

iUBT404 – Provide manicure treatments

URN – D/617/4350

Guided Learning Hours: 48

Learning outcome	Assessment criteria	Taught content to include
LO1 Be able prepare for manicure treatments	1.1. Prepare self, client and work area for manicure treatment	<ul style="list-style-type: none"> • Preparation of working area • Equipment • Tools • 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
	1.2. Use suitable consultation techniques to identify treatment objectives	<ul style="list-style-type: none"> • An example of a consultation form can be downloaded from www.itecworld.co.uk • 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
	1.3. Carry out a nail and skin analysis	<ul style="list-style-type: none"> • Skin type and condition • Nail type and condition

		<ul style="list-style-type: none"> • Natural nail shape <ul style="list-style-type: none"> - Oval - Square - Spoon - Fan • Factors affecting nail growth <ul style="list-style-type: none"> - Health - Age - Diet - Medication - Climate - Damage - Lifestyle
	1.4. 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 - Diet - Smoking - Stress - Exercise - Fresh air - Occupation - Lifestyle - Current regime
	1.5. Select products, tools and equipment to suit client treatment needs, skin types and nail conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Hot towels/cabinet • Paraffin wax heater • Thermal mittens • Tissues • Cotton wool • Manicure bowls • Brushes

		<ul style="list-style-type: none"> • Gauze • Protective film • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste disposal • Spatulas • Emery boards • Hoof stick/tipped orange wood stick • Cuticle knife/tool • Cuticle nippers • Nail brush • Buffers • Nail scissors • Nail clippers • Products for the following treatments: <ul style="list-style-type: none"> - Manicure - Specialised manicure treatments i.e. hot oil manicure - Paraffin wax manicure - Thermal mittens
	1.6. Describe salon requirements for preparing self, the client and the work area	<ul style="list-style-type: none"> • Any particular rights, restrictions and acts applicable to manicure treatment • Record keeping • Code of practice/ethics • Insurance and professional association membership • Professional appearance
	1.7. Describe the environmental conditions suitable for manicure treatments	<ul style="list-style-type: none"> • To include the following factors: <ul style="list-style-type: none"> - Lighting - Heating - Ventilation - Noise levels - Available space - Music - General hygiene - Waste disposal - Décor

		<ul style="list-style-type: none"> - Equipment e.g. workstation/trolley - Privacy - Reception areas - General use/treatment areas
	1.8. Describe different consultation techniques used to identify treatment objectives	<ul style="list-style-type: none"> • The importance of positive body language • Positioning of the client (no barriers between self and client) • Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication
	1.9. Explain the importance of carrying out a nail and skin analysis	<ul style="list-style-type: none"> • Skin type and condition • Nail type and condition • Natural nail shape • Contra-indications • Scope of treatment(s) • Home care advice • Aftercare advice
	1.10. Describe how to select products, tools and equipment to suit client treatment needs, skin and nail conditions	<ul style="list-style-type: none"> • The importance of selecting the correct products, tools and equipment based upon client consultation and skin and nail analysis • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Hot towels/cabinet • Paraffin wax heater • Thermal mittens • Tissues • Cotton wool • Manicure bowls • Brushes • Gauze • Protective film • Sterilising solution

		<ul style="list-style-type: none"> • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Spatulas • Emery boards • Hoof stick/tipped orange wood stick • Cuticle knife/tool • Cuticle nippers • Nail brush • Buffers • Nail scissors • Nail clippers • Nail enamel remover • Cuticle massage cream/oil • Cuticle remover • Exfoliation products • Hand masks • Hot oil • Paraffin wax • Massage mediums • Buffing paste • Nail strengtheners • Base coat • Nail enamels <ul style="list-style-type: none"> - Frosted/pearl - Cream - Light - Dark - French manicure - Top coat - Quick driers • Manicure techniques to include: <ul style="list-style-type: none"> - Filing - Cuticle work - Exfoliation - Use of hand and nail treatments i.e. hot oil, hand masks • Massage
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		<ul style="list-style-type: none"> - Effleurage - Petrissage - Passive movements • Buffing • Enamelling the nails • The methods, hygiene and safety precautions, effects and benefits of all treatment techniques
	1.11. Identify nail and skin 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 • Lamellar dystrophy • Leuconychia • Loss of skin sensation • Onychatrophia • Onychauxis • Onychia • Onychocryptosis • Onychogryphosis • Onycholysis • Onychomycosis (tinea unguium) • Onychophagy • Onychoptosis • Onychorrhaxis • Paronychia (Whitlow) • Pitting • Pterygium • Sepsis • Transverse ridges • Vertical ridges • Weak nails • Condition of the skin <ul style="list-style-type: none"> - Mature skin

		<ul style="list-style-type: none"> - Young skin - Sensitive skin - Dehydrated skin - Dry skin - Dermatitis - Eczema - Psoriasis - Chilblains
	1.12. Describe the contra-indications which prevent or restrict manicure treatments	<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 operations on the hands - 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

		<ul style="list-style-type: none"> - Repetitive strain injury - Carpal tunnel syndrome - Severely bitten/damaged nails - Nail separation - Eczema - Psoriasis - Dermatitis - Broken bones - Warts
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LO2 Be able to provide manicure treatments	2.1. Communicate and behave in a professional manner	<ul style="list-style-type: none"> • Explanation of treatment • Benefits, limitations and co-operation required • Client care, modesty and support • Communication • Correct working posture, hygiene and a professional approach to the client throughout treatment
	2.2. 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/General Data Protection Regulations (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 manicurist is working
	2.3. Position self and client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported

		<ul style="list-style-type: none"> • Manicurist maintaining correct working posture throughout treatment • Manicurist self-care
	2.4. Use products, tools, equipment and techniques to suit client's treatment needs, nail and skin conditions	<ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> - Full manicure treatment approximately 30 minutes - Couch or chair - Trolley or manicure table - Stool - Magnifying lamp - Towels - Additional support if appropriate - Bedroll - Disinfecting fluid - Hot towels/cabinet - Paraffin wax heater - Thermal mittens - Tissues - Cotton wool - Manicure bowls - Brushes - Gauze - Protective film - Sterilising solution - UV cabinet - Autoclave - Chemical immersion equipment - Waste disposal - Spatulas - Emery boards - Hoof stick/tipped orange wood stick - Cuticle knife/tool - Cuticle nippers - Nail brush - Buffers - Nail scissors - Nail clippers • Products <ul style="list-style-type: none"> - Nail enamel remover - Cuticle massage cream/oil

		<ul style="list-style-type: none"> - Cuticle remover - Exfoliation products - Hand masks - Hot oil - Paraffin wax - Massage mediums - Buffing paste - Nail strengtheners - Base coat - Nail enamels <ul style="list-style-type: none"> ▪ Frosted/pearl ▪ Cream ▪ Light ▪ Dark ▪ French manicure ▪ Top coat ▪ Quick driers • Manicure techniques to include: <ul style="list-style-type: none"> - Filing - Cuticle work - Exfoliation - Use of hand and nail treatments i.e. hot oil, hand masks - Massage (effleurage, petrissage, passive movements) - Buffing - Enamelling the nails
	2.5. 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 and manufacturers' instructions • Check treatment results with client
	2.6. Record the results of the treatment	<ul style="list-style-type: none"> • Client response to treatment and feedback • Note benefits of the treatment • Product advice • Home care advice • Store records demonstrating knowledge of confidentiality requirements
	2.7. Provide suitable aftercare advice	<ul style="list-style-type: none"> • Recommendations for immediate aftercare and treatment maintenance • Product recommendations • Lifestyle

		<ul style="list-style-type: none"> • Recommendation of specialist treatments • Recommendation of further salon treatments
	2.8. 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
	2.9. 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) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act/General Data Protection Regulations (GDPR)
	2.10. Explain the importance of positioning self and the client correctly throughout the treatment	<ul style="list-style-type: none"> • Ensuring the client is comfortable and correctly supported • Manicurist maintaining correct working posture throughout treatment
	2.11. Explain the importance of using products, tools, equipment and techniques to suit clients treatment needs, nail and skin conditions	<ul style="list-style-type: none"> • Couch or chair • Trolley or manicure table • Stool • Magnifying lamp • Towels • Additional support if appropriate • Bedroll • Disinfecting fluid • Hot towels/cabinet • Paraffin wax heater • Thermal mittens

		<ul style="list-style-type: none"> • Tissues • Cotton wool • Manicure bowls • Brushes • Gauze • Protective film • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Spatulas • Emery boards • Hoof stick/tipped orange wood stick • Cuticle knife/tool • Cuticle nippers • Nail brush • Buffers • Nail scissors • Nail clippers • Manicure products and techniques to include: <ul style="list-style-type: none"> - Manicure treatment - Specialised manicure treatments
	2.12. Describe how treatments can be adapted to suit client treatment needs, nail and skin conditions	<ul style="list-style-type: none"> • Restrictions <ul style="list-style-type: none"> - Contra-indications and contra-actions • Nail shapes, types and conditions • Skin condition • Client preferences and commitment • Client expectations • Current nail length and condition • Product availability and suitability • Time scales • Costs • Adapting the treatment to suit the needs of the client • Managing realistic expectations
	2.13. Describe the different massage techniques and their benefits	<ul style="list-style-type: none"> • Effleurage • Petrissage

		<ul style="list-style-type: none"> • Passive movements • Physiological effects • Psychological effects
	2.14. 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 • Immediate removal of products • Application of cool compress • Referral procedures
	2.15. 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's needs and manufacturers' instructions • Check treatment results with client
	2.16. State the importance of completing treatment records	<ul style="list-style-type: none"> • Maintaining records • Aftercare • Home care • Product advice • Compliance with current data protection legislation
	2.17. 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 nail and skin type • Recommendations for use of specialised treatment products if applicable • Lifestyle • Recommendation of specialist salon treatments if applicable • Recommendation of further salon treatments
	2.18. Describe diseases and disorders of the nail and skin	<ul style="list-style-type: none"> • Allergies • Beau's lines • Blue nail • Brittle nails • Bruised nails • Discoloured nails • Dry nails • Flaking nails • Hang nails • Koilonychia

		<ul style="list-style-type: none"> • Lamellar dystrophy • Leuconychia • Loss of skin sensation • Nail separation • Onychatrophia • Onychauxis • Onychia • Onychocryptosis • Onychogryphosis • Onycholysis • Onychomycosis (tinea unguium) • Onychophagy • Onychoptosis • Onychorrhhexis • Paronychia (Whitlow) • Pitting • Pterygium • Sepsis • Transverse ridges • Vertical ridges • Warts • Weak nails • Sensitive skin • Dehydrated skin • Dermatitis • Eczema • Psoriasis • Cuts • Chilblains • Bruises • Abrasions
	2.19. Describe the structure and functions of the nail and skin	<ul style="list-style-type: none"> • The nail <ul style="list-style-type: none"> - Free edge - Hyponychium - Eponychium - Perionychium - Lunula - Mantle

		<ul style="list-style-type: none"> - Cuticle - Nail plate - Nail bed - Nail fold - Matrix - Nail wall - Nail growth - Protection • The skin <ul style="list-style-type: none"> - Epidermis <ul style="list-style-type: none"> ▪ Stratum corneum ▪ Stratum lucidum ▪ Stratum granulosum ▪ Stratum spinosum/malpighian layer ▪ Stratum germinativum/basal layer - Dermis <ul style="list-style-type: none"> ▪ Blood supply ▪ Lymphatic supply ▪ Hair follicle ▪ Hair ▪ Sebaceous gland ▪ Sweat gland: eccrine and apocrine ▪ Sensory nerve endings ▪ Dermal papilla ▪ Collagen ▪ Elastin ▪ Histiocytes ▪ Mast cells ▪ Fibroblasts ▪ Erector pili muscle ▪ Melanocytes - Subcutaneous/Adipose layer <ul style="list-style-type: none"> ▪ The fatty layer underneath the dermis - Functions <ul style="list-style-type: none"> ▪ Secretion ▪ Heat regulation ▪ Absorption ▪ Protection/Acid mantle (composition and formation)
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	2.20. Describe the structure and function of the muscles of the lower arm and hand	<ul style="list-style-type: none"> • Voluntary • Involuntary • Supinator radii brevis • Flexor carpi radialis • Extensor carpi radialis • Extensor carpi ulnaris • Flexor carpi ulnaris • Flexor carpi digitorum • Extensor carpi digitorum • Muscles of thenar eminence • Muscles of hypothenar eminence • Movement
	2.21. Describe the structure and function of the bones of the lower arm and hand	<ul style="list-style-type: none"> • Compact • Cancellous • Long bones • Short bones • Ulna • Radius • Carpals • Metacarpals • Phalanges • Support framework • Provides attachments for muscles • Forms joints • Forms erythrocytes • Stores calcium • Protection
	2.22. Describe the structure and function of the arteries and veins of the lower arm and hand	<ul style="list-style-type: none"> • Arteries <ul style="list-style-type: none"> - Walls - Lumen • Veins <ul style="list-style-type: none"> - Walls - Lumen - Valves

		<ul style="list-style-type: none"> • Arteries <ul style="list-style-type: none"> - Radial - Ulnar • Veins <ul style="list-style-type: none"> - Basilic - Cephalic • Control of blood flow and circulation
	2.23. Describe the structure and function of the lymphatic vessels of the lower arm and hand	<ul style="list-style-type: none"> • Lymphatic capillary • Lymphatic vessel • Lymph node • Supratrochlear • Transportation • Detoxification • Antibodies, antitoxins and lymphocytes • Immune system • Secondary circulation

Assessment	
Portfolio of evidence containing <ul style="list-style-type: none"> • 5 full manicure treatments (1 must be a French manicure, and 1 a specialised treatment with buffed finish) MCQ Practical examination	<p>To include:</p> <ul style="list-style-type: none"> • Consultation • Medical history • Nail and skin analysis • Treatment details including specific details of products used and client's reactions • Client feedback • Aftercare and home care advice including retail recommendations and advice for further treatments • Learner and client signatures • Treatment date <p>Treatments should be evidenced through the consultation form. These are internally assessed by the college lecturer and verified by the external examiner</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	25/09/2019	First published	Qualifications and Regulation Co-ordinator
v2	14/01/2020	Amended typographical errors	Qualifications and Regulation Co-ordinator