

# 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:** iUBT405 - Enhance nails using electric files

**Total contact tuition hours proposed:** 29

**Lecturer(s) responsible:**

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> <li>College rules and regulations</li> <li>College mission statement</li> <li>VTCT (ITEC) rules and regulations</li> <li>Health &amp; safety</li> <li>Timetable</li> <li>Dates – holidays etc.</li> <li>Syllabus</li> <li>Recommended books</li> <li>Uniform</li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Q&amp;A</li> <li>Using all the documents listed to ensure the students understand the college expectations and their commitment to the course</li> </ul>	
<b>1. Be able to prepare for enhance nails using electric files</b>			
Prepare themselves, 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>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>	<ul style="list-style-type: none"> <li>OHP/Whiteboard</li> <li>Lecture</li> <li>Q&amp;A</li> <li>Homework</li> <li>Test</li> <li>An example of a consultation form can be</li> </ul>	10

Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> <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>• Confidentiality</li> <li>• Client's signature</li> </ul>	downloaded from: <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a>	
Carry out skin analysis and any relevant tests	<ul style="list-style-type: none"> <li>• Skin type and condition</li> <li>• Nail shape, type and condition</li> <li>• Thermal sensitivity test</li> <li>• Identify the most appropriate nail enhancement system for finishing with electric files</li> </ul>		
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 and nail 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</li> <li>- Recommendations for ongoing maintenance</li> </ul> </li> </ul>		
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>• Face mask</li> <li>• Protective glasses</li> <li>• Electric nail files (drills)</li> <li>• Drill bits</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>		
Describe salon requirements for preparing themselves, 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>		
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</li> <li>• Décor</li> <li>• Equipment</li> <li>• Privacy</li> <li>• Reception areas</li> <li>• General use/treatment areas</li> <li>• Safety aspects</li> <li>• Dust extraction</li> <li>• Protective equipment</li> </ul>		

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 themselves and client)</li> <li>• Good communication skills (asking open and/or closed questions where appropriate)</li> <li>• Verbal and non-verbal communication</li> </ul>		
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>• Face mask</li> <li>• Protective glasses</li> <li>• Electric nail files (drills)</li> <li>• Drill bits</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>		
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</li> <li>• Drill bits</li> </ul>		

	<ul style="list-style-type: none"> <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> <li>• Drill rotation speeds</li> </ul>		
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>- Thinning out</li> <li>- Buffing</li> </ul> </li> <li>• Rotation speeds</li> <li>• Importance of maintaining three points of contact</li> <li>• Correct support of clients hand and finger</li> <li>• Pressure</li> <li>• Contra-actions resulting from incorrect use</li> </ul>		
Explain the contra-indications that prevent or restrict 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 vomiting</li> <li>- Any known allergies</li> <li>- Undiagnosed lumps and bumps</li> <li>- Inflammation</li> <li>- Cuts</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <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> <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>		
--	---	--	--

2. Be able to provide for enhance nails using electric files			
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>• Helping 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 posture, hygiene and a professional approach to the client throughout treatment</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout</li> <li>• Homework</li> <li>• Test</li> </ul>	19
Position themselves 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> <li>• Nail technician self-care</li> </ul>		

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>• Face mask</li> <li>• Protective glasses</li> <li>• Electric nail files (drills)</li> <li>• Drill bits</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>		
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</li> </ul>		
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>• Treatment recommendations</li> <li>• Home care advice</li> </ul>		
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> </ul>		

	<ul style="list-style-type: none"> <li>• Recommendation of further salon treatments including removal</li> </ul>		
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> <li>• Adhere to all product safety precautions and manufacturers' instructions</li> </ul>		
Explain how to communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Consultation</li> <li>• Treatment explanation</li> <li>• Client care</li> <li>• Hygiene</li> <li>• Good communication skills</li> </ul>		
Explain the importance of positioning themselves and the client correctly throughout the treatment	<ul style="list-style-type: none"> <li>• Ensuring the client is comfortable and clients 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</li> <li>• Nail technician maintaining correct posture throughout treatment</li> </ul>		
Identify tools and equipment used with nail service using electric files	<ul style="list-style-type: none"> <li>• Face mask</li> <li>• 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</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>		



Describe the structure of the nail	<ul style="list-style-type: none"> <li>• Free edge</li> <li>• Hyponychium</li> <li>• Eponychium</li> <li>• Perionychium</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>		
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>• 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> <li>• Onychorrhaxis</li> </ul>		

	<ul style="list-style-type: none"> <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>		
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>• 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>• Mould</li> <li>• Loss of natural nail</li> </ul>		
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> <li>• Hang nail</li> <li>• Client abuse – biting/picking</li> </ul>		

	<ul style="list-style-type: none"> <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>• Mould</li> <li>• Discolouration</li> <li>• Sepsis</li> <li>• Loss of natural nail</li> <li>• Immediate removal of products</li> <li>• Referral procedures</li> </ul>		
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</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>		

iUBT405 – Enhance nails using electric files			
Mock practical:	<ul style="list-style-type: none"> <li>• To include full treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Mock theory paper</li> </ul>	
Mock theory:	<ul style="list-style-type: none"> <li>• To include all the theory</li> </ul>		

Document History

Version	Issue Date	Changes	Role