

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 828 - Provide Electrical Epilation

Lecturer(s) responsible:

Total contact tuition hours proposed: 88

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 electrical epilation			
Prepare themselves, client and work area for electrical epilation treatments	<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 • Client for treatment • Client care and modesty 	OHP/Whiteboard Lecture Q&A Homework Test	44
Use suitable consultation techniques to identify treatment objectives	An example of a consultation form can be downloaded from www.itecworld.co.uk <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 		
Carry out skin and hair analysis	<ul style="list-style-type: none"> • Overall skin/hair type • Skin/hair condition • Pigmentation and colour • Skin texture • Skin imperfections • Skin tone • Skin temperature • Muscle tone • Skin elasticity • UV damage 		
Select products, tools and equipment to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Type of current used • Indications for use • Treatment effects • Length and frequency of use for the following: Short wave diathermy and blend • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if 		

	<p>appropriate • Head band • Bedroll • Robe</p> <ul style="list-style-type: none"> • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Spatulas • Gauze • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Cleansing products • Toning products • Unperfumed aftercare lotion • Tinted medicated aftercare lotion • Sanitiser • Gloves • Surgical masks • Pre-packed sterilised needles in a variety of sizes • Tweezers • Indifferent electrode • Needle holder • Probe • Foot pedal • Magnifying lamp • Short wave diathermy machine • Blend machine • Glass bead steriliser • Contaminated waste disposal bin • Sharps box 		
Provide clear recommendations to the client	<p>Taking into account the following:</p> <ul style="list-style-type: none"> • The outcome of the skin/hair analysis • Diet • Smoking • Alcohol • Central heating • Air conditioning • Stress • Sleep • Exercise • Fresh air • Occupation • Lifestyle • Current regime 		
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 		
Explain the contraindications that prevent or restrict electrical epilation treatment	<p>With medical, GP or specialist permission – In circumstances where written medical permission cannot be obtained, clients must sign an informed consent form stating that the treatment and its effects have been explained to them and confirm that they are willing to proceed without permission from their GP</p> <ul style="list-style-type: none"> • Pregnancy • Cardiovascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) • Haemophilia • Any condition already being treated by a GP or another practitioner • Medical oedema • Nervous/ Psychotic conditions • Epilepsy • Recent operations • Diabetes • Asthma • Any dysfunction of the Nervous System (e.g. Multiple Sclerosis, Parkinson's disease, Motor Neurone disease) • Neuralgia • Inflamed nerve • Cancer • Spastic conditions • Whiplash and any neck conditions • Slipped disc • Undiagnosed pain • When taking prescribed medication • Endocrine disorders 		

Describe the environmental conditions suitable for electrical epilation treatments	<ul style="list-style-type: none"> • Tinted medicated aftercare lotion • Sanitiser • Gloves • Surgical masks • Pre-packed sterilised needles in a variety of sizes • Tweezers • Indifferent electrode • Needle holder • Probe • Foot pedal • Magnifying lamp • Short wave diathermy machine • Blend machine • Glass bead steriliser • Contaminated waste disposal bin • Sharps box • Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas • Safety aspects 		
2. Be able to provide electrical epilation			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices</p>	<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 electrical epilation 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 • 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 	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&A</p> <p>Handout:</p> <p>Homework</p> <p>Test:</p>	44

Position themselves and the clients correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly positioned • Therapist maintaining correct working posture 		
Use products, tools, equipment and techniques to suit clients treatment needs	<ul style="list-style-type: none"> • Type of current used • Indications for use • Treatment effects • Length and frequency of use for the following: Short wave diathermy and blend • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Spatulas • Gauze • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Cleansing products • Toning products • Unperfumed aftercare lotion • Tinted medicated aftercare lotion • Sanitiser • Gloves • Surgical masks • Pre-packed sterilised needles in a variety of sizes • Tweezers • Indifferent electrode • Needle holder • Probe • Foot pedal • Magnifying lamp • Short wave diathermy machine • Blend machine • Glass bead steriliser • Contaminated waste disposal bin • Sharps box 		
Insert the needle into the hair follicle with regard to depth and angle	<ul style="list-style-type: none"> • Stretching the area between the index and middle finger of the hand not probing 		
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 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 skin care regime • Use of SPF • Lifestyle • Recommendation of further salon treatments 		
Describe how to select the needle type and size to suit hair and skin types	<ul style="list-style-type: none"> • Area to be treated • Size of the follicle • Appropriate needle size for area and hair • One piece • Two piece • Insulated • Gold 		
Describe how to work on different hair growth patterns and treatment	<ul style="list-style-type: none"> • Upper lip • Chin • Bikini line • Eyebrow • Underarms • Neck • Breast • Fine hair • Coarse hair • Straight hair • Curly hair • In-growing hairs • Scattered hairs areas 		
Explain the consequences	<ul style="list-style-type: none"> • Incorrect needle size • Not securing the needle correctly in the probe • Probing too 		

of inaccurate probing	<ul style="list-style-type: none"> deep • Probing too shallow • Prolonged incorrect probing • Piercing of the sebaceous gland • Removing the probe with the current flowing • Inserting the probe with the current flowing • Unsteady hands • Current too high • Repetitive and severe burning • Secondary infection • Curved follicles 		
Explain the principles, uses and benefits of galvanic, short wave diathermy and blend	<ul style="list-style-type: none"> • Types of current used • Effects current produces • Indications for use • Length and frequency of use • Safety precautions • Production of lye • Heating pattern • Cauterisation/Coagulation • Damage by the current to the surrounding follicle 		
Describe how treatments can be adapted to suit client treatment needs, skin, hair types and conditions	<ul style="list-style-type: none"> • Restrictions • Client preferences and commitment • Product availability • Time scales • Costs • Galvanic • Short wave diathermy • Blend 		
Describe how moisture gradient in the skin affects the electrical epilation treatment	<ul style="list-style-type: none"> • Dry skin • Oily skin • Sensitive • Dehydrated • Mature 		
State the contra-actions that may occur during and following treatments	<ul style="list-style-type: none"> • Excessive erythema • Slight oedema • Blood spots • Scarring • White spots (blanching) • Burning • Excess heat in the tissues • Bleeding 		
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/hair analysis and relevant test recommendations for ongoing or further treatments, home and aftercare advice • Healthy eating • Fluid/water intake • Smoking habits • Hobbies • Interests • Rest • Relaxation • Stress levels • Sleep • General care and lifestyle advice and the beneficial effects thereof</p>		
Describe the suitable methods of dealing with re-growth between treatments	<ul style="list-style-type: none"> • Cutting • Shaving (where/if applicable) 		
Describe different skin types, conditions, diseases and disorders	<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</p>		

Describe the structure, growth and repair of the skin	<ul style="list-style-type: none"> • Age • Crows' feet • Broken capillaries • Open pores • Milia • Comedones • Pustules • Papules • Hyper pigmentation • Hypo pigmentation • Dermatitis papulosa nigra • Psuedo folliculitis • Keloids • Ingrowing hairs • Vitiligo • Albinism • Chloasma • Ephilides • Lentigo • Naevae • Port wine stain • Leucoderma • Scarring • Thin skin • Small moles ♦ 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 • Albinism • Chloasma • Ephilides • Lentigo • Moles (papilloma) • Naevae • Port wine stain • Leucoderma ♦ General disorders: • UV damage • Urticaria • Allergic reaction • Hyper keratosis ♦ 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 • Histeocytes • 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 		
Describe the structure and function of the hair	<ul style="list-style-type: none"> • Cuticle • Cortex • Medulla • Inner Root Sheath • Huxley's Layer • Henle's Layer • Outer Root Sheath • Vitreous Membrane • Connective Tissue • Dermal Papilla 		
Describe the hair types, growth patterns and causes of hair growth	<ul style="list-style-type: none"> • Lanugo • Vellus • Terminal • Anagen • Catagen • Telogen • Congenital • Topical • Hormonal • Systemic • Non-systemic • Drugs/medication • Stress • Anorexia • Polycystic ovaries • Hirsutism • Hypertrichosis 		
Describe the structure and function of the endocrine	<ul style="list-style-type: none"> ♦ Endocrine - ♦ Pituitary Posterior Lobe • Oxytocin • Antidiuretic Hormone (ADH or vasopressin) • Anterior lobe • Prolactin • Human Growth Hormone (HGH) 		

system and its effect on hair growth	<ul style="list-style-type: none"> • Thyroid Stimulating Hormone (TSH) • Adrenocorticotrophin Hormone (ACTH) • Luteinising Hormone (LH) • Follicle Stimulating Hormone (FSH) • Interstitial Cell Stimulating Hormone (ICH) • Melanin Stimulating Hormone (MSH) ♦ Thyroid gland • Thyroxin • Triiodothyronine • Calcitonin ♦ Parathyroids • Parathormone ♦ Thymus • Secretion of T Lymphocytes ♦ Pineal • Releases melatonin ♦ Islets of Langerhans • Insulin • Glucagon • Glycogen ♦ Adrenal medulla • Adrenalin • Noradrenalin ♦ Adrenal cortex • Mineralocorticoids • Glucocorticoids • Sex hormones ♦ Ovaries • Oestrogen • Progesterone ♦ Testes • Testosterone • Puberty • Pregnancy • Menopause • Adrenalin • Stress • Addison's Syndrome • Cushing's Syndrome • Amenorrhoea • Menopause • Pre-menstrual Syndrome • Polycystic ovarian syndrome 		
Describe the structure and function of Circulatory and Lymphatic Systems	<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 		