

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete a 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 803 - Apply Make-Up

Lecturer(s) responsible:

Total contact tuition hours proposed: 41

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 make-up			
Prepare themselves, client and work area for make-up	~ 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	OHP/Whiteboard Lecture Q&A Homework Test:	10
Use suitable consultation techniques to identify treatment objectives	An example of a consultation form can be downloaded from www.itecworld.co.uk ~ Consulting in a suitable area ~ Positive body language ~ Positioning of the client ~ Good communication skills (asking open and/or closed questions where appropriate) ~ Professionalism ~ Contraindications and contra-actions ~ Treatment plan ~ Make up chart ~ Products used ~ Consent ~ Confidentiality ~ Client's signature		
Carry out a skin analysis	~ Overall skin type ~ Skin condition ~ Pigmentation and colour ~ Skin texture ~ Skin imperfections ~ Skin tone ~ Skin temperature ~ Muscle tone ~ Skin elasticity ~ UV damage		
Provide clear	~ The outcome of the skin analysis ~ Diet		

recommendations to the client	<ul style="list-style-type: none"> ~ Smoking ~ Alcohol ~ Central heating ~ Air conditioning ~ Stress ~ Sleep ~ Exercise ~ Fresh air ~ Occupation ~ Lifestyle ~ Current regime and products used ~ Make-up specification 		
Select products, tools and equipment to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> ~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Cosmetic sponges ~ Make-up brushes ~ Disposable applicators ~ Make-up palette ~ Mirror ~ Sterilising solution ~ Brush cleanser ~ UV cabinet ~ Waste disposal Products for the following make-up: ~ Corrective ~ Day ~ Evening ~ Bridal ~ Special Occasion 		
Describe workplace requirements for preparing themselves, the client and work area	<ul style="list-style-type: none"> ~ Any particular rights, restrictions and Acts applicable to make-up treatments ~ Code of practice/ethics ~ Insurance and professional association membership ~ Record keeping ~ Professional appearance 		
State the environmental conditions suitable for make-up	<ul style="list-style-type: none"> ~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor ~ Equipment e.g. workstation/ trolley ~ Privacy ~ Reception areas ~ General use/treatment areas 		
Describe 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 		
Describe the importance of carrying out a detailed skin analysis	<ul style="list-style-type: none"> ~ Skin type and conditions ~ Contraindications ~ Scope of treatment(s) ~ Home care advice ~ Aftercare advice ~ Product advice 		
Describe how to select products, tools and equipment to suit client treatment needs, skin types and conditions	<ul style="list-style-type: none"> ~ The importance of selecting the correct products, tools and equipment based upon client consultation, skin analysis and make-up specification ~ Couch or chair ~ Trolley ~ Stool ~ Towels 		

<p>Identify skin types, conditions and characteristics</p>	<p>~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Cosmetic sponges ~ Make-up brushes ~ Disposable applicators ~ Make-up palette ~ Mirror ~ Sterilising solution ~ Brush cleanser ~ UV cabinet ~ Waste disposal ~ Eye make-up remover ~ Cleansing lotions, milks, creams, foams, oils and gels ~ Skin toners, fresheners, astringents and tonics ~ Moisturising creams ~ Eye creams and gels ~ Serums ~ Pre-base products (mattifying, light reflective, anti-ageing) ~ Colour corrective products (lilac, green, orange) ~ Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt) ~ Concealers (cream, stick, liquid) ~ Face powders (loose, compact, mineral, light-reflecting, shimmer) ~ Bronzing products (powder, gel, liquid) ~ Shaders ~ Highlighters ~ Cheek products (cream, powder, liquid tints, mineral-based) ~ Eyebrow products (pencils, powders, gels) ~ Eye shadow (powders, cream, water colours, mineral, pigment) ~ Eyeliner products (liquid, gel, kohl pencil, pencil, cake) ~ Mascara (waterproof and non-waterproof) ~ Lip Liner ~ Lipstick ~ Lip gloss ~ Lip balm Make up techniques to include the use of: Pre-base ~ Colour corrective base products ~ Foundation ~ Concealer ~ Powder ~ Blusher ~ Shader ~ Highlighter ~ Eyeshadow ~ Eyeliner ~ Mascara ~ Lip liner ~ Lipstick for the following make up: ~ Corrective ~ Day ~ Evening ~ Bridal ~ Special Occasion ~ The methods, hygiene and safety precautions, effects and benefits of all make-up application techniques</p> <p>Skin types: ~ White ~ Black ~ Asian type skin ~ Mixed ~ Dry ~ Oily ~ Combination Skin conditions/characteristics: ~ Mature skin ~ Young skin ~ Sensitive ~ Dehydrated ~ Lack of elasticity ~ Lack of muscle tone ~ Blemishes ~ Age ~ Crow's feet ~ Broken capillaries ~ Open pores ~ Milia ~ Comedones ~ Pustules ~ Papules ~ Hyper pigmentation ~ Hypo pigmentation ~ Dermatitis papulosa nigra ~ Psuedo folliculitis ~ Keloids ~ Ingrowing hairs ~ Vitiligo ~ Albinism ~ Chloasma ~ Ephelides ~ Lentigo ~ Naevae ~ Port wine stain ~ Leucoderma ~ Scarring ~ Thin skin ~ Small moles ~ Dark</p>		
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<p>Describe the contraindications which prevent or restrict make-up application</p>	<p>circles Skin tones: ~ Fair ~ Medium ~ Dark ~ Olive</p> <p>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: ~ Medical oedema ~ Nervous/Psychotic conditions ~ Epilepsy ~ Recent facial surgery affecting the area ~ Diabetes ~ Skin cancer ~ Slipped disc ~ Undiagnosed pain ~ When taking prescribed medication ~ Whiplash</p> <p>Contraindications that restrict treatment: ~ 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 tissue (2 years for major operations and 6 months for a small scar) ~ Sunburn ~ Hormonal implants ~ Urticaria ~ Recent fractures (minimum 3 months) ~ Sinusitis ~ Neuralgia ~ Migraine/ Headache ~ Hypersensitive skin ~ Botox/ dermal fillers (1 week following treatment) ~ Hyperkeratosis ~ Skin allergies ~ Trapped/pinched nerve affecting the treatment area ~ Inflamed nerve ~ Conjunctivitis ~ Styes ~ Hay fever ~ Watery eyes ~ Blepharitis</p>		
<p>2. Be able to apply make-up</p>			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices</p>	<p>~ 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</p> <p>~ 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</p>	<p>OHP/Whiteboard Lecture Q&A Handout: Homework Test:</p>	<p>31</p>

	<p>Regulations ~ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) ~ Disability Discrimination Act ~ Data Protection Act ~ Adhere to all product safety precautions and manufacturersq instructions</p> <p>~ Legislation which relates to the work being carried out, the environment and the client with whom the make-up artist is working</p>		
<p>Position themselves and client correctly throughout the treatment</p>	<p>~ Ensuring the client is comfortable and correctly supported ~ Make-up artist maintaining correct working posture throughout treatment ~ Make-up artist self-care</p>		
<p>Use products, tools, equipment and techniques to suit client treatment needs, skin type and conditions</p>	<p>Equipment</p> <p>~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate ~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Cosmetic sponges ~ Make-up brushes ~ Disposable applicators ~ Make-up palette ~ Mirror ~ Sterilising solution ~ Brush cleanser ~ UV cabinet ~ Waste disposal</p> <p>Products</p> <p>~ Eye make-up remover ~ Cleansing lotions, milks, creams, foams, oils and gels ~ Skin toners, fresheners, astringents and tonics ~ Moisturising creams ~ Eye creams and gels ~ Serums ~ Pre-base products (mattifying, light reflective, anti-ageing) ~ Colour corrective products (lilac, green, orange) ~ Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt) ~ Concealers (cream, stick, liquid) ~ Face powders (loose, compact, mineral, light-reflecting, shimmer) ~ Bronzing products (powder, gel, liquid) ~ Shaders ~ Highlighters ~ Cheek products (cream, powder, liquid tints, mineral-based) ~ Eyebrow products (pencils, powders, gels) ~ Eye shadow (powders, cream, water colours, mineral, pigment) ~ Eyeliner products (liquid, gel, kohl pencil, pencil, cake) ~ Mascara (waterproof and non-waterproof) ~ Lip Liner ~ Lipstick ~ Lip gloss ~ Lip balm</p> <p>~ A cleanse and day make-up should take a maximum of 30 minutes</p> <p>Techniques used for the following make-up application: ~ Corrective ~ Day ~ Evening ~ Bridal ~ Special Occasion</p>		

Complete the treatment to the satisfaction of the client to suit a range of occasions	<ul style="list-style-type: none"> ~ Conclusion of treatment in appropriate manner to meet client's needs, manufacturers instructions and make-up specification ~ Check treatment results with client using mirror 		
Record the results of the treatment	<ul style="list-style-type: none"> ~ Client response to treatment and feedback ~ Note benefits of the treatment ~ Product advice ~ Home care advice ~ Store records demonstrating knowledge of confidentiality requirements 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> ~ Recommendations for immediate aftercare ~ Product recommendations ~ Colour recommendations ~ Avoid touching excessively ~ Remove make-up immediately if skin irritation occurs 		
State how to communicate and behave in a professional manner	<ul style="list-style-type: none"> ~ Consultation ~ Treatment explanation ~ Client care ~ Hygiene ~ Good communication skills 		
Describe health and safety working practices	<p>The importance of:</p> <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 		
State the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> ~ Ensuring the client is comfortable and correctly supported ~ Make-up artist maintaining correct posture throughout treatment ~ Make-up artist self-care 		
State the importance of using products, tools,	<ul style="list-style-type: none"> ~ Couch or chair ~ Trolley ~ Stool ~ Towels ~ Blanket ~ Additional support if appropriate 		

<p>equipment and techniques to suit client treatment needs, skin type and conditions</p>	<p>~ Headband ~ Bedroll ~ Robe ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Sponges ~ Gloves ~ Spatulas ~ Bowls ~ Cosmetic sponges ~ Make-up brushes ~ Disposable applicators ~ Make-up palette ~ Mirror ~ Sterilising solution ~ Brush cleanser ~ UV cabinet ~ Waste disposal</p> <p>Products and techniques used for the following make-up: ~ Corrective ~ Day ~ Evening ~ Bridal ~ Special Occasion</p>		
<p>Describe how to use corrective methods to suit client treatment needs, skin types and conditions</p>	<p>Face shapes: ~ Oval ~ Square ~ Heart ~ Round ~ Long ~ Diamond ~ Pear</p> <p>Eye shapes: ~ Hooded ~ Large ~ Small ~ Close set ~ Prominent ~ Drooping ~ Deep set ~ Wide apart</p> <p>Nose shapes: ~ Long ~ Wide ~ Short ~ Nasolabial folds</p> <p>Lip shapes: ~ Large/full ~ Thin ~ Asymmetrical mouth</p> <p>Flaws and blemishes: ~ Dark circles under the eyes ~ Spots ~ Blemishes ~ Uneven pigmentation ~ Broken capillaries ~ Puffy eyes</p> <p>Skin tones: ~ Fair ~ Medium ~ Dark ~ Olive</p> <p>Lighting ~ Blue/fluorescent ~ Yellow/filament ~ Daylight</p> <p>Products ~ Shaders ~ Highlighters ~ Colour corrective products</p>		
<p>State the contra-actions that may occur during and following treatments and how to respond</p>	<p>~ Adverse skin reaction ~ Watery eyes ~ Excessive erythema ~ Skin irritation ~ Itching ~ Immediate removal of cosmetic products ~ Application of cool compress ~ Referral procedures</p>		
<p>State the importance of completing the treatment to the satisfaction of the client</p>	<p>Concluding the treatment in the correct manner to meet client's needs, make-up specification and manufacturers instructions ~ Check application with client using mirror</p>		
<p>State the importance of completing treatment records</p>	<p>Maintaining records ~ Aftercare ~ Home care ~ Product advice ~ Compliance with Data Protection</p>		
<p>State the aftercare advice that should be provided</p>	<p>~ Recommendations for immediate aftercare ~ Product recommendations ~ Colour recommendations ~ Avoid touching excessively ~ Remove make-up immediately if skin irritation occurs ~ Lifestyle ~ Recommendation for further salon treatments</p>		

<p>Describe the structure and functions of the skin</p>	<p>Skin structure: Epidermis: ~ Stratum Corneum ~ Stratum Lucidum ~ Stratum Granulosum ~ Stratum Spinosum/Malphigian ~ Stratum Germinativum/Basal Layer Dermis: ~ Blood supply ~ Lymphatic supply ~ Hair follicle ~ Hair shaft ~ Sebaceous gland ~ Sweat gland: Eccrine and Apocrine ~ Sensory nerve endings ~ Dermal papilla ~ Collagen ~ Elastin ~ Histiocytes ~ Mast cells ~ Fibroblasts ~ Erector pili muscle ~ Melanocytes Subcutaneous/Adipose Layer: ~ The structure and function of the fatty layer underneath the Dermis Skin functions: ~ Secretion ~ Heat regulation ~ Absorption ~ Protection/Acid Mantle (composition and formation) ~ Elimination/excretion ~ Sensation ~ Vitamin D formation (7-dehydro-cholesterol)</p>		
<p>Describe diseases and disorders of the skin</p>	<p>General: ~ Broken capillaries ~ Crow's feet ~ UV damage ~ Urticaria ~ Allergic reaction ~ Comedones ~ Milia ~ Hyperkeratosis ~ Keloids ~ Ingrowing hairs ~ Pseudo folliculitis Infestations: ~ Scabies ~ Pediculosis Congenital: ~ Atopic eczema ~ Atopic dermatitis ~ Psoriasis Bacterial: ~ Acne vulgaris ~ Acne rosacea ~ Impetigo ~ Folliculitis ~ Boils Viral: ~ Herpes simplex ~ Herpes zoster ~ Warts Fungal: ~ Tinea corporis Pigmentation disorders: ~ Hyper pigmentation ~ Hypo pigmentation ~ Dermatitis papulosa nigra ~ Vitiligo ~ Albinism ~ Chloasma ~ Ephelides ~ Lentigo ~ Naevae ~ Port wine stain ~ Leucoderma ~ Papilloma Skin cancers: ~ Basal Cell Carcinoma ~ Squamous Cell Carcinoma ~ Malignant Melanoma</p>		
<p>Explain how natural ageing, lifestyle and environmental factors affect the condition of the skin and muscle tone</p>	<p>~ Intrinsic ageing . physiological factors ~ Extrinsic ageing . environmental factors ~ Orbicularis Oculi ~ Orbicularis Oris</p>		

<p>State the position and action of the muscles of the head, neck and shoulders</p>	<p>~ Masseter ~ Buccinator ~ Risorius ~ Levator Anguli Oris ~ Levator Labii Superioris ~ Depressor Anguli Oris (Triangularis) ~ Depressor Labii Inferioris ~ Mentalis ~ Zygomaticus ~ Temporalis ~ Nasalis ~ Procerus ~ Corrugator ~ Frontalis ~ Occipitalis ~ Pterygoids ~ Trapezius ~ Platysma ~ Sternocleidomastoid ~ Deltoid ~ Pectoralis major and minor</p> <p>Cranium : ~ Parietal ~ Frontal ~ Ethmoid ~ Sphenoid ~ Occipital ~ Temporal Facial: ~ Nasal ~ Zygomatic ~ Maxilla ~ Lacrimal ~ Turbinate ~ Palatine ~ Mandible ~ Vomer Shoulder: ~ Clavicle ~ Scapula ~ Humerus Chest: ~ Sternum Neck: ~ Cervical vertebrae</p> <p>Circulatory system: ~ Blood plasma ~ Erythrocytes ~ Leucocytes ~ Platelets ~ Thrombocytes ~ Arteries ~ Arterioles ~ Veins ~ Venules ~ Capillaries Main Arteries of the head and neck: ~ Thyroid ~ Facial ~ Temporal ~ Lingual ~ Occipital ~ Maxillary Main veins of the head and neck: ~ Middle Temporal ~ Superficial Temporal ~ Maxillary ~ Anterior Facial ~ Common Facial ~ Internal Jugular ~ External Jugular Lymphatic system: The content of lymph and its function: ~ Transportation ~ Detoxification ~ Antibodies, antitoxins and lymphocytes ~ Immune system ~ Secondary circulation ~ Lymphocytes ~ Lymphatic Capillary ~ Lymphatic Vessel ~ Lymph Node ~ Lymphatic Duct Main lymph nodes of the head and neck: ~ Superficial and deep cervical ~ Submandibular ~ Anterior and Posterior Auricular ~ Occipital ~ Buccal ~ Sub-mental Interrelationship: ~ The way in which the 2 systems support each other</p>		
<p>Mock Practical</p>	<p>To include full treatment</p>		
<p>Mock Theory</p>	<p>To include all the theory</p>	<p>Mock theory paper</p>	