

SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete a Scheme of Work 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.

Qualification Title: Manicure and Pedicure **Lecturer(s) responsible:**

Total contact tuition hours proposed: 50

Learning Objective	Lecture Content	Suggested Resources	Approximate 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	
Contraindications			
Understand, explain and demonstrate how to check for contraindications and recognise any nail diseases and disorders	• Transverse ridges • Vertical ridges • Beau's lines • Blue nail • Psoriasis • Eczema • Tinea pedis • Paronychia (Whitlow) • Sepsis • Leuconychia • Flaking • Onychorrhexis • Pitting • Pterygium • Onychia • Hang nail • Lamella dystrophy • Onychomycosis (Tinea Ungium) • Onychoptosis • Onychatrophia • Onychogryphosis • Onychauxis • Onychocryptosis • Onychophagy • Koilonychia • Warts • Verucca • Loss of skin sensation • Diabetes • Allergies • Chilblains • Corns • Cuts • Abrasions • Broken bones	OHP/Whiteboard Lecture Q&A Handout Homework Test	6
Understand and recognise those general contraindications to manicure and pedicure requiring medical permission or the client to indemnify their condition in writing prior to the treatment and those contraindications that restrict treatment	• Contraindications requiring medical permission – in circumstances where medical permission cannot be obtained clients must indemnify their condition in writing prior to the treatment • Haemophilia • Any condition already being treated by a GP, dermatologist or another practitioner • Medical oedema • Arthritis • Nervous/Psychotic conditions • Recent operations of the hands or feet • Diabetes • Inflamed nerve • Undiagnosed pain • Acute rheumatism • Contraindications that restrict treatment • 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 • Severe bruising • Abrasions • Scar tissues (2 years for major operation and 6 months for a small scar) • Recent fractures (minimum 3 months) • Sunburn • Repetitive Strain Injury • Carpal Tunnel Syndrome • Severely bitten or damaged nails • Nail separation • Eczema • Psoriasis		
Manicure and Pedicure			
Understand, explain and demonstrate the importance of consultation and communicating with the client tactfully and accurately	• Checking for contraindications • Noting the condition of the nails • Noting the shape of the nails • Planning a treatment programme • Discussing any home and after care	OHP/Whiteboard Lecture Q&A Practical Handout Test	30
Understand, explain and demonstrate how to sanitise client's hands	• Wipe the hands with sanitiser, checking for contraindications		
Understand, explain and demonstrate use of the following products and tools	• Emery boards • Cuticle massage cream/oil • Cuticle remover • Hoof stick/tipped orange wood stick • Cuticle knife • Cuticle nipper • Buffers • Pedicure rasp (hard skin removal) • Nail scissors • Clippers • Nail enamel remover • Hard skin remover (for pedicure) • Massage oil/cream • Buffing paste • Nail strengtheners • Base coat • Nail enamels: Frosted, Cream, Light, Dark and French manicure • Top coat • Quick dryers		
Understand, explain and demonstrate use of specialised nail treatments	• Hot oil • Paraffin wax • Hand masks • Foot masks • Exfoliation • Thermal mittens/boots		
Understand, explain and demonstrate how to file the nails correctly according to the nail shape	• Hold the file at a 45 degree angle to the nail • Use the file in one direction only i.e. side centre, side centre • Follow the shape of the cuticle as a guide • Toe nails to be filed straight across • Bevel nails where appropriate		
Understand, explain and demonstrate how to decide upon the correct nail shape	• Follow the shape of the cuticle • Abide by the client's wishes • Oval • Square • Pointed • Almond • Round		
Understand, explain and apply cuticle cream or oil	• Ensure that product is taken from any containers with use of either a spatula, orange wood stick or similar • Tops should be replaced on bottles • Apply cuticle cream or oil to the cuticle area and massage in • Minimise wastage • Soak the hand/foot and repeat on the other hand/foot		
Understand, explain and apply cuticle remover and	• Ensure that product is taken from any containers with use of either a spatula,		

demonstrate use of the hoof stick, tipped orange wood stick, cuticle knife and nippers	orange wood stick or similar • Tops should be replaced on bottles • Apply cuticle remover to the cuticle area • Use the hoof stick in small circular movements • Use the wet cuticle knife in small circular movements flat against the nail • Use the cuticle nippers on any 'dead' cuticle left adhering to the nail plate		
Understand, explain and demonstrate how to massage the hand and lower arm/foot and lower leg demonstrating the classical massage movements where appropriate	• To include use of a massage medium – Hand cream, Cream, Oil • Massage should include the following movements: Effleurage, Petrissage, Tapotement (pedicure only), passive movements		
Understand, explain and remove any excess product	• Remove the medium used : Hot compress or damp cotton wool, toner • 'Squeak' the nail clean with enamel remover		
Understand and explain buffing	• Ensure that paste is taken from any containers with the use of either a spatula, orange wood stick or similar • Apply a small amount of paste in the centre of the nail (size of a pin head)		
Understand, explain and demonstrate how to buff the nails	• Buff in one direction only from the matrix to the tip of the nail		
Understand, explain and demonstrate how to apply base coat	• Apply base coat to the nail in 3 strokes		
Understand, explain and apply two coats of enamel, smoothly, evenly and ensuring a hairline gap around the nail wall	• Apply 2 coats of coloured enamel in 3 strokes per nail • Ensure a hairline gap is left around the nail • Ensure the enamel is not on the skin or cuticle		
Understand, explain and demonstrate application of the topcoat	• Apply top coat over cream enamel in 3 strokes per nail		
Understand, explain and demonstrate use of minimal correction to ensure a good finished result	• Remove any enamel which may be on the skin or cuticle with enamel remover and use either an orange wood stick or cotton bud		
Understand, explain and demonstrate correct hygiene throughout the treatments	• Tools must be sterilised/sanitised before use in either: Autoclave, Glass bead, UV cabinet, Chemicals • Tools should be wiped before going from hand to hand with sanitiser or equivalent • Products must only be taken from containers with a spatula, orange wood stick or cotton bud • Tops must be replaced on products • Tools must be replaced in the steriliser after use		

Understand and explain how to work within time limits acceptable to industry Understand and explain how to update client records accurately Briefly understand and explain nail technology systems	• 30 minutes full manicure • 40 minutes full pedicure • Check details from the previous visit - note any changes, particularly any contraindications • Note the condition of the nails • Note the treatment and colour of enamel • Gel • Acrylic • Fibre glass • Silk wraps		
Osteology			
Understand and explain the position (with the aid of diagrams) of the following bones:	• Lower arm and hand: • Ulna • Radius • Carpals • Metacarpals • Phalanges • Lower leg and foot: • Tibia • Fibula • Tarsals • Metatarsals • Phalanges	OHP/Whiteboard Lecture Q&A Practical Handout: 1. Unlabelled diagram of the bones of the lower arm and hand 2. Unlabelled diagram of the bones of the Lower leg and foot Homework Test	2
Angiology (Circulatory System)			
Understand and explain (with the aid of diagrams) the position of the following:	• Arteries of the lower arm and hand • Radial • Ulnar • Veins of the lower arm and hand • Basilic • Cephalic • Arteries of the lower leg and foot • Anterior Tibial • Posterior Tibial • Veins of the lower leg and foot • Anterior Tibial • Posterior Tibial	OHP/Whiteboard Lecture Q&A	1
Lymphatic System			
Understand and explain the position and function of the following lymph nodes:	• Lower arm: Supratrochlear • Lower leg: Popliteal	OHP/Whiteboard Lecture Q&A	1
Structure of the Nail			
Understand and explain the position and function of the following structures: Understand and explain the process by which the nail grows Understand and explain the factors which affect nail growth Understand and explain the following nail diseases and disorders:	• Free edge • Hyponychium • Eponychium • Peronychium • Lunula • Mantle • Cuticle • Nail plate • Nail bed • Nail fold • Matrix • Nail wall • Formed in the matrix • 3 layers • Grows forward and dovetails into the nail bed • Health • Age • Diet • Medication • Climate • Damage • Lifestyle • Transverse ridges • Vertical ridges • Beau's line • Blue nail • Psoriasis • Eczema • Tinea Ungium • Tinea Pedis • Paronychia (Whitlow) • Sepsis • Leuconychia • Flaking • Dry/Brittle nails	OHP/Whiteboard Lecture Q&A Handout: Blank diagram of the nail Homework Test:	4

	• Pitting • Pterygium • Onychia • Hang nail • Lamella dystrophy • Onychomycosis • Onychatrophia • Onychogryposis • Onychauxis • Onychocryptosis • Onychophagy • Koilonychia • Warts • Verucca • Loss of skin sensation • Diabetes • Allergies • Chilblains • Corns • Cuts • Abrasions • Broken bones		
Muscular System			
Understand and explain (with the aid of diagrams) the position and action of the following muscles:	• Lower Arm • Supinator Radii Brevis • Flexor Carpi Radialis • Extensor Carpi Radialis • Flexor Carpi Ulnaris • Extensor Carpi Ulnaris • Flexor Carpi Digitorum • Extensor Carpi Digitorum • Muscles of Thenar Eminence • Muscles of Hypothenar Eminence • Lower Leg • Gastrocnemius • Soleus • Tibialis Anterior • Peroneus Longus • Flexor Digitorum Longus • Extensor Digitorum Longus • Tendon of Achilles	OHP/Whiteboard Lecture Q&A Handout: Unlabelled diagram showing the muscles of the lower arm and lower leg Homework Test	2
Structure of the Skin			
Understand and explain (with the aid of a diagram) the position and function of the following:	• Epidermis • Stratum Corneum • Stratum Lucidum • Stratum Granulosum • Stratum Spinosum/Malphigian • Stratum Germinativum/Basal layer • Dermis • Blood supply • Lymphatic supply • Hair follicle • Hair • Sebaceous gland • Sweat gland: Eccrine and Apocrine • Sensory nerve endings • Dermal papilla • Erector Pili muscle • The structure and function of the fatty layer found underneath the Dermis	OHP/Whiteboard Lecture Q&A Handout: Unlabelled diagram showing the structure of the skin Homework Test	3
Understand and explain the Subcutaneous/Adipose layer			
Case Studies A range of 5 clients to be treated for either manicure or pedicure, one of which should include a French polish			
Mock Practical	To include a full manicure and pedicure	Mock theory paper	
Mock Theory	To include all theory taught		