



Higher National Unit Specification

General information

Unit title: Beauty Therapy: Hand, Foot and Nail Therapies
(SCQF level 7)

Unit code: HX01 34

Superclass: HL

Publication date: November 2017

Source: Scottish Qualifications Authority

Version: 01

Unit purpose

This unit has been designed to enable learners to develop the skills and knowledge to provide hand, foot and nail therapy treatments. Learners will develop their practical skills by performing practical activities to include manicure, pedicure, luxury manicure, luxury pedicure and gel polish. They will learn about the structure of the nail, common hand and foot conditions, conditions which prevent or restrict treatment, special care conditions, contra-actions and the relevant advice to give clients.

This unit will be beneficial for those who wish to pursue a career within the beauty therapy or nail treatment industries.

Outcomes

On successful completion of the unit the learner will be able to:

- 1 Understand the essential knowledge relating to hand, foot and nail therapies.
- 2 Plan and prepare for hand, foot and nail therapy treatments.
- 3 Perform hand, foot and nail therapy treatments.
- 4 Evaluate the effectiveness of hand, foot and nail therapy treatments.

Credit points and level

2 Higher National Unit credits at SCQF level 7: (16 SCQF credit points at SCQF level 7)

Higher National Unit Specification: General information (cont)

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Recommended entry to the unit

Entry is at the discretion of the centre.

It is recommended that the learner has achieved or be working towards a HN Unit in *Anatomy and Physiology* SCQF level 7.

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the support notes for this unit specification.

There is no automatic certification of Core Skills or Core Skill components in this unit.

Context for delivery

If this unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Higher National Unit Specification: Statement of standards

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Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Where evidence for outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment.

Outcome 1

Understand the essential knowledge relating to hand, foot and nail therapies.

Knowledge and/or skills

- ◆ The structure and function of the nail
- ◆ Bones of the lower limbs — hand and foot
- ◆ Common hand, foot and nail conditions
- ◆ Factors which would restrict or prevent treatment taking place
- ◆ Special care factors
- ◆ Contra-actions and how to minimise the risk of these

Outcome 2

Plan and prepare for hand, foot and nail therapy treatments.

Knowledge and/or skills

- ◆ Communication skills
- ◆ Consultation techniques
- ◆ Treatment planning
- ◆ Organisational and industry standards of personal preparation
- ◆ Preparation and sterilisation
- ◆ Professionalism and sensitivity
- ◆ Analyse the condition and shape of the natural nail
- ◆ Natural nail shapes — eggshell, fan, hook, square, oval
- ◆ Recording all information on client record card

Higher National Unit Specification: Statement of standards (cont)

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Outcome 3

Perform hand, foot and nail therapy treatments.

Knowledge and/or skills

- ◆ Current industry practice
- ◆ Current nail enamel/gel polish trends/design
- ◆ Commercial timing for treatments
- ◆ Client care
- ◆ Preparation of the clients natural nail
- ◆ Preparation of the clients for hand therapy treatment
- ◆ Preparation of the clients for foot therapy treatment
- ◆ Practical treatments:
 - hand massage
 - basic manicure,
 - luxury manicure
 - foot massage
 - basic pedicure,
 - luxury pedicure,
 - gel polish application and removal.
- ◆ Heat treatments — warm oil, paraffin wax, heated mitts, heated booties
- ◆ Safe use of nail clippers, cuticle knife, cuticle nippers, pusher back tool, nail files, buffers, nail scissors/clippers, nail brush, dotting tool, nail art brushes, foot file
- ◆ Knowledge of products and equipment
- ◆ Awareness that gel polish should be applied on top of a dry manicure or pedicure
- ◆ Knowledge of the curing process of UV gel polish
- ◆ Effective use of resources
- ◆ Avoiding damage to nail structure and surrounding soft tissue
- ◆ Current code of practice
- ◆ Minimise risk of contra-actions
- ◆ Relevant current health and safety requirements
- ◆ Provide and record relevant homecare advice and product recommendations to client

Outcome 4

Evaluate the effectiveness of hand, foot and nail therapy treatments.

Knowledge and/or skills

- ◆ Observation of results
- ◆ How to use feedback from others
- ◆ Client feedback
- ◆ Assessor feedback
- ◆ Treatment success

Higher National Unit Specification: Statement of standards (cont)

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Evidence requirements for this unit

The assessment of Outcomes 2, 3 and 4 of this unit should be assessed holistically.

Learners will need to provide evidence to demonstrate their knowledge and/or skills across all outcomes by showing that they can:

Outcome 1 — Closed-book — Written paper

Answer structured restricted response questions in closed-book conditions. The questions set must enable learners to demonstrate their understanding of essential knowledge relating to hand, foot and nail therapies and cover:

- ◆ Nail structure — matrix, lunula, cuticle (perionychium, eponychium), nail bed, nail groove, nail wall, nail plate, hyponychium, free edge and sole horn
- ◆ Bones of the lower limbs; hand and foot — Radius, Ulna, Phalanges, carpals: Trapezoid, scaphoid, trapezium, capitate, hamate, pisiform, lunate, Triquetrum and metacarpals, Tibia, Fibula, Tarsals: calcaneus, cuboid, Navicular, medial, middle and lateral cuneiform, Talus, metatarsals, proximal phalanges
- ◆ Common nail conditions — leukonychia, pterygium, onychophagy, split/brittle nails onychorrhexis, onycholysis, bruised nail, splinter haemorrhages, hangnails, corrugations, furrows
- ◆ Common foot conditions — callous, hammer toes, bunions, corns, blisters
- ◆ Factors which would restrict or prevent treatment taking place — infectious diseases, bacterial infection, fungal infection, viral/ parasitic infection , exposed nail bed, severe psoriasis, severe eczema, recent fractures, recent operations, Ingrown toenails, bruised nail, tinea unguium, pseudomonas, warts/verruca, athletes foot, chillblains
- ◆ Special care factors — epilepsy, Reynaud's phenomenon, diabetes
- ◆ Identify how you can minimise the risk of contra-actions

Outcome 2 — Practical activity

Demonstrate by observed practical performance on a minimum of **five** occasions that they are able to plan, prepare for, perform and evaluate the hand, foot and nail therapies treatment.

Performance evidence must include **one basic** hand or foot treatment, **one luxury manicure, one luxury pedicure, one toenail gel polish and one fingernail gel polish, (one of which must include a gel polish removal prior to an reapplication treatment).**

Performance must include the use of warm oil, paraffin wax, heated mitts, and heated booties within luxury treatments.

Finished polish looks must include light, dark and French.

Higher National Unit Specification: Statement of standards (cont)

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Learners must:

- ◆ prepare self appropriately following current industry and organisational standards.
- ◆ prepare treatment environment and equipment appropriately.
- ◆ demonstrate effective consultation techniques.
- ◆ consult with the client and analyse the condition/shape of the nails to determine the most suitable treatment.
- ◆ log the hand, foot and or nail treatment aims and product selection on client record.
- ◆ select the appropriate products and resources to create the desired finished look.
- ◆ carry out treatment following current industry practice:
 - basic manicure or pedicure
 - luxury manicure (including heat treatment and hand massage)
 - luxury pedicure (including heat treatment and foot massage)
 - gel polish treatment of the hand
 - gel polish treatment of the foot
- ◆ demonstrate current industry practice in relation to treatment techniques and nail fashion.
- ◆ demonstrate knowledge of filing techniques to shape the clients free edge.
- ◆ demonstrate professional safe use of nail clippers, cuticle knife and cuticle nippers, pusher back tool, nail files, buffers, nail scissors/clippers, nail brush, dotting tool, nail art brushes, foot file.
- ◆ demonstrate precision nail enamel /gel polish painting ensuring the contour on the nail is covered and cuticle area free from excess product.
- ◆ demonstrate safe working practices and knowledge of the curing process of UV gel polish.
- ◆ use the selected resources according to the manufacturers requirements.
- ◆ advise on removal techniques for all finished looks.
- ◆ comply with relevant current health and safety requirements while carrying out hand, foot and nail treatments (sterilisation and sanitisation of tools and work area)
- ◆ comply with current code of practice.
- ◆ avoid damage to nail structure and surrounding soft tissue.
- ◆ provide relevant homecare advice and product recommendations to client.
- ◆ record homecare and product recommendation on client record.

Performance must be completed in a viable commercial time.

An assessor observation checklist must be used to provide evidence of performance supported by an accurately completed client record completed by the learner.

Outcome 4 — Evaluation

Learners must review and evaluate the treatment effectiveness and self-reflect on their performance. The evaluation must include the observation of results, treatment success related to stated aims and any amendments to the treatment plan.



Higher National Unit Support Notes

Unit title: Beauty Therapy: Hand, Foot and Nail Therapies
(SCQF level 7)

Unit support notes are offered as guidance and are not mandatory.

While the exact time allocated to this unit is at the discretion of the centre, the notional design length is 80 hours.

Guidance on the content and context for this unit

This unit has been designed to enable learners to develop the skills and knowledge to provide hand, foot and nail therapy treatments. Learners will develop their practical skills by performing practical activities to include manicure, pedicure, luxury manicure, luxury pedicure and gel polish. They will learn about the structure of the nail, common hand and foot conditions, conditions which prevent or restrict treatment, special care condition, contra-actions and the relevant advice to give clients.

Successfully completing this unit will equip learners with essential up-to-date skills for industry and knowledge of current industry best practice in relation to treatment techniques, nail fashion and market leading products.

This unit will be beneficial for those who wish to pursue a career within the beauty therapy or nail treatment industries.

It is essential that relevant aspects of current Health and Safety legislation and code of practise are explained and adhered to as part of this unit. Learners should be directed to the current code of practice for nails produced by Habia, the Standards Setting Body for the Hair and Beauty industry.

Key areas of knowledge are:

- ◆ Structure and function of the nail — matrix, lunula, cuticle (perionychium, eponychium), nail bed, nail groove, nail wall, nail plate, hyponychium, free edge and sole horn
- ◆ Bones of the lower limbs; hand and foot — Radius, Ulna, Phalanges, carpals; Trapezoid, scaphoid, trapezium, capitate, hamate, pisiform, lunate, Triquetrum and metacarpals, Tibia, Fibula, Tarsals :calcaneus, cuboid, Navicular, medial, middle and lateral cuneiform, Talus, metatarsals, proximal phalanges
- ◆ Common nail conditions — leukonychia, pterygium, onychophagy, split/brittle nails onychorrhexis, onycholysis, bruised nail, splinter haemorrhages, hangnails, corrugations, furrows

Higher National unit Support Notes (cont)

Unit title: Beauty Therapy: Hand, Foot and Nail Therapies (SCQF level 7)

- ◆ Factors which would restrict or prevent treatment taking place — infectious diseases, bacterial infection, fungal infection, viral/ parasitic infection, exposed nail bed, severe psoriasis severe eczema, recent fractures, recent operations, damaged/thin nail plate, bruised nail, tinea unguium, pseudomonas, warts/verruca
- ◆ Special care factors
- ◆ Common foot conditions — callous, hammer toes, bunions, corns, blisters
- ◆ Natural Shapes — eggshell, fan, hook, square and oval
- ◆ Contra-actions and how to minimise these — allergic reaction, premature lifting of nail finish, overexposure, cuts or abrasions
- ◆ Communication skills
- ◆ Consultation techniques
- ◆ Treatment planning how to select a treatment which meets client's needs
- ◆ Natural nail shapes
- ◆ How to analyse the condition and shape of the natural nail
- ◆ Organisation and industry standards of personal preparation
- ◆ Treatments — hand massage, basic manicure, luxury manicure, foot massage, basic pedicure, luxury pedicure, gel polish application and removal, nail art
- ◆ Current nail enamel/gel polish trends/designs
- ◆ How and when to modify treatment
- ◆ Prevention of infection or damage to nail or surrounding soft skin
- ◆ Heat treatments offered during a luxury treatment — warm oil, paraffin wax, heated mitts, heated booties
- ◆ Knowledge of the curing process of UV gel polish
- ◆ Salon/brand procedure for — application, avoiding air bubbles and premature lifting safe nail art and gel polish removal techniques
- ◆ product knowledge — hand and foot sanitiser, prep, nail primer, base and top coat, cuticle oil, cuticle products, exfoliator, hand foot masks, hand and foot creams, acetone, acetone free nail polish remover, hand soak, gel polish finishing cleanser, paraffin wax and oil
- ◆ Safe use of nail scissors/clippers, cuticle knife, cuticle nippers, pusher back tool, nail files, buffers, nail brush, dotting tool nail art brushes, foot file
- ◆ Preparation of tools and equipment
- ◆ Hygiene in the salon (correct ergonomics, disposal of waste, identify hazards and minimise risk and follow current legislation)
- ◆ Requirements of current health and safety legislation and where to find further information:
 - Health and Safety at Work Act
 - Control of Substances Hazardous to Health [COSHH] Regulations
 - Electricity at Work Regulations
 - Personal Protective Equipment [PPE] at Work Regulations
 - Data Protection Act
 - Consumer Protection Act
 - Provision and Use of Work Equipment Regulations
- ◆ Organisational requirements relating to treatment areas, storage and disposal
- ◆ Evaluation methods
- ◆ How to use feedback received from others

Higher National Unit Support Notes (cont)

Unit title: Beauty Therapy: Hand, Foot and Nail Therapies
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Guidance on approaches to delivery of this unit

There should be an induction to the unit which allows learners to understand fully what is required and the approaches which will be adopted.

The main approaches to learning and teaching should be experiential, practical, learner and client centred. Learners should have the opportunity to learn and develop practical skills in a salon environment, where they will experience workplace conditions.

Due to the practical nature of this unit each part of learning/teaching should incorporate both theory and practical, to facilitate learning. Learners will therefore understand the relevance of the knowledge and demonstrate understanding as they experience the practical application. The learning and teaching should arise naturally throughout the practical activities.

Practical demonstration initially with peers, will enable learners to practice and gain confidence before progressing to work with clients. Formative work throughout will enhance performance.

The importance of working safely in the salon should be stressed.

Learners should be shown how to perform safely and professionally basic and luxury hand foot and nail treatments.

Learners should be given the opportunity to enhance their skills by the inclusion of nail art at an appropriate time when learners are developing their skills.

The learner should be given a significant amount of time within this unit to develop and practise.

Cost effective use of products should also be discussed.

Learners should be able to give relevant homecare advice to clients.

It is important that learners are made aware that the handling, disposing and storing of equipment and materials must comply with both the organisations and manufacturer instructions and legal requirements.

Achievement of this unit will depend on the learner being able to carry out practical activities either in a realistic working environment or real workplace, which involves working with clients, to develop good working practice.

Examples of a recognised salon environment include beauty salon and nail bar.

Higher National Unit Support Notes (cont)

Unit title: Beauty Therapy: Hand, Foot and Nail Therapies
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Guidance on approaches to assessment of this unit

Evidence can be generated using different types of assessment. The following are suggestions only.

Centres are reminded that prior verification of centre devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferrable to work or further and higher education.

The evidence requirements are fully expressed in the Mandatory section of this unit specification.

Outcome 1

Structured restricted response questions in closed-book conditions. The questions set must enable learners to demonstrate their understanding of essential knowledge relating to hand foot and nail therapies.

Outcomes 2 and 3

Demonstrate by observed practical performance on a minimum of **five** occasions that they are able to plan, prepare for and perform and hand, foot and nail therapies treatment.

Outcome 4

Review and evaluate the treatment effectiveness and self-reflect on their performance.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

In this unit learners will interact with clients. This is a good opportunity for developing aspects of the Core Skill *Communication* and interpersonal skills.

Learners will be required to analyse, organise, plan and carryout treatments. These are opportunities to develop Core Skills in *Communication* and *Problem Solving*.

History of changes to unit

| Version | Description of change | Date |
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General information for learners

Unit title: Beauty Therapy: Hand, Foot and Nail Therapies (SCQF level 7)

This section will help you decide whether this is the unit for you by explaining what the unit is about, what you should know or be able to do before you start, what you will need to do during the unit and the opportunities for further learning and employment.

This unit has been designed to enable you to develop the skills and knowledge to provide hand, foot and nail therapy treatments. You will develop your practical skills by performing practical activities to include manicure, pedicure, luxury manicure, luxury pedicure and gel polish. You will learn about the structure of the nail, common hand and foot conditions, conditions which prevent or restrict treatment, special care condition, contra-actions and the relevant advice to give clients.

Successfully completing this unit will equip you with essential up-to-date skills for industry and knowledge of current industry best practice in relation to treatment techniques, nail fashion and market leading products.

This unit will be beneficial for you if you wish to pursue a career within the beauty therapy or nail treatment industries.

You will be assessed by answering restricted response questions in closed-book-conditions and will be observed planning, preparing for, performing and evaluating five hand, foot and nail therapy treatments. Treatments will be **one basic** hand or foot treatment, **one luxury manicure, one luxury pedicure, one toenail gel polish and one fingernail gel polish, (one of which must include a gel polish removal prior to an reapplication treatment).**

Key areas of knowledge are:

- ◆ Structure and function of the nail — matrix, lunula, cuticle (perionychium, eponychium), nail bed, nail groove, nail wall, nail plate, hyponychium, free edge and sole horn
- ◆ Bones of the lower limbs; hand and foot — Radius, Ulna, Phalanges, carpals; trapezoid, scaphoid, trapezium, capitate, hamate, pisiform, lunate, Triquetrum and metacarpals, Tibia, Fibula, Tarsals: calcaneus, cuboid, Navicular, medial, middle and lateral cuneiform, Talus, metatarsals, proximal phalanges
- ◆ Common nail conditions leukonychia, ptergium, onychophagy, split/brittle nails onychorrhexis, onycholysis, bruised nail, splinter haemorrhages, hangnails, corrugations, furrows
- ◆ Factors which would restrict or prevent treatment taking place — infectious diseases, bacterial infection, fungal infection, viral/ parasitic infection, exposed nail bed, severe psoriasis severe eczema, recent fractures, recent operations, damaged/thin nail plate, bruised nail, tinea unguium, pseudomonas, warts/verruca
- ◆ Special care factors
- ◆ Common foot conditions callous, hammer toes, bunions, corns, blisters
- ◆ Natural Shapes — eggshell, fan, hook, square and oval
- ◆ Contra-actions and how to minimise these — allergic reaction, premature lifting of nail finish, overexposure, cuts or abrasions
- ◆ Communication skills
- ◆ Consultation techniques
- ◆ Treatment planning

General information for learners (cont)

Unit title: Beauty Therapy: Hand, Foot and Nail Therapies (SCQF level 7)

- ◆ How to select a treatment which meets client's needs
- ◆ Natural nail shapes
- ◆ How to analyse the condition and shape of the natural nail
- ◆ Organisation and industry standards of personal preparation
- ◆ Treatments — hand massage, basic manicure, luxury manicure, foot massage, basic pedicure, luxury pedicure, gel polish application and removal, nail art
- ◆ Current nail enamel/gel polish trends/designs
- ◆ How and when to modify treatment
- ◆ Prevention of infection or damage to nail or surrounding soft skin
- ◆ Heat treatments offered during a luxury treatment — warm oil, paraffin wax, heated mitts, heated booties
- ◆ Knowledge of the curing process of UV gel polish
- ◆ Salon/brand procedure for — application, avoiding air bubbles and premature lifting safe nail art and gel polish removal techniques
- ◆ product knowledge — prep, nail primer, base and top coat, cuticle oil , cuticle products, exfoliator, hand foot masks, hand and foot creams, acetone, acetone free nail polish remover, hand soak, gel polish finishing cleanser, paraffin wax and oil
- ◆ Safe use of nail scissors/clippers, cuticle knife, cuticle nippers, pusher back tool, nail files, buffers, nail brush, dotting tool nail art brushes, foot file
- ◆ preparation of tools and equipment
- ◆ hygiene in the salon (correct ergonomics, disposal of waste, identify hazards and minimise risk and follow current legislation)
- ◆ requirements of current health and safety legislation and where to find further information
 - Health and Safety at Work Act
 - Control of Substances Hazardous to Health [COSHH] Regulations
 - Electricity at Work Regulations
 - Personal Protective Equipment [PPE] at Work Regulations
 - Data Protection Act
 - Consumer Protection Act
 - Provision and Use of Work Equipment Regulations
- ◆ Organisational requirements relating to treatment areas, storage and disposal
- ◆ Evaluation methods
- ◆ How to use feedback received from others

In this unit you will interact with clients. This is a good opportunity for developing aspects of the Core Skill *Communication* and interpersonal skills.

You will be required to analyse, organise, plan and carryout treatments. These are opportunities to develop Core Skills in *Communication* and *Problem Solving*.