

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: iUBT420 – Intimate waxing for female clients

Total contact tuition hours proposed: 37

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 	
LO1 Be able to prepare for intimate waxing for female clients			
1.1. Prepare themselves, client and work area for female intimate waxing treatment	<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: 	12
1.2. Use suitable consultation techniques to	<ul style="list-style-type: none"> Consulting in a suitable area Positive body language Positioning of the client Good communication skills and making decisions when to ask: 		

identify treatment objectives	<ul style="list-style-type: none"> - Open-ended questions - and/or closed questions • Professionalism • Contraindications and contra-actions • Treatment plan • Products used • Consent • Confidentiality • Compliance with current data protection regulations • Client's signature 		
1.3. Carry out necessary tests prior to the treatment	<ul style="list-style-type: none"> • Type of tests conducted – thermal and product sensitivity • Date and time when patch test was conducted (must be 24–48 hours prior to treatment) • Manufacturers' recommendations • Areas where test conducted • Skin reaction: positive or negative • Disclaimer form • Client's signature 		
1.4. Provide clear recommendations to the client	<ul style="list-style-type: none"> • Taking into account the following: <ul style="list-style-type: none"> - The outcome of the skin and hair growth analysis - Client's preference - Area(s) to be treated - Manufacturer's instructions - Relevant tests - Lifestyle - Current regime 		
1.5. Select products, tools and equipment to suit client treatment needs, skin and hair types and conditions	<ul style="list-style-type: none"> • Couch • Trolley • Towels • Blanket • Additional support if appropriate • Bedroll • Robe/gown • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Gloves • Spatulas • Bowls • Mirror 		

	<ul style="list-style-type: none"> • Sterilising solution • UV cabinet • Autoclave • Glass bead steriliser • Chemical immersion equipment • Waste disposal (separate bin for contaminated waste) • Wax pot • Disposable spatulas • Waxing strips • Tweezers • Scissors • Surgical gloves and apron • Disposable briefs • Products for intimate waxing treatments: <ul style="list-style-type: none"> - Hot waxing - Cool waxing - Eyebrows - Lip - Chin - Underarm - Forearm - Abdomen - Back - Chest - Bikini - Leg 		
1.6. Use correct terminology when carrying out female intimate waxing treatment	<ul style="list-style-type: none"> • Brazilian • Hollywood • Playboy • French • Shaping 		
1.7. Describe salon requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> • Any particular rights, restrictions and acts applicable to performing waxing treatments • 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 		
1.8. Describe the environmental conditions	<ul style="list-style-type: none"> • Lighting • Heating • Ventilation 		

suitable for intimate female waxing treatments	<ul style="list-style-type: none"> • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas 		
1.9. Describe the different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> • The importance of positive body language • Positioning of themselves and client (no barriers) • Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication 		
1.10. Explain the types of tests that are carried out prior to waxing treatment	<ul style="list-style-type: none"> • Thermal sensitivity test • Product sensitivity patch test • Patch test must be conducted 24–48 hours prior to treatment • Thermal sensitivity test conducted immediately prior to use. The wax temperature must be tested on both the therapist and client. • The importance of selecting the correct products, tools and equipment based upon the client consultation, relevant tests and hair growth analysis 		
1.11. Describe how to select products, tools and equipment to suit client treatment needs, skin and hair types and conditions	<ul style="list-style-type: none"> • Couch • Trolley • Towels • Blanket • Additional support if appropriate • Bedroll • Robe/gown • Disposable slippers • Disinfecting fluid • Magnifying lamp • Tissues • Cotton wool • Gloves • Spatulas • Bowls • Mirror • Sterilising solution • UV cabinet • Autoclave 		

	<ul style="list-style-type: none"> • Glass bead steriliser • Chemical immersion equipment • Waste disposal (separate bin for contaminated waste) • Wax pot • Disposable spatulas • Waxing strips • Tweezers • Scissors • Surgical gloves and apron • Disposable briefs • Hot wax • Cool wax • Pre/after wax products • Powder • Waxing treatment techniques to include <ul style="list-style-type: none"> - Hot wax - Cool wax - Hollywood - Brazilian - Shaping - Playboy • The methods, hygiene, safety precautions, effects and benefits of all treatment techniques 		
1.12. Explain the contraindications that prevent or restrict waxing treatments	<ul style="list-style-type: none"> • Contraindications 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"> - Cardiovascular conditions: <ul style="list-style-type: none"> ▪ Thrombosis ▪ Phlebitis ▪ Hypertension ▪ Hypotension ▪ Heart conditions - Haemophilia - Any condition already being treated by a GP or another practitioner - Medical oedema - Osteoporosis - Nervous/psychotic conditions - Recent operations - Diabetes - Trapped/pinched nerve - Inflamed nerve 		

	<ul style="list-style-type: none"> - Severe varicose veins - Urinary infection • Contraindications that restrict treatment: <ul style="list-style-type: none"> - Fever - Infectious or contagious diseases - Under the influence of recreational drugs or alcohol - Any known allergies - Infectious skin diseases and disorders - Undiagnosed lumps and bumps - Localised swelling - Inflammation - Cuts - Bruises - Abrasions - Scar tissue (2 years for major operation and 6 months for a small scar) - Sunburn - Self-tan - Heat rash - Hairy moles - Hormonal implants - Recent fractures (minimum 3 months) - Neuralgia - Hypersensitive skin - Loss of skin sensation - Vascular skin - Varicose veins - 48 hours after sun tanning - Bell's palsy - Positive reaction to patch test - Thin and/or fragile skin - Steroid based medication - External haemorrhoids - Pubic lice - Sexually transmitted diseases 		
1.13. State the advantages and disadvantages of alternative methods of hair removal	<ul style="list-style-type: none"> • Tweezing • Shaving • Depilatory creams • Abrasive mitts • Sugaring • Threading • Electrical depilation machine • Intense pulsed light 		

	<ul style="list-style-type: none"> • Laser • Epilation 		
1.14. Describe the effects alternative methods of hair removal may have on the skin and waxing treatments	<ul style="list-style-type: none"> • Contra-actions • Skin reactions • Sensitisation • Allergies • Erythema • Bruising • Burns • Cuts • Blanching • In-growing hair • Bloodspotting • Hair re-growth • Permanent hair removal • Distortion of the hair follicle • Tiny pustules over the area 		

LO2 Be able to provide intimate waxing for female clients			
2.1. 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 to the client throughout treatment 	<ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A • Handout: • Homework • Test: 	25
2.2. Follow health and safety working practices and industry Code of Practice for Waxing Services	<ul style="list-style-type: none"> • Fire Precautions Act • Health & 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 • 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 • Local and national bye laws such as Local Government Miscellaneous Provisions Act • Adhere to all product safety precautions and manufacturers' instructions 		

	<ul style="list-style-type: none"> • Legislation which relates to the work being carried out, the environment and the client with whom the therapist is working • Industry Code of Practice for Waxing Services 		
2.3. Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly positioned • Ensuring that the client is given clear instructions on how to support the area fully during treatment • Waxing therapist maintains the correct working posture throughout the treatment • Waxing therapist self-care 		
2.4. Use products, tools, equipment and techniques to suit client treatment needs, skin type and conditions	<ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Couch - Trolley - Towels - Blanket - Additional support if appropriate - Bedroll - Robe/gown - Disposable slippers - Disinfecting fluid - Magnifying lamp - Tissues - Cotton wool - Gloves - Spatulas - Bowls - Mirror - Sterilising solution - UV cabinet - Autoclave - Glass bead steriliser - Chemical immersion equipment - Waste disposal (separate bin for contaminated waste) - Wax pot - Tweezers - Scissors - Surgical gloves and apron - Disposable briefs - Disposable spatulas - Waxing strips • Products <ul style="list-style-type: none"> - Hot wax - Cool wax - Pre/after wax products 		

	<ul style="list-style-type: none"> - Powder • Techniques <ul style="list-style-type: none"> - Hollywood - Brazilian - French - Shaping - Playboy 		
2.5. 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 manufacturer's instructions • Check treatment results with client 		
2.6. Record and evaluate the results of the treatment	<ul style="list-style-type: none"> • Reviewing and recording treatment outcomes • Record and store in line with current data protection legislation and professional codes of conduct • Treatment recommendations • Home care advice 		
2.7. Provide suitable aftercare advice	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Avoidance of activities that may cause contra-actions • Suitable home care advice • Lifestyle • Recommendation of further salon treatments and appropriate intervals between treatments 		
2.8. Explain how to communicate and behave in a professional manner	<ul style="list-style-type: none"> • Consultation • Treatment explanation • Client care • Hygiene • Good communication skills 		
2.9. Describe health and safety working practices and industry Code of Practice for Waxing Services	<ul style="list-style-type: none"> • Fire Precautions Act • Health & 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 • 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 • Local and national bye laws such as Local Government Miscellaneous Provisions Act 		

	<ul style="list-style-type: none"> • Industry Code of Practice for Waxing Services 		
2.10. Explain the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> • To include the importance of: <ul style="list-style-type: none"> - Ensuring the client is comfortable and correctly supported - Waxing therapist maintaining correct working posture throughout treatment - Minimising client discomfort by correct support of the skin - Waxing therapist self-care 		
2.11. Explain the importance of using products, tools, equipment and techniques to suit client treatment needs, skin and hair types and conditions	<ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Couch - Trolley - Towels - Blanket - Additional support if appropriate - Bedroll - Robe/gown - Disposable slippers - Disinfecting fluid - Magnifying lamp - Tissues - Cotton wool - Gloves - Spatulas - Bowls - Mirror - Sterilising solution - UV cabinet - Autoclave - Glass bead steriliser - Chemical immersion equipment - Waste disposal (separate bin for contaminated waste) - Wax pot - Tweezers - Scissors - Surgical gloves and apron - Disposable briefs - Disposable spatulas - Waxing strips • Products <ul style="list-style-type: none"> - Hot wax - Cool wax - Pre/after wax products - Powder • Techniques 		

	<ul style="list-style-type: none"> - Hollywood - Brazilian - French - Shaping - Playboy 		
2.12. Describe how treatments can be adapted to suit client treatment needs, skin and hair types and conditions	<ul style="list-style-type: none"> • Adapting the treatment to suit the needs of the client accounting for: <ul style="list-style-type: none"> - Restrictions: contraindications and contra-actions - Density and strength of hair growth - Treatment area - Skin sensitivity - Client gender - Client preferences and commitment - Product availability and suitability - Time scales - Costs 		
2.13. State the contra-actions that may occur during and following treatments and how to respond	<ul style="list-style-type: none"> • During treatment to include: <ul style="list-style-type: none"> - Adverse skin reaction - Skin irritation - Itching - Erythema - Bruising - Burns - Blood spotting - Sensitisation - Allergies - Breaking hairs - Distortion of the hair follicle - Ingrowing hairs - Immediate removal of product residue - Application of cool compress • Following referral procedures • Home care advice • Exfoliation and moisturisation to prevent ingrowing hairs 		
2.14. Explain the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Concluding the treatment in appropriate manner to meet client's needs • Check treatment results with client 		
2.15. State the importance of completing treatment records	<ul style="list-style-type: none"> • Maintaining records • Aftercare • Homecare • Product advice 		

	<ul style="list-style-type: none"> • Compliance with Data Protection Act 		
2.16. Describe the methods of evaluating the effectiveness of the treatment	<ul style="list-style-type: none"> • Maintaining records for accurate future treatment • Record and store in line with current data protection legislation and professional codes of conduct • Aftercare • Homecare • Product advice • Compliance with current legislation • Concluding the treatment in the correct manner to meet client's requirements • The treatment should be performed for the required amount of time efficiently and professionally ensuring the working area remains clean and tidy throughout 		
2.17. Describe the aftercare advice that should be provided	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • For the next 24-48 hours advise the following: <ul style="list-style-type: none"> - Avoid touching the skin excessively - Avoid exposure to UV – sun beds/sunbathing - Wash or shower in lukewarm water - Use unperfumed products - Use after wax products to soothe the skin - Do not use make-up or self-tanning preparations - Do not wear tight fitting clothing - Do not carry out vigorous exercise - Do not go swimming - Do not have heat treatments - Do not apply deodorant • Do not use exfoliants for the next 2-3 days • Recommend products for home care • Lifestyle • Recommendations for the prevention of ingrowing hairs • Recommendation of further salon treatments 		
2.18. Describe the structure, growth and repair of the skin	<ul style="list-style-type: none"> • Skin <ul style="list-style-type: none"> - Epidermis <ul style="list-style-type: none"> ▪ Stratum corneum ▪ Stratum lucidum ▪ Stratum granulosum ▪ Stratum spinosum/malpighian layer ▪ Stratum germinativum/basal layer - Dermis <ul style="list-style-type: none"> ▪ Blood supply ▪ Lymphatic supply ▪ Hair follicle ▪ Hair 		

	<ul style="list-style-type: none"> ▪ Sebaceous gland ▪ Sweat gland: eccrine and apocrine ▪ Sensory nerve endings ▪ Dermal papilla ▪ Collagen ▪ Elastin ▪ Histiocytes ▪ Mast cells ▪ Fibroblasts ▪ Erector pili muscle and subcutaneous layer <ul style="list-style-type: none"> - Functions - Secretion - Heat regulation - Absorption - Protection - Elimination - Sensation - Vitamin D formation (7-dehydro-cholesterol) - Keratinisation - Melanin formation - Mitosis 		
2.19. Describe skin types, conditions, diseases and disorders of the skin	<ul style="list-style-type: none"> • Skin types <ul style="list-style-type: none"> - White - Black - Asian - Mixed - Dry - Oily - Combination • Skin conditions/characteristics <ul style="list-style-type: none"> - Mature skin - Young skin - Sensitive - Dehydrated - Lack of elasticity - Lack of muscle tone - Blemishes - Age - Crows' feet - Broken capillaries - Open pores - Milia - Comedones 		

	<ul style="list-style-type: none"> - Pustules - Papules - Hyperpigmentation - Hypopigmentation - Dermatitis papulosa nigra - Psuedo folliculitis - Keloids - In-growing hairs - Vitiligo - Albinism - Chloasma - Ephelides - Lentigo - Naevae - Port wine stain - Leucoderma - Scarring - Thin skin - Small moles • Infestations: <ul style="list-style-type: none"> - Scabies - Pediculosis • 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 (ringworm) • Pigmentation disorders: <ul style="list-style-type: none"> - Vitiligo - Albinism - Chloasma - Ephelides 		
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	<ul style="list-style-type: none"> - Lentigo - Moles (papilloma) - Naevae - Port wine stain - Leucoderma • General disorders: <ul style="list-style-type: none"> - UV damage - Urticaria - Allergic reaction - Hyper keratosis 		
2.20. Describe the structure and function of the hair	<ul style="list-style-type: none"> • Keratin • Cuticle • Cortex • Melanin • Medulla • Inner root sheath • Huxley's • Henle's • Outer root sheath • Vitreous membrane • Connective tissue • Dermal papilla 		
2.21. Describe the hair types, growth patterns and causes of hair growth	<ul style="list-style-type: none"> • Lanugo • Vellus • Terminal • Anagen • Catagen • Telogen • Factors affecting hair growth: <ul style="list-style-type: none"> - Health - Age - Diet - Medication - Climate - Damage - Lifestyle 		
2.22. Describe the structure of the female genitalia	<ul style="list-style-type: none"> • Uterus • Fallopian tubes • Cervix • Ovary • Vagina 		

	<ul style="list-style-type: none"> • Labia minora and majora 		
2.23. Describe the normal response of the skin to waxing treatments	<ul style="list-style-type: none"> • Erythema • Slight skin irritation • Slight puffiness or swelling • Blood spotting • Goose pimples/bumps 		

iUBT420 – Intimate waxing for female clients			
Case studies:			
Mock practical:	<ul style="list-style-type: none"> • 		
Mock theory:	<ul style="list-style-type: none"> • 		

Document History

Version	Issue Date	Changes	Role
v1	11/10/2019	First published	Qualification Administrator
v2	29/01/2020	Changed to match Unit Specification	Qualification Administrator