

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 851 - Apply Microdermabrasion

Lecturer(s) responsible:

Total contact tuition hours proposed: 39

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 skin treatment using Microdermabrasion			
Prepare themselves, client and work area for Microdermabrasion skin treatment	<ul style="list-style-type: none"> • 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:	12
Use suitable consultation techniques to identify treatment objectives	<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 		
Advise the client on how to prepare for the treatment	<ul style="list-style-type: none"> • Explain the treatment to the client • Client preparation • Use robes/towels to maintain client modesty 		
Carry out a skin analysis	<ul style="list-style-type: none"> • Overall Skin type • Skin condition • Pigmentation and colour • Skin texture • Skin imperfections • Skin tone • Skin temperature • Muscle tone • Skin elasticity • UV damage 		
Provide clear recommendations to the	<ul style="list-style-type: none"> • The outcome of the skin analysis • Diet • Smoking • Alcohol • Central heating • Air 		

client	conditioning • Stress • Sleep • Exercise • Fresh air • Occupation • Lifestyle • Current regime		
Select products and tools to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Mask brushes • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal Electrical equipment as follows: • Microdermabrasion 		
Describe salon requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> • Any particular rights, restrictions and Acts applicable to facial electrotherapy treatment • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance 		
Describe the environmental conditions suitable for Microdermabrasion skin treatment	<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 • Safety aspects 		
Describe the different consultation techniques used to identify treatment objectives	<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 		
Describe how to select products and tools to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Mask brushes • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal Products and equipment applicable for the following: • Microdermabrasion 		
Describe known contraindications that may restrict or prevent Microdermabrasion treatment	<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</p>		

	<p>specialist</p> <ul style="list-style-type: none"> • 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 • Medication causing a thinning or inflammation of the skin (e.g. steroids, accutane, retinols) • Recent dermabrasion <p>Contraindications that restrict treatment:</p> <ul style="list-style-type: none"> • 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 • Haematoma • Recent fractures (minimum 3 months) • Cervical spondylitis • Any metal pins or plates • Loss of skin sensation (test with tactile test) • Sinusitis • Botox/dermal fillers (1 week following treatment) • Anaphylaxis • Muscle fatigue • Pacemaker • Body/face piercing • Hypersensitive skin • Thin skin • Hirsutism • After any other heat treatment • Chemical peels • IPL or laser • Epilation 		
Describe the importance of carrying out a skin analysis	<ul style="list-style-type: none"> • Identifying client's skin type and needs • Thermal test • Tactile test • Contraindications • Scope of treatment(s) • Aftercare advice • Home care advice • Patch test 		
Describe the effects and benefits of a Microdermabrasion treatment	<ul style="list-style-type: none"> • Increase in cellular renewal • Improved skin texture • Reduction of fine lines • Reduction of acne scarring • Reduction in sun damage • Increased absorption of skincare products 		
2. Be able to provide skin treatment using Microdermabrasion			
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 prior to and off the couch after the 	OHP/Whiteboard Lecture Q&A Handout:	27

	<p>treatment • Positioning the client correctly</p> <ul style="list-style-type: none"> • Sanitising client's hands 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 microdermabrasion treatments to suit the needs of the client • Ensure client does not stand on floor with bare feet • Client care • Communication • Correct posture, hygiene and a professional approach to the client throughout treatment 	Homework Test:	
Follow 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 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Positioning of the client • Client comfort • Application of the treatments • Beauty therapist self-care 		
Use products, tools and techniques to suit clients treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Mask brushes • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Sponges • Cleansing products • Toning products • Moisturising creams <p>Electrical equipment as follows:</p> <ul style="list-style-type: none"> • Microdermabrasion 		
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	<ul style="list-style-type: none"> • Reviewing and recording treatment 		

results of the treatment	outcomes • Treatment recommendations • Homecare advice		
Provide suitable aftercare advice	• Recommendations for immediate aftercare • Suitable skin care regime • Use of SPF • Lifestyle • Recommendation of further salon treatments		
Explain how to communicate and behave in a professional manner	• Consultation • Treatment explanation • Client care • Hygiene • Good communication skills		
Describe health and safety working practices	• 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		
Explain the importance of positioning themselves and the client correctly throughout the treatment	• 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		
Explain the importance of using products, tools and techniques to suit clients treatment needs, skin types and conditions	• Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Mask brushes • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal Products and equipment applicable for the following: • Microdermabrasion		
Describe how treatment can be adapted to suit client treatment needs	• Restrictions • Client preferences and commitment • Product availability • Time scales • Costs • Microdermabrasion		
State the contra-actions that may occur during and following treatments	• Erythema • Swelling • Mild grazing of the skin • Pin point bruising • Tingling • Sensation of mild sun/windburn		

and how to respond			
Explain the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Concluding the treatment in an appropriate manner to meet client's needs • Concluding the microdermabrasion 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 • 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	<p>Based upon consultation, skin analysis and relevant test recommendations for ongoing or further treatments, home and aftercare advice</p> <ul style="list-style-type: none"> • Healthy eating • Fluid/water intake • Smoking habits • Hobbies • Interests • Rest • Relaxation • Stress levels • Sleep • General care and lifestyle advice and the beneficial effects thereof 		
Describe the structure and function of the skin	<p>Epidermis:</p> <ul style="list-style-type: none"> • Stratum Corneum • Stratum Lucidum • Stratum Granulosum • Stratum Spinosum/Malphigian • Stratum Germinativum/Basal Layer <p>Dermis:</p> <ul style="list-style-type: none"> • Blood supply • Lymphatic supply • Hair follicle • Hair shaft • Sebaceous gland • Sweat gland: Eccrine and Apocrine • Sensory nerve endings • Dermal papilla • Collagen • Elastin • Histiocytes • Mast cells • Fibroblasts • Erector pili muscle • Melanocytes <p>Subcutaneous/Adipose Layer:</p> <ul style="list-style-type: none"> • The structure and function of the fatty layer underneath the Dermis <p>Functions:</p> <ul style="list-style-type: none"> • Secretion • Heat regulation • Absorption • Protection/Acid Mantle (composition and formation) • Elimination/excretion • Sensation • Vitamin D formation (7-dehydro-cholesterol) 		

Describe the main diseases and disorders of the skin	<p>General: • Broken capillaries • Crow's feet • UV damage • Urticaria • Allergic reaction • Comedones • Milia • Hyperkeratosis • Keloids • In-growing hairs • Psuedo folliculitis</p> <p>♦ Infestations: • Scabies • Pediculosis</p> <p>♦ Congenital: • Atopic eczema • Atopic dermatitis • Psoriasis</p> <p>♦ Bacterial : • Acne vulgaris • Acne rosacea • Impetigo • Folliculitis • Boils</p> <p>♦ Viral: • Herpes simplex • Herpes zoster • Warts</p> <p>♦ Fungal: • Tinea corporis</p> <p>♦ Pigmentation disorders: • Hyper pigmentation • Hypo pigmentation • Dermatitis papulosa nigra • Vitiligo • Albinism • Chloasma • Ephelides • Lentigo • Naevae • Port wine stain • Leucoderma • Papilloma</p> <p>♦ Skin cancers: • Basal Cell Carcinoma • Squamous Cell Carcinoma • Malignant Melanoma</p>		
Describe skin types, conditions and characteristics	<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 • In-growing 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>		
Describe the growth cycle and repair of the skin	<p>• Mitosis</p>		
Explain how natural ageing, lifestyle and environmental factors affect the condition of the skin	<p>• Intrinsic ageing • Extrinsic ageing • The way in which our physical environment affects us and the way in which social, economic and environmental factors affect our health and social well-being • Computers • Mobile phones • Processed food • Lack of light • Stress • Lack of sleep • Financial problems • Poor ventilation • Lack of exercise</p>		

	• Chemicals • Pollution • Repetitive strain injuries • Jet lag • Lack of natural light		
Mock Practical	To include full treatment		
Mock Theory	To include all the theory	Mock theory paper	