

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: **Make-Up**

Lecturer(s) responsible:

Total contact tuition hours proposed: **50**

Learning Objective	Lecture Content	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	
The Skin and Skin Analysis			
Understand, explain and assess the client's skin type/characteristics Understand, explain and assess the client's skin condition/texture Understand and explain how to prepare the skin accordingly Understand, explain and demonstrate the importance of consulting and communicating with the client tactfully and accurately Understand, explain and demonstrate how to check for skin diseases/disorders	<ul style="list-style-type: none"> • White • Black • Asian type skin • Mixed • Dry • Oily • Combination • Mature • Youngskin • 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 • Cleanse • Tone • Blot the skin • Moisturise • Pre-Base (where appropriate) • Contact details • Medical history • Skin analysis • Make-up chart • Home/skincare advice ♦ Infestations • Scabies • Lice ♦ Congenital • Atopic eczema • Atopic dermatitis • Psoriasis ♦ Bacterial • Acne vulgaris • Impetigo • Acne rosacea • Boils • Folliculitis 	OHP/Whiteboard Lecture Q&A Practical Handout: Skin conditions Homework Test	8

	<ul style="list-style-type: none"> ♦ 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 		
Contraindications to Make-Up			
<p>Understand and recognise those contraindications to make-up requiring medical permission or the client to sign an informed consent form prior to the treatment and those contraindications that restrict treatment</p> <p>Understand, explain and recognise contraindications to eye make-up with reasons</p>	<ul style="list-style-type: none"> ♦ 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 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 ♦ All the general contraindications plus any form of eye infection to include: • Any eye surgery (approximately 6 	<p>OHP/Whiteboard Lecture Q&A Homework Test</p>	4

	months) • Conjunctivitis • Sty • 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 • Atopic dermatitis • Psoriasis		
Make-Up			
Understand, explain and select make-up according to the occasion, client colouring, age and preferences Understand and explain how lighting may affect the application and finished result of make-up Understand, explain and recognise skin tones Understand, explain and recognise face shapes Understand, explain and recognise eye shapes and use appropriate correction Understand, explain and recognise nose shapes and use appropriate correction Understand, explain and recognise lip shapes and use appropriate correction Understand, explain and show use of colour corrective creams Understand, explain and demonstrate how to conceal any flaws on the skin Understand, explain and demonstrate how to contour and highlight accordingly Understand, explain and demonstrate appropriate methods of sterilisation/ sanitisation for the tools used Understand, explain and demonstrate correct use of cosmetics	<ul style="list-style-type: none"> • Corrective • Day • Evening • Special occasion • Bridal <ul style="list-style-type: none"> • Blue/fluorescent • Yellow/filament • Daylight <ul style="list-style-type: none"> • Fair • Medium • Dark • Olive Select and apply make-up accordingly <ul style="list-style-type: none"> • Oval • Square • Heart • Round • Long • Diamond • Pear <ul style="list-style-type: none"> • Hooded • Large • Small • Round • Close set • Prominent • Drooping • Deep set • Wide apart <ul style="list-style-type: none"> • Long • Wide • Short • Nasolabial folds <ul style="list-style-type: none"> • Large/full • Thin • Asymmetrical mouth <ul style="list-style-type: none"> • Lilac based • Green based • Orange based • Concealer <ul style="list-style-type: none"> • Dark circles under eyes • Spots • Blemishes • Uneven pigmentation • Broken capillaries • Puffy eyes <ul style="list-style-type: none"> • Blusher • Shader • Highlighter <ul style="list-style-type: none"> • Sponges • Brushes • Disposable applicators • UV cabinet • Sterilising fluid • Autoclave The correct cosmetics should be selected according to the skin type to include: • Pre-base • Concealer • Corrective base creams • Foundation (cream, matt, liquid, mousse, gel, light	OHP/Whiteboard Lecture Q&A Practical Handouts: Diagrams of different: Face shapes Eye shapes Nose shapes Lip shapes Make-up routine Make-up consultation card Homework Test	32

<p>Understand, explain and demonstrate how to produce a suitable/appropriate finished result for the client's needs</p> <p>Understand, explain and demonstrate how to work within time limits acceptable to the industry</p> <p>Understand and explain the possible reactions to make-up (contra-actions)</p> <p>Understand and explain how to update client records accordingly</p>	<p>reflecting, all-in-one) • Powder • Blusher • Shader • Highlighter • Eye shadow • Eyeliner • Mascara • Lip liner • Lipstick • Lip gloss</p> <p>All of the above should be decanted, using disposable applicators where possible, from the container onto a palette before application to the skin to reduce any incidence of cross infection</p> <p>Products should be applied in the following sequence: 1. Pre-base 2. Corrective cream 3. Foundation 4. Concealer 5. Powder 6. Shader 7. Highlighter 8. Eyeshadow 9. Eyeliner 10. Mascara 11. Blusher 12. Lip liner 13. Lipstick 14. Lip gloss (where appropriate)</p> <p>• A cleanse and make-up should take a maximum of 30 minutes</p> <p>• Adverse skin reaction • Watery eyes • Excessive erythema</p> <p>A sample consultation form can be downloaded from www.itecworld.co.uk</p> <p>• Students must re-check contraindications on each visit, re-analyse the skin type and change the make-up plan accordingly • Notes should be made of the colours and types of cosmetics used for future reference and to enable another therapist to take over if necessary</p>		
Cosmetic Science			
<p>Understand, explain and give examples of the sources and uses of:</p> <p>Understand and explain the difference between and uses of different types of skin care products</p> <p>Understand and explain the main ingredients in colour cosmetics</p>	<p>• Oils • Fats and waxes • Emulsions • Emulsifying agents • Humectant • Emollient</p> <p>• Cleansing milks/creams • Lotions • Day cream • Night cream • Eye cream • Neck cream • Toner • Astringent • Gels • Facial wash • Lip balms • Serums • Ampoules</p> <p>Give examples</p> <p>• Eye shadows: Frosted, Matt and Cream • Eye liner • Blusher • Lipstick • Lip liner • Lip gloss • Powder • Foundations: Matt, Compact, Mousse, Silk, Liquid, All-in-one, Light reflecting, Gel • Concealers • Camouflage creams • Pre-base • Mascara</p>	<p>OHP/Whiteboard Lecture Q&A Handouts Homework Test</p>	6

Case Studies 5 clients one treatment each. To include one day, one evening, one special occasion, one bridal and one other make-up			
Mock Practical Mock Theory	To include a full make up To include all theory work taught	Mock theory paper	