

# 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:** iUHB280 – Working in the hair industry

**Total contact tuition hours proposed:** 35

**Lecturer(s) responsible:**

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> <li>College rules and regulations</li> <li>College mission statement</li> <li>VTCT (ITEC) rules and regulations</li> <li>Health &amp; safety</li> <li>Timetable</li> <li>Dates – holidays etc.</li> <li>Syllabus</li> <li>Recommended books</li> <li>Uniform</li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Q&amp;A</li> <li>Using all the documents listed to ensure the students understand the college expectations and their commitment to the course</li> </ul>	
<b>1. Be able to describe the key characteristics of the hair industry</b>			
Access sources of information on organisations, services, occupational roles, education and training opportunities within the hair industry	<ul style="list-style-type: none"> <li>Websites</li> <li>Prospectuses</li> <li>Trade magazines</li> <li>Job centres</li> </ul>	<ul style="list-style-type: none"> <li>OHP/Whiteboard</li> <li>Lecture</li> <li>Q&amp;A</li> <li>Homework</li> <li>Tests</li> </ul>	17.5
Outline the types of organisations within the hair industry	<ul style="list-style-type: none"> <li>Hair salons, barbershops, self-employment and freelance hairdressers/barbers</li> <li>Product manufacturers and wholesale companies</li> <li>Training providers and colleges</li> <li>Employer and employee representatives</li> </ul>		

	<ul style="list-style-type: none"> <li>• Standard setting bodies and awarding bodies</li> </ul>		
Outline the main services offered by the hair industry	<ul style="list-style-type: none"> <li>• Styling, cutting and colouring hair</li> <li>• Treating hair and scalp conditions</li> <li>• Maintenance of wigs</li> <li>• Homecare products</li> </ul>		
Describe occupational roles within the hair industry	<ul style="list-style-type: none"> <li>• Hairdressing apprentice</li> <li>• Hairstylist, salon manager, salon owner</li> <li>• Self-employment and freelance hairdressers/barbers</li> <li>• Technical/sales representative</li> <li>• Tutor/trainer/assessor</li> </ul>		
State the employment characteristics of working in the hair industry	<ul style="list-style-type: none"> <li>• Female orientated</li> <li>• Generally small team of co-workers</li> <li>• Self-employment/freelance opportunities</li> <li>• Working on liners</li> <li>• Specialist hairdresser e.g.: <ul style="list-style-type: none"> <li>- Styling long hair</li> <li>- Cutting</li> <li>- Colouring</li> </ul> </li> <li>• Specialist barber e.g.: <ul style="list-style-type: none"> <li>- Shaving</li> <li>- Creating hair patterns</li> </ul> </li> </ul>		
State career patterns within the hair industry	<ul style="list-style-type: none"> <li>• Apprenticeships</li> <li>• Technical advisors</li> <li>• Stylist</li> <li>• Salon manager/owner</li> <li>• Tutor/assessor</li> </ul>		
Outline the education and training opportunities within the hair industry	<ul style="list-style-type: none"> <li>• Young apprentice/Foundation Diploma (14/16 years old)</li> <li>• Salon apprentice (16+)</li> <li>• College/training provider (full time learner)</li> <li>• Manufacturer training courses</li> </ul>		
Outline opportunities to transfer to other sectors or industries	<ul style="list-style-type: none"> <li>• Retail sector/shop assistant</li> <li>• Media</li> <li>• Sales representative</li> </ul>		

2. Be able to describe working practices in the hair industry			
Outline good working practices in the salon	<ul style="list-style-type: none"> <li>• Correct posture and standing position</li> <li>• Health and safety</li> <li>• Client comfort</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout</li> <li>• Homework</li> <li>• Tests</li> </ul>	17.5
State the importance of personal presentation in reflecting the professional image of the hair industry	<ul style="list-style-type: none"> <li>• Client confidence</li> <li>• Increased business</li> </ul>		
Outline opportunities for developing and promoting own professional image within the hair industry	<ul style="list-style-type: none"> <li>• Visiting and competing in competitions</li> <li>• Attending manufacturers' courses</li> <li>• Taking part in charitable events</li> <li>• Working at fashion shows</li> <li>• Television/stage hair work</li> </ul>		
State the basic employee employment rights and responsibilities	<ul style="list-style-type: none"> <li>• Contract of employment</li> <li>• Working time regulations/minimum wage</li> <li>• Equal opportunities</li> <li>• Holiday entitlement</li> </ul>		
Outline the main legislation that affects working in the hair industry	<ul style="list-style-type: none"> <li>• The Health and Safety at Work Act</li> <li>• COSHH</li> <li>• The Electricity at Work Regulations</li> </ul>		

**Document History**

Version	Issue Date	Changes	Role
v1	25/09/2019	First published	Qualifications and Regulation Co-ordinator