

## 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 804 - Provide Manicure Treatments**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 48**

Learning Outcomes	Lecture Content	Suggested Resources	Approx Hours
<b>Introductory session</b>	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 manicure treatments			
Prepare themselves, client and work area for manicure 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:	20
Use suitable consultation techniques to identify treatment objectives	An example of a consultation form can be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a> ~ 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 ~ Factors affecting nail growth: ~ Health ~ Age ~ Diet ~ Medication ~ Climate ~ Damage ~ Lifestyle		

Provide clear recommendations to the client	<ul style="list-style-type: none"> <li>~ The outcome of the skin and nail analysis</li> <li>~ Diet ~ Smoking ~ Stress ~ Exercise ~ Fresh air ~ Occupation ~ Lifestyle ~ Current regime</li> </ul>		
Select products, tools and equipment to suit client treatment needs, skin types and nail conditions	<ul style="list-style-type: none"> <li>~ Couch or chair ~ Trolley or manicure table</li> <li>~ Stool ~ Magnifying lamp ~ Towels</li> <li>~ Additional support if appropriate ~ Bedroll</li> <li>~ Disinfecting fluid ~ Hot towels/cabinet</li> <li>~ Paraffin wax heater ~ Thermal mittens</li> <li>~ Tissues ~ Cotton wool ~ Manicure bowls</li> <li>~ Brushes ~ Gauze ~ Protective film</li> <li>~ Sterilising solution ~ UV cabinet ~ Autoclave</li> <li>~ Hot bead steriliser ~ Chemical immersion equipment ~ Waste disposal ~ Spatulas</li> <li>~ Emery boards ~ Hoof stick/tipped orange wood stick ~ Cuticle knife ~ Cuticle nippers</li> <li>~ Nail brush ~ Buffers ~ Nail scissors ~ Nail clippers</li> <li>Products for the following treatments:</li> <li>~ Manicure ~ Specialised manicure treatments i.e. Hot oil manicure, Paraffin Wax Manicure, thermal mittens</li> </ul>		
Describe salon requirements for preparing themselves, the client and the work area	<ul style="list-style-type: none"> <li>~ Any particular rights, restrictions and Acts applicable to manicure treatment</li> <li>~ Record keeping ~ Code of practice/ethics</li> <li>~ Insurance and professional association membership ~ Professional appearance</li> </ul>		
Describe the environmental conditions suitable for manicure treatments	<ul style="list-style-type: none"> <li>~ Lighting ~ Heating ~ Ventilation ~ Noise levels ~ Available space ~ Music ~ General hygiene ~ Waste disposal ~ Décor</li> <li>~ Equipment ~ Privacy ~ Reception areas</li> <li>~ General use/treatment areas</li> </ul>		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> <li>~ The importance of positive body language</li> <li>~ 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</li> </ul>		
Explain the importance of carrying out a nail and skin analysis	<ul style="list-style-type: none"> <li>~ Skin type and condition ~ Nail type and condition ~ Natural nail shape</li> <li>~ Contraindications ~ Scope of treatment(s)</li> <li>~ Home care advice ~ Aftercare advice</li> </ul>		
Describe how to select products, tools and equipment to suit client treatment needs, skin and nail conditions	<ul style="list-style-type: none"> <li>~ The importance of selecting the correct products, tools and equipment based upon client consultation and skin and nail analysis</li> <li>~ Couch or chair ~ Trolley or manicure table</li> <li>~ Stool ~ Magnifying lamp ~ Towels</li> <li>~ Additional support if appropriate ~ Bedroll</li> <li>~ Disinfecting fluid ~ Hot towels/cabinet</li> </ul>		





clients treatment needs, nail and skin conditions	~ 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 <b>Products</b> ~ 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 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		
Complete the treatment to the satisfaction of the client	~ Conclusion of treatment in appropriate manner to meet clients needs and manufacturers instructions ~ 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 specialist treatments ~ 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	The importance of: ~ Fire Precautions Act ~ Health & Safety at Work Act ~ Health and Safety (First Aid) Regulations ~ The Management of Health &		

	<p>Safety at Work Regulations</p> <ul style="list-style-type: none"> <li>~ The Workplace (Health, Safety &amp; Welfare) Regulations</li> <li>~ The Manual Handling Operations Regulations</li> <li>~ The Personal Protective Equipment at Work Regulations</li> <li>~ The Provision and Use of Work Equipment Regulations</li> <li>~ The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>~ The Electricity at Work Regulations</li> <li>~ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</li> <li>~ Disability Discrimination Act</li> <li>~ Data Protection Act</li> </ul>		
Explain the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> <li>~ Ensuring the client is comfortable and correctly supported</li> <li>~ Manicurist maintaining correct posture throughout treatment</li> </ul>		
Explain the importance of using products, tools, equipment and techniques to suit client treatment needs, nail and skin conditions	<ul style="list-style-type: none"> <li>~ Couch or chair</li> <li>~ Trolley or manicure table</li> <li>~ Stool</li> <li>~ Magnifying lamp</li> <li>~ Towels</li> <li>~ Additional support if appropriate</li> <li>~ Bedroll</li> <li>~ Disinfecting fluid</li> <li>~ Hot towels/cabinet</li> <li>~ Paraffin wax heater</li> <li>~ Thermal mittens</li> <li>~ Tissues</li> <li>~ Cotton wool</li> <li>~ Manicure bowls</li> <li>~ Brushes</li> <li>~ Gauze</li> <li>~ Protective film</li> <li>~ Sterilising solution</li> <li>~ UV cabinet</li> <li>~ Autoclave</li> <li>~ Chemical immersion equipment</li> <li>~ Waste disposal</li> <li>~ Spatulas</li> <li>~ Emery boards</li> <li>~ Hoof stick/tipped orange wood stick</li> <li>~ Cuticle knife</li> <li>~ Cuticle nippers</li> <li>~ Nail brush</li> <li>~ Buffers</li> <li>~ Nail scissors</li> <li>~ Nail clippers</li> <li>Manicure products and techniques to include:</li> <li>~ Manicure treatment</li> <li>~ Specialised manicure treatments</li> </ul>		
Describe how treatments can be adapted to suit client treatment needs, nail and skin conditions	<ul style="list-style-type: none"> <li>~ Restrictions . contraindications and contra-actions</li> <li>~ Nail shapes, types and conditions</li> <li>~ Skin condition</li> <li>~ Client preferences and commitment</li> <li>~ Product availability and suitability</li> <li>~ Time scales</li> <li>~ Costs</li> <li>~ Adapting the treatment to suit the needs of the client</li> </ul>		
Describe the different massage techniques and their benefits	<ul style="list-style-type: none"> <li>~ Effleurage</li> <li>~ Petrissage</li> <li>~ Passive movements</li> <li>~ Physiological effects</li> <li>~ Psychological effects</li> </ul>		
State the contra-actions that may occur during and following	<ul style="list-style-type: none"> <li>~ Excessive erythema</li> <li>~ Skin irritation</li> <li>~ Allergic reaction</li> <li>~ Immediate removal of products</li> <li>~ Application of cool compress</li> </ul>		

treatments and how to respond	~ Referral procedures		
State the importance of completing the treatment to the satisfaction of the client	Concluding the treatment in appropriate manner to meet client's needs and manufacturers instructions ~ Check treatment results with client		
State the importance of completing treatment records	Maintaining records Aftercare Home care Product advice Compliance with Data Protection		
State the aftercare advice that should be provided	~ 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		
Describe diseases and disorders of the nail and skin	~ 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		
Describe the structure and functions of the nail and skin	<b>The Nail</b> ~ Free edge ~ Hyponychium ~ Eponychium ~ Peronychium ~ Lunula ~ Mantle ~ Cuticle ~ Nail plate ~ Nail bed ~ Nail fold ~ Matrix ~ Nail wall ~ Nail growth ~ Formed in the matrix ~ 3 layers ~ Grows forward and dovetails into the nail bed ~ Protection <b>The Skin</b> <b>Epidermis</b> ~ Stratum Corneum ~ Stratum Lucidum		

Describe the structure and function of the muscles of the lower arm and hand	~ Stratum Granulosum ~ Stratum Spinosum/Malphigian ~ Stratum Germinativum/Basal Layer <b>Dermis</b> • 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 <b>Subcutaneous/Adipose Layer</b> ~ The fatty layer underneath the Dermis <b>Functions:</b> ~ Secretion ~ Heat regulation ~ Absorption ~ Protection/Acid Mantle (composition and formation) ~ Elimination/excretion ~ Sensation ~ Vitamin D formation (7-dehydro-cholesterol)		
Describe the structure and function of the bones of the lower arm and hand	~ 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		
Describe the structure and function of the arteries and veins of the lower arm and hand	~ Compact ~ Cancellous ~ Long bones ~ Short bones ~ Ulna ~ Radius ~ Carpals ~ Metacarpals ~ Phalanges ~ Support framework ~ Provides attachments for muscles ~ Forms joints ~ Forms erythrocytes ~ Stores calcium ~ Protection		
Describe the structure and function of the lymphatic vessels of the lower arm and hand	~ Arteries ~ Walls ~ Lumen ~ Veins ~ Walls ~ Lumen ~ Valves Arteries: ~ Radial ~ Ulnar Veins: ~ Basilic ~ Cephalic ~ Control of blood flow and circulation		
	~ Lymphatic Capillary ~ Lymphatic Vessel ~ Lymph Node ~ Supratrochlear ~ Transportation ~ Detoxification ~ Antibodies, antitoxins and lymphocytes ~ Immune system ~ Secondary circulation		
<b>Mock Practical</b>	To include full treatment		
<b>Mock Theory</b>	To include all the theory	Mock theory paper	