

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 829 - Provide Spa Treatments

Lecturer(s) responsible:

Total contact tuition hours proposed: 48

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 Spa treatments			
<p>Prepare themselves, client and work area for Spa treatments</p> <p>Use suitable consultation techniques to identify treatment objectives</p> <p>Carry out body assessment and relevant tests</p> <p>Provide clear recommendations to the client</p>	<p>• 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</p> <p>• 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</p> <p>• Height • Weight • Body measurements • Posture check • Muscle tone test • Body fat • Fluid retention • Body mass index (BMI) • Tactile test • Thermal test</p> <p>Taking into account the following: • The outcome of the body analysis • Diet • Smoking • Alcohol • Central heating • Air conditioning • Stress • Sleep • Exercise • Fresh air • Occupation • Lifestyle • Current regime</p>	<p>OHP/Whiteboard Lecture Q&A Homework Test:</p>	20

Select products, tools and equipment to suit client 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 • Sponges • Gloves • Spatulas • Bowls • Mask brushes • Gauze • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Disposable briefs • Exfoliation (Salt scrubs • General scrubs • Peels • Body brushing) • Body masks/wraps (Natural • Specialised • Anti-cellulite • Firming/contouring • Moisturising • Paraffin wax • Mud • Detox • Herbal • Mineral) • Seaweed (Brown • Red • Green • Blue/green • Thalassotherapy) • Spa Treatments (Steam and sauna • Spa Pool • Jet shower (blitz/scotch) • Hydrotherapy bath • Affusion (Swiss shower) • Flotation) 		
Explain Spa 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 		
Explain the environmental conditions suitable for Spa treatments	<ul style="list-style-type: none"> • Lighting • Heating • Recommended operating temperatures • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas • Wet area • Safety aspects 		
Explain 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 		
Explain the importance of carrying out a detailed body assessment and relevant tests	<ul style="list-style-type: none"> • Height • Weight • Body measurements • Posture check • Muscle tone test • Body fat • Fluid retention • Body mass index (BMI) • Tactile test • Thermal test 		
Explain how to select products, tools and equipment to suit client 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 • Waste disposal • Disposable briefs • Exfoliation (Salt scrubs • General scrubs • Peels • Body brushing) • Body masks/wraps (Natural • Specialised • Anti-cellulite • Firming/contouring 		

<p>Explain the contraindications that prevent or restrict Spa treatments</p>	<ul style="list-style-type: none"> • Moisturising • Paraffin wax • Mud • Detox • Herbal • Mineral) • Seaweed (Brown • Red • Green • Blue/green • Thalassotherapy) • Spa Treatments (Steam and sauna • Spa Pool • Jet shower (blitz/scotch) • Hydrotherapy bath • Affusion (Swiss shower) • Flotation) <p>Products and equipment applicable for the following: • Exfoliation • Body masks/wraps • Seaweed treatments • Spa treatments • Hydrotherapy baths</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> <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 complementary practitioner • Medical oedema • Osteoporosis • Arthritis • 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 (e.g. sciatica) • Inflamed nerve • Cancer • Postural deformities • Spastic conditions • Kidney infections • Whiplash • Slipped disc • Undiagnosed pain • When taking prescribed medication • Acute rheumatism <p>♦ Contraindications that restrict treatment</p> <ul style="list-style-type: none"> • 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 • Conditions affecting the neck • Exfoliation should always take place at the beginning of a Spa treatment plan – never after any form of heat has been applied to the 		
--	---	--	--

	skin		
2. Be able to provide Spa Treatments			
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 treatment • Positioning the client correctly • 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 spa 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 	OHP/Whiteboard Lecture Q&A Handout: Homework Test:	28
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 • Spa therapist self-care 		
Use products, tools, equipment and techniques to suit client 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 • Sponges • Gloves • Spatulas • Bowls • Mask brushes • Gauze • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Disposable briefs • Exfoliation (Salt scrubs) • General scrubs • Peels • Body brushing • Body masks/wraps (Natural • Specialised) 		

	<ul style="list-style-type: none"> • Anti-cellulite • Firming/contouring • Moisturising • Paraffin wax • Mud • Detox • Herbal • Mineral) • Seaweed (Brown • Red • Green • Blue/green • Thalassotherapy) • Spa Treatments (Steam and sauna • Spa Pool • Jet shower (blitz/scotch) • Hydrotherapy bath • Affusion (Swiss shower) • Flotation) 		
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 		
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 		
Explain the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> • 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, equipment and techniques to suit client 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 • Sponges • Gloves • Spatulas • Bowls • Mask brushes • Gauze • Sterilising solution 		

	<ul style="list-style-type: none"> • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Disposable briefs • Exfoliation (Salt scrubs • General scrubs • Peels • Body brushing) • Body masks/wraps (Natural • Specialised • Anti-cellulite • Firming/contouring) • Moisturising • Paraffin wax • Mud • Detox • Herbal • Mineral • Seaweed (Brown • Red • Green • Blue/green • Thalassotherapy) • Spa Treatments (Steam and sauna • Spa Pool • Jet shower (blitz/scotch) • Hydrotherapy bath • Affusion (Swiss shower) • Flotation) 		
Describe the effects and benefits of Spa equipment and products on the skin and underlying structures	<ul style="list-style-type: none"> • Sauna • Steam • Hydrotherapy treatments • Spa pool • Jet shower (blitz/scotch) • Hydrotherapy bath • Affusion (Swiss shower) • Flotation • Hot and cold Spa treatments: - • Cleanses • Relaxation • Relaxes muscles prior to deeper treatment • Exfoliation • (Salt scrubs • General scrubs • Peels • Body brushing) • Body masks/wraps (Natural • Specialised • Anti-cellulite • Firming/contouring • Moisturising • Paraffin wax • Mud • Detox • Herbal • Mineral) • Seaweed (Brown • Red • Green • Blue/green • Thalassotherapy):- Deep cleansing • Detoxifying • Stimulating to the metabolism • Weight loss 		
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 • Exfoliation • Body masks/wraps • Seaweed treatments • Spa treatments • Hydrotherapy baths 		
State the contra-actions that may occur during and following treatments and how to respond	<ul style="list-style-type: none"> • To allow the body temperature to return to normal • Dehydration • Fainting • Heart attack • Coronary • Collapse • Hygiene and maintenance of the relaxation area • Nausea • Headaches • Skin irritations • Allergic reactions • Heat exhaustion • Burns • Low blood pressure • Breathing difficulties • Cramp • 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 an appropriate manner to meet client's needs • Concluding the spa 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 		
Explain the methods of	<ul style="list-style-type: none"> • Maintaining records for accurate future 		

evaluating the effectiveness of the treatment	<p>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</p>		
Describe the aftercare advice that should be provided	<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 		
Explain the structure, growth and repair of the skin	<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 • Histiocytes • 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 		
Explain skin conditions, diseases and disorders	<p>General: • Broken capillaries • Crow's feet • UV damage • Urticaria • Allergic reaction • Comedones • Milia • Hyperkeratosis • Keloids • In-growing hairs • Psuedo folliculitis</p> <ul style="list-style-type: none"> ♦ Infestations • Scabies • Pediculosis ♦ Congenital • Atopic eczema • Atopic dermatitis • Psoriasis ♦ Bacterial • Acne vulgaris • Acne rosacea • Impetigo • Folliculitis • Boils ♦ Viral • Herpes simplex • Herpes zoster • Warts ♦ Fungal • Tinea corporis ♦ Pigmentation disorders: • Hyper pigmentation • Hypo pigmentation • Dermatitis papulosa nigra • Vitiligo • Albinism • Chloasma • Ephelides • Lentigo • Naevae • Port wine stain • Leucoderma • Papilloma ♦ Skin cancers: • Basal Cell Carcinoma • Squamous Cell Carcinoma • Malignant 		

<p>Explain the structure and function of the circulatory and lymphatic systems for the body</p>	<p>Melanoma</p> <ul style="list-style-type: none"> ♦ 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 • Blood pressure and pulse • 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 		
<p>Explain the structure and function of the nervous system for 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 		
<p>Explain how the ageing process, lifestyle and environmental factors affect the skin, body conditions and underlying structures</p>	<ul style="list-style-type: none"> • 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 • Chemicals • Pollution • Repetitive strain injuries • Jet lag • Lack of natural light 		
<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>	

