

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 842 - Enhance Nails using Electric Files

Lecturer(s) responsible:

Total contact tuition hours proposed: 29

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 enhance nails using electric files			
Prepare themselves, client and work area for enhancing nails using electric files	<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:	10
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 • Appropriate electric files for overlays • Products and techniques used • Consent • Confidentiality • Client's signature 		
Carry out skin analysis and any relevant tests	<ul style="list-style-type: none"> • Skin type and condition • Nail shape, type and condition • Thermal sensitivity test • Identify the most appropriate nail enhancement system for finishing with electric files 		
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 • Occupation • Lifestyle • Current regime • Client requirements • Identification and recommendation of the appropriate electric files suitable for filing and finishing nail 		

<p>Select electric nail files, attachments and equipment to suit client treatment needs, nail types and conditions</p>	<p>enhancements • Recommendations for ongoing maintenance</p> <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 • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Scissors • Face Mask • Protective Glasses • Electric nail files (Drills) • Drill Bits <p>Filing techniques to include: reducing length, refining surfaces, thinning out the free edge of the overlay, buffing, reducing overlay bulk</p>		
<p>Describe salon requirements for preparing themselves, the client and work area</p>	<ul style="list-style-type: none"> • Any particular rights, restrictions and Acts applicable to the use of electric files • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance • Personal protective equipment 		
<p>Describe the environmental conditions suitable for nail services using electric files</p>	<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 • Dust extraction • Protective equipment 		
<p>Describe the different consultation techniques used to identify treatment objectives</p>	<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 		
<p>Describe how to select products, equipment and techniques to suit client nail types and conditions</p>	<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 • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Scissors • Face Mask • Protective Glasses • Electric nail files (Drills) • Drill Bits <p>Filing techniques to include: reducing length, refining surfaces, thinning out the free edge of the overlay, buffing, reducing overlay bulk</p> <ul style="list-style-type: none"> • Electric nail files (Drills) i.e. mains, cordless • Left and Right Hand Use • Drill Bits • Types of Drill Attachments i.e. diamond cone, 		

<p>Identify the range of equipment used for nail services using electric files</p> <p>Describe the correct use of different types of electric filing equipment</p> <p>Explain the contraindications that prevent or restrict nail services using electric files</p>	<p>medium Carbide narrow, tapered barrel • Drill rotation speeds</p> <ul style="list-style-type: none"> • Types of Electric nail files • Care and Maintenance of Electrical Files and Drill Bits • Types of Drill Attachment • Importance of Following Manufacturers Instructions • Adaptation for Left and Right Hand use • Benefits and uses of drill attachments i.e. thinning out, buffing • Rotation speeds • Importance of Maintaining Three Points of Contact • Correct Support of Clients Hand and Finger • Pressure • Contra-actions resulting from incorrect use <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> <ul style="list-style-type: none"> • 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 • Asthma <p>Contraindications that restrict treatment:</p> <ul style="list-style-type: none"> • 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 Tunnel Syndrome • Loss of skin sensation • Severely bitten/damaged nails • Nail separation • Eczema • Psoriasis • Dermatitis • Broken bones • Warts • Verrucae • Thin and damaged nail plate 		
2. Be able to provide for enhance nails using electric files			
<p>Communicate and behave in a professional manner</p>	<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 	<p>OHP/Whiteboard Lecture Q&A Handout: Homework Test:</p>	19

	<p>throughout treatment • Protecting the client's modesty at all times</p> <ul style="list-style-type: none"> • Ensuring that the client is comfortable • Using appropriate covered supports • Adapt the use of electric files 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 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Positioning of the client • Client comfort • Clients hands and fingers are correctly supported throughout treatment • Three points of contact maintained during filing • Nail technician self-care 		
Use suitable techniques, products, tools, equipment	<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 • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Scissors • Face Mask • Protective Glasses • Electric nail files (Drills) • Drill Bits <p>Filing techniques to include: reducing length, refining surfaces, thinning out the free edge of the overlay, buffing, reducing overlay bulk</p>		
Complete the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • Conclusion of treatment in appropriate manner for overlays and to meet client's needs 		
Evaluate the results of the treatment	<ul style="list-style-type: none"> • Reviewing and recording use of electric files and treatment outcomes • Treatment recommendations • Homecare advice 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • Recommendations for immediate aftercare and treatment maintenance • Product recommendations • Lifestyle • Recommendation of further salon treatments including removal 		
Follow health and safety working practices	<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 		

<p>Explain how to communicate and behave in a professional manner</p> <p>Explain the importance of positioning themselves and the client correctly throughout the treatment</p> <p>Identify tools and equipment used with nail service using electric files</p> <p>Describe the structure of the nail</p> <p>Describe the main diseases and disorders of the nail</p> <p>Describe the dangers of incorrect use of electric files</p>	<p>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</p> <p>• Consultation • Treatment explanation • Client care • Hygiene • Good communication skills</p> <p>• Ensuring the client is comfortable and clients hands and fingers are correctly supported throughout treatment • Applying the treatments as appropriate to the overlays and the client's needs • Three points of contact maintained during filing • Application of appropriate pressure • Nail technician maintaining correct posture throughout treatment</p> <p>• Face Mask • Protective Glasses • Electric nail files (Drills) i.e. mains, cordless • Drill Bits • Types of Drill Attachments i.e. diamond cone, medium Carbide narrow, tapered barrel</p> <p>The Nail</p> <p>• Free edge • Hyponychium • Eponychium • Peronychium • Lunula • Mantle • Cuticle • Nail plate • Nail bed • Nail fold • Matrix • Nail wall • Nail growth</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 • Eczema • Psoriasis</p> <p>• Heat reaction • Burning • Blistering • Thinning of the natural nail plate • Ridging • Red rings or indentations on the natural nail • Separation • Damage to the surrounding tissues • Infection • Sepsis • Damaged cuticle • Holes in nail plate • Bacterial infection of the nail • Mould • Loss of Natural Nail</p>		
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<p>State the contra-actions which might occur during and following treatment and how to respond</p> <p>Describe safe and hygienic working practices</p>	<ul style="list-style-type: none"> • Blistering • Heat friction • Thinning of the nail plate • Cuts and abrasions • Excessive erythema • Skin irritation • Itching • Inflammation • Lifting • Premature loss of enhancement • Infection • Hang nail • Client abuse; Biting/picking • Ridging • Shedding • Separation • Damaged cuticle • Holes in nail plate • Bacterial infection of the nail • Dehydration • Mould • Discolouration • Sepsis • Loss of Natural Nail • Immediate removal of products • Referral procedures <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 safety precautions and manufacturers instructions 		
Mock Practical	To include full treatment		
Mock Theory	To include all the theory	Mock theory paper	