

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete a Scheme of Work for each unit indicating how the lecturer is planning to cover the ITEC syllabus throughout the course.

Set out the planned sessions in terms of *Learning Outcomes* to be achieved. These should match those stated within the ITEC syllabus for each unit. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the syllabus.

Unit Title: Unit 812 - Provide Nail Art

Lecturer(s) responsible:

Total contact tuition hours proposed: 24

Learning Outcomes	Lecture Content	Suggested Resources	Approx Hours
Introductory session	College rules and regulations College mission statement ITEC rules and regulations Health & Safety Timetable Dates . holidays etc. Syllabus Recommended books Uniform	Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course	
1. Be able to prepare for nail art treatment			
Prepare themselves, client and work area for nail art treatment	~ Preparation of working area ~ Equipment ~ Products ~ Work wear ~ Personal appearance and behaviour ~ Hygiene e.g. sterilising/sanitising tools and equipment ~ Procedures used to prepare client for treatment ~ Client care and modesty	OHP/Whiteboard Lecture Q&A Homework Test	10
Use suitable consultation techniques to identify treatment objectives	An example of a consultation form can be downloaded from www.itecworld.co.uk ~ Consulting in a suitable area ~ Positive body language ~ Positioning of the client ~ Good communication skills (asking open and/or closed questions where appropriate) ~ Professionalism ~ Contraindications and contra-actions ~ Treatment plan ~ Products used ~ Consent ~ Confidentiality ~ Client's signature		
Carry out a nail and skin analysis	~ Skin type and condition ~ Nail type and condition ~ Natural nail shape e.g. oval, square, spoon, fan ~ Contraindications		
Provide clear recommendations to the client	~ The outcome of the skin and nail analysis ~ Client requirements ~ Nail art design plan ~ Occupation ~ Lifestyle ~ Current regime ~ Recommendations for ongoing maintenance treatments and level of commitment required		

Select products, tools and equipment to suit client treatment needs and nail conditions	<ul style="list-style-type: none"> ~ Couch or chair ~ Trolley or manicure table ~ Stool ~ Towels ~ Additional support if appropriate ~ Bedroll ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Lint Free Pads ~ Emery boards ~ Files ~ Buffers ~ Orange wood stick ~ Cuticle knife ~ Cuticle nippers ~ Nail clippers ~ Striping Brush ~ Fine Detail Brush ~ Glitter Brush ~ Marbling Tool ~ Scissors ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal ~ Products for the following treatments: ~ Nail art techniques 		
Describe salon requirements for preparing themselves, the client and the work area	<ul style="list-style-type: none"> ~ Any particular rights, restrictions and Acts applicable to facial skincare treatment ~ Code of practice/ethics ~ Insurance and professional association membership ~ Record keeping ~ Professional appearance 		
State the environmental conditions suitable for nail art	<ul style="list-style-type: none"> ~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor ~ Equipment e.g. workstation/trolley ~ Privacy ~ Reception areas ~ General use/treatment areas 		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> ~ Positive body language ~ Positioning of themselves and client (no barriers) ~ Good communication skills (asking open and/or closed questions where appropriate) ~ Verbal and non-verbal communication 		
Explain the importance of carrying out a detailed nail and skin analysis	<ul style="list-style-type: none"> ~ Skin type and condition ~ Nail type, shape and condition ~ Contraindications ~ Scope of treatment(s) ~ Identification of nail art suitability ~ Home care advice ~ Aftercare advice 		
Describe how to select products, tools and equipment to suit client treatment needs and nail conditions	<ul style="list-style-type: none"> ~ The importance of selecting the correct products, tools and equipment based upon client consultation, nail and skin analysis and nail art design plan ~ Couch or chair ~ Trolley or manicure table ~ Stool ~ Towels ~ Additional support if appropriate ~ Bedroll ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Lint free pads ~ Emery boards ~ Files ~ Buffers ~ Orange wood stick ~ Cuticle knife ~ Cuticle nippers ~ Nail clippers ~ Striping brush ~ Fine detail brush ~ Glitter brush ~ Marbling tool ~ Scissors ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal 		

<p>Identify the different nail conditions</p>	<p>~ Oils ~ Natural nail cleanser ~ Nail enamel remover ~ Acetone ~ Nail Preparation products ~ Base coat ~ Top coat ~ Coloured polishes ~ Coloured acrylic paints (water based) ~ Glitters ~ Transfers ~ Foils ~ Foil adhesive ~ Rhinestones ~ Flat stones</p> <p>Nail art techniques to include: ~ Coloured polishes ~ Rhinestones ~ Flatstones ~ Gems ~ Polish secures ~ Transfers ~ Painting techniques - dotting, striping, marbling, freehand ~ Glitters ~ Foiling ~ The methods, hygiene and safety precautions, effects and benefits of all treatment techniques</p> <p>~ Beau's lines ~ Blue nail ~ Brittle nails ~ Bruised nails ~ Discoloured nails ~ Dry nails ~ Flaking nails ~ Hang nails ~ Koilonychia ~ Lamella Dystrophy ~ Leuconychia ~ Mould ~ Onychatrophia ~ Onychauxis ~ Onychia ~ Onychocryptosis ~ Onychogryphosis ~ Onycholysis ~ Onychomycosis (Tinea Ungium) ~ Onychophagy ~ Onychophyma ~ Onychoptosis ~ Onychorrhaxis ~ Paronychia (Whitlow) ~ Pitting ~ Pterygium ~ Sepsis ~ Transverse ridges ~ Vertical ridges ~ Weak nails</p>		
<p>Describe the contraindications which prevent or restrict nail art</p>	<p>Contraindications requiring medical permission – in circumstances where medical permission cannot be obtained clients must sign an informed consent form stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP:</p> <p>~ Haemophilia ~ Any condition already being treated by a GP, dermatologist or another practitioner ~ Medical oedema ~ Arthritis ~ Nervous or Psychotic conditions ~ Recent surgery ~ Diabetes ~ Inflamed nerve ~ Undiagnosed pain ~ Acute rheumatism</p> <p>Contraindications that restrict treatment:</p> <p>~ Fever ~ Infectious or contagious diseases ~ Under the influence of recreational drugs or alcohol ~ Diarrhoea and vomiting ~ Any known allergies ~ Undiagnosed lumps and bumps ~ Inflammation ~ Cuts ~ Bruises ~ Abrasions ~ Scar tissue (2 years for major operations and 6 months for a small scar) ~ Recent fractures (minimum 3 months) ~ Sunburn ~ Repetitive strain injury ~ Carpal Tunnel Syndrome ~ Severely bitten/damaged nails ~ Nail separation ~ Eczema ~ Psoriasis ~ Dermatitis ~ Broken bones ~ Warts ~ Corns ~ Chilblains</p>		

2. Be able to provide nail art service			
<p>Communicate and behave in a professional manner</p> <p>Follow health and safety working practices</p> <p>Position themselves and client correctly throughout the treatment</p> <p>Use products, tools, equipment and techniques to suit client treatment needs and nail conditions</p>	<p>~ Explanation of treatment ~ Benefits, limitations and co-operation required ~ Client care, modesty and support ~ Communication ~ Correct posture, hygiene and a professional approach to the client throughout treatment</p> <p>~ Fire Precautions Act ~ Health & Safety at Work Act ~ Health and Safety (First Aid) Regulations ~ The Management of Health & Safety at Work Regulations ~ The Workplace (Health, Safety & Welfare) Regulations ~ The Manual Handling Operations Regulations ~ The Personal Protective Equipment at Work Regulations ~ The Provision and Use of Work Equipment Regulations ~ The Control of Substances Hazardous to Health Regulations (COSHH) ~ The Electricity at Work Regulations ~ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) ~ Disability Discrimination Act ~ Data Protection Act ~ Adhere to all product safety precautions and manufacturers' instructions ~ Legislation which relates to the work being carried out, the environment and the client with whom the nail artist is working</p> <p>~ Ensuring the client is comfortable and correctly supported ~ Nail artist maintaining correct working posture throughout treatment ~ Nail artist self-care</p> <p>Equipment ~ Couch or chair ~ Trolley or manicure table ~ Stool ~ Towels ~ Additional support if appropriate ~ Bedroll ~ Disposable slippers ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Lint free pads ~ Emery boards ~ Files ~ Buffers ~ Orange wood stick ~ Cuticle knife ~ Cuticle nippers ~ Nail clippers ~ Striping brush ~ Fine detail brush ~ Glitter brush ~ Marbling tool ~ Scissors ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal</p> <p>Products ~ Oils ~ Natural nail cleanser ~ Nail enamel remover ~ Acetone ~ Nail Preparation products ~ Base coat ~ Top coat ~ Coloured polishes ~ Coloured acrylic paints (water</p>	<p>OHP/Whiteboard Lecture Q&A Handout Homework Test:</p>	<p>14</p>

	<p>based) ~ Glitters ~ Transfers ~ Foils ~ Foil Adhesive ~ Rhinestones ~ Flat Stones</p> <p>Techniques used for the following:</p> <p>~ Coloured polishes ~ Rhinestones ~ Flat stones ~ Gems ~ Polish secures ~ Transfers</p> <p>~ Painting techniques - dotting, striping, marbling, freehand ~ Glitters ~ Foiling</p>		
Complete the treatment to the satisfaction of the client	~ Conclusion of treatment in appropriate manner to meet client's needs, manufacturers instructions and nail art design plan ~ Check treatment results with client		
Record the results of the treatment	~ Client response to treatment and feedback ~ Note benefits of the treatment ~ Product advice ~ Home care advice ~ Store records demonstrating knowledge of confidentiality requirements		
Provide suitable aftercare advice	~ Recommendations for immediate aftercare and treatment maintenance ~ Product recommendations ~ Lifestyle ~ Recommendation of further salon treatments		
State how to communicate and behave in a professional manner	~ Consultation ~ Treatment explanation ~ Client care ~ Hygiene ~ Good communication skills		
Describe health and safety working practices	~ Fire Precautions Act ~ Health & Safety at Work Act ~ Health and Safety (First Aid) Regulations ~ The Management of Health & Safety at Work Regulations ~ The Workplace (Health, Safety & Welfare) Regulations ~ The Manual Handling Operations Regulations ~ The Personal Protective Equipment at Work Regulations ~ The Provision and Use of Work Equipment Regulations ~ The Control of Substances Hazardous to Health Regulations (COSHH) ~ The Electricity at Work Regulations ~ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) ~ Disability Discrimination Act ~ Data Protection Act		
State the importance of positioning themselves and the client correctly throughout the treatment	~ Ensuring the client is comfortable and correctly supported ~ Nail artist maintaining correct posture throughout treatment		
State the importance of using products, tools, equipment and	~ Couch or chair ~ Trolley or manicure table ~ Stool ~ Towels ~ Additional support if appropriate ~ Bedroll ~ Disposable slippers		

techniques to suit client treatment needs and nail conditions	<ul style="list-style-type: none"> ~ Disinfecting fluid ~ Magnifying lamp ~ Tissues ~ Cotton wool ~ Lint free pads ~ Emery boards ~ Files ~ Buffers ~ Orange wood stick ~ Cuticle knife ~ Cuticle nippers ~ Nail clippers ~ Striping brush ~ Fine detail brush ~ Glitter brush ~ Marbling tool ~ Scissors ~ Sterilising solution ~ UV cabinet ~ Autoclave ~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal <p>Products and techniques used for the following:</p> <ul style="list-style-type: none"> ~ Coloured polishes ~ Rhinestones ~ Flat stones ~ Gems ~ Polish secures ~ Transfers ~ Painting techniques - dotting, striping, marbling, freehand ~ Glitters ~ Foiling 		
Describe how treatments can be adapted to suit client treatment needs and nail conditions	<ul style="list-style-type: none"> ~ Restrictions . contraindications and contra-actions ~ Nail shapes, types and conditions ~ Client preferences and commitment ~ Nail art design plan ~ Product availability and suitability ~ Time scales ~ Costs ~ Adapting the treatment to suit the needs of the client 		
State the contra-actions that may occur during and following treatments and how to respond	<ul style="list-style-type: none"> ~ Excessive erythema ~ Skin irritation ~ Allergic reaction ~ Inflammation ~ Bacterial infections ~ Fungal infections ~ Lifting of the product ~ Premature loss of nail art ~ Client abuse; Biting/picking ~ Hang nail ~ Damaged cuticles ~ Discolouration ~ Immediate removal of products ~ Application of cool compress where applicable ~ Referral procedures 		
State the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> ~ Concluding the treatment in appropriate manner to meet client needs, manufacturersq instructions and nail art design plan ~ Check treatment results with client 		
State the importance of completing treatment records	<ul style="list-style-type: none"> Maintaining records Aftercare Home care Product advice Compliance with Data Protection 		
State the aftercare advice that should be provided	<ul style="list-style-type: none"> ~ Recommendations for immediate aftercare ~ Recommendations for treatment maintenance ~ Recommendations for nail and skin care products for the client's skin and nail type ~ Lifestyle ~ Recommendation of further salon treatments 		
Describe the diseases and disorders of the nail	<ul style="list-style-type: none"> ~ Beau's lines ~ Blue nail ~ Brittle nails ~ Bruised nails ~ Discoloured nails ~ Dry nails ~ Flaking nails ~ Hang nails ~ Koilonychia ~ Lamella Dystrophy ~ Leuconychia ~ Mould ~ Nail separation ~ Onychatrophia ~ Onychauxis ~ Onychia ~ Onychocryptosis 		

<p>Describe the structure and functions of the nail</p>	<p> ~ Onychogryphosis ~ Onycholysis ~ Onychomycosis (Tinea Ungium) ~ Onychophagy ~ Onychoptosis ~ Onychorrhexis ~ Paronychia (Whitlow) ~ Pitting ~ Pterygium ~ Sepsis ~ Transverse ridges ~ Vertical ridges ~ Warts ~ Weak nails ~ Psoriasis ~ Free edge ~ Hyponychium ~ Eponychium ~ Peronychium ~ Lunula ~ Mantle ~ Cuticle ~ Nail plate ~ Nail bed ~ Nail fold ~ Matrix ~ Nail wall ~ Nail growth ~ Protection </p>		
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