

# **SVQ 3 in Nail Services at SCQF Level 6 (6011-04)**

**Version 1.0 (May 2016)**

**Qualification HandBook**

## Qualification at a glance

<b>Subject area</b>	Beauty
<b>City &amp; Guilds number</b>	6011
<b>Entry requirements</b>	None
<b>Assessment types</b>	Portfolio; Short Answer; Multiple Choice; Assignment
<b>Approvals</b>	Approval application required
<b>Support materials</b>	Assignment/Assessment guide for centres; Assessment pack
<b>Registration and certification</b>	Consult the Walled Garden/Online Catalogue for last dates

<b>Title and level</b>	<b>City &amp; Guilds number</b>	<b>Accreditation number</b>
Level 3 SVQ in Nail Services	6011-04	<b>G9W7 23</b>

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# 1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	
Who is the qualification for?	<p>The SVQ 3 in Nail Services at SCQF Level 6 is designed for learners who work in or wish to pursue a career in the nail services.</p> <p>The SVQ provides the necessary skills and knowledge that prove occupational competence as a senior nail technician.</p>
What does the qualification cover?	<p>This qualification allows candidates to learn, develop and practice the skills required to provide a range of beauty therapy services.</p> <p>The SVQ covers a range of skills and knowledge such as enhancing and maintaining nails using light cured gel, liquid and powder, nail wraps as well as designing and creating nail art and airbrush designs.</p>
Is it part of an apprenticeship framework or initiative?	No.
Who did we develop the qualification with?	This qualification has been developed with habia.
What opportunities for progression are there?	<p>Learners to progress into employment or to the following City &amp; Guilds qualification:</p> <ul style="list-style-type: none"><li>• Level 4 Diploma in Management and Advanced Techniques in the Hair and Beauty Industry</li></ul>

## Structure

To achieve the **City & Guilds SVQ 3 in Nail Services at SCQF Level 6**, learners must achieve the 3 mandatory units and 4 optional units.

City & Guilds unit number	Unit title	SCQF credit	SCQF Level
<b>Mandatory</b>			
311	Enhance and maintain nails using liquid and powder	11	6
312	Enhance and maintain nails using light cured gel	11	6
404	Contribute to the planning, implementation and evaluation of promotional activities	10	6
<b>Optional</b>			
308	Contribute to the financial effectiveness of the business	7	6
313	Enhance and maintain nails using wraps	10	6
314	Maintain and finish nail overlays using an electric file	8	6
315	Design and create nail art	9	6
316	Create airbrush designs for nails	9	6
317	Develop a range of creative nail designs	8	7
<b>Additional - <u>may</u> be taken in addition to the mandatory and optional units</b>			
202	Enhance the appearance of the eyebrows	4	5
203	Enhance the appearance of the eyelashes	5	5
210	Provide self-tanning services	3	5

## 2 Centre requirements

### Approval

If your Centre is approved to offer the qualification 3011-09/3009-93 SVQ 3 in Nail Services at SCQF Level 6 you can apply for the new 6011-04/6011-95 SVQ 3 in Nail Services at SCQF Level 6 approval using the **fast track approval form**, available from the City & Guilds website.

Centres should use the fast track form if:

- there have been no changes to the way the qualifications are delivered, and
- they meet all of the approval criteria in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, the Centre will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast track approval is still current at the time of application.

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the City & Guilds Centre Manual for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

### Resource requirements

#### **Centre staffing**

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- hold a SVQ 3 in Nail Services at SCQF Level 6 or equivalent
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training

The assessor must:

- hold, or be working towards a valid assessors' qualification based on LSIS, formally LLCC, Learning and Development National Occupational Standards (2010)
- have an in-depth technical knowledge of the qualification
- complete a minimum of 30 CPD hours per annum (1 Sep-31 Aug).

Centre staff may undertake more than one role, eg tutor and assessor or internal quality assurer, but cannot internally quality assure their own assessments.

Please refer to the Assessor Guide document for details on the role of the supervisors and managers as witnesses.

### Learner entry requirements

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.

### ***Age restrictions***

The SVQ 3 in Nail Services at SCQF Level 6 is not approved for use by candidates under the age of 16, and City & Guilds cannot accept any registrations for candidates in this age group.

Centres and candidates should be fully aware of minimum age requirements and any implications on completing assessments.



### 3 Delivering the qualification

#### Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- if the candidate has any specific training needs
- support and guidance they may need when working towards their qualifications
- any units they have already completed, or credit they have accumulated which is relevant to the qualifications
- the appropriate type and level of qualification.
- If the candidate understands the people involved in the assessment and how to evidence their performance at work and compile a portfolio of evidence

We recommend that centres provide an induction programme so the candidate fully understands the requirements of the qualifications, their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

#### Support materials

The following resources are available for these qualifications:

Description	How to access
Assignment/Assessment guide for centres	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>
Assessment pack	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>

#### Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence. Copies of City & Guilds recording documents can be downloaded from the City & Guilds website.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: [www.cityandguilds.com/eportfolios](http://www.cityandguilds.com/eportfolios).

## 4 Assessment

### Summary of assessment methods

Candidates must:

- have a completed portfolio of evidence for each unit
- have achieved/completed the essential knowledge and understanding requirements

### Assessment Types

Unit	Title	Assessment method	Where to obtain assessment materials
	Cross unit knowledge	<b>Externally set</b> online test OR paper-based short answer question test	Online test number <b>6011-690</b> Short answer papers and marking guides available on City & Guilds website
308	Contribute to the financial effectiveness of the business	Portfolio and Assignment	Assignment available on City & Guilds website
311	Enhance and maintain nails using liquid and powder	Portfolio and Online test OR paper-based short answer question test	Online test number <b>6011-611</b> Short answer papers and marking guides available on City & Guilds website
312	Enhance and maintain nails using light cured gel	Portfolio and Online test OR paper-based short answer question test	Online test number <b>6011-612</b> Short answer papers and marking guides available on City & Guilds website

Unit	Title	Assessment method	Where to obtain assessment materials
313	Enhance and maintain nails using wraps	Portfolio and Online test OR paper-based short answer question test	Online test number <b>6011-613</b> Short answer papers and marking guides available on City & Guilds website
314	Maintain and finish nail overlays using an electric file	Portfolio and Online test OR paper-based short answer question test	Online test number <b>6011-614</b> Short answer papers and marking guides available on City & Guilds website
315	Design and create nail art	Portfolio and Assignment	Assignment available on City & Guilds website
316	Create airbrush designs for nails	Portfolio and Online test OR paper-based short answer question test	Online test number <b>6011-616</b> Short answer papers and marking guides available on City & Guilds website
317	Develop a range of creative nail designs	Portfolio and Assignment	Assignment available on City & Guilds website
404	Contribute to the planning, implementation and evaluation of promotional activities	Portfolio and Assignment	Assignment available on City & Guilds website
<b>Additional units</b>			
202	Enhance the appearance of the eyebrows	Portfolio and <b>Externally set</b> online test OR paper-based short answer question test	Online test number <b>6011-502</b> Short answer papers and marking guides

Unit	Title	Assessment method	Where to obtain assessment materials
203	Enhance the appearance of the eyelashes	Portfolio and <b>Externally set</b> online test OR paper-based short answer question test	available on City & Guilds website  Online test number <b>6011-503</b> Short answer papers and marking guides available on City & Guilds website
210	Provide self-tanning services	Portfolio and <b>Externally set</b> online test OR paper-based short answer question test	Online test number <b>6011-510</b> Short answer papers and marking guides available on City & Guilds website

## Assessment strategy

The assessment strategy for this qualification has been produced in partnership with industry, awarding organisations and habia.

It outlines the principles and requirements to be applied to assessment of performance and competence, and knowledge and understanding for this qualification. All of the information from the strategy can be found in the Qualification Handbook and the Assignment/Assessment guide for centres documents, in addition a full copy of the strategy can be downloaded from the habia website.

The strategy specifies the evidence requirements for each unit. These are included in the supporting evidence section of each unit in the handbook.

The strategy specifies that candidates **must** sit externally set questions for the following units:

City & Guilds Unit Number	NOS Reference	SCQF Level	Unit Title
SVQ 3 in Nail Services at SCQF Level 6			

City & Guilds Unit Number	NOS Reference	SCQF Level	Unit Title
	n/a		Cross unit knowledge test

City & Guilds has also produced assessments for all the remaining units.

For more information on how this qualification is assessed, please refer to the Assessor Guide document.

### Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process which makes use of evidence of a learner's **previous non-certificated achievements** to demonstrate competence or achievement within a unit or qualification. RPL allows an individual to avoid unnecessary learning, meaning that they can present for summative assessment without repeating learning in areas where they will be able to show that they can meet the learning outcome(s).

It remains the role of assessors and quality assurance staff to ensure that evidence for RPL meets the relevant outcomes of the qualification.

The centre manual contains further information on RPL.

## 5 Units

### Units

The qualifications comprise of a number of **units**. A unit describes what is expected of a competent person in particular aspects of his/her job.

**Evidence requirements** detail the types of, and a minimum amount of, evidence candidates must produce to demonstrate that they are competent, and the areas of the standards in which performance evidence is essential. The evidence requirements also explain when and under what conditions simulation may be used to generate evidence of performance.

**Range** statements define the breadth or scope of a learning outcome and its assessment criteria by setting out the various circumstances in which they are to be applied. There are two types of range: practical and knowledge. Practical range is specific to learning outcome which assess competence/practical skills. Knowledge range is specific to learning outcomes which assess knowledge and understanding. The units are underpinned with expected values, behaviours and skills. These are detailed in Appendices 1, 2 and 3.

### Unit numbering

Unit numbers in the National Occupational Standards begin with either 'BT' for Beauty, or 'NS' for Nails. City & Guilds unit numbers (three digit number placed in front of unit titles in both the handbook and logbooks) are to be used for candidate registration and certification entries.

## Unit 308

## Contribute to the financial effectiveness of the business (CHB18)

<b>Unit level:</b>	SCQF 6
<b>Unit aim:</b>	This standard is about the monitoring and effective use of salon resources and meeting productivity and development targets to make a positive contribution to the effectiveness of the business. You are also required to ensure that individuals who may assist you to deliver services to clients work effectively too.
<b>Relationship to NOS:</b>	SKACHB18
<b>Endorsed by</b>	habia

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### Outcome

- 1 Contribute to the effective use and monitoring of resources

#### You must be able to:

- P1 follow your salon procedures for monitoring the use of resources
- P2 ensure information relating to stock levels is obtained from colleagues in time to coincide with your salon ordering system
- P3 use resources in a way which complies with legal and salon requirements
- P4 use working methods that promote environmental and sustainable working practices
- P5 check all deliveries are accurate and complete against order documentation reporting any inaccuracies and or damages
- P6 identify and resolve any problems with resources within the limits of your authority
- P7 report any resource problems you cannot resolve to the relevant person
- P8 make constructive recommendations to improve the use of resources to the relevant person
- P9 make recommendations which clearly show the benefits of implementing your suggestions
- P10 ensure records for which you are responsible are accurate, legible and up-to-date

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### Range

- (P1) **Resources:** human  
stock  
tools and equipment  
time

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### Outcome

- 2 Meet productivity and development targets

### You must be able to:

- P11 set, agree and record your productivity and development targets with the relevant person to meet the needs of the business
  - P12 seek opportunities that will help you to meet your productivity and development targets
  - P13 regularly review and record your progress towards the achievement of your productivity and development targets
  - P14 adjust your activities in a way that will help you to meet your productivity and development targets
  - P15 meet your set productivity and development targets consistently and within the agreed timescale
- 

### Range

- (P11) **Productivity and development targets:** retail sales  
technical services  
personal learning
- 

### Outcome

- 3 Contribute to the effective use and monitoring of resources

### You need to know and understand:

- K1 your salon's requirements relating to the use of the resources in the range
  - K2 the critical aspects of current legal requirements relevant to your business relating to the use of resources
  - K3 current legal requirements relating to the sale of retail goods
  - K4 the different types of working methods that promote environmental and sustainable working practices
  - K5 your own limits of authority in relation to the use of resources
  - K6 to whom to report recommendations
  - K7 how the effective use of resources contributes to the profitability of the business
  - K8 how salon ordering systems work and how to interpret them
  - K9 the importance of keeping accurate records for the use and monitoring of resources
  - K10 the common problems associated with salon resources and how to resolve them
  - K11 how to present the benefits of recommendations in a positive manner
  - K12 how to negotiate and agree productivity and development targets
  - K13 how to respond positively to negative feedback
  - K14 general principles of time management applicable to the delivery of salon services
- 

### Range

- (K2) **Health and safety:** Your responsibilities for health and safety as defined by any specific legislation covering your job role
- Health and Safety at Work Act
  - The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)
  - The Health and Safety (First Aid) Regulations
  - The Regulatory Reform (Fire Safety) Order
-



- The Manual Handling Operations Regulations
- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Electricity at Work Regulations
- The Environmental Protection Act
- The Management of Health and Safety at Work Regulations
- The Health and Safety (Information for Employees) Regulations

(K2) **Your responsibilities for other additional legislation covering your job role:** Data Protection Act  
 Working Time Directives  
 Cosmetic Products Regulations  
 Sale of Goods Act  
 Distance Selling Act  
 Trade Descriptions Act  
 Consumer Protection Legislation

(K4) **Environmental and sustainable working practices:** The different types of working methods that promote environmental and sustainable working practices

- reducing waste and managing waste (recycle, reuse, safe disposal)
- reducing energy usage (energy efficiency hairdryers, low energy lighting, utilising solar panels)
- reducing water usage and other resources
- preventing pollution
- using disposable items (easy dry towels)
- using recycled, eco friendly furniture
- using low chemical paint
- using organic and allergy free hair products
- using ultra-low ammonia hair colourants
- using environmentally friendly product packaging
- choosing responsible domestic products (Fairtrade tea and coffee)
- encouraging carbon reducing journeys to work

## Outcome

4 Meet productivity and development targets

### You need to know and understand:

- K15 why it is important to meet your productivity and development targets
- K16 the consequences of failure to meet your productivity and development targets
- K17 the types of opportunities that can be used to achieve your productivity and development targets, such as promotion of new products and services, seasonal promotions and special offers
- K18 why you should regularly review your targets
- K19 the importance of gaining feedback of your performance and development needs from others

## Unit 308

## Contribute to the financial effectiveness of the business (CHB18)

### Supporting Information

#### **Evidence requirements**

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for contributing to the financial effectiveness of the business.
3. 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 3 months.
4. From the range, you must show that you have:
  - monitored and effectively used **all** the resources listed
  - **set and achieved** your productivity targets for technical services and retail sales
5. If the range **requirement** has not been fully covered by these observations you may be able to provide additional **observed** evidence.

## Unit 311

# Enhance and maintain nails using liquid and powder (SKANS7)

<b>Unit level:</b>	SCQF 6
<b>Unit aim:</b>	<p>This standard is about providing services to enhance, maintain, repair and remove nail enhancements using light cured gel. It covers client consultation, treatment planning and application of nail enhancements to cosmetically improve or camouflage nails using sculpting techniques, tip application and coloured light cured gels. The ability to customise the service and provide aftercare advice to suit individual client needs is also required.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.</p> <p>The main outcomes of the standard are:</p> <ol style="list-style-type: none"><li>1. maintain safe and effective methods of working when enhancing, maintaining and removing light cured gel nail enhancements</li><li>2. consult, plan and prepare for light cured gel nail enhancement services</li><li>3. sculpt using light cured gel</li><li>4. apply tips and light cured gel overlays</li><li>5. maintain and remove light cured gel nail enhancements</li></ol>
<b>Relationship to NOS:</b>	SKANS7
<b>Endorsed by</b>	habia

### Outcome

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

### You must be able to:

- P1 maintain your responsibilities for health and safety throughout the service
- P2 prepare your client and yourself to meet legal and organisational requirements
- P3 position your client to meet the needs of the service
- P4 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- P5 ensure environmental conditions are suitable for the client and the service
- P6 keep your work area clean and tidy throughout the service
- P7 use working methods that minimise the risk of cross-infection

- P8 ensure the use of clean equipment and materials
  - P9 promote environmental and sustainable working practices
  - P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
  - P11 dispose of waste materials to meet legal requirements
  - P12 complete the service within a commercially viable time
- 

## Outcome

- 2 Consult, plan and prepare for liquid and powder nail enhancements services

### You must be able to:

- P13 use consultation techniques to determine the client's service plan
  - P14 ensure that informed and signed parental or guardian consent is obtained for minors prior to any service
  - P15 ensure that a parent or guardian is present throughout the service for minors under the age of 16
  - P16 recognise any contra-indications and take the necessary action
  - P17 agree the nail enhancement service and outcomes that meet the client's needs
  - P18 obtain signed, informed consent from the client prior to carrying out the service
  - P19 cleanse the area to be treated and remove any existing nail finish
  - P20 identify the client's natural nail shape and condition and any enhancement problems
  - P21 select and agree with the client nail enhancements to suit their nail shape and condition
  - P22 confirm the desired nail length and shape with the client
  - P23 use cuticle tools and products to remove excess cuticle, without damaging the surrounding skin
  - P24 prepare the natural nail to ensure maximum adhesion of nail enhancement
  - P25 give your client advice and recommendations on the service provided
  - P26 ensure the client's records are completed and signed by you and the client
- 

## Range

- (P13) **Consultation techniques:** questioning
    - listening
    - visual
    - manual
    - written
  - (P16) **Necessary action:** encouraging the client to seek medical advice
    - explaining why the service cannot be carried out
    - modifying the service
  - (P20, P21) **Nail shape and condition:** bitten
    - hook
    - ski jump
    - discoloured
    - fan
    - misshapen
    - split
-

- (P20) **Enhancement problems:** lifting of product  
cracking and splitting of product  
loss of artificial nail structure  
damage of natural nails
- (P25) **Advice and recommendations:** suitable aftercare products and their uses  
avoidance of activities which may cause contra-actions  
recommended time intervals between services  
present and future products and services
- 

## Outcome

- 3 Sculpt using liquid and powder

### You must be able to:

- P27 customise and fit the sculpting form to ensure the correct product placement and shape  
P28 mix the required liquid and powder ratio  
P29 adapt and combine liquid and powder finish and techniques to cosmetically enhance the client's nail shape and condition  
P30 apply the product leaving a free margin around the cuticle and side wall area of the nail  
P31 use filing techniques to create the required balance, shape and length  
P32 use buffing techniques to create a smooth even surface and shine
- 

## Range

- (P29) **Liquid and powder finish:** camouflage  
French  
colour
- (P29) **Nail shape and condition:** bitten  
hook  
ski jump  
discoloured  
fan  
misshapen  
split
- 

## Outcome

- 4 Apply tips and liquid and powder overlays

### You must be able to:

- P33 select and size the tip and customise to suit the client's natural nail  
P34 adhere the tip to the natural nail  
P35 cut, shape and blend tips ensuring they are undetectable and there is no damage to the natural nail
-

- P36 prepare the natural nail surface and apply product leaving a free margin around the cuticle and side wall area
- P37 adapt and combine liquid and powder finish and techniques to cosmetically enhance the nail shape and condition
- P38 create the required balance, shape and length using filing techniques
- P39 create a smooth even surface and high shine finish using buffing techniques
- 

### Range

- (P37) **Liquid and powder finish:** camouflage  
French  
colour
- (P37) **Nail shape and condition:** bitten  
hook  
ski jump  
discoloured  
fan  
misshapen  
split
- 

### Outcome

- 5 Maintain and remove liquid and powder enhancements

#### You must be able to:

- P40 identify any nail enhancement problems
- P41 use nail maintenance techniques to restore the nail enhancement to its original condition
- P42 use removal techniques and ensure the natural nail plate and surrounding skin are free from product and undamaged
- 

### Range

- (P40) **Enhancement problems:** lifting of product  
cracking and splitting of product  
loss of artificial nail structure  
damage of natural nails
- (P41) **Nail maintenance techniques:** infill  
rebalance  
reposition of white tip product  
replacement of overlay  
repair of overlay
- 

### Outcome

- 6 Maintain safe and effective methods of working when enhancing, maintaining and removing liquid and powder nail enhancements
-

## You need to know and understand:

- K1 your responsibilities for health and safety as defined by any specific legislation covering your job role
  - K2 the legal and organisational requirements for client protection and preparation
  - K3 the legal and organisational requirements for your own personal hygiene, protection and appearance
  - K4 safe positioning techniques for yourself and your client and why using these are important
  - K5 the necessary environmental conditions for services such as heating and ventilation and why these are important
  - K6 why it is important to keep your work area clean and tidy
  - K7 methods of cleaning, disinfection and sterilisation
  - K8 methods of working safely and hygienically and which minimise the risk of cross infection
  - K9 the hazards and risks which exist in your workplace and the safe working practices which you must follow
  - K10 the different types of working methods that promote environmental and sustainable working practices
  - K11 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
  - K12 the legal requirements for waste disposal
  - K13 the reasons for completing the service in a commercially viable time
- 

## Range

- (K1) **Health and safety:** Health and Safety at Work Act  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
The Health and Safety (First Aid) Regulations  
The Regulatory Reform (Fire Safety) Order  
The Manual Handling Operations Regulations  
The Control of Substances Hazardous to Health Regulations (COSHH)  
The Electricity at Work Regulations  
The Environmental Protection Act  
The Management of Health and Safety at Work Regulations  
The Health and Safety (Information for Employees) Regulations
- (K10) **Environmental and sustainable working practices:** reducing waste and managing waste (recycle, reuse, safe disposal)  
reducing energy usage ( energy efficient equipment, low energy lighting, utilising solar panels)  
reducing water usage and other resources  
preventing pollution  
using disposable items  
using recycled, eco-friendly furniture  
using low chemical paint  
using environmentally friendly product packaging  
choosing responsible domestic products (Fairtrade tea and coffee)  
encouraging carbon reducing journeys to work

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## Outcome

- 7 Consult, plan and prepare for liquid and powder nail enhancement services

### You need to know and understand:

- K14 the importance of communicating with clients in a professional manner
- K15 how to complete a consultation taking into account client's diverse needs
- K16 the legal requirements for providing treatment to minors under 16 years of age
- K17 the age at which an individual is classed as a minor and how this differs nationally
- K18 the reasons for agreeing a service that meets the client's needs
- K19 the legal significance of gaining signed, informed client consent to carry out the service
- K20 the legislative requirements for storing and protecting client data
- K21 how to recognise contra-indications that would prevent or restrict the service
- K22 the contra-indications requiring medical referral and why
- K23 the necessary action to take in relation to specific contra-indications when referring clients
- K24 the reasons for not naming specific contra-indications when referring clients
- K25 How to identify treatable nail and skin conditions
- K26 how to conduct a nail and skin analysis
- K27 the different methods used to prepare the natural nail for nail enhancements
- K28 the advice and recommendations on products and services

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### Range

- (K15) **Diverse needs:** cultural
  - religious
  - age
  - disability
  - gender
- (K21) **Contra-indications:** which prevent treatment:
  - fungal infections
  - viral infections
  - bacterial infections
  - parasitic infections
  - severe skin conditionswhich restrict treatment:
  - psoriasis
  - dermatitis
  - severe nail separation
  - broken bones
  - unknown redness or swelling
  - damaged nails
  - thinning nails
- (K28) **Advice and recommendations:** additional services
  - additional products
  - aftercare, maintenance and removal requirements for liquid and powder nail enhancements



## Outcome

- 8 Apply liquid and powder enhancements

### You need to know and understand:

- K29 the different natural nail shapes you are likely to come across during nail enhancement services
- K30 how to select and use different types of files and buffers for nail enhancement services
- K31 the nail tip selection, application and blending techniques
- K32 the advantages and disadvantages of using blended and unblended tips
- K33 the techniques used to ensure maximum strength and longevity of nail tips
- K34 how to adapt application techniques to suit different nail shapes and conditions
- K35 the different types of sculpting forms available and their uses
- K36 how to match coloured powder products to the client's natural skin tone
- K37 the reasons for leaving a free margin around the cuticle and side wall area
- K38 the different types bonding agents and their uses
- K39 the features and benefits of liquid and powder enhancements
- K40 the chemical composition of liquid and powder and the chemical reaction that takes place during the curing process
- K41 methods and techniques to avoid overexposure to chemicals
- K42 the key differences in application and process for gel, liquid and powders and wraps
- K43 how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue
- K44 the contra-actions which may occur, how to deal with them and the advice to give to clients
- K45 the structure of the nail
- K46 the process of nail growth
- K47 the function and structure of the skin

---

## Range

- (K29) **Natural nail shapes:** fan
  - hook
  - spoon
  - oval
  - square
- (K44) **Contra-actions:** allergic reactions
  - overexposure and exothermic reaction
  - bacterial infections
  - nail separation
  - lifting of product
  - premature loss of enhancement
- (K45) **Structure of the nail:** nail plate
  - nail bed
  - matrix

cuticle  
lunula  
hyponychium  
eponychium  
perionychium  
free edge  
lateral nail fold

(K46) **Nail growth:** nail formation  
growth rate  
factors affecting growth  
the effects of damage on growth  
nail thickness

(K47) **Structure of the skin:** dermis  
epidermis  
subcutaneous layer  
appendages

---

## Outcome

9 Maintain and remove liquid and powder enhancements

### You need to know and understand:

- K48 the techniques for repairing natural nails including splits, cracks, flaking and breakages
- K49 the techniques for repairing nail enhancements including lifting, cracking and premature loss
- K50 the factors that influence maintenance requirements for the liquid and powder system
- K51 methods of removing liquid and powder enhancements

## Unit 311

## Enhance and maintain nails using liquid and powder (SKANS7)

### Supporting Information

#### ***Evidence requirements***

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for enhancing the appearance of natural nails using liquid and powder.
3. Your assessor will observe your performance on **at least 5 separate occasions, on at least three different clients, on a full set of nails.**
  - 1 sculpting using pink and white powder**
  - 1 full set of coloured powder enhancements**
  - 1 rebalance and reposition of white product**
  - 1 client to be a nail biter using tips with French opaque overlays**
  - 1 removal technique**
4. From the range, you must practically demonstrate that you have:
  - used **all** the consultation techniques
  - dealt with **at least one** of the necessary actions
  - worked on **3 of the 7** nail shapes and conditions
  - dealt with **all** enhancement problems
  - used **all** liquid and powder finish
  - dealt with **all** nail maintenance techniques
  - provided **all** types of treatment advice and recommendations
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Unit 312

## Enhance and maintain nails using light cured gel (SKANS9)

<b>Unit level:</b>	SCQF 6
<b>Unit aim:</b>	<p>This standard is about providing services to enhance, maintain, repair and remove nail enhancements using light cured gel. It covers client consultation, treatment planning and application of nail enhancements to cosmetically improve or camouflage nails using sculpting techniques, tip application and coloured light cured gels. The ability to customise the service and provide aftercare advice to suit individual client needs is also required.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.</p> <p>The main outcomes of the standard are:</p> <ol style="list-style-type: none"><li>1. maintain safe and effective methods of working when enhancing, maintaining and removing light cured gel nail enhancements</li><li>2. consult, plan and prepare for light cured gel nail enhancement services</li><li>3. sculpt using light cured gel</li><li>4. apply tips and light cured gel overlays</li><li>5. maintain and remove light cured gel nail enhancements</li></ol>
<b>Relationship to NOS:</b>	SKANS9
<b>Endorsed by</b>	habia

### Outcome

- 1 Maintain safe and effective methods of working when enhancing, maintaining and removing light cured gel nail enhancements

### You must be able to:

- P1 maintain your responsibilities for health and safety throughout the service
- P2 prepare your client and yourself to meet legal and organisational requirements
- P3 position your client to meet the needs of the service
- P4 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- P5 ensure environmental conditions are suitable for the client and the service
- P6 keep your work area clean and tidy throughout the service
- P7 use working methods that minimise the risk of cross-infection

- P8 ensure the use of clean equipment and materials
  - P9 promote environmental and sustainable working practices
  - P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
  - P11 dispose of waste materials to meet legal requirements
  - P12 complete the service within a commercially viable time
- 

## Outcome

- 2 Consult, plan and prepare for light cured gel nail enhancement services

### You must be able to:

- P13 use consultation techniques to determine the client's service plan
  - P14 ensure that informed and signed parental or guardian consent is obtained for minors prior to any service
  - P15 ensure that a parent or guardian is present throughout the service for minors under the age of 16
  - P16 recognise any contra-indications and take the necessary action
  - P17 agree the nail enhancement service and outcomes that meet the client's needs
  - P18 obtain signed, informed consent from the client prior to carrying out the service
  - P19 cleanse the area to be treated and remove any existing nail finish
  - P20 identify the client's natural nail shape and condition and any enhancement problems
  - P21 select and agree with the client nail enhancements to suit their nail shape and condition
  - P22 confirm the desired nail length and shape with the client
  - P23 use cuticle tools and products to remove excess cuticle, without damaging the surrounding skin
  - P24 prepare the natural nail to ensure maximum adhesion of nail enhancement
  - P25 give your client advice and recommendations on the service provided
  - P26 ensure the client's records are completed and signed by you and the client
- 

## Range

- (P13) **Consultation techniques:** questioning
    - listening
    - visual
    - manual
    - written
  - (P16) **Necessary action:** encouraging the client to seek medical advice
    - explaining why the service cannot be carried out
    - modifying the service
  - (P20, P21) **Nail shape and condition:** bitten
    - hook
    - ski jump
    - discoloured
    - fan
    - misshapen
    - split
-

- (P20) **Enhancement problems:** lifting of product  
cracking and splitting of product  
loss of artificial nail structure  
damage of natural nails
- (P25) **Advice and recommendations:** suitable aftercare products and their uses  
avoidance of activities which may cause contra-actions  
time intervals between services  
present and future products and services
- 

## Outcome

- 3 Sculpt using light cured gel

### You must be able to:

- P27 customise and fit the sculpting form to ensure correct product placement and shape  
P28 adapt and combine light cured gel finish and techniques to cosmetically enhance the client's nail shape and condition  
P29 apply light cured gel leaving a free margin around the cuticle and side wall area of the nail  
P30 cure the nails and remove any surface residue  
P31 use filing techniques to create the required balance, shape and length  
P32 apply light cured gel finishing product
- 

## Range

- (P28) **Nail shape and condition:** bitten  
hook  
ski jump  
discoloured  
fan  
misshapen  
split
- (P28) **Light cured gel finish:** camouflage  
French  
colour
- 

## Outcome

- 4 Apply tips and light cured gel overlays

### You must be able to:

- P33 select and size the tip and customise to suit the client's natural nail  
P34 adhere the tip to the natural nail  
P35 cut, shape and blend tips ensuring they are undetectable and there is no damage to the natural nail
-

- P36 prepare the natural nail surface and apply gel, leaving a free margin around the cuticle and side wall area
  - P37 adapt and combine light cured gel finish and techniques to cosmetically enhance the nail shape and condition
  - P38 cure the nails and remove surface residue at the correct stage in the process
  - P39 create the required balance, shape and length using filing techniques
  - P40 apply light cured gel finishing product
- 

### Range

- (P37) **Nail shape and condition:** bitten
    - hook
    - ski jump
    - discoloured
    - fan
    - misshapen
    - split
  - (P37) **Light cured gel finish:** camouflage
    - French
    - colour
- 

### Outcome

- 5 Maintain and remove light cured gel nail enhancements

#### You must be able to:

- P41 identify any nail enhancement problems
  - P42 use nail maintenance techniques to restore the nail enhancement to its original condition
  - P43 use removal techniques and ensure the natural nail plate and surrounding skin are free from product and undamaged
- 

### Range

- (P41) **Enhancement problems:** lifting of product
    - cracking and splitting of product
    - loss of artificial nail structure
    - damage of natural nails
  - (P42) **Nail maintenance techniques:** infill
    - rebalance
    - reposition of white tip product
    - replacement of overlay
    - repair of overlay
- 

### Outcome

- 6 Maintain safe and effective methods of working when enhancing, maintaining and removing lightcured gel nail enhancements

**You need to know and understand:**

- K1 your responsibilities for health and safety as defined by any specific legislation covering your job role
- K2 the legal and organisational requirements for client protection and preparation
- K3 the legal and organisational requirements for your own personal hygiene, protection and appearance
- K4 safe positioning techniques for yourself and your client and why using these are important
- K5 the necessary environmental conditions for services such as heating and ventilation and why these are important
- K6 why it is important to keep your work area clean and tidy
- K7 methods of cleaning, disinfection and sterilisation
- K8 methods of working safely and hygienically and which minimise the risk of cross infection
- K9 the hazards and risks which exist in your workplace and the safe working practices which you must follow
- K10 the different types of working methods that promote environmental and sustainable working practices
- K11 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
- K12 the legal requirements for waste disposal
- K13 the reasons for completing the service in a commercially viable time

---

**Range**

- (K1) **Health and safety:** Health and Safety at Work Act  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
The Health and Safety (First Aid) Regulations  
The Regulatory Reform (Fire Safety) Order  
The Manual Handling Operations Regulations  
The Control of Substances Hazardous to Health Regulations (COSHH)  
The Electricity at Work Regulations  
The Environmental Protection Act  
The Management of Health and Safety at Work Regulations  
The Health and Safety (Information for Employees) Regulations
- (K10) **Environmental and sustainable working practices:** reducing waste and managing waste (recycle, reuse, safe disposal)  
reducing energy usage ( energy efficient equipment, low energy lighting, utilising solar panels)  
reducing water usage and other resources  
preventing pollution  
using disposable items  
using recycled, eco-friendly furniture  
using low chemical paint  
using environmentally friendly product packaging  
choosing responsible domestic products (Fairtrade tea and coffee)  
encouraging carbon reducing journeys to work



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## Outcome

- 7 Consult, plan and prepare for light cured gel nail enhancement services

### You need to know and understand:

- K14 the importance of communicating with clients in a professional manner
- K15 how to complete a consultation taking into account client's diverse needs
- K16 the legal requirements for providing treatment to minors under 16 years of age
- K17 the age at which an individual is classed as a minor and how this differs nationally
- K18 the reasons for agreeing a service that meets the client's needs
- K19 the legal significance of gaining signed, informed client consent to carry out the service
- K20 the legislative requirements for storing and protecting client data
- K21 how to recognise contra-indications that would prevent or restrict the service
- K22 the contra-indications requiring medical referral and why
- K23 the necessary action to take in relation to specific contra-indications when referring clients
- K24 the reasons for not naming specific contra-indications when referring clients
- K25 the different types of treatable nail and skin conditions
- K26 how to conduct a nail and skin analysis
- K27 the different methods used to prepare the natural nail for nail enhancements
- K28 the advice and recommendations on products and services

---

### Range

- (K15) **Diverse needs:** cultural
  - religious
  - age
  - disability
  - gender
- (K21) **Contra-indications:** which prevent treatment:
  - fungal infections
  - viral infections
  - bacterial infections
  - parasitic infections
  - severe skin conditionswhich restrict treatment:
  - psoriasis
  - dermatitis
  - severe nail separation
  - broken bones
  - unknown redness or swelling
  - damaged nails
  - thinning nails
- (K28) **Advice and recommendations:** additional services
  - additional products
  - aftercare, maintenance and removal requirements for light cured gel nail enhancements
  - recommended intervals between Light cured gel nail enhancement services

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## Outcome

### 8 Sculpt and apply overlays using light cured gel

#### You need to know and understand:

- K29 the different natural nail shapes you are likely to come across during nail enhancement services
- K30 how to select and use different types of files and buffers for nail enhancement services
- K31 the nail tip selection, application and blending techniques
- K32 the advantages and disadvantages of using blended and unblended tips
- K33 the techniques used to ensure maximum strength and longevity of nail tips
- K34 how to adapt application techniques to suit different nail shapes and conditions
- K35 the different types of sculpting forms available and how to use them
- K36 the different types of gel products available and their uses
- K37 how to match coloured gel products to the client's natural skin tone
- K38 the reasons for leaving a free margin around the cuticle and side wall area
- K39 the different types bonding agents and their uses
- K40 the features and benefits of light cured gel enhancements
- K41 the chemical composition of light cured gel and the chemical reaction that takes place during the curing process
- K42 the different types of curing equipment and the required setting times
- K43 methods and techniques used to avoid overexposure to chemicals and ultra violet light
- K44 the key differences in application and process for gel, liquid and powders and wraps
- K45 how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue
- K46 the contra-actions which may occur, how to deal with them and the advice to give to clients
- K47 the structure of the nail
- K48 the process of nail growth
- K49 the function and structure of the skin

---

#### Range

- (K29) **Natural nail shapes:** fan
  - hook
  - spoon
  - oval
  - square
- (K36) **Gel products:** soak off
  - non soak off
- (K46) **Contra-actions:** allergic reactions
  - overexposure and exothermic reaction
  - bacterial infections
  - nail separation
  - lifting of product
  - premature loss of enhancement
- (K47) **Structure of the nail:** nail plate
  - nail bed

matrix  
cuticle  
lunula  
hyponychium  
eponychium  
perionychium  
free edge  
lateral nail fold

(K48) **Nail growth:** nail formation  
growth rate  
factors affecting growth  
the effects of damage on growth  
nail thickness

(K49) **Structure of the skin:** dermis  
epidermis  
subcutaneous layer  
appendages

---

## Outcome

9 Maintain and remove light cured gel nail enhancements

### You need to know and understand:

- K50 the techniques for repairing natural nails including splits, cracks, flaking and breakages
- K51 the techniques for repairing nail enhancements including lifting, cracking and premature loss
- K52 the factors that influence maintenance requirements for the light cured gel system
- K53 methods of removing light cured gel nail enhancements

## Unit 312

## Enhance and maintain nails using light cured gel (SKANS9)

### Supporting Information

#### **Evidence requirements**

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for enhancing and maintaining the appearance of the nails using UV gel.
3. Your assessor will observe your performance on **at least 5 separate occasions, on at least three different clients, on a full set of nails.**

**1 sculpting using pink and white gel**

**1 full set of coloured UV gel enhancements**

**1 rebalance and reposition of white product**

**1 client to be a nail biter using tips with French opaque overlays**

**1 removal technique**

4. From the range, you must practically demonstrate that you have:
  - used **all** the consultation techniques
  - dealt with **at least one** of the necessary actions
  - worked on **3 of the 7** nail shapes and conditions
  - dealt with **all** enhancement problems
  - worked with **all** UV gel finishes
  - dealt with **all** nail maintenance techniques
  - provided **all** types of treatment advice and recommendations
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Unit 313

## Enhance and maintain nails using wraps (SKANS8)

<b>Unit level:</b>	SCQF 6
<b>Unit aim:</b>	<p>This standard is about providing services to enhance, maintain, repair and remove nail enhancements using wraps. It covers client consultation, treatment planning and application of wrap overlays to the natural nail and tips to extend and cosmetically improve the nails. The ability to customise the service and provide aftercare advice to suit individual client needs, is also required.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.</p> <p>The main outcomes of this standard are:</p> <ol style="list-style-type: none"><li>1. maintain safe and effective methods of working when enhancing, maintaining and removing wrap nail enhancements</li><li>2. consult, plan and prepare for wrap nail enhancement services</li><li>3. apply wrap overlays to natural nails</li><li>4. apply tip and wrap overlays</li><li>5. maintain and remove wrap nail enhancements</li></ol>
<b>Relationship to NOS:</b>	SKANS8
<b>Endorsed by</b>	habia

### Outcome

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

### You must be able to:

- P1 maintain your responsibilities for health and safety throughout the service
- P2 prepare your client and yourself to meet legal and organisational requirements
- P3 position your client to meet the needs of the service
- P4 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- P5 ensure environmental conditions are suitable for the client and the service
- P6 keep your work area clean and tidy throughout the service
- P7 use working methods that minimise the risk of cross-infection
- P8 ensure the use of clean equipment and materials

- P9 promote environmental and sustainable working practices
  - P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
  - P11 dispose of waste materials to meet legal requirements
  - P12 complete the service within a commercially viable time
- 

## Outcome

- 2 Consult, plan and prepare for wrap nail enhancement services

### You must be able to:

- P13 use consultation techniques to determine the client's service plan
  - P14 ensure that informed and signed parent or guardian consent is obtained for minors prior to any service
  - P15 ensure that a parent or guardian is present throughout the service for minors under the age of 16
  - P16 recognise any contra-indications and take the necessary action
  - P17 agree the nail enhancement service and outcomes that meet the client's needs
  - P18 obtain signed, informed consent from the client prior to carrying out the service
  - P19 cleanse the area to be treated and remove any existing finish
  - P20 identify the client's natural nail shape and condition and any enhancement problems
  - P21 select and agree with the client nail enhancements to suit their nail shape and condition
  - P22 confirm the desired nail length and shape with the client
  - P23 use cuticle tools and products to remove excess cuticle, without damaging the surrounding skin
  - P24 prepare the natural nail to ensure maximum adhesion of nail enhancement
  - P25 give your client advice and recommendations on the service provided
  - P26 ensure the client's records are completed and signed by you and the client
- 

## Range

- (P13) **Consultation techniques:** questioning
    - listening
    - visual
    - manual
    - written
  - (P16) **Necessary action:** encouraging the client to seek medical advice
    - explaining why the service cannot be carried out
    - modifying of the service
  - (P20, P21) **Nail shape and condition:** bitten
    - hook
    - ski jump
    - fan
    - misshapen
    - split
  - (P20) **Enhancement problems:** lifting of product
    - cracking and splitting of product
-

- loss of artificial nail structure
  - damage of natural nails
  - (P25) **Advice and recommendations:** suitable homecare products and their uses
  - avoidance of activities which may cause contra-actions
  - recommended time intervals between services
  - present and future products and services
- 

## Outcome

- 3 Apply wrap overlays to natural nails

### You must be able to:

- P27 adapt wrap fabrics and techniques to cosmetically enhance nail shapes and conditions
  - P28 apply the overlay leaving a free margin around the cuticle and side wall area of the nail
  - P29 use filing techniques to create the required balance, shape and length
  - P30 use buffing techniques to create a smooth even surface and shine
- 

## Outcome

- 4 Apply tip and wrap overlays

### You must be able to:

- P31 select and size the tip and customise it to suit the client's natural nail
  - P32 adhere the nail tip to the natural nail
  - P33 cut, shape and blend tips ensuring they are undetectable and there is no damage to the natural nail
  - P34 prepare the natural nail surface and apply the overlay, leaving a free margin around the cuticle and side wall
  - P35 adapt wrap fabrics and techniques to cosmetically enhance the nail shape and condition
  - P36 create the required balance, shape and length using filing techniques
  - P37 create a smooth even surface and high shine finish using buffing techniques
- 

## Outcome

- 5 Maintain and remove wrap nail enhancements

### You must be able to:

- P38 identify any nail enhancement problems
  - P39 use nail maintenance techniques to restore the nail enhancement to its original condition
  - P40 use removal techniques and ensure the natural nail plate and surrounding skin are free from product and undamaged
-

---

## Range

- (P38) **Enhancement problems:** lifting of product  
cracking and splitting of product  
loss of artificial nail structure  
damage of natural nails
- (P39) **Nail maintenance techniques:** infill  
rebalance  
replacement of overlay  
repair of overlay
- 

## Outcome

- 6 Maintain safe and effective methods of working when enhancing, maintaining and removing wrap nail enhancements

### You need to know and understand:

- K1 your responsibilities for health and safety as defined by any specific legislation covering your job role
- K2 the legal and organisational requirements for client protection and preparation
- K3 the legal and organisational requirements for your own personal hygiene, protection and appearance
- K4 safe positioning techniques for yourself and your client and why using these are important
- K5 the necessary environmental conditions for services such as heating and ventilation and why these are important
- K6 why it is important to keep your work area clean and tidy
- K7 methods of cleaning, disinfection and sterilisation
- K8 methods of working safely and hygienically and which minimise the risk of cross-infection
- K9 the hazards and risks which exist in your workplace and the safe working practices which you must follow
- K10 the different types of working methods that promote environmental and sustainable working practices
- K11 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
- K12 the legal requirements for waste disposal
- K13 the reasons for completing the service in a commercially viable time
- 

## Range

- (K1) **Health and safety:** Health and Safety at Work Act  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
The Health and Safety (First Aid) Regulations  
The Regulatory Reform (Fire Safety) Order  
The Manual Handling Operations Regulations  
The Control of Substances Hazardous to Health Regulations (COSHH)  
The Electricity at Work Regulations  
The Environmental Protection Act  
The Management of Health and Safety at Work Regulations
-



- The Health and Safety (Information for Employees) Regulations
- (K10) **Environmental and sustainable working practices:** reducing waste and managing waste (recycle, reuse, safe disposal)  
reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)  
reducing water usage and other resources  
preventing pollution  
using disposable items (easy dry towels)  
using recycled, eco-friendly furniture  
using low chemical paint  
using environmentally friendly product packaging  
choosing responsible domestic products (Fairtrade tea and coffee)  
encouraging carbon reducing journeys to work
- 

## Outcome

- 7 Consult, plan and prepare for wrap nail enhancement services

### You need to know and understand:

- K14 the importance of communicating with clients in a professional manner  
K15 how to complete a consultation taking into account client's diverse needs  
K16 the legal requirements for providing treatment to minors under 16 years of age  
K17 the age at which an individual is classed as a minor and how this differs nationally  
K18 the reasons for agreeing a service that meets the client's needs  
K19 the legal significance of gaining signed, informed client consent to carry out the service  
K20 the legislative requirements for storing and protecting client data  
K21 how to recognise contra-indications that would prevent or restrict the service  
K22 the contra-indications requiring medical referral and why  
K23 the necessary action to take in relation to specific contra-indications when referring clients  
K24 the reasons for not naming specific contra-indications when referring clients  
K25 the different types of treatable nail and skin conditions  
K26 how to conduct a nail and skin analysis  
K27 the different methods used to prepare the natural nail for nail enhancements  
K28 the advice and recommendations on products and service
- 

## Range

- (K15) **Diverse needs:** cultural  
religious  
age  
disability  
gender
- (K21) **Contra-indications:** which prevent treatment:  
- fungal infections  
- viral infections  
- bacterial infections
-

- parasitic infections
  - severe skin conditions
- which restrict treatment:
- psoriasis
  - dermatitis
  - severe nail separation
  - broken bones
  - unknown redness or swelling
  - damaged nails
  - thinning nails

(K28) **Advice and recommendations:** additional services  
 additional products  
 aftercare, maintenance and removal requirements for wrap nail enhancements  
 recommended intervals between wrap nail enhancement services

## Outcome

8 Apply wrap enhancements

### You need to know and understand:

- K29 the different natural nail shapes you are likely to come across during nail enhancement services
- K30 how to select and use various types of files and buffers for nail enhancement services
- K31 the nail tip selection, application and blending techniques
- K32 the advantages and disadvantages of using blended and unblended tips
- K33 the techniques used to ensure maximum strength and longevity of nail tips
- K34 how to adapt application techniques for different nail shapes and conditions
- K35 the reasons for leaving a free margin around the cuticle and side wall area
- K36 the different types of bonding agents available and their uses
- K37 the features and benefits of wrap fabrics
- K38 the chemical composition of wraps and the chemical reaction that takes place during the curing process
- K39 methods and techniques used to avoid overexposure to chemicals
- K40 the key differences in application and process for UV gel, wraps, liquid and powder
- K41 how the incorrect use of tools and products can damage the natural nails and surrounding soft tissue
- K42 the contra-actions that could occur, how to deal with them and what advice to give to clients
- K43 the structure of the nail
- K44 the process of nail growth
- K45 the function and structure of the skin

## Range

(K29) **Natural nail shapes:** fan  
 hook  
 spoon  
 oval

- square
  - (K42) **Contra-actions:** allergic reactions  
overexposure and exothermic reaction  
bacterial infections  
nail separation  
lifting of product  
premature loss of enhancement
  - (K43) **Structure of the nail:** nail plate  
nail bed  
matrix  
cuticle  
lunula  
hyponychium  
eponychium  
perionychium  
free edge  
lateral nail fold
  - (K44) **Nail growth:** nail formation  
growth rate  
factors affecting growth  
the effects of damage on growth  
nail thickness
  - (K45) **Structure of the skin:** dermis  
epidermis  
subcutaneous layer  
appendages
- 

## Outcome

- 9 Maintain and remove wrap nail enhancements

### You need to know and understand:

- K46 the techniques for repairing natural nails including splits, cracks, flaking and breakages
- K47 the techniques for repairing nail enhancements including lifting, cracking and premature loss
- K48 the factors that influence maintenance requirements for the wrap system
- K49 methods of removing wrap nail enhancements

## Unit 313

## Enhance and maintain nails using wraps (SKANS8)

### Supporting Information

#### **Evidence requirements**

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for enhancing the appearance of the nails using wraps.
3. Your assessor will observe your performance on **at least 3 separate occasions, on at least three different clients, on a full set of nails.**

#### **1 tip and fibreglass overlay**

#### **1 rebalance with fabric**

#### **1 removal technique**

4. From the range, you must practically demonstrate that you have:
  - used **all** the consultation techniques
  - dealt with **at least one** of the necessary actions
  - worked on **3 of the 6** nail shapes and conditions
  - dealt with **all** enhancement problems
  - dealt with **all** nail maintenance techniques
  - provided **all** types of treatment advice and recommendations
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Unit 314

## Maintain and finish nail overlays using an electric file (SKANS10)

<b>Unit level:</b>	SCQF 6
<b>Unit aim:</b>	<p>This standard is about the safe and appropriate use of an electric file during the processes of maintaining and finishing overlay materials. It covers consultation, planning and preparation for the use of electric files including the maintenance of the electric file hand piece and attachments.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.</p> <p>The main outcomes of this standard are:</p> <ol style="list-style-type: none"><li>1. maintain safe and effective methods of working when maintaining and finishing nail overlays using electric files</li><li>2. consult, plan and prepare for the use of electric files</li><li>3. maintain and finish nail overlays using electric files</li></ol>
<b>Relationship to NOS:</b>	SKANS10
<b>Endorsed by</b>	habia

### Outcome

- 1 Maintain safe and effective methods of working when maintaining and finishing nail overlays using electric files

### You must be able to:

- P1 maintain your responsibilities for health and safety throughout the service
- P2 prepare your client and yourself to meet legal and organisational requirements
- P3 position your client to meet the needs of the service
- P4 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- P5 ensure environmental conditions are suitable for the client and the service
- P6 keep your work area clean and tidy throughout the service
- P7 use working methods that minimise the risk of cross-infection
- P8 ensure the use of clean equipment and materials
- P9 promote environmental and sustainable working practices
- P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P11 dispose of waste materials to meet legal requirements

P12 complete the service within a commercially viable time

---

## Outcome

2 Consult, plan and prepare for the use of electric files

### You must be able to:

- P13 use consultation techniques to determine the client's service plan
  - P14 ensure that informed and signed parent or guardian consent is obtained for minors prior to any service
  - P15 ensure that a parent or guardian is present throughout the service for minors under the age of 16
  - P16 recognise any contra-indications and take the necessary action
  - P17 agree the service and outcomes that meet the client's needs
  - P18 obtain signed, informed consent from the client prior to carrying out the electric filing techniques
  - P19 cleanse the area to be treated and remove any existing nail finish
  - P20 identify the condition of the nails and skin
- 

## Range

- (P13) **Consultation techniques:** questioning
    - listening
    - visual
    - manual
    - written
  - (P16) **Necessary action:** encouraging the client to seek medical advice
    - explaining why the service cannot be carried out
    - modifying the service
  - (P18) **Filing techniques:** reducing length
    - refining surfaces
    - thinning out the free edge
    - buffing
    - reducing overlay bulk
- 

## Outcome

P3 Maintain and finish nail overlays using electric files

### You must be able to:

- P21 use file attachment for the filing techniques required
  - P22 move the electric file at a speed and pressure required for the filing techniques
  - P23 move the electric file in one direction across the nail
  - P24 use file attachment rotating in the opposite direction to which you are working
  - P25 ensure continuous movement of the file to avoid a build up of heat on the nail plate
-

- P26 use filing techniques on the nail overlay and not the natural nail plate or surrounding skin
  - P27 move and position the client's finger so that the rotating file is kept flat against the nail
  - P28 refine and finish the overlay using filing techniques
  - P29 ensure the nail is balanced and to the required shape and length
  - P30 use file to achieve a smooth even surface and shine
  - P31 ensure the completed service is to the client's satisfaction
  - P32 give your client advice and recommendations on the service provided
  - P33 ensure your client's records are completed and signed by you and the client
- 

## Range

- (P21, P24) **File attachment:** carbide or diamond bit  
backfill bit  
mandrel and sanding bands  
under nail cleaner
  - (P22, P26, P28, P21) **Filing techniques:** reducing length  
refining surfaces  
thinning out the free edge  
buffing  
reducing overlay bulk
  - (P32) **Advice and recommendations:** suitable aftercare products and their use  
avoidance of activities which may cause contra-actions  
time intervals between services  
present and future products and services
- 

## Outcome

- 4 Maintain safe and effective methods of working when maintaining and finishing nail overlays using electric files

## You need to know and understand:

- K1 your responsibilities for health and safety as defined by any specific legislation covering your job role
  - K.2 the legal and organisational requirements for client protection and preparation
  - K3 the legal and organisational requirements for your own personal hygiene, protection and appearance
  - K4 safe positioning techniques for yourself and your client and why using these are important
  - K5 the necessary environmental conditions for services such as heating and ventilation and why these are important
  - K6 why it is important to keep your work area clean and tidy
  - K7 methods of cleaning, disinfection and sterilisation
  - K8 methods of working safely and hygienically and which minimise the risk of cross infection
  - K9 the hazards and risks which exist in your workplace and the safe working practices which you must follow
  - K10 the different types of working methods that promote environmental and sustainable working practices
  - K11 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
-

- K12 the legal requirements for waste disposal  
K13 the reasons for completing the service in a commercially viable time
- 

## Range

- (K1) **Health and safety:** Health and Safety at Work Act  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
The Health and Safety (First Aid) Regulations  
The Regulatory Reform (Fire Safety) Order  
The Manual Handling Operations Regulations  
The Control of Substances Hazardous to Health Regulations (COSHH)  
The Electricity at Work Regulations  
The Environmental Protection Act  
The Management of Health and Safety at Work Regulations  
The Health and Safety (Information for Employees) Regulations
- (K10) **Environmental and sustainable working practices:** reducing waste and managing waste (recycle, reuse, safe disposal)  
reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)  
reducing water usage and other resources  
preventing pollution  
using disposable items  
using recycled eco-friendly furniture  
using low chemical paint  
using environmentally friendly product packaging  
choosing responsible domestic products (Fairtrade tea and coffee)  
encouraging carbon reducing journeys to work
- 

## Outcome

- 5 Consult, plan and prepare for the use of electric files

### You need to know and understand:

- K14 the importance of communicating with clients in a professional manner  
K15 how to complete a consultation taking into account client's diverse needs  
K16 the legal requirements for providing treatment to minors under 16 years of age  
K17 the age at which an individual is classed as a minor and how this differs nationally  
K18 the reasons for agreeing a service that meets the client's needs  
K19 the legal significance of gaining signed, informed client consent to carry out the service  
K20 the legislative requirements for storing and protecting client data  
K21 how to recognise contra-indications that would prevent or restrict the service  
K22 the contra-indications requiring medical referral and why  
K23 the necessary action to take in relation to specific contra-indications when referring clients  
K24 the reasons for not naming specific contra-indications when referring clients  
K25 how to identify treatable nail and skin conditions  
K26 how to conduct a nail and skin analysis
-



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## Range

- (K15) **Diverse needs:** cultural  
religious  
age  
disability  
gender
- (K21) **Contra-indications:** which prevent treatment:  
- fungal infections  
- viral infections  
- bacterial infections  
- parasitic infections  
- severe skin conditions  
which restrict treatment:  
- psoriasis  
- dermatitis  
- severe nail separation  
- broken bones  
- unknown redness or swelling  
- damaged nails  
- thinning nails

---

## Outcome

- 6 Maintain and finish nail overlays using electric files

### You need to know and understand:

- K27 the types and use of electric filing equipment and attachments  
K28 electric filing techniques, including thinning out overlays, buffing and use of different speeds of rotation  
K29 how to position and support your client's finger whilst working with an electric file  
K30 why it is important to maintain three points of contact when working with an electric file  
K31 how to adapt the equipment for left and right handed use  
K32 the reasons for working in one direction across the overlay  
K33 why it is important to work in the opposite direction to the rotation of the file attachment  
K34 how to maintain the balance, shape and position of apex when electric filing  
K35 the damage caused by inappropriate use or misuse of electric files  
K36 how to avoid a build up of heat when using an electric file  
K37 the types of contra-actions than can occur and how to deal with them  
K38 why the natural nails should always be hand filed prior to the application of the overlay  
K39 the benefits, uses and limitations of a hand file and electric file  
K40 the reasons why electric files should never be used for tip blending  
K41 the care and maintenance of the electric files  
K42 the advice and recommendations on products and services

---

## Range

- (K37) **Contra-actions:** blistering  
heat friction  
thinning of the nail plate  
cuts and abrasions
- (K42) **Advice and recommendations:** additional services  
additional products  
the importance of following manufacturers' instructions for the care and maintenance of the electric files

## Unit 314

## Maintain and finish nail overlays using an electric file (SKANS10)

### Supporting Information

#### **Evidence requirements**

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for preparing and finishing nail overlays using electric files.
3. Your assessor will observe your performance on **at least 2 separate occasions, each on different clients**.
4. From the range, you must practically demonstrate that you have:
  - used **all** the consultation techniques
  - dealt with **at least one** of the necessary actions
  - carried out **all** the filing techniques
  - used **all** types of file attachments
  - provided **all** types of treatment advice and recommendations
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Unit 315

## Design and create nail art (SKANS11)

<b>Unit level:</b>	SCQF 6
<b>Unit aim:</b>	<p>This standard is about designing and creating individual nail art 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 and techniques.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.</p> <p>The main outcomes of this standard are:</p> <ol style="list-style-type: none"><li>1. maintain safe and effective methods of working when providing nail art designs</li><li>2. consult, plan and prepare for the nail art</li><li>3. apply nail art design</li></ol>
<b>Relationship to NOS:</b>	SKANS9
<b>Endorsed by</b>	habia

### Outcome

- 1 Maintain safe and effective methods of working when providing nail art designs

#### You must be able to:

- P1 maintain your responsibilities for health and safety throughout the service
- P2 prepare your client and yourself to meet legal and organisational requirements
- P3 position your client to meet the needs of the service
- P4 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- P5 ensure environmental conditions are suitable for the client and the service
- P6 keep your work area clean and tidy throughout the service
- P7 use working methods that minimise the risk of cross-infection
- P8 ensure the use of clean equipment and materials
- P9 promote environmental and sustainable working practices
- P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P11 dispose of waste materials to meet legal requirements
- P12 complete the service within a commercially viable time

---

## Outcome

2 Consult, plan and prepare for the nail art

### You must be able to:

- P13 use consultation techniques to determine the client's service plan
- P14 ensure that informed and signed parent or guardian consent is obtained for minors prior to any service
- P15 ensure that a parent or guardian is present throughout the service for minors under the age of 16
- P16 recognise any contra-indications and take the necessary action
- P17 agree the nail service and outcomes that meet the client's needs
- P18 obtain signed, informed consent from the client prior to carrying out the service
- P19 identify the condition of the nails and skin
- P20 select and agree with the client nail art design and techniques to suit their nail shape and condition

---

## Range

- (P13) **Consultation techniques:** questioning
  - listening
  - visual
  - manual
  - written
- (P16) **Necessary action:** encouraging the client to seek medical advice
  - explaining why the service cannot be carried out
  - modifying the service
- (P20) **Design:** 3D
  - 2D
  - embedding
  - alternative tip shapes
- (P20) **Techniques:** custom blending
  - colour fading
  - marbling
  - painting
  - imprinting

---

## Outcome

3 Apply nail art design

### You must be able to:

- P21 use tools and products to prepare the nail for nail art design
- P22 select nail art products and tools required for the agreed nail art design and techniques
- P23 apply nail art base to suit the design requirements

- P24 apply nail art techniques and products in the required sequence to achieve the nail art design
  - P25 seal the nail art design, leaving the cuticle and nail wall free from product
  - P26 ensure the finished design is to the client's satisfaction and meets the agreed design plan
  - P27 give your client advice and recommendations on products and services
  - P28 ensure the client's records are completed and signed by you and the client
- 

## Range

- (P21, P22, P24) **Products:** fabrics  
glitters  
jewels  
decals  
embellishments  
coloured powders  
coloured UV gels
  - (P22, P23, P24, P25, P26) **Design:** 3D  
2D  
embedding  
alternative tip shapes
  - (P22, P24) **Techniques:** custom blending  
colour fading  
marbling  
painting  
imprinting
  - (P27) **Advice and recommendations:** suitable aftercare products and their uses  
avoidance of activities which may cause contra-actions  
time intervals between services  
present and future products and services
- 

## Outcome

- 4 Maintain safe and effective methods of working when providing nail art designs

### You need to know and understand:

- K1 your responsibilities for health and safety as defined by any specific legislation covering your job role
  - K2 the legal and organisational requirements for client protection and preparation
  - K3 the legal and organisational requirements for your own personal hygiene, protection and appearance
  - K4 safe positioning techniques for yourself and your client and why using these are important
  - K5 the necessary environmental conditions for services, such as heating and ventilation and why these are important
  - K6 why it is important to keep your work area clean and tidy
  - K7 methods of cleaning, disinfection and sterilisation
  - K8 methods of working safely and hygienically and which minimise the risk of cross-infection
-

- K9 the different types of working methods that promote environmental and sustainable working practices
  - K10 the contra-actions that may occur, how to deal with them and what advice to give to clients
  - K11 the hazards and risks which exist in your workplace and the safe working practices which you must follow
  - K12 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
  - K13 the legal requirements for waste disposal
  - K14 the reasons for completing a service in a commercially viable time
- 

## Range

- (K1) **Health and safety:** Health and Safety at Work Act  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
The Health and Safety (First Aid) Regulations  
The Regulatory Reform (Fire Safety) Order  
The Manual Handling Operations Regulations  
The Control of Substances Hazardous to Health Regulations (COSHH)  
The Electricity at Work Regulations  
The Environmental Protection Act  
The Management of Health and Safety at Work Regulations  
The Health and Safety (Information for Employees) Regulations
  - (K9) **Environmental and sustainable working practices:** reducing waste and managing waste (recycle, reuse, safe disposal)  
reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)  
reducing water usage and other resources  
preventing pollution  
using disposable items  
using recycled eco-friendly furniture  
using low chemical paint  
using environmentally friendly product packaging  
choosing responsible domestic products (Fairtrade tea and coffee)  
encouraging carbon reducing journeys to work
- 

## Outcome

- 5 Consult, plan and prepare for the nail art

### You need to know and understand:

- K15 the importance of communicating with clients in a professional manner
  - K16 how to complete a consultation taking into account client's diverse needs
  - K17 the legal requirements for providing treatment to minors under 16 years of age
  - K18 the age at which an individual is classed as a minor and how this differs nationally
  - K19 the reasons for agreeing a service that meets the client's needs
  - K20 the legal significance of gaining signed, informed client consent to service
  - K21 the legislative requirements for storing and protecting client data
-

- K22 how to recognise contra-indications that would prevent or restrict the service
  - K23 the contra-indications requiring medical referral and why
  - K24 the reasons for not naming specific contra-indications when referring clients
  - K25 how to conduct a nail and skin analysis
- 

## Range

- (K16) **Diverse needs:** cultural
    - religious
    - age
    - disability
    - gender
  - (K22) **Contra-indications:** which prevent treatment:
    - fungal infections
    - viral infections
    - parasitic infections
    - severe skin conditions
    - severely bitten nailswhich restrict treatment:
    - bacterial infections
    - psoriasis
    - dermatitis
    - severe nail separation
    - broken bones
    - unknown redness or swelling
    - damaged nails
- 

## Outcome

- 6 Apply nail art design

### You need to know and understand:

- K26 the different methods used to prepare the nails for nail art application
  - K27 the different types of techniques used within nail art services and how to carry them out
  - K28 the range and use of nail art products and tools
  - K29 the importance of understanding colour theory
  - K30 how to select and combine colours to complement the design
  - K31 the reasons and benefits of applying a nail art base prior to particular nail art designs
  - K32 the range of creative nail designs available to clients
  - K33 how the client's nail shape and condition of the client's nails can limit the design choice
  - K34 how to select, blend and mix products and colours
  - K35 how to select, adapt and create nail art designs to suit different occasions
  - K36 the adaptations that can be used to make nail art designs and techniques more commercial
  - K37 the reasons for sealing the final nail art design
  - K38 the benefits of creating a design portfolio to promote nail art designs
  - K39 how current fashion trends can impact on nail art designs
-



- K40 the structure of the nail
  - K41 the process of nail growth
  - K42 the structure and function of the skin
  - K43 possible contra-actions that could occur how to deal with them and what advice to give to clients
  - K44 the advice and recommendations on products and service
- 

## Range

- (K33) **Nail shape:** fan
  - hook
  - spoon
  - oval
  - square
- (K40) **Structure of the nail:** nail plate
  - nail bed
  - matrix
  - cuticle
  - lunula
  - hyponychium
  - eponychium
  - nail wall
  - free edge
  - lateral nail fold
- (K41) **Nail growth:** nail formation
  - growth rate
  - factors affecting growth
  - the effects of damage on growth
  - nail thickness
- (K43) **Contra-actions:** allergic reactions
  - premature loss of nail art design
  - damage to the nail art design
- (K44) **Advice and recommendations:** additional services
  - additional products
  - the aftercare and maintenance requirements to ensure longevity of the design

## Unit 315

## Design and create nail art (SKANS11)

### Supporting Information

#### ***Evidence requirements***

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for planning, creating and providing nail art services to clients.
3. Your assessor will observe your performance on **at least 3 occasions, 1 must be carried out on feet, and 1 of which must be coloured powders or coloured UV gel, using a minimum of 3 colours**
4. From the range, you must practically demonstrate that you have:
  - used **all** the consultation techniques
  - dealt with **at least one** of the necessary actions
  - used **all** designs
  - used **all** techniques
  - used **5 of the 7** products
  - provided **all** types of treatment advice and recommendations
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Unit 316

## Create airbrush designs for nails (SKANS12)

<b>Unit level:</b>	SCQF 6
<b>Unit aim:</b>	<p>This standard is about designing and creating nail art designs using airbrushing techniques to suit the client and occasion. You will need to be able to carry out a variety of airbrush nail designs and techniques. The ability to use a range of airbrushing products is also required. The accurate use and maintenance of equipment is an essential aspect of this standard.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.</p> <p>The main outcomes of this standard are:</p> <ol style="list-style-type: none"><li>1. maintain safe and effective methods of working when providing airbrushing services</li><li>2. consult, plan and prepare for airbrushing services</li><li>3. apply airbrushing techniques and design</li></ol>
<b>Relationship to NOS:</b>	SKANS12
<b>Endorsed by</b>	habia

### Outcome

- 1 Maintain safe and effective methods of working when providing airbrushing services

### You must be able to:

- P1 maintain your responsibilities for health and safety throughout the service
- P2 prepare your client and yourself to meet legal and organisational requirements
- P3 position your client to meet the needs of the service
- P4 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- P5 ensure environmental conditions are suitable for the client and the service
- P6 keep your work area clean and tidy throughout the service
- P7 use working methods that minimise the risk of cross-infection
- P8 ensure the use of clean equipment and materials
- P9 promote environmental and sustainable working practices
- P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P11 dispose of waste materials to meet legal requirements
- P12 complete the service within a commercially viable time

---

## Outcome

- 2 Consult, plan and prepare for airbrushing services

### You must be able to:

- P13 use consultation techniques to determine the client's service plan  
P14 ensure that informed and signed parent or guardian consent is obtained for minors prior to any service  
P15 ensure that a parent or guardian is present throughout the service for minors under the age of 16  
P16 recognise any contra-indications and take the necessary action  
P17 agree the nail service and outcomes that meet the client's needs  
P18 obtain signed, informed consent from the client prior to carrying out the service  
P19 disinfect the area to be treated and remove any existing nail finish  
P20 identify the condition of the nails and skin and any limitations to the design  
P21 select and agree with the client an airbrush design and airbrush techniques to suit their nail shape and condition  
P22 test the pressure and operation of the spray gun prior to use
- 

## Range

- (P13) **Consultation techniques:** questioning  
listening  
visual  
manual  
written
- (P16) **Necessary action:** encouraging the client to seek medical advice  
explaining why the service cannot be carried out  
modifying the service
- (P21) **Airbrush design:** French  
fancy French  
animal print  
floral  
tropical  
seasonal  
abstract designs
- (P21) **Airbrush techniques:** contouring  
stencilling  
masking  
colour fading  
blending
- 

## Outcome

- 3 Apply airbrushing techniques and design
-

## You must be able to:

- P23 use tools and equipment to prepare the nail for airbrush design
  - P24 select airbrush products, tools and equipment for the agreed airbrush design and airbrush techniques
  - P25 apply nail art base for the airbrush design
  - P26 use airbrush techniques to achieve the desired effect
  - P27 seal the airbrush design, leaving the cuticle and side walls free from product
  - P28 apply a top coat to protect the airbrush design
  - P29 ensure the finished airbrush design is to the client's satisfaction and meets the agreed design plan
  - P30 give your client advice and recommendations on products and services
  - P31 ensure the client's records are completed and signed by you and the client
- 

## Range

- (P23, P24, P25, P27, P28, P29) **Airbrush design:** French  
fancy French  
animal print  
floral  
tropical  
seasonal  
abstract designs
  - (P24) **Airbrush techniques:** contouring  
stencilling  
masking  
colour fading  
blending
  - (P30) **Advice and recommendations:** suitable aftercare products and their uses  
avoidance of activities which may cause contra-actions  
time intervals between services  
present and future products and services
- 

## Outcome

- 4 Maintain safe and effective methods of working when providing airbrushing services

## You need to know and understand:

- K1 your responsibilities for health and safety as defined by any specific legislation covering your job role
  - K2 the legal and organisational requirements for client protection and preparation
  - K3 the legal and organisational requirements for your own personal hygiene, protection and appearance
  - K4 safe positioning techniques for yourself and your client and why these are important
  - K5 the necessary environmental conditions for services, such as heating and ventilation and why these are important
  - K6 why it is important to keep your work area clean and tidy
-

- K7 methods of cleaning, disinfection and sterilisation
  - K8 methods of working safely and hygienically and which minimise the risk of cross-infection
  - K9 the different types of working methods that promote environmental and sustainable working practices
  - K10 the hazards and risks which exist in your workplace and the safe working practices which you must follow
  - K11 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
  - K12 the legal requirements for waste disposal
  - K13 the reasons for completing a service in a commercially viable time
- 

## Range

- (K1) **Health and safety:** Health and Safety at Work Act  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
The Health and Safety (First Aid) Regulations  
The Regulatory Reform (Fire Safety) Order  
The Manual Handling Operations Regulations  
The Control of Substances Hazardous to Health Regulations (COSHH)  
The Electricity at Work Regulations  
The Environmental Protection Act  
The Management of Health and Safety at Work Regulations  
The Health and Safety (Information for Employees) Regulations
  - (K9) **Environmental and sustainable working practices:** reducing waste and managing waste (recycle, reuse, safe disposal)  
reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)  
reducing water usage and other resources  
preventing pollution  
using disposable items  
using recycled eco-friendly furniture  
using low chemical paint  
using environmentally friendly product packaging  
choosing responsible domestic products (Fairtrade tea and coffee)  
encouraging carbon reducing journeys to work
- 

## Outcome

- 5 Consult, plan and prepare for airbrushing services

### You need to know and understand:

- K14 the importance of communicating with clients in a professional manner
  - K15 how to complete a consultation taking into account client's diverse needs
  - K16 the legal requirements for providing treatment to minors under 16 years of age
  - K17 the age at which an individual is classed as a minor and how this differs nationally
  - K18 the importance of agreeing the service that meets the client's needs
  - K19 the legal significance of gaining signed, informed client consent to carry out the service
-

- K20 the legislative requirements for storing and protecting client data
  - K21 how to recognise contra-indications that would prevent or restrict the service and why
  - K22 the contra-indications requiring medical referral and why
  - K23 the necessary action to take in relation to specific contra-indications when referring clients
  - K24 the reasons for not naming specific contra-indications when referring clients
  - K25 how the shape and condition of the client's nails can limit the design choice
  - K26 how to conduct a nail and skin analysis and identify treatable nail conditions
  - K27 why the airbrush equipment must be checked and tested prior to use
- 

## Range

- (K15) **Diverse needs:** cultural
    - religious
    - age
    - disability
    - gender
  - (K21) **Contra-indications:** fungal
    - bacterial
    - viral
    - parasitic infections
    - severe nail separation
    - severe eczema
    - psoriasis
    - dermatitis
    - severely bitten or damaged nail
    - unknown swelling and redness
    - cuts and abrasions
    - asthma
    - bronchial conditions
- 

## Outcome

- 6 Apply airbrushing techniques and design

### You need to know and understand:

- K28 the reasons for applying a nail base prior to the airbrush design
  - K29 the basic principles of complementary colour theory
  - K30 the selection, blending and mixing of airbrush products
  - K31 the use and effects of different airbrushing techniques
  - K32 the different types of stencilling materials available and their effects
  - K33 the benefits of creating a design portfolio showing the variety of airbrush designs
  - K34 how to customise and create airbrush designs to suit different occasions
  - K35 the meaning of psi and the potential risks associated with the use of pressurised airbrush equipment
  - K36 how to create different effects by varying the psi
  - K37 how distance and pressure can affect the coverage and density of colour
-

- K38 the methods used to clean and maintain airbrush equipment and accessories
  - K39 the types of problems that can occur with airbrush equipment and how to correct them
  - K40 possible contra-actions which may occur during the airbrushing and how to deal with them
  - K41 the advice and recommendations on products and services
  - K42 why the client's records are completed and signed by you and the client
- 

### Range

- (K40) **Contra-actions:** allergic reactions  
premature loss of nail art design  
damage to the nail art design
- (K41) **Advice and recommendations:** additional services  
additional products  
maintenance and removal of design



## Unit 316

## Create airbrush designs for nails (SKANS12)

### Supporting Information

#### **Evidence requirements**

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for planning, designing and providing airbrushing designs on the hands and feet.
3. Your assessor will observe your performance on **at least 4 occasions, one of which must include a complex abstract design**. (Note: this is a combination of horizontal, vertical and diagonal lines).
4. From the range, you must practically demonstrate that you have:
  - used **all** the consultation techniques
  - dealt with **at least one** of the necessary actions
  - used **at least 4 out of the 7** airbrush designs
  - used **all** airbrush techniques
  - provided **all** types of treatment advice and recommendations
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Unit 317

## Develop a range of creative nail designs (SKANS13)

<b>Unit level:</b>	SCQF 7
<b>Unit aim:</b>	<p>This standard 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 other people is required. Evaluation of the results and how your designs may be adapted for commercial use also form an important part of this standard.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to communicate your design concept with other people involved in the project.</p> <p>The main outcomes of this standard are:</p> <ol style="list-style-type: none"><li>1. plan and design a range of creative images</li><li>2. produce a range of creative images</li><li>3. evaluate the results against the design plan objectives</li></ol>
<b>Relationship to NOS:</b>	SKANS13
<b>Endorsed by</b>	habia

### Outcome

- 1 Plan and design a range of creative images

### You must be able to:

- P1 identify the intended activity for which the image is required
- P2 source information to research ideas on themes for the design
- P3 create a design plan which is suitable for your chosen range of image
- P4 define the roles and responsibilities of others involved
- P5 identify all resources required, taking into account any budgetary constraints
- P6 consider how risks to health and safety risks can be reduced
- P7 agree your design plan with others

### Range

- (P1) **Activity:** photo shoot  
catwalk shows  
competition  
client specifications

- social media
  - (P1, P3) **Image:** based on a theme
    - avant-garde
    - commercial
    - current trends
  - (P7) **Others:** media consultant
    - make-up artists
    - colleagues
    - competition judges
    - hair stylist
    - client
    - model
    - stylist
- 

## Outcome

- 2 Produce a range of creative images

### You must be able to:

- P8 prepare the work environment to meet legal, hygiene and application requirements
  - P9 ensure that the products are suitable for the environmental conditions
  - P10 prepare resources to meet the design plan
  - P11 prepare nails in a way which is suitable for the application of the image
  - P12 work in a way that permits access and minimises the risk of injury to you and others
  - P13 use nail techniques to create the image
  - P14 communicate with others throughout the implementation of the design
  - P15 adapt the agreed design plan to meet any changed circumstances
  - P16 consider additional media to complement the final image
  - P17 ensure the finished image and its presentation meets the design plan
- 

## Range

- (P11, P13, P16, P17) **Image:** based on a theme
    - avant-garde
    - commercial
    - current trends
  - (P12) **Others:** media consultant
    - make-up artists
    - colleagues
    - competition judges
    - hair stylist
    - client
    - model
    - stylist
  - (P16) **Additional media:** accessories
-

clothes  
make-up  
props  
hair  
body art

---

## Outcome

- 3 Evaluate the results against the design plan objectives

### You must be able to:

- P18 obtain feedback from others on the impact of your image and its effectiveness in meeting your design plan  
P19 evaluate your own performance against your objectives to identify how and where it could be improved  
P20 evaluate how the design image may be adapted for other activity
- 

## Range

- (P18, P20) **Image:** based on a theme  
avant-garde  
commercial  
current trends  
(P18) **Others:** media consultant  
make-up artists  
colleagues  
competition judges  
hair stylist  
client  
model  
stylist  
(P20) **Activity:** photo shoot  
catwalk shows  
competition  
client specifications  
social media
- 

## Outcome

- 4 Plan and design a range of creative images

### You need to know and understand:

- K1 the basic principles of design, scale and proportion when creating an image  
K2 how to identify and develop a theme as a basis for a nail design image
-

- K3 how to create a detailed and accurate design plan
  - K4 different methods of communicating and presenting your design plan
  - K5 why it is important to set and work to a budget
  - K6 sources of research information and how to access them and evaluate them
  - K7 the range and availability of resources required and where they can be obtained
  - K8 how any venue requirements are likely to affect your plans
  - K9 the common problems associated with photographic shoots, shows and competitions and how to resolve them
  - K10 the potential hazards that must be considered when working at any venue
  - K11 the steps that should be taken to minimise risks when working at any venue
  - K12 how and if local by-laws and legislation may limit the use of resources
  - K13 the health and safety procedures applicable to any venue
  - K14 the health and safety requirements associated with nail techniques
  - K15 how to recognise contra-indications and restrictions to the nail design and how to deal with them
- 

## Range

- (K9) **Common problems:** staffing  
tools and equipment breakdowns  
time over-runs  
environmental conditions  
budget constraints
  - (K13) **Health and safety:** Health and Safety at Work Act  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
The Health and Safety (First Aid) Regulations  
The Regulatory Reform (Fire Safety) Order  
The Manual Handling Operations Regulations  
The Control of Substances Hazardous to Health Regulations (COSHH)  
The Electricity at Work Regulations  
The Environmental Protection Act  
The Management of Health and Safety at Work Regulations  
The Health and Safety (Information for Employees) Regulations
- 

## Outcome

- 5 Produce a range of creative images

### You need to know and understand:

- K16 how to prepare and adapt the work environment to meet legal, hygiene and nail design requirements
  - K17 methods of communicating your requirements to the others throughout the creative nail design
  - K18 the ways in which additional media can be used to complement the overall design image
  - K19 the different techniques used to create a design image
  - K20 the different types of nail design products, tools and equipment available and the effects they can create
-

- K21 the types of non-conventional items that may be used as part of a design  
K22 how to adapt the design and application techniques to suit changing circumstances
- 

### Range

- (K17) **Methods:** questioning  
visual  
listening  
body language
- (K17) **Others:** media consultant  
make-up artists  
colleagues  
competition judges  
hair stylist  
client  
model  
stylist
- (K22) **Circumstances:** environmental  
cancellation  
illness  
change of brief
- 

### Outcome

- 6 Evaluate the results against the design plan objectives

#### You need to know and understand:

- K23 the purpose of evaluation activities  
K24 the areas on which feedback should be collected  
K25 methods of gaining feedback from others  
K26 the potential commercial benefits that can arise from nail design work  
K27 how the design image can be adapted to suit other activities
- 

### Range

- (K25) **Others:** media consultant  
make-up artists  
colleagues  
competition judges  
hair stylist  
client  
model  
stylist
-

## Unit 317

## Develop a range of creative nail designs (SKANS13)

### Supporting Information

#### **Evidence requirements**

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for designing and creating images incorporating nail service techniques.
3. **Your assessor must observe you on at least one occasion.** You must produce evidence of creating **3 different nail designs**, two of which must combine nail enhancements and nail art.
4. From the range, you must show that you have:
  - produced images for **at least one of the 5** activities
  - considered **2 of the 4** images
  - involved **at least 3 of the 7** relevant people (others)
  - used **4 of the 6** additional media listed
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Unit 404

# Contribute to the planning and implementation of promotional activities (CHB17)

<b>Unit level:</b>	SCQF 6
<b>Unit aim:</b>	This standard is about working with others to plan, implement and evaluate promotional activities. The ability to competently present information and interact with the public whilst demonstrating skills is a particularly important aspect of this standard.
<b>Relationship to NOS:</b>	SKACHB17
<b>Endorsed by</b>	habia

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### Outcome

- 1 Contribute to the planning and preparation of promotional activities

#### You must be able to:

- P1 make recommendations to the relevant person for suitable promotional activities and identify the potential benefits for the business
- P2 identify and agree specific, measurable, achievable, realistic and time bound objectives and target groups for the activity with the relevant person(s)
- P3 agree requirements for the activity with all relevant persons in sufficient detail to allow the work to be planned
- P4 produce an agreed plan showing the:
  - P4.1 type of promotional activity
  - P4.2 objectives of the activity
  - P4.3 roles and responsibilities of others involved
  - P4.4 resource requirements
  - P4.5 preparation and implementation activities
  - P4.6 timescales
  - P4.7 budget
  - P4.8 methods of evaluation
- P5 agree a plan that takes into account any legal requirements, when necessary
- P6 ensure resources are available to meet the planned timescale

---

### Range

- (P1) **Promotional activities:** demonstrations  
displays  
advertising campaigns



(P4.2) **Objectives:** to enhance salon image  
to increase salon business

---

## Outcome

2 Implement promotional activities

### You must be able to:

- P7 implement promotional activities to meet the agreed plan
  - P8 adapt promotional activities, when necessary, in response to changed circumstances and or problems
  - P9 use resources effectively throughout the promotional activities
  - P10 communicate the essential features and benefits of products and services to the target group
  - P11 use methods of communication that are suitable for the type of promotional activity being undertaken
  - P12 present information in logical steps
  - P13 encourage the target group to ask questions about the services and products being promoted
  - P14 respond to questions and queries in a way which promotes goodwill and enhances the salon image
  - P15 actively encourage the target group to take advantage of the services and products being promoted
  - P16 clear away products and equipment at the end of the promotional activities, when necessary, to meet the requirements of the venue
- 

## Outcome

3 Participate in the evaluation of promotional activities

### You must be able to:

- P17 use the methods agreed in your promotional activity plan to gain feedback from the relevant sources
  - P18 collate and record the information gained from the feedback using a clear format and method of presentation
  - P19 draw conclusions on the effectiveness of the promotional activity in meeting the agreed objectives
  - P20 participate in discussions giving a clear and well structured summary of the results of the evaluation
  - P21 make recommendations for improvements to any future promotional activities based upon the outcomes of your evaluation
- 

## Outcome

4 Contribute to the planning and preparation of promotional activities

### You need to know and understand:

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- K1 the practical requirements and restrictions of any venue
  - K2 the contract requirements, local bye-laws and legislation which could restrict your promotional activity in any venue used
  - K3 the importance of considering health and safety and other legal requirements
  - K4 the health and safety procedures applicable to any venue you use
  - K5 the potential hazards you must consider when working at any venue
  - K6 the steps that should be taken to minimise risks when working at an external venue
  - K7 the purpose and value of detailed and accurate planning
  - K8 the type of resourcing requirements necessary for promotional activities such as individuals, tools and equipment, materials, time, venue
  - K9 how the nature of the target group can influence the choice of promotional activity
  - K10 how to match types of promotional activities to objectives
  - K11 how to present a plan for promotional activities
  - K12 why it is important to consider methods of evaluation at the planning stage
  - K13 how to write objectives that are SMART; Specific, Measurable, Achievable, Realistic and Time bound objectives
  - K14 the importance of working to a budget
  - K15 where and how to obtain resources
  - K16 the importance of clearly defining the roles and responsibilities of those involved in promotional activities
  - K17 the importance of allocating roles and responsibilities to match an individual's competence levels
  - K18 the importance of gaining an individual's commitment and agreement to undertake a role in the promotional activity
  - K19 the types of foreseeable problems that occur and ways of resolving them
- 

## Range

- (K3) **Health and safety:** the importance of considering health and safety and other legal requirements
- Health and Safety at Work Act
  - The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)
  - The Health and Safety (First Aid) Regulations
  - The Regulatory Reform (Fire Safety) Order
  - The Manual Handling Operations Regulations
  - The Control of Substances Hazardous to Health Regulations (COSHH)
  - The Electricity at Work Regulations
  - The Environmental Protection Act
  - The Management of Health and Safety at Work Regulations
  - The Health and Safety (Information for Employees) Regulations
  - Data Protection Act
  - Working Time Directives
  - Cosmetic Products Regulations
  - Sale of Goods Act
  - Distance Selling Act
  - Trade Descriptions Act
  - Consumer Protection Legislation
- 

## Outcome

---

## 5 Implement promotional activities

### **You need to know and understand:**

- K20 the features and benefits of the products and or services being promoted
  - K21 how to recognise buying signals and to close sales
  - K22 the difference between the features of a product or service and the benefits of a product or service
  - K23 how to tailor your presentation of the benefits of products and or services to meet individual needs and interests
  - K24 how and when to participate in discussions
  - K25 how to give a short presentation taking into account the timing, pace, use of voice and use of graphics
  - K26 methods of presenting information such as pictorially, graphically, verbally
  - K27 methods of creating a visual impact
  - K28 how and when to make openings to encourage others to ask questions
  - K29 how to answer questions and manage queries in a way likely to maintain goodwill
- 

### **Outcome**

## 6 Participate in the evaluation of promotional activities

### **You need to know and understand:**

- K30 the purpose of evaluation activities
- K31 the areas of the promotional activity which should be evaluated
- K32 the most suitable methods of gaining feedback for the promotional activities in the range
- K33 how to collate, analyse and summarise evaluation feedback in a clear and concise way
- K34 suitable ways of formatting and producing an evaluation report

## Unit 404

## Contribute to the planning and implementation of promotional activities (CHB17)

### Supporting Information

#### ***Evidence requirements***

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for contributing to the planning and implementation of promotional activities.
3. You will need to collect documentary evidence to show you have met all the requirements of the standard.
4. From the range, you must show that you have:
  - undertaken **all** the types of promotional activities
  - developed **both** types of objectives
5. If the range **requirement** has not been fully covered by these observations you may be able to provide additional **observed** evidence.

## Unit 202

## Enhance the appearance of the eyebrows (SKABT5)

<b>Unit level:</b>	SCQF 5
<b>Unit aim:</b>	<p>This standard is about providing treatments to enhance the eyebrows. You will need to be able to provide eyebrow shaping with tweezers, eyebrow artistry using a variety of different techniques and provide the relevant aftercare advice to clients. Eyebrow artistry will include eyebrow tinting for clients with different hair colour characteristics and temporary colour application using powder and pencil.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.</p> <p>The main outcomes of this standard are:</p> <ol style="list-style-type: none"><li>1. maintain safe and effective methods of working when enhancing the appearance of eyebrows</li><li>2. consult, plan and prepare for the service</li><li>3. colour eyebrows</li><li>4. shape eyebrows</li></ol>
<b>Relationship to NOS:</b>	SKABT5
<b>Endorsed by</b>	habia

### Outcome

- 1 Maintain safe and effective methods of working when enhancing the appearance of eyebrows

### You must be able to:

- P1 maintain your responsibilities for health and safety throughout the service
- P2 prepare and protect your client and yourself to meet legal and organisational requirements
- P3 position your client to meet the needs of the service
- P4 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- P5 ensure environmental conditions are suitable for the client and the service
- P6 keep your work area clean and tidy throughout the service
- P7 use working methods that minimise the risk of cross-infection
- P8 ensure the use of clean equipment and materials
- P9 promote environmental and sustainable working practices

- P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
  - P11 dispose of waste materials to meet legal requirements
  - P12 complete the service within a commercially viable time
- 

## Outcome

- 2 Consult, plan and prepare for the service

### You must be able to:

- P13 use consultation techniques to determine the client's service plan
  - P14 ensure that informed and signed parent or guardian consent is obtained for minors prior to any service
  - P15 ensure that a parent or guardian is present throughout the service for minors under the age of 16
  - P16 recognise any contra-indications and take the necessary action
  - P17 agree the service and outcomes that meet the client's needs
  - P18 carry out a skin sensitivity test on the client, prior to the service and record the results
  - P19 select and prepare equipment and materials for the service required
  - P20 cleanse and prepare the brow area
  - P21 give your client advice and recommendations on the service provided
  - P22 ensure the client's records are completed and signed by you and the client
- 

## Range

- (P13) **Consultation techniques:** questioning
    - listening
    - visual
    - manual
    - written
  - (P16) **Necessary action:** encouraging the client to seek medical advice
    - explaining why the treatment cannot be carried out
    - modification of the treatment
  - (P21) **Advice and recommendations:** suitable aftercare products and their uses
    - avoidance of activities which may cause contra-actions
    - time intervals between treatments
    - present and future products and services
- 

## Outcome

- 3 Colour eyebrows

### You must be able to:

- P23 select eyebrow artistry to suit the client's hair colour characteristics and their requirements
  - P24 colour and define the eyebrow using eyebrow artistry techniques
-

- P25 prevent the spread of products on to the client's skin, clothes and surrounding areas during application
- P26 remove excess product from the eyebrows with minimum discomfort to the client
- P27 ensure the finished result is to the client's satisfaction
- 

### Range

- (P23, P24) **Eyebrow artistry to suit:** powder  
tint  
pencil
- (P23) **Hair colour characteristics:** fair  
red  
dark  
white
- 

### Outcome

- 4 Shape eyebrows

#### You must be able to:

- P28 confirm the client's understanding of the service prior to commencement and clarify the eyebrow shape required
- P29 keep the skin taut to minimise discomfort to the client
- P30 remove the hair in the direction of the hair growth to meet client requirements
- P31 create a well-balanced, proportioned and defined eyebrow shape
- P32 ensure the area is free of unwanted hair and treated with a soothing product
- P33 ensure the finished shape is to the client's satisfaction
- 

### Range

- (P28, P31) **Shape:** total reshape of the brow  
maintenance of original brow shape
- 

### Outcome

- 5 Maintain safe and effective methods of working when enhancing the appearance of eyebrows

#### You need to know and understand:

- K1 your responsibilities for health and safety as defined by any specific legislation covering your job role
- K2 the legal and organisational requirements for client protection and preparation
- K3 the legal and organisational requirements for your own personal hygiene, protection and appearance
- K4 safe positioning techniques for yourself and the client to prevent discomfort
-

- K5 the necessary environmental conditions for services such as heating and ventilation and why these are important
  - K6 why it is important to keep your work area clean and tidy
  - K7 methods of cleaning, disinfection and sterilisation
  - K8 methods of working safely and hygienically to avoid the risk of cross- infection
  - K9 the different types of working methods that promote environmental and sustainable working practices
  - K10 the hazards and risks which exist in your workplace and the safe working practices which you must follow
  - K11 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
  - K12 the legal requirements for waste disposal
  - K13 the reasons for completing the treatment in a commercially viable time
- 

## Range

- (K1) **Health and safety:** Health and Safety at Work Act  
 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
 The Health and Safety (First Aid) Regulations  
 The Regulatory Reform (Fire Safety) Order  
 The Manual Handling Operations Regulations  
 The Control of Substances Hazardous to Health Regulations (COSHH)  
 The Electricity at Work Regulations  
 The Environmental Protection Act  
 The Management of Health and Safety at Work Regulations  
 The Health and Safety (Information for Employees) Regulations
  - (K9) **Environmental and sustainable working practices:** reducing waste and managing waste (recycle, reuse, safe disposal)  
 reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)  
 reducing water usage and other resources  
 preventing pollution  
 using disposable items  
 using recycled, eco-friendly furniture  
 using low chemical paint  
 using organic and allergy free products  
 using environmentally friendly product packaging  
 choosing responsible domestic products (Fairtrade tea and coffee)  
 encouraging carbon reducing journeys to work
- 

## Outcome

- 6 Consult, plan and prepare for the service

### You need to know and understand:

- K14 why it is important to communicate with clients in a professional manner
  - K15 how to complete a consultation taking into account the client's diverse needs
-



- K16 the legal requirements for providing services to minors under 16 years of age
  - K17 the age at which an individual is classed as a minor and how this differs nationally
  - K18 the importance of agreeing the service that meets the client's needs
  - K19 the legal significance of gaining signed, informed client consent to carry out the service
  - K20 the legislative requirements for storing and protecting client data
  - K21 the contra-indications requiring medical referral and why
  - K22 how to recognise contra-indications that would prevent or restrict the service
  - K23 the necessary action to take in relation to specific contra-indications when referring clients
  - K24 the reasons for not naming specific contra-indications when referring clients
  - K25 the procedure for carrying out a skin sensitivity test prior to eyebrow enhancement services
  - K26 the reasons for carrying out a skin sensitivity test and recording the results
  - K27 the preparation requirements for different eyebrow enhancement treatments
  - K28 the advice and recommendations on the products and services
- 

## Range

- (K15) **Diverse needs:** cultural  
religious  
age  
disability  
gender
  - (K22) **Contra-indications:** which prevent treatment:
    - conjunctivitis
    - chemotherapy
    - trichotillomania
    - recent eye surgery
    - blepharitis
    - eye infectionswhich restrict treatment:
    - psoriasis
    - styes
    - dry eye syndrome
    - glaucoma
    - contact lenses
    - thyroid disturbance
  - (K28) **Advice and recommendations:** additional services  
additional products  
the contra-actions that may occur and the action that clients should take  
time intervals between services
- 

## Outcome

- 7 Colour eyebrows

### You need to know and understand:

- K29 how to select and apply different eyebrow artistry techniques to suit the client's hair colour characteristics and their requirements
  - K30 the different types of products used for eyebrow artistry and their effects
  - K31 hair colour characteristics and how they can affect the tint development time
  - K32 how to select, mix and remove products and minimise wastage
  - K33 how oxidation affects the shelf life of tint and at what point in the tinting process the tint should be mixed
  - K34 the possible contra-actions that may occur, how to deal with them and what advice to give to the client
- 

## Outcome

- 8 Shape eyebrows

### You need to know and understand:

- K35 how to advise the client and assess the eyebrow shape and proportions in relation to clients facial features and existing eyebrow shape
- K36 the types of equipment and products used for eyebrow shaping
- K37 the features and benefits of using automatic and manual tweezers
- K38 how to remove the hair in relation to the direction of hair growth
- K39 the different methods used to ensure client comfort
- K40 how to create a symmetrical and well balanced shape
- K41 the expected skin reaction to eyebrow shaping
- K42 the types of soothing agents available and their effects on the eye area

## Unit 202

## Enhance the appearance of the eyebrows (SKABT5)

### Supporting Information

#### ***Evidence requirements***

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for enhancing the appearance of eyebrows.
3. Your assessor will observe your performance on **at least 3 occasions involving 3 different clients. Your assessor will want to see you apply tint to eyebrows on 2 occasions.**
4. From the range statement, you must practically demonstrate that you have:
  - used **all** the consultation techniques
  - dealt with at least **one** of the necessary actions
  - provided **all** types of aftercare advice and recommendations
  - used **all** of eyebrow artistry
  - worked with **2 of the 4** colouring characteristics
  - covered **both** types of eyebrow shaping
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Unit 203

## Enhance the appearance of the eyelashes (SKABT6)

<b>Unit level:</b>	SCQF 5
<b>Unit aim:</b>	<p>This standard is about enhancing the appearance of eyelashes using a variety of techniques. You will need to be able to carry out eyelash tinting for clients with different colouring characteristics. You will also be required to attach, maintain and remove temporary and semi-permanent eyelash systems and provide the relevant aftercare advice to clients.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.</p> <p>The main outcomes of this standard are:</p> <ol style="list-style-type: none"><li>1. maintain safe and effective methods of working when enhancing the appearance of eyelashes</li><li>2. consult, plan and prepare for the treatment</li><li>3. colour eyelashes</li><li>4. attach semi-permanent eyelashes</li><li>5. maintain semi-permanent eyelashes</li><li>6. apply temporary eyelashes</li><li>7. remove eyelash systems</li></ol>
<b>Relationship to NOS:</b>	SKABT6
<b>Endorsed by</b>	habia

### Outcome

- 1 Maintain safe and effective methods of working when enhancing the appearance of eyelashes

### You must be able to:

- P1 maintain your responsibilities for health and safety throughout the treatment
- P2 prepare and protect your client and yourself to meet legal and organisational requirements
- P3 position your client to meet the needs of the treatment
- P4 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- P5 ensure environmental conditions are suitable for the client and the treatment
- P6 keep your work area clean and tidy throughout the treatment
- P7 use working methods that minimise the risk of cross-infection
- P8 ensure the use of clean equipment and materials

- P9 promote environmental and sustainable working practices
  - P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
  - P11 dispose of waste materials to meet legal requirements
  - P2 complete the treatment within a commercially viable time
- 

## Outcome

- 2 Consult, plan and prepare for treatment

### You must be able to:

- P13 use consultation techniques to determine the client's treatment plan
  - P14 ensure that informed and signed parent or guardian consent is obtained for minors prior to any treatment
  - P15 ensure that a parent or guardian is present throughout the treatment for minors under the age of 16
  - P16 recognise any contra-indications and take the necessary action
  - P17 agree the treatment and outcomes that meet the client's needs
  - P18 carry out skin sensitivity tests on the client, prior to the treatment and record the results
  - P19 select and prepare equipment and materials for the treatment required
  - P20 cleanse, prepare and protect the eyelash area
  - P21 make recommendations based on an evaluation of the client's eyelashes, the different factors and the potential to achieve the required look
  - P22 give your client advice and recommendations on the treatment provided
  - P23 ensure the client's records are completed and signed by you and the client
- 

## Range

- (P13) **Consultation techniques:** questioning
    - listening
    - visual
    - manual
    - written
  - (P16) **Necessary action:** encouraging the client to seek medical advice
    - explaining why the waxing service cannot be carried out
    - modification of the treatment
  - (P21) **Factors:** thickness of natural lash
    - length of natural lash
    - direction of growth
    - colour of the natural lash
    - curvature of the natural lash
    - eye shape
    - density of eyelashes
    - evident eyelash damage
    - lifestyle
  - (P22) **Advice and recommendations:** suitable aftercare products and their uses
    - avoidance of activities which may cause contra-actions
-

time intervals between treatments  
present and future products and treatments

---

## Outcome

3 Colour eyelashes

### You must be able to:

- P24 select a colour to suit the client's lash colour characteristics
  - P25 apply an even application of colour to the eyelashes and allow it to develop for the required time
  - P26 prevent the spread of colour to the client's skin, clothes and surrounding areas during application
  - P27 ensure all colour is removed from the lashes with minimum discomfort to the client
  - P28 ensure finished result is to the client's satisfaction
- 

## Range

- (P24) **Lash colour characteristics:** fair  
red  
dark  
white
- 

## Outcome

4 Attach semi-permanent eyelashes

### You must be able to:

- P29 isolate single lash and secure lash extension in the required direction
  - P30 leave a gap between the eyelash extension and the eyelid
  - P31 add and attach single lash systems in a way that takes into account the factors influencing the treatment
  - P32 remove excess adhesive throughout the attachment process
  - P33 ensure client's wellbeing throughout the service
  - P34 seal the eyelashes and achieve a well-balanced look that meets the client's requirements
- 

## Range

- (P31) **Factors:** thickness of natural lash  
length of natural lash  
direction of growth  
colour of the natural lash  
curvature of the natural lash  
eye shape  
density of eyelashes
-

evident eyelash damage  
lifestyle

---

### Outcome

- 5 Maintain semi-permanent eyelashes

#### You must be able to:

- P35 replace eyelashes required, minimising damage to the client's natural eyelashes  
P36 achieve a well-balanced look that meets the client's requirements
- 

### Outcome

- 6 Apply temporary eyelashes

#### You must be able to:

- P37 position and secure temporary lash extensions onto your client's lashes  
P38 remove any excess adhesive from the lashes  
P39 achieve a well-balanced look that meets the client's requirements
- 

### Outcome

- 7 Remove eyelash systems

#### You must be able to:

- P40 use tools and products to remove eyelash enhancement systems avoiding damage to the client's natural eyelashes  
P41 leave the client's natural eyelashes clean and product free
- 

### Range

- (P40) **Eyelash enhancement systems:** strip  
flare  
single
- 

### Outcome

- 8 Maintain safe and effective methods of working when enhancing the appearance of eyelashes

#### You need to know and understand:

---

- K1 your responsibilities for health and safety as defined by any specific legislation covering your job role
- K2 the legal and organisational requirements for client protection and preparation
- K3 the legal and organisational requirements for your own personal hygiene, protection and appearance
- K4 safe positioning techniques for yourself and the client to prevent discomfort
- K5 the necessary environmental conditions for services such as heating and ventilation and why these are important
- K6 why it is important to keep your work area clean and tidy
- K7 methods of cleaning, disinfection and sterilisation
- K8 methods of working safely and hygienically to avoid the risk of cross- infection
- K9 the different types of working methods that promote environmental and sustainable working practices
- K10 the hazards and risks which exist in your workplace and the safe working practices which you must follow
- K11 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
- K12 the legal requirements for waste disposal
- K13 the reasons for completing the treatment in a commercially viable time

### Range

- (K1) **Health and safety:** Health and Safety at Work Act  
 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
 The Health and Safety (First Aid) Regulations  
 The Regulatory Reform (Fire Safety) Order  
 The Manual Handling Operations Regulations  
 The Control of Substances Hazardous to Health Regulations (COSHH)  
 The Electricity at Work Regulations  
 The Environmental Protection Act  
 The Management of Health and Safety at Work Regulations  
 The Health and Safety (Information for Employees) Regulations
- (K9) **Environmental and sustainable working practices:** reducing waste and managing waste (recycle, reuse, safe disposal)  
 reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)  
 reducing water usage and other resources  
 preventing pollution  
 using disposable items  
 using recycled, eco-friendly furniture  
 using low chemical paint  
 using environmentally friendly product packaging  
 choosing responsible domestic products (Fairtrade tea and coffee)  
 encouraging carbon reducing journeys to work

### Outcome

- 9 Consult, plan and prepare for the treatment



## You need to know and understand:

- K14 why it is important to communicate with clients in a professional manner
  - K15 how to complete a consultation taking into account the client's diverse needs
  - K16 the legal requirements for providing treatment to minors under 16 years of age
  - K17 the age at which an individual is classed as a minor and how this differs nationally
  - K18 the importance of agreeing the service that meets the client's needs
  - K19 the legal significance of gaining signed, informed client consent to carry out the service
  - K20 the legislative requirements for storing and protecting client data
  - K21 the contra-indications requiring medical referral and why
  - K22 how to recognise contra-indications that would prevent or restrict the service
  - K23 the necessary action to take in relation to specific contra-indications when referring clients
  - K24 the reasons for not naming specific contra-indications when referring clients
  - K25 the procedure for carrying out skin sensitivity tests prior to eyelash enhancement treatments
  - K26 the reasons for carrying out skin sensitivity tests and recording the results
  - K27 how to conduct an examination of natural eyelashes and the eye area to identify factors that will affect the treatment
  - K28 the preparation requirements for different eyelash enhancement systems
  - K29 the advice and recommendations on the products and services
- 

## Range

- (K15) **Diverse needs:** cultural
    - religious
    - age
    - disability
    - gender
  - (K22) **Contra-indications:** which prevent treatment:
    - conjunctivitis
    - chemotherapy
    - trichotillomania
    - recent eye surgery
    - eye infectionswhich restrict treatment:
    - psoriasis
    - styes
    - dry eye syndrome
    - glaucoma
    - contact lenses
    - thyroid disturbance
  - (K29) **Advice and recommendations:** additional services
    - additional products
    - the contra-actions that may occur and the action that clients should take
    - the expected longevity of single lash treatments
    - products for home use that will benefit the client and those to avoid and why
    - how to cleanse and comb lashes
    - time intervals between treatments
-

---

## Outcome

10 Colour eyelashes

### You need to know and understand:

- K30 how to select and apply eyelash tint to suit the client's hair colour characteristics and their requirements
- K31 how the client's hair colour characteristics can affect the development time
- K32 how to select, mix and remove tints and minimise wastage
- K33 how oxidation affects the shelf life of tint and at what point in the tinting process the tint should be mixed
- K34 the possible contra-actions that may occur, how to deal with them and what advice to give to the client

---

## Outcome

11 Attach, maintain and remove semi-permanent and temporary eyelash systems

### You need to know and understand:

- K35 the preparation requirements for temporary and semi-permanent lash systems
- K36 how to judge the type and quantity of eyelashes to be added to achieve a balanced look
- K37 the different application techniques for temporary and semi-permanent lash systems
- K38 the advantages and disadvantages of different eyelash extension systems
- K39 the possible contra-actions that can occur, how to deal with them and what advice to give to clients
- K40 the structure and cycle of hair growth
- K41 the basic structure and function of the eye
- K42 the physical effect of eyelash extensions on the eye
- K43 the reasons for removing excess adhesive throughout the lash application process
- K44 how to maintain and remove the temporary and semi-permanent lash systems
- K45 the recommendation of professional removal of single and flare lash systems and why this is important

## Unit 203

## Enhance the appearance of the eyelashes (SKABT6)

### Supporting Information

#### ***Evidence requirements***

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for enhancing the appearance of eyelashes.
3. Your assessor will observe your performance on **at least 4 occasions involving 4 different clients. Your assessor will want to see you apply and remove a partial set of single semi-permanent eyelashes and a minimum of 2 occasions for tinting eyelashes.**
4. From the range statement, you must practically demonstrate that you have:
  - used **all** the consultation techniques
  - dealt with **at least one** of the necessary actions
  - considered **all** factors
  - provided **all** types of aftercare advice and recommendations
  - worked with **2 of the 4** lash colouring characteristics
  - applied **all** types of eyelash attachment systems
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Unit 210

## Provide self-tanning services (SKABT24)

<b>Unit level:</b>	SCQF 5
<b>Unit aim:</b>	<p>This standard is about the application of a variety of self-tanning products.</p> <p>To carry out this standard you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.</p> <p>The main outcomes of this standard are:</p> <ol style="list-style-type: none"><li>1. maintain safe and effective methods of working when providing self-tanning services</li><li>2. consult, plan and prepare for self-tanning services</li><li>3. apply self-tanning products</li></ol>
<b>Relationship to NOS:</b>	SKABT24
<b>Endorsed by</b>	habia

### Outcome

- 1 Maintain safe and effective methods of working when providing self-tanning services

#### You must be able to:

- P1 maintain your responsibilities for health and safety throughout the service
- P2 prepare your client and yourself to meet legal and organisational requirements
- P3 position your client to meet the needs of the service
- P4 maintain the client's modesty and privacy at all times
- P5 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- P6 ensure environmental conditions are suitable for the client and the service
- P7 keep your work area clean and tidy throughout service
- P8 use working methods that minimise the risk of cross-infection
- P9 ensure the use of clean equipment and materials
- P10 promote environmental and sustainable working practices
- P11 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P12 dispose of waste materials to meet legal requirements
- P13 complete the service within a commercially viable time

---

## Outcome

2 Consult, plan and prepare for self-tanning services

### You must be able to:

- P14 use consultation techniques to determine the client's service plan
- P15 ensure that informed and signed parental or guardian consent is obtained for minors prior to any service
- P16 ensure that parent or guardian is present throughout the treatment for minors under the age of 16
- P17 recognise any contra-indications and take the necessary action
- P18 agree the treatment and outcomes that meet the client's needs
- P19 obtain signed, informed consent from the client prior to carrying out the treatment
- P20 carry out a skin sensitivity test and record the results
- P21 select equipment and products to meet the client's needs
- P22 ensure that the client's skin is clean and prepared to suit the type of self-tanning product to be used

---

## Range

- (P14) **Consultation techniques:** questioning
  - listening
  - visual
  - manual
  - written
- (P17) **Necessary action:** encouraging the client to seek medical advice
  - explaining why the treatment cannot be carried out
  - modification of treatment
- (P21) **Equipment :** spray gun
  - compressor
  - buffing mitt
- (P21) **Products:** tanning creams
  - tanning gels
  - spray tan liquid
  - barrier cream
  - exfoliators
  - moisturisers

---

## Outcome

3 Apply self-tanning products

### You must be able to:

- P23 test the pressure and operation of the spray gun prior to use
- P24 use equipment and products to meet the client's requirements

- P25 use spray tanning techniques in a controlled way and at the required distance from the body to achieve the desired effect
  - P26 apply products evenly in the required sequence to achieve the desired effect
  - P27 use techniques that minimise the risk of products being spread outside the treatment area and surrounding environment
  - P28 correct any problems occurring during the application process
  - P29 ensure that the finished result is to the client's satisfaction
  - P30 give your client advice and recommendations on the service provided
  - P31 ensure the client's records are completed and signed by you and the client
- 

## Range

- (P24) **Equipment :** spray gun  
compressor  
buffing mitt
  - (P24, P26, P27) **Products:** tanning creams  
tanning gels  
spray tan liquid  
barrier cream  
exfoliators  
moisturisers
  - (P30) **Advice and recommendations:** suitable aftercare products and their uses  
avoidance of activities which may cause contra-actions  
time intervals between services  
present and future products and services
- 

## Outcome

- 4 Maintain safe and effective methods of working when providing self- tanning services

### You need to know and understand:

- K1 your responsibilities for health and safety as defined by any specific legislation covering your job role
  - K2 the legal and organisational requirements for client preparation
  - K3 the type of personal protective equipment that should be worn by the therapist and the client for self-tanning services and why
  - K4 the reasons for maintaining the client's modesty and privacy
  - K5 safe positioning techniques for yourself and your client and why using these are important
  - K6 the necessary environmental conditions for services such as heating and ventilation and why these are important
  - K7 why it is important to keep your work area clean and tidy
  - K8 methods of cleaning, disinfection and sterilisation
  - K9 methods of working safely and hygienically and which minimise the risk of cross-infection
  - K10 the different types of working methods that promote environmental and sustainable working practices
  - K11 the hazards and risks which exist in your workplace and the safe working practices which you must follow
-

- K12 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
  - K13 the legal requirements for waste disposal
  - K14 the reasons for completing a service in a commercially viable time
- 

## Range

- (K1) **Health and safety:** Health and Safety at Work Act  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
The Health and Safety (First Aid) Regulations  
The Regulatory Reform (Fire Safety) Order  
The Manual Handling Operations Regulations  
The Control of Substances Hazardous to Health Regulations (COSHH)  
The Electricity at Work Regulations  
The Environmental Protection Act  
The Management of Health and Safety at Work Regulations  
The Health and Safety (Information for Employees) Regulations
  - (K10) **Environmental and sustainable working practices:** reducing waste and managing waste (recycle, reuse, safe disposal)  
reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)  
reducing water usage and other resources  
preventing pollution  
using disposable items  
using recycled, eco-friendly furniture  
using low chemical paint  
using environmentally friendly product packaging  
choosing responsible domestic products (Fairtrade tea and coffee)  
encouraging carbon reducing journeys to work
- 

## Outcome

- 5 Consult, plan and prepare for self-tanning services

### You need to know and understand:

- K15 the importance of communicating with clients in a professional manner
  - K16 how to complete a consultation taking into account the client's diverse needs
  - K17 the legal requirements for providing treatment to minors under 16 years of age
  - K18 the age at which an individual is classed as a minor and how this differs nationally
  - K19 the importance of agreeing the service that meets the client's needs
  - K20 the legal significance of gaining signed, informed client consent to carry out the service
  - K21 the legislative requirements for storing and protecting client data
  - K22 how to recognise contra-indications that would prevent or restrict the treatment
  - K23 the contra-indications requiring medical referral and why
  - K24 the reasons for not naming specific contra-indications when referring clients
  - K25 the procedure for carrying out a skin sensitivity test prior to self-tanning
-

- K26 the reasons for carrying out a skin sensitivity test prior to self-tanning and recording the results
- K27 how to match product selection to skin type and client preference
- K28 how to prepare the client's skin to suit the products and equipment being used
- K29 the reasons for exfoliating and moisturising the skin prior to self-tanning
- 

## Range

- (K16) **Diverse needs:** cultural  
religious  
age  
disability  
gender
- (K22) **Contra-indications:** which prevent treatment:  
- severe asthma for spray tanning  
- contagious skin conditions  
- bronchial conditions for spray tanning  
which restrict treatment:  
- insulin dependent diabetes  
- pigmentation disorders  
- sunburn  
- psoriasis  
- eczema  
- cuts and abrasions
- 

## Outcome

- 6 Apply self-tanning products

### You need to know and understand:

- K30 the types of equipment available for spray tanning, their features and how and when to use them
- K31 the meaning of psi and why this is adjusted to suit the size of area and coverage required
- K32 the potential risks associated with the use of pressurised spray tanning equipment
- K33 the importance of using equipment with a pressure gauge
- K34 how to clean, maintain and reassemble spray tanning equipment and associated accessories
- K35 the types of problems that can occur with spray tanning equipment and how to correct them
- K36 the types of self-tanning products available and their advantages and disadvantages
- K37 the ingredients of tanning products, exfoliators and moisturisers
- K38 the effects of self-tanning products on the skin
- K39 the structure of the skin
- K40 the different types of skin pigmentation disorders and how they may affect the self-tan result
- K41 the use and effects of tanning enhancers
- K42 how and when to use tanning correctors
- K43 the reasons for providing the client with pre and post treatment advice
- K44 products for home use that will benefit the client and those to avoid and why
- K45 the post-treatment restrictions applicable to self-tanning
-



- K46 the contra-actions that can occur as a result of self-tanning and the advice to give to clients
- K47 the advice and recommendations on products and services to the client

---

## Range

(K39) **Structure of the skin:** layers of epidermis

dermis

subcutaneous layer

hair follicle

hair shaft

sebaceous gland

arrector pili gland

sweat gland

blood and lymph vessels

sensory nerve endings

(K46) **Contra-actions:** skin irritation

swelling

burning

itching

watery eyes

coughing

fainting

## Unit 210

## Provide self-tanning services (SKABT24)

### Supporting Information

#### ***Evidence requirements***

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for providing self-tanning treatments.
3. Your assessor will observe your performance on **at least 3 separate occasions, each on a different client**. Observations must include a spray tan and a manually applied self-tan.
4. From the range, you must practically demonstrate that you have:
  - used **all** the consultation techniques
  - dealt with **at least one** of the necessary actions
  - used **all** the types of equipment
  - used **at least 4 out of the 6** products
  - provided **all** the types of advice and recommendations
5. If the range requirement has not been fully covered by these observations, you may be able to provide additional observed evidence.

## Appendix 1 Values

The following key values underpin the delivery of services in the beauty, nails and spa sectors:

- 1 a willingness to learn
- 2 a flexible working attitude
- 3 a team worker
- 4 a positive attitude
- 5 personal and professional ethics

## Appendix 2 Behaviours

The following behaviours underpin the delivery of services in the beauty, nails and spa sectors. These behaviours ensure that clients receive a positive impression of both the organisation and the individual.

- 1 meeting the salon's standards of behaviour
- 2 greeting the client respectfully and in a friendly manner
- 3 communicating with the client in a way that makes them feel valued and respected
- 4 treating the client courteously and helpfully at all times
- 5 adapting behaviour to respond effectively to different client behaviour
- 6 checking with the client that you have fully understood their expectations
- 7 responding promptly and positively to the client's questions and comments
- 8 recognising information that the client might find complicated and checking whether they fully understood
- 9 explaining clearly to the client any reasons why their needs or expectations cannot be met
- 10 maintaining effective, hygienic and safe working methods
- 11 adhering to workplace, suppliers' and manufacturers' instructions for the safe use of equipment materials and products
- 12 meeting both organisational and industry standards of appearance

## Appendix 3 Skills

The following key skills underpin the delivery of services in the beauty, nails and spa sectors:

- 1 the ability to self-manage
- 2 excellent verbal and non-verbal communication
- 3 using the most appropriate ways of communicating with a client
- 4 responding promptly to a client seeking assistance
- 5 quickly locating information that will help the client
- 6 providing the client with information they need about services and products offered by the organisation

## Appendix 4 Glossary

This glossary provides definitions and explanations of terms used in this qualification's units.

### **Barrel bit**

This is an electric file attachment which can be either carbide or diamond.

### **Body types**

The ectomorph is often below average weight for their height and will have a lean appearance. Ectomorphs tend to have a very high metabolism and often complain of relentless eating with little to no weight gain.

The endomorphic body type is the complete opposite of an ectomorph. This individual will usually be larger in appearance with heavier fat accumulation and little muscle definition. They find it hard to lose weight, even when they diet and exercise.

The mesomorph has a more muscular and lean physique. The mesomorph is between the ectomorph and the endomorph so displays qualities from both. They may have a larger frame than the endomorph, but a lower body fat percentage than the ectomorph. This is often the body type that everybody wants.

### **Camouflage**

To cover or disguise any imperfections.

### **Colour fading**

A blend of two or more colours to create a gradient colour effect.

### **Custom blend**

This refers to mixing a variation of products to suit individual clients' requirements.

### **Design plan**

A plan that is used to show the design of the nail image and list products, equipment, accessories, and any additional media required.

### **Embellishments**

An embellishment is anything that decorates and adds interest to a design.

### **Exothermic**

An exothermic reaction is a chemical reaction that releases energy by light or heat.

### **Fabric**

Fabric used to imprint or embed into the nail art designs.

### ***French finish***

A technique in nail services which creates a defined smile line on the nail free edge.

### ***Gyratory massage***

Gyratory massage uses a revolving mechanical equipment to reproduce the effects of manual massage movements.

### ***Hyperpigmentation***

Excessive colouration in comparison to the surrounding skin due to excess melanin such as age spots, freckles, stretch marks, sun tan, melasma and chloasma.

### ***Hypopigmentation***

Loss of colouration in comparison to the surrounding skin area such as leucoderma, stretch marks, scarring and vitiligo.

### ***Imprinting***

A range of techniques that can emboss a design or imprint.

### ***Infill***

The application of new product in the small gap that occurs between the cuticle and the end of the enhancement, as the natural nail grows. This is carried out approximately every 2-3 weeks.

### ***Marbling***

Two or more colours to create a marbled effect using a range of products.

### ***Media Consultant***

This could include photographer, videographer, sound and lighting technician, IT specialists.

### ***Overlay***

A thin coating of product applied over the entire natural or artificial nail surface.

### ***Painting nail art techniques***

A range of nail art techniques, which could include the use of freehand, brushes, textured sponges and colour shapers, which are a range of tools to create different painting effects.

### ***PSI***

This is an abbreviation of Pound per Square Inch relating to the air pressure coming from the compressor through the gun on to the skin. This will be adjusted according to the coverage required and the site and size of the area.

### ***Rebalance***

This is maintenance of the entire nail structure, including the stress area, free edge and cuticle. This is carried out approximately every 4-6 weeks.



**Stylist**

The person responsible for deciding the wardrobe requirements and possible overall look.

**Treatment plan**

The stages or plan you intend to follow in carrying out a particular treatment. The basic content of the treatment plan includes areas to be treated, type of treatment, product and/or equipment to be used, known contra-indications, contra-actions, treatment advice, client signature, and client feedback.

**Wrap fabrics**

A material encapsulated in resin to strengthen the nail such as fibre glass, silk, muslin, nylon and cotton.

## Appendix 5 Useful contacts

### UK learners

General qualification information

T: +44 (0)844 543 0033

**E: [learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)**

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### International learners

General qualification information

T: +44 (0)844 543 0033

F: +44 (0)20 7294 2413

**E: [intcg@cityandguilds.com](mailto:intcg@cityandguilds.com)**

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### Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

**E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)**

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### Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

**E: [singlesubjects@cityandguilds.com](mailto:singlesubjects@cityandguilds.com)**

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### International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

**E: [intops@cityandguilds.com](mailto:intops@cityandguilds.com)**

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### Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

**E: [walledgarden@cityandguilds.com](mailto:walledgarden@cityandguilds.com)**

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### Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

T: +44 (0)121 503 8993

**E: [business@cityandguilds.com](mailto:business@cityandguilds.com)**

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### Publications

Logbooks, Centre documents, Forms, Free literature

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

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