



**Group Award Specification:
National Progression Award
(NPA)
in Manicure and Pedicure Skills
at SCQF level 5**

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

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1 Introduction

This is the Group Award Specification for the new Group Award in Manicure and Pedicure Skills, at SCQF level 5, which was validated in June 2012. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The National Progression Award (NPA) in Manicure and Pedicure Skills at SCQF level 5 is developed under the Principles for National Progression Awards. This document is the Group Award Specification for the NPA Manicure and Pedicure Skills Award designed principally for use by Scotland's SQA centres. The use is not confined as the Units and Award may be suitable for training providers and within the secondary education sector — SCQF level 5 post 16 learners.

The scoping conducted in 2011/2012 identified that there was broad support for a small nationally devised qualification which would provide a coherent and consistent approach to the delivery of skills and knowledge at NQ level within the Beauty Industry specifically Manicure and Pedicure Skills

SQA have developed National Certificates in Beauty Care at SCQF levels 5 and 6, Beauty Therapy at SCQF levels 7 and 8.

Approved centres have indicated that candidates undertaking individual Units, would benefit from a group of National Progression Qualifications in Manicure and Pedicure Skills; at SCQF level 5. It is acknowledged that while there is existing National Certificate provision at SCQF levels 5 and 6 focusing on generic qualifications in these areas; there is a need for specific small Group Awards.

All SQA centres delivering these awards can make use of very different progression routes, Units, methods and resources to bring new entrants up to the stage at which they could realistically undertake further training. This was a concern shared by a sufficient number of SQA centres, to justify the work being undertaken. There is currently a range of SQA centre devised qualifications at NQ level and/or competitor awards in this area but there is no national qualification for Manicure and Pedicure Skills at SCQF level 5. This new qualification meets the gap currently identified within the existing provision.

The award developed is designed to support candidates who wish to pursue (as a possible career path) working within the Beauty Industry. At the same time, many of the competences achieved would enable candidates to make other career decisions and follow different pathways in the Beauty Industry. They are designed to support candidates towards a National Qualification Group Award (NQGA), Scottish Vocational Qualification (SVQ) or Higher National Qualification (HN) and to allow them to develop the basic skills and competence. SQA centres report Manicure and Pedicure skills as being missing at times when candidates go straight into an NQ, SVQ or HN programme in Beauty without the underpinning knowledge that they require.

The main objectives of the qualification are to develop understanding and basic skills in the areas of Manicure and Pedicure skills. The qualification structure has been devised so that candidates will receive a broad education in Manicure and Pedicure skills and this is reflected in the qualification title.

The **NPA in Manicure and Pedicure Skills** developed at SCQF level 5 will:

- ◆ enable candidates to develop the basic skills required to seek employment at trainee level in the Beauty industry.
- ◆ provide candidates with a broad introduction to these skills.
- ◆ enable candidates to progress to workbased qualifications within the sector and the completion of National Occupational Standards and/or;
- ◆ prepare candidates to progress to further study at SCQF levels 5, 6 and 7, in particular SVQ Level 2 in Beauty Therapy and Beauty at SCQF level 5 and NCGA Make-Up Artistry at SCQF level 6.

Centres would be able to use these awards and the Units as they see fit in order to best support their candidates.

All Units would have links to National Occupational Standards and links to Core Skills.

This NPA is designed to equip candidates with the skills, knowledge and understanding required for progression to further academic and/or professional qualifications and entry into the industry at a trainee level.

2 Rationale for the development of the Group Award

SQA offers a range of NQs, SVQs and HNC within the Beauty Therapy sector — please refer to Appendix 1 for a list of these qualifications.

At NQ level there are nationally devised qualifications in Beauty Therapy at SCQF levels 5 and 6 delivered by most SQA centres. There is no provision at these levels for candidates who wish to progress along a Beauty pathway.

Currently the majority of candidates who are studying Beauty are female and aged between 16 and 25, although the candidate cohort also includes males and adult returnees. On average, 80% of candidates progress to HN provision. 90% of candidates who complete the HNC in Beauty go on to full-time or part-time employment; many of whom are self-employed.

This new National Progression Award (NPA) has been designed to give candidates an understanding of Manicure and Pedicure Skills; Eye Treatments; Long Hair Design with Make-Up; Beauty Massage; Make-up Skills; Nail Enhancements Barbering at SCQF level 5 and Beauty Skills at SCQF level 4. These qualifications will allow for a more aligned progression to the SVQ Level 2 Beauty, NCGA at SCQF level 5, SCQF level 6, HNC Hairdressing, HNC/HND in Beauty, HNC Fashion Make-up and HND in Make-up Artistry.

This new National Progression Award has been designed to give candidates an understanding of Manicure and Pedicure Skills at SCQF level 5. The Manicure and Pedicure Skills qualification will allow for a more aligned progression to the SVQ Level 2 Beauty, NCGA at SCQF level 5, SCQF level 6 and HNC Beauty.

This Group Award has been designed to meet the needs of the delivering centres and to fill an identified gap in the market.

The Qualification Design Team met to discuss the framework to meet the needs of the expected candidates.

The qualification has been designed to meet the needs of the following target groups:

- ◆ School leavers
- ◆ Progression candidates
- ◆ Adults returning to education
- ◆ HM Prison Service
- ◆ Unemployed candidates who wish to enhance their career prospects

SQA made an informed decision on the need for a qualification in Manicure and Pedicure Skills at SCQF level 5, a scoping exercise was undertaken in 2011/2012 which involved:

- ◆ desk research and discussions with Habia-UK to review labour market information and identify demand from employers for qualifications at this level.
- ◆ a review of the content of existing NQ level Courses in Beauty.
- ◆ consultation with further education SQA centres by means of an on-line survey, meetings and taking account of existing research conducted by these providers.

The scoping exercise concluded that there was broad support for a nationally devised qualification and that this would result in a more coherent approach to the delivery of skills at SCQF level 5. There was overwhelming evidence for a level 5 National Progression Award, specifically in Manicure and Pedicure skills to be developed at this time. The scoping report also made a number of recommendations, including the following:

- ◆ the qualification should focus on practical skills, interpersonal skills and underpinning knowledge to enable candidates to develop a foundation to further education, training and employment within the Beauty industry.
- ◆ the focus of the qualifications should be on developing a broad range of basic skills which are relevant to employment in the Beauty sector but which will also provide opportunities to progress into other qualifications.
- ◆ developing a suite of new Manicure and Pedicure Skills Units should be part of the development process.
- ◆ review and update existing Units.
- ◆ the qualification structure has sufficient flexibility to meet the differing needs of all SQA centres.

As a result of the scoping report, SQA took the decision in 2011 to develop a NPA Manicure and Pedicure Skills at SCQF level 5 which could be delivered by all SQA centres in Scotland.

The recommendations of the scoping report were accepted and the following design guidelines were established for the development process:

- ◆ the focus of the qualification is on practical skills, interpersonal skills and underpinning knowledge to enable candidates to develop a foundation to further education, training and employment within the Beauty industry.
- ◆ the qualification ensures that candidates are introduced to, and learn to use, industry methods which should develop employability skills to assist them to seek employment opportunities in the sector.
- ◆ the qualification provides clear progression routes to other Beauty qualifications and provide relevant exit skills to enable a smooth transition.
- ◆ the qualification provides sufficient flexibility to allow different SQA centres to tailor delivery programme to meet local needs.
- ◆ the qualification enables entry from a wide group of potential candidates, including school leavers and adult returnees, HM Prison Service and should not assume any previous skills.
- ◆ the qualification includes sufficient Units to allow candidates to develop specialist skills, to support their creativity and to provide additional progression routes to employment or further study.
- ◆ the Units in the qualification are capable of being delivered independently.

SQA established a Qualification Design Team (QDT). The QDT created a qualification structure consisting of three mandatory Units. The mandatory section is designed to introduce the candidates to the key skill areas of Manicure and Pedicure.

The Units listed in Section 5.1, have been included within the qualification structure to provide centres and candidates a tailored programme of study to meet local needs and in line with candidates' preferred next steps.

SCQF level

This qualification has been mapped at SCQF level 5. This reflects the level of learning required of the candidates. For example, the qualification will require candidates to:

- ◆ learn and use industry methods and equipment.
- ◆ use problem solving and creative solutions to meet clients individual needs.
- ◆ combine and present their ideas while communicating with clients.

The qualification goes beyond the demands of an SCQF level 4 qualification due to the degree of interpretation, planning, creativity and visual communication required and due to the level of practical skills which reflect industry standards.

The qualification does not match the requirements of an SCQF level 6 qualification which would require factual and theoretical knowledge, planning how skills will be used to address set situations and/or problems and adapt these as necessary, draw conclusions and suggest solutions, use a wide range of numerical and graphical data in routine contexts which may have non-routine elements.

Units

As outlined above, the current SQA catalogue includes a range of Manicure and Pedicure Units and the development of a new NQ suite of up-to-date Units in Manicure and Pedicure skills was identified as being key to the success of the new NPA.

In total one new Unit was developed by the Qualifications Design Team. The development process provided an opportunity to update the skills requirements in the Units and also the learning, teaching and assessment approaches.

The three Units were mapped against SCQF level 5 and provide an introduction to the skill requirements of *Manicure and Pedicure Skills, Creative Nail Finishes to Hand and Foot, Manicure, and Pedicure*, to achieve a level of independent learning and confidence while interacting with clients.

3 Aims of the Group Award

The qualification NPA in Manicure and Pedicure Skills is designed to provide a common foundation of skills for candidates through three mandatory Units. Candidates can develop techniques in key skill areas which underpin further training and study. It gives candidates opportunities through working in the salon to gain knowledge of current relevant Health and Safety legislation and ensure that candidates have an understanding of and build expertise in Beauty industry methods and skills.

3.1 Principal aims of the Group Award

Specific aims

The specific aims of the NPA in Manicure and Pedicure Skills are to:

- ◆ develop an understanding of the skills required to plan and carry out individualised nail treatments.
- ◆ develop practical manicure and pedicure skills.
- ◆ develop good working practice.
- ◆ develop communication skills which ensures consultation with clients to provide a service tailored to their needs.
- ◆ develop an understanding of current relevant Health and Safety legislation procedures in the salon.
- ◆ gain an understanding of the structure and function of the nail.

3.2 General aims of the Group Award

The general aims are to:

- ◆ provide a flexible approaches within a national framework.
- ◆ focus on the development of candidates knowledge and understanding which underpins performance in the workplace — team working; communication.
- ◆ introduce common mandatory elements of study for various vocational pathways.
- ◆ provide candidates with a positive and supportive learning environment which can foster an interest and enthusiasm in the subject areas of Manicure and Pedicure.
- ◆ enable candidates to understand the basic concepts of Manicure and Pedicure and provide a foundation for the development of their skills.
- ◆ provide opportunities for candidates to explore and demonstrate their creativity.
- ◆ introduce candidates to methods and techniques used in the Beauty industry which, with further training, could ultimately lead to a range of employment opportunities.
- ◆ provide opportunities to progress within SCQF to further study.
- ◆ encourage candidates to take responsibility for their own learning and develop their transferable and employability skills such as planning, evaluation, presenting and team working; aspects of Core Skills such as *Communication, Problem Solving, Numeracy* and *Working with Others*.

The NPA in Manicure and Pedicure Skills is designed to develop and assess a defined set of skills and knowledge in this specialist area.

3.3 Target groups

Target groups for this qualification include:

- ◆ school leavers who wish to learn more about a career in Beauty Therapy.
- ◆ individuals who wish to gain an introduction to Manicure and Pedicure Skills
- ◆ individuals who have skills and experience in Beauty and who wish to specialise in Manicure and Pedicure Skills for continuing professional development (CPD) and gain a formal qualification
- ◆ adult returners who wish to gain entry into the Beauty industry.
- ◆ individuals who wish to progress onto further awards but do not meet the entry requirements.

Further details of access requirements are outlined in Section 4.

3.4 Employment opportunities

It is expected that successful completion of the new NPA in Manicure and Pedicure Skills at SCQF level 5 may lead to employment in a trainee position in the Beauty industry, specifically Manicure and Pedicure Skills. This is obviously **not** an award which is expected to take the candidate directly into full-time employment as a fully qualified therapist.

Ultimately, with further study and/or training there may be a range of self-employment opportunities and career options within the sector, for example:

- ◆ Beauty Therapist
- ◆ Lecturer in Further Education
- ◆ Trainer in Private Centre
- ◆ Beauty Therapist on cruise ships
- ◆ Beauty Therapist within large hotel groups
- ◆ Beauty Therapist within a Beauty Salon

4 Access to Group Award

Access to this award is at the discretion of the centre, however, candidates may benefit from previous relevant work experience in the Make-Up or Beauty sector.

Each Unit of the award states that entry is at the discretion of the centre, however, it should be noted that some of these Units can be delivered holistically, eg *Creative Nail Finishes to Hand and Foot*.

This may assist centres in creating a logical timetable for delivering the Units which facilitate candidates to build the required knowledge and skills.

The Units are designed to encourage candidates to take responsibility for their own learning and work to specifications — this could include practical tasks and design tasks.

Aspects of *Communication, Working with Others, Problem Solving, and Numeracy* skills are expected to be developed within this award.

It is anticipated that candidates will have Core Skills at Access 3 in all five areas (*Communication, Numeracy, ICT, Working with Others* and *Problem Solving*). Candidates with no formal qualifications, which might include mature adults for example, will be given entry to the Course at the discretion of individual centres.

It may be appropriate to ask potential candidates to attend an interview where they demonstrate their previous experience and aptitude for the qualification. During this process Core Skills profiling should be carried out where there is no formal record of Core Skills achievement.

The table below illustrates the anticipated entry and exit level Core Skills profile.

Unit Title	Entry SCQF level	Exit SCQF level
Communication	Access 3	4
Numeracy	Access 3	4
ICT	Access 3	4
Working with Others	Access 3	4
Problem Solving	Access 3	4

The over-riding criterion to be satisfied is that the applicant has a realistic chance of achieving the Manicure and Pedicure Skills qualification.

5 Group Award structure

The qualification structure for the **NPA in Manicure and Pedicure Skills** is designed to provide a flexible framework which will:

- ◆ provide a common foundation of skills for all candidates through three mandatory Units.
- ◆ ensure that candidates can develop techniques in key skill areas which underpin further training and study.
- ◆ provide opportunities through working in the salon to gain knowledge of current relevant health and safety legislation.
- ◆ ensure that candidates have an understanding of, and build expertise in Beauty industry methods.
- ◆ allow individual SQA centres the flexibility to provide tailored programmes.
- ◆ provide a range of progression routes to further study and/or employment.

The new qualification comprises three Mandatory Units.

National Units at SCQF levels 1–6 comprise 40 hours guided learning and 20 hours self-directed learning. This means that the Units in these frameworks have 6 SCQF credit points. One SCQF credit point represents a notional 10 learning hours. Credit points indicate the volume of learning required to achieve a qualification.

Candidates completing the Group Award could also be given the additional opportunity for individualised learning programmes tailored to their specific performance skills. A proportion of the teaching and learning activities will include Options for self-directed study.

Centres should note that this Group Award comprises 18 SCQF credit points

5.1 Framework

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Mandatory Units				
Creative Nail Finishes to Hand and Foot	FW0D 10	6	4	1
Manicure	F4C3 11	6	5	1
Pedicure	H1WW 11	6	5	1

5.2 Mapping information

The NPA Manicure and Pedicure Skills at SCQF level 5 has been mapped to National Occupational Standards for Beauty and links to Core Skills. A detailed mapping is contained within Appendices 3 and 4.

5.3 Articulation, professional recognition and credit transfer

This qualification is designed to allow articulation to further study — NQ, SVQ, HNC, in Make-Up Artistry or Beauty. The qualification will give candidates the skills which may lead into further study/employment within the sector.

6 Approaches to delivery and assessment

Specifically, the delivery approach is designed to:

- ◆ provide candidates with a positive and supportive learning environment which can foster an interest and enthusiasm in the subject area of Manicure and Pedicure Skills.
- ◆ enable candidates to understand the basic concepts of Manicure and Pedicure Skills and provide a foundation for the development of their skills.
- ◆ provide opportunities for candidates to explore and demonstrate their interpersonal skills.
- ◆ introduce candidates to methods and techniques used in the Beauty industry which, with further training, could ultimately lead to a range of employment opportunities.
- ◆ provide opportunities to progress within SCQF to further study.
- ◆ encourage candidates to take responsibility for their own learning and develop their transferable and employability skills such as research, planning, evaluation, presenting and team working and Core Skills of *Communication, Problem Solving, ICT, Numeracy* and *Working with Others*.

The structures of the qualification allow a high degree of flexibility in the delivery due to the very practical nature of the award. It is recommended that a realistic work environment is available for delivery.

The award can be offered on a full-time, part-time, block release, day release or evening. Combination of delivery is also a possibility. Centres wishing to provide a full-time programme might include other qualifications within the NPA Hairdressing and Beauty frameworks.

There are opportunities for integrative delivery of Units within the award. Also Assessments should be encouraged to be within the application of Practical Units. Assessment Support Packs (ASPs) will identify specific opportunities for integration with other Units.

The assessment is designed to ensure an appropriate level of rigour whilst not imposing excessive demands on centres or candidates. The Design Principles for the award encourage a holistic approach to assessment and this has been adopted in each Unit specification for this award.

Each Unit specification includes guidance on delivery and assessment and where applicable, any relationship with delivery and assessment of other Units.

Assessment includes written, practical activities supported by accurately completed consultation records.

Assessment Support Packs (ASPs) are available for the Units. These provide guidance on content, context, evidence required, written questions, consultation records, and assessor observation checklists which clearly exemplify standards. Centres are recommended to use these ASPs as templates if producing their own instruments of assessments.

Assessment Guidance is provided in each Unit Specification. Certain Units offer opportunities for integrative assessment covering one or more Performance Criteria. Centres can decide the order in which Units are delivered, based on candidate recruitment patterns, mode of delivery, resource issues and logical progression dictated by topics and Unit content/level.

Throughout all Units there is an emphasis on the application of relevant current Health and Safety legislation. Safe working practices should be adhered to in accordance with current safety codes of practice and regulations.

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Internal and external verification

All instruments of assessment used within this Group Award should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk).

8 General information for candidates

What is the National Progression Award (NPA) in Manicure and Pedicure Skills?

The award has been designed with three mandatory Units two in the National Progression Award (NPA) in Manicure and Pedicure Skills at SCQF level 5. Each Unit can be taken on its own without completing the Group Award.

Guidance and Context gives the purpose of the Unit and details the activities which will enable you to combine essential knowledge and practical skills to be achieved on completion of the Units.

Undertaking the Units you would expect to gain the following knowledge and skills:

- ◆ Relevant Current Health and Safety requirements
- ◆ Client Consultation
- ◆ Prepare for and carryout a number of Manicure and Pedicure services:
 - Creative Nail Finishes to Hand and Foot
 - Manicure
 - Pedicure

Throughout the qualification you will gain an understanding of the basic principles of nail finishes and will develop application techniques using a variety of basic nail finishes.

For the Manicure component of this qualification you will learn about hand and nail condition. You will then apply this knowledge as you prepare for, and perform a manicure safely and effectively. You will also evaluate the treatment performed.

For the Pedicure component of this qualification you will learn about the structure of the skin and nails as well as common disorders and diseases of the nail and foot. You will consult with clients, analyse the feet in preparation for treatment and develop practical skills in pedicure.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: SQA Qualifications

Appendix 2: Progression Chart

Appendix 3: NPA Manicure and Pedicure Skills Core Skills Development Opportunities

Appendix 4: NPA Manicure and Pedicure Skills Links to National Occupational Standards

Appendices

National Progression Award in Manicure and Pedicure Skills at SCQF level 5

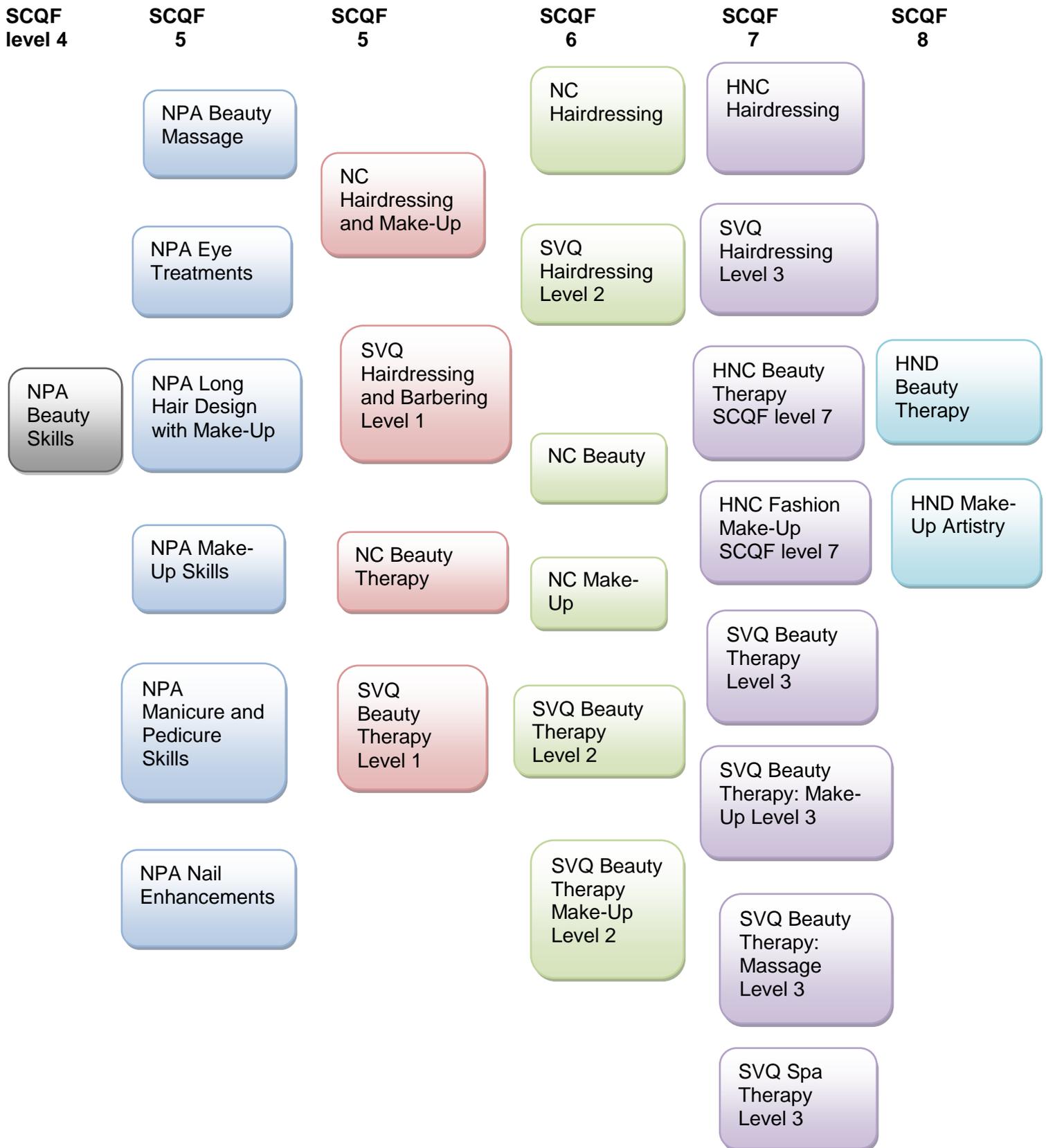
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Appendix 1: List of Beauty Therapy Qualifications

Qualification type	Qualification title	Qualification level	Award code
Skills for Work	Beauty	Higher	G262 12
National Certificate	Beauty and Digital Communication	Level 4	GD62 44
	Creative Beauty	Level 4	GD63 44
	Beauty Care and Make-Up	Level 5	G92F 45
	Beauty Care	Level 6	G9K2 46
	Make-Up Artistry	Level 6	G9K4 46
Higher National	Beauty Therapy	Level 7	G7WX 15
	Beauty Therapy	Level 8	G7WY 16
	Fashion Make-Up	Level 7	G7YR 15
	Make-Up Artistry	Level 8	G8DF 16
	Complementary Therapy	Level 7	G8G1 15
	Complementary Therapy	Level 8	G8G2 16
SVQ	Beauty Therapy	Level 1	G9WN 21
	Beauty Therapy	Level 2	G9XX 22
	Beauty Therapy: Make-Up	Level 2	G9XW 22
	Beauty Therapy	Level 3	G9XV 23
	Beauty Therapy: Make-Up	Level 3	G9XT 23
	Beauty Therapy: Massage	Level 3	G9XR23
	Spa Therapy	Level 3	G9XP 23
PDA	Spa Therapy	Level 7	G7WT16

Appendix 2: Progression Chart Hairdressing and Beauty Therapy



Appendix 3: National Progression Awards - Hair and Beauty — Core Skills Development Opportunities

Unit code	Unit name	Communication		Information and Communication Technology		Numeracy		Problem Solving			Working with Others	
		Oral	Written	Accessing Information	Providing/Creating Information	Using Graphical Information	Using Number	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
FW08 10	Beauty Skills: An Introduction	X									X	
F0FB 10	Cosmetology: Make-Up Artistry Practical Skills (Intermediate 1)	X									X	
FW0D 10	Creative Nail Finishes to Hand and Foot (SCQF 4)	X	X						X		X	
H1N8 11	Cutting Gents' Hair to include razoring and clippers	X	X							X * at SCQF 4	X	
H1N9 11	Cut Facial Hair	X	X							X * at SCQF 4	X	
H1NA 11	Gents Shaving: An Introduction	X	X							X * at SCQF 4	X	
H1NB 11	Gents Scalp Massage	X	X							X * at SCQF 4	X	
H1WV 11	Massage Techniques	X	X				X			X	X	
H1WT 11	Salon Skills: The Essentials	X	X				X			X	X	
FR0J 12	Thai Foot Massage	X	X				X			X	X	
FR0L 12	Wellness Therapies: Facial Massage	X	X				X			X	X	

Appendix 4: NPA Units Mapped to National Occupational Standards — Beauty Therapy

NOS	Units															
	G20 ensure responsibility for actions to reduce risks to health and safety	G3 Contribute to the development of effective working relationships	B1 prepare and maintain salon treatment work areas	G2 Assist with salon reception duties	B2 Assist with facial skin care treatments	B3 Assist with day make-up	N1 Assist with nail services	G18 Promote additional services or products to	G8 Develop and maintain your effectiveness at work	B4 Provide facial skin care treatment	B5 Enhance the appearance of eyebrows and lashes	N2 Provide Manicure Services	N3 Provide Pedicure Services	B8 Provide Make-Up Services	B9 Instruct Clients in the use and application of skin care products and make-up	G4 Fulfil salon reception duties
Cosmetology: Make-Up Artistry	X	X	X		X	X										
Creative Nail Finished to Hand and Feet	X	X	X				X									
Massage Techniques	X	X	X													
Salon Essential Skills	X	X		X				X								x
Wellness Therapies: Facial Massage	X	X								X						
Thai Foot Massage	X	X														

NOS	Units	G20 ensure responsibility for actions to reduce risks to health and safety	G3 Contribute to the development of effective working relationships	B1 prepare and maintain salon treatment work areas	G2 Assist with salon reception duties	B2 Assist with facial skin care treatments	B3 Assist with day make-up	N1 Assist with nail services	G18 Promote additional services or products to	G8 Develop and maintain your effectiveness at work	B4 Provide facial skin care treatment	B5 Enhance the appearance of eyebrows and lashes	N2 Provide Manicure Services	N3 Provide Pedicure Services	B8 Provide Make-Up Services	B9 Instruct Clients in the use and application of skin care products and make-up	G4 Fulfill salon reception duties
Bridal and Evening Make-Up		X	X									X			X		
Day Make-Up and Corrective Make-Up		X	X									X			X		
Contemporary Make-Up		X	X									X			X		
Nail Art Freehand		X	X										X				
Artificial Nail Enhancement: Tips and Overlays		X	X										X				
Acrylic Nails		X	X										X				
Gel Nails		X	X										X				
Manicure		X	X										X				
Pedicure		X	X										X				
Contemporary Eye Treatments		X	X									X			X		