

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: iUHB295 – Cut women's hair

Total contact tuition hours proposed: 75

Lecturer(s) responsible:

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> College rules and regulations College mission statement VTCT (ITEC) rules and regulations Health & safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform 	<ul style="list-style-type: none"> Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course 	
1. Be able to prepare for cutting hair			
Prepare themselves, the client and work area for cutting services	<ul style="list-style-type: none"> Preparing self Preparing working area Sanitising/sterilising tools and equipment Preparing environment Assisting the client into a comfortable and relaxed position for the service Protecting and caring for the client throughout the service 	<ul style="list-style-type: none"> OHP/Whiteboard Lecture Q&A Homework Tests 	20
Use suitable consultation techniques to identify service objectives	<ul style="list-style-type: none"> Discussing client's needs and requirements Discussing limitations Consulting with client throughout the service 		

Assess the potential of the hair to achieve the desired look by identifying the influencing factors	<ul style="list-style-type: none"> • Checking the texture of the hair • Checking the density of the hair • Checking the length of hair • Accounting for: <ul style="list-style-type: none"> - Head and face shape - Hair elasticity • Checking growth patterns 		
Explain the safety considerations that must be taken into account when cutting hair	<ul style="list-style-type: none"> • Protective clothing for self and client • Sanitising/sterilising tools and equipment • Disposing of waste hygienically and appropriately 		
State the factors that need to be considered when cutting hair	<ul style="list-style-type: none"> • Previous haircut/style • Hair condition • Lifestyle • Client request 		
Describe the different consultation techniques used to identify service objectives	<ul style="list-style-type: none"> • Open and closed questioning • Use of visual aids • Listening techniques 		
Describe the salon's requirement for client preparation, preparing themselves and the work area	<ul style="list-style-type: none"> • Protecting client, self and colleagues • Sanitising tools and equipment • Disposing of waste hygienically and appropriately 		
Describe a range of looks for women	<ul style="list-style-type: none"> • Short: one length • Long: one length • Short layered • Long layered • Graduation • With fringe • Without fringe 		

2. Be able to provide a cutting service			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions 	<ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A • Handout 	

Select and use cutting equipment to achieve the desired look	<ul style="list-style-type: none"> • Scissors – including thinning scissors • Razors • Combs • Electric clippers 	<ul style="list-style-type: none"> • Homework • Tests 	
Establish and follow guidelines to accurately achieve the required look	<ul style="list-style-type: none"> • Sectioning • Angles 		
Use cutting techniques that take into account the identified factors	<ul style="list-style-type: none"> • The texture of the hair • The density of the hair • The length of hair • The natural growth patterns of the hair • Clients' wishes 		
Position themselves and the client appropriately throughout the service	<ul style="list-style-type: none"> • Correct posture and standing position • Health and safety • Client comfort 		
Cross check the haircut to ensure even balance and weight distribution	<ul style="list-style-type: none"> • Taking vertical sections and horizontal sections • Using the mirror 		
Create a finished cut that is to the satisfaction of the client	<ul style="list-style-type: none"> • Consulting the client throughout the service 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • Shampooing and conditioning • Brushing and combing • Drying and styling the hair • Finishing products 		
Follow safe and hygienic working practices	<ul style="list-style-type: none"> • Protecting client • Personal protection • Posture and standing position • Protection, safe handling and storage of tools and equipment • Sanitisation of tools and equipment • Disposing of waste hygienically and appropriately 		
Describe the correct use, and routine maintenance of cutting tools and equipment	<ul style="list-style-type: none"> • Handling scissors correctly and carefully • Handling razors correctly and carefully • Scissor sharpening • Applying oil to scissor blades and pivot screw • Checking wires on electric clippers • Check blades are set correctly on electric clippers 		

Describe the effect of different cutting techniques	<ul style="list-style-type: none"> • Club cutting: <ul style="list-style-type: none"> - One length and to create bulk • Layering with: <ul style="list-style-type: none"> - To create movement • Graduating: <ul style="list-style-type: none"> - Accentuate and define outlines • Tapering: <ul style="list-style-type: none"> - To remove bulk and length 		
State the effect cutting hair at different angles has on the finished look	<ul style="list-style-type: none"> • Weight distribution • Hair length • Direction the hair lies <ul style="list-style-type: none"> - Natural fall of the hair - Growth pattern e.g. nape whorl 		
State the importance of applying the correct degree of tension to the hair when cutting	<ul style="list-style-type: none"> • Avoid cutting the hair too short • To ensure an even length and shape 		
State the importance of cross checking the cut	<ul style="list-style-type: none"> • To ensure an even length and shape 		
Describe the aftercare advice that should be provided	<ul style="list-style-type: none"> • Shampooing and conditioning the hair • How to brush and comb the hair • How to maintain the cut • Use of finishing products 		
Outline safe and hygienic working practices	<ul style="list-style-type: none"> • Protecting client • Personal protection • Posture and standing position • Sanitisation of tools and equipment 		
State how to communicate and behave within a salon environment	<ul style="list-style-type: none"> • Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions 		

Document History

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