

Scheme of work

For each VTCT (ITEC) qualification, the lecturer/centre must complete a scheme of work for each unit indicating how the Lecturer is planning to cover the unit content throughout the course. Set out the planned sessions in terms of learning outcomes to be achieved. These should match those stated within the VTCT (ITEC) unit specification. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the unit specification.

Unit title: iUBT404 – Provide manicure treatments

Total contact tuition hours proposed: 48

Lecturer(s) responsible:

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> College rules and regulations College mission statement ITEC rules and regulations Health & Safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform 	<ul style="list-style-type: none"> Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course 	
Be able to prepare for manicure treatments			
Prepare themselves, client and work area for manicure treatment	<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 	<ul style="list-style-type: none"> OHP/Whiteboard Lecture Q&A Homework Test: 	20

Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> • An example of a consultation form can be downloaded from www.itecworld.co.uk • Consulting in a suitable area • Positive body language • Positioning of the client • Good communication skills (asking open and/or closed questions where appropriate) • Professionalism • Contra-indications and contra-actions • Treatment plan • Products used • Consent • Confidentiality • Client's signature 		
Carry out a nail and skin analysis	<ul style="list-style-type: none"> • Skin type and condition • Nail type and condition • Natural nail shape <ul style="list-style-type: none"> - Oval - Square - Spoon - Fan • Factors affecting nail growth: <ul style="list-style-type: none"> - Health - Age - Diet - Medication - Climate - Damage - Lifestyle 		
Provide clear recommendations to the client	<ul style="list-style-type: none"> • Taking into account the following: <ul style="list-style-type: none"> - The outcome of the skin and nail analysis - Diet - Smoking - Stress - Exercise - Fresh air - Occupation - Lifestyle - Current regime 		
Select products, tools and equipment to suit client	<ul style="list-style-type: none"> • Couch or chair • Trolley or manicure table • Stool 		

treatment needs, skin types and nail conditions	<ul style="list-style-type: none"> • 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 • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Spatulas • Emery boards • Hoof stick/tipped orange wood stick • Cuticle knife/tool • Cuticle nippers • Nail brush • Buffers • Nail scissors • Nail clippers • Products for the following treatments: <ul style="list-style-type: none"> - Manicure - Specialised manicure treatments i.e. hot oil manicure - Paraffin wax manicure - Thermal mittens 		
Describe salon requirements for preparing themselves, the client and the work area	<ul style="list-style-type: none"> • Any particular rights, restrictions and Acts applicable to manicure treatment • Record keeping • Code of practice/ethics • Insurance and professional association membership • Professional appearance 		

Describe the environmental conditions suitable for manicure treatments	<ul style="list-style-type: none"> • To include the following factors: <ul style="list-style-type: none"> - Lighting - Heating - Ventilation - Noise levels - Available space - Music - General hygiene - Waste disposal - Décor - Equipment e.g. workstation/trolley - Privacy - Reception areas - General use/treatment areas 		
Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> • The importance of 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 		
Explain the importance of carrying out a nail and skin analysis	<ul style="list-style-type: none"> • Skin type and condition • Nail type and condition • Natural nail shape • Contra-indications • Scope of treatment(s) • Home care advice • Aftercare advice 		
Describe how to select products, tools and equipment to suit client treatment needs, skin and nail conditions	<ul style="list-style-type: none"> • The importance of selecting the correct products, tools and equipment based upon client consultation and skin and nail analysis • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Hot towels/cabinet • Paraffin wax heater • Thermal mittens • Tissues 		

	<ul style="list-style-type: none"> • 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/tool • Cuticle nippers • Nail brush • Buffers • Nail scissors • Nail clippers • 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: <ul style="list-style-type: none"> - Frosted/pearl - Cream - Light - Dark - French manicure - Top coat - Quick driers 		
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	<ul style="list-style-type: none"> • Manicure techniques to include: <ul style="list-style-type: none"> - Filing - Cuticle work - Exfoliation - Use of hand and nail treatments i.e. hot oil, hand masks • Massage: <ul style="list-style-type: none"> - Effleurage - Petrissage - Passive movements • Buffing • Enamelling the nails • The methods, hygiene and safety precautions, effects and benefits of all treatment techniques 		
Identify nail and skin conditions	<ul style="list-style-type: none"> • 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 • Onychatrophia • Onychauxis • Onychia • Onychocryptosis • Onychogryphosis • Onycholysis • Onychomycosis (Tinea Ungium) • Onychophagy • Onychoptosis • Onychorrhexis • Paronychia (Whitlow) • Pitting • Pterygium • Sepsis 		

	<ul style="list-style-type: none"> • Transverse ridges • Vertical ridges • Weak nails • Condition of the skin: <ul style="list-style-type: none"> - Mature skin - Young skin - Sensitive skin - Dehydrated skin - Dry skin - Dermatitis - Eczema - Psoriasis - Chilblains 		
Describe the contra-indications which prevent or restrict manicure treatments	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Haemophilia - Any condition already being treated by a GP, dermatologist or another practitioner - Medical oedema - Arthritis - Nervous or Psychotic conditions - Recent operations on the hands - Diabetes - Inflamed nerve - Undiagnosed pain - Acute rheumatism • Contra-indications that restrict treatment: <ul style="list-style-type: none"> - 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 - 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 		

	<ul style="list-style-type: none"> - Carpal tunnel syndrome - Severely bitten/damaged nails - Nail separation - Eczema - Psoriasis - Dermatitis - Broken bones - Warts 		
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Be able to provide manicure treatments			
Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Explanation of treatment • Benefits, limitations and co-operation required • Client care, modesty and support • Communication • Correct posture, hygiene and a professional approach to the client throughout treatment 	<ul style="list-style-type: none"> • OHP/Whiteboard • Lecture • Q&A • Handout: • Homework • Test: 	28
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 Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act/GDPR • Adhere to all product safety precautions and manufacturers' instructions • Legislation which relates to the work being carried out, the environment and the client with whom the manicurist is working 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Manicurist maintaining correct working posture throughout treatment • Manicurist self-care 		
Use products, tools, equipment and techniques to suit client's	<ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Full manicure treatment approximately 30 minutes - Couch or chair - Trolley or manicure table 		

treatment needs, nail and skin conditions	<ul style="list-style-type: none"> - 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/tool - Cuticle nippers - Nail brush - Buffers - Nail scissors - Nail clippers • Products <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> ▪ Frosted/pearl 		
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	<ul style="list-style-type: none"> ▪ Cream ▪ Light ▪ Dark ▪ French manicure ▪ Top coat ▪ Quick driers <ul style="list-style-type: none"> • Manicure techniques to include <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> • Conclusion of treatment in appropriate manner to meet client's needs and manufacturers' instructions • Check treatment results with client 		
Record the results of the treatment	<ul style="list-style-type: none"> • Client response to treatment and feedback • Note benefits of the treatment • Product advice • Homecare advice • Store records demonstrating knowledge of confidentiality requirements 		
Provide suitable aftercare advice	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Consultation • Treatment explanation • Client care • Hygiene • Good communication skills 		
Describe 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 		

	<ul style="list-style-type: none"> • 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/GDPR 		
Explain the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Manicurist maintaining correct posture throughout treatment 		
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"> • Couch or chair • Trolley or manicure table • 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 		

	<ul style="list-style-type: none"> • Nail brush • Buffers • Nail scissors • Nail clippers • Manicure products and techniques to include: <ul style="list-style-type: none"> - Manicure treatment - Specialised manicure treatments 		
Describe how treatments can be adapted to suit client treatment needs, nail and skin conditions	<ul style="list-style-type: none"> • Restrictions <ul style="list-style-type: none"> - Contra-indications and contra-actions • Nail shapes, types and conditions • Skin condition • Client preferences and commitment • Product availability and suitability • Time scales • Costs • Adapting the treatment to suit the needs of the client 		
Describe the different massage techniques and their benefits	<ul style="list-style-type: none"> • Effleurage • Petrissage • Passive movements • Physiological effects • Psychological effects 		
State the contra-actions that may occur during and following treatments and how to respond	<ul style="list-style-type: none"> • Excessive erythema • Skin irritation • Allergic reaction • Immediate removal of products • Application of cool compress • Referral procedures 		
State the importance of completing the treatment to the satisfaction of the client	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Maintaining records • Aftercare • Home care • Product advice • Compliance with current data protection legislation 		

State the aftercare advice that should be provided	<ul style="list-style-type: none"> • Recommendations for immediate aftercare • Recommendations for treatment maintenance • Recommendations for nail and skin care products for the client's nail and skin 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	<ul style="list-style-type: none"> • Allergies • Beau's lines • Blue nail • Brittle nails • Bruised nails • Discoloured nails • Dry nails • Flaking nails • Hang nails • Koilonychia • Lamellar dystrophy • Leuconychia • Loss of skin sensation • Nail separation • Onychatrophia • Onychauxis • Onychia • Onychocryptosis • Onychogryphosis • Onycholysis • Onychomycosis (Tinea unguium) • Onychophagy • Onychoptosis • Onychorrhhexis • Paronychia (whitlow) • Pitting • Pterygium • Sepsis • Transverse ridges • Vertical ridges • Warts 		

	<ul style="list-style-type: none"> • Weak nails • Sensitive skin • Dehydrated skin • Dermatitis • Eczema • Psoriasis • Cuts • Chilblains • Bruises • Abrasions 		
Describe the structure and functions of the nail and skin	<ul style="list-style-type: none"> • The Nail <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 • The skin <ul style="list-style-type: none"> - Epidermis <ul style="list-style-type: none"> ▪ Stratum corneum ▪ Stratum lucidum ▪ Stratum granulosum ▪ Stratum ▪ Spinosum/malpighian ▪ Stratum germinativum/basal Layer ▪ Blood supply ▪ Lymphatic supply ▪ Hair follicle ▪ Hair ▪ Sebaceous gland ▪ Sweat gland: Eccrine and apocrine ▪ Sensory nerve endings ▪ Dermal papilla 		

	<ul style="list-style-type: none"> ▪ Collagen ▪ Elastin ▪ Histiocytes ▪ Mast cells ▪ Fibroblasts ▪ Erector pili muscle ▪ Melanocytes - Subcutaneous/adipose layer <ul style="list-style-type: none"> ▪ The fatty layer underneath the dermis • Functions <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) 		
Describe the structure and function of the muscles of the lower arm and hand	<ul style="list-style-type: none"> • 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 bones of the lower arm and hand	<ul style="list-style-type: none"> • Compact • Cancellous • Long bones • Short bones • Ulna • Radius • Carpals • Metacarpals • Phalanges • Support framework 		

	<ul style="list-style-type: none"> • Provides attachments for muscles • Forms joints • Forms erythrocytes • Stores calcium • Protection 		
Describe the structure and function of the arteries and veins of the lower arm and hand	<ul style="list-style-type: none"> • Arteries <ul style="list-style-type: none"> - Walls - Lumen • Veins <ul style="list-style-type: none"> - Walls - Lumen - Valves • Arteries <ul style="list-style-type: none"> - Radial - Ulnar • Veins <ul style="list-style-type: none"> - Basilic - Cephalic • Control of blood flow and circulation 		
Describe the structure and function of the lymphatic vessels of the lower arm and hand	<ul style="list-style-type: none"> • Lymphatic capillary • Lymphatic vessel • Lymph node • Supratrochlear • Transportation • Detoxification • Antibodies, antitoxins and lymphocytes • Immune system • Secondary circulation 		

iUBT404 – Provide manicure treatments			
Case studies:	<ul style="list-style-type: none"> • Evidence of 5 full manicure treatments (1 must be a French manicure, and 1 a specialised treatment with buffed finish) 	Mock theory paper	
Mock practical:	<ul style="list-style-type: none"> • To include full treatment 		
Mock theory:	<ul style="list-style-type: none"> • To include all the theory 		

Document History

Version	Issue Date	Changes	Role
v1	14/10/2019	First published	Qualifications Administrator