

# 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:** iUHB305 - Provide shaving services

**Total contact tuition hours proposed:** 30

**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>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>Be able to prepare for shaving services</b>			
Prepare themselves, the client and work area in order to provide shaving services	<ul style="list-style-type: none"> <li>Preparation of working area</li> <li>Equipment</li> <li>Products</li> <li>PPE for self and client</li> <li>Personal appearance and behaviour</li> <li>Hygiene e.g., sterilising /sanitising tools and equipment</li> <li>Procedures used to prepare client for treatment</li> <li>Client care and modesty</li> <li>Legal requirements for disposal of waste and sharps</li> <li>Health and safety laws</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>	

Identify different consultation techniques used to clarify treatment objectives and suitable products	<ul style="list-style-type: none"> <li>• The importance of positive body language</li> <li>• Positioning of themselves and client (no barriers)</li> <li>• Good communication skills (asking open and/or closed questions and where appropriate)</li> <li>• Verbal and non-verbal communication</li> <li>• Recording responses</li> </ul>		
Select products tools and equipment to meet client shaving requirements	<ul style="list-style-type: none"> <li>• Maintenance of razors</li> <li>• Preparation of different varieties of professional disposal open blade razor</li> <li>• Correct use of razors</li> <li>• Positioning of equipment</li> </ul>		
Identify factors that affect delivery of shaving services	<ul style="list-style-type: none"> <li>• Function of the skin</li> <li>• Structure of the skin</li> <li>• Diseases and disorders</li> <li>• Ways of minimising the risk of cross-infection and cross-infestation</li> <li>• Scalp and facial skin disorders</li> <li>• Risks associated with ingrowing hairs</li> </ul>		
Describe contra-indications that prevent or restrict shaving services	<ul style="list-style-type: none"> <li>• Recent facial surgery affecting the area</li> <li>• Skin cancer</li> <li>• Fever</li> <li>• Contagious or infectious diseases</li> <li>• Under the influence of recreational drugs or alcohol</li> <li>• Any known allergies</li> <li>• Eczema</li> <li>• Localised swelling</li> <li>• Inflammation</li> <li>• Cuts</li> <li>• Bruises</li> <li>• Abrasions</li> <li>• Sunburn</li> <li>• Hypersensitive skin</li> <li>• Hyperkeratosis</li> <li>• Skin allergies</li> </ul>		
Describe the safety considerations that must be taken into account when providing shaving services	<ul style="list-style-type: none"> <li>• Wearing of gloves during the shave</li> <li>• Chair position in relation to fatigue</li> <li>• Methods of sterilisation</li> <li>• Disposal of contaminated sharps waste</li> <li>• PPE</li> <li>• Relevant health &amp; safety legislation</li> </ul>		

Be able to provide shaving services			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Explanation of treatment</li> <li>• Benefits, limitations and co-operation required</li> <li>• Client care, modesty and support</li> <li>• Communication</li> <li>• Correct posture, hygiene and a professional approach to the client throughout treatment</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>	
Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> <li>• Consulting in a suitable area</li> <li>• Positive body language</li> <li>• Positioning of the client</li> <li>• Good communication skills</li> <li>• Contra-indications and contra-actions</li> <li>• Shave service plan</li> <li>• Products used</li> <li>• Consent</li> <li>• Confidentiality</li> <li>• Recording of client responses</li> </ul>		
Follow safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Methods of sterilisation</li> <li>• Disposal of contaminated waste</li> <li>• Legislation</li> <li>• PPE</li> <li>• Relevant health &amp; safety</li> </ul>		
Use products, tools, equipment and techniques to prepare the face and perform shaving services	<ul style="list-style-type: none"> <li>• Preparation of the face, to include: <ul style="list-style-type: none"> <li>- Preparation of lathering</li> <li>- Products' function of lathering</li> <li>- Effects of heat on the skin</li> <li>- Tensioning of the skin</li> <li>- Cooling the skin after shaving</li> <li>- Beard reduction prior to shaving</li> </ul> </li> <li>• Apply hot towels, to include: <ul style="list-style-type: none"> <li>- Preparation</li> <li>- Application</li> <li>- Removal</li> </ul> </li> <li>• Apply lathering products, to include: <ul style="list-style-type: none"> <li>- Preparation of lathering products</li> <li>- Application in accordance with identified factors</li> <li>- Even coverage</li> </ul> </li> <li>• Perform the shave, to include:</li> </ul>		

	<ul style="list-style-type: none"> <li>- Adaption of the shaving techniques to take account of any influencing factors to ensure the desired look is achieved</li> <li>- Positioning the client throughout the service to ensure the safe removal of facial hair</li> <li>- Replace or maintain if required, the cutting edge of the razor throughout the shaving service</li> <li>- Take appropriate remedial action - if required resolve any problems that arise during the shaving service</li> <li>- Remove excess moisture and leave the client's skin free from lathering products after shaving service</li> <li>- Different razor holds</li> <li>- Maintenance of skin temperature</li> <li>- Sponge shaving</li> <li>• Apply finishing products after the shave, to include: <ul style="list-style-type: none"> <li>- Application of spirit</li> <li>- Application of creams</li> <li>- Application of talc</li> </ul> </li> </ul>		
Complete the shaving service to the client's satisfaction	<ul style="list-style-type: none"> <li>• Confirm the shave is completed to the clients satisfaction</li> <li>• Reviewing and recording service outcomes</li> <li>• Ongoing service recommendations</li> <li>• Home care advice</li> </ul>		
Provide aftercare advice	<ul style="list-style-type: none"> <li>• Lifestyle and product choice</li> <li>• Recommendation of products</li> </ul>		

**Document History**

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