



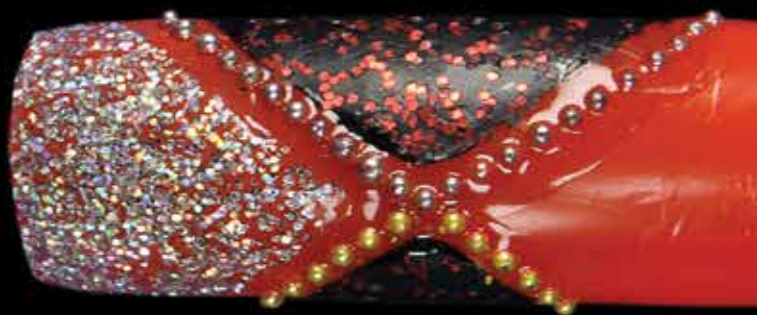
This unit is about creating nail art designs on the client's hands and feet. It covers consulting with the client to establish their individual nail art design requirements and recognising any contraindications that may affect the service. It also covers

preparing, applying and finishing the design. To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and good communication with the client.

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# N4

# *nail art*



# Unit N4 (City & Guilds Unit 040)

## Carry out nail art services

### Mandatory

### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for providing nail art service.

The standards cover things that you must do (performance criteria), things that you must cover (range) and things that you must know.

### What you must do

Your assessor will observe you on at least **four** occasions (**one** to be carried out on the feet). You must do correctly all the things listed under 'What you must do' on the sign-off sheets that follow. All the observations must be with real clients in a salon setting – simulation is **not** allowed for any performance evidence within this unit.

Most evidence of your performance will be gathered from observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present.

When carrying out a nail art service, all related health, safety and hygiene practices must be followed at all times.



Nail art

**This unit has four outcomes. As they are linked, you can be observed by your assessor for all four at the same time.**

#### Outcome 1

**Maintain safe and effective methods of working when providing nail art services**

#### Outcome 2

**Consult, plan and prepare for the nail art services**

#### Outcome 3

**Carry out nail art services**

#### Outcome 4

**Provide aftercare advice**



*Catwalks will show the season's fashionable colour for nails. Many of your clients will want these colours to be available to select from.*



# Unit N4 (City & Guilds Unit 040)

## Carry out nail art services

### *Mandatory (continued)*

### What you must cover

You will see key words in bold on the 'What you must do' list. For each of these, there is a range of things that you must cover. You must show that you have:

#### **Used all of the following consultation techniques:**

Questioning

Visual

Manual

Reference to client records

#### **Dealt with at least one of the following necessary actions\*:**

Encouraging the client to seek medical advice

Explaining why the service cannot be carried out

Modifying the service

\* However, you must prove to your assessor that you are able to deal with the other **two**.

#### **Applied all types of nail art techniques:**

Coloured polishes

Transfers

Glitters

Foiling

Flatstones

Rhinestones

Marbling

Striping

Dotting

Freehand

#### **Given all types of advice:**

Suitable aftercare products and their use

Avoidance of activities which may cause contra-actions

Recommended time intervals in between nail services.



“  
*Carrying out nail art services is a good way to become very skilful with your products, and gain more understanding about how they work.*  
”

Marian Newman

”

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## What you must know

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You will be assessed on your knowledge of the following:

Organisational and legal requirements

How to work safely and effectively when providing nail art services

Consult, plan and prepare for the service with clients

Contra-indications and contra-actions

The structure and growth of nails

Nail art services

Aftercare advice for clients

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This may be completed through practical activities, written and oral questioning by your assessor, or an online test. For details of what you must know, see pages 15–18.

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Nail art

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## Useful words

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Some terms that you will come across in this unit are explained below.

**Consultation** Assessment of clients' needs using different assessment techniques including questioning, observation and reference to client records.

**Contra-action** An unwanted reaction occurring during or after treatment.

**Contra-indications** When a client has a contra-indication it means they have a condition or visible sign of having had an adverse reaction to a medication, product or service. Treatment should be avoided.

**Nail and skin products** These are used during a nail art service and include nail and skin cleanser, nail polish remover, base coat, top coat, coloured nail polishes and nail polish drier.

**Nail art products** These are applied in a sequence to achieve different effects and designs. They include polishes and paints, rhinestones, flat stones and polish secures, glitters, foils and transfers.

**Nail art tools** These are selected to achieve the different nail art designs and include the dotting and marbling tool, fine-pointed brush, liner brush, fan brush, shading brush, glitter dust brush and striping brush.

**Nail extension** An artificial nail system applied to the natural nail for repair or to increase nail length.

**Nail tools** These may be used during nail art application to prepare the nail and include nail files, orange sticks, hoof sticks or cuticle pusher, cuticle knife, cuticle nippers and nail scissors.

**Service advice** Recommendations given to the client following treatment. These continue the benefits of the treatment, and prevent an unwanted contra-action.

**Service plan** Following the consultation this is the nail art service you intend to apply in order to achieve the results required.

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# Observation sign-off sheet

## Unit N4 Carry out nail art services

### What you must do

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Level 2 NVQ/SVQ Nails

Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **four** separate occasions (**one** to be carried out on the feet). Your assessor will want to see you have applied **all** types of nail art.

Each time you achieve **all** the points listed below within a single client service, your assessor will tick the circle and enter the date.



#### Outcome 1

##### Maintain safe and effective methods of working when providing nail art services by:

- a Preparing the work area and environment to meet legal, hygiene and industry Code of Practice for Nail Services requirements
- b Ensuring your personal appearance meets accepted industry Code of Practice for Nail Services and organisational requirements
- c Wearing suitable personal protective equipment for the service that conforms to the industry Code of Practice for Nail Services
- d Ensuring all tools and equipment are cleaned using the correct methods
- e Effectively disinfecting your hands prior to nail art services
- f Maintaining accepted industry hygiene and safety practices throughout the service
- g Selecting and correctly positioning suitable equipment, materials and products for the **nail art techniques**
- h Ensuring your own posture and position minimises fatigue and the risk of injury whilst working
- i Ensuring the client is in a comfortable and relaxed position that permits access and minimises the risk of injury to you and the client

- j Disposing of waste correctly to meet local authority requirements and the industry Code of Practice for Nail Services
- k Ensuring that the service is cost effective and is carried out within a commercially viable time
- l Leaving the work area and equipment in a condition suitable for further nail art services
- m Ensuring the client's records are up-to-date, accurate, easy to read and signed by the client and technician



Nail art

Observation	1	2	3	4		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

*Continues on next page*



**Hints and tips**

*Light coloured polishes are a better choice for short nails.*



# Observation sign-off sheet

*Unit N4 Carry out nail art services*

## What you must do (continued)

8

Level 2 NVQ/SVQ Nails



### Outcome 2

#### Consult, plan and prepare for the nail art services by:

- a Using **consultation techniques** in a polite and friendly manner to record the design plan
- b obtaining signed, written informed consent from the client prior to carrying out the service
- c Ensuring that informed and signed parental or guardian consent is obtained for minors prior to any service \*
- d Ensuring that a parent or guardian is present throughout the service for minors under the age of 16 \*\*
- e Asking your client appropriate questions to identify if they have any contra-indications to nail art services
- f Accurately recording your client's responses to questioning
- g Encouraging clients to ask questions to clarify any points
- h Disinfecting the clients' hands and feet, effectively removing any existing nail polish to restore the nails to a natural condition
- i Accurately identifying the condition of the nails and skin
- j Explaining your assessment of the client's nail and skin condition in a clear way to help their understanding

“

*Nail preparation is the key to beautiful nails. Poor prep equals lifting. Take time over the prep of the nail as it will pay off.*

Alex Fox

”

*Continues on next page*

- k Taking the **necessary action** in response to any identified contra-indications \*\*\*
- l Ensuring client advice is given without reference to a specific medical condition and without causing undue alarm and concern \*\*\*\*
- m Recommending nail art designs and products to suit the client's nail shape and condition
- n Agreeing the service and outcomes that are acceptable to your client and meet their needs



Nail art 9

Observation	1	2	3	4		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

* Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date
** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date
*** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date
**** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date

*Continues on next page*

Image courtesy of Professionals



*Nail art designs can change the overall look*

**Timing tip**

*A commercially acceptable time for providing a nail art service is 30 mins per nail.*



# Observation sign-off sheet

*Unit N4 Carry out nail art services*

## What you must do (continued)



### Outcome 3

**Carry out nail art services by:**

- a Filing the nails correctly, ensuring that the nail free edge is left smooth and shaped to the required length
- b Ensuring the nail is left clean and free of debris and the cuticle is neat and tidy
- c Applying a suitable base coat and nail art base according to the design plan
- d Using products for **nail art techniques** according to industry guidelines
- e Using suitable tools and **nail art techniques** for the agreed design
- f Applying **nail art techniques** in the correct sequence to achieve the required design
- g Effectively finishing the nail art design, leaving the cuticle free from any product
- h Ensuring that the finished result is to the client's satisfaction and meets the agreed design plan

Image courtesy of Anthony Braden

Observation	1	2	3	4		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

*Continues on next page*

## Outcome 4

### Provide aftercare advice by:

- Giving **advice** and recommendations accurately and constructively
- Giving your clients suitable **advice** specific to their individual needs



Nail art

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Observation	1	2	3	4		
Achieved	○	○	○	○	○	○
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						





# Observation sign-off sheet

## Unit N4 Carry out nail art services

### What you must cover

**Before ticking the circles below, you must make sure that you have achieved 'What you must cover' in **all** the outcomes in which it occurs.**

#### Consultation techniques

Tick the consultation techniques used for each observation. You must use **all** types of consultation techniques.

	1	2	3	4		
Questioning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reference to client records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Necessary action

Tick the necessary action taken if it occurs during an observation. You must deal with at least **one** of the necessary actions, but you must prove to your assessor that you are able to deal with the other **two**.

	1	2	3	4		
Encouraging the client to seek medical advice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explaining why the service cannot not be carried out	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Modifying the service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Nail art techniques

Tick the type of nail art technique used for each observation. You must use **all** nail art techniques.

	1	2	3	4		
Coloured polishes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transfers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Glitters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foiling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flatstones	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rhinestones	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marbling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Striping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dotting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Freehand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**Aftercare advice**

Tick the aftercare advice provided in each observation.  
You must provide **all** types of aftercare advice.

	1	2	3	4		
Suitable aftercare products and their use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avoidance of activities which may cause contra-actions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommended time intervals in between nail services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Observation	1	2	3	4		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

Image courtesy of Professionals





# Comment form

## Unit N4

This form can be used to record oral questioning, or for assessor/candidate comments, if required.

### Comments

### Date

1

2

3

4

#### Hints and tips

*To maintain the nail art design, recommend the client purchases a top coat. This should be applied every two days to provide a protective glaze to the nail art design.*



*Nail art kits contain products at affordable prices for you to achieve many different looks.*



*The correct tools make all the difference to the finished look.*

# Knowledge sign-off sheet

## Unit N4 Carry out nail art services

### What you must know



Nail art

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You need to understand:

Evidence type

#### Organisational and legal requirements

1	your responsibilities under relevant health & safety legislation and the industry Code of Practice for Nail Services	E3
2	the importance of not discriminating against clients with illnesses and disabilities and why (eg Disability Discrimination Act)	E3
3	why it is important, when treating minors under 16 years of age, to have a parent or guardian present	E3
4	why minors should not be given services without informed and signed parental or guardian consent	E3
5	the legal significance of gaining signed, informed client consent to treatment	E3
6	the importance of and reasons for keeping records of clients, their services and gaining client signatures	E3
7	the importance of the correct storage of client records in relation to the Data Protection Act	E3
8	the possible risks to yourself of ineffective positioning of clients and how to avoid potential discomfort and injury to yourself	E3
9	why it is important to maintain standards of hygiene and the principles for avoiding cross-infection	E3
10	how to minimise and dispose of waste from services	E3
11	your salon services times for completing nail art services	E3
12	the importance of completing the service in a commercially viable time	E3
13	the salon pricing structures	E3

You will be assessed on your knowledge and understanding of **all** the following points. This will be completed by your assessor through oral questions (evidence type E3) and a mandatory test (E4). These will be online tests.

The form tells you which evidence type is needed for each point.

Some areas appear in more than one unit (shaded in darker pink). These are covered in a cross-unit knowledge test. You only need to be tested on these once.

Once you have been assessed on each point, you can fill in the date and reference any written evidence that you've put in your portfolio.

*Continues on next page*



# Knowledge sign-off sheet

## Unit N4 Carry out nail art services

### What you must know (continued)

You need to understand:	Evidence type
<b>How to work safely and effectively when providing nail art services</b>	
14 the type of personal protective equipment that should be available and used by yourself	E3
15 why it is important to use personal protective equipment	E3
16 what is contact dermatitis and how to avoid developing it when carrying out nail services	E3
17 how to prepare and use the tools and materials for the nail art service	E3
18 methods of disinfecting and sterilising tools and equipment	E3
19 how to maintain tools and materials in a clean and hygienic condition	E3
20 the importance of, and reasons for, disinfecting hands and how to do this effectively	E3
21 the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important	E3
22 how to effectively and safely position tools and materials for nail art services	E3
23 how to avoid potential discomfort and injury to yourself and the risks of poor positioning to clients	E3
24 the condition in which the work area should be left and why this is important	E3
<b>Consult, plan and prepare for the service with clients</b>	
25 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment	E3
26 how to give effective advice and recommendations to clients	E3

**Hints and tips**

*A modification when performing a nail art treatment could be that the client has short nails, which restricts the colour of polish and nail art design technique/application that would suit the nail.*

*Continues on next page*

You need to understand:	Evidence type
27 the questioning and listening skills you need in order to find out information	E3
28 how to conduct a nail and skin analysis	E3
29 the importance of questioning clients to establish any contra-indications to nail art services	E3
30 why it is important to record client responses to questioning	E3
31 why it is important to encourage and allow time for clients to ask questions	E3
32 the legal significance of client questioning and of recording the client's responses	E3
33 how to prepare service plans	E3
<b>Contra-indications and contra-actions</b>	
34 the types of conditions and disorders that may contra-indicate the service and why (eg fungal, bacterial, viral and parasitic infections to the skin and nails, severe nail separation, severe eczema, psoriasis, dermatitis and severely bitten nails)	E3
35 the types of conditions and disorders that may restrict the service and why (eg minor nail separation, minor eczema, psoriasis and dermatitis or damaged nails)	E3
36 the importance of, and reasons for, not naming specific contra-indications when referring clients to a general practitioner	E3
37 possible contra-actions which may occur during or after the nail art service	E3
<b>The structure and growth of nails</b>	
38 the structure of the nail unit (ie the nail plate, nail bed, matrix, cuticle, lunula, hyponychium, eponychium, nail wall, free edge)	E3
39 the process of nail growth (ie nail formation, growth rate, factors affecting growth, the effects of damage on growth, nail thickness)	E3
40 the structure and function of the skin (ie dermis, epidermis, subcutaneous layer, appendages)	E3
41 the skin characteristics and skin types of different ethnic client groups	E3



Nail art





# Knowledge sign-off sheet

## Unit N4 Carry out nail art services

### What you must know (continued)

You need to understand:	Evidence type
42 the different natural nail shapes you are likely to come across during nail art services (eg hook, spoon, fan)	E4
<b>Nail art services</b>	
43 the different techniques used within nail art services and how to carry them out	E3
44 the different types of nail art products and their use	E4
45 the different types of tools and how to use them	E4
46 the different style and themes of designs available	E3
47 selecting and combining colours to complement your design	E3
48 the limitations on the application of nail art designs due to the condition of clients' nails	E4
49 the maintenance requirements for nail art designs	E4
50 how to safely and effectively remove nail art designs	E4
<b>Aftercare advice for clients</b>	
51 aftercare and maintenance requirements for nail art services and why these are important	E3
52 products for home use that will benefit the client	E4
53 the contra-actions that could occur after nail services and what advice to give to clients	E4
54 how to deal with accidental damage	E3
55 the recommended time intervals for nail art services	E3
Tick if E3 was an online test	<input type="radio"/> Date
Tick if E4 was an online test	<input type="radio"/> Date
Tick if cross-unit knowledge was an online test	<input type="radio"/> Date



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