

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: iUBT353 – Remove hair using waxing techniques

Total contact tuition hours proposed: 57

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 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 	
Be able to prepare for waxing treatments			
Prepare themselves, client and work area for a waxing treatment	<ul style="list-style-type: none"> Preparation of working area Equipment Products Work wear Personal appearance and behaviour Hygiene e.g. sterilising/sanitising tools and equipment Procedures used to prepare the client for treatment Client care and modesty 	<ul style="list-style-type: none"> OHP/Whiteboard Lecture Q&A Homework Test An example of a consultation form can be 	20

Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> • Consulting in a suitable area • Positive body language • Positioning of the client • Good communication skills (asking open and/or closed questions where appropriate) • Professionalism • Contra-indications and contra-actions • Treatment plan • Products used • Consent • Confidentiality • Client's signature 	downloaded from www.itecworld.co.uk	
Carry out necessary tests prior to the treatment	<ul style="list-style-type: none"> • Type of tests conducted – thermal and product sensitivity • Date and time when patch test was conducted (must be 24–48 hours prior to treatment) • Manufacturers' recommendations • Areas where test conducted • Skin reaction: positive or negative • Disclaimer form • Client's signature 		
Provide clear recommendations to the client	<ul style="list-style-type: none"> • Taking into account the following: <ul style="list-style-type: none"> - The outcome of the skin and hair growth analysis - Client's preference - Area(s) to be treated - Manufacturers' instructions - Relevant tests - Lifestyle - Current regime 		
Select products, tools and equipment to suit client treatment needs	<ul style="list-style-type: none"> • Couch • Trolley • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe/gown • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues 		

	<ul style="list-style-type: none"> • Cotton wool • Gloves • Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Glass bead steriliser • Chemical immersion equipment • Waste disposal (separate bin for contaminated waste) • Wax pot • Disposable spatulas • Waxing strips • Tweezers • Scissors • Surgical gloves and apron • Disposable briefs • Products for the following treatments: <ul style="list-style-type: none"> - Hot waxing - Cool waxing - Eyebrows - Lip - Chin - Underarm - Forearm - Abdomen - Back - Chest - Bikini - Leg 		
Describe salon requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> • Any particular rights, restrictions and acts applicable to waxing treatments • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance 		
State the environmental conditions suitable for waxing treatments	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation 		

	<ul style="list-style-type: none"> • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas 		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> • The importance of positive body language • Positioning of themselves and client (no barriers) • Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication 		
Describe the types of tests that are carried out prior to waxing treatment	<ul style="list-style-type: none"> • To include the importance of: <ul style="list-style-type: none"> - Thermal sensitivity test - Product sensitivity patch test - Patch test must be conducted 24–48 hours prior to treatment - Thermal sensitivity test immediately prior to use – wax temperature tested on therapist and client 		
Describe how to select products, tools and equipment to suit client treatment needs	<ul style="list-style-type: none"> • The importance of selecting the correct products, tools and equipment based upon client consultation, relevant tests and hair growth analysis: <ul style="list-style-type: none"> - Couch - Trolley - Towels - Blanket - Additional support if appropriate - Headband - Bedroll - Robe/gown - Disposable slippers - Disinfecting fluid - Magnifying lamp - Tissues - Cotton wool - Gloves - Spatulas - Bowls - Mirror - Sterilising solution 		

	<ul style="list-style-type: none"> - UV cabinet - Autoclave - Glass bead steriliser - Chemical immersion equipment - Waste disposal (separate bin for contaminated waste) - Wax pot - Tweezers - Scissors - Surgical gloves and apron - Disposable spatulas - Waxing strips - Disposable briefs - Hot wax - Cool wax - Pre/after wax products - Powder • Waxing treatment techniques to include: <ul style="list-style-type: none"> - Hot wax - Cool wax - Eyebrow wax - Upper lip wax - Chin wax - Underarm wax - Forearm wax - Chest wax - Abdomen wax - Bikini wax - Full leg wax - Half leg wax - Back wax • The methods, hygiene and safety precautions, effects and benefits of all treatment techniques 		
Identify the different types of waxing methods and products available	<ul style="list-style-type: none"> • Hot wax • Cool wax • Roll on applicator wax • Tube wax • Developments in wax formulations 		
State the advantages and disadvantages of alternative methods of hair removal	<ul style="list-style-type: none"> • Tweezing • Shaving • Depilatory creams • Abrasive mitts 		

	<ul style="list-style-type: none"> • Sugaring • Threading • Electrical depilation machine • Intense pulsed light • Laser • Epilation 		
Describe the effects alternative methods of hair removal may have on the skin and waxing treatments	<ul style="list-style-type: none"> • To include the importance of: <ul style="list-style-type: none"> - Contra-actions - Skin reactions - Sensitisation - Allergies - Erythema - Bruising - Burns - Cuts - Blanching - Ingrowing hair - Blood spotting - Hair re-growth - Permanent hair removal - Distortion of the hair follicle - Tiny pustules over the area 		
Describe the contra-indications which prevent or restrict waxing treatments	<ul style="list-style-type: none"> • Contra-indications requiring medical permission – in circumstances where medical permission cannot be obtained clients must sign an informed consent form stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP <ul style="list-style-type: none"> - Cardiovascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) - Haemophilia - Any condition already being treated by a GP or another practitioner - Medical oedema - Osteoporosis - Nervous/psychotic conditions - Recent operations - Diabetes - Trapped/pinched nerve - Inflamed nerve - Severe varicose veins • Contra-indications that restrict treatment <ul style="list-style-type: none"> - Fever - Infectious or contagious diseases 		

	<ul style="list-style-type: none"> - Under the influence of recreational drugs or alcohol - Any known allergies - Infectious skin diseases and disorders - Undiagnosed lumps and bumps - Localised swelling - Inflammation - Cuts - Bruises - Abrasions - Scar tissue (2 years for major operation and 6 months for a small scar) - Sunburn - Self tan - Heat rash - Hairy moles - Hormonal implants - Recent fractures (minimum 3 months) - Neuralgia - Hypersensitive skin - Loss of skin sensation - Vascular skin - Varicose veins - 48 hours after sun tanning - Bell's palsy - Positive reaction to patch test - Thin and/or fragile skin - Steroid based medication 		
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Be able to provide waxing treatments			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> ● Explanation of treatment ● Benefits, limitations and co-operation required ● Client care, modesty and support ● Communication ● Correct posture, hygiene and a professional approach to the client throughout treatment 	<ul style="list-style-type: none"> ● OHP/Whiteboard ● Lecture ● Q&A ● Handout ● Homework ● Test 	37
Follow health and safety working practices and industry Code of Practice for Waxing Services	<ul style="list-style-type: none"> ● Fire Precautions Act ● Health & Safety at Work Act ● Health and Safety (First Aid) Regulations ● The Management of Health & Safety at Work Regulations ● The Workplace (Health, Safety & Welfare) Regulations ● The Manual Handling Operations Regulations ● The Personal Protective Equipment at Work Regulations 		

	<ul style="list-style-type: none"> • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act/GDPR • Local and national bye-laws such as Local Government Miscellaneous Provisions Act • Adhere to all product safety precautions and manufacturers' instructions • Legislation which relates to the work being carried out, the environment and the client with whom the therapist is working • Industry Code of Practice for Waxing Services 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly positioned • Waxing therapist maintaining correct working posture throughout treatment • Waxing therapist self-care 		
Use products, tools, equipment and techniques to suit client's treatment needs, skin type and conditions	<ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Couch - Trolley - Towels - Blanket - Additional support if appropriate - Headband - Bedroll - Robe/gown - Disposable slippers - Disinfecting fluid - Magnifying lamp - Tissues - Cotton wool - Gloves - Spatulas - Bowls - Mirror - Sterilising solution - UV cabinet - Autoclave - Glass bead steriliser - Chemical immersion equipment - Waste disposal (separate bin for contaminated waste) - Wax pot - Tweezers - Scissors 		

	<ul style="list-style-type: none"> - Surgical gloves and apron - Disposable briefs - Disposable spatulas - Waxing strips • Products <ul style="list-style-type: none"> - Hot wax - Cool wax - Pre/after wax products - Powder • Techniques used for the following treatments: <ul style="list-style-type: none"> - Hot waxing - Cool waxing - Eyebrow wax - Upper lip wax - Chin wax - Underarm wax - Forearm wax - Chest wax - Abdomen wax - Bikini wax - Full leg wax - Half leg wax - Back wax 		
Complete the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Conclusion of treatment in appropriate manner to meet client's needs and manufacturer's instructions • Check treatment results with client 		
Record the results of the treatment	<ul style="list-style-type: none"> • Client response to treatment and feedback • Note benefits of the treatment • Product advice • Home care advice • Store records demonstrating knowledge of confidentiality requirements 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Suitable home care advice • Lifestyle • Recommendation of further salon treatments 		
State how to communicate and behave in a professional manner	<ul style="list-style-type: none"> • Consultation • Treatment explanation • Client care • Hygiene 		

	<ul style="list-style-type: none"> • Good communication skills 		
Describe health and safety working practices and industry Code of Practice for Waxing Services	<ul style="list-style-type: none"> • Fire Precautions Act • Health & Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health & Safety at Work Regulations • The Workplace (Health, Safety & Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act/GDPR • Local and national bye laws such as Local Government Miscellaneous Provisions Act • Industry Code of Practice for Waxing Services 		
State the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> • To include the importance of: <ul style="list-style-type: none"> - Ensuring the client is comfortable and correctly supported - Waxing therapist maintaining correct working posture throughout treatment - Minimising client discomfort by correct support of the skin - Waxing therapist self-care 		
State the importance of using products, tools, equipment and techniques to suit client's treatment needs	<ul style="list-style-type: none"> • Couch • Trolley • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe/gown • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Gloves • Spatulas • Bowls • Mirror 		

	<ul style="list-style-type: none"> • Sterilising solution • UV cabinet • Autoclave • Glass bead steriliser • Chemical immersion equipment • Waste disposal (separate bin for contaminated waste) • Wax pot • Disposable spatulas • Waxing strips • Tweezers • Scissors • Surgical gloves and apron • Disposable briefs • Products and techniques for the following treatments: <ul style="list-style-type: none"> - Hot waxing - Cool waxing - Eyebrow wax - Upper lip wax - Chin wax - Underarm wax - Forearm wax - Chest wax - Abdomen wax - Bikini wax - Full leg wax - Half leg wax - Back wax 		
Describe how treatments can be adapted to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Restrictions – contra-indications and contra-actions • Density and strength of hair growth • Treatment area • Skin sensitivity • Client gender • Client preferences and commitment • Product availability and suitability • Time scales • Costs • Adapting the treatment to suit the needs of the client 		
State the contra-actions that may occur during and	<ul style="list-style-type: none"> • Adverse skin reaction • Skin irritation 		

<p>following treatments and how to respond</p>	<ul style="list-style-type: none"> • Itching • Erythema • Bruising • Burns • Blood spotting • Sensitisation • Allergies • Breaking hairs • Distortion of the hair follicle • Ingrowing hairs • Immediate removal of product residue • Application of cool compress • Referral procedures • Home care advice • Exfoliation and moisturisation – ingrowing hairs 		
<p>State the importance of completing the treatment to the satisfaction of the client</p>	<ul style="list-style-type: none"> • Concluding the treatment in an appropriate manner to meet the client's needs • Check treatment results with client 		
<p>State the importance of completing treatment records</p>	<ul style="list-style-type: none"> • Maintaining records • Aftercare • Home care • Product advice • Compliance with data protection 		
<p>State the aftercare advice that should be provided</p>	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • For the next 24-48 hours advise the following - avoid touching the skin excessively • Avoid exposure to UV – sun beds/sunbathing • Wash or shower in lukewarm water • Use unperfumed products • Use after wax products to soothe the skin • Do not use make-up or self-tanning preparations • Do not wear tight fitting clothing • Do not carry out vigorous exercise • Do not go swimming • Do not have heat treatments • Do not apply deodorant • Do not use exfoliants for the next 2-3 days • Recommended products for home care 		

	<ul style="list-style-type: none"> • Lifestyle • Recommendations for the prevention of ingrowing hairs • Recommendation of further salon treatments 		
Describe the structure and functions of the skin	<ul style="list-style-type: none"> • Skin structure <ul style="list-style-type: none"> - Epidermis <ul style="list-style-type: none"> ▪ Stratum corneum ▪ Stratum lucidum ▪ Stratum granulosum ▪ Stratum spinosum/Malpighian layer ▪ Stratum germinativum/Basal layer - Dermis <ul style="list-style-type: none"> ▪ Blood supply ▪ Lymphatic supply ▪ Hair follicle ▪ Hair ▪ Sebaceous gland ▪ Sweat gland: Eccrine and apocrine ▪ Sensory nerve endings ▪ Dermal papilla ▪ Collagen ▪ Elastin ▪ Histiocytes ▪ Mast cells ▪ Fibroblasts ▪ Erector pili muscle ▪ Melanocytes (location and function) - Subcutaneous/adipose layer <ul style="list-style-type: none"> ▪ The structure and function of the fatty layer underneath the dermis • Skin functions <ul style="list-style-type: none"> - Secretion - Heat regulation - Absorption - Protection/acid mantle (composition and formation) - Elimination/excretion - Sensation - Vitamin D formation (7-dehydro-cholesterol) 		
Describe the structure and growth cycle of the hair	<ul style="list-style-type: none"> • Hair structure <ul style="list-style-type: none"> - Keratin - Cuticle - Cortex - Melanin - Medulla 		

	<ul style="list-style-type: none"> - Inner root sheath <ul style="list-style-type: none"> ▪ Huxley's layer ▪ Henle's layer - Outer root sheath - Vitreous membrane - Connective tissue - Dermal papilla - Lanugo - Vellus - Terminal • Growth cycle <ul style="list-style-type: none"> - Anagen - Catagen - Telogen • Factors affecting hair growth: <ul style="list-style-type: none"> - Health - Age - Diet - Medication - Climate - Damage - Lifestyle 		
Describe diseases and disorders of the hair and skin	<ul style="list-style-type: none"> • General <ul style="list-style-type: none"> - Broken capillaries - Crow's feet - UV damage - Urticaria - Allergic reaction - Comedones - Milia - Hyperkeratosis - Keloids - Ingrowing hairs - Psuedofolliculitis • Infestations <ul style="list-style-type: none"> - Scabies - Pediculosis • Congenital <ul style="list-style-type: none"> - Atopic eczema - Atopic dermatitis - Psoriasis • Bacterial 		

	<ul style="list-style-type: none"> - Acne vulgaris - Acne rosacea - Impetigo - Folliculitis - Boils • Viral <ul style="list-style-type: none"> - Herpes simplex - Herpes zoster - Warts • Fungal <ul style="list-style-type: none"> - Tinea corporis • Pigmentation disorders <ul style="list-style-type: none"> - Hyperpigmentation - Hypopigmentation - Dermatitis papulosa nigra - Vitiligo - Albinism - Chloasma - Ephelides - Lentigo - Naevae - Port wine stain - Leucoderma - Papilloma • Skin cancers <ul style="list-style-type: none"> - Basal cell carcinoma - Squamous cell carcinoma - Malignant melanoma 		
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iUBT353 – Remove hair using waxing techniques			
Mock practical:	<ul style="list-style-type: none"> • To include full treatment 	<ul style="list-style-type: none"> • Mock theory paper 	
Mock theory:	<ul style="list-style-type: none"> • To include all the theory 		

Document History

Version	Issue Date	Changes	Role
v1	10/10/19	First published	Qualifications Administrator