

ITEC Unit 303 Hand Care

Recommended unit guided learning hours – 30

QCA Qualification Accreditation Number: K/502/3467

| Learning outcome | Assessment Criteria | Taught Content |
|--|---|---|
| <p>1. Be able to prepare for a hand care treatment</p> | <p>1.1 Prepare for a basic hand care treatment</p> <p>1.2 State the procedure for client preparation</p> <p>1.3 Select products and tools for a basic hand care treatment</p> | <p>1.1.1 To include:</p> <ul style="list-style-type: none"> • Preparation of self • Preparation of couch, trolley and working area • Preparation of environment <p>1.2.1 To include:</p> <ul style="list-style-type: none"> • Assisting the client into a comfortable and relaxed position for the treatment • Protecting the client's clothing appropriately for the treatment • Removing jewellery / accessories as appropriate • Storing the client's valuables in a safe place • Ensuring that the preparation meets with the senior therapist's satisfaction <p>1.3.1 To include:</p> <ul style="list-style-type: none"> • Emery boards • Buffers • Orange wood sticks • Cotton wool, spatulas, tissues and bowls • Polish remover • Clear nail polish • Nail strengtheners • Hand lotion / creams |
| <p>2. Be able to provide hand care treatment</p> | <p>2.1 Identify typical nail shapes and basic nail structure</p> | <p>2.1.1 State different shaped nails</p> <p>To include:</p> <ul style="list-style-type: none"> • Oval • Square • Pointed • Almond • Round |

| | | |
|--|---|--|
| | <p>2.2 Carry out a basic hand care treatment</p> <p>2.3 Follow safe and hygienic working practices</p> | <p>2.1.2 State basic nail structure To include:</p> <ul style="list-style-type: none"> • Matrix • Nail plate • Nail bed • Cuticle • Free edge <p>2.2.1 To include:</p> <ul style="list-style-type: none"> • Cleansing / sanitising the hand • Removing any existing nail polish • Using hand products appropriately and following manufacturers instructions • Checking that the preparation for nail treatment meets with the senior therapist's satisfaction • Filing the nails correctly ensuring that the free edge is left smoothed and with the length and shape to the client's satisfaction • Buffing using the correct technique and products • Applying a suitable hand moisturiser effectively and according to the senior therapist's instructions • Removing excess moisture from the natural nail • Applying a suitable nail finish (clear nail polish or nail strengthener) leaving the cuticle free from product according to the senior therapist's instructions • Showing client finished results • Checking that the finished result meet with the client's satisfaction • Checking that the finished result meets with the senior stylists satisfaction • Advising the client on suitable basic home care • Ensuring that the treatment is cost effective and carried out in a commercially acceptable time • Leaving the work place in a suitable condition for further treatments <p>2.3.1 To include:</p> <ul style="list-style-type: none"> • Sanitising / sterilising tools and equipment using the correct hygiene procedures • Storing sterilised tools appropriately • Salon rules and regulations • Code of Ethics • Disposal of waste • Environmental conditions |
|--|---|--|

| | | |
|------------|---|--|
| | 2.4 Communicate and behave in a professional manner | 2.4.1 To include: <ul style="list-style-type: none"> • Being polite at all times • Being honest • Showing a positive attitude when asked to help • Offering help without having to be asked • Showing enthusiasm for the job • Positive facial expressions • Positive body language • Looking people in the eye when speaking to them • Listening • Speaking clearly |
| Assessment | Assessed task – Introduction to hand care | To be internally assessed, internally verified and externally verified by ITEC Treatments must be evidenced through the use of signed and dated consultation forms and client feedback |