

# 320

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## Enhance nails using electric files

An electric file is a great piece of equipment that can speed up the service time when creating nail enhancements. It must only be used by a person qualified to use it; in the wrong hands this could cause damage to the natural nail plate and surrounding tissue. It can be used when applying nail enhancements and during maintenance treatments to reduce the length and the bulk of the overlay. It can even be used to reposition the smile line during a maintenance service, and it is great for reducing the bulk and length during the removal procedure. Hand filing will still be required when shaping the free edge and finishing the nail. Have your electric file serviced yearly to keep it in tiptop condition and always purchase an electric file from a professional nail company.

# Assignment mark sheet

## Unit 320 Enhance nails using electric files

Your assessor will mark you on each of the practical tasks in this unit. This page is used to work out your overall grade for the unit. You must pass **all** parts of the tasks to be able to claim a grade. For the practical task a pass equals 1 mark, a merit equals 2 marks and a distinction equals 3 marks.

What you must know	Tick when complete
Task 1a: produce an information sheet	
Task 1b: produce a fact sheet	
Task 1c: anatomy and physiology	
<b>Or</b> tick if covered by an online test	

What you must do	Grade	Points
Task 2: Enhance nails using electric files		

**Overall grade**

Candidate name:

Candidate signature: Date:

Assessor signature: Date:

Quality assurance co-ordinator signature (where applicable): Date:

External Verifier signature (where applicable): Date:



## What does it mean?

Some useful words are explained below



### Bits

These are usually made of carbide but are sometimes made of gold. They are cross cut and are used to reduce length and bulk.

### Dust mask

A toxic dust mask should be available for the client and technician to wear during electric filing in accordance with the HABIA code of practice for nails services.

### Extractor

A method of removing dust from the breathing zone. The extractor unit is either built-in to the nail desk or portable.



### Koilonychia

Often referred to as spoon-shaped or ski-jump nails. This is a nail condition where the free edge of the nail curves upwards and the rest of the nail plate tends to be flat.

### Re-balance

This technique corrects the position of the apex when it has grown forward towards the free edge.

### Repositioning of the white tip

This is a maintenance service performed where the tip is placed back in its original position after it has grown forward.

### RPM

Revs per minute.

### Safety glasses

These should be made available for the client and technician to protect against dust and chemical splashes in the eye. They should be the wrap-around version.



### Sanding band

These are used after the carbide bit to refine the surface of the overlay.

## What you must know

### You must be able to:

- 1 Describe salon requirements for preparing yourself, the client and work area
- 2 Describe the environmental conditions suitable for nail services using electric files
- 3 Describe the different consultation techniques used to identify treatment objectives
- 4 Describe how to select products, equipment and techniques to suit the client's nail type and condition
- 5 Identify the range of equipment used for nail services using electric files
- 6 Describe the correct use of different types of electric filing equipment
- 7 Explain the contra-indications that prevent or restrict nail services using electric files
- 8 Explain how to communicate and behave in a professional manner
- 9 Explain the importance of positioning yourself and the client correctly throughout the treatment
- 10 Identify tools and equipment used with nail services using electric files
- 11 Describe the structure of the nail
- 12 Describe the main diseases and disorders of the nail
- 13 Describe the dangers of incorrect use of electric files
- 14 State the contra-actions which might occur during and following treatment and how to respond
- 15 Describe safe and hygienic working practices

#### Revision tip

Keep the electric file moving at all times, as staying in one place can create heat accumulation on the natural nail plate which could feel very uncomfortable for the client.





Maintain three points of contact when holding the client's finger during the electric filing service to keep control.

# Electr



Always explain the service fully to your client so they know what to expect.

Image courtesy of iStockphoto.com/firebrandphotography



A dust extractor should be used on the nail desk during the electric filing service to reduce the amount of airborne dust.

# Electric files

Image courtesy of The Training Company

Never use an electric file as a replacement for good application techniques.



# What you must do

## Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria; you can achieve 1 mark, 2 marks or 3 marks for the criteria indicated with **\***.

### Conversion chart

Grade	Marks
Pass	11–13
Merit	14–19
Distinction	20–23

Please tick when all pre-observation requirements have been met

- 1 Prepare yourself, the client and the work area for enhancing nails using electric files
- 2 Use suitable consultation techniques to identify treatment objectives \*
- 3 Carry out a skin and nail analysis and relevant tests \*
- 4 Provide clear recommendations to the client \*
- 5 Position yourself and the client correctly throughout the treatment
- 6 Select and use electric nail files, attachments and equipment to suit client's treatment needs, nail type and condition \*
- 7 Communicate and behave in a professional manner
- 8 Follow health and safety working practices and industry code of practice for nail services
- 9 Complete the treatment to the satisfaction of the client \*
- 10 Record and evaluate the results of the treatment
- 11 Provide suitable aftercare advice \*

Enhance nails using electric files		
1		
1	2	3
1	2	3
1	2	3
1		
1	2	3
1		
1		
1	2	3
1		
1	2	3

Total

Grade

Candidate signature and date

Assessor signature and date



# What you must do

## Practical observations descriptors table

This table shows what you need to do to achieve 1, 2 or 3 marks for the criteria indicated with \* on the previous page.

	1 mark	2 marks	3 marks
<b>2</b> <b>Use suitable consultation techniques to identify treatment objectives</b>	Basic consultation carried out Examples: closed questions used throughout, questioning covered contra-indications.	Good consultation carried out Examples: open and closed questions, positive body language, questioning covered contra-indications, general health, lifestyle and expectations.	Thorough consultation carried out Examples: open questions, effective use of body language, questioning covered contra-indications, general health, lifestyle and expectations. Candidate is able to accurately identify nail and skin conditions and modification of treatment.
<b>3</b> <b>Carry out a skin and nail analysis and relevant tests</b>	Basic analysis and tests carried out Examples: skin and nail conditions identified and records findings.	Good analysis and tests carried out Examples: skin and nail conditions identified, nail biter, lack of free edge, bulbous end of finger, hang nails, and records findings.	Thorough analysis and tests carried out Examples: skin and nail conditions identified, nail biter, lack of free edge, bulbous end of finger, hang nails, and records findings. Uses the correct terminology throughout.
<b>4</b> <b>Provide clear recommendations to the client</b>	A basic treatment plan is recommended Examples: contra-indications and objectives of the treatment identified.	A good treatment plan is recommended Examples: contra-indications and objectives of the treatment identified, taking into account general health, medication, client lifestyle and expectations.	A thorough treatment plan is recommended Examples: objectives of the treatment identified taking into account skin and nail conditions, general health, medication, client lifestyle, expectations, contra-indications and treatment modifications.

*Continues on next page*

## What you must do

### Practical observations descriptors table (continued)

This table shows what you need to do to achieve 1, 2 or 3 marks for the criteria indicated with \* on page 8.

	1 mark	2 marks	3 marks
<b>6</b> <b>Select and use electric nail files, attachments and equipment to suit client's treatment needs, nail type and condition</b>	Selects and uses electric nail files and attachments according to client's nail condition and service requirements. Correctly carries out the treatment.	Selects and uses electric nail files and attachments according to client's nail condition and service requirements. Adjusts the pressure, taking into account the required effect. Correctly carries out the treatment.	Selects and uses electric nail files and attachments according to client's nail condition and service requirements. Adjusts the pressure, adapts and modifies techniques as required, taking into account the required effect. Correctly carries out the treatment.
<b>9</b> <b>Complete the treatment to the satisfaction of the client</b>	The treatment is completed within the agreed time and a satisfactory finish is achieved. Removes dust from the skin and nail plate.	The treatment is completed within the agreed time, a good finish is achieved. Removes dust from the skin and nail plate. The client is shown the results and the end result agreed.	The treatment is completed within the agreed time, a professional finish is achieved. Removes dust from the skin and nail plate. The client is shown the results and positive feedback is gained.
<b>11</b> <b>Provide suitable aftercare advice</b>	Basic aftercare advice is provided including possible contra-actions and how to deal with them.	Good level of aftercare advice to include contra-actions and how to deal with them, home care products and further treatments.	Excellent aftercare advice to include contra-actions and how to deal with them, home care products, advice to care for enhancements in between appointments, further treatments/ rebooking.

## Comment form

# Unit 320 Enhance nails using electric files

This form can be used to record comments by you, your client, or your assessor.

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Image courtesy of NSI (UK) Ltd\_www.nsinails.co.uk