

# iUBT405 – Enhance nails using electric files

URN – K/617/4352

**Guided Learning Hours: 29**

Learning outcome	Assessment criteria	Taught content to include
LO1 Be able to prepare for enhance nails using electric files	1.1. Prepare self, client and work area for enhancing nails using electric files	<ul style="list-style-type: none"> <li>• Preparation of working area</li> <li>• Equipment</li> <li>• Products</li> <li>• Work wear</li> <li>• Personal appearance and behaviour</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Hygiene e.g. sterilising/sanitising tools and equipment</li> <li>• Procedures used to prepare client for treatment</li> <li>• Client care and modesty</li> </ul>
	1.2. Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> <li>• An example of a consultation form can be downloaded from: <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></li> <li>• Suitable area</li> <li>• Positive body language</li> <li>• Positioning of the client</li> <li>• Communication skills</li> <li>• Professionalism</li> <li>• Contra-indications and contra-actions</li> <li>• Appropriate electric files for overlays</li> <li>• Products and techniques used</li> <li>• Consent</li> <li>• treatment of minors</li> <li>• Confidentiality</li> <li>• Client/parent/guardian signature</li> </ul>
	1.3. Carry out skin analysis and any relevant tests	<ul style="list-style-type: none"> <li>• Skin type and condition</li> <li>• Nail shape, type, thickness, formation and condition</li> </ul>

		<ul style="list-style-type: none"> <li>• Artificial structure to be worked on, thickness, formation, condition</li> <li>• Factors affecting nail growth: health, age, diet, medication, climate, damage, lifestyle</li> <li>• Factors affecting the integrity of the artificial structure: lifting, damage, client abuse, lifestyle</li> <li>• Thermal sensitivity test</li> <li>• Identify the most appropriate nail enhancement system for finishing with electric files</li> </ul>
	1.4. Provide clear recommendations to the client	<ul style="list-style-type: none"> <li>• Taking into account the following: <ul style="list-style-type: none"> <li>- The outcome of the skin, nail and artificial structure analysis</li> <li>- Occupation</li> <li>- Lifestyle</li> <li>- Current regime</li> <li>- Client requirements</li> <li>- Identification and recommendation of the appropriate electric files suitable for filing and finishing nail enhancements/removing or thinning existing artificial nail structures</li> <li>- Recommendations for ongoing maintenance treatments and level of commitment required</li> <li>- Managing client expectations and realistic achievable outcome</li> </ul> </li> </ul>
	1.5. Select electric nail files, attachments and equipment to suit client treatment needs, nail types and conditions	<ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley or manicure table</li> <li>• Stool</li> <li>• Towels</li> <li>• Additional support if appropriate</li> <li>• Bedroll</li> <li>• Disposable slippers</li> <li>• Disinfecting fluid</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool</li> <li>• Lint free pads</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> </ul>

		<ul style="list-style-type: none"> <li>• Autoclave</li> <li>• Hot bead steriliser</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal</li> <li>• Scissors</li> <li>• PPE: face mask, protective glasses</li> <li>• Electric nail files (drills)</li> <li>• Drill bits <ul style="list-style-type: none"> <li>- Carbide or diamond bit</li> <li>- Backfill bit</li> <li>- Mandrel and sanding bands</li> <li>- Under nail cleaner</li> <li>- Buffers</li> </ul> </li> <li>• Filing techniques to include: <ul style="list-style-type: none"> <li>- Reducing length</li> <li>- Refining surfaces</li> <li>- Thinning out the free edge of the overlay</li> <li>- Buffing</li> <li>- Reducing overlay bulk</li> </ul> </li> </ul>
	1.6. Describe salon requirements for preparing self, the client and work area	<ul style="list-style-type: none"> <li>• Any particular rights, restrictions and acts applicable to the use of electric files</li> <li>• Code of practice/ethics</li> <li>• Insurance and professional association membership</li> <li>• Record keeping</li> <li>• Professional appearance</li> <li>• Personal protective equipment</li> </ul>
	1.7. Describe the environmental conditions suitable for nail services using electric files	<ul style="list-style-type: none"> <li>• Lighting</li> <li>• Heating</li> <li>• Ventilation</li> <li>• Noise levels</li> <li>• Available space</li> <li>• Music</li> <li>• General hygiene</li> <li>• Waste disposal including contaminated waste</li> <li>• Décor</li> <li>• Equipment</li> <li>• Privacy</li> </ul>

		<ul style="list-style-type: none"> <li>• Reception areas</li> <li>• General use/treatment areas</li> <li>• Safety aspects</li> <li>• Dust extraction</li> <li>• Protective equipment</li> </ul>
	1.8. Describe the different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> <li>• Positive body language</li> <li>• Positioning of the client (no barriers between self and client)</li> <li>• Good communication skills (asking open and/or closed questions where appropriate)</li> <li>• Verbal and non-verbal communication</li> </ul>
	1.9. Describe how to select products, equipment and techniques to suit client nail types and conditions	<ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley or manicure table</li> <li>• Stool</li> <li>• Towels</li> <li>• Additional support if appropriate</li> <li>• Bedroll</li> <li>• Disposable slippers</li> <li>• Disinfecting fluid</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool</li> <li>• Lint free pads</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Hot bead steriliser</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal</li> <li>• Scissors</li> <li>• PPE: face mask, protective glasses</li> <li>• Electric nail files (drills)</li> <li>• Drill bits <ul style="list-style-type: none"> <li>- Carbide or diamond bit</li> <li>- Backfill bit</li> <li>- Mandrel and sanding bands</li> <li>- Under nail cleaner</li> <li>- Buffers</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Filing techniques to include: <ul style="list-style-type: none"> <li>- Reducing length</li> <li>- Refining surfaces</li> <li>- Thinning out the free edge of the overlay</li> <li>- Buffing</li> <li>- Reducing overlay bulk</li> </ul> </li> </ul>
	1.10. Identify the range of equipment used for nail services using electric files	<ul style="list-style-type: none"> <li>• Electric nail files (drills) <ul style="list-style-type: none"> <li>- Mains</li> <li>- Cordless</li> </ul> </li> <li>• Left and right hand use (reverse action use)</li> <li>• Drill bits <ul style="list-style-type: none"> <li>- Carbide or diamond bit</li> <li>- Backfill bit</li> <li>- Mandrel and sanding bands</li> <li>- Under nail cleaner</li> <li>- Buffers</li> </ul> </li> <li>• Types of drill attachments and buffers <ul style="list-style-type: none"> <li>- Diamond cone</li> <li>- Medium carbide narrow</li> <li>- Tapered barrel</li> </ul> </li> <li>• Drill rotation speeds and reverse action</li> </ul>
	1.11. Describe the correct use of different types of electric filing equipment	<ul style="list-style-type: none"> <li>• Types of electric nail files</li> <li>• Care and maintenance of electrical files and drill bits</li> <li>• Types of drill attachment</li> <li>• Importance of following manufacturer's instructions</li> <li>• Adaptation for left and right hand use</li> <li>• Benefits and uses of drill attachment <ul style="list-style-type: none"> <li>- Reducing length</li> <li>- Refining surfaces</li> <li>- Thinning out the free edge of the overlay</li> <li>- Buffing</li> <li>- Reducing overlay bulk</li> </ul> </li> <li>• Rotation speeds and direction</li> <li>• Importance of maintaining three points of contact</li> <li>• Correct support of client's hand and position the clients finger so the file is kept flat against the nail</li> <li>• Pressure <ul style="list-style-type: none"> <li>- Importance of working in one direction across the overlay</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Importance of working in the opposite direction to the rotation of the file attachment</li> <li>- Ensure constant movement is maintained to avoid heat build-up</li> <li>- How to maintain the balance, shape and position of apex when electric filing</li> <li>• Contra-actions resulting from incorrect use, e.g. blistering, heat friction, thinning of the nail plate, cuts, abrasions</li> </ul>
	1.12. Explain the contra-indications to nail services using electric files	<ul style="list-style-type: none"> <li>• Contra-indications 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"> <li>- Haemophilia</li> <li>- Any condition already being treated by a GP, dermatologist or another practitioner</li> <li>- Acute arthritis</li> <li>- Nervous or psychotic conditions</li> <li>- Recent operations on the area</li> <li>- Diabetes</li> <li>- Undiagnosed pain</li> <li>- Acute rheumatism</li> <li>- Asthma</li> </ul> </li> <li>• Contra-indications that restrict treatment <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/or 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> </ul> </li> </ul>

		<ul style="list-style-type: none"> <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>- Warts</li> <li>- Verrucae</li> <li>- Thin and damaged nail plate</li> </ul>
LO2 Be able to provide for enhance nails using electric files	2.1. Communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Checking consultations and contra-indications</li> <li>• Explaining the treatment to the client</li> <li>• Benefits, limitations and co-operation required</li> <li>• Assisting 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 use of electric files 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 working posture, hygiene and a professional approach to the client throughout treatment</li> </ul>
	2.2. Position self and client correctly throughout the treatment	<ul style="list-style-type: none"> <li>• Positioning of the client</li> <li>• Client comfort</li> <li>• Clients hands and fingers are correctly supported throughout treatment</li> <li>• Three points of contact maintained during filing</li> </ul>

		<ul style="list-style-type: none"> <li>• Move and position the client's finger so that the rotating file is kept flat against the nail during treatment</li> <li>• Nail technician self-care</li> <li>• Maintain the correct working posture throughout the service</li> <li>• Nail technician self-care</li> </ul>
	2.3. Use suitable techniques, products, tools, equipment	<ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley or manicure table</li> <li>• Stool</li> <li>• Towels</li> <li>• Additional support if appropriate</li> <li>• Bedroll</li> <li>• Disposable slippers</li> <li>• Disinfecting fluid</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool</li> <li>• Lint free pads</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Hot bead steriliser</li> <li>• Chemical immersion equipment</li> <li>• Waste disposal</li> <li>• Scissors</li> <li>• PPE: face mask, protective glasses</li> <li>• Electric nail files (drills)</li> <li>• Drill bits <ul style="list-style-type: none"> <li>- Carbide or diamond bit</li> <li>- Backfill bit</li> <li>- Mandrel and sanding bands</li> <li>- Under nail cleaner</li> <li>- Buffers</li> </ul> </li> <li>• Filing techniques to include: <ul style="list-style-type: none"> <li>- Reducing length</li> <li>- Refining surfaces</li> <li>- Thinning out the free edge of the overlay</li> <li>- Buffing</li> <li>- Reducing overlay bulk</li> </ul> </li> </ul>



	2.4. Complete the treatment to the satisfaction of the client	<ul style="list-style-type: none"> <li>• Conclusion of treatment in appropriate manner for overlays and to meet client's needs, manufacturer's instructions and nail enhancement system specification</li> <li>• Check results with client</li> <li>• Ensure a commercially acceptable result is achieved in-line with client requirements</li> </ul>
	2.5. Evaluate the results of the treatment	<ul style="list-style-type: none"> <li>• Reviewing and recording use of electric files and treatment outcomes</li> <li>• Accurately record the incident of any contra-actions and advice given</li> <li>• Client response to service and feedback</li> <li>• Treatment recommendations</li> <li>• Home care advice</li> <li>• Store records in line with current data protection legislation</li> </ul>
	2.6. Provide suitable aftercare advice	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare and treatment maintenance</li> <li>• Product recommendations</li> <li>• Lifestyle</li> <li>• Recommendation of further salon maintenance treatments and advice on removal including possible contra-actions if correct removal procedures are not followed</li> </ul>
	2.7. Follow health and safety working practices	<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/General Data Protection Regulations (GDPR)</li> </ul>

		<ul style="list-style-type: none"> <li>• Adhere to all product safety precautions and manufacturers' instructions</li> </ul>
	2.8. Explain how to communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Consultation</li> <li>• Explanation of treatment</li> <li>• Client care</li> <li>• Hygiene</li> <li>• Good communication skills</li> <li>• Managing client expectations and realistic achievable outcome</li> </ul>
	2.9. Explain the importance of positioning self and the client correctly throughout the treatment	<ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and client's hands and fingers are correctly supported throughout treatment</li> <li>• Applying the treatments as appropriate to the overlays and the client's needs</li> <li>• Three points of contact maintained during filing</li> <li>• Application of appropriate pressure <ul style="list-style-type: none"> <li>- Importance of working in one direction across the overlay</li> <li>- Importance of working in the opposite direction to the rotation of the file attachment</li> <li>- Ensure constant movement is maintained to avoid heat build-up</li> <li>- How to maintain the balance, shape and position of apex when electric filing</li> </ul> </li> <li>• Nail technician self-care</li> <li>• maintaining correct working posture throughout treatment</li> </ul>
	2.10. Identify tools and equipment used with nail service using electric files	<ul style="list-style-type: none"> <li>• PPE: face mask, protective glasses</li> <li>• Electric nail files (drills) <ul style="list-style-type: none"> <li>- Mains</li> <li>- Cordless</li> </ul> </li> <li>• Drill bits <ul style="list-style-type: none"> <li>- Carbide or diamond bit</li> <li>- Backfill bit</li> <li>- Mandrel and sanding bands</li> <li>- Under nail cleaner</li> <li>- Buffers</li> </ul> </li> <li>• Types of drill attachments <ul style="list-style-type: none"> <li>- Diamond cone</li> <li>- Medium carbide narrow</li> <li>- Tapered barrel</li> </ul> </li> </ul>

	2.11. Describe the structure of the nail	<ul style="list-style-type: none"> <li>• Free edge</li> <li>• Hyponychium</li> <li>• Eponychium</li> <li>• Peronychium</li> <li>• Lunula</li> <li>• Mantle</li> <li>• Cuticle</li> <li>• Nail plate</li> <li>• Nail bed</li> <li>• Nail fold</li> <li>• Matrix</li> <li>• Nail wall</li> <li>• Nail growth</li> </ul>
	2.12. Describe the main diseases and disorders of the nail	<ul style="list-style-type: none"> <li>• Beau's lines</li> <li>• Bitten nails</li> <li>• Blue nail</li> <li>• Brittle nails</li> <li>• Bruised nails</li> <li>• Discoloured nails</li> <li>• Dry nails</li> <li>• Flaking nails</li> <li>• Hang nails</li> <li>• Koilonychia</li> <li>• Lamella dystrophy</li> <li>• Leukonychia</li> <li>• Misshapen nails</li> <li>• Bacterial infection (Mould)</li> <li>• Onychatrophia</li> <li>• Onychauxis</li> <li>• Onychia</li> <li>• Onychocryptosis</li> <li>• Onychogryphosis</li> <li>• Onycholysis</li> <li>• Onychomycosis (Tinea unguium)</li> <li>• Onychophagy</li> <li>• Onychophyma</li> <li>• Onychoptosis</li> </ul>

		<ul style="list-style-type: none"> <li>• Onychorrhexis</li> <li>• Paronychia (whitlow)</li> <li>• Pitting</li> <li>• Pterygium</li> <li>• Sepsis</li> <li>• Split nails</li> <li>• Transverse ridges</li> <li>• Vertical ridges</li> <li>• Weak nails</li> <li>• Eczema</li> <li>• Psoriasis</li> </ul>
	2.13. Describe the dangers of incorrect use of electric files	<ul style="list-style-type: none"> <li>• Heat reaction</li> <li>• Burning</li> <li>• Blistering</li> <li>• cuts and abrasion</li> <li>• Thinning of the natural nail plate</li> <li>• Ridging</li> <li>• Red rings or indentations on the natural nail</li> <li>• Separation</li> <li>• Damage to the surrounding tissues</li> <li>• Infection</li> <li>• Sepsis</li> <li>• Damaged cuticle</li> <li>• Holes in nail plate</li> <li>• Bacterial infection of the nail</li> <li>• Loss of natural nail</li> </ul>
	2.14. State the contra-actions which might occur during and following treatment and how to respond	<ul style="list-style-type: none"> <li>• Blistering</li> <li>• Heat friction</li> <li>• Thinning of the nail plate</li> <li>• Cuts and abrasions</li> <li>• Excessive erythema</li> <li>• Skin irritation</li> <li>• Itching</li> <li>• Inflammation</li> <li>• Lifting</li> <li>• Premature loss of enhancement</li> <li>• Infection</li> </ul>

		<ul style="list-style-type: none"> <li>• Hang nail</li> <li>• Client abuse – biting/picking</li> <li>• Ridging</li> <li>• Shedding</li> <li>• Separation</li> <li>• Damaged cuticle</li> <li>• Holes in nail plate</li> <li>• Bacterial infection of the nail</li> <li>• Dehydration</li> <li>• Discolouration</li> <li>• Sepsis</li> <li>• Loss of natural nail</li> <li>• Immediate removal of products</li> <li>• Referral procedures</li> </ul>
	2.15. Describe safe and hygienic working practices	<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 (PPE)</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/General Data Protection Regulations (GDPR)</li> <li>• Adhere to all safety precautions and manufacturer's instructions</li> </ul>

## Assessment

<p>Portfolio of evidence containing:</p> <ul style="list-style-type: none"><li>• Treatment evidence of 2 treatments<ul style="list-style-type: none"><li>- the electric file nail treatments must include all filing techniques as listed in the syllabus</li></ul></li><li>• Assignment</li></ul>	<p>These treatment evidence are internally assessed by the college lecturer and verified by the external examiner to include:</p> <ul style="list-style-type: none"><li>• Consultation including medical history</li><li>• Nail and skin analysis</li><li>• Electric file nail treatment details including specific details of tools and techniques used</li><li>• Client feedback</li><li>• Aftercare and home care advice including maintenance and further treatments</li><li>• Learner and client signatures</li><li>• Treatment date</li></ul> <p>Treatments must be evidenced through the use of signed and dated treatment evidence forms. See <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a> for sample form</p>
<p>Practical examination</p>	<p>All learners will be assessed via external practical assessment of their technical skills and treatment techniques. Enhance nails using electric files practical assessment forms and marking criteria may be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></p>

## Guide to taught content

The content contained within the unit specification is not prescriptive or exhaustive but is intended to provide helpful guidance to teachers and learners with the key areas that will be covered within the unit, and, relating to the kinds of evidence that should be provided for each assessment objective specific to the unit learning outcomes.

**Document History**

Version	Issue Date	Changes	Role
v1	17/09/2019	First published	Qualifications and Regulation Co-ordinator
v2	18/10/2019	Corrected title of unit	Qualifications and Regulation Co-ordinator