

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: iUCO79 – Monitor and maintain health and safety practice in the salon

Total contact tuition hours proposed: 29

Lecturer(s) responsible:

| Learning objectives | Lecture content | Suggested resources | Approx. hours |
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| 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 carry out a risk assessment | | | |
| Carry out risk assessments and take necessary actions | <ul style="list-style-type: none"> Examining the work place Hazards to the environment Hazards to persons Rating the risk, high, medium or low How to reduce the risk(s) and precautions necessary Frequency for risk assessments | <ul style="list-style-type: none"> OHP/Whiteboard Lecture Q&A Homework Tests | 10 |
| State the reason for carrying out risk assessments | <ul style="list-style-type: none"> Recognising potential hazards Reducing or removing potential hazards Reducing the risk of damage to the environment and persons Reducing the risk of legal action | | |

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| Describe the procedures for carrying out a risk assessment | <ul style="list-style-type: none"> • Examining the work environment • Examining the work practices • Checking the practitioners qualifications and abilities • Recording the findings and actions required | | |
| Describe when risk assessments should be carried out | <ul style="list-style-type: none"> • Frequency • When changes are made to the workplace and personnel • When changes occur to the regulations concerning the workplace | | |
| Outline necessary actions to take following a risk assessment | <ul style="list-style-type: none"> • Removal of hazard if applicable • Advise all persons concerned of any action required • Seek professional advice where necessary | | |

| 2. Be able to monitor health and safety in the salon | | | |
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| Monitor and support the work of others to ensure compliance with health and safety requirements | <ul style="list-style-type: none"> • Initial training • Frequency of training/exchange of information • Keeping records | <ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A • Handout • Homework • Tests | 19 |
| Outline the health and safety support that should be provided to staff | <ul style="list-style-type: none"> • Fire evacuation procedures • First aid provision • Regular testing of electrical equipment • Regular review of safe working practices | | |
| Outline procedures for dealing with different types of security breaches | <ul style="list-style-type: none"> • Stock and materials • Personal belongings • Monetary discrepancies | | |
| Explain the need for insurance | <ul style="list-style-type: none"> • Client confidence • In the event of legal action • In the event of damage to property | | |

Document History

| Version | Issue Date | Changes | Role |
|---------|------------|-----------------|------------------------------|
| v1 | 30/09/2019 | First published | Qualifications Administrator |
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