

# Assignment Assessment Form

iUBT395 – Providing basic manicure treatment

Name of learner: \_\_\_\_\_

**This assessment sheet must be completed in full for each learner by the internal assessor**

- **Conducting the assessment** – The evaluation should be based on the criteria detailed below. The assessor should base their evaluation entirely on the learner’s performance during the assessment exercise; they should remain objective and should not coach or distract the learner during the assessment. Please indicate with a ✓ criteria that are completed successfully, indicating with an × criteria that have not been completed successfully.
- **Once all boxes have been ticked the assessor must place a ✓ in the pass box indicating that the task is complete.**

Criteria	Assessor’s comments			
	Completed	Completed	Completed	Completed
<b>Appearance – the learner demonstrated:</b>				
Clean, ironed professional overall/uniform				
Clean, neat hair – tied back/up if long and off the collar and face				
Short clean, well-manicured nails with no varnish and clean hands				
Clean, sensible full flat shoes and socks or tights				

Criteria	Assessor's comments				
	Completed	Completed	Completed	Completed	
No jewellery – with the exception of a wedding band and 1 pair of small stud earrings (religious jewellery must be taped)					
No boy or breath odour					
No chewing gum or sucking sweets					
No visible undershirts/underwear					
Skirts to the knee. Cropped trousers no higher than calf/trousers not trailing on the floor					
<b>Communicate and behave in a professional manner – the learner:</b>					
Greeted and introduced self to the client					
Looked the client in the eye when speaking to them					
Spoke clearly					
Spoke politely					
Spoke honestly when questioned about treatments					
Listened to the client					
Demonstrated ethical conversation					
Demonstrated positive facial expressions					
Demonstrated positive body language					

Criteria	Assessor's comments				
	Completed	Completed	Completed	Completed	
Demonstrated good posture					
<b>Client care and preparation for treatment- the learner:</b>					
Stated the procedure for client preparation (written list or oral)					
Prepared the work station appropriately					
Explained the treatment procedure to the client					
Assisted the client to the work station					
Assisted the client into a comfortable position for the treatment					
Removed the client's jewellery and accessories as appropriate					
Stored the client's valuables in a safe place					
Demonstrated appropriate towel management throughout					
Ensured the client's comfort throughout					
<b>Hygiene and sterilisation – the learner:</b>					
Wiped equipment over with appropriate sanitiser before and after use					
Sanitised hands before, during and after treatment as appropriate					
Replaced lids on products and used spatulas to remove creams					

Criteria	Assessor's comments				
	Completed	Completed	Completed	Completed	
Disposed of waste hygienically and appropriately					
Demonstrated correct use of salon sterilising equipment/cabinets					
Stored sanitised/sterilised equipment appropriately					
Used freshly laundered towels for each client					
Ensured that the floor/trolleys/surfaces/work stations were clean and sanitised where appropriate					
<b>Carry out basic manicure treatment – the learner:</b>					
Identified typical nail shapes and basic nail structure (written list or oral)					
Selected products and tools					
Cleansed the treatment area					
Removed any existing nail polish					
Confirmed the client's choice of nail finish					
Filed the nails holding the emery board correctly					
Filed in one direction at a time					
Ensured that the free edge was left smoothed					
Ensured that the length and shape was to the client's satisfaction					

Criteria	Assessor's comments				
	Completed	Completed	Completed	Completed	
Buffed the nails using the correct technique					
Applied a suitable hand lotion					
Removed excess moisture from the nail					
Applied base coat					
Applied two coats of light coloured nail polish					
Avoided flooding the nail polish or applying the nail polish onto the skin					
Applied top coat					
Checked that the finished result met with the client's satisfaction					
Left the work area in a suitable condition for further treatments					
<b>Task Completed</b>					<b>Pass</b>

**Learner name:** \_\_\_\_\_

**Learner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Lecturer/assessor name:** \_\_\_\_\_

**Lecturer/assessor name signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Quality assured by name:** \_\_\_\_\_

**Quality assured by signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**External examiner/verifier name:** \_\_\_\_\_

**External examiner/verifier signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(if sampled)