



National Unit Specification: general information

UNIT Manicure (SCQF level 5)

CODE F4C3 11

SUMMARY

The focus of this Unit is practical. Candidates will learn about hand and nail conditions. This knowledge will then be applied as they prepare for and perform a manicure safely and effectively. Candidates will also evaluate the treatment performed.

The Unit is suitable for candidates with no prior knowledge in this subject but also allows progression from the National Progression Award in Cosmetology (SCQF level 4) or SVQ Beauty Therapy level 1.

OUTCOMES

- 1 Identify and describe hand and nail conditions and nail structure.
- 2 Prepare for a manicure treatment.
- 3 Perform a manicure treatment.
- 4 Evaluate the treatment performed.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following, or equivalent:

F0FE 10 *Cosmetology: Beauty Therapy — Practical Skills*

Administrative Information

Superclass: HL

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National Unit Specification: general information (cont)

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CREDIT VALUE

1 credit at SCQF level 5 (6 SCQF credit points at SCQF level 5*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

There is no automatic certification of Core Skills components in this Unit.

Opportunities for developing aspects of Core Skills are highlighted in Learning and Teaching Approaches for this Unit.

National Unit Specification: statement of standards

UNIT Manicure (SCQF level 5)

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.

OUTCOME 1

Identify and describe hand and nail conditions and nail structure.

Performance Criteria

- (a) Identify and describe the contra indication to a manicure treatment.
- (b) Identify and describe the hand and nail conditions which may affect a manicure treatment.
- (c) Identify and describe the structure of the nail.

OUTCOME 2

Prepare for a manicure treatment.

Performance Criteria

- (a) Prepare the workstation with appropriate products and equipment.
- (b) Consult with client and agree a treatment plan.
- (c) Prepare the client for the treatment in accordance with current health and safety legislation.
- (d) Comply with safe and hygienic practices throughout.

OUTCOME 3

Perform a manicure treatment.

Performance Criteria

- (a) Select appropriate products and equipment for the treatment.
- (b) Follow correct procedures with regard to time, sequence and application.
- (c) Comply with health and safety through out.
- (d) Provide suitable home care and after care advice.

OUTCOME 4

Evaluate the treatment performed.

Performance Criteria

- (a) Obtain feedback from the client.
- (b) Evaluate the treatment plan on completion of the manicure.
- (c) Identify a future treatment plan for the client.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Outcome 1 — Written and/or oral evidence

Evidence for Outcomes 1 should be gathered at appropriate points throughout the Unit and included in a folio. The hand and nail conditions for Outcome 1 should be investigated early on in the Unit, prior to the treatment being carried out.

Candidates must:

- (a) Identify and describe the following contra indications to a manicure treatment:
 - ◆ warts; scabies; ringworm; cuts/abrasions; swelling; bruises; areas of infection
- (b) Identify and describe the following hand and nail conditions which may affect the manicure treatment:
 - ◆ bitten nails; hang nails; over grown cuticles; split nails; ridges; dry skin
- (c) Identify and describe the structure of the nail to include:
 - ◆ nail plate; nail; free edge; cuticle; lunula — half moon

Outcome 2 and Outcome 3 — Performance evidence

Candidates will be required to perform a manicure treatment on a minimum of three occasions. They must:

- (a) Prepare the work station with all of the equipment and products below:

Equipment	Products
Towels or paper towels	Antibacterial hand cleaner or soap
Bin	Hand cream
Nail file	Buffing paste
Buffer	Cuticle cream
Cuticle knife	Cuticle remover
Cuticle nippers	Base coat
Hoof stick /orange sticks	Top coat
Finger bowl	Polish
French manicure kit	

- (b) Consult with the client to agree a treatment plan.
- (c) Prepare the client for a manicure treatment to include:
 - ◆ seating of the client
 - ◆ removal of any jewellery
 - ◆ cleaning the hands

National Unit Specification: statement of standards (cont)

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- (d) Comply with safe and hygienic practices including ensuring that candidate:
- ◆ wears a clean uniform
 - ◆ hair is tied back appropriately if required change
 - ◆ has clean hands
 - ◆ has well presented nails
 - ◆ wears minimum jewellery
- (e) Select appropriate products and equipment for the work station.
- (f) Follow the treatment plan with regard to time, sequence and application to meet the salon requirements.
- (g) Comply with health and safety throughout. This should include:
- ◆ correct use of equipment
 - ◆ follow manufacturers' guidelines
 - ◆ client comfort and safety in accordance with salon procedures
- (f) Provide suitable homecare and aftercare advice.

The candidate is required to perform three manicures and complete a client treatment plan for each of the treatments. The treatments must include one full manicure and polish and one French polish. An assessor observation checklist should be completed to record evidence of candidate performance.

Outcome 4 — Written and/or oral evidence

Evidence for Outcome 4 should be gathered at appropriate points throughout the Unit on completion of each manicure treatment. The candidate must review and evaluate the treatment performed.

Candidates must:

- ◆ obtain feedback from the client
- ◆ evaluate the treatment plan using a pro forma checklist
- ◆ identify a future treatment plan for the client

Evidence should be included in the candidate folio.

An Assessment Support Pack has been produced for this Unit. This pack includes a sample of a folio, treatment plan and an assessor observation checklist. Centres wishing to produce their own instruments of assessment should refer to the Assessment Support Pack to ensure that they are of a comparable standard.

National Unit Specification: support notes

UNIT Manicure (SCQF level 5)

This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This is a mandatory Unit with in the National Certificate Group Award in Beauty Care and Make-up (SCQF level 5) but may also be taken as a free-standing Unit.

This Unit is intended to encourage candidates to carryout self study while compiling their folio on contra indications, hand and nail conditions and the nail structure. Candidates should then use this knowledge by observing the conditions and contra indications seen on clients.

Consultation techniques should be practiced in order to determine the client's needs. Treatment plans should be produced from the information gathered from the clients.

The candidate must also learn how to: and sterilise the equipment prior to use; clean the clients hands; use a file correctly; apply buffing product; use a buffer correctly; apply cuticle product correctly; use the finger bowl/hand soak correctly; use a hoof stick; apply cuticle remover correctly; use a cuticle knife correctly; use cuticle nippers correctly; apply hand cream effectively; apply base coat, polish /French polish and a top coat correctly; clean the area after treatment ensuring health and safety regulations are adhered to throughout.

The candidate should then learn how to evaluate each treatment. The evaluation should consider the appearance of the nails following the manicure and the treatment used to achieve the final look.

Safe and hygienic practices should be reinforced throughout this Unit in relation to candidate, client, equipment and workplace.

The current regulations that cover technical services are:

- ◆ The Health and Safety at Work etc Act
- ◆ The Workplace (Health, Safety and 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

In particular the candidate should be aware of his/her responsibility relating to hand held electrical appliances and COSHH concerning the use of any chemicals.

National Unit Specification: support notes

UNIT Manicure (SCQF level 5)

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This Unit should be delivered in a realistic work environment. The candidate will practice the skills, under supervision, with clients or their peer group.

The teacher/lecturer should provide demonstrations to allow candidates to practise the skills required in performing manicure treatments. A range of theoretical aspects should be taught in this Unit. These should include: health and safety regulations; nail anatomy; consultation techniques; treatment procedures; product knowledge; homecare and aftercare advice; treatment environment; preparation of self, area and client.

A range of delivery techniques can be used including group discussion, self directed learning- text books, handouts, information technology, demonstration and practical activity.

Oral questions may be used to establish the candidates understanding of underpinning knowledge and monitor progression.

The procedure for the practical activity must meet the salon requirements

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

This Unit may provide the opportunities to develop Core Skills through the practical activity. Candidates will be involved in listening, seeking advice, planning resources, feedback and producing a written and/or oral evidence for the folio. There are good opportunities for developing Core Skills in *Communication* and *Working with Others*.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Opportunities for the use of 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 communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

Formative assessments will play a large part of the candidates' development in order to achieve this Unit.

Outcome 1 should be assessed early on in the Unit prior to treatments being carried out.

Candidates should be given the time to research the contra indications, hand and nail conditions and nail structures having access to the internet where appropriate. Candidates may compile a folio to include: descriptions of the hand and nail conditions, diagrams, hand drawn or pre-printed, labelled diagram of the structure of the nail.

National Unit Specification: support notes (cont)

UNIT Manicure (SCQF level 5)

The assessment of the practical activity should take place in a realistic work environment.

Outcome 2 and 3 should be assessed holistically.

Candidates should be made aware of the importance of self preparation and personal hygiene, the importance of health and safety while setting up the work station and the relevance of the contra indications and indications seen on the hands during the client consultation thus ensure a suitable treatment plan is formed for the client.

The candidate will be assessed on three treatments and the assessment will be recorded by an assessor observation checklist.

Outcome 4

Candidates will evaluate the treatments performed. Evidence will be recorded on a pro forma checklist.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).