

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete a Scheme of Work 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.

Qualification Title: Skin & Eye treatments **Lecturer(s) responsible:**

Total contact tuition hours proposed: 100

Learning Objective	Lecture Content	Suggested Resources	Approximate 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	
Contraindications			
Understand and recognise those contraindications to facial/eye treatment requiring medical permission or the client to indemnify their condition in writing prior to the treatment and those contraindications that restrict treatment	♦ Contraindications requiring medical permission – in circumstances where medical permission cannot be obtained clients must indemnify their condition in writing prior to the treatment • Medical oedema • Nervous/Psychotic conditions • Epilepsy • Recent facial operations 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 tissues (2 years for major operation and 6 months for a small scar) • Sunburn • Hormonal implants • Recent fractures (minimum 3 months) • Sinusitis • Neuralgia • Sunburn • Migraine/ Headache • Hypersensitive skin • Botox/ dermal fillers (1 week following treatment) • Hyper-keratosis • Skin allergies • Styes • Watery eyes • Trapped/pinched nerve affecting the treatment area • Inflamed nerve • Eye infection • Conjunctivitis	OHP/Whiteboard Lecture Q&A Homework Test	3
Understand and recognise other conditions which may affect facial treatment	• Cardiovascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) • Any condition already being		

	- treated by a GP • Osteoporosis • Arthritis • Any dysfunction of the nervous system • Bells Palsy • Postural deformities • Acute rheumatism • Cervical spondylitis		
Superficial Cleanse			
Understand, explain and select the appropriate product (milks and creams) for the client's skin type/condition/colour Understand, explain and select the appropriate product for the client's skin condition/texture Understand, explain and perform the appropriate cleansing routine ensuring all makeup and product is removed	• Lotions • Milks • Foaming cream cleansers - For the following skin types: • White • Black • Asian type skin • Mixed • Dry • Oily • Mature • Young • Lotions • Milks • Foaming cream cleansers - For the following skin conditions: • Sensitive • Dehydrated • Lack of elasticity • Lack of muscle tone • Blemishes • Age • Crows feet • Broken capillaries • Open pores • Comedones • Milia • Pustules • Papules • Hyper-pigmentation • Hypo pigmentation • Dermatitis papulosa nigra • Pseudo folliculitis • Keloids • Ingrowing hairs • Scarring • Thin skin • Small moles • Eye makeup to be removed efficiently first • Lipstick to be removed • Full face and neck sequence to cleanse the whole area • A double cleanse should be performed • Cleanser should be removed after the first cleanse with damp cotton wool or sponges • Appropriate toner applied after second cleanse and blotted with tissues	OHP/Whiteboard Lecture Q&A Practical Handout: Cleansing routine Different skin types	3
Toning			
Understand, explain and select the appropriate product (astringent/toner) for the skin type/condition/colour	• Rosewater • Witchazel • Orange flower • Distilled water • Commercial toners/tonics - The following methods of application can be used: • Cotton wool/gauze/tapping/spray	OHP/Whiteboard Lecture Q&A Practical	1
Pre-Heat Treatments			
Understand, explain and select appropriate pre-heat treatment for client's skin type and administer it safely and effectively	• Steam • Hot towels/compress • Benefits • Effects • Safety precautions	OHP/Whiteboard Lecture Q&A Practical	3
Deep Cleansing			
Understand, explain and select the appropriate product for the client's skin type Understand, explain and apply product correctly and show adequate removal Understand, explain and extract any comedones or milia	• Enzymatic peel • AHAs • Exfoliation products • Brush cleansing • Enzymatic peel • AHAs • Exfoliation products • Using sterilised cotton wool or sterilised tissues • Comedone extractor (in countries where it is acceptable) • Lance (in countries where it is acceptable) • Gloves must be worn	OHP/Whiteboard Lecture Q&A Practical	3
Skin Analysis			

Understand, explain and demonstrate use of a magnifying lamp Understand, explain and recognise skin diseases, disorders and show knowledge of whether they are contraindicated or not Understand and explain the environmental and lifestyle factors that can affect the condition of the skin Understand and explain how to update the client record card accurately Understand, explain and demonstrate the importance of communicating with the client tactfully and accurately	• Checking the lamp is in good working order • Ensure it is cleaned. • Ensuring the client's eyes are sufficiently protected ♦ Infestations • Scabies • Lice ♦ Congenital • Atopic eczema • Psoriasis • Atopic dermatitis ♦ Bacterial • Acne vulgaris • Impetigo • Acne rosacea • Boils • Folliculitis ♦ Viral • Warts • Herpes simplex • Herpes zoster ♦ Fungal • Tinea corporis ♦ Pigmentation disorders • Vitiligo • Albinism • Chloasma • Ephelides • Lentigo • Moles (papilloma) • Naevae • Port wine stain • Leucoderma ♦ General disorders • Urticaria • Allergic reaction • UV damage • Diet • Smoking • Alcohol • Central heating • Air conditioning • Stress • Current regime • Re-check contraindications on each visit • Re-analyse the skin type and change the treatment plan accordingly • Note the benefits of the treatments on each visit • Products recommended, purchased and used A sample consultation form can be downloaded from www.itecworld.co.uk Taking into account the following: • Private comfortable area • Positive body language • Positioning of the client (no barriers between themselves and client) • Good communication skills • Use of open and/or closed questions where appropriate • Trust • Professionalism, confidence and enthusiasm • Confidentiality • Consent (see later notes on consent) • Any contraindications to treatment (as listed above) • Client lifestyle • Client profile • Importance of planning a treatment programme taking into account the client's religious, moral and social beliefs	OHP/Whiteboard Lecture Q&A Practical Handout: Skin diseases and disorders Skin analysis routine Homework	10
Eyebrows & Eyelashes			
Understand and explain how to produce written evidence of a patch test Understand and explain how to	• Patch test should be performed 48 hours before treatment • Details should be recorded on the client record card and the client should sign it • The darkest colour tint should be mixed and placed either behind the ear or in the crease of the elbow • Any reaction should be noted over the next 48 hours • If there is any skin reaction the eyelash/brow tint should not take place ♦ Hair - • Fair • Red/Auburn • Dark • Grey	OHP/Whiteboard Lecture Q&A Practical Handout Homework Test	10

assess the client's hair colour and skin tone Understand and explain how to protect the surrounding skin Understand and explain how to ensure the mixture of tint and hydrogen peroxide follows the manufacturer's instructions minimizing wastage of product Understand, explain and apply tint correctly to lashes and eyebrows using tipped orange wood stick, tint brush or cotton bud Understand, explain and demonstrate after the required development time, removal of tint thoroughly Understand, explain and apply any soothing agents where necessary Understand, explain and recognise contraindications with reasons	◆ Skin tone - • Olive • Medium • Fair • Dark - Choose the colour of tint accordingly. • Petroleum jelly should be applied on the eyelid and under the bottom lashes and damp cotton pads shaped to the eye (or preformed eye shields) placed underneath the bottom lashes • Check manufacturer's instructions however on average ½ centimetre of tint and 2 drops of 10 volume peroxide is sufficient for the lashes and brows • Ensure the tint covers the roots as well as the ends of the lashes and should not cover the skin • Eye pads should be used to cover the eyelash tint • The tint should be left for a maximum of 10 minutes on the lashes • For the eyebrows, the tint should be taken straight off immediately after tint application to the second eyebrow is complete • Removal should be with damp cotton wool and either tipped orange wood stick or damp cotton buds, use a separate one for each eye • An eye wash may be used ONLY if the client has tint in the eye ◆ All the general contraindications plus any form of eye infection to include: • If there has been any reaction to the patch test, eye lash tint will be contraindicated • Any eye surgery (approximately 6 months) • Conjunctivitis • Stye • Hay fever • Watery eye • Very nervous clients • Blepharitis - Infectious and non infectious skin conditions specific to the eye and surrounding area to include: • Atopic eczema • Psoriasis • Atopic dermatitis ◆ Contact lenses must be removed		
Facial Hair Bleaching			
Understand and explain the benefits of bleaching facial hair Understand and explain the method of applying the bleach	• Lightening unsightly facial hair particularly on the upper lip, chin and sides of the face • Patch test 48 hours before treatment (inner arm or behind the ear) • Ensure that product is used sparingly and wastage is minimised • Ensure area is cleansed and dry prior to application • Ensure that the bleach is only applied to the hair and not the skin • Ensure that the bleach is removed efficiently after the required treatment time • Ensure any reactions are recorded • Follow manufacturer's instructions and mix accordingly	OHP/Whiteboard Lecture Q&A Practical	3
Eye brow Tweezing			

Understand, explain and assess client requirements and measure accordingly	• Measure from the corner of the nose to the outside corner of the eye – any brow hairs extending beyond this point should be removed • Measure from the corner of the nose to the inside corner of the eye and any hairs extending towards the middle of the forehead should be removed • The arch should be at the highest point when the pupil of the eye is looking straight ahead	OHP/Whiteboard Lecture Q&A Practical Handout: Eyebrow measuring Different eyebrow shapes	5
Understand and explain different eyebrow shapes	• Arched • Angular • Straight • Round • Thin • Medium • Thick		
Understand and explain how to communicate with client regarding the desired outcome	• Keep a mirror on hand and keep checking with the client throughout • Check they are happy with the finished result		
Understand, explain and demonstrate how to pre-heat the area where appropriate	• Facial steam • A cotton wool pad soaked in warm water can be held over the area to dilate the hair follicle		
Understand and explain how to support the area keeping skin taut	• The skin should be held taught between the index and middle finger to ensure the skin does not move when the hairs are tweezed		
Understand, explain and demonstrate removal of hairs in the direction of growth minimising client discomfort	• Skin should be held taught • Hairs must be tweezed out in the direction of the hair growth • Gloves must be worn		
Understand, explain and apply aftercare where appropriate	• A soothing lotion should be wiped over the area to prevent any infection		
Understand and explain how all equipment should be sterilized /sanitised accordingly	• Hands must be washed in antiseptic soap • Tweezers can be sterilised in a variety of ways: Glass bead, Autoclave, UV cabinet, chemical immersion and should be wiped with surgical spirit/antiseptic during the treatment		
Facial Massage			
Understand, explain and select suitable massage medium	• Oil • Cream • Gel	OHP/Whiteboard Lecture Q&A Practical Handout: Facial massage routine Homework	20
Understand, explain and demonstrate all classical massage movements	• Effleurage • Petrissage: Kneading and Frictions • Tapotement • Vibrations		
Understand, explain and demonstrate massage movements which are adapted to meet the needs of the client's skin and muscle tone	• Effleurage • Petrissage: Kneading and Frictions • Tapotement • Vibrations		
Understand, explain and demonstrate massage techniques: varying pressure and maintaining fluidity	• Vary the pressure and technique according to the area being massaged and maintain fluidity and continuity throughout the sequence		
Understand, explain and demonstrate effective removal of the massage medium	• Damp cotton wool • Toner • Sponges		

Cosmetic Science			
Understand and explain, give examples, of the sources and uses of: Understand and explain the difference between, and give examples of; Understand and explain the different ingredients of: Understand and explain the main mask ingredients Understand and explain the effects of natural ingredients	• Oils • Fats and waxes • Emulsions • Emulsifying agents • Humectant • Emollient • Talc • Cleansing milks/creams • Facial washes • Lotions • Day cream • Night cream • Eye cream • Neck cream • Toner • Astringent • Gels • Lip balms • Serums • Ampoules • Cleansing milks/creams • Facial washes • Lotions • Day cream • Night cream • Eye cream • Neck cream • Toner • Astringent • Gels • Lip balms • Serums • Ampoules - Clays: • Fuller's Earth • Calamine • Kaolin • Magnesium Carbonate • Flowers of Sulphur • Witchazel • Rosewater • Orange flower water • Distilled water • Glycerine • Almond oil - Commercial Masks: • AHA's • Exfoliators • Banana • Avocado • Apple • Pear • Strawberry • Egg yolk • Egg white • Natural Yoghurt • Honey • Oatmeal • Kiwi • Cucumber • Milk • Wheatgerm • Lemon juice • Tea bags • Carrot • Aloe	OHP/Whiteboard Lecture Q&A Handouts	5
Masks			
Clay Masks; Understand, explain, select and mix ingredients minimising wastage and state their effects and benefits Natural Masks; Understand, explain and select appropriate ingredients and state their effects and benefits Commercial Masks; Understand, explain and demonstrate the underpinning knowledge of ingredients and their effects and benefits Specialised Masks; Understand, explain and demonstrate the underpinning knowledge of ingredients and their effects and benefits	• Calamine • Kaolin • Magnesium Carbonate • Fuller's Earth • Flowers of Sulphur • Rosewater • Orange flower water • Distilled water • Witchazel • Glycerine • Almond oil • Avocado • Egg white • Honey • Banana • Cucumber • Strawberry • Natural Yoghurt • Wheatgerm • Lemon Juice • Oatmeal • Milk • Tea bags • Egg yolk • Kiwi • Carrot • Aloe • In accordance with manufacturer's instructions, the ingredients of any mask applied to the skin should be known • Thermal/mineral masks • Peel-off masks • Paraffin wax • Hot oil as per manufacturer's instructions • Collagen masks • The whole area should be covered including	OHP/Whiteboard Lecture Q&A Practical Handout: 1. List of uses for each ingredient of clay and natural masks 2. Different clay and natural mask recipes for different skin types 3. Mask application routine Homework	6

For all masks listed: Understand, explain and demonstrate application of masks evenly and neatly and cover the area to be treated Understand, explain and demonstrate removal of masks thoroughly after treatment time has elapsed (according to manufacturer's instructions where appropriate)	the neck and decollete • Lips should be moisturised • Damp eye pads over the eyes • Remove with warm water and sponges changing the water when appropriate • Tone when removal is complete • Blot with tissue • Apply appropriate moisturiser		
The Skin			
Structure Understand and explain (with the aid of a diagram) the position and function of the following Understand and explain subcutaneous/adipose layer Understand and explain Melanocytes Functions Understand and explain the functions of the skin Understand and explain the functions and formation of the acid mantle Understand, explain and recognise the different skin types/conditions Pathology Understand, explain and recognise the following skin diseases and disorders:	♦ Epidermis • Stratum corneum • Stratum Lucidum • Stratum Granulosum • Stratum Spinosum /Malphigian • Stratum Germinativum/Basal Layer ♦ Dermis • Blood supply • Lymphatic supply • Hair follicle • Hair • Sebaceous gland • Sweat gland: Eccrine and Apocrine • Sensory nerve endings • Dermal papilla • Collagen • Elastin • Histiocytes • Mast Cells • Fibroblasts • Erector pili muscle • The structure and function of the fatty layer underneath the Dermis • Describe where they are found and their function • Secretion • Heat regulation • Absorption • Protection/Acid Mantle (composition and formation) • Elimination/excretion • Sensation • Vitamin D formation (7-dehydro-cholesterol) • Composition and formation • White • Black • Asian type skin • Mixed • Dry • Oily • Combination • Mature skin • Young skin • Sensitive • Dehydrated • Broken capillaries • Open pores • Comedones • Milia • Pustules • Papules • Hyper pigmentation • Hypo pigmentation ♦ Infestations • Scabies • Lice ♦ Congenital • Atopic eczema • Psoriasis • Atopic dermatitis ♦ Bacterial • Acne vulgaris • Impetigo • Acne rosacea • Boils • Folliculitis ♦ Viral • Warts • Herpes simplex • Herpes zoster ♦ Fungal • Tinea corporis ♦ Pigmentation disorders	OHP/Whiteboard Lecture Q&A Handouts: 1. Cross section of the skin 2. Various pictures of skin diseases and disorders Homework Test	8

Skin Cancer Understand and explain the main skin cancers and the possible causes of:	• Vitiligo • Albinism • Chloasma • Ephelides • Lentigo • Moles (papilloma) • Naevae • Port wine stain • Leucoderma ♦ General disorders • UV damage • Urticaria • Allergic reaction • Basal Cell Carcinoma • Squamous Cell Carcinoma • Malignant Melanoma		
Histology - The Cell and Tissue Types			
Understand and briefly explain (with the aid of diagrams) the following structures of the cell and their functions Understand and explain the following: Understand and explain the structure and function of the following tissue types	• Cell membrane • Nuclear membrane • Nucleus • Nucleolus • Protoplasm • Cytoplasm • Centrosome • Centromere • Chromosome • Golgi apparatus • Mitochondria • Lysosome • Centrioles • Ribosomes • Vacuoles • Endoplasmic Reticulum • Histology • Mitosis ♦ Nervous ♦ Muscular ♦ Connective Tissue • Areolar • Adipose • White fibrous • Yellow elastic • Bone • Cartilage • Circulatory • Lymphatic	OHP/Whiteboard Lecture Q&A Handouts: 1. Blank picture of the cell and it's structures 2. Different tissues Homework Test	4
Osteology			
Understand and explain the structure of bone Understand and explain the types of bone and give examples Understand and explain the position (with the aid of diagrams) of the bones of the cranium and face	• Cancellous • Compact • Long • Short • Flat • Irregular • Sesamoid ♦ Cranium • Parietal • Frontal • Ethmoid • Sphenoid • Occipital • Temporal ♦ Facial • Nasal • Zygomatic • Maxilla • Lacrimal • Turbinate • Palatine • Mandible • Vomer ♦ Shoulder • Clavicle • Scapula • Humerus ♦ Chest • Sternum ♦ Neck • Cervical vertebrae	OHP/Whiteboard Lecture Q&A Handouts Homework Test	3
Muscular System			
Understand and explain (with the aid of diagrams) the types of muscular tissue and their functions Understand and explain the following terms: Understand and explain (with the aid of diagrams) the position and action of the following muscles of the face and neck	• Voluntary • Involuntary • Cardiac • Origin • Insertion • Action • Tone • Tension • Fatigue • Orbicularis Oculi • Orbicularis Oris • Masseter • Buccinator • Risorius • Levator Anguli Oris • Levator Labii Superioris • Depressor Anguli Oris (Triangularis)	OHP/Whiteboard Lecture Q&A Handouts: Blank picture of muscles of the face Homework Tests	5

	• Depressor Labii Inferioris • Mentalis • Zygomaticus • Temporalis • Nasalis • Procerous • Corrugator • Frontalis • Occipitalis • Pterygoids • Trapezius • Platysma • Sternocleidomastoid • Deltoid • Pectoralis major and minor		
Neurology			
Understand and explain the following terms: Understand and explain (with the aid of a diagram) the position and function of the main cranial nerves	• Motor • Sensory • Mixed nerves • Neurone • 5th, 7th and 11th cranial nerves	OHP/Whiteboard Lecture Q&A Handout Homework Test	2
Angiology (Circulatory System)			
Understand and explain the structure and function of the following: Understand and explain (with the aid of diagrams) the position of: Understand and explain the interrelationship between blood and lymph	• Blood plasma • Erythrocytes • Leucocytes • Platelets • Thrombocytes • Arteries • Arterioles • Veins • Venules • Capillaries ♦ Main arteries of the head and neck • Thyroid • Facial • Temporal • Lingual • Occipital • Maxillary ♦ Main veins of the head and neck • Middle Temporal • Superficial Temporal • Maxillary • Anterior Facial • Common Facial • Internal Jugular • External Jugular • The way in which the 2 systems support each other i.e. blood transports nutrients to the cells and tissues, the lymphatic system transports additional waste from the cells and tissues	OHP/Whiteboard Lecture Q&A Handouts Homework Test	3
Lymphatic System			
Understand and explain the structure and functions of lymph Understand and explain the structure and function of the following: Understand and explain (with the aid of diagrams) the main lymph nodes of the head and neck	The content of lymph and its function: • Transports waste which the circulatory system cannot cope with • Purifies toxins • Adds antibodies, antitoxins and lymphocytes • Rejoins the circulatory system • Part of the immune system • Secondary circulation • Lymphocyte • Lymphatic Capillary • Lymphatic Vessel • Lymph Node • Lymphatic Duct • Superficial and deep cervical • Submandibular • Anterior and Posterior Auricular • Occipital • Buccal • Sub-mental	OHP/Whiteboard Lecture Q&A Handout Homework Test	3
Case Studies			
5 case studies, including one full facial treatment per client			
Mock Practical	To include all skin and eye treatments	Mock theory paper	
Mock Theory	To include all theory taught		