

UV10416

Providing basic manicure treatment

In this unit you will learn how to prepare for, and provide, basic manicure treatments including the removal of any nail enamel, filing the nails, applying cuticle and hand cream and applying a basic finish. You will also need to maintain effective health, safety, hygiene and client care throughout your treatments.

Level

1

Credit value

3

GLH

30

Observation(s)

3

External paper(s)

0



Providing basic manicure treatment



Learning outcomes

On completion of this unit you will:

1. Be able to prepare for basic manicure treatments
2. Be able to provide basic manicure 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**
There is no external paper requirement for 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.

Maximum service times

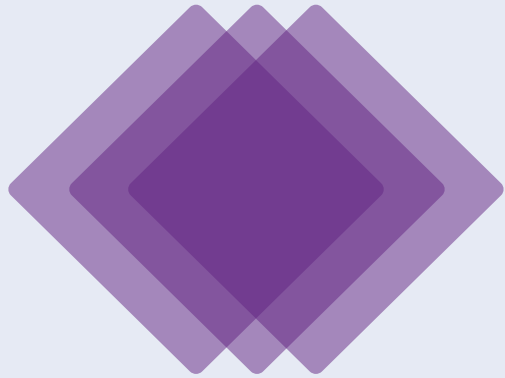
The following maximum service times apply to this unit:

Basic manicure – 30 minutes

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 basic manicure treatments

You can:

- Prepare yourself, the client, and work area for a basic manicure treatment
- Carry out a visual study of the hands and nails to identify factors that will influence the treatment

* 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 basic manicure treatments

You can:

- a. Select and use products, techniques and equipment, taking into account identified factors
- b. Carry out a basic manicure treatment
- c. Follow safe and hygienic working practices
- d. Communicate and behave in a professional manner

*May be assessed through oral questioning.

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

Range

*You must practically demonstrate that you have:

Used all consultation techniques	Portfolio reference
Questioning	
Visual	
Manual	

Applied a minimum of 3 nail finishes	Portfolio reference
Buffed	
Clear nail enamel	
Nail strengthener	
Light colour	

Given all the types of advice	Portfolio reference
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 needs	

*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.

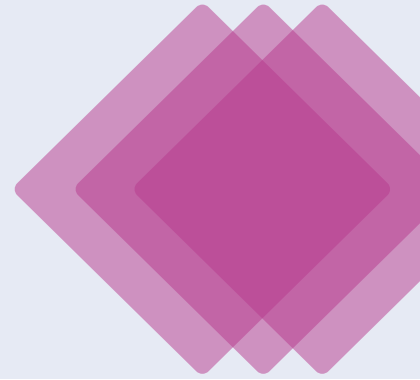
When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

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.



Knowledge



Learning outcome 1

Be able to prepare for basic manicure treatments

You can:	Portfolio reference/ Assessor initials*
c. Outline the salon's requirement for preparing yourself, the client and work area	
d. State the importance of carrying out a visual study of the hands and nails to identify factors that will influence the treatment	

* Assessor initials to be inserted if orally questioned.

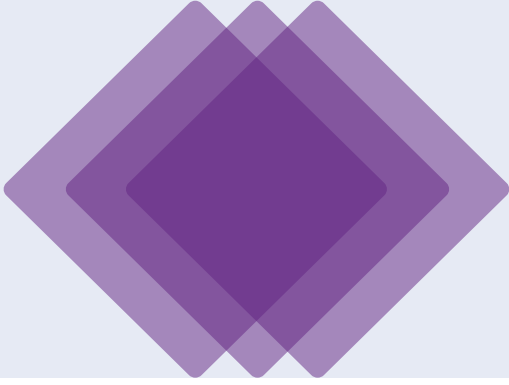


Learning outcome 2

Be able to provide basic manicure treatments

You can:	Portfolio reference/ Assessor initials*
e. Identify typical nail shapes and basic nail structure	
f. State possible contra-actions and how to respond	

*Assessor initials to be inserted if orally questioned.



Notes

Use this area for notes and diagrams.

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 basic manicure 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: Prevention of cross-infection, for example, hand hygiene – hand-washing, hand sanitising, respiratory hygiene, cough etiquette, use of PPE, cleaning, sanitisation, disinfection, sterilisation, waste disposal.

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 treatment taking into account any specific requirements and diverse needs the client may have, working in accordance with current equality legislation.

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 towels for every client, place dirty towels in a covered bin.

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.

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.

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 treatment, no smoking/vaping, maintain personal hygiene, replace loose lids (uncapped bottles and pots) sanitise therapist's hands before, during and after treatments.

Learning outcome 1: Be able to prepare for basic manicure treatments (continued)

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/therapist 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.

Client preparation: Consult with client, perform any necessary pre-treatment tests, advise client on clothing to remove/keep on, protect clothing, remove jewellery, 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 treatment.

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.

Learning outcome 1: Be able to prepare for basic manicure treatments (continued)

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

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

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).

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.

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.



Learning outcome 1: Be able to prepare for basic manicure treatments (continued)

Nail and skin analysis (technique): Visual and manual examination of the condition of the hands and nails (wipe over area with sanitiser to assess condition and observe any contra-indications).

Analysis: Identification of contra-indications, condition of skin and nails to be noted, client signature, completion of record card prior, compliance with industry codes of practice, appropriate selection of products, tools and equipment (to suit the client's needs/skin condition), client preference of finish (clear, nail strengthener, natural – buffed).

Importance of analysis: Client satisfaction, further treatments/treatment plan, accurate use of products, appropriate home care advice, improved skin and nail condition, ensuring treatment plan agreed with client prior to treatment.

Contra-indication:

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

Examples of contra-indications that may prevent (absolute contra-indications) treatment – Fungal/bacterial/ viral nail/ skin infections, severe eczema, psoriasis or dermatitis, open wounds/cuts/ abrasions local to treatment area, nail plate separation, bruising, client to seek medical advice.

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

Examples of contra-indications that may restrict treatment (relative contra-indications) – Minor eczema, psoriasis or dermatitis, damaged nails, dry overgrown cuticles, cuts and abrasions.

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

In the case of expected reactions – provide immediate post-treatment/service after care and advice for homecare, for example, apply a cold compress, avoid application of perfumed products.

In the case of an unexpected/adverse reactions – discontinue treatment, take remedial action, record unexpected/ adverse reaction, advise on homecare and how to access remedial medical care (GP/ pharmacy/emergency services/NHS direct) if required.

Possible expected reactions – erythema.

Possible adverse reactions/contra-actions – allergic reaction.

Learning outcome 2: Be able to provide basic manicure treatments

Nail shapes: Pointed, oval, round, square, squoval.

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

Products: Nail polish remover, sanitiser, hand cream, cuticle cream, buffing paste, soaking solution, base coat, topcoat, nail strengthener.

Tools: Emery board, spatula, cuticle pusher/hoof stick, disposable orangewood stick, buffer.

Equipment: Soaking bowl, trolley, cotton wool, towels, couch roll, support/cushion, 2 x bowl (1 for jewellery, 1 for cotton wool), bin, stool/chairs, nail workstation or couch.

Preparation: Wipe over client's hands with sanitiser, remove nail polish, soak nails and wipe away to free edge.

Filing: Emery board at 45° working across the nail working from side to centre without filing into the corner of the nail, use of the fine side of emery board on fingernails, bevelling the fingernails to prevent the layers of the nails from separating.

Buffing: Buffing paste removed from jar with spatula, applied with disposable orangewood stick, buffed from cuticle to free edge, do not over buff (if buffed finish is required, complete at end of treatment).

Cuticle cream: Removed from jar with spatula, applied with disposable orangewood stick, small amount to each nail, massage in circular movements, soak in warm water with soaking solution.

Push back cuticles (optional/if required):

Use plastic hoof stick/cuticle pusher, to gently push back the cuticles using circular movements.

Hand cream: Warmed in therapist's hands first, applied from hand to elbow, stroking movements.

Application of finish: 3-4 brush strokes down the length of the nail, from cuticle to free edge, beginning in the centre, then down either side, close to the nail wall.

Aftercare advice: Immediate restrictions following treatment (allow nails time to dry), general hand/nail care maintenance, explanation of products used during treatment and their benefits, retail products recommended for home care (their application and benefits), further treatment recommendations, adverse reactions/contra-actions and how to treat, recommended intervals between treatments.