

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



Candidate logbook

www.cityandguilds.com
August 2016
Version 1.0

Candidate name	
Candidate enrolment no	
Date of registration with City & Guilds	
Date enrolled with centre	
Centre name	
Centre number	
Centre address	
Programme start date	
Centre contact	
IQA name	
EQA name	

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds, a registered charity established to promote education and training

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0033

F +44 (0)20 7294 2413

www.cityandguilds.com

learnersupport@cityandguilds.com

Contents

1	Introduction and useful words	3
2	Summary of unit achievement	7
3	Complete list of units	9
Unit 311	Enhance and maintain nails using liquid and powder (SKANS7)	10
Unit 312	Enhance and maintain nails using light cured gel (SKANS9)	21
Unit 404	Contribute to the planning and implementation of promotional activities (CHB17)	31
Unit 308	Contribute to the financial effectiveness of the business (CHB18)	38
Unit 313	Enhance and maintain nails using wraps (SKANS8)	45
Unit 314	Maintain and finish nail overlays using an electric file (SKANS10)	55
Unit 315	Design and create nail art (SKANS11)	64
Unit 316	Create airbrush designs for nails (SKANS12)	73
Unit 317	Develop a range of creative nail designs (SKANS13)	82
Unit 202	Enhance the appearance of the eyebrows (SKABT5)	89
Unit 203	Enhance the appearance of the eyelashes (SKABT6)	98
Unit 210	Provide self-tanning services (SKABT24)	107
Appendix 1	Further information	106
Appendix 2	Glossary	118

City & Guilds
Believe you can



www.cityandguilds.com

1 Introduction and useful words

Welcome to your City & Guilds Candidate Logbook. It is designed to help you work towards your nail services qualification, by:

- Showing you what you need to achieve
- Helping you to record your achievements and evidence.

In this logbook, you will find the forms that you and your assessor will use for your qualification.

We're sure that you will have lots of questions about your qualification, and this introduction should answer some of them. Of course, your assessor should also be on hand to explain things and be your guide, but here are the answers to the main questions you may have at this early stage.

What qualification am I doing?

You are taking the **SVQ in Nail Services at SCQF Level 6**. SVQ stands for Scottish Vocational Qualification. The units in these qualifications are based on the National Occupational Standards for Nail Services. This means that the work you do to achieve any of the qualifications listed above is mainly about practical skills and real work activities.

What do I need to achieve?

Your qualification is divided into 'units'. Each unit covers a different area of your work as a nail technician.

To achieve the qualification you need to achieve units to meet the qualification structure, which is included in the Summary of unit achievement section. The qualification structure is made up of mandatory and optional units. Mandatory units are units that you must complete. There are also optional units, where you can select the right units that match your interests and the needs of your salon.

What qualification am I doing?

There are three main parts:

- What you must do
- What you must cover
- What you must know.

You need to achieve all three of these parts to complete the unit. Each unit is also based on the National Occupational Standards (NOS) for Nail Services, which describe the standard of performance (Performance criteria or P statements) you must achieve when carrying out activities in the workplace. They also state the knowledge and understanding (K statements) you will need in order to work in a salon. These standards have been mapped to the 'What you must do', 'What you must cover' and 'What you must know' sections of the units.

The 'What you must do' and 'What you must cover' sections relate to your observation of practical skills. Whereas the 'What you must know' section provides all the information you will need to prepare for your knowledge assessments and includes the knowledge criteria and knowledge

range. The knowledge criteria (or K Statements) are the statements that begin with the letter K and a number (e.g. K1, K13).

Who will decide whether I have achieved the standards?

In an SVQ you are either 'competent' or 'not yet competent'. This means that if you have not quite got everything right when you do something, you will have a chance to do it again after more practice – remember, practice makes perfect! There are a number of people who will help to decide when you are competent:

1. Your assessor

A person who is very experienced and qualified in the area of work that you are training in. This will probably be your tutor, or it may be a supervisor or manager in your salon. Your assessor will be overseeing your work towards the qualification on a day-to-day basis.

2. Internal Quality Assurer (IQA)

A person within your centre who checks that all the assessments made by the assessors are carried out to the correct standards.

3. External Quality Assurer (EQA)

Someone from City & Guilds who visits your centre to check that all the assessments are correct and to the same standard as those made in other centres. This ensures that you're not working to a higher or lower level than candidates in other centres. External Quality Assurers also check that your centre is operating the qualification properly and fairly and has all the systems and equipment in place for your SVQ.

How long will it take?

There is no time limit set by City & Guilds for you to complete your SVQ, but your centre may have some requirements that they will explain to you.

How long will it take?

The most important sources of information you are likely to need are listed below:

- Your tutor/assessor is the most important source of information about your qualification
- Your centre's student handbook or prospectus

On the rare occasion that you disagree with an assessor's decision, you should use your centre's appeals procedure. Ask an assessor or your Internal Quality Assurer (IQA) to help you if you are unsure of how to do this.

Your centre will refer any unresolved problems to City & Guilds. Make a note of your centre's website address here:

The City & Guilds website (**www.cityandguilds.com**) or City & Guilds Customer Relations (**0844 543 0033**)

The Habia website (**www.habia.org.uk**).

What do these words mean?

Here are some words that you may hear over the course of doing your SVQ. You may want to refer back to this page if you hear a word and can't remember what it means.

Assessment plan

An action plan set by you and your assessor at the beginning of your course and then updated as you progress through your assessments. It has key dates for collecting evidence and for reviewing your progress.

Assessor

A person qualified and experienced in beauty therapy or nail services who will help you plan your work and assessments and organise your evidence. Your assessor will be responsible for judging if you are competent and will give you feedback.

Candidate

A person working towards a qualification, i.e., yourself.

Candidate appeals procedure

A system within a centre designed to help you have your evidence checked again if you disagree with the outcome of an assessment. Your centre will explain this procedure to you when you start. You may also find out at any time by asking your assessor or Internal Quality Assurer.

Centre

A place where training and/or assessment towards qualifications is carried out, which may be a college, training centre or work place. Only 'approved centres' that meet strict standards can offer City & Guilds qualifications.

City & Guilds

An awarding organisation for beauty therapy and many other qualifications. City & Guilds checks and approves centres, sets and monitors assessment and issues certificates to candidates.

Competent

This means being able to do your work well. You are competent in an SVQ when you show that you can work consistently to the required standards in a real work situation, and that you know and understand the correct way to do your job.

Evidence

Generally speaking, this is something that builds towards proof of your competence. In an SVQ, you need to collect evidence to show you are competent at your work. There are different kinds of evidence, ranging from your assessor observing your work to a written test. Each unit spells out the kinds of evidence you need to collect.

External Quality Assurer (sometimes called an EQA)

An expert from City & Guilds who visits centres to check that all assessment is carried out correctly and to the same standard. They also check that your centre is operating the qualification properly and fairly, and that it was all the systems and equipment in place.

Habia (Hairdressing and Beauty Therapy Industry Authority)

The government-approved standards-setting body for hairdressing, beauty therapy and related areas. The standards for your SVQ (the lists of 'What you must do', 'What you must cover' and 'What you must know') were created by industry experts working with Habia.

Internal Quality Assurer (sometimes called an IQA)

A person within your centre who makes sure that assessment is carried out to the correct standard and that accurate records are kept.

SVQ (Scottish Vocational Qualifications)

These awards are based on real work activities. To gain an SVQ you need to show that you have the skills and knowledge to do your job role effectively by meeting the National Occupational Standards, such as those created by Habia for hairdressing.

Observation

Generally speaking, this means to watch or pay attention to something in great detail. For this award, it is one of the main types of evidence. Your assessor will watch you work, and judge whether you consistently meet the national standards.

Outcome

An outcome states what you should know, understand or be able to do as the result of a process of learning

Performance criteria

This term is used to describe the practical requirements of the NOS, these are mapped into the 'What you must do' outcome displayed in your logbook. The mapping can be found in the qualification handbook

Portfolio

The place where you keep all the evidence you collect to show that you are competent. Usually this is a ringbinder where you can put the hole-punched sheets of this logbook. Your portfolio needs to be clearly organised and all your evidence referenced to the units.

Range

There is performance range and knowledge and understanding range. The term performance range is sometimes used for the things listed in the 'What you must cover' part of the unit. You can tick these areas in your logbook following guidance from your assessor. The knowledge and understanding range can be found at the end of the What you must know section. The range for health and safety and other areas which cut across the units can be found in the More information section

Standards (National Occupational Standards, sometimes called NOS)

These describe the things that an employee, or a potential employee, must be able to do consistently in a work situation, as well as the things that they must know and understand to do their job role competently. Habia sets the standards for hairdressing. These standards have been used to create your qualification.

Unit (mandatory and optional)

The main building blocks of your award: each unit describes one aspect of your work.

Vocational

An SVQ is a vocational award because it is based on skills and knowledge that you need in order to work and build a career in hairdressing.

2 Summary of unit achievement

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

Candidate name	
Candidate enrolment number	
Centre name	
Centre number	

Qualification outcomes	Date achieved	Assessor signature	Candidate signature	IQA signature (if sampled)
Mandatory units (all required for full SVQ)				
311 Enhance and maintain nails using liquid and powder				
312 Enhance and maintain nails using light cured gel				
404 Contribute to the planning, implementation and evaluation of promotional activities				
Optional				
308 Contribute to the financial effectiveness of the business				
313 Enhance and maintain nails using wraps				
314 Maintain and finish nail overlays using an electric file				
315 Design and create nail art				
316 Create airbrush designs for nails				
317 Develop a range of creative nail designs				
Additional - <u>may</u> be taken in addition to the mandatory and optional units				
202 Enhance the appearance of the eyebrows				
203 Enhance the appearance of the eyelashes				
210 Provide self-tanning services				

Note: City & Guilds unit numbers are three-digit numbers in front of the unit titles e.g., 301, 302, 401, 402...). These numbers are to be used for results entry purposes, confirming achievement of units for which certification is requested. NOS unit numbers are shown in brackets.

IQA signature	
Date	

3 Complete list of units

City & Guilds unit number	Unit title	SCQF credit	SCQF Level
Mandatory			
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
Optional			
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
Additional – may be taken in addition to the mandatory and optional units			
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

Credit values

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

Unit 311

Enhance and maintain nails using liquid and powder (SKANS7)

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.

The main outcomes of this standard are:

1. Maintain safe and effective methods of working when enhancing, maintaining and removing light cured gel nail enhancements
2. Consult, plan and prepare for light cured gel nail enhancement services
3. Sculpt using light cured gel
4. Apply tips and light cured gel overlays
5. Maintain and remove light cured gel nail enhancements

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. 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

Outcome	Assessor notes
Outcome 1: Maintain safe and effective methods of working when enhancing, maintaining and removing liquid and powder nail enhancements	
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	
Outcome 2: Consult, plan and prepare for liquid and powder nail enhancements services	
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	
Outcome 3: Sculpt using liquid and powder		
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	
Outcome 4: Apply tips and liquid and powder overlays		
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	
Outcome 5: Maintain and remove liquid and powder enhancements		
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

Observation	1	2	3	4	5	
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IQA signature (if sampled)						

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation						
	1	2	3	4	5	
All consultation techniques						
questioning						
listening						
visual						
manual						
written						
At least one necessary action						
encouraging the client to seek medical advice						
explaining why the service cannot be carried out						
modifying the service						
3 of the 7 nail shapes and conditions						
bitten						
hook						
ski jump						
discoloured						
fan						
misshapen						
split						
All enhancement problems						
lifting of product						
cracking and splitting of product						
loss of artificial nail structure						
damage of natural nails						
All types of treatment 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						
All liquid and powder finish						
camouflage						
French						

colour						
All nail maintenance techniques						
infill						
rebalance						
reposition of white tip product						
replacement of overlay						
repair of overlay						

Observation	1	2	3	4	5	
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge could be assessed by online tests or paper based short answer questions.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 6: Maintain safe and effective methods of working when enhancing, maintaining and removing liquid and powder nail enhancements	
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
Outcome 7: Consult, plan and prepare for liquid and powder nail enhancement services	
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
Outcome 8: Apply liquid and powder enhancements	

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

Outcome 9: Maintain and remove liquid and powder enhancements

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

Knowledge and Understanding Range

- (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 liquid and powder nail enhancements

recommended intervals between liquid and powder nail enhancement services

(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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City and Guilds online test		
City and Guilds written test		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Unit 312

Enhance and maintain nails using light cured gel (SKANS9)

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.

The main outcomes of this standard are:

1. Maintain safe and effective methods of working when enhancing, maintaining and removing light cured gel nail enhancements
2. Consult, plan and prepare for light cured gel nail enhancement services
3. Sculpt using light cured gel
4. Apply tips and light cured gel overlays
5. Maintain and remove light cured gel nail enhancements

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. 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

Outcome	Assessor notes
Outcome 1: Maintain safe and effective methods of working when enhancing, maintaining and removing light cured gel nail enhancements	
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	
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	
Outcome 3: Sculpt using light cured gel		
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	
Outcome 4: Apply tips and light cured gel overlays		
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	
Outcome 5: Maintain and remove light cured gel nail enhancements		
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

Observation	1	2	3	4	5	
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IQA signature (if sampled)						

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation						
	1	2	3	4	5	
All consultation techniques						
questioning						
listening						
visual						
manual						
written						
At least one necessary action						
encouraging the client to seek medical advice						
explaining why the service cannot be carried out						
modifying the service						
3 of the 7 nail shapes and conditions						
bitten						
hook						
ski jump						
discoloured						
fan						
misshapen						
split						
All enhancement problems						
lifting of product						
cracking and splitting of product						
loss of artificial nail structure						
damage of natural nails						
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						
All light cured gel finishes						
camouflage						
French						

colour						
ALL nail maintenance techniques						
infill						
rebalance						
reposition of white tip product						
replacement of overlay						
repair of overlay						

Observation	1	2	3	4	5	
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge could be assessed by online tests or paper based short answer questions.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 6: Maintain safe and effective methods of working when enhancing, maintaining and removing light cured gel nail enhancements	
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
Outcome 7: Consult, plan and prepare for light cured gel nail enhancement services	
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
Outcome 8: Sculpt and apply overlays using light cured gel	

- 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

Outcome 9: Maintain and remove light cured gel nail enhancements

- 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

Knowledge and Understanding Range

(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 light cured gel nail enhancements
recommended intervals between Light cured gel nail enhancement services

- (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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City and Guilds online test		
City and Guilds written test		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Unit 404

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

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.

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. **You will need to collect documentary evidence to show you have met all the requirements of the standard.**

Outcome	Assessor notes
Outcome 1: Contribute to the planning and preparation of promotional activities	
<p>P1 make recommendations to the relevant person for suitable promotional activities and identify the potential benefits for the business</p> <p>P2 identify and agree specific, measurable, achievable, realistic and time bound objectives and target groups for the activity with the relevant person(s)</p> <p>P3 agree requirements for the activity with all relevant persons in sufficient detail to allow the work to be planned</p> <p>P4 produce an agreed plan showing the:</p> <ul style="list-style-type: none"> 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 <p>P5 agree a plan that takes into account any legal requirements, when necessary</p> <p>P6 ensure resources are available to meet the planned timescale</p>	
Outcome 2: Implement promotional activities	
<p>P7 implement promotional activities to meet the agreed plan</p> <p>P8 adapt promotional activities, when necessary, in response to changed circumstances and or problems</p> <p>P9 use resources effectively throughout the promotional activities</p> <p>P10 communicate the essential features and benefits of products and services to the target group</p> <p>P11 use methods of communication that are suitable for the type of promotional activity being undertaken</p> <p>P12 present information in logical steps</p> <p>P13 encourage the target group to ask questions about the services and products being promoted</p> <p>P14 respond to questions and queries in a way which promotes goodwill and enhances the salon image</p> <p>P15 actively encourage the target group to take advantage of the services and products being promoted</p> <p>P16 clear away products and equipment at the end of the promotional activities, when necessary, to meet the requirements of the venue</p>	
Outcome 3: Participate in the evaluation of promotional activities	
<p>P17 use the methods agreed in your promotional activity plan to gain feedback from the relevant sources</p>	

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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IQA signature (if sampled)						

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range your documentary evidence must demonstrate that you have met the following.						
All the types of promotional activities						
demonstrations						
displays						
advertising campaigns						
Both types of objectives						
to enhance salon image						
to increase salon business						

Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. This knowledge could be assessed by an assignment

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

Outcome 4: Contribute to the planning and preparation of promotional activities	
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
Outcome 5: Implement promotional activities	
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	
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 |

Knowledge and Understanding Range

For information on the scope and range for health and safety please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City and Guilds Assignment		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Unit 308

Contribute to the financial effectiveness of the business (CHB18)

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.

The main outcomes of this standard are:

1. Contribute to the effective use and monitoring of resources
2. Meet productivity and development targets

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you just cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. **You will need to collect documentary evidence to show you have met all the requirements of the standard.**

Outcome	Assessor notes
Outcome 1: Contribute to the effective use and monitoring of resources	
<p>P1 follow your salon procedures for monitoring the use of resources</p> <p>P2 ensure information relating to stock levels is obtained from colleagues in time to coincide with your salon ordering system</p> <p>P3 use resources in a way which complies with legal and salon requirements</p> <p>P4 use working methods that promote environmental and sustainable working practices</p> <p>P5 check all deliveries are accurate and complete against order documentation reporting any inaccuracies and or damages</p> <p>P6 identify and resolve any problems with resources within the limits of your authority</p> <p>P7 report any resource problems you cannot resolve to the relevant person</p> <p>P8 make constructive recommendations to improve the use of resources to the relevant person</p> <p>P9 make recommendations which clearly show the benefits of implementing your suggestions</p> <p>P10 ensure records for which you are responsible are accurate, legible and up-to-date</p>	
Outcome 2: Meet productivity and development targets	
<p>P11 set, agree and record your productivity and development targets with the relevant person to meet the needs of the business</p> <p>P12 seek opportunities that will help you to meet your productivity and development targets</p> <p>P13 regularly review and record your progress towards the achievement of your productivity and development targets</p> <p>P14 adjust your activities in a way that will help you to meet your productivity and development targets</p> <p>P15 meet your set productivity and development targets consistently and within the agreed timescale</p>	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

Observation						
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IQA signature (if sampled)						

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation						
All Resources						
human						
stock						
tools and equipment						
time						
Productivity and development targets						
retail sales						
technical services						
personal learning						

Observation						
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. The remainder of the knowledge and also the practical skills covered in the what you must do section could be assessed by City and Guilds Assignment.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 3: Contribute to the effective use and monitoring of resources	
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
Outcome 4: Meet productivity and development targets	
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

Knowledge and Understanding Range

- (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

For information on the scope and range for health and safety and environmental and sustainable working practices please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City and Guilds Assignment		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Unit 313

Enhance and maintain nails using wraps (SKANS8)

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.

The main outcomes of this standard are:

1. Maintain safe and effective methods of working when enhancing, maintaining and removing wrap nail enhancements
2. Consult, plan and prepare for wrap nail enhancement services
3. Apply wrap overlays to natural nails
4. Apply tip and wrap overlays
5. Maintain and remove wrap nail enhancements

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. 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

Outcome	Assessor notes
Outcome 1: Maintain safe and effective methods of working when enhancing, maintaining and removing wrap nail enhancements	
<p>P1 maintain your responsibilities for health and safety throughout the service</p> <p>P2 prepare your client and yourself to meet legal and organisational requirements</p> <p>P3 position your client to meet the needs of the service</p> <p>P4 ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others</p> <p>P5 ensure environmental conditions are suitable for the client and the service</p> <p>P6 keep your work area clean and tidy throughout the service</p> <p>P7 use working methods that minimise the risk of cross-infection</p> <p>P8 ensure the use of clean equipment and materials</p> <p>P9 promote environmental and sustainable working practices</p> <p>P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products</p> <p>P11 dispose of waste materials to meet legal requirements</p> <p>P12 complete the service within a commercially viable time</p>	
Outcome 2: Consult, plan and prepare for wrap nail enhancement services	
<p>P13 use consultation techniques to determine the client's service plan</p> <p>P14 ensure that informed and signed parent or guardian consent is obtained for minors prior to any service</p> <p>P15 ensure that a parent or guardian is present throughout the service for minors under the age of 16</p> <p>P16 recognise any contra-indications and take the necessary action</p> <p>P17 agree the nail enhancement service and outcomes that meet the client's needs</p> <p>P18 obtain signed, informed consent from the client prior to carrying out the service</p> <p>P19 cleanse the area to be treated and remove any existing finish</p> <p>P20 identify the client's natural nail shape and condition and any enhancement problems</p> <p>P21 select and agree with the client nail enhancements to suit their nail shape and condition</p> <p>P22 confirm the desired nail length and shape with the client</p> <p>P23 use cuticle tools and products to remove excess cuticle, without damaging the surrounding skin</p> <p>P24 prepare the natural nail to ensure maximum adhesion of nail enhancement</p>	

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	
Outcome 3: Apply wrap overlays to natural nails		
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		
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		
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

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

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation						
	1	2	3			
All consultation techniques						
questioning						
listening						
visual						
manual						
written						
At least one necessary action						
encouraging the client to seek medical advice						
explaining why the service cannot be carried out						
modifying the service						
3 of the 6 nail shapes and conditions						
bitten						
hook						
ski jump						
discoloured						
fan						
misshapen						
split						
All enhancement problems						
lifting of product						
cracking and splitting of product						
loss of artificial nail structure						
damage of natural nails						
All 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						
All nail maintenance techniques						
infill						
rebalance						

replacement of overlay						
repair of overlay						

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

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge could be assessed by online tests or paper based short answer questions.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 6: Maintain safe and effective methods of working when enhancing, maintaining and removing wrap nail enhancements	
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
Outcome 7: Consult, plan and prepare for wrap nail enhancement services	
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

Outcome 8: Apply wrap enhancements

- 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

Outcome 9: Maintain and remove wrap nail enhancements

- 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

Knowledge and Understanding Range

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

(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

- (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

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City and Guilds online test		
City and Guilds written test		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Unit 314

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

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.

The main outcomes of this standard are:

1. Maintain safe and effective methods of working when maintaining and finishing nail overlays using electric files
2. Consult, plan and prepare for the use of electric files
3. Maintain and finish nail overlays using electric files

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. Your assessor will observe your performance on **at least 2 separate occasions, on different clients.**

Outcome	Assessor notes
Outcome 1: Maintain safe and effective methods of working when maintaining and finishing nail overlays using electric files	
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	
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	
Outcome 3: Maintain and finish nail overlays using electric files	
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

Observation	1	2				
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IQA signature (if sampled)						

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation						
	1	2				
All consultation techniques						
questioning						
listening						
visual						
manual						
written						
At least one necessary action						
encouraging the client to seek medical advice						
explaining why the service cannot be carried out						
modifying the service						
All the filing techniques						
reducing length						
refining surfaces						
thinning out the free edge						
buffing						
reducing overlay bulk						
All types of file attachments						
carbide or diamond bit						
backfill bit						
mandrel and sanding bands						
under nail cleaner						
All 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						

Observation	1	2				
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge could be assessed by online tests or paper based short answer questions.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 4: Maintain safe and effective methods of working when maintaining and finishing nail overlays using electric files	
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
Outcome 5: Consult, plan and prepare for the use of electric files	
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
Outcome 6: Maintain and finish nail overlays using electric files	
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

Knowledge and Understanding Range

(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

the importance of following manufacturers' instructions for the care and maintenance of the electric files

(K42) **Contra-actions:** blistering

heat friction

thinning of the nail plate

cuts and abrasions

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City and Guilds online test		
City and Guilds written test		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

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.

The main outcomes of this standard are:

1. maintain safe and effective methods of working when providing nail art designs
2. consult, plan and prepare for the nail art
3. apply nail art design

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. 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**

Outcome	Assessor notes
Outcome 1: Maintain safe and effective methods of working when providing nail art designs	
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	
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	
Outcome 3: Apply nail art design	
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

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

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation						
	1	2	3			
All consultation techniques						
questioning						
listening						
visual						
manual						
written						
At least one necessary action						
encouraging the client to seek medical advice						
explaining why the service cannot be carried out						
modifying the service						
All designs						
3D						
2D						
embedding						
alternative tip shapes						
All techniques						
custom blending						
colour fading						
marbling						
painting						
Imprinting						
5 of the 7 products						
fabrics						
glitters						
jewels						
decals						
embellishments						
coloured powders						
coloured UV gels						
All types of 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						
--	--	--	--	--	--	--

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

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge could be assessed by online tests or paper based short answer questions.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 4: Maintain safe and effective methods of working when providing nail art designs	
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
Outcome 5: Consult, plan and prepare for the nail art	
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
Outcome 6: Apply nail art design	
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

Knowledge and Understanding Range

(K22) **Contra-indications:** which prevent treatment

- fungal infections
- viral infections
- parasitic infections
- severe skin conditions
- severely bitten nails

which restrict treatment:

- bacterial infections
- psoriasis
- dermatitis
- severe nail separation
- broken bones
- unknown redness or swelling
- damaged nails

(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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City and Guilds online test		
City and Guilds written test		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

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.

The main outcomes of this standard are:

1. Maintain safe and effective methods of working when providing airbrushing services
2. Consult, plan and prepare for airbrushing services
3. Apply airbrushing techniques and design

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. 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).

Outcome	Assessor notes
Outcome 1: Maintain safe and effective methods of working when providing airbrushing services	
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	
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	
Outcome 3: Apply airbrushing techniques and design	
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

Observation	1	2	3	4		
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IQA signature (if sampled)						

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation						
	1	2	3	4		
All consultation techniques						
questioning						
listening						
visual						
manual						
written						
At least one necessary action						
encouraging the client to seek medical advice						
explaining why the service cannot be carried out						
modifying the service						
At least 4 out of the 7 airbrush designs						
French						
fancy French						
Animal print						
floral						
tropical						
seasonal						
Abstract designs						
All airbrush techniques						
contouring						
stencilling						
Masking						
colour fading						
blending						
All 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						

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

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge could be assessed by online tests or paper based short answer questions.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 4: Maintain safe and effective methods of working when providing airbrushing services	
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
Outcome 5: Consult, plan and prepare for airbrushing services	
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
Outcome 6: Apply airbrushing techniques and design	
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

Knowledge and Understanding Range

- (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
- (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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City and Guilds online test		
City and Guilds written test		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Unit 317

Develop a range of creative nail designs (SKANS13)

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.

The main outcomes of this standard are:

1. Plan and design a range of creative images
2. Produce a range of creative images
3. Evaluate the results against the design plan objectives

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. Your assessor will observe your performance on **at least 1 occasion**. You must produce evidence of creating **3 different nail designs**, two of which must combine nail enhancements and nail art.

Outcome	Assessor notes
Outcome 1: Plan and design a range of creative images	
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	
Outcome 2: Produce a range of creative images	
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	
Outcome 3: Evaluate the results against the design plan objectives	
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

Observation	1					
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IQA signature (if sampled)						

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation						
	1					
At least 1 of the 5 activities						
photo shoot						
catwalk shows						
competition						
client specifications						
social media						
2 of the 4 images						
based on a theme						
avant-garde						
commercial						
current trends						
At least 3 of the 7 relevant people (others)						
media consultant						
make-up artists						
colleagues						
Competition judges						
hair stylists						
client						
model						
stylist						
4 of the 6 additional media						
accessories						
clothes						
Make-up						
props						
hair						
body art						

Observation	1					
Achieved (tick)						
Date						
Candidate signature						
Assessor signature						
IV signature (if sampled)						

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered.. This knowledge could be assessed by an assignment.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

Outcome 4: Plan and design a range of creative images	
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
Outcome 5: Produce a range of creative images	
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
Outcome 6: Evaluate the results against the design plan objectives	
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

Knowledge and Understanding Range

- (K9) **Common problems:** staffing
 tools and equipment breakdowns
 time over-runs
 environmental conditions
 budget constraints
- (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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City and Guilds Assignment		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Unit 202

Enhance the appearance of the eyebrows (SKABT5)

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.

The main outcomes of this standard are:

1. maintain safe and effective methods of working when enhancing the appearance of eyebrows
2. consult, plan and prepare for the service
3. colour eyebrows
4. shape eyebrows

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. 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.**

Outcome	Assessor notes
Outcome 1: Maintain safe and effective methods of working when enhancing the appearance of eyebrows	
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	
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	
Outcome 3: Colour eyebrows	
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	
Outcome 4: Shape eyebrows		
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

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

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation			
	1	2	3
All consultation techniques			
questioning			
listening			
visual			
manual			
written			
At least one necessary action			
encouraging the client to seek medical advice			
explaining why the treatment cannot be carried out			
modification of the treatment			
All eyebrow artistry			
powder			
tint			
pencil			
2 of the 4 hair colour characteristics			
fair			
red			
dark			
white			
Both types of eyebrow shaping			
total reshape of the brow			
maintenance of original brow shape			
All types of aftercare 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			

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

What you must know

You will be assessed on your knowledge and understanding. The information below tells you what will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge could be assessed by online tests or paper based short answer questions.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table below.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 5: Maintain safe and effective methods of working when enhancing the appearance of eyebrows	
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
Outcome 6: Consult, plan and prepare for the service	
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
Outcome 7: Colour eyebrows	
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

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

Knowledge and Understanding Range

(K22) **Contra-indications:** which prevent treatment: - conjunctivitis

- chemotherapy
- trichotillomania
- recent eye surgery
- blepharitis
- eye infections

which 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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
Online test		
Written test		
Cross-knowledge test		
Centre-devised assessment / assignment		
Assignment		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Unit 203

Enhance the appearance of the eyelashes (SKABT6)

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.

The main outcomes of this standard are:

1. Maintain safe and effective methods of working when enhancing the appearance of eyelashes
2. Consult, plan and prepare for treatment
3. Colour eyelashes
4. Attach semi-permanent eyelashes
5. Maintain semi-permanent eyelashes
6. Apply temporary eyelashes
7. Remove eyelash systems

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you must cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. 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.**

Outcome	Assessor notes
Outcome 1: Maintain safe and effective methods of working when enhancing the appearance of eyelashes	
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 P12 complete the treatment within a commercially viable time	
Outcome 2: Consult, plan and prepare for treatment	
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	
Outcome 3: Colour eyelashes	
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	
Outcome 4: Attach semi-permanent eyelashes		
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	
Outcome 5: Maintain semi-permanent eyelashes		
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		
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		
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

Observation	1	2	3	4
Achieved (tick)				
Date				
Candidate signature				
Assessor signature				
IQA signature (if sampled)				

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation				
	1	2	3	4
All consultation techniques				
questioning				
listening				
visual				
manual				
written				
At least one necessary action				
encouraging the client to seek medical advice				
explaining why the waxing service cannot be carried out				
modification of the treatment				
All 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				
All types of aftercare 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				
2 of the 4 lash colour characteristics				
fair				
red				
dark				
white				
All eyelash enhancement systems				
strip				
flare				
single				

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

What you must know

You will be assessed on your knowledge and understanding. The information below tells you what will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge could be assessed by online tests or paper based short answer questions.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table below.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 8: Maintain safe and effective methods of working when enhancing the appearance of eyelashes	
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
Outcome 9: Consult, plan and prepare for the treatment	
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
Outcome 10: Colour eyelashes	

- 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

- 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

Knowledge and Understanding Range

(K22) **Contra-indications:** which prevent treatment:

- conjunctivitis
- chemotherapy
- trichotillomania
- recent eye surgery
- eye infections

which 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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
Online test		
Written test		
Cross-knowledge test		
Centre-devised assessment / assignment		
Assignment		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Unit 210

Provide self-tanning services (SKABT24)

This standard is about the application of a variety of self-tanning products

The main outcomes of this standard are:

1. Maintain safe and effective methods of working when providing self-tanning services
2. Consult, plan and prepare for self-tanning services
3. Apply self-tanning products

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do
2. What you just cover
3. What you must know

What you must do:

Within your work you must show your assessor that you can meet the performance criteria. Your assessor will observe your performance on **at least 3 occasions, each involving a different client. Observations must include a spray tan and a manually applied self-tan.**

Outcome	Assessor notes
Outcome 1: Maintain safe and effective methods of working when providing self-tanning services	
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	
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	
Outcome 3: Apply self-tanning products	
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	

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

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

What you must cover

Before completing the table below you must make sure you have achieved the “what you must do” section.

From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation			
	1	2	3
All consultation techniques			
questioning			
listening			
visual			
manual			
written			
At least one necessary action			
encouraging the client to seek medical advice			
explaining why the treatment cannot be carried out			
modification of treatment			
All equipment			
spray gun			
compressor			
buffing mitt			
At least four out of six products			
tanning creams			
tanning gels			
spray tan liquid			
barrier cream			
exfoliators			
moisturisers			
All 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			

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

What you must know

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge could be assessed by online tests or paper based short answer questions.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

Outcome 4 Maintain safe and effective methods of working when providing self-tanning services	
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	the reasons for maintaining the client's modesty and privacy
K5	safe positioning techniques for yourself and your client to prevent discomfort
K6	the necessary environmental conditions for treatments such as heating, sound 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 to avoid 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 the treatment in a commercially viable time
Outcome 5: Consult, plan and prepare for self-tanning services	
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

Outcome 6 Apply self-tanning products

- 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

Knowledge and Understanding Range

- (K22) **Contra-indications requiring medical referral:** which prevent treatment
 - severe asthma for spray tanning
 - contagious skin conditions
 - bronchial conditions for spray tanningwhich restrict treatment:
 - insulin dependent diabetes
 - pigmentation disorders
 - sunburn
 - psoriasis
 - eczema
 - cuts and abrasions
- (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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

Type of Test	Tick	Date
City & Guilds online test		
City & Guilds written test		
Cross-knowledge test		
Other (please state)		

Declaration

Supplementary notes

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

Comment	Date

Unit sign-off

This section must be signed when the unit is complete.

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

Candidate signature	Date
Assessor signature	Date
IQA signature (if sampled)	Date
EQA signature (if sampled)	Date

Appendix 1 Further information

Health and Safety and other legislation

It is essential to know your responsibilities for health and safety as defined by any specific legislation covering your job role. The following are the principle items of legislation which apply to general salon operations and, therefore, to employers and employees/trainees etc. alike:

- 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

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

Diverse needs:

- cultural
- religious
- age
- disability
- gender

Values and behaviours

You must know the different types of working methods that promote environmental and sustainable working practices. Hairdressers need to be able to carry out consultations with clients, demonstrate the professionalism, values, behaviours, communication skills and safe working practices associated with their role and be able to work without supervision to a high level of precision, with exceptional client care skills.

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

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. meeting both organisational and industry standards of appearance

Appendix 2 Glossary

AHA Skin Peel

Alpha hydroxy acid peel – the main ingredients in AHA peels are made from naturally occurring acids found in fruits and other foods. Some of the popular ingredients include lactic acid from sour milk, citric acid from citrus fruit and glycolic acid from sugar cane. AHA peels remove dead cells on the surface of the skin thus smoothing and rejuvenating the skin.

AHB Skin Peel

Beta hydroxy acid peel – BHA peels have the ability to get deeper into the pores than AHA peels. BHA peels control sebum and acne, as well as remove dead skin cells. Salicylic acid is an example of a beta hydroxy acid. AHA and AHB acids are often combined in skin peel products to ensure maximum results.

Alternating current (electrical epilation treatment)

An oscillating alternating current is commonly known as Diathermy and destroys hair growth cells by heat.

Ayurveda

An ancient Indian Ayurvedic healing system which combines natural therapies and encompasses the mind, body and spirit.

Barrel bit

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

Bikini Line - general waxing

This involves removing hair that falls outside a high-leg brief, around and underneath the upper inner thigh.

Blend (electrical epilation treatment)

The application of direct current and high frequency to the hair follicle simultaneously.

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 *endomorph* 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.

Buffed

Satin or gloss finish using a 2 to 4 way buffer.

Camouflage

To cover or disguise any imperfections.

Chakras

The ancient Sanskrit word chakra means 'energy wheel'. Chakras act as a link between the emotional and physical body.

Cleansing hands

This refers to cleansing or washing the hands to an antiseptic level so as to inhibit bacteria.

Clinical aromatherapist

A qualified practitioner that can select essential oils and blend with carrier oils to treat physical and psychological conditions.

Colour fading

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

Comedones

Comedones are commonly known as 'blackheads'. They are often found on the face around the t-zone. Keratin combines with oil and bacteria to create a blockage in the hair follicle of the skin pore which has a 'blackhead'. Comedones can be extracted from the skin with a comedone extractor device.

Confidential information

May include personal aspects of conversations with clients, personal aspects of conversations with colleagues, contents of client records, client and staff personal details such as addresses and telephone numbers, financial aspects of the business, gossip.

Congestion

The state of being overloaded, clogged or blocked with blood or mucus.

Contra-actions

Refers to negative reactions from the treatment or products, such as excessive erythema or allergic reactions.

Contra-indications

Conditions or restrictions which indicate a particular treatment should not be carried out.

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

These can include rhinestones, flatstones or any pre-made art products such as bows and flowers.

Exfoliation

The removal of surface skin cells.

Exothermic

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

Eyelash Extensions:

Full set

This covers from the outer corner to the inner corner of the upper eyelid.

Partial set

This covers from the outer corner to the midpoint of the upper eyelid.

Strip lashes

These are a length of lashes pre-attached to a non-adhesive strip.

Flare lashes

These are a collection of individual lashes attached to a non-adhesive bulb.

Single or individual lashes

These are a single lash, which are attached to a single natural eyelash by the use of adhesives.

Fabric

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

Fitzpatrick classification scale

Devised in 1975 at Harvard University, this is a skin classification on a scale of 1 to 6 based on photosensitivity reaction to ultra violet radiation.

Five elements of stone therapy

Generally thought to be earth, fire, wood, metal and water. It is thought that stone therapy provides balance in the body by encompassing all the five elements into the service.

Freehand

Freehand drawing using any nail art medium.

French finish

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

Gel polish design

Creating a nail art design with gel polish

Gold needle

A needle plated with gold.

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.

In-fill

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.

Legal requirements

This refers to laws affecting the way businesses are operated, how the salon or workplace is set up and maintained, people in employment and the systems of working which must be maintained. Of particular importance are the COSHH regulations, the Electricity at Work Regulations and the Cosmetic Products Regulations.

Limits of own authority

The extent of your responsibility as determined by your own job description and workplace policies.

Marma Points

Vital energy points defined as an anatomical site where flesh, veins, arteries, tendons, bones and joints meet up. Acupressure massage is applied to these vital energy points. The ancient Sanskrit word marma means hidden or secret.

Mask treatments

Setting (these include clay, thermal, paraffin and geloids). Non-setting (these include gels and creams).

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.

Natural make-up

A natural style make-up would be classed as a light application of make-up.

Overlay

A thin coating applied to the natural nail or an application over the natural nail and tip.

Oxidisation

This is a chemical process called oxidizing. It is the addition of oxygen to a compound resulting in a chemical reaction where one or more substances are changed into others.

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.

Personal presentation

This includes personal hygiene; use of personal protection equipment; clothing and accessories suitable to the particular workplace.

Placement

Placing a stone in a specific position on or underneath the body.

Pre-heat treatments

These can include heat packs, sauna, steam, infra-red, baths, paraffin wax baths and power showers are some examples of pre-heat treatments.

Primers

Can be used as a make-up base to give longevity of the make-up.

PSI

This is an abbreviation of pounds per square inch relating to the air pressure coming from the compressor through the spray gun onto the skin. This will be adjusted according to the coverage required and the 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.

Relevant person

An individual deemed responsible for supervising you during a given task or service or the person to whom you normally report such as your line manager. In these particular Standards, it may also refer to an individual deemed responsible by the salon for specific areas and services.

Safeguarding

This is the action we take to promote the welfare of children and vulnerable adults to protect them from harm.

Semi-precious stones

These can be incorporated within stone therapy placement to enhance the benefits of the treatment, such as for clearing and balancing chakras.

Skin sensitivity tests

A test to determine if the client is allergic to the product, such as tint, being applied.

Skin warming devices

These can include steamers, hot towels, hot towel cabinet.

Special occasion

This could include make-up for parties, proms, weddings.

Specialised skin products

These include eye creams, eye gels, neck creams, serums, acne products, lip balms.

Stylist

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

Tapping

This technique requires the therapist to hold a stone against the body whilst rhythmically tapping with another to create a vibrational effect.

Tests

A test will determine if a client is suitable for a particular service such as a skin test which identifies if the client is allergic to a product or chemical.

Test patch

This is a test to determine the degree of skin reaction and sensitivity. Test patches can be used to test the degree of heat sensitivity and pain response plus skin reaction. Test patch can incorporate a patch test, thermal test or tactile test.

Thermal test patch

A patch of wax applied to a small area of the client's skin in the treatment area, immediately prior to a waxing service. This is to check that the wax is a comfortable temperature for the client before continuing with the service.

Transfers

Transfers can be either a water-released material, material that has a self-adhesive backing or a material applied using a separate adhesive.

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.

Trigger point

Deep continuous pressure with a stone on an isolated area to achieve relief of muscular tension.

Tucking

The positioning of a warm stone underneath an area of the body after it has been used for treatment such as the knees, legs and shoulders.

Two-piece needle

A needle constructed from two separate pieces of metal crimped together.

Warm wax

Includes, but not restricted to, crème, honey wax and sugar-based products with or without additives such as tea tree and lavender, applied by spatula or by other mechanical means and removed by strips.

Wrap fabrics

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

Wraps

Wraps can be heat-released material or self-adhesive.

Useful contacts

UK learners

General qualification information

International learners

General qualification information

Centres

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

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

International awards

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

Walled Garden

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

Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

Publications

Logbooks, Centre documents, Forms, Free literature

T: +44 (0)844 543 0033

E: learnersupport@cityandguilds.com

T: +44 (0)844 543 0033

F: +44 (0)20 7294 2413

E: intcg@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: centresupport@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

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

E: singlesubjects@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: intops@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: walledgarden@cityandguilds.com

T: +44 (0)121 503 8993

E: business@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: feedbackandcomplaints@cityandguilds.com

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0033
F +44 (0)20 7294 2413
www.cityandguilds.com

City & Guilds is a registered charity
established to promote education
and training

DOCUSHARE REF