

# 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:** Nail technology

**Total contact tuition hours proposed:** 115

**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>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>	

Know the safety regulations and hygiene procedures			
Explain general safety precautions, the Control of Substances Hazardous to Health (COSHH) and the use of specific products	<ul style="list-style-type: none"> <li>Safe storage of all products</li> <li>Health and safety</li> <li>Environment - in particular ventilation, lighting, heating and working position</li> <li>Selection and use of any personal protective equipment (PPE)</li> </ul>	<ul style="list-style-type: none"> <li>OHP/Whiteboard</li> <li>Lecture</li> <li>Q&amp;A</li> <li>Handout:               <ul style="list-style-type: none"> <li>Different nail extension systems</li> </ul> </li> <li>Homework</li> <li>Test</li> </ul>	
Explain hygiene procedures	<ul style="list-style-type: none"> <li>Wiping the client's hands and nails with sanitiser before treatment</li> <li>Ensuring all tools are sterilised appropriately before and after use</li> <li>Ensuring that waste is placed immediately in the bin</li> <li>Ensuring that plenty of consumables are available</li> </ul>		

Be able to carry out a consultation and provide treatment recommendations			
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>• Consulting in a suitable area</li> <li>• Positive body language</li> <li>• Positioning of the client</li> <li>• Good communication skills (asking open and/or closed questions where appropriate)</li> <li>• Professionalism</li> <li>• Contra-indications and contra-actions</li> <li>• Treatment plan</li> <li>• Products used</li> <li>• Consent</li> <li>• Confidentiality</li> <li>• Client/parent/guardian's signature</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout: <ul style="list-style-type: none"> <li>- Contra-indications</li> </ul> </li> <li>• Homework</li> <li>• Test</li> </ul>	
Carry out a nail and skin analysis	<ul style="list-style-type: none"> <li>• Skin type and condition</li> <li>• Nail type and condition</li> <li>• Natural nail shape e.g. oval, square, spoon, fan</li> <li>• Nail formation</li> <li>• Nail thickness</li> <li>• Factors affecting nail growth: <ul style="list-style-type: none"> <li>- Health</li> <li>- Age</li> <li>- Diet</li> <li>- Medication</li> <li>- Climate</li> <li>- Damage</li> <li>- Lifestyle</li> </ul> </li> </ul>		
Recognise causes of damage from previous nail enhancement applications	<ul style="list-style-type: none"> <li>• Ridging</li> <li>• Shedding</li> <li>• Separation</li> <li>• Infection</li> <li>• Hang nail</li> <li>• Biting/picking</li> <li>• Damaged cuticle</li> <li>• Holes in nail plate</li> <li>• Bacterial infection of the nail</li> <li>• Dehydration</li> <li>• Bacterial infection</li> <li>• Discolouration</li> </ul>		

	<ul style="list-style-type: none"> <li>• Sepsis</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>- Client requirements</li> <li>- Occupation</li> <li>- Lifestyle</li> <li>- Current regime</li> <li>- Suitability of the nail enhancement system</li> <li>- Recommendations for ongoing maintenance treatments and the level of commitment required</li> <li>- Managing client expectations and realistic achievable outcome</li> </ul> </li> </ul>		

**Be able to recognise diseases and disorders, contra-indications and contra-actions relevant to nail enhancement treatments**

Recognise diseases, disorders and contra-indications to nail enhancement treatments	<ul style="list-style-type: none"> <li>• Transverse ridges</li> <li>• Vertical ridges</li> <li>• Beau's line</li> <li>• Blue nail</li> <li>• Psoriasis</li> <li>• Eczema</li> <li>• Paronychia (whitlow)</li> <li>• Sepsis</li> <li>• Leuconychia</li> <li>• Flaking</li> <li>• Dry/brittle nails</li> <li>• Pitting</li> <li>• Pterygium</li> <li>• Onychia</li> <li>• Hang nail</li> <li>• Lamella dystrophy</li> <li>• Onychomycosis (Tinea unguium)</li> <li>• Onychoptosis</li> <li>• Onychatrophia</li> <li>• Onychauxis</li> <li>• Onychorrhhexis</li> <li>• Onychogryphosis</li> <li>• Onycholisis</li> <li>• Onychocryptosis</li> <li>• Koilonychia</li> <li>• Onychophagy</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Homework</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Onychophyma</li> <li>• Bacterial infection</li> <li>• Warts</li> <li>• Verucca</li> <li>• Loss of skin sensation</li> <li>• Diabetes</li> <li>• Allergies</li> <li>• Corns</li> <li>• Chilblains</li> <li>• Cuts</li> <li>• Abrasions</li> <li>• Broken bones</li> <li>• Discolouration</li> <li>• Severely bitten nails</li> <li>• Severely bitten/picked skin around the nail</li> </ul>		
<p>Identify any contra-actions that might occur during and after the treatment and how to deal with them</p>	<ul style="list-style-type: none"> <li>• Excessive erythema</li> <li>• Skin irritation</li> <li>• Exothermic reaction</li> <li>• Allergic reaction</li> <li>• Itching</li> <li>• Inflammation</li> <li>• Lifting</li> <li>• Premature loss of enhancement</li> <li>• Ridging</li> <li>• Shedding</li> <li>• Separation</li> <li>• Infection</li> <li>• Hang nail</li> <li>• Overexposure</li> <li>• Client abuse; biting/picking</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>• Removal procedures</li> </ul>		

	<ul style="list-style-type: none"> <li>• Cold purified water</li> <li>• Referral procedures</li> </ul>		
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Know the content of products used and the chemical processes involved in nail enhancement treatments			
Explain the ingredients of products used during treatment	<ul style="list-style-type: none"> <li>• Main constituents and care of the following: <ul style="list-style-type: none"> <li>- Natural nail cleanser</li> <li>- Nail preparation products</li> <li>- Adhesives</li> <li>- Oils</li> <li>- Acetone free nail polish remover</li> <li>- Acetone</li> <li>- Base coat</li> <li>- Top coat</li> <li>- Enamel</li> <li>- Tip/product remover</li> </ul> </li> <li>• Gel system products: <ul style="list-style-type: none"> <li>- Primer appropriate to the system and manufacturer's instructions</li> <li>- Gel base coat</li> <li>- Builder gels; white, pink, clear, cover or camouflage pink/beige</li> <li>- Coloured gels</li> <li>- Gel top coat or sealer</li> <li>- Gel cleanser</li> </ul> </li> <li>• Liquid and powder system products: <ul style="list-style-type: none"> <li>- Primer appropriate to the system and manufacturer's instructions</li> <li>- Acrylic liquid (monomer)</li> <li>- Acrylic powders (polymer) to include: <ul style="list-style-type: none"> <li>▪ Clear</li> <li>▪ Pink</li> <li>▪ White</li> <li>▪ Camouflage</li> <li>▪ Mask pink</li> <li>▪ Beige</li> </ul> </li> </ul> </li> <li>• Wrap system products: <ul style="list-style-type: none"> <li>- Primer appropriate to the system and manufacturer's instructions</li> <li>- Wrap fabrics: e.g. silk, fiberglass</li> <li>- Resin: brush or nozzle application</li> <li>- Activator: brush or spray application</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Homework</li> </ul>	
Describe the chemical processes involved in nail enhancement treatments	<ul style="list-style-type: none"> <li>• Gel system: <ul style="list-style-type: none"> <li>- Polymerisation</li> <li>- Exothermic effect</li> <li>- Light curing</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>- Light sources: UV/LED</li> <li>- Appropriate timings</li> <li>- Lamp wattage, positioning and safety</li> <li>- Photoinitiators</li> <li>- Monomers</li> <li>- Polymers</li> <li>- Oligomers</li> <li>- Primers</li> <li>- Solvents</li> <li>• Liquid and powder system: <ul style="list-style-type: none"> <li>- Polymerisation</li> <li>- Curing</li> <li>- Exothermic effect</li> <li>- Liquid monomers</li> <li>- Powder polymers</li> <li>- Primers</li> <li>- Solvents</li> </ul> </li> <li>• Wrap system: <ul style="list-style-type: none"> <li>- Polymerisation</li> <li>- Exothermic effect</li> <li>- Curing</li> <li>- Appropriate timings</li> <li>- Activators and accelerators</li> <li>- Initiators</li> <li>- Primers</li> <li>- Solvents</li> </ul> </li> </ul>		
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<b>Be able to select and use the appropriate nail enhancement systems, techniques, products, tools and equipment</b>			
Describe how to select the appropriate nail enhancement system	<ul style="list-style-type: none"> <li>• Main constituents and care of the following: <ul style="list-style-type: none"> <li>- Natural nail cleanser</li> <li>- Nail preparation products</li> <li>- Adhesives</li> <li>- Oils</li> <li>- Acetone free nail polish remover</li> <li>- Acetone</li> <li>- Base coat</li> <li>- Top coat</li> <li>- Enamel</li> <li>- Tip/product remover</li> </ul> </li> <li>• Gel system products: <ul style="list-style-type: none"> <li>- Primer appropriate to the system and manufacturer's instructions</li> <li>- Gel base coat</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Practical</li> <li>• Homework</li> </ul>	

	<ul style="list-style-type: none"> <li>- Builder gels; white, pink, clear, cover or camouflage pink/beige</li> <li>- Coloured gels</li> <li>- Gel top coat or sealer</li> <li>- Gel cleanser</li> <li>• Liquid and powder system products: <ul style="list-style-type: none"> <li>- Primer appropriate to the system and manufacturer's instructions</li> <li>- Acrylic liquid (monomer)</li> <li>- Acrylic powders (polymer) to include: <ul style="list-style-type: none"> <li>▪ Clear</li> <li>▪ Pink</li> <li>▪ White</li> <li>▪ Camouflage</li> <li>▪ Mask pink</li> <li>▪ Beige</li> </ul> </li> </ul> </li> <li>• Wrap system products: <ul style="list-style-type: none"> <li>- Primer appropriate to the system and manufacturer's instructions</li> <li>- Wrap fabrics: e.g. silk, fiberglass</li> <li>- Resin: brush or nozzle application</li> <li>- Activator: brush or spray application</li> </ul> </li> </ul>		
<p>Explain and demonstrate use of products, tools and equipment</p>	<ul style="list-style-type: none"> <li>• Gel system: <ul style="list-style-type: none"> <li>- Polymerisation</li> <li>- Exothermic effect</li> <li>- Light curing</li> <li>- Light sources: UV/LED</li> <li>- Appropriate timings</li> <li>- Lamp wattage, positioning and safety</li> <li>- Photoinitiators</li> <li>- Monomers</li> <li>- Polymers</li> <li>- Oligomers</li> <li>- Primers</li> <li>- Solvent</li> </ul> </li> <li>• Liquid and powder system: <ul style="list-style-type: none"> <li>- Polymerisation</li> <li>- Curing</li> <li>- Exothermic effect</li> <li>- Liquid monomers</li> <li>- Powder polymers</li> <li>- Primers</li> <li>- Solvents</li> </ul> </li> <li>• Wrap system: <ul style="list-style-type: none"> <li>- Polymerisation</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>- Exothermic effect</li> <li>- Curing</li> <li>- Appropriate timings</li> <li>- Activators and accelerators</li> <li>- Initiators</li> <li>- Primers</li> <li>- Solvents</li> </ul>		
<p>Explain and demonstrate the application of the nail enhancement systems and techniques</p>	<ul style="list-style-type: none"> <li>• The methods, hygiene and safety precautions, effects and benefits of the nail enhancement system</li> <li>• Gel system <ul style="list-style-type: none"> <li>- Gel system products: <ul style="list-style-type: none"> <li>▪ Primer appropriate to the system and manufacturer’s instructions</li> <li>▪ Gel base coat</li> <li>▪ Builder gels; white, pink, clear, cover or camouflage, pink/beige</li> <li>▪ Coloured gels</li> <li>▪ Gel top coat or sealer</li> <li>▪ Gel cleanser</li> </ul> </li> </ul> </li> <li>• Gel nail enhancement techniques: <ul style="list-style-type: none"> <li>- Nail preparation</li> <li>- Tip selection</li> <li>- Tip tailoring and application</li> <li>- Blending</li> <li>- Form fitting and tailoring</li> <li>- Overlay application and application</li> <li>- Curing procedure (appropriate light source: UV/LED)</li> <li>- Filing and finishing</li> </ul> </li> <li>• Liquid and powder system <ul style="list-style-type: none"> <li>- Liquid and powder system products: <ul style="list-style-type: none"> <li>▪ Primer appropriate to the system and manufacturer’s instructions</li> <li>▪ Acrylic liquid (monomer)</li> <li>▪ Acrylic powders (polymer) to include: clear, pink, white, camouflage, mask pink/beige</li> </ul> </li> <li>- Liquid and powder nail enhancement techniques: <ul style="list-style-type: none"> <li>▪ Nail preparation</li> <li>▪ Tip selection</li> <li>▪ Tip tailoring and application</li> <li>▪ Blending</li> <li>▪ Form fitting and tailoring</li> <li>▪ Overlay selection and application</li> <li>▪ Polymerisation</li> <li>▪ Filing and finishing</li> </ul> </li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>• Wrap system <ul style="list-style-type: none"> <li>- Wrap system products: <ul style="list-style-type: none"> <li>▪ Primer appropriate to the system and manufacturer’s instructions</li> <li>▪ Wrap fabrics: e.g. silk, fiberglass</li> <li>▪ Resin: brush or nozzle application</li> <li>▪ Activator: brush or spray application</li> </ul> </li> <li>- Wrap nail enhancement techniques: <ul style="list-style-type: none"> <li>▪ Nail preparation</li> <li>▪ Tip selection</li> <li>▪ Tip tailoring and application</li> <li>▪ Blending</li> <li>▪ Overlay selection and application</li> <li>▪ Curing procedure (activator)</li> <li>▪ Filing and finishing</li> </ul> </li> </ul> </li> </ul>		
<p>Explain and demonstrate the correct selection and application of a nail tip</p>	<ul style="list-style-type: none"> <li>• Ensuring that the tip is not too wide or too narrow</li> <li>• Ensuring the line of the nail wall is followed</li> <li>• Structure of a tip (contact area, stop point, side walls, upper arch, lower arch)</li> <li>• Selection of the correct size tip</li> <li>• Identification of client’s C curve</li> <li>• Tip tailoring</li> <li>• Angle of application</li> <li>• Alternative tips</li> <li>• Ensuring that glue has been applied in sufficient amounts</li> <li>• Ensuring the tip is held in place until the glue has dried</li> <li>• Ensure no gaps or air bubbles</li> <li>• Tip blending ensuring no or minimal damage to the natural nail</li> <li>• Thoroughly remove any ridges</li> </ul>		
<p>Explain and demonstrate the application of liquid and powder and gel systems to build a free form sculptured nail</p>	<ul style="list-style-type: none"> <li>• Ensuring the nail has been correctly prepared</li> <li>• The use of forms, i.e. disposable or reusable</li> <li>• Ensuring that there is enough free edge to attach the form to</li> <li>• Ensuring C curve fits snugly and form is at the correct angle</li> <li>• Ensuring that the product is not too thick</li> </ul>		
<p>Explain and demonstrate filing, buffing and finishing to achieve the overall correct nail shape on the free edge and nail plate</p>	<ul style="list-style-type: none"> <li>• Ensure enhancement is hard enough to file</li> <li>• Ensure correct pressure is applied</li> <li>• Ensure no heat build up</li> <li>• Ensure correct filing sequence is followed</li> <li>• Ensure no damage to the natural nail plate or surrounding tissues</li> <li>• Where accidental damage to tissues occurs ensure correct procedures are followed</li> <li>• Ensuring the buffers are sprayed with sanitiser</li> </ul>		

	<ul style="list-style-type: none"> <li>• Use of different grits (buffers)</li> </ul>		
Explain and demonstrate how to work within time limits acceptable to industry	<ul style="list-style-type: none"> <li>• Ensuring that a set of nails can be completed in a commercially acceptable time</li> <li>• Ensuring that application is cost effective</li> <li>• Ensuring minimum wastage of products and consumables</li> </ul>		

<b>Be able to advise on aftercare and update client records</b>			
Explain and demonstrate knowledge of aftercare	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare and treatment maintenance</li> <li>• Product recommendations</li> <li>• Lifestyle</li> <li>• Advice on the avoidance of activities which could cause contra-actions</li> <li>• Recommendation of further salon maintenance treatments and frequency</li> <li>• Advice on removal including possible contra-actions if correct removal procedures are not followed</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Handout               <ol style="list-style-type: none"> <li>1. Nail extension routines</li> <li>2. Products used and their contents</li> <li>3. Different nail systems</li> </ol> </li> <li>• Practical</li> <li>• Homework</li> <li>• Test</li> </ul>	
Describe how to maintain and remove nail enhancements	<ul style="list-style-type: none"> <li>• Rate and process of nail growth</li> <li>• After care and home care advice</li> <li>• Infilling</li> <li>• Rebalancing including reposition of white product/smile line</li> <li>• Replacement of overlay</li> <li>• Repair of overlay</li> <li>• Identification of correct removal method</li> <li>• Removal procedures</li> <li>• Removal procedure including timings</li> </ul>		
Explain and demonstrate how to update client records accordingly	<ul style="list-style-type: none"> <li>• Checking details from previous visit and noting any changes particularly any contra-indications</li> <li>• Noting the condition of the nails</li> <li>• Noting the system and techniques used</li> <li>• Updating records in line with current Data Protection legislation</li> <li>• Acetone-free polish remover</li> </ul>		

**Document History**

Version	Issue Date	Changes	Role