

## ITEC Unit 303 Hand Care

Recommended unit guided learning hours – 30

Learning outcome	Assessment Criteria	Taught Content
1. Be able to prepare for a hand care treatment	<p>1.1 Prepare for a basic hand care treatment</p> <p>1.2 State the procedure for client preparation</p> <p>1.3 Select products and tools for a basic hand care treatment</p>	<p>1.1.1 To include:</p> <ul style="list-style-type: none"><li>• Preparation of self</li><li>• Preparation of couch, trolley and working area</li><li>• Preparation of environment</li></ul> <p>1.2.1 To include:</p> <ul style="list-style-type: none"><li>• Assisting the client into a comfortable and relaxed position for the treatment</li><li>• Protecting the client's clothing appropriately for the treatment</li><li>• Removing jewellery / accessories as appropriate</li><li>• Storing the client's valuables in a safe place</li><li>• Ensuring that the preparation meets with the senior therapist's satisfaction</li></ul> <p>1.3.1 To include:</p> <ul style="list-style-type: none"><li>• Emery boards</li><li>• Buffers</li><li>• Orange wood sticks</li><li>• Cotton wool, spatulas, tissues and bowls</li><li>• Polish remover</li><li>• Clear nail polish</li><li>• Nail strengtheners</li><li>• Hand lotion / creams</li></ul>
2. Be able to provide hand care treatment	<p>2.1 Identify typical nail shapes and basic nail structure</p>	<p>2.1.1 State different shaped nails</p> <p>To include:</p> <ul style="list-style-type: none"><li>• Oval</li><li>• Square</li><li>• Pointed</li><li>• Almond</li><li>• Round</li></ul>

	<p>2.2 Carry out a basic hand care treatment</p> <p>2.3 Follow safe and hygienic working practices</p>	<p>2.1.2 State basic nail structure To include:</p> <ul style="list-style-type: none"> <li>• Matrix</li> <li>• Nail plate</li> <li>• Nail bed</li> <li>• Cuticle</li> <li>• Free edge</li> </ul> <p>2.2.1 To include:</p> <ul style="list-style-type: none"> <li>• Cleansing / sanitising the hand</li> <li>• Removing any existing nail polish</li> <li>• Using hand products appropriately and following manufacturers instructions</li> <li>• Checking that the preparation for nail treatment meets with the senior therapist's satisfaction</li> <li>• Filing the nails correctly ensuring that the free edge is left smoothed and with the length and shape to the client's satisfaction</li> <li>• Buffing using the correct technique and products</li> <li>• Applying a suitable hand moisturiser effectively and according to the senior therapist's instructions</li> <li>• Removing excess moisture from the natural nail</li> <li>• Applying a suitable nail finish (clear nail polish or nail strengthener) leaving the cuticle free from product according to the senior therapist's instructions</li> <li>• Showing client finished results</li> <li>• Checking that the finished result meet with the client's satisfaction</li> <li>• Checking that the finished result meets with the senior stylists satisfaction</li> <li>• Advising the client on suitable basic home care</li> <li>• Ensuring that the treatment is cost effective and carried out in a commercially acceptable time</li> <li>• Leaving the work place in a suitable condition for further treatments</li> </ul> <p>2.3.1 To include:</p> <ul style="list-style-type: none"> <li>• Sanitising / sterilising tools and equipment using the correct hygiene procedures</li> <li>• Storing sterilised tools appropriately</li> <li>• Salon rules and regulations</li> <li>• Code of Ethics</li> <li>• Disposal of waste</li> <li>• Environmental conditions</li> </ul>
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	2.4 Communicate and behave in a professional manner	<p>2.4.1 To include:</p> <ul style="list-style-type: none"> <li>• Being polite at all times</li> <li>• Being honest</li> <li>• Showing a positive attitude when asked to help</li> <li>• Offering help without having to be asked</li> <li>• Showing enthusiasm for the job</li> <li>• Positive facial expressions</li> <li>• Positive body language</li> <li>• Looking people in the eye when speaking to them</li> <li>• Listening</li> <li>• Speaking clearly</li> </ul>
Assessment	Assessed task – Introduction to hand care	<p>To be internally assessed, internally verified and externally verified by ITEC</p> <p>Treatments must be evidenced through the use of signed and dated consultation forms and client feedback</p>