

## Maintain and finish nail overlays using an electric file

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### Overview

This standard is about the safe and appropriate use of an electric file during the processes of maintaining and finishing overlay materials. It covers consultation, planning and preparation for the use of electric files including the maintenance of the electric file hand piece and attachments.

To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.

The main outcomes of this standard are:

1. maintain safe and effective methods of working when maintaining and finishing nail overlays using electric files
2. consult, plan and prepare for the use of electric files
3. maintain and finish nail overlays using electric files

## Performance criteria

You must be able to:

### Maintain safe and effective methods of working when maintaining and finishing nail overlays using electric files

1. maintain your responsibilities for health and safety throughout the service
2. prepare your client and yourself to meet legal and organisational requirements
3. position your client to meet the needs of the service
4. ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
5. ensure environmental conditions are suitable for the client and the service
6. keep your work area clean and tidy throughout the service
7. use working methods that minimise the risk of cross-infection
8. ensure the use of clean equipment and materials
9. promote environmental and sustainable working practices
10. follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
11. dispose of waste materials to meet legal requirements
12. complete the service within a commercially viable time

### Consult, plan and prepare for the use of electric files

13. use **consultation techniques** to determine the client's service plan
14. ensure that informed and signed parent or guardian consent is obtained for minors prior to any service
15. ensure that a parent or guardian is present throughout the service for minors under the age of 16
16. recognise any contra-indications and take the **necessary action**
17. agree the service and outcomes that meet the client's needs
18. obtain signed, informed consent from the client prior to carrying out the electric **filing techniques**
19. cleanse the area to be treated and remove any existing nail finish
20. identify the condition of the nails and skin

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21. use **file attachment** for the **filing techniques** required
22. move the electric file at a speed and pressure required for the **filing techniques**
23. move the electric file in one direction across the nail

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24. use **file attachment** rotating in the opposite direction to which you are working
25. ensure continuous movement of the file to avoid a build up of heat on the nail plate
26. use **filing techniques** on the nail overlay and not the natural nail plate or surrounding skin
27. move and position the client's finger so that the rotating file is kept flat against the nail
28. refine and finish the overlay using filing techniques
29. ensure the nail is balanced and to the required shape and length
30. use file to achieve a smooth even surface and shine
31. ensure the completed service is to the client's satisfaction
32. give your client **advice and recommendations** on the service provided
33. ensure your client's records are completed and signed by you and the client

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### Knowledge and understanding

You need to know and understand:

#### **Maintain safe and effective methods of working when maintaining and finishing nail overlays using electric files**

1. your responsibilities for **health and safety** as defined by any specific legislation covering your job role
2. the legal and organisational requirements for client protection and preparation
3. the legal and organisational requirements for your own personal hygiene, protection and appearance
4. safe positioning techniques for yourself and your client and why using these are important
5. the necessary environmental conditions for services such as heating and ventilation and why these are important
6. why it is important to keep your work area clean and tidy
7. methods of cleaning, disinfection and sterilisation
8. methods of working safely and hygienically and which minimise the risk of cross infection
9. the hazards and risks which exist in your workplace and the safe working practices which you must follow
10. the different types of working methods that promote **environmental and sustainable working practices**
11. suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
12. the legal requirements for waste disposal
13. the reasons for completing the service in a commercially viable time

#### **Consult, plan and prepare for the use of electric files**

14. the importance of communicating with clients in a professional manner
15. how to complete a consultation taking into account client's **diverse needs**
16. the legal requirements for providing treatment to minors under 16 years of age
17. the age at which an individual is classed as a minor and how this differs nationally
18. the reasons for agreeing a service that meets the client's needs
19. the legal significance of gaining signed, informed client consent to carry out the service

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20. the legislative requirements for storing and protecting client data
21. how to recognise **contra-indications** that would prevent or restrict the service
22. the contra-indications requiring medical referral and why
23. the necessary action to take in relation to specific contra-indications when referring clients
24. the reasons for not naming specific contra-indications when referring clients
25. how to identify treatable nail and skin conditions
26. how to conduct a nail and skin analysis

### **Maintain and finish nail overlays using electric files**

27. the types and use of electric filing equipment and attachments
28. electric filing techniques, including thinning out overlays, buffing and use of different speeds of rotation
29. how to position and support your client's finger whilst working with an electric file
30. why it is important to maintain three points of contact when working with an electric file
31. how to adapt the equipment for left and right handed use
32. the reasons for working in one direction across the overlay
33. why it is important to work in the opposite direction to the rotation of the file attachment
34. how to maintain the balance, shape and position of apex when electric filing
35. the damage caused by inappropriate use or misuse of electric files
36. how to avoid a build up of heat when using an electric file
37. the types of **contra-actions** than can occur and how to deal with them
38. why the natural nails should always be hand filed prior to the application of the overlay
39. the benefits, uses and limitations of a hand file and electric file
40. the reasons why electric files should never be used for tip blending
41. the care and maintenance of the electric files
42. the **advice and recommendations** on products and services

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**Scope/range related  
to performance  
criteria**

- Consultation techniques**
1. questioning
  2. listening
  3. visual
  4. manual
  5. written

**Necessary action**

1. encouraging the client to seek medical advice
2. explaining why the service cannot be carried out
3. modifying the service

**Filing techniques**

1. reducing length
2. refining surfaces
3. thinning out the free edge
4. buffing
5. reducing overlay bulk

**File attachment**

1. carbide or diamond bit
2. backfill bit
3. mandrel and sanding bands
4. under nail cleaner

**Advice and recommendations**

1. suitable aftercare products and their use
2. avoidance of activities which may cause contra-actions
3. time intervals between services
4. present and future products and services

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**Scope/range related to knowledge and understanding**

**Health and safety**

1. Health and Safety at Work Act
2. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
3. The Health and Safety (First Aid) Regulations
4. The Regulatory Reform (Fire Safety) Order
5. The Manual Handling Operations Regulations
6. The Control of Substances Hazardous to Health Regulations (COSHH)
7. The Electricity at Work Regulations
8. The Environmental Protection Act
9. The Management of Health and Safety at Work Regulations
10. The Health and Safety (Information for Employees) Regulations

**Environmental and sustainable working practices**

1. reducing waste and managing waste (recycle, reuse, safe disposal)
2. reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)
3. reducing water usage and other resources
4. preventing pollution
5. using disposable items
6. using recycled eco-friendly furniture
7. using low chemical paint
8. using environmentally friendly product packaging
9. choosing responsible domestic products (Fairtrade tea and coffee)
10. encouraging carbon reducing journeys to work

**Diverse needs**

1. cultural
2. religious
3. age
4. disability
5. gender

**Contra-indications** which prevent

1. fungal infections
2. viral infections

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3. bacterial infections
4. parasitic infections
5. severe skin conditions

**Contra-indications** which restrict

1. psoriasis
2. dermatitis
3. severe nail separation
4. broken bones
5. unknown redness or swelling
6. damaged nails
7. thinning nails

**Contra-actions**

1. blistering
2. heat friction
3. thinning of the nail plate
4. cuts and abrasions

**Advice and recommendations**

1. additional services
2. additional products
3. the importance of following manufacturers' instructions for the care and maintenance of the electric files



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### Values

The following key values underpin the delivery of services in the beauty, nails and spa sectors

1. a willingness to learn
2. a flexible working attitude
3. a team worker
4. a positive attitude
5. personal and professional ethics

### Behaviours

The following behaviours underpin the delivery of services in the beauty, nails and spa sectors. These behaviours ensure that clients receive a positive impression of both the organisation and the individual

1. meeting the organisation's standards of behaviour
2. greeting the client respectfully and in a friendly manner
3. communicating with the client in a way that makes them feel valued and respected
4. treating the client courteously and helpfully at all times
5. adapting behaviour to respond effectively to different client behaviour
6. checking with the client that you have fully understood their expectations
7. responding promptly and positively to the client's questions and comments
8. recognising information that the client might find complicated and checking whether they fully understood
9. explaining clearly to the client any reasons why their needs or expectations cannot be met
10. maintaining effective, hygienic and safe working methods
11. adhering to workplace, suppliers' and manufacturers' instructions for the safe use of equipment, materials and products
12. meeting both organisational and industry standards of appearance.

### Skills

The following key skills underpin the delivery of services in the beauty, nails and spa sectors

1. the ability to self-manage
2. excellent verbal and non-verbal communication
3. using the most appropriate ways of communicating with a client
4. responding promptly to a client seeking assistance
5. quickly locating information that will help the client
6. providing the client with information they need about services and products offered by the organisation

### Glossary

#### **Barrel bit**

This is an electric file attachment which can be either carbide or diamond

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**Overlay**

A thin coating of product applied over the entire natural or artificial nail surface

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**Relevant Occupations** Nail technician; Beauty Therapist

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**Suite** Nail Services; Beauty Therapy

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