

SKANSN12 (2) (SQA Unit Code - F9L7 04)

Prepare and finish nail overlays using electric files



Overview

1. [OVERVIEW]

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Performance criteria

[PERFORMANCE]

You must be able to:

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Knowledge and understanding

You need to know and understand:

- K1 ensuring buffing achieves an even, high shine finish
- K2 taking appropriate and prompt remedial action where contra-actions occur during the course of the service
- K3 ensuring the completed service is to the client's satisfaction.

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What you must cover (Range)

Your performance must cover

- K4 . Consultation techniques include:
 - K5 questioning
 - K6 visual
 - K7 physical examination
 - K8 reference to client records.
- K9 . Necessary action includes:
 - K10 encouraging your client to seek medical advice
 - K11 explaining why an electric filing service cannot be carried out
 - K12 modifying the service.
- K13 . Filing techniques are:
 - K14 reducing length
 - K15 refining surfaces
 - K16 thinning out the free edge of the overlay
 - K17 buffing
 - K18 reducing overlay bulk.

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To perform this unit successfully, you will need to know and understand:

Organisational and legal requirements

- K19 your responsibilities under relevant health and safety legislation and the industry Code of Practice for Nail Services
- K20 the importance of not discriminating against clients with illnesses and disabilities and why (eg Disability Discrimination Act)
- K21 why it is important, when treating minors under 16 years of age, to have a parent or guardian present
- K22 why minors should not be given services without informed and signed parental or guardian consent
- K23 the legal significance of gaining signed, informed client consent to services
- K24 the importance and reasons for keeping records of clients, their services and gaining client signatures
- K25 the importance of the correct storage of client records in relation to the

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Data Protection Act

- K26 the health and safety issues specific to the use of electric files
- K27 your salon services times and the importance of completing electric filing services in a commercially viable time

How to work safely and effectively when preparing and finishing overlays using electric files

- K28 the type of personal protective equipment that should be available and used by yourself
- K29 why it is important to use personal protective equipment
- K30 how to prepare, use and maintain tools, equipment when using electric files
- K31 methods of disinfecting and sterilising electric file attachments
- K32 the importance of and reasons for disinfecting hands and how to do this effectively
- K33 the necessary environmental conditions for electric filing services (including lighting, heating, ventilation and general comfort) and why these are important
- K34 the type of dust extraction equipment available for use with electric files and why they are important
- K35 why it is important to maintain standards of hygiene and the principles for avoiding cross-infection
- K36 how to effectively and safely position electric filing equipment
- K37 how to avoid potential discomfort and injury to yourself and the risks of poor positioning to clients
- K38 the condition in which the work area should be left and why this is important

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Consult, plan and prepare for the treatment with clients

- K39 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment
- K40 how to give effective advice and recommendations to clients
- K41 the questioning and listening skills you need in order to find out information
- K42 how to conduct a nail and skin analysis
- K43 the importance of questioning clients to establish any contra-indications to electric filing services
- K44 why it is important to record client responses to questioning
- K45 the legal significance of client questioning and of recording the client's responses
- K46 why it is important to encourage and allow time for clients to ask questions
- K47 how to prepare service plans

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Contra-indications and contra-actions

- K48 the types of disorders that may contra-indicate the service and why (eg thin and/or damaged nail plate, cuts and abrasions to surrounding skin, nail separation)
- K49 the importance of questioning clients to establish any contra-indications to nail art service
- K50 the importance of and reasons for not naming specific contra-indications when encouraging the client to seek medical advice
- K51 the types of contra-actions that can occur when using electric files and how to deal with them (eg blistering, heat friction, thinning of the nail plate, cuts and abrasions)

Equipment

- K52 types of electric filing equipment, how and when to use them, including adaptation for left and right handed use
- K53 types of electric file attachments, when and how to use them
- K54 the manufacturer's instructions for the care and maintenance of the electric file(s) you use in your workplace and the importance of following them

Electric filing service

- K55 electric filing techniques, including thinning out overlays, buffing and use of differing speeds of rotation.
 - K56 why it is important to maintain three points of contact when working with a client
 - K57 how to position and support your client's hand and finger whilst working with an electric file
 - K58 how the inappropriate use of electric files can damage the natural nail and surrounding skin
 - K59 how to identify types of nail damage caused by the misuse of electric files
 - K60 why it is important to work in one direction across the overlay
 - K61 how to avoid excessive accumulation of heat when using an electric file
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- K62 why the spin of the electric file needs to be in the opposite direction of working
 - K63 why the natural nail should always be hand filed prior to the application of the overlay
 - K64 when to use a hand file and when to use an electric file and the limitations of the use of electric files
 - K65 why electric files should never be used for tip blending
 - K66 the importance of maintaining balance, shape and position of apex when electric filing
 - K67 the difference between dust created by hand filing and electric filing and the health and safety implications.

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Additional Information

Links to other NOS

1. <What you must do (Performance Criteria)
2. In order to perform this unit successfully you must:
3. <1. Maintain safe and effective methods of working when preparing and
4. <finishing nail overlays using electric files
5. a) preparing the work area and environment to meet legal, hygiene and industry
6. Code of Practice for Nail Services requirements
7. b) ensuring your personal appearance meets accepted industry Code of Practice
8. for Nail Services and organisational requirements
9. c) wearing suitable personal protective equipment for the service that conforms to
10. the industry Code of Practice for Nail Services
11. d) ensuring all tools and equipment are cleaned using the correct methods
12. e) effectively disinfecting your hands prior to nail services
13. f) maintaining accepted industry hygiene and safety practices throughout the
14. electric filing service
15. g) positioning the electric file and file attachments for ease and safety of use
16. h) correctly removing and storing the file attachments and leaving the electric file
17. hand-piece safe and secure
18. i) ensuring your own posture and position minimises fatigue and the risk of injury
19. whilst working
20. j) ensuring the client is in a comfortable and relaxed position that permits access
21. and minimises the risk of injury to you and the client
22. k) positioning yourself square to the client to maintain three points of contact, to
23. keep the client's finger stable
24. l) disposing of waste correctly to meet local authority requirements and the
25. industry Code of Practice for Nail Services
26. m) ensuring that the electric filing service is cost effective and is carried out within
27. a commercially viable time
28. n) leaving the work area and equipment in a condition suitable for

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- further nail
29. services
 30. o) ensuring the client's records are up-to-date, accurate, easy to read and signed
 31. by the client and technician.
 32. <2. Consult, plan and prepare for the use of electric files:
 33. a) using <consultation techniques in a polite and friendly manner to record the
 34. service plan
 35. b) obtaining signed, written informed consent from the client prior to carrying out
 36. the service
 37. c) ensuring that informed and signed parental or guardian consent is obtained for
 38. minors prior to any service
 39. d) ensuring that a parent or guardian is present throughout the service for minors
 40. under the age of 16
 41. e) gaining the client's approval to use electric files prior to commencing any work
 42. f) asking your client appropriate questions to identify if they have any contra-
 43. indications to electric filing service
 44. g) accurately recording your client's responses to questioning
 45. These standards are available for use in the UK only. If you wish to use them internationally please contact Habia for
 46. licensing availability. Unauthorised use may result in legal proceedings
 47. h) taking the <necessary action in response to any identified contra-
 48. indications
 48. i) effectively disinfecting the area to be treated
 49. j) effectively removing any existing nail polish, if required
 50. k) accurately identifying the condition of the nails and skin
 51. l) agreeing the service and outcomes that are acceptable to your client and meet
 52. their needs.
 53. <3. Prepare and finish nail overlays using electric files:
 54. a) using the most suitable file attachment for the <filing techniques required
 55. b) using the correct <filing techniques to prepare the overlay
 56. c) operating the electric file at a speed suitable for the <filing techniques and in a
 57. way that meets manufacturer's instructions
 58. d) moving the electric file in one direction across the nail when working
 59. e) ensuring the file attachment is revolving in the opposite direction to which you
 60. are working
 61. f) ensuring continuous movement of the file to avoid a heat

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- sensation on the nail
- 62. plate
- 63. g) ensuring that you work on the overlay and not the natural nail plate or
- 64. surrounding skin
- 65. h) moving and positioning your client's finger so the rotating attachment is kept
- 66. flat against the nail
- 67. i) using suitable <filing techniques to restore and finish the overlay
- 68. j) achieving a smooth, even surface of the overlay when finishing
- 69. k) ensuring the electric filing leaves the free edges tapered, thin and with a clean
- 70. **What you must cover (Range)**
- 71. Your performance must cover
- 72. **1. Consultation techniques** include:
- 73. a) questioning
- 74. b) visual
- 75. c) physical examination
- 76. d) reference to client records.
- 77. **2. Necessary action** includes:
- 78. a) encouraging your client to seek medical advice
- 79. b) explaining why an electric filing service cannot be carried out
- 80. c) modifying the service.
- 81. **3. Filing techniques** are:
- 82. a) reducing length
- 83. b) refining surfaces
- 84. c) thinning out the free edge of the overlay
- 85. d) buffing
- 86. e) reducing overlay bulk.
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- 88. licensing availability. Unauthorised use may result in legal proceedings
- 89. **Consult, plan and prepare for the treatment with clients**
- 90. 21. how to use effective consultation techniques when communicating with clients
- 91. from different cultural and religious backgrounds, age, disabilities and gender
- 92. for this treatment
- 93. 22. how to give effective advice and recommendations to clients
- 94. 23. the questioning and listening skills you need in order to find out information
- 95. 24. how to conduct a nail and skin analysis
- 96. 25. the importance of questioning clients to establish any contra-indications to
- 97. electric filing services
- 98. 26. why it is important to record client responses to questioning
- 99. 27. the legal significance of client questioning and of recording the client's

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- 100. responses
- 101. 28. why it is important to encourage and allow time for clients to ask questions
- 102. 29. how to prepare service plans
- 103. **Contra-indications and contra-actions**
- 104. 30. the types of disorders that may contra-indicate the service and why (eg thin and/or damaged nail plate, cuts and abrasions to surrounding skin, nail separation)
- 105. 31. the importance of questioning clients to establish any contra-indications to nail art service
- 106. 32. the importance of and reasons for not naming specific contra-indications when encouraging the client to seek medical advice
- 107. 33. the types of contra-actions that can occur when using electric files and how to deal with them (eg blistering, heat friction, thinning of the nail plate, cuts and abrasions)
- 108. 34. types of electric filing equipment, how and when to use them, including adaptation for left and right handed use
- 109. 35. types of electric file attachments, when and how to use them
- 110. 36. the manufacturer's instructions for the care and maintenance of the electric file(s) you use in your workplace and the importance of following them
- 111. **Electric filing service**
- 112. 37. electric filing techniques, including thinning out overlays, buffing and use of differing speeds of rotation.
- 113. 38. why it is important to maintain three points of contact when working with a electric file
- 114. 39. how to position and support your client's hand and finger whilst working with an electric file
- 115. 40. how the inappropriate use of electric files can damage the natural nail and surrounding skin
- 116. 41. how to identify types of nail damage caused by the misuse of electric files
- 117. 42. why it is important to work in one direction across the overlay
- 118. 43. how to avoid excessive accumulation of heat when using an electric file
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- 133. 44. why the spin of the electric file needs to be in the opposite direction of working
- 134. 45. why the natural nail should always be hand filed prior to the application of the
- 135. overlay
- 136. 46. when to use a hand file and when to use an electric file and the limitations of
- 137. the use of electric files
- 138. 47. why electric files should never be used for tip blending
- 139. 48. the importance of maintaining balance, shape and position of apex when
- 140. electric filing
- 141. 49. the difference between dust created by hand filing and electric filing and the
- 142. health and safety implications.
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Suite Nail Services 2009; 511CON PO1561 Welsh Translation of Nail Services NOS; Nail Services 2009; 511CON PO1561 Welsh Translation of Nail Services NOS

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