

ITEC Level 2 Unit 804 - Provide Manicure Treatments Recommended Minimum Guided Learning Hours – 48	
Learning outcome The Learner will: 1. Be able to prepare for manicure treatments	
Assessment Criteria	Taught Content
1.1 Prepare themselves, client and work area for manicure treatment 1.2 Use suitable consultation techniques to identify treatment objectives 1.3 Carry out a nail and skin analysis 1.4 Provide clear recommendations to the client	1.1.1 To include: • 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 1.2.1 To include: 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 1.3.1 To include: • Skin type and condition • Nail type and condition • Natural nail shape e.g. oval, square, spoon, fan • Factors affecting nail growth: • Health • Age • Diet • Medication • Climate • Damage • Lifestyle 1.4.1 Taking into account the following: • The outcome of the skin and nail analysis • Diet • Smoking • Stress • Exercise • Fresh air • Occupation • Lifestyle • Current regime

1.5	Select products, tools and equipment to suit client treatment needs, skin types and nail conditions	1.5.1 To include: • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Hot towels/cabinet • Paraffin wax heater • Thermal mittens • Tissues • Cotton wool • Manicure bowls • Brushes • Gauze • Protective film • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Spatulas • Emery boards • Hoof stick/tipped orange wood stick • Cuticle knife • Cuticle nippers • Nail brush • Buffers • Nail scissors • Nail clippers Products for the following treatments: • Manicure • Specialised manicure treatments i.e. Hot oil manicure, Paraffin Wax Manicure, thermal mittens
1.6	Describe salon requirements for preparing themselves, the client and the work area	1.6.1 To include: • Any particular rights, restrictions and Acts applicable to manicure treatment • Record keeping • Code of practice/ethics • Insurance and professional association membership • Professional appearance
1.7	Describe the environmental conditions suitable for manicure treatments	1.7.1 To include: • Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas
1.8	Describe different consultation techniques used to identify treatment objectives	1.8.1 To include: • The importance of positive body language • Positioning of the client (no barriers between themselves and client) • Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication
1.9	Explain the importance of carrying out a nail and skin analysis	1.9.1 To include: • Skin type and condition • Nail type and condition • Natural nail shape • Contraindications • Scope of treatment(s) • Home care advice • Aftercare advice
1.10	Describe how to select products, tools and equipment to suit client	

3

	<ul style="list-style-type: none"> • 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
Learning outcome The Learner will:	
2. Be able to provide manicure treatments	
Assessment criteria	Taught content
2.1 Communicate and behave in a professional manner	2.1.1 To include: <ul style="list-style-type: none"> • 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
2.2 Follow health and safety working practices	2.2.1 To include: <ul style="list-style-type: none"> • 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 manicurist is working
2.3 Position themselves and client correctly throughout the treatment	2.3.1 To include: <ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Manicurist maintaining correct working posture throughout treatment • Manicurist self-care

2.4	Use products, tools, equipment and techniques to suit client's treatment needs, nail and skin conditions	<p>2.4.1 To include:</p> <p>Equipment</p> <ul style="list-style-type: none"> • Full manicure treatment approximately 30 minutes • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Hot towels/cabinet • Paraffin wax heater • Thermal mittens • Tissues • Cotton wool • Manicure bowls • Brushes • Gauze • Protective film • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Spatulas • Emery boards • Hoof stick/tipped orange wood stick • Cuticle knife • Cuticle nippers • Nail brush • Buffers • Nail scissors • Nail clippers <p>Products</p> <ul style="list-style-type: none"> • Nail enamel remover • Cuticle massage cream/oil • Cuticle remover • Exfoliation products • Hand masks • Hot oil • Paraffin wax • Massage mediums • Buffing paste • Nail strengtheners • Base coat • Nail enamels: Frosted/pearl, Cream, Light, Dark, French manicure • Top coat • Quick driers <p>Manicure techniques to include: • Filing • Cuticle work • Exfoliation • Use of hand and nail treatments i.e. hot oil, hand masks • Massage – effleurage, petrissage, passive movements • Buffing • Enamelling the nails</p>
2.5	Complete the treatment to the satisfaction of the client	<p>2.5.1 To include</p> <ul style="list-style-type: none"> • Conclusion of treatment in appropriate manner to meet client's needs and manufacturers' instructions • Check treatment results with client
2.6	Record the results of the treatment	<p>2.6.1 To include:</p> <ul style="list-style-type: none"> • Client response to treatment and feedback • Note benefits of the treatment • Product advice • Home care advice • Store records demonstrating knowledge of confidentiality requirements
2.7	Provide suitable aftercare advice	<p>2.7.1 To include:</p> <ul style="list-style-type: none"> • Recommendations for immediate aftercare and treatment maintenance • Product recommendations • Lifestyle • Recommendation of specialist treatments • Recommendation of further salon treatments
2.8	State how to communicate and behave in a professional manner	<p>2.8.1 To include:</p> <ul style="list-style-type: none"> • Consultation • Treatment explanation • Client care • Hygiene • Good communication skills

2.9	Describe health and safety working practices	<p>2.9.1 To include: The importance of:</p> <ul style="list-style-type: none"> • 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
2.10	Explain the importance of positioning themselves and the client correctly throughout the treatment	<p>2.10.1 To include:</p> <ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Manicurist maintaining correct posture throughout treatment
2.11	Explain the importance of using products, tools, equipment and techniques to suit clients treatment needs, nail and skin conditions	<p>2.11.1 To include:</p> <ul style="list-style-type: none"> • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Hot towels/cabinet • Paraffin wax heater • Thermal mittens • Tissues • Cotton wool • Manicure bowls • Brushes • Gauze • Protective film • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Spatulas • Emery boards • Hoof stick/tipped orange wood stick • Cuticle knife • Cuticle nippers • Nail brush • Buffers • Nail scissors • Nail clippers <p>Manicure products and techniques to include:</p> <ul style="list-style-type: none"> • Manicure treatment • Specialised manicure treatments
2.12	Describe how treatments can be adapted to suit client treatment needs, nail and skin conditions	<p>2.12.1 To include:</p> <ul style="list-style-type: none"> • Restrictions – contraindications and contra-actions • Nail shapes, types and conditions • Skin condition • Client preferences and commitment • Product availability and suitability • Time scales • Costs • Adapting the treatment to suit the needs of the client
2.13	Describe the different massage techniques and their benefits	<p>2.13.1 To include:</p> <ul style="list-style-type: none"> • Effleurage • Petrissage • Passive movements • Physiological effects • Psychological effects
2.14	State the contra-actions that may occur during and following treatments and how to respond	<p>2.14.1 To include:</p> <ul style="list-style-type: none"> • Excessive erythema • Skin irritation • Allergic reaction • Immediate removal of products • Application of cool compress • Referral procedures

2.15	State the importance of completing the treatment to the satisfaction of the client	2.15.1 To include: Concluding the treatment in appropriate manner to meet client's needs and manufacturers' instructions • Check treatment results with client
2.16	State the importance of completing treatment records	2.16.1 To include: • Maintaining records • Aftercare • Home care • Product advice • Compliance with Data Protection
2.17	State the aftercare advice that should be provided	2.17.1 To include: • Recommendations for immediate aftercare • Recommendations for treatment maintenance • Recommendations for nail and skin care products for the client's skin and nail type • Recommendations for use of specialised treatment products if applicable • Lifestyle • Recommendation of specialist salon treatments if applicable • Recommendation of further salon treatments
2.18	Describe diseases and disorders of the nail and skin	2.18.1 To include: • Allergies • Beau's lines • Blue nail • Brittle nails • Bruised nails • Discoloured nails • Dry nails • Flaking nails • Hang nails • Koilonychia • Lamella Dystrophy • Leuconychia • Loss of skin sensation • Nail separation • Onychatrophia • Onychauxis • Onychia • Onychocryptosis • Onychogryphosis • Onycholysis • Onychomycosis (Tinea Ungium) • Onychophagy • Onychoptosis • Onychorrhexis • Paronychia (Whitlow) • Pitting • Pterygium • Sepsis • Transverse ridges • Vertical ridges • Warts • Weak nails • Sensitive skin • Dehydrated skin • Dermatitis • Eczema • Psoriasis • Cuts • Chilblains • Bruises • Abrasions
2.19	Describe the structure and functions of the nail and skin	2.19.1 To include: The Nail • Free edge • Hyponychium • Eponychium • Peronychium • Lunula • Mantle • Cuticle • Nail plate • Nail bed • Nail fold • Matrix • Nail wall • Nail growth • Protection The Skin Epidermis • Stratum Corneum • Stratum Lucidum • Stratum Granulosum • Stratum Spinosum/Malpighian • Stratum Germinativum/Basal Layer Dermis • Blood supply • Lymphatic supply • Hair follicle • Hair • Sebaceous gland • Sweat gland: Eccrine and Apocrine • Sensory nerve endings • Dermal papilla • Collagen • Elastin • Histiocytes • Mast cells • Fibroblasts • Erector pili muscle • Melanocytes Subcutaneous/Adipose Layer • The fatty layer underneath the Dermis Functions: • Secretion • Heat regulation • Absorption • Protection/Acid Mantle (composition and formation) • Elimination/excretion • Sensation • Vitamin D formation (7-dehydro-cholesterol)

2.20 Describe the structure and function of the muscles of the lower arm and hand	2.20.1 To include: • Voluntary • Involuntary • Supinator Radii Brevis • Flexor Carpi Radialis • Extensor Carpi Radialis • Extensor Carpi Ulnaris • Flexor Carpi Ulnaris • Flexor Carpi Digitorum • Extensor Carpi Digitorum • Muscles of Thenar eminence • Muscles of Hypothenar eminence • Movement
2.21 Describe the structure and function of the bones of the lower arm and hand	2.21 To include: • Compact • Cancellous • Long bones • Short bones • Ulna • Radius • Carpals • Metacarpals • Phalanges • Support framework • Provides attachments for muscles • Forms joints • Forms erythrocytes • Stores calcium • Protection
2.22 Describe the structure and function of the arteries and veins of the lower arm and hand	2.22.1 To include: • Arteries • Walls • Lumen • Veins • Walls • Lumen • Valves Arteries: • Radial • Ulnar Veins: • Basilic • Cephalic • Control of blood flow and circulation
2.23 Describe the structure and function of the lymphatic vessels of the lower arm and hand	2.23.1 To include: • Lymphatic Capillary • Lymphatic Vessel • Lymph Node • Supratrochlear • Transportation • Detoxification • Antibodies, antitoxins and lymphocytes • Immune system • Secondary circulation
Assessment Unit 804 – Provide Manicure Treatments Practical Assessment All Learners will be assessed via a practical examination of their technical skills and treatment techniques Treatment evidence Evidence of 5 manicure treatments (1 must be a French manicure) to include: Consultation including medical history Nail and skin analysis Treatment details including specific details of products used and client's reactions Client feedback Aftercare and home care advice including retail recommendations and advice for further treatments Learner and Client signatures Treatment date	Unit 804 – Provide Manicure Treatments Practical assessment forms and marking criteria may be downloaded from www.itecworld.co.uk Unit 804 – Provide Manicure Treatments must be evidenced through the use of signed and dated treatment evidence forms. See www.itecworld.co.uk for sample form