

**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"> <li>• Preparation of self</li> <li>• Preparation of couch, trolley and working area</li> <li>• Preparation of environment</li> </ul> <p>1.2.1 To include:</p> <ul style="list-style-type: none"> <li>• Assisting the client into a comfortable and relaxed position for the treatment</li> <li>• Protecting the client's clothing appropriately for the treatment</li> <li>• Removing jewellery / accessories as appropriate</li> <li>• Storing the client's valuables in a safe place</li> <li>• Ensuring that the preparation meets with the senior therapist's satisfaction</li> </ul> <p>1.3.1 To include:</p> <ul style="list-style-type: none"> <li>• Emery boards</li> <li>• Buffers</li> <li>• Orange wood sticks</li> <li>• Cotton wool, spatulas, tissues and bowls</li> <li>• Polish remover</li> <li>• Clear nail polish</li> <li>• Nail strengtheners</li> <li>• Hand lotion / creams</li> </ul>
<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"> <li>• Oval</li> <li>• Square</li> <li>• Pointed</li> <li>• Almond</li> <li>• Round</li> </ul>

	<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"> <li>• Matrix</li> <li>• Nail plate</li> <li>• Nail bed</li> <li>• Cuticle</li> <li>• Free edge</li> </ul> <p>2.2.1 To include:</p> <ul style="list-style-type: none"> <li>• Cleansing / sanitising the hand</li> <li>• Removing any existing nail polish</li> <li>• Using hand products appropriately and following manufacturers instructions</li> <li>• Checking that the preparation for nail treatment meets with the senior therapist's satisfaction</li> <li>• Filing the nails correctly ensuring that the free edge is left smoothed and with the length and shape to the client's satisfaction</li> <li>• Buffing using the correct technique and products</li> <li>• Applying a suitable hand moisturiser effectively and according to the senior therapist's instructions</li> <li>• Removing excess moisture from the natural nail</li> <li>• Applying a suitable nail finish (clear nail polish or nail strengthener) leaving the cuticle free from product according to the senior therapist's instructions</li> <li>• Showing client finished results</li> <li>• Checking that the finished result meet with the client's satisfaction</li> <li>• Checking that the finished result meets with the senior stylists satisfaction</li> <li>• Advising the client on suitable basic home care</li> <li>• Ensuring that the treatment is cost effective and carried out in a commercially acceptable time</li> <li>• Leaving the work place in a suitable condition for further treatments</li> </ul> <p>2.3.1 To include:</p> <ul style="list-style-type: none"> <li>• Sanitising / sterilising tools and equipment using the correct hygiene procedures</li> <li>• Storing sterilised tools appropriately</li> <li>• Salon rules and regulations</li> <li>• Code of Ethics</li> <li>• Disposal of waste</li> <li>• Environmental conditions</li> </ul>
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	2.4 Communicate and behave in a professional manner	2.4.1 To include: <ul style="list-style-type: none"> <li>• Being polite at all times</li> <li>• Being honest</li> <li>• Showing a positive attitude when asked to help</li> <li>• Offering help without having to be asked</li> <li>• Showing enthusiasm for the job</li> <li>• Positive facial expressions</li> <li>• Positive body language</li> <li>• Looking people in the eye when speaking to them</li> <li>• Listening</li> <li>• Speaking clearly</li> </ul>
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