

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: iUBT421 - Provide electrical epilation

Total contact tuition hours proposed: 88

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 electrical epilation			
Prepare themselves, client and work area for electrical epilation 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 	44

Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> • An example of a consultation form can be downloaded from www.itecworld.co.uk • 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 		
Carry out skin and hair analysis	<ul style="list-style-type: none"> • Overall skin/hair type • Skin/hair condition • Pigmentation and colour • Skin texture • Skin imperfections • Skin tone • Skin temperature • Muscle tone • Skin elasticity • UV damage 		
Select products, tools and equipment to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> • Type of current used • Indications for use • Treatment effects • Length and frequency of use for the following: <ul style="list-style-type: none"> - Short wave diathermy and blend • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Head band • Bedroll • Robe • Disposable slippers • Disinfecting fluid 		

	<ul style="list-style-type: none"> • Magnifying lamp • Tissues • Cotton wool • Sponges • Spatulas • Gauze • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Cleansing products • Toning products • Unperfumed aftercare lotion • Tinted medicated aftercare lotion • Sanitiser • Gloves • Surgical masks • Pre-packed sterilised needles in a variety of sizes • Tweezers • Indifferent electrode • Needle holder • Probe • Foot pedal • Magnifying lamp • Short wave diathermy machine • Blend machine • Glass bead steriliser • Contaminated waste disposal bin • Sharps box 		
Provide clear recommendations to the client	<p>Taking into account the following:</p> <ul style="list-style-type: none"> • The outcome of the skin/hair analysis • Diet • Smoking • Alcohol • Central heating • Air conditioning 		

	<ul style="list-style-type: none"> • Stress • Sleep • Exercise • Fresh air • Occupation • Lifestyle • Current regime 		
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 contra-indications that prevent or restrict electrical epilation treatment	<ul style="list-style-type: none"> - With medical, GP or specialist permission – In circumstances where written medical permission cannot be obtained, clients must sign an informed consent form stating that the treatment and its effects have been explained to them and confirm that they are willing to proceed without permission from their GP - Pregnancy - Cardiovascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions) - Haemophilia - Any condition already being treated by a GP or another practitioner - Medical oedema - Nervous/ psychotic conditions - Epilepsy - Recent operations - Diabetes - Asthma - Any dysfunction of the nervous system (e.g. multiple sclerosis, Parkinson's disease, motor neurone disease) - Neuralgia - Inflamed nerve - Cancer - Spastic conditions - Whiplash and any neck conditions - Slipped disc - Undiagnosed pain - When taking prescribed medication - Endocrine disorders • Contra-indications that restrict treatment <ul style="list-style-type: none"> - Fever - Contagious or infectious diseases - Under the influence of recreational drugs or alcohol 		

	<ul style="list-style-type: none"> - Diarrhoea and vomiting - Mucous membranes - Hepatitis B - HIV/AIDS - Anti-coagulant drugs - Bell's palsy - Loss of skin sensation - Keloid scarring - Skin diseases - Hairy moles - Undiagnosed lumps and bumps - Localised swelling - Inflammation - Varicose veins - Pregnancy (abdomen) - Cuts - Bruises - Abrasions - Scar tissue (2 years for major operation and 6 months for a small scar) - Sunburn - Hormonal implants - Abdomen (first few days of menstruation depending how the client feels) - Haematoma - Hernia - Recent fractures (minimum 3 months) - Cervical spondylitis - Hyper-pigmentation - Botox/dermal fillers (1 week following treatment) - Metal plates - Mechanical implants 		
Describe 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/General Data Protection Regulations (GDPR) • Adhere to all safety precautions and manufacturers' instructions 		
Explain the importance of carrying out detailed hair and skin analysis	<ul style="list-style-type: none"> • Skin type/characteristics • Skin condition • Moisture content • Skin temperature • Skin healing • Hair types • Contra-indications 		
Describe how to select, products, tools and equipment to suit client's needs	<ul style="list-style-type: none"> • Type of current used • Indications for use • Treatment effects • Length and frequency of use for the following: <ul style="list-style-type: none"> - Short wave diathermy and blend • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Spatulas • Gauze • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal 		

	<ul style="list-style-type: none"> • Cleansing products • Toning products • Unperfumed aftercare lotion • Tinted medicated aftercare lotion • Sanitiser • Gloves • Surgical masks • Pre-packed sterilised needles in a variety of sizes • Tweezers • Indifferent electrode • Needle holder • Probe • Foot pedal • Magnifying lamp • Short wave diathermy machine • Blend machine • Glass bead steriliser • Contaminated waste disposal bin • Sharps box 		
Describe the environmental conditions suitable for electrical epilation treatments	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas • Safety aspects 		

Be able to provide electrical epilation			
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 	<ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A 	44

	<ul style="list-style-type: none"> • Helping the client onto the couch prior to and off the couch after the treatment • Positioning the client correctly • Sanitising client's hands 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 electrical epilation treatments to suit the needs of the client • Ensure 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"> • Homework • Test 	
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/General Data Protection Regulations (GDPR) • Adhere to all safety precautions and manufacturers' instructions 		
Position themselves and the clients correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly positioned • Therapist maintaining correct working posture 		
Use products, tools, equipment and techniques to suit clients treatment needs	<ul style="list-style-type: none"> • Type of current used • Indications for use • Treatment effects • Length and frequency of use for the following: <ul style="list-style-type: none"> - Short wave diathermy and blend • Couch or chair • Trolley • Stool 		

	<ul style="list-style-type: none"> • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Spatulas • Gauze • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Cleansing products • Toning products • Unperfumed aftercare lotion • Tinted medicated aftercare lotion • Sanitiser • Gloves • Surgical masks • Pre-packed sterilised needles in a variety of sizes • Tweezers • Indifferent electrode • Needle holder • Probe • Foot pedal • Magnifying lamp • Short wave diathermy machine • Blend machine • Glass bead steriliser • Contaminated waste disposal bin 		
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	<ul style="list-style-type: none"> Sharps box 		
Insert the needle into the hair follicle with regard to depth and angle	<ul style="list-style-type: none"> Stretching the area between the index and middle finger of the hand not probing 		
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 skin care regime Use of SPF Lifestyle Recommendation of further salon treatments 		
Describe how to select the needle type and size to suit hair and skin types	<ul style="list-style-type: none"> Area to be treated Size of the follicle Appropriate needle size for area and hair One piece Two piece Insulated Gold 		
Describe how to work on different hair growth patterns and treatment	<ul style="list-style-type: none"> Upper lip Chin Bikini line Eyebrow Underarms Neck Breast Fine hair Coarse hair Straight hair Curly hair Ingrowing hairs Scattered hairs areas 		
Explain the consequences of inaccurate probing	<ul style="list-style-type: none"> Incorrect needle size Not securing the needle correctly in the probe 		

	<ul style="list-style-type: none"> • Probing too deep • Probing too shallow • Prolonged incorrect probing • Piercing of the sebaceous gland • Removing the probe with the current flowing • Inserting the probe with the current flowing • Unsteady hands • Current too high • Repetitive and severe burning • Secondary infection • Curved follicles 		
Explain the principles, uses and benefits of galvanic, short wave diathermy and blend	<ul style="list-style-type: none"> • Types of current used • Effects current produces • Indications for use • Length and frequency of use • Safety precautions • Production of lye • Heating pattern • Cauterisation/coagulation • Damage by the current to the surrounding follicle 		
Describe how treatments can be adapted to suit client treatment needs, skin, hair types and conditions	<ul style="list-style-type: none"> • Restrictions • Client preferences and commitment • Product availability • Time scales • Costs • Galvanic • Short wave diathermy • Blend 		
Describe how moisture gradient in the skin affects the electrical epilation treatment	<ul style="list-style-type: none"> • Dry skin • Oily skin • Sensitive • Dehydrated • Mature 		
State the contra-actions that may occur during and following treatments	<ul style="list-style-type: none"> • Excessive erythema • Slight oedema • Blood spots • Scarring 		

	<ul style="list-style-type: none"> • White spots (blanching) • Burning • Excess heat in the tissues • Bleeding 		
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/hair analysis and relevant test recommendations for ongoing or further treatments, home and aftercare advice • Healthy eating • Fluid/water intake • Smoking habits • Hobbies • Interests • Rest • Relaxation • Stress levels • Sleep • General care and lifestyle advice and the beneficial effects thereof 		
Describe the suitable methods of dealing with re-growth between treatments	<ul style="list-style-type: none"> • Cutting • Shaving (where/if applicable) 		
Describe different skin types, conditions, diseases and disorders	<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 		

	<ul style="list-style-type: none"> - Sensitive - Dehydrated - Lack of elasticity - Lack of muscle tone - Blemishes - Age - Crows' feet - Broken capillaries - Open pores - Milia - Comedones - Pustules - Papules - Hyper-pigmentation - Hypo-pigmentation - Dermatitis papulosa nigra - Pseudo folliculitis - Keloids - Ingrowing hairs - Vitiligo - Albinism - Chloasma - Ephelides - Lentigo - Naevae - Port wine stain - Leucoderma - Scarring - Thin skin - Small moles • 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 - Impetigo - Acne rosacea - Boils - Folliculitis 		
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	<ul style="list-style-type: none"> • Viral: <ul style="list-style-type: none"> - Warts - Herpes simplex - Herpes zoster • Fungal: <ul style="list-style-type: none"> - Tinea (ringworm) • Pigmentation disorders: <ul style="list-style-type: none"> - Vitiligo - Albinism - Chloasma - Ephelides - Lentigo - Moles (papilloma) - Naevae - Port wine stain - Leucoderma • General disorders: <ul style="list-style-type: none"> - UV damage - Urticaria - Allergic reaction - Hyper keratosis 		
Describe the structure, growth and repair of the skin	<p>Skin</p> <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 - Melanocytes • Dermis <ul style="list-style-type: none"> - Blood supply - Lymphatic supply - Hair follicle - Hair - Sebaceous gland - Sweat glands: <ul style="list-style-type: none"> ▪ Eccrine and apocrine - Sensory nerve endings - Dermal papilla - Collagen - Elastin - Histiocytes 		

	<ul style="list-style-type: none"> - Mast cells - Fibroblasts - Erector pili muscle and subcutaneous layer - Secretion - Heat regulation - Absorption - Protection - Elimination - Sensation - Vitamin D formation (7-dehydro-cholesterol) - Keratinisation - Melanin formation - Mitosis 		
Describe the structure and function of the hair	<ul style="list-style-type: none"> • Cuticle • Cortex • Medulla • Inner root sheath • Huxley's layer • Henle's layer • Outer root sheath • Vitreous membrane • Connective tissue • Dermal papilla 		
Describe the hair types, growth patterns and causes of hair growth	<ul style="list-style-type: none"> • Lanugo • Vellus • Terminal • Anagen • Catagen • Telogen • Congenital • Topical • Hormonal • Systemic • Non-systemic • Drugs/medication • Stress • Anorexia • Polycystic ovaries • Hirsutism 		

	<ul style="list-style-type: none"> • Hypertrichosis 		
Describe the structure and function of the endocrine system and its effect on hair growth	<p>Endocrine</p> <ul style="list-style-type: none"> • Pituitary posterior lobe <ul style="list-style-type: none"> - Oxytocin - Antidiuretic hormone (ADH or vasopressin) - Anterior lobe - Prolactin - Human growth hormone (HGH) - Thyroid stimulating hormone (TSH) - Adrenocorticotrophin hormone (ACTH) - Luteinising hormone (LH) - Follicle stimulating hormone (FSH) - Interstitial cell stimulating hormone (ICH) - Melanin stimulating hormone (MSH) • Thyroid gland <ul style="list-style-type: none"> - Thyroxin - Triiodothyronine - Calcitonin • Parathyroids <ul style="list-style-type: none"> - Parathormone • Thymus <ul style="list-style-type: none"> - Secretion of T lymphocytes • Pineal <ul style="list-style-type: none"> - Releases melatonin • Islets of Langerhans <ul style="list-style-type: none"> - Insulin - Glucagon - Glycogen • Adrenal medulla <ul style="list-style-type: none"> - Adrenalin - Noradrenalin • Adrenal cortex <ul style="list-style-type: none"> - Mineralocorticoids - Glucocorticoids - Sex hormones • Ovaries <ul style="list-style-type: none"> - Oestrogen - Progesterone • Testes <ul style="list-style-type: none"> - Testosterone 		

	<ul style="list-style-type: none"> • Puberty • Pregnancy • Menopause • Adrenalin • Stress • Addison's syndrome • Cushing's syndrome • Amenorrhoea • Menopause • Pre-menstrual syndrome • Polycystic ovarian syndrome 		
Describe the structure and function of circulatory and lymphatic systems	<p>Cardiovascular</p> <ul style="list-style-type: none"> • Erythrocytes • Leucocytes • Thrombocytes • Plasma and plasma proteins • Platelets • Arteries • Arterioles • Veins • Venules • Capillaries • Superior vena cava • Aortic arch • Inferior vena cava • Aorta • Right atrium • Right ventricle • Left atrium • Left ventricle • Septum • Pulmonary valve • Pulmonary artery • Pulmonary veins • Mitral (bicuspid) valve • Tricuspid valve • Endocardium • Myocardium 		

	<ul style="list-style-type: none"> • Pericardium • Blood pressure and pulse • Content of lymph • Transports waste • Purifies toxins • Adds antibodies, antitoxins and lymphocytes • Part of the immune system • Secondary circulation • Lymphocyte • Lymphatic capillary • Lymphatic vessel • Lymph node • Lymphatic duct 		
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Document History

Version	Issue Date	Changes	Role
v1	19/11/2019	First published	Qualifications Administrator