

# Scheme of work application form

For each VTCT (ITEC) qualification, the lecturer/centre must complete scheme of work for each unit indicating how the Lecturer is planning to cover the VTCT (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 VTCT (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 621 - Bridal Hairstyling**

**Total contact tuition hours proposed: 37**

**Lecturer(s) responsible:**

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	
<b>LO1. Be able to prepare for bridal hairstyling services</b>			
<b>1.1.</b> Prepare themselves, the client and the work area for bridal hairstyling services	<ul style="list-style-type: none"> <li>Preparing self</li> <li>Preparing working area</li> <li>Sanitising/sterilising tools and equipment</li> <li>Preparing environment</li> <li>Assisting the client into a comfortable and relaxed position for the treatment</li> <li>Protecting and caring for the client throughout the treatment</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Tests	10
<b>1.2.</b> Use suitable consultation techniques to identify service objectives	<ul style="list-style-type: none"> <li>Discussing client's needs and requirements</li> <li>Discussing limitations</li> <li>Consulting with client throughout the service</li> <li>Preparing a style plan</li> </ul>		

<b>1.3.</b> Evaluate the client's existing hair length, texture and density	<ul style="list-style-type: none"> <li>• Checking the texture of the hair</li> <li>• Checking the density of the hair</li> <li>• Checking the length of the hair</li> <li>• Checking growth patterns</li> </ul>		
<b>1.4.</b> Provide clear recommendation to the client based on the factors identified	<ul style="list-style-type: none"> <li>• Previous haircut/style</li> <li>• Hair condition</li> <li>• Client request</li> </ul>		
<b>1.5.</b> Describe the range of looks for bridal occasions	<ul style="list-style-type: none"> <li>• Up styles</li> <li>• Braids and Twists</li> <li>• Ornamentation</li> </ul>		
<b>1.6.</b> Explain how to achieve the different looks for bridal occasions	<ul style="list-style-type: none"> <li>• Preparing the hair</li> <li>• Handling the hair</li> <li>• Securing the hair and ornamentation</li> <li>• Backcombing and brushing</li> <li>• Using additional hair pieces</li> </ul>		
<b>1.7.</b> Describe the factors to be considered when styling bridal hair	<ul style="list-style-type: none"> <li>• Head pieces – veils, tiara's</li> <li>• Bridal dress style and bridesmaid dresses</li> <li>• Theme of wedding – modern or traditional</li> <li>• Height of bride and bridegroom</li> </ul>		
<b>1.8.</b> Explain the range of additional accessories available for bridal hair	<ul style="list-style-type: none"> <li>• Hair pieces</li> <li>• Tiara's</li> <li>• Ornaments such as; jewels, flowers, bows, ribbons</li> </ul>		
<b>1.9.</b> Explain the range of additional services and products available to support bridal hair styling	<ul style="list-style-type: none"> <li>• Make-up</li> <li>• Nail services</li> <li>• Hair extensions</li> </ul>		
<b>1.10.</b> Explain the health and safety considerations that must be taken into account	<ul style="list-style-type: none"> <li>• Protecting client, self and colleagues</li> <li>• Sanitising tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul>		
<b>1.11.</b> Describe the different consultation techniques used to identify service objectives	<ul style="list-style-type: none"> <li>• Open and closed questioning</li> <li>• Use of visual aids</li> <li>• Listening techniques</li> </ul>		
<b>1.12.</b> Describe the salon's requirements for client preparation, preparing themselves and the work area	<ul style="list-style-type: none"> <li>• Gowning the client</li> <li>• Personal protective equipment</li> <li>• Tools and equipment</li> <li>• Additional materials such as: ornaments, hair pieces and head gear</li> </ul>		

<b>LO2. Be able to create a variety of bridal effects</b>			
<b>2.1.</b> Communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Being polite</li> <li>• Being honest</li> <li>• Speaking clearly</li> <li>• Listening attentively</li> <li>• Demonstrating positive body language and facial expressions</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Tests	27
<b>2.2.</b> Select and use hair styling products, tools and materials, ornamentation and added hair to achieve desired look	<ul style="list-style-type: none"> <li>• Brushes and combs</li> <li>• Grips, bands and hair slides</li> <li>• Tongs and straighteners</li> <li>• Hairdryer</li> <li>• Hairpieces</li> <li>• Head pieces</li> <li>• Setting and finishing products</li> </ul>		
<b>2.3.</b> Use techniques that take into account the identified factors for the finished look	<ul style="list-style-type: none"> <li>• Sectioning</li> <li>• Twisting</li> <li>• Plaiting</li> <li>• Curling</li> </ul>		
<b>2.4.</b> Position self and the client appropriately throughout the service	<ul style="list-style-type: none"> <li>• Correct posture and standing position</li> <li>• Client's sitting position</li> </ul>		
<b>2.5.</b> Follow safe and hygienic work practices	<ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Sanitisation of tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul>		
<b>2.6.</b> Check the balance and shape throughout the service to ensure correct proportion	<ul style="list-style-type: none"> <li>• Use of mirror</li> <li>• Picture where applicable</li> </ul>		
<b>2.7.</b> Create the finished bridal style to the satisfaction of the client	<ul style="list-style-type: none"> <li>• Consulting the client throughout the service</li> <li>• Referring to hair plan</li> </ul>		
<b>2.8.</b> Provide suitable after care advice	<ul style="list-style-type: none"> <li>• Removing ornaments and hair pieces</li> <li>• Brushing and combing</li> </ul>		
<b>2.9.</b> Describe the correct use of products, tools and materials	<ul style="list-style-type: none"> <li>• Health and safety of the client and self</li> <li>• Protecting the condition of the hair</li> </ul>		
<b>2.10.</b> Explain the use of ornamentation in bridal hair styling	<ul style="list-style-type: none"> <li>• Complimenting bride's dress</li> <li>• Expressing a theme</li> <li>• Enhancing the hairstyle</li> </ul>		

<b>2.11.</b> Explain the use of ornamentation in bridal hair styling	<ul style="list-style-type: none"> <li>• Complimenting bride's dress</li> <li>• Expressing a theme</li> <li>• Enhancing the hairstyle</li> </ul>		
<b>2.12.</b> Explain the advantages of added hair and hair pieces when styling bridal hair	<ul style="list-style-type: none"> <li>• Adding length to the hairstyle</li> <li>• Additional fullness to hairstyle</li> <li>• Time saving</li> </ul>		
<b>2.13.</b> Describe how to remedy problems that may occur during the bridal hairstyling service	<ul style="list-style-type: none"> <li>• Staying calm</li> <li>• Consulting with the client when necessary</li> <li>• Having a back-up plan</li> <li>• Having a prior rehearsal where possible</li> </ul>		
<b>2.14.</b> Describe the aftercare advice that should be provided	<ul style="list-style-type: none"> <li>• How to remove ornamentation and hair pieces</li> <li>• Brushing and combing the hair</li> <li>• Shampooing and conditioning the hair</li> </ul>		
<b>2.15.</b> Outline safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation of tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul>		
<b>2.16.</b> State how to communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Being polite</li> <li>• Being honest</li> <li>• Speaking clearly</li> <li>• Listening attentively</li> <li>• Demonstrating positive body language and facial expressions</li> </ul>		

## Document History

Version	Issue Date	Changes	Role
v1	05/07/2016	First published	Qualification Development Manager
v2	28/08/2018	Formatted to VTCT (ITEC) branding	Product Administrator
v3	13/03/2018	Amendment to unit code	Product Administrator