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: iUHB299 - The art of dressing hair

Total contact tuition hours proposed: 30

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 for dressing hair			
Prepare the client and work area for dressing service	- Preparing self - Preparing working area - Sanitising / sterilising tools and equipment - Preparing environment - Assisting the client into a comfortable and relaxed position for the treatment - Protecting and caring for the client throughout treatment	- OHP/Whiteboard - Lecture - Q&A - Homework - Tests	12
State the procedure for client preparation	- Examining the condition of the hair and select correct product choice - Combing or detangling hair - Checking client comfort - Discussing suitability of style with client		

Consult with clients to confirm their requirements	• Discussing client's needs and requirements • Selecting suitable protective clothing – gowns and towel • Examining the hair type, texture, length, colour, quality and quantity • Preparing the hair ready for treatment • Discussing limitations • Consulting with client throughout • Selecting style
Describe the effects of different styling techniques	• Brushing • Backbrushing • Backcombing • Teasing • Simple dressing • Long hair dressing • Pleating • Plaiting • Ornamentation
Evaluate the potential of the hair to achieve the desired look by identifying the influencing factors	• Length of hair • Hair growth patterns • Hair loss • Hair type • Hair texture • Hair density
Describe the factors that need to be considered when styling and dressing hair	• Head • Face and body shape • Lifestyle • Hair growth patterns • Length and type of hair • Texture, elasticity and density of hair • Fashion trends/occasion
Describe the physical effects of styling on the hair structure	• External factors – combing, brushing, back dressing, shampooing, heated rollers • Crimping, tonging • Chemical effects – perming, colouring, bleaching
Describe the effects of humidity on the hair structure and resulting style	• Effects of weather – sun, wind, sand, sea, salt, extremes in climate, moisture effects on the hair's elasticity or flexibility • General health and lifestyle – good health, disease, drugs, genetic factors, effects of pregnancy and child birth on hair •

Explain how the incorrect use of heat can affect the hair and scalp	• Hair breakage/split ends • Sore scalp • Burns		

Be able to provide a dressing hair service			

Select and use styling products, tools and equipment to achieve the desired look	• Products
	  - Mousse
	  - Gel
	  - Lotion
	  - Spray
	  - Moisturisers
	• Tools
	  - Combs
	  - Brushes
	  - Pins, clips, grips, rubber bands
	  - Accessories: feathers, ribbons, flowers
	• Equipment
	  - Dryers
	  - Electrical equipment
	  - Mirror
		• OHP/Whiteboard
		• Lecture
		• Q&A
		• Handout
		• Homework
		• Tests
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Describe the correct use and routine maintenance of tools, equipment and accessories	• Sanitising/sterilising tools and equipment using the correct hygiene • procedures • Storing sterilised tools appropriately • Washing combs / brushes frequently • Using antibacterial solutions for plastic tools • PAT testing of electrical equipment • Checking electrical wiring		

Describe the use for the range of styling products	• Products
	  - Mousse
	  - Gel
	  - Lotion
	  - Spray
	  - Moisturisers		

Position self and client appropriately throughout the service	• Correct posture and standing position • Client comfort		

Use working methods that meet salon and legal requirements	• Measuring effectiveness • Self-appraisal • Code of ethics • Code of practice • Salon rules and regulations		
Use styling techniques and dressing effects that take into account the identified factors	• Brushing • Backbrushing • Backcombing • Teasing • Simple dressing • Long hair dressing • Pleating • Plaiting • Ornamentation		
Control and secure hair effectively during dressing	• Pins • Clips • Grips • Rubber bands • Mousse • Gel • Lotion • Spray • Moisturisers		
Describe how to secure and control the long hair looks	• Trying to centralise weight of the hair • Using pins, clips, grips, rubber bands • Combs • Feathers, ribbons, flowers • Not disturbing the base of the secured hair • Dressing symmetrically • Dressing asymmetrically		
State the purpose of back combing and back brushing when dressing hair	• Giving more height and volume to the hair • Roughening the cuticle of the hair • Determining the fullness of the hair		
Dress hair to the satisfaction of the client	• Showing client finished results in a mirror • Checking that the finished result meets with client's satisfaction • Checking that the finished result meets with stylist's satisfaction		

	• Advising the client on suitable homecare/after care • Ensuring that the treatment is cost effective and carried out in a • commercially acceptable time		
Apply finishing products to maintain the style	• Mousse • Gel • Lotion • Spray • Moisturisers		
Evaluate the results of the treatment with the client	• Style suitability • End result • Effectiveness • Personal standards • Client standards • Professionalism		
Describe the uses for the range of finishing products	• Mousse • Gel • Lotion • Spray • Moisturisers • Hold of finished result • Movement of finished result		
Provide suitable after care advice	• Maintaining dressed hair • Removing dressed hair		
Describe the aftercare advice that should be provided	• Maintaining dressed hair • Removing dressed hair		
Follow safe and hygienic working practices	• Sanitising / sterilising tools and equipment using the correct hygiene • procedures • Storing sterilised tools appropriately • Salon rules and regulations • Disposing of waste • Environmental conditions		
Outline safe and hygienic working practices when styling and dressing hair	• Wiping equipment over with appropriate sanitiser before and after use • Sanitising hands before, during and after treatment as appropriate • Replacing lids on products • Disposing of waste hygienically and appropriately		

	• Demonstrating correct use of salon sterilising equipment/cabinets • Storing sanitised/sterilised equipment appropriately • Using fresh laundered towels for each client • Using freshly laundered gowns for each client • Ensuring that the floor/trolleys/surfaces are clean and sanitised where appropriate		
Communicate and behave in a professional manner	• Being polite at all times • Being honest • Showing a positive attitude when asked to help • Offering help without having to be asked • Showing enthusiasm for the job • Demonstrating positive facial expressions • Demonstrating positive body language • Demonstrating good eye contact • Listening • Speaking clearly		
State how to communicate in a salon environment	• Being polite at all times • Being honest • Showing a positive attitude when asked to help • Offering help without having to be asked • Showing enthusiasm for the job • Demonstrating positive facial expressions • Demonstrating positive body language • Demonstrating good eye contact • Listening • Speaking clearly		
State the behavioural expectations within a salon environment	• Allowing the client to speak freely • Listening to the client • Not interrupting the client • Not arguing with the client • Communicating politely • Demonstrating a positive attitude • Demonstrating enthusiasm for the task		

Document History

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