

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 834 - Fashion and Photographic Make-up

Lecturer(s) responsible:

Total contact tuition hours proposed: 66

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 fashion and photographic make-up			
Use research methods to create the design plan	<ul style="list-style-type: none"> • Research i.e. current trends, fashion, period details • Photographs • Magazines • Books • The Internet • Sketches • Tracings • Portfolio work • Themes • Colour theory - Primary • Secondary • Tertiary • Quality of colour • Colour interaction • Colour wheel • Light and shade • Creating texture • Sketching make-up/hair designs and translating them into the real thing • Mounting and displaying work • Colour schemes • Colour charts • Make-up specification/production requirements • Design plan adaptations 	OHP/Whiteboard Lecture Q&A Homework Test:	25
Prepare themselves, client and work area for fashion and photographic make-up	<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 • Procedures used to prepare client for treatment • Client care and modesty 		
Use suitable techniques to identify the design objective	<ul style="list-style-type: none"> • Suitable area • Positive body language • Positioning of the client • Communication skills • Professionalism • Contraindications 		

Describe the importance of working to a budget	<ul style="list-style-type: none"> and contra-actions • Make-up design objective • Make-up chart • Products used • Consent • Confidentiality • Client's signature • Commissioning • Breakdown of costs in relation to design objective • Buying/hiring specialist supplies where required • Purchase of products to meet design objective • Timings • Cost effectiveness 		
Describe ways of effectively presenting a design plan	<ul style="list-style-type: none"> • Identification of production style, technical requirements and design objective • Preliminary sketches • Initial design • Make-up charts • Portfolio work • Final design – sketches, photographic evidence • Breakdown of costs • Budgeting 		
Carry out skin sensitivity test, if required	<ul style="list-style-type: none"> • Skin sensitivity test • Patch testing of ALL products to be conducted a minimum of 24-48 hours prior to treatment • Manufacturers' instructions 		
Select products, tools and equipment to suit the design objectives, client skin type and condition	<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 • Gloves • Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal <p>Products, tools and equipment applicable for the following make-up design objectives:</p> <ul style="list-style-type: none"> • Photographic – black and white • Photographic – colour • Fashion shows Make-up looks: • Period • Fantasy • High fashion • Catwalk • Bridal • Commercial 		
Explain the importance of preparing and developing a design plan	<ul style="list-style-type: none"> • Any particular rights, restrictions and Acts applicable to facial skincare treatment • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance • Ensuring that design plan meets objectives • Portfolio building • Continuous Professional Development 		
Describe the environmental conditions suitable for fashion and photographic make-up	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment e.g. workstation/trolley • Privacy • Reception areas • General use/treatment areas 		

Describe the consultation techniques used to identify design objectives	<ul style="list-style-type: none"> • The importance of positive body language • Positioning of themselves and client (no barriers) • Good communication skills (asking open and/or closed questions and where appropriate) • Verbal and non-verbal communication 		
Explain the importance of carrying out skin sensitivity tests	<ul style="list-style-type: none"> • Skin sensitivity test • Patch testing of ALL products to be conducted a minimum of 24-48 hours prior to treatment • Manufacturers' instructions 		
Describe how to select products, tools and equipment to suit the design objectives	<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 • Gloves • Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal <p>Products, tools and equipment applicable for the following make-up design objectives:</p> <ul style="list-style-type: none"> • Photographic – black and white • Photographic – colour • Fashion shows <p>Make-up looks:</p> <ul style="list-style-type: none"> • Period • Fantasy • High fashion • Catwalk • Bridal • Commercial 		
Explain the contraindications that may prevent or restrict make-up application	<p>Contraindications requiring medical permission – in circumstances where medical permission cannot be obtained clients must sign an informed consent form stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP:</p> <ul style="list-style-type: none"> • Any skin condition being treated by a dermatologist • Nervous/Psychotic conditions • Recent facial operations • Inflamed nerve • Bells Palsy • Skin cancer • Undiagnosed pain in the face <p>Contraindications that restrict treatment:</p> <ul style="list-style-type: none"> • Fever • Contagious or infectious diseases • Infectious or contagious skin diseases and disorders • Under the influence of recreational drugs or alcohol • Very nervous clients • Diarrhoea and vomiting • Undiagnosed lumps and bumps • Localised swelling • Inflammation • Cuts • Bruises • Abrasions • Scar tissue (2 years for major operations and 6 months for a small scar) • Recent fractures (minimum 3 months) • Any known allergies • Urticaria • Skin allergies • Hypersensitive skin • Eczema • Psoriasis • Dermatitis • Sunburn • Sinusitis • Neuralgia 		

	<ul style="list-style-type: none"> • Migraine/Headache • Botox/dermal fillers (1 week following treatment) • Hyperkeratosis • Trapped/pinched nerve affecting the treatment area • Inflamed nerve • Conjunctivitis • Styes • Hay fever • Watery eyes • Blepharitis • Any eye surgery (approximately 6 months) • Contact lenses must be removed • Sycosis barbae • Pediculosis capitis • Seborrhoeic Dermatitis • Alopecia • Herpes simplex • Temporomandibular joint tension (TMJ Syndrome) 		
2. Be able to apply fashion and photographic make-up			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices</p> <p>Position themselves and client correctly throughout the make-up application</p> <p>Use products, tools, equipment and techniques to suit the design objective, client skin type and conditions</p>	<ul style="list-style-type: none"> • Explanation of treatment • Benefits, limitations and co-operation required • Client care, modesty and support • 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 product safety precautions and manufacturers' instructions • Legislation which relates to the work being carried out, the environment and the client with whom the make-up artist is working • Ensuring the client is comfortable and correctly supported • Make-up artist maintaining correct working posture throughout treatment • Make-up artist self-care • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Mirror • Sterilising 	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&A</p> <p>Handout:</p> <p>Homework</p> <p>Test:</p>	41

	<p>solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal</p> <p>Products, tools, equipment and techniques applicable for the following make-up design objectives:</p> <ul style="list-style-type: none"> • Photographic – black and white • Photographic – colour • Fashion shows <p>Make-up looks: • Period • Fantasy • High fashion • Catwalk • Bridal • Commercial</p>		
Complete the treatment to meet the design objectives	<ul style="list-style-type: none"> • Conclusion of treatment in appropriate manner to meet client's needs and manufacturers' instructions 		
Record and evaluate the effectiveness of the application	<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 • Recommendations for make-up maintenance if required • Recommendations for product removal and skin care advice 		
Explain how to communicate and behave in a professional manner	<ul style="list-style-type: none"> • Design objectives and consultation • Make-up procedure explanation • Client care • Hygiene • Good communication skills 		
Describe 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 product safety precautions and manufacturers' instructions • Legislation which relates to the work being carried out, the environment and the client with whom the make-up artist is working 		
Explain the importance of positioning themselves and the	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Applying the treatments as appropriate to the client's needs • Make-up artist maintaining correct posture/stance 		

<p>client correctly throughout the design</p> <p>Explain the importance of using products, tools, equipment and techniques to meet the design objectives, client's skin type and condition</p> <p>Describe how application can be adapted to suit the design plan, client skin type and condition</p> <p>State the contractions that may occur during and following the application and how to respond</p> <p>Explain the importance of completing the design application to meet the design objective</p> <p>Explain the importance of recording and evaluating the results of the make-up design</p> <p>Describe the aftercare that should be provided</p> <p>Describe the structure and functions of the skin</p>	<p>throughout treatment</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 • Magnifying lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal <p>Products, tools, equipment and techniques applicable for the following make-up design objectives:</p> <ul style="list-style-type: none"> • Photographic – black and white • Photographic – colour • Fashion shows <p>Make-up looks: • Period • Fantasy • High fashion • Catwalk • Bridal • Commercial</p> <ul style="list-style-type: none"> • Restrictions • Skin types and conditions • Design objective • Client/Producer/Director preferences and commitment • Product availability and suitability • Time scales • Costs <ul style="list-style-type: none"> • Adverse skin reaction • Watery eyes • Excessive erythema • Skin irritation • Itching • Immediate removal of cosmetic products • Application of cool compress • Referral procedures <ul style="list-style-type: none"> • Concluding the treatment in appropriate manner to meet client's needs • Concluding the electrical treatment in an appropriate and safe manner to meet the client's needs • Ongoing treatments <ul style="list-style-type: none"> • Reviewing and recording treatment outcomes • Treatment recommendations • Home care advice <ul style="list-style-type: none"> • Recommendations for immediate aftercare • Recommendations for make-up maintenance if required • Recommendations for product removal and skin care advice <p>Epidermis</p> <ul style="list-style-type: none"> • Stratum Corneum • Stratum Lucidum • Stratum Granulosum • Stratum 		
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Describe skin types, conditions, diseases and disorders	<p>spinosum/Malpighian • Stratum Germinativum/Basal Layer</p> <p>Dermis • Blood supply • Lymphatic supply</p> <ul style="list-style-type: none"> • Hair follicle • Hair • 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 • The fatty layer underneath the Dermis</p> <p>Functions: • Secretion • Heat regulation</p> <ul style="list-style-type: none"> • Absorption • Protection/Acid Mantle (composition and formation) • Elimination/excretion • Sensation • Vitamin D formation (7-dehydro-cholesterol) <p>Skin types: • White • Black • Asian type skin</p> <ul style="list-style-type: none"> • Mixed • Dry • Oily • Combination <p>Skin conditions/characteristics • Mature skin • Young skin • Sensitive • Dehydrated</p> <ul style="list-style-type: none"> • 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 <p>♦ Infestations: • Scabies • Pediculosis</p> <p>♦ Congenital: • Atopic eczema • Atopic dermatitis • Psoriasis</p> <p>♦ Bacterial: • Acne vulgaris • Impetigo • Acne rosacea • Boils • Folliculitis</p> <p>♦ Viral: • Warts • Herpes simplex • Herpes zoster</p> <p>♦ Fungal: • Tinea (ringworm)</p> <p>♦ Pigmentation disorders: • Vitiligo</p> <ul style="list-style-type: none"> • Albinism • Chloasma • Ephelides • Lentigo • Moles (papilloma) • Naevae • Port wine stain • Leucoderma <p>♦ General disorders: • UV damage</p> <ul style="list-style-type: none"> • Urticaria • Allergic reaction • Hyper keratosis 		
Mock Practical	To include full treatment		
Mock Theory	To include all the theory	Mock theory paper	