

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 836 Design and Apply Face and Body Art

Lecturer(s) responsible:

Total contact tuition hours proposed: 51

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 plan and prepare for face and body art design			
1.1 Use research methods to create the design plan	1.1.1 To include: • Magazines • Books • Written word • Oral presentation • 2D media images • Mood board • Internet • Tracings • Sketches • Television	OHP/Whiteboard Lecture Q&A Homework Test:	20
1.2 Prepare themselves, client and work area for the application	1.1.2 To include: • 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		
1.3 Use suitable techniques to identify the design objective	1.3.1 To include: An example of a consultation form can be downloaded from www.itecworld.co.uk • Consulting in a suitable area • Positive body language • Positioning of the client • Good communication skills (asking open and/or closed questions where appropriate) • Professionalism • Contraindications and contra-actions • Treatment plan • Products used • Consent • Confidentiality • Client's signature		

1.4	Carry out skin sensitivity test, if required	<p>1.4.1 To include:</p> <ul style="list-style-type: none"> • Skin sensitivity test • Patch testing for ALL products to be conducted a minimum of 24-48 hours prior to treatment • Manufacturers' instructions 		
1.5	Select products, tools and equipment to suit the design objectives, client skin type and condition	<p>1.5.1 To include:</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 • Brushes • Cosmetic Sponges • Colour inks • Aqua paints • Grease paints • Body gems • Glitter • Sequins • Transfer tattoos • Other adornments • Adhesives (clear/coloured) • Adhesive remover • Sealer • Adhesive cup and holder • Cleansing products • Make-up products <p>Products for the following treatments:</p> <ul style="list-style-type: none"> • Face art • Body art 		
1.6	Explain the importance of preparing and developing a design plan	<p>1.6.1 To include:</p> <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 • Physical images of media and special effects • Make-up undertaken • Record of techniques • Tools • Equipment • Products • Area of the face or body to be decorated • Skin types • Occasion • Gender • Cultural differences • Adverse skin conditions • Fashion Trends • Face art images • Body art images 		
1.7	Describe the environmental conditions suitable for face and body art design	<p>1.7.1 To include:</p> <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 		
1.8	Describe the different consultation techniques used to identify design	<p>1.8.1 To include:</p> <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 		

	objectives	appropriate) • Verbal and non-verbal communication		
1.9	Explain the importance of carrying out skin sensitivity tests	1.9.1 To include: • Skin sensitivity test • Patch testing for ALL products to be conducted a minimum of 24-48 hours prior to treatment • Manufacturers' instructions		
1.10	Describe how to select products, tools and equipment to suit the design objectives	1.10.1 To include: • 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 • Brushes • Cosmetic Sponges • Colour inks • Aqua paints • Grease paints • Body gems • Glitter • Sequins • Transfer tattoos • Other adornments • Adhesives (clear/coloured) • Adhesive remover • Sealer • Adhesive cup and holder • Cleansing products • Make-up products Products for the following treatments: • Face art • Body art		
1.11	Explain the contraindications which may prevent or restrict face and body art design	1.11.1 To include: 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: • Medical oedema • Nervous/Psychotic conditions • Epilepsy • Recent facial surgery affecting the area • Diabetes • Skin cancer • Slipped disc • Undiagnosed pain • When taking prescribed medication • Whiplash Contraindications that restrict treatment • Fever • Contagious or infectious diseases • Under the influence of recreational drugs or alcohol • Diarrhoea and vomiting • Any known allergies • Eczema • Undiagnosed lumps and bumps • Localised swelling • Inflammation • Cuts • Bruises • Abrasions • Scar tissue (2 years for major operations and 6 months for a small scar) • Sunburn • Hormonal implants • Urticaria • Recent fractures (minimum 3		

		months) • Sinusitis • Neuralgia • Migraine/Headache • Hypersensitive skin • Chemotherapy • Botox/dermal fillers (1 week following treatment) • Hyperkeratosis • Skin allergies • Allergies • Trapped/pinched nerve affecting the treatment area • Inflamed nerve		
2. Be able to apply face and body art design				
2.1	Communicate and behave in a professional manner	2.1.1 To include: • 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	OHP/Whiteboard Lecture Q&A Handout: Homework Test:	31
2.2	Follow health and safety work practice	2.2.1 To include: • 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		
2.3	Position themselves and client correctly throughout the application	2.3.1 To include: • Ensuring the client is comfortable and correctly supported • Make-up therapist maintaining correct working posture throughout treatment • Make-up therapist self-care		
2.4	Use products, tools, equipment and techniques to suit the design objective, client skin type and condition	2.4.1 To include: • 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		

		<ul style="list-style-type: none"> • Chemical immersion equipment • Waste disposal • Brushes • Cosmetic Sponges • Colour inks • Aqua paints • Grease paints • Body gems • Glitter • Sequins • Transfer tattoos • Other adornments • Adhesives (clear/coloured) • Adhesive remover • Sealer • Adhesive cup and holder • Cleansing products • Make-up products Products for the following treatments: <ul style="list-style-type: none"> • Face art • Body art 		
2.5	Complete the make-up to meet the design objectives	<p>2.5.1 To include:</p> <ul style="list-style-type: none"> • Conclusion of treatment in appropriate manner to meet client's needs and manufacturers' instructions • Check treatment results with client using mirror 		
2.6	Record and evaluate the results of the application	<p>2.6.1 To include:</p> <ul style="list-style-type: none"> • Reviewing and recording treatment outcomes • Treatment recommendations • Homecare advice 		
2.7	Provide suitable aftercare advice	<p>2.7.1 To include:</p> <ul style="list-style-type: none"> • Recommendations for immediate aftercare • Suitable skin care regime • Use of SPF • Lifestyle • Recommendation of further salon treatments 		
2.8	Explain how to communicate in a professional manner	<p>2.8.1 To include:</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 		
2.9	Describe health and safety working practices	<p>2.9.1 To include:</p> <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		
2.10	Explain the importance of positioning themselves and the client correctly throughout the application	2.10 To include: • Ensuring the client is comfortable and correctly supported • Make-up artist maintaining correct working posture throughout treatment • Make-up artist self-care		
2.11	Explain the importance of using products, tools, equipment and techniques to meet the design objectives, client skin type and condition	2.11.1 To include • 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 • Brushes • Cosmetic Sponges • Colour inks • Aqua paints • Grease paints • Body gems • Glitter • Sequins • Transfer tattoos • Other adornments • Adhesives (clear/coloured) • Adhesive remover • Sealer • Adhesive cup and holder • Cleansing products • Make-up products Products for the following treatments: • Face art • Body art		
2.12	Describe how application can be adapted to suit the design plan, skin type and condition	2.12.1 To include: • Restrictions • Client preferences and commitment • Product availability • Time scales • Costs		
2.13	State the contractions that may occur during or following the application and how to respond	2.13.1 To include: • Excessive erythema • Skin irritation • Swelling • Allergic reaction • Adverse skin reaction • Watery eyes • Itching • Inflammation • Foreign body enters eye i.e. product/dust • Immediate removal of products/materials • Application of cool compress • Saline eye irrigation procedure • Application of soothing lotion • Referrals procedures		
2.14	Explain the importance of completing the	2.14.1 To include: • Conclusion of treatment in appropriate manner to meet client's needs and		

	make-up to meet the design objectives	manufacturers' instructions		
2.15	Explain the importance of recording and evaluating the results of the make-up design	<p>2.15.1 To include:</p> <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 		
2.16	Describe the aftercare that should be provided	<p>2.16.1 To include:</p> <ul style="list-style-type: none"> • Recommendations for immediate aftercare • Suitable skin care regime • Use of SPF • Lifestyle • Recommendation of further salon treatments 		
2.17	Describe the structure and function of the skin	<p>2.17.1 To include:</p> <p>Skin structure:</p> <p>Epidermis: • Stratum Corneum • Stratum Lucidum • Stratum Granulosum • Stratum Spinosum/Malphigian • Stratum Germinativum/Basal Layer</p> <p>Dermis: • 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> <p>Subcutaneous/Adipose Layer: • The structure and function of the fatty layer underneath the Dermis</p> <p>Skin functions: • Secretion • Heat regulation • Absorption • Protection/Acid Mantle (composition and formation) • Elimination/excretion • Sensation • Vitamin D formation (7-dehydro-cholesterol)</p>		
2.18	Describe the diseases and disorders of the skin	<p>2.18.1 To include:</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 • 		

<p>2.19 Describe skin types, conditions, diseases and disorders</p>	<p>Albinism • Chloasma • Ephelides • Lentigo • Moles (papilloma) • Naevae • Port wine stain • Leucoderma ♦ General disorders: • UV damage • Urticaria • Allergic reaction • Hyper keratosis</p> <p>2.19.1 To include: Skin types: • White • Black • Asian type skin • Mixed • Dry • Oily • Combination Skin conditions/characteristics: • Mature skin • Young skin • Sensitive • Dehydrated • Lack of elasticity • Lack of muscle tone • Blemishes • Age • Crows' 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>		
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