

## 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 840 - Design and Apply Nail Art**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 39**

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	
<b>1. Be able to prepare, design and plan for nail art</b>			
Develop nail art design plans  Prepare themselves, client and work area for nail art  Use suitable consultation techniques to identify service objectives  Carry out nail and skin analysis	<ul style="list-style-type: none"> <li>• Research i.e. current trends, fashion</li> <li>• Portfolio work • Themes i.e. bridal, seasonal, colour fades, stencil work • Colour theory • Colour schemes • Client requirements • Ensure client desires are realistic in terms of nail size and shape</li> <li>• Design plan adaptations</li> <li>• Preparation of working area • Equipment</li> <li>• Products • Work wear • Personal appearance and behaviour • Hygiene e.g. sterilising /sanitising tools and equipment</li> <li>• Procedures used to prepare client for treatment • Client care and modesty</li> <li>• Suitable area • Positive body language</li> <li>• Positioning of the client • Communication skills • Professionalism • Contraindications and contra-actions • Nail art design plan</li> <li>• Products and techniques used • Consent</li> <li>• Confidentiality • Client's signature</li> <li>• Skin type and condition • Nail type and condition • Natural nail shape and size e.g. oval, square hook, fan, ski jump, wide</li> <li>• Factors affecting nail growth: • Health • Age</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Test:	15

<p>Provide clear recommendations to the client</p>	<ul style="list-style-type: none"> <li>• Diet • Medication • Climate • Damage</li> <li>• Lifestyle</li> </ul> <p>Taking into account the following:</p> <ul style="list-style-type: none"> <li>• The outcome of the skin and nail analysis</li> <li>• Occupation • Lifestyle • Current regime</li> <li>• Client requirements • Identification and recommendation of the appropriate nail art design and nail art products</li> <li>• Recommendations for ongoing maintenance of nail art finish and the level of commitment required</li> </ul>		
<p>Select products, tools and equipment to suit client service needs, skin and nail conditions</p>	<ul style="list-style-type: none"> <li>• Couch or chair • Trolley or manicure table</li> <li>• Stool • Towels • Additional support if appropriate • Bedroll • Disposable slippers</li> <li>• Disinfecting fluid • Magnifying lamp</li> <li>• Tissues • Cotton wool • Lint Free Pads</li> <li>• Sterilising solution • UV cabinet • Autoclave</li> <li>• Hot bead steriliser • Chemical immersion equipment • Waste disposal • Appropriate light source i.e. UV or LED • Files • Buffers</li> <li>• Orange wood stick • Cuticle tools • Clippers</li> <li>• Brushes appropriate to system used (UV gel/liquid and powder) • Nail tips • Paint Brushes • Glitter Brush • Marbling Tool</li> <li>• Scissors • Nail art products – shells, lace, flowers, glitters, jewels, decals, liquid and coloured powders, coloured UV gels</li> <li>• Products for the following: • Nail art techniques – colour blending, marbling, painting</li> <li>• Nail art designs – 3D, embedding, alternative tip shapes</li> </ul>		
<p>Explain the importance of developing nail art design plans</p>	<ul style="list-style-type: none"> <li>• Developing ideas and themes • Practicing and perfecting techniques • Enhancing ability and speed • Demonstrating versatility and ability to adapt designs to client needs</li> <li>• Experience with differing equipment, products and techniques • Staying abreast of current and emerging trends within the industry and related fields that may have an impact i.e. fashion • Portfolio building</li> <li>• Continuous Professional Development</li> </ul>		
<p>Describe salon requirements for preparing themselves, the client and work area</p>	<ul style="list-style-type: none"> <li>• Any particular rights, restrictions and Acts applicable to nail art services • Code of practice/ethics • Insurance and professional association membership • Record keeping</li> <li>• Professional appearance</li> </ul>		
<p>Describe the environmental conditions suitable for nail art</p>	<ul style="list-style-type: none"> <li>• Lighting • Heating • Ventilation • Noise Levels • Available space • Music • General hygiene • Waste disposal • Décor</li> </ul>		

<p>Describe the different consultation techniques used to identify service objectives</p>	<ul style="list-style-type: none"> <li>• Equipment • Privacy • Reception areas</li> <li>• General use/treatment areas • Safety aspects • Protective equipment</li> <li>• 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</li> </ul>		
<p>Explain the importance of carrying out a nail and skin analysis</p>	<ul style="list-style-type: none"> <li>• Skin type and condition • Nail type, shape, condition and size i.e. dry, hook, fan, ski jump, wide • Contraindications • Scope of treatment(s) • Establish client's desires are realistic • Identification of nail art design and product suitability • Home care advice • Aftercare advice</li> </ul>		
<p>Describe how to select products, tools and equipment to suit client service needs, nail and skin conditions</p>	<ul style="list-style-type: none"> <li>• Couch or chair • Trolley or manicure table</li> <li>• Stool • Towels • Additional support if appropriate • Bedroll • Disposable slippers</li> <li>• Disinfecting fluid • Magnifying lamp</li> <li>• Tissues • Cotton wool • Lint Free Pads</li> <li>• Sterilising solution • UV cabinet • Autoclave</li> <li>• Hot bead steriliser • Chemical immersion equipment • Waste disposal • Appropriate light source i.e. UV or LED • Files • Buffers</li> <li>• Orange wood stick • Cuticle tools • Clippers</li> <li>• Brushes appropriate to system used (UV gel/liquid and powder) • Nail tips • Paint Brushes • Glitter Brush • Marbling Tool</li> <li>• Scissors</li> <li>• Nail art products – shells, lace, flowers, glitters, jewels, decals, liquid and coloured powders, coloured UV gels</li> <li>• Products for the following: • Nail art techniques – colour blending, marbling, painting</li> <li>• Nail art designs – 3D, embedding, alternative tip shapes</li> </ul>		
<p>Explain the contraindications that prevent or restrict nail art</p>	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• Any condition already being treated by a GP, dermatologist or another practitioner</li> <li>• Acute arthritis • Nervous or Psychotic conditions • Recent operations on the area</li> <li>• Undiagnosed pain • Acute rheumatism</li> </ul> <p><b>Contraindications that restrict treatment:</b></p>		

	<ul style="list-style-type: none"> <li>• Fever</li> <li>• Infectious or contagious diseases</li> <li>• Infectious or contagious diseases of the skin and nails</li> <li>• Under the influence of recreational drugs or alcohol</li> <li>• Diarrhoea and vomiting</li> <li>• Any known allergies</li> <li>• Undiagnosed lumps and bumps</li> <li>• Inflammation</li> <li>• Cuts</li> <li>• Bruises</li> <li>• Abrasions</li> <li>• Scar tissue (2 years for major operations and 6 months for a small scar)</li> <li>• Recent fractures (minimum 3 months)</li> <li>• Sunburn</li> <li>• Repetitive strain injury</li> <li>• Carpal Tunnel Syndrome</li> <li>• Loss of skin sensation</li> <li>• Severely bitten/damaged nails</li> <li>• Nail separation</li> <li>• Eczema</li> <li>• Psoriasis</li> <li>• Dermatitis</li> <li>• Broken bones</li> <li>• Corns</li> <li>• Chilblains</li> <li>• Warts</li> <li>• Verrucae</li> </ul>		
<b>2. Be able to provide nail art service</b>			
<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 service</p>	<ul style="list-style-type: none"> <li>• Checking consultations and contraindications</li> <li>• Explaining the treatment to the client</li> <li>• Benefits, limitations and co-operation required</li> <li>• Helping the client throughout the treatment</li> <li>• Positioning the client correctly</li> <li>• Sanitising client's hands as appropriate</li> <li>• Sanitising own hands as appropriate throughout treatment</li> <li>• Protecting the client's modesty at all times</li> <li>• Ensuring that the client is comfortable</li> <li>• Using appropriate covered supports</li> <li>• Adapt the nail art treatments to suit the needs of the client</li> <li>• Ensuring client does not stand on floor with bare feet (where applicable)</li> <li>• Client care</li> <li>• Communication</li> <li>• Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul> <ul style="list-style-type: none"> <li>• Fire Precautions Act</li> <li>• Health &amp; Safety at Work Act</li> <li>• Health and Safety (First Aid) Regulations</li> <li>• The Management of Health &amp; Safety at Work Regulations</li> <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> <li>• Adhere to all product safety precautions and manufacturers' instructions</li> </ul> <ul style="list-style-type: none"> <li>• Positioning of the client</li> <li>• Client comfort</li> <li>• Application of the nail art design</li> <li>• Nail artist self-care</li> </ul>	<p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&amp;A</p> <p>Handout:</p> <p>Homework</p> <p>Test:</p>	24

<p>Use products, tools, equipment and techniques to meet design plan and to suit clients service needs and nail and skin conditions</p>	<ul style="list-style-type: none"> <li>• Couch or chair • Trolley or manicure table</li> <li>• Stool • Towels • Additional support if appropriate • Bedroll • Disposable slippers</li> <li>• Disinfecting fluid • Magnifying lamp</li> <li>• Tissues • Cotton wool • Lint Free Pads</li> <li>• Sterilising solution • UV cabinet • Autoclave</li> <li>• Hot bead steriliser • Chemical immersion equipment • Waste disposal • Appropriate light source i.e. UV or LED • Files • Buffers</li> <li>• Orange wood stick • Cuticle tools • Clippers</li> <li>• Brushes appropriate to system used (UV gel/liquid and powder) • Nail tips • Paint Brushes • Glitter Brush • Marbling Tool</li> <li>• Scissors</li> <li>• Nail art products – shells, lace, flowers, glitters, jewels, decals, liquid and coloured powders, coloured UV gels</li> <li>• Products for the following: • Nail art techniques – colour blending, marbling, painting</li> <li>• Nail art designs – 3D, embedding, alternative tip shapes</li> </ul>		
<p>Complete the service to the satisfaction of the client</p>	<ul style="list-style-type: none"> <li>• Conclusion of treatment in appropriate manner to meet client's needs and nail art design plan</li> </ul>		
<p>Evaluate the results of the service</p>	<ul style="list-style-type: none"> <li>• Reviewing and recording nail art design plan and treatment outcomes • Treatment recommendations • Home care advice</li> </ul>		
<p>Provide suitable aftercare advice</p>	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare and treatment maintenance • Product recommendations • Lifestyle</li> <li>• Recommendation of further salon treatments including removal</li> </ul>		
<p>Explain how to communicate and behave in a professional manner</p>	<ul style="list-style-type: none"> <li>• Consultation • Treatment explanation</li> <li>• Client care • Hygiene • Good communication skills</li> </ul>		
<p>Describe health and safety working practices</p>	<ul style="list-style-type: none"> <li>• Fire Precautions Act • Health &amp; Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health &amp; Safety at Work Regulations • The Workplace (Health, Safety &amp; Welfare) Regulations • The Manual Handling Operations Regulations</li> <li>• 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</li> </ul>		

<p>Explain the importance of positioning themselves and the client correctly throughout the service</p>	<p>(RIDDOR) • Disability Discrimination Act • Data Protection Act • Adhere to all safety precautions and manufacturers instructions</p> <ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and correctly supported • Applying the treatments as appropriate to the client’s needs • Nail artist maintaining correct posture throughout treatment</li> </ul>		
<p>Explain the importance of using products, tools, equipment and techniques to meet design plan and to suit clients service needs, nail and skin conditions</p>	<ul style="list-style-type: none"> <li>• Couch or chair • Trolley or manicure table</li> <li>• Stool • Towels • Additional support if appropriate • Bedroll • Disposable slippers</li> <li>• Disinfecting fluid • Magnifying lamp</li> <li>• Tissues • Cotton wool • Lint Free Pads</li> <li>• Sterilising solution • UV cabinet • Autoclave</li> <li>• Hot bead steriliser • Chemical immersion equipment • Waste disposal • Appropriate light source i.e. UV or LED • Files • Buffers</li> <li>• Orange wood stick • Cuticle tools • Clippers</li> <li>• Brushes appropriate to system used (UV gel/liquid and powder) • Nail tips • Paint Brushes • Glitter Brush • Marbling Tool</li> <li>• Scissors</li> <li>• Nail art products – shells, lace, flowers, glitters, jewels, decals, liquid and coloured powders, coloured UV gels</li> <li>• Products for the following: • Nail art techniques – colour blending, marbling, painting</li> <li>• Nail art designs – 3D, embedding, alternative tip shapes</li> </ul>		
<p>Describe how the service can be adapted to suit client needs</p>	<ul style="list-style-type: none"> <li>• Restrictions • Nail shapes, types, size and conditions • Skin condition • Client preferences and commitment • Nail art design plan • Product availability and suitability</li> <li>• Time scales • Costs</li> </ul>		
<p>State the contra-actions that may occur during and following services and how to respond</p>	<ul style="list-style-type: none"> <li>• Excessive erythema • Skin irritation</li> <li>• Exothermic reaction • Allergic reaction</li> <li>• Itching • Inflammation • Lifting • Premature loss of nail art design • Ridging • Shedding</li> <li>• Separation • Infection • Hang nail</li> <li>• Overexposure • Client abuse; Biting/picking</li> <li>• Damaged cuticle • Holes in nail plate</li> <li>• Bacterial infection of the nail • Dehydration</li> <li>• Mould • Discolouration • Sepsis • Loss of Natural Nail • Staining of the natural nail plate</li> <li>• Air bubbles • Smudging • Immediate removal of products • Referral procedures</li> </ul>		
<p>Explain the importance of completing the service to the satisfaction of the client</p>	<ul style="list-style-type: none"> <li>• Concluding the treatment in appropriate manner to meet client’s needs and nail art design plan • Ongoing treatments</li> </ul>		

<p>Explain the importance of completing the service records</p>	<ul style="list-style-type: none"> <li>• Maintaining records • Aftercare • Home care</li> <li>• Product advice • Compliance with Data Protection</li> </ul>		
<p>Describe the methods of evaluating the effectiveness of the service</p>	<ul style="list-style-type: none"> <li>• Maintaining records for accurate future treatment • Aftercare • Home care • Product advice • Compliance with current legislation</li> <li>• Concluding the treatment in the correct manner to meet client's requirements and nail art design plan • The treatment should be performed for the required amount of time efficiently and professionally ensuring the working area remains clean and tidy throughout</li> </ul>		
<p>Describe the aftercare advice that should be provided</p>	<ul style="list-style-type: none"> <li>• Based upon consultation, skin and nail analysis and nail art design plan:</li> <li>• Recommendations for immediate aftercare and treatment maintenance • Product recommendations • Lifestyle • Smoking habits • Hobbies • Stress levels • Recommendation of further salon treatments in relation to maintenance and removal</li> </ul>		
<p>Describe the structure and functions of the nail and skin</p>	<p><b>The Nail</b></p> <ul style="list-style-type: none"> <li>• Free edge • Hyponychium • Eponychium</li> <li>• Peronychium • Lunula • Mantle • Cuticle</li> <li>• Nail plate • Nail bed • Nail fold • Matrix • Nail wall • Nail growth • Protection</li> </ul> <p><b>The Skin</b></p> <p><b>Epidermis</b></p> <ul style="list-style-type: none"> <li>• Stratum Corneum • Stratum Lucidum</li> <li>• Stratum Granulosum • Stratum Spinosum/Malphigian • Stratum Germinativum/Basal Layer</li> </ul> <p><b>Dermis</b> • Blood supply • Lymphatic supply</p> <ul style="list-style-type: none"> <li>• Hair follicle • Hair • Sebaceous gland</li> <li>• Sweat gland: Eccrine and Apocrine</li> <li>• Sensory nerve endings • Dermal papilla</li> <li>• Collagen • Elastin • Histiocytes • Mast cells</li> <li>• Fibroblasts • Erector pili muscle</li> <li>• Melanocytes</li> </ul> <p><b>Subcutaneous/Adipose Layer</b> • The fatty layer underneath the Dermis</p> <p><b>Functions:</b></p> <ul style="list-style-type: none"> <li>• Secretion • Heat regulation</li> <li>• Absorption • Protection/Acid Mantle (composition and formation)</li> <li>• Elimination/excretion • Sensation</li> <li>• Vitamin D formation (7-dehydro-cholesterol)</li> </ul>		
<p>Describe the different skin and nail conditions</p>	<ul style="list-style-type: none"> <li>• Beau's lines • Bitten nails • Blue nail • Brittle nails • Bruised nails • Discoloured nails • Dry nails • Flaking nails • Hang nails • Koilonychia</li> </ul>		

<p>Describe the different natural nail shapes</p>	<ul style="list-style-type: none"> <li>• Lamella Dystrophy • Leuconychia</li> <li>• Misshapen nails • Mould • Onychatrophia</li> <li>• Onychauxis • Onychia • Onychocryptosis</li> <li>• Onychogryphosis • Onycholysis</li> <li>• Onychomycosis (Tinea Ungium)</li> <li>• Onychophagy • Onychophyma</li> <li>• Onychoptosis • Onychorrhexis • Paronychia (Whitlow) • Pitting • Pterygium • Sepsis • Split nails • Transverse ridges • Vertical ridges</li> <li>• Weak nails</li> <li>• Mature skin • Young skin • Sensitive skin</li> <li>• Dehydrated skin • Dry skin • Dermatitis</li> <li>• Eczema • Psoriasis • Corns • Chilblains</li> <li>• Warts • Verrucae</li> </ul> <p>• Fan • Hook • Oval • Pointed • Round • Ski Jump/Spoon • Square</p>		
<p><b>Mock Practical</b></p>	<p>To include full treatment</p>		
<p><b>Mock Theory</b></p>	<p>To include all the theory</p>	<p>Mock theory paper</p>	