

# 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:** Waxing

**Total contact tuition hours proposed:** 50

**Lecturer(s) responsible:**

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> <li>• College rules and regulations</li> <li>• College mission statement</li> <li>• 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>LO1 Be able to prepare for waxing treatments</b>			
1.1. Explain and demonstrate how to prepare/protect and maintain the working area	<ul style="list-style-type: none"> <li>• Protect the floor</li> <li>• Protect the couch</li> <li>• Ensure the wax is ready at the required temperature</li> <li>• Strips to remove the wax</li> <li>• Ensure that sanitiser is available</li> <li>• Powder</li> <li>• Tweezers</li> <li>• Surgical gloves</li> <li>• Cotton wool</li> <li>• Tissues</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Practical</li> <li>• Handout:               <ul style="list-style-type: none"> <li>- How to prepare the area for waxing</li> <li>- Consultation form</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• After-wax lotion</li> <li>• Scissors</li> </ul>		
1.2. Explain and demonstrate the setting up of equipment safely	<ul style="list-style-type: none"> <li>• Ensure that there are no trailing wires for the wax pot</li> <li>• Ensure that there are no bare wires</li> <li>• Ensure that there is no water in the area</li> <li>• Ensure that the thermostat is working on the wax pot</li> </ul>		
1.3. Explain and demonstrate specific hygiene and precautions for waxing	<ul style="list-style-type: none"> <li>• Gloves must be worn</li> <li>• A different spatula must be used for each area</li> <li>• Where blood spots occur, the spatula and gloves must be changed immediately and disposed of with contaminated waste appropriately and in accordance with the legislation of the country therein</li> </ul>		

<b>LO2 Be able to carry out a consultation and understand contra-indications to waxing treatments</b>			
2.1. Explain and demonstrate the importance of communicating with the client tactfully and accurately	<ul style="list-style-type: none"> <li>• Private comfortable area</li> <li>• Positive body language</li> <li>• Positioning of the client (no barriers between themselves and client)</li> <li>• Good communication skills</li> <li>• Use of open and/or closed questions where appropriate</li> <li>• Trust</li> <li>• Taking a full consultation</li> <li>• Checking medical history</li> <li>• Professionalism, confidence and enthusiasm</li> <li>• Confidentiality</li> <li>• Informed consent</li> <li>• Any contra-indications to treatment</li> <li>• Client lifestyle</li> <li>• Client profile</li> <li>• Discussing and agreeing the treatment plan taking into account any diverse needs <ul style="list-style-type: none"> <li>- Cultural, religious, moral and social beliefs</li> <li>- Age</li> <li>- Gender</li> <li>- Disability</li> </ul> </li> <li>• Discussing home care and aftercare advice</li> <li>• Compliance with current data protection regulations</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout</li> <li>• Homework</li> <li>• Test</li> </ul>	
2.2. Explain and recognise those general contra-indications to waxing requiring medical permission or the client to	<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>- Cardiovascular conditions</li> </ul> </li> </ul>		

<p>sign an informed consent form prior to the treatment and those contra-indications that restrict treatment</p>	<ul style="list-style-type: none"> <li>▪ Thrombosis</li> <li>▪ Phlebitis</li> <li>▪ Hypertension</li> <li>▪ Hypotension</li> <li>▪ Heart conditions</li> </ul> <ul style="list-style-type: none"> <li>- Haemophilia</li> <li>- Any condition already being treated by a GP or another practitioner</li> <li>- Medical oedema</li> <li>- Osteoporosis</li> <li>- Nervous/psychotic conditions</li> <li>- Recent operations</li> <li>- Diabetes</li> <li>- Trapped/pinched nerve</li> <li>- Inflamed nerve</li> </ul> <ul style="list-style-type: none"> <li>• Contra-indications that restrict treatment <ul style="list-style-type: none"> <li>- Fever</li> <li>- Infectious or contagious diseases</li> <li>- Under the influence of recreational drugs or alcohol</li> <li>- Any known allergies</li> <li>- Infectious skin diseases and disorders</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 tissues (2 years for major operation and 6 months for a small scar)</li> <li>- Sunburn</li> <li>- Self-tan</li> <li>- Heat rash</li> <li>- Hairy moles/moles</li> <li>- Hormonal implants</li> <li>- Recent fractures (minimum 3 months)</li> <li>- Neuralgia</li> <li>- Hypersensitive skin</li> <li>- Loss of skin sensation</li> <li>- Vascular skin</li> <li>- Varicose veins</li> <li>- 48 hours after sun tanning</li> <li>- Bell's palsy</li> <li>- Abnormal hair growth</li> <li>- Medication affecting skin, blood or immune system</li> <li>- Infected ingrowing hairs</li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>- Skin tags</li> <li>- Thin and fragile skin</li> <li>- Known allergies to products and ingredients such as rosin found in sticking plasters and wax</li> <li>- Severe and infectious skin conditions</li> <li>- Severe varicose veins</li> </ul>		
2.3. Explain the cause of ingrowing hairs and treatment	<ul style="list-style-type: none"> <li>• Dry skin</li> <li>• Shaving</li> <li>• Hairs break off when waxing</li> <li>• Lack of exfoliation and moisturiser</li> <li>• Incorrect hair removal</li> <li>• Distorted follicles</li> </ul>		

<b>LO3 Be able to carry out waxing treatments</b>			
3.1. Explain and demonstrate use of products, tools and equipment	<ul style="list-style-type: none"> <li>• Hot wax</li> <li>• Warm/cool wax</li> <li>• Pre/after-wax lotions</li> <li>• Disposable spatulas</li> <li>• Cotton wool</li> <li>• Waxing strips</li> <li>• Tweezers</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Practical</li> <li>• Handout: <ul style="list-style-type: none"> <li>- Consultation form</li> </ul> </li> </ul>	
3.2. Explain and demonstrate how to treat different areas	<ul style="list-style-type: none"> <li>• Under arms</li> <li>• Back</li> <li>• Chest</li> <li>• Abdomen</li> <li>• Bikini line</li> <li>• Brazilian</li> <li>• Hollywood</li> <li>• Leg</li> <li>• Lip</li> <li>• Chin</li> <li>• Forearms</li> <li>• Eyebrows</li> </ul>		
3.3. Explain and demonstrate how to sanitise the area to be treated	<ul style="list-style-type: none"> <li>• Wipe over the area to be waxed with sanitiser or with a pre-wax treatment</li> </ul>		

3.4. Explain the composition and ingredients of depilatory products and explain their appropriate use	<ul style="list-style-type: none"> <li>• Hot wax</li> <li>• Warm/cool wax</li> </ul>				
3.5. Describe and demonstrate how to perform a thermal test on self and client	<ul style="list-style-type: none"> <li>• The heated wax should be tested on the therapist's wrist first to check the temperature</li> <li>• The heated wax should then be tested on the wrist or the ankle of the client to ensure it is not too hot</li> </ul>				
3.6. Explain and demonstrate application of warm/cool wax evenly, sparingly and ensuring cost effectiveness throughout	<ul style="list-style-type: none"> <li>• Spatula held at right angles to the area to be waxed ensuring that wax drips from the top to the bottom of the spatula ensuring a thin even distribution of wax</li> </ul>				
3.7. Explain and demonstrate application of hot wax evenly ensuring cost effectiveness throughout	<ul style="list-style-type: none"> <li>• Check length of hair (minimum 1cm)</li> <li>• Trim overly long hairs</li> <li>• Check direction in which hairs grow</li> <li>• Apply wax first against the hair growth or in line with manufacturer's instructions</li> </ul>				
3.8. Explain and demonstrate removal of the product	<ul style="list-style-type: none"> <li>• Using the appropriate method for the product selected</li> <li>• Ensuring removal is performed in the correct direction, angle and speed</li> <li>• Minimising discomfort to the client</li> </ul>				
3.9. Explain and demonstrate how to clear the area effectively	<ul style="list-style-type: none"> <li>• Do not re-wax over an area which has already been treated with hot wax</li> <li>• Tweeze out any stray hairs</li> </ul>				
3.10. The learner will be able to explain and demonstrate safe disposal of waste	<ul style="list-style-type: none"> <li>• Where blood spots may have occurred, care must be taken with the contaminated waste to include: <ul style="list-style-type: none"> <li>- Place in a plastic bag</li> <li>- Put in a separate bin (containing chemical) to be taken away and incinerated</li> </ul> </li> </ul>				
3.11. Explain and demonstrate the ability to work quickly and efficiently to a standard acceptable by the industry	<ul style="list-style-type: none"> <li>• The treatment should be performed in a commercially acceptable time: <ul style="list-style-type: none"> <li>- Full leg – 40 minutes</li> <li>- Half leg – 20 minutes</li> <li>- Underarm and bikini – 15 minutes each</li> <li>- Back – 30 minutes</li> <li>- Chest – 20 minutes</li> <li>- Abdomen – 15 minutes</li> <li>- Brazilian – 30-40 minutes</li> </ul> </li> </ul>				

	<ul style="list-style-type: none"> <li>- Hollywood – 45-50 minutes</li> <li>- Lip – 10 minutes</li> <li>- Chin – 10 minutes</li> <li>- Forearms – 20 minutes</li> <li>- Eyebrows – 15 minutes</li> </ul>		
3.12. Explain and demonstrate accurate updating of client records	<ul style="list-style-type: none"> <li>• Contra-indications must be checked and noted appropriately</li> <li>• A note should be made of the area(s) to be waxed</li> <li>• Any notes regarding skin’s reaction should be made at the end of the treatment</li> <li>• Aftercare advice</li> <li>• Home care advice</li> <li>• Record and store in line with current data protection legislation and professional code of conduct</li> </ul>		
3.13. Explain the advantages and disadvantages of the use of each wax product and method	<ul style="list-style-type: none"> <li>• Composition</li> <li>• Working temperature according to manufacturer’s instructions</li> <li>• Method of application</li> <li>• Method of removal</li> </ul>		
3.14. Explain other forms of depilation	<ul style="list-style-type: none"> <li>• Tweezing</li> <li>• Shaving</li> <li>• Depilatory creams</li> <li>• Sugaring</li> <li>• Threading</li> <li>• Depilation machine</li> <li>• Abrasive mitts</li> <li>• Electrical epilation</li> </ul>		

<b>LO4 Know the structure and functions of the skin in relation to waxing treatments</b>			
4.1. Describe the position of the structures 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> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout: <ul style="list-style-type: none"> <li>- Cross section of the skin</li> <li>- Skin diseases</li> </ul> </li> <li>• Homework</li> <li>• Test: <ul style="list-style-type: none"> <li>- Draw and label a diagram of the skin</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- Sweat gland <ul style="list-style-type: none"> <li>▪ Eccrine</li> <li>▪ Apocrine</li> </ul> </li> <li>- Sensory nerve endings</li> <li>- Dermal papilla</li> <li>- Erector pili muscle</li> </ul>	<ul style="list-style-type: none"> <li>- Q&amp;A Functions of the layers of the skin</li> <li>- Q&amp;A Skin diseases and cancers</li> </ul>	
4.2. Describe the subcutaneous/adipose layer	<ul style="list-style-type: none"> <li>• The structure and function of the fatty layer underneath the dermis</li> </ul>		
4.3. Explain the functions of the skin	<ul style="list-style-type: none"> <li>• Secretion</li> <li>• Heat regulation</li> <li>• Absorption</li> <li>• Protection/acid mantle</li> <li>• Elimination</li> <li>• Sensation</li> <li>• Vitamin D formation (7-dehydrocholesterol)</li> </ul>		
4.4. Explain the functions and formation of the acid mantle	<ul style="list-style-type: none"> <li>• Composition and formation</li> </ul>		
4.5. Explain and recognise skin diseases/disorders and show knowledge of whether they are contra-indicated or not	<ul style="list-style-type: none"> <li>• Infestations <ul style="list-style-type: none"> <li>- Scabies</li> <li>- Lice</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 corporis</li> <li>- Tinea pedis</li> </ul> </li> <li>• Pigmentation disorders</li> </ul>		

	<ul style="list-style-type: none"> <li>- Vitiligo</li> <li>- Albinism</li> <li>- Chloasma</li> <li>- Ephelides</li> <li>- Lentigo</li> <li>- Moles (papilloma)</li> <li>- Naevae</li> <li>- Port wine stain</li> <li>- Leucoderma</li> <li>• General disorders <ul style="list-style-type: none"> <li>- Urticaria</li> <li>- Allergic reaction</li> </ul> </li> </ul>		
4.6. Explain the main skin cancers	<ul style="list-style-type: none"> <li>• Basal cell carcinoma</li> <li>• Squamous cell carcinoma</li> <li>• Malignant melanoma</li> </ul>		

<b>LO5 Know the structure of the hair in relation to waxing treatments</b>			
5.1. Describe the position and explain the function of the hair	<ul style="list-style-type: none"> <li>• Cuticle</li> <li>• Cortex</li> <li>• Medulla</li> <li>• Inner root sheath <ul style="list-style-type: none"> <li>- Huxley's layer</li> <li>- Henle's layer</li> </ul> </li> <li>• Outer root sheath</li> <li>• Vitreous membrane</li> <li>• Connective tissue</li> <li>• Dermal papilla</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout: <ul style="list-style-type: none"> <li>- Blank diagram of the layers of the hair</li> <li>- Blank diagram showing the hair growth cycle</li> </ul> </li> <li>• Homework</li> <li>• Test</li> <li>• Q&amp;A</li> </ul>	
5.2. Describe types of hair	<ul style="list-style-type: none"> <li>• Lanugo</li> <li>• Vellus</li> <li>• Terminal</li> </ul>		
5.3. Explain the factors which may affect hair growth	<ul style="list-style-type: none"> <li>• Congenital</li> <li>• Hormonal</li> <li>• Topical</li> <li>• Systemic</li> <li>• Non-systemic</li> <li>• Medication</li> </ul>		
5.4. Describe the hair growth cycle	<ul style="list-style-type: none"> <li>• Anagen</li> <li>• Catagen</li> </ul>		

	<ul style="list-style-type: none"> <li>• Telogen</li> </ul>		
<b>LO6 Know the endocrine system in relation to waxing treatments</b>			
6.1. Describe the position of the main endocrine glands and identify the hormones secreted	<ul style="list-style-type: none"> <li>• Pituitary <ul style="list-style-type: none"> <li>- Oxytocin</li> <li>- Antidiuretic hormone (ADH) (vasopressin)</li> <li>- Prolactin</li> <li>- Human Growth Hormone (HGH)</li> <li>- Thyroid Stimulating Hormone (TSH)</li> <li>- Adrenocorticotrophic Hormone (ACTH)</li> <li>- Luteinising Hormone (LH)</li> <li>- Follicle Stimulating Hormone (FSH)</li> <li>- Melanin Stimulating Hormone (MSH)</li> </ul> </li> <li>• Thyroid gland <ul style="list-style-type: none"> <li>- Thyroxin</li> </ul> </li> <li>• Parathyroid glands <ul style="list-style-type: none"> <li>- Parathormone</li> </ul> </li> <li>• Thymus <ul style="list-style-type: none"> <li>- T lymphocytes</li> </ul> </li> <li>• Pineal <ul style="list-style-type: none"> <li>- Regulates the pituitary and releases serotonin</li> </ul> </li> <li>• Islets of Langerhans <ul style="list-style-type: none"> <li>- Insulin</li> </ul> </li> <li>• Adrenal glands <ul style="list-style-type: none"> <li>- Adrenal medulla <ul style="list-style-type: none"> <li>▪ Adrenalin</li> <li>▪ Noradrenalin</li> </ul> </li> <li>- Adrenal cortex <ul style="list-style-type: none"> <li>▪ Corticosteroids</li> </ul> </li> </ul> </li> <li>• Ovaries <ul style="list-style-type: none"> <li>- Oestrogen</li> <li>- Progesterone</li> </ul> </li> <li>• Testes <ul style="list-style-type: none"> <li>- Testosterone</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handouts: <ul style="list-style-type: none"> <li>- Blank diagram of the body for labeling where all the endocrine glands are</li> <li>- Table showing hypo and hyper secretions of all the hormones</li> </ul> </li> <li>• Homework</li> <li>• Tests</li> </ul>	
6.2. Explain the effects of hormones on hair growth and the hair growth cycle	<ul style="list-style-type: none"> <li>• Puberty</li> <li>• Pregnancy</li> <li>• Menopause</li> <li>• Testosterone and hormones secreted from the adrenal cortex</li> </ul>		
6.3. Explain the menstrual cycle	<ul style="list-style-type: none"> <li>• First menstrual phase</li> <li>• Second proliferate phase</li> </ul>		

	<ul style="list-style-type: none"> <li>• Third secretory phase</li> </ul>		
6.4. Explain the effect of stress on the endocrine system and effects on hair growth	<ul style="list-style-type: none"> <li>• Effects of the parasympathetic and sympathetic nervous systems</li> </ul>		
6.5. Explain the causes and effects of diseases and disorders	<ul style="list-style-type: none"> <li>• Addison's syndrome</li> <li>• Amenorrhoea</li> <li>• Cushing's syndrome</li> <li>• Menopause</li> <li>• Pre-menstrual syndrome</li> <li>• Polycystic ovarian syndrome</li> <li>• Stress</li> </ul>		

<b>iUBT293 – Waxing</b>			
<b>Treatment evidence:</b>	<ul style="list-style-type: none"> <li>• 5 treatment evidence</li> </ul>	Mock theory paper	
<b>Mock practical:</b>	<ul style="list-style-type: none"> <li>• To include waxing all areas with the correct type of wax</li> </ul>		
<b>Mock theory:</b>	<ul style="list-style-type: none"> <li>• To include all theory taught</li> </ul>		

**Document History**

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