

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete Scheme of Work for each unit indicating how the lecturer is planning to cover the ITEC syllabus throughout the course.

Set out the planned sessions in terms of *Learning Outcomes* to be achieved. These should match those stated within the ITEC syllabus for each unit. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the syllabus.

Unit Title: Unit 315 - The Art of Dressing Hair

Lecturer(s) responsible:

Total contact tuition hours proposed: 30

Learning Outcomes	Lecture Content	Suggested Resources	Approx Hours
Introductory session	College rules and regulations College mission statement ITEC rules and regulations Health & Safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform	Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course	
1. Be able to prepare for dressing hair			
Prepare the client and work area for dressing service	<ul style="list-style-type: none"> Preparing self Preparing working area Sanitising/sterilising tools and equipment Preparing environment 	OHP/Whiteboard Lecture Q&A Homework Tests	12
State the procedure for client preparation	<ul style="list-style-type: none"> Assisting the client into a comfortable and relaxed position for the treatment Protecting and caring for the client throughout treatment 		
Consult with clients to confirm their requirements	<ul style="list-style-type: none"> Examining the condition of the hair and select correct product choice Combing or detangling hair Checking client comfort Discussing suitability of style with client Discussing client's needs and requirements Selecting suitable protective clothing – gowns and towel Examining the hair type, texture, length, colour, quality and quantity Preparing the hair ready for treatment Discussing limitations Consulting with client throughout Selecting style 		

Describe the effects of different styling techniques	<ul style="list-style-type: none"> • Brushing • Back brushing • Back combing • Teasing • Simple dressing • Long hair dressing • Pleating • Plaiting • Ornamentation 		
Evaluate the potential of the hair to achieve the desired look by identifying the influencing factors	<ul style="list-style-type: none"> • Length of hair • Hair growth patterns • Hair loss • Hair type • Hair texture • Hair density 		
Describe the factors that need to be considered when styling and dressing hair	<ul style="list-style-type: none"> • Head • Face and body shape • Lifestyle • Hair growth patterns • Length and type of hair • Texture, elasticity and density of hair • Fashion trends / occasion 		
Describe the physical effects of styling on the hair structure	<ul style="list-style-type: none"> • External factors – combing, brushing, back dressing, shampooing, heated rollers, crimping, tonging, • Chemical effects – perming, colouring, bleaching 		
Describe the effects of humidity on the hair structure and resulting style	<ul style="list-style-type: none"> • Effects of weather – sun, wind, sand, sea, salt, extremes in climate, moisture effects on the hair's elasticity or flexibility • General health and lifestyle – good health, disease, drugs, genetic factors, effects of pregnancy and child birth on hair 		
Explain how the incorrect use of heat can affect the hair and scalp	<ul style="list-style-type: none"> • Hair breakage/split ends • Sore scalp • Burns 		

Use styling techniques and dressing effects that take into account the identified factors	<ul style="list-style-type: none"> • Brushing • Back brushing • Back combing • Teasing • Simple dressing • Long hair dressing • Pleating • Plaiting • Ornamentation 		
Control and secure hair effectively during dressing	<ul style="list-style-type: none"> • Pins • Clips • Grips • Rubber bands • Mousse • Gel • Lotion • Spray • Moisturisers 		
Describe how to secure and control the long hair looks	<ul style="list-style-type: none"> • Trying to centralise weight of the hair • Using pins, clips, grips, rubber bands • Combs • Feathers, ribbons, flowers • Not disturbing the base of the secured hair • Dressing symmetrically • Dressing Asymmetrically 		
State the purpose of back combing and back brushing when dressing hair	<ul style="list-style-type: none"> • Giving more height and volume to the hair • Roughening the cuticle of the hair • Determining the fullness of the hair 		
Dress hair to the satisfaction of the client	<ul style="list-style-type: none"> • Showing client finished results in a mirror • Checking that the finished result meets with client's satisfaction • Checking that the finished result meets with stylist's satisfaction • Advising the client on suitable home care/ after care • Ensuring that the treatment is cost effective and carried out in a commercially acceptable time 		
Apply finishing products to maintain the style	<ul style="list-style-type: none"> • Mousse • Gel • Lotion • Spray • Moisturisers 		

Evaluate the results of the treatment with the client	<ul style="list-style-type: none"> • Style suitability • End result • Effectiveness • Personal standards • Client standards • Professionalism 		
Describe the uses for the range of finishing products	<ul style="list-style-type: none"> • Mousse • Gel • Lotion • Spray • Moisturisers • Hold of finished result • Movement of finished result 		
Provide suitable after care advice	<ul style="list-style-type: none"> • Maintaining dressed hair • Removing dressed hair 		
Describe the after care advice that should be provided	<ul style="list-style-type: none"> • Maintaining dressed hair • Removing dressed hair 		
Follow safe and hygienic working practices	<ul style="list-style-type: none"> • Sanitising / sterilising tools and equipment using the correct hygiene procedures • Storing sterilised tools appropriately • Salon rules and regulations • Disposing of waste • Environmental conditions 		
Outline safe and hygienic working practices when styling and dressing hair	<ul style="list-style-type: none"> • Wiping equipment over with appropriate sanitiser before and after use • Sanitising hands before, during and after treatment as appropriate • Replacing lids on products • Disposing of waste hygienically and appropriately • Demonstrating correct use of salon sterilising equipment/cabinets • Storing sanitised/sterilised equipment appropriately • Using fresh laundered towels for each client • Using freshly laundered gowns for each client • Ensuring that the floor/ trolleys/ surfaces are clean and sanitised where appropriate 		

Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Being polite at all times • Being honest • Showing a positive attitude when asked to help • Offering help without having to be asked • Showing enthusiasm for the job • Demonstrating positive facial expressions • Demonstrating positive body language • Demonstrating good eye contact • Listening • Speaking clearly 		
State how to communicate in a salon environment	<ul style="list-style-type: none"> • Being polite at all times • Being honest • Showing a positive attitude when asked to help • Offering help without having to be asked • Showing enthusiasm for the job • Demonstrating positive facial expressions • Demonstrating positive body language • Demonstrating good eye contact • Listening • Speaking clearly 		
State the behavioural expectations within a salon environment	<ul style="list-style-type: none"> • Allowing the client to speak freely • Listening to the client • Not interrupting the client • Not arguing with the client • Communicating politely • Demonstrating a positive attitude • Demonstrating enthusiasm for the task 		
Mock Practical	To include full treatment		
Mock Theory	To include all the theory	Mock theory paper	