

Specification

Edexcel NVQ/competence-
based qualifications

Edexcel Level 3 NVQ Diploma in Nail Services (QCF)

For first registration August 2010

Issue 2

Edexcel, a Pearson company, is the UK's largest awarding organisation offering vocational and academic qualifications and testing, to employers, training providers, colleges, schools, and other places of learning in the UK, and in over 85 countries worldwide.

Our specialist suite of qualifications include NVQs, Apprenticeships, WorkSkills, Functional Skills, Foundation Learning, as well as our exclusive range of BTECs, from entry level right through to Higher National Diplomas.

This specification is Issue 2. Key changes are sidelined. We will inform centres of any changes to this issue. The latest issue can be found on the Edexcel website: www.edexcel.com

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Qualification titles covered by this specification

This specification gives you the information you need to offer the Edexcel Level 3 NVQ Diploma in Nail Services (QCF):

Qualification title	Qualification Accreditation Number (QAN)	Accreditation start date
Edexcel Level 3 NVQ Diploma in Nail Services (QCF)	500/8999/7	01/08/2010

These qualifications have been accredited within the Qualifications and Credit Framework (QCF) and are eligible for public funding as determined by the Department for Education (DfE) under Sections 96 and 97 of the Learning and Skills Act 2000.

The qualification titles listed above feature in the funding lists published annually by the DfE and the regularly updated website. They will also appear on the Learning Aims Database (LAD), where relevant.

You should use the QCF Qualifications Accreditation Number (QAN), when you wish to seek public funding for your learners. Each unit within a qualification will also have a unique QCF reference number, which is listed in this specification.

The QCF qualification title and unit reference numbers will appear on the learners' final certification document. Learners need to be made aware of this when they are recruited by the centre and registered with Edexcel.

These titles replace the following qualifications from August 2010:

Qualification title	Qualification Accreditation Number (QAN)	Accreditation start date	Accreditation end date
Edexcel Level 3 NVQ in Nail Services	500/3341/4	01/12/2007	31/07/2010

Key features of the Edexcel Level 3 NVQ Diploma in Nail Services (QCF)

These qualifications:

- are nationally recognised
- are based on the Nail Services National Occupational Standards (NOS). The NOS, assessment requirements, assessment strategy and qualification structure(s) are owned by insert Habia.

The Edexcel Level 3 NVQ Diploma in Nail Services has been approved as components required for the Level 3 Nail Services Apprenticeship framework.

What is the purpose of these qualifications?

This is a job ready qualification. The aim of this qualification is to enable candidates to achieve a qualification through demonstrating their competence in the range of activities and practices associated with nail services.

The assessment and quality assurance requirement for this qualification provides evidence towards Assessor and Verifier units.

Who are these qualifications for?

These qualifications are for all learners aged 16 and above who are capable of reaching the required standards.

Edexcel's policy is that the qualifications should:

- be free from any barriers that restrict access and progression
- ensure equality of opportunity for all wishing to access the qualifications.

What are the benefits of these qualifications to the learner and employer?

These qualifications allow learners to develop skills essential to delivering nail services, such as awareness of health and safety, as well as the specialist skills needed to carry out nail services. Learners will carry out their work within a realistic work context.

What are the potential job roles for those working towards these qualifications?

- Nail technician

What progression opportunities are available to learners who achieve these qualifications?

This qualification provides opportunity for progression into employment or to the Level 4 and 5 BTEC HNs in Beauty Therapy Sciences.

Further information is available in *Annexe A*.

What is the qualification structure for the Edexcel Level 3 NVQ Diploma in Nail Services (QCF)?

Individual units can be found in the *Units* section. The QCF level and credit value are given on the first page of each unit.

The Edexcel Level 3 NVQ Diploma in Nail Services is a 48 credit qualification which consists of 3 mandatory units (24 credits) plus a minimum of 24 credits from optional units.

Mandatory units

Credit value required: Minimum 24, Maximum 24.

Y/601/5875 — Monitor Procedures to Safely Control Work Operations

A/600/9101 — Enhance and Maintain Nails Using UV Gel

T/600/9100 — Enhance and Maintain Nails Using Liquid and Powder

Optional units

Credit value required: Minimum 24.

K/600/9093 — Enhance and Maintain Nails Using Wraps

K/600/8767 — Plan and Create Nail Art Designs

Y/600/8781 — Develop a Range of Creative Nail Images

H/600/8783 — Plan and Provide Airbrush Design For Nails

D/600/7549 — Prepare and Finish Nail Overlays using Electric Files

T/600/1272 — Contribute to the Financial Effectiveness of the Business

R/600/1277 — Contribute to the Planning and Implementation of Promotional Activities

How are the qualifications graded and assessed?

The overall grade for each qualification is a 'pass'. The learner must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- achieve **all** the specified learning outcomes
- satisfy **all** the assessment criteria by providing sufficient and valid evidence for each criterion
- show that the evidence is their own.

The qualifications are designed to be assessed:

- in the workplace or
- in conditions resembling the workplace, as specified in the assessment requirements/strategy for the sector, or
- as part of a training programme.

Assessment strategy

The assessment strategy for these qualifications has been included in *Annexe D*. They have been developed by Habia in partnership with employers, training providers, awarding organisations and the regulatory authorities. The assessment strategy includes details on:

- nail services realistic working environment requirements
- where simulated activities may be used
- areas within Beauty and Spa Therapy National Occupational Standards for which mandatory written question papers must be developed
- occupational expertise requirements for Beauty and Spa Therapy Assessors and Verifiers
- requirements for continuing professional development for Assessors and Verifiers of Beauty and Spa Therapy technical units
- nationally agreed service times for Beauty Therapy and Spa Therapy NVQ assessment purposes.

Evidence of competence may come from:

- **current practice** where evidence is generated from a current job role
- a **programme of development** where evidence comes from assessment opportunities built into a learning/training programme whether at or away from the workplace
- the **Recognition of Prior Learning (RPL)** where a learner can demonstrate that they can meet the assessment criteria within a unit through knowledge, understanding or skills they already possess without undertaking a course of learning. They must submit sufficient, reliable and valid evidence for internal and standards verification purposes. RPL is acceptable for accrediting a unit, several units or a whole qualification
- a **combination** of these.

It is important that the evidence is:

Valid	relevant to the standards for which competence is claimed
Authentic	produced by the learner
Current	sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim
Reliable	indicates that the learner can consistently perform at this level
Sufficient	fully meets the requirements of the standards.

Types of evidence

To successfully achieve a unit the learner must gather evidence which shows that they have met the required standard in the assessment criteria. Evidence can take a variety of different forms including the following examples:

- direct observation of the learner's performance by their assessor
- outcomes from oral or written questioning
- products of the learner's work
- personal statements and/or reflective accounts
- outcomes from simulation, where permitted by the assessment strategy
- professional discussion
- assignment, project/case studies
- authentic statements/witness testimony
- expert witness testimony
- reflective accounts
- evidence of Recognition of Prior Learning.

Learners can use one piece of evidence to prove their knowledge, skills and understanding across different assessment criteria and/or across different units. It is, therefore, not necessary for learners to have each assessment criterion assessed separately. Learners should be encouraged to reference the assessment criteria to which the evidence relates.

Evidence must be made available to the assessor, internal verifier and Edexcel standards verifier. A range of recording documents is available on the Edexcel website www.edexcel.com. Alternatively, centres may develop their own.

What do you need to offer these qualifications?

Centre recognition

Centres that have not previously offered Edexcel qualifications need to apply for and be granted centre recognition as part of the process for approval to offer individual qualifications. New centres must complete both a centre recognition approval application and a qualification approval application.

Existing centres will be given 'automatic approval' for a new qualification if they are already approved for a qualification that is being replaced by the new qualification and the conditions for automatic approval are met. Centres already holding Edexcel approval are able to gain qualification approval for a different level or different sector via Edexcel online.

Approvals agreement

All centres are required to enter into an approvals agreement which is a formal commitment by the head or principal of a centre to meet all the requirements of the specification and any linked codes or regulations. Edexcel will act to protect the integrity of the awarding of qualifications, if centres do not comply with the agreement. This could result in the suspension of certification or withdrawal of approval.

Quality assurance

Detailed information on Edexcel's quality assurance processes is given in *Annexe B*.

What resources are required?

Each qualification is designed to support learners working in the Beauty Therapy sector. Physical resources need to support the delivery of the qualifications and the assessment of the learning outcomes and must be of industry standard. Centres must meet any specific resource requirements outlined in *Annexe D: Assessment strategy*. Staff assessing the learner must meet the requirements within the overarching assessment strategy for the sector.

Unit format

Each unit in this specification contains the following sections.

Unit title:					The unit title is accredited on the QCF and this form of words will appear on the learner's Notification of Performance (NOP).
Unit code:					This is the unit owner's reference number for the specified unit.
Unit reference number:					This code is a unique reference number for the unit.
QCF level:					All units and qualifications within the QCF have a level assigned to them, which represents the level of achievement. There are nine levels of achievement, from Entry level to level 8. The level of the unit has been informed by the QCF level descriptors and, where appropriate, the NOS and/or other sector/professional.
Credit value:					All units have a credit value. The minimum credit value is one, and credits can only be awarded in whole numbers. Learners will be awarded credits when they achieve the unit.
Guided learning hours:					A notional measure of the substance of a qualification. It includes an estimate of the time that might be allocated to direct teaching or instruction, together with other structured learning time, such as directed assignments, assessments on the job or supported individual study and practice. It excludes learner-initiated private study.
Unit summary:					This provides a summary of the purpose of the unit.
Assessment requirements/evidence requirements:					The assessment/evidence requirements are determined by the SSC. Learners must provide evidence for each of the requirements stated in this section.
Assessment methodology:					This provides a summary of the assessment methodology to be used for the unit.
Learning outcomes:	Assessment criteria:	Evidence type:	Portfolio reference:	Date:	
			The learner should use this box to indicate where the evidence can be obtained eg portfolio page number.	The learner should give the date when the evidence has been provided.	
Learning outcomes state exactly what a learner should know, understand or be able to do as a result of completing a unit.		The assessment criteria of a unit specify the standard a learner is expected to meet to demonstrate that a learning outcome, or a set of learning outcomes, has been achieved.		Learners must reference the type of evidence they have and where it is available for quality assurance purposes. The learner can enter the relevant key and a reference. Alternatively, the learner and/or centre can devise their own referencing system.	

Units

Unit 1: Monitor Procedures to Safely Control Work Operations

Unit code:	G22
Unit reference number:	Y/601/5875
QCF level:	3
Credit value:	4
Guided learning hours:	30

Unit summary

This unit is about making sure that statutory and workplace instructions are being carried out. It describes the competences required to make sure that:

- a health and safety procedures are being followed within work areas
- b appropriate action is undertaken to control workplace hazards.

Evidence requirements

- 1 The Common Evidence Requirements below are in addition to the ENTO Assessment Strategies approved by UKCG in February 2008.
- 2 The standards require evidence of consistent occupational competence, as defined by the standards, to be demonstrated through relevant work activities. A variety of assessment methods should be used to confirm competence. Assessment of knowledge should be integrated with the assessment of performance wherever possible and appropriate.
- 3 Assessment of performance and knowledge in the workplace

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

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

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

Simulation is not allowed for any performance evidence within this unit as the outcomes can be demonstrated by a combination of assessment methods drawn from:

- direct observation of the candidate in the workplace
 - witness testimony by colleagues and line managers of the candidate's successful performance of activities in the workplace
 - documentary and other product-based evidence
 - a personal report by the candidate endorsed by colleagues
 - questions
 - discussion
 - professional discussion.
- 5 This is not an exhaustive list and the Common Evidence Requirements are owned by the Awarding Bodies who will develop their own guidance documentation on evidence requirements. However, given the nature of the outcomes required, it is likely various types of documentary evidence, questioning and discussion will form the main assessment methods for the hair and beauty industries.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Be able to check that health and safety instructions are followed	<p>1.1 keep up to date with health and safety regulations and workplace instructions, making sure that information is from reliable sources</p> <p>1.2 conduct monitoring of the workplace at agreed intervals and in accordance with workplace instructions</p> <p>1.3 confirm that workers are health and safety competent as defined in their job role and that identified health and safety training needs have been met</p> <p>1.4 communicate workplace instructions and receive feedback</p>			
2 Be able to recommend changes to health and safety workplace instructions	<p>2.1 respond to any breaches of health and safety instructions in a way which meets workplace and legal requirements</p> <p>2.2 make recommendations for any changes to health and safety workplace instructions to the responsible people</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Be able to make sure that hazards and risks are controlled safely and effectively</p>	<p>3.1 maintain accurate records of workplace irregularities</p> <p>3.2 check other people are aware of the hazards/risks and know the action(s) to be taken to minimise them</p> <p>3.3 confirm that appropriate precautions to control risks have been agreed with the people responsible for health and safety</p> <p>3.4 review to make sure all recommended action has been taken</p> <p>3.5 report any conflicts that still exist between workplace and legal requirements</p>			
<p>4 Know how to monitor procedures to safely control work operations</p>	<p>4.1 explain employers' and employees' legal responsibilities for health and safety in the workplace.</p> <p>4.2 explain the difference between 'hazard', 'risk' and 'control'</p> <p>4.3 describe the types of information available from reports and records covering the workplace</p> <p>4.4 explain the importance of evaluating information from reports and records covering the workplace</p>			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

Date: _____
Date: _____
Date: _____
Date: _____

Unit 2: Enhance and Maintain Nails Using UV Gel

Unit code:	N6
Unit reference number:	A/600/9101
QCF level:	3
Credit value:	10
Guided learning hours:	80

Unit summary

This is a job ready unit which is competency based. This unit is about enhancing and maintaining nails using UV gel. To carry out this unit the learner will need to maintain effective health, safety and hygiene procedures throughout their work.

This unit applies to Nail Services.

Evidence requirements

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 Learners must practically demonstrate in their everyday work that they have met the standard for enhancing and maintaining the appearance of the nails using UV gel.
- 3 The assessor will observe the learner's performance **on at least five separate occasions, on at least three different clients, on a full set of nails:**
 - **one** sculpting using pink and white gel
 - **one** full set of coloured UV gel enhancements
 - **one** rebalance and reposition of white product
 - **one** client to be a nail biter using tips with French opaque overlays
 - **one** removal technique.
- 4 Learners must show that they have:
 - used all the consultation techniques
 - a questioning
 - b visual
 - c manual
 - d reference to client records

- carried out **at least one** of the necessary actions*
 - a encouraged the client to seek medical advice
 - b explained why the service cannot be carried out
 - c modified the treatment
- worked on **three of the seven** nail shapes and conditions*
 - a bitten
 - b hook
 - c ski jump
 - d disclosed, eg yellowing, stained, bruising and white spots#
 - e fan
 - f misshapen
 - g split
- dealt with **three of the five** problems*
 - a lifting of product
 - b cracking and splitting of product
 - c loss of artificial nail structure
 - d disclosure of product
 - e damage of natural nails
- worked with **all** UV gel colours
 - a opaque
 - b pink and white (French finish)
 - c colour
- dealt with **all** nail maintenance
 - a infill
 - b rebalance
 - c reposition of white tip product
 - d replacement of overlay
 - e repair of overlay
- covered **one of the two** removal techniques
 - a chemical
 - b manual
- provided all types of advice
 - a suitable aftercare products and their use
 - b avoidance of activities which may cause contra-actions
 - c recommended time intervals in-between UV gel nail enhancements

- * However, learners must prove to their assessor that they have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in these ranges.
- 5 It is likely most evidence of learners' performances will be gathered from the observations made by the assessor, but learners may be required to produce other evidence to support their performance if the assessor has not been present.
- 6 This unit requires mandatory written questions in accordance with the Habia Assessment Strategy for Nail Services.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Be able to maintain effective and safe methods of working when enhancing, maintaining and removing UV gel nail enhancements</p>	<p>1.1 set up the work area to meet legal, hygiene and industry Code of Practice for Nail Services requirements</p> <p>1.2 clean all tools and equipments using the correct methods</p> <p>1.3 use industry hygiene and safety practices throughout the service to minimise the risk of cross-infection</p> <p>1.4 position equipment and materials for ease and safety of use without over exposure to person or themselves</p> <p>1.5 posture the person and themselves to minimises fatigue and the risk of injury and allow ease of nail enhancement application, maintenance and removal services</p> <p>1.6 use chemicals in a safe manner without risk of overexposure to themselves and clients</p> <p>1.7 take appropriate and prompt remedial action where contra-actions occur during the course of the nail service</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to consult, plan and prepare for the UV gel nail enhancements	<p>1.8 dispose of waste materials correctly to meet local authority requirements and the Industry Code of Practice for Nail Services</p> <p>1.9 complete the service within a commercially viable time</p> <p>1.10 leave the work area in a suitable condition for further nail services</p> <p>1.11 keep records up to date, accurate, easy to read and signed by the client and technician</p> <p>2.1 use effective consultation techniques</p> <p>2.2 obtain signed, written and informed consent prior to service from the client or for a minor from a parent or guardian</p> <p>2.3 identify any contra-indications to nail services by asking the person questions and recording the responses</p> <p>2.4 provide client advice without reference to a specific medical condition and without causing undue alarm and concern</p> <p>2.5 remove any existing nail polish or nail enhancements to restore the nails to a natural condition, as required</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>2.6 identify the condition of the nails and skin and any corrective work to suit the client's natural nail shape and condition</p> <p>2.7 recommend nail enhancements to suit the client's nail shape and condition and based on the assessment of the client's nail and skin condition in a clear way to help the client's understanding</p> <p>2.8 agree a service and outcomes that are acceptable to the clients and meet their needs</p> <p>2.9 take the necessary action in response to any identified contra-indications</p>			
<p>3 Be able to sculpt and apply UV gel overlays</p>	<p>3.1 remove skin debris and file the free edge</p> <p>3.2 remove surface shine to dehydrate the natural nail</p> <p>3.3 customise and fit the sculpting form to ensure correct shape and product placement, as required</p> <p>3.4 adapt and combine UV gel colours and techniques to effectively cosmetically enhance nail shapes and conditions</p> <p>3.5 apply UV gel layers in the correct sequence, leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Be able to apply tip and UV gel overlays	<p>3.6 check that the timing of the UV curing meets manufacturer's instructions</p> <p>3.7 remove surface residue using manufacturer's recommended materials, at the correct stage in the process</p> <p>3.8 use buffing and filing techniques effectively to leave the nail balanced to the required shape and length</p> <p>3.9 check the enhancement is effectively sealed following the manufacturer's instructions</p> <p>3.10 achieve finished nail enhancements that are to the client's satisfaction and meet the agreed service plan</p> <p>3.11 give client suitable aftercare advice</p>			
	<p>4.1 remove skin debris and file the free edge</p> <p>4.2 remove surface shine and dehydrate the natural nail</p> <p>4.3 select the correct tip size and customise it to suit the client's natural nail</p> <p>4.4 adhere tip to the natural nail to ensure longevity</p> <p>4.5 cut, shape and position unblended tips, ensuring no damage to the natural nail and so it is undetectable</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>4.6 dehydrate the natural nail to ensure maximum adhesion of overlay</p> <p>4.7 apply gel layers in the correct sequence, leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions</p> <p>4.8 adapt and combine UV gel colours and techniques to effectively cosmetically enhance nail shapes and conditions</p> <p>4.9 remove surface residue using manufacturer's recommended materials, at the correct stage in the process</p> <p>4.10 use buffing and filing techniques to leave the nail balanced to the required shape and length</p> <p>4.11 check enhancement is sealed according to manufacturer's instructions</p> <p>4.12 achieve finished nail enhancements that are to the client's satisfaction and meet the agreed service plan</p> <p>4.13 give client suitable aftercare advice</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Be able to maintain UV gel enhancements	5.1 identify and resolve any problems with the nail enhancements 5.2 remove skin debris and file the free edge 5.3 check the exposed natural nail is cleaned and dehydrated prior to nail maintenance 5.4 use nail maintenance techniques to restore the nail enhancement to its original condition, following manufacturer's instructions 5.5 leave the finished nails with an even and clearly defined smile line, as required 5.6 achieve finished nail enhancements that are to the client's satisfaction and meet the agreed service plan			
6 Be able to remove UV gel enhancements	6.1 use UV gel removal techniques safely and effectively, following manufacturer's instructions 6.2 check the natural nail plate and surrounding skin is undamaged and free from product 6.3 achieve a finished result that is to the client's satisfaction and meets the agreed service plan 6.4 give client suitable aftercare advice			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Understand organisational and legal requirements</p>	<p>7.1 explain own responsibilities under relevant health and safety legislation and the Industry Code of Practice for Nail Services</p> <p>7.2 explain the importance of not discriminating against clients with illnesses and disabilities and why eg Disability Discrimination Act</p> <p>7.3 explain why it is important, when treating minors under 16 years of age, to have a parent or guardian present</p> <p>7.4 explain why minors should not be given services without informed and signed parental or guardian consent</p> <p>7.5 explain the legal significance of gaining signed, informed consent to the service</p> <p>7.6 explain the importance and reasons for keeping records of clients, their services and gaining client signatures</p> <p>7.7 explain the importance of the correct storage of client records in relation to the Data Protection Act</p> <p>7.8 explain the possible risks to themselves of ineffective positioning of clients and how to avoid potential discomfort and injury to themselves</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
8 Understand how to work safely and effectively when providing enhancements, maintenance and removal of UV gel nail enhancements	<p>7.9 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>7.10 explain how to minimise and dispose of waste from UV gel nail enhancement services</p> <p>7.11 state salon's service times and the importance of completing nail enhancement services in a commercially viable time</p> <p>7.12 state the salon pricing structure for UV gel enhancements</p>			
	<p>8.1 explain the type of personal protective equipment that should be available and why it is important to use it</p> <p>8.2 explain contact dermatitis and how to avoid developing it when carrying out enhancement, maintenance and removal of UV gel</p> <p>8.3 explain how to prepare, use and maintain tools and materials for the UV gel nail enhancements</p> <p>8.4 compare the different methods of disinfecting and sterilising tools and equipment</p> <p>8.5 explain the importance and reasons for using the correct UV wattage and curing times</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>9 Understand how to perform client consultation, planning and preparation</p>	<p>8.6 explain the importance of and reasons for disinfecting hands and how to do this effectively</p> <p>8.7 explain the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important</p> <p>8.8 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>8.9 explain how to effectively and safely position tools and materials for the nail service</p> <p>8.10 explain how to avoid potential discomfort and injury to themselves and the risks of poor positioning to clients</p> <p>8.11 explain the condition in which the work area should be left ready and why this is important</p>			
<p>9.1 explain how to use effective consultation techniques</p> <p>9.2 explain how to give effective advice and recommendations to clients</p> <p>9.3 explain the questioning and listening skills required to find out information</p> <p>9.4 explain how to conduct nail and skin analysis</p>				

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>9.5 explain the importance of questioning clients to establish any contra-indications to UV gel enhancements</p> <p>9.6 explain why it is important to record client responses to questioning</p> <p>9.7 explain the legal significance of client questioning and of recording the clients responses</p> <p>9.8 explain why it is important to encourage and allow time for clients to ask questions</p> <p>9.9 explain how to prepare service plans</p>			
<p>10 Understand contra-indications that can affect or restrict nail enhancement services</p>	<p>10.1 explain the types of conditions and disorders that may contra-indicate the service and why</p> <p>10.2 explain the types of conditions and disorders that may restrict the service and why</p> <p>10.3 explain the importance of and reasons for not naming specific contra-indications when referring clients to a general practitioner</p>			
<p>11 Understand the anatomy and physiology for nail enhancement services</p>	<p>11.1 explain the structure of the nail unit</p> <p>11.2 explain the process of nail growth</p> <p>11.3 explain the structure and function of the skin</p> <p>11.4 explain the different natural nail shapes they will be likely to come across during nail services</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>12 Understand UV gel nail services</p>	<p>12.1 explain the chemical composition of UV gel</p> <p>12.2 explain the chemical reaction that takes place during the curing process for UV gel</p> <p>12.3 compare the different types of gel products available and their uses eg top coats, sealers, builders</p> <p>12.4 explain the importance of using the correct methods and techniques to avoid overexposure</p> <p>12.5 compare the difference in application and process for gel, wraps, liquid and powder</p> <p>12.6 explain the importance of knowing what type of primer or bonding agent to use and when</p> <p>12.7 explain how to adapt UV gel application techniques to meet the nail shapes and conditions on the hands and feet</p> <p>12.8 explain the different UV gel products and techniques to cosmetically enhance nail shapes and conditions</p> <p>12.9 explain the range and use of overlay systems available ie gel, wrap, powder and liquid</p> <p>12.10 explain the importance of natural nail preparation prior to nail enhancement services</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>12.11 explain the importance of preparation and safe use of files and buffers to prevent nail and skin damage eg grit, grip and pressure</p> <p>12.12 explain how to select and use files and buffers for nail enhancement services</p> <p>12.13 explain the action of nail enhancement products on nails, cuticles and skin</p> <p>12.14 explain how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue</p> <p>12.15 explain why it is important to leave a free margin around the cuticle and side wall area</p> <p>12.16 explain the importance of achieving maximum strength, appearance and longevity by use of correct nail balance and shaping</p> <p>12.17 explain the importance of choosing the correct size and tip of tip</p> <p>12.18 compare the advantages and disadvantages of using blended and unblended tips</p> <p>12.19 explain the different types of sculpting forms available and how to use them</p> <p>12.20 explain the importance of correct tip application and blending</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>13 Understand how to maintain and repair nail enhancements</p>	<p>13.1 explain the techniques for repairing natural nails including splits, cracks, flaking and breakages</p> <p>13.2 explain the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration</p> <p>13.3 summarise the factors that influence maintenance requirements for the UV gel system</p> <p>13.4 explain the importance of selecting and carrying out the correct removal techniques for the UV gel system</p>			
<p>14 Understand how to provide aftercare advice for clients on nail enhancements</p>	<p>14.1 explain the aftercare, maintenance and removal requirements for UV gel nail enhancements</p> <p>14.2 explain recommended intervals between UV gel nail enhancement services</p> <p>14.3 explain the contra-actions that could occur after nail services and what advice to give to clients</p> <p>14.4 explain suitable aftercare products and how to apply them</p> <p>14.5 explain how to deal with accidental damage</p>			

Learner name: _____ Date: _____
Learner signature: _____ Date: _____
Assessor signature: _____ Date: _____
Internal verifier signature: _____ Date: _____
(if sampled)

Unit 3: Enhance and Maintain Nails Using Liquid and Powder

Unit code:	N7
Unit reference number:	T/600/9100
QCF level:	3
Credit value:	10
Guided learning hours:	80

Unit summary

This is a job ready unit which is competency based. This unit is about enhancing and maintaining nails using liquid and powder. To carry out this unit the learner will need to maintain effective health, safety and hygiene procedures throughout their work.

This unit applies to Nail Services.

Evidence requirements

The assessment of this unit needs to meet the requirements of the Habia Nail Services Assessment Strategy.

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 Learners must practically demonstrate in their everyday work that they have met the standard for enhancing the appearance of natural nails using liquid and powder.
- 3 The assessor will observe the learner's performance **on at least five separate occasions, on at least three different clients, on a full set of nails**
 - **one** sculpting using pink and white powder
 - **one** full set of coloured powder enhancements
 - **one** rebalance and reposition of white product
 - **one** client to be a nail biter using tips with French opaque overlays
 - **one** removal technique.
- 4 The learners must show that they have:
 - used all the consultation techniques
 - a questioning
 - b visual
 - c manual
 - d reference to client records

- dealt with at least one of the necessary actions*
 - a encouraged the client to seek medical advice
 - b explained why the service cannot be carried out
 - c modifying the treatment
- worked on three of the nail shapes and conditions*
 - a bitten
 - b hook
 - c ski jump
 - d discoloured, eg yellowing, stained, bruising and white spots
 - e fan
 - f misshapen
 - g split
- dealt with three problems*
 - a lifting of product
 - b cracking and splitting of product
 - c loss of artificial nail structure
 - d discolouration of product
 - e damage of natural nails
- used all liquid and powder colours
 - a opaque
 - b pink and white (French finish)
 - c colour
- dealt with all nail maintenance
 - a infill
 - b rebalance
 - c reposition of white tip product
 - d replacement of overlay
 - e repair of overlay
- covered one removal technique
 - a chemical
 - b manual
- provided all types of advice
 - a suitable aftercare products and their use
 - b avoidance of activities which may cause contra-actions
 - c recommended time intervals in-between liquid and powder nail enhancements

- * However, Learners must prove to their assessor that they have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in these ranges.
- 5 It is likely most evidence of learners' performances will be gathered from the observations made by the assessor, but learners may be required to produce other evidence to support their performance if the assessor has not been present.
- 6 This unit requires mandatory written questions in accordance with the Habia Assessment Strategy for Nail Services.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Be able to maintain safe and effective methods of working when enhancing, maintaining and removing liquid and powder nail enhancements</p>	<p>1.1 set up work area to meet legal, hygiene and industry Code of Practice for Nail Services requirements</p> <p>1.2 clean all tools and equipments using the correct methods</p> <p>1.3 use industry hygiene and safety practices throughout the service to minimise the risk of cross-infection</p> <p>1.4 position, equipment and material for ease and safety of use over exposure to person or themselves</p> <p>1.5 position the person and themselves to minimise fatigue and the risk of injury and allow ease of nail enhancement application, maintenance and removal services</p> <p>1.6 use chemicals in a safe manner without risk of overexposure to themselves and clients</p> <p>1.7 take appropriate and prompt remedial action where contra-actions occur during the course of the nail service</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to consult, plan and prepare for the liquid and powder nail enhancements	<p>1.8 dispose of waste materials correctly to meet local authority requirements and the Industry Code of Practice for Nail Services</p> <p>1.9 complete the service within a commercially viable time</p> <p>1.10 leave the work area and equipment in a suitable condition for further nail services</p> <p>1.11 keep records up to date, accurate, easy to read and signed by the client and technician</p> <p>2.1 use effective consultation techniques to record the service plan</p> <p>2.2 obtain signed, written and informed consent prior to service from the client or for a minor from a parent or guardian</p> <p>2.3 identify any contra-indications to nail services by asking the person questions and recording the responses</p> <p>2.4 provide client advice is given without reference to a specific medical condition and without causing undue alarm and concern</p> <p>2.5 remove any existing nail polish or nail enhancements to restore the nails to a natural condition, if required</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>2.6 identify the condition of the nails and skin and any corrective work to suit the client's natural nail shape and condition</p> <p>2.7 recommend nail enhancements to suit the client's nail shape and condition and based on the assessment of the client's nail and skin condition in a clear way to help the client's understanding</p> <p>2.8 agree a service and outcomes that are acceptable to the client and meet their needs</p> <p>2.9 take the necessary action in response to any identified contra-indications</p>			
<p>3 Be able to sculpt and apply liquid and powder overlays</p>	<p>3.1 remove skin debris and file the free edge</p> <p>3.2 remove surface shine to dehydrate the natural nail</p> <p>3.3 customise and fit the sculpting form to ensure correct shape and product placement as required</p> <p>3.4 check that the liquid and powder ratio is in accordance with manufacturer's instructions</p> <p>3.5 adapt and combine liquid and powder colours and techniques to effectively cosmetically enhance nail shapes and conditions</p> <p>3.6 apply the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>3.7 use filing techniques to leave the nail balanced to the required shape and length</p> <p>3.8 use buffing techniques correctly to create a high shine finish</p> <p>3.9 achieve the finished nail enhancements are to the client's satisfaction and meet the agreed service plan</p>			
<p>4 Be able to apply tip and liquid and powder overlays</p>	<p>4.1 remove skin debris and file the free edge</p> <p>4.2 remove surface shine and dehydrate the natural nail</p> <p>4.3 select the correct tip size and customise it to suit the client's natural nail</p> <p>4.4 adhere tip to the natural nail to ensure longevity</p> <p>4.5 cut, shape and position unblended tips ensuring no damage to the natural nail and is undetectable</p> <p>4.6 prepare the natural nail surface, prior to liquid and powder application</p> <p>4.7 apply the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions</p> <p>4.8 adapt and combine liquid and powders colours and techniques to effectively cosmetically enhance nail shapes and conditions</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 Be able to maintain liquid and powder enhancements</p>	<p>4.9 use filing techniques to leave the nail balanced to the required shape and length</p> <p>4.10 use buffing techniques correctly to create a high shine finish</p> <p>4.11 achieve finished nail enhancements that are to the client's satisfaction and meet the agreed service plan</p> <p>5.1 identify and resolve any problems with the nail enhancements</p> <p>5.2 remove skin debris and file the free edge</p> <p>5.3 remove surface shine and dehydrate the natural nail</p> <p>5.4 check the exposed natural nail is cleaned and dehydrated prior to nail maintenance</p> <p>5.5 use nail maintenance techniques to restore the nail enhancement to its original condition, following manufacturer's instructions</p> <p>5.6 leave the finished nails with an even and clearly defined smile line, if required</p> <p>5.7 achieve finished nail enhancements that are to the client's satisfaction and meet the agreed service plan</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
6 Be able to remove liquid and powder enhancements	6.1 use liquid and powder removal techniques safely and effectively, following manufacturer's instructions 6.2 check the natural nail plate and surrounding skin is undamaged and free from product 6.3 achieve a finished result that is to the client's satisfaction and meets the agreed service plan 6.4 give client suitable aftercare advice			
7 Understand organisational and legal requirements	7.1 explain own responsibilities under relevant health and safety legislation and the Industry Code of Practice for Nail Services 7.2 explain the importance of not discriminating against clients with illnesses and disabilities and why eg Disability Discrimination Act 7.3 explain why it is important, when treating minors under 16 years of age, to have a parent or guardian present 7.4 explain why minors should not be given services without informed and signed parental or guardian consent 7.5 explain the legal significance of gaining signed, informed consent to the service			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.6 explain the importance of and reasons for keeping records of clients and their services and gaining client signatures</p> <p>7.7 explain the importance of the correct storage of client records in relation to the Data Protection Act</p> <p>7.8 explain the possible risks to themselves of ineffective positioning of clients and how to avoid potential discomfort and injury to themselves</p> <p>7.9 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>7.10 explain how to minimise and dispose of waste from liquid and powder nail enhancement services</p> <p>7.11 state salon's service times and the importance of completing nail enhancement services in a commercially viable time</p> <p>7.12 state the salon pricing structure for liquid and powder enhancements</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>8 Understand how to work safely and effectively when providing enhancements, maintenance and removal of liquid and powder nail enhancements</p>	<p>8.1 explain the type of personal protective equipment that should be available and why it is important to use</p> <p>8.2 explain why it is important to use personal protective equipment</p> <p>8.3 explain contact dermatitis and how to avoid developing it when carrying out enhancement, maintenance and removal of liquid and powder</p> <p>8.4 explain how to prepare, use and maintain tools and materials for the liquid and powder nail enhancements</p> <p>8.5 compare the different methods of disinfecting and sterilising tools and equipment</p> <p>8.6 explain the importance of and reasons for disinfecting hands and how to do this effectively</p> <p>8.7 explain the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important</p> <p>8.8 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>8.9 explain how to effectively and safely position tools and materials for the nail service</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>8.10 explain how to avoid potential discomfort and injury to themselves and the risks of poor positioning to clients</p> <p>8.11 explain the condition in which the work area should be left ready and why this is important</p>			
<p>9 Understand how to perform client consultation planning and preparation</p>	<p>9.1 explain how to use effective consultation techniques</p> <p>9.2 explain how to give effective advice and recommendations to clients</p> <p>9.3 explain the questioning and listening skills required to find out information</p> <p>9.4 explain how to conduct nail and skin analysis</p> <p>9.5 explain the importance of questioning clients to establish any contra-indications to liquid and powder enhancements</p> <p>9.6 explain why it is important to record client responses to questioning</p> <p>9.7 explain the legal significance of client questioning and of recording the clients' responses</p> <p>9.8 explain why it is important to encourage and allow time for clients to ask questions</p> <p>9.9 encourage clients to ask questions to clarify any points</p> <p>9.10 explain how to prepare service plans</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
10 Understand contra-indications that can affect or restrict nail enhancement services	10.1 explain the types of conditions and disorders that may contra-indicate the service and why 10.2 explain the types of conditions and disorders that may restrict the service and why 10.3 explain the importance of and reasons for not naming specific contra-indications when referring clients to a general practitioner			
11 Understand anatomy and physiology for nail enhancement services	11.1 explain the structure of the nail unit 11.2 explain the process of nail growth 11.3 explain the structure and function of the skin 11.4 explain the different natural nail shapes they will be likely to come across during nail services			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>12 Understand liquid and powder nail service</p>	<p>12.1 explain the chemical composition of liquid and powder</p> <p>12.2 explain the chemical reaction that takes place during the curing process for liquid and powder</p> <p>12.3 explain the importance of using the correct methods and techniques to avoid overexposure</p> <p>12.4 compare the critical difference in application and process for gel, wraps, liquid and powder</p> <p>12.5 explain the importance of knowing what primer to use and when</p> <p>12.6 explain how to adapt liquid and powder application techniques to meet the nail shapes and conditions on the hands and feet</p> <p>12.7 explain the different liquid and powder products and techniques to cosmetically enhance nail shapes and conditions</p> <p>12.8 explain the range and use of overlay systems available ie gel, wrap, powder and liquid</p> <p>12.9 explain the importance of natural nail preparation prior to nail enhancement services</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>12.10 explain the importance of preparation and safe use of files and buffers to prevent nail and skin damage</p> <p>12.11 explain how to select and use files and buffers for nail enhancement services</p> <p>12.12 explain the action of nail enhancement products on nails, cuticles and skin</p> <p>12.13 explain how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue</p> <p>12.14 explain the action of nail enhancement products on nails, cuticle and skin</p> <p>12.15 explain how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue</p> <p>12.16 explain the action of nail enhancement products on nails, cuticle and skin</p> <p>12.17 explain the importance of selecting coloured powders that complement the client's skin tones</p> <p>12.18 explain why it is important to leave a free margin around the cuticle and side wall area</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>13 Understand how to maintain and repair nail enhancements</p>	<p>12.19 explain the importance of achieving maximum strength, appearance and longevity by use of correct nail balance and shaping</p> <p>12.20 explain the importance of choosing the correct size of tip</p> <p>12.21 compare the advantages and disadvantages of using blended and unblended tips</p> <p>12.22 explain the different types of sculpting forms available and how to use them</p> <p>12.23 explain the importance of correct tip application and blending</p> <p>13.1 explain the techniques for repairing natural nails including splits, cracks, flaking and breakages</p> <p>13.2 explain the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration</p> <p>13.3 summarise the factors that influence maintenance requirements for the liquid and powder system</p> <p>13.4 explain the importance of selecting and carrying out the correct removal techniques for the liquid and powder system</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
14 Understand how to provide aftercare advice for clients on nail enhancements	14.1 explain the aftercare, maintenance and removal requirements for liquid and powder nail enhancements 14.2 explain recommended intervals between liquid and powder nail enhancement services 14.3 explain the contra-actions that could occur after nail services and what advice to give to clients 14.4 explain suitable aftercare products and how to apply them 14.5 explain how to deal with accidental damage			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 4: Enhance and Maintain Nails Using Wraps

Unit code:	N8
Unit reference number:	K/600/9093
QCF level:	3
Credit value:	8
Guided learning hours:	61

Unit summary

This is a job ready unit which is competency based. This unit is about enhancing and maintaining nails using wraps. To carry out this unit the learner will need to maintain effective health, safety and hygiene procedures throughout their work. This unit applies to Nail Services.

Evidence requirements

The assessment of this unit needs to meet the requirements of the Habia Nail Services Assessment Strategy.

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their everyday work that they have met the standard for enhancing and maintaining the appearance of the nails using wraps.
- 3 The assessor will observe the learner's performance **on at least three separate occasions, on at least three different clients, on a full set of nails:**
 - **one** tip and fibreglass overlay
 - **one** rebalance with fabric
 - **one** removal technique.
- 4 The learners must show that they have:
 - used all the consultation techniques
 - a questioning
 - b visual
 - c manual
 - d reference to client records

- dealt with **at least one** of the necessary actions*
 - a encouraged the client to seek medical advice
 - b explained why the service cannot be carried out
 - c modifying the treatment
- worked on **three of the five** nail shapes and conditions*
 - a bitten
 - b ski jump
 - c fan
 - d misshapen
 - e split
- dealt with **three of the five** problems*
 - a lifting of product
 - b cracking and splitting of product
 - c loss of artificial nail structure
 - d discolouration of product
 - e damage of natural nails
- used **two of the three** wrap fabrics
 - a silk
 - b fibre glass
 - c other
- dealt with **all** nail maintenance*
 - a infill
 - b rebalance with fabric
 - c replacement of overlay
 - d repair of overlay
- covered **one of the two** removal techniques
 - a chemical
 - b manual
- provided all types of advice
 - a suitable aftercare products and their use
 - b avoidance of activities which may cause contra-actions
 - c recommended time intervals in-between wrap nail enhancements

* However, learners must prove to their assessor that they have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in these ranges.

- 5 It is likely most evidence of the learners' performances will be gathered from the observations made by the assessor, but learners may be required to produce other evidence to support their performance if the assessor has not been present.
- 6 This unit requires mandatory written questions in accordance with the Habia Assessment Strategy for Nail Services.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Be able to maintain safe and effective methods of working when enhancing, maintaining and removing wrap nail enhancements</p>	<p>1.1 set up the work area to meet legal, hygiene and industry Code of Practice for Nail Services requirements</p> <p>1.2 clean all tools and equipment using the correct methods</p> <p>1.3 use industry hygiene and safety practices throughout the service to minimise the risk of cross-infection</p> <p>1.4 position equipment and material for ease and safety of use without over exposure to person or themselves</p> <p>1.5 position the person and themselves to minimise the risk of injury and allow ease of nail enhancement application, maintenance and removal services</p> <p>1.6 use chemicals in a safe manner without risk of overexposure to themselves and clients</p> <p>1.7 take appropriate and prompt remedial action where contra-actions occur during the course of the nail service</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to consult, plan and prepare for the wrap nail enhancements	<p>1.8 dispose of waste materials correctly to meet local authority requirements and the Industry Code of Practice for Nail Services</p> <p>1.9 complete the service within a commercially viable time</p> <p>1.10 leave the work area and equipment in a suitable condition for further nail services</p> <p>1.11 keep records up to date, accurate, easy to read and signed by the client and technician</p> <p>2.1 use effective consultation techniques in a polite and friendly manner to record the service plan</p> <p>2.2 obtain signed, written and informed consent prior to service from the client or for a minor from a parent or guardian</p> <p>2.3 identify any contra-indications to nail services by asking the person questions and recording the responses</p> <p>2.4 provide client advice without reference to a specific medical condition and without causing undue alarm and concern</p> <p>2.5 remove any existing nail polish or nail enhancements to restore the nails to a natural condition, as required</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>2.6 identify the condition of the nails and skin and any corrective work to suit the client's natural nail shape and condition</p> <p>2.7 recommend nail enhancements to suit the client's nail shape and condition and based on the assessment of the client's nail and skin condition in a clear way to help the client's understanding</p> <p>2.8 agree a service and outcomes that are acceptable to the client and meet their needs</p> <p>2.9 take the necessary action in response to any identified contra-indications</p>			
<p>3 Be able to apply wrap overlays to natural nails</p>	<p>3.1 remove skin debris and file the free edge</p> <p>3.2 remove surface shine to dehydrate the natural nail</p> <p>3.3 adapt wrap fabrics and techniques to effectively cosmetically enhance nail shapes and conditions</p> <p>3.4 apply the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions</p> <p>3.5 use filing techniques to leave the nail balanced to the required shape and length</p> <p>3.6 use buffing techniques correctly to create a high shine finish</p> <p>3.7 achieve finished nail enhancements that are to the client's satisfaction and meet the agreed service plan</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>4 Be able to apply tip and wrap overlays</p>	<p>4.1 remove skin debris and file the free edge</p> <p>4.2 remove surface shine and dehydrate the natural nail</p> <p>4.3 select the correct tip size and customise it to suit the client's natural nail</p> <p>4.4 adhere tip to the natural nail to ensure longevity</p> <p>4.5 cut, shape and position unblended tips ensuring no damage to the natural nail and so it is undetectable</p> <p>4.6 prepare the natural nail surface, prior to wrap application</p> <p>4.7 apply the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer's instructions</p> <p>4.8 adapt wrap fabrics and techniques to effectively cosmetically enhance nail shapes and conditions</p> <p>4.9 use filing techniques to leave the nail balanced to the required shape and length</p> <p>4.10 use buffing techniques correctly to create a high shine finish</p> <p>4.11 achieve finished nail enhancements that are to the client's satisfaction and meet the agreed service plan</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Be able to maintain wrap enhancements	5.1 identify and resolve any problems with the nail enhancements 5.2 remove skin debris and file the free edge 5.3 check the exposed natural nail is cleaned and dehydrated prior to nail maintenance 5.4 use nail maintenance techniques to restore the nail enhancement to its original condition, following manufacturer's instructions 5.5 achieve finished nail enhancements that are to the client's satisfaction and meet the agreed service plan			
6 Be able to remove wrap enhancements	6.1 use wrap removal techniques safely and effectively, following manufacturer's instructions 6.2 check the natural nail plate and surrounding skin is undamaged and free from product 6.3 achieve a finished result that is to the client's satisfaction and meets the agreed service plan 6.4 give client suitable advice			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Understand organisational and legal requirements</p>	<p>7.1 explain own responsibilities under relevant health and safety legislation and the Industry Code of Practice for Nail Services</p> <p>7.2 explain the importance of not discriminating against clients with illnesses and disabilities and why eg Disability Discrimination Act</p> <p>7.3 explain why it is important, when treating minors under 16 years of age, to have a parent or guardian present</p> <p>7.4 explain why minors should not be given services without informed and signed parental or guardian consent</p> <p>7.5 explain the legal significance of gaining signed, informed consent to the service</p> <p>7.6 explain the importance of and reasons for keeping records of clients, their services and gaining client signatures</p> <p>7.7 explain the importance of the correct storage of client records in relation to the Data Protection Act</p> <p>7.8 explain the possible risks to themselves of ineffective positioning of clients and how to avoid potential discomfort and injury to themselves</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
8 Understand how to work safely and effectively when providing wrap enhancements, maintenance and removal	<p>7.9 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>7.10 explain how to minimise and dispose of waste from wrap nail enhancement services</p> <p>7.11 state salon’s service times and the importance of completing nail enhancement services in a commercially viable time</p> <p>7.12 state the salon pricing structure for wrap enhancements</p>			
	<p>8.1 explain the type of personal protective equipment that should be available and why it is important</p> <p>8.2 explain contact dermatitis and how to avoid developing it when carrying out wrap enhancement, maintenance and removal</p> <p>8.3 explain how to prepare, use and maintain tools and materials for the wrap nail enhancements</p> <p>8.4 compare the different methods of disinfecting and sterilising tools and equipment</p> <p>8.5 explain the importance of and reasons for disinfecting hands and how to do this effectively</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>9</p> <p>Understand how to perform client consultation planning and preparation</p>	<p>8.6 explain the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important</p> <p>8.7 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>8.8 explain how to effectively and safely position tools and materials for the nail service</p> <p>8.9 explain how to avoid potential discomfort and injury to themselves and the risks of poor positioning to clients</p> <p>8.10 explain the condition in which the work area should be left ready and why this is important</p> <p>9.1 explain how to use effective consultation techniques</p> <p>9.2 explain how to give effective advice and recommendations to clients</p> <p>9.3 explain the questioning and listening skills required to find out information</p> <p>9.4 explain how to conduct nail and skin analysis</p> <p>9.5 explain the importance of questioning clients to establish wrap enhancements</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>9.6 explain why it is important to record client responses to questioning</p> <p>9.7 explain the legal significance of client questioning and of recording the client's responses</p> <p>9.8 explain why it is important to encourage and allow time for clients to ask questions</p> <p>9.9 explain the importance of and reasons for not naming specific contra-indications when encouraging clients to seek medical advice</p> <p>9.10 explain how to prepare service plans</p>			
<p>10 Understand contra-indications that can affect or restrict nail enhancement services</p>	<p>10.1 explain the types of conditions and disorders that may contra-indicate the service and why</p> <p>10.2 explain the types of conditions and disorders that may restrict the service and why</p> <p>10.3 explain the importance of and reasons for not naming specific contra-indications when referring clients to a general practitioner</p>			
<p>11 Understand anatomy and physiology for nail enhancement services</p>	<p>11.1 explain the structure of the nail</p> <p>11.2 explain the process of nail growth</p> <p>11.3 explain the structure and function of the skin</p> <p>11.4 explain the different natural nail shapes they will be likely to come across during nail services</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>12 Understand wrap nail services</p>	<p>12.1 explain the chemical composition of wraps</p> <p>12.2 explain the chemical reaction that takes place during the curing process</p> <p>12.3 explain the importance of using the correct methods and techniques to avoid overexposure</p> <p>12.4 compare the key difference in application and process for gel, wraps, liquid and powder</p> <p>12.5 explain how to adapt application techniques to meet the nail shapes and conditions on the hands and feet</p> <p>12.6 evaluate the different products and techniques to cosmetically enhance nail shapes and conditions</p> <p>12.7 explain the importance of natural nail preparation prior to nail enhancement services</p> <p>12.8 explain the importance of preparation and safe use of files and buffers to prevent nail and skin damage eg grit, grip and pressure</p> <p>12.9 explain how to select and use files and buffers for nail enhancement services</p> <p>12.10 explain the features and benefits of wrap fabrics</p> <p>12.11 explain the action of nail enhancement products on nails, cuticles and skin</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>12.12 explain how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue</p> <p>12.13 explain the action of nail enhancement products on nails, cuticle and skin</p> <p>12.14 explain how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue</p> <p>12.15 explain the action of nail enhancement products on nails, cuticle and skin</p> <p>12.16 explain why it is important to leave a free margin around the cuticle and side wall area</p> <p>12.17 compare the importance of achieving maximum strength, appearance and longevity by use of correct nail balance and shaping</p> <p>12.18 explain the importance of choosing the correct size of tip</p> <p>12.19 explain the advantages and disadvantages of using blended and unblended tips</p> <p>12.20 explain the importance of correct tip application and blending</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
13 Understand how to maintain and repair nail enhancements	13.1 explain the techniques for repairing natural nails including splits, cracks, flaking and breakages 13.2 explain the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration 13.3 summarise the factors that influence maintenance requirements for the wrap system 13.4 explain the importance of selecting and carrying out the correct removal techniques for the wrap system			
14 Understand how to provide aftercare advice for clients on nail enhancements	14.1 explain the aftercare and maintenance and removal requirements for wrap nail enhancements 14.2 explain recommended intervals between wrap nail enhancement services 14.3 explain the contra-actions that could occur after nail services and what advice to give to clients 14.4 explain suitable home care products and how to apply them 14.5 explain how to deal with accidental damage			

Learner name: _____
Learner signature: _____
Assessor signature: _____
Internal verifier signature: _____
(if sampled)

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Unit 5: Plan and Create Nail Art Designs

Unit code:	N9
Unit reference number:	K/600/8767
QCF level:	3
Credit value:	6
Guided learning hours:	40

Unit summary

This is a job ready unit which is competency based. This unit is about planning and creating nail art design. To carry out this unit the learner will need to maintain effective health, safety and hygiene procedures throughout their work.

This unit applies to Nail Services only.

Assessment requirements/evidence requirements

The assessment of this unit needs to meet the requirements within the Habia Nail Services Assessment Strategy:

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their everyday work that they have met the standard for providing nail art service.
- 3 The Assessor will observe the learners performance on at least three occasions, one of which must use liquid and coloured powders or coloured UV gel, using a minimum of three colours.
- 4 The learner must show that they have:
 - used all consultation techniques
 - a questioning
 - b visual
 - c manual
 - d reference to client records
 - dealt with at least one of the necessary actions*
 - a encouraged the client to seek medical advice
 - b explained why the service cannot be carried out
 - c modified the service

- used all nail art designs
 - a 3D
 - b embedding
 - c alternative tip shapes
 - used all nail art techniques
 - a coloured blending
 - b marbling
 - c painting
 - used five of the eight nail art products
 - a shells
 - b lace
 - c flowers
 - d glitters
 - e jewels
 - f decals
 - g liquid and coloured powders
 - h coloured UV gels
 - provided all types of service advice
 - a suitable aftercare products and their use
 - b avoidance of activities which may cause contra-actions
 - c recommended time intervals in-between nail services.
- * However, the learner must prove to their assessor that they have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in these ranges.
- 5 It is likely most evidence of the learners performance will be gathered from the observations made by the assessor but the learner may be required to produce other evidence to support the performance if the assessor has not been present.
- 6 There are no written papers required for this unit.

The assessment and quality assurance requirement for this qualification/unit provides evidence towards A and V units.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Be able to maintain safe and effective methods of working when providing nail art design</p>	<p>1.1 set up and maintain the work area and environment to meet legal, hygiene and industry Code of Practice for Nail Services requirements</p> <p>1.2 maintain personal standards of hygiene and appearance to meet accepted industry Code of Practice for Nail Services and organisational requirements</p> <p>1.3 clean tools and equipment using correct methods</p> <p>1.4 position equipment, materials, products, themselves and the client to meet the needs of the service</p> <p>1.5 take appropriate and prompt remedial action where contra-actions occur during the course of the nail art service</p> <p>1.6 use accepted industry hygiene and safety practices throughout the service</p> <p>1.7 dispose of waste correctly</p> <p>1.8 complete the nail art service within a commercially viable time</p> <p>1.9 leave the work area and equipment in a suitable condition for future nail art services</p> <p>1.10 keep client records up to date, accurate, easy to read and signed by the client and technician</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to consult, plan and prepare for the service with clients</p>	<p>2.1 use effective consultation techniques</p> <p>2.2 obtain signed, written, informed consent from the client, or from a parent or guardian if the client is a minor</p> <p>2.3 provide client advice without reference to a specific medical condition and without causing undue alarm and concern</p> <p>2.4 identify the condition of the nails and skin and any corrective work required</p> <p>2.5 identify any contra indications by questioning the client, and recording the client's responses</p> <p>2.6 recommend nail art designs and products to suit the client's nail shape and condition based on the assessment of the client's nail and skin condition and any limitations to nail art design</p> <p>2.7 agree a service and outcomes that are acceptable to the clients and their needs</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Be able to carry out nail art service</p>	<p>3.1 clean the nail to remove debris and make sure the cuticle is neat and undamaged</p> <p>3.2 use nail art products and tools according to manufacturer's instructions and the agreed nail art design</p> <p>3.3 use nail art techniques and apply products accurately and in the correct sequence to achieve the required design</p> <p>3.4 achieve a nail art design that is to the client's satisfaction and which meets the agreed design plan</p> <p>3.5 give the client suitable aftercare advice</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>4 Understand organisational and legal requirements</p>	<p>4.1 explain own responsibilities under relevant health and safety legislation and the Industry Code of Practice for Nail Services</p> <p>4.2 explain the importance of not discriminating against clients with illnesses and disabilities</p> <p>4.3 explain why it is important, when treating minors under 16 years of age, to have a parent or guardian present</p> <p>4.4 explain why minors should not be given services without informed and signed parental or guardian consent</p> <p>4.5 explain the legal significance of gaining signed, informed consent to the service</p> <p>4.6 explain the importance of and reasons for keeping and storing client records</p> <p>4.7 describe the possible risks of ineffective positioning of clients and how to avoid potential discomfort and injury</p> <p>4.8 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>4.9 explain how to minimise and dispose of waste</p> <p>4.10 explain the importance of completing the nail art service in a commercially viable time</p> <p>4.11 state the salon's pricing structure and service time for nail art services</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 Understand how to work safely and effectively when providing nail art services</p>	<p>5.1 describe the protective equipment that should be available and why it is important to use it</p> <p>5.2 describe contact dermatitis and how to avoid developing it when carrying out nail art design, maintenance and removal</p> <p>5.3 explain how to prepare, position, use and maintain tools, equipment and materials for nail art services</p> <p>5.4 compare different methods of disinfecting and sterilising tools and equipment</p> <p>5.5 explain the importance of and reasons for disinfecting the hands and how to do this effectively</p> <p>5.6 explain the necessary environmental conditions for nail services and why they are important</p> <p>5.7 explain the condition in which the work area should be left and why this is important</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>6 Understand how to consult, plan and prepare for the nail art services with clients</p>	<p>6.1 explain how to use effective consultation techniques</p> <p>6.2 explain how to give effective advice and recommendations to clients</p> <p>6.3 explain the questioning and listening skills required to find out information</p> <p>6.4 describe how to conduct nail and skin analysis</p> <p>6.5 explain the importance of communicating the limitations of nail art design</p> <p>6.6 explain why it is important to record client responses to questioning</p> <p>6.7 explain why it is important to encourage and allow time for clients to ask questions</p> <p>6.8 explain how to prepare nail art design plans</p> <p>6.9 describe the types of conditions and disorders that may contra-indicate and restrict services and the reasons why</p> <p>6.10 explain the importance of questioning clients to establish any contra-indications to nail art services</p> <p>6.11 explain the importance of and reasons for not naming specific contra-indications when encouraging the client to seek medical advice</p> <p>6.12 describe the contra-actions which may occur during and after nail art services and how to deal with them</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Understand techniques, products and nail art services	<p>7.1 explain the importance of understanding colour theory</p> <p>7.2 explain the different techniques used within nail art services and how to carry them out</p> <p>7.3 describe different types of designs available to clients and how current fashion trends can impact on nail art designs</p> <p>7.4 explain how to select, blend and mix products and colours</p> <p>7.5 describe how to select, adapt and create nail art designs to suit different occasions</p> <p>7.6 explain the different types of nail art products and tools and how to use them</p> <p>7.7 explain the importance of creating a design portfolio to promote nail art designs</p>			
8 Understand the aftercare advice to provide for nail art services	<p>8.1 explain aftercare and maintenance requirements for nail art designs and why these are important</p> <p>8.2 state the recommended intervals between nail art services</p> <p>8.3 describe aftercare products and how to apply them</p> <p>8.4 explain how to deal with accidental damage</p>			

Learner name: _____
Learner signature: _____
Assessor signature: _____
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Unit 6: Develop a Range of Creative Nail Images

Unit code:	N10
Unit reference number:	Y/600/8781
QCF level:	3
Credit value:	5
Guided learning hours:	33

Unit summary

This is a job ready unit which is competency based. This unit is about developing a range of creative nail images. To carry out this unit the learner will need to maintain effective health, safety and hygiene procedures throughout their work.

This unit applies to Nail Services only.

Evidence requirements

The assessment of this unit needs to meet the requirements within the Habia Nail Services Assessment Strategy:

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their everyday work that they have met the standard for designing and creating images incorporating nail service techniques.
- 3 The learner must produce evidence of creating three different nail designs, two of which must combine nail enhancements and nail art. The Assessor must observe on at least one occasion.
- 4 The learner must show that they have:
 - produced images for at least one of the activities*
 - a photo shoot
 - b catwalk shows
 - c competition
 - d client specifications

- considered two of the three images
 - a based on a theme
 - b avant-garde
 - c commercial
- involved at least three of the seven relevant persons*
 - a photographer
 - b make-up artists
 - c colleagues
 - d competition judges
 - e hairstylist
 - f client
 - g stylist
- used four of the five additional media listed
 - a accessories
 - b clothes
 - c make-up
 - d props
 - e hair
 - f body art.

* For this particular unit, knowledge evidence need not be produced for the remaining items in the range.

5 It is likely most evidence of the learners' performance will be gathered from the observations made by the assessor but the learner may be required to produce other evidence to support the performance if the assessor has not been present.

6 There are no written papers required for this unit.

The assessment and quality assurance requirement for this qualification/unit provides evidence towards A and V units.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Be able to plan and design a range of images for nails</p>	<p>1.1 agree contractual arrangements with the relevant person(s) prior to commencing design plans</p> <p>1.2 identify the intended activity for which images are required</p> <p>1.3 research ideas on themes for design using suitable sources of information</p> <p>1.4 create a design plan which:</p> <ul style="list-style-type: none"> - meets the client's brief - is suitable for the chosen range of images - clearly defines the roles and responsibilities of others involved - takes account of budgetary constraints - defines all resources required - states how risks to health and safety can be reduced - takes account of foreseeable problems and ways of resolving them - lists any venue requirements <p>1.5 agree the design plan with the relevant person(s)</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to produce a range of creative nail images</p>	<p>2.1 set up and maintain the work environment to meet legal and hygiene requirements</p> <p>2.2 prepare suitable resources to meet the design plan</p> <p>2.3 position themselves and the client which permits access and minimises the risk of injury</p> <p>2.4 prepare nails in a way which is suitable for the application of the images</p> <p>2.5 manage resources within the limits of own authority</p> <p>2.6 communicate effectively roles, responsibilities and information to the relevant person(s) involved in the implementation of the design</p> <p>2.7 use resources to conform with the design plan and adapt the agreed design as necessary</p> <p>2.8 achieve a finished images(s) using creative techniques and additional media to meet the design plan</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Be able to evaluate results against design plan objectives</p>	<p>3.1 seek feedback from relevant person(s) on the impact of the image(s) and its effectiveness in meeting the design plan</p> <p>3.2 evaluate own performance against the objectives to identify how and where it could be improved</p> <p>3.3 evaluate how the design image may be adapted for commercial use</p> <p>3.4 explain the importance of and how to use effective communication techniques</p> <p>3.5 explain the importance of maintaining confidentially and what might happen if this is not maintained</p> <p>3.6 explain the importance of confirming own and client's understanding</p>			
<p>4 understand design principles and presentation</p>	<p>4.1 explain the basic principles of design, scale and proportion when creating an image</p> <p>4.2 explain how to identify and develop a theme as a basis for a nail design image</p> <p>4.3 explain how additional media, accessories or non conventional items can be used to complement the overall design image</p> <p>4.4 explain the importance and ways of visually presenting design images effectively</p> <p>4.5 explain ways of adapting the design and application techniques to suit changing circumstances</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 understand how to prepare and plan for nail design work</p>	<p>5.1 explain the potential hazards to consider when working at a venue and the steps that should be taken to minimise risks</p> <p>5.2 explain how and if local by-laws and legislation may limit the use of tools and equipment</p> <p>5.3 explain the potential hazards that may be present as a result of using additional media in the design image and the precautions that should be taken to reduce risks to health and safety</p> <p>5.4 explain the steps that should be taken to ensure adequate insurance is in place</p> <p>5.5 explain the importance of agreeing contractual matters prior to commencing any work</p> <p>5.6 explain the importance of detailed and accurate planning</p> <p>5.7 explain the importance of communicating and agreeing design plans and the way in which to present them</p> <p>5.8 explain the importance of setting and working to a budget</p> <p>5.9 explain suitable sources of information, design ideas and resources, and how to access them</p> <p>5.10 explain the common problems associated with photographic shoots, fashion shows and competitions</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
6 Understand how to evaluate nail design work	6.1 explain the purpose of evaluation activities 6.2 explain the areas on which feedback should be collected and methods of gaining feedback 6.3 evaluate the potential commercial benefits that can arise from nail design work			

Learner name: _____

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Assessor signature: _____

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Internal verifier signature: _____

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(if sampled)

Unit 7: Plan and Provide Airbrush Design For Nails

Unit code:	N11
Unit reference number:	H/600/8783
QCF level:	3
Credit value:	5
Guided learning hours:	45

Unit summary

This is a job ready unit which is competency based. This unit is about planning and providing airbrush designs for nails. To carry out this unit the learner will need to maintain effective health, safety and hygiene procedures throughout their work.

This unit applies to Nail Services.

Assessment requirements/evidence requirements

The assessment of this unit needs to meet the requirements within the Habia Nail Services Assessment Strategy:

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their everyday work that they have met the standard for planning, designing and providing airbrushing designs on the hands and feet.
- 3 The Assessor will observe the learners performance on at least four occasions, one of which must include a complex linear design (Note: this is a combination of horizontal, vertical and diagonal lines).
- 4 The learner must show that they have:
 - used all consultation techniques
 - a questioning
 - b visual
 - c manual
 - d reference to client records

- dealt with at least one of the necessary actions*
 - a encouraged the client to seek medical advice
 - b explained why the service cannot be carried out
 - c modifying the service
- used at least four airbrushing designs*
 - a soft French
 - b chevron French
 - c fancy French
 - d animal print
 - e flowers
 - f flames
 - g tropical
 - h seasonal
 - i complex linear designs (Note: this is a combination of horizontal, vertical and diagonal lines)
- used all airbrushing techniques
 - a contouring
 - b stencilling
 - c masking
 - d colour fading
 - e blending
 - f free hand
- provided all types of advice
 - a suitable aftercare products and their use
 - b avoidance of activities which may cause contra-actions
 - c recommended time intervals in-between airbrush services.

* However, the learner must prove to their assessor that they have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in these ranges.

5 It is likely most evidence of the learners' performance will be gathered from the observations made by the assessor but the learner may be required to produce other evidence to support the performance if the assessor has not been present.

6 There are no written papers required for this unit.

The assessment and quality assurance requirement for this qualification/unit provides evidence towards A and V units.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Be able to maintain safe and effective methods of working when providing airbrush designs</p>	<p>1.1 set up and maintain the work area and environment to meet legal, hygiene and industry Code of Practice for Nail Services requirements</p> <p>1.2 maintain personal standards of hygiene and appearance to meet accepted industry Code of Practice for Nail Services and organisational requirements</p> <p>1.3 clean tools and equipment using correct methods</p> <p>1.4 use accepted industry hygiene and safety practices throughout the service</p> <p>1.5 position equipment, materials, products, themselves and the client to meet the needs of the service</p> <p>1.6 take appropriate and prompt remedial action where contra-actions occur during the course of the nail art service</p> <p>1.7 dispose of waste correctly</p> <p>1.8 complete the nail art service within a commercially viable time</p> <p>1.9 leave the work area and equipment in a suitable condition for future nail services</p> <p>1.10 keep client records up to date, accurate, easy to read and signed by the client and technician</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to consult, plan and prepare for the nail art design</p>	<p>2.1 use effective consultation techniques</p> <p>2.2 obtain signed, written, informed consent from the client, or from a parent or guardian if the client is a minor</p> <p>2.3 provide client advice without reference to a specific medical condition and without causing undue alarm and concern</p> <p>2.4 identify the condition of the nails and skin</p> <p>2.5 recommend airbrush designs and techniques to suit the client's nail shape and condition based on the assessment of the client's nail and skin condition and any limitations to the airbrush design</p> <p>2.6 identify any contra-indications to airbrush services by questioning the client</p> <p>2.7 take the necessary action in response to any identified contra-indications</p> <p>2.8 disinfect the area to be treated and remove any existing nail polish</p> <p>2.9 agree a service and outcomes that are acceptable to the clients and their needs</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Be able to apply airbrushing techniques and designs	3.1 clean the nail to remove debris and check the cuticle is neat and undamaged 3.2 test the pressure and operation of the spray gun prior to use 3.3 use airbrush products, tools, equipment and techniques according to manufacturer's instructions and the agreed airbrush design 3.4 achieve an airbrush design that is to the client's satisfaction and which meets the agreed design plan 3.5 give the client suitable aftercare advice			
4 Understand organisational and legal requirements	4.1 explain own responsibilities under relevant health and safety legislation and the Industry Code of Practice for Nail Services 4.2 explain the importance of not discriminating against clients with illnesses and disabilities 4.3 explain why it is important, when treating minors under 16 years of age, to have a parent or guardian present 4.4 explain why minors should not be given services without informed and signed parental or guardian consent			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>4.5 explain the legal significance of gaining signed informed consent to the service</p> <p>4.6 explain the importance of and reasons for keeping and storing client records</p> <p>4.7 explain the importance of completing nail enhancement services in a commercially viable time</p> <p>4.8 state the salon's pricing structure and service times for nail airbrushing services</p>			
<p>5 Understand how to work safely and effectively when providing airbrush services</p>	<p>5.1 describe the protective equipment that should be available and why it is important to use it</p> <p>5.2 describe contact dermatitis and how to avoid developing it when carrying out wrap enhancement, maintenance and removal</p> <p>5.3 explain how to prepare, use, position and maintain tools and materials for the nail art airbrushing services</p> <p>5.4 explain the necessary environmental conditions for nail services and why they are important</p> <p>5.5 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>5.6 compare different methods of disinfecting and sterilising tools and equipment</p> <p>5.7 explain the importance of and reasons for disinfecting hands and how to do it effectively</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>6 Understand how to consult, plan and prepare for airbrushing services</p>	<p>5.8 describe the possible risks of ineffective positioning and how to avoid potential discomfort and injury</p> <p>5.9 describe how to minimise and dispose of waste from nail art services</p> <p>5.10 explain the condition in which the work area should be left and why this is important</p> <p>6.1 explain how to use effective consultation techniques</p> <p>6.2 explain how to give effective advice and recommendations to clients</p> <p>6.3 explain how to conduct nail and skin analysis</p> <p>6.4 explain the importance of communicating the limitations of nail art designs</p> <p>6.5 explain the importance of questioning clients to establish any contra-indications to nail art service</p> <p>6.6 explain the importance and legal significance of questioning the client responses</p> <p>6.7 explain how to prepare nail art airbrushing design plans</p> <p>6.8 explain the types of conditions and disorders that may contra-indicate or restrict the service and why</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>6.9 explain the importance of questioning clients to establish any contra-indications to nail services</p> <p>6.10 explain the importance of and reasons for not naming specific contra-indications when encouraging the client to seek medical advice</p> <p>6.11 explain the contra-actions which may occur during or after the nail art service and how to deal with them</p>			
<p>7 Understand airbrushing techniques, products and equipment</p>	<p>7.1 explain how to dismantle, clean, maintain and reassemble airbrush equipment and associated accessories</p> <p>7.2 explain the types of problems that can occur with airbrush equipment and how to correct them</p> <p>7.3 explain the meaning of 'PSI' and the potential risks associated with the use of pressurised airbrush equipment</p> <p>7.4 explain the importance of using equipment with a pressure gauge</p> <p>7.5 summarise the types of products and materials available for airbrushing and their features and how and when to use them</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.6 explain the differences between cup feed and gravity feed airbrushes and when to use them</p> <p>7.7 explain the types of resources available for airbrushing and how and when to use them</p> <p>7.8 explain the different types of needle sizes available for airbrushing nails, skin and hair</p>			
<p>8 Understand the application of airbrush designs</p>	<p>8.1 explain the importance of understanding colour theory</p> <p>8.2 explain how to carry out the airbrushing techniques, when to use them and the effects that can be created</p> <p>8.3 describe the different types of designs available to clients and how current fashion trends can impact on airbrush designs</p> <p>8.4 explain how to select, blend and combine colours and materials</p> <p>8.5 explain how to select, adapt and create airbrush designs to suit different occasions</p> <p>8.6 explain the importance of creating a design portfolio to promote airbrush designs</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
9 Understand the aftercare advice to provide for airbrush design for nails	9.1 explain the aftercare, maintenance and removal requirements for specific airbrush designs and why these are important 9.2 state the recommended intervals between airbrushing services 9.3 explain how to deal with accidental damage			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 8: Prepare and Finish Nail Overlays Using Electric Files

Unit code:	N12
Unit reference number:	D/600/7549
QCF level:	3
Credit value:	4
Guided learning hours:	35

Unit summary

This is a job ready unit which is competency based, covering both skills and knowledge. This unit is about preparing and finishing nail overlays using electric files. To carry out this unit the learner will need to maintain effective health, safety and hygiene procedures throughout their work.

This unit applies to nail services.

Evidence requirements

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their everyday work that they have met the standard for preparing and finishing nail overlays using electric files.
- 3 The assessor will observe the learners performance on at least two separate occasions, each on different clients.
- 4 The learner must show that they have:
 - used all consultation techniques
 - a questioning
 - b visual
 - c physical examination
 - d reference to client records
 - dealt with at least one of the necessary actions*
 - a encouraged the client to seek medical advice
 - b explained why an electric filing service cannot be carried out
 - c modifying the service

- carried out all the filing techniques
 - a reducing length
 - b refining surfaces
 - c thinning out the free edge of the overlay
 - d buffing
 - e reducing overlay bulk.
- * However, the learner must prove to their assessor that they have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in these ranges.
- 5 It is likely most evidence of the learners' performance will be gathered from the observations made by the assessor but the learner may be required to produce other evidence to support the performance if the assessor has not been present.
- 6 This unit requires mandatory written questions in accordance with the Habia Assessment Strategy for Nail Services.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Be able to maintain safe and effective methods of working preparing and finishing nail overlays using electric files</p>	<p>1.1 set up and maintain the work area and environment to meet legal, hygiene and industry Code of Practice for Nail Services requirements</p> <p>1.2 maintain personal standards of hygiene, protection and appearance that meet accepted industry Code of practice for Nail Services and organisational requirements</p> <p>1.3 confirm all tools and equipment are cleaned using the correct methods prior to starting the service</p> <p>1.4 use accepted industry hygiene and safety practices throughout the service</p> <p>1.5 position the electric file and file attachments for ease and safety of use</p> <p>1.6 remove and store the file attachments and leave the electric file hand-piece safe and secure</p> <p>1.7 position the client and themselves to minimise fatigue and risk of injury and in a way suitable for treatment</p> <p>1.8 complete the electric filing service within a commercially viable time</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>1.9 leave the work area and equipment in a suitable condition for further nail services</p> <p>1.10 keep records up to date, accurate, easy to read and signed by the client and technician</p>			
<p>2 Be able to consult, plan and prepare for the use of electric files</p>	<p>2.1 use consultation techniques to determine and record the service plan</p> <p>2.2 obtain signed, written and informed consent prior to any service from the client or parent/guardian if the client is a minor</p> <p>2.3 consult with the client to identify if they have any contra-indications to electric filing services, recording their responses and taking any necessary action</p> <p>2.4 disinfect the area to be treated, removing any existing nail polish</p> <p>2.5 perform an assessment of the nails and skin, recording the results and taking any necessary action</p> <p>2.6 agree the service and outcomes that are acceptable to their clients and meet their needs</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Be able to prepare and finish nail overlays using electric files</p>	<p>3.1 use the most suitable file attachment for the filing techniques required</p> <p>3.2 use the correct filing techniques to prepare the overlay</p> <p>3.3 operate the electric file at a speed suitable for the filing techniques and in a way that meets manufacturer's instructions</p> <p>3.4 move the electric file in one direction across the nail when working</p> <p>3.5 check the file attachment is revolving in the opposite direction to which they are working</p> <p>3.6 check that there is continuous movement of the file to avoid a heat sensation on the nail plate</p> <p>3.7 work on the overlay and not the natural nail plate or surrounding skin</p> <p>3.8 move and position the client's finger so the rotating attachment is kept flat against the nail</p> <p>3.9 use suitable filing techniques to restore and finish the overlay</p> <p>3.10 create a smooth, even surface of the overlay when finishing</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>3.11 leave the free edges of the nail tapered, thin and with a clean edge</p> <p>3.12 create an even, high-shine finish</p> <p>3.13 take prompt remedial action where contra-actions occur during the course of the service</p> <p>3.14 check the completed service is to the client's satisfaction</p>			
<p>4 Understand organisational and legal requirements</p>	<p>4.1 explain own responsibilities under relevant health and safety legislation and the Industry Code of Practice for Nail Services</p> <p>4.2 explain the importance of not discriminating against clients with illnesses and disabilities and why</p> <p>4.3 explain why it is important, when treating minors under 16 years of age, to have a parent or guardian present</p> <p>4.4 explain why minors should not be given services without informed and signed parental or guardian consent</p> <p>4.5 explain the legal significance of gaining signed, informed consent to the service</p> <p>4.6 explain the importance and reasons for keeping records of clients, their services and gaining client signatures</p> <p>4.7 explain the importance of the correct storage of client records in relation to the Data Protection Act</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>4.8 explain the health and safety issues specific to the use of electric files</p> <p>4.9 explain the salon's service times and the importance of completing nail enhancement services in a commercially viable time</p>			
<p>5 Understand how to work safely and effectively when preparing and finishing overlays using electric files</p>	<p>5.1 explain the type of personal protective equipment that should be available and used by themselves</p> <p>5.2 explain why it is important to use personal protective equipment</p> <p>5.3 explain how to prepare, use and maintain tools and equipment when using electric files</p> <p>5.4 compare the different methods of disinfecting and sterilising electric file attachments</p> <p>5.5 explain the importance of and reasons for disinfecting hands and how to do this effectively</p> <p>5.6 explain the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important</p> <p>5.7 explain the type of dust extraction equipment available for use with electric files and why they are important</p> <p>5.8 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>5.9 explain how to effectively and safely position electric filing equipment</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>5.10 explain how to avoid potential discomfort and injury to themselves and the risk of poor positioning to clients</p> <p>5.11 explain the condition in which the work area should be left ready and why this is important</p>			
<p>6 Understand how to consult, plan and prepare for the service</p>	<p>6.1 explain how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, ages, disabilities and genders for this treatment</p> <p>6.2 explain how to give effective advice and recommendations to clients</p> <p>6.3 explain the questioning and listening skills needed in order to find out information</p> <p>6.4 explain how to conduct nail and skin analysis</p> <p>6.5 explain the importance of questioning clients to establish any contra-indications to electric filing services</p> <p>6.6 explain why it is important to record client responses to questioning</p> <p>6.7 explain the legal significance of client questioning and of recording the client's responses</p> <p>6.8 explain why it is important to encourage and allow time for clients to ask questions</p> <p>6.9 explain how to prepare service plans</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Understand contra-indications and contra-actions that affect or restrict electric filing services	<p>7.1 explain the types of conditions and disorders that may contra-indicate the service and why</p> <p>7.2 explain the importance of and reasons for not naming specific contra-indications when encouraging the client to seek medical advice</p> <p>7.3 explain the contra-actions that can occur when using electric files and how to deal with them</p>			
8 Understand how to use electric filing equipment	<p>8.1 explain the different types of electric filing equipment, how and when to use them, including adaptation for left- and right-handed use</p> <p>8.2 compare the types of electric file attachments, when and how to use them</p> <p>8.3 explain the manufacturer's instructions for the care and maintenance of the electric file(s) they can use in their workplace and the importance of following them</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>9 Understand how to use electric filing techniques</p>	<p>9.1 explain electric filing techniques, including thinning out overlays, buffing and use of differing speeds of rotation</p> <p>9.2 summarise why it is important to maintain three points of contact when working with a client</p> <p>9.3 explain how to position and support their client's hand and finger whilst working with an electric file</p> <p>9.4 explain how the inappropriate use of electric files can damage the natural nail and surrounding skin</p> <p>9.5 explain how to identify types of nail damage caused by the misuse of electric files</p> <p>9.6 explain why it is important to work in one direction across the overlay</p> <p>9.7 explain how to avoid excessive accumulation of heat when using an electric file</p> <p>9.8 explain why the spin of the electric file needs to be in the opposite direction of working</p> <p>9.9 explain why the natural nail should always be hand filed prior to the application of the overlay</p> <p>9.10 explain when to use a hand file and when to use an electric file and the limitations of the use of electric files</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	9.11 explain why electric files should never be used for tip blending 9.12 explain the importance of maintaining balance, shape and position of apex when electric filing 9.13 compare the difference between dust created by hand filing and electric filing and the health and safety implications			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)

Unit 9: Contribute to the Financial Effectiveness of the Business

Unit code:	G11
Unit reference number:	T/600/1272
QCF level:	3
Credit value:	4
Guided learning hours:	26

Unit summary

This is a job ready unit which is competency based. This unit 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. The learner is also required to ensure that individuals who may assist them to deliver services to clients work effectively too.

Evidence requirements

The assessment of this unit needs to meet the requirements within the Habia Hairdressing and Barbering Assessment Strategies:

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their everyday work that they have met the standard for contributing to the financial effectiveness of the business.
- 3 The Assessor will make one observation of the learners' contribution to the monitoring and effective use of resources. In addition, the learner will need to collect documentary evidence to show they have met all the requirements of the standard. It is unlikely that you will be able to collect sufficient documentary evidence in less than 3 months.
- 4 The learner must show that they have:
 - monitored and effectively used all the resources listed:
 - a human
 - b stock
 - c tools and equipment
 - d time

- set and achieved productivity targets for technical services and retail sales:
 - a retail sales
 - b technical services
 - c personal learning.
- 5 For this particular unit, it is most likely the evidence of the learners' performance will be gathered from relevant documentary evidence they have assembled in their portfolio.
- 6 No Mandatory written questions are required for this unit.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Contribute to the effective use and monitoring of resources</p>	<p>1.1 follow salon procedures for monitoring the use of resources</p> <p>1.2 ensure information relating to stock levels is obtained from colleagues in time to coincide with the salon ordering system</p> <p>1.3 use resources in a way which complies with legal and salon requirements</p> <p>1.4 check deliveries against order documentation, reporting any inaccuracies and/or damages</p> <p>1.5 identify and resolve any problems with resources within the limits of own authority</p> <p>1.6 report any resource problems they cannot resolve to the relevant person(s)</p> <p>1.7 make recommendations to improve the use of resources to the relevant person(s) which clearly show benefits</p> <p>1.8 ensure records are accurate, legible and up-to-date</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Be able to meet productivity and development targets	2.1 set, agree and record productivity and development targets with the relevant person(s) to meet the needs of the business 2.2 actively seek opportunities to meet productivity and development targets 2.3 make sure that those who assist them with services to clients work effectively and contribute to meeting productivity and development targets 2.4 regularly review and record progress towards the achievement of productivity and development targets 2.5 adjust activities to contribute to meeting productivity and development targets 2.6 meet set productivity and development targets consistently			
3 Understand salon procedures and legal requirements	3.1 explain the salon's requirements and procedures for monitoring the use of resources 3.2 outline the critical aspects of current legal requirements relevant to hairdressing salons relating to the use of resources			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>3.3 describe legal requirements relating to the sale of retail goods</p> <p>3.4 explain limits of authority in relation to the use of resources and to whom to report recommendations</p>			
<p>4 Understand the use, monitoring and recording of resources</p>	<p>4.1 explain how effective use of resources contributes to the profitability of the business</p> <p>4.2 explain stocking levels and principles of stock control for the salon</p> <p>4.3 explain salon ordering systems and how to interpret them</p> <p>4.4 explain the importance of keeping accurate records for the use and monitoring of resources</p> <p>4.5 explain the resource records for which responsible</p> <p>4.6 describe the common problems associated with salon resources and how to resolve them</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Understand effective methods of communication	5.1 explain why it is important to communicate effectively 5.2 explain how to present the benefits of own recommendations in a positive manner to clients 5.3 explain how to negotiate and agree productivity and development targets 5.4 explain how to give clear, accurate and timely instructions to those who may be assisting them 5.5 explain how to encourage others to work effectively on their behalf 5.6 explain how to respond positively to negative feedback			
6 Understand work and time management	6.1 explain general principles of time management applicable to the delivery of salon services 6.2 explain how to plan and reschedule own work and that of those who may assist them in order to maximise any opportunities to meet their targets			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Understand productivity and development targets	7.1 explain agreed productivity and development targets and the associated timescales for their achievement 7.2 explain why it is important to meet productivity and development targets 7.3 explain the potential consequences of failure to meet productivity and development targets 7.4 describe the types of opportunities that can be used to achieve productivity and development targets 7.5 explain why targets should be regularly reviewed 7.6 explain the importance of gaining feedback of own performance and development needs from others			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Unit 10: Contribute to the Planning and Implementation of Promotional Activities

Unit code:	H32
Unit reference number:	R/600/1277
QCF level:	3
Credit value:	5
Guided learning hours:	32

Unit summary

This is a job ready unit which is competency based. This unit is about working with others to plan, implement and evaluate hairdressing related promotional activities. The ability to competently present information and interact with the public whilst demonstrating skills is a particularly important aspect of this unit.

Evidence requirements

The assessment of this unit needs to meet the requirements within the Habia Hairdressing and Barbering Assessment Strategies:

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their everyday work that they have met the standard for contributing to the planning and implementation of promotional activities.
- 3 The Assessor will make one observation of their performance when planning and implementing promotional activities. In addition, they will need to collect further documentary evidence to show they have met all the requirements of the standard.
- 4 The learner must show that they have:
 - developed all types of objectives:
 - a demonstrations
 - b displays
 - c advertising campaigns
 - undertaken all the types of promotional activities listed:
 - a to enhance salon image
 - b to increase salon business.

- 5 Although some evidence of the learners' performance will be gathered from the observations made by the assessor, it is likely they will need to assemble relevant documentary evidence in their portfolio to meet the requirements of the standard and qualification.
- 6 No mandatory written questions required for this unit.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Be able to contribute to the planning and preparation of promotional activities</p>	<p>1.1 make recommendations to the relevant person (s) for suitable promotional activities, identifying the potential benefits for the business</p> <p>1.2 identify and agree specific, measurable, achievable, realistic and time bound objectives and target groups for the activity with the relevant person(s)</p> <p>1.3 agree requirements for the activity with all relevant person(s) in sufficient detail to allow the work to be planned</p> <p>1.4 produce an agreed plan showing the</p> <ul style="list-style-type: none"> - type of promotional activity - objectives of the activity - roles and responsibilities of others involved - resource requirements - preparation and implementation activities - timescales - the budget - methods of evaluation <p>1.5 agree a plan that takes into account any legal requirements, when necessary</p> <p>1.6 make sure resources are available to meet the planned timescale</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Be able to implement promotional activities</p>	<p>2.1 implement promotional activities to meet the agreed plan</p> <p>2.2 adapt promotional activities, when necessary, in response to changed circumstances and/or problems</p> <p>2.3 use resources effectively throughout the promotional activities</p> <p>2.4 communicate the essential features and benefits of products and services to the target group</p> <p>2.5 use methods of communication that are suitable for the type of promotional activity being undertaken</p> <p>2.6 present information in logical steps</p> <p>2.7 encourage the target group to ask questions about the services and products being promoted</p> <p>2.8 respond to questions and queries in a way which promotes goodwill and enhances the salon's image</p> <p>2.9 actively encourage the target group to take advantage of the services and products being promoted</p> <p>2.10 clear away products and equipment at the end of the promotional activity, when necessary, to meet the requirements of the venue</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Be able to participate in the evaluation of promotional activities</p>	<p>3.1 use the methods agreed in the promotional activity plan to gain feedback from the relevant sources</p> <p>3.2 collate and record the information gained from the feedback using a clear and concise format and method of presentation</p> <p>3.3 draw accurate and clear conclusions on the effectiveness of the promotional activity in meeting the agreed objectives</p> <p>3.4 participate in discussions giving a clear and well structured summary of the results of the evaluation</p> <p>3.5 make recommendations for improvements to any future promotional activities based upon the outcomes of the evaluation</p>			
<p>4 Understand the venue and legal requirements</p>	<p>4.1 explain the practical requirements and restrictions of any venue</p> <p>4.2 describe the contract requirements, local bye-laws and legislation which could restrict the promotional activity in any venue used</p> <p>4.3 explain the importance of considering health and safety and other legal requirements</p> <p>4.4 explain the health and safety procedures applicable to any venue used</p> <p>4.5 explain the potential hazards that must be considered when working at any venue</p> <p>4.6 describe the steps that should be taken to minimise risks when working at an external venue</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 Understand how to plan and prepare promotional events</p>	<p>5.1 explain the purpose and value of detailed and accurate planning</p> <p>5.2 explain the type of resourcing requirements necessary for promotional activities</p> <p>5.3 explain how the nature of the target group can influence the choice of promotional activity</p> <p>5.4 explain how to match types of promotional activities to objectives</p> <p>5.5 describe how to present a plan for promotional activities</p> <p>5.6 explain why it is important to consider methods of evaluation at the planning stage</p> <p>5.7 explain how to write objectives that are Specific, Measurable, Achievable, Realistic and Time Bound (ie SMART objectives)</p> <p>5.8 explain the importance of working to a budget</p> <p>5.9 explain where and how to obtain resources</p> <p>5.10 explain the importance of clearly defining the roles and responsibilities of those involved in promotional activities</p> <p>5.11 describe the importance of allocating roles and responsibilities to match an individual's competence levels</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	5.12 explain the importance of gaining an individual's commitment and agreement to undertake a role in the promotional activity 5.13 explain the types of foreseeable problems that occur and ways of resolving them			
6 Understand how to sell products and services	6.1 explain how to recognise buying signals and to close sales 6.2 identify the difference between the features of a product or service and the benefits of a product or service 6.3 describe the features and benefits of products and/or services being promoted 6.4 describe how to tailor the presentation of the benefits of products and/or services to meet individual needs and interests			
7 Understand communication techniques	7.1 explain how and when to participate in discussions 7.2 describe how to give a short presentation 7.3 compare different methods of presenting information 7.4 explain how and when to make openings to encourage others to ask questions 7.5 describe how to answer questions and manage queries in a way likely to maintain goodwill			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
8 Understand evaluation methods and techniques	8.1 explain the purpose of evaluation activities 8.2 explain the areas of the promotional activity which should be evaluated 8.3 describe the most suitable methods of gaining feedback for the promotional activities in the range 8.4 explain how to collate, analyse and summarise evaluation feedback in a clear and concise way 8.5 explain suitable ways of formatting and producing an evaluation report			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)

Further information

Our customer service numbers are:

BTEC and NVQ	0844 576 0026
GCSE	0844 576 0027
GCE	0844 576 0025
The Diploma	0844 576 0028
DIDA and other qualifications	0844 576 0031

Calls may be recorded for training purposes.

Useful publications

Related information and publications include:

- *Centre Handbook for Edexcel QCF NVQs and Competence-based Qualifications* published annually
- functional skills publications – specifications, tutor support materials and question papers
- *Regulatory Arrangements for the Qualification and Credit Framework* (published by Ofqual, August 2008)
- the current Edexcel publications catalogue and update catalogue.

Edexcel publications concerning the Quality Assurance System and the internal and standards verification of vocationally related programmes can be found on the Edexcel website.

NB: Some of our publications are priced. There is also a charge for postage and packing. Please check the cost when you order.

How to obtain National Occupational Standards

Habia
Oxford House
Sixth Avenue
Sky Business Park
Robin Hood Airport
Doncaster DN9 3GG

Telephone: 0845 2 306080
Fax: 01302 774949
Sales: 0845 6 123 555
Email: info@habia.org

Professional development and training

Edexcel supports UK and international customers with training related to NVQ and BTEC qualifications. This support is available through a choice of training options offered in our published training directory or through customised training at your centre.

The support we offer focuses on a range of issues including:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing student-centred learning and teaching approaches
- building functional skills into your programme
- building effective and efficient quality assurance systems.

The national programme of training we offer can be viewed on our website (www.edexcel.com/training). You can request customised training through the website or by contacting one of our advisers in the Training from Edexcel team via Customer Services to discuss your training needs.

The training we provide:

- is active
- is designed to be supportive and thought provoking
- builds on best practice
- may be suitable for those seeking evidence for their continuing professional development.

Annexe A: Progression pathways

The Edexcel qualification framework for the Hair and Beauty sector

Level	BTEC vocationally-related qualifications	BTEC specialist courses	NVQ/competence
5	BTEC Level 5 HND Diploma in Hair and Beauty Management (QCF)		
4	BTEC Level 4 HNC Diploma in Hair and Beauty Management (QCF)		
3	BTEC Diploma in Beauty Therapy/ Beauty Therapy (Sciences) (QCF) BTEC Subsidiary Diploma in Beauty Therapy Techniques (QCF)		Edexcel Level 3 NVQ Diploma in Hairdressing/Barbering/ Hairdressing (Combined Hair Types) (QCF) Edexcel Level 3 NVQ Diploma in Beauty Therapy – General/ Make-up/Massage (QCF) Edexcel Level 3 NVQ Diploma in Spa Therapy (QCF) Edexcel Level 3 NVQ Diploma in Nail Services (QCF)

Level	BTEC full vocationally-related qualifications	BTEC specialist courses	NVQ/occupational
2	<p>BTEC Level 2 Diploma in Beauty Therapy (QCF)</p> <p>BTEC Level 2 Extended Certificate in Beauty Therapy Services (QCF)</p>	<p>BTEC Level 2 Diploma in Hairdressing (QCF)</p> <p>BTEC Level 2 Diploma in Hairdressing Services (QCF)</p>	<p>Edexcel Level 2 NVQ Diploma in Hairdressing/Barbering/Hairdressing (Combined Hair Types) (QCF)</p> <p>Edexcel Level 2 NVQ Diploma in Beauty Therapy – General/Make-up (QCF)</p> <p>Edexcel Level 2 NVQ Certificate in Nail Services (QCF)</p>
1	<p>BTEC Level 1 Award/Certificate/Diploma in an Introduction to Hair and Beauty (QCF)</p>	<p>BTEC Level 1 Certificate in Hairdressing Services (QCF)</p>	<p>Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)</p> <p>Edexcel Level 1 Diploma in Hairdressing and Beauty Therapy (QCF)</p> <p>Edexcel Level 1 NVQ Certificate in Beauty Therapy (QCF)</p>
Entry	<p>BTEC Entry Level 3 Award/Certificate in an Introduction to Hair and Beauty (QCF)</p>		

Annexe B: Quality assurance

Key principles of quality assurance

- A centre delivering Edexcel qualifications must be an Edexcel recognised centre and must have approval for qualifications that it is offering.
- The centre agrees as part of gaining recognition to abide by specific terms and conditions around the effective delivery and quality assurance of assessment; the centre must abide by these conditions throughout the period of delivery.
- Edexcel makes available to approved centres a range of materials and opportunities to exemplify the processes required for effective assessment and provide examples of effective standards. Approved centres must use the guidance on assessment to ensure that staff who are delivering Edexcel qualifications are applying consistent standards.
- An approved centre must follow agreed protocols for: standardisation of assessors; planning, monitoring and recording of assessment processes; internal verification and recording of internal verification processes; and for dealing with special circumstances, appeals and malpractice.

Quality assurance processes

The approach to quality assured assessment is made through a partnership between a recognised centre and Edexcel. Edexcel is committed to ensuring that it follows best practice and employs appropriate technology to support quality assurance process where practicable. Therefore, the specific arrangements for working with centres will vary. Edexcel seeks to ensure that the quality assurance processes that it uses do not place undue bureaucratic processes on centres and works to support centres in providing robust quality assurance processes.

The learning outcomes and assessment criteria in each unit within this specification set out the standard to be achieved by each learner in order to gain each qualification. Edexcel operates a quality assurance process, which is designed to ensure that these standards are maintained by all assessors and verifiers.

For the purposes of quality assurance all individual qualifications and units are considered as a whole. Centres offering these qualifications must be committed to ensuring the quality of the units and qualifications they offer, through effective standardisation of assessors and internal verification of assessor decisions. Centre quality assurance and assessment processes are monitored by Edexcel.

The Edexcel quality assurance processes will involve:

- gaining centre recognition and qualification approval if a centre is not currently approved to offer Edexcel qualifications
- annual visits to centres by Edexcel for quality review and development of overarching processes and quality standards. Quality review and development visits will be conducted by an Edexcel quality development reviewer
- annual visits by occupationally competent and qualified Edexcel Standards Verifiers for sampling of internal verification and assessor decisions for the occupational sector
- the provision of support, advice and guidance towards the achievement of National Occupational Standards.

Centres are required to declare their commitment to ensuring quality and appropriate opportunities for learners that lead to valid and accurate assessment outcomes. In addition, centres will commit to undertaking defined training and online standardisation activities.

Annexe C: Centre certification and registration

Edexcel Standards Verifiers will provide support, advice and guidance to centres to achieve Direct Claims Status (DCS). Edexcel will maintain the integrity of Edexcel QCF NVQs through ensuring that the awarding of these qualifications is secure. Where there are quality issues identified in the delivery of programmes, Edexcel will exercise the right to:

- direct centres to take actions
- limit or suspend certification
- suspend registration.

The approach of Edexcel in such circumstances is to work with the centre to overcome the problems identified. If additional training is required, Edexcel will aim to secure the appropriate expertise to provide this.

What are the access arrangements and special considerations for the qualifications in this specification?

Centres are required to recruit learners to Edexcel qualifications with integrity.

Appropriate steps should be taken to assess each applicant's potential and a professional judgement made about their ability to successfully complete the programme of study and achieve the qualification. This assessment will need to take account of the support available to the learner within the centre during their programme of study and any specific support that might be necessary to allow the learner to access the assessment for the qualification. Centres should consult Edexcel's policy on learners with particular requirements.

Edexcel's policy on access arrangements and special considerations for Edexcel qualifications aims to enhance access to the qualifications for learners with disabilities and other difficulties (as defined by the 1995 Disability Discrimination Act and the amendments to the Act) without compromising the assessment of skills, knowledge, understanding or competence. Please refer to *Access Arrangements and Special Considerations for BTEC and Edexcel NVQ Qualifications* for further details. www.edexcel.com.

Annexe D: Assessment strategy

Assessment Strategy for Nail Services NVQs

Key Mandatory Components of the Assessment Strategy

Part 2 sets out the Key Mandatory components of our Assessment Strategy for NVQs and SVQs, which are:

- Performance in the workplace, the use of realistic working environments, requirements for a realistic working environment and the use of specific simulated activities
- Habia's approach to External Quality Control of Assessment
- The requirements for the occupational expertise of External Verifiers, Internal Verifiers and Assessors.

Each of the above is expanded in more detail below.

Performance in the Workplace and Use of Simulations

The Nail Services NVQs/SVQs may be assessed in the workplace and/or an approved 'realistic working environment' meeting the criteria set out in Appendix 1A.

Habia wishes to make clear its stance on the use of simulated activities and a realistic working environment. The key criterion for allowing the use of simulated activities in the assessment of performance is the rarity of the opportunity to undertake the activities required by the standard of competence. Examples of these activities include:

- dealing with fire and other emergencies
- dealing with health and safety activities outside or peripheral to normal practices
- client/customer relationships
- contra-indications/contra-actions.

Therefore, a simulated activity is viewed as 'any structured assessment exercise involving a specific task which reproduces real life situations'. In this it is distinct and separate from the use of an approved realistic working environment as the latter allows the candidate to perform an entire occupational role over an extended period of time, in an environment which as closely as possible replicates the working environment and involves real work on real clients drawn from members of the public.

Habia considers evidence generated in a realistic working environment meeting the criteria set out in Appendix 1A, as acceptable for the purposes of Nail Services NVQ/SVQ assessment. The use of realistic working environments will be necessary to promote access to assessment for some Nail Services candidates at present.

Simulated activities may only be used for Habia developed units where indicated in Appendix 1B. An additional, specific dispensation has been given to schemes operating in HM Prison Service whereby use of replica money is allowed within Unit G4 (Fulfil salon reception duties) to prevent barriers to access caused by prison rules on cash usage.

In addition to this, internal telephone systems can be used to cover Range 2 in particular by telephone. However, this cannot be done as a simulated activity and cannot be used within a role-play situation. The internal telephone system must be a permanent fixture and not set up for role-play activities.

The Institute of Customer Service (*ICS*) has given a special dispensation for the 'imported' Customer Service unit listed below to be assessed in a Realistic Working Environment (RWE) conforming to Habia's criteria specified in Appendix 1A:

- *Unit G18 (ICS Unit 10), Level 2: Promote additional services or products to clients*

This dispensation in no way implies that the Customer Service NVQ/SVQ itself can be achieved in an RWE. The dispensation only applies to the imported unit above.

As a matter of policy, Habia will work with industry experts and its Awarding Bodies to develop basic Evidence Requirements for use where Nail Services National Occupational Standards are used for NVQ/SVQ purposes.

Approach to Achieving Greater External Quality Control of Assessment

Our strategy to address the above is as follows:

An overall 100% achievement rate for the entire underpinning knowledge and understanding specification in the National Occupational Standards should be required of each candidate.

Habia requires all Awarding Bodies to develop externally set mandatory question papers to cover critical areas of essential knowledge and understanding within specified units for the Nail Services Levels 2 and 3 NVQs/SVQs. These units and the critical areas of knowledge have been detailed in Appendix 1C for Nail Services units.

All mandatory question papers should be internally marked by assessors using answer and/or marking guides supplied by the Awarding Body. A minimum of two differently designed sets of questions and associated answer guides should be provided for all mandatory, designated areas of questioning.

For externally set mandatory question papers, a 70% achievement rate must be attained under formal, 'closed book' assessment conditions, to avoid the necessity of a resit of the complete paper. For those achieving 70% or more, questions answered incorrectly may be reassessed by a variety of means (eg oral questioning, a repeat of the written questions, assignments) to ensure 100% achievement on the mandatory areas of questioning for the units being undertaken.

All question and answer sheets must be collected from candidates and securely retained by the centre for internal and external verification purposes. It is expected suitable systems will be in place to prevent copying or plagiarism.

It is anticipated that Awarding Bodies will make suitable alternative arrangements for those with identified special needs which may preclude them from undertaking written assessments (eg candidates who are identified as dyslexic).

It is expected Awarding Bodies will ensure:

- the design of testing does not discriminate between those taking full qualifications and individual units
- that assessment instruments do not directly or indirectly discriminate against any particular group and ensure equality of opportunity appropriate to employment in the Nail Services industry
- that candidates are not expected to repeat questions on knowledge 'common' to several units
- arrangements are in place for testing to be carried out at a time to meet individual needs and rate of progress
- where necessary, suitable arrangements are in place for reassessment of those areas where candidates have been shown to be 'not yet competent'
- suitable arrangements are put in place for those with disabilities affecting their reading and writing capabilities.

Assessment of Essential Knowledge and Understanding Items Outside the Specification for Externally Set Mandatory Question Papers

As a 100% achievement rate is required for the entire Knowledge and Understanding specification for each unit for each candidate, other means such as oral questioning and additional portfolio evidence must be used to demonstrate that all remaining items of underpinning knowledge and understanding have been assessed and achieved satisfactorily.

Habia also requires that the Nationally Agreed Maximum Service Times quoted in Appendix 1F are used for assessment purposes for the particular, critical services listed for each level of the Nail Services NVQ/SVQ.

Requirements for the Occupational Expertise of External Verifiers, Internal Verifiers and Assessors

Habia requires that:

In addition to the requirements set out by the Regulatory Bodies, Habia specify the appropriate occupational expertise requirements. These requirements have been detailed in Appendix 1D for Nail Services. All Habia Awarding Bodies must comply with these requirements when recruiting and selecting external verifiers and implement the requirements within their current external verifier teams. All Habia Awarding Bodies must ensure their Approved Centres comply with these requirements when recruiting and selecting internal verifiers and assessors and implement the requirements with their current internal verifiers and assessors.

It is expected that as part of Awarding Body internal quality assurance processes, the qualifications and occupational expertise requirements of all involved in the assessment and verification process will be regularly monitored and recorded.

Because of the ever changing nature of the industries Habia represents, it is essential that assessors and verifiers keep their technical skills up-to-date and at an occupational level appropriate to the NVQs/SVQs they are assessing or verifying. All assessors and verifiers must be able to demonstrate to their Awarding Body that they engage in appropriate continuing professional development (CPD) activities.

To ensure consistency of approach on this matter across all Awarding Bodies delivering Habia NVQs/SVQs, it is a requirement that all Awarding Bodies implement Habia's minimum requirements for CPD activities and put systems in place to monitor, record and ensure assessor and verifier achievement against these requirements. These appear in Appendix 1E for Nail Services.

Appendix

Requirements Relating to the Nail Services NVQs/SVQs

Appendix 1A	Nail Services Realistic Working Environment Requirements
Appendix 1B	Summary of Where Simulated Activities May be Used for Habia Developed Units
Appendix 1C	Areas within the Nail Services National Occupational Standards for which Mandatory Question Papers must be Developed
Appendix 1D	Occupational Expertise Requirements for Nail Services Assessors and Verifiers
Appendix 1E	Requirements for Continuing Professional Development for Assessor and Verifiers of Nail Services Technical Units
Appendix 1F	Nationally Agreed Maximum Service Times for Nail

Appendix 1A: Nail Services Realistic Working Environment Requirements

As the Standards Setting Body for the Hair, Beauty and Body Art sectors, Habia is responsible for defining what constitutes a 'Realistic Working Environment' (RWE). Habia has set down the following criteria for the assessment location. This will ensure that all candidates are being assessed against the National Occupational Standards in a realistic working environment when not in an actual, commercial workplace.

The following criteria must be included as part of centre approval and must be confirmed as being met during the first external verification visit. The criteria must then continue to be met on every subsequent visit. This will ensure that candidates are able to meet commercial needs in the workplace.

- 1 Assessment centres must develop realistic management procedures that incorporate a 'salon image*' and sales and marketing policy to attract the type and number of clients needed to ensure that the requirements of the National Occupational Standards can be achieved.
- 2 All assessments must be carried out under realistic commercial pressures and on paying clients and not other candidates within the same group. Wherever possible, clients should vary in age and ethnicity so that the requirements of the National Occupational Standards can be achieved.
- 3 All services that are carried out should be completed in a commercially acceptable timescale. Maximum service times for particular, critical services have been developed by Habia for each Nail Services NVQ/SVQ and are detailed in Appendix 1F. These times should be used for assessment purposes.
- 4 Candidates must be able to achieve a realistic volume of work.
- 5 The space per working area conforms to health and safety legislation and commercial practice.
- 6 The range of services, professional products, tools, materials and equipment must be up-to-date and available for use. They must enable candidates to meet the requirements of the National Occupational Standards.
- 7 A reception area where clients are greeted and general enquiries and appointments can be made by telephone or in person must be available. The reception area must also include a payment facility.
- 8 A retail facility must be provided with products that relate to the clients' needs and the services offered.
- 9 The RWE must take full account of any bye-laws, legislation or local authority requirements that have been set down in relation to the type of work that is being carried out there.

- 10 Candidates must work in a professional manner taking into account establishment requirements such as:
- i appearance and dress code
 - ii personal conduct
 - iii hygiene
 - iv reliability
 - v punctuality.
- 11 Candidates are given workplace responsibilities to enable them to meet the requirements of the National Occupational Standards.
- * The use of the word 'salon' is not intended to deny access to the Nail Services qualification if you deliver services in other locations (eg hospitals, care centres etc). It refers to any place where professional services are carried out. However, the location must meet health and safety requirements for Nail Services.

Appendix 1B: Summary Of Where Simulated Activities May Be Used For Assessment Of Habia Developed Units

Simulated activities may be used for the following, if naturally occurring performance evidence is not available:

Level 2	Unit G4: Fulfil Salon Reception Duties, Outcome 4	'Methods of Payment' Range Variables: 'cash equivalent', 'cheque' and 'payment card' methods of payment. 'Payment Discrepancies' Range variables. A special dispensation will continue to exist which allows the use of artificial money in HM Prisons
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Appendix 1C: Areas Within The Nail Services National Occupational Standards For Which Mandatory Written Question Papers Must Be Developed

As a minimum requirement, Awarding Bodies are required to develop appropriate question papers to cover the areas of Knowledge and Understanding listed below.

A written paper must be produced for each technical unit. It is also recommended that a separate written paper be produced to cover the anatomy and physiology across all of the units in each qualification to prevent repetition. Appropriate written question papers must be available for the Nail Services NVQs/SVQs at Levels 2 and 3.

Nail Services Level 3: Areas of Knowledge Within Units Requiring Mandatory Written Questions

Unit Title	Knowledge Areas
Unit N6 Enhance and Maintain Nails Using UV Gel	<ul style="list-style-type: none"> • the types of conditions and disorders that may contra-indicate the service and why (eg fungal, bacterial, viral and parasitic infections to the skin and nails, severe nail separation or damage, severe eczema, psoriasis and dermatitis) • the types of conditions and disorders that may restrict the service and why (eg minor nail separation, minor eczema, psoriasis and dermatitis, severely bitten or damaged nails, unknown swelling and redness) • the contra-actions which may occur during or after the service and how to deal with them (eg allergic reactions, exothermic and overexposure reaction, bacterial infections, nail separation); lifting of product; premature loss of extension • the structure of the nail unit (ie the nail plate, nail bed, matrix, cuticle, lunula, hyponychium, eponychium, perionychium, free edge, the lateral nail fold) • the process of nail growth (ie nail formation, growth rate, factors affecting growth, the effects of damage on growth, nail thickness) • the structure and functions of the skin (ie dermis, epidermis, subcutaneous layer, appendages)

Unit Title	Knowledge Areas
	<ul style="list-style-type: none"> • the different natural nail shapes you are likely to come across during UV gel services and how this can affect your service plan (eg hook, spoon, fan and bitten) • the chemical composition of UV gel • the chemical reaction that takes place during the curing process for UV gel • the different types of gel products available and their uses (eg top coats, sealers, builders) • the critical differences in application and process for gel, wraps, liquid and powder • the importance of knowing what type of primer or bonding agent to use and when • how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue • the action of nail enhancement products on nails, cuticle and skin • why it is important to leave a free margin around the cuticle and side wall area • the importance of choosing the correct size and type of tip • the advantages and disadvantages of using blended and unblended tips • the different types of sculpting forms available and how to use them • the importance of correct tip application and blending • the techniques for repairing natural nails, including splits, cracks, flaking and breakages • the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration • aftercare, maintenance and removal requirements for UV gel nail enhancements • recommended intervals between UV gel nail enhancement services

Unit Title	Knowledge Areas
Unit N7: Enhance and Maintain Nails Using Liquid and Powder	<ul style="list-style-type: none"> • the types of conditions and disorders that may contra-indicate the service and why (eg fungal, bacterial, viral and parasitic infections to the skin and nails, severe nail separation or damage, severe eczema, psoriasis and dermatitis) • the types of conditions and disorders that may restrict the service and why (eg minor nail separation, minor eczema, psoriasis and dermatitis, severely bitten or damaged nails, unknown swelling and redness) • the contra-actions which may occur during and after the service and how to deal with them, eg allergic reactions, overexposure and exo-thermic reaction, bacterial infections, nail separation, lifting of product; premature loss of extension • the structure of the nail unit (ie the nail plate, nail bed, matrix, cuticle, lunula, hyponychium, eponychium, perionychium, free edge, the lateral nail fold) • the process of nail growth (ie nail formation, growth rate, factors affecting growth, the effects of damage on growth, nail thickness) • the structure and functions of the skin • the different natural nail shapes you are likely to come across during liquid and powder services and how this can affect your service plan (eg hook, spoon, fan and bitten) • the chemical composition of liquid and powder • the chemical reaction that takes place during the curing process for liquid and powder • the importance of using the correct methods and techniques to avoid overexposure • the importance of knowing what type of primer to use and when • how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue • the action of nail enhancement products on nails, cuticle and skin • the importance of selecting coloured powders that complement the client's skin tones

Unit Title	Knowledge Areas
	<ul style="list-style-type: none"> • why it is important to leave a free margin around the cuticle and side wall area • the importance of choosing the correct size and type of tip • the advantages and disadvantages of using blended and unblended tips • the different types of sculpting forms available and how to use them • the techniques for repairing natural nails, including splits, cracks, flaking and breakages • the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration • aftercare, maintenance and removal requirements for liquid and powder nail enhancements • recommended intervals between liquid and powder nail enhancement services • the types of conditions and disorders that may contra-indicate the service and why (eg fungal, bacterial, viral and parasitic infections to the skin and nails, severe nail separation or damage, severe eczema, psoriasis and dermatitis) • the types of conditions and disorders that may restrict the service and why (eg minor nail separation, minor eczema, psoriasis and dermatitis, severely bitten or damaged nails, unknown swelling and redness) • the contra-actions which may occur during and after the service and how to deal with them (allergic reaction, exothermic and overexposure reactions, bacterial infections, nail separation, lifting of product, premature loss of extension)

Unit Title	Knowledge Areas
Unit N8: Enhance and Maintain Nails Using Wraps	<ul style="list-style-type: none"> • the structure of the nail unit (ie the nail plate, nail bed, matrix, cuticle, lunula, hyponychium, eponychium, perionychium, free edge, the lateral nail fold) • the process of nail growth (ie nail formation, growth rate, factors affecting growth, the effects of damage on growth, nail thickness) • the structure and functions of the skin • the different natural nail shapes you are likely to come across during wrap service and how this can affect your service plan (eg hook, spoon, fan and bitten) • the chemical composition of wraps • the chemical reaction that takes place during the curing process • the importance of using the correct methods and techniques to avoid overexposure • the features and benefits of wrap fabrics • how the incorrect application of nail enhancements can damage the natural nails and surrounding soft tissue • the action of nail enhancement products on nails, cuticle and skin • why it is important to leave a free margin around the cuticle and side wall area • the importance of choosing the correct size and type of tip • the advantages and disadvantages of using blended and unblended tips • the techniques for repairing natural nails, including splits, cracks, flaking and breakages • the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration • aftercare, maintenance and removal requirements for wrap nail enhancements • recommended intervals between wrap nail enhancement services

Unit Title	Knowledge Areas
Unit N12: Prepare and Finish Nail Overlays Using Electric Files	<ul style="list-style-type: none"> • the type of dust extraction equipment available for use with electric files and why they are important • the types of disorders which may contra-indicate the service and why (eg thin and or damaged nail plate, cuts and abrasions to surrounding skin, nail separation) • the types of contra-actions that can occur when using electric files and how to deal with them (eg blistering, heat friction, thinning of the nail plate, cuts and abrasions) • why it is important to maintain three points of contact when working with a client • how the inappropriate use of electric files can damage the natural nail and surrounding skin • how to identify types of nail damage caused by the misuse of electric files • how to avoid excessive accumulation of heat when using an electric file • why the spin of the electric file needs to be in the opposite direction of working • when to use a hand file and when to use an electric file and the limitations of the use of electric files • why electric files should never be used for tip blending • the difference between dust created by hand filing and electric filing and the health and safety implications.

Appendix 1D: Occupational Expertise Requirements For Nail Services Assessors And Verifiers

1 Introduction

- 1.1 As the Standards Setting Body for the hair and beauty sectors, Habia is responsible for defining the occupational expertise requirements for assessors and verifiers in consultation with employers, centres and Awarding Bodies. The assessor and verifier occupational expertise requirements for the Nail Services NVQs and SVQs are shown below.
- 1.2 Please note that these requirements will take effect from 1 August 2010 and will apply to all assessors and verifiers. This version dated March 2009 supersedes all previous versions.
- 1.3 Please note all assessors and verifiers still working with the existing standards will continue to use and follow the August 2007 Assessment Strategy requirements.

2 Assessors

- 2.1 **From 1 August 2010 all new Nail Service assessors must:**
 - 2.1.1 **hold EITHER** the Level 2 and/or 3 Nail Services NVQs/SVQs or equivalent* plus sufficient relevant post qualification industrial experience that is current and appropriate to the unit(s) of NVQ/SVQ they are intending to assess.

OR

substantial operational experience** that is current and appropriate to the units(s) of NVQ/SVQ they are intending to assess.

In addition they should undertake and achieve, within 18 months, the current Nail Services L2 and or L3 NVQ/SVQ appropriate to the unit(s) they are intending to assess.

- 2.1.2 **hold or be working towards** Unit A1 if carrying out all forms of assessment

OR

hold Units D32 and D33 to assess the complete Nail Services NVQs/SVQs (those work based assessors only required to make and record observations may hold just D32)

OR

hold or be working towards Unit A2 if only carrying out observations in the workplace.

- 2.2 **From 1 August 2010 all existing assessors holding just the Level 2 Nail Services NVQ/SVQ or equivalent will only be able to assess the Level 2 Nail Services NVQ/SVQ.** They will not be eligible for internal verifier or external verifier roles.

3 Internal Verifiers

3.1 From 1 August 2010 all Nail Service internal verifiers must:

- 3.1.1 **hold the Level 3 Nail Services NVQs/SVQs or equivalent*** plus sufficient relevant post qualification industrial experience that is current and appropriate to the units(s) of NVQ/SVQ they are intending to internally verify.

OR

substantial operational experience** that is current and appropriate to the units(s) of NVQ/SVQ they are intending to internally verify, and

- 3.1.2 **hold** Unit A1 or Units D32 **and** D33 and
- 3.1.3 **hold** D34 or **hold or be working towards Unit V1**
- 3.1.4 have **sufficient experience** of assessing Nail Service NVQs/SVQs.

4 External Verifiers

4.1 From 1 August 2010 all Nail Service external verifiers must:

- 4.1.1 **hold** the Level 2 and/or 3 Nail Services NVQs/SVQs or equivalent* plus sufficient relevant post qualification industrial experience that is current and appropriate to the units(s) of NVQ/SVQ they are intending to externally verify.

OR

substantial operational experience** that is current and appropriate to the units(s) of NVQ/SVQ they are intending to externally verify, and

- 4.1.2 **hold** Unit A1 or Units D32 and D33 and
- 4.1.3 **hold or be working towards** Unit V2 or hold D35 and are strongly advised to hold Unit V1 or D34
- 4.1.4 have **sufficient experience** assessing and/or internally verifying within Nail Service NVQs/SVQs.

5 Assessors and verifiers for non-technical units who are not nail technicians

- 5.1 There are several units in the NVQs/SVQs that cover generic skills, assessed in a Nail Services context. Some centres use assessors and verifiers from other occupations to assess and verify these.
- 5.2 **ENTO Units HSS1 and HSS3, ICS Unit 10, SFEDI Units BD1 and BI2 have been imported into the Habia standards:** Assessors of these units must meet the requirements laid down by these Standards Setting Bodies in their Assessment Strategies

5.3 **Non-technical Nail Services Habia units:** the same criteria as for assessors and internal verifiers who are nail technicians will apply, inserting the *relevant* NVQ/SVQ or equivalent qualification or experience and the *relevant* occupational area. This does not apply to external verifiers who will always be nail technicians for the Habia units. For the sake of clarification, Nail Services units cannot be internally verified by non-nail technicians.

i Occupational expertise requirements for assessors who are not nail technicians.

Non Nail Technician Assessors must have the relevant Level 2 and Level 3 NVQs/SVQs plus substantial relevant industrial experience or substantial operational experience that is current and appropriate to the level(s) of NVQ/SVQ units they are intending to assess. Where individuals have qualifications other than the relevant NVQs/SVQs, they or their centre should contact their Awarding Body to determine the acceptability of these qualifications. Assessors will only be able to assess those units in which they have formally demonstrated their competence

OR

have shown evidence of operational experience.

For NVQs, UKCES requires that assessors hold Unit A1 or A2 (if just recording observations)

OR

Unit D32 and/or Unit D33. New assessors must have a clear action plan for achieving Unit A1 and/or Unit A2 within eighteen months of beginning assessment duties. Assessment decisions by assessors who are still working towards certification must be supported by an assessor or verifier who has gained certification. This can be achieved by checking a sample of assessment decisions.

For SVQs, SQA Accreditation requires that assessors be occupationally competent and **must** hold Units A1 and/or A2,

OR

hold D32 and/or D33.

Please note that Habia generally requires assessors hold or are working towards Unit A1

OR

hold D32 **and** D33. In addition, in this case where the assessor does not have a Nail Services background, then she/he must have obtained a working knowledge of the Nail Services industry as the context for assessment, through briefing or induction, or ideally through a period of experience in a salon.

ii Occupational expertise requirements for internal verifiers who are not nail technicians.

Non Nail Services internal verifiers must have the relevant Level 3 NVQs/SVQs plus sufficient relevant industrial experience

OR

substantial operational experience that is current and appropriate to the level(s) of NVQ/SVQ units they are intending to internally verify. Where individuals have qualifications other than the relevant NVQs/SVQs, they or their centre should contact their Awarding Body to determine the acceptability of these qualifications. They must also have at least sufficient experience of assessing the relevant NVQs/SVQs or relevant units.

For NVQs, UKCES requires that internal verifiers hold Unit V1 or D34 and, it is recommended, also hold Unit A1 or D32 **and** D33. New internal verifiers must have a clear action plan for achieving Unit V1 within eighteen months of beginning internal verification. Without an appropriately qualified internal verifier, the centre must understand that it cannot submit claims for certification to the Awarding Body.

For SVQs, SQA Accreditation requires that internal verifiers be occupationally competent and **must** hold or be working towards Unit V1

OR

hold D34. Unit A1 or D33 is also desirable

Please note that Habia requires all internal verifiers hold Unit A1 or D32 and D33 **and** hold or are working towards V1. In addition, in this case where the internal verifier does not have a Nail Services background, then she/he must have obtained a working knowledge of the Nail Services industry as the context for assessment, through briefing or induction, or ideally through a period of experience in a salon.

In this case where assessors and/or internal verifiers do not have a Nail Services background, then a period of experience in a salon or attending Nail Services specific event(s) relevant to the units being assessed or verified will help them become more familiar with the requirements of the Nail Services industry.

* Where individuals have qualifications other than the Nail Services NVQs/SVQs, they or their centre should contact their Awarding Body to determine the acceptability of these qualifications. Assessors will only be able to assess those units in which they have formally demonstrated their competence **or** have shown evidence of operational experience.

** Substantial operational experience means substantial hands on work served within the Nail Services industry. This can include time in any role in the Nail Services industry, for example as a technician, trainer, lecturer, assessor, verifier or salon manager/owner.

Appendix 1E: Requirements For Continuing Professional Development For Assessors And Verifiers Of Nail Services Technical Units

From 1 September 2001 as a condition of centre approval and continuing centre approval, centres were required to establish an ongoing, fully resourced Staff Development Plan, capable of supporting the Habia CPD requirement. (Preferably, such a Staff Development Plan should link to IIP or other formally recognised quality assurance systems.)

Assessors and verifiers must be able to demonstrate to the Awarding Body how they keep their Nail Services technical skills and knowledge up-to-date and to the occupational level at which they are assessing and/or verifying. Continuing Professional Development (CPD) must take place throughout the careers of assessors and verifiers.

This **must** include the completion of a minimum number of hours CPD in each twelve month period using activities approved for CPD (see below).

The minimum, annual CPD requirement for assessors and verifiers is as follows:

A **total, minimum requirement for 30 hours CPD** per annum which does not have to be consecutive.

The CPD requirement must be carried out in **one or a combination of** the types of activities listed below. **No activity will carry a 'double hours' allowance.**

- 'hands on' delivery of Nail Services to fee paying clients in a commercial salon that can be shown to develop individual skill and knowledge levels
- undertaking technical Nail Services training that develops new and/or updates existing skills and/or knowledge levels
- further nails services qualification work

The following activities **will not** count towards CPD:

- reading the trade press and books
- listening to tapes and watching videos

(However, the above are recommended for background knowledge to support CPD but are not approved for inclusion in the CPD hours requirement)

Individuals must provide relevant and suitable evidence that CPD has taken place within each 12 month period to be measured from 1 September — 31 August.

Explanatory Notes:

- i *technical Nail Services training* — external and internal workshops and training sessions are eligible.
- ii *commercial salon* — this is defined as a salon where the majority of nail technicians are already qualified and the main function of the salon is not training and assessment. If a training salon in a centre is closed and reopened as a commercial salon, eg during holiday periods, then this is an acceptable location for CPD to be undertaken. If there is any doubt as to the acceptability of the arrangement, guidance should be sought from Habia.
- iii *Nail Services qualification work* — the aim of this option is to encourage assessors and verifiers to gain new skills or to update current ones. Work undertaken for this option must lead to a formally assessed and accredited qualification or unit of an NVQ/SVQ.

A nominal 30 hours has been allocated to the achievement of any Nail Services unit qualification in any one CPD year. The same unit should not be taken twice during the lifetime of any particular NVQ/SVQ or repeated within any 5 year period.

Other activities may be acceptable for CPD for which prior approval should be gained from Habia.

Calculating CPD Hours

- a CPD for existing assessors and verifiers is measured within each 12 month period, taken from 1 September – 31 August each year.
- b CPD hours for new assessors and verifiers shall be measured from the date their duties commence.
- c Assessors and verifiers who take leave from assessment or verification duties during any twelve month period will be able to collect CPD pro rata.
- d The CPD hours for part-time assessors and verifiers will be calculated pro rata based on a nominal 37 hour week. **However, a minimum of 5 hours CPD in any twelve month period must be carried out by all part-time assessors and verifiers.**

For example, an assessor contracted for 7 hours/week: $7 \div 37 \times 100 =$ approx. 20% of a full time assessor. $20\% \times 30$ hours = 6 hours CPD in any 12 month period.

- a A nominal time of 30 hours per NVQ/SVQ unit achieved has been set, regardless of the unit.
- b If you are an assessor **and** a verifier, you only have to do the minimum of 30 hours CPD, **not** 60 hours.
- c All External Verifiers must complete a minimum of 30 hours CPD per annum regardless of actual hours worked as an External Verifier.

Appendix 1F: Nationally Agreed Maximum Service Times For Nail Services NVQ/SVQ Assessment Purposes

The 2010 revised National Occupational Standards (NOS) require that technical services are carried out 'in a commercially viable time'. To ensure consistent NVQ/SVQ assessment practices, Habia has developed a nationally agreed set of maximum service times for certain, critical services for each level of NVQ/SVQ. These times are shown below.

Note: Specialist treatments may require longer following manufacturers' instructions.

Range of Service Times for Level 3 Nail Services

Owing to the nature of many of the services in the Level 3 NVQ/SVQs, it is not possible to set a precise time for completion. Times for critical aspects of Nail Services are quoted below.

Please note that the type, depth and breadth of services listed are those described in the Level 3 Nail Services Standards only.

	Service (excluding consultation and preparation)	Minutes (Maximum)
1.	<i>Nail enhancements (full set)</i>	<i>120</i>
2.	<i>Nail enhancement maintenance – 1 colour</i>	<i>90</i>
3.	<i>Nail enhancement maintenance – 2 colours</i>	<i>120</i>
4.	<i>Nail enhancement removal</i>	<i>60</i>
5.	<i>Airbrushing Nail Services</i>	<i>45</i>

Note:

Standard service times have not been specified for the following treatments:

- Electric filing
- Advanced creative nail art designs.

This is because service times will vary dramatically according to client needs, treatment requirements and service delivery.

Ofqual
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