

nqual.

Level 3

Diploma in
Nail Technology

(610/4434/9)



Specification Pack

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ABOUT NQUAL

NQual provides high-quality vocational and occupational qualifications designed to meet the needs of learners and employers.

At NQual we are committed to certifying current and relevant qualifications that meet the demands of today's ever-changing industries. Our dedication to staying at the forefront of knowledge ensures that our qualifications reflect the latest trends in your field of interest.

QUALIFICATION SPECIFICATION

Qualification Specifications are used to inform and guide centres to deliver the qualification set out within this document. Information within this specification includes a qualification overview, unit breakdowns, assessment guidance and learning outcomes.

Alongside the specification, you will also find a qualification 'Fact Sheet'. These are used as handy tools to provide an overview of the qualifications.

QUALIFICATION INFORMATION

The NQual Level 3 Diploma in Nail Technology is regulated by Ofqual.

- Qualification number: 610/4434/9

Overview

The NQual Level 3 Diploma in Nail Technology is designed to provide learners with the knowledge, understanding and practical skills in providing manicures & pedicures, and applying and maintaining nail enhancements. This qualification consists of mandatory and optional units, so learners can have an individualised approach to their learning and interests.

This qualification prepares learners for a career as a professional nail technician and will support progression within the beauty industry.

This qualification has been mapped to the current National Occupational Standards: www.ukstandards.org.uk/en

Entry Requirements

- Minimum age: 16

Unit Guidance

Learners must achieve all mandatory units and at least 7 credits of optional units. The total credit value for this qualification is 59 credits.

Mandatory Units

Learners must achieve all mandatory units.

Unit Reference	Title	Level	GLH	Credit Value
L/651/2053	Health and Safety Practices in the Workplace	3	54	6
R/651/2055	Manicure Treatments	2	45	5
T/651/2056	Pedicure Treatments	2	45	5
A/651/2328	Apply and Maintain Nail Enhancements using UV Cured Products	3	135	15
J/651/3187	Remove Nail Enhancements and Restore the Natural Nail	3	45	5
M/651/2063	Conduct Beauty Consultations	3	36	4
J/651/2863	Provide Basic Business Support and Services	3	63	7
Y/651/2327	Professional Development and Personal Well-Being	3	45	5

Optional Units

Learners must achieve at least 7 credits of optional units.

Unit Reference	Title	Level	GLH	Credit Value
D/651/2329	Enhance Nails Using Electric Files	3	36	4
J/651/2330	Design and Apply Nail Art	3	63	7
K/651/3188	Apply and Maintain Nail Enhancements Using Monomer Liquid and Polymer Powder	3	135	15
H/651/3186	Undertake Freelance Work	2	27	3

Guided Learning Hours

These hours are made up of contact time, guidance or supervision from course tutors, trainers, or training providers. The Guided Learning Hours for this qualification is 531.

Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of understanding required for the award of this qualification. This includes the Guided Learning Hours and time spent completing the independent study.

The Total Qualification Time for this qualification is 590.

Delivery Options

NQual allows qualifications to be delivered both online and face-to-face. Please check the additional requirements with your Centre EQA if delivering qualifications online.

Grading and Assessment

Assessment is used to measure a learner's skill or knowledge against the standards set in this qualification. This qualification is internally assessed and externally quality assured.

The assessment consists of:

- An internally assessed Portfolio of Evidence and externally quality assured by NQual.

A Portfolio of Evidence can contain:

- Observation Records
- Professional Discussion and/or Q&A records
- Written answers
- PowerPoint Presentations
- Feedback forms
- Worksheets
- Audio/ video recordings
- Images
- Witness Testimony

Please note this is not an exhaustive list.

Learners should have opportunities to practice skills-based criteria and outcomes, outside of their programme delivery.

Observations are favourable to demonstrate skills-based criteria however we also accept other assessment methods to demonstrate the ability to complete services/treatments.

Approved Centre

To deliver any NQual qualification, each centre must be approved by NQual and meet the qualification approval criteria. The recognition process requires centres to implement policies and procedures to protect learners when undergoing NQual qualifications.

Approved centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, and processes in place to deliver and assess the qualification.

Once approved to offer this qualification, centres must register learners before any assessment takes place. Centres must follow NQuals procedures for registering learners.

Support From NQual

NQual support all new and existing approved centres. We respond to all communication within 48 hours and hold regular information webinars. If you would like to book our next webinar, please visit the 'News & Events' section on our website.

Initial Assessment

It is part of the enrolment process by the approved centre to complete an initial assessment. Approved centres must ensure everyone undertaking an NQual qualification complete some form of initial assessment. This will be used to inform the tutor/trainer of current knowledge and understanding.

Reasonable Adjustment

NQual is committed to providing fair and reasonable adjustments for learners to help reduce the effect of a disability or difficulty that places the learners at a disadvantage during an assessment. For more information on Reasonable Adjustments, please see our Reasonable Adjustments and Fair Access Policy.

Responsibilities

Assessor

It is important to note, that to assess qualification content, the assessor must be occupationally competent to assess skills-based competence and/or occupationally knowledgeable to assess knowledge-based content.

Assessors who deliver NQual qualifications must possess a qualification appropriate for the level they are delivering. Examples of these can include at least one of the following:

- D32 Assess Candidate Performance and D33 Assess Candidate Using Differing Sources of Evidence
- A1 Assess Candidate Performance Using a Range of Methods and A2 Assessing Candidates' Performance through Observation
- Level 3 Award in Assessing Competence in the Work Environment (for competence/skills learning outcomes only)
- Level 3 Award in Assessing Vocationally Related Achievement (for knowledge learning outcomes only)
- Level 3 Certificate in Assessing Vocational Achievement
- HEI Certificate in Education
- Qualified Teacher Status Certificate in Education in Post Compulsory Education (PCE)
- Post Graduate Certificate in Education
- Teaching Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- L&D9DI - Assessing workplace competence using Direct and Indirect methods (Scotland)
- L&D9D - Assessing workplace competence using Direct methods (Scotland)
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Education and Training
- Level 3 Learning and Skills Assessor Apprenticeship
- Level 5 Learning and Skills Teacher Apprenticeship

Examples of evidence for subject knowledge can include:

- Qualification at the same level or above, the qualification you are delivering
- Extensive experience at the same level or above, the qualification you are delivering

Internal Quality Assurer

Centre staff who complete Internal Quality Assurance for NQual qualification must possess or be working towards a relevant qualification. Examples of these can include at least one of the following:

- D34 Unit **Internally verify the assessment process**
- V1 Verifiers Award
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Examples of evidence for subject knowledge must include at least one of the following:

- Qualification at the same level or above, the qualification you are quality assuring
- Extensive experience at the same level or above, the qualification you are quality assuring

MANDATORY UNITS

Learners must complete all mandatory units for this qualification.

Unit: Health and Safety Practices in the Workplace

Unit Code: L/651/2053

Level: 3

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand health and safety practices in the workplace	<p>1.1 Describe your responsibilities for health and safety as defined by any specific legislation covering your job role.</p> <p>1.2 Explain the local authority's rules and conditions, licensing and/or registration requirements for yourself and your premises.</p> <p>1.3 Explain why you must comply with ethical practice and work within legislative requirements.</p> <p>1.4 State the importance to comply with a professional code of conduct in the workplace, in accordance with organisational policies and procedures.</p> <p>1.5 Describe how and when to seek further advice and support outside the practitioner's remit, regarding compliance with data legislation.</p> <ul style="list-style-type: none"> • Compliance with data legislation <p>1.6 Describe how to carry out a risk assessment and controls to be implemented</p> <p>1.7 Describe how and why you must comply with infection prevention and control procedures</p> <p>1.8 State the use of hard surface disinfectants, and explain the chemical compositions and associated risks with using them</p> <p>1.9 Describe how the contact times of hard surface disinfectants impact the effectiveness</p> <p>1.10 Explain the causes and risks of microbial contamination and methods of infection prevention</p> <p>1.11 State the use of skin disinfectants, and explain:</p> <ul style="list-style-type: none"> • The chemical compositions • Associated risks with using • The impact on the pH scale and barrier function • How contact times impact the effectiveness <p>1.12 Explain the legislative, organisational and manufacturer safety instructions for equipment, materials and products, in relation to:</p> <ul style="list-style-type: none"> • Storage • Handling • Usage

	<ul style="list-style-type: none"> • Disposal • Record keeping
2. Understand the importance of a positive work environment	<p>2.1 Identify the legislative requirements for waste disposal.</p> <p>2.2 Explain the causes, hazards of accidental exposure to clinical waste and state how to respond.</p> <p>2.3 Explain the legislative and organisational requirements for the individual's protection, preparation, dignity and privacy.</p> <p>2.4 Describe how safe positioning techniques and working practices can prevent work related injury and ill health.</p> <p>2.5 Explain the importance of ensuring the working environment is in line with legislative requirements, in relation to:</p> <ul style="list-style-type: none"> • Lighting and illumination • Heating • Ventilation • Fixtures, fittings and equipment • Facilities and amenities • Audit and accountability <p>2.6 Explain the hazards and risks associated with working environment, equipment, materials, products and the controls to be implemented.</p> <p>2.7 Describe the range of environmental and sustainable working practices.</p> <p>2.8 Describe your current insurance and indemnity requirements, relevant to the procedure</p> <p>2.9 Describe why you must source equipment and products compliant with legislative requirements and manufacturer instructions, to:</p> <ul style="list-style-type: none"> • Ensure products sourced are for cosmetic use • Avoid the risk of toxicity <p>2.10 Outline the legislative requirements for tests prior to procedures, taking into account:</p> <ul style="list-style-type: none"> • The purpose of tests • How and when to carry out tests <p>2.11 Explain the audit and accountability of working practices and procedures</p> <p>2.12 Describe the reasons for adhering to the *service protocol *</p> <p>2.13 Explain your responsibility and the reporting procedures for suspected malpractice</p> <p>2.14 Explain your own physical and psychological wellbeing and how this may impact on being able to provide a procedure safely</p>

<p>3. Be able to Follow Health & Safety procedures</p>	<p>3.1 Conduct yourself in the workplace in line with health and safety pre, during and post procedure, in accordance with legislation and other relevant regulations, directives and guidelines</p> <p>3.2 Carry out risk assessment(s) prior to undertaking the procedure</p> <p>3.3 Record the outcome of the risk assessments</p> <p>3.4 Implement control methods and take appropriate action</p> <p>3.5 Apply infection prevention and control measures in accordance with legislation and other relevant regulations, directives and guidelines, including</p> <ul style="list-style-type: none"> • Universal precautions and standard precautions <p>3.6 Prepare the working environment in accordance with legislative requirements and organisational policies and procedures</p> <p>3.7 Prepare and protect yourself and others within the working environment according to legislation, organisational policies and procedures, including:</p> <ul style="list-style-type: none"> • Personal hygiene • Personal presentation • Personal protective equipment <p>3.8 Position the individual in accordance with the service protocol</p> <p>3.9 Use working practices that:</p> <ul style="list-style-type: none"> • Minimise Fatigue and the risk of injury to yourself and others • Use environmental and sustainable working practices • Minimise risk and maintain the individuals' safety <p>3.10 Source and select equipment, materials and products to meet the individual's needs, area to be treated and are fit for purpose.</p> <p>3.11 Use equipment, materials and products, in accordance with the service plan, legislative requirements and manufacturer guidance</p> <p>3.12 Carry out tests to establish suitability for the procedure when required</p> <p>3.13 Assess and dispose of waste to meet legislative requirements</p>
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Unit Overview:

This unit in health and safety practices in the workplace equips individuals with the knowledge and skills to identify, assess, and control health and safety risks within an organisation.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol

1. Working environment
2. Health and safety
3. Risk management plan
4. Infection prevention and control
5. Service plan
6. Informed consent
7. Test outcomes
8. Manufacturer instructions
9. Additional advice and support
10. Data management
11. Pre and post instructions and advice
12. Sustainability
13. Waste management
14. Evidence-base practice
15. Reflective practice

Range

	Portfolio Reference
Health and Safety	
Health and safety legislation, regulations, directives and guidelines	
Local authority legislation, licensing and/or registration schemes	
Environmental protection	
Cosmetic products enforcement	
Safeguarding Policy	
Infection Prevention and Control Procedures	
Aseptic techniques	
Single use items	
Universal precautions	
Standard precautions	

Work Related Injury and Ill Health	
Physical injuries	
Disorders	
Diseases	
Mental Health	
Fatigue	
Environmental and Sustainable Working Practices	
Environmental waste management	
Energy use	
Environmental core practices	
Working to commercial times	
Use bio-degradable and compostable options or products	
Aware of your own and business carbon footprint	

Unit: Manicure Treatments

Unit Code: R/651/2055

Level: 2

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand the principles of manicure services	1.1 Explain your role and responsibilities in performing manicure treatment and the importance of working within your competence 1.2 Explain why you must comply with ethical practice and work within the legislative requirements 1.3 Describe the responsibilities under local authority licensing regulations for yourself and your premises 1.4 Explain the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance 1.5 Outline the anatomy and physiology relevant to this standard 1.6 Explain the relative and absolute contraindications relevant to the beauty treatment, to include: 1.7 Explain the legislative and insurance requirements for obtaining medical diagnosis and referral 1.8 Explain the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional 1.9 Explain the purpose, use and limitations of manicure treatments, in relation to: <ul style="list-style-type: none"> Past and current medical history Nail and skin condition Relevant lifestyle factors Medication and medical conditions Individual's expectations 1.10 Describe the different types of treatable nail and skin conditions 1.11 Describe how to conduct a nail and skin analysis 1.12 Describe the natural nail shapes and how they can impact the manicure treatment 1.13 Explain the importance of carrying out a nail and skin analysis to determine the treatment plan 1.14 Explain the importance of adhering to the manicure treatment protocol 1.15 Describe the manual techniques used in a manicure treatment to include: <ul style="list-style-type: none"> How to adapt the manicure to meet the individual's needs

	<p>1.16 Outline the types of hygiene products for the skin and the importance of following manufacturer instructions</p> <p>1.17 Explain the types, benefits and limitations of nail and skincare products and equipment used in manicure treatments, to include:</p> <p>1.18 State the risks associated with allergens and ingredients that could cause harm</p>
2. Understand how to provide manicure services	<p>2.1 Describe how to prepare and use products, tools and equipment in accordance with the manicure treatment protocol</p> <p>2.2 Describe the massage techniques used within a manicure treatment</p> <p>2.3 Explain the physiological effects of massage techniques on the nails and skin</p> <p>2.4 Explain why it is important to clean and dry the natural nail prior to applying a nail finish</p> <p>2.5 Describe the types and methods of applying different nail finishes</p> <p>2.6 Outline the adverse reactions associated with a manicure treatment and how to respond</p> <p>2.7 State the health and safety responsibilities in line with legislation before, during and after the manicure treatment</p> <p>2.8 Explain why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the manicure treatment plan</p> <p>2.9 State the legal requirements for providing beauty services to minors and vulnerable adults</p> <p>2.10 Outline the fee structures and treatment options</p> <p>2.11 State the legislative and indemnity requirements of gaining signed, informed consent for the manicure treatment</p> <p>2.12 Explain the importance of monitoring the health and wellbeing of the individual during and post the treatment</p> <p>2.13 Explain the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements</p> <p>2.14 State the legislative and regulatory requirements of completing and storing the individual's manicure treatment records</p> <p>2.15 Describe the expected outcomes of manicure treatments</p> <p>2.16 Explain the instructions and advice, pre and post the manicure treatment</p>

<p>3. Be able to prepare individuals for a manicure service</p>	<p>3.1 Carry out a concise and comprehensive consultation with the individual</p> <p>3.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>3.3 Discuss and establish the individual's objectives, nail concerns, expectations and desired outcomes to inform the manicure treatment plan, to include:</p> <ul style="list-style-type: none"> • Treatment history • Alternative treatment options <p>3.4 Confirm and agree with the individual, they have understood the proposed manicure treatment, to include:</p> <ul style="list-style-type: none"> • Contra-actions • Adverse reactions <p>3.5 Obtain and record the individual's informed consent for the manicure treatment in accordance with organisational and insurance requirements</p> <p>3.6 Prepare the individual's treatment area in accordance with the manicure treatment protocol</p> <p>3.7 Remove any existing product from the nail in accordance with the manufacturer instructions</p> <p>3.8 Carry out a nail and skin analysis, to include:</p> <ul style="list-style-type: none"> • Nail condition • Skin condition • Length and shape of the nail* • Nail finish* <p>3.9 Discuss and agree the nail and skincare products to be used in the manicure treatment in accordance with the manicure treatment protocol, to include:</p> <ul style="list-style-type: none"> • Heat treatment
<p>4. Be able to provide manicure services</p>	<p>4.1 Confirm the desired nail length and shape with the individual</p> <p>4.2 Clip and shape the nails to ensure a smooth free edge in accordance with the manicure treatment protocol</p> <p>4.3 Exfoliation - select and use an exfoliator in accordance with the manicure treatment protocol</p> <p>4.4 Warm oil heat treatment - prepare a warm oil treatment and soak the nails and cuticle in accordance with the manicure treatment protocol</p> <p>4.5 Cuticle work - soak the nails and cuticle in accordance with the manicure treatment protocol</p> <p>4.6 Prepare cuticles in accordance with the manufacturer instructions</p> <p>4.7 Use tools to remove cuticle from the visible nail plate without damaging the surrounding skin</p>

	<p>4.8 Massage - select a massage medium in accordance with the manicure treatment protocol</p> <p>4.9 Apply the massage medium and carry out massage techniques in accordance with the manicure treatment protocol, to include:</p> <ul style="list-style-type: none"> • Relaxation techniques • Therapeutic massage techniques <p>4.10 Heat treatments- select a mask product in accordance with the manicure treatment protocol</p> <p>4.11 Select, prepare and apply the heat treatment in accordance with the manicure treatment protocol</p> <p>4.12 Remove the mask product in accordance with the manufacturer instructions</p> <p>4.13 Nail Finish - Select the nail finish and prepare the nail plate in accordance with the manicure treatment protocol</p> <p>4.14 Apply the nail finish in accordance with the manicure treatment protocol</p> <p>4.15 Monitor the individual's health, wellbeing and skin reaction throughout the manicure treatment</p> <p>4.16 Implement the correct course of action in the event of an adverse reaction</p> <p>4.17 Conclude the treatment in accordance with the manicure treatment protocol, legislative requirements and organisational policies and procedures</p> <p>4.18 Complete the individual's treatment records and store in accordance with data legislation</p> <p>4.19 Use reflective practice to evaluate the manicure treatment and take appropriate action</p> <p>4.20 Provide instructions and advice to the individual, pre and post the treatment</p> <p>4.21 Record the outcome and evaluation of the manicure treatment</p>
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Unit Overview:

This unit in health and safety practices in the workplace equips individuals with the knowledge and skills provide manicure services. This includes exfoliation, warm oil treatments, cuticle work, massage, heat treatments and finishing the nail.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol

1. Working environment
2. Health and safety
3. Infection prevention and control
4. Treatment plan
5. Informed consent
6. Data management
7. Manufacturer instructions
8. Audit and accountability
9. Instructions and advice
10. Sustainability
11. Waste management
12. Evidence-based practice
13. Reflective practice

	Observation 1	Observation 2	Optional
Date Achieved			
Portfolio Reference			
Assessor Signature			
Learner Signature			

Range

	Portfolio Reference
Used All Consultation Techniques	
Questioning	
Visual	
Manual	
Considered Nail Conditions	
Onychophagy	
Discolouration	

Misshapen	
Split above the hyponychium	
Beau lines	
Longitudinal and horizontal ridges	
Dehydrated	
Onychorrhexis	
Leukonychia	
Onycholysis	
Used Both Heat Treatments	
Paraffin wax	
Thermal mitts	
Applied All Types of Finish	
Nail polish	
Glossing buffer	
French	
Natural nail	
Nail strengthener	
Dark colour	
Light colour	
Length and Shape of the Nail	
Long	
Mid-length	
Short	
Round	
Oval	
Square	
Squoval	

Almond	
Carried Out All Massage Techniques	
Effleurage	
Petrissage	
Tapotement	
Frictions	
Used All Massage Mediums	
Oil	
Cream	
Oil free	
Instructions	
The individual and practitioner's legal rights and responsibilities	
Restrictions and associated risks	
Pre and post service instructions and care	
Future services	

Unit: Pedicure Treatments

Unit Code: T/651/2056

Level: 2

Learning Outcomes To achieve this unit a learner will:	Assessment Criteria Assessment of these outcomes demonstrates a learner can:
1. Understand the principles of a pedicure service	1.1 Describe your role and responsibilities in performing pedicure treatment and the importance of working within your competence 1.2 Explain why you must comply with ethical practice and work within the legislative requirements 1.3 State the responsibilities under local authority licensing regulations for yourself and your premises 1.4 The importance of engaging in and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance 1.5 Outline the anatomy and physiology relevant to this standard 1.6 Describe the relative and absolute contraindications relevant to the beauty treatment 1.7 Explain the legislative and insurance requirements for obtaining medical diagnosis and referral 1.8 State the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional 1.9 Explain the purpose, use and limitations of pedicure treatments, in relation to: <ul style="list-style-type: none"> Past and current medical history Nail and skin condition on the feet Relevant lifestyle factors Medication and medical condition Individual's expectations 1.10 Describe the different types of treatable skin conditions and nail conditions 1.11 Explain how to conduct a nail and skin analysis 1.12 Describe the natural nail shapes and how they can impact the pedicure treatment 1.13 Explain how to prevent ingrowing toenails, to include: <ul style="list-style-type: none"> How and when to refer to a medical professional 1.14 Explain the importance of carrying out a nail and skin analysis to determine the treatment plan 1.15 Explain the importance of adhering to the pedicure treatment protocol

	<p>1.16 Describe the manual techniques used in a pedicure treatment to include:</p> <ul style="list-style-type: none"> How to adapt the pedicure to meet the individual's needs <p>1.17 Explain hygiene products designed for use on the skin and the importance of following manufacturer instructions</p> <p>1.18 Describe the types, benefits and limitations of nail and skincare products and equipment used in pedicure treatments, to include:</p> <ul style="list-style-type: none"> The risks associated with allergens and ingredients that could cause harm
2. Understand how to provide pedicure services	<p>2.1 Explain how to prepare and use products, tools and equipment in line with the pedicure treatment protocol</p> <p>2.2 Describe the massage techniques used within a pedicure treatment</p> <p>2.3 Describe the physiological effects of massage techniques on the nails and skin</p> <p>2.4 Explain why it is important to clean and dry the natural nail prior to applying a nail finish</p> <p>2.5 Describe the types and methods of applying different nail finishes</p> <p>2.6 Outline the adverse reactions associated with a pedicure treatment and how to respond</p> <p>2.7 State the health and safety responsibilities in line with legislation before, during and after the pedicure treatment</p> <p>2.8 Explain why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the pedicure treatment plan</p> <p>2.9 State the legal requirements for providing beauty services to minors and vulnerable adults</p> <p>2.10 Outline the fee structures and treatment options</p> <p>2.11 Outline the legislative and indemnity requirements of gaining signed, informed consent for the pedicure treatment</p> <p>2.12 Explain the importance of monitoring the health and wellbeing of the individual during and post the treatment</p> <p>2.13 Explain the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements</p> <p>2.14 Describe the legislative and regulatory requirements of completing and storing the individual's pedicure treatment records</p> <p>2.15 Describe the expected outcomes of pedicure treatments</p>

	<p>2.16 Explain the importance to record the outcome and evaluation of the pedicure treatment</p> <p>2.17 Outline the instructions and advice pre and post the pedicure treatment</p>
3. Be able to prepare for pedicure services	<p>3.1 Carry out a concise and comprehensive consultation with the individual</p> <p>3.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>3.3 Discuss and establish the individual's objectives, nail concerns, expectations and desired outcomes to inform the pedicure treatment plan, to include:</p> <ul style="list-style-type: none"> • Treatment history • Alternative treatment options <p>3.4 Confirm and agree with the individual, they have understood the proposed pedicure treatment, to include:</p> <ul style="list-style-type: none"> • Contra-actions • Adverse reactions <p>3.5 Obtain and record the individual's informed consent for the pedicure treatment in accordance with organisational and insurance requirements</p> <p>3.6 Prepare the individual's treatment area in accordance with the pedicure treatment protocol</p> <p>3.7 Remove any existing product from the nail in accordance with the manufacturer instructions</p> <p>3.8 Carry out a nail and skin analysis, to include:</p> <ul style="list-style-type: none"> • Nail condition • Skin condition • Length and shape of the nail • Nail finish <p>3.9 Discuss and agree the nail and skincare products to be used in the pedicure treatment in accordance with the treatment protocol and manufacturer instructions, to include:</p> <ul style="list-style-type: none"> • Heat treatment • Callus removal treatment <p>3.10 Confirm the desired nail length and shape with the individual</p>
4. Be able to provide pedicure services	<p>4.1 Clip and shape the nails to ensure a smooth free edge in accordance with the pedicure treatment protocol</p> <p>4.2 Exfoliation - select and use an exfoliator in accordance with the pedicure treatment protocol</p> <p>4.3 Cuticle work - soak the nails and cuticle in accordance with the pedicure treatment protocol</p>

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| | <p>4.4 Prepare cuticles in accordance with the pedicure treatment protocol</p> <p>4.5 Use tools to remove cuticle from the visible nail plate without damaging the surrounding skin, in accordance with the pedicure treatment protocol</p> <p>4.6 Callus removal treatment - select and apply a callus removal treatment to the underside of the feet in accordance with the pedicure treatment protocol</p> <p>4.7 Conclude the callus removal treatment in accordance with the pedicure treatment protocol</p> <p>4.8 Massage - select a massage medium in accordance with the pedicure treatment protocol</p> <p>4.9 Apply the massage medium and carry out massage techniques in accordance with the pedicure treatment protocol, to include:</p> <ul style="list-style-type: none"> • Relaxation techniques • Therapeutic massage techniques <p>4.10 Heat treatment- select a mask product in accordance with pedicure treatment protocol</p> <p>4.11 Prepare and apply the heat treatment in accordance with the pedicure treatment protocol</p> <p>4.12 Remove the mask product in accordance with pedicure treatment protocol</p> <p>4.13 Nail Finish - select the nail finish and prepare the nail plate in accordance with the pedicure treatment protocol</p> <p>4.14 Apply the nail finish in accordance with the pedicure treatment protocol</p> <p>4.15 Monitor the individual's health, wellbeing and skin reaction throughout the pedicure treatment</p> <p>4.16 Implement the correct course of action in the event of an adverse reaction</p> <p>4.17 Conclude the treatment in accordance with the pedicure treatment protocol, legislative requirements and organisational policies and procedures</p> <p>4.18 Complete the individual's treatment records and store in accordance with data legislation</p> <p>4.19 Provide instructions and advice to the individual, pre and post the treatment</p> <p>4.20 Record the outcome and evaluation of the pedicure treatment</p> |
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Unit Overview:

This unit will provide learners with the knowledge and skills required to confidently provide pedicure services including exfoliation, cuticle work, callus removal, massage, heat treatment and finishing the nail.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol

1. Working environment
2. Health and safety
3. Infection prevention and control
4. Treatment plan
5. Informed consent
6. Data management
7. Manufacturer instructions
8. Audit and accountability
9. Instructions and advice
10. Sustainability
11. Waste management
12. Evidence-based practice
13. Reflective practice

	Observation 1	Observation 2	Optional
Date Achieved			
Portfolio Reference			
Assessor Signature			
Learner Signature			

Range

	PortFolio Reference
Used Both Heated Treatments	
ParaFFin wax	
Thermal boots	
Considered Skin Conditions	
Damaged cuticle	
Dry cuticle and skin	
Overgrown cuticle	
Fragile skin	
Calluses	
Superficial heel cracks	
Applied All Types of Finish	
Nail polish	
Glossing buffer	
French	
Natural nail	
Nail strengthener	
Dark colour	
Light colour	
Carried Out All Massage Techniques	
Effleurage	
Petrissage	
Tapotement	
Frictions	
Used All Massage Mediums	
Oil	

Cream	
Oil Free	
Instructions	
The individual and practitioner's legal rights and responsibilities	
Restrictions and associated risks	
Pre and post service instructions and care	
Future services	

Unit: Apply and Maintain Nail Enhancements Using UV Cured Products

Unit Code: A/651/2328

Level: 3

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand the principles of providing nail enhancements	<p>1.1 Explain your role and responsibilities in providing services and the importance of working within your competence</p> <p>1.2 Explain why you must comply with ethical practice and work within the legislative requirements, to include:</p> <ul style="list-style-type: none"> The responsibilities under local authority licensing regulations for yourself and your premises <p>1.3 Explain the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance</p> <p>1.4 Outline the anatomy and physiology relevant to this standard</p> <p>1.5 State the relative and absolute contraindications relevant to the nail service, to include:</p> <ul style="list-style-type: none"> The legislative and insurance requirements for obtaining medical diagnosis and referral <p>1.6 Explain the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional</p> <p>1.7 Describe the purpose, use and limitations of UV cured nail product services in relation to:</p> <ul style="list-style-type: none"> Past and current medical history Nail and skin condition Relevant lifestyle factors Medication and medical conditions Individual's expectations <p>1.8 Describe the different types of treatable skin and nail conditions</p> <p>1.9 Explain how to conduct a nail and skin analysis</p> <p>1.10 Explain the importance of carrying out a nail and skin analysis to determine the service plan</p> <p>1.11 Explain the importance of adhering to the service protocol</p> <p>1.12 Describe the equipment used in UV cured nail product applications, to include:</p> <ul style="list-style-type: none"> The maintenance, use and safety requirements in accordance with the manufacturer instructions and legislative requirements <p>1.13 Describe the polymerisation process</p>

	<p>1.14 Explain the electromagnetic spectrum and the UV wavelengths</p> <p>1.15 Explain how to cure UV cured nail product effectively, to include:</p> <ul style="list-style-type: none"> Reasons for UV cured nail product to undercure and/or overcure <p>1.16 Explain the importance of using a UV equipment with the correct wavelength, irradiance and timing for the UV cured nail product</p>
<p>2. Understand how to prepare and provide nail enhancements using UV cured products</p>	<p>2.1 Explain the manual techniques used to create nail enhancements using UV cured nail products, to include:</p> <ul style="list-style-type: none"> How to adapt the UV cured nail product service to meet the individual's needs <p>2.2 Describe the types of Files and buffers and their effects</p> <p>2.3 Describe the types of nail tips, application and blending techniques</p> <p>2.4 Explain the benefits and limitations of blended and unblended tips</p> <p>2.5 Describe the differences and effects of alkaline and acidic bonding agents</p> <p>2.6 Explain when and why bonding agents are used</p> <p>2.7 Explain how to apply nail enhancements to ensure maximum strength and longevity</p> <p>2.8 Describe the different types of sculpting Forms available and how to use them</p> <p>2.9 Explain the types of UV cured nail Finishes, to include:</p> <ul style="list-style-type: none"> UV cured nail strengthening systems UV cured hybrid systems <p>2.10 Explain the types, benefits and limitations of UV cured nail product products to include:</p> <ul style="list-style-type: none"> How to match coloured gel products to the individual's natural skin classification <p>2.11 Explain the reasons for leaving a free margin around the surrounding skin</p> <p>2.12 Describe the chemical composition and the curing process of UV cured nail products, to include:</p> <ul style="list-style-type: none"> How the curing time can vary <p>2.13 Explain how UV cured nail product nail enhancements differ from other nail enhancement products</p> <p>2.14 Describe the types of hygiene products for the skin and the importance of following manufacturer instructions</p> <p>2.15 Describe how to prepare, use and maintain products, tools and equipment in accordance with the service protocol</p>

	<p>2.16 Explain why it is important to clean and dry the natural nail prior to applying a nail enhancement system, to include:</p> <ul style="list-style-type: none"> The reasons for using a pre-treatment product to dehydrate the nail plate <p>2.17 Explain why the inhibition layer is removed following a UV cured nail product application</p>
<p>3. Understand how to provide nail repairs and the protocols for completing UV cured nail enhancements</p>	<p>3.1 Explain the reasons for applying a post-treatment product following a UV cured nail product application</p> <p>3.2 Describe the techniques for repairing natural nails</p> <p>3.3 Describe the techniques for repairing nail enhancements</p> <p>3.4 Outline the types of maintenance techniques used to restore nail enhancements, how and when to carry out</p> <p>3.5 Explain the reasons for unexpected premature loss or damage to the nail enhancement following a nail enhancement service</p> <p>3.6 Outline the adverse reactions associated with UV cured nail product services and how to respond</p> <p>3.7 State the health and safety responsibilities in line with legislation before, during and after the service to include:</p> <ul style="list-style-type: none"> The importance of adequate extraction and ventilation when using nail enhancement products <p>3.8 Explain the reasons why a contingency plan for safe removal of the nail enhancement is required, to include:</p> <ul style="list-style-type: none"> The ways in which a contingency plan can be effective and maintain the individual's health and safety <p>3.9 Explain the importance of using cosmetically approved products</p> <p>3.10 Explain the importance of adhering to manufacturer instructions to prevent product incompatibilities and risks to health</p> <p>3.11 Describe the types and associated risks of nail products linked with toxicity</p> <p>3.12 Explain why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the service plan</p> <p>3.13 State the legal requirements for providing nail services to minors and vulnerable adults</p> <p>3.14 Outline the fee structures and treatment options</p> <p>3.15 Outline the legislative and indemnity requirements of gaining signed, informed consent for the service</p> <p>3.16 Explain the importance of monitoring the health and wellbeing of the individual during and post the service</p>

	<p>3.17 Explain the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements</p> <p>3.18 State the legislative and regulatory requirements of completing and storing the individual's service records</p> <p>3.19 Outline the expected outcomes of UV cured nail product services</p> <p>3.20 Explain the purpose of reflective practice and evaluation and how it informs future services</p> <p>3.21 Explain the importance to record the outcome and evaluation of the service</p> <p>3.22 Outline the instructions and advice pre and post the service</p>
4. Be able to prepare for UV cured nail enhancements	<p>4.1 Carry out a concise and comprehensive consultation with the individual</p> <p>4.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>4.3 Discuss and establish the individual's objectives, nail concerns, expectations and desired outcomes to inform the service plan, to include:</p> <ul style="list-style-type: none"> • UV cured nail finish • Lifestyle • Alternative treatment options <p>4.4 Confirm and agree with the individual, they have understood the proposed service, to include:</p> <ul style="list-style-type: none"> • Contra-actions • Adverse reactions • Physical sensation on the nail bed and surrounding skin <p>4.5 Obtain and record the individual's informed consent for the service</p> <p>4.6 Prepare the individual's treatment area in accordance with the service protocol, to include:</p> <ul style="list-style-type: none"> • Remove any existing product from the nail in accordance with the manufacturer's instructions <p>4.7 Carry out a nail and skin analysis, to include:</p> <ul style="list-style-type: none"> • Nail condition • Skin condition • Length and shape of the nail <p>4.8 Discuss and agree the service in accordance with the service protocol</p> <p>4.9 Confirm the desired nail length and shape with the individual</p>

	<p>4.10 Clip and shape the nails to ensure a smooth free edge in accordance with the service protocol</p> <p>4.11 Prepare the cuticles in accordance with manufacturer instructions</p> <p>4.12 Use tools to remove cuticle from the visible nail plate without damaging the surrounding skin</p> <p>4.13 Prepare the nail plate for the UV cured nail finish in accordance with the service protocol</p> <p>4.14 Prepare the UV equipment in accordance with manufacturer instructions and legislative requirements</p>
5. Be able to provide UV cured overlay	<p>5.1 Select the UV cured nail product in accordance with the service protocol</p> <p>5.2 Apply the UV cured nail product overlay to the nail plate leaving a free margin from surrounding skin in accordance with the service protocol</p>
6. Be able to provide UV cure sculpted enhancements	<p>6.1 Customise and fit the sculpting form to ensure correct product placement and shape</p> <p>6.2 Select the UV cured nail product in accordance with the service protocol</p> <p>6.3 Apply the UV cured nail product to the nail plate leaving a free margin from surrounding skin, in accordance with manufacturer instructions</p> <p>6.4 Create an artificial nail structure in accordance with the UV cured nail product service protocol</p>
7. Be able to provide UV cured tip enhancements	<p>7.1 Select and customise nail tips to suit the individual's natural nails</p> <p>7.2 Adhere the nail tip to the natural nail using nail adhesive in accordance with the service protocol, to include:</p> <ul style="list-style-type: none"> Clip and shape the free edge of the tips Blend the tips so they are undetectable ensuring there is no damage to the natural nail <p>7.3 Select the UV cured nail product in accordance with the service protocol</p> <p>7.4 Apply the UV cured nail product overlay to the nail plate leaving a free margin from surrounding skin, in accordance with manufacturer instructions</p>
8. Be able to maintain and repair UV product enhancements	<p>8.1 Identify any maintenance and/or unexpected damage to the nail enhancements to include:</p> <ul style="list-style-type: none"> Identify the cause of unexpected damage Repair or replace the damaged nail enhancement <p>8.2 Use nail maintenance techniques to restore the nail enhancement to its original condition</p>

<p>9. Be able to finish UV cured enhancement services</p>	<p>9.1 Cure the UV cured nail product using the UV equipment for the duration, in accordance with the manufacturer instructions</p> <p>9.2 Remove the inhibition layer of UV cured nail product in accordance with the manufacturer instructions</p> <p>9.3 Use filing techniques to create the required balance, shape and length</p> <p>9.4 Apply a topcoat to protect the nail finish in accordance with the manufacturer instructions</p> <p>9.5 Monitor the individual's health, wellbeing and skin reaction throughout the service</p> <p>9.6 Implement the correct course of action in the event of an adverse reaction</p> <p>9.7 Conclude the service in accordance with the service protocol, legislative requirements and organisational policies and procedures</p> <p>9.8 Complete the individual's service records and store in accordance with data legislation</p> <p>9.9 Use reflective practice to evaluate the service and take appropriate action</p> <p>9.10 Provide instructions and advice to the individual, pre and post the service</p> <p>9.11 Record the outcome and evaluation of the service</p>
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Unit Overview:

This unit will equip learners with the skills and knowledge to offer a range of UV cured nail enhancements. The UV cured nail product service including preparing nails, shaping the nails, cuticle work and extending the natural nail through sculpting the nail with UV cured nail products or applying nail tips with a UV cured nail product overlay.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol

1. Working environment
2. Health and safety
3. Infection prevention and control
4. Treatment plan
5. Informed consent
6. Data management
7. Manufacturer instructions
8. Audit and accountability
9. Instructions and advice

10. Sustainability
11. Waste management
12. Evidence-based practice
13. Reflective practice

	Observation 1	Observation 2	Observation 3	Optional
Date Achieved				
Portfolio Reference				
Assessor Signature				
Learner Signature				

Range

	Portfolio Reference
Applied All UV Cured Finishes	
Opaque	
French	
Colour	
Skin matched opaque	
Considered All Adverse Reactions	
Allergic reaction	
Discolouration of the product	
Discolouration of the nail plate	
Discolouration of the nail bed	
Thinning of the nail plate	
Cuts and abrasions	
Bruising	
Overexposure	
Exothermic reaction	

Lifting of the product	
Premature loss of enhancement	
Infection	
Over curing	
Considered All Nail Conditions	
Onychophagy	
Discolouration	
Missshapen	
Split above the hyponychium	
Beau lines	
Ridged longitudinal and horizontal lines	
Dehydrated	
Onychorrhexis	
Onycholysis	
Created a Range of Nail Shapes and Lengths (at Least 3)	
Long	
Mid-length	
Short	
Round	
Oval	
Square	
Squoval	
Coffin	
Almond	
Stiletto	
Used Equipment	
UV CFL	

UV LED	
Used All Maintenance Techniques	
Infill	
Rebalance	
BackFill	
Repair of overlay	
Replacement of overlay	
Post-treatment Products	
Creams	
Oils	
Instructions	
The individual and practitioner's legal rights and responsibilities	
Restrictions and associated risks	
Pre and post service instructions and care	
Future services	

Unit: Remove Nail Enhancements and Restore the Natural Nail

Unit Code: J/651/3187

Level: 3

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
<p>1. Understand the principles of removing nail enhancements and restoring the natural nail</p>	<p>1.1 Explain your role and responsibilities in providing removal of nail enhancement services and the importance of working within your competence</p> <p>1.2 Explain why you must comply with ethical practice and work within the legislative requirements, to include:</p> <ul style="list-style-type: none"> The responsibilities under local authority licensing regulations for yourself and your premises <p>1.3 Explain the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance</p> <p>1.4 Outline the anatomy and physiology relevant to this standard</p> <p>1.5 State the relative and absolute contraindications relevant to the nail service, to include:</p> <ul style="list-style-type: none"> The legislative and insurance requirements for obtaining medical diagnosis and referral <p>1.6 Explain the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional</p> <p>1.7 Describe the purpose, use and limitations of removal of nail enhancement services, in relation to:</p> <ul style="list-style-type: none"> Nail condition Relevant lifestyle factors Individual's expectations <p>1.8 Explain how to conduct a nail and skin analysis</p> <p>1.9 Explain the importance of adhering to the service protocol</p> <p>1.10 Describe the chemical composition of all nail enhancements products, to include:</p> <ul style="list-style-type: none"> The risks associated with allergens and ingredients that could cause harm <p>1.11 Describe the techniques and products used to remove all types of nail enhancements, to include:</p> <ul style="list-style-type: none"> How to minimise damage to the nail and surrounding skin <p>1.12 Describe the types of files and buffers and their effects</p> <p>1.13 Explain the types of hygiene products for the skin and the importance of following manufacturer instructions</p>

	<p>1.14 Explain how to prepare, use and maintain products, tools and equipment in accordance with the service protocol</p> <p>1.15 The reasons for restoring and treating the natural nail and surrounding skin post a removal of nail enhancement service</p>
<p>2. Understand how to remove nail enhancements and restore the natural nail</p>	<p>2.1 Describe the techniques for repairing natural nails</p> <p>2.2 Describe the types of UV cured nail strengthening systems that provide structure to weak nails</p> <p>2.3 Explain the reasons for applying a post-treatment product following removal of nail enhancement service</p> <p>2.4 Outline the adverse reactions associated with, removal of nail enhancement services and how to respond</p> <p>2.5 State the health and safety responsibilities in line with legislation before, during and after the removal of nail enhancement service to include:</p> <ul style="list-style-type: none"> The importance of adequate extraction and ventilation when removing nail enhancement products <p>2.6 Explain why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the removal of nail enhancements service plan</p> <p>2.7 Explain the legal requirements for providing nail services to minors and vulnerable adults</p> <p>2.8 Outline the fee structures and treatment options</p> <p>2.9 State the legislative and indemnity requirements of gaining signed, informed consent for the removal of the nail enhancement(s) service</p> <p>2.10 Explain the importance of monitoring the health and wellbeing of the individual during, and post service</p> <p>2.11 Explain the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements</p> <p>2.12 State the legislative and regulatory requirements of completing and storing the individual's removal of nail enhancement service records</p> <p>2.13 Describe the expected outcomes of removal of nail enhancement services</p> <p>2.14 Explain the purpose of reflective practice and evaluation and how it informs future services</p> <p>2.15 Explain the importance to record the outcome and evaluation of the removal of nail enhancement services</p> <p>2.16 Outline the instructions and advice, post the removal of nail enhancement service</p>

<p>3. Be able to prepare for the removal of nail enhancements</p>	<p>3.1 Carry out a concise and comprehensive consultation with the individual</p> <p>3.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>3.3 Discuss and establish the removal of nail enhancements service plan, to include:</p> <ul style="list-style-type: none"> • The type of nail enhancement <p>3.4 Confirm and agree with the individual, they have understood the proposed nail enhancement removal service, to include:</p> <ul style="list-style-type: none"> • Contra-actions • Adverse reactions • Physical sensation on the nail bed and surrounding skin <p>3.5 Obtain and record the individual's informed consent for the proposed nail enhancement removal service</p>
<p>4. Be able to remove nail enhancements</p>	<p>4.1 Use removal techniques in accordance with the service protocol</p> <ul style="list-style-type: none"> • Using techniques to not damage the natural nail or surrounding skin
<p>5. Be able to restore the natural nail and cuticle</p>	<p>5.1 Carry out a nail and skin analysis, to include:</p> <ul style="list-style-type: none"> • Nail condition • Skin condition • Length and shape of the nail <p>5.2 Discuss and agree the nail and skincare products to be used in the restoration treatment in accordance with the service protocol</p> <p>5.3 Confirm the desired nail length and shape with the individual</p> <p>5.4 Shape the nails to ensure a smooth free edge in accordance with the service protocol, to include:</p> <ul style="list-style-type: none"> • Cuticle work <p>5.5 Prepare the cuticles in accordance with the manufacturer instructions</p> <p>5.6 Use tools to remove cuticle from the visible nail plate without damaging the surrounding skin</p> <p>5.7 Apply the post-treatment product in accordance with the service protocol</p> <p>5.8 Monitor the individual's health, wellbeing and skin reaction throughout the nail service</p> <p>5.9 Implement the correct course of action in the event of an adverse reaction</p>

	<p>5.10 Conclude the service in accordance with the service protocol, legislative requirements and organisational policies and procedures</p> <p>5.11 Complete the individual's service records and store in accordance with data legislation</p> <p>5.12 Use reflective practice to evaluate the nail service and take appropriate action</p> <p>5.13 Provide instructions and advice to the individual post the service</p> <p>5.14 Record the outcome and evaluation of the nail service</p>
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Unit Overview:

This unit will provide learners with the knowledge and skills required to remove a range of nail enhancements and restore the natural nail. Learners will be required to remove cyanoacrylate, monomer liquid and polymer powder and UV light cured gel nail enhancements.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol

1. Working environment
2. Health and safety
3. Infection prevention and control
4. Service plan
5. Informed consent
6. Data management
7. Manufacturer instructions
8. Audit and accountability
9. Instructions and advice
10. Sustainability
11. Waste management
12. Evidence-based practice
13. Reflective practice

	Observation 1	Observation 2	Optional
Date Achieved			
Portfolio Reference			
Assessor Signature			
Learner Signature			

Range

You must practically demonstrate that you have:

	Portfolio Reference
Removed Nail Enhancements	
Monomer liquid and polymer powder	
UV light: cure hard gel	
UV light: cured soft gel	
Considered All Adverse Reactions	
Allergic reaction	
Discolouration of the product	
Discolouration of the nail plate	
Discolouration of the nail bed	
Thinning of the nail plate	
Cuts and abrasions	
Bruising	
Overexposure	
Exothermic reaction	
Lifting of the product	
Premature loss of enhancement	
Infection	
Over curing	

Considered All Nail Conditions	
Onychophagy	
Discolouration	
Missshapen	
Split above the hyponychium	
Beau lines	
Ridged longitudinal and horizontal lines	
Dehydrated	
Onychorrhexis	
Onycholysis	
Created a Range of Nail Shapes and Lengths (at Least 3)	
Long	
Mid-length	
Short	
Round	
Oval	
Square	
Squoval	
Coffin	
Almond	
Stiletto	
Post-Treatment Products	
Creams	
Oils	

Instructions	
The individual and practitioner's legal rights and responsibilities	
Restrictions and associated risks	
Pre and post service instructions and care	
Future services	

Unit: Conduct Beauty Consultations

Unit Code: M/651/2063

Level: 3

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
<p>1. Understand how to conduct a beauty service consultation</p>	<p>1.1 Explain the importance of collaboration with competent professionals to support effective and safe working practices</p> <p>1.2 Describe why you must comply with ethical practice and work within the legislative requirements</p> <p>1.3 Explain the contraindications and presenting conditions and the reasons why medical conditions may contraindicate the service</p> <p>1.4 Identify the legislative and insurance requirements for obtaining medical diagnosis and referral</p> <p>1.5 Describe the importance of effective communication when completing a consultation</p> <p>1.6 Describe the factors to consider when creating a bespoke service plan and why you must develop and agree a service plan, ensuring it includes:</p> <ul style="list-style-type: none"> • Declared current medical status • Treatment history • Relative and absolute contraindications • Undertake an analysis of the treatment area • Individual's expectations • Considering the individual's physical and psychological wellbeing for the service <p>1.7 Explain the importance of identifying diverse needs of the individual and adapting the service accordingly</p> <p>1.8 Describe how pregnancy can impact the service, and the importance of carrying out a risk assessment in accordance with legislative and insurance requirements</p> <p>1.9 Identify the impact of social influences, the media and trends</p> <p>1.10 Explain the importance of assessing, discussing, agreeing, reviewing and documenting the consultation outcomes</p> <p>1.11 Explain the importance of explaining the service process, expected outcomes and associated risks</p> <p>1.12 Describe the benefits of using visual aids during consultation</p> <p>1.13 Identify how to manage the individual's expectations</p> <p>1.14 Explain the legislative requirements of gaining, recording, storing, protecting and retaining the individual's data</p> <p>1.15 Describe why certain services are prohibited or restricted for minors</p>

	<p>1.16 Explain the legislative, insurance and organisational requirements for taking and storing visual media of individual's treatment area</p> <p>1.17 Explain the legislative and regulatory requirements of completing and storing the individual's service records</p> <p>1.18 Describe reasons for providing instructions and advice, pre and post the service</p>
2. Be able to consult and advise clients	<p>2.1 Communicate in a professional manner that create confidence, trust and build rapport with clients</p> <p>2.2 Carry out a concise and comprehensive consultation, taking account of:</p> <ul style="list-style-type: none"> • The individual's declared medical history and current medical status • The individual's service history • The individual's service requirements • The individual's concerns, expectations and desired outcome's • Considering the individual's physical and psychological wellbeing for the service • Diverse needs • Declared relative and absolute contraindications and restrictions <p>2.3 Recognise, respond and sign-post appropriately in response to any disclosed conditions in compliance with data legislation</p> <p>2.4 Discuss the individual's objectives, concerns, expectations and desired outcomes to inform the service plan</p> <p>2.5 Explain the fee structure</p> <p>2.6 Discuss and agree pre-treatment instructions and recommendations prior to the service</p> <p>2.7 Assess, discuss, agree and document the consultation and expected service outcomes and associated risks with the individual</p> <p>2.8 Inform and provide information to the individual of their rights</p> <p>2.9 Discuss the physical sensation that may occur during the service with the individual in accordance with the service protocol</p> <p>2.10 Develop the service plan</p> <p>2.11 Provide instructions and advice to the individual, pre and post the service</p>

Unit Overview:

This unit will equip learners with the knowledge, skills and behaviours to understand the client's needs and demands for beauty services and effectively communicate in a professional manner ensuring client satisfaction.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard

	Observation 1	Observation 2	Observation 3
Date Achieved			
Portfolio Reference			
Assessor Signature			
Learner Signature			

Range

	Portfolio Reference
Service Requirements	
Skin classification and condition	
Nail condition	
Disclosed Conditions	
Contraindications	
Body dysmorphic disorders	
Physical, and psychological condition	
Rights	
Reflection time/period to make an informed choice	
Informed agreement and consent to the service	
Financial/contractual agreement	
The right to request the subject specific qualifications, training and indemnity insurance	

Instructions

The individual and practitioner's legal rights and responsibilities

Pre and post service instructions and care

Future services

Unit: Provide Basic Business Support and Services

Unit Code: J/651/2863

Level: 3

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand and be able to assist in promoting products and services	1.1 Explain the importance of providing clear information when dealing with customer enquiries 1.2 Describe how to plan a promotional event/display/social media post 1.3 Describe how to promote and inform customers of promotions 1.4 Carry out stock take, re-stocking, stock rotation and maintenance 1.5 Record orders following the organisation's policies and procedures 1.6 Identify and resolve, where possible, any discrepancies which you cannot resolve to the relevant person for action 1.7 Research and assist with purchasing products, tools and equipment in accordance with legislation and regulatory guidelines 1.8 Check off a delivery ensuring all items have been received and are of good condition
2. Understand and be able to maintain the reception and attend to customers	2.1 Identify your organisation's procedures for: <ul style="list-style-type: none"> Maintaining the reception/virtual reception Customer care 2.2 Explain the limits of your authority when maintaining the reception/virtual reception 2.3 Describe how to maintain and rotate stock to meet the organisational requirements 2.4 Explain manual and digital booking services and technologies and who to refer software issues to 2.5 Explain the importance of maintaining customer confidentiality and data protection in accordance with legislative requirements 2.6 Explain the cyber security required in accordance with data legislation 2.7 Describe how to follow requirements set out within risk assessments 2.8 Describe how to update social media accounts and create promotional posts 2.9 Explain the importance of effective communication has on the business reputation and success

	<p>2.10 Describe how and when to ask questions</p> <p>2.11 Explain the importance of speaking clearly in a way that promotes understanding</p> <p>2.12 Describe how to show you are listening closely to what people are saying to you</p> <p>2.13 Describe how to adapt what you say to suit different situations</p> <p>2.14 Describe how to show positive body language</p> <p>2.15 Identify the organisation's procedures and limits of authority for:</p> <ul style="list-style-type: none"> • Maintaining confidentiality • Taking messages • Making and recording appointments • Carrying out tests • Authorising non-cash payments when these are 'over limit' • Personal safety • Dealing with suspected fraud • Dealing with payments and discrepancies • Reconcile credit notes and purchase ledger <p>2.16 Explain the importance of confirming and making appointments correctly</p> <p>2.17 Identify the types of information required to make an appointment</p> <p>2.18 Explain the importance of taking messages and passing them on to the right person in a timely manner</p> <p>2.19 Identify who to refer to with different types of enquiries</p> <p>2.20 State the person in your organisation to whom you should refer problems or issues that arise</p> <p>2.21 Explain the importance of checking that customers have had tests for specific services</p> <p>2.22 State the services available and their duration and cost</p> <p>2.23 State the products available for sale and their cost</p> <p>2.24 Explain the importance of maintaining customer interest through promotional activities and new technologies</p> <p>2.25 Describe how to balance giving the correct amount of attention to individual customers whilst maintaining a responsibility towards other customers in busy trading periods</p> <p>2.26 Update social media accounts under the direction of a senior member of staff</p> <p>2.27 Follow/carry out risk assessments in accordance with legislative requirements and organisational policies and procedures</p>
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- 2.28 Explain the digital payment portals, associated risks in accordance with legislative requirements and organisational policies and procedures
- 2.29 Explain the common methods of calculating payments including point of sale technology and physical calculations
- 2.30 Describe how to keep cash and other payments safe and secure
- 2.31 Identify the types of payment that you are authorised to accept
- 2.32 Describe how to gain electronic authorisation for payment cards
- 2.33 Explain how to identify and deal with discrepancies
- 2.34 Describe how to deal with customers offering suspect tender or suspect non-cash payments
- 2.35 Explain the consequences of failure to handle payments correctly
- 2.36 Attend to people in a polite manner
- 2.37 Identify the purpose of enquiries
- 2.38 Confirm appointments informing the relevant person
- 2.39 Refer enquiries which cannot be dealt with to the relevant person for action
- 2.40 Record messages and pass them to the relevant person in a timely manner
- 2.41 Provide clear information
- 2.42 Give confidential information only to authorised people
- 2.43 Balance the need to give attention to individuals whilst ensuring others are not left without attention
- 2.44 Update social media accounts under the direction of a senior member of staff
- 2.45 In accordance with cyber security and organisational policies and procedures
- 2.46 Follow/carry out risk assessments in accordance with legislative requirements and organisational policies and procedures
- 2.47 Deal with all requests for appointments
- 2.48 Identify customer requirements for the service requested
- 2.49 Confirm the customer has had relevant tests when scheduling appointments
- 2.50 Arrange for the customer to have relevant tests, when necessary, within the limits of your own authority
- 2.51 Schedule appointments in a way that satisfies the customer, the practitioner and ensure the most productive use of commercial time

	<p>2.52 Confirm that the appointment details are acceptable to the customer</p> <p>2.53 Record appointment details to meet your organisation's requirements</p> <p>2.54 Calculate total charges for the customer</p> <p>2.55 Inform customers of charges</p> <p>2.56 Visually inspect purchases for condition and quality as they are processed for payment</p> <p>2.57 Establish the customer's method of payment and acknowledge receipt of payments</p> <p>2.58 Ensure accepted payments are correct</p> <p>2.59 Record information about the sale to meet the organisation's requirements</p> <p>2.60 Gain authorisation for accepting non-cash payments when the value exceeds the limit you are able to accept</p> <p>2.61 Inform customers when authorisation cannot be obtained for non-cash payments</p> <p>2.62 Identify and resolve, where possible, any discrepancies **in payments within the limits of your own authority</p> <p>2.63 Refer payment discrepancies which you cannot resolve to the relevant person for action</p> <p>2.64 Give the correct change and issue receipts when required by customers</p> <p>2.65 Follow cash point security procedures at all times</p> <p>2.66 Identify and report low levels of change in time to avoid shortages</p>
<p>3. Understand and be able to assist with restocking, stock take, ordering and deliveries</p>	<p>3.1 Explain the principles on restocking, maintaining appropriate stock levels, rotating and managing stock, including shelf life and/or expiry dates</p> <p>3.2 Describe how to record orders following the organisation's policies and procedures</p> <p>3.3 Describe how to identify and resolve, where possible, any discrepancies which you cannot resolve to the relevant person for action</p> <p>3.4 Explain the importance of researching and purchasing products, tools and equipment in accordance with legislation and regulatory guidelines</p> <p>3.5 Describe how to check off a delivery ensuring all items have been received and are of good condition</p> <p>3.6 Describe how to carry out stationery stock take and order including consultations and customer record cards</p> <p>3.7 Carry out stock take, re-stocking, stock rotation and maintenance</p>

	<p>3.8 Record orders following the organisation's policies and procedures</p> <p>3.9 Identify and resolve, where possible, any discrepancies which you cannot resolve to the relevant person for action</p> <p>3.10 Research and assist with purchasing products, tools and equipment in accordance with legislation and regulatory guidelines</p> <p>3.11 Check off a delivery ensuring all items have been received and are of good condition</p> <p>3.12 Carry out stationery stock take and order including consultations and customer record cards</p>
4. Understand and be able to liaise with the team	<p>4.1 Explain the importance of adhering to scheduled activities, rooming and equipment</p> <p>4.2 Explain how to deal with problems and who to refer to</p> <p>4.3 Explain the importance of taking part in meetings</p> <p>4.4 Describe how to take the minutes for a meeting</p> <p>4.5 Describe how and when to inform staff members of customer arrival and assist in greeting and completing necessary paperwork</p> <p>4.6 Explain the importance of being proactive and undertaking duties to help the smooth running of the business, including housekeeping duties</p> <p>4.7 Take part in meetings</p> <p>4.8 Take minutes of meetings</p> <p>4.9 Inform staff members of customer arrival and assist in greeting and completing necessary paperwork</p> <p>4.10 Undertake duties to help the smooth running of the business including housekeeping duties</p>

Unit Overview:

This unit will provide the learner with the knowledge and skills to be able to provide basic business support and services. The main outcomes for this unit are:

- Assisting with promoting products and services
- Attending and responding to customer enquiries
- Making appointments for services
- Handling payments from customers
- Assisting with stock takes, ordering and deliveries
- Liaising with the team
- Handling paperwork and administrative tasks

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

	Observation 1	Observation 2	Observation 3	Optional
Date Achieved				
Portfolio Reference				
Assessor Signature				
Learner Signature				

Range

	Portfolio Reference
Enquiries	
In person	
By telephone	
Digitally	
Appointments	
In person	
By telephone	
Digitally	
Mobile apps	
Social media	
Methods of Payment	
Cash	
Card	
Banking portal	
Mobile apps	
Social media	
Non-cash payments	
Credit notes	

Unit: Professional Development and Personal Well-being

Unit Code: Y/651/2327

Level: 3

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
6. Understand the principles of professional development within the beauty industry	1.1 Identify your current skillset and areas for improvements, including your strengths and weaknesses 1.2 Produce a professional development plan including SMART targets 1.3 Research and identify career development opportunities 1.4 Stay up to date with industry trends and technological advancements by producing a CPD log
7. Understand how to manage personal well-being when working within the beauty industry	2.1 Define the term 'personal well-being' 2.2 Identify common workplace stressors in the beauty industry 2.3 Explain the impact of stress on well-being and professional performance 2.4 Describe various stress management techniques 2.5 Explain healthy coping mechanisms for workplace stress 2.6 Explain the importance of a healthy lifestyle including, balanced diet, physical activity and healthy sleep habits 2.7 Identify the benefits of good posture 2.8 Describe the impacts of poor posture on the body
8. Understand the importance of evaluation and self-reflection	3.1 Define the term 'reflective practice' 3.2 Explain different ways in which you can reflect on your practice 3.3 State the purpose of reflective practice and evaluation and how it informs future services
9. Be able to use reflective practice	4.1 Use reflective practice to evaluate different treatments and services and take appropriate action to improve in the future

OPTIONAL UNITS

Unit: Enhance Nails Using Electric Files

Unit Code: D/651/2329

Level: 3

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand the principles of enhancing nails using electric files	<p>1.1 Explain your role and responsibilities in providing E-File service services and the importance of working within your competence</p> <p>1.2 Explain why you must comply with ethical practice and work within the legislative requirements</p> <p>1.3 Outline the responsibilities under local authority licensing regulations for yourself and your premises</p> <p>1.4 Explain the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance</p> <p>1.5 Outline the anatomy and physiology relevant to this standard</p> <p>1.6 Explain the relative and absolute contraindications relevant to the nail service, to include:</p> <ul style="list-style-type: none"> The legislative and insurance requirements for obtaining medical diagnosis and referral <p>1.7 Explain the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional</p> <p>1.8 Describe the purpose, use and limitations of E-File services, in relation to:</p> <ul style="list-style-type: none"> Past and current medical history Nail and skin condition Medication and medical conditions Individual's expectations <p>1.9 Explain the importance of adhering to the E-File service protocol</p> <p>1.10 State the reasons why you shouldn't carry out E-File services on natural nails, to include:</p> <ul style="list-style-type: none"> The importance of protecting the living skin tissue including the proximal nail fold <p>1.11 Describe the types and use of E-filing equipment and 'Off' nail E-file attachments</p> <p>1.12 Describe the E-filing techniques, including thinning out overlays, buffing, removing UV gel polish and use of different speeds of rotation</p>

<p>2. Understand how to enhance nails using electric files</p>	<p>2.1 Describe how to position and support the individual's finger whilst carrying out an E-file service</p> <p>2.2 Explain why it is important to maintain three points of contact whilst carrying out an E-file service</p> <p>2.3 Describe how to adapt the equipment for left and right-handed use</p> <p>2.4 Explain the reasons for working in one direction across the nail enhancement overlay</p> <p>2.5 Explain why it is important to work in the opposite direction to the rotation of the file attachment</p> <p>2.6 Describe how to maintain the balance, shape and position of apex when E-filing</p> <p>2.7 Describe the damage caused by inappropriate use or misuse of E-files</p> <p>2.8 Explain how to avoid a buildup of heat when using an E-file</p> <p>2.9 Outline the benefits, uses and limitations of a hand file and E-file</p> <p>2.10 Explain the reasons why E-files should never be used for tip blending</p> <p>2.11 State the importance of maintaining the e-file for safe and efficient use, to include:</p> <ul style="list-style-type: none"> • The methods of hygiene for e-file attachments <p>2.12 Explain the reasons for applying a post-treatment product following an E-file service</p> <p>2.13 Outline the adverse reactions associated with an E-file service, and how to respond</p> <p>2.14 State the health and safety responsibilities in line with legislation before, during and after the E-file service, to include:</p> <ul style="list-style-type: none"> • The importance of adequate extraction throughout the E-filing service <p>2.15 Explain why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the E-file service plan</p> <p>2.16 State the legal requirements for providing nail services to minors and vulnerable adults</p> <p>2.17 Outline the fee structures and treatment options</p> <p>2.18 State the legislative and indemnity requirements of gaining signed, informed consent for the E-file service</p> <p>2.19 Explain the importance of monitoring the health and wellbeing of the individual during and post service</p> <p>2.20 Explain the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements</p>
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	<p>2.21 State the legislative and regulatory requirements of completing and storing the individual's E-file service records</p> <p>2.22 Describe the expected outcomes of E-file services</p> <p>2.23 Explain the purpose of reflective practice and evaluation and how it informs future services</p> <p>2.24 Explain the importance to record the outcome and evaluation of the E-file service</p> <p>2.25 Outline the instructions and advice pre and post the E-file service</p>
<p>3. Be able to use electric files when providing nail enhancement services</p>	<p>3.1 Carry out a concise and comprehensive consultation with the individual</p> <p>3.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>3.3 Ensuring appropriate dust extraction is used compliant with local authority requirements</p> <p>3.4 Establish the individual's objectives, expectations and desired outcomes to inform the E-file service plan</p> <p>3.5 Confirm and agree with the individual, they have understood the proposed E-file service, to include:</p> <ul style="list-style-type: none"> • Contra-actions • Adverse reactions • Physical sensation on the nail bed and surrounding skin <p>3.6 Obtain and record the individual's informed consent for the E-file service</p> <p>3.7 Prepare the individual's treatment area in accordance with the *E-file service protocol, *to include:</p> <ul style="list-style-type: none"> • Remove any existing product from the nail in accordance with the manufacturer instructions <p>3.8 Confirm the desired nail length and shape with the individual</p> <p>3.9 Reduce bulk and shape the nail enhancements using the E-file to achieve the agreed structure, shape and length in accordance with E-file service protocol, to include:</p> <ul style="list-style-type: none"> • Using techniques that minimise the risk of damage to the natural nail and surrounding skin • Using an 'Off' nail E-file attachment and the E-filing techniques required • Moving the E-file at a speed and pressure required for the E-filing techniques • Moving the E-file in one direction across the nail • Using 'Off' nail E-file attachment rotating in the opposite direction to which you are working • Ensuring continuous movement of the file to avoid a build-up of heat on the nail plate

	<ul style="list-style-type: none"> Rotating the individual's finger to ensure the file is flat against the nail enhancement <p>3.10 Define and buff using the E-file to achieve the final finish on the nail enhancement in accordance with the E-file service protocol, to include:</p> <ul style="list-style-type: none"> Using a file to achieve a smooth even surface and shine <p>3.11 Monitor the individual's health and wellbeing throughout the E-file service</p> <p>3.12 Implement the correct course of action in the event of an adverse reaction</p> <p>3.13 Conclude the service in accordance with the E-file service protocol, legislative requirements and organisational policies and procedures</p> <p>3.14 Complete the individual's service records and store in accordance with data legislation</p> <p>3.15 Use reflective practice to evaluate the E-file service and take appropriate action</p> <p>3.16 Provide instructions and advice to the individual pre and post service</p> <p>3.17 Record the outcome and evaluation of the E-file service</p>
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Unit Overview:

This unit will provide learners with the knowledge and skills required to confidently use an e-file. Learners will be able to use an E-file safely to reduce length, shape, refine surfaces, thin out the free edge and buff nail enhancements.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol

- Working environment
- Health and safety
- Infection prevention and control
- Treatment plan
- Informed consent
- Data management
- Manufacturer instructions
- Audit and accountability
- Instructions and advice
- Sustainability
- Waste management

12. Evidence-based practice
13. Reflective practice

	Observation 1	Observation 2	Observation 3	Optional
Date Achieved				
Portfolio Reference				
Assessor Signature				
Learner Signature				

Range

	Portfolio Reference
Used Electric Files to:	
Reduce length	
Refine the surface	
Thin the free edge	
Buff	
Reduce the overlay bulk	
Used E-File Attachments	
Carbide	
Diamond bit	
BackFill bit	
Mandrel and sanding band	
Under nail cleaner	
Buffing bit	
Used E-File to:	
Reduce overlay bulk	
Reduce length	

Thin the free edge	
Refine surface	
Remove UV gel From nail enhancement	
Buffing	
Reposition the white	
Reposition the colour	
Considered Adverse Reactions	
Thinning of the nail plate	
Cuts and abrasions	
Bruising	
Exothermic Reaction	
Lifting of the product	
Premature loss of enhancement	
Infection	
Onycholysis	
Instructions	
The individual and practitioner's legal rights and responsibilities	
Restrictions and associated risks	
Pre and post service instructions and care	
Future services	

Unit: Design and Apply Nail Art

Unit Code: J/651/2330

Level: 3

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand the principles and techniques of basic nail art	1.1 Explain your role and responsibilities in performing nail art service and the importance of working within your competence 1.2 State why you must comply with ethical practice and work within the legislative requirements, to include: <ul style="list-style-type: none"> The responsibilities under local authority licensing regulations for yourself and your premises 1.3 Explain the importance of engaging in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance 1.4 Outline the anatomy and physiology relevant to this standard 1.5 Explain the relative and absolute contraindications relevant to the nail treatment, to include: <ul style="list-style-type: none"> The legislative and insurance requirements for obtaining medical diagnosis and referral 1.6 Explain the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional 1.7 Explain the purpose, use and limitations of nail art services, in relation to: <ul style="list-style-type: none"> Nail and skin condition Length and shape of the nail Relevant lifestyle factors Individual's expectations 1.8 Describe the natural nail shapes and how they can impact the nail art service 1.9 Explain the importance of adhering to the nail art service protocol
2. Understand how to prepare and provide nail art services	2.1 Describe the methods used to prepare the nails for nail art application 2.2 Describe the types of hygiene products for the skin and the importance of following manufacturer instructions 2.3 Explain the types, benefits and limitations of nail art products and tools used in nail art services, to include: <ul style="list-style-type: none"> The risks associated with allergens and ingredients that could cause harm The reasons for only using cosmetically approved products

	<p>2.4 Outline the treatments that can be given in conjunction with a nail art service</p> <p>2.5 Explain how to prepare and use nail art products and tools in accordance with the nail art service protocol</p> <p>2.6 Explain why it is important to clean and dry the natural nail prior to applying a nail finish</p> <p>2.7 Outline the adverse reactions associated with nail art services and how to respond</p> <p>2.8 State the health and safety responsibilities in line with legislation before, during and after the nail art service</p> <p>2.9 Explain why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the nail art service plan</p> <p>2.10 State the legal requirements for providing nail services to minors and vulnerable adults</p> <p>2.11 Outline the fee structures and service options</p> <p>2.12 Explain the legislative and indemnity requirements of gaining signed, informed consent for the nail art service</p> <p>2.13 Explain the importance of monitoring the health and wellbeing of the individual during and post the service</p> <p>2.14 Explain the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements</p> <p>2.15 State the legislative and regulatory requirements of completing and storing the individual's nail art service records</p> <p>2.16 Explain the expected outcomes of nail art services</p> <p>2.17 Explain the purpose of reflective practice and evaluation and how it informs future services</p> <p>2.18 Explain the importance to record the outcome and evaluation of the nail art service</p> <p>2.19 Outline the instructions and advice pre and post the nail art service</p>
3. Be able prepare for and provide nail art services	<p>3.1 Carry out a concise and comprehensive consultation with the individual</p> <p>3.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>3.3 Discuss and establish the individual's objectives, expectations and desired outcomes to inform the nail art service plan, to include:</p> <ul style="list-style-type: none"> Alternative service options <p>3.4 Explore a variety of nail art designs using visual aids with the individual</p>

	<p>3.5 Confirm and agree with the individual, they have understood the proposed nail art service, to include:</p> <ul style="list-style-type: none"> • Contra-actions • Adverse reactions <p>3.6 Obtain and record the individual's informed consent for the nail art service</p> <p>3.7 Prepare the nail surface for the nail art design in accordance with the nail art service protocol</p> <p>3.8 Select and prepare the nail art tools and products in accordance with the nail art service protocol</p> <p>3.9 Apply the nail art using nail art techniques to fulfil the nail art design in accordance with the nail art service protocol</p> <p>3.10 Finish the nail art design, leaving the cuticle and nail wall free from product</p> <p>3.11 Ensure that the result is to the individual's satisfaction and meets the agreed design plan</p> <p>3.12 Monitor the individual's health, wellbeing and skin reaction throughout the nail art service</p> <p>3.13 Implement the correct course of action in the event of an adverse reaction</p> <p>3.14 Conclude the service in accordance with the nail art service protocol, legislative requirements and organisational policies and procedures</p> <p>3.15 Complete the individual's service records and store in accordance with data legislation</p> <p>3.16 Provide instructions and advice given to the individual, pre and post the service</p> <p>3.17 Record the outcome and evaluation of the nail art service</p>
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Unit Overview:

This unit will equip learners with the knowledge and skills to offer a range of nail art techniques. This includes creating a nail art design, preparing the nail, applying and finishing the nail art design.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol:

1. Working environment
2. Health and safety
3. Infection prevention and control
4. Service plan
5. Informed consent
6. Data management
7. Test outcomes
8. Manufacturer instructions
9. Audit and accountability
10. Instructions and advice
11. Sustainability
12. Waste management
13. Evidence-based practice
14. Reflective practice

	Observation 1	Observation 2	Observation 3	Optional
Date Achieved				
Portfolio Reference				
Assessor Signature				
Learner Signature				

Range

	Portfolio Reference
Considered Adverse Reactions	
Allergic reaction	
Discolouration of the product	
Discolouration of the nail plate	
Discolouration of the nail bed	
Thinning of the nail plate	

Cuts and abrasions	
Overexposure	
Lifting of the product	
Worked with Different Nail Shapes	
Round	
Oval	
Square	
Squoval	
Coffin	
Almond	
Stiletto	
Worked with Different Nail Length	
Long	
Mid-length	
Short	
Worked with Different Nail Length	
Striping	
Dotting	
Marbling	
Freehand painting	
Stamping	
Used a Variety of Nail Art Products (at least 5)	
Chrome	
Pigments	
Foil	
Glitters	
Jewels	

Decal	
Stamping plate	
Instructions	
The individual and practitioner's legal rights and responsibilities	
Pre and post treatment instructions and care	
Restrictions and associated risks	
Future treatments	

Unit: Apply and Maintain Nail Enhancements Using Monomer Liquid and Polymer Powder

Unit Code: K/651/3188

Level: 3

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand the principles of providing nail enhancements	1.1 Explain your role and responsibilities in providing monomer liquid and polymer powder services, and the importance of working within your competence 1.2 Explain why you must comply with ethical practice and work within the legislative requirements 1.3 State the responsibilities under local authority licensing regulations for yourself and your premises 1.4 Explain the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance 1.5 Explain the anatomy and physiology relevant to this standard 1.6 Outline the relative and absolute contraindications relevant to the nail service to include: <ul style="list-style-type: none"> The legislative and insurance requirements for obtaining medical diagnosis and referral 1.7 Explain the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional 1.8 Describe the purpose, use and limitations of monomer liquid and polymer powder services, in relation to: <ul style="list-style-type: none"> Past and current medical history Nail and skin condition Relevant lifestyle factors Medication and medical conditions Individual's expectations 1.9 Describe the types of skin and nail conditions that are suitable for a nail enhancements 1.10 Explain how to conduct a nail and skin analysis 1.11 Explain the importance of carrying out a nail and skin analysis to determine the monomer liquid and polymer powder service plan 1.12 Explain the importance of adhering to the monomer liquid and polymer powder service protocol 1.13 Describe the manual techniques used in nail enhancements using monomer liquid and polymer powder, to include: <ul style="list-style-type: none"> How to adapt the monomer liquid and polymer powder service to meet the individual's needs

	<p>1.14 Describe the types of files and buffers and their effects</p> <p>1.15 Describe the types of nail tips, application and blending techniques</p> <p>1.16 Explain the benefits and limitations of blended and unblended tips</p> <p>1.17 Explain the differences and effects of alkaline and acidic bonding agents</p> <p>1.18 Explain when and why bonding agents are used</p>
<p>2. Understand how to prepare and provide nail enhancements using monomer liquid and polymer powder</p>	<p>2.1 Describe how to apply nail enhancements to ensure maximum strength and longevity</p> <p>2.2 Describe the different types of sculpting forms available and how to use them</p> <p>2.3 Explain the different types of monomer liquid and polymer powder finish</p> <p>2.4 Explain the types, benefits and limitations of monomer liquid and polymer powder products</p> <p>2.5 Explain how to match coloured polymer powder products to the skin classification</p> <p>2.6 Outline the reasons for leaving a free margin around the surrounding skin</p> <p>2.7 Explain the chemical composition of monomer liquid and polymer powder and how polymerisation occurs when combined, to include:</p> <ul style="list-style-type: none"> • Examples of what can adversely affect the chemical process <p>2.8 Explain how monomer liquid and polymer powder nail enhancements differ from other nail enhancement products</p> <p>2.9 Describe the types of hygiene products for the skin and the importance of following manufacturer instructions</p> <p>2.10 Explain how to prepare, use and maintain products, tools and equipment in accordance with the monomer liquid and polymer powder service protocol, to include:</p> <ul style="list-style-type: none"> • Safe disposal of unused monomer liquid in accordance with legislative requirements <p>2.11 Explain why it is important to clean and dry the natural nail prior to applying a monomer liquid and polymer powder to include:</p> <ul style="list-style-type: none"> • The reasons for using a pre-treatment product to dehydrate the nail plate <p>2.12 Explain the reasons for applying a post-treatment product following a monomer liquid and polymer powder application</p> <p>2.13 Describe the techniques for repairing natural nails</p> <p>2.14 Describe the techniques for repairing nail enhancements</p>

- 2.15 Explain the types of maintenance techniques used to restore nail enhancements, how and when to carry out
- 2.16 Explain the reasons for unexpected premature loss or damage to the nail enhancement following a nail enhancement service
- 2.17 Outline the adverse reactions associated with an monomer liquid and polymer powder service and how to respond
- 2.18 State the health and safety responsibilities in line with legislation before, during and after the monomer liquid and polymer powder service, to include:
 - The importance of adequate extraction and ventilation when using nail enhancement products
- 2.19 Explain the reasons why a contingency plan for safe removal of the nail enhancement is required, to include:
 - The ways in which a contingency plan can be effective and maintain the individual's health and safety
- 2.20 Explain why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the monomer liquid and polymer powder service plan
- 2.21 State the legal requirements for providing nail services to minors and vulnerable adults
- 2.22 Outline the fee structures and treatment options
- 2.23 Explain the legislative and indemnity requirements of gaining signed, informed consent for the monomer liquid and polymer powder service
- 2.24 Explain the importance of monitoring the health and wellbeing of the individual during and post service
- 2.25 Outline the importance of using cosmetically approved products
- 2.26 Explain the importance of adhering to manufacturer instructions to prevent product incompatibilities and risks to health
- 2.27 Outline the types and associated risks of nail products linked with toxicity
- 2.28 Explain the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements
- 2.29 Outline the legislative and regulatory requirements of completing and storing the individual's monomer liquid and polymer powder service records
- 2.30 Outline the expected outcomes of monomer liquid and polymer powder services
- 2.31 Explain the purpose of reflective practice and evaluation and how it informs future services

	<p>2.32 Explain the importance of recording the outcome and evaluation of the monomer liquid and polymer powder service</p> <p>2.33 Outline the instructions and advice pre and post the monomer liquid and polymer powder service</p>
<p>3. Be able to prepare for monomer liquid and polymer powder nail enhancements</p>	<p>3.1 Carry out a concise and comprehensive consultation with the individual</p> <p>3.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>3.3 Discuss and establish the individual's objectives, nail concerns, expectations and desired outcomes to inform the monomer liquid and polymer powder service plan, to include:</p> <ul style="list-style-type: none"> • Monomer liquid and polymer powder nail finish • Lifestyle • Alternative treatment options <p>3.4 Confirm and agree with the individual, they have understood the proposed monomer liquid and polymer powder service, to include:</p> <ul style="list-style-type: none"> • Contra-actions • Adverse reactions • Physical sensation on the nail bed and surrounding skin <p>3.5 Obtain and record the individual's informed consent for the monomer liquid and polymer powder service</p> <p>3.6 Prepare the individual's treatment area in accordance with the monomer liquid and polymer powder service protocol, to include:</p> <ul style="list-style-type: none"> • Remove any existing product from the nail in accordance with the manufacturer instructions <p>3.7 Carry out a nail and skin analysis, to include:</p> <ul style="list-style-type: none"> • Nail condition • Skin condition • Length and shape of the nail <p>3.8 Discuss and agree the monomer liquid and polymer powder service in accordance with the service protocol</p> <p>3.9 Confirm the desired nail length and shape with the individual</p> <p>3.10 Clip and shape the nails to ensure a smooth free edge in accordance with the monomer liquid and polymer powder service protocol</p> <p>3.11 Prepare the cuticles in accordance with manufacturer instructions</p> <p>3.12 Use tools to remove cuticle from the visible nail plate without damaging the surrounding skin</p>

	3.13 Prepare the nail plate for the monomer liquid and polymer powder finish, in accordance with the monomer liquid and polymer powder service protocol
4. Be able provide monomer liquid and polymer powder natural nails	<p>4.1 Apply the monomer liquid and polymer powder on the natural nail leaving a free margin from surrounding skin, to include:</p> <ul style="list-style-type: none"> Create an artificial nail structure in accordance with the monomer liquid and polymer powder service protocol
5. Be able provide sculpt services with monomer liquid and polymer powder	<p>5.1 Customise and fit the sculpting form to ensure correct product placement and shape</p> <p>5.2 Use the required monomer liquid and polymer powder ratio in accordance with the manufacturer instructions</p> <p>5.3 Apply the monomer liquid and polymer powder leaving a free margin from the surrounding skin, to include:</p> <ul style="list-style-type: none"> Create an artificial nail structure in accordance with the monomer liquid and polymer powder service protocol
6. Be able provide monomer liquid and polymer powder enhancements using tips	<p>6.1 Select and customise nail tips to suit the individual's natural nail</p> <p>6.2 Adhere the nail tip to the natural nail using nail adhesive in accordance with the service protocol, to include:</p> <ul style="list-style-type: none"> Clip and shape the free edge of the tips Blend the tips if required so they are undetectable ensuring there is no damage to the natural nail <p>6.3 Prepare the natural nail surface for the monomer liquid and polymer powder</p> <p>6.4 Apply the monomer liquid and polymer powder leaving a free margin from surrounding skin, to include:</p> <ul style="list-style-type: none"> Create an artificial nail structure in accordance with the monomer liquid and polymer powder service protocol
7. Be able provide maintenance and repair monomer liquid and polymer powder nail enhancements	<p>7.1 Identify any maintenance and/or unexpected damage to the nail enhancements, to include:</p> <ul style="list-style-type: none"> Identify the cause of unexpected damage Repair or replace the damaged nail enhancement <p>7.2 Use nail maintenance techniques to restore the nail enhancement to its original condition</p>
8. Be able to finish monomer liquid and polymer powder nail enhancement services	<p>8.1 Use filing techniques to create the required balance, length and shape of the nail</p> <p>8.2 Use buffing techniques to create a smooth even surface and shine</p> <p>8.3 Apply the post-treatment product in accordance with the monomer liquid and polymer powder service protocol</p>

	<p>8.4 Monitor the individual's health, wellbeing and skin reaction throughout the monomer liquid and polymer powder service</p> <p>8.5 Implement the correct course of action in the event of an adverse reaction</p> <p>8.6 Conclude the service in accordance with the monomer liquid and polymer powder service protocol, legislative requirements and organisational policies and procedures</p> <p>8.7 Complete the individual's service records and store in accordance with data legislation</p> <p>8.8 Use reflective practice to evaluate the monomer liquid and polymer powder service and take appropriate action</p> <p>8.9 Provide instructions and advice to the individual pre and post service</p> <p>8.10 Record the outcome and evaluation of the monomer liquid and polymer powder service</p>
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Unit Overview:

This unit will provide learners with the knowledge and skills required to provide and maintain nail enhancements with monomer liquid and polymer powder. Learners will be able to enhance, maintain and repair monomer liquid and polymer powder nail enhancements. The monomer liquid and polymer powder service includes preparing the nails, shaping the nails, cuticle work and extending the natural nail through sculpting the nail using forms and monomer liquid and polymer powder or applying nail tips with a monomer liquid and polymer powder overlay.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol

1. Working environment
2. Health and safety
3. Infection prevention and control
4. Treatment plan
5. Informed consent
6. Data management
7. Manufacturer instructions
8. Audit and accountability
9. Instructions and advice
10. Sustainability
11. Waste management
12. Evidence-based practice
13. Reflective practice

	Observation 1	Observation 2	Observation 3	Optional
Date Achieved				
Portfolio Reference				
Assessor Signature				
Learner Signature				

Range

	Portfolio Reference
Monomer Liquid and Polymer Powder Finish	
Opaque	
Colour	
French	
Extending nail bed using opaque powder and reverse application	
Considered All Adverse Reactions	
Allergic reaction	
Discolouration of the product	
Discolouration of the nail plate	
Discolouration of the nail bed	
Thinning of the nail plate	
Cuts and abrasions	
Bruising	
Overexposure	
Exothermic reaction	
Lifting of the product	
Premature loss of enhancement	
Infection	
Over curing	

Considered All Nail Conditions	
Onychophagy	
Discolouration	
Misshapen	
Split above the hyponychium	
Beau lines	
Ridged longitudinal and horizontal lines	
Dehydrated	
Onychorrhexis	
Onycholysis	
Created a Range of Nail Shapes and Lengths (at Least 3)	
Long	
Mid-length	
Short	
Round	
Oval	
Square	
Squoval	
Coffin	
Almond	
Stiletto	
Used All Maintenance Techniques	
Infill	
Rebalance	
Backfill	
Repair of overlay	
Replacement of overlay	

Post-Treatment Products	
Creams	
Oils	
Instructions	
The individual and practitioner's legal rights and responsibilities	
Restrictions and associated risks	
Pre and post service instructions and care	
Future services	

Unit: Undertake Freelance Work

Unit Code: H/651/3186

Level: 2

Learning Outcomes <i>To achieve this unit a learner will:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand where to find advice and information for freelance work	<p>1.1 State where to find the relevant sources of advice and information on:</p> <ul style="list-style-type: none"> • Self-employment or employment legislative requirements and rights • The insurance relevant to your business • Value Added Tax regulations • Business legislation • Local authority licensing regulations for yourself and working environments
2. Understand how to market and network for freelance work	<p>2.1 Outline the strategies and tools used to promote your services and business and their effects</p> <p>2.2 Explain how to identify and choose suitable strategies and tools to achieve your business objectives</p> <p>2.3 Explain the importance of maintaining a positive reputation for yourself and how it impacts the success of your business</p> <p>2.4 Explain the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance. to include:</p> <ul style="list-style-type: none"> • How this impacts the reputation and success of your business <p>2.5 Describe how networking effectively can increase your customer contacts and promote work opportunities</p>
3. Understand how to plan for freelance work	<p>3.1 Explain the importance to maintain a work and life balance</p> <p>3.2 Explain the reasons for forecasting and planning business income objectives, to include:</p> <ul style="list-style-type: none"> • The time duration to complete the work • Resources required <p>3.3 Explain how to implement time management strategies and how this will benefit your wellbeing and business</p> <p>3.4 Describe the common environmental working conditions and how to adapt your ways of working in accordance with legislative requirements</p> <p>3.5 Outline the importance of maintaining customer satisfaction and how it impacts the success of your business</p>

	3.6 Explain how to carry out contingency planning, scheduling and future planning to maintain a viable and stable business
4. Understand Financing with regards to Freelance work	<p>4.1 Explain how to keep accounts manually and digitally</p> <p>4.2 Explain how to budget for resources and overheads if required</p> <p>4.3 Explain how to forecast and calculate business income objectives, to include:</p> <ul style="list-style-type: none"> • Business development costs • Business promotion • Resources • Expenses
5. Understand how to negotiate contracts for Freelance work	<p>5.1 Explain how to negotiate and agree contracts in accordance with relevant employer legislation, income forecasts, time available and expected outcomes</p> <p>5.2 Explain how to communicate, agree and construct contractual requirements, to include:</p> <ul style="list-style-type: none"> • Expected outcomes • Expected completion date • Agreed fees and payment terms <p>5.3 Explain the relevance and understanding of using an agent to find work and promote your 'brand'</p>
6. Understand how to work with customers in a Freelance capacity	<p>6.1 Describe how to maintain professional standards of behaviour, to include:</p> <ul style="list-style-type: none"> • Quality standards of yourself and work • Effective time management • Sustainability • Customer relations <p>6.2 Explain how to adapt ways of working to meet environmental working conditions in accordance with legislative requirements and organisational policies and procedures</p> <p>6.3 Explain the importance of carrying out services in accordance with contractual obligations, to include:</p> <ul style="list-style-type: none"> • Providing further estimate of fees should an unforeseeable problem occur
7. Be able to work in a Freelance capacity	<p>7.1 Maintain your responsibilities for health and safety in accordance with legislative requirements, to include:</p> <ul style="list-style-type: none"> • Carry out risk assessment(s) to generate a lone working policy <p>7.2 Identify and use appropriate strategies and tools to enhance your professional reputation and promote yourself to potential customers</p> <p>7.3 Create a personal 'brand'</p>

	<p>7.4 Make, Follow up and maintain contacts with potential customers</p> <p>7.5 Make, Follow up and maintain appropriate networks to support you and your work, to include:</p> <ul style="list-style-type: none"> Digital networking platforms <p>7.6 Assess the value of your services and estimate fees to consider:</p> <ul style="list-style-type: none"> Competition Market Economy <p>7.7 Negotiate and agree fees, timescales, outcomes and completion criteria that meet your own and the customers' requirements</p> <p>7.8 Calculate realistic schedules of work allowing time for contingencies and minor changes</p> <p>7.9 Plan, organise and maintain your work schedules to promote a work and life balance, to include:</p> <ul style="list-style-type: none"> Provide services to meet legislative requirements and regulatory guidelines Adapting ways of working to meet environmental working conditions in accordance with legislative requirements Maintain customer satisfaction Implementing time management strategies Calculating and achieving income objectives <p>7.10 Prepare and update your financial records and accounts for audit and accountability, to include:</p> <ul style="list-style-type: none"> Legislative and regulatory requirements <p>7.11 Maintain professional standards of behaviour and work within your specialism in accordance with the service objectives and environmental conditions</p> <p>7.12 Use the variety of social media platforms to promote your 'brand'</p>
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Unit Overview:

This unit is designed to equip learners with the skills and knowledge necessary to establish and manage a successful Freelance beauty business, covering a range of business management, and marketing strategies.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

	Observation 1	Observation 2	Optional	Optional
Date Achieved				
Portfolio Reference				
Assessor Signature				
Learner Signature				

Range

	Portfolio Reference
Strategies and Tools	
Social media platforms (Instagram, LinkedIn, Facebook, Twitter)	
Media advertising (tv, radio, news, podcasts)	
Literature (business cards, price lists, posters)	
Curriculum vitae	
Biography	
Blogs and websites	



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