

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: iUBT381 – Provide nail art

Total contact tuition hours proposed: 24

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 VTCT (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 	
1. Be able to prepare for nail art treatment			
Prepare themselves, client and work area for nail art 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 An example of a consultation form can be 	10

Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> • 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 	downloaded from www.itecworld.co.uk	
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 • Suitability or integrity of nail enhancement if present • Contra-indications 		
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 - Client requirements and realistic expectations - Nail art design plan - Occupation - Lifestyle - Current regime - Recommendations for ongoing maintenance treatments and level of commitment required 		
Select products, tools and equipment to suit client treatment needs and nail conditions	<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 		

	<ul style="list-style-type: none"> • Cotton wool • Lint free pads • Emery boards • Files • Buffers • Orange wood stick • Striping brush • Fine detail brush • Glitter brush • Marbling tool • Scissors • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Products <ul style="list-style-type: none"> - Oils - Cuticle oil - Natural nail cleanser - Nail enamel remover - Acetone - Nail preparation products - Base coat - Topcoat or sealant - Coloured polishes - Coloured acrylic paints (water-based) - Glitters - Transfers - Foils - Foil adhesive - Rhinestones - Flat stones • Nail art techniques <ul style="list-style-type: none"> - Coloured polishes - Rhinestones - Flatstones - Gems - Polish secures - Transfers 		
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	<ul style="list-style-type: none"> - Painting techniques <ul style="list-style-type: none"> ▪ Dotting ▪ Striping ▪ Marbling ▪ Freehand - Glitters - Foiling 		
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 facial skincare treatment • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance 		
State the environmental conditions suitable for nail art	<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"> • Positive body language • Positioning of themselves and client (no barriers) • Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication 		
Explain the importance of carrying out a detailed nail and skin analysis	<ul style="list-style-type: none"> • Skin type and condition • Nail type, shape and condition • Contra-indications • Scope of treatment(s) • Identification of nail art suitability • Home care advice • Aftercare advice 		
Describe how to select products, tools and	<ul style="list-style-type: none"> • The importance of selecting the correct products, tools and equipment based upon client consultation, nail and skin analysis and nail art design plan 		

equipment to suit client treatment needs and nail conditions	<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 • Emery boards • Files • Buffers • Orange wood stick • Striping brush • Fine detail brush • Glitter brush • Marbling tool • Scissors • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Cuticle oil • Natural nail cleanser • Nail enamel remover • Acetone • Nail preparation products • Base coat • Topcoat or sealant • Coloured polishes • Coloured acrylic paints (water-based) • Glitters • Transfers 		
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	<ul style="list-style-type: none"> • Foils • Foil adhesive • Rhinestones • Flat stones • Nail art techniques to include: <ul style="list-style-type: none"> - Coloured polishes - Rhinestones - Flatstones - Gems - Polish secures - Transfers - Painting techniques <ul style="list-style-type: none"> ▪ Dotting ▪ Striping ▪ Marbling ▪ Freehand - Glitters - Foiling • The methods, hygiene and safety precautions, effects and benefits of all treatment techniques 		
Identify the different nail 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 • Leukonychia • Bacterial infection/mould • Onychatrophia • Onychauxis • Onychia • Onychocryptosis • Onychogryphosis • Onycholysis • Onychomycosis (Tinea unguium) • Onychophagy 		

	<ul style="list-style-type: none"> • Onychophyma • Onychoptosis • Onychorrhexis • Paronychia (Whitlow) • Pitting • Pterygium • Sepsis • Transverse ridges • Vertical ridges • Weak nails 		
Describe the contraindications which prevent or restrict nail art	<ul style="list-style-type: none"> • 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"> - Haemophilia - Any condition already being treated by a GP, dermatologist or another practitioner - Medical oedema - Arthritis - Nervous or psychotic conditions - Recent surgery - 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 - Carpal tunnel syndrome - Severely bitten/damaged nails 		

	<ul style="list-style-type: none"> - Nail separation - Eczema - Psoriasis - Dermatitis - Broken bones - Warts - Corns - Chilblains 		
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2. Be able to provide nail art service			
Communicate and behave in a professional manner Follow health and safety working practices	<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: 	14
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 nail artist is working 		
Position themselves and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Nail artist maintaining correct working posture throughout treatment • Nail artist self-care 		
Use products, tools, equipment and techniques to suit client	<ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Couch or chair - Trolley or manicure table - Stool 		

treatment needs and nail conditions	<ul style="list-style-type: none"> - Towels - Additional support if appropriate - Bedroll - Disposable slippers - Disinfecting fluid - Magnifying lamp - Tissues - Cotton wool - Lint free pads - Emery boards - Files - Buffers - Orange wood stick - Striping brush - Fine detail brush - Glitter brush - Marbling tool - Scissor - Sterilising solution - UV cabinet - Autoclave - Hot bead steriliser - Chemical immersion equipment - Waste disposal • Products <ul style="list-style-type: none"> - Cuticle oil - Natural nail cleanser - Nail enamel remover - Acetone - Nail preparation products - Base coat - Topcoat or sealant - Coloured polishes - Coloured acrylic paints (water based) - Glitters - Transfers - Foils - Foil adhesive - Rhinestones - Flat stones • Techniques used for the following: <ul style="list-style-type: none"> - Coloured polishes - Rhinestones 		
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	<ul style="list-style-type: none"> - Flat stones - Gems - Polish secures - Transfers - Painting techniques <ul style="list-style-type: none"> ▪ Dotting ▪ Striping ▪ Marbling ▪ Freehand • Glitters • Foiling 		
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, manufacturers' instructions and nail art design plan • Check treatment results with client 		
Record the results of the treatment	<ul style="list-style-type: none"> • Detailed list of products used, and steps taken to create designs executed • Client response to treatment and feedback • Note benefits of the treatment • Product advice • Home care 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 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 • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) 		

	<ul style="list-style-type: none"> • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act/GDPR 		
State 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 • Nail artist maintaining correct posture throughout treatment 		
State the importance of using products, tools, equipment and techniques to suit client treatment needs and nail conditions	<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 • Emery boards • Files • Buffers • Orange wood stick • Striping brush • Fine detail brush • Glitter brush • Marbling tool • Scissors • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Products <ul style="list-style-type: none"> - Cuticle oil - Natural nail cleanser 		

	<ul style="list-style-type: none"> - Nail enamel remover - Acetone - Nail preparation products - Base coat - Topcoat or sealant - Coloured polishes - Coloured acrylic paints (water based) - Glitters - Transfers - Foils - Foil adhesive - Rhinestones - Flat stones • Products and techniques used for the following: <ul style="list-style-type: none"> - Coloured polishes - Rhinestones - Flat stones - Gems - Polish secures - Transfers - Painting techniques <ul style="list-style-type: none"> ▪ Dotting ▪ Striping ▪ Marbling ▪ Freehand - Glitters - Foiling 		
Describe how treatments can be adapted to suit client treatment needs and nail conditions	<ul style="list-style-type: none"> • Restrictions – contra-indications and contra-actions • Nail shapes, types and conditions • Client preferences and commitment • Nail art design plan • Product availability and suitability • Time scales • Costs • Adapting the treatment to suit the needs of the client 		
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 • Inflammation • Bacterial infections • Fungal infections 		

	<ul style="list-style-type: none"> • Lifting of the product • Premature loss of nail art • Client abuse; biting/picking • Hang nail • Damaged cuticles • Discolouration • Immediate removal of products • Application of cool compress where applicable • 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 needs, manufacturers' instructions and nail art design plan • Check treatment results with client 		
State the importance of completing treatment records	<ul style="list-style-type: none"> • Detailed list of products used, and steps taken to create designs executed • Maintaining records • Aftercare • Home care • Product advice • Compliance with data protection 		
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 skin and nail type • Lifestyle • Recommendation of further salon treatments 		
Describe the diseases and disorders of the nail	<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 • Leukonychia • Bacterial infection/mould • Nail separation 		

	<ul style="list-style-type: none"> • Onychatrophia • Onychauxis • Onychia • Onychocryptosis • Onychogryphosis • Onycholysis • Onychomycosis (Tinea unguium) • Onychophagy • Onychoptosis • Onychorrhhexis • Paronychia (Whitlow) • Pitting • Pterygium • Sepsis • Transverse ridges • Vertical ridges • Warts • Weak nails • Psoriasis 		
Describe the structure and functions of the nail	<ul style="list-style-type: none"> • Free edge • Hyponychium • Eponychium • Perionychium • Lunula • Mantle • Cuticle • Nail plate • Nail bed • Nail fold • Matrix • Nail wall • Nail growth • Protection 		

Document History

Version	Issue Date	Changes	Role
v1	29/10/2019	First published	Qualifications Administrator