

# 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:** iUBT391 - Fashion and photographic make-up

**Total contact tuition hours proposed:** 66

**Lecturer(s) responsible:**

| Learning objectives   | Lecture content  | Suggested resources   | Approx. hours |
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| Introductory session  | <ul style="list-style-type: none"> <li>• College rules and regulations</li> <li>• College mission statement</li> <li>• VCTC (ITEC) rules and regulations</li> <li>• Health &amp; safety</li> <li>• Timetable</li> <li>• Dates – holidays etc.</li> <li>• Syllabus</li> <li>• Recommended books</li> <li>• Uniform</li> </ul>   | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Using all the documents listed to ensure the students understand the college expectations and their commitment to the course</li> </ul>  |               |
| <b>1. Be able to prepare for fashion and photographic make-up</b> |  |   |               |
| Use research methods to create the design plan                    | <ul style="list-style-type: none"> <li>• Research i.e. current trends, fashion, period details</li> <li>• Photographs</li> <li>• Magazines</li> <li>• Books</li> <li>• The internet</li> <li>• Sketches</li> <li>• Tracings</li> <li>• Portfolio work</li> <li>• Themes</li> <li>• Colour theory               <ul style="list-style-type: none"> <li>- Primary</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• OHP/whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Homework</li> <li>• Test</li> <li>• An example of a consultation form can be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></li> </ul> |               |

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|   | <ul style="list-style-type: none"> <li>- Secondary</li> <li>- Tertiary</li> <li>- Quality of colour</li> <li>- Colour interaction</li> <li>- Colour wheel</li> <li>• Light and shade</li> <li>• Creating texture</li> <li>• Sketching make-up/hair designs and translating them into the real thing</li> <li>• Mounting and displaying work</li> <li>• Colour schemes</li> <li>• Colour charts</li> <li>• Make-up specification/production requirements</li> <li>• Design plan adaptations</li> </ul> |  |  |
| Prepare themselves, client and work area for fashion and photographic make-up | <ul style="list-style-type: none"> <li>• Preparation of working area</li> <li>• Equipment</li> <li>• Products</li> <li>• Work wear</li> <li>• Personal appearance and behaviour</li> <li>• Hygiene e.g. sterilising/sanitising tools and equipment</li> <li>• Procedures used to prepare client for treatment</li> <li>• Client care and modesty</li> </ul>   |  |  |
| Use suitable techniques to identify the design objective                      | <ul style="list-style-type: none"> <li>• Suitable area</li> <li>• Positive body language</li> <li>• Positioning of the client</li> <li>• Communication skills</li> <li>• Professionalism</li> <li>• Contra-indications and contra-actions</li> <li>• Make-up design objective</li> <li>• Make-up chart</li> <li>• Products used</li> <li>• Consent</li> <li>• Confidentiality</li> <li>• Client's signature</li> </ul>  |  |  |
| Describe the importance of working to a budget                                | <ul style="list-style-type: none"> <li>• Commissioning</li> <li>• Breakdown of costs in relation to design objective</li> <li>• Buying/hiring specialist supplies where required</li> <li>• Purchase of products to meet design objective</li> <li>• Timings</li> </ul>   |  |  |

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|  | <ul style="list-style-type: none"> <li>• Cost effectiveness</li> </ul>  |  |  |
| Describe ways of effectively presenting a design plan  | <ul style="list-style-type: none"> <li>• Identification of production style, technical requirements and design objective</li> <li>• Preliminary sketches</li> <li>• Initial design</li> <li>• Make-up charts</li> <li>• Portfolio work</li> <li>• Final design – sketches, photographic evidence</li> <li>• Breakdown of costs</li> <li>• Budgeting</li> </ul>  |  |  |
| Carry out skin sensitivity test, if required   | <ul style="list-style-type: none"> <li>• Skin sensitivity test</li> <li>• Patch testing of all products to be conducted a minimum of 24-48 hours prior to treatment</li> <li>• Manufacturers' instructions</li> </ul>   |  |  |
| Select products, tools and equipment to suit the design objectives, client skin type and condition | <ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Blanket</li> <li>• Additional support if appropriate</li> <li>• Headband</li> <li>• Bedroll</li> <li>• Robe</li> <li>• Disposable slippers</li> <li>• Disinfecting fluid</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool</li> <li>• Sponges</li> <li>• Gloves</li> <li>• Spatulas</li> <li>• Bowls</li> <li>• Mirror</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Hot bead steriliser</li> <li>• Chemical immersion equipment</li> </ul> |  |  |

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|   | <ul style="list-style-type: none"> <li>• Waste disposal</li> <li>• Products, tools and equipment applicable for the following make-up design objectives: <ul style="list-style-type: none"> <li>- Photographic – black and white</li> <li>- Photographic – colour</li> <li>- Fashion shows</li> </ul> </li> <li>• Make-up looks <ul style="list-style-type: none"> <li>- Period</li> <li>- Fantasy</li> <li>- High fashion</li> <li>- Catwalk</li> <li>- Bridal</li> <li>- Commercial</li> </ul> </li> </ul> |  |  |
| Explain the importance of preparing and developing a design plan                    | <ul style="list-style-type: none"> <li>• Any particular rights, restrictions and acts applicable to facial skincare treatment</li> <li>• Code of practice/ethics</li> <li>• Insurance and professional association membership</li> <li>• Record keeping</li> <li>• Professional appearance</li> <li>• Ensuring that design plan meets objectives</li> <li>• Portfolio building</li> <li>• Continuous professional development</li> </ul>   |  |  |
| Describe the environmental conditions suitable for fashion and photographic make-up | <ul style="list-style-type: none"> <li>• Lighting</li> <li>• Heating</li> <li>• Ventilation</li> <li>• Noise levels</li> <li>• Available space</li> <li>• Music</li> <li>• General hygiene</li> <li>• Waste disposal</li> <li>• Décor</li> <li>• Equipment e.g. workstation/trolley</li> <li>• Privacy</li> <li>• Reception areas</li> <li>• General use/treatment areas</li> </ul>  |  |  |
| Describe the consultation techniques used to identify design objectives             | <ul style="list-style-type: none"> <li>• The importance of positive body language</li> <li>• Positioning of themselves and client (no barriers)</li> <li>• Good communication skills (asking open and/or closed questions and where appropriate)</li> <li>• Verbal and non-verbal communication</li> </ul>   |  |  |

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| Explain the importance of carrying out skin sensitivity tests                      | <ul style="list-style-type: none"> <li>• Skin sensitivity test</li> <li>• Patch testing of all products to be conducted a minimum of 24-48 hours prior to treatment</li> <li>• Manufacturers' instructions</li> </ul>  |  |  |
| Describe how to select products, tools and equipment to suit the design objectives | <ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Blanket</li> <li>• Additional support if appropriate</li> <li>• Headband</li> <li>• Bedroll</li> <li>• Robe</li> <li>• Disposable slippers</li> <li>• Disinfecting fluid</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool</li> <li>• Sponges</li> <li>• Gloves</li> <li>• Spatulas</li> <li>• Bowls</li> <li>• Mirror</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Hot bead steriliser</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal products, tools and equipment applicable for the following make-up design objectives: <ul style="list-style-type: none"> <li>- Photographic – black and white</li> <li>- Photographic – colour</li> <li>- Fashion shows</li> </ul> </li> <li>• Make-up looks <ul style="list-style-type: none"> <li>- Period</li> <li>- Fantasy</li> <li>- High fashion</li> <li>- Catwalk</li> <li>- Bridal</li> </ul> </li> </ul> |  |  |

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|   | - Commercial  |  |  |
| Explain the contra-indications that may prevent or restrict make-up application | <ul style="list-style-type: none"> <li>• 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"> <li>- Any skin condition being treated by a dermatologist</li> <li>- Nervous/psychotic conditions</li> <li>- Recent facial operations</li> <li>- Inflamed nerve</li> <li>- Bell's palsy</li> <li>- Skin cancer</li> <li>- Undiagnosed pain in the face</li> </ul> </li> <li>• Contra-indications that restrict treatment               <ul style="list-style-type: none"> <li>- Fever</li> <li>- Contagious or infectious diseases</li> <li>- Infectious or contagious skin diseases and disorders</li> <li>- Under the influence of recreational drugs or alcohol</li> <li>- Very nervous clients</li> <li>- Diarrhoea and vomiting</li> <li>- Undiagnosed lumps and bumps</li> <li>- Localised swelling</li> <li>- Inflammation</li> <li>- Cuts</li> <li>- Bruises</li> <li>- Abrasions</li> <li>- Scar tissue (2 years for major operations and 6 months for a small scar)</li> <li>- Recent fractures (minimum 3 months)</li> <li>- Any known allergies</li> <li>- Urticaria</li> <li>- Skin allergies</li> <li>- Hypersensitive skin</li> <li>- Eczema</li> <li>- Psoriasis</li> <li>- Dermatitis</li> <li>- Sunburn</li> <li>- Sinusitis</li> <li>- Neuralgia</li> <li>- Migraine/headache</li> <li>- Botox/dermal fillers (1 week following treatment)</li> <li>- Hyperkeratosis</li> <li>- Trapped/pinched nerve affecting the treatment area</li> <li>- Inflamed nerve</li> <li>- Conjunctivitis</li> </ul> </li> </ul> |  |  |

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|  | <ul style="list-style-type: none"> <li>- Styes</li> <li>- Hay fever</li> <li>- Watery eyes</li> <li>- Blepharitis</li> <li>- Any eye surgery (approximately 6 months)</li> <li>- Contact lenses must be removed</li> <li>- Sycosis barbae</li> <li>- Pediculosis capitis</li> <li>- Seborrhoeic dermatitis</li> <li>- Alopecia</li> <li>- Herpes simplex</li> <li>- Temporomandibular joint tension (TMJ syndrome)</li> </ul> |  |  |
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| 2. Be able to apply fashion and photographic make-up                        |   |  |  |
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| Communicate and behave in a professional manner                             | <ul style="list-style-type: none"> <li>• Explanation of treatment</li> <li>• Benefits, limitations and co-operation required</li> <li>• Client care, modesty and support</li> <li>• Communication</li> <li>• Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul>   |  |  |
| Follow health and safety working practices                                  | <ul style="list-style-type: none"> <li>• Fire Precautions Act</li> <li>• Health &amp; Safety at Work Act</li> <li>• Health and Safety (First Aid) Regulations</li> <li>• The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations</li> <li>• The Manual Handling Operations Regulations</li> <li>• The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations</li> <li>• The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</li> <li>• Disability Discrimination Act</li> <li>• Data Protection Act/General Data Protection Regulations (GDPR)</li> <li>• Adhere to all product safety precautions and manufacturers' instructions</li> <li>• Legislation which relates to the work being carried out, the environment and the client with whom the make-up artist is working</li> </ul> |  |  |
| Position themselves and client correctly throughout the make-up application | <ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and correctly supported</li> <li>• Make-up artist maintaining correct working posture throughout treatment</li> <li>• Make-up artist self-care</li> </ul>   |  |  |

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| Use products, tools, equipment and techniques to suit the design objective, client skin type and conditions | <ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Blanket</li> <li>• Additional support if appropriate</li> <li>• Headband</li> <li>• Bedroll</li> <li>• Robe</li> <li>• Disposable slippers</li> <li>• Disinfecting fluid</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool</li> <li>• Sponges</li> <li>• Gloves</li> <li>• Spatulas</li> <li>• Bowls</li> <li>• Mirror</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Hot bead steriliser</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal</li> <li>• Products, tools, equipment and techniques applicable for the following make-up design objectives: <ul style="list-style-type: none"> <li>- Photographic – black and white</li> <li>- Photographic – colour</li> <li>- Fashion shows</li> </ul> </li> <li>• Make-up looks <ul style="list-style-type: none"> <li>- Period</li> <li>- Fantasy</li> <li>- High fashion</li> <li>- Catwalk</li> <li>- Bridal</li> <li>- Commercial</li> </ul> </li> </ul> |  |  |
| Complete the treatment to meet the design objectives  | <ul style="list-style-type: none"> <li>• Conclusion of treatment in appropriate manner to meet client's needs and manufacturers' instructions</li> </ul>  |  |  |

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| Record and evaluate the effectiveness of the application  | <ul style="list-style-type: none"> <li>• Reviewing and recording treatment outcomes</li> <li>• Treatment recommendations</li> <li>• Home care advice</li> </ul>   |  |  |
| Provide suitable aftercare advice   | <ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• Recommendations for make-up maintenance if required</li> <li>• Recommendations for product removal and skin care advice</li> </ul>  |  |  |
| Explain how to communicate and behave in a professional manner  | <ul style="list-style-type: none"> <li>• Design objectives and consultation</li> <li>• Make-up procedure explanation</li> <li>• Client care</li> <li>• Hygiene</li> <li>• Good communication skills</li> </ul>  |  |  |
| Describe health and safety working practices  | <ul style="list-style-type: none"> <li>• Fire Precautions Act</li> <li>• Health &amp; Safety at Work Act</li> <li>• Health and Safety (First Aid) Regulations</li> <li>• The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations</li> <li>• The Manual Handling Operations Regulations</li> <li>• The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations</li> <li>• The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</li> <li>• Disability Discrimination Act</li> <li>• Data Protection Act/General Data Protection Regulations (GDPR)</li> <li>• Adhere to all product safety precautions and manufacturers' instructions</li> <li>• Legislation which relates to the work being carried out, the environment and the client with whom the make-up artist is working</li> </ul> |  |  |
| Explain the importance of positioning themselves and the client correctly throughout the design   | <ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and correctly supported</li> <li>• Applying the treatments as appropriate to the client's needs</li> <li>• Make-up artist maintaining correct posture/stance throughout treatment</li> </ul>  |  |  |
| Explain the importance of using products, tools, equipment and techniques to meet the design objectives, client's skin type and condition | <ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Blanket</li> <li>• Additional support if appropriate</li> </ul>  |  |  |

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|   | <ul style="list-style-type: none"> <li>• Headband</li> <li>• Bedroll</li> <li>• Robe</li> <li>• Disposable slippers</li> <li>• Disinfecting fluid</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool</li> <li>• Sponges</li> <li>• Gloves</li> <li>• Spatulas</li> <li>• Bowls</li> <li>• Mirror</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Hot bead steriliser</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal</li> <li>• Products, tools, equipment and techniques applicable for the following make-up design objectives: <ul style="list-style-type: none"> <li>- Photographic – black and white</li> <li>- Photographic – colour</li> <li>- Fashion shows</li> </ul> </li> <li>• Make-up looks <ul style="list-style-type: none"> <li>- Period</li> <li>- Fantasy</li> <li>- High fashion</li> <li>- Catwalk</li> <li>- Bridal</li> <li>- Commercial</li> </ul> </li> </ul> |  |  |
| Describe how application can be adapted to suit the design plan, client skin type and condition | <ul style="list-style-type: none"> <li>• Restrictions</li> <li>• Skin types and conditions</li> <li>• Design objective</li> <li>• Client/producer/director preferences and commitment</li> <li>• Product availability and suitability</li> <li>• Time scales</li> <li>• Costs</li> </ul>  |  |  |

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| State the contra-actions that may occur during and following the application and how to respond | <ul style="list-style-type: none"> <li>• Adverse skin reaction</li> <li>• Watery eyes</li> <li>• Excessive erythema</li> <li>• Skin irritation</li> <li>• Itching</li> <li>• Immediate removal of cosmetic products</li> <li>• Application of cool compress</li> <li>• Referral procedures</li> </ul>  |  |  |
| Explain the importance of completing the design application to meet the design objective        | <ul style="list-style-type: none"> <li>• Concluding the treatment in appropriate manner to meet client's needs</li> <li>• Concluding the electrical treatment in an appropriate and safe manner to meet the client's needs</li> <li>• Ongoing treatments</li> </ul>  |  |  |
| Explain the importance of recording and evaluating the results of the make-up design            | <ul style="list-style-type: none"> <li>• Reviewing and recording treatment outcomes</li> <li>• Treatment recommendations</li> <li>• Home care advice</li> </ul>  |  |  |
| Describe the aftercare that should be provided  | <ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• Recommendations for make-up maintenance if required</li> <li>• Recommendations for product removal and skin care advice</li> </ul>   |  |  |
| Describe the structure and functions of the skin  | <ul style="list-style-type: none"> <li>• Epidermis <ul style="list-style-type: none"> <li>- Stratum corneum</li> <li>- Stratum lucidum</li> <li>- Stratum granulosum</li> <li>- Stratum spinosum/malphigian layer</li> <li>- Stratum germinativum/basal layer</li> </ul> </li> <li>• Dermis <ul style="list-style-type: none"> <li>- Blood supply</li> <li>- Lymphatic supply</li> <li>- Hair follicle</li> <li>- Hair</li> <li>- Sebaceous gland</li> <li>- Sweat gland: Eccrine and apocrine</li> <li>- Sensory nerve endings</li> <li>- Dermal papilla</li> <li>- Collagen</li> <li>- Elastin</li> <li>- Histiocytes</li> <li>- Mast cells</li> <li>- Fibroblasts</li> <li>- Erector pili muscle</li> </ul> </li> </ul> |  |  |

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|   | <ul style="list-style-type: none"> <li>- Melanocytes</li> <li>• Subcutaneous/adipose layer <ul style="list-style-type: none"> <li>- The fatty layer underneath the dermis</li> </ul> </li> <li>• Functions <ul style="list-style-type: none"> <li>- Secretion</li> <li>- Heat regulation</li> <li>- Absorption</li> <li>- Protection/acid mantle (composition and formation)</li> <li>- Elimination/excretion</li> <li>- Sensation</li> <li>- Vitamin D formation (7-dehydro-cholesterol)</li> </ul> </li> </ul>  |  |  |
| Describe skin types, conditions, diseases and disorders | <ul style="list-style-type: none"> <li>• Skin types <ul style="list-style-type: none"> <li>- White</li> <li>- Black</li> <li>- Asian type skin</li> <li>- Mixed</li> <li>- Dry</li> <li>- Oily</li> <li>- Combination</li> </ul> </li> <li>• Skin conditions/characteristics <ul style="list-style-type: none"> <li>- Mature skin</li> <li>- Young skin</li> <li>- Sensitive</li> <li>- Dehydrated</li> <li>- Lack of elasticity</li> <li>- Lack of muscle tone</li> <li>- Blemishes</li> <li>- Age</li> <li>- Crow's feet</li> <li>- Broken capillaries</li> <li>- Open pores</li> <li>- Milia</li> <li>- Comedones</li> <li>- Pustules</li> <li>- Papules</li> <li>- Hyperpigmentation</li> <li>- Hypopigmentation</li> <li>- Dermatitis papulose nigra</li> <li>- Psuedofolliculitis</li> <li>- Keloids</li> <li>- In-growing hairs</li> <li>- Vitiligo</li> </ul> </li> </ul> |  |  |

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|  | <ul style="list-style-type: none"> <li>- Albinism</li> <li>- Chloasma</li> <li>- Ephilides</li> <li>- Lentigo</li> <li>- Naevae</li> <li>- Port wine stain</li> <li>- Leucoderma</li> <li>- Scarring</li> <li>- Thin skin</li> <li>- Small moles</li> <li>• Infestations <ul style="list-style-type: none"> <li>- Scabies</li> <li>- Pediculosis</li> </ul> </li> <li>• Congenital <ul style="list-style-type: none"> <li>- Atopic eczema</li> <li>- Atopic dermatitis</li> <li>- Psoriasis</li> </ul> </li> <li>• Bacterial <ul style="list-style-type: none"> <li>- Acne vulgaris</li> <li>- Impetigo</li> <li>- Acne rosacea</li> <li>- Boils</li> <li>- Folliculitis</li> </ul> </li> <li>• Viral <ul style="list-style-type: none"> <li>- Warts</li> <li>- Herpes simplex</li> <li>- Herpes zoster</li> </ul> </li> <li>• Fungal <ul style="list-style-type: none"> <li>- Tinea (ringworm)</li> </ul> </li> <li>• Pigmentation disorders <ul style="list-style-type: none"> <li>- Vitiligo</li> <li>- Albinism</li> <li>- Chloasma</li> <li>- Ephilides</li> <li>- Lentigo</li> <li>- Moles (papilloma)</li> <li>- Naevae</li> <li>- Port wine stain</li> <li>- Leucoderma</li> </ul> </li> <li>• General disorders <ul style="list-style-type: none"> <li>- UV damage</li> <li>- Urticaria</li> </ul> </li> </ul> |  |  |
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|  | <ul style="list-style-type: none"> <li>- Allergic reaction</li> <li>- Hyperkeratosis</li> </ul> |  |  |
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| iUBT391 - Fashion and photographic make-up |   |   |  |
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| <b>Mock practical:</b>                     | <ul style="list-style-type: none"> <li>• To include full treatment</li> </ul> | <ul style="list-style-type: none"> <li>• Mock theory paper</li> </ul> |  |
| <b>Mock theory:</b>                        | <ul style="list-style-type: none"> <li>• To include all the theory</li> </ul> |   |  |

Document History

| Version | Issue Date | Changes         | Role                         |
|---------|------------|-----------------|------------------------------|
| v1      | 03/12/2019 | First published | Qualifications Administrator |