Scheme of work

For each VTCT (ITEC) qualification, the lecturer/centre must complete a scheme of work for each unit indicating how the Lecturer is planning to cover the unit content 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) unit specification. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the unit specification.

Unit title: iUHB240 – Relaxing services for different hair types

Total contact tuition hours proposed: 44

Lecturer(s) responsible:

Learning objectives	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	
Be able to prepare to provide a variety of relaxing services			
Prepare themselves, the client and the work area for relaxing services	- Preparing self - Preparing working area - Sanitising/sterilising tools and equipment - Selecting the appropriate tools and products for the service equipment for the hair classification type - Preparing environment - Assisting the client into a comfortable and relaxed position for the treatment - Protecting and caring for the client throughout the treatment	- OHP/Whiteboard - Lecture - Q&A - Homework - Tests	15
Use suitable consultation techniques to identify the service objectives	- Discussing client's needs and requirements - Discussing limitations		

	• Consulting with client throughout the service

Conduct a range of tests following manufacturers' instructions and recognised industry procedures	• Checking the texture of the hair
	• Checking the density of the hair
	• Checking the length of hair
	• Checking the length of re-growth if previously relaxed
	• Checking the scalp condition
	• Undertaking:
	   - Developmental strand test
	   - Elasticity test
	   - Porosity test
	   - Incompatibility test
	   - Test cutting (where applicable)
	   - Pull test

Present suitable options for a course of action, based on the nature and extent of any issues affecting the relaxing service required	• Non-chemical straightening services • Conditioning treatments
Apply pre-relaxing products to: • protect the scalp • even out the porosity of the hair	• Protective scalp gel • Pre-relaxing creams and lotions
Describe the salon's requirements for client preparation, preparing themselves and the work area	• Protective clothing for self and client • Sanitising/sterilising tools and equipment • Disposing of waste hygienically and appropriately
Describe the different consultation techniques used to identify service objectives	• Open and closed questioning • Use of visual aids • Listening techniques
Explain the importance of hair and scalp analysis and tests	• Avoiding cross infection • Avoiding damage to scalp and breakage to the hair • Achieving the desired result • Avoiding legal action
Describe the action to take in the event of	• Advising client of the results • Advising not carrying out the service

adverse reactions to tests and contra-indications to the service	• Advising client to seek medical advice as appropriate		
Explain the importance of applying scalp protection and pre-relaxing products before the service	• Avoiding burning the scalp during relaxing • Evening out the porosity of the hair • Avoiding damage to the hair		

Outline the main legislation that affects the relaxing service	• To include general compliance of the country therein, e.g.:
	  - Health and Safety at Work
	  - The Control of Substances Hazardous to Health (COSHH)		

Be able to provide relaxing services			
Communicate and behave in a professional manner	• Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions	• OHP/Whiteboard • Lecture • Q&A • Homework • Tests	29
Select and use products, tools and equipment based on the outcomes of the consultation	• Brushes and combs • Products for protecting the scalp • Products for protecting the hair • Relaxing products and neutralising shampoos		
Carry out relaxing services using suitable application techniques	• Full-head • Re-growth • Smoothing		
Monitor the development of the product, remedying any arising problems	• Checking for scalp irritation • Removing relaxing product immediately		
Remove chemicals in a way that minimises risk of hair damage	• Control of water temperature • Control of water direction and flow • Massage techniques		
Achieve the desired degree of straightness	• Checking the result after neutralising • Consulting the client throughout the service		
Apply a suitable post-conditioning treatment	• Moisturising conditioner		

Follow safe and hygienic working practices	• Protecting client • Personal protection • Posture and standing position • Sanitisation of tools and equipment • Disposing of waste hygienically and appropriately		
Provide suitable aftercare advice	• Shampooing and conditioning • Brushing and combing • Drying and styling the hair • Finishing products		
Describe how the different chemical ingredients in relaxing products affect the hair structure	• Sodium relaxers • Non-sodium relaxers		
Explain the importance of using pre and post-relaxing treatments and how the active ingredients affect the hair structure	• Evening out porosity • Moisturising the hair • Restoring hairs' natural pH		
Explain the effect of neutralising shampoos on the hair structure	• Rebuilding the disulphide bonds		
Explain how the pH of relaxing products affects the pH balance of the hair and procedures used to restore the natural pH balance of the hair	• The hair's natural pH • Sodium and non-sodium relaxers • Neutralising shampoos • Moisturising conditioners		
Explain the application techniques for relaxing the hair	• Full-head • Re-growth		
Explain the importance of timing and thorough rinsing of products	• Avoiding damage and breakage to the hair • Achieving the desired result		
Describe how and why contra-indications can	• Preventing service to be carried out • Avoiding damage to the hair • Legal responsibilities		

affect the delivery of relaxing services			
Describe the potential problems with corrective relaxing and relaxing services and how to remedy them	- Breakage to the hair - Pre-relaxing products		
Explain the importance of following manufacturers' instructions when using relaxing products in the salon	- Avoiding mistakes - Producing desired result - Preventing legal action		
Outline safe and hygienic working practices	- Protecting client - Personal protection - Posture and standing position - Sanitisation of tools and equipment		
Describe the aftercare that should be provided	- Shampooing and conditioning the hair - How to brush and comb the hair - How to maintain the style - Use of finishing products		
State how to communicate and behave within a salon environment	- Being polite - Being honest - Speaking clearly - Listening attentively - Demonstrating positive body language and facial expressions		

Document History

Version	Issue Date	Changes	Role
v1	23/09/2019	First published	Qualifications and Regulation Co-ordinator