



National Unit Specification: general information

UNIT Beauty: Nail Finishes (Higher)

CODE F5B2 12

COURSE Beauty (Higher)

SUMMARY

This Unit has been designed as a mandatory Unit of the Beauty (Higher) Course and can also be taken as a free-standing Unit.

Candidates will learn about the nail structure and bones of the hand and arm. They will develop practical skills of shaping nails, improving the appearance of cuticles, nail painting and basic hand massage.

Candidates will participate in a number of activities which will help them to develop the skills contained within this Unit. They will also review their employability skills profile.

This Unit is suitable for those who have no previous qualifications or experience and wish to gain an introductory award as part of a general education or to more specialised study.

OUTCOMES

- 1 Demonstrate knowledge of the nail and bones of the hand and forearm.
- 2 Prepare for a nail treatment.
- 3 Carry out a nail treatment relevant to the clients needs.
- 4 Review own performance in relation to the development of specified employability skills.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

Superclass: HL

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National Unit Specification: general information (cont)

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CREDIT VALUE

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

**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 or Core Skills components in this Unit. Opportunities for developing aspects of Core Skills are highlighted in *Guidance on Learning and Teaching Approaches*.

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.

OUTCOME 1

Demonstrate knowledge of the nail and bones of the hand and forearm.

Performance Criteria

- (a) Identify and describe the nail structure.
- (b) Describe common nail conditions.
- (c) Identify the bones of the hand and forearm.
- (d) Identify factor which would prevent treatment taking place.

OUTCOME 2

Prepare for a nail treatment.

Performance Criteria

- (a) Meet specified salon standards for timekeeping, appearance and behaviour.
- (b) Consult with client to determine treatment requirements.
- (c) Prepare client for identified nail treatment.
- (d) Analyse condition of nails.
- (e) Select correct products and resources to be used according to treatment requirements and salon range.
- (f) Record nail treatment and product selection on client record card.

OUTCOME 3

Carry out a nail treatment relevant to the clients needs.

Performance Criteria

- (a) Carry out nail shaping, cuticle work, hand massage and nail painting including strong coloured and French enamel relevant to clients needs.
- (b) Give relevant homecare advice to client.
- (c) Give relevant product recommendations to client.
- (d) Record homecare advice and product recommendations on client record card.
- (e) Comply with relevant current health and safety requirements while carrying out the nail treatment.

National Unit Specification: statement of standards (cont)

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OUTCOME 4

Review own performance in relation to the development of specified employability skills.

Performance Criteria

- (a) Identify strengths and weaknesses in specified employability skills.
- (b) Gather feedback from others on own skills and abilities.
- (c) Identify areas for improvement in specified employability skills and set relevant goals.
- (d) Evaluate progress in achieving identified goals.

Evidence Requirements for this Unit

Performance evidence and written/oral recorded evidence which covers all the Outcomes and Performance Criteria is required for this Unit.

The term *client* is used in this Unit to mean a person receiving a beauty treatment. It is important to note that, while a variety of individuals (for example, candidates' peers, or other students of the centre) may act as clients for both formative activities and summative assessments, practical activities for this Unit must be carried out in a realistic manner in a real or simulated salon environment, which involves working with clients, working with others in a team and will develop good working practice.

Outcome 1: Structured questions

Structured questions will be set which will be carried out in closed-book conditions. The questions must enable candidates to demonstrate their knowledge of the nail and bones of the hand and forearm and will cover:

- ◆ nail structure — matrix, cuticle, lunula, perionychium, eponychium, nail bed, nail groove, nail wall, nail plate, hyponychium, free edge
- ◆ common nail conditions — hang nails, corrugations, furrows, ptergium, onychophagy, split/brittle nails
- ◆ bones of the hand and forearm — humerus, ulna, radius, carpal bones — scaphoid, trapezium, capitate, trapezoid, hamate, pisiform, triquetral, lunate, metacarpal bones, phalanges
- ◆ factors which would prevent treatment taking place — infectious diseases, bacterial infection, conditions which would cause discomfort to the client

Outcome 2: Performance evidence

Candidates will be required to demonstrate by practical activity on a minimum of **three** occasions that they are able to:

- ◆ meet specified salon standards for timekeeping, appearance and behaviour
- ◆ consult with client to determine nail treatment requirements
- ◆ prepare client for identified nail treatment
- ◆ analyse condition of nails
- ◆ select correct products to be used according to treatment requirements and salon range
- ◆ select correct resources to carry out nail treatment
- ◆ record nail treatment and product selection on client record card

National Unit Specification: statement of standards (cont)

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Outcome 3: Performance evidence

Candidates will be required to demonstrate by practical activity on a minimum of **three** occasions that they are able to:

- ◆ carry out nail shaping, cuticle work, hand massage and nail painting including strong coloured and French enamel relevant to client needs
- ◆ give relevant homecare advice to client
- ◆ give relevant product recommendations to client
- ◆ record homecare and product recommendations on client record card
- ◆ comply with relevant current health and safety requirements while carrying out the nail treatment

Performance evidence for Outcome 2 and 3 must be gathered on the same assessment occasion and completed in a realistic commercial time. Nail finishes which must be observed are strong coloured and French enamel.

An assessor observation checklist and completed client record card which accurately records nail treatment, product selection, aftercare advice and product recommendations must be used to provide evidence of performance for Outcome 2 and 3.

Outcome 4: Candidate Review Sheets

Evidence Requirements for Outcome 4 should take the form of **one** completed candidate review sheet which will give candidates an opportunity to record the development of their employability skills. This review should be carried out towards the end of candidate's programme of activities for this Unit.

Candidates will identify their strengths and weaknesses and get feedback from their teacher/lecturer. They will then identify three employability skills they intend to develop further in the future to improve their employability skills profile. They will also identify which one of these three is the highest priority for improvement, where they have improved most and where they need further development. If they have completed other Units in the Beauty Higher Course, they will have the opportunity to look at previous reviews and how they have improved.

The National Assessment Bank pack provided for this Unit illustrates the standard that should be applied. It includes structured questions for Outcome 1, assessor checklists and client record card for Outcomes 2 and 3 and candidate review sheets for Outcome 4. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

National Unit Specification: support notes

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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

Candidates will learn about the structure of the nail and bones of the arm and hand. They will also learn how to analyse the nails before selecting appropriate products to enhance the client's nails, as well as develop practical skills of nail shaping, cuticle work, hand massage and nail painting including French manicure.

Candidates will participate in a number of activities which will help them to develop the skills contained within this Unit. They will also review their employability skills profile.

Practical performance must be carried out on a client.

It is essential that relevant aspects of current health and safety legislation are explained and adhered to as part of the work of this Unit.

Key areas of knowledge are:

- ◆ nail structure — matrix, cuticle, lunula, perionychium, eponychium, nail bed, nail groove, nail wall, nail plate, hyponychium, free edge
- ◆ common nail conditions — hang nails, corrugations, furrows, ptergium, onychophagy, split/brittle nails
- ◆ bones of the hand and forearm — humerus, ulna, radius, carpal bones — scaphoid, trapezium, capitate, trapezoid, hamate, pisiform, triquetral, lunate, metacarpal bones, phalanges
- ◆ working safely in the salon
- ◆ hygiene procedures
- ◆ prevention of infection
- ◆ factors which would prevent treatment taking place — infectious diseases, bacterial infection, conditions which would cause discomfort to the client
- ◆ conditions of work, eg dress code, personal conduct
- ◆ resources required
- ◆ knowledge of and the importance of adhering to appropriate current legislation and where to find further information on:
 - 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
 - Provision and Use of Work Equipment Regulations
- ◆ organisational requirements relating to treatment areas, storage and disposal
- ◆ client preparation
- ◆ product knowledge - salon's range of nail products, eg exfoliator, cuticle oil
- ◆ salon procedure for nail shaping, cuticle work and hand massage
- ◆ benefits of hand massage

National Unit Specification: support notes (cont)

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- ◆ methods of nail painting — coloured and French enamel
- ◆ tools and equipment
- ◆ how to select a nail treatment which meets clients needs
- ◆ effective communication
- ◆ how to respond appropriately to others

In addition to the vocational content, candidates should be encouraged to develop a positive approach to the employability skills identified by employers. These should be taught as an integral part of the Unit. Opportunities will arise while working in the salon environment to highlight the value of a positive attitude, good timekeeping, appropriate appearance, good customer care, communication skills, teamwork, respect and consideration for others, time management and an understanding of current relevant health and safety legislation.

During this Unit, in addition to the specific vocational skills developed and assessed, candidates will have the opportunity to develop the following employability skills:

- ◆ A positive attitude and willingness to learn *
- ◆ Good timekeeping *
- ◆ Appropriate appearance *
- ◆ Customer care skills *
- ◆ Communication skills *
- ◆ Teamwork *
- ◆ Respect and consideration for others *
- ◆ Time management *
- ◆ Implementation and knowledge of health, safety and hygiene procedures *
- ◆ Awareness of salon procedures *
- ◆ Confidence to seek feedback *
- ◆ Review and self evaluation skills *

Achievement in a number of these employability skills [those marked with an asterisk *] will be clearly identified as a result of the evidence generated through the assessment activities for this Unit.

Practical activities should be carried out either in a realistic working environment or real workplace, which involves working with clients, working with others in a team and will develop good working practice. This Unit is not suitable for delivery in a conventional classroom setting.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

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

The main approach to learning in this Unit should be experiential, practical and candidate-centred. Candidates should have the opportunity to learn and develop practical skills in a salon environment where they will experience workplace conditions and will learn how to work with others in a team.

National Unit Specification: support notes (cont)

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Due to the practical nature of this Unit, each part of learning/teaching should incorporate both theory and practical, to facilitate learning. Candidates 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 followed by supported role-play, initially with peers will enable candidates to practise and gain confidence before progressing to work on clients. Formative work throughout will enhance performance.

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

Candidates should be shown how to shape the nail using suitable files and how to improve the appearance of the cuticle using products, eg cuticle exfoliator, cuticle oil as determined by the clients needs. The method of using a cuticle knife and nippers should be demonstrated by the teacher/lecturer, but it should be stressed that these should only be used if the cuticle requires a significant amount of work and will not be applicable for all clients. Candidates may have the opportunity to practise this skill if a suitable client is available.

Candidates should be shown how to perform a hand massage using an appropriate massage medium. Methods of enamel application should be demonstrated — base coat, clear, coloured, French manicure. Candidates should have the opportunity to use a variety of enamels — eg matt, pearlised.

The candidate should be given a significant amount of time within this Unit to develop and practise their nail painting technique.

Cost effective use of products should also be discussed.

The selection and use of the correct products, tools and equipment should be emphasised throughout. Candidates should be able to give relevant aftercare and homecare recommendations to clients.

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

Achievement of this Unit will be dependant on candidates being able to carry out practical activities either in a realistic working environment or real workplace, which involves working with clients, working with others in a team and will develop good working practice.

CORE SKILLS

In the Unit candidates will interact with customers and others. These are good opportunities for developing aspects of the Core Skill of *Communication* and also interpersonal skills. They will learn how important it is to work together co-operatively to meet customer needs. These opportunities will allow candidates to develop aspects of the Core Skill of *Working with Others*.

Candidates will also be encouraged to take responsibility for improving their own performance through self evaluation, taking feedback from others, setting goals for improvement and evaluating progress made. These are opportunities for developing aspects of Core Skills in *Communication* and *Problem Solving*.

National Unit Specification: support notes (cont)

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The opportunity could be taken during this Unit to emphasise that the employability skills developed and the relevant Core Skills indicated above, are skills which apply to a wide range of situations both in everyday life and in employment.

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)*.

The Evidence Requirements are fully expressed in the mandatory section of this Unit Specification.

There are good opportunities for formative assessment in this Unit, including self and peer assessment and for collecting feedback from others.

In Outcome 4 candidates should review their own performance and get feedback from their teacher/lecturer to record the development of their employability skills.

When delivering this Unit as part of the Beauty (Higher) Course, performance evidence for Outcome 4 of this Unit will give candidates greater opportunity to demonstrate the development of their employability skills profile across the duration of the Course.

The National Assessment Bank pack provided for this Unit illustrates the standard that should be applied. It includes structured questions for Outcome 1, assessor checklists and client record card for Outcomes 2 and 3 and candidate review sheets for Outcome 4. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

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).