

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: iUBT346 – Provide eyelash perming

Total contact tuition hours proposed: 36

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 eyelash perming service			
Prepare self, client and work area for eyelash perming	<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 	10

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 • Consulting in a suitable area • Positive body language • Positioning of the client • Good communication skills and making decisions when to ask: <ul style="list-style-type: none"> - Open-ended questions and/or closed questions - Accurately recording client responses to questioning - Encouraging clients to ask questions for clarification • Professionalism • Contra-indications and contra-actions • Treatment plan • Planning and agreeing a treatment programme taking into account any diverse needs • Products used • Results of patch test • Consent (in the case of a minor, parent/guardian should sign the consent) • Confidentiality • Compliance with current data protection regulations • Signature of Client/parent/guardian signature 	<ul style="list-style-type: none"> • An example of a consultation form can be downloaded from www.itecworld.co.uk 	
Provide clear recommendations to the client	<ul style="list-style-type: none"> • The outcome of the: <ul style="list-style-type: none"> - Consultation - Eye and eyelash analysis - Relevant tests • Accounting for factors such as: <ul style="list-style-type: none"> - Occupation - Lifestyle - Current regime • Managing client expectations and realistic outcomes • Recommendations for on-going or further maintenance treatments and the level of commitment required 		
Interpret and accurately record the results of relevant tests carried out prior to treatments	<ul style="list-style-type: none"> • Type of test conducted • Date and time when patch test was conducted (must be 24 – 48 hours prior to treatment) • Manufacturers' recommendations • Products and dilutions used • Tint colour used • Type of glue/adhesive and solvent used • Area where test conducted – behind the ear or in the crook of the elbow • Skin reaction (positive or negative) • Disclaimer form to be completed correctly, accompanied by a client/parent/guardian signature on the form 		

	<ul style="list-style-type: none"> • Photographs are taken of the client's natural lashes prior to treatment • Photographs taken prior to treatment are kept with records for future reference, in order to evaluate the effectiveness of the treatment 		
Select products, tools and equipment to suit client treatment needs	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Personal Protective Equipment • Eyelash comb • Micro brushes • Disposable eyelash combs • Tweezers • Disposable face mask • Timer • Products for eyelash perming 		
State the environmental conditions suitable for eyelash perming	<ul style="list-style-type: none"> • Factors to consider: <ul style="list-style-type: none"> - Lighting - Heating 		

	<ul style="list-style-type: none"> - Ventilation - Noise levels - Available space - Music - General hygiene - Waste disposal - Décor - Equipment e.g. workstation/trolley - Privacy - Reception areas - General use/treatment areas 		
Describe 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 • Accurately recording client responses to questioning • Encouraging clients to ask questions for clarification 		
Describe the type of test that is carried out before providing an eyelash perming treatment	<ul style="list-style-type: none"> • Skin sensitivity test • Patch testing must be conducted for all solutions a minimum of 24-48 hours prior to treatment • Manufacturer's instructions • Assessment of eye size and shape • Inspection of lashes to be treated 		
State the importance of carrying out the test prior to the treatment and accurately recording the results	<ul style="list-style-type: none"> • Type of tests conducted • Date and time when patch test was conducted (must be 24–48 hours prior to treatment) • Manufacturers' recommendations • Products used • Area where test conducted • Skin reaction: positive or negative • Disclaimer form • Client's consent and signature on disclaimer form • Adhere to Code of Practice • Compliance with data protection legislation • Establish treatment suitability • Establish possible contra-actions • Establishing clients desires are realistic in terms of treatment available • Identification of: <ul style="list-style-type: none"> - Length and condition of natural lashes - Most appropriate size of silicone shield or rod to be used to create the desired effect 		

Describe salon requirements for preparing themselves, the client and the work area	<ul style="list-style-type: none"> Any particular rights, restrictions and Acts applicable to eyelash perming treatment Code of practice/ethics Insurance and professional association membership Record keeping Record and store in line with current data protection legislation and professional codes of conduct Professional appearance 		
Explain the environmental conditions suitable for eyelash perming service	<ul style="list-style-type: none"> Factors to consider: <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 Ensuring that parent or guardian is present throughout the treatment for minors Reception areas General use/treatment areas 		
Describe how to select products, tools and equipment to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> The importance of selecting the correct products, tools and equipment based upon the client consultation, eye and eyelash analysis and relevant tests <ul style="list-style-type: none"> Couch or chair Trolley Stool Towels Blanket Additional support if appropriate Headband Bedroll Disposable slippers Disinfecting fluid Magnifying lamp Tissues Cotton wool Sponges Gloves Spatulas Bowls Mirror 		

	<ul style="list-style-type: none"> - Sterilising solution - UV cabinet - Autoclave - Hot bead steriliser - Chemical immersion equipment - Waste disposal - Personal Protective Equipment - Eyelash comb - Micro brushes - Disposable eyelash combs - Tweezers - Disposable face mask - Timer - Oil free eye make-up remover - Protein remover pads - Silicone shields or eyelash perming rods - Adhesive and adhesive remover - Anti- wrinkle gel patches or under eye shields • Solutions: <ul style="list-style-type: none"> - Eyelash perming/lifting solution - Rinsing solution - Neutralizing solution - Ash revitaliser or collagen solution - Saline solution • Treatment techniques for eyelash perming • The methods, hygiene and safety precautions, effects and benefits of all treatment techniques 		
Describe the contra- indications to eyelash perming	<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 - 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 - Chemotherapy - Hyperkeratosis - Skin allergies - Allergies to tint products, adhesives and solvents - Trapped/pinched nerve affecting the treatment area - Inflamed nerve <ul style="list-style-type: none"> • If there has been any reaction to the patch test, treatment will be contra-indicated • Any eye surgery (approximately 6 months) or eye conditions such as: <ul style="list-style-type: none"> - Conjunctivitis - Hordeolum/styes - Hayfever - Watery eye - Very nervous client - Blepharitis - Alopecia - Cataract - Corneal disease - Diabetic retinopathy - Dry eye syndrome - Glaucoma - Eye infection - Herpes simplex 		
--	---	--	--

	<ul style="list-style-type: none"> - Trichotillomania - Infectious and non-infectious skin conditions specific to the eye and surrounding area e.g. atopic eczema, atopic dermatitis and psoriasis • For those wearing contact lenses, they must be removed prior to any procedure/treatment 		
--	---	--	--

Be able to provide eyelash perming service			
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 maintained to the client throughout the treatment(s) 	<ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A • Handout • Homework • Test 	12
Follow health and safety working practices	<ul style="list-style-type: none"> • Fire Precautions Act • Health and 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 (PPE) • 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 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 		
Position self and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Therapist maintaining the correct working posture throughout treatment • Therapist self-care • Ensuring the lighting is appropriate for treatment 		
Use products, tools, equipment and techniques to suit clients treatment needs	<ul style="list-style-type: none"> • Equipment <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 - Disposable slippers - Disinfecting fluid - Magnifying lamp - Tissues - Cotton wool - Sponges - Gloves - Spatulas - Bowls - Mirror - Sterilising solution - UV cabinet - Autoclave - Hot bead steriliser - Chemical immersion equipment - Waste disposal - Personal Protective Equipment - Eyelash comb - Micro brushes - Disposable eyelash combs • Products <ul style="list-style-type: none"> - Oil free eye make-up remover - Protein remover pads - Silicone shields or eyelash perming rods - Adhesive - Adhesive remover - Anti-wrinkle gel patches or under eye shields - Eyelash perming/lifting solution - Rinsing solution - Neutralizing Solution - Ash revitaliser or collagen solution - Saline solution • Techniques used for the following treatments: <ul style="list-style-type: none"> - Eyelash perming 		
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 manufacturers' instructions • Check treatment results with client using mirror 		

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 • Photographs are taken and stored as a record of treatment outcome • Record and store in line with current data protection legislation and professional codes of conduct 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Suitable home care/treatment maintenance regime • Lifestyle • Recommendation of further salon treatments and appropriate intervals between treatments 		
State 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 working practices	<ul style="list-style-type: none"> • The importance of: <ul style="list-style-type: none"> - Fire Precautions Act - Health and 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 (PPE) - The Provision and Use of Work Equipment Regulations - The Control of Substances Hazardous to Health Regulations (COSHH) • Additional factors to consider: <ul style="list-style-type: none"> - 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) 		
Explain the importance of positioning self and the client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Therapist maintaining correct posture throughout treatment • Ensuring lighting is appropriate for treatment 		
State the importance of using products, tools, equipment and	<ul style="list-style-type: none"> • Couch or chair • Trolley • Stool 		

techniques to suit clients treatment needs	<ul style="list-style-type: none"> • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Sponges • Gloves • Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Personal Protective Equipment (PPE) • Eyelash comb • Micro brushes • Disposable eyelash combs • Tweezers • Disposable face mask • Under eye shields • Timer • Products for eyelash perming 		
Describe how treatments can be adapted to suit client treatment needs	<ul style="list-style-type: none"> • Restrictions – contra-indications and contra-actions • 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"> • Allergic reaction • Excessive erythema 		

following treatments and how to respond	<ul style="list-style-type: none"> • Itching • Watery eyes • Inflammation • Infection • Client abuse i.e. rubbing/picking • Loss of natural lashes • Lower and upper lash adhesion • Foreign body enters client's eye i.e. lash/adhesive/dust • Uneven lift/curl • Lower lashes are kinked or curl upward • Results that differ depending on which eye • Immediate removal of products • Saline eye irrigation procedure • 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 appropriate manner to meet client's needs and manufacturer's instructions • Check treatment results with client using mirror 		
State the importance of completing treatment records	<ul style="list-style-type: none"> • Maintaining records • Aftercare and home care advice • Product advice • Photographs are taken prior to and following treatment, which are stored as a record and log of the treatment outcome • Record and store in line with current data protection legislation and professional codes of conduct 		
State the aftercare advice that should be provided	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Avoid touching/rubbing the area • Application of cold water if irritation occurs • Recommendation of suitable products for home use • Lifestyle • Recommendations for treatment maintenance and follow on salon treatments 		
Describe the structure and functions of the hair	<ul style="list-style-type: none"> • Hair structure <ul style="list-style-type: none"> - Keratin - Cuticle - Cortex - Medulla - Inner root sheath - Huxley's 		

	<ul style="list-style-type: none"> - Henle's - Outer root sheath - Vitreous membrane - Connective tissue - Dermal papilla • Hair functions <ul style="list-style-type: none"> - Protection - Temperature control 		
Describe diseases and disorders of the eye area	<ul style="list-style-type: none"> • Alopecia • Atopic eczema • Atopic dermatitis • Blepharitis • Cataract • Conjunctivitis • Corneal Disease • Diabetic retinopathy • Dry eye syndrome • Glaucoma • Eye infection • Hay fever • Herpes simplex • Hordeolum/stye • Psoriasis • Skin disorders • Sensitive skin • Sensitised or damaged skin • Allergies • Trichotillomania • Watery eyes 		
Explain the chemical process involved in eyelash perming	<ul style="list-style-type: none"> • Perming • Development • Neutralising • Oxidation • Process timings • Causes and effects of over-processing 		

Document History

Version	Issue Date	Changes	Role
v1	09/01/2020	First published	Qualifications and Regulation Co-ordinator