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: iUCO69 – Human resource management within the hair and beauty sector

Total contact tuition hours proposed: 60

Lecturer(s) responsible:

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	- College rules and regulations - College mission statement - VTCT (ITEC) rules and regulations - Health & safety - Timetable - Dates – holidays etc. - Syllabus - Recommended books - Uniform	- Lecture - Q&A - Using all the documents listed to ensure the students understand the college expectations and their commitment to the course	
Be able to research human resource management			
Research into human resource management	- Employee's rights and responsibilities - Employer's rights and responsibilities - Legislation - Health and safety	- OHP/Whiteboard - Lecture - Q&A - Homework - Tests	58
Describe the purpose of job descriptions	- The duties of the job - The responsibilities of the person undertaking the role - The contributions expected from the job and the outcomes expected from it - Who the person reports to and their relationship with other employees of the business		
Describe the purpose of contracts of employment	- Employee's rights and responsibilities - Employer's rights and responsibilities		

	• Legislation • Health and safety		
State methods of employment options	• Full-time employment • Part-time employment • Self-employed • Permanent or temporary		

Explain relevant employment legislation, rights and responsibilities	• To include general compliance of the country therein, e.g.:
	  - Equal pay
	  - Race relations
	  - Sex discrimination
	  - Disability discrimination
	  - Employment rights
	  - Employment relations
	  - Asylum and immigration
	  - Control of Substances Hazardous to Health (COSHH)
	  - Health and safety regulations		

Use a variety of presentation methods including ICT	• Name and contact details • Colour of hair and style • Front hairline to nape • Ear to ear around the back of the head • Ear to ear over the top of the head		
Identify a range of ICT applications that can be used in the hair and beauty sector	• Database operations – booking appointments • Stock control • Financial control and planning • Company website – selling or publicity		
Communicate and behave in a professional manner	• Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions		
Explain how to communicate in a professional manner	• Being polite • Being honest • Speaking clearly • Listening attentively • Demonstrating positive body language and facial expressions		

Be able to carry out a practical presentation			
Present a practical demonstration	• Environment • Equipment • Personnel • ICT	• OHP/Whiteboard • Lecture • Q&A • Handout • Homework • Tests	2
State the cost implications of staff	• Salaries of permanent staff • Part-time staff • Holiday entitlement and insurances • Sickness pay		
Describe the methodology of retaining staff	• Involvement of staff in the day to day events • Training policy • Salaries and bonus scheme • Defining job roles and team building • Good communication between management and other colleagues		
Describe the function of industry associations	• Representing the industry nationally • Maintaining standards • Providing professional guidance and legal advice to employers, employees or self-employed persons		

Document History

Version	Issue Date	Changes	Role
V1	01/10/2019	First published	Qualifications Administrator