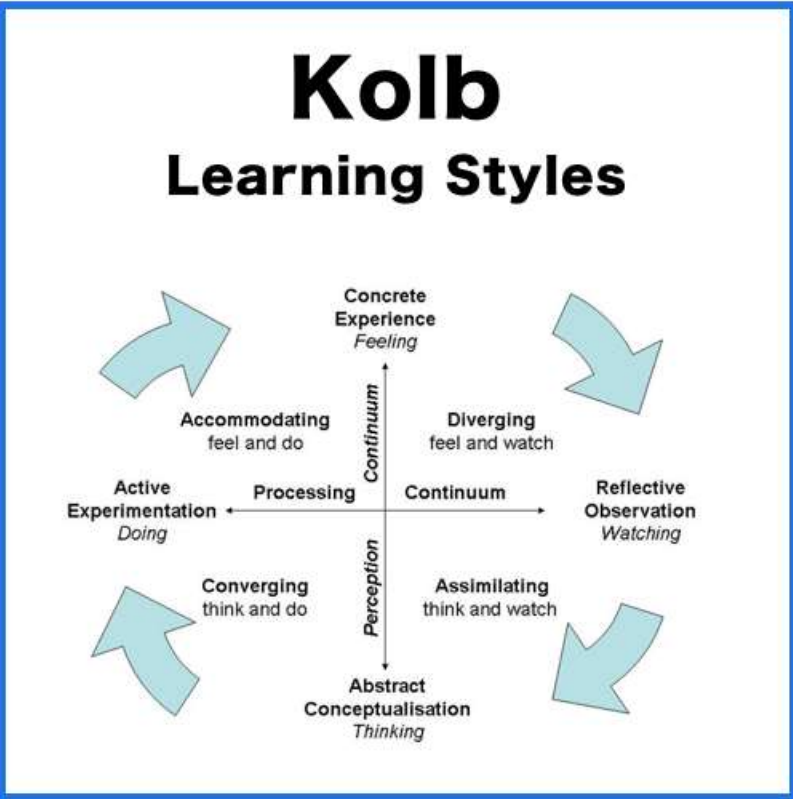


# College Hub: Skills for Further Learning and Employment

## Hair & Beauty

<b>DEPARTMENT:</b> Elms Bank College		<b>YEAR:</b> 1 or 2 Year Programme	
<b>OVERVIEW:</b> Elms Bank College Students to develop skills for employability and further learning within core placement areas.	<b>INTENT / LEARNING OUTCOMES:</b> All students will achieve an Open Award <a href="#">Level 1 Award in Skills for Further Learning and Employment</a> . This can be extended to <a href="#">Level 1 Certificate</a> or <a href="#">Level 1 Extended Certificate</a> or <a href="#">Level 1 Diploma</a> .		<b>CORE AREAS OF WORK:</b> Catering & Hospitality Gym & Sports Leadership <b>Hair &amp; Beauty</b> Library & Community
		<b>SUBSIDIARY AREAS OF WORK:</b> ICT & Admin	
<b>Hair &amp; Beauty</b>	<b>IMPACT - Placement Aims</b> Throughout this placement, Students will develop their understanding of working in the Hair & Beauty Industry. <ul style="list-style-type: none"> <li>Students will develop knowledge of the different types of jobs in the Industry.</li> <li>Students will explore the health and safety requirements of the industry.</li> <li>Students will develop skills in Hair Washing, Shampooing and Conditioning and be able to recognise key products within the Hairdressing Industry.</li> <li>Students will develop knowledge of how to prepare an area for a beauty therapist to carry out a treatment for a client.</li> <li>Students will build knowledge of basic manicure techniques and key beauty products. They will work as part of a team to deliver Pamper Sessions to customers.</li> </ul>		
<b>IMPLEMENTATION</b>			
<b>Module A</b>	<b>Module B</b>	<b>Module C</b>	
Developing Own Interpersonal Skills (3)	<b>Work Based Placement (3)</b>  <b>Health &amp; Safety Awareness in a Work Environment (1)</b>  Health, Safety & First Aid at Work (3)  <i>Teamwork Skills (3)</i>	<b>Follow Health &amp; Safety in the Salon (2)</b>  <b>Providing Manicure Treatment (3)</b>  Setting up for Hair & Beauty Services (2)  <b>Shampoo &amp; Condition Hair (4)</b>  Blow-Drying Hair (3)	

Placement Experience	Roles within the Salon	Pedagogy
<p><b>Placement Overview:</b> Students will develop new skills within the Hair &amp; Beauty Industry. They will focus on the following areas:</p> <ul style="list-style-type: none"> <li>• Salon Safety</li> <li>• Hand and Arm Massage</li> <li>• Basic Manicure</li> <li>• Shampoo and Conditioning</li> <li>• Blow Drying Hair</li> <li>• Plaiting Hair</li> </ul> <p>Core students will be trained in-depth across the areas of focus. Core students will then embed their skills through peer tutoring to students accessing the placement on a one-day per week basis.</p>	<p><b>Checklist Roles:</b></p> <ul style="list-style-type: none"> <li>• Receptionist <i>Greeting clients, taking bookings, checking consent forms, Client PPE, welcome drinks</i></li> <li>• Equipment Technician <i>Preparing equipment trolley for treatments, cleaning equipment after treatment</i></li> </ul>	<div style="border: 2px solid blue; padding: 10px;"> <h3 style="text-align: center;">Kolb Learning Styles</h3>  <p>The diagram illustrates the Kolb Learning Styles cycle. It is a square with four corners, each representing a learning style. The top corner is 'Concrete Experience Feeling', the right is 'Diverging feel and watch', the bottom is 'Abstract Conceptualisation Thinking', and the left is 'Active Experimentation Doing'. The left and right sides are labeled 'Processing Continuum', and the top and bottom sides are labeled 'Perception Continuum'. Four large light blue arrows point clockwise from one style to the next: Active Experimentation to Reflective Observation, Reflective Observation to Assimilating, Assimilating to Converging, and Converging back to Active Experimentation.</p> </div>
<p><b>Placement Stages:</b></p> <ul style="list-style-type: none"> <li>• Initial Learning <i>Experience and range of treatments, explore theory of treatments.</i></li> <li>• Training in Treatments <i>Practise on blocks, hands, peers. Peer delivery.</i></li> <li>• Providing Treatments <i>Carry out treatments as part of group sessions e.g. visitors, schools, community groups, parent groups.</i></li> </ul>	<p><b>Advanced Roles:</b></p> <ul style="list-style-type: none"> <li>• Assistant Therapist <i>Work with tutor/peer to carry out a stage of a treatment with support.</i></li> <li>• Lead Therapist <i>Carry out a treatment independently</i></li> </ul>	

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	Monday (Parkfield)	Tuesday Turing	Wednesday (Clarence)	Thursday Hartley	Friday Turing	Module Links
Week 1			<p><b>Health &amp; Safety in the Salon</b>            Identify hazards in the Salon Environment            State the difference between a Hazard and a Risk            Carry out a simple risk analysis of the salon.            Worksheets to identify and highlight hazards.            Prepare a basic 'Health and Safety Code of Conduct' for the Salon.</p> <p><b>Intro to Treatments</b>            Tutor to deliver basic Hand Massage treatment to students, explaining Health &amp; safety steps throughout.</p>	<p><b>Health &amp; Safety in the Salon</b>            Core students to support delivery.</p> <p><b>Equipment</b>            Carry out an audit of the equipment in the salon.            Research into Uniforms for the Salon.</p> <p><b>Intro to Treatments</b>            Tutor to deliver basic treatment to students. Core students Q&amp;A/explanation of Health &amp; Safety steps throughout.</p>	<p>Training            Mindfulness            &amp; Stress            Work – Based            Placement            Action            Planning</p>	<p><b>C: Health &amp; Safety in the Salon</b></p>

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Week 2	<p><b>Health &amp; Safety in the Salon</b>          Locate Fire Fighting Equipment in the salon.          Locate First aid equipment and accident report book.          Follow fire and evacuation procedures.          State procedures for dealing with accidents and emergencies.</p> <p><b>Equipment</b>          Begin to prepare a list of equipment required for the salon. Research suppliers and prices. Prepare picture and text velcro labels for existing equipment.</p>	<p><b>Health &amp; Safety in the Salon</b>          Core students to support delivery of Health &amp; Safety induction.</p> <p><b>Hand Massage</b>          Demonstration &amp; introduction to techniques          Students to try out techniques on each other</p>	<p><b>Hand Massage</b>          In depth exploration of theory, techniques and carrying out the treatment.</p> <p><b>Area of work exploration:</b>  <b>-Receptionist</b>  <b>-Equipment Technician</b>  <i>Discuss what each role should entail and the responsibilities of each role.</i>  <i>Begin to put together job descriptions and checklists.</i></p>	<p><b>Duties Training:</b>  <i>Core students to train placement students on job roles – equipment technician, receptionist.</i></p> <p><b>Hand Massage Training:</b>  <i>Core students to train placement students on basic hand massage techniques.</i></p> <p><i>This could be carried out taking turns as Receptionist, Technician and Therapist.</i></p>	<p>Training</p> <p>CoSHH</p> <p>Manual Handling</p> <p>Work Review</p>	<p><b>C: Health &amp; Safety in the Salon</b></p>
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<p>Week 3</p>	<p><b>Setting up a booking system</b>          Discussion of what details the salon will require for different treatments.          Set up of booking diary          Set up of client records          Set up of client declarations</p> <p>Distribute forms across College, including parent consent forms for students.</p> <p><b>Equipment</b>          Continue to set up Salon ready for offering services to others.</p>	<p><b>Health &amp; Safety in the Salon</b>  <a href="#">Outline main provisions of Health &amp; Safety legislation</a>  <a href="#">State employers' responsibilities for safety in the salon.</a>          Outline of basic equipment cleaning materials in the Salon. CoSHH analysis of each to be carried out.          PPE Equipment for clients and staff.</p> <p><b>Activity:</b> Demonstrate safe practice through cleaning and sanitizing of materials</p> <ul style="list-style-type: none"> <li>Are there any additions to the receptionist/equipment technician's roles here?</li> </ul>	<p><b>Basic Manicure</b>          Introduction to basic manicure.          Demonstrate on students.</p> <p>Outline:</p> <ul style="list-style-type: none"> <li>Safe working practices</li> <li>Equipment and uses</li> <li>Steps to carry out the treatment.</li> </ul> <p><b>Taking Bookings</b>  <i>Begin to take bookings for Monday AM sessions.</i></p>	<p><b>Basic Manicure</b>          Introduction to basic manicure.          Demonstrate on students  <a href="#">Core students to set up for treatment – including preparing equipment, setting up treatment area.</a>  <a href="#">To explain the steps of the treatment.</a></p> <p>Outline:</p> <ul style="list-style-type: none"> <li>Safe working practices</li> <li>Equipment and uses</li> <li>Steps to carry out the treatment.</li> </ul> <p><b>Taking Bookings</b>  <i>Begin to take bookings for Monday AM sessions.</i></p>	<p>Training</p>	<p><b>C: Health &amp; Safety in the Salon</b></p>
<p>Week 4</p>	<p><b>Bookings AM</b>  <a href="#">Open for bookings for other students (Therapies). Hand Massage.</a></p> <p><b>Review:</b>          WWW/EBI</p>	<p><b>Introduction to Shampoo and Condition Hair</b>          Introduction to Shampoo &amp; Condition Hair          Demonstrate on students.</p> <p>Outline:</p> <ul style="list-style-type: none"> <li>Safe working practices including PPE.</li> <li>Equipment and uses</li> </ul>	<p><b>Basic Manicure</b>          Continuation of learning of techniques. Practise on hands.</p> <p><b>Nail Polish Application</b>          Begin to test out application techniques on sample nails to build colour portfolio.</p>	<p><b>Basic Manicure</b>          Continuation of learning of techniques. Practise on hands, each other. Training placement students on <a href="#">specific stages of the treatments.</a></p> <p><b>Nail Polish Application</b></p>	<p>Training</p>	<p><b>C: Providing Manicure Treatment</b></p> <p><b>C: Shampoo &amp; Condition Hair</b></p>

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		<ul style="list-style-type: none"> <li>Steps to carry out the treatment.</li> </ul> <p>Begin to practise basic stages of this.</p>		<p>Begin to test out application techniques on sample nails to build colour portfolio.</p> <p><b>Taking Bookings</b> <i>Begin to take bookings for Monday AM sessions, Thursday PM Sessions.</i></p>		
Week 5	<p><b>Bookings AM</b> Open for bookings for other students (Therapies). Hand Massage.</p> <p><b>Review:</b> WWW/EBI</p>	<p><b>Shampoo and Condition Hair</b></p> <p>Introduction to Shampoo &amp; Condition Hair Demonstrate on students.</p> <p>Outline:</p> <ul style="list-style-type: none"> <li>Client Preparation</li> <li>Communication &amp; Behaviour throughout.</li> <li>Sterilising Equipment</li> </ul> <p>Begin to practise and develop basic stages of shampooing and conditioning.</p>	<p><b>Basic Manicure</b> Continuation of learning of techniques. Practise on hands/each other. Develop this to include setting up for treatment, Include: conditions to look out for, carry out basic analysis of hands.</p> <p><b>Nail Polish Application</b> Begin to test out application techniques on sample nails to build colour portfolio.</p>	<p><b>Basic Manicure</b> Continuation of learning of techniques. Practise on hands, each other. Training placement students on specific stages of the treatments.</p> <p><b>Bookings PM</b> Open for bookings for other students (Therapies). Hand Massage.</p>	Training	<p>C: Providing Manicure Treatment</p> <p>C: Shampoo &amp; Condition Hair</p>
Week 6	<p><b>Bookings AM</b> Open for bookings for other students (Therapies). Hand Massage.</p> <p><b>Review:</b> WWW/EBI</p>	<p><b>Shampoo and Condition Hair</b></p> <p>Introduction to Shampoo &amp; Condition Hair Demonstrate on students.</p> <p>Outline:</p> <ul style="list-style-type: none"> <li>Different hair types</li> </ul>	<p><b>Basic Manicure</b> Continuation of learning of techniques. Practise on hands/each other. Develop this to include setting up for treatment,</p> <p><b>Nail Polish Application</b></p>	<p><b>Basic Manicure</b> Continuation of learning of techniques. Practise on hands, each other. Training placement students on specific stages of the treatments.</p>	Training	<p>C: Providing Manicure Treatment</p> <p>C: Shampoo &amp;</p>

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		<ul style="list-style-type: none"> <li>Best products for different hair</li> <li>Conditions to look out for e.g. infections, inflammation.</li> </ul> <p>Begin to practise and develop basic stages of shampooing and conditioning.</p>	<p>Begin to test out application techniques on sample nails to build colour portfolio.</p> <p><i>Begin to filter in external clients as confidence increases.</i></p>	<p><b>Bookings PM</b> Open for bookings for other students (Therapies). Hand Massage/Basic Manicure.</p>		Condition Hair
Week 7	<p><b>Bookings AM</b> Open for bookings for other students (Therapies). Hand Massage.</p> <p><b>Review:</b> WWW/EBI</p>	<p><b>Shampoo and Condition Hair</b></p> <p>Introduction to Shampoo &amp; Condition Hair Demonstrate on students.</p> <p>Develop techniques and understanding to carry out a full treatment. Include stages such as:</p> <ul style="list-style-type: none"> <li>Receptionist</li> <li>Equipment Technician</li> </ul>	<p><b>Basic Manicure</b> Continuation of learning of techniques. Practise on hands/each other. Develop this to include setting up for treatment,</p> <p><b>Nail Polish Application</b> Begin to test out application techniques on sample nails to build colour portfolio.</p> <p><i>Begin to filter in external clients as confidence increases.</i></p>	<p><b>Basic Manicure</b> Continuation of learning of techniques. Practise on hands, each other. Training placement students on specific stages of the treatments.</p> <p><b>Bookings PM</b> Open for bookings for other students (Therapies). Hand Massage/Basic Manicure.</p>	Training	<p>C: Providing Manicure Treatment</p> <p>C: Shampoo &amp; Condition Hair</p>
Half Term						
Week 8	<p><i>Open for bookings: parent sessions, student sessions, primary school visits, community visits, community workshops, sessions at the Community Hub.</i></p> <p><i>Other Areas to cover: Blow Drying Hair, Plaiting Hair – see Open Awards module/Textbook</i></p>					
Week 9						
Week 10						
Week 11						
Week 12						
Week 13						

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Week 14		
Week 15		
Holidays		
Week 16	<i>Open for bookings: parent sessions, student sessions, primary school visits, community visits, community workshops, sessions at the Community Hub.</i>	
Week 17		
Week 18		
		<i>Other Areas to cover: Blow Drying Hair, Plaiting Hair – see Open Awards module/Textbook</i>