

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: iUBT398 - Provide self tanning

Total contact tuition hours proposed: 25

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 prepare for self tanning treatments			
Prepare themselves, client and work area for self tanning treatments	<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 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 	8

Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> • Suitable area • Positive body language • Positioning of the client • Communication skills • Professionalism • Contra-indications and contra-actions • Treatment plan • 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 		
Select self tanning products and equipment to suit client treatment needs and skin conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels 		

	<ul style="list-style-type: none"> • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Tissues • Cotton wool • Spatulas • Bowls • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Spray guns (air brushing) • Compressor • Buffing mitt • Tanning creams • Tanning gels/mousses • Spray tan liquid • Barrier cream • Exfoliators • Moisturisers • Disposable briefs 		
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 self tanning treatments • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance 		
Describe the environmental conditions suitable for self tanning treatments	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene 		

	<ul style="list-style-type: none"> • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas 		
Describe the different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> • Positive body language • Positioning of the client (no barriers between themselves and client) • Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication 		
Explain the importance of carrying out a skin analysis	<ul style="list-style-type: none"> • Identifying client's skin type and needs • Thermal test • Tactile test • Contra-indications • Scope of treatment(s) • Aftercare advice • Home care advice 		
Describe how to select products and equipment to suit client treatment needs and skin conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Tissues • Cotton wool • Spatulas • Bowls • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal 		

	<ul style="list-style-type: none"> • Spray guns (air brushing) • Compressor • Buffing mitt • Tanning creams • Tanning gels/mousses • Spray tan liquid • Barrier cream • Exfoliators • Moisturisers • Disposable briefs 		
Explain the contra-indications that prevent or restrict self tanning treatments	<ul style="list-style-type: none"> • With medical, GP or specialist permission – In circumstances where written medical permission cannot be obtained the client must sign an informed consent stating that the treatment and its effects has been fully explained to them and confirm that they are willing to proceed without permission from their G.P. or specialist <ul style="list-style-type: none"> - Any condition already being treated by a dermatologist - Medical oedema - Nervous/psychotic conditions - Epilepsy - Recent operations - Cardiovascular conditions <ul style="list-style-type: none"> ▪ Thrombosis ▪ Phlebitis ▪ Hypotension/hypertension ▪ Heart conditions - Diabetes - Asthma - Bell's palsy - Trapped/pinched nerve - Inflamed nerve - Chemotherapy - During radiotherapy • Contra-indications that restrict treatment <ul style="list-style-type: none"> - Fever - Contagious or infectious diseases - Under the influence of drugs or alcohol - Diarrhoea and vomiting - Skin cancer - After any form of heat treatment - After waxing - After electrolysis - Contact lenses - face (unless removed) 		

	<ul style="list-style-type: none"> - Urticaria - Any allergies to product - Skin diseases - Vitiligo - Chloasma - Pigmentation disorders - Hypersensitive skin - Undiagnosed lumps and bumps - Cuts - Bruises - Abrasions - Scar tissue (2 years for major operation and 6 months for a small scar) - Sunburn - Areas of undiagnosed pain - Botox/dermal fillers (1 week following treatment) - Respiratory conditions - Hyperkeratosis 		
Compare the benefits of self tanning treatments with UV tanning treatments	<ul style="list-style-type: none"> • Health risks • Safe tanning • Advantages • Disadvantages 		

2. Be able to provide self tanning treatments			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Checking consultations and contra-indications • Explaining the treatment to the client • Benefits, limitations and co-operation required • Helping the client onto the couch prior to and off the couch after the treatment • Positioning the client correctly • Sanitising client's hands/feet as appropriate • Sanitising own hands as appropriate throughout treatment • Protecting the client's modesty at all times • Ensuring that all parts of the client are covered except the area being treated • Ensuring that the client is comfortable • Using appropriate covered supports • Adapt the massage treatments to suit the needs of the client • Ensuring client does not stand on floor with bare feet • Client care • 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: 	17

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) • Disability Discrimination Act • Data Protection Act/GDPR • Adhere to all safety precautions and manufacturer's instructions 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Positioning of the client • Client comfort • Application of the treatments • Tanning therapist self-care 		
Use products, equipment and techniques to suit client treatment needs and skin conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Tissues • Cotton wool • Spatulas • Bowls • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal 		

	<ul style="list-style-type: none"> • Spray guns (air brushing) • Compressor • Buffing mitt • Tanning creams • Tanning gels/mousses • Spray tan liquid • Barrier cream • Exfoliators • Moisturisers • Disposable briefs 		
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 		
Record and evaluate the results of the treatment	<ul style="list-style-type: none"> • Reviewing and recording treatment outcomes • Treatment recommendations • Home care advice 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Suitable body care regime • Lifestyle • Use of SPF • Recommendation of further salon treatments 		
Explain how to communicate and behave in a professional manner	<ul style="list-style-type: none"> • Consultation • Treatment explanation • Client care • Hygiene • Good communication skills 		
Describe health and safety 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 safety precautions and manufacturer's instructions 		
Explain the importance of positioning themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Applying the treatments as appropriate to the client's needs • Therapist maintaining correct posture/stance throughout treatment 		
Explain the importance of using products, equipment and techniques to suit client treatment needs and skin conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Tissues • Cotton wool • Spatulas • Bowls • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Spray guns (air brushing) • Compressor • Buffing mitt • Tanning creams • Tanning gels/mousses • Spray tan liquid • Barrier cream • Exfoliators • Moisturisers • Disposable briefs 		

Describe the effects and benefits of self tanning treatments and products on the skin	<ul style="list-style-type: none"> • No UV damage • No exposure to UV • No premature ageing • An all year round safe tan • Can prolong an existing tan • Can be applied on small areas, e.g. face, back when required • Psychological wellbeing 		
Describe the structure and function of the skin	<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 • 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 contra-actions which might occur	<ul style="list-style-type: none"> • Skin irritation • Skin allergies 		

during or following treatments and how to respond	<ul style="list-style-type: none"> • Undesirable skin/hair discolouration 		
Explain the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Restrictions • Client preferences and commitment • Product availability • Time scales • Costs 		
Explain the importance of completing treatment records	<ul style="list-style-type: none"> • Maintaining records • Aftercare • Home care • Product advice • Advice for on-going treatments • Compliance with data protection 		
Describe the methods of evaluating the effectiveness of the treatment	<ul style="list-style-type: none"> • Maintaining records for accurate future treatment • Aftercare • Home care • Product advice • Compliance with current legislation • Concluding the treatment in the correct manner to meet client's requirements • The treatment should be performed for the required amount of time efficiently and professionally ensuring the working area remains clean and tidy throughout 		
Describe the aftercare advice that should be provided	<ul style="list-style-type: none"> • Based upon consultation, skin analysis and relevant test recommendations for ongoing or further treatments, home and aftercare advice • Healthy eating • Fluid/water intake • Exercise • Smoking habits • Hobbies • Interests • Rest • Relaxation • Stress levels • Sleep • General care and lifestyle advice and the beneficial effects thereof 		

iUBT398 – Provide self tanning			
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	14/10/2019	First published	Qualifications Administrator