

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete 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 839 - Apply and Maintain Nail Enhancements

Lecturer(s) responsible:

Total contact tuition hours proposed: 111

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 enhancements services			
Prepare themselves, client and work area for nail enhancement services	<ul style="list-style-type: none"> • 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:	40
Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> • Suitable area • Positive body language • Positioning of the client • Communication skills • Professionalism • Contraindications and contra-actions • Treatment plan • Products used • Consent • Confidentiality • Client's signature 		
Carry out nail and skin analysis	<ul style="list-style-type: none"> • Skin type and condition • Nail type and condition • Natural nail shape e.g. oval, square hook, fan, ski jump • Factors affecting nail growth: <ul style="list-style-type: none"> • Health • Age • Diet • Medication • Climate • Damage • Lifestyle 		
Provide clear recommendations to the client	Taking into account the following: <ul style="list-style-type: none"> • The outcome of the skin and nail analysis • Client requirements • Occupation • Lifestyle • Current regime • Identification of the appropriate nail enhancement system 		

<p>Select products, tools and equipment to suit client treatment needs, skin types and nail conditions</p> <p>Describe salon requirements for preparing themselves, the client and work area</p> <p>Describe the environmental conditions suitable for nail enhancement services</p> <p>Describe the different consultation techniques used to identify treatment objectives</p> <p>Explain the importance of carrying out a detailed nail and skin analysis</p> <p>Describe how to select products, tools and equipment to suit client treatment needs, skin and nail conditions</p>	<ul style="list-style-type: none"> • Recommendations for ongoing maintenance treatments and the level of commitment required • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Tissues • Lint Free Pads • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Files • Buffers • Brushes appropriate to the system • Orange wood stick • Cuticle tools • Clippers • Scissors • Appropriate light source i.e. UV or LED • Nail tips • Covered dappen dish • Sculpting forms • Natural nail cleanser • Nail preparation products • Adhesives • Oils • Acetone free nail polish remover • Acetone • Base coat • Top coat • Enamel <p>Products, tools and equipment applicable for the following nail enhancement systems:</p> <ul style="list-style-type: none"> • Liquid and powder • Gel • Wraps <ul style="list-style-type: none"> • Any particular rights, restrictions and Acts applicable to nail enhancement services • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance <ul style="list-style-type: none"> • Lighting • Heating • Ventilation • Noise Levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas • Safety aspects • Protective equipment <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Skin type and condition • Nail type, shape and condition i.e. dry, hook, fan, ski jump • Contraindications • Scope of treatment(s) • Identification of nail enhancement system suitability • Home care advice • Aftercare advice <ul style="list-style-type: none"> • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Tissues • Lint Free Pads • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion 		
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<p>Describe the different nail and skin conditions</p>	<p>equipment • Waste disposal • Files • Buffers • Brushes appropriate to the system • Orange wood stick • Cuticle tools • Clippers • Scissors • Appropriate light source i.e. UV or LED • Nail tips • Covered dappen dish • Sculpting forms • Natural nail cleanser • Nail preparation products • Adhesives • Oils • Acetone free nail polish remover • Acetone • Base coat • Top coat • Enamel Products, tools and equipment applicable for the following nail enhancement systems: • Liquid and powder • Gel • Wraps</p> <p>• Beau's lines • Bitten nails • Blue nail • Brittle nails • Bruised nails • Discoloured nails • Dry nails • Flaking nails • Hang nails • Koilonychia • Lamella Dystrophy • Leuconychia • Misshapen nails • Mould • Onychatrophia • Onychauxis • Onychia • Onychocryptosis • Onychogryphosis • Onycholysis • Onychomycosis (Tinea Ungium) • Onychophagy • Onychophyma • Onychoptosis • Onychorrhexis • Paronychia (Whitlow) • Pitting • Pterygium • Sepsis • Split nails • Transverse ridges • Vertical ridges • Weak nails • Mature skin • Young skin • Sensitive skin • Dehydrated skin • Dry skin • Dermatitis • Eczema • Psoriasis • Corns • Chilblains • Warts • Verrucae</p>		
<p>Explain the contraindications that prevent or restrict nail enhancement services</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: • Haemophilia • Any condition already being treated by a GP, dermatologist or another practitioner • Acute arthritis • Nervous or Psychotic conditions • Recent operations on the area • Diabetes • Undiagnosed pain • Acute rheumatism</p> <p>Contraindications that restrict treatment: • Fever • Infectious or contagious diseases • Infectious or contagious diseases of the skin and nails • 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</p>		

	Tunnel Syndrome • Loss of skin sensation • Severely bitten/damaged nails • Nail separation • Eczema • Psoriasis • Dermatitis • Broken bones		
2. Be able to provide nail enhancement services			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Checking consultations and contraindications • Explaining the treatment to the client • Benefits, limitations and co-operation required • Helping the client throughout the treatment • Positioning the client correctly • Sanitising client's hands as appropriate • Sanitising own hands as appropriate throughout treatment • Protecting the client's modesty at all times • Ensuring that the client is comfortable • Using appropriate covered supports • Adapt the nail enhancement treatments to suit the needs of the client • Ensuring client does not stand on floor with bare feet (where applicable) • Client care • Communication • Correct posture, hygiene and a professional approach to the client throughout treatment 	OHP/Whiteboard Lecture Q&A Handout: Homework Test:	71
Follow health and safety working practices and Industry Code of Practice for Nail Services	<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 • Industry Code of Practice for nail services 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Positioning of the client • Client comfort • Application of the treatments • Nail technician self-care 		
Use products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Tissues • Lint Free Pads • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Files • Buffers • Brushes appropriate to the system • Orange wood stick • Cuticle tools • Clippers • Scissors 		

<p>Complete the service to the satisfaction of the client</p> <p>Record and evaluate the results of the treatment</p> <p>Provide suitable aftercare advice</p> <p>Explain how to communicate and behave in a professional manner</p> <p>Describe health and safety working practices and Industry Code of Practice for nail services</p> <p>Explain the importance of positioning themselves and the client correctly throughout the service</p>	<ul style="list-style-type: none"> • Appropriate light source i.e. UV or LED • Nail tips • Covered dappen dish • Sculpting forms • Natural nail cleanser • Nail preparation products • Adhesives • Oils • Acetone free nail polish remover • Acetone • Base coat • Top coat • Enamel <p>Products, tools, equipment and techniques applicable for the following nail enhancement systems: • Liquid and powder • Gel • Wraps</p> <ul style="list-style-type: none"> • Conclusion of treatment in appropriate manner to meet client's needs <ul style="list-style-type: none"> • Reviewing and recording treatment outcomes • Treatment recommendations • Homecare advice <ul style="list-style-type: none"> • Recommendations for immediate aftercare and treatment maintenance • Product recommendations • Lifestyle • Recommendation of specialist products • Recommendation of further salon treatments including removal <ul style="list-style-type: none"> • Consultation • Treatment explanation • Client care • Hygiene • Good communication skills <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 • Industry Code of Practice for nail services • Adhere to all safety precautions and manufacturers instructions Specific safety precautions for each nail enhancement system as follows: • Liquid and powder • Gel • Wraps <ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Applying the treatments as appropriate to the client's needs • Nail technician maintaining correct posture throughout treatment 		
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<p>Explain the importance of using products, tools, equipment and techniques to suit clients service needs, nail and skin conditions</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 • Tissues • Lint Free Pads • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Files • Buffers • Brushes appropriate to the system • Orange wood stick • Cuticle tools • Clippers • Scissors • Appropriate light source i.e. UV or LED • Nail tips • Covered dappen dish • Sculpting forms • Natural nail cleanser • Nail preparation products • Adhesives • Oils • Acetone free nail polish remover • Acetone • Base coat • Top coat • Enamel <p>Products, tools, equipment and techniques applicable for the following nail enhancement systems: • Liquid and powder • Gel • Wraps</p>		
<p>Describe how services can be adapted to suit client service needs, nail and skin conditions</p>	<ul style="list-style-type: none"> • Restrictions • Nail shapes, types and conditions • Skin condition • Client preferences and commitment • Product availability and suitability • Time scales • Costs • Liquid and powder • Gel • Wraps 		
<p>Describe how to maintain and remove nail enhancements</p>	<ul style="list-style-type: none"> • Rate and process of nail growth • After care, home care and treatment maintenance advice specific to each system • Infilling • Rebalancing • Repositioning of white tip product • Replacement of overlay • Repair of overlay • Identification of correct removal method • Removal procedures specific to nail enhancement system 		
<p>State the contra-actions that may occur during and following service and how to respond</p>	<ul style="list-style-type: none"> • Excessive erythema • Skin irritation • Exothermic reaction • Allergic reaction • Itching • Inflammation • Lifting • Premature Loss of Enhancement • Ridging • Shedding • Separation • Infection • Hang nail • Overexposure • Client abuse; Biting/picking • Damaged cuticle • Holes in nail plate • Bacterial infection of the nail • Dehydration • Mould • Discolouration • Sepsis • Loss of Natural Nail • Immediate removal of enhancements • Referral procedures 		
<p>Explain the importance of completing the service to the satisfaction of the client</p>	<ul style="list-style-type: none"> • Concluding the treatment in appropriate manner to meet client's needs • Ongoing treatments 		
<p>Explain the importance of completing the treatment records</p>	<ul style="list-style-type: none"> ▪ Maintaining records ▪ Aftercare ▪ Home care ▪ Product advice ▪ Compliance with Data Protection 		

<p>Describe the methods of evaluating the effectiveness of the treatment</p>	<ul style="list-style-type: none"> • Maintaining records for accurate future treatment • Aftercare • Home care • Product advice • Compliance with current legislation • Concluding the treatment in the correct manner to meet client's requirements • The treatment should be performed for the required amount of time efficiently and professionally ensuring the working area remains clean and tidy throughout 		
<p>Describe the chemical process involved in nail enhancement systems</p>	<ul style="list-style-type: none"> • Polymerisation • Exothermic effect • Light curing • Light sources • Appropriate timings • Lamp wattage, positioning and safety • Activators and Accelerators • Initiators • Monomers • Polymers • Oligomers • Primers • Solvents 		
<p>Describe the structure and functions of the nail and skin</p>	<p>The Nail</p> <ul style="list-style-type: none"> • Free edge • Hyponychium • Eponychium • Peronychium • Lunula • Mantle • Cuticle • Nail plate • Nail bed • Nail fold • Matrix • Nail wall • Nail growth • Protection <p>The Skin</p> <p>Epidermis</p> <ul style="list-style-type: none"> • Stratum Corneum • Stratum Lucidum • Stratum Granulosum • Stratum spinosum/Malpighian • Stratum Germinativum/Basal Layer <p>Dermis</p> <ul style="list-style-type: none"> • 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 <p>Subcutaneous/Adipose Layer</p> <ul style="list-style-type: none"> • The fatty layer underneath the Dermis <p>Functions:</p> <ul style="list-style-type: none"> • Secretion • Heat regulation • Absorption • Protection/Acid Mantle (composition and formation) • Elimination/excretion • Sensation • Vitamin D formation (7-dehydro-cholesterol) 		
<p>Describe the different natural nail shapes</p>	<ul style="list-style-type: none"> • Fan • Hook • Oval • Pointed • Round • Ski Jump/Spoon • Square 		

Mock Practical	To include full treatment		
Mock Theory	To include all the theory	Mock theory paper	