

# 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:** iUCO59 - Create an image based on a theme in the hair and beauty sector

**Total contact tuition hours proposed:** 60

**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>VTCT (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 plan an image</b>			
Create a mood board based on a theme	<ul style="list-style-type: none"> <li>Images from magazines</li> <li>Sketches</li> <li>Design plan</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> </ul>	30
Outline how to identify media images to create a theme	<ul style="list-style-type: none"> <li>Current trends</li> <li>Personalities</li> <li>Advertisements</li> </ul>		
Outline the purpose of a mood board	<ul style="list-style-type: none"> <li>Develop ideas</li> <li>Plan the process</li> <li>Visual aid when creating the image</li> </ul>		

Outline how to present a mood board to others	<ul style="list-style-type: none"> <li>• One to one meeting</li> <li>• Group discussions</li> </ul>		
Describe the concepts of advertising to a target audience	<ul style="list-style-type: none"> <li>• Concentration of resources</li> <li>• Niche markets</li> <li>• Salon image</li> </ul>		
Describe the salon's requirements for client preparation, preparing them self and the work area	<ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Posture and standing position</li> <li>• Sanitisation of tools and equipment</li> <li>• Disposing of waste hygienically and appropriately</li> </ul>		

2. Be able to create an image			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Being polite at all times</li> <li>• Being honest</li> <li>• Showing a positive attitude when asked to help</li> <li>• Offering help without having to be asked</li> <li>• Showing enthusiasm for the job</li> <li>• Demonstrating positive facial expressions</li> <li>• Demonstrating positive body language</li> <li>• Demonstrating good eye contact</li> <li>• Listening</li> <li>• Speaking clearly</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>	30
Use technical skills to create a theme based image	<ul style="list-style-type: none"> <li>• Setting and dressing the hair</li> <li>• Blow drying the hair</li> <li>• Colouring the hair</li> <li>• Cutting the hair</li> <li>• Applying make-up</li> </ul>		
Follow safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Protecting client</li> <li>• Personal protection</li> <li>• Sanitisation of tools and equipment</li> </ul>		
Describe the technical skills required for creating a theme based image	<ul style="list-style-type: none"> <li>• Cutting techniques</li> <li>• Colouring techniques</li> <li>• Setting and dressing techniques</li> <li>• Blow drying techniques</li> <li>• Make-up techniques</li> </ul>		

Evaluate the effectiveness of the theme based image	<ul style="list-style-type: none"> <li>• Client satisfaction</li> <li>• Audience reaction</li> <li>• Team and personal satisfaction</li> <li>• New business</li> </ul>		
Describe methods of evaluating the effectiveness of the creation of a theme based image	<ul style="list-style-type: none"> <li>• Questioning the client</li> <li>• Consulting colleagues</li> <li>• Repeat business and additional business</li> </ul>		
Outline safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Wiping equipment over with appropriate sanitiser before and after use</li> <li>• Sanitising hands before, during and after treatment as appropriate</li> <li>• Replacing lids on products</li> <li>• Disposing of waste hygienically and appropriately</li> <li>• Demonstrating correct use of salon sterilising equipment/cabinets</li> <li>• Storing sanitised/sterilised equipment appropriately</li> <li>• Using fresh laundered towels for each client</li> <li>• Using freshly laundered gowns for each client</li> <li>• Ensuring that the floor/trolleys/surfaces are clean and sanitised where appropriate</li> </ul>		
State how to communicate in a salon environment	<ul style="list-style-type: none"> <li>• Being polite at all times</li> <li>• Being honest</li> <li>• Showing a positive attitude when asked to help</li> <li>• Offering help without having to be asked</li> <li>• Showing enthusiasm for the job</li> <li>• Demonstrating positive facial expressions</li> <li>• Demonstrating positive body language</li> <li>• Demonstrating good eye contact</li> <li>• Listening</li> <li>• Speaking clearly</li> </ul>		

Document History

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