



National Unit Specification: general information

UNIT Beauty: Manicure and Pedicure (SCQF level 6)

CODE F6XG 12

SUMMARY

This Unit has been designed is an optional Unit of the National Certificate Group Award (NCGA) in Beauty at SCQF level 6 and can also be taken as a free standing Unit.

Candidates will learn about the structure of the skin and nails, and the bones and muscles of the hand and foot, as well as common disorders/diseases. They will analyse the hands, feet and nails in preparation for treatment. Candidates will develop the practical skills of pedicure, manicure, exfoliation, massage, paraffin wax, masks, heated mittens and booties. Candidates will review their own performance, then identify and set goals to improve their practical skills.

This Unit would be suitable for candidates with prior experience of basic manicure.

OUTCOMES

- 1 Demonstrate knowledge and understanding of the skin, nail, bones and muscles of the hand and foot.
- 2 Prepare to carry out hand and foot treatments in a salon environment.
- 3 Perform hand and foot treatments in a salon environment.
- 4 Evaluate own performance in relation to practical skills developed.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following, or equivalent:

- ◆ F5B2 12: Beauty: Nail Finishes
- ◆ F4C3 11: Manicure

Administrative Information

Superclass: HL

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CREDIT VALUE

2 credits at SCQF level 6 (12 SCQF credit points at SCQF level 6*).

*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.

CORE SKILLS

There is no automatic certification of Core Skills or Core Skills components in this Unit. Opportunities for developing aspects of Core Skills are highlighted in *Guidance in Learning and Teaching Approaches*.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Demonstrate knowledge and understanding of the skin, nail, bones and muscles of the hand and foot.

Performance Criteria

- (a) Identify and describe the skin and nail structure.
- (b) Describe the functions of the skin.
- (c) Describe nail growth.
- (d) Identify bones and muscles of the hand and foot.
- (e) Identify factors which would prevent treatment taking place.

OUTCOME 2

Prepare to carry out hand and foot treatments in a salon environment.

Performance Criteria

- (a) Consult with client to determine nail, hand, and foot condition.
- (b) Identify treatment to meet client requirements.
- (c) Prepare client for identified hand and foot treatment.
- (d) Select appropriate resources.
- (e) Record planned treatment and resource selection.

OUTCOME 3

Perform hand and foot treatments in a salon environment.

Performance Criteria

- (a) Carry out a specified treatment to meet client needs.
- (b) Give relevant aftercare and homecare advice.
- (c) Give relevant product recommendation to client.
- (d) Record homecare and product recommendation.
- (e) Comply with current relevant legislation.

National Unit Specification: statement of standards (cont)

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OUTCOME 4

Evaluate own performance in relation to practical skills developed.

Performance Criteria

- (a) Identify strengths and weaknesses in specified practical skills.
- (b) Gather feedback from teacher/lecturer on own skills and abilities.
- (c) Identify areas for improvement in specified practical skills.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Performance evidence and written/oral recorded evidence which covers all the Outcomes and Performance Criteria is required for this Unit.

Outcome 1 Structured Questions

Structured questions will be carried out in closed-book conditions. The questions must enable candidates to demonstrate their knowledge of the skin, nail structure, bones and muscles of hand and foot and will cover:

- ◆ skin structure — layers of the epidermis, dermis — arrector pili muscle, sweat gland, sebaceous gland, sensory nerve endings, dermal papilla, blood supply, subcutaneous layer, hair follicle
- ◆ nail structure — cuticle, lunula, perionychium, eponychium, nail bed, nail groove, nail wall, nail plate, hyponychium, free edge
- ◆ functions of the skin — sensation, heat regulation, absorption, protection, excretion, secretion
- ◆ nail growth — matrix, keratin, rate of nail growth
- ◆ bones of lower arm and hand – radius, ulna, carpal bones: scaphoid, trapezium, capitate, trapezoid, hamate, pisiform, cuneiform, lunate, metacarpals, phalanges,
- ◆ bones of lower leg and foot — fibula, tibia, tarsal bones: calcaneum, talus, cuboid, navicular, cuneiforms, metatarsals
- ◆ muscles of lower arm and hand — brachioradialis, flexor carpi radialis, extensor digitorum , flexor carpi ulnaris
- ◆ muscles of lower leg and foot — extensor digitorum longus, peroneus longus, extensor hallucis longus
- ◆ common conditions — hang nails, leuconychia, blue nails, onychophagy, onychorrhexis, onychiaxis, pterygium, ridges, transverse furrows, bunions, corns, calluses, ingrown toenails, psoriasis, dermatitis
- ◆ factors which would prevent treatment taking place — nail diseases, bacterial, viral, fungal infections, conditions which would cause discomfort

National Unit Specification: statement of standards (cont)

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Outcome 2 Performance Evidence

Candidates will be required to demonstrate by practical activity on a minimum of **four** occasions that they are able to:

- ◆ consult with client to determine nail, hand and foot condition
- ◆ identify specified treatment to meet client requirements
- ◆ prepare client for identified hand and foot treatment
- ◆ select appropriate resources
- ◆ record planned treatment and resource selection

Practical performance must be demonstrated on a minimum of **four** clients, **two** manicures and **two** pedicures.

Outcome 3 Performance Evidence

Candidates will be required to demonstrate by practical activity on a minimum of **four** occasions that they are able to:

- ◆ carry out a specified treatment to meet client needs
- ◆ give relevant aftercare and homecare advice
- ◆ give relevant product recommendation to client
- ◆ record homecare and product recommendation
- ◆ comply with current relevant legislation

Practical performance must be demonstrated on a minimum of **four** clients, **two** manicures and **two** pedicures.

All treatments may not be applicable for all clients, but all specified treatments must be demonstrated over the four occasions. The specified treatments are:

- ◆ hand exfoliation
- ◆ foot exfoliation
- ◆ paraffin wax
- ◆ mask
- ◆ heated mittens and booties

Practical evidence for Outcomes 2 and 3 must be gathered on the same assessment occasion and completed in a viable commercial time. Practical performance must be demonstrated on a minimum of four clients. Nail painting must be included within the manicure and pedicure using a strong colour enamel and French manicure.

National Unit Specification: statement of standards (cont)

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Outcome 4 Candidate Evaluation Sheet

Evidence requirements for Outcome 4 should take the form of **one** completed candidate evaluation which will give candidates an opportunity to record the development of their practical skills. This evaluation should be carried out towards the end of candidate's programme of activities for this Unit.

Candidates will identify their strengths and weaknesses and get feedback from their teacher/lecturer. They will identify the specified practical skills they intend to develop further in the future to improve their skills.

National Unit Specification: support notes

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This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

Candidates will learn about the structure of the skin, nail, nail growth, bones and muscles of the hand and foot, common disorders and diseases.

They will also develop skills in analysing the nail, hand and foot condition before selecting appropriate products and customise treatment to meet client needs. They will develop practical skills in pedicures, manicures, exfoliation, massage, paraffin wax, mask application, use of warm mittens and booties.

Practical performance must be carried out on a client in a salon environment.

Key areas of knowledge are:

- ◆ skin structure — layers of the epidermis, dermis, subcutaneous layer, arrector pili muscle, sweat gland, sensory nerve endings, dermal papilla, sebaceous gland, blood supply, hair follicle
- ◆ nail structure- nail bed, nail groove, nail plate, cuticle, lunula, eponychium, perionychium, hyponychium, free edge
- ◆ nail growth — matrix, keratin, rate of growth
- ◆ functions of the skin — sensation, heat regulation, absorption, protection, excretion, secretion
- ◆ bones of the hand/ lower arm — radius, ulna, carpal bones: scaphoid, trapezium, capitate, trapezoid, hamate, pisiform, cuneiform, lunate, metacarpals, phalanges
- ◆ bones of the foot/lower leg — tibia, fibula ,tarsal bones: calcaneum, talus, cuboid, navicular, cuneiforms, metatarsals, phalanges
- ◆ muscles of the lower arm/hand — brachioradialis, flexor carpi radialis, extensor digitorum , flexor carpi ulnar
- ◆ muscles of the foot — extensor digitorum longus, peroneus longus, extensor hallucis longus
- ◆ common disorders — hang nails, leuconychia, blue nails, onychophagy, onychorrhexis, onychiaxis, pterygium, transverse furrows, ridges, bunions, corns, calluses, ingrown toenails, psoriasis, dermatitis
- ◆ factors which would prevent treatment taking place — nail diseases, bacterial, viral, fungal infections, conditions which would cause discomfort
- ◆ working safely in the salon
- ◆ current health and safety legislation and where to find further information on:
 - Data Protection Act
 - Health and Safety at Work Act
 - Control of Substances Hazardous to Health [COSHH]
 - Electricity at Work Act
 - Personal Protection Equipment [PPE]
 - Provision and Use of Work Equipment Regulations
- ◆ salon hygiene procedures
- ◆ prevention of cross infection
- ◆ resources required for specific treatments

National Unit Specification: support notes (cont)

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- ◆ organisational requirements relating to treatment areas, storage, and disposal
- ◆ client preparation — pedicures, manicures, exfoliation, paraffin wax, massage, mask, heated mittens, heated bootees
- ◆ product knowledge — salon range — sanitiser, cuticle remover, cuticle cream/oil, hand and foot lotion, exfoliator/scrub, massage medium, nail enamel, nail enamel remover, paraffin wax, hand and foot masks
- ◆ salon procedure including sequence for pedicure, manicure incorporating nail shaping, cuticle work, exfoliation and hand and lower arm massage, foot and lower leg massage, paraffin wax application, mask application, use of heated mittens and bootees, nail painting
- ◆ benefits of massage
- ◆ effects of massage techniques — effleurage, petrissage, tapotement
- ◆ benefits of treatments — paraffin wax, masks, heated mittens and bootees
- ◆ methods of nail painting — strong coloured enamel, French manicure
- ◆ importance of performing treatments in a viable commercial time
- ◆ effective communication
- ◆ how to respond appropriately to others
- ◆ how to evaluate own strengths and weaknesses

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

There should be an induction to the Unit which allows candidates to understand fully what is required and the approaches which will be adopted. Candidates must learn and develop practical skills in a salon environment where they will experience workplace conditions.

The main approach to learning in this Unit should be experiential, through client and candidate centred activity.

Due to the practical nature of this Unit, each area of learning and teaching should incorporate both theory and practical, to facilitate learning. Candidates will therefore understand the relevance of the knowledge and demonstrate understanding as they carry out the practical application. The learning and teaching should arise naturally throughout the practical activities.

Practical demonstration followed by supported role-play, initially with peers, will enable candidates to practice and gain confidence before progressing to work on clients. Formative work throughout should enhance performance.

Candidate will evaluate their own performance and highlight practical skills which they need to improve. Guidance and supportive feedback will be needed from their teacher/lecturer.

The importance of working safely and following salon hygiene procedures should be stressed.

Candidates should be shown how to shape the nail using suitable files and how to improve the appearance of the cuticle using products, the use of a hoof stick could be included if applicable. The method of using a cuticle knife and nippers should be demonstrated by the teacher/lecturer, but it should only be used if the cuticle requires a significant amount of work and will not be applicable for all clients. Candidates may have the opportunity to practise this skill on a suitable client if available.

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Candidates should be shown how to perform exfoliation on the hand and foot. Foot scrubs used only to remove hard skin on feet.

Hand and lower arm, foot and lower leg massage using an appropriate massage medium, including various massage techniques should be demonstrated.

The application of paraffin wax and hand and foot masks should be demonstrated. The paraffin wax and mask application should include using heated mittens and heated booties.

Methods of enamel application should be demonstrated including base coat, pale colour, dark colour, French manicure. Candidates should have the opportunity to use a variety of enamels.

The candidate should be given time within the Unit to practise identifying specified treatments for clients and carrying out multiple hand and foot treatments.

The selection and use of the correct products, tools and equipment should be emphasised throughout. The candidate should be able to give relevant aftercare and homecare recommendations to clients, including product recommendations.

It is important that candidates are made aware of the fact that the handling, disposal and storage of equipment and materials must comply with the organisation's and manufacturer's instructions, and legal requirements. Environmental issues on disposal should be considered.

Achievement of this Unit will be dependant on candidates being able to carry out practical activities either in a salon environment or real workplace and working with clients in a viable commercial time.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit, candidates will interact with customers and others. There are good opportunities for developing aspects of the Core Skill *Communication* and interpersonal skills during consultation with the client.

Candidates will also be encouraged to take responsibility for improving their own performance through self evaluation, taking feedback from others and identifying areas of improvement. These are opportunities for developing aspects of Core Skills in *Communication* and *Problem Solving*.

National Unit Specification: support notes

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The evidence requirements are fully expressed in the mandatory section of this Unit specification.

There are good opportunities for formative assessment in this Unit, self assessment and for collecting feedback from their teacher/lecturer.

In Outcome 4 candidates should evaluate their own performance identify strengths and weaknesses and receive feedback from their teacher/lecturer to further develop their practical skills.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

DISABLED CANDIDATES AND/OR THOSE WITH ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements