

## 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 838 - Apply Airbrush Make-up to the Face**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 27**

Learning Outcomes	Lecture Content	Suggested Resources	Approx Hours
<b>Introductory session</b>	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	
<b>1. Be able to prepare for airbrush make-up</b>			
1.1 Develop airbrush make up design plans using research material and resources	1.1.1 To include: • Magazines • Books • Written word • Oral presentation • 2D/3D media images • Mood board • Internet • Tracings • Sketches • Television • Contouring • Tattooing • High fashion • Fantasy • Full straight make-up • Masking tape • Stencils • Brushes	OHP/Whiteboard Lecture Q&A Homework Test:	10
1.2 Prepare themselves, client and work area for airbrush make-up	1.2.1 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 consultation techniques to identify treatment objectives	1.3.1 To include: An example of a consultation form can be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a> • 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		

<p>1.4 Carry out skin analysis</p>	<p>signature 1.4.1 To include: • Overall skin type • Skin condition • Pigmentation and colour • Skin texture • Skin imperfections • Skin tone • Skin temperature • Muscle tone • Skin elasticity • UV damage</p>		
<p>1.5 Provide clear recommendations to the client</p>	<p>1.5.1 Taking into account the following: • The outcome of the consultation, identification of facial characteristics, skin analysis and relevant tests • Occupation • Lifestyle • Current regime • Recommendations for ongoing or further maintenance treatments and the level of commitment required</p>		
<p>1.6 Select products, tools and equipment to suit client treatment needs, skin type and conditions</p>	<p>1.6.1 To include: <b>Equipment</b> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Magnifying lamp • Airbrush • Compressor • Protection shield • Masking tape • Stencils • Brushes • Tissues • Cotton wool • Sponges • Gloves • Bowls • Spatulas • Mirror Disinfecting fluid • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Personal Protective Equipment • Disposable face mask • Disposable head cap <b>Products</b> • Cleansing products • Toners • Moisturisers • Barrier creams • Pre-base products <b>Specialist airbrush make-up</b> • Silicone based • Water based • Alcohol based</p>		
<p>1.7 Explain the importance of preparing and developing airbrush make-up design plans</p>	<p>1.7.1 To include: • Suitable research and resources • Planning and creating a design to meet client requirements • The plan should accurately reflect the design • Taking into account: • Budgets • Environment • Occasion • Clothes • Accessories • Health and safety</p>		
<p>1.8 Describe salon requirements for preparing themselves, the client and work area</p>	<p>1.8.1 To include: • Any particular rights, restrictions and Acts applicable to airbrush make-up treatment • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance</p>		

<p>1.9 Describe the environmental conditions suitable for airbrush make- up treatment</p>	<p>1.9.1 To include:</p> <ul style="list-style-type: none"> <li>• Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor</li> <li>• Equipment • Privacy • Reception areas</li> <li>• General use/treatment areas</li> </ul>		
<p>1.10 Describe the different consultation techniques used to identify treatment objectives</p>	<p>1.10.1 To include:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>		
<p>1.11 Explain the importance of carrying out a detailed skin analysis and relevant tests</p>	<p>1.11.1 To include:</p> <ul style="list-style-type: none"> <li>• Skin type and conditions • Contraindications</li> <li>• Scope of treatment(s) • Home care advice</li> <li>• Aftercare advice • Skin sensitivity test</li> <li>• Patch testing of ALL products to be conducted a minimum of 24-48 hours prior to treatment • Manufacturers' instructions</li> </ul>		
<p>1.12 Describe how to select products, tools and equipment to suit client treatment needs, skin type and conditions</p>	<p>1.12.1 To include:</p> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Couch or chair • Trolley • Stool • Towels</li> <li>• Blanket • Additional support if appropriate</li> <li>• Headband • Bedroll • Robe • Disposable slippers • Magnifying lamp • Airbrush</li> <li>• Compressor • Protection shield • Masking tape • Stencils • Brushes • Tissues • Cotton wool • Sponges • Gloves • Bowls • Spatulas</li> <li>• Mirror Disinfecting fluid • Sterilising solution</li> <li>• UV cabinet • Autoclave • Hot bead steriliser</li> <li>• Chemical immersion equipment • Waste disposal • Personal Protective Equipment</li> <li>• Disposable face mask • Disposable head cap</li> </ul> <p><b>Products</b></p> <ul style="list-style-type: none"> <li>• Cleansing products • Toners • Moisturisers</li> <li>• Barrier creams • Pre-base products</li> </ul> <p><b>Specialist airbrush make-up</b></p> <ul style="list-style-type: none"> <li>• Silicone based • Water based • Alcohol based</li> </ul>		
<p>1.13 Explain the contraindications that prevent or restrict airbrush make- up treatment</p>	<p>1.13.1 To include:</p> <p><b>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:</b></p> <ul style="list-style-type: none"> <li>• Medical oedema • Nervous/Psychotic conditions • Epilepsy • Recent facial surgery</li> </ul>		

	<p>affecting the area • Diabetes • Skin cancer • Slipped disc • Undiagnosed pain • When taking prescribed medication • Whiplash</p> <p><b>Contraindications that restrict treatment:</b></p> <ul style="list-style-type: none"> <li>• Fever • Contagious or infectious diseases</li> <li>• Under the influence of recreational drugs or alcohol • Diarrhoea and vomiting • Any known allergies • Eczema • Undiagnosed lumps and bumps • Localised swelling • Inflammation</li> <li>Cuts • Bruises • Abrasions • Scar tissue (2 years for major operations and 6 months for a small scar) • Sunburn • Hormonal implants</li> <li>• Urticaria • Recent fractures (minimum 3 months) • Sinusitis • Neuralgia</li> <li>• Migraine/Headache • Hypersensitive skin</li> <li>• Chemotherapy • Botox/dermal fillers (1 week following treatment) • Hyperkeratosis</li> <li>• Skin allergies • Allergies to products</li> <li>• Trapped/pinched nerve affecting the treatment area • Inflamed nerve</li> </ul>		
<b>2. Be able to provide airbrush make-up application</b>			
2.1 Communicate and behave in a professional manner	<p>2.1.1 To include:</p> <ul style="list-style-type: none"> <li>• Explanation of treatment • Benefits, limitations and co-operation required</li> <li>• Client care, modesty and support</li> <li>• Communication • Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Handout: Homework Test:</p>	17
2.2 Follow health and safety working practices	<p>2.2.1 To include:</p> <ul style="list-style-type: none"> <li>• Fire Precautions Act • Health &amp; Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act</li> <li>• 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</li> </ul>		
2.3 Position themselves	<p>2.3.1 To include:</p>		

<p>and client correctly throughout the treatment</p>	<ul style="list-style-type: none"> <li>• Positioning of the client • Client comfort</li> <li>• Application of the treatment • Therapist self-care</li> </ul>		
<p>2.4 Use products, tools, equipment and techniques to meet design plan and to suit client's treatment needs, skin types and conditions</p>	<p>2.4.1 To include:</p> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Couch or chair • Trolley • Stool • Towels</li> <li>• Blanket • Additional support if appropriate</li> <li>• Headband • Bedroll • Robe • Disposable slippers • Magnifying lamp • Airbrush</li> <li>• Compressor • Protection shield • Masking tape • Stencils • Brushes • Tissues • Cotton wool • Sponges • Gloves • Bowls • Spatulas</li> <li>• Mirror Disinfecting fluid • Sterilising solution</li> <li>• UV cabinet • Autoclave • Hot bead steriliser</li> <li>• Chemical immersion equipment • Waste disposal • Personal Protective Equipment</li> <li>• Disposable face mask • Disposable head cap</li> </ul> <p><b>Products</b></p> <ul style="list-style-type: none"> <li>• Cleansing products • Toners • Moisturisers</li> <li>• Barrier creams • Pre-base products</li> </ul> <p><b>Specialist airbrush make-up</b></p> <ul style="list-style-type: none"> <li>• Silicone based • Water based • Alcohol based</li> </ul> <p><b>Techniques</b></p> <ul style="list-style-type: none"> <li>• Colour fading • Blending • Highlighting and shading • Stencilling • Masking • Freehand</li> <li>• Pulsing • Back bubbling • Even colour wash</li> </ul>		
<p>2.5 Complete the treatment to the satisfaction of the client</p>	<p>2.5.1 To include:</p> <ul style="list-style-type: none"> <li>• Conclusion of treatment in appropriate manner to meet client's needs and manufacturers' instructions</li> </ul>		
<p>2.6 Record and evaluate the results of the treatment</p>	<p>2.6.1 To include:</p> <ul style="list-style-type: none"> <li>• Review and record treatment outcomes</li> <li>• Treatment recommendations • Homecare advice</li> </ul>		
<p>2.7 Provide suitable aftercare advice</p>	<p>2.7.1 To include:</p> <ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• Suitable home care/treatment maintenance regime • Lifestyle • Recommendation of further salon treatments</li> </ul>		
<p>2.8 Explain how to communicate and behave in a professional manner</p>	<p>2.8.1 To include:</p> <ul style="list-style-type: none"> <li>• Explanation of treatment • Benefits, limitations and co-operation required</li> <li>• Client care, modesty and support</li> <li>• Communication • Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul>		
<p>2.9 Describe health and</p>	<p>2.9.1 To include:</p>		

<p>safety working practices</p>	<ul style="list-style-type: none"> <li>• Fire Precautions Act • Health &amp; Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations</li> <li>• The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act</li> <li>• 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</li> </ul>		
<p>2.10 Explain the importance of positioning themselves and the client correctly throughout the treatment</p>	<p>2.10.1 To include:</p> <ul style="list-style-type: none"> <li>• Positioning of the client • Client comfort</li> <li>• Application of the treatment • Therapist self-care</li> </ul>		
<p>2.11 Explain the importance of using products, tools, equipment and techniques to meet design plan and suit the client's treatment needs, skin types and conditions</p>	<p>2.11.1 To include:</p> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Couch or chair • Trolley • Stool • Towels</li> <li>• Blanket • Additional support if appropriate</li> <li>• Headband • Bedroll • Robe • Disposable slippers • Magnifying lamp • Airbrush</li> <li>• Compressor • Protection shield • Masking tape • Stencils • Brushes • Tissues • Cotton wool • Sponges • Gloves • Bowls • Spatulas</li> <li>• Mirror Disinfecting fluid • Sterilising solution</li> <li>• UV cabinet • Autoclave • Hot bead steriliser</li> <li>• Chemical immersion equipment • Waste disposal • Personal Protective Equipment</li> <li>• Disposable face mask • Disposable head cap</li> </ul> <p><b>Products</b></p> <ul style="list-style-type: none"> <li>• Cleansing products • Toners • Moisturisers</li> <li>• Barrier creams • Pre-base products</li> </ul> <p><b>Specialist airbrush make-up</b></p> <ul style="list-style-type: none"> <li>• Silicone based • Water based • Alcohol based</li> </ul> <p><b>Techniques</b></p> <ul style="list-style-type: none"> <li>• Colour fading • Blending • Highlighting and shading • Stencilling • Masking • Freehand</li> <li>• Pulsing • Back bubbling • Even colour wash</li> </ul>		

2.12 Describe how treatment can be adapted to suit client treatment needs	2.12.1 To include: • Restrictions – contraindications and contra- actions • Client preferences and commitment • Product availability and suitability • Time scales • Costs • Skin types and conditions • Facial features		
2.13 State the contra- actions that may occur during and following treatment 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 treatment to the satisfaction of the client	2.14.1 To include: • Concluding the treatment in the correct manner to meet client’s needs and manufacturers’ instructions • Check treatment results with client using mirror		
2.15 Explain the importance of completing treatment records	2.15.1 To include: ▪ Maintaining records ▪ Aftercare ▪ Home care ▪ Product advice ▪ Compliance with Data Protection		
2.16 Describe the methods of evaluating the effectiveness of the treatment	2.16.1 To include: • 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		
2.17 Describe the aftercare advice that should be provided	2.17.1 To include: • Recommendations for immediate aftercare • Avoid touching • Suitable make-up removal techniques • Expected longevity of make-up • Activities to avoid and why • Lifestyle • Recommendations for treatment maintenance and follow on salon treatments		
2.18 Describe the different skin types and conditions	2.18.1 To include: <b>Skin types:</b> • White • Black • Asian type skin • Mixed • Dry • Oily • Combination <b>Skin conditions/characteristics:</b> • Mature skin • Young skin • Sensitive		

<p>2.19 Describe the structure and function of the skin</p>	<ul style="list-style-type: none"> <li>• Dehydrated • Lack of elasticity • Lack of muscle tone • Blemishes • Age • Crow's feet</li> <li>• Broken capillaries • Open pores • Milia</li> <li>• Comedones • Pustules • Papules • Hyper pigmentation • Hypo pigmentation</li> <li>• Dermatitis papulosa nigra • Psuedo folliculitis • Keloids • In-growing hairs • Vitiligo</li> <li>• Albinism • Chloasma • Ephelides • Lentigo</li> <li>• Naevae • Port wine stain • Leucoderma</li> <li>• Scarring • Thin skin • Small moles</li> <li>• Papilloma</li> </ul> <p><b>Skin tones:</b> • Fair • Medium • Dark • Olive</p> <p>2.19.1 To include:</p> <p><b>Skin structure:</b></p> <p><b>Epidermis:</b> • Stratum Corneum • Stratum Lucidum • Stratum Granulosum</p> <ul style="list-style-type: none"> <li>• Stratum Spinosum/Malphigian • Stratum Germinativum/Basal Layer</li> </ul> <p><b>Dermis:</b> • Blood supply • Lymphatic supply</p> <ul style="list-style-type: none"> <li>• Hair follicle • Hair shaft • Sebaceous gland</li> <li>• Sweat gland: Eccrine and Apocrine</li> <li>• Sensory nerve endings • Dermal papilla</li> <li>• Collagen • Elastin • Histiocytes • Mast cells</li> <li>• Fibroblasts • Erector pili muscle</li> <li>• Melanocytes</li> </ul> <p><b>Subcutaneous/Adipose Layer:</b> • The structure and function of the fatty layer underneath the Dermis</p> <p><b>Skin functions:</b> • Secretion • Heat regulation</p> <ul style="list-style-type: none"> <li>• Absorption • Protection/Acid Mantle (composition and formation)</li> <li>• Elimination/excretion • Sensation • Vitamin D formation (7-dehydro-cholesterol)</li> </ul>		
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