatment	<ul style="list-style-type: none"> ~ Reviewing and recording treatment outcomes ~ Treatment recommendations ~ Home care advice 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> ~ Recommendations for immediate aftercare ~ Suitable body care regime ~ Lifestyle ~ Use of SPF ~ Recommendation of further salon 		

<p>Explain how to communicate and behave in a professional manner</p> <p>Explain 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, equipment and techniques to suit client's treatment need</p>	<p>treatments</p> <p>~ Consultation ~ Treatment explanation ~ Client care ~ Hygiene ~ Good communication skills</p> <p>~ Checking consultations and contraindications ~ Explaining the treatment to the client ~ Benefits, limitations and co-operation required ~ Helping the client onto the couch/chair prior to and off the couch/chair 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 Indian Head 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</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 . suitable for skin, scalp, hair type and condition ~ The effects and benefits of mediums should be known e.g. ~ Sesame ~ Mustard ~ Olive ~ Almond ~ Coconut ~ Evening Primrose ~ Apricot Kernel ~ Grapeseed ~ Jojoba ~ Hazelnut ~ Effleurage ~ Petrissage ~ Frictions ~ Percussion ~ Vibrations ~ Specific Indian Head Massage movements: ~ Champi ~ Tabla ~ Hair pulling ~ Plucking ~ Stroking ~ Pressure points ~ Movements should be performed correctly and on areas appropriate for the movement Products and equipment applicable for the following . Indian Head Massage</p>		
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Explain the effects and benefits of Indian Head Massage	<ul style="list-style-type: none"> ~ Relaxation ~ Stress relief ~ Uplifting ~ Aids postural problems ~ Improves hair and scalp condition ~ Increases vascular/lymphatic circulation ~ Decreases Sympathetic Nervous System (S.N.S.) ~ Activates Parasympathetic Nervous System (P.N.S.) ~ Improves skin texture ~ Increases oxygen to the brain ~ Releases endorphins ~ Restores energy to the body: Effects on the following systems: <ul style="list-style-type: none"> ~ Circulatory ~ Lymphatic ~ Nervous ~ Skin ~ Muscular ~ Skeletal ~ Endocrine ~ Respiratory ~ Temporomandibular tension (TMJ syndrome) ~ Sinusitis ~ Ankylosis spondylitis ~ Pityriasis simplex capitis (dandruff) 		
Describe how treatments can be adapted to suit client treatment needs	<ul style="list-style-type: none"> ~ Restrictions ~ Client preferences and commitment ~ Product availability ~ Time scales ~ Costs ~ Indian Head Massage 		
State the contra-actions that may occur during and following treatments and how to respond	<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 		
Explain the importance of completing the treatment to the satisfaction of the client	<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 		
Explain the importance of completing treatment records	<ul style="list-style-type: none"> ~ Maintaining records ~ Aftercare ~ Home care ~ Product advice ~ Advice for on-going treatments ~ Compliance with Data Protection 		
Describe the methods of evaluating the effectiveness of the treatment	<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 		
Describe the aftercare advice that should be provided	<ul style="list-style-type: none"> ~ Based upon consultation 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 		

Describe the structure and functions of the skin	<p>and the beneficial effects thereof</p> <ul style="list-style-type: none"> ◆ 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 and Subcutaneous layer ~ Secretion ~ Heat Regulation ~ Absorption ~ Protection ~ Elimination ~ Sensation ~ Vitamin D formation (7-dehydro-cholesterol) ~ Keratinisation ~ Melanin Formation ~ Mitosis 		
Describe skin types, conditions, diseases and disorders	<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 ~ Crowsfeet ~ Broken capillaries ~ Open pores ~ Milia ~ Comedones ~ Pustules ~ Papules ~ Hyper pigmentation ~ Hypo pigmentation ~ Dermatitis papulosa nigra ~ Psuedo folliculitis ~ Keloids ~ Ingrowing hairs ~ Vitiligo ~ Albinism ~ Chloasma ~ Ephilides ~ Lentigo ~ Naevae ~ Port wine stain ~ Leucoderma ~ Scarring ~ Thin skin ~ Small moles</p> <ul style="list-style-type: none"> ◆ 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 ~ Ephilides ~ Lentigo ~ Moles (papilloma) ~ Naevae ~ Port wine stain ~ Leucoderma ◆ General disorders: ~ UV damage ~ Urticaria ~ Allergic reaction ~ Hyper keratosis 		
Describe the structure and function of the hair	<p>~ Cuticle ~ Cortex ~ Medulla ~ Hair shaft ~ Hair bulb ~ Hair root ~ Lanugo ~ Vellus ~ Terminal ~ Anagen ~ Catagen ~ Telogen ~ Oily hair ~ Dry hair ~ Fine hair ~ Chemically treated hair</p> <p>To include the factors which affect hair growth: ~ Stress ~ Hormones ~ Diet ~ Medication ~ Climate</p>		

Describe the structure of the bone of the neck, upper back, head and arms	~ Cancellous ~ Compact ~ Long ~ Short ~ Flat ~ Irregular ~ Sesamoid Cranium: Parietal • Frontal • Ethmoid • Sphenoid • Occipital • Temporal Facial: Nasal • Zygomatic • Maxilla • Lacrimal • Turbinate • Palatine • Mandible • Vomer Shoulder: ~ Clavicle ~ Scapula ~ Humerus Chest: ~ Sternum Neck: ~ Cervical vertebrae		
Outline the position and actions of the muscles in the upper back, neck, head and arms	~ Voluntary ~ Involuntary ~ Cardiac ~ Origin ~ Insertion ~ Action ~ Tone ~ Tension ~ Fatigue ~ Orbicularis Oculi ~ Orbicularis Oris ~ Masseter ~ Buccinator ~ Risorius ~ Levator Anguli Oris ~ Levator Labii Superioris ~ Depressor Anguli Oris (Triangularis) ~ Depressor Labii Inferioris ~ Mentalis ~ Zygomaticus ~ Temporalis ~ Nasalis ~ Procerus ~ Corrugator ~ Frontalis ~ Occipitalis ~ Pterygoids ~ Trapezius ~ Platysma ~ Sternocleidomastoid ~ Deltoid ~ Pectoralis major and minor		
Describe the structure, function and supply of the blood and lymph to the head	~ Blood plasma ~ Erythrocytes ~ Leucocytes ~ Platelets ~ Thrombocytes ~ Arteries ~ Arterioles ~ Veins ~ Venules ~ Capillaries ~ Main arteries of the head and neck ~ Thyroid ~ Facial ~ Temporal ~ Lingual ~ Occipital ~ Maxillary ~ Main veins of the head and neck ~ Middle Temporal ~ Superficial Temporal ~ Maxillary ~ Anterior Facial ~ Common Facia ~ Internal Jugular ~ External Jugular ~ Content of lymph ~ Transports waste ~ Purifies toxins ~ Adds antibodies, antitoxins and lymphocytes ~ Part of the Immune System ~ Secondary circulation ~ Lymphocyte ~ Lymphatic Capillary ~ Lymphatic Vessel ~ Lymph Node ~ Lymphatic Duct ~ Superficial and deep cervical ~ Submandibular ~ Anterior and Posterior Auricular ~ Occipital ~ Buccal ~ Sub-mental		
Describe the location and function of chakra\$	~ Crown ~ 3 rd Eye/Brow ~ Throat ~ Heart ~ Solar Plexus ~ Sacral ~ Base/Root		
Mock Practical	To include full treatment		

Mock Theory	To include all the theory	Mock theory paper	
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