Level 2

UBT12

Basic manicure

Learner name:

Learner number:
Through this unit you will learn how to perform a basic manicure treatment. You will learn about a variety of products used during the treatment, as well as how to use tools to do cuticle work, to improve the appearance of the nails. You will learn how to identify the condition of your client’s skin and nails, which will help you to decide which products and tools to use.

You will learn how to massage your client’s hands and lower arm using effleurage and petrissage techniques. You will also learn how to apply nail polish using precision techniques to achieve a professional finish.
What you must know & do

How to achieve this unit

On completion of this unit you will:

Learning outcome 1

Know how to perform a basic manicure

a. Identify conditions that may prevent or restrict a basic manicure
b. State why it is important to be able to recognise conditions which may prevent or restrict a basic manicure
c. State the possible reactions that may happen to the client after a basic manicure
d. Describe the different nail shapes
e. Identify the different parts of the nail
f. Describe the layers of the skin
g. Identify products used to care for the hands and nails
h. Describe massage movements used in a basic manicure

Learning outcome 2

Be able to provide a basic manicure

a. Prepare yourself, the client and work area for a basic manicure
b. Carry out a consultation for a basic manicure
c. Use safe and hygienic working methods
d. Carry out a basic manicure
e. Give your client after-treatment advice
What you must learn

This section provides you with guidance on the recommended knowledge and skills required to achieve this unit.

Learning outcome 1

Know how to perform a basic manicure

Identify conditions that may prevent or restrict a basic manicure

Examples of contra-indications that may prevent treatment: Fungal nail/skin infections, bacterial nail/skin infections, viral nail/skin infections, severe eczema, psoriasis or dermatitis, open wounds/cuts/abrasions local to treatment area, nail plate separation (know when to seek medical advice).

Examples of contra-indications that may restrict treatment: Minor eczema, psoriasis or dermatitis, damaged nails, dry overgrown cuticles, cuts and abrasions, bruising.

State why it is important to be able to recognise conditions which may prevent or restrict a basic manicure

Why it is important to identify contra-indications: To avoid cross-infection and making the condition worse.
State the possible reactions that may happen to the client after a basic manicure

Possible contra-actions: Allergic reaction e.g. redness, irritation or swelling (remove product, apply cold compress, seek medical advice if condition persists).

Heat on the nail plate: Too much pressure during nail buffing in the wrong direction, stop buffing and apply cool compress.

Describe the different nail shapes

Nail shape:

Square – strong side walls, with sharp edges, ideal for larger nail plate.
Oval – complements wide and narrow nail beds, helps to add length.
Square oval (squoval) – a combination of square and oval shape giving the nails extra strength.
Round – suitable for men or short nails, complements wide nail plates.
Almond/pointed – quite weak as very narrow, prone to breaking, gives the illusion that nails are longer.

Identify the different parts of the nail

Structure of the nail:

Nail plate – protects the ends of the fingers and toes and is made of hardened keratin, it is dead tissue.
Cuticle – found at the base of the nail and protects the matrix from infection.
Lunula – a light half moon shape found at the base of the nail plate where the keratin has not yet hardened.
Nail wall – found at the sides of the nail plate and helps to guide the nail’s growth.
Nail bed – found under the nail plate and has a rich blood supply, gives the nails their pink colour.
Free edge – the part of the nail that grows over the ends of the fingers and toes, used to scratch itches and helps to pick things up.
Matrix – the living part of the nail found at the root of the nail.
What you must learn

Describe the layers of the skin

Structure of the skin:

Epidermis – made up of 5 layers, takes 28 days to renew.

Dermis – underneath the epidermis, contains many parts including sweat glands, sebaceous glands, hair follicles, erector pili muscles, nerve endings, and a rich blood supply.

Hypodermis – made up of fatty tissue and is used for protection and energy.

Identify products used to care for the hands and nails

Nail polish remover: To remove nail polish and oil from the nail plate usually acetone free, avoid acetone-based nail polish removers as they are drying.

Anti-bacterial soak: To soften and cleanse the finger nails, acts as a sanitiser as usually contains anti-bacterial ingredients e.g. tea tree.

Cuticle cream: To help soften, condition and moisture the cuticle and allow them to be pushed back, usually contains moisturising vegetable oils e.g. almond or avocado.

Buffing paste: To smooth unevenness of the nail plate, to give the nail plate shine.

Hand lotion/cream: To moisture and condition the skin, nails and cuticles, often contain sunscreen to protect from sun damage.

Base coat: To protect the nail from staining and help the varnish to last longer usually contain solvents and plasticisers.

Nail polish: To give colour to the nail.

Top coat: To seal the colour and help the polish to last longer and give shine to the nail.

Describe massage movements used in a basic manicure

Massage techniques:

Effleurage – stroking movements carried out with pressure towards the heart, can be done with light or deep pressure, used at the beginning and the end of a massage to relax the client and link movements together.

Pettrissage – kneading, pressing and rolling of the muscles, to reduce muscle tension and improve circulation.
Learning outcome 2

Be able to provide a basic manicure

Prepare yourself, the client and work area for a basic manicure

Prepare yourself: Clean ironed clothes, flat closed-in shoes, no jewellery, no piercings, hair (neatly tied back, fringe secured), light day make-up, personal hygiene and cleanliness (shower/bath, cover cuts and abrasions, use deodorant or antiperspirant), oral hygiene (clean teeth, fresh breath), no nail enhancements, clean, short, natural nails.

Prepare work area: Clean and hygenic, good lighting, covering for table or trolley, no obstructions, tools and equipment in a safe working position for the beauty therapist.

Prepare products, tools and equipment:

Products – nail varnish remover, hand sanitiser, anti-bacterial hand soak, cuticle cream, hand cream or lotion, base coat, selection of light colour nail polishes, top coat.

Tools – nail file, cuticle pusher/hoof stick, nail buffer, orangewood stick covered with cotton wool, nail scissors/clippers, and nail brush.

Equipment – trolley, nail station or other work surface, towels, stools or chairs, a sterilising jar, bowls, lined bin, manicure bowl and couch roll.

Client preparation: Ask client to remove any jewellery, protect client clothing, ensure the client is comfortably seated, with the correct body positioning/posture.
Consultation techniques: Find out your client’s needs and expectations for the basic manicure, use visual, manual, questioning, and listening consultation techniques, refer to the client record, cleanse treatment area to identify condition of skin and nails, remove nail varnish, explain treatment, agree colour selection for nails.

Communication:
Verbal – clear speaking manner and tone, professional, supportive, respectful, be sensitive to the client, use open questioning related to the treatment.
Non-verbal – eye contact, body language, listening.

Professional ethical conduct: Polite, cheerful and friendly manner, friendly facial expressions, positive attitude, eye contact, open body language, maintain confidentiality, avoid gossip, do not refer to colleagues or competitors in a disrespectful manner, be punctual, be loyal to your employer and clients, take pride in your work.

Nail and skin analysis technique: Visual and manual inspection of the condition of the fingers and nails, wipe over the area with sanitiser, assess the condition of the skin and nails and identify any contra-indications.

Record keeping: Client signature, beauty therapist signature, refer to existing records, information clear, accurate and in a logical order, update at the end of the basic manicure.

Identify contra-indications that may stop the basic manicure going ahead (prevent): Fungal nail or skin infections, viral nail or skin infections, severe eczema, psoriasis or dermatitis, open wounds/cuts or abrasions if spread across the entire treatment area, nail plate separation, bruising or any unknown skin or nail disease or disorder local to the treatment area, especially if there is a possibility that the disease or disorder could be contagious, know when to advise the client to seek medical advice.

Identify contra-indications that may change how the basic manicure is carried out (restrict): Minor eczema, minor psoriasis or minor dermatitis, damaged nails, dry overgrown cuticles, cuts or abrasions local to the treatment area (avoid).
Use safe and hygienic working methods

**Safety and hygiene for a basic manicure:** Wear protective clothing, ensure work surfaces are wiped before and after treatment using anti-bacterial wipes or spray, clean up spillages, report slippery surfaces, remove/report obstacles, no trailing wires, ensure good access to trolleys and equipment, sterilise and sanitise tools, use the cut-out method by removing products from pots with a spatula, to prevent cross-infection, replace lids after use, wash and sanitise hands before and after the basic manicure.

**Towels:** Use clean towels for each client, place used towels in a lined bin for laundry.

Carry out a basic manicure

**Basic manicure treatment protocol:**

**Overview of protocol:**
- remove nail varnish
- check for factors that may prevent or restrict the basic manicure.
- file/clip nails
- apply cuticle cream
- soak the nails
- dry the hands and nails
- push back the cuticles (if necessary)
- buffing
- massage the hands and lower arm with lotion or cream
- clean the nails and remove residue of cream or lotion
- apply finish (base coat, light colour nail polish, top coat).

**Preparation protocol:** Wipe over client’s hands with a hand sanitiser, remove nail polish with nail polish remover and cotton wool, wipe towards the free edge of the nail, remove any dirt or grease with a cotton-wool tipped orangewood stick.

**Filing protocol:** Use an emery board to file the nails to the correct length and shape, use strokes from the left and right from side to centre in one direction only, bevel any rough edges, nail clippers may be used initially if nails are long or thick.

**Buffing protocol:** Remove buffing paste from jars with a spatula, apply a small amount with an orangewood stick, use a soft buffer to buff from the cuticle to the free edge, do not over buff (if a buffed finish is required instead of polish, complete at the end of the basic manicure). You could start with the left thumb first, moving on to the little finger or as per your tutor’s instruction, repeat for the right hand, or as per your tutor’s instruction.
What you must learn

Cuticle cream protocol: Remove from the jar or pot with a spatula, apply a small amount to each nail with a cotton-wool tipped orangewood stick, massage in circular movements, soak in warm water.

Cuticle work protocol: Work around the cuticle with a cotton-wool tipped orangewood stick, use a hoof stick to gently push back the cuticles, wipe over the nails with damp cotton-wool to remove any excess cuticle/residue.

Massage for basic manicure protocol: Warm cream or lotion in your hands, apply from the hand to the elbow, use effleurage and petrissage movements.

Prepare for finish protocol: Remove any moisture or oil from the nail with nail polish remover.

Protocol for applying nail polish or nail strengthener: Grip the client’s finger between your thumb and forefinger whilst holding the product bottle, apply base coat, apply polish or nail strengthener using 3-4 brush strokes down the length of the nail from the cuticle to the free edge, begin your first stroke in the middle and then brush down either side remaining close to the nail wall but take care not to flood the cuticle or nail wall with polish, apply top-coat.

Give your client after-treatment advice

Aftercare advice: Ensure the client’s nails are fully dry before leaving the salon, advise the client to wear rubber gloves for household duties (washing up, using strong cleaning products and gardening), apply hand cream after having hands in water or when they feel dry, encourage clients to carry a nail file to file a damaged nail to prevent catching on fabrics, use a base coat before any application of a nail varnish to prevent discolouration of the nail plate, future treatment recommendations, recommended intervals between treatments, state any contra-actions (possible reactions) that may occur after the treatment, and any action to take.
Achieving your grade

To achieve a Pass:
You must achieve all criteria in the What you must know & do sections of this unit

To achieve a Merit:
You must achieve all criteria in the What you must know & do sections of this unit
AND achieve 2 of the 3 additional performance standards.

To achieve a Distinction:
You must achieve all criteria in the What you must know & do sections of this unit
AND achieve all 3 additional performance standards.

Additional Performance Standards:

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<th>Work skills</th>
<th>Communication</th>
<th>Attention to detail</th>
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You have laid out products, tools and equipment in order of use. You have worked cost effectively using hygienic and environmentally sustainable methods. For example, you may have cleaned the outside of product containers and the inside of caps and lids before and after the basic manicure.

You used a minimal amount of product and had minimal wastage. You prepared the correct amount of consumables to be used during the basic manicure and had minimal or no excess remaining after the treatment.

You have introduced yourself and greeted the client by shaking their hand. You have communicated clearly and confidently using verbal communication skills in a polite, friendly and respectful manner throughout the service.

You have maintained a professional conversation at all times and used technical language appropriately. You have listened carefully and followed any client instructions accurately. You have checked regularly with the client to ensure that they are comfortable.

You have used a wide variety of positive non-verbal communication skills, using positive body language and friendly facial expressions.

During the treatment you held all tools securely. You held the client’s finger securely between your thumb and forefinger, whilst holding the bottle of nail polish/top and basecoat in the same hand. Your working hand was supported by resting on the hand holding the client’s finger and product.

You achieved a precision application of nail polish, by pushing one side of the brush against the inside of the bottle, to ensure the correct amount of polish was used, polish was applied by using three brush strokes (centre, side, side) and you left a hairline gap around the cuticle and nail wall.

Your basic manicure finish was flawless.
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Unit Sign off

Unit grade achieved (tick box)

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Date
Assessor initials
Learner signature
IQA signature (if sampled)