

# Nail Services





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*Candidate logbook*

Level 3 NVQ Diploma/SVQ 3 at SCQF level 6 in:

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# Nail Services

Name:

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City & Guilds enrolment number:

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Date registered with City & Guilds:

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Date enrolled with centre:

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Centre name:

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Centre number:

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Centre address:

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Centre contact:

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Assessor name:

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Internal Quality Assurer name:

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## Summary of unit achievement

By signing this summary of unit achievement we are confirming that all the performance criteria, ranges and essential knowledge and understanding requirements for these units have been completed and that the evidence is authentic and has been obtained under specified conditions for which certification is now requested.

Candidate name:

Candidate enrolment number:

Centre name:

Centre number:

## Qualification outcomes

Qualification outcomes	Date achieved	Assessor signature	Candidate signature	IQA signature (if sampled)
<b>Mandatory units</b>				
Unit G22 (036) Monitor procedures to safely control work operations				
Unit N6 (042) Enhance and maintain nails using UV gel				
Unit N7 (043) Enhance and maintain nails using liquid and powder				
<b>Optional units</b>				
Unit G11 (046) Contribute to the financial effectiveness of the business				
Unit N8 (044) Enhance and maintain nails using wraps				
Unit N9 (045) Plan and create nail art designs				
Unit N10 (047) Develop a range of creative nail images				
Unit N11 (049) Plan and provide airbrush designs for nails				
Unit N12 (050) Prepare and finish nail overlays using electric files				
Unit H32 (048) Contribute to the planning and implementation of promotional activities				

Note: City & Guilds unit numbers are shown in brackets. These numbers are to be used for results entry purposes, confirming achievement of units for which certification is requested.

IQA signature

Date

# Tracking your progress

Tracking your progress

5

## Mandatory units

### G22 Monitor procedures to safely control work operations

Observations 1 ☐

Outcomes achieved 1 ☐ 2 ☐

All Knowledge and understanding achieved ☐

Sign

Date

### N6 Enhance and maintain nails using UV gel

Observations 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Outcomes achieved 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

All 'What you must cover' achieved ☐

All Knowledge and understanding achieved ☐

Sign

Date

### N7 Enhance and maintain nails using liquid and powder

Observations 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Outcomes achieved 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

All 'What you must cover' achieved ☐

All Knowledge and understanding achieved ☐

Sign

Date

## Optional units

### G11 Contribute to the financial effectiveness of the business

Observations 1 ☐

Outcomes achieved 1 ☐ 2 ☐

All 'What you must cover' achieved ☐

All Knowledge and understanding achieved ☐

Sign

Date

### N8 Enhance and maintain nails using wraps

Observations 1 ☐ 2 ☐ 3 ☐

Outcomes achieved 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

All 'What you must cover' achieved ☐

All Knowledge and understanding achieved ☐

Sign

Date

### N9 Plan and create nail art designs

Observations 1 ☐ 2 ☐ 3 ☐

Outcomes achieved 1 ☐ 2 ☐ 3 ☐ 4 ☐

All 'What you must cover' achieved ☐

All Knowledge and understanding achieved ☐

Sign

Date

You may find it useful to keep track of how you're progressing through the units.

On the following two pages, you can tick off when you have achieved:

each observation

each outcome

all of 'What you must cover'

all the 'What you must know'

Once you have ticked this off, you will know you've achieved the unit and your assessor can check and sign. You can refer back to these pages at any time to see which units you have achieved and which still need to be achieved.

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## Optional units (continued)

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**N10 Develop a range of creative nail images**Observations 1 ☐Outcomes achieved 1 ☐ 2 ☐ 3 ☐All 'What you must cover' achieved ☐All Knowledge and understanding achieved ☐

Sign

Date

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**N11 Plan and provide airbrush designs for nails**Observations 1 ☐ 2 ☐ 3 ☐ 4 ☐Outcomes achieved 1 ☐ 2 ☐ 3 ☐ 4 ☐All 'What you must cover' achieved ☐All Knowledge and understanding achieved ☐

Sign

Date

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**N12 Prepare and finish nail overlays using electric files**Observations 1 ☐ 2 ☐Outcomes achieved 1 ☐ 2 ☐ 3 ☐All 'What you must cover' achieved ☐All Knowledge and understanding achieved ☐

Sign

Date

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**H32 Contribute to the planning and implementation of promotional activities**Observations 1 ☐Outcomes achieved 1 ☐ 2 ☐ 3 ☐All 'What you must cover' achieved ☐All Knowledge and understanding achieved ☐

Sign

Date

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# Complete list of units

## Mandatory units Credits

Unit G22 (036) Monitor procedures to safely control work operations	4
Unit N6 (042) Enhance and maintain nails using UV gel	10
Unit N7 (043) Enhance and maintain nails using liquid and powder	10

## Optional units

Unit G11 (046) Contribute to the financial effectiveness of the business	4
Unit N8 (044) Enhance and maintain nails using wraps	8
Unit N9 (045) Plan and create nail art designs	6
Unit N10 (047) Develop a range of creative nail images	5
Unit N11 (049) Plan and provide airbrush designs for nails	5
Unit N12 (050) Prepare and finish nail overlays using electric files	4
Unit H32 (048) Contribute to the planning and implementation of promotional activities	5

## Credit values

Each unit has a 'credit' value, where one credit is equal to 10 hours of notional learning time. So, every time you successfully complete a unit, you are awarded the credit (see list above). This means that if you ever wanted to build on your current qualification or change to a different qualification, your credits may count towards this. If you want to know more about what credits mean, ask your assessor.



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# G22 safely control work operations



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The salon should be a place where both staff and clients can be safe. Potential risks and hazards must be identified and dealt with promptly to avoid accidents. You should familiarise yourself with workplace policies and the health and safety information for all of

the treatments you carry out. As part of your training you will realise why hygiene is so highly regarded in the industry and that the best therapists pay as much attention to reducing risks to health and safety as they do to performing great treatments!



# Unit G22 (City & Guilds Unit 036)

## Monitor procedures to safely control work operations

### *Mandatory*

Image courtesy of Workwear World

10 Level 3 NVQ/SVQ Nail Services

**This unit has two outcomes.**

**Outcome 1**

**Check that health and safety instructions are followed**

**Outcome 2**

**Make sure that risks are controlled safely and effectively**

### Evidence requirements

The Common Evidence Requirements below are in addition to the ENTO Assessment Strategies approved by UKCG in February 2008.

The standards require evidence of consistent occupational competence, as defined by the standards, to be demonstrated through relevant work activities. A variety of assessment methods should be used to confirm competence. Assessment of knowledge should be integrated with the assessment of performance wherever possible and appropriate.

Monitoring the operation of workplace health and safety procedures is the legal responsibility of all senior staff in a salon, not just that of the manager or proprietor. These responsibilities extend beyond salon staff to all people entering the business eg clients, suppliers, contract cleaners, etc. Therefore, in the context of this unit, 'other people' includes not only other employees, but all those who have a reason to be on salon premises at any time.

Evidence for outcomes relating to 'other people', therefore, may be drawn from a wide base of possibilities eg politely instructing clients to hang coats in the place provided and stow their bags at reception to comply with workplace procedures to avoid obstructions and accidents in salon work areas; briefing a new starter on some aspect of workplace health and safety procedures (Outcome 1e).

All evidence must be derived from performance in the workplace or approved Realistic Working Environment conforming to current Habia criteria.

Image courtesy of Carlton Group (p 9)

Image courtesy of Carlton Group



*A range of products are needed to maintain good hygiene. Many are hazardous, so always use them safely!*



## What you must do

Your assessor will observe you on at least **one** occasion. You must carry out correctly all the things listed under 'What you must do' on the sign-off sheets that follow. Simulation is **not** allowed for any performance evidence within this unit as the outcomes can be demonstrated by a combination of assessment methods drawn from:

- Direct observation of the candidate in the workplace
- Witness testimony by colleagues and line managers of the candidate's successful performance of activities in the workplace
- Documentary and other product-based evidence
- A personal report by the candidate endorsed by colleagues
- Questions
- Discussion
- Professional discussion

## What you must cover

There is no 'What you must cover' for this unit.

## What you must know

You will be assessed on your knowledge of the points on page 16. This will be completed through written and oral questioning by your assessor, or by an online test.



*Keep equipment clean and stored safely at all times.*



## Useful words

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

**Contact dermatitis** A skin condition that can be sore, red and itchy.

**Disinfectant** A chemical solution used to kill the growth of bacteria when cleaning and sterilising tools and equipment in the salon.

**Hazard** Something with the potential to cause harm.

**Hazardous substances** A substance is hazardous if it could cause harm to the person who comes into contact with it. Some of the chemicals or cleaning products used in the salon could harm the skin if they come into contact with it.

**Health and safety legislation** Legally binding acts for reducing the risk of hazards and helping to provide a safe working environment. Refer to [www.hse.gov.uk](http://www.hse.gov.uk).

**Legal requirements** This affects the way the salon operates, how it is set up and maintained, the salon employees and working practices, eg COSHH.

**Personal Protective Equipment (PPE)** Equipment available for use in the workplace to protect you from harm and damage, eg gloves and an apron.

**Risk** The likelihood of a hazard occurring, eg if a spillage is left on the floor there is a greater risk of someone slipping.

**Safe working methods** Working in a way that will not increase the risk of someone in your workplace being injured.

**Workplace policy** Your salon will have rules about various procedures relating to health and safety, eg COSHH Regulations referring to the use of chemicals. These policies are often recorded in an employee handbook.



# Observation sign-off sheet

*Unit G22 Monitor procedures to safely control work operations*

## What you must do

Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **one** occasion.

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

#### Check that health and safety instructions are followed

- a Keep up-to-date with health and safety regulations and workplace instructions, making sure that information is from reliable sources
- b Conduct your monitoring of workplaces at agreed intervals and in accordance with workplace instructions
- c Confirm that worker health and safety competence is up-to-date
- d Confirm that the health and safety training needs of other people have been identified and met \*
- e Effectively communicate workplace instructions to other people and obtain feedback from them
- f Respond promptly to any breaches of health and safety instructions in a way which meets workplace and legal requirements \*\*

*Continues on next page*

#### Hints and tips

*Make sure you know what the health and safety symbols mean and how they relate to your day-to-day work*



- g Make recommendations for changes to workplace instructions to the responsible people \*\*\*
- h Maintain records relating to health and safety matters that
  - comply with legal and workplace requirements, and
  - are accessible to those who are authorised to use them



	1		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date			
Candidate signature			
Assessor signature			
IQA signature (if sampled)			
EQA 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

Continues on next page





# Observation sign-off sheet

*Unit G22 Monitor procedures to safely control work operations*

## What you must do (continued)

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### Outcome 2

#### **Make sure that risks are controlled safely and effectively**

- a Keep accurate and legible records of workplace risks identified or reported to you
- b Report the existence of hazards in accordance with workplace health and safety instructions \*
- c Confirm that appropriate precautions to control these risks have been agreed with the people responsible for health and safety
- d Confirm that the precautions are in accordance with legal and workplace health and safety instructions
- e Check that other people are aware of the risks and know the actions to be taken to minimise them
- f Review the operational controls to make sure that workplace hazards are eliminated or controlled
- g Report promptly and accurately any conflicts which still exist between workplace and legal requirements to the people responsible for health and safety \*\*



Achieved

Date

Candidate signature

Assessor signature

IQA signature (if sampled)

EQA signature (if sampled)

1		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* Covered by observation ☐ Date

Covered by oral questioning ☐ Date

\*\* Covered by observation ☐ Date

Covered by oral questioning ☐ Date



# Comment form

## Unit G22



Safely control work operations

15

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

### Comments

### Date

1


Image courtesy of Buttercups Uniforms (www.buttercupuniforms.com)



*Your personal presentation works as an advertisement for both you and your salon's professionalism!*

“

*You will regularly come into close contact with your clients, so to prevent cross-infection it is vital that your personal presentation and hygiene are constantly kept to the highest standards.*

Janice Brown

”



# Knowledge sign-off sheet

## *Unit G22 Monitor procedures to safely control work operations*

### What you must know

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**You will be assessed on your knowledge and understanding of **all** the following points. This will be completed by your assessor by asking you questions within a conversation (evidence type E3). This will be an online test. Your assessor will let you know how s/he intends to assess you.**

**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.**

You need to understand:		Evidence type
1	the employers' and employees' main legal responsibilities for health and safety in the workplace	E3
2	your responsibilities for health and safety as defined by any specific legislation covering your job role	E3
3	the scope of your job, your competency and capabilities	E3
4	the work areas and the people for whom you have responsibility	E3
5	the difference between a hazard and a risk	E3
6	the particular health and safety risks which may be present in your own job role and the precautions to take	E3
7	why you should remain alert to the presence of hazards in the workplace	E3
8	why you should promptly deal with or report hazards and risks in the workplace	E3
9	the specific health and safety arrangements covering your job role	E3
10	the health and safety instructions at your workplace	E3
11	how to keep health and safety records	E3
12	effective communication methods	E3
13	effective methods of monitoring other people's activities and communicating results	E3
14	agreed intervals for monitoring health and safety compliance	E3
15	hazard notices and alerts relevant to your work	E3
16	reliable sources of health and safety information	E3
Tick if E3 was an online test		<input type="radio"/> Date

# Supplementary notes

## Unit G22



Safely control work operations

17

Your assessor may use this space for any additional comments they may have about your work.

**Comment**

**Date**


## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

EQA signature (if sampled)

Date



Image courtesy of Walsall College; Photography by Andrew Buckle

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# UV Gel Nail Polishing Unit



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This unit is about providing services to enhance, maintain, repair and remove nails using UV gel, on the hands and feet. It covers consulting with the client to establish their requirements and recognising any contra-indications that may affect the service. It also covers

preparing and applying nail enhancements to cosmetically improve or camouflage nails using sculpting techniques, tip application and coloured UV gels. The ability to tailor the service and aftercare advice to suit individual client needs, is also required.





# Unit N6 (City & Guilds Unit 042)

## Enhance and maintain nails using UV gel *Mandatory*



UV gels

### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for enhancing and maintaining nails using UV gel.

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 **five** separate occasions, on at least **three** different clients, on a full set of nails. Your assessor will want to see you complete **one** sculpting using pink and white gel, **one** full set of coloured UV gel enhancements, **one** rebalance and repositioning of white product, **one** set of tips with French opaque overlays on a client that is a nail biter and **one** removal technique.

You must carry out 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 your work, all related health, safety and hygiene practices must be followed at all times.

This unit has seven outcomes.

**Outcome 1**  
Maintain safe and effective methods of working when enhancing, maintaining and removing UV gel nail enhancements

**Outcome 2**  
Consult, plan and prepare for the UV gel nail enhancement services

**Outcome 3**  
Sculpt and apply UV gel overlays

**Outcome 4**  
Apply tips and UV gel overlays

**Outcome 5**  
Maintain UV gel enhancements

**Outcome 6**  
Remove UV gel enhancements

**Outcome 7**  
Provide aftercare advice



# Unit N6 (City & Guilds Unit 042)

## Enhance and maintain nails using UV gel *Mandatory (continued)*

Image courtesy of Nail Systems International

22 Level 3 NVQ/SVQ Nail Services

### 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 treatment cannot be carried out

Modifying the treatment

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

#### **Worked on at least three of the seven nail shapes and conditions \*:**

Bitten

Hook

Ski jump

Discoloured, eg yellowing, stained, bruising and white spots

Fan

Mis-shapen

Split

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

#### **Dealt with at least three of the five problems with enhancements \*:**

Lifting of product

Cracking and splitting of product

Loss of artificial nail structure

Discolouration of product

Damage of natural nails

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

#### **Worked with all UV gel colours:**

Opaque

Pink and white (French finish)

Colour

#### **Dealt with all nail maintenance techniques:**

Infill

Rebalance

Reposition of white tip product

Replacement of overlay

Repair of overlay

#### **Covered one of the two removal techniques:**

Chemical

Manual.

#### **Provided all types of advice:**

Suitable aftercare products and their use

Avoidance of activities which may cause contra-actions

Recommended time intervals in between UV gel nail enhancements

“

*Educate your clients about the care and maintenance of their nails. It will guarantee your success.*

Carole Whitehead

”



## What you must know

You will be assessed on your knowledge of the following:

Organisational and legal requirements

How to work safely and effectively when providing enhancements, maintenance and removal of UV gel nail enhancements

Consult, plan and prepare for the treatment with clients

Contra-indications and contra-actions

Anatomy and physiology

UV gel nail service

Maintenance and repair

Aftercare advice for clients

This will be completed through written and oral questioning by your assessor, or by an online test. For details of what you must know, see pages 39–43.



UV gels

## Useful words

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

**Acetone** A colourless liquid used in some nail varnish removers and for the removal of enhancements. Commonly known as tip remover.

**Cosmetic enhancement** An application technique which improves the appearance of a damaged nail.

**Infill** An infill is a short service, usually performed every two weeks to fill the forward growth at the cuticle area – also known as zone 3.

**Lifting** A term used when an overlay has not bonded to the natural nail plate correctly.

**Personal Protective Equipment (PPE)** This is clothing and/or equipment designed to protect the wearer from personal injury.

**Rebalance** A rebalance is usually performed every four weeks. All three zones of the nail are redefined and the overlay is replaced.

**Repair** A repair refers to a single nail enhancement, which may have been damaged before a maintenance service is due.

**Stress area** Also known as zone 2, this is where the overlay should be the thickest to ensure it is strong enough to resist breakage.





# Observation sign-off sheet

## Unit N6 Enhance and maintain nails using UV gel

### What you must do

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Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **five** separate occasions (on at least **three** different clients, on a full set of nails). Your assessor will want to see you have applied **one** sculpting using pink and white gel, **one** full set of coloured UV gel enhancement, **one** rebalance and repositioning of white product, **one** set of tips with French opaque overlays on a client that is a nail biter and **one** removal technique.

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 enhancing, maintaining and removing UV gel nail enhancements 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 equipments are cleaned using the correct methods
- e Effectively disinfecting your hands prior to nail services
- f Selecting and correctly positioning suitable equipment, materials and products for the nail services
- g Ensuring your own posture and position minimises fatigue and the risk of injury whilst working
- h Ensuring the client is in a comfortable and relaxed position that permits access and minimises the risk of injury to you and the client
- i Using chemicals in a safe manner without risk of overexposure to self and clients
- j Taking appropriate and prompt remedial action where contra-actions occur during the course of the nail service \*
- k Disposing of waste correctly to meet local authority requirements and the industry Code of Practice for Nail Services

*Continues on next page*



- l Ensuring that the service is cost effective and is carried out within a commercially viable time
- m Leaving the work area and equipment in a condition suitable for further nail services
- n Ensuring the client's records are up-to-date, accurate, easy to read and signed by the client and technician



UV gels

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							

- \* Covered by observation ☐ Date
- Covered by oral questioning ☐ Date

*Continues on next page*

#### Hints and tips

*Remember that continual filing will cause a heat build-up on the nail plate, so regularly lift the file off the nail plate.*





# Observation sign-off sheet

## Unit N6 Enhance and maintain nails using UV gel

### What you must do (continued)

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#### Outcome 2

##### Consult, plan and prepare for the UV gel nail enhancement services by:

- a Using **consultation techniques** in a polite and friendly manner to record the service 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 services
- f Accurately recording your client's responses to questioning
- g Taking the **necessary action** in response to any identified contra-indications \*\*\*
- h Encouraging clients to ask questions to clarify any points
- i Ensuring client advice is given without reference to a specific medical condition and without causing undue alarm and concern \*\*\*\*
- j Effectively disinfecting the area to be treated
- k Effectively removing any existing nail polish or nail enhancements to restore the nails to a natural condition, if required
- l Accurately identifying the condition of the nails and skin

*Continues on next page*



Image courtesy of iStockphoto.com/Vlingva

- m Accurately identifying any corrective work to suit the client's natural **nail shape and condition**
- n Explaining your assessment of the client's nail and skin condition in a clear way to help their understanding
- o Recommending nail enhancements to suit the client's **nail shape and condition**
- p Agreeing the service and outcomes that are acceptable to your client and meet their needs



UV gels

27

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							

*Continues on next page*

* 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

#### Hints and tips

*Failure to correctly prepare the nail plate will always cause lifting of the overlay.*







# Observation sign-off sheet

## *Unit N6 Enhance and maintain nails using UV gel*

### What you must do (continued)

28 Level 3 NVQ/SVQ Nail Services

#### Outcome 3

##### **Sculpt and apply UV gel overlays by:**

- a Removing skin debris to leave the cuticle neat and undamaged
- b Filing the free edge to achieve the required shape and length
- c Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
- d Effectively customising and fitting the sculpting form to ensure correct shape and product placement, if required
- e Adapting and combining **UV gel colours** and techniques to effectively cosmetically enhance **nail shapes and conditions**
- f Applying UV gel layers in the correct sequence, leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions
- g Ensuring that the timing of the UV curing meets manufacturer's instructions
- h Removing surface residue using manufacturer's recommended materials, at the correct stage in the process

*Continues on next page*

“

*Learn all you can about nails and the chemical processes involved in applying artificial nails. Every client is different but with expert knowledge you will be able to solve any problem a client presents you with.*

Marian Newman

”

- i Using buffing and filing techniques effectively to leave the nail balanced to the required shape and length
- j Ensuring the enhancement is effectively sealed following the manufacturer's instructions
- k Ensuring the finished nail enhancements are to the client's satisfaction and meets the agreed service plan



UV gels

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							

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#### Hints and tips

*The use of opaque products can disguise unsightly damage to the nail plate because they are difficult to see through.*



# Observation sign-off sheet

## *Unit N6 Enhance and maintain nails using UV gel*

### What you must do (continued)

30 Level 3 NVQ/SVQ Nail Services



#### Outcome 4

##### **Apply tip and UV gel overlays by:**

- a Removing skin debris to leave the cuticle neat and undamaged
- b Filing the free edge to achieve the required shape and length
- c Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
- d Selecting the correct tip size and customising it to suit the client's natural nail
- e Correctly adhering tip to the natural nail to ensure longevity
- f Ensuring the cutting, shaping and position of unblended tips suits the client's natural nail shape, if required
- g Ensuring the cutting, shaping and blending of tips causes no damage to the natural nail and is undetectable, if required
- h Dehydrating the natural nail to ensure maximum adhesion of overlay
- i Applying gel layers in the correct sequence, leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions
- j Adapting and combining **UV gel colours** and techniques to effectively cosmetically enhance **nail shapes and conditions**
- k Ensuring that timing of UV curing meets with manufacturer's instructions
- l Removing surface residue using manufacturer's recommended materials, at the correct stage in the process

Image courtesy Nail Systems International

*Continues on next page*



- m Using buffing and filing techniques effectively to leave the nail balanced to the required shape and length
- n Ensuring enhancement is sealed according to manufacturer's instructions
- o Ensuring the finished nail enhancements are to the client's satisfaction and meets the agreed service plan



Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							

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Image courtesy of Nails at Work



# Observation sign-off sheet

## Unit N6 Enhance and maintain nails using UV gel

### What you must do (continued)

32 Level 3 NVQ/SVQ Nail Services



#### Outcome 5

##### Maintain UV gel enhancements by:

- Accurately identifying and resolving any **problems** with the nail enhancements
- Removing skin debris to leave the cuticle neat and undamaged
- Filing the free edge to achieve the required shape and length
- Ensuring the exposed natural nail is cleaned and dehydrated prior to **nail maintenance**
- Correctly using **nail maintenance techniques** to restore the nail enhancement to its original condition, following manufacturer's instructions
- Leaving the finished nails with an even and clearly defined smile line, if required
- Ensuring the finished nail enhancements are to the client's satisfaction and meets the agreed service plan

Image courtesy of Calgel

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continues on next page

## Outcome 6

### Remove UV gel enhancements by:

- Using UV gel **removal** techniques safely and effectively, following manufacturer's instructions
- Ensuring the natural nail plate and surrounding skin is undamaged and free from product
- Ensuring the finished result is to the clients satisfaction and meets the agreed service plan



UV gels

33

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							

## Outcome 7

### Provide advice by:

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

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							



# Observation sign-off sheet

## Unit N6 Enhance and maintain nails using UV gel

### 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.

Tick the consultation techniques used for each observation.

You must use **all** types of consultation techniques.

#### Consultation techniques

Questioning

Visual

Manual

Reference to client records

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<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**.

Encouraging the client to seek medical advice

Explaining why the treatment cannot be carried out

Modifying the treatment

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*





## Nail shapes and conditions

Tick the nail shapes and conditions worked on if they occur during an observation.

You must work on at least **three** of the nail shapes and conditions, but you must prove to your assessor that you are able to work on the other **four**.

	1	2	3	4	5		
Bitten	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ski jump	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discoloured, eg yellowing, stained, bruising and white spots	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mis-shapen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Split	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Problems

Tick the problems identified and dealt with if they occur during an observation.

You must identify and correct at least **three** of the problems, but you must prove to your assessor that you are able to deal with the other **two**.

	1	2	3	4	5		
Lifting of product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cracking and splitting of product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loss of artificial nail structure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discolouration of product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Damage of natural nails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## UV gel colours

Tick the UV gel colours used for each observation.

You must have worked with **all** UV gel colours.

	1	2	3	4	5		
Opaque	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pink and white (French finish)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Colour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





# Observation sign-off sheet

## Unit N6 Enhance and maintain nails using UV gel

### What you must cover (continued)

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#### Nail maintenance techniques

Infill
Rebalance
Reposition of white tip product
Replacement of overlay
Repair of overlay

Tick the maintenance techniques used during an observation.

You must deal with **all** nail maintenance techniques.

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Removal

Tick the removal techniques used for each observation.

You must cover at least **one** of the removal techniques, but you must prove to your assessor that you are able to use the other **one**.

Chemical
Manual

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*





## Advice

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

	1	2	3	4	5		
Suitable aftercare products and their use	<input type="radio"/>	<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"/>	<input type="radio"/>
Recommended time intervals in between UV gel nail enhancements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							

“

*It is very important to always give your client good aftercare advice, and ensure your client keeps up the care of their nails in-between appointments.*

Jo Shirley

”



# Comment form

## Unit N6

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

### Comments

### Date

1

2

3

4

5

### Hints and tips

*Always make sure that your working area is suitably ventilated when using strong chemicals.*



Image courtesy of Calgel

# Knowledge sign-off sheet

## Unit N6 Enhance and maintain nails using UV gel

### What you must know



UV gels

39

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
- 2 the importance of not discriminating against clients with illnesses and disabilities and why (eg Disability Discrimination Act)
- 3 why it is important, when treating minors under 16 years of age, to have a parent or guardian present
- 4 why minors should not be given services without informed and signed parental or guardian consent
- 5 the legal significance of gaining signed, informed client consent to treatment
- 6 the importance and reasons for keeping records of clients, their services and gaining client signatures
- 7 the importance of the correct storage of client records in relation to the Data Protection Act
- 8 the possible risks to yourself of ineffective positioning of clients and how to avoid potential discomfort and injury to yourself
- 9 why it is important to maintain standards of hygiene and the principles for avoiding cross-infection
- 10 how to minimise and dispose of waste from UV gel nail enhancement services

- 11 your salon services times and the importance of completing nail services in a commercially viable time

- 12 the salon pricing structures for UV gel enhancements

#### How to work safely and effectively when providing enhancements, maintenance and removal of UV gel nail enhancements

- 13 the type of personal protective equipment that should be available and used by yourself
- 14 why it is important to use personal protective equipment
- 15 what is contact dermatitis and how to avoid developing it when carrying out enhancement, maintenance and removal of UV gel

E3

E3

E3

E3

E3

E3

E3

E3

E3

E3

E3

E3

E3

E3

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 blue). 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 N6 Enhance and maintain nails using UV gel

### What you must know (continued)

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You need to understand:	Evidence type
16 how to prepare, use and maintain tools, equipment and materials for the UV gel nail enhancements	E3
17 methods of disinfecting and sterilising tools and equipment	E3
18 the importance and reasons for using the correct UV wattage and curing times	E3
19 the importance of, and reasons for, disinfecting hands and how to do this effectively	E3
20 the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important	E3
21 how to effectively and safely position tools and materials for the nail service	E3
22 how to avoid potential discomfort and injury to yourself and the risks of poor positioning to clients	E3
23 the condition in which the work area should be left and why this is important	E3
<b>Consult, plan and prepare for the treatment with clients</b>	
24 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment	E3
25 how to give effective advice and recommendations to clients	E3
26 the questioning and listening skills you need in order to find out information	E3
27 how to conduct a nail and skin analysis	E3
28 the importance of questioning clients to establish any contra-indications to UV gel enhancements	E3
29 why it is important to record client responses to questioning	E3
30 the legal significance of client questioning and of recording the client's responses	E3
31 how to prepare service plans	E3

#### Hints and tips

*Always graduate from medium (180 grit) to fine (240 grit) and beyond when filing to create a perfect, smooth gleaming finish.*

*Continues on next page*

You need to understand:	Evidence type
32 why it is important to encourage and allow time for clients to ask questions	E3
<b>Contra-indications and contra-actions</b>	
33 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 or damage, severe eczema, psoriasis and dermatitis)	E3
34 the types of conditions and disorders that may restrict the service and why (eg minor nail separation, minor eczema, psoriasis and dermatitis, severely bitten or damaged nails, unknown swelling and redness)	E4
35 the importance of questioning clients to establish any contra-indications to nail services	E3
36 the importance of, and reasons for, not naming specific contra-indications when referring clients to a general practitioner	E3
37 the contra-actions which may occur during or after the service and how to deal with them (eg allergic reactions, overexposure and exo-thermic reaction, bacterial infections, nail separation, lifting of product, premature loss of extension)	E4
<b>Anatomy and physiology</b>	
38 the structure of the nail unit (ie the nail plate, nail bed, matrix, cuticle, lunula, hyponychium, eponychium, perionychium, free edge, the lateral nail fold)	E4
39 the process of nail growth (ie nail formation, growth rate, factors affecting growth, the effects of damage on growth, nail thickness)	E4
40 the structure and function of the skin (ie dermis, epidermis, subcutaneous layer, appendages)	E4
41 the different natural nail shapes you are likely to come across during UV gel services and how this can affect your service plan (eg hook, spoon, fan and bitten)	E4
<b>UV gel nail service</b>	
42 the chemical composition of UV gel	E4
43 the chemical reaction that takes place during the curing process for UV gel	E4
44 the different types of gel products available and their uses (eg top coats, sealers, builders)	E4
45 the importance of using the correct methods and techniques to avoid overexposure	E3
46 the critical differences in application and process for gel, wraps, liquid and powder	E4



UV gels







# Knowledge sign-off sheet

## Unit N6 Enhance and maintain nails using UV gel

### What you must know (continued)

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You need to understand:	Evidence type
47 the importance of knowing what type of primer or bonding agent to use and when	E4
48 how to adapt UV gel application techniques to meet the nail shapes and conditions on the hands and feet in the range	E3
49 the different UV gel products and techniques to cosmetically enhance nail shapes and conditions in the range	E3
50 the range and use of overlay systems available (ie gel, wrap, powder and liquid)	E3
51 how natural nail shapes affect the nail enhancement service plan	E3
52 the importance of natural nail preparation prior to nail enhancement services	E3
53 the importance of preparation and safe use of files and buffers to prevent nail and skin damage (eg grit, grip and pressure)	E3
54 how to select and use files and buffers for nail enhancement services	E3
55 the action of nail enhancement products on nails, cuticle and skin	E4
56 how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue	E4
57 why it is important to leave a free margin around the cuticle and side wall area	E4
58 the importance of achieving maximum strength, appearance and longevity by use of correct nail balance and shaping	E3
59 the importance of choosing the correct size and type of tip	E4
60 the advantages and disadvantages of using blended and unblended tips	E4
61 the different types of sculpting forms available and how to use them	E4
62 the importance of correct tip application and blending	E4



Image courtesy of Calgel

Continues on next page

You need to understand:	Evidence type
<b>Maintenance requirements</b>	
63 the techniques for repairing natural nails including splits, cracks, flaking and breakages	E4
64 the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration	E4
65 the factors that influence maintenance requirements for the UV gel system	E3
66 the importance of selecting and carrying out the correct removal techniques for the UV gel system	E3
<b>Aftercare advice for clients</b>	
67 aftercare, maintenance and removal requirements for UV gel nail enhancements	E4
68 recommended intervals between UV gel nail enhancement services	E4
69 the contra-actions that could occur after nail services and what advice to give to clients	E3
70 suitable home care products and how to apply them	E3
71 how to deal with accidental damage	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



UV gels

#### Hints and tips

*Paper forms are very versatile; two can be joined together for extra large nail plates.*





# Supplementary notes

## Unit N6

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Your assessor may use this space for any additional comments they may have about your work.

Comment

Date

## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

EQA signature (if sampled)

Date

---

# N7 using liquid and powder



This unit is about providing services to enhance, maintain, repair and remove nails, on the hands and feet, using liquid and powder. It covers consulting with the client to establish their requirements and recognising any contra-indications that may affect the service. It also covers

preparing and applying nail enhancements to cosmetically improve or camouflage nails using sculpting techniques, tip application and coloured powders. The ability to tailor the service and aftercare advice to suit individual client needs, is also required.



# Unit N7 (City & Guilds Unit 043)

## Enhance and maintain nails using liquid and powder

### *Mandatory*

### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for enhancing and maintaining nails using liquid and powder.

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 **five** separate occasions, on at least **three** different clients, on a full set of nails. Your assessor will want to see you complete **one** sculpting using pink and white powder, **one** full set of coloured powder enhancements, **one** rebalance and repositioning of white powder, **one** set of tips with French opaque overlays on a client that is a nail biter and **one** removal technique.

You must carry out 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 your work, all related health, safety and hygiene practices must be followed at all times.



Liquid and powder

This unit has seven outcomes.

**Outcome 1**  
Maintain safe and effective methods of working when enhancing, maintaining and removing liquid and powder nail enhancements

**Outcome 2**  
Consult, plan and prepare for the liquid and powder nail enhancement services

**Outcome 3**  
Sculpt and apply liquid and powder overlays

**Outcome 4**  
Apply tips and liquid and powder overlays

**Outcome 5**  
Maintain liquid and powder enhancements

**Outcome 6**  
Remove liquid and powder enhancements

**Outcome 7**  
Provide aftercare advice





## Unit N7 (City & Guilds Unit 043)

### Enhance and maintain nails using liquid and powder

#### *Mandatory (continued)*

Image courtesy of Nail Systems International

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#### 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 treatment cannot be carried out

Modifying the treatment

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

##### **Worked on at least three of the seven nail shapes and conditions \*:**

Bitten

Hook

Ski jump

Discoloured, eg yellowing, stained, bruising and white spots

Fan

Mis-shapen

Split

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

##### **Dealt with at least three of the five problems with enhancements \*:**

Lifting of product

Cracking and splitting of product

Loss of artificial nail structure

Discolouration of product

Damage of natural nails

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

##### **Used all of the following liquid and powder colours:**

Opaque

Pink and white (French finish)

Colour

##### **Dealt with all of the following nail maintenance techniques:**

Infill

Rebalance

Reposition of white tip product

Replacement of overlay

Repair of overlay

##### **Covered one of the following techniques of removal:**

Chemical

Manual

##### **Provide all types of advice:**

Suitable aftercare products and their use

Avoidance of activities which may cause contra-actions

Recommended time intervals in between liquid and powder nail enhancements

“

*Educate your clients about the care and maintenance of their nails. It will guarantee your success.*

Carole Whitehead

”

## What you must know

You will be assessed on your knowledge of the following:

Organisational and legal requirements

How to work safely and effectively when providing enhancements, maintenance and removal of liquid and powder nail enhancements

Consult, plan and prepare for the treatment with clients

Contra-indications and contra-actions

Anatomy and physiology

Liquid and powder nail service

Maintenance and repair

Aftercare advice for clients

This will be completed through written and oral questioning by your assessor, or by an online test. For details of what you must know, see pages 65–69.



Liquid and powder

## Useful words

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

**Acetone** A colourless liquid used in some nail varnish removers and for the removal of enhancements. Commonly known as tip remover.

**Cosmetic enhancement** An application technique which improves the appearance of a damaged nail.

**Infill** An infill is a short service, usually performed every two weeks to fill the forward growth at the cuticle area – also known as zone 3.

**Lifting** A term used when an overlay has not bonded to the natural nail plate correctly.

**Personal Protective Equipment (PPE)** This is clothing and/or equipment designed to protect the wearer from personal injury.

**Rebalance** A rebalance is usually performed every four weeks. All three zones of the nail are redefined and the overlay is replaced.

**Repair** A repair refers to a single nail enhancement, which may have been damaged before a maintenance service is due.

**Stress area** Also known as zone 2, this is where the overlay should be the thickest to ensure it is strong enough to resist breakage.





# Observation sign-off sheet

## *Unit N7 Enhance and maintain nails using liquid and powder*

### What you must do

50 Level 3 NVQ/SVQ Nail Services

Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **five** separate occasions (on at least **three** different clients, on a full set of nails). Your assessor will want to see you have applied **one** sculpting using pink and white gel, **one** full set of coloured powder enhancement, **one** rebalance and repositioning of white product, **one** set of tips with French opaque overlays on a client that is a nail biter and **one** removal technique.

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 enhancing, maintaining and removing liquid and powder nail enhancements 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 equipments are cleaned using the correct methods
- e Effectively disinfecting your hands prior to nail services
- f Selecting and correctly positioning suitable equipment, materials and products for the nail services
- g Ensuring your own posture and position minimises fatigue and the risk of injury whilst working
- h Ensuring the client is in a comfortable and relaxed position that permits access and minimises the risk of injury to you and the client
- i Using chemicals in a safe manner without risk of overexposure to self and clients
- j Taking appropriate and prompt remedial action where contra-actions occur during the course of the nail service \*
- k Disposing of waste correctly to meet local authority requirements and the industry Code of Practice for Nail Services



*Continues on next page*

- l Ensuring that the service is cost effective and is carried out within a commercially viable time
- m Leaving the work area and equipment in a condition suitable for further nail services
- n Ensuring the client's records are up-to-date, accurate, easy to read and signed by the client and technician



Liquid and powder

51

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							

*Continues on next page*

- \* Covered by observation ☐ Date
- Covered by oral questioning ☐ Date



#### Hints and tips

*Remember that continual filing will cause a heat build-up on the nail plate, so regularly lift the file off the nail plate.*



# Observation sign-off sheet

*Unit N7 Enhance and maintain nails using liquid and powder*

## What you must do (continued)

52 Level 3 NVQ/SVQ Nail Services

### Outcome 2

#### Consult, plan and prepare for the liquid and powder nail enhancement services by:

- a Using **consultation techniques** in a polite and friendly manner to record the service 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 services
- f Accurately recording your client's responses to questioning
- g Taking the **necessary action** in response to any identified contra-indications \*\*\*
- h Encouraging clients to ask questions to clarify any points
- i Ensuring client advice is given without reference to a specific medical condition and without causing undue alarm and concern \*\*\*\*
- j Effectively disinfecting the area to be treated
- k Effectively removing any existing nail polish or nail enhancements to restore the nails to a natural condition, if required
- l Accurately identifying the condition of the nails and skin

Image courtesy of Creative Nail Design



“

*Ensure that clients are re-booked for maintenance treatments every two to three weeks to keep their nail enhancements in tip-top condition.*

Bev Braisdell

”

*Continues on next page*



- m Identifying any corrective work to suit the client's natural **nail shape and condition**
- n Explaining your assessment of the client's nail and skin condition in a clear way to help their understanding
- o Recommending nail enhancements to suit the client's **nail shape and condition**
- p Agreeing the service and outcomes that are acceptable to your client and meet their needs



Liquid and powder

53

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA 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*

#### Hints and tips

*Failure to correctly prepare the nail plate will always cause lifting of the overlay.*







*Unit N7 Enhance and maintain nails using liquid and powder*

## Outcome 3

- a Removing skin debris to leave the cuticle neat and undamaged
- b Filing the free edge to achieve the required shape and length
- c Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
- d Effectively customising and fitting the sculpting form to ensure correct shape and product placement
- e Ensuring that the liquid and powder ratio is in accordance with manufacturer's instructions
- f Adapting and combining **liquid and powder colours** and techniques to effectively cosmetically enhance **nail shapes and conditions**
- g Applying the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions

*Continues on next page*

Image courtesy of Central Sussex College



“

*Learn all you can about nails and the chemical processes involved in applying artificial nails. Every client is different but with expert knowledge you will be able to solve any problem a client presents you with.*

Marian Newman

“

- h Using filing techniques to leave the nail balanced to the required shape and length
- i Using buffing techniques correctly to create a high shine finish
- j Ensuring the finished nail enhancements are to the client's satisfaction and meets the agreed service plan



Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*



Hints and tips

*The use of opaque products can disguise unsightly damage to the nail plate because they are difficult to see through.*



# Observation sign-off sheet

## Unit N7 Enhance and maintain nails using liquid and powder

### What you must do (continued)

56 Level 3 NVQ/SVQ Nail Services

#### Outcome 4

##### Apply tips and liquid and powder overlays by:

- a Removing skin debris to leave the cuticle neat and undamaged
- b Filing the free edge to achieve the required shape and length
- c Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
- d Selecting the correct tip size and customising it to suit the client's natural nail
- e Correctly adhering tip to the natural nail to ensure longevity
- f Ensuring the cutting, shaping and position of unblended tips suits the client's natural nail shape, if required
- g Ensuring the cutting, shaping and blending of tips causes no damage to the natural nail and is undetectable, if required
- h Preparing the natural nail surface, prior to liquid and powder application
- i Applying the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions
- j Adapting and combining **liquid and powder colours** and techniques to effectively cosmetically enhance **nail shapes and conditions**

*Continues on next page*

“

*It is very important to always give your client good aftercare advice, and ensure your client keeps up the care of their nails in-between appointments.*

Jo Shirley

”

- k Using filing techniques to leave the nail balanced to the required shape and length
- l Using buffing techniques correctly to create a high shine finish
- m Ensuring the finished nail enhancements are to the client's satisfaction and meets the agreed service plan



Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							

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# Observation sign-off sheet

*Unit N7 Enhance and maintain nails using liquid and powder*

**What you must do (continued)**

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## Outcome 5

**Maintain liquid and powder enhancements by:**

- Accurately identifying and resolving any **problems** with the nail enhancements
- Removing skin debris to leave the cuticle neat and undamaged
- Filing the free edge to achieve the required shape and length
- Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
- Ensuring the exposed natural nail is cleaned and dehydrated prior to **nail maintenance**
- Correctly using **nail maintenance** techniques to restore the nail enhancement to its original condition, following manufacturer's instructions
- Leaving the finished nails with an even and clearly defined smile line, if required
- ensuring the finished nail enhancements are to the client's satisfaction and meets the agreed service plan

Image courtesy of Calgel

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*

## Outcome 6

### Remove liquid and powder enhancements by:

- Using liquid and powder **removal** techniques safely and effectively, following manufacturer's instructions
- Ensuring the natural nail plate and surrounding skin is undamaged and free from product
- Ensuring the finished result is to the client's satisfaction and meets the agreed service plan



Liquid and powder

59

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							

## Outcome 7

### Provide advice by:

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

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							





# Observation sign-off sheet

*Unit N7 Enhance and maintain nails using liquid and powder*

## What you must cover

60 Level 3 NVQ/SVQ Nail Services

### Consultation techniques

Questioning

Visual

Manual

Reference to client records

**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.**

Tick the consultation techniques used for each observation.

You must use **all** types of consultation techniques.

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<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**.

Encouraging the client to seek medical advice

Explaining why the treatment cannot be carried out

Modifying the treatment

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*





## Nail shapes and conditions

Tick the nail shapes and conditions worked on if they occur during an observation.

You must work on at least **three** of the nail shapes and conditions, but you must prove to your assessor that you are able to work on the other **four**.

	1	2	3	4	5		
Bitten	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ski jump	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discoloured, eg yellowing, stained, bruising and white spots	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mis-shapen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Split	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Problems

Tick the problems dealt with if they occur during an observation.

You must deal with at least **three** of the problems, but you must prove to your assessor that you are able to deal with the other **two**.

	1	2	3	4	5		
Lifting of product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cracking and splitting of product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loss of artificial nail structure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discolouration of product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Damage of natural nails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*



# Observation sign-off sheet

## Unit N7 Enhance and maintain nails using liquid and powder

### What you must cover (continued)

62 Level 3 NVQ/SVQ Nail Services

#### Liquid and powder colours

Opaque

Pink and white  
(French finish)

Colour

Tick the liquid and powder colours used for each observation.

You must use **all** liquid and powder colours.

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Nail maintenance techniques

Infill

Rebalance

Reposition of white tip  
product

Replacement of overlay

Repair of overlay

Tick the nail maintenance and repair techniques used if they occur during an observation.

You must deal with **all** nail maintenance and repair techniques.

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Removal

Tick the removal techniques used for each observation.

You must cover at least **one** of the removal techniques, but you must prove to your assessor that you are able to use the other **one**.

Chemical

Manual

1	2	3	4	5		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*



## Advice

Tick the types of aftercare advice provided in each observation.

You must provide **all** types of aftercare advice.

	1	2	3	4	5		
Suitable aftercare products and their use	<input type="radio"/>	<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"/>	<input type="radio"/>
Recommended time intervals in between between liquid and powder nail enhancements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Observation	1	2	3	4	5		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date							
Candidate signature							
Assessor signature							
IQA signature (if sampled)							
EQA signature (if sampled)							



# Comment form

## Unit N7

64 Level 3 NVQ/SVQ Nail Services

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

### Comments

### Date

1

2

3

4

5

### Hints and tips

*Always make sure that your working area is suitably ventilated when using strong chemicals.*



Image courtesy of Calgel

# Knowledge sign-off sheet

## Unit N7 Enhance and maintain nails using liquid and powder

### What you must know



Liquid and powder

65

You need to understand:	Evidence type
<b>Organisational and legal requirements</b>	
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 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 liquid and powder nail enhancement services	E3
11 your salon services times and the importance of completing nail services in a commercially viable time	E3
12 the salon pricing structures for liquid and powder enhancements	E3
<b>How to work safely and effectively when providing enhancements, maintenance and removal of of liquid and powder nail enhancements</b>	
13 the type of personal protective equipment that should be available and used by yourself	E3
14 why it is important to use personal protective equipment	E3
15 what is contact dermatitis and how to avoid developing it when carrying out enhancement, maintenance and removal of liquid and powder	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 blue). 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 N7 Enhance and maintain nails using liquid and powder

### What you must know (continued)

66 Level 3 NVQ/SVQ Nail Services

You need to understand:	Evidence type
16 how to prepare, use and maintain tools, equipment and materials for the liquid and powder nail enhancements	E3
17 methods of disinfecting and sterilising tools and equipment	E3
18 the importance of, and reasons for, disinfecting hands and how to do this effectively	E3
19 the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important	E3
20 how to effectively and safely position tools and materials for the nail service	E3
21 how to avoid potential discomfort and injury to yourself and the risks of poor positioning to clients	E3
22 the condition in which the work area should be left and why this is important	E3
<b>Consult, plan and prepare for the treatment with clients</b>	
23 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment	E3
24 how to give effective advice and recommendations to clients	E3
25 the questioning and listening skills you need in order to find out information	E3
26 how to conduct a nail and skin analysis	E3
27 the importance of questioning clients to establish any contra-indications to liquid and powder enhancements	E3
28 why it is important to record client responses to questioning	E3
29 the legal significance of client questioning and of recording the client's responses	E3
30 how to prepare service plans	E3
31 encouraging clients to ask questions to clarify any points	

#### Hints and tips

*Always graduate from medium (180 grit) to fine (240 grit) and beyond when filing to create a perfect, smooth gleaming finish.*

*Continues on next page*

You need to understand:	Evidence type
32 ensuring client advice is given without reference to a specific medical condition and without causing undue alarm and concern	E3
<b>Contra-indications and contra-actions</b>	
33 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 or damage, severe eczema, psoriasis and dermatitis)	E4
34 the types of conditions and disorders that may restrict the service and why (eg minor nail separation, minor eczema, psoriasis and dermatitis, severely bitten or damaged nails, unknown swelling and redness)	E4
35 the importance of questioning clients to establish any contra-indications to nail services	E3
36 the importance of, and reasons for, not naming specific contra-indications when referring clients to a general practitioner	E3
37 the contra-actions which may occur during or after the service and how to deal with them (eg allergic reactions, overexposure and exo-thermic reaction, bacterial infections, nail separation, lifting of product, premature loss of extension)	E4
<b>Anatomy and physiology</b>	
38 the structure of the nail unit (ie the nail plate, nail bed, matrix, cuticle, lunula, hyponychium, eponychium, perionychium, free edge, the lateral nail fold)	E4
39 the process of nail growth (ie nail formation, growth rate, factors affecting growth, the effects of damage on growth, nail thickness)	E4
40 the structure and function of the skin (ie dermis, epidermis, subcutaneous layer, appendages)	E4
41 the different natural nail shapes you are likely to come across during liquid and powder services and how this can affect your service plan (eg hook, spoon, fan and bitten)	E4
<b>Liquid and powder nail service</b>	
42 the chemical composition of liquid and powder	E4
43 the chemical reaction that takes place during the curing process for liquid and powder	E4
44 the importance of using the correct methods and techniques to avoid overexposure	E4
45 the critical differences in application and process for gel, wraps, liquid and powder	E3



Liquid and powder

67

#### Hints and tips

*Paper forms are very versatile; two can be joined together for extra large nail plates.*

*Continues on next page*



# Knowledge sign-off sheet

## *Unit N7 Enhance and maintain nails using liquid and powder*

### What you must know (continued)

You need to understand:	Evidence type
46 the importance of knowing what type of primer to use and when	E4
47 how to adapt liquid and powder application techniques to meet the nail shapes and conditions on the hands and feet in the range	E3
48 the different liquid and powder products and techniques to cosmetically enhance nail shapes and conditions in the range	E3
49 the range and use of overlay systems available (ie gel, wrap, powder and liquid)	E3
50 how natural nail shapes affect the nail enhancement service plan	E3
51 the importance of natural nail preparation prior to nail enhancement services	E3
52 the importance of preparation and safe use of files and buffers to prevent nail and skin damage (eg grit, grip and pressure)	E3
53 how to select and use files and buffers for nail enhancement services	E3
54 the action of nail enhancement products on nails, cuticle and skin	E3
55 how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue	E4
56 the action of nail enhancement products on nails, cuticle and skin	E4
57 the importance of selecting coloured powders that compliment the client's skin tones	E4
58 why it is important to leave a free margin around the cuticle and side wall area	E4
59 the importance of achieving maximum strength, appearance and longevity by use of correct nail balance and shaping	E3
60 the importance of choosing the correct size and type of tip	E4
61 the advantages and disadvantages of using blended and unblended tips	E4

*Continues on next page*

You need to understand:	Evidence type
62 the different types of sculpting forms available and how to use them	E4
63 the importance of correct tip application and blending	E3
<b>Maintenance and repair</b>	
64 the techniques for repairing natural nails including splits, cracks, flaking and breakages	E4
65 the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration	E4
66 the factors that influence maintenance requirements for the liquid and powder system	E3
67 the importance of selecting and carrying out the correct removal techniques for the liquid and powder system	E3
<b>Aftercare advice for clients</b>	
68 aftercare, maintenance and removal requirements for liquid and powder nail enhancements	E4
69 recommended intervals between liquid and powder nail enhancement services	E4
70 the contra-actions that could occur after nail services and what advice to give to clients	E3
71 suitable home care products and how to apply them	E3
72 how to deal with accidental damage	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



Liquid and powder



# Supplementary notes

## *Unit N7*

70 Level 3 NVQ/SVQ Nail Services

Your assessor may use this space for any additional comments they may have about your work.

**Comment**

**Date**

## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

EQA signature (if sampled)

Date

---

# G11

# financial effectiveness



This unit is all about the procedures that contribute to a successful business. You will learn how to use and monitor the resources within your salon, including checking deliveries and dealing with any problems. You will need to think of how to improve the way the

salon works, and relate your suggestions in a constructive way. You'll work towards targets for product and treatment sales, as well as for your continuous professional development (CPD). On completion of this unit you will have skills useful to any employer.





# Unit G11 (City & Guilds Unit 046)

## Contribute to the financial effectiveness of the business *Optional*



Financial effectiveness

73

### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for contributing to the financial effectiveness of the business.

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 evidence should be collected when carrying out a real job, whether paid or voluntary, and when dealing with real clients, whether internal or external to the salon. Simulation is **not** allowed for any performance evidence within this unit.

Most evidence of your performance will be gathered from the 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. This will involve your assessor observing your performance on at least **one** occasion, which must show your contribution to the **monitoring and effective use of resources**. In addition, you will need to **collect documentary evidence** to show you have met all the requirements of the standard. It is unlikely that you will be able to collect sufficient documentary evidence in less than **three months**.

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

#### Outcome 1

**Contribute to the effective use and monitoring of resources**

#### Outcome 2

**Meet productivity and development targets**



“  
*Time is money in the commercial world! If you're finding you have to rush to complete the service in the time allocated, then more practice is required.*

Sally Watkins

”



# Unit G11 (City & Guilds Unit 046)

## Contribute to the financial effectiveness of the business

### *Optional (continued)*

Image courtesy of Kimia

74 Level 3 NVQ/SVQ Nail Services

### 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 the following resources:**

- Human
- Stock
- Tools and equipment
- Time

#### **Met at least the first two of the following productivity and development targets:**

- Retail sales
- Technical services
- Personal learning



*Setting goals for personal learning will help you increase your skills and earning potential!*

Image courtesy of Central Sussex College

#### Hints and tips

*Stock should be ordered before it runs out completely. Otherwise there will be a negative impact on sales, treatments, and ultimately how much money the salon brings in.*

---

## What you must know

---

You will be assessed on your knowledge of the following:

Salon procedures and legal requirements

Resource use, monitoring and recording

Communication

Work and time management

Productivity and development targets

---

This will be completed through written and oral questioning by your assessor, or by an online test. For details of what you must know, see pages 81–83.



Financial effectiveness

75

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## Useful words

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

**Appraisal** A regular review of your progress that will be done by your line manager. This will help you to know what you're doing well and where your development needs are.

**FIFO** This stands for first in, first out. This refers to a method of stock rotation where older products are used before new products to ensure they do not go out of date.

**Grievance/Disciplinary procedure** A set of guidelines to follow in case of complaints, poor performance and misconduct, to ensure fairness to all staff.

**SMART targets** Targets that are Specific, Measurable, Achievable, Realistic and Timed.

**Stock control** The process of collecting information on supplies and equipment to allow the correct ordering to take place.

**Time management** Organising your time well so that you are as efficient as possible. This can include planning ahead and prioritising your tasks.

---

“

*Salons are in the business of selling blocks of time, so you must consistently train and test yourself by the clock – otherwise you could cost your company money.*

Leslie Lyon

”





# Observation sign-off sheet

*Unit G11 Contribute to the financial effectiveness of the business*

What you must do

Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **one** occasion. You need to demonstrate your contribution to the **monitoring and effective use of resources**. In addition, you will need to **collect documentary evidence** to show you have met all the requirements of the standard.

It is unlikely that you will be able to collect sufficient documentary evidence in less than **three months**. 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

### Contribute to the effective use and monitoring of resources

- Correctly follow your salon procedures for monitoring the use of **resources**
- Ensure information relating to stock levels is obtained from colleagues in time to coincide with your salon ordering system
- Use **resources** in a way which complies with legal and salon requirements
- Check all deliveries are accurate and complete against order documentation and promptly report any inaccuracies and/or damages \*
- Identify and resolve any problems with **resources** within the limits of your authority \*\*

*Continues on next page*



- f Promptly report any **resource** problems you cannot resolve to the relevant person \*\*\*
- g Make constructive recommendations to improve the use of **resources** to the relevant person
- h Make recommendations which clearly show the benefits of implementing your suggestions
- i Ensure records for which you are responsible are accurate, legible and up to date



Observation	1		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date			
Candidate signature			
Assessor signature			
IQA signature (if sampled)			
EQA 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

*Continues on next page*



*Checking deliveries correctly is vital to monitoring the use of resources.*

“

*It's important that you have a good understanding of salon resources so that you can recommend ways to increase productivity.*

Anita Crosland

”





# Observation sign-off sheet

*Unit G11 Contribute to the financial effectiveness of the business*

What you must do (continued)



*Make sure you only order what you need.*

## Outcome 2

### Meet productivity and development targets

- Set, agree and record your **productivity and development targets** with the relevant person to meet the needs of the business
- Actively seek opportunities that will help you to meet your **productivity and development targets**
- Ensure those who assist you with services to clients work effectively to enable you to meet your **productivity and development targets**
- Regularly review and record your progress towards the achievement of your **productivity and development targets**
- Adjust your activities in a way that will help you to meet your **productivity and development targets**
- Meet your set **productivity and development targets** consistently and within the agreed timescale

Image courtesy of Central Sussex College

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1		
○	○	○

# Observation sign-off sheet

## Unit G11 Contribute to the financial effectiveness of the business

### What you must cover



Financial effectiveness

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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.

#### Resources

Tick the resources used in each observation. You must use **all** of them.

	1		
Human	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stock	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tools and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Productivity and development targets

Tick the productivity and development targets set and achieved in each observation. You must meet the first **two**, but you must prove to your assessor that you are able to set and achieve the other **one**.

	1		
Retail sales	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	1		
Observation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Achieved			
Date			
Candidate signature			
Assessor signature			
IQA signature (if sampled)			
EQA signature (if sampled)			



# Comment form

## *Unit GII*

80 Level 3 NVQ/SVQ Nail Services

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

### Comments

### Date

1

# Knowledge sign-off sheet

## *Unit G11 Contribute to the financial effectiveness of the business*

### What you must know



Financial effectiveness

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You need to understand:

Evidence type

#### **Salon procedures and legal requirements**

- |   |   |    |
|---|---|----|
| 1 | your salon's requirements relating to the use of the resources in the range   | E3 |
| 2 | the critical aspects of current legal requirements relevant to beauty therapy salons relating to the use of resources in the range (eg use of personal protective equipment, use of products, tools and equipment, disposal of waste and sharps, staff working times and break entitlements etc linked to current Health & Safety At Work legislation, COSHH Regulations, Manual Handling Operations Regulations, Electricity at Work Regulations, RIDDOR, Workplace Regulations, Data Protection Act, Working Time Directives and Cosmetic Products Regulations) | E3 |
| 3 | current legal requirements relating to the sale of retail goods (eg Sale of Goods Act, Distance Selling Act, Trade Descriptions Act, Consumer Protection legislation)   | E3 |
| 4 | your own limits of authority in relation to the use of resources  | E3 |
| 5 | to whom to report recommendations   | E3 |
| 6 | your salon's procedures for monitoring the use of resources   | E3 |

#### **Resource use, monitoring and recording**

- |    |   |    |
|----|---|----|
| 7  | how the effective use of resources contributes to the profitability of the business | E3 |
| 8  | principles of stock control   | E3 |
| 9  | the stocking levels for your salon  | E3 |
| 10 | how salon ordering systems work and how to interpret them                           | E3 |
| 11 | the importance of keeping accurate records for the use and monitoring of resources  | 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). This will be an online test.

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 G11 Contribute to the financial effectiveness of the business*

### What you must know (continued)

You need to understand:	Evidence type
12 the resource records for which you are responsible	E3
13 the common problems associated with salon resources (eg staffing, stock control, tools and equipment breakdowns, time over-runs, etc) and how to resolve them	E3
<b>Communication</b>	
14 why it is important to communicate effectively	E3
15 how to present the benefits of recommendations in a positive manner	E3
16 how to negotiate and agree productivity and development targets	E3
17 how to give clear, accurate and timely instructions to those who may be assisting you	E3
18 how to encourage others to work effectively on your behalf	E3
19 how to respond positively to negative feedback	E3
<b>Work and time management</b>	
20 general principles of time management applicable to the delivery of salon services	E3
21 how to plan and reschedule your own work and that of those who may assist you in order to maximise any opportunities to meet your targets	E3
<b>Productivity and development targets</b>	
22 your agreed productivity and development targets and the associated timescales for their achievement	E3
23 why it is important to meet your productivity and development targets	E3
24 the consequences of failure to meet your productivity and development targets	E3

#### Hints and tips

*If you have to keep a client waiting, make the time as comfortable as possible by offering coffee and magazines. Always give an explanation and a timescale.*

*Continues on next page*

You need to understand:	Evidence type
25 the types of opportunities that can be used to achieve your productivity and development targets (eg add-on services and sales, promotion of new products and services, seasonal promotions, special offers, awareness of trends for new services, learning how to deliver new services)	E3
26 why you should regularly review your targets	E3
27 the importance of gaining feedback of your performance and development needs from others	E3
Tick if E3 was an online test	<input type="radio"/> Date



Financial effectiveness

83

Image courtesy of Walsall College







## Supplementary notes

### *Unit GII*

84 Level 3 NVQ/SVQ Nail Services

Your assessor may use this space for any additional comments they may have about your work.

**Comment**

**Date**

## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

EQA signature (if sampled)

Date

---

# 8N Using wraps



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This unit is about providing services to enhance, maintain, repair and remove nails, on the hands and feet, using wraps. It covers consulting with the client to establish their requirements and recognising any contra-indications that may affect

the service. It also covers preparing and applying wrap overlays to the natural nail and tips to extend and cosmetically improve the nail. The ability to tailor the service and aftercare advice to suit individual client needs, is also required.



# Unit N8 (City & Guilds Unit 044)

## Enhance and maintain nails using wraps

### *Optional*



Wraps

87

### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for enhancing and maintaining nails using wraps.

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 **three** separate occasions, on at least **three** different clients, on a full set of nails. Your assessor will want to see you complete **one** tip and fibre glass overlay, **one** rebalance with fabric and **one** removal technique. You must carry out 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 your work, all related health, safety and hygiene practices must be followed at all times.

This unit has seven outcomes.

**Outcome 1**  
Maintain safe and effective methods of working when enhancing, maintaining and removing wrap nail enhancements

**Outcome 2**  
Consult, plan and prepare for the wrap nail enhancement services

**Outcome 3**  
Apply wrap overlays to natural nails

**Outcome 4**  
Apply tip and wrap overlays

**Outcome 5**  
Maintain wrap enhancements

**Outcome 6**  
Remove wrap enhancements

**Outcome 7**  
Provide aftercare advice



# Unit N8 (City & Guilds Unit 044)

## Enhance and maintain nails using wraps

### *Optional (continued)*

Image courtesy of Nail Systems International

88 Level 3 NVQ/SVQ Nail Services

### 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 treatment cannot be carried out

Modifying the treatment

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

#### **Worked on at least three of the five nail shapes and conditions \*:**

Bitten

Ski jump

Fan

Mis-shapen

Split

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

#### **Dealt with at least three of the five problems with enhancements \*:**

Lifting of product

Cracking and splitting of product

Loss of artificial nail structure

Discolouration of product

Damage of natural nails

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

#### **Used two of the three wrap fabrics \*:**

Silk

Fibre glass

Other

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

#### **Dealt with all of the following nail maintenance techniques:**

Infill

Rebalance with fabric

Replacement of overlay

Repair of overlay

#### **Covered one of the following techniques of removal:**

Chemical

Manual

#### **Provide all types of advice:**

Suitable aftercare products and their use

Avoidance of activities which may cause contra-actions

Recommended time intervals in between wrap nail enhancements

## What you must know

You will be assessed on your knowledge of the following:

Organisational and legal requirements

How to work safely and effectively when providing wrap enhancements, maintenance and removal

Consult, plan and prepare for the treatment with clients

Contra-indications and contra-actions

Anatomy and physiology

Wrap nail service

Maintenance and repair

Aftercare advice for clients

This will be completed through written and oral questioning by your assessor, or by an online test. For details of what you must know, see pages 102–105.



Wraps

## Useful words

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

**Acetone** A colourless liquid used in some nail varnish removers and for the removal of enhancements. Commonly known as tip remover.

**Cosmetic enhancement** An application technique which improves the appearance of a damaged nail.

**Infill** An infill is a short service, usually performed every two weeks to fill the forward growth at the cuticle area – also known as zone 3.

**Lifting** A term used when an overlay has not bonded to the natural nail plate correctly.

**Personal Protective Equipment (PPE)** This is clothing and/or equipment designed to protect the wearer from personal injury.

**Rebalance** A rebalance is usually performed every four weeks. All three zones of the nail are redefined and the overlay is replaced.

**Repair** A repair refers to a single nail enhancement, which may have been damaged before a maintenance service is due.

**Stress area** Also known as zone 2, this is where the overlay should be the thickest to ensure it is strong enough to resist breakage.







# Observation sign-off sheet

## Unit N8 Enhance and maintain nails using wraps

### What you must do

90 Level 3 NVQ/SVQ Nail Services

Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **three** separate occasions (on at least **three** different clients, on a full set of nails). Your assessor will want to see you have applied **one** tip and fibreglass overlay, **one** rebalance with fabric and **one** removal technique.

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 enhancing, maintaining and removing wrap nail enhancements 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 equipments are cleaned using the correct methods
- e Effectively disinfecting your hands prior to nail services
- f Selecting and correctly positioning suitable equipment, materials and products for the nail services
- g Ensuring your own posture and position minimises fatigue and the risk of injury whilst working
- h Ensuring the client is in a comfortable and relaxed position that permits access and minimises the risk of injury to you and the client
- i Using chemicals in a safe manner without risk of overexposure to self and clients
- j Taking appropriate and prompt remedial action where contra-actions occur during the course of the nail service \*
- k Disposing of waste correctly to meet local authority requirements and the industry Code of Practice for Nail Services

*Continues on next page*

“  
*Educate your clients about the care and maintenance of their nails. It will guarantee your success.*

Carole Whitehead

”

- l Ensuring that the service is cost effective and is carried out within a commercially viable time
- m Leaving the work area and equipment in a condition suitable for further nail services
- n Ensuring the client's records are up-to-date, accurate, easy to read and signed by the client and technician



Wraps

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

- \* Covered by observation ☐ Date
- Covered by oral questioning ☐ Date

*Continues on next page*



#### Hints and tips

*Remember that continual filing will cause a heat build-up on the nail plate, so regularly lift the file off the nail plate.*



# Observation sign-off sheet

## Unit N8 Enhance and maintain nails using wraps

### What you must do (continued)

92 Level 3 NVQ/SVQ Nail Services



#### Outcome 2

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

- Using **consultation techniques** in a polite and friendly manner to record the service plan
- Obtaining signed, written informed consent from the client prior to carrying out the service
- Ensuring that informed and signed parental or guardian consent is obtained for minors prior to any service \*
- Ensuring that a parent or guardian is present throughout the service for minors under the age of 16 \*\*
- Asking your client appropriate questions to identify if they have any contra-indications to nail services
- Accurately recording your client's responses to questioning
- Taking the **necessary action** in response to any identified contra-indications \*\*\*
- Encouraging clients to ask questions to clarify any points
- Ensuring client advice is given without reference to a specific medical condition and without causing undue alarm and concern \*\*\*\*
- Effectively disinfecting the area to be treated
- Effectively removing any existing nail polish or nail enhancements to restore the nails to a natural condition, if required
- Accurately identifying the condition of the nails and skin

Image courtesy of Calgel

“

*It is very important to always give your client good aftercare advice, and ensure your client keeps up the care of their nails in-between appointments.*

Jo Shirley

”

*Continues on next page*

- m Identifying any corrective work to suit the client's natural **nail shape and condition**
- n Explaining your assessment of the client's nail and skin condition in a clear way to help their understanding
- o Recommending nail enhancements to suit the client's **nail shape and condition**
- p Agreeing the service and outcomes that are acceptable to your client and meet their needs



Wraps

93

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

\* Covered by observation ☐ Date

Covered by oral questioning ☐ Date

\*\* Covered by observation ☐ Date

Covered by oral questioning ☐ Date

\*\*\* Covered by observation ☐ Date

Covered by oral questioning ☐ Date

\*\*\*\* Covered by observation ☐ Date

Covered by oral questioning ☐ Date

*Continues on next page*

#### Hints and tips

*Failure to correctly prepare the nail plate will always cause lifting of the overlay.*





# Observation sign-off sheet

## Unit N8 Enhance and maintain nails using wraps

### What you must do (continued)

94 Level 3 NVQ/SVQ Nail Services

“

*Learn all you can about nails and the chemical processes involved in applying artificial nails. Every client is different but with expert knowledge you will be able to solve any problem a client presents you with.*

Marian Newman

”

### Outcome 3

#### Apply wrap overlays to natural nails by:

- Removing skin debris to leave the cuticle neat and undamaged
- Filing the free edge to achieve the required shape and length
- Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
- Adapting **wrap fabrics** and techniques to effectively cosmetically enhance **nail shapes and conditions**
- Applying the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions
- Using filing techniques to leave the nail balanced to the required shape and length
- Using buffing techniques effectively to create a high shine finish
- Ensuring the finished nail enhancements are to the client's satisfaction and meets the agreed service plan

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*

## Outcome 4

### Apply tip and wrap overlays by:

- Removing skin debris to leave the cuticle neat and undamaged
- Filing the free edge to achieve the required shape and length
- Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
- Selecting the correct tip size and customising it to suit the client's natural nail
- Correctly adhering tip to the natural nail to ensure longevity
- Ensuring the cutting, shaping and position of unblended tips suits the client's natural nail shape, if required
- Ensuring the cutting, shaping and blending of tips causes no damage to the natural nail and is undetectable, if required
- Preparing the natural nail surface, prior to wrap application
- Applying the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions
- Adapting **wrap fabrics** and techniques to effectively cosmetically enhance **nail shapes and conditions**
- Using filing techniques to leave the nail balanced to the required shape and length
- Using buffing techniques effectively to create a high shine finish
- Ensuring the finished nail enhancements are to the client's satisfaction and meets the agreed service plan

Image courtesy of Calgel



Wraps

95



### Hints and tips

*The use of opaque products can disguise unsightly damage to the nail plate because they are difficult to see through.*

Observation	1	2	3		
Achieved	○	○	○	○	○
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

*Continues on next page*





# Observation sign-off sheet

## Unit N8 Enhance and maintain nails using wraps

### What you must do (continued)

96 Level 3 NVQ/SVQ Nail Services



#### Outcome 5

##### Maintain wrap enhancements by:

- Accurately identifying and resolving any **problems** with the nail enhancements
- Removing skin debris to leave the cuticle neat and undamaged
- Filing the free edge to achieve the required shape and length
- Ensuring the exposed natural nail is cleaned and dehydrated prior to **nail maintenance**
- Correctly using **nail maintenance** techniques to restore the nail enhancement to its original condition, following manufacturer's instructions
- Ensuring the finished nail enhancements are to the client's satisfaction and meets the agreed service plan

Image courtesy of Calgel

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continues on next page

## Outcome 6

### Remove wrap enhancements by:

- Using wrap **removal techniques** safely and effectively, following manufacturer's instructions
- Ensuring the natural nail plate and surrounding skin is undamaged and free from product
- Ensuring the finished result is to the client's satisfaction and meets the agreed service plan



Wraps

97

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

## Outcome 7

### Provide aftercare advice by:

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

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



# Observation sign-off sheet

## Unit N8 Enhance and maintain nails using wraps

### 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.

Tick the consultation techniques used for each observation.

You must use **all** types of consultation techniques.

#### Consultation techniques

Questioning

Visual

Manual

Reference to client records

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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**.

Encouraging the client to seek medical advice

Explaining why the treatment cannot be carried out

Modifying the treatment

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Nail shapes and conditions

Tick the nail shapes and conditions worked on if they occur during an observation.

You must work on at least **two** of the nail shapes and conditions, but you must prove to your assessor that you are able to work on the other **three**.

Bitten

Ski jump

Fan

Mis-shapen

Split

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*



## Problems

Tick the problems dealt with if they occur during an observation.

You must deal with at least **three** of the problems, but you must prove to your assessor that you are able to deal with the other **two**.

	1	2	3		
Lifting of product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cracking and splitting of product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loss of artificial nail structure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discolouration of product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Damage of natural nails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Wrap fabrics

Tick the wrap fabrics used for each observation.

You must use **two** of the wrap fabrics, but you must prove to your assessor that you are able to use the other **one**.

	1	2	3		
Silk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fibre glass	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Nail maintenance techniques

Tick the nail maintenance techniques used if they occur during an observation.

You must deal with **all** nail maintenance techniques.

	1	2	3		
Infill	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rebalance with fabric	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Replacement of overlay	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Repair of overlay	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*



# Observation sign-off sheet

## Unit N8 Enhance and maintain nails using wraps

### What you must cover (continued)

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#### Removal

Tick the removal methods used for each observation.

You must cover **one** of the removal methods.

Chemical

Manual

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Aftercare advice

Tick the types of aftercare advice provided in each observation.

You must provide **all** types of aftercare advice.

Suitable aftercare products and their use

Avoidance of activities which may cause contra-actions

Recommended time intervals in between between wrap nail enhancement

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Comment form

## Unit N8



Wraps

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

Comments	Date
1	
2	
3	





# Knowledge sign-off sheet

## Unit N8 Enhance and maintain nails using wraps

### What you must know

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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 blue).

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.

You need to understand:		Evidence type
<b>Organisational and legal requirements</b>		
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 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 wrap nail enhancement service	E3
11	your salon services times and the importance of completing nail services in a commercially viable time	E3
12	the salon pricing structures for wrap enhancements	E3
<b>How to work safely and effectively when providing wrap enhancements, maintenance and removal</b>		
13	the type of personal protective equipment that should be available and used by yourself	E3
14	why it is important to use personal protective equipment	E3
15	what is contact dermatitis and how to avoid developing it when carrying out wrap enhancement, maintenance and removal	E3

*Continues on next page*

You need to understand:	Evidence type
16 how to prepare, use and maintain tools, equipment and materials for the wrap nail enhancements	E3
17 methods of disinfecting and sterilising tools and equipment	E3
18 the importance of, and reasons for, disinfecting hands and how to do this effectively	E3
19 the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important	E3
20 how to effectively and safely position tools and materials for wrap enhancements	E3
21 the condition in which the work area should be left and why this is important	E3
<b>Consult, plan and prepare for the treatment with clients</b>	
22 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment	E3
23 how to give effective advice and recommendations to clients	E3
24 the questioning and listening skills you need in order to find out information	E3
25 how to conduct a nail and skin analysis	E3
26 the importance of questioning clients to establish any contra-indications to liquid and powder enhancements	E3
27 why it is important to record client responses to questioning	E3
28 the legal significance of client questioning and of recording the client's responses	E3
29 how to prepare service plans	E3
30 why it is important to encourage and allow time for clients to ask questions	E3
31 the importance of, and reasons for, not naming specific contra-indications when encouraging clients to seek medical advice	E3
<b>Contra-indications and contra-actions</b>	
32 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 or damage, severe eczema, psoriasis and dermatitis)	E4
33 the types of conditions and disorders that may restrict the service and why (eg minor nail separation, minor eczema, psoriasis and dermatitis, severely bitten or damaged nails, unknown swelling and redness)	E4



Wraps

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#### Hints and tips

*Always graduate from medium (180 grit) to fine (240 grit) and beyond when filing to create a perfect, smooth gleaming finish.*

*Continues on next page*



# Knowledge sign-off sheet

## Unit N8 Enhance and maintain nails using wraps

### What you must know (continued)

You need to understand:	Evidence type
34 the importance of, and reasons for, not naming specific contra-indications when referring clients to a general practitioner	E3
35 the contra-actions which may occur during or after the service and how to deal with them (eg allergic reactions, overexposure and exo-thermic reaction, bacterial infections, nail separation, lifting of product, premature loss of extension)	E4
<b>Anatomy and physiology</b>	
36 the structure of the nail unit (ie the nail plate, nail bed, matrix, cuticle, lunula, hyponychium, eponychium, perionychium, free edge, the lateral nail fold)	E4
37 the process of nail growth (ie nail formation, growth rate, factors affecting growth, the effects of damage on growth, nail thickness)	E4
38 the structure and function of the skin (ie dermis, epidermis, subcutaneous layer, appendages)	E4
39 the different natural nail shapes you are likely to come across during wrap services and how this can affect your service plan (eg hook, spoon, fan and bitten)	E4
<b>Wrap nail service</b>	
40 the chemical composition of wraps	E4
41 the chemical reaction that takes place during the curing process	E4
42 the importance of using the correct methods and techniques to avoid overexposure	E4
43 the key differences in application and process for gel, wraps, liquid and powder	E3
44 how to adapt application techniques to meet the nail shapes and conditions on the hands and feet in the range	E3
45 the different products and techniques to cosmetically enhance nail shapes and conditions in the range	E3
46 the importance of natural nail preparation prior to nail enhancement services	E3
47 the importance of preparation and safe use of files and buffers to prevent nail and skin damage (eg grit, grip and pressure)	E3

#### Hints and tips

*Paper forms are very versatile; two can be joined together for extra large nail plates.*

*Continues on next page*

You need to understand:	Evidence type
48 how to select and use various types of files and buffers for nail enhancement services	E3
49 the features and benefits of wrap fabrics	E4
50 the action of nail enhancement products on nails, cuticle and skin	E4
51 how the incorrect application of nail enhancements can damage the natural nails and surrounding soft tissue	E4
52 why it is important to leave a free margin around the cuticle and side wall area	E4
53 the importance of achieving maximum strength, appearance and longevity by use of correct nail balance and shaping	E3
54 the importance of choosing the correct size and type of tip	E4
55 the advantages and disadvantages of using blended and unblended tips	E4
56 the importance of correct tip application and blending	E3
<b>Maintenance and repair</b>	
57 the techniques for repairing natural nails including splits, cracks, flaking and breakages	E4
58 the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration	E4
59 the factors that influence maintenance requirements for the wrap system	E3
60 the importance of selecting and carrying out the correct removal techniques for the wrap system	E3
<b>Aftercare advice for clients</b>	
61 aftercare, maintenance and removal requirements for wrap nail enhancements	E4
62 recommended intervals between wrap nail enhancement services	E4
63 the contra-actions that could occur after nail services and what advice to give to clients	E3
64 suitable home care products and how to apply them	E3
65 how to deal with accidental damage	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



Wraps





# Supplementary notes

## *Unit N8*

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Your assessor may use this space for any additional comments they may have about your work.

**Comment**

**Date**

## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

EQA signature (if sampled)

Date

---

# Unit nail art designs



This unit is about planning and creating individual nail art designs to suit the client and occasion. It covers consulting with the client, recognising any contra-indications, preparing for the service and creating a

nail art design using a range of nail art products. The nail art designs and techniques covered by this unit include 3D, embedding, colour blending, marbling, painting and alternative tip shapes.





# Unit N9 (City & Guilds Unit 045)

## Plan and create nail art designs

### *Optional*



Nail art design

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### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for planning, designing and providing nail art to clients.

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 **three** separate occasions, **one** of which must use liquid and coloured powders or coloured UV gels, using a minimum of **three** colours. You must carry out 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 your work, all related health, safety and hygiene practices must be followed at all times.

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 designs**

#### **Outcome 2**

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

#### **Outcome 3**

**Apply nail art design**

#### **Outcome 4**

**Provide aftercare advice**

“

*When creating your designs, try to keep them simple, quick and effective. Complicated designs that take too long to complete will not be commercially viable.*

Marian Newman

”





# Unit N9 (City & Guilds Unit 045)

## Plan and create nail art designs

### *Optional (continued)*

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Level 3 NVQ/SVQ Nail Services

### 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**.

#### **Used all nail art designs:**

3D

Embedding

Alternative tip shapes

#### **Used all nail art techniques:**

Colour blending

Marbelling

Painting

#### **Used five of the eight nail art products \*:**

Shells

Lace

Flowers

Glitters

Jewels

Decals

Liquid and coloured powders

Coloured UV gels

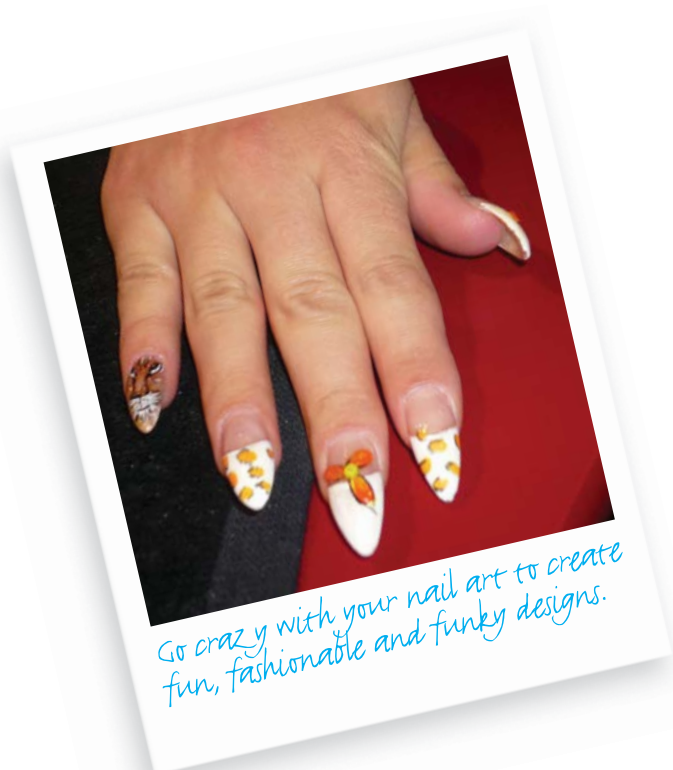
\* However, you must prove to your assessor that you are able to use the other **three**.

#### **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



## What you must know

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 nail art service with clients

Contra-indications and contra-actions

Nail art services

Aftercare advice for clients

This will be completed through written and oral questioning by your assessor, or by an online test. For details of what you must know, see pages 121–124.

Image courtesy of UnitedBeauty



“

*Always have a selection of designs ready for your clients to choose from when planning the service.*

Anita Crosland

”



Nail art design

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## Useful words

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

**3D** Three dimensional (3D) means that a structure has depth, width and height.

**Airbrushing** A nail art technique. A brush is attached to a compressor by a hose and held in the hand. Air is mixed with paint before being forced out to create a coloured spray.

**Colour blending** Mixing two or more colours or products together to create a multi-coloured design.

**Colour fade** An airbrushing technique, where an area of colour goes from dark to light and vice versa.

**Consumables** An item which cannot be reused, eg a cotton bud.

**Cut out** Removing part of a tip, to change the original shape, to elaborate a design plan.

**Embedding** A nail art technique where three-dimensional designs are created by embedding decorative items.

**Intermediate colour** One primary colour mixed with one secondary colour equals an intermediate colour.

**Palette** A board on which the artist dispenses and mixes colours.

**Stencil** A plastic sheet that has had pieces cut out of it, so paint can penetrate through to leave a pattern when airbrushing.



# Observation sign-off sheet

## Unit N9 Plan and create nail art designs

### What you must do

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Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **three** separate occasions. Your assessor will want to see you have applied, **one** liquid and coloured powders or UV gels that uses a minimum of **three** colours.

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 designs 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 equipments are cleaned using the correct methods
- e Effectively disinfecting your hands prior to nail art services
- f Selecting and correctly positioning suitable equipment, materials and products for the nail art services
- g Ensuring your own posture and position minimises fatigue and the risk of injury whilst working
- h Ensuring the client is in a comfortable and relaxed position that permits access and minimises the risk of injury to you and the client
- i Using chemicals in a safe manner without risk of overexposure to self and clients
- j Taking appropriate and prompt remedial action where contra-actions occur during the course of the nail art service \*
- k Disposing of waste correctly to meet local authority requirements and the industry Code of Practice for Nail Services

#### Hints and tips

*There are no standard time limits set for planning, designing and providing nail art services. However, the time factor will need to be built into the cost of the service.*

*Continues on next page*

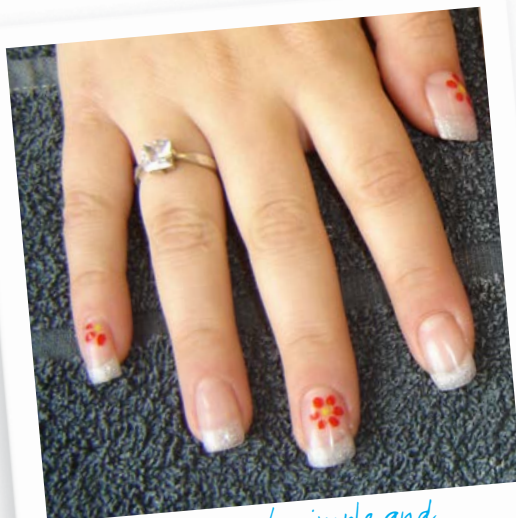
- l Ensuring that the nail art service is cost effective and is carried out within a commercially viable time
- m leaving the work area and equipment in a condition suitable for further nail services
- n Ensuring the client's records are up-to-date, accurate, easy to read and signed by the client and technician



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

*Continues on next page*

- \* Covered by observation ☐ Date
- Covered by oral questioning ☐ Date



*Embedding can be simple and understated, but still stylish.*

#### Hints and tips

*A good nail artist spends endless hours practising and constantly developing their techniques. Practice makes perfect!*





# Observation sign-off sheet

*Unit N9 Plan and create nail art designs*

What you must do (continued)

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## Outcome 2

**Consult, plan and prepare for the nail art design 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 services
- f Taking the **necessary action** in response to any identified contra-indications \*\*\*
- g Accurately recording your client's responses to questioning
- h Encouraging clients to ask questions to clarify any points
- i Ensuring client advice is given without reference to a specific medical condition and without causing undue alarm and concern \*\*\*\*
- j Effectively disinfecting the area to be treated
- k Effectively removing any existing nail polish or nail enhancements to restore the nails to a natural condition, if required
- l Accurately identifying the condition of the nails and skin

Image courtesy of EzFlow

### Hints and tips

*A small artist's palette is an essential item in your kit for a convenient way of mixing items, paints and glitters together.*

*Continues on next page*

- m Identifying any corrective work to suit the client's natural nail shape and condition
- n Explaining your assessment of the client's nail and skin condition and any limitations to the nail art design
- o Recommending **nail art designs and techniques** to suit the client's nail shape and condition
- p Agreeing the service and outcomes that are acceptable to your client and meet their needs



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

#### Hints and tips

*By mixing the primary colours (red, yellow, blue) and black and white, you can make many, many different colours.*





# Observation sign-off sheet

*Unit N9 Plan and create nail art designs*

What you must do (continued)

## Outcome 3

### Apply nail art design by:

- a Ensuring the nail is left clean, free of debris and the cuticle is left neat and undamaged prior to starting nail art work
- b Using **nail art products** according to manufacturers' instructions
- c Using suitable tools for the agreed **nail art designs and techniques**
- d Applying the required nail art base relevant to the client's needs
- e Applying **nail art techniques** and **products** accurately and in the correct sequence to achieve the required design
- f Effectively sealing the nail art design, leaving the cuticle and side walls free from any product
- g Ensuring the finished nail art design is to the client's satisfaction and meets the agreed design plan

Image courtesy of EzFlow



Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*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 design

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

### Hints and tips

*Gather resources for your nail art from a variety of sources, including hobby and craft shops, haberdashery stores, art suppliers. Also look at what free supplies are around you – dried flowers, leaves etc.*

“

*Ensure that clients are re-booked for maintenance treatments every two to three weeks to keep their nail enhancements in tip-top condition.*

Bev Braisdell

”



# Observation sign-off sheet

## Unit N9 Plan and create nail art designs

### What you must cover

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#### Consultation techniques

Questioning

Visual

Manual

Reference to client records

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.

Tick the consultation techniques used for each observation.

You must use **all** types of consultation techniques.

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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**.

Encouraging the client to seek medical advice

Explaining why the service cannot be carried out

Modifying the service

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Nail art designs

Tick the nail art applied for each observation.

You must use **all** nail art designs.

3D

Embedding

Alternative tip shapes

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Nail art techniques

Tick the nail techniques used for each observation.

You must use **all** nail art techniques.

Colour blending

Marbelling

Painting

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continues on next page



## Nail art products

Tick the nail art products used for each observation.

You must use **five** of the **eight** nail art products, but you must prove to your assessor that you are able to work with the other **three**.

	1	2	3		
Shells	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flowers	<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"/>
Jewels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Liquid and coloured powders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coloured UV gels	<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		
Suitable aftercare products and their use	<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"/>
Recommended time intervals in between nail services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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





# Comment form

## Unit N9

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Level 3 NVQ/SVQ Nail Services

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

### Comments

### Date

1

2

3

“

*Embedding extras such as glitter, crushed shells or dried flowers is an excellent add-on service that will bring in extra revenue.*

Bev Braisdell

”



# Knowledge sign-off sheet

## Unit N9 Plan and create nail art designs

### What you must know



Nail art design

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You need to understand:	Evidence type
<b>Organisational and legal requirements</b>	
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 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 nail art services	E3
11 your salon services times and the importance of completing nail art services in a commercially viable time	E3
12 the salon pricing structures for nail art services	E3
<b>How to work safely and effectively when providing nail art services</b>	
13 the type of personal protective equipment that should be available and used by yourself	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). This will be an online test.

Some areas appear in more than one unit (shaded in darker blue). 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 N9 Plan and create nail art designs

### What you must know (continued)

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You need to understand:	Evidence type
14 why it is important to use personal protective equipment	E3
15 what is contact dermatitis and how to avoid developing it when carrying out nail art design, maintenance and removal	E3
16 how to prepare, use and maintain tools, equipment and materials for the nail art service	E3
17 methods of disinfecting and sterilising tools and equipment	E3
18 the importance of, and reasons for, disinfecting hands and how to do this effectively	E3
19 the necessary environmental conditions for nail art services (including lighting, heating, ventilation and general comfort) and why these are important	E3
20 how to effectively and safely position tools and materials for nail art designs	E3
21 the condition in which the work area should be left and why this is important	E3
<b>Consult, plan and prepare for the nail art service with clients</b>	E3
22 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment	E3
23 how to give effective advice and recommendations to clients	E3
24 the questioning and listening skills you need in order to find out information	E3
25 how to conduct a nail and skin analysis	E3

#### Hints and tips

*Store tiny items in re-sealable bags or small pots to avoid spillages.*

*Continues on next page*

You need to understand:	Evidence type
26 the importance of explaining the limitations of nail art designs due to the shape and condition of clients' nails	E3
27 why it is important to record client responses to questioning	E3
28 why it is important to encourage and allow time for clients to ask questions	E3
29 how to prepare nail art design plans	E3
<b>Contra-indications and contra-actions</b>	
30 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, severely damaged nails, severe eczema, psoriasis and dermatitis)	E3
31 the types of conditions and disorders that may restrict the service and why (eg minor eczema, psoriasis and dermatitis, severely bitten or damaged nails, unknown swelling and redness)	E3
32 the importance of questioning clients to establish any contra-indications to nail art service	E3
33 the importance of, and reasons for, not naming specific contra-indications when encouraging the client to seek medical advice	E3
34 the contra-actions which may occur during and after nail art services and how to deal with them (allergic reactions, premature loss of nail art design, damage to the nail art design)	E3
<b>Nail art services</b>	
35 the importance of understanding colour theory	E3
36 the different types of techniques used within nail art services and how to carry them out	E3
37 the different types of designs available to clients	E3
38 how to select, blend and mix products and colours	E3
39 how current fashion trends can impact on nail art designs	E3
40 how to select, adapt and create nail art designs to suit different occasions	E3



Nail art design

123

#### Hints and tips

*Make a template by drawing around a penny, giving you a half circle, to practise perfect 'smile' lines.*

*Continues on next page*



# Knowledge sign-off sheet

## Unit N9 Plan and create nail art designs

### What you must know (continued)

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Level 3 NVQ/SVQ Nail Services

#### Hints and tips

*Have a display of your nail art designs for all your clients to see.*

You need to understand:	Evidence type
41 how to adapt nail art designs and techniques to make them commercial	E3
42 the different types of nail art products and tools and how to use them	E3
43 the importance of creating a design portfolio to promote nail art designs	E3
<b>Aftercare advice for clients</b>	
44 aftercare, maintenance and removal requirements for specific nail art designs and why these are important	E3
45 recommended intervals between nail art services	E3
46 the contra-actions that could occur after nail services and what advice to give to clients	E3
47 suitable home care products and how to apply them	E3
48 how to deal with accidental damage	E3
Tick if E3 was an online test	<input type="radio"/> Date
Tick if cross-unit knowledge was an online test	<input type="radio"/> Date



*Use glitter to add a shimmer to your client's nails.*

# Supplementary notes

## Unit N9



Nail art design

125

Your assessor may use this space for any additional comments they may have about your work.

**Comment**

**Date**


## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

EQA signature (if sampled)

Date



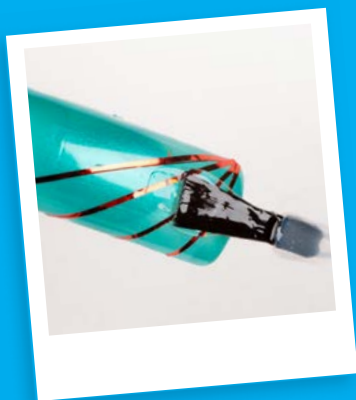


---

# N10

# *creative*

# *nail images*



---

This unit is about developing and combining your technical and creative nail skills in a way that enhances your own professional profile. The ability to research, plan and create a range of nail

images in conjunction with others is required in this unit. Evaluation of the results and how your design image may be adapted for commercial use also forms an important part of this unit.





# Unit N10 (City & Guilds Unit 047)

## Develop a range of creative nail images

### *Optional*



Creative nail images

### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for designing and creating images incorporating nail art.

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 **one** occasion and you must produce evidence of creating **three** different nail art designs, **two** of which must combine nail enhancements and nail art.

You must carry out correctly all the things listed under 'What you must do' on the sign-off sheets that follow.

The observation must be with real clients in a salon setting – simulation is **not** allowed for any performance evidence within this unit. You may also need to assemble relevant documentary evidence in your portfolio to meet all the requirements of this unit.

When carrying out your work, all related health, safety and hygiene practices must be followed at all times.

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

#### **Outcome 1**

**Plan and design a range of images**

#### **Outcome 2**

**Produce a range of creative images**

#### **Outcome 3**

**Evaluate your results against the design plan objectives**

“

*Competitions are a fabulous way of building confidence, improving dexterity and timing.*

Bev Braisdell

”



*Your nail art designs should complement the overall theme.*





# Unit N10 (City & Guilds Unit 047)

## Develop a range of creative nail images

### *Optional (continued)*

Image courtesy of Ezflow

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Level 3 NVQ/SVQ Nail Services

### 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:

<b>Produced images for at least one of the activities *:</b>	<b>Considered two of the three images:</b>	<b>Involved at least three of the seven relevant persons *:</b>	<b>Used four of the additional media:</b>
Photo shoot	Based on a theme	Photographer	Accessories
Catwalk shows	Avant-garde	Make-up artists	Clothes
Competition	Commercial	Colleagues	Make-up
Client specifications		Competition judges	Props
		Hairstylist	Hair
		Client	Body art
		Stylist	

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

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



*Developing a creative image may need consultation*

“  
*Bear in mind the nail art techniques that you’ve learnt as you create your designs – use and practise all your skills to help you improve your work.*  
 Marian Newman  
 ”

## What you must know

You will be assessed on your knowledge of the following for:

Communication

Design principles and presentation

Health & Safety

Planning

Problem solving

Evaluation

This will be completed through written and oral questioning by your assessor, or by an online test. For details of what you must know, see pages 138–140.



*Use your creativity and let your imagination run wild!*

Image courtesy of Carole Whitehead

### Hints and tips

*Practise your designs many, many times before an event, in different environmental conditions. This will highlight any potential problems.*



Creative nail images

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## Useful words

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

**3D** Three dimensional (3D) means that a structure has depth, width and height.

**Additional media** These could be clothes, make-up, jewellery, props – in fact, anything you use to support your design.

**Airbrushing** A nail art technique. A brush is attached to a compressor by a hose and held in the hand. Air is mixed with paint before being forced out to create a coloured spray.

**Avant-garde** People or works that are experimental or innovative, particularly in art and culture.

**Copyright** The legal right that gives the creator of a piece of work control over how it is used by others.

**Cut out** Removing part of a tip, to change the original shape, to elaborate a design plan.

**Design plan** This is a written outline of how you plan to achieve the desired effect. You present this to the person who has set you the task for their approval.

**Embedding** A nail art technique where three-dimensional designs are created by embedding decorative items such as stones.

**Free-hand** A nail art technique performed by hand using paints and brushes, which gives a unique and individual design.

**Mood board** Used by designers, this is a board that displays images and examples to communicate their ideas.

**Portfolio** A presentation of your images, work samples and skills.

**Relevant person** A person who has set you the task and whose approval you will need to seek before commencing work, or a person who you will need to work together with to be able to complete the job.

**Resource** Any item you need to help create and present the image you have designed.





# Observation sign-off sheet

*Unit N10 Develop a range of creative nail images*

## What you must do

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Level 3 NVQ/SVQ Nail Services

Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **one** occasion. Your assessor will want to see you create **three** different nail designs, **two** of which must combine nail enhancements and 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

#### Plan and design a range of images by:

- Agreeing contractual arrangements with the **relevant person(s)** prior to commencing the design plan
- Clearly identifying the intended **activity(ies)** for which the **images** are required
- Using suitable sources of information to research ideas on themes for design
- Accurately identifying sufficient suitable information to create your design plan
- Creating a design plan which:
  - meets the client's brief
  - is suitable for your chosen range of **images**
  - clearly defines the roles and responsibilities of others involved
  - takes account of budgetary constraints
  - defines all resources required
  - states how risks to health & safety can be reduced
  - takes account of foreseeable problems and ways of resolving them
  - lists any venue requirements, if applicable
- agreeing your design plan with the **relevant person(s)**

Observation	1		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date			
Candidate signature			
Assessor signature			
IQA signature (if sampled)			
EQA signature (if sampled)			

*Continues on next page*

## Outcome 2

### Produce a range of creative images by:

- a Preparing the work environment to meet legal and hygiene requirements
- b Making sure that environmental conditions are suitable for the products
- c Preparing suitable resources to meet the design plan
- d Finding a position that permits access and minimises the risk of injury to yourself and the client
- e Preparing nails in a way which is suitable for the application of the **image(s)**
- f Managing resources within the limits of your own authority
- g Accurately communicating the roles and responsibilities of **relevant person(s)** involved in the implementation of the design
- h Ensuring that the **image(s)** demonstrates the creative and innovative application of nail service techniques to meet the design plan
- i Adapting the agreed design plan to meet any changed circumstances \*
- j Ensuring the information given to **relevant person(s)** is accurate, clear and delivered at a pace suitable for the **activity(ies)**
- k Ensuring the use of resources conforms to the design plan
- l Using suitable **additional media** to complement the final **image(s)**
- m Ensuring the finished **image(s)** and its presentation meets the design plan



Creative nail images

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### Hints and tips

*There are no standard time limits set for planning, designing and providing nail art services to the client. However, the time factor will need to be built into the cost of the service.*

Observation	1		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date			
Candidate signature			
Assessor signature			
IQA signature (if sampled)			
EQA signature (if sampled)			

- \* Covered by observation ☐ Date
- Covered by oral questioning ☐ Date

*Continues on next page*



# Observation sign-off sheet

*Unit N10 Develop a range of creative nail images*

## What you must do (continued)

### Outcome 3

**Evaluate your results against the design plan objectives by:**

- Actively seeking feedback from **relevant person(s)** on the impact of your **image(s)** and its effectiveness in meeting your design plan
- Evaluating your own performance against your objectives to identify how and where it could be improved
- Evaluating how the design **image(s)** may be adapted for commercial use

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature (if sampled)

EQA signature (if sampled)

1		
○	○	○



# Observation sign-off sheet

## Unit N10 Develop a range of creative nail images

### What you must cover



Creative nail images

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**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.**

#### Activities

Tick the type of activity if you produced images for it.

You must produce images for at least **one** of the activities.

	1		
Photo shoot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Catwalk shows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client specifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Images

Tick the images considered for each observation.

You must cover **two** of the **three** images.

	1		
Based on a theme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avant-garde	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commercial	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Relevant person(s)

Tick the relevant person(s) involved for each observation.

You must involve at least **three** of the relevant person(s).

	1		
Photographer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make-up artists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competition judges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hairstylist	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stylist	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*



# Observation sign-off sheet

*Unit N10 Develop a range of creative nail images*

## What you must cover (continued)

### Additional media

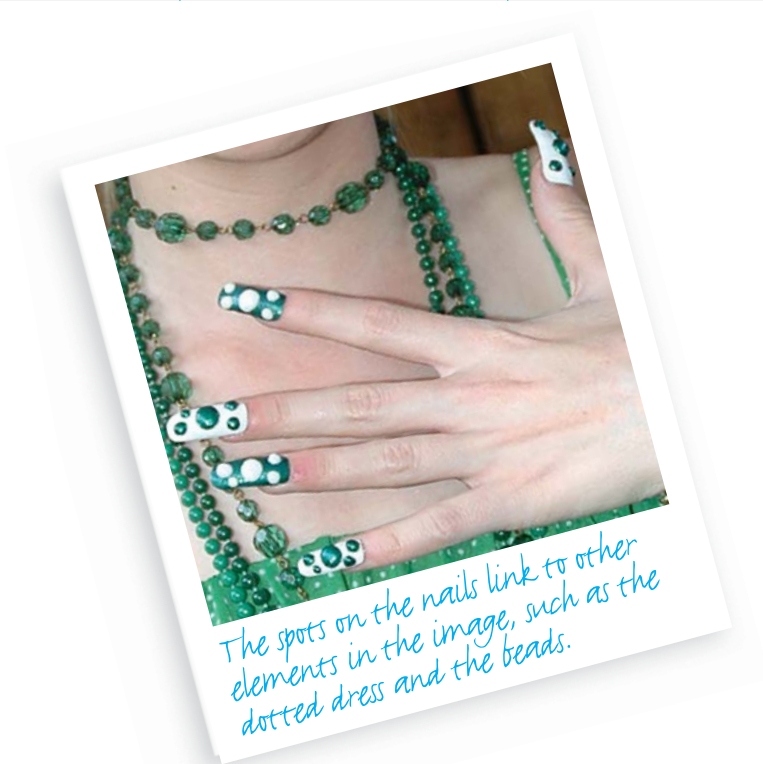
Tick the additional media used for each observation.  
You must use **four** additional media.

- Accessories
- Clothes
- Make-up
- Props
- Hair
- Body art

1		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Observation
- Achieved
- Date
- Candidate signature
- Assessor signature
- IQA signature (if sampled)
- EQA signature (if sampled)

1		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Comment form

## Unit N10



Creative nail images

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

### Comments

### Date

1

2

3



Complement your design with jewellery, clothes and accessories.

### Hints and tips

*Prepare a checklist before an event to ensure you don't forget anything.*





# Knowledge sign-off sheet

## Unit N10 Develop a range of creative nail images

### What you must know

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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). This will be an online test.

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.

You need to understand:		Evidence type
<b>Communication</b>		
1	the importance of effective communication	E3
2	the importance of confidentiality and what might happen if this is not maintained	E3
3	how to adapt your contributions to suit different situations (eg the amount you say, your manner and tone of voice)	E3
4	how and when to participate in discussions and move them forward	E3
5	how to make openings in conversations to encourage people to speak	E3
6	the importance of confirming your understanding of what has been said to you	E3
<b>Design principles and presentation</b>		
7	basic principles of design, scale and proportion when creating an image	E3
8	how to identify and develop a theme as a basis for a nail design image	E3
9	ways of visually presenting your design image effectively to others	E3
10	ways in which additional media can be used to complement the overall design image	E3
11	the importance of presenting your final results in a professional way	E3
12	how accessories can be used to enhance and support a design image	E3
13	the types of non-conventional items that may be used as part of design	E3
14	ways of adapting the design and application techniques to suit changing circumstances	E3

*Continues on next page*

You need to understand:	Evidence type
<b>Health &amp; Safety</b>	
15 the potential hazards you must consider when working at any venue	E3
16 the steps that should be taken to minimise risks when working at any venue	E3
17 how and if local bye-laws and legislation may limit your use of tools and equipment	E3
18 health & safety procedures applicable to any venue you use	E3
19 the potential hazards that may be present as a result of using additional media in your design image and the precautions you should take to reduce risks to health & safety	E3
<b>Planning</b>	
20 the steps that should be taken to ensure you are adequately insured	E3
21 the importance of agreeing contractual matters prior to commencing any work	E3
22 the importance of detailed and accurate planning	E3
23 the importance of communicating and agreeing design plans	E3
24 the importance of setting and working to a budget	E3
25 suitable sources of information and design ideas and how to access them (eg historical, cultural)	E3
26 ways of presenting design plans and images	E3
27 the range and availability of resources	E3
28 where to obtain resources	E3
29 any venue requirements likely to affect your plans	E3
<b>Problem solving</b>	
30 the common problems associated with photographic shoots, fashion shows and competitions (eg staffing, tools and equipment breakdowns, and time over-runs etc.) and how to resolve them	E3



Creative nail images

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#### Hints and tips

*Always carry your business card. You never know when you will stumble upon an opportunity to advertise your services.*

*Continues on next page*



# Knowledge sign-off sheet

*Unit N10 Develop a range of creative nail images*

## What you must know (continued)

You need to understand:	Evidence type
<b>Evaluation</b>	
31 the purpose of evaluation activities	E3
32 the areas on which you should collect feedback	E3
33 methods of gaining feedback from others	E3
34 the potential commercial benefits that can arise from nail design work	E3
Tick if E3 was an online test	<input type="radio"/> Date



Image courtesy of Sam Biddle

# Supplementary notes

## *Unit N10*



Creative nail images

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Your assessor may use this space for any additional comments they may have about your work.

**Comment**

**Date**


## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

EQA signature (if sampled)

Date





---

# NAIL airbrush designs for nails



This unit is about planning, designing and creating individual nail art designs using airbrushing techniques to suit the client and occasion. It covers consulting with the client, recognising

any contra-indications, preparing for the service and creating the airbrush designs, on the hands and feet. It also covers preparing the nails and finishing techniques for airbrushing.





# Unit N11 (City & Guilds Unit 049)

## Plan and provide airbrush designs for nails

### *Optional*



Airbrush designs

145

### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for providing air designs for nails.

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** of which must include a complex linear design.

You must carry out correctly all the things listed under 'What you must do' on the sign-off sheets that follow.

All 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 your work, all related health, safety and hygiene practices must be followed at all times.

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

#### Outcome 1

Maintain safe and effective methods of working when providing airbrushing services

#### Outcome 2

Consult, plan and prepare for the airbrushing service

#### Outcome 3

Apply airbrushing techniques and designs

#### Outcome 4

Provide aftercare advice

“

*Competitions are a fabulous way of building confidence, improving dexterity and timing.*

Bev Braisdell

”



*Your nail art designs should complement the overall theme.*



# Unit N11 (City & Guilds Unit 049)

## Plan and provide airbrush designs for nails

### *Optional (continued)*

Image courtesy of Carole Whitehead

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Level 3 NVQ/SVQ Nail Services

### 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. Your performance must cover:

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

Questioning  
Visual  
Manual  
Reference to client records

#### **Dealt with at least one of the 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**.

#### **Used at least four airbrushing designs \*:**

Soft french  
Chevron french  
Fancy french  
Animal print  
Flowers  
Flames  
Tropical  
Seasonal  
Complex linear designs

\* However, you must prove to your assessor that you are able to use the other **five**.

#### **Used all airbrushing techniques:**

Contouring  
Stenciling  
Masking  
Colour fading  
Blending  
Free-hand

#### **Provided all types of advice:**

Suitable aftercare products and their use  
Avoidance of activities which may cause contra-actions  
Recommended time intervals in between airbrush services

“

*Bear in mind the nail art techniques that you’ve learnt as you create your designs – use and practise all your skills to help you improve your work.*

Marian Newman

”



## Useful words

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

**3D** Three dimensional (3D) means that a structure has depth, width and height.

**Additional media** These could be clothes, make-up, jewellery, props – in fact, anything you use to support your design.

**Airbrushing** A nail art technique. A brush is attached to a compressor by a hose and held in the hand. Air is mixed with paint before being forced out to create a coloured spray.

**Avant-garde** People or works that are experimental or innovative, particularly in art and culture.

**Complex linear design** A combination of horizontal, vertical and diagonal lines.

**Copyright** The legal right that gives the creator of a piece of work control over how it is used by others.

**Cut out** Removing part of a tip, to change the original shape, to elaborate a design plan.

**Design plan** This is a written outline of how you plan to achieve the desired effect. You present this to the person who has set you the task for their approval.

**Embedding** A nail art technique where three-dimensional designs are created by embedding decorative items such as stones.

**Free-hand** A nail art technique performed by hand using paints and brushes, which gives a unique and individual design.

**Mood board** Used by designers, this is a board that displays images and examples to communicate their ideas.

**Portfolio** A presentation of your images, work samples and skills.

**Relevant person** A person who has set you the task and whose approval you will need to seek before commencing work, or a person who you will need to work together with to be able to complete the job.

**Resource** Any item you need to help create and present the image you have designed.



Airbrush designs

147

## What you must know

You will be assessed on your knowledge of the following for each treatment:

Organisational and legal requirements

How to work safely and effectively when providing airbrush services

Consult, plan and prepare for the airbrushing service

Contra-indications and contra-actions

Airbrushing equipment and products

Airbrushing services

Aftercare advice for clients

This will be completed through written and oral questioning by your assessor, or by an online test. For details of what you must know, see pages 157–161.



*Use your creativity and let your imagination run wild!*



# Observation sign-off sheet

## Unit N11 Plan and provide airbrush designs for nails

### What you must do

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Level 3 NVQ/SVQ Nail Services

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** must include a linear design). Your assessor will want to see you use at least **four** airbrushing designs and use all airbrushing techniques.

#### Hints and tips

*Practise your designs many, many times before an event, in different environmental conditions. This will highlight any potential problems.*

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 airbrush designs 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 equipments 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 services
- 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 Using chemicals in a safe manner without risk of overexposure to self and clients
- k Taking appropriate and prompt remedial action where contra-actions occur during the course of the nail art service \*

*Continues on next page*

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



Airbrush designs

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						
IQA signature (if sampled)						
EQA signature (if sampled)						

*Continues on next page*

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







# Observation sign-off sheet

*Unit N11 Plan and provide airbrush designs for nails*

## What you must do (continued)

150

Level 3 NVQ/SVQ Nail Services

### Outcome 2

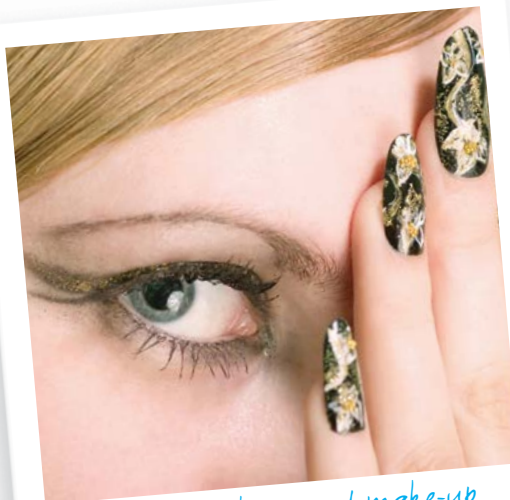
#### Consult, plan and prepare for the airbrushing service by:

- Using **consultation techniques** in a polite and friendly manner to record the design plan
- Obtaining signed, written informed consent from the client prior to carrying out the service
- Ensuring that informed and signed parental or guardian consent is obtained for minors prior to any service \*
- Ensuring that a parent or guardian is present throughout the service for minors under the age of 16 \*\*
- Asking your client appropriate questions to identify if they have any contra-indications to airbrush services
- Accurately recording your client's responses to questioning
- Taking the **necessary action** in response to any identified contra-indications \*\*\*
- Encouraging clients to ask questions to clarify any points

#### Hints and tips

*After an event, evaluate how it went and what you would do differently next time – that way you will always improve.*

*Continues on next page*



*Combining nail art and make-up can make a great statement.*

- i Ensuring client advice is given without reference to a specific medical condition and without causing undue alarm and concern \*\*\*\*
- j Effectively disinfecting the area to be treated
- k Effectively removing any existing nail polish or designs, if required
- l Accurately identifying the condition of the nails and skin
- m Explaining your assessment of the client's nail and skin condition and any limitations to the airbrush design
- n Recommending **airbrush designs** and **techniques** to suit the client's nail shape and condition
- o Agreeing the service and outcomes that are acceptable to your client and meet their needs



Airbrush designs

151

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						
IQA signature (if sampled)						
EQA 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*



# Observation sign-off sheet

Unit N11 Plan and provide airbrush designs for nails

## What you must do (continued)

152

Level 3 NVQ/SVQ Nail Services

### Outcome 3

#### Apply airbrushing techniques and designs by:

- Ensuring the nail is left clean and free of debris and the cuticle is left neat and undamaged
- Correctly testing the pressure and operation of the spray gun prior to use
- Using airbrush products and equipment according to manufacturers' instructions
- Using suitable tools for the agreed **airbrush designs** and **techniques**
- Applying the required base relevant to the airbrush product
- Using **airbrushing techniques** in a controlled way, in the correct sequence and at the correct distance from the nail to achieve the desired effect(s)
- Sealing the **airbrush design**, leaving the cuticle and side walls free from any product
- Applying a top coat to protect the **airbrush design**
- Ensuring the finished **airbrush design** is to the client's satisfaction and meets the agreed design plan

Image courtesy of Professionalis



Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1	2	3	4		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continues on next page

# Outcome 4

Provide aftercare advice by:

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



Airbrush designs

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature  
(if sampled)

EQA signature  
(if sampled)

1	2	3	4		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Airbrush design can be one block colour  
or use a variety of techniques.



# Observation sign-off sheet

*Unit N11 Plan and provide airbrush designs for nails*

## 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 each observation.

You must use **all** types of consultation techniques.

Questioning

Visual

Manual

Reference to client records

1	2	3	4		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<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**.

Encouraging the client to seek medical advice

Explaining why the service cannot be carried out

Modifying the service

1	2	3	4		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Airbrushing designs

Tick the airbrushing designs used for each observation.

You must use at least **four** airbrushing designs but you must prove to your assessor that you are able to use the other **five**.

Soft french

Chevron french

Fancy french

Animal print

Flowers

Flames

Tropical

Seasonal

Complex linear designs

1	2	3	4		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*





## Airbrushing techniques

Tick the airbrushing techniques used for each observation.  
You must use **all** airbrushing techniques.

	1	2	3	4		
Contouring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stenciling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Masking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Colour fading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blending	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Free-hand	<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 airbrush 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						
IQA signature (if sampled)						
EQA signature (if sampled)						



# Comment form

## Unit NII

156

Level 3 NVQ/SVQ Nail Services

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

### Comments

### Date

1

2

3

4



# Knowledge sign-off sheet

## Unit N11 Plan and provide airbrush designs for nails

### What you must know



Airbrush designs

157

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
- 2 the importance of not discriminating against clients with illnesses and disabilities and why (eg Disability Discrimination Act)
- 3 why it is important, when treating minors under 16 years of age, to have a parent or guardian present
- 4 why minors should not be given services without informed and signed parental or guardian consent
- 5 the legal significance of gaining signed, informed client consent to service
- 6 the importance and reasons for keeping records of clients, their services and gaining client signatures
- 7 the importance of the correct storage of client records in relation to the Data Protection Act
- 8 your salon services times and the importance of completing nail art services in a commercially viable time
- 9 the salon pricing structures for nail art airbrushing services

#### How to work safely and effectively when providing airbrush services

- 10 the type of personal protective equipment that should be available and used by yourself (eg powder-free nitrile or powder-free vinyl gloves)
- 11 why it is important to use personal protective equipment
- 12 what is contact dermatitis and how to avoid developing it when carrying out nail art designs, maintenance and removal
- 13 how to prepare, use and maintain tools, equipment and materials for the nail art airbrushing services

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). This will be an online test.

Some areas appear in more than one unit (shaded in darker blue). 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 N11 Plan and provide airbrush designs for nails*

### What you must know (continued)

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You need to understand:	Evidence type
14 methods of disinfecting and sterilising airbrushing tools and equipment	E3
15 the importance of, and reasons for, disinfecting hands and how to do this effectively	E3
16 the necessary environmental conditions for nail art airbrushing services (including lighting, heating, ventilation and general comfort) and why these are important	E3
17 why it is important to maintain standards of hygiene and the principles for avoiding cross-infection.	E3
18 the possible risks to yourself of ineffective positioning of clients and how to avoid potential discomfort and injury to yourself	E3
19 how to minimise and dispose of waste from nail art services	E3
20 how to effectively and safely position airbrushing equipment	E3
21 the condition in which the work area should be left and why this is important	E3
<b>Consult, plan and prepare for the airbrushing service</b>	
22 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment	E3
23 how to give effective advice and recommendations to clients	E3
24 the questioning and listening skills you need in order to find out information	E3
25 how to conduct a nail and skin analysis	E3
26 the importance of explaining the limitations of nail art designs due to the shape and condition of clients' nails	E3

*Continues on next page*

You need to understand:	Evidence type
27 the importance of questioning clients to establish any contra-indications to nail art service	E3
28 why it is important to record client responses to questioning	E3
29 the legal significance of client questioning and of recording the client's responses	E3
30 why it is important to encourage and allow time for clients to ask questions	E3
31 how to prepare nail art airbrushing design plans	E3
<b>Contra-indications and contra-actions</b>	
32 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, severely damaged nails, severe eczema, psoriasis and dermatitis)	E3
33 the types of conditions and disorders that may restrict the service and why (eg minor eczema, psoriasis and dermatitis, severely bitten or damaged nails, unknown swelling and redness)	E3
34 the importance of questioning clients to establish any contra-indications to nail art service	E3
35 the importance of, and reasons for, not naming specific contra-indications when encouraging the client to seek medical advice	E3
36 the contra-actions which may occur during and after nail art services and how to deal with them (allergic reactions, premature loss of nail art design, damage to the nail art design)	E3
<b>Airbrushing equipment and products</b>	
37 how to dismantle, clean, maintain and reassemble airbrush equipment and associated accessories	E3
38 the types of problems that can occur with airbrush equipment and how to correct them	E3
39 the meaning of psi and the potential risks associated with the use of pressurised airbrush equipment	E3
40 the importance of using equipment with a pressure gauge	E3
41 the types of products available for airbrushing and their features and how and when to use them	E3
42 the types of equipment available for airbrushing and how and when to use them	E3



Airbrush designs

*Continues on next page*





# Knowledge sign-off sheet

## Unit N11 Plan and provide airbrush designs for nails

### What you must know (continued)

You need to understand:	Evidence type
43 the differences between cup feed and gravity feed airbrushes and when to use them	E3
44 the advantages and disadvantages of differing airbrush products	E3
45 the types of resources available for airbrushing and how and when to use them	E3
46 the different types of needle sizes available for airbrushing nails, skin and hair	E3
47 the different types of airbrush paints and their features (eg acrylic, water based, metallic)	E3
48 the different types of stencilling materials available and their effects (eg lace, mesh, frisket)	E3
<b>Airbrushing services</b>	
49 the importance of understanding colour theory	E3
50 how to carry out the airbrushing techniques in the range, when to use them and the effects that can be created	E3
51 the different types of designs available to clients	E3
52 how to select, blend and combine colours and materials	E3
53 how current fashion trends can impact on airbrush designs	E3
54 how to select, adapt and create airbrush designs to suit different occasions	E3
55 how to adapt nail art designs and techniques to make them commercial	E3
56 the importance of creating a design portfolio to promote airbrush designs	E3

#### Hints and tips

*When using an image, check it is not subject to copyright. If it is, seek approval to use it beforehand – remember it is a legal requirement.*

*Continues on next page*

You need to understand:	Evidence type
<b>Aftercare advice for clients</b>	
57 aftercare, maintenance and removal requirements for specific airbrush designs and why these are important	E3
58 recommended intervals between airbrushing services	E3
59 how to deal with accidental damage	E3
Tick if E3 was an online test	<input type="radio"/> Date
Tick if cross-unit knowledge was an online test	<input type="radio"/> Date



Airbrush designs

161

Image courtesy of Sam Biddle





# Supplementary notes

## *Unit NII*

162

Level 3 NVQ/SVQ Nail Services

Your assessor may use this space for any additional comments they may have about your work.

**Comment**

**Date**

## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

EQA signature (if sampled)

Date

---

# N12 *using electric files*



---

This unit is about the safe and appropriate use of electric files during the processes of preparing and finishing overlay materials.

---

This unit also covers the safe and professional preparation and maintenance of the electric file hand piece and attachments.



# Unit N12 (City & Guilds Unit 050)

## Prepare and finish nail overlays using electric files

### *Optional*

164 Level 3 NVQ/SVQ Nail Services

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

**Outcome 1**  
Maintain safe and effective methods of working when preparing and

finishing nail overlays using electric files  
**Outcome 2**  
Consult, plan and prepare for the use of electric files  
**Outcome 3**  
Prepare and finish nail overlays using electric files

### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for preparing and finishing artificial nail overlays using electric files.

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 **two** separate occasions, each involving a different client. You must carry out 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 your work, all related health, safety and hygiene practices must be followed at all times.

### 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
- Physical examination
- Reference to client records

**Carried out all filing techniques:**

- Reducing length
- Refining surfaces
- Thinning out the free edge of the overlay
- Buffing
- Reducing overlay bulk

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

- Encouraging your client to seek medical advice
- Explaining why an electric filing 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**.





## What you must know

You will be assessed on your knowledge of the following:

Organisational and legal requirements

How to work safely and effectively when preparing and finishing overlays using electric files

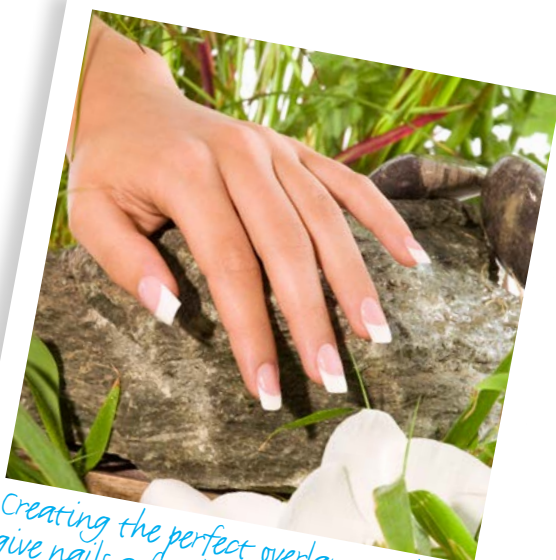
Consult, plan and prepare for the treatment with clients

Contra-indications and contra-actions

Equipment

Electric filing service

This will be completed through written and oral questioning by your assessor, or an online test. For details of what you must know, see pages 175–178.



*Creating the perfect overlay can help give nails a flawless finish.*



Using electric files

## Useful words

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

**Carbide bits** Made from durable and long-lasting carbide that shaves the surface of the overlay, producing large dust particles.

**Consultation techniques** Methods of finding out relevant information from your client so you can plan and perform a nail service.

**Contra-action** An unexpected occurrence that may happen during or after a service.

**De-bulking** Reduction of overlay prior to rebalance.

**Diamond bits** Made from diamond particles that scratch the surface of the overlay, producing a very fine dust.

**Dust mask** A protective disposable mask worn over the mouth to reduce inhalation of fine dust particles created by using electric files.

**E-file** An electric file.

**Extraction** The mechanical removal of air-borne dust particles.

**File attachments** Rotating files in various shapes, ie barrel bit, cone bit.

**File speed** The speed at which the file rotates, usually between 0–30,000 rpm.

**Grit/abrasive** The higher the grit number the smoother the file (ie 240 is smoother than 180).

**Mandrel** A bit with a rubber end to secure sanding bands.

**Overlay** A product applied to tips or natural nails to provide strength.

**Rebalance** A maintenance service that repositions overlay to ensure the nail is balanced correctly.

**RPM** Revolutions per minute.

**Sanding bands** A disposable ring of sand paper, available in various grits.

**Service plan** A record of services performed, the outcomes and recommendations given.



# Observation sign-off sheet

## Unit N12 Prepare and finish nail overlays using electric files

### What you must do

166

Level 3 NVQ/SVQ Nail Services

Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **two** separate occasions, each on different clients. Your assessor will want to see you have carried out **all** of the filing techniques.

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 preparing and finishing nail overlays using electric files 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 services
- f Maintaining accepted industry hygiene and safety practices throughout the electric filing service
- g Positioning the electric file and file attachments for ease and safety of use
- h Correctly removing and storing the file attachments and leaving the electric file hand-piece safe and secure
- i Ensuring your own posture and position minimises fatigue and the risk of injury whilst working
- j Ensuring the client is in a comfortable and relaxed position that permits access and minimises the risk of injury to you and the client
- k Positioning yourself square to the client to maintain three points of contact, to keep the client's finger stable

“

*Electric files are a valuable addition to every nail technician's toolkit.*

Carole Whitehead

”

*Continues on next page*

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



Using electric files

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

*Continues on next page*



*Make sure you prepare your client well  
– apply product to build the false nail.*



# Observation sign-off sheet

*Unit N12 Prepare and finish nail overlays using electric files*

## What you must do (continued)

### Outcome 2

#### Consult, plan and prepare for the use of electric files by:

- a Using **consultation techniques** in a polite and friendly manner to record the service 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 Gaining the client's approval to use electric files prior to commencing any work
- f Asking your client appropriate questions to identify if they have any contra-indications to electric filing service
- g Accurately recording your client's responses to questioning
- h Taking the **necessary action** in response to any identified contra-indications \*\*\*
- i Effectively disinfecting the area to be treated

*Continues on next page*

“

*Electric files are a great aid to reducing service times and fatigue in the hands.*

Carole Whitehead

”



*Hold the client's finger up to make sure it doesn't slip during the service.*

- j Effectively removing any existing nail polish, if required
- k Accurately identifying the condition of the nails and skin
- l Agreeing the service and outcomes that are acceptable to your client and meet their needs



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

*Continues on next page*

“

*Even when you feel confident with your electric file, don't be tempted to turn the rotation speed up too high. High speeds won't reduce your work time, as the faster the rotation the less chance the attachment has to 'bite' into the surface of the overlay and do its job effectively.*

Laura Burton-Nash

”





# Observation sign-off sheet

*Unit N12 Prepare and finish nail overlays using electric files*

## What you must do (continued)

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Level 3 NVQ/SVQ Nail Services

### Hints and tips

*If you choose to use re-useable attachments, it is worth investing in two of each type. That way you can have one soaking in disinfectant while you are using the other. Then you will be able to change them over for your next client.*

### Outcome 3

#### Prepare and finish nail overlays using electric files by:

- a Using the most suitable file attachment for the **filing techniques** required
- b Using the correct **filing techniques** to prepare the overlay
- c Operating the electric file at a speed suitable for the **filing techniques** and in a way that meets manufacturer's instructions
- d Moving the electric file in one direction across the nail when working
- e Ensuring the file attachment is revolving in the opposite direction to which you are working
- f Ensuring continuous movement of the file to avoid a heat sensation on the nail plate
- g Ensuring that you work on the overlay and not the natural nail plate or surrounding skin
- h Moving and positioning your client's finger so the rotating attachment is kept flat against the nail
- i Using suitable **filing techniques** to restore and finish the overlay
- j Achieving a smooth, even surface of the overlay when finishing

*Continues on next page*



- k Ensuring the electric filing leaves the free edges tapered, thin and with a clean edge
- l Ensuring buffing achieves an even, high shine finish
- m Taking appropriate and prompt remedial action where contra-actions occur during the course of the service
- n Ensuring the completed service is to the client's satisfaction



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



Image courtesy of Professionalnails



# Observation sign-off sheet

*Unit N12 Prepare and finish nail overlays using electric files*

## What you must cover

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Level 3 NVQ/SVQ Nail Services

### Consultation techniques

Questioning

Visual

Physical examination

Reference to  
client records

**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.**

Tick the consultation techniques used each observation.

You must use **all** types of consultation techniques.

1	2		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<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**.

Encouraging your  
client to seek medical  
advice

Explaining why an  
electric filing service  
cannot be carried out

Modifying the service

1	2		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*

“

*Once you have mastered the skills of electric filing you will be able to add another dimension to the nail services you offer.*

Carole Whitehead

”



## Filing techniques

Tick the types of filing techniques used for each observation.

You must carry out **all** filing techniques.

Reducing length

Refining surfaces

Thinning out the free  
edge of the overlay

Buffing

Reducing overlay bulk

1	2		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature (if sampled)

EQA signature (if sampled)

1	2		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Image courtesy of Professionails





# Comment form

## Unit NI2

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Level 3 NVQ/SVQ Nail Services

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

### Comments

### Date

1

2



Image courtesy of NSI (UK) Ltd ([www.nsinails.co.uk](http://www.nsinails.co.uk))



# Knowledge sign-off sheet

## Unit N12 Prepare and finish nail overlays using electric files

### What you must know



Using electric files

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You need to understand:

Evidence type

#### Organisational and legal requirements

- 1 your responsibilities under relevant health and safety legislation and the industry Code of Practice for Nail Services
- 2 the importance of not discriminating against clients with illnesses and disabilities and why (eg Disability Discrimination Act)
- 3 why it is important, when treating minors under 16 years of age, to have a parent or guardian present
- 4 why minors should not be given services without informed and signed parental or guardian consent
- 5 the legal significance of gaining signed, informed client consent to services
- 6 the importance and reasons for keeping records of clients, their services and gaining client signatures
- 7 the importance of the correct storage of client records in relation to the Data Protection Act
- 8 the health and safety issues specific to the use of electric files
- 9 your salon services times and the importance of completing electric filing services in a commercially viable time

#### How to work safely and effectively when preparing and finishing overlays using electric files

- 10 the type of personal protective equipment that should be available and used by yourself
- 11 why it is important to use personal protective equipment
- 12 how to prepare, use and maintain tools and equipment when using electric files
- 13 methods of disinfecting and sterilising electric file attachments
- 14 the importance of and reasons for disinfecting hands and how to do this effectively

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 blue). 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 N12 Prepare and finish nail overlays using electric files

### What you must know (continued)

You need to understand:	Evidence type
15 the necessary environmental conditions for electric filing services (including lighting, heating, ventilation and general comfort) and why these are important	E3
16 the type of dust extraction equipment available for use with electric files and why they are important	E4
17 why it is important to maintain standards of hygiene and the principles for avoiding cross-infection	E3
18 how to effectively and safely position electric filing equipment	E3
19 how to avoid potential discomfort and injury to yourself and the risks of poor positioning to clients	E3
20 the condition in which the work area should be left and why this is important	E3
<b>Consult, plan and prepare for the treatment with clients</b>	
21 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment	E3
22 how to give effective advice and recommendations to clients	E3
23 the questioning and listening skills you need in order to find out information	E3
24 how to conduct a nail and skin analysis	E3
25 the importance of questioning clients to establish any contra-indications to electric filing services	E3
26 why it is important to record client responses to questioning	E3
27 the legal significance of client questioning and of recording the client's responses	E3
28 why it is important to encourage and allow time for clients to ask questions	E3
29 how to prepare service plans	E3

#### Hints and tips

*Practise on your own nail enhancements. That way you can feel the correct pressure and speed to travel across the overlay without causing any friction and burning sensation to the client.*

*Continues on next page*

You need to understand:	Evidence type
<b>Contra-indications and contra-actions</b>	
30 the types of disorders that may contra-indicate the service and why (eg thin and/or damaged nail plate, cuts and abrasions to surrounding skin, nail separation)	E4
31 the importance of questioning clients to establish any contra-indications to nail art service	E3
32 the importance of and reasons for not naming specific contra-indications when encouraging the client to seek medical advice	E3
33 the types of contra-actions that can occur when using electric files and how to deal with them (eg blistering, heat friction, thinning of the nail plate, cuts and abrasions)	E4
<b>Equipment</b>	
34 types of electric filing equipment, how and when to use them, including adaptation for left and right handed use	E3
35 types of electric file attachments, when and how to use them	E3
36 the manufacturer's instructions for the care and maintenance of the electric file(s) you use in your workplace and the importance of following them	E3
<b>Electric filing service</b>	
37 electric filing techniques, including thinning out overlays, buffing and use of differing speeds of rotation	E3
38 why it is important to maintain three points of contact when working with a client	E4
39 how to position and support your client's hand and finger whilst working with an electric file	E3
40 how the inappropriate use of electric files can damage the natural nail and surrounding skin	E4
41 how to identify types of nail damage caused by the misuse of electric files	E4
42 why it is important to work in one direction across the overlay	E3
43 how to avoid excessive accumulation of heat when using an electric file	E4
44 why the spin of the electric file needs to be in the opposite direction of working	E4



Using electric files

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#### Hints and tips

*To help you steady yourself and get used to the speed of the rotating attachment against the nail it is a good idea to start filing at the free edge and work your way up the middle of the overlay towards the cuticle area.*

*Continues on next page*



## Knowledge sign-off sheet

*Unit N12 Prepare and finish nail overlays using electric files*

### What you must know (continued)

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Level 3 NVQ/SVQ Nail Services

You need to understand:	Evidence type
45 why the natural nail should always be hand filed prior to the application of the overlay	E3
46 when to use a hand file and when to use an electric file and the limitations of the use of electric files	E4
47 why electric files should never be used for tip blending	E4
48 the importance of maintaining balance, shape and position of apex when electric filing	E3
49 the difference between dust created by hand filing and electric filing and the health and safety implications	E4
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



Image courtesy of Rejuve

# Supplementary notes

## Unit NI2



Using electric files

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Your assessor may use this space for any additional comments they may have about your work.

Comment

Date


## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

--	--

Assessor signature

Date

--	--

IQA signature (if sampled)

Date

--	--

EQA signature (if sampled)

Date

--	--









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