

# Sample 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:** Manicure and pedicure

**Total contact tuition hours proposed:** 50

**Lecturer(s) responsible:**

Learning objectives	Lecture content	Suggested resources	Approx. hours
Introductory session	<ul style="list-style-type: none"> <li>College rules and regulations College mission statement ITEC rules and regulations Health &amp; Safety</li> <li>Timetable</li> <li>Dates – holidays etc. Syllabus Recommended books</li> <li>Uniform</li> </ul>	<ul style="list-style-type: none"> <li>Lecture 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>LO1 Be able to carry out a consultation and understand and recognise contra-indications, diseases and disorders</b>			
1.1. Explain and demonstrate the importance of consultation and communicating with the client tactfully and accurately	<ul style="list-style-type: none"> <li>Private comfortable area</li> <li>Positive body language</li> <li>Positioning of the client</li> <li>Good communication skills</li> <li>Use of open and/or closed questions where appropriate</li> <li>Trust</li> <li>Professionalism, confidence and enthusiasm</li> <li>Confidentiality</li> <li>Informed consent</li> <li>Checking for contra-indications</li> <li>Client lifestyle</li> <li>Client profile</li> <li>Planning and agreeing a treatment programme</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>	



	<p>taking into account the client's religious, moral and social beliefs</p> <ul style="list-style-type: none"> <li>• Noting the condition of the nails and cuticles</li> <li>• Noting the shape of the nail</li> <li>• Noting the condition of the skin of the hands and feet</li> <li>• Discussing any homecare and aftercare</li> <li>• Compliance with current data protection regulations</li> </ul>		
1.2. Explain and demonstrate how to check for contra-indications and recognise any nail/skin diseases and disorders	<ul style="list-style-type: none"> <li>• Transverse ridges</li> <li>• Vertical ridges</li> <li>• Beau's lines</li> <li>• Blue nail</li> <li>• Psoriasis</li> <li>• Eczema</li> <li>• Tinea pedis</li> <li>• Paronychia (whitlow)</li> <li>• Sepsis</li> <li>• Leuconychia</li> <li>• Flaking</li> <li>• Onychorrhexis</li> <li>• Pitting</li> <li>• Pterygium</li> <li>• Onychia</li> <li>• Hang nail</li> <li>• Lamella dystrophy</li> <li>• Onychomycosis (tinea unguium)</li> <li>• Tinea pedis</li> <li>• Hallux valgus</li> <li>• Onychoptosis</li> <li>• Onychatrophia</li> <li>• Onychogryphosis</li> <li>• Onychauxis</li> <li>• Onychocryptosis</li> <li>• Onychophagy</li> <li>• Koilonychia</li> <li>• Warts</li> <li>• Verucca</li> <li>• Loss of skin sensation</li> <li>• Diabetes</li> <li>• Allergies</li> </ul>		



	<ul style="list-style-type: none"> <li>• Chilblains</li> <li>• Corns</li> <li>• Cuts</li> <li>• Abrasions</li> <li>• Broken bones</li> <li>• Brittle nails</li> <li>• Bruised nails</li> <li>• Discoloured nails</li> <li>• Dry nails</li> </ul>		
1.3. Explain and recognise those general contra-indications to manicure and pedicure requiring medical permission or the client to sign an informed consent form prior to the treatment and those contra-indications that restrict treatment	<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>- Medical oedema</li> <li>- Arthritis</li> <li>- Nervous/psychotic conditions</li> <li>- Recent operations of the hands or feet</li> <li>- Diabetes</li> <li>- Inflamed nerve</li> <li>- Undiagnosed pain</li> <li>- Acute rheumatism</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>- 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> <li>- Severe bruising</li> <li>- Abrasions</li> <li>- Scar tissues (2 years for major operation 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>- Severely bitten or damaged nails/skin/cuticles</li> <li>- Nail separation</li> <li>- Eczema</li> </ul> </li> </ul>		



	- Psoriasis		
<b>LO2 Be able to perform manicure and pedicure treatments</b>			
2.1. Explain and demonstrate how to sanitise client's hands and feet	<ul style="list-style-type: none"> <li>Wipe the hands and feet with sanitiser, checking for contra-indications</li> </ul>	<ul style="list-style-type: none"> <li>OHP/Whiteboard</li> <li>Lecture</li> <li>Q&amp;A</li> <li>Practical</li> <li>Handout</li> <li>Test</li> </ul>	
2.2. Explain and demonstrate use of the following products and tools	<ul style="list-style-type: none"> <li>Emery boards</li> <li>Cuticle massage cream/oil</li> <li>Cuticle remover</li> <li>Hoof stick/tipped orange wood stick</li> <li>Cuticle knife/tool</li> <li>Cuticle nipper</li> <li>Buffers</li> <li>Pedicure rasp (hard skin removal)</li> <li>Nail scissors</li> <li>Clippers</li> <li>Nail enamel remover</li> <li>Hard skin remover (for pedicure)</li> <li>Exfoliators</li> <li>Massage oil/cream</li> <li>Buffing paste</li> <li>Nail strengtheners</li> <li>Base coat</li> <li>Nail enamels <ul style="list-style-type: none"> <li>Frosted</li> <li>Cream</li> <li>Light</li> <li>Dark</li> <li>French manicure</li> </ul> </li> <li>Top coat</li> <li>Quick driers</li> </ul>		
2.3. Explain and demonstrate use of specialised nail treatments	<ul style="list-style-type: none"> <li>Hot oil</li> <li>Paraffin wax</li> <li>Hand masks</li> <li>Foot masks</li> <li>Exfoliation</li> <li>Thermal mittens/boots</li> </ul>		



2.4. Explain and demonstrate how to file the nails correctly according to the nail shape	<ul style="list-style-type: none"> <li>• Hold the file at a 45-degree angle to the nail</li> <li>• Use the file in one direction only, i.e. side centre</li> <li>• Follow the shape of the cuticle as a guide</li> <li>• Toenails to be filed straight across</li> <li>• Bevel nails where appropriate</li> </ul>		
2.5. Explain and demonstrate how to decide and agree on the suitable nail shape	<ul style="list-style-type: none"> <li>• Follow the shape of the cuticle</li> <li>• Abide by the client's wishes</li> <li>• Manage client's expectations</li> <li>• Oval</li> <li>• Square</li> <li>• Pointed</li> <li>• Almond</li> <li>• Round</li> </ul>		
2.6. Explain and demonstrate application of cuticle cream or oil	<ul style="list-style-type: none"> <li>• Ensure that product is taken from any containers with use of either a spatula, orange wood stick or similar</li> <li>• Tops should be replaced on bottles</li> <li>• Apply cuticle cream or oil to the cuticle area and massage in</li> <li>• Minimise wastage</li> <li>• Soak the hand/foot and repeat on the other hand/foot</li> </ul>		
2.7. Explain and demonstrate application of cuticle remover and demonstrate use of the hoof stick, tipped orange wood stick, cuticle knife/tool and nippers	<ul style="list-style-type: none"> <li>• Ensure that product is taken from any containers with use of either a spatula, orange wood stick or similar</li> <li>• Tops should be replaced on bottles</li> <li>• Apply the cuticle remover to the cuticle area</li> <li>• Use the hoof stick in small circular movements</li> <li>• Use the wet cuticle knife/tool at the correct angle and with the appropriate action</li> <li>• Use the cuticle nippers on any 'dead' cuticle left adhering to the nail plate without causing damage to the nail plate, cuticle or surrounding skin</li> </ul>		
2.8. Explain and demonstrate how to massage the hand and lower arm/foot and lower leg demonstrating the classical massage movements where appropriate	<ul style="list-style-type: none"> <li>• Massage medium <ul style="list-style-type: none"> <li>- Hand cream</li> <li>- Foot cream</li> <li>- Cream</li> <li>- Oil</li> <li>- Effleurage</li> <li>- Petrissage</li> <li>- Tapotement (pedicure only)</li> <li>- Passive movements</li> </ul> </li> </ul>		



2.9. Explain and demonstrate removal of any excess product	<ul style="list-style-type: none"> <li>• Hot compress or damp cotton wool</li> <li>• Toner</li> <li>• 'Squeak' the nails clean with enamel remover</li> </ul>		
2.10. Explain and demonstrate buffing	<ul style="list-style-type: none"> <li>• Ensure that paste is taken from any containers with the use of either a spatula, orange wood stick or similar</li> <li>• Apply a small amount of paste in the centre of the nail (size of a pin head)</li> <li>• Buff in one direction only from the matrix to the tip of the nail</li> </ul>		
2.11. Explain and demonstrate application of base coat	<ul style="list-style-type: none"> <li>• Apply base coat to the nail in 3-5 strokes</li> </ul>		
2.12. Explain and apply two coats of enamel, smoothly, evenly and ensuring a hairline gap around the nail wall	<ul style="list-style-type: none"> <li>• Apply 2 coats of coloured enamel in 3-5 strokes per nail</li> <li>• Ensure a hairline gap is left around the nail</li> <li>• Ensure the enamel is not on the skin or cuticle</li> </ul>		
2.13. Explain and demonstrate application of the topcoat	<ul style="list-style-type: none"> <li>• Apply top coat over cream enamel in 3-5 strokes per nail ensuring that the top coat does not flood the cuticle or side walls</li> </ul>		
2.14. Explain and demonstrate use of minimal correction to ensure a good finished result	<ul style="list-style-type: none"> <li>• Remove any enamel which may be on the skin or cuticle with enamel remover and use either an orange wood stick or cotton bud</li> </ul>		
2.15. Explain and demonstrate appropriate hygiene throughout the treatments	<ul style="list-style-type: none"> <li>• Tools must be sterilised/sanitised before use in either <ul style="list-style-type: none"> <li>- Autoclave</li> <li>- Glass bead</li> <li>- UV cabinet</li> <li>- Chemicals</li> </ul> </li> <li>• Tools should be wiped with sanitiser or equivalent before going from hand to hand or foot to foot</li> <li>• Products must only be taken from containers with a spatula, orange wood stick or similar</li> <li>• Tops must be replaced on products</li> <li>• Tools must be replaced in the steriliser after use</li> </ul>		
2.16. Demonstrate how to work within time limits acceptable to industry	<ul style="list-style-type: none"> <li>• 30 minutes full manicure</li> <li>• 40 minutes full pedicure</li> </ul>		



2.17. Explain and demonstrate how to update client records accurately	<ul style="list-style-type: none"> <li>• Check details from the previous visit <ul style="list-style-type: none"> <li>- Note any changes, particularly any contra-indications</li> <li>- Note the condition of the nails</li> <li>- Note the treatment and colour of enamel</li> </ul> </li> <li>• Aftercare and home care advice given including avoidance of activities which may cause contra-actions</li> <li>• Products recommended and purchased</li> <li>• Future treatment recommendations <ul style="list-style-type: none"> <li>- Record and store in line with current data protection legislation and professional code of conduct</li> </ul> </li> </ul>		
2.18. Explain nail technology systems	<ul style="list-style-type: none"> <li>• Gel</li> <li>• Acrylic</li> <li>• Fibre glass</li> <li>• Silk wraps</li> </ul>		

### LO3 Know the skeletal system in relation to manicure and pedicure treatments

3.1. Describe the position of the bones of the lower arm and hand and lower leg and foot	<ul style="list-style-type: none"> <li>• Lower arm and hand <ul style="list-style-type: none"> <li>- Ulna</li> <li>- Radius</li> <li>- Carpals</li> <li>- Metacarpals</li> <li>- Phalanges</li> </ul> </li> <li>• Lower leg and foot <ul style="list-style-type: none"> <li>- Tibia</li> <li>- Fibula</li> <li>- Tarsals</li> <li>- Metatarsals</li> <li>- Phalanges</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> <li>• Practical Handout <ul style="list-style-type: none"> <li>- 1. Unlabelled diagram of the bones of the lower arm and hand</li> <li>- 2. Unlabelled diagram of the bones of the lower leg and foot</li> </ul> </li> <li>• Homework</li> <li>• Test</li> </ul>	
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### LO4 Know the circulatory and lymphatic systems in relation to manicure and pedicure treatments

4.1. Describe the position of the arteries and veins of the lower arm and hand and the lower leg and foot	<ul style="list-style-type: none"> <li>• Arteries of the lower arm and hand <ul style="list-style-type: none"> <li>- Radial</li> <li>- Ulnar</li> </ul> </li> <li>• Veins of the lower arm and hand <ul style="list-style-type: none"> <li>- Basilic</li> <li>- Cephalic</li> </ul> </li> <li>• Arteries of the lower leg and foot <ul style="list-style-type: none"> <li>- Anterior tibial</li> <li>- Posterior tibial</li> </ul> </li> <li>• Veins of the lower leg and foot</li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> </ul>	
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	<ul style="list-style-type: none"> <li>- Anterior tibial</li> <li>- Posterior tibial</li> </ul>		
4.2. Describe the position and explain the function of the lymph nodes of the lower arm and lower leg	<ul style="list-style-type: none"> <li>• Lower arm <ul style="list-style-type: none"> <li>- Supratrochlear</li> </ul> </li> <li>• Lower leg <ul style="list-style-type: none"> <li>- Popliteal</li> </ul> </li> </ul>		

LO5 Know the structure of the nail			
5.1. Describe the position and explain the function of the nail structures	<ul style="list-style-type: none"> <li>• Free edge</li> <li>• Hyponychium</li> <li>• Eponychium</li> <li>• Peronychium</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> </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>- Blank diagram of the nail</li> </ul> </li> <li>• Homework</li> <li>• Test</li> </ul>	
5.2. Describe the process by which the nail grows	<ul style="list-style-type: none"> <li>• Formed in the matrix</li> <li>• 3 layers</li> <li>• Grows forward and dovetails into the nail bed</li> </ul>		
5.3. Explain the factors which affect 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>		
5.4. Explain the following nail/skin diseases and disorders	<ul style="list-style-type: none"> <li>• Transverse ridges</li> <li>• Vertical ridges</li> <li>• Beau's lines</li> <li>• Blue nail</li> <li>• Psoriasis</li> <li>• Eczema</li> <li>• Tinea unguium</li> </ul>		



	<ul style="list-style-type: none"> <li>• Tinea pedis</li> <li>• Hallux valgus</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</li> <li>• Onychatrophia</li> <li>• Onychogryphosis</li> <li>• Onychauxis</li> <li>• Onychocryptosis</li> <li>• Onychophagy</li> <li>• Koilonychia</li> <li>• Warts</li> <li>• Verruca</li> <li>• Loss of skin sensation</li> <li>• Diabetes</li> <li>• Allergies</li> <li>• Chilblains</li> <li>• Corns</li> <li>• Cuts</li> <li>• Abrasions</li> <li>• Broken bones</li> <li>• Brittle nails</li> <li>• Bruised nails</li> <li>• Discoloured nails</li> <li>• Dry nails</li> </ul>		
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LO6 Know the muscular system in relation to manicure and pedicure treatments			
6.1. Describe the position and action of the muscles	<ul style="list-style-type: none"> <li>• Lower arm <ul style="list-style-type: none"> <li>- Supinator radii brevis</li> <li>- Flexor carpi radialis</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• OHP/Whiteboard</li> <li>• Lecture</li> <li>• Q&amp;A</li> </ul>	



of the lower arm and lower leg	<ul style="list-style-type: none"> <li>- Extensor carpi radialis</li> <li>- Extensor carpi ulnaris</li> <li>- Flexor carpi ulnaris</li> <li>- Flexor carpi digitorum</li> <li>- Extensor carpi digitorum</li> <li>- Muscles of thenar eminence</li> <li>- Muscles of hypothenar eminence</li> <li>• Lower leg <ul style="list-style-type: none"> <li>- Gastrocnemius</li> <li>- Soleus</li> <li>- Tibialis anterior</li> <li>- Peroneus longus</li> <li>- Flexor digitorum longus</li> <li>- Extensor digitorum longus</li> <li>- Achilles tendon</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Handout: <ul style="list-style-type: none"> <li>- Unlabelled diagram showing the muscles of the lower arm and lower leg</li> </ul> </li> <li>• Homework</li> <li>• Test</li> </ul>	
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LO7 Know the structure and functions of the skin in relation to manicure and pedicure treatments			
7.1. Describe the position and explain the function of the layers of the skin	<ul style="list-style-type: none"> <li>• Epidermis <ul style="list-style-type: none"> <li>- Stratum corneum</li> <li>- Stratum lucidum</li> <li>- Stratum granulosum</li> <li>- Stratum spinosum/Malpighian layer</li> <li>- Stratum germinativum/Basal layer</li> </ul> </li> <li>• Dermis <ul style="list-style-type: none"> <li>- Blood supply</li> <li>- Lymphatic supply</li> <li>- Hair follicle</li> <li>- Hair</li> <li>- Sebaceous gland</li> <li>- Sweat gland <ul style="list-style-type: none"> <li>▪ Eccrine</li> <li>▪ Apocrine</li> </ul> </li> <li>- Sensory nerve endings</li> <li>- Dermal papilla</li> <li>- Erector pili muscle</li> </ul> </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>- Unlabelled diagram showing the structure of the skin</li> </ul> </li> <li>• Homework</li> <li>• Test</li> </ul>	
7.2. The learner will be able to explain the subcutaneous/adipose layer	<ul style="list-style-type: none"> <li>• The structure and function of the fatty layer found underneath the dermis</li> </ul>		



iUBT292 – Manicure and pedicure			
<b>Treatment evidence</b>	Treatment evidence		
<b>Mock practical:</b>	To include a full manicure and pedicure		
<b>Mock theory:</b>	To include all theory taught		



**Document History**

Version	Issue Date	Changes	Role
v1	30/09/2019	First published	Qualifications and Regulation Co-ordinator
v2	24/01/2020	Edited to match unit specification	