

# VTCT Skills Level 3 Award in Nail Enhancements and Advanced Hand and Nail Art Techniques

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Accreditation start date: **1 August 2010**  
Credit value: **7**  
Guided learning hours (GLH): **60**  
Total Qualification Time (TQT): **70**  
Qualification number: **500/8620/0**

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## Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
Mandatory units				
UV30432				

# The qualification

## Introduction

The VTCT Skills Level 3 Award in Nail Enhancements and Advanced Hand and Nail Art Techniques is a qualification that has been specifically designed to develop your practical skills in providing nail enhancement techniques (one system) and nail and hand art.

You will learn about the condition of the skin and nails. You will also have the opportunity to learn how to use different techniques such as embedding, and 3-D designs.

The purpose of this qualification is to develop your skills in beauty therapy and nail services and will provide you with the foundation for further learning or specialist employment.

## National Occupational Standards (NOS)

Units in this qualification have been mapped to the relevant NOS (where applicable). This qualification is regulated on the Regulated Qualifications Framework.

This qualification is approved and supported by the Hairdressing and Beauty Industry Authority (HABIA), the standard setting body for hair, beauty, nails and spa qualifications.

## Prerequisite

There are no formal prerequisite qualifications that you must have prior to undertaking this qualification.



## Progression

When you have successfully completed this qualification you will have the opportunity to progress to the following VTCT Skills qualifications:

- Level 3 NVQ Diploma in Nail Services

Progression opportunities also exist in the form of specialist VTCT Skills vocationally related qualifications:

- Level 3 Diploma in Make-Up Artistry
- Level 3 Diploma in Theatrical, Special Effects, Hair and Media Make-Up
- Level 3 Diploma in Nail Technology

# Qualification structure

## Total credits required - 7

All mandatory units must be completed.

### Mandatory units - 7 credits

VTCT Skills unit code	Ofqual unit reference	Unit title	Credit value	GLH
UV30432	M/601/3565	Nail enhancements and advance hand and nail art techniques	7	60

# Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT Skills will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

## Internal assessment

*(any requirements will be shown in the unit)*

Assessment is set, marked and internally quality assured by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT Skills external quality assurers.

## External assessment

*(any requirements will be shown in the unit)*

Externally assessed question papers completed electronically will be set and marked by VTCT Skills.

Externally assessed hard-copy question papers will be set by VTCT Skills, marked by centre staff and sampled by VTCT Skills external quality assurers.

## Assessment explained

VTCT Skills qualifications are assessed and quality assured by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal quality assurer whose role is to check that your assessment and evidence is valid and reliable and meets VTCT Skills and regulatory requirements.

An external quality assurer, appointed by VTCT Skills, will visit your centre to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external quality assurer.

This record of assessment book is your property and must be in your possession when you are being assessed or quality assured. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



## Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

# Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory units				
		External	Internal	
VTCT Skills unit code	Unit title	Question paper(s)	Observation(s)	Assignment(s)
UV30432	Nail enhancements and advance hand and nail art techniques	1	✓	✓

# Unit glossary

	Description
<b>VTCT Skills product code</b>	All units are allocated a unique VTCT Skills product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT Skills.
<b>Unit title</b>	The title clearly indicates the focus of the unit.
<b>National Occupational Standards (NOS)</b>	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
<b>Level</b>	Level is an indication of the demand of the learning experience, the depth and/or complexity of achievement and independence in achieving the learning outcomes.
<b>Credit value</b>	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
<b>Guided learning hours (GLH)</b>	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Total Qualification Time (TQT)</b>	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training. This includes assessment, which takes place as directed - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Observations</b>	This indicates the minimum number of observations required to achieve the unit.
<b>Learning outcomes</b>	The learning outcomes are the most important component of the unit, they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
<b>Evidence requirements</b>	This section provides guidelines on how evidence must be gathered.
<b>Maximum service times</b>	The maximum time in which a particular service or practical element must be completed.
<b>Observation outcome</b>	An observation outcome details the practical tasks that must be completed to achieve the unit.
<b>Knowledge outcome</b>	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper or portfolio of evidence.
<b>Assessment criteria</b>	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
<b>Range</b>	The range indicates what must be covered. Ranges must be practically demonstrated in parallel to the unit's observation outcomes.

# UV30432

## Nail enhancements and advanced hands and nail art techniques

This unit is about providing nail enhancements and specialised hand and nail art. You will gain technical and artistic skills to enable you to create designs based on themes and client desires. You will need to maintain health, safety and hygiene standards throughout your work.

Level

**3**

Credit value

**7**

GLH

**60**

Observation(s)

**3**

External paper(s)

**1**



# Nail enhancements and advanced hands and nail art techniques



## Learning outcomes

### On completion of this unit you will:

1. Be able to prepare for nail enhancements and hand and nail treatments
2. Be able to provide nail enhancements and hand and nail art treatments

## Evidence requirements

1. **Environment**  
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. **Simulation**  
Simulation is not allowed in this unit.
3. **Observation outcomes**  
Competent performance of Observation outcomes must be demonstrated on at **least three occasions**.
4. **Range**  
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. **Knowledge outcomes**  
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
6. **Tutor/Assessor guidance**  
You will be guided by your tutor/assessor on how to achieve learning outcomes and ranges in this unit. All outcomes and ranges must be achieved.
7. **External paper**  
Knowledge and understanding in this unit will be assessed by an external paper. There is **one external paper** that must be achieved. The criteria that make up the paper are highlighted throughout this unit.

# Achieving observations and range

## Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

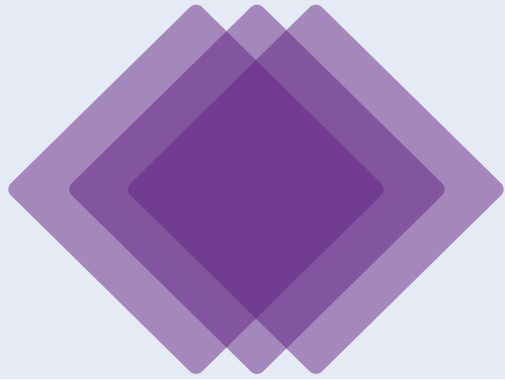
Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

## Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.



# Observations

## Learning outcome 1

### Be able to prepare for nail enhancements and hand and nail art treatments

**You can:**

- a. Prepare yourself, the client and work area for a nail enhancement treatment
- b. Use suitable consultation techniques to identify treatment objectives
- c. Identify influencing factors
- d. Provide clear recommendations to the client based on factors

\*May be assessed through oral questioning.

Observation	1	2	3	Optional
Date achieved				
Criteria questioned orally				
Portfolio reference				
Assessor initials				
Learner signature				

## Learning outcome 2

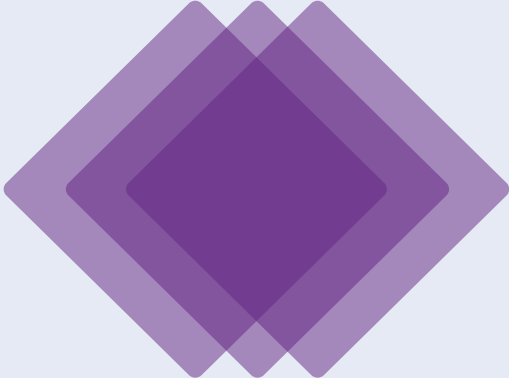
# Be able to provide nail enhancements and hand and nail art treatments

### You can:

- a. Communicate and behave in a professional manner
- b. Position yourself and the client correctly throughout the treatment
- c. Select and use products, techniques and equipment correctly taking into account identified factors
- d. Carry out a nail enhancement treatment using suitable techniques
- e. Carry out planned freehand designs to the nail, hand and arm using a suitable medium
- f. Follow safe and hygienic working practices
- g. Identify contra-actions and take appropriate action during treatment
- h. Provide suitable aftercare advice
- i. Complete the treatment to the satisfaction of the client
- j. Evaluate the results of the treatment with the client

\*May be assessed through oral questioning.

Observation	1	2	3	Optional
Date achieved				
Criteria questioned orally				
Portfolio reference				
Assessor initials				
Learner signature				



# Notes

Use this area for notes and diagrams.

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# Range

\*You must practically demonstrate that you have:

Used all consultation techniques	Portfolio reference
Questioning	
Visual	
Manual	
Reference to client records	

Dealt with a minimum of 1 of the necessary actions	Portfolio reference
Encouraging the client to seek medical advice	
Explaining why the treatment cannot be carried out	
Modifying the treatment	

Used a minimum of 1 nail system	Portfolio reference
UV gel	
Liquid and powder	

Used a minimum of 2 nail art techniques	Portfolio reference
Freehand	
3D	
Cut-outs	
Airbrushing	

\*It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

**\*You must practically demonstrate that you have:**

<b>Treated all areas</b>	<b>Portfolio reference</b>
Natural nails	
Hands	
Arms	
Nail enhancements	

<b>Dealt with a minimum of 3 nail enhancement problems</b>	<b>Portfolio reference</b>
Lifting of product	
Cracking and splitting of product	
Loss of artificial nail structure	
Discolouration of product	
Damage of natural nails	

<b>Provided all types of advice</b>	<b>Portfolio reference</b>
The individual and practitioner's legal rights and responsibilities	
Pre and post-treatment instructions and care	
Restrictions and associated risks – avoidance of activities which may cause contra-actions	
Future treatment need	

\*It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below\*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

\*This is not an exhaustive list.

## Achieving the external paper

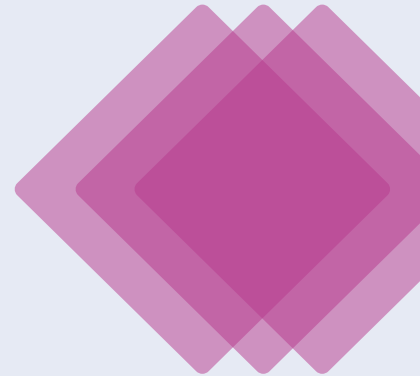
The external paper will test your knowledge of the criteria highlighted. A **pass mark of 70%** must be achieved.

Your assessor will complete the following table when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		



# Knowledge



## Learning outcome 1

### Be able to prepare for nail enhancements and hand and nail art treatments

You can:	Portfolio reference/ Assessor initials*
e. Develop a mood board that demonstrates the ideas and concepts that can be used to reflect themes	
f. Describe the salon's requirement for preparing yourself, the client and work area	
g. Describe different consultation techniques used to identify treatment objectives	
h. Describe the factors that need to be considered when selecting techniques, products and equipment	
i. Explain the environmental conditions suitable for nail enhancement treatments	
j. Explain the safety considerations that must be taken into account when providing nail enhancement treatments	
k. Describe the range of tools and equipment used for nail enhancement treatments	
l. Describe products used and their key ingredients	
m. Describe how to prepare and use nail art products, tools, equipment and techniques	
n. Describe how to plan and develop freehand designs for hand and arm decoration	
o. Explain the importance of preparation procedures for natural nails and nail enhancement systems	
p. Explain the principles of general nail care	
q. Describe methods of selecting and using natural nail overlays, nail repairs and nail enhancement systems	
r. Explain known contra-indications that prevent or restrict nail enhancement	

\*Assessor initials to be inserted if orally questioned.  
Requirements highlighted are assessed in the external paper.

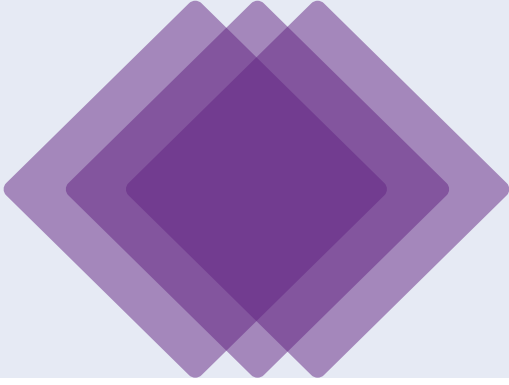


## Learning outcome 2

### Be able to provide nail enhancements and hand and nail art treatments

You can:	Portfolio reference/ Assessor initials*
k. Describe how to communicate and behave in a professional manner	
l. Describe the importance of positioning yourself and the client correctly throughout the treatment	
m. Explain safe and hygienic working practices	
n. Explain contra-actions which might occur during and following the treatment and how to respond	
o. Explain the aftercare advice that should be provided	
p. Describe the importance of completing the treatment to the satisfaction of the client	
q. Describe the methods of evaluating the effectiveness of the treatment	
r. Describe the importance of giving the correct maintenance, removal and aftercare advice	

\*Assessor initials to be inserted if orally questioned.  
Requirements highlighted are assessed in the external paper.



# Notes

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# Unit content

This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

## Learning outcome 1: Be able to prepare for nail enhancements and hand and nail treatments

### Management of health and safety at work:

Clean, tidy, safe standards of working, remove spillages, report slippery surfaces, remove/report obstacles, clear access to trolleys and equipment, clean/disinfect/sanitise/sterilise work areas/surfaces, equipment and tools as appropriate, no smoking/vaping, eating, drinking or drugs.

**Infection Prevention:** Infection prevention and control measures, universal and standard precautions, for example, hand hygiene – handwashing, hand sanitising, respiratory hygiene, cough etiquette, use of PPE, safe management of working environment and service resources, for example, cleaning, disinfection, sanitisation, sterilisation of working areas/surfaces, equipment and tools, safe management of linen, safe disposal of waste.

**Personal protective equipment (PPE):** Use appropriate personal protective equipment for self and client, for example, the use of gloves when using cleaning chemicals.

**Client preparation and care:** Preparing for and performing a service taking into account any specific requirements and diverse needs the client may have, for example, culture, religion, health conditions, working in accordance with current equality legislation.

**Electricity at work** – checking/visual check of equipment, no trailing wires portable appliance testing (PAT).

**Manual handling:** Moving stock, lifting, working heights, unpacking, posture, deportment, balance weight, protect back, prevent slouching, avoid straining or overreaching.

**Towels:** Wash regularly and efficiently, use fresh/single use towels for every client, place dirty towels in a covered bin.

**Liability insurance:** Employers, public, professional indemnity.

**Reporting of injuries, diseases and dangerous occurrences:** Accident book, reporting diseases, local byelaws, code of conduct, risk assessment.

**Control of substances hazardous to health regulations** – replace lids, ensure ventilation for vapour and dust, avoid overexposure to chemicals, use chemicals correctly, follow storage handling use and disposal, correctly dispose of contaminated waste/products (in a closed top bin), check end date on packaging, store away from heat, damp and direct sunlight, follow relevant manufacturer's instructions, no smoking, eating or drinking.

## Learning outcome 1: Be able to prepare for nail enhancements and hand and nail treatments (continued)

**Regulations:** Working in accordance with current health and safety legislation: Health and Safety at Work Act, Management of Health and Safety at Work Regulations, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), Health and Safety (First Aid) Regulations, Manual Handling Operations Regulations, Control of Substances Hazardous to Health Regulations (COSHH), Personal Protective Equipment at Work Regulations (PPE), Electricity at Work Regulations, Workplace (Health, Safety and Welfare) Regulations, Provision and Use of Work Equipment Regulations, Equality Act, Data Protection Act (UK General Data Protection Regulations (GDPR), Environmental Protection Act, local government miscellaneous provisions, occupiers' liability, local byelaws.

**Hazards and risks:** A hazard is something that has the potential to cause harm. A risk is the likelihood of a hazard happening.

**Hazards:** Require immediate attention, level of responsibility, report, nominated personnel, duty to recognise/deal with hazards.

**Reasons for risk assessment:** Staff, visitor, client health and safety, minimise hazards and risks, maintain safe environment, legal requirement.

**Employer responsibility:** Current and valid liability insurance, display health and safety rules (covering staff, employees, clients and fire evacuation), provide regular training, accurate record keeping, monitoring.

**Equipment:** Follow organisational/manufacturers'/suppliers' instructions for safe use, only used for intended purpose, usage, handling, storage, cleaning, lifting, visual checks, worn, faulty, repairs, maintenance.

**Chemicals** – storage, handling, safe usage, disposal, records.

**Security (cash):** Staff training, point of sale, regular banking, in transit.

**Security (people):** Staff, clients, visitors, children, personal belongings, systems (security, emergency evacuation, storage, client records, business information).

**Overexposure to chemicals – prevention:** Routes of entry to the body, preventing inhalation, ingestion, absorption, ventilation units, professionally fitted extraction unit, local exhaust, charcoal filters, fan, good housekeeping techniques, salon hygiene, correct application techniques, manufacturer's instructions, personal protective equipment, correct ventilation, decanting products, eye protection (contact lenses, safety glasses), UV lamp maintenance (clean reflectors, change bulbs and reflectors), coat of oil on nails to reduce dust.

**Overexposure to chemicals – symptoms:** Headaches, sickness, dizziness, fainting, fatigue, respiratory system, skin irritation.

## Learning outcome 1: Be able to prepare for nail enhancements and hand and nail treatments (continued)

### Hygiene:

**General:** Clean/disinfect work area/surfaces, clean/sterilise/sanitise tools and equipment, fresh towels for each client, place dirty towels in covered bin, dispense products with a spatula, pump or spray, use disposables as appropriate to service, no smoking/vaping, maintain personal hygiene, replace loose lids (uncapped bottles and pots) sanitise therapist's hands before, during and after services.

**Sterilisation:** Autoclave, glass bead, chemical, UV cabinet for storage only.

**Disinfection:** Heat or chemical methods, bactericides, fungicides, viricides.

**Disposal of waste:** Lined waste bin, organisational policies and procedures for disposal of waste – non-hazardous, clinical, sharps, mixed municipal, general and confidential, recyclable; environmental protection, single use items, dispose of all waste in accordance with manufacturers' instructions.

### Environmental working practices:

Effective and energy efficient working practices, for example, lighting, heating and ventilation to meet the Workplace (Health, Safety and Welfare) Regulations (or local regulation requirements to the country being delivered in) for client and employees, water conservation, environmental waste management.

### Sustainable working practices:

For example, use products with ingredients from sustainable sources, minimal and sustainable packaging, recyclable, bio-degradable or compostable options for products, disposable and single-use items, record product usage, paper-free appointment systems and pricelists.

### Technician health and wellbeing:

Maintain correct posture when performing treatment, sitting, lifting and carrying, use working methods to avoid work related injuries, for example, Repetitive Strain Injury (RSI), perform regular hand exercises, maintain correct standing posture, even weight distribution, ensure own positioning delivers appropriate techniques, prevents injury, promotes optimum results, allows for visual checks, maintain appropriate space between client and self. Regular water/rest breaks to prevent dehydration and fatigue. Prevent contact dermatitis – wear gloves when using chemicals, wash and dry hands regularly and use moisturiser/barrier cream as appropriate.

**Work area:** Prepare in accordance with organisational requirements and health and safety standards, clean and hygienic – clean/disinfect/sanitise/sterilise work area, tools and equipment, sufficient ventilation, appropriate room temperature, lighting, ambience, music, hygienic set up of couch and trolley, effective, ergonomic positioning of necessary products, tools and equipment to allow for ease of access, movement and safe practice, preparation of props for client support.



## Learning outcome 1: Be able to prepare for nail enhancements and hand and nail treatments (continued)

**Client preparation:** Consult with client, perform any necessary pre-service tests, advise client on clothing to remove/keep on, protect clothing, maintain client comfort, privacy and modesty, client positioned correctly.

**Communication:**

**Verbal** – speaking manner and tone, professional, supportive, respectful, sensitive to client, appropriate vocabulary and open questioning related to service.

**Non-verbal** – eye contact, body language, listening.

**Written** – electronic, digital or paper-based, clear and concise, attention to spelling, grammar and presentation of written information.

**Visual aids** – photographs, colour charts, digital media, magazines and images, can provide inspiration and assist the client's understanding.

**Adapting and tailoring approaches** – for different clients, for example, new and existing clients, according to age, health conditions.

**Clarification** – checking client understanding of proposed service and expected outcomes, checking client's comfort and wellbeing throughout the service.

**Record keeping:** Accurate appointment systems, stationery, loyalty rewards, acknowledgement of occasions, consultation record keeping, refer to existing records, ensure information is concise, accurate and in logical order (name, address, contact details, age range, lifestyle profile – work status, medical history, contra-indications, general health and wellbeing, diet and fluid intake, sleep patterns, stress levels, sport/hobbies, recent activities, reason for treatment, treatment history, allergies/hypersensitivity, contra-actions, skin sensitivity tests, current skincare regime, treatment requirements, client preferences and expectations, nail and skin analysis, adaptations and modifications, recommendations, treatment plan including products, expected outcomes, alternative treatment options, client informed consent and signature), update record at the end of the service, update at each visit, maintained electronically/digitally/paper-based, documented and stored in compliance with current data protection legislation, for example General Data Protection Regulations (GDPR).

**Professional appearance:** Clean professional uniform, no jewellery, no piercings, hair neatly tied back (fringe secured), closed in footwear, personal hygiene and cleanliness (shower/bath, cover cuts and abrasions, deodorant or antiperspirant, avoid use of overpowering fragrance), oral hygiene (clean teeth, fresh breath), nails (clean, short, polish-free, good condition and maintained).

## Learning outcome 1: Be able to prepare for nail enhancements and hand and nail treatments (continued)

**Professional ethical conduct:** Follow health and safety and organisational policies and procedures and code of conduct, demonstrate integrity, respect, flexibility and adaptability, co-operate with others, value client(s), use appropriate language, maintain a polite, cheerful and welcoming manner (friendly facial expressions, positive attitude, eye contact, open body language), maintain confidentiality, demonstrate respect for clients, colleagues and competitors, avoid gossip, take pride in work, maintain punctuality, uphold employer and client loyalty, work within limits of own authority and competence, engage in and document Continuous Professional Development (CPD) to maintain best practice.

**Client preparation and care:** Preparing for and performing a service taking into account any specific requirements and diverse needs the client may have, for example, culture, religion, health conditions, working in accordance with current equality legislation. Consultation techniques: Consultation environment (face to face or digital), client requirements, client satisfaction, client expectations and aftercare, informed consent and signatures, visual, manual, questioning, listen, client information reference.

**Nail and skin analysis:** Accurate recommendations for treatment or referral to GP, gather information, avoid cross-infection and making a nail or skin condition worse, cleanse and sanitise hands, refer to previous records, remove nail polish, visual check for contra-indications.

**Skin types:** Normal (balanced), oily, dry, combination.

**Skin conditions:** Congested, pustular, dehydrated, fragile, hyper/hypo pigmentation, lack lustre, lax elasticity, mature, photo-aged, photo-sensitive, pustular, sensitised, sensitive, vascular.

**Nail condition:** Onychophagy, discolouration, misshapen, spilt above the hyponychium, Beau's line, longitudinal and horizontal ridges, dehydrated, onychorrhexis, leukonychia, onycholysis.

**Cuticle conditions:** Dry, normal, overgrown, split, hangnail.

**Natural nail shape:** Fan, hook, spoon, oval, square.

**Nail length:** Short, med-length, long.

**Structure of the nail:** Nail plate, nail bed, matrix, cuticle, lunula, nail wall, free edge, lateral fold.

**Process of nail growth:** Formation, rate, factors affecting growth, nail thickness, damage.

**Functions of the nail:** Protection of fingertips and toes.

**Contra-indications:**

**Absolute contra-indication** – An absolute contra-indication is a condition that prevents the service from being carried out and may require referral.

**Examples of contra-indications that may prevent treatment (absolute contra-indications)** – Fungal infections – onychomycosis, tinea pedis, bacterial infections – pseudomonas (green between nail plate and overlay), paronychia, onychia, viral infection – verruca vulgaris, infestations, allergic reactions, overexposure (red, itchy inflamed, sore



## Learning outcome 1: Be able to prepare for nail enhancements and hand and nail treatments (continued)

tissue), white patchy nails, severe eczema, psoriasis or dermatitis, open wounds/cuts/abrasions local to treatment area, nail plate separation, onycholysis, bruising, onychocryptosis, client to seek medical advice.

**Relative contra-indication** – A relative contra-indication is a condition that requires an assessment of suitability for the service and/or if adaptations are required.

**Examples of contra-indications that may restrict treatment (relative contra-indications)** – Minor eczema, psoriasis or dermatitis (barrier cream, good hygiene), severely bitten or damaged nails (keep extensions short, weekly maintenance, water manicure few days prior to treatment), dry overgrown cuticles (water manicure few days prior to treatment), broken bones, cuts and abrasions (cover and protect, modify treatment by avoiding affected area).

**Contra-actions:** Establish if it is an expected reaction or an unexpected/adverse reaction.

**In the case of expected reactions** – provide immediate post-treatment after care and advice for homecare, for example apply a cold compress.

**In the case of unexpected/adverse reactions** – discontinue treatment, take remedial action, record unexpected/adverse reaction, advise on homecare and how to access remedial medical care if required. Technician to assess own performance if applicable.

**Possible expected reactions** – erythema.

### **Possible unexpected/adverse reactions**

– Allergic reaction – overexposure, poor application, cure time, hygiene, (remove product, apply cold compress, medical referral, avoid UV gels and acrylics). Premature loss – preparation, extensions too long, lifestyle, mixing different manufacturers' products. Lifting – preparation, medication, contamination, improper application, infrequent maintenance, nipping, product too thick/thin, natural nail wet, free edge same length as overlay. Breaking and splitting of extension – air bubbles in product, filling natural nail, heavy handed filing, brittle product, poor tip fit/form fit, nails too long, preparation, balance of nail, infrequent maintenance, home care, trauma, infection, chemical irritation. Discoloration of product – contamination, formulation of product, staining, high wattage of UV lamp. Bacterial infection – preparation, infrequent maintenance, cracking of natural nail/enhancement, picking, biting, incorrect removal, nipping, lifted product, free edge separation, contaminated tools. Breaking and splitting of natural nail – over blending tips, over buffing natural nail, extension too long/thin/thick, incorrect removal, infrequent maintenance. Fungal infection – trauma, improper manicure/preparation, contamination, moist conditions. Discoloration of natural nail – base coat, formaldehyde, improper preparation, lifting/cracking of overlay, overuse of primer, bacterial infection, contaminated tool.

## Learning outcome 2: Be able to provide nail enhancements and hand and nail art treatments

**Examples of products used for liquid and powder:** Nail cleanser, dehydrator, adhesives, full well natural tips, sculpting forms polymer powders (pink, clear), ethyl methacrylate liquid (EMA), primer (refer to manufacturer's instructions), base coat, top coat, polish, tip/product remover, polish remover.

**Examples of products used for UV gel:** Nail cleanser, dehydrator, adhesives, full well natural tips, sculpting forms, UV gels (clear, pink), primer (refer to manufacturer's instructions), base coat, top coat, polish, tip/product remover, polish remover.

**Examples of products used for wraps:** Nail cleanser, dehydrator, adhesives, full well natural tips, fibreglass, silk, setting agents, resins, base coat, top coat, polish, tip/product remover, polish remover.

**Examples of products used for nail art:** Shells, lace, flowers, glitter, jewels/bindis, decals, charms, flat stones, logos, foils, paints, coloured gels, coloured powders, coloured polishes, base coat, top sealant, nail tips, acrylic/water based paints, foils and foil adhesive, glitter dust and mixer, rhinestones, flagstones, striping tape, transfer/decals, jewellery.

**Examples of products used on the skin:** Sanitiser, hand cream, lotion, cuticle oil, henna, glitter powders and gels, body jewellery/diamantes/bindis, eyelash adhesive, transfers, airbrush paints, setting powder and stencils, body paints.

**Tools:** Cuticle pusher, cuticle nippers, tip cutters, nail clippers, nail scissors, shaped scissors/hole punch, files and buffers, stiff bristled nail brush, product application brushes, dappen dishes (liquid and powder), stamping plate.

**Equipment:** Nail desk/station and chairs, ventilation system, desk lamp, UV lamp, towels, disposable paper roll, tissue, nail wipes, air brushes, compressor, nail desk/station and chairs, ventilation system, desk lamp, towels, disposable paper roll, tissue, nail wipes, masking paper/frisket, stencils cotton buds, orange sticks, airbrush cleaner (specific to paint), cleaning station, practice board, tips.

### Considerations for client treatment needs and requirements:

**Skin types** – normal (balanced), oily, dry, combination.

**Skin conditions:** Congested, pustular, dehydrated, fragile, hyper/hypo pigmentation, lack lustre, lax elasticity, mature, photo-aged, photo-sensitive, pustular, sensitised, sensitive, vascular.

**Nail length** – long, mid-length, short.

**Cuticles** – dry, normal, overgrown, bitten, hangnails.

**Nail shape** – client preference (round, oval, square, squoval, almond, coffin, stiletto), suits client's natural shape.

**Nail condition** – Onychophagy, discolouration, misshapen, split above the hyponychium, Beau's lines, ridged longitudinal and horizontal line, dehydrated, onychorrhexis, onycholysis.



## Learning outcome 2: Be able to provide nail enhancements and hand and nail art treatments (continued)

**Desired appearance of nails:** Client preference, occasion, shape, length, colours, design.

**Examples of design factors:** Research, internet, portfolio, magazines, surroundings, occasions, favourite colours, theme, clothing/accessories/jewellery, textures, colour fade, animal print, French, embed, 3D, mix/blend new colours, marbling, painting, competition, natural, commercial, fantasy, fashion, avant-garde.

**Treatment techniques (use of files):** File free edge, shine removed from natural nail, cuticle work, preparation products, tip selection, application, form fit.

**Treatment techniques (nail art):** Acrylic/water-based paints – stripping, dotting, marbling, stencils, colour blending, rhinestones/flat stones/polish secures, glitter dusts, foiling, stamping plate, stripping tape/transfers (water release, self-adhesive), jewellery/ charm.

**Treatment techniques (embedding):** Embedded item place away from cuticle area, thin on free edge, clear layer of product on natural nail to prevent staining, use of inexpensive glitter may lose colour when mixed with product, keep layers thin, double dip acrylic colours to create definition, competition powders, complementary colours, apply clear gel/acrylic to cap design, cure gel colour thoroughly/avoid 'flash' curing, apply optical enhancer to enhance design, background (length of nail), French, colour fade, accessories, depth, variation, mix and create new colours, painting techniques

after high shining, correct nail structure, evenly distributed product, photo shoot, catwalk, commercial.

**Treatment techniques (3D):** Competition powders, double dip powders to create definition, avoid too prominent designs, avoid sharp edges, keep detail at apex of the nail, flowers, ornaments, clear powder/UV gel (prevents clouding of design), complementary colours, fully cure gel colours, background, painting techniques after high shining, apply optical enhancer to enhance design, correct nail structure, evenly distributed product, photo shoot, catwalk, commercial, fantasy, competition.

**Treatment techniques (alternative tip shapes):** Apply tip, use scissors to cut out required shapes, use drill to make holes, apply tip nail form to build in different coloured product and smooth edges, leave tip asymmetric, coloured UV gel or acrylic, airbrush, nail art accessories (rhinestones, flat stones, glitter, foils), paint techniques (marbling), correct nail structure, evenly distributed product, photo shoot, catwalk, commercial.

## Learning outcome 2: Be able to provide nail enhancements and hand and nail art treatments (continued)

### Treatment techniques (finishing):

Upper/ lower arches, apex placement, sidewalls, clean cuticle area, C curve, product application (no air bubbles, thin cuticle area, evenly distributed application, smooth surface, demarcations, finish filing, shine, art placement).

### Treatment techniques (body art):

Cleanse skin prior to application, henna (smooth, consistent, even lines, applicator tip should not touch skin), avoid black henna (skin reaction), pure red/brown henna, two tone designs, stencils, glitter powder and gels, diamantes (skin test adhesive), self-adhesive gems, airbrushing (even coverage, consistent colour, contouring/dimension, stencilling), colour fading, blending, setting powder, transfers.

### Aftercare advice:

Aftercare and recommendations provided at consultation stage, leaflet provided to client, home care products (oils, hand creams, non-acetone remover base coats, top coats, polish, high shiners).

**Advice** – how to treat nails and skin, safety instructions for 3D designs, 3D work may need to be removed at maintenance service, time limit for 3D and embedded designs, costs for advance work, safe removal (avoid picking or tearing), maintenance appointments, checking nail and skin for abnormalities between appointments, retailing products, how to maintain henna, airbrush tattoos, transfers and body jewellery.