

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: Apply make-up

Total contact tuition hours proposed: 41

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 make-up			
Prepare themselves, client and work area for make-up	<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 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 	10

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 • Make-up chart • Products used • Consent • Confidentiality • Client's signature 	downloaded from www.itecworld.co.uk	
Carry out a skin analysis	<ul style="list-style-type: none"> • Overall skin type • Skin condition • Pigmentation and colour • Skin texture • Skin imperfections • Skin tone • Skin temperature • Muscle tone • Skin elasticity • UV damage 		
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 analysis - Diet - Smoking - Alcohol - Central heating - Air conditioning - Stress - Sleep - Exercise - Fresh air - Occupation - Lifestyle - Current regime and products used - Make-up specification 		
Select products, tools and equipment to suit client	<ul style="list-style-type: none"> • Couch or chair • Trolley 		

<p>treatment needs, skin types and conditions</p>	<ul style="list-style-type: none"> • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Cosmetic sponges • Make-up brushes • Disposable applicators • Make-up palette • Mirror • Sterilising solution • Brush cleanser • UV cabinet • Waste disposal • Products for the following make-up: <ul style="list-style-type: none"> - Corrective - Day - Evening - Bridal - Special occasion 		
<p>Describe workplace requirements for preparing themselves, the client and work area</p>	<ul style="list-style-type: none"> • Any particular rights, restrictions and acts applicable to make-up treatments • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance 		

<p>State the environmental conditions suitable for make-up</p>	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment e.g. workstation/trolley • Privacy • Reception areas • General use/treatment areas 		
<p>Describe different consultation techniques used to identify treatment objectives</p>	<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 		
<p>Describe the importance of carrying out a detailed skin analysis</p>	<ul style="list-style-type: none"> • Skin type and conditions • Contra-indications • Scope of treatment(s) • Home care advice • Aftercare advice • Product advice 		
<p>Describe how to select products, tools and equipment to suit client treatment needs, skin types and conditions</p>	<ul style="list-style-type: none"> - The importance of selecting the correct products, tools and equipment based upon client consultation, skin analysis and make-up specification - Couch or chair - Trolley - Stool - Towels - Blanket - Additional support if appropriate - Headband - Bedroll - Robe - Disposable slippers - Disinfecting fluid - Magnifying lamp - Tissues - Cotton wool 		

	<ul style="list-style-type: none"> - Sponges - Gloves - Spatulas - Bowls - Cosmetic sponges - Make-up brushes - Disposable applicators - Make-up palette - Mirror - Sterilising solution - Brush cleanser - UV cabinet - Waste disposal - Eye make-up remover - Cleansing lotions, milks, creams, foams, oils and gels - Skin toners, fresheners, astringents and tonics - Moisturising creams - Eye creams and gels - Serums - Pre-base products (mattifying, light reflective, anti-ageing) - Colour corrective products (lilac, green, orange) - Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt) - Concealers (cream, stick, liquid) - Face powders (loose, compact, mineral, light-reflecting, shimmer) - Bronzing products (powder, gel, liquid) - Shaders - Highlighters - Cheek products (cream, powder, liquid tints, mineral-based) - Eyebrow products (pencils, powders, gels) - Eye shadow (powders, cream, water colours, mineral, pigment) - Eyeliner products (liquid, gel, kohl pencil, pencil, cake) - Mascara (waterproof and non-waterproof) - Lip liner - Lipstick - Lip gloss - Lip balm - Make up techniques to include the use of: <ul style="list-style-type: none"> - Pre-base - Colour corrective base products - Foundation - Concealer - Powder 		
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	<ul style="list-style-type: none"> - Blusher - Shader - Highlighter - Eyeshadow - Eyeliner - Mascara - Lip liner - Lipstick for the following make up: <ul style="list-style-type: none"> ▪ Corrective ▪ Day ▪ Evening ▪ Bridal ▪ Special occasion - The methods, hygiene and safety precautions, effects and benefits of all make up application techniques 		
<p>Identify skin types, conditions and characteristics</p>	<ul style="list-style-type: none"> • Skin types <ul style="list-style-type: none"> - White - Black - Asian type skin - Mixed - Dry - Oily - Combination • Skin conditions/characteristics <ul style="list-style-type: none"> - Mature skin - Young skin - Sensitive - Dehydrated - Lack of elasticity - Lack of muscle tone - Blemishes - Age - Crow’s feet - Broken capillaries - Open pores - Milia - Comedones - Pustules - Papules - Hyperpigmentation - Hypopigmentation - Dermatitis papulosa nigra - Psuedofolliculitis 		

	<ul style="list-style-type: none"> - Keloids - Ingrowing hairs - Vitiligo - Albinism - Chloasma - Ephelides - Lentigo - Naevae - Port wine stain - Leucoderma - Scarring - Thin skin - Small moles - Dark circles • Skin tones <ul style="list-style-type: none"> - Fair - Medium - Dark - Olive 		
Describe the contra-indications which prevent or restrict make-up application	<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"> - Medical oedema - Nervous/psychotic conditions - Epilepsy - Recent facial surgery affecting the area - Diabetes - Skin cancer - Slipped disc - Undiagnosed pain - When taking prescribed medication - Whiplash • Contra-indications that restrict treatment <ul style="list-style-type: none"> - Fever - Contagious or infectious diseases - Under the influence of recreational drugs or alcohol - Diarrhoea and vomiting - Any known allergies - Eczema - Undiagnosed lumps and bumps - Localised swelling - Inflammation 		

	<ul style="list-style-type: none"> - Cuts - Bruises - Abrasions - Scar tissue (2 years for major operations and 6 months for a small scar) - Sunburn - Hormonal implants - Urticaria - Recent fractures (minimum 3 months) - Sinusitis - Neuralgia - Migraine/headache - Hypersensitive skin - Botox/dermal fillers (1 week following treatment) - Hyperkeratosis - Skin allergies - Trapped/pinched nerve affecting the treatment area - Inflamed nerve - Conjunctivitis - Styes - Hay fever - Watery eyes - Blepharitis 		
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Be able to apply make-up			
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 	31
Follow health and safety working practices	<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) 		

	<ul style="list-style-type: none"> • Disability Discrimination Act • Data Protection Act/GDPR • 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 make-up artist is working 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Make-up artist maintaining correct working posture throughout treatment • Make-up artist self-care 		
Use products, tools, equipment and techniques to suit client treatment needs, skin type and conditions	<ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Couch or chair - Trolley - Stool - Towels - Blanket - Additional support if appropriate - Headband - Bedroll - Robe - Disposable slippers - Disinfecting fluid - Magnifying lamp - Tissues - Cotton wool - Sponges - Gloves - Spatulas - Bowls - Cosmetic sponges - Make-up brushes - Disposable applicators - Make-up palette - Mirror - Sterilising solution - Brush cleanser - UV cabinet - Waste disposal • Products <ul style="list-style-type: none"> - Eye make-up remover - Cleansing lotions, milks, creams, foams, oils and gels - Skin toners, fresheners, astringents and tonics - Moisturising creams 		

	<ul style="list-style-type: none"> - Eye creams and gels - Serums - Pre-base products (mattifying, light reflective, anti-ageing) - Colour corrective products (lilac, green, orange) - Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt) - Concealers (cream, stick, liquid) - Face powders (loose, compact, mineral, light-reflecting, shimmer) - Bronzing products (powder, gel, liquid) - Shaders - Highlighters - Cheek products (cream, powder, liquid tints, mineral-based) - Eyebrow products (pencils, powders, gels) - Eyeshadow (powders, cream, watercolours, mineral, pigment) - Eyeliner products (liquid, gel, kohl pencil, pencil, cake) - Mascara (waterproof and non-waterproof) - Lip liner - Lipstick - Lip gloss - Lip balm - A cleanse and day make-up should take a maximum of 30 minutes • Techniques used for the following make-up application: <ul style="list-style-type: none"> - Corrective - Day - Evening - Bridal - Special occasion 		
<p>Complete the treatment to the satisfaction of the client to suit a range of occasions</p>	<ul style="list-style-type: none"> • Conclusion of treatment in appropriate manner to meet client's needs, manufacturers' instructions and make-up specification • Check treatment results with client using mirror 		
<p>Record the results of the treatment</p>	<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 		
<p>Provide suitable aftercare advice</p>	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Product recommendations • Colour recommendations • Avoid touching excessively • Remove make-up immediately if skin irritation occurs 		

<p>State how to communicate and behave in a professional manner</p>	<ul style="list-style-type: none"> • Consultation • Treatment explanation • Client care • Hygiene • Good communication skills 		
<p>Describe health and safety working practices</p>	<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 		
<p>State the importance of positioning themselves and the client correctly throughout the treatment</p>	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Make-up artist maintaining correct posture throughout treatment • Make-up artist self-care 		
<p>State the importance of using products, tools, equipment and techniques to suit client treatment needs, skin type and conditions</p>	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Gloves 		

	<ul style="list-style-type: none"> • Spatulas • Bowls • Cosmetic sponges • Make-up brushes • Disposable applicators • Make-up palette • Mirror • Sterilising solution • Brush cleanser • UV cabinet • Waste disposal • Products and techniques used for the following make-up: <ul style="list-style-type: none"> - Corrective - Day - Evening - Bridal - Special occasion 		
<p>Describe how to use corrective methods to suit client treatment needs, skin types and conditions</p>	<ul style="list-style-type: none"> • Face shapes <ul style="list-style-type: none"> - Oval - Square - Heart - Round - Long - Diamond - Pear • Eye shapes <ul style="list-style-type: none"> - Hooded - Large - Small - Close set - Prominent - Drooping - Deep set - Wide apart • Nose shapes <ul style="list-style-type: none"> - Long - Wide - Short - Nasolabial folds • Lip shapes <ul style="list-style-type: none"> - Large/full 		

	<ul style="list-style-type: none"> - Thin - Asymmetrical mouth • Flaws and blemishes <ul style="list-style-type: none"> - Dark circles under the eyes - Spots - Blemishes - Uneven pigmentation - Broken capillaries - Puffy eyes • Skin tones <ul style="list-style-type: none"> - Fair - Medium - Dark - Olive • Lighting <ul style="list-style-type: none"> - Blue/fluorescent - Yellow/filament - Daylight • Products <ul style="list-style-type: none"> - Shaders - Highlighters - Colour corrective products 		
State the contra-actions that may occur during and following treatments and how to respond	<ul style="list-style-type: none"> • Adverse skin reaction • Watery eyes • Excessive erythema • Skin irritation • Itching • Immediate removal of cosmetic products • Application of cool compress • Referral procedures 		
State the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Concluding the treatment in the correct manner to meet client's needs, make-up specification and manufacturers' instructions • Check application with client using mirror 		
State the importance of completing treatment records	<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 ● Product recommendations ● Colour recommendations ● Avoid touching excessively ● Remove make-up immediately if skin irritation occurs ● Lifestyle ● Recommendation for further salon treatments 		
<p>Describe the structure and functions of the skin</p>	<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/malphigian layer ▪ Stratum germinativum/basal layer - Dermis: <ul style="list-style-type: none"> ▪ Blood supply ▪ Lymphatic supply ▪ Hair follicle ▪ Hair shaft ▪ Sebaceous gland ▪ Sweat gland: Eccrine and apocrine ▪ Sensory nerve endings ▪ Dermal papilla ▪ Collagen ▪ Elastin ▪ Histiocytes ▪ Mast cells ▪ Fibroblasts ▪ Erector pili muscle ▪ Melanocytes - 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) 		

<p>Describe diseases and disorders of the skin</p>	<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 		
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	<ul style="list-style-type: none"> - Leucoderma - Papilloma • Skin cancers <ul style="list-style-type: none"> - Basal cell carcinoma - Squamous cell carcinoma - Malignant melanoma 		
Explain how natural ageing, lifestyle and environmental factors affect the condition of the skin and muscle tone	<ul style="list-style-type: none"> • Intrinsic ageing – physiological factors • Extrinsic ageing – environmental factors 		
State the position and action of the muscles of the head, neck and shoulders	<ul style="list-style-type: none"> • Orbicularis oculi • Orbicularis oris • Masseter • Buccinator • Risorius • Levator anguli oris • Levator labii superioris • Depressor anguli oris (Triangularis) • Depressor labii inferioris • Mentalis • Zygomaticus • Temporalis • Nasalis • Procerus • Corrugator • Frontalis • Occipitalis • Pterygoids • Trapezius • Platysma • Sternocleidomastoid • Deltoid • Pectoralis major and minor 		
State the names and position of the bones of the head, neck and shoulders	<ul style="list-style-type: none"> • Cranium <ul style="list-style-type: none"> - Parietal - Frontal - Ethmoid - Sphenoid 		

	<ul style="list-style-type: none"> - Occipital - Temporal • Facial <ul style="list-style-type: none"> - Nasal - Zygomatic - Maxilla - Lacrimal - Turbinate - Palatine - Mandible - Vomer • Shoulder <ul style="list-style-type: none"> - Clavicle - Scapula - Humerus • Chest <ul style="list-style-type: none"> - Sternum • Neck <ul style="list-style-type: none"> - Cervical vertebrae 		
<p>Describe the structure and function of the blood and lymphatic system for the head, neck and shoulders</p>	<ul style="list-style-type: none"> - Circulatory system - Blood plasma - Erythrocytes - Leucocytes - Platelets - Thrombocytes - Arteries - Arterioles - Veins - Venules - Capillaries - Main arteries of the head and neck <ul style="list-style-type: none"> ▪ Thyroid ▪ Facial ▪ Temporal ▪ Lingual ▪ Occipital ▪ Maxillary - Main veins of the head and neck <ul style="list-style-type: none"> ▪ Middle temporal ▪ Superficial temporal ▪ Maxillary ▪ Anterior facial 		

	<ul style="list-style-type: none"> ▪ Common facial ▪ Internal jugular ▪ External jugular <ul style="list-style-type: none"> - Lymphatic system - The content of lymph and its function <ul style="list-style-type: none"> ▪ Transportation ▪ Detoxification ▪ Antibodies, antitoxins and lymphocytes - Immune system - Secondary circulation - Lymphocytes - Lymphatic capillary - Lymphatic vessel - Lymph node - Lymphatic duct - Main lymph nodes of the head and neck <ul style="list-style-type: none"> ▪ Superficial and deep cervical ▪ Submandibular ▪ Anterior and posterior auricular ▪ Occipital ▪ Buccal ▪ Sub-mental <ul style="list-style-type: none"> • Interrelationship: <ul style="list-style-type: none"> - The way in which the 2 systems support each other 		
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iUBT354 – Apply make-up			
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