

# 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:** iUBT307 - Provide thermal auricular therapy

**Total contact tuition hours proposed:** 20

**Lecturer(s) responsible:**

Learning Outcomes	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>VTEC (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 prepare for thermal auricular therapy treatment</b>			
Prepare themselves, client and work area for thermal auricular therapy treatment	<ul style="list-style-type: none"> <li>Preparation of working area</li> <li>Equipment</li> <li>Products</li> <li>Work wear</li> <li>Personal appearance and behaviour</li> <li>Hygiene e.g. sterilising/sanitising tools and equipment</li> <li>Client for treatment</li> <li>Client care and modesty</li> </ul>	<ul style="list-style-type: none"> <li>OHP/Whiteboard</li> <li>Lecture</li> <li>Q&amp;A</li> <li>Homework</li> <li>Test</li> <li>An example of a consultation form can be</li> </ul>	7

Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> <li>• Suitable area</li> <li>• Positive body language</li> <li>• Positioning of the client</li> <li>• Communication skills</li> <li>• Professionalism</li> <li>• Contra-indications and contra-actions</li> <li>• Treatment plan</li> <li>• Products used</li> <li>• Consent</li> <li>• Confidentiality</li> <li>• Client's signature</li> </ul>	downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a>	
Provide clear recommendations to the client	<ul style="list-style-type: none"> <li>• Taking into account: <ul style="list-style-type: none"> <li>- The outcome of the treatment plan</li> <li>- Diet</li> <li>- Smoking</li> <li>- Alcohol</li> <li>- Central heating</li> <li>- Air conditioning</li> <li>- Stress</li> <li>- Sleep</li> <li>- Exercise</li> <li>- Fresh air</li> <li>- Occupation</li> <li>- Lifestyle</li> <li>- Current regime</li> </ul> </li> </ul>		
Select products, tools and equipment to suit client treatment needs	<ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Blanket</li> <li>• Additional support if appropriate</li> <li>• Headband</li> <li>• Bedroll</li> <li>• Disinfecting fluid</li> <li>• Tissues</li> <li>• Cotton wool/buds</li> <li>• Bowl</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> </ul>		

	<ul style="list-style-type: none"> <li>• Autoclave</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal</li> <li>• Ear candles or cones</li> <li>• Lighter, matches or a small lit candle</li> <li>• Water</li> <li>• Cloth (with a hole for the ear)</li> </ul>		
Describe salon requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> <li>• Any particular rights, restrictions and acts applicable to thermal auricular therapy</li> <li>• Code of practice/ethics</li> <li>• Insurance and professional association membership</li> <li>• Record keeping</li> <li>• Professional appearance</li> </ul>		
State the environmental conditions suitable for thermal auricular therapy	<ul style="list-style-type: none"> <li>• Lighting</li> <li>• Heating</li> <li>• Ventilation</li> <li>• Noise levels</li> <li>• Available space</li> <li>• Music</li> <li>• General hygiene</li> <li>• Waste disposal</li> <li>• Décor</li> <li>• Equipment</li> <li>• Privacy</li> <li>• Reception areas</li> <li>• General use/treatment areas</li> <li>• Safety aspects</li> </ul>		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> <li>• Positive body language</li> <li>• Positioning of the client (no barriers between themselves and client)</li> <li>• Good communication skills (asking open and/or closed questions where appropriate)</li> <li>• Verbal and non-verbal communication</li> </ul>		
Describe how to select products, tools and equipment to suit client treatment needs	<ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Blanket</li> <li>• Additional support if appropriate</li> <li>• Headband</li> </ul>		

	<ul style="list-style-type: none"> <li>• Bedroll</li> <li>• Disinfecting fluid</li> <li>• Tissues</li> <li>• Cotton wool/buds</li> <li>• Bowl</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal</li> <li>• Ear candles or cones</li> <li>• Lighter, matches or a small lit candle</li> <li>• Water</li> <li>• Cloth (with a hole for the ear)</li> </ul>		
Describe different types of ear candles	<ul style="list-style-type: none"> <li>• Ear candles</li> <li>• Ear cones</li> </ul>		
Describe the contra-indications which prevent or restrict thermal auricular therapy	<ul style="list-style-type: none"> <li>• With medical, GP or specialist permission – In circumstances where written medical permission cannot be obtained the client must sign an informed consent stating that the treatment and its effects has been fully explained to them and confirm that they are willing to proceed without permission from their G.P. or specialist <ul style="list-style-type: none"> <li>- Pregnancy</li> <li>- Cardiovascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions)</li> <li>- Haemophilia</li> <li>- Any condition already being treated by a GP or another practitioner</li> <li>- Medical oedema</li> <li>- Osteoporosis</li> <li>- Nervous/psychotic conditions</li> <li>- Epilepsy</li> <li>- Recent operations</li> <li>- Diabetes</li> <li>- Asthma</li> <li>- Any dysfunction of the nervous system (e.g. Multiple sclerosis, Parkinson's disease, Motor neurone disease)</li> <li>- Bell's palsy</li> <li>- Trapped/pinched nerve</li> <li>- Inflamed nerve</li> <li>- Spastic conditions</li> <li>- Kidney infections</li> <li>- Urinary infections</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>- Acute rheumatism</li> <li>- Undiagnosed facial pain</li> <li>- When taking prescribed medication</li> <li>• Contra-indications that restrict treatment <ul style="list-style-type: none"> <li>- Fever</li> <li>- Contagious or infectious</li> <li>- Under the influence of recreational drugs or alcohol</li> <li>- Cancer</li> <li>- Diarrhoea and vomiting</li> <li>- Skin diseases</li> <li>- Undiagnosed lumps and bumps</li> <li>- Localised swelling</li> <li>- Inflammation</li> <li>- Cuts</li> <li>- Bruises</li> <li>- Abrasions</li> <li>- Scar tissue (2 years for major operation and 6 months for a small scar)</li> <li>- Sunburn</li> <li>- Haematoma</li> <li>- Cervical spondylitis</li> <li>- Loss of skin sensation (test with tactile test)</li> <li>- Cochlear implant</li> <li>- Earaches</li> <li>- Perforated eardrum</li> <li>- Ear grommets</li> <li>- `</li> <li>- Infections of the skin and/or scalp</li> </ul> </li> </ul>		
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<b>2. Be able to provide thermal auricular therapy treatment</b>			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Checking consultations and contra-indications</li> <li>• Explaining the treatment to the client</li> <li>• Benefits, limitations and co-operation required</li> <li>• Helping the client onto the couch/chair prior to and off the couch/chair after the treatment</li> <li>• Positioning the client correctly</li> <li>• Sanitising client's hands as appropriate</li> <li>• Sanitising own hands as appropriate throughout treatment</li> <li>• Protecting the client's modesty at all times</li> <li>• Ensuring that all parts of the client are covered except the area being treated</li> <li>• Ensuring that the client is comfortable</li> <li>• Using appropriate covered supports</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>• Test</li> </ul>	13

	<ul style="list-style-type: none"> <li>• Adapt the treatments to suit the needs of the client</li> <li>• Ensure client does not stand on floor with bare feet</li> <li>• Client care</li> <li>• Communication</li> <li>• Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul>		
Follow health and safety working practices	<ul style="list-style-type: none"> <li>• Fire Precautions Act</li> <li>• Health &amp; Safety at Work Act</li> <li>• Health and Safety (First Aid) Regulations</li> <li>• The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations</li> <li>• The Manual Handling Operations Regulations</li> <li>• The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations</li> <li>• The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</li> <li>• Disability Discrimination Act</li> <li>• Data Protection Act/GDPR</li> <li>• Adhere to all safety precautions and manufacturers' instructions</li> </ul>		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> <li>• Positioning of the client</li> <li>• Client comfort</li> <li>• Application of the treatments</li> <li>• Thermal auricular therapist self-care</li> </ul>		
Use products, tools, equipment and techniques to suit clients treatment needs	<ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Blanket</li> <li>• Additional support if appropriate</li> <li>• Headband</li> <li>• Bedroll</li> <li>• Disinfecting fluid</li> <li>• Tissues</li> <li>• Cotton wool/buds</li> <li>• Spatulas</li> <li>• Bowl</li> <li>• Sterilising solution</li> </ul>		

	<ul style="list-style-type: none"> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal</li> <li>• Ear candles or cones</li> <li>• Lighter, matches or a small lit candle</li> <li>• Water</li> <li>• Cloth (with a hole for the ear)</li> </ul>		
Complete the treatment to the satisfaction of the client	<ul style="list-style-type: none"> <li>• Conclusion of treatment in appropriate manner to meet client's needs</li> </ul>		
Record the results of the treatment	<ul style="list-style-type: none"> <li>• Reviewing and recording treatment outcomes</li> <li>• Treatment recommendations</li> <li>• Home care advice</li> </ul>		
Provide suitable aftercare advice	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• Lifestyle</li> <li>• Recommendation of further salon treatments</li> </ul>		
State how to communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Consultation</li> <li>• Treatment explanation</li> <li>• Client care</li> <li>• Hygiene</li> <li>• Good communication skills</li> </ul>		
Describe health and safety working practices	<ul style="list-style-type: none"> <li>• Fire Precautions Act</li> <li>• Health &amp; Safety at Work Act</li> <li>• Health and Safety (First Aid) Regulations</li> <li>• The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations</li> <li>• The Manual Handling Operations Regulations</li> <li>• The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations</li> <li>• The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</li> <li>• Disability Discrimination Act</li> <li>• Data Protection Act/GDPR</li> <li>• Adhere to all safety precautions and manufacturers' instructions</li> </ul>		

State the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and correctly supported</li> <li>• Applying the treatments as appropriate to the client's needs</li> <li>• Therapist maintaining correct posture/stance throughout treatment</li> </ul>		
State the importance of using products, tools, equipment and techniques to suit client's treatment needs	<ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Blanket</li> <li>• Additional support if appropriate</li> <li>• Headband</li> <li>• Bedroll</li> <li>• Disinfecting fluid</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool/buds</li> <li>• Spatulas</li> <li>• Bowl</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal</li> <li>• Ear candles or cones</li> <li>• Lighter, matches or a small lit candle</li> <li>• Water</li> <li>• Cloth (with a hole for the ear)</li> </ul>		
Describe how treatments can be adapted to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> <li>• Restrictions</li> <li>• Client preferences and commitment</li> <li>• Product availability</li> <li>• Time scales</li> <li>• Cost</li> </ul>		
State the contra-actions that may occur during and following treatments and how to respond	<ul style="list-style-type: none"> <li>• Tiredness</li> <li>• Renewed energy</li> <li>• Emotional release</li> <li>• Dizziness</li> <li>• Erythema</li> </ul>		



State the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> <li>• Concluding the treatment in appropriate manner to meet client's needs</li> <li>• Concluding the electrical treatment in an appropriate and safe manner to meet the client's needs</li> <li>• Ongoing treatments</li> </ul>		
State the importance of completing treatment records	<ul style="list-style-type: none"> <li>• Maintaining records for accurate future treatment</li> <li>• Aftercare</li> <li>• Home care</li> <li>• Product advice</li> <li>• Compliance with current legislation</li> <li>• Concluding the treatment in the correct manner to meet client's requirements</li> <li>• The treatment should be performed for the required amount of time efficiently and professionally ensuring the working area remains clean and tidy throughout</li> </ul>		
State the aftercare advice that should be provided	<ul style="list-style-type: none"> <li>• Based upon consultation and relevant test recommendations for ongoing or further treatments, home and aftercare advice</li> <li>• Healthy eating</li> <li>• Fluid/water intake</li> <li>• Smoking habits</li> <li>• Hobbies</li> <li>• Interests</li> <li>• Rest</li> <li>• Relaxation</li> <li>• Stress levels</li> <li>• Sleep</li> <li>• General care and lifestyle advice and the beneficial effects thereof</li> </ul>		
Describe the structure of the ear	<ul style="list-style-type: none"> <li>• Outer ear</li> <li>• Middle ear</li> <li>• Inner ear</li> </ul>		

Document History

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