

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: iUBT305 - Provide facial skincare

Total contact tuition hours proposed: 56

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 facial skincare treatments			
Prepare themselves, client and work area for facial skincare treatment	<ul style="list-style-type: none"> Preparation of working area Equipment Products Work wear Personal appearance and behaviour Hygiene e.g. sterilising /sanitising tools and equipment Procedures used to prepare client for treatment Client care and modesty 	<ul style="list-style-type: none"> OHP/Whiteboard Lecture Q&A Homework Test An example of a consultation form can be 	20

Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> • Consulting in a suitable area • Positive body language • Positioning of the client • Good communication skills (asking open and/or closed questions where appropriate) • Professionalism • Contra-indications and contra-actions • Treatment plan • Products used • Consent • Confidentiality • Client's signature 	downloaded from www.itecworld.co.uk	
Carry out a skin analysis	<ul style="list-style-type: none"> • Overall skin type • Skin condition • Pigmentation and colour • Skin texture • Skin imperfections • Skin tone • Skin temperature • Muscle tone • Skin elasticity • UV damage 		
Provide clear recommendations to the client	<ul style="list-style-type: none"> • Taking into account the following: <ul style="list-style-type: none"> - The outcome of the skin analysis - Diet - Smoking - Alcohol - Central heating - Air conditioning - Stress - Sleep - Exercise - Fresh air - Occupation - Lifestyle - Current regime 		
Select products, tools and equipment to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels 		

	<ul style="list-style-type: none"> • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Steamer • Hot towels/cabinet • Brush cleanse equipment • Paraffin wax heater • Infra-red lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Mask brushes • Gauze • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Products for the following treatments: <ul style="list-style-type: none"> - Cleanse (superficial and deep) - Pre-heat - Facial massage - Masks 		
Describe salon requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> • Any particular rights, restrictions and acts applicable to facial skincare treatment • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance 		

State the environmental conditions suitable for facial skincare treatments	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment e.g. workstation/trolley • Privacy • Reception areas • General use/treatment areas 		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> • The importance of positive body language • Positioning of themselves and client (no barriers) • Good communication skills (asking open and/or closed questions and where appropriate) • Verbal and non-verbal communication 		
State the importance of carrying out a detailed skin analysis	<ul style="list-style-type: none"> • Skin type and conditions • Contra-indications • Scope of treatment(s) • Home care advice • Aftercare advice 		
Describe how to select products, tools and equipment to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • The importance of selecting the correct products, tools and equipment based upon client consultation and skin analysis • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Steamer 		

	<ul style="list-style-type: none"> • Hot towels/cabinet • Brush cleanse equipment • Paraffin wax heater • Infra-red lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Mask brushes • Gauze • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Eye make-up remover • Cleansing lotions, milks, creams, foams, oils and gels • Skin toners, fresheners, astringents and tonics • Exfoliation products • Enzymatic peels • Massage, creams, oils and gels • Moisturising creams, lotions and milks (day/night) • Eye creams and gels • Neck creams • AHA's • Serums • Ampoules • Specialised products <ul style="list-style-type: none"> - Acne products - Lip balms • Clay masks <ul style="list-style-type: none"> - Calamine - Kaolin - Magnesium carbonate - Fuller's earth 		
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	<ul style="list-style-type: none"> - Flowers of sulphur (COSSH) • Active ingredients <ul style="list-style-type: none"> - Rosewater - Orange flower water - Distilled water - Witch hazel - Glycerine - Almond oil • Natural masks <ul style="list-style-type: none"> - Avocado - Egg white - Honey - Banana - Cucumber - Strawberry - Natural yoghurt - Wheatgerm - Lemon juice - Oatmeal - Milk - Teabags - Egg yolk - Aloe • Commercial masks <ul style="list-style-type: none"> - In accordance with manufacturers' instructions, ingredients of any mask applied to the skin should be known • Specialised masks <ul style="list-style-type: none"> - Thermal/mineral - Peel-off - Paraffin wax - Hot oil - Collagen • Facial skincare techniques to include: <ul style="list-style-type: none"> - Eye make-up removal - Lipstick removal - Superficial cleanse - Skin analysis - Deep cleanse - Pre-heat treatment - Comedone extractions - Massage <ul style="list-style-type: none"> ▪ Effleurage ▪ Petrissage 		
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	<ul style="list-style-type: none"> ▪ Tapotement - Mask - Tone - Moisturise • The methods, hygiene and safety precautions, effects and benefits of all treatment techniques 		
Identify skin types, conditions and characteristics	<ul style="list-style-type: none"> • Skin types <ul style="list-style-type: none"> - White - Black - Asian type skin - Mixed - Dry - Oily - Combination • Skin conditions/characteristics <ul style="list-style-type: none"> - Mature skin - Young skin - Sensitive - Dehydrated - Lack of elasticity - Lack of muscle tone - Blemishes - Age - Crow's feet - Broken capillaries - Open pores - Milia - Comedones - Pustules - Papules - Hyperpigmentation - Hypopigmentation - Dermatitis papulosa nigra - Pseudo folliculitis - Keloids - Ingrowing hairs - Vitiligo - Albinism - Chloasma - Ephelides - Lentigo - Naevae - Port wine stain 		

	<ul style="list-style-type: none"> - Leucoderma - Scarring - Thin skin - Small moles - Papilloma • Skin tones <ul style="list-style-type: none"> - Fair - Medium - Dark - Olive 		
Describe the contra-indications which prevent or restrict facial treatments	<ul style="list-style-type: none"> • Contra-indications requiring medical permission – in circumstances where medical permission cannot be obtained clients must sign an informed consent form stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP <ul style="list-style-type: none"> - Medical oedema - Nervous/psychotic conditions - Epilepsy - Recent facial surgery affecting the area - Diabetes - Skin cancer - Slipped disc - Undiagnosed pain - When taking prescribed medication - Whiplash • Contra-indications that restrict treatment <ul style="list-style-type: none"> - Fever - Contagious or infectious diseases - Under the influence of recreational drugs or alcohol - Diarrhoea and vomiting - Any known allergies - Eczema - Undiagnosed lumps and bumps - Localised swelling - Inflammation - Cuts - Bruises - Abrasions - Scar tissue (2 years for major operations and 6 months for a small scar) - Sunburn - Hormonal implants - Urticaria - Recent fractures (minimum 3 months) - Sinusitis 		

	<ul style="list-style-type: none"> - Neuralgia - Migraine/headache - Hypersensitive skin - Botox/dermal fillers (1 week following treatment) - Hyperkeratosis - Skin allergies - Trapped/pinched nerve affecting the treatment area - Inflamed nerve - Conjunctivitis - Styes - Watery eyes - Blepharitis 		
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2. Be able to provide facial skincare treatments			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Explanation of treatment • Benefits, limitations and co-operation required • Client care, modesty and support • Communication • Correct posture, hygiene and a professional approach to the client throughout treatment 	<ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A • Handout • Homework • Test 	36
Follow health and safety working practices	<ul style="list-style-type: none"> • Fire Precautions Act • Health & Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health & Safety at Work Regulations • The Workplace (Health, Safety & Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act/GDPR • Adhere to all product safety precautions and manufacturers' instructions • Legislation which relates to the work being carried out, the environment and the client with whom the therapist is working 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Facial skincare therapist maintaining correct working posture throughout treatment • Facial skincare therapist self-care 		

<p>Use products, tools, equipment and techniques to suit client treatment needs, skin type and conditions</p>	<ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Couch or chair - Trolley - Stool - Towels - Blanket - Additional support if appropriate - Headband - Bedroll - Robe - Disposable slippers - Disinfecting fluid - Magnifying lamp - Steamer - Hot towels/cabinet - Brush cleanse equipment - Paraffin wax heater - Infra-red lamp - Tissues - Cotton wool - Sponges - Gloves - Spatulas - Bowls - Mask brushes - Gauze - Mirror - Sterilising solution - UV cabinet - Autoclave - Hot bead steriliser - Chemical immersion equipment - Waste disposal • Products <ul style="list-style-type: none"> - Eye make-up remover - Cleansing lotions, milks, creams, foams, oils and gels - Skin, toners fresheners, astringents and tonics - Exfoliation products - Enzymatic peels - Massage, creams, oils and gels - Eye creams and gels - Neck creams - Moisturising, creams lotions, milks (day/night) 		
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	<ul style="list-style-type: none"> - AHA's - Specialised products <ul style="list-style-type: none"> ▪ Acne products ▪ Lip balms ▪ Serums - Clay masks <ul style="list-style-type: none"> ▪ Calamine ▪ Kaolin ▪ Magnesium carbonate ▪ Fuller's earth ▪ Flowers of sulphur (COSSH) - Active ingredients <ul style="list-style-type: none"> ▪ Rosewater ▪ Orange flower water ▪ Distilled Water ▪ Witch hazel ▪ Glycerine ▪ Almond oil - Natural masks <ul style="list-style-type: none"> ▪ Avocado ▪ Egg white ▪ Honey ▪ Banana ▪ Cucumber ▪ Strawberry ▪ Natural yoghurt ▪ Wheatgerm ▪ Lemon juice ▪ Oatmeal ▪ Milk ▪ Teabags ▪ Egg yolk ▪ Aloe - Commercial masks (In accordance with manufacturers' instructions, ingredients of any mask applied to the skin should be known) - Specialised masks <ul style="list-style-type: none"> ▪ Thermal/mineral ▪ Peel-off ▪ Paraffin wax ▪ Hot oil ▪ Collagen • Techniques used for the following treatments: <ul style="list-style-type: none"> - Cleanse (superficial and deep) 		
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	<ul style="list-style-type: none"> - Pre-heat - Facial massage - Masks 		
Complete the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Conclusion of treatment in appropriate manner to meet client's needs and manufacturers' instructions • Check treatment results with client using mirror 		
Record the results of the treatment	<ul style="list-style-type: none"> • Client response to treatment and feedback • Note benefits of the treatment • Product advice • Home care advice • Store records demonstrating knowledge of confidentiality requirements 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Recommendation of suitable skin care regime • Use of SPF • Lifestyle • Recommendation of further salon treatments 		
State how to communicate and behave in a professional manner	<ul style="list-style-type: none"> • Consultation • Treatment explanation • Client care • Hygiene • Good communication skills 		
Describe health and safety working practices	<ul style="list-style-type: none"> • The importance of: <ul style="list-style-type: none"> - Fire Precautions Act - Health & Safety at Work Act - Health and Safety (First Aid) Regulations - The Management of Health & Safety at Work Regulations - The Workplace (Health, Safety & Welfare) Regulations - The Manual Handling Operations Regulations - The Personal Protective Equipment at Work Regulations - The Provision and Use of Work Equipment Regulations - The Control of Substances Hazardous to Health Regulations (COSHH) - The Electricity at Work Regulations - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) - Disability Discrimination Act - Data Protection Act/GDPR 		
State the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Facial skincare therapist maintaining correct posture throughout treatment 		

<p>State the importance of using products, tools, equipment and techniques to suit client treatment needs, skin type and conditions</p>	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Steamer • Hot towels/cabinet • Brush cleanse equipment • Paraffin wax heater • Infra-red lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Mask brushes • Gauze • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Products and techniques used for the following treatments: <ul style="list-style-type: none"> - Cleanse (superficial and deep) - Pre-heat - Facial massage - Masks 		
<p>Describe how treatments can be adapted to suit</p>	<ul style="list-style-type: none"> • Restrictions <ul style="list-style-type: none"> - Contra-indications and contra-actions 		

client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Client preferences and commitment • Product availability and suitability • Time scales • Costs • Adapting the treatment to suit the needs of the client 		
State the contra-actions that may occur during and following treatments and how to respond	<ul style="list-style-type: none"> • Adverse skin reaction • Watery eyes • Excessive erythema • Skin irritation • Itching • Immediate removal of products • Application of cool compress • Referral procedures 		
State the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Concluding the treatment in appropriate manner to meet client needs and manufacturers' instructions • Check treatment results with client using mirror 		
State the importance of completing treatment records	<ul style="list-style-type: none"> • Maintaining records • Aftercare • Home care • Product advice • Compliance with data protection 		
State the aftercare advice that should be provided	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Avoid touching the skin excessively • Avoid exposure to UV • Avoid immediate application of make-up • Recommended skin care products for the client's skin type • Suitable skin care regime for home use • Use of SPF • Healthy eating and drinking • Exercise • Sleep • Lifestyle • Recommendation of further salon treatments 		
Describe the structure and functions of the skin	<ul style="list-style-type: none"> • Skin structure <ul style="list-style-type: none"> - Epidermis <ul style="list-style-type: none"> ▪ Stratum corneum 		

	<ul style="list-style-type: none"> ▪ Stratum lucidum ▪ Stratum granulosum ▪ Stratum spinosum/malphigian layer ▪ Stratum germinativum/basal layer <ul style="list-style-type: none"> - Dermis <ul style="list-style-type: none"> ▪ Blood supply ▪ Lymphatic supply ▪ Hair follicle ▪ Hair shaft ▪ Sebaceous gland ▪ Sweat gland: Eccrine and apocrine ▪ Sensory nerve endings ▪ Dermal papilla ▪ Collagen ▪ Elastin ▪ Histiocytes ▪ Mast cells ▪ Fibroblasts ▪ Erector pili muscle ▪ Melanocytes - Subcutaneous/adipose layer <ul style="list-style-type: none"> ▪ The structure and function of the fatty layer underneath the dermis <ul style="list-style-type: none"> • Skin functions <ul style="list-style-type: none"> - Secretion - Heat regulation - Absorption - Protection/acid mantle (composition and formation) - Elimination/excretion - Sensation - Vitamin D formation (7-dehydro-cholesterol) 		
Describe diseases and disorders of the skin	<ul style="list-style-type: none"> • General <ul style="list-style-type: none"> - Broken capillaries - Crow's feet - UV damage - Urticaria - Allergic reaction - Comedones - Milia - Hyperkeratosis - Keloids - Ingrowing hairs - Psuedofolliculitis • Infestations 		

	<ul style="list-style-type: none"> - Scabies - Pediculosis • Congenital <ul style="list-style-type: none"> - Atopic eczema - Atopic dermatitis - Psoriasis • Bacterial <ul style="list-style-type: none"> - Acne vulgaris - Acne rosacea - Impetigo - Folliculitis - Boils • Viral <ul style="list-style-type: none"> - Herpes simplex - Herpes zoster - Warts • Fungal <ul style="list-style-type: none"> - Tinea corporis • Pigmentation disorders <ul style="list-style-type: none"> - Hyperpigmentation - Hypopigmentation - Dermatitis papulosa nigra - Vitiligo - Albinism - Chloasma - Ephelides - Lentigo - Naevae - Port wine stain - Leucoderma - Papilloma • Skin cancers <ul style="list-style-type: none"> - Basal cell carcinoma - Squamous cell carcinoma - Malignant - Melanoma 		
Explain how natural ageing, lifestyle and environmental factors affect the condition of the skin and muscle tone	<ul style="list-style-type: none"> • Intrinsic ageing <ul style="list-style-type: none"> - Physiological factors • Extrinsic ageing <ul style="list-style-type: none"> - Environmental factors 		

<p>State the position and action of the muscles of the head, neck and shoulders</p>	<ul style="list-style-type: none"> • Head/face <ul style="list-style-type: none"> - Orbicularis oculi - Orbicularis oris - Masseter - Buccinator - Risorius - Levator anguli oris - Levator labii superioris - Depressor anguli oris (triangularis) - Depressor labii inferioris - Mentalis - Zygomaticus - Temporalis - Nasalis - Procerus - Corrugator - Frontalis - Occipitalis - Pterygoids • Neck <ul style="list-style-type: none"> - Trapezius - Platysma - Sternocleidomastoid • Shoulders <ul style="list-style-type: none"> - Deltoid - Pectoralis major and minor 		
<p>State the names and position of the bones of the head, neck and shoulders</p>	<ul style="list-style-type: none"> • Cranium <ul style="list-style-type: none"> - Parietal - Frontal - Ethmoid - Sphenoid - Occipital - Temporal • Facial <ul style="list-style-type: none"> - Nasal - Zygomatic - Maxilla - Lacrimal - Turbinate - Palatine - Mandible - Vomer 		

	<ul style="list-style-type: none"> • Shoulder <ul style="list-style-type: none"> - Clavicle - Scapula - Humerus • Chest <ul style="list-style-type: none"> - Sternum • Neck <ul style="list-style-type: none"> - Cervical vertebrae 		
Describe the structure and function of the circulatory and lymphatic system for the head, neck and shoulders	<ul style="list-style-type: none"> • Circulatory system <ul style="list-style-type: none"> - Plasma - Erythrocytes - Leucocytes - Platelets - Thrombocytes - Arteries - Arterioles - Veins - Venules - Capillaries - Main arteries of the head and neck <ul style="list-style-type: none"> ▪ Thyroid ▪ Facial ▪ Temporal ▪ Lingual ▪ Occipital ▪ Maxillary - Main veins of the head and neck <ul style="list-style-type: none"> ▪ Middle temporal ▪ Superficial temporal ▪ Maxillary ▪ Anterior facial ▪ Common facial ▪ Internal jugular ▪ External jugular • Lymphatic system <ul style="list-style-type: none"> - The content and function of lymph - Transportation - Detoxification - Antibodies, antitoxins and lymphocytes - Immune system - Secondary circulation - Lymphocytes 		

	<ul style="list-style-type: none"> - Lymphatic capillary - Lymphatic vessel - Lymph node - Lymphatic duct - Main lymph nodes of the head and neck <ul style="list-style-type: none"> ▪ Superficial and deep cervical ▪ Submandibular ▪ Anterior and posterior auricular ▪ Occipital ▪ Buccal ▪ Sub-mental • Interrelationship <ul style="list-style-type: none"> - The way in which the 2 systems support each other 		
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iUBT305 – Provide facial skincare			
Mock practical:	<ul style="list-style-type: none"> • To include full treatment 	Mock theory paper	
Mock theory:	<ul style="list-style-type: none"> • To include all the theory 		

Document History

Version	Issue Date	Changes	Role
v1	27/09/2019	First published	Qualifications and Regulation Co-ordinator