

# 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:** iUBT325 - Provide threading services for hair removal

**Total contact tuition hours proposed:** 29

**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 threading</b>			
1.1. Prepare themselves, client and work area for threading	<ul style="list-style-type: none"> <li>Preparation of working area</li> <li>Hygiene</li> <li>Equipment</li> <li>Products</li> <li>Work wear</li> <li>Personal appearance and behaviour</li> <li>Procedures used to prepare client for treatment</li> <li>Client care and modesty</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> </ul>	10
1.2. Use suitable consultation techniques to	<ul style="list-style-type: none"> <li>An example of a consultation form can be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></li> <li>Consulting in a suitable area</li> <li>Positive body language</li> <li>Positioning of the client</li> </ul>		

<p>identify treatment objectives</p>	<ul style="list-style-type: none"> <li>• Good communication skills (asking open and/or closed questions where appropriate)</li> <li>• Professionalism</li> <li>• Contraindications and contra-actions</li> <li>• Treatment plan</li> <li>• Products used</li> <li>• Consent</li> <li>• Confidentiality</li> <li>• Client's signature</li> </ul>		
<p>1.3. Provide clear recommendations to the client</p>	<ul style="list-style-type: none"> <li>• Taking into account the following: <ul style="list-style-type: none"> <li>- The outcome of the consultation, hair growth analysis, area to be treated and relevant tests</li> <li>- Occupation</li> <li>- Lifestyle</li> <li>- Current regime</li> <li>- Managing client's expectations and realistic outcomes</li> <li>- Recommendations for ongoing or further maintenance treatments</li> </ul> </li> </ul>		
<p>1.4. Select products, tools and equipment to suit client treatment needs</p>	<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>• Gloves</li> <li>• Scissors</li> <li>• Eyebrow brush</li> <li>• Thread</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> </ul>		

	<ul style="list-style-type: none"> <li>• Products for threading treatments</li> </ul>		
1.5. Describe workplace requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> <li>• Any particular rights, restrictions and Acts applicable to threading treatment</li> <li>• Code of practice/ethics</li> <li>• Insurance and professional association membership</li> <li>• Record keeping</li> <li>• Professional appearance</li> </ul>		
1.6. State the environmental conditions suitable for threading	<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</li> <li>• Privacy</li> <li>• Reception areas</li> <li>• General use/treatment areas</li> </ul>		
1.7. Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> <li>• Positive body language</li> <li>• Positioning of themselves and client (no barriers)</li> <li>• Good communication skills (asking open and/or closed questions where appropriate)</li> <li>• Verbal and non-verbal communication</li> <li>• Encouraging clients to ask questions for clarification</li> </ul>		
1.8. Describe how to select products, tools and equipment to suit client treatment needs	<ul style="list-style-type: none"> <li>• The importance of selecting the correct products, tools and equipment based upon consultation and hair analysis: <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>- Disposable slippers</li> <li>- Disinfecting fluid</li> <li>- Magnifying lamp</li> <li>- Tissues</li> <li>- Cotton wool</li> <li>- Gloves</li> <li>- Scissors</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>- Eyebrow brush</li> <li>- Thread</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>- Pre/aftercare treatment products</li> <li>- Powder</li> <li>- Treatment areas <ul style="list-style-type: none"> <li>▪ Eyebrows</li> <li>▪ Upper lip</li> <li>▪ Chin</li> <li>▪ Face</li> <li>▪ Neck</li> </ul> </li> <li>• The methods, hygiene and safety precautions, effects and benefits of all treatment techniques</li> </ul>		
<p>1.9. Describe the contra-indications which prevent or restrict threading</p>	<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>• Haemophilia</li> <li>• Any condition already being treated by a GP or another practitioner</li> <li>• Medical oedema</li> <li>• Nervous/psychotic conditions</li> <li>• Recent operations</li> <li>• Diabetes</li> <li>• Trapped/pinched nerve</li> <li>• Inflamed nerve</li> </ul> </li> <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> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>• Abrasions</li> <li>• Scar tissue (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</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>• 48 hours after sun tanning</li> <li>• Bell's palsy</li> <li>• Abnormal hair growth</li> <li>• Thin and/or fragile skin</li> <li>• Steroid based medication</li> <li>• Skin tags</li> <li>• Infections of the eye area</li> </ul>		
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<b>LO2 Be able to provide threading</b>			
2.1. 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>	<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>	19
2.2. Follow health and safety working practices	<ul style="list-style-type: none"> <li>• Fire Precautions Act</li> <li>• Health and 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 (PPE)</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> </ul>		

	<ul style="list-style-type: none"> <li>• Legislation which relates to the work being carried out, the environment and the client with whom the therapist is working</li> </ul>		
<p>2.3. Position themselves and client correctly throughout the treatment</p>	<ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and correctly supported</li> <li>• Therapist maintaining correct working posture throughout treatment</li> <li>• Ensure correct positioning of client's hand to support and stretch the skin minimising discomfort and potential skin damage</li> <li>• Therapist self-care</li> </ul>		
<p>2.4. Use products, tools, equipment and techniques to suit client's treatment needs</p>	<ul style="list-style-type: none"> <li>• Equipment: <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>- Gloves</li> <li>- Scissors</li> <li>- Eyebrow brush</li> <li>- Thread</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> </ul> </li> <li>• Products: <ul style="list-style-type: none"> <li>- Pre/aftercare treatment products</li> <li>- Powder</li> </ul> </li> <li>• Techniques used for the following treatments: <ul style="list-style-type: none"> <li>- Threading hair removal</li> <li>- Treatment areas <ul style="list-style-type: none"> <li>▪ Eyebrows</li> <li>▪ Upper lip</li> <li>▪ Chin</li> </ul> </li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>- Mouth method</li> <li>- Hand method</li> <li>- Neck method</li> </ul>		
2.5. Complete the treatment to the satisfaction of the client	<ul style="list-style-type: none"> <li>• Conclusion of treatment in appropriate manner to meet client's requirements</li> <li>• Check treatment results with client</li> </ul>		
2.6. Record the results of the treatment	<ul style="list-style-type: none"> <li>• Client response to treatment and feedback</li> <li>• Note benefits of the treatment</li> <li>• Product advice</li> <li>• Home care advice</li> <li>• Store records demonstrating knowledge of confidentiality requirements</li> </ul>		
2.7. Provide suitable aftercare advice	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• The following guidelines for the next 24-48 hours: <ul style="list-style-type: none"> <li>- Wash or shower in lukewarm water</li> <li>- Avoid sunbathing, sunbeds, or self-tanning preparations</li> <li>- Use unperfumed products</li> <li>- Following facial treatment, avoid application of make-up</li> <li>- Following body area treatment, avoid friction from tight fitting clothing</li> <li>- Do not carry out vigorous exercise, go swimming, or have heat treatments</li> <li>- Avoid touching the area</li> <li>- Use a soothing antiseptic lotion daily for the next 2-3 days</li> </ul> </li> <li>• Prevention of in growing hairs</li> <li>• Lifestyle</li> <li>• Recommendation of further salon treatments</li> </ul>		
2.8. State how to communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Consultation</li> <li>• Treatment explanation</li> <li>• Client care</li> <li>• Hygiene</li> <li>• Good communication skills</li> </ul>		
2.9. 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> </ul>		

<p>2.10. State the importance of positioning themselves and the client correctly throughout the treatment</p>	<ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and correctly supported</li> <li>• Therapist maintaining correct working posture throughout treatment</li> <li>• Minimising discomfort and thread cuts by the correct support, stretching and positioning of the client's hands on the area to be treated</li> </ul>		
<p>2.11. State the importance of using products, tools, equipment and techniques to suit client's treatment needs, skin type and conditions</p>	<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>• Gloves</li> <li>• Scissors</li> <li>• Eyebrow brush</li> <li>• Thread</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 and techniques for the following treatments: <ul style="list-style-type: none"> <li>- Threading hair removal</li> </ul> </li> <li>• Treatment areas <ul style="list-style-type: none"> <li>- Eyebrows</li> <li>- Upper Lip</li> <li>- Chin</li> <li>- Face</li> <li>- Neck</li> </ul> </li> <li>• Mouth method</li> <li>• Hand method</li> <li>• Neck method</li> </ul>		

<p>2.12. Describe how treatments can be adapted to suit client treatment needs</p>	<ul style="list-style-type: none"> <li>• Restrictions <ul style="list-style-type: none"> <li>- Contraindications and contra-actions</li> <li>- Density and strength of hair growth</li> <li>- Treatment area</li> <li>- Client preferences and commitment</li> <li>- Client gender</li> <li>- Treatment suitability</li> <li>- Time scales</li> <li>- Costs</li> <li>- Adapting the treatment to suit the needs of the client</li> </ul> </li> </ul>		
<p>2.13. State the contra-actions that may occur during and following treatments and how to respond</p>	<ul style="list-style-type: none"> <li>• Adverse skin reaction</li> <li>• Sensitisation</li> <li>• Allergies</li> <li>• Irritation</li> <li>• Itching</li> <li>• Erythema</li> <li>• Slight swelling</li> <li>• Blood spotting</li> <li>• Snapping of the hairs at the skin's surface</li> <li>• Distortion of the hair follicle</li> <li>• Ingrowing hairs</li> <li>• Apply a cool compress</li> <li>• Unperfumed soothing antiseptic product</li> <li>• Exfoliation and moisturisation <ul style="list-style-type: none"> <li>- Ingrowing hairs</li> </ul> </li> <li>• Avoid make-up or perfumed products</li> <li>• Referral procedures</li> </ul>		
<p>2.14. State the importance of completing the treatment to the satisfaction of the client</p>	<ul style="list-style-type: none"> <li>• Concluding the treatment in appropriate manner to meet client's requirements</li> <li>• Check treatment results with client</li> </ul>		
<p>2.15. State the importance of completing treatment records</p>	<ul style="list-style-type: none"> <li>• Maintaining records</li> <li>• Aftercare</li> <li>• Home care</li> <li>• Product advice</li> <li>• Compliance with data protection</li> </ul>		
<p>2.16. State the aftercare and home care advice that should be provided</p>	<ul style="list-style-type: none"> <li>• To include the following guidelines for the next 24-48 hours: <ul style="list-style-type: none"> <li>- Recommendations for immediate aftercare</li> <li>- Wash or shower in lukewarm water</li> <li>- Avoid sunbathing, sunbeds, or self-tanning preparations</li> <li>- Use unperfumed products</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>- Following facial treatment, avoid application of make-up</li> <li>- Following body area treatment, avoid friction from tight fitting clothing</li> <li>- Do not carry out vigorous exercise, go swimming, or have heat treatments</li> <li>- Avoid touching the area</li> <li>- Use a soothing antiseptic lotion daily for the next 2-3 days</li> <li>• Recommendations for the prevention of ingrowing hairs</li> </ul>		
<p>2.17. Describe the structure and functions of the skin</p>	<p>Skin structure:</p> <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</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 shaft</li> <li>- Sebaceous gland</li> <li>- Sweat gland: <ul style="list-style-type: none"> <li>▪ Eccrine and apocrine</li> </ul> </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> <li>- Melanocytes</li> </ul> </li> <li>• Subcutaneous/adipose Layer: <ul style="list-style-type: none"> <li>- The structure and function of the fatty layer underneath the dermis</li> </ul> </li> <li>• Skin 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>		

<p>2.18. Describe the structure and function of the hair</p>	<ul style="list-style-type: none"><li>• Hair structure:<ul style="list-style-type: none"><li>- Keratin</li><li>- Cuticle</li><li>- Cortex</li><li>- Melanin</li><li>- Medulla</li><li>- Inner root sheath</li><li>- Huxley's</li><li>- Henle's</li><li>- Outer root sheath</li><li>- Vitreous membrane</li><li>- Connective tissue</li><li>- Dermal Papilla</li><li>- Lanugo</li><li>- Vellus</li><li>- Terminal</li></ul></li><li>• Hair function:<ul style="list-style-type: none"><li>- Heat regulation</li><li>- Protection</li><li>- Aesthetic</li></ul></li><li>• Causes of hair growth<ul style="list-style-type: none"><li>- Topical</li><li>- Congenital</li><li>- Systemic</li></ul></li></ul>		
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**Document History**

Version	Issue Date	Changes	Role
v1	09/10/19	First published	Qualifications Administrator
v2	27/01/2020	Edited to match Unit Specification	Qualifications Administrator