

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: Waxing

Lecturer(s) responsible:

Total contact tuition hours proposed: 50

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	
Preparation of work area			
Understand, explain and demonstrate the use of the following products: Understand and explain how to treat the following areas: Understand and explain how to prepare/protect the working area Understand and explain the setting up of equipment safely Understand and explain specific hygiene and precautions for waxing Understand and explain the importance of communicating with the client tactfully and accurately and demonstrate how to do so	• Hot wax • Cool wax • Sugaring • Pre/after wax lotions • Disposable spatulas • Cotton wool • Waxing strips • Tweezers • Under arms • Back • Chest • Abdomen • Bikini Line • Brazilian • Hollywood • Leg • Lip • Chin • Forearms • Eyebrows • Protect the floor • Protect the couch • Ensure the wax is ready at the required temperature • Strips to remove the wax • Ensure that sanitiser is available • Talc • Tweezers • Surgical gloves • Cotton wool • Tissues • After wax lotion • Scissors • Ensure there are not trailing wires for the wax pot • Ensure that there are no bare wires • Ensure there is no water in the area • Ensure that the thermostat is working on the wax pot • Gloves must be worn • A different spatula must be used for each area • Where blood spots occur the spatula must be changed immediately and disposed of appropriately • Taking a full consultation • Checking medical history • Discussing the treatment plan • Discussing home care and after advice	OHP/Whiteboard Lecture Q&A Practical Handout: 1. How to prepare the area for waxing 2. Consultation form	4

Contraindications			
Understand and recognise those contraindications to waxing 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 • Cardiovascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) • Haemophilia • Any condition already being treated by a GP or another practitioner • Medical oedema • Osteoporosis • Nervous/Psychotic conditions • Recent operations • Diabetes • Trapped/Pinched nerve • Inflamed nerve • Severe varicose veins ♦ Contraindications that restrict treatment • Fever • Infectious or contagious diseases • Under the influence of recreational drugs or alcohol • Any known allergies • Infectious skin diseases and disorders • 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 • Self tan • Heat rash • Hormonal implants • Recent fractures (minimum 3 months) • Neuralgia • Hypersensitive skin • Loss of skin sensation • Vascular skin • Hairy moles • Varicose veins • 48 hours after sun tanning • Bells Palsy • Abnormal hair growth	OHP/Whiteboard Lecture Q&A Handout Homework Test	3
Preparation of treatment area			
Understand and explain the cause of ingrowing hairs and treatment	• Dry skin • Shaving • Hairs break off when waxing • Lack of exfoliation and moisturiser	OHP/Whiteboard Lecture Q&A Practical	3
Understand, explain and demonstrate how to sanitise the area to be treated	• Wipe over the area to be waxed with sanitiser or with a pre-wax treatment		
Understand and explain the composition and ingredients of the following depilatory products	• Hot wax • Coolwax		
Understand and explain the appropriate use of the following depilatory products	• Hot wax • Coolwax		
Waxing treatment using Hot Wax and Cool wax methods			
Understand and explain how to test the products on self and client	• The heated wax should be tested on the therapist's wrist first to check the temperature • The heated wax should then be tested on the wrist or the ankle of the client to ensure it is not too hot	OHP/Whiteboard Lecture Q&A Practical Handout: Consultation form	21

Understand, explain and apply cool wax evenly, sparingly and ensuring cost effectiveness throughout	• Ensure that the spatula is held at right angles to the area to be waxed ensuring that wax drips from the top to the bottom of the spatula ensuring a thin even distribution of wax which also ensure less strips are used for removal		
Understand, explain and apply hot wax evenly	• Check length of hair (minimum 1cm) • Check direction in which hairs grow • Apply wax first against the hair growth		
Understand, explain and demonstrate removal of the product	• Quickly, whilst holding the skin taut without touching an already waxed area, using the correct method for the product selected, whilst minimising discomfort to the client		
Understand and explain how to clear the area effectively	• Do not re-wax over an area which has already been treated • Tweeze out any stray hairs		
Understand, explain and demonstrate safe disposal of waste	Where blood spots may have occurred care must be taken with the waste to include: • Place in a plastic bag • Put in a separate bin (containing chemical) to be taken away and incinerated		
Understand, explain and demonstrate the ability to work quickly and efficiently to a standard acceptable by the industry	The treatment should be performed in a commercially acceptable time: • Full leg 40minutes • ½ leg 20 minutes • Underarm and bikini 15 minutes each		
Understand and explain the advantages and disadvantages of the use of each product	• Composition • Working temperature (Cool wax 43°C, Hot wax 68°C) • Method of application • Method of removal		
Understand, explain and demonstrate accurate updating of client records	• Contraindications must be checked and noted appropriately • A note should be made of the area(s) to be waxed • Any notes regarding skin's reaction should be made at the end of the treatment • Home care advice		
Temporary hair removal			
Understand and explain temporary forms of depilation	• Tweezing • Shaving • Depilatory creams • Sugaring • Threading • Depilation machine	OHP/Whiteboard Lecture Q&A	1
The Skin			
Structure: Understand and explain (with the aid of a diagram) the position and function of the following:	♦ 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 • Erector pili muscle	OHP/Whiteboard Lecture Q&A Handout: 1. Cross section of the skin 2. Skin diseases Homework Test: 1. Draw and label a diagram of the skin	8

Understand and explain the 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 following skin diseases Skin Cancer Understand, explain and recognise the main skin cancers	• The structure and function of the fatty layer underneath the Dermis • Secretion • Heat regulation • Absorption • Protection/Acid Mantle • Elimination • Sensation • Vitamin D formation (7-dehydro-cholesterol) • Composition and formation ♦ Infestations • Scabies • Lice ♦ Congenital • Atopic eczema • Atopic dermatitis • Psoriasis ♦ Bacterial • Acne vulgaris • Impetigo • Acne rosacea • Boils • Folliculitis ♦ Viral • Warts • Verrucas • Herpes simplex • Herpes zoster ♦ Fungal • Tinea corporis • Tinea pedis ♦ Pigmentation disorders • Vitiligo • Albinism • Chloasma • Ephelides • Lentigo • Moles (papilloma) • Naevae • Port wine stain • Leucoderma ♦ General disorders • Urticaria • Allergic reaction • Basal Cell Carcinoma • Squamous Cell Carcinoma • Malignant Melanoma	Q&A Functions of the layers of the skin Q&A Skin diseases and cancers	
Structure of the Hair			
Understand and explain (with the aid of diagrams) the position and function of the following: Understand and explain types of hair Understand and explain the factors which affect hair growth Understand and explain the hair growth cycle	• Cuticle • Cortex • Medulla • Inner Root Sheath • Huxley's layer • Henle's layer • Outer Root Sheath • Vitreous Membrane • Connective Tissue • Dermal Papilla • Lanugo • Vellus • Terminal • Congenital • Hormonal • Topical • Systemic • Non systemic • Medication • Anagen • Catagen • Telogen	OHP/Whiteboard Lecture Q&A Handout: 1. Blank diagram of the layers of the hair 2. Blank diagram showing the hair growth cycle Homework Test Q&A	4
Endocrine System			
Understand and explain (with the aid of diagrams) the position of the main endocrine glands, hormones secreted	♦ Pituitary • Oxytocin • Antidiuretic hormone (ADH) (vasopressin) • Prolactin • Human Growth Hormone (HGH) • Thyroid Stimulating Hormone (TSH) • Adrenocorticotrophic hormone (ACTH) • Luteinising Hormone	OHP/Whiteboard Lecture Q&A Handouts: 1. Blank diagram of the body for labeling	6

Understand, explain and demonstrate knowledge of the effects of hormones on hair growth Understand and explain the effect of hormones on the hair growth cycle Understand and explain the menstrual cycle Understand and explain the effect of stress on the endocrine system and effects on hair growth Understand and explain the causes and effect of the following diseases and disorders:	(LH) • Follicle Stimulating Hormone (FSH) • Melanin Stimulating Hormone (MSH) ♦ Thyroid gland • Thyroxin ♦ Parathyroid glands • Parathormone ♦ Thymus • T lymphocytes ♦ Pineal • Regulates the pituitary and releases serotonin ♦ Islets of Langerhans • Insulin ♦ Adrenal glands - Adrenal medulla: • Adrenalin • Noradrenalin • Adrenal cortex • Corticosteroids ♦ Ovaries • Oestrogen • Progesterone ♦ Testes • Testosterone • Puberty • Pregnancy • Menopause • Testosterone and hormones secreted from the adrenal cortex • First menstrual phase • Second proliferate phase • Third secretory phase • Effects of the parasympathetic and sympathetic nervous system • Addison's syndrome • Amenorrhoea • Cushing's Syndrome • Menopause • Pre-menstrual Syndrome • Polycystic Ovarian Syndrome • Stress	where all the endocrine glands are 2. Table showing hypo and hyper secretions of all the hormones Homework Tests	
Case Studies 5 case studies, including one treatment per client on the following range of areas: Full leg, Bikini line, Underarm, Forearm, Lip, Chin			
Mock Practical Mock Theory	To include waxing all areas with the correct type of wax To include all theory taught	Mock theory paper	