



Hand care

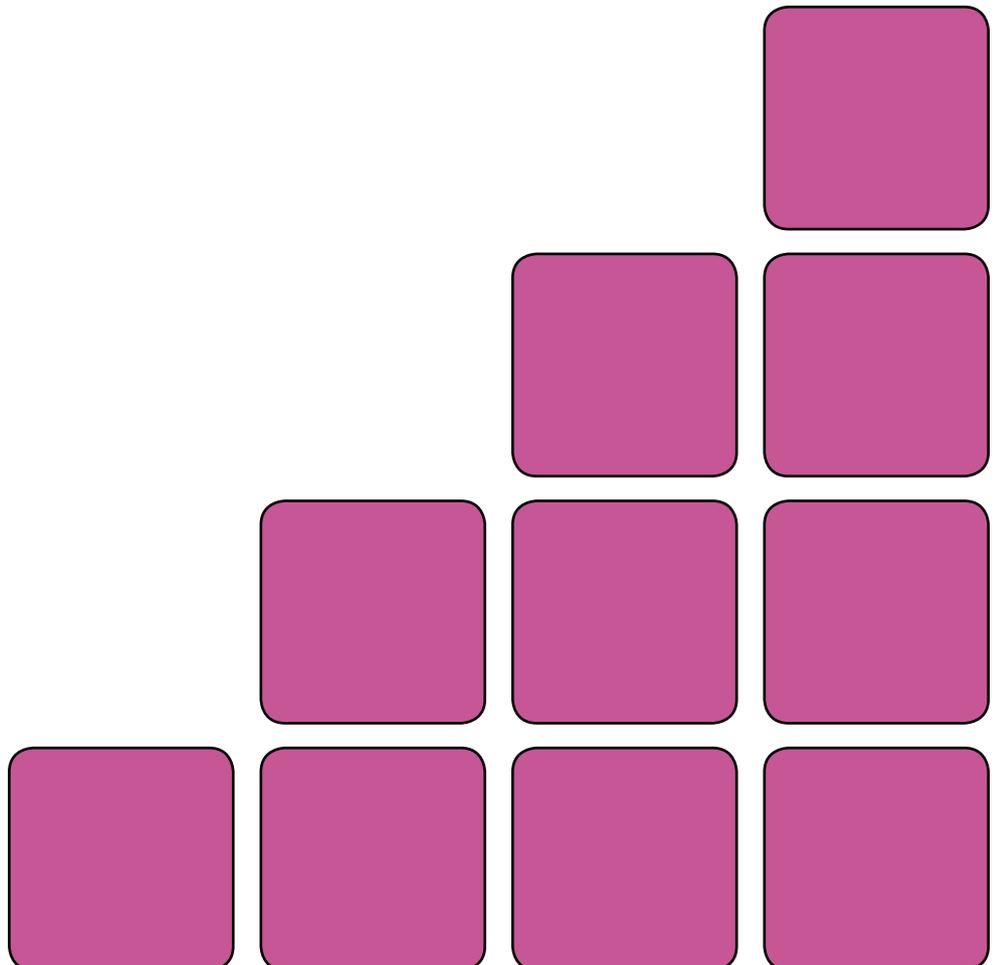
UV30332

K/502/3467

Learner name:

Learner number:

VRQ



UV30332

Hand care

In this unit you will learn basic hand care techniques to improve the appearance of the hands. These include cleansing, removal of nail enamel, filing the nails, pushing back cuticles, buffing the nails and applying nail strengthener. You will also learn about health, safety, hygiene and client care.

Level

E3

Credit value

3

GLH

30

Observation(s)

2

External paper(s)

0



Hand care

Learning outcomes

On completion of this unit you will:

1. Be able to prepare for basic hand care treatments
2. Be able to provide basic hand care treatments

Evidence requirements

1. *Environment*
Evidence for this unit must be gathered in a real or realistic working environment.
2. *Simulation*
Simulation is not allowed in this unit.
3. *Observation outcomes*
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least two occasions**.
4. *Range*
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
6. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes and ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*
There is no external paper requirement for this unit.

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

Maximum service times

There are no maximum service times that apply to this unit.

Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.



Observations

Outcome 1

Be able to prepare for basic hand care treatments

You can:

- a. Prepare for a basic hand care treatment
- b. Select products and tools for a hand care treatment

** May be assessed through oral questioning.*

Observation	1	2	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



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Outcome 2

Be able to provide basic hand care treatments

You can:

- a. Carry out a basic hand care treatment
- b. Follow safe and hygienic working practices
- c. Communicate and behave in a professional manner

* *May be assessed through oral questioning.*

Observation	1	2	<i>Optional</i>
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Range

*You must practically demonstrate that you have:

Used all consultation techniques		Portfolio reference
Questioning		
Visual		
Reference to client records		
Used all treatment techniques		Portfolio reference
Cleanse hands		
Removal of nail enamel		
Basic filing of nails		
Buffing		
Application of hand cream		
Application of nail strengthener		
Used all products		Portfolio reference
Hand cream		
Nail enamel remover		
Nail strengthener		
Used all tools		Portfolio reference
Emery board		
Buffer		
Given all types of advice		Portfolio reference
Suitable hand care products and their use		
Suitable hand care tools and their use		

*It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

Developing knowledge

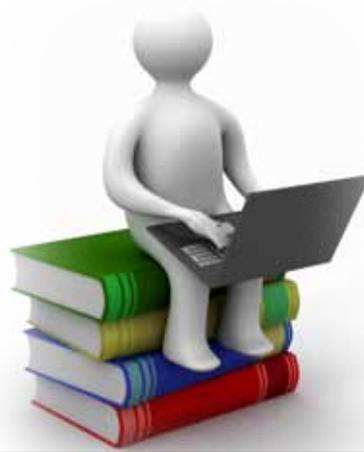
Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

Knowledge



Outcome 1

Be able to prepare for basic hand care treatments

You can:

Portfolio reference /
Assessor initials*

C. State the procedure for client preparation

**Assessor initials to be inserted if orally questioned.*

Requirements highlighted in white are assessed in the external paper.



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Outcome 2

Be able to provide basic hand care treatments

You can:

Portfolio reference /
Assessor initials*

d. Identify typical nail shapes and basic nail structure

**Assessor initials to be inserted if orally questioned.*

Requirements highlighted in white are assessed in the external paper.

Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Outcome 1: Be able to prepare for basic hand care treatments

Management of health and safety at work: Clean up spillages, report slippery surfaces, remove/report obstacles, ensure good all round access to trolleys and equipment, sterilise/disinfect tools, equipment and work surfaces, wear personal protective equipment.

Manual handling: Moving stock, lifting, working heights, unpacking, posture, deportment, balance weight, preserve back, prevent slouching.

Towels: Clean for every client, place dirty towels in covered bin.

Hazards and risks: A hazard is something that has the potential to cause harm. A risk is the likelihood of a hazard happening.

Reasons for risk assessment: Staff, visitors, client health and safety, safe environment, minimise hazards and risks, requirement of legislation.

Hygiene (general): Sterilise and sanitise tools, disinfect work surfaces, cover cuts and abrasions, sanitise therapist's hands before and after treatments, sanitise with sprays and gels, clean towels between clients, place dirty towels in covered bin, use disposable towels, dispense products with a spatula, pump or spray, use disposables wherever possible, no smoking, personal hygiene, replace loose lids (uncapped bottles and pots).

Therapist posture and deportment: Correct posture when sitting, lifting and carrying, working methods to avoid Repetitive Strain Injury (RSI), hand

exercises, standing posture (even weight distribution), client comfort, maintain modesty, client correctly positioned to get maximum benefit from treatment, ensure technician positioning delivers appropriate techniques, appropriate space between client and technician, prevent injury, optimum results, allow for visual checks.

Work area: Clean and hygienic, height adjustable chair, correct posture, lighting, ventilation, noise, music, temperature, ambience, no trailing wires, no obstructions, tools and equipment in a safe working position for therapist.

Client preparation: Protect client clothing, ensure client positioned correctly and comfortably, respect privacy and modesty.

Communication:

Verbal – speaking manner and tone, professional, supportive, respectful, sensitive to client, open questioning related to treatment.

Non-verbal – eye contact, body language, listening.

Record keeping: Accurate appointment systems, stationery, loyalty, rewards, acknowledgement of occasions, consultation record keeping, contra-indications, signatures, refer to existing records, information clear, accurate and in logical order (name, address, contact numbers, age range, reason for treatment, occupation, sport/hobbies, medical history, allergies/hypersensitivity, contact lenses, contra-actions, contra-indications,



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Outcome 1: Be able to prepare for basic hand care treatments (continued)

skin sensitivity tests, adaptations and modifications, recommendations, requirements, treatment plan), update record at the end of the treatment, update at each visit, maintained electronically, paper records.

Professional appearance: Clean professional uniform, closed-in footwear, no jewellery, no piercings, hair (neatly tied back, fringe secured), light day make-up, personal hygiene and cleanliness (shower/bath, cover cuts and abrasions, deodorant or antiperspirant), oral hygiene (clean teeth, fresh breath), nails (good condition and maintained).

Professional ethical conduct: Polite, cheerful and friendly manner (friendly facial expressions, positive attitude, eye contact, open body language), client relations, confidentiality, respect for colleagues and competitors, avoid gossip, take pride in work, punctuality, employer and client loyalty.

Consultation techniques: Client requirements, client satisfaction, client expectations and aftercare, signatures, visual, manual, question, listen, client card reference, use a range of related terminology linked to basic hand care treatments.

Factors to be considered: Time allocation, pricing of treatments, length, strength and shape of nail plate, adverse nail and skin conditions.

Contra-indications:

Examples of contra-indications that may prevent treatment – fungal, viral, bacterial and parasitic infections to the nails and skin, severe dermatitis, severe eczema, severe psoriasis, unknown swelling or

redness.

Examples of contra-indications that may restrict treatment – swelling, redness, cuts, abrasions, bruising, damaged nails.



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Outcome 2: Be able to provide basic hand care treatments

Products: Hand cream, nail enamel remover, buffing paste (optional), nail strengthener.

Tools: Emery board, buffer, spatula.

Equipment: Height adjustable chair and suitable height workstation, towels, cotton wool, tissue.

Treatment technique: Cleanse the skin, remove nail enamel, file the nails, buff the nails, apply hand cream, remove moisture from nail plate and apply nail strengthener.

Aftercare advice: Use non-acetone nail enamel remover, wear gloves, apply hand cream, apply strengthener.

Basic nail shapes: Oval, square, round.

Basic nail structure: Nail plate, nail bed, matrix, cuticle, lunula, nail wall, free edge.

Notes

Use this area for notes and diagrams