

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: Make-up

Total contact tuition hours proposed: 50

Lecturer(s) responsible:

| Learning objectives | Lecture content | Suggested resources | Approx. hours |
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| 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 | |
| LO1 Be able to recognise skin types and characteristics | | | |
| 1.1. Explain and assess the client's skin type/characteristics | <ul style="list-style-type: none"> - White - Black - Asian - Mixed - Dry - Oily - Combination - Mature skin - Young skin | <ul style="list-style-type: none"> - OHP/Whiteboard - Lecture - Q&A - Practical - Handout: - Skin conditions - Homework - Test | |

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| 1.2. Explain and assess the client's skin condition/texture | <ul style="list-style-type: none"> - Sensitive - Dehydrated - Loss of elasticity - Loss of muscle tone - Blemishes - Ageing - Crow's feet - Broken capillaries - Open pores - Comedones - Milia - Pustules - Papules - Hyperpigmentation - Hypopigmentation - Dermatitis papulosa nigra - Pseudofolliculitis - Keloids - Ingrowing hairs | | |
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| LO2 Be able to consult and communicate with the client | | | |
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| 2.1. Explain and demonstrate the importance of consulting and communicating with the client tactfully and accurately | <ul style="list-style-type: none"> - Contact details - Medical history - Private comfortable area - Positive body language - Positioning of the client (no barriers between themselves and client) - Good communication skills - Use of open and/or closed questions where appropriate - Trust - Professionalism, confidence and enthusiasm - Confidentiality - Informed consent - Any contra-indications to treatment - Client lifestyle - Client profile - Importance of planning and agreeing a treatment programme taking into account the client's religious, moral and social beliefs - Legal requirements regarding the treatment of minors, the age of consent which may vary nationally or locally | <ul style="list-style-type: none"> - OHP/Whiteboard - Lecture - Q&A - Homework - Test | |

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| | <ul style="list-style-type: none"> - Signed consent of parent or guardian for a minor and need for parent/guardian to remain present throughout the consultation and treatment of a minor - Skin analysis - Make-up chart - Home/skincare advice - Compliance with current data protection regulations and professional code of conduct | | |
| 2.2. Explain and demonstrate how to check for skin diseases/disorders | <ul style="list-style-type: none"> • Infestations <ul style="list-style-type: none"> - Scabies - Lice • 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 • Viral <ul style="list-style-type: none"> - Warts - Herpes simplex - Herpes zoster • Fungal <ul style="list-style-type: none"> - Tinea • 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"> - Urticaria - Allergic reaction - Hyperkeratosis - Erythema | | |

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| <p>2.3. Explain and recognise those contra-indications to make-up requiring medical permission or the client to sign an informed consent form prior to the treatment, and those contra-indications that restrict treatment</p> | <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 operations 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 tissues (2 years for major operation and 6 months for a small scar) - Sunburn - Hormonal implants - Recent fractures (minimum 3 months) - Sinusitis - Neuralgia - Sunburn - Migraine/headache - Hypersensitive skin - Botox/dermal fillers (1 week following treatment) - Recent advanced aesthetic treatments (e.g. skin peeling, skin needling) - Hyperkeratosis - Skin allergies - Styes - Watery eyes - Dry eye syndrome | | |
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| | <ul style="list-style-type: none"> - Trapped/pinched nerve affecting the treatment area - Inflamed nerve - Eye infection - Conjunctivitis | | |
| 2.4. Explain and recognise contra-indications to eye make-up with reasons | <ul style="list-style-type: none"> • All the general contra-indications plus any form of eye infection to include: <ul style="list-style-type: none"> - Any eye surgery (approximately 6 months) - Conjunctivitis - Stye - Hay fever - Watery eye - Dry eye syndrome - Very nervous clients - Blepharitis • Infectious and non-infectious skin conditions specific to the eye and surrounding area to include: <ul style="list-style-type: none"> - Atopic eczema - Atopic dermatitis - Psoriasis | | |

| LO3 Be able to prepare the skin for treatment and select and apply make-up to meet the desired result | | | |
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| 3.1. Explain and select make-up according to the occasion, client colouring, age and preferences | <ul style="list-style-type: none"> - Corrective - Day - Evening - Special occasion - Bridal | <ul style="list-style-type: none"> - OHP/Whiteboard - Lecture - Q&A - Practical - Handouts: - Diagrams of different: - Face shapes - Eye shapes - Nose shapes - Lip shapes - Make-up routine - Make-up consultation card - Homework - Test | |
| 3.2. Explain and demonstrate how to prepare the skin accordingly | <ul style="list-style-type: none"> - Cleanse - Tone - Blot the skin - Moisturise - Pre-base/primer (suitable for the client's skin type/condition) | | |
| 3.3. Describe how lighting may affect the application and finished result of make-up | <ul style="list-style-type: none"> - Blue/fluorescent - Yellow/filament - Daylight | | |
| 3.4. Explain and identify skin tones | <ul style="list-style-type: none"> - Fair - Medium - Dark - Olive | | |

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| 3.5. Explain and identify face shapes | <ul style="list-style-type: none"> - Oval - Square - Heart - Round - Long - Diamond - Pear | | |
| 3.6. Explain and identify eye shapes and use appropriate correction | <ul style="list-style-type: none"> - Hooded - Large - Small - Round - Close set - Prominent - Drooping - Deep set - Wide apart | | |
| 3.7. Explain and identify nose shapes and use appropriate correction | <ul style="list-style-type: none"> - Long - Wide - Short - Nasolabial folds | | |
| 3.8. Explain and identify lip shapes and use appropriate correction | <ul style="list-style-type: none"> - Large/full - Thin - Asymmetrical mouth | | |
| 3.9. Explain and demonstrate use of colour corrective creams | <ul style="list-style-type: none"> - Lilac based - Green based - Orange based - Yellow based - Concealer | | |
| 3.10. Explain and demonstrate how to conceal any flaws on the skin | <ul style="list-style-type: none"> - Dark circles under eyes - Spots - Blemishes - Uneven pigmentation - Broken capillaries - Puffy eyes | | |
| 3.11. Explain and demonstrate how to contour and highlight accordingly | <ul style="list-style-type: none"> - Blusher - Shader - Highlighter | | |

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| 3.12. Explain airbrushing | <ul style="list-style-type: none"> - Techniques - Following manufacturer's instructions - Aftercare | | |
| 3.13. Explain and demonstrate appropriate use of cosmetics | <ul style="list-style-type: none"> • The appropriate cosmetics should be selected according to the skin type to include: <ul style="list-style-type: none"> - Pre-base/primer - Corrective base creams - Foundation <ul style="list-style-type: none"> ▪ Cream ▪ Matte ▪ Liquid ▪ Mousse ▪ Gel ▪ Light reflecting ▪ All-in-one ▪ Mineral - Concealer - Powder - Blusher - Shader - Highlighter - Eye shadow - Eyeliner - Pencil - Liquid - Gel - Brow products - Mascara - Lip liner - Lipstick - Lip gloss • All products should be decanted using disposable applicators where possible from the container onto a palette before application to the skin to reduce any incidence of cross infection. However, powders may be used straight from the container and sprayed with isopropyl alcohol after use in line with current industry standards and practice. | | |
| 3.14. Explain and demonstrate how to produce a suitable/appropriate | <ul style="list-style-type: none"> • Pre-base/primer • Corrective cream • Foundation • Concealer • Powder | | |

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| finished result for the client's needs | <ul style="list-style-type: none"> • Blusher • Shader • Highlighter • Eyeshadow • Eyeliner <ul style="list-style-type: none"> - Pencil - Liquid - Gel • Brow products • Mascara • Lip liner • Lipstick • Lip gloss (where appropriate) | | |
| 3.15. Explain and demonstrate how to work within time limits acceptable to the industry | <ul style="list-style-type: none"> • A cleanse and day make-up should take a maximum of 30 minutes | | |
| 3.16. Explain the possible reactions to make-up (contra-actions) | <ul style="list-style-type: none"> • Adverse skin reaction/urticaria/rash/irritated skin • Watery/itchy eyes • Excessive erythema | | |
| 3.17. Explain how to update client records accordingly | <ul style="list-style-type: none"> • A sample consultation form can be downloaded from www.itecworld.co.uk • Contra-indications/contra-actions • Products used, recommended and purchased • Make-up chart • Client feedback • Record and store in line with current data protection legislation and professional code of conduct | | |
| 3.18. Explain and demonstrate appropriate methods of sterilisation/sanitisation for the tools used | <ul style="list-style-type: none"> • Sponges • Brushes • Disposable applicators • Airbrushes • UV cabinet • Sterilising fluid • Alcohol spray • Autoclave | | |

| LO4 Know cosmetic science in relation to skin care products | | | |
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| 4.1. Explain and give examples of the sources | <ul style="list-style-type: none"> • Oils • Fats and waxes | - OHP/Whiteboard | |

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| and uses of cosmetic ingredients | <ul style="list-style-type: none"> • Emulsions • Emulsifying agents • Humectant • Emollient • Talc | <ul style="list-style-type: none"> - Lecture - Q&A - Handouts - Homework - Test | |
| 4.2. Describe the difference between and uses of different types of skincare products | <ul style="list-style-type: none"> • Cleansing milks/creams • Lotions • Exfoliators • Day cream • Night cream • Eye cream • Neck cream • Toner • Astringent • Gels • Facial wash • Lip balm • Serums/ampoules | | |
| 4.3. The learner will be able to explain the main ingredients in colour cosmetics | <ul style="list-style-type: none"> • Eye shadows <ul style="list-style-type: none"> - Frosted - Matt - Cream - Powder - Mineral • Eyeliner <ul style="list-style-type: none"> - Pencil - Liquid - Gel • Blusher • Lipstick <ul style="list-style-type: none"> - Cream - Frosted - Gloss - Matt • Lip liner • Lip gloss • Powder • Foundations <ul style="list-style-type: none"> - Matt - Compact - Mousse | | |

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| | <ul style="list-style-type: none"> - Silk - Liquid - All-in-one - Light reflecting - Gel - Mineral • Concealers • Camouflage creams • Pre-base/primer • Mascara | | |
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| iUBT291 – Make-up | | | |
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| Treatment evidence: | - 5 treatment evidence | Mock theory paper | |
| Mock practical: | - To include a full make up | | |
| Mock theory: | - To include all theory work taught | | |

Document History

| Version | Issue Date | Changes | Role |
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| v1 | 30/09/2019 | First published | Qualifications and Regulation Co-ordinator |
| v2 | 24/01/2020 | Edited to match unit specification | Qualifications Administrator |
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