

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: iUCO56 - Salon design for the hair and beauty sector

Total contact tuition hours proposed: 36

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 research and plan the designing of a salon			
Use effective communications skills to gather and present information	<ul style="list-style-type: none"> Good communication skills (asking open and/or closed questions where appropriate, listening/hearing) Effective communication Demonstrate appropriate body language at all times Interpersonal distance Trust Professionalism, confidence and enthusiasm Confidentiality Personal effectiveness With colleagues As part of team 	<ul style="list-style-type: none"> OHP/Whiteboard Lecture Q&A Homework Test 	18

	<ul style="list-style-type: none"> • With others 		
Conduct market research	<ul style="list-style-type: none"> • The role of the marketing plan • Definition and principles of PEST and SWOT analyses • Importance of identifying target market • Importance of identifying competitors 		
Analyse and evaluate market research	<ul style="list-style-type: none"> • Importance of analysing data collected through market research 		
Produce a budget and costs analysis	<ul style="list-style-type: none"> • Finance – design and development costs • Fixed and variable costs • Cash flow forecast 		
State the importance of meeting deadlines within a project plan	<ul style="list-style-type: none"> • Budget • Costing • Project timescales 		
Explain how market research can influence salon design	<ul style="list-style-type: none"> • Market research including target demographic group information and feedback • Competitor analysis • Business risk analysis - PEST and SWOT analysis • Operational objectives • Premises and location • Products, services and prices 		
Describe how psychological abstract concepts, facilities and legislation influence the salon design	<ul style="list-style-type: none"> • Design brief and portfolio <ul style="list-style-type: none"> - Mood board - Samples - Different images • The business concept/vision • Location, environment, culture and premises • Target market/clientele • Competitors • Products and equipment • 'Signature' treatments, treatment menus and packages • Legal status, licences and insurance • Health, safety, security and data protection • Floor plan with a suitable choice of scale • Budget and cost analysis for design • Project timescales 		
Explain the importance of budget management	<ul style="list-style-type: none"> • Project management plan • Outline benefits of thorough research and planning 		

	<ul style="list-style-type: none"> • Targets 		
2. Be able to design a salon			
Create a floor plan to scale	<ul style="list-style-type: none"> • Design brief • Floor plan of business premises to scale 	<ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A • Homework • Test 	18
Create a design portfolio	<ul style="list-style-type: none"> • Research • Design brief and portfolio <ul style="list-style-type: none"> - Mood board - Samples - Different images 		
Present a salon design and obtain feedback	<ul style="list-style-type: none"> • Design brief and portfolio <ul style="list-style-type: none"> - Mood board - Samples - Different images • Presentation • Methods of gathering feedback i.e. questionnaires 		
Evaluate and amend the project	<ul style="list-style-type: none"> • Evaluation of feedback • Review • Amend the design 		
Explain the importance of creating a floor plan using a suitable choice of scale	<ul style="list-style-type: none"> • Cost • Resources • Suitability of facilities 		
Describe the benefits of creating a design portfolio	<ul style="list-style-type: none"> • Research • Flexibility • Choice • Innovation • Cost • Review 		
Explain the importance of presenting and obtaining feedback on the design	<ul style="list-style-type: none"> • Design brief • Methods of presentation • Feedback • Methods of recording and evaluating feedback • Troubleshooting • Design review 		

Document History

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