

Nail Technician Level 1

Nail Technician

Unit: E1 Learning About Work

Level: One

Duration: 10 hours

Theory: 10 hours

Practical: 0 hours

Overview:

A sign that an apprentice has become competent in a task or technique is a demonstrated ability to share this knowledge. Worksite skills-exchange has long been fundamental to trade-learning. Even trade veterans rely on peers to refine their knowledge and skill. The opportunity to benefit from this process, however, is shaped by complex factors that include worksite politics and job deadlines. As adult trade-learners, apprentices at all levels of training must use their observational, listening and interpersonal skills to benefit from the journey person's knowledge and experience. This requires understanding the trade's dynamics, as well as the roles and responsibilities which determine work-life.

This unit profiles the trade's structure and scope as determined by The Apprenticeship and Certification Act, Apprenticeship and Certification Board, Sector Committees, and Industry Working Groups using the occupational standards from which the technical training is derived. This unit also includes short- and long-term career progression and social competencies. This includes information about major areas of working knowledge, activities and interactions at work, and expansive and restrictive workplaces, stressing their application to apprenticeship on-the-job training.

A sound grasp of the roles, workplace relationships, and possibilities introduced in this unit are part of 'learning to learn' in Manitoba's apprenticeship system. Senior apprentices are later offered information about the transfer of knowledge and skills in this system. Please refer to unit E8 Journey person Trainer which explores the central and time-honored foundation of trades journeywork.

Note: No percentage-weightings for test purposes are prescribed for this unit's objectives. Instead, a "Pass/Fail" grade will be recorded for the unit in its entirety.

Objectives and Content:	Percent of Unit Mark (%)
<ol style="list-style-type: none"> 1. Describe the structure and scope of the Esthetician trade. <ol style="list-style-type: none"> a. The Apprenticeship and Certification Act <ul style="list-style-type: none"> • Apprenticeship and Certification Board • Sector Committees and Industry Working Groups (IWG) • General regulation, and specific trade regulations/by-laws • Policies regarding attendance, evaluation procedures, conduct, and progression requirements (Apprenticeship Manitoba, training provider) b. Uses of the Provincial Occupational Standard (POS) <ul style="list-style-type: none"> • Apprenticeship Manitoba technical training standards • On-the-job report of hours • Examinations (unit tests, final certification examinations) c. Opportunities and future career options 	n/a

- Generalists and specialists. The move toward specialization is well known to modern tradespeople. Some prefer to specialize and others want to do it all. Supervisory positions require a broad scope.
- Lead hands and other immediate supervisors. Apprentices need to know how to become a lead-hand as much as they need to know the benefits and pitfalls of leadership between management, journeypersons, tradespersons and other workers.
- Geographic mobility. What does it mean to a tradesperson to have to travel to find work? Are there more opportunities if they do? What are they? What are the drawbacks to being away from home for several weeks at a time?
- Job hierarchies and innovations. What trade specific special training opportunities are available in the trade? Is there travel involved? How do these opportunities affect work assignments and career progression?

2. Describe two levels of workplace competency.

n/a

- Job competencies related to workplace culture
 - Knowledge of workplace equipment and materials
 - Skills and techniques
- Social competencies related to workplace culture
 - Language of work
 - Workplace belief systems
 - Rules and meanings
 - Equity, diversity and inclusion in the workplace

3. Describe accommodation for apprentices with accessibility requirements.

n/a

- Awareness of the *Accessibility for Manitobans Act*
 - Customer service accessibility standard
 - Employment accessibility standard
 - Information and communications accessibility standard
 - Built environment
 - Transportation
- Technical training
 - Requirements
 - Roles and responsibilities
 - Services and information required by persons with accessibility requirements
- On-the-job
 - Requirements
 - Roles and responsibilities
 - Services and information required by persons with accessibility requirements

Nail Technician

Unit: E2 Trade Safety Awareness

Level: One

Duration: 15 hours

Theory: 15 Hours

Practical: 0 Hours

Overview:

Safe working conditions, injury prevention, and the preservation of health are of primary importance to industry in Canada. These responsibilities are shared and require the joint efforts of government, employers, supervisors, and workers. It is imperative to be familiar and apply the Manitoba Workplace Safety and Health Act and Regulations. Safety education is an integral part of apprenticeship training both in school and on-the-job. This unit is an overview of occupational safety and health best practices in Manitoba and covers Personal Protective Equipment, the Workplace Hazardous Materials Information System, and Safe Work Procedures. The unit also describes injury prevention and response. Finally, the unit reinforces these best practices by navigating the SAFE Work Manitoba website through each objective to apply Manitoba's most current safety and health standards. Additional trade safety awareness related resources are located on the Apprenticeship Manitoba website link below. Trade specific hazards and safe work practices are supplemented and delivered in-context within technical training units.

- **SAFE Work Manitoba website:** <https://www.safemanitoba.com/>
- **Safety resources:** <https://www.gov.mb.ca/aesi/apprenticeship/generalinfo/instructoreducators.html>

Note: No percentage-weightings for test purposes are prescribed for this unit's objectives. Instead, a "Pass/Fail" grade will be recorded for the unit in its entirety.

Objectives and Content:

**Percent of
Unit Mark (%)**

- 1. Define and describe Manitoba safety and health requirements.**
 - Overview of the *Workplace Safety and Health Act and Regulations*
 - Rights and responsibilities of workers under the *Act*
 - Rights and responsibilities of supervisors under the *Act*
 - Rights and responsibilities of employers under the *Act*
 - Public agencies
 - Workplace Safety and Health (Enforcement)
 - SAFE Work Manitoba (Prevention)
 - Other
 - Codes of practice, guidelines, policies and standards (differences)
 - Worker rights
 - Right to know, participate and refuse
 - Protection from reprisal
 - Workplace safety and health program (worker's involvement)
 - Workplace safety and health committee
 - Participation in investigation and inspection process

n/a

- | | |
|--|-------------------|
| <p>2. Identify and describe personal protective equipment (PPE) requirements and standards in the workplace.</p> <ul style="list-style-type: none"> a. Employer, supervisor and worker responsibilities b. Hierarchy of control measures c. Personal protective equipment (PPE) <ul style="list-style-type: none"> • Eye and face protection • Hearing protection • Foot, head, hand and skin protection • Respiratory protection • Protective clothing (including Hi-Visibility/Hi-Vis) • Fall protection (trade specific) | <p>n/a</p> |
| <p>3. Identify and describe the Workplace Hazardous Material Information System (WHMIS) and procedures.</p> <ul style="list-style-type: none"> a. Hazard identification b. Product labels, symbols and classification <ul style="list-style-type: none"> • Supplier • Workplace c. Safety Data Sheets (SDS) d. Chemical and biological hazards <ul style="list-style-type: none"> • Emergency washing • Transportation of dangerous goods • Storage and handling | <p>n/a</p> |
| <p>4. Identify and describe Safe Work Procedures (SWP).</p> <ul style="list-style-type: none"> a. Hazard identification b. Uncontrolled risk c. SWP development | <p>n/a</p> |
| <p>5. Identify and describe injury prevention.</p> <ul style="list-style-type: none"> a. Hazard recognition, evaluation and control (SAFE) b. Occupational disease and illness c. Musculoskeletal <ul style="list-style-type: none"> • Ergonomics d. Psychological health and safety <ul style="list-style-type: none"> • Harassment and violence • Working alone e. Young workers f. Physical hazards g. Chemical and biological hazards and exposures <ul style="list-style-type: none"> • Dust and fibres • Fumes, aerosols, gases and vapours h. Confined space entry i. Electrical safety <ul style="list-style-type: none"> • Lockout/tagout procedures j. Fire types, fire extinguisher classifications and applications | |
| <p>6. Identify and describe injury response.</p> <ul style="list-style-type: none"> a. Control the scene b. Incident investigation <ul style="list-style-type: none"> • Near miss • Incident • Serious incident c. Corrective actions | <p>n/a</p> |

- d. Follow-up
- e. Reporting an injury (Workers Compensation Board of Manitoba (WCB))

7. Demonstrate navigation and retrieval of key content areas from SAFE Work Manitoba's website and apply resources directly to unit objectives. n/a

- a. Legislation
- b. Bulletins
- c. Templates
- d. Shop talk
- e. Other resources

Nail Technician

Unit: E3 Communication and Basic Computer Skills

Level: One

Duration: 15 hours

Theory: 10 hours

Practical: 5 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of effective communication practices and communication equipment and their applications. The unit includes coverage of the importance of clients and effective techniques for addressing customer complaints.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Describe the communication skills/modes used in the workplace.	10%
a. Verbal communication	
• Face to face contact	
• Telephone	
• Group environment	
b. Written communication	
• Letters and memos	
• Fax	
• Email	
2. Describe the importance of the client.	10%
a. Costs and benefits of retaining a client	
b. Costs and benefits of gaining new clients	
c. Value of repeat business	
d. Techniques for recovering 'lost' clients	
3. Describe effective techniques for addressing client complaints.	10%
a. Written complaints	
b. Difficult situations with clients	
• Angry clients	
• Impatient clients	
• Indecisive clients	
• Other situations	
4. Describe techniques for maintaining good communication in the workplace.	20%
a. Internal communication	
• Support staff	
• Fellow staff (colleagues)	
• Supervisors	

- Management
 - b. External communication
 - Tradespersons
 - Retail clients
 - Wholesale clients
 - Suppliers
 - Authorities (inspectors, general contractors)
5. **Describe general organization and basic reading strategies for trade-related documents.** **10%**
- a. Service bulletins
 - b. Technical bulletins
 - c. Service manuals
 - d. Other publications
 - e. Computer-based resources
 - f. Online resources
6. **Create trade-related documents using proper writing techniques.** **10%**
- a. Prepare a business email
 - b. Define technical terms using expansion techniques
 - c. Write instructions to inform readers
 - d. Project planning
7. **Demonstrate trade-related computer skills as specified by instructor.** **20%**
- a. Office application programs
 - Word processor (e.g. Microsoft Word)
 - Spreadsheet (e.g. Microsoft Excel)
 - Presentation software (e.g. Microsoft PowerPoint)
 - b. Internet searching skills for trade-related research
 - Search engines via Universal Resource Locator (URL) addresses
 - Key word search
 - Filtering results
 - c. Using email for work related communications
 - Public email service
 - Email addresses
 - Sending and replying to email
 - Adding attachments to email (text, documents, graphs)
 - Email website links
8. **Discuss and demonstrate emerging trends in communication and basic computer skills.** **10%**

Nail Technician

Unit: E4 Infection Control

Level: One

Duration: 25 hours

Theory: 10 hours

Practical: 15 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of infection control practices and use of infection control equipment and supplies. The unit includes coverage of the importance of hazard identification, procedures for control and techniques associated with infection control.

Objectives and Content:	Percent of Unit Mark (%)
1. Define terminology associated with infection control. <ul style="list-style-type: none"> a. Sanitization b. Disinfection c. Sterilization d. Personal protective equipment (PPE) e. Sharps container f. Hygiene g. Bacteriology 	10%
2. Identify hazards and describe safe work practices when performing infection control. <ul style="list-style-type: none"> a. Ergonomics b. Personal protective equipment (PPE) c. Equipment d. Technician hygiene e. Infection control f. Manufacturers' recommendations g. Infection and exposure to bodily fluids h. Contraindications for nail and skin health i. First Aid 	10%
3. Describe and list supplies and equipment needed to perform infection control. <ul style="list-style-type: none"> a. Supplies <ul style="list-style-type: none"> • Antiseptics • Soap and water • Brush • Disinfectant • Sterilant • PPE (gloves, mask, and protective eye wear) 	30%

- Sharps container
- b. Equipment
 - Autoclave
 - Ultra-violet light
 - Other
- 4. **Explain the procedure in performing infection control.** **20%**
 - a. Sanitization
 - b. Disinfection
 - c. Sterilization
- 5. **Demonstrate the procedures and techniques when performing infection control.** **20%**
- 6. **Discuss and demonstrate emerging trends in infection control.** **10%**

Nail Technician

Unit: E5 Client Services: Pre and Post Service

Level: One

Duration: 20 hours

Theory: 10 hours

Practical: 10 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of client pre and post service practices. The unit includes hazards and work practices for client service, supplies needed as well as steps and procedures when performing client service.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with client service.	20%
a. Greeting clients	
b. Client consultation	
• Client consultation form	
c. Analysis	
• Skin	
• Nails	
• Lifestyle	
d. Recommendation for post service	
• Rebook	
• Retail	
2. Identify hazards and describe safe work practices when performing client service.	20%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician and client	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. Predisposition test	
3. Describe and list supplies needed to perform client service.	20%
4. Demonstrate the steps and procedures in performing client service.	30%
a. Greeting clients	
b. Client consultation	
• Client consultation form	

- c. Analysis
 - Skin
 - Nails
 - Lifestyle
- d. Recommendation for post service
 - Rebook
 - Retail

5. Discuss emerging trends with client service.

10%

Nail Technician

Unit: E6 Retail and Salon Management

Level: One

Duration: 20 hours

Theory: 10 hours

Practical: 10 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of retail and salon management skills. The unit includes identification and description of hazards and safe work practices. It also describes and demonstrates the steps and techniques needed for retail and salon management and emerging trends.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with retail and salon management.	10%
2. Identify hazards and describe safe work practices when performing retail and salon management.	20%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician and client	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
3. Describe and list techniques needed to perform retail and salon management.	30%
a. Retail	
• Product features and benefits	
• Client needs and wants	
• Product displays	
• Recommendations	
• Product pricing	
• Advertising	
• Sales trends	
b. Salon management	
• Client records	
• Appointment booking system/service time management	
• Inventory control	

- 4. Demonstrate the steps and procedures in performing retail and salon management. 30%**
- a. Effective communication
 - Verbal/Non-verbal
 - Written
 - Client complaints
 - b. Daily record keeping
 - Client records
 - Appointments
 - Employee scheduling
 - Sales slips/cash
 - c. Inventory control
 - Order supplies and products
 - Receive stock
 - Restock and rotate products
 - Price stock
- 5. Discuss emerging trends with retail and salon management. 10%**

Nail Technician

Unit: E7 Introduction to Anatomy and Physiology

Level: One

Duration: 24 hours

Theory: 24 hours

Practical: 0 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of anatomy and physiology. The unit includes identification and description of hazards and safe work practices associated with anatomy and physiology. It also describes and identifies the various body systems and emerging trends.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with anatomy and physiology.	20%
a. Anatomy	
b. Physiology	
c. Body systems	
2. Identify hazards and describe safe work practices associated with anatomy and physiology.	30%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
3. Identify the anatomy and physiology of the body.	40%
a. Body systems	
• Skeletal system	
• Muscular	
• Nervous	
• Circulatory/Lymphatic	
• Endocrine	
• Digestive	
• Excretory	
• Reproductive	
• Respiratory	
• Integumentary	

4. Discuss and demonstrate emerging trends.

10%

Nail Technician

Unit: N1 Introduction to Nail Technician

Level: One

Duration: 10 hours

Theory: 10 hours

Practical: 0 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of Nail Technician and nail care. The unit includes identification and description of hazards and safe work practices when performing services as a Nail Technician. It also discusses the history of nail care services and career prospects and emerging trends.

Objectives and Content:	Percent of Unit Mark (%)
1. Define terminology associated with a Nail Technician.	10%
2. Identify hazards and describe safe work practices when performing services as a Nail Technician. a. Ergonomics b. Personal protective equipment (PPE) c. Equipment d. Hygiene of the technician e. Infection control f. Manufacturers' recommendations g. Infection and exposure to bodily fluids h. Contraindications for nail and skin health	10%
3. Discuss the history of nail care.	10%
4. Describe the basic skills of a Nail Technician. a. Communication b. Creativity c. Dexterity	20%
5. Describe the basic services performed by a Nail Technician. a. Manicure b. Pedicure c. Artificial nail services d. Nail tip application e. Nail enhancements f. New trends	20%

6. **Describe career opportunities for a Nail Technician.** **20%**
- a. Salon management/ownership
 - b. Educator
 - c. Chair rental
 - d. Employee
7. **Discuss emerging trends in nail technology.** **10%**

Nail Technician

Unit: N2 Implements and Equipment

Level: One

Duration: 15 hours

Theory: 5 hours

Practical: 10 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of implements and equipment. The unit includes identification and description of hazards and safe work practices. It also describes and demonstrates different steps and procedures when handling various implements and equipment and discusses emerging trends.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with implements and equipment.	10%
2. Identify hazards and describe safe work practices when using implements and equipment.	10%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
3. Describe and list different types of implements and equipment.	10%
4. Explain the care and maintenance of implements and equipment.	10%
a. Inspection	
b. Sanitization	
c. Disinfection	
d. Sterilization	
e. Proper storage	
5. Discuss the types of sterilization equipment.	10%
a. Autoclave	
b. Chemiclave	
c. UV light sterilizer	

- | | | |
|-----------|--|------------|
| 6. | Demonstrate the procedures and techniques used with the care and maintenance of implements and equipment. | 40% |
| 7. | Discuss emerging trends with implements and equipment. | 10% |

Nail Technician

Unit: N3 Nail Structure and Function

Level: One

Duration: 10 hours

Theory: 10 hours

Practical: 0 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of nail structure and function. The unit includes identification and description of hazards and safe work practices. It also describes the anatomy and function of the nail unit.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with nail structure and function.	20%
a. Anatomy of the nail	
b. Structure of the nail	
c. Surrounding area of the nail	
2. Identify hazards and describe safe work practices based on services performed.	10%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
3. Describe the parts of the nail.	20%
a. Nail body	
b. Nail root	
c. Free edge	
4. Describe the structure of the nail.	20%
a. Nail bed	
b. Matrix	
c. Lunula	
5. Describe the surrounding area of the nail.	20%
a. Cuticle	
b. Nail fold or nail grooves	

- c. Mantle
- d. Nail walls
- e. Eponychium
- f. Perionychium
- g. Hyponychium

6. Discuss and demonstrate the purpose of the structure and function of nails.

10%

Nail Technician

Unit: N4 Nail Anatomy and Physiology

Level: One

Duration: 10 hours

Theory: 10 hours

Practical: 0 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of anatomy and physiology of the hands, arms, legs, wrists, ankles and feet. The unit includes identification and description of hazards and safe work practices. It also describes and identifies the different body systems.

Objectives and Content:	Percent of Unit Mark (%)
1. Define terminology associated with anatomy and physiology. <ul style="list-style-type: none">a. Bone structure<ul style="list-style-type: none">• Hands• Arms• Wrists• Ankles• Feet• Legsb. Muscles<ul style="list-style-type: none">• Arms• Hands• Fingers• Feet• Legsc. Nervesd. Circulatione. Body systems	40%
2. Identify hazards and describe safe work practices associated with anatomy and physiology. <ul style="list-style-type: none">a. Ergonomicsb. Personal protective equipment (PPE)c. Equipmentd. Hygiene of the techniciane. Infection controlf. Manufacturers' recommendationsg. Infection and exposure to bodily fluidsh. Contraindications for nail and skin healthi. First Aid	20%

3. **Identify the anatomy and physiology of the arms, wrists, hands, ankles, feet, and legs.** 40%
- a. Bone structure
 - b. Muscles
 - c. Nerves
 - d. Circulation
 - e. Body systems

Nail Technician

Unit: N5 Diseases and Disorders of Skin and Nails

Level: One

Duration: 10 hours

Theory: 10 hours

Practical: 0 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of diseases and disorders of the nails, skin, and feet. The unit includes identification and description of hazards and safe work practices. It also describes the differences between diseases and disorders. The unit discusses the different procedures and techniques upon identifying diseases, disorders and emerging trends.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with diseases and disorders of skin and nails.	10%
2. Identify hazards and describe safe work practices when performing services.	20%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
3. Explain the structure and function of healthy skin and nails.	30%
4. Describe the differences between diseases and disorders of the skin and nails.	20%
a. Diseases	
b. Disorders	
c. Refer to specialist	
5. Discuss the procedures and techniques when diseases and disorders have been identified.	10%
6. Discuss and explore emerging trends.	10%

Nail Technician

Unit: N6 Manicure Treatments

Level: One

Duration: 25 hours

Theory: 5 hours

Practical: 20 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of the different manicure treatments. The unit includes identification and description of hazards and safe work practices. Within this unit, different products, procedures and techniques of performing manicure treatments and emerging trends will be discussed.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with manicure treatments.	10%
a. Types	
• Basic	
• Spa	
• French	
b. Purpose	
2. Identify hazards and describe safe work practices when performing manicure treatments.	10%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
3. Describe and list supplies needed to perform a manicure treatment.	20%
a. Equipment	
b. Implements	
• Specialty	
c. Materials	
d. Professional products	
e. Other	
• Paraffin treatment	
• Spa manicure	

- Specialty add-ons

4. **Explain the steps and procedures in performing a manicure treatment.** **20%**
 - a. Pre-service
 - Station set up
 - Arrange sanitized implements and supplies
 - Client consultation
 - b. Service
 - Technician and client wash/sanitize hands
 - Nail enamel removal
 - Appropriate nail shape for client
 - Cuticle work
 - Buffing nails
 - Massage
 - Nail enamel application
 - c. Post-service
 - Rebook client
 - Advise on home care/maintenance
 - Retail
 - Complete record card

5. **Demonstrate the procedures and techniques when performing various types of manicure treatments.** **30%**
 - a. Basic
 - b. Spa
 - c. French

6. **Discuss and demonstrate emerging trends in manicure treatments.** **10%**

Nail Technician

Unit: N7 Pedicure Treatments

Level: One

Duration: 25 hours

Theory: 5 hours

Practical: 20 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of different pedicure treatments. The unit includes identification and description of hazards and safe work practices. Within this unit, different products, procedures and techniques of performing pedicure treatments and emerging trends will be discussed.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with pedicure treatment.	10%
a. Types <ul style="list-style-type: none">• Basic• Spa• French	
b. Purpose	
2. Identify hazards and describe safe work practices when performing pedicure treatments.	10%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
3. Describe and list supplies needed to perform a pedicure treatment.	20%
a. Equipment	
b. Implements <ul style="list-style-type: none">• Specialty	
c. Materials	
d. Professional products	
e. Other <ul style="list-style-type: none">• Paraffin treatment• Spa pedicure	

- Specialty add-ons

4. **Explain the steps and procedures in performing a pedicure treatment.** **20%**
 - a. Pre-service
 - Station set up
 - Arrange sanitized implements and supplies
 - Client consultation
 - b. Service
 - Technician and client wash/sanitize hands
 - Nail enamel removal
 - Appropriate nail shape for client
 - Cuticle work
 - Buffing nails
 - Callus removal
 - Massage
 - Nail enamel application
 - c. Post-service
 - Rebook client
 - Advise on home care/maintenance
 - Retail
 - Complete record card

5. **Demonstrate the procedures and techniques when performing various types of pedicure treatments.** **30%**
 - a. Basic
 - b. Spa
 - c. French

6. **Discuss and demonstrate emerging trends in pedicure treatments.** **10%**

Nail Technician

Unit: N8 Manicure and Pedicure Massage

Level: One

Duration: 15 hours

Theory: 5 hours

Practical: 10 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of the different types of massage movements. The unit includes identification and description of hazards and safe work practices. Within this unit, the different steps and procedures of manicure and pedicure massage will be demonstrated and emerging trends will be discussed.

Objectives and Content:	Percent of Unit Mark (%)
<p>1. Define terminology associated with manicure and pedicure massage.</p> <ul style="list-style-type: none">a. Types<ul style="list-style-type: none">• Effleurage• Petrissage• Friction• Tapotement• Vibrationb. Purposec. Benefits	10%
<p>2. Identify hazards and describe safe work practices when performing manicure and pedicure massage.</p> <ul style="list-style-type: none">a. Ergonomicsb. Personal protective equipment (PPE)c. Equipmentd. Hygiene of the techniciane. Infection controlf. Manufacturers' recommendationsg. Infection and exposure to bodily fluidsh. Contraindications for nail and skin healthi. First Aid	10%
<p>3. Describe and list supplies needed to perform a manicure and pedicure massage.</p> <ul style="list-style-type: none">a. Towelsb. Tissuesc. Massage products<ul style="list-style-type: none">• Oils• Lotions	10%

- Other

4. **Explain the steps and procedures in performing a manicure and pedicure massage.** 20%
 - a. Pre-service
 - Manicure
 - Pedicure
 - b. Service
 - Protect client clothing
 - Warm up massage medium
 - Product application
 - Massage techniques
 - Tempo
 - Flow
 - c. Post-service
 - Remove massage product from nails
 - Nail enamel application
 - Rebook client
 - Advise on home care/maintenance
 - Retail

5. **Demonstrate the procedures and techniques when performing various types of manicure and pedicure massage.** 40%
 - a. Effleurage
 - b. Petrissage
 - c. Friction
 - d. Tapotement
 - e. Vibration

6. **Discuss emerging trends with manicure and pedicure massage.** 10%

Nail Technician

Unit: N9 Basic Nail Tip Application

Level: One

Duration: 15 hours

Theory: 5 hours

Practical: 10 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of basic nail tip application. The unit includes identification and description of hazards and safe work practices. Within this unit, the procedures and techniques of various nail tip application will be demonstrated, and emerging trends will be explored.

Objectives and Content:	Percent of Unit Mark (%)
<p>1. Define terminology associated with basic tip application.</p> <ul style="list-style-type: none"> a. Structure of the nail tip <ul style="list-style-type: none"> • Curvature • Length • Size • Tip well size • Customizing b. Types <ul style="list-style-type: none"> • Colour • Material c. Adhesives d. Finishing 	10%
<p>2. Identify hazards and describe safe work practices when performing a basic tip application.</p> <ul style="list-style-type: none"> a. Ergonomics b. Personal protective equipment (PPE) c. Equipment d. Hygiene of the technician e. Infection control f. Manufacturers' recommendations g. Infection and exposure to bodily fluids h. Contraindications for nail and skin health i. First Aid 	10%
<p>3. Describe and list supplies needed to perform a basic tip application.</p> <ul style="list-style-type: none"> a. Equipment <ul style="list-style-type: none"> • Manicure table 	20%

- Client chair
 - Technician chair
 - b. Implements
 - Basic manicure supplies
 - Tip cutter
 - c. Materials
 - Various files (grit)
 - Nail tips (sizes, shapes, colours)
 - Nail adhesive
 - Nail wipes
 - Towels
- 4. Explain the steps and procedures in performing a basic tip application. 20%**
- a. Pre-service
 - Station set up
 - Arrange sanitized implements and supplies
 - Client consultation
 - b. Service
 - Sanitize client/technician hands
 - Remove nail enamel
 - Cuticle work
 - Etch nail plate
 - Size and customize nail tip
 - Wipe nail tip and natural nail with antiseptic
 - Apply adhesive to nail tip well
 - Nail tip application
 - Trim nail tip
 - Blend nail tip
 - Finish nail tip (overlay or polish application)
 - c. Post-service
 - Rebook client
 - Advise on home care/maintenance
 - Retail
- 5. Demonstrate the procedures and techniques when performing various types of basic tip applications. 30%**
- 6. Discuss emerging trends in basic nail tip applications. 10%**

Nail Technician

Unit: N10 Acrylic Overlay and Sculptured Nail Application

Level: One

Duration: 35 hours

Theory: 10 hours

Practical: 25 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of the different acrylic overlay and sculptured nail applications. The unit includes identification and description of hazards and safe work practices. Within this unit, the procedures and techniques of performing acrylic overlay and sculptured nail application as well as emerging trends will be discussed.

Objectives and Content:	Percent of Unit Mark (%)
<p>1. Define terminology associated with an acrylic overlay and a sculptured nail application.</p> <ul style="list-style-type: none"> a. Types <ul style="list-style-type: none"> • Traditional • Odourless • Light-cured b. Products <ul style="list-style-type: none"> • Polymer • Monomer • Primer • Acrylic brush • Dappen dish • Nail form (for sculptured nail application) c. Structure <ul style="list-style-type: none"> • Cuticle blending • Apex 	10%
<p>2. Identify hazards and describe safe work practices when performing an acrylic overlay and a sculptured nail application.</p> <ul style="list-style-type: none"> a. Ergonomics b. Personal protective equipment (PPE) c. Equipment d. Hygiene of the technician e. Infection control f. Manufacturers' recommendations g. Infection and exposure to bodily fluids h. Contraindications for nail and skin health i. First Aid 	10%

3. **Describe and list supplies needed to perform an acrylic overlay and a sculptured nail application.** 20%
- a. Equipment
 - Manicure table
 - Client chair
 - Technician chair
 - b. Implements
 - Basic manicure supplies
 - Acrylic brush
 - Dappen dish
 - c. Materials
 - Various files (grit)
 - Nail wipes
 - Towels
4. **Explain the steps and procedures in performing an acrylic overlay and a sculptured nail application.** 20%
- a. Pre-service
 - Station set up
 - Arrange sanitized implements and supplies
 - Client consultation
 - b. Service
 - Sanitize client/technician hands
 - Remove nail enamel
 - Cuticle work
 - Etch nail plate
 - Apply and complete nail tip or nail form application (if applicable)
 - Wipe nail tip and/or natural nail with antiseptic
 - Apply primer to natural nail
 - Dispense monomer into dappen dish and prepare polymer
 - Create acrylic bead and apply to nail tip or nail form
 - Balance acrylic application
 - Remove nail form (if applicable)
 - File and finish nail
 - c. Post-service
 - Rebook client
 - Advise on home care/maintenance
 - Retail
5. **Demonstrate the procedures and techniques when performing various types of acrylic overlay and sculptured nail applications.** 30%
6. **Discuss and demonstrate emerging trends in acrylic overlay and sculptured nail applications.** 10%

Nail Technician

Unit: N11 Gel Overlay and Sculptured Nail Application

Level: One

Duration: 35 hours

Theory: 10 hours

Practical: 25 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of the different gel overlay and sculptured nail applications. The unit includes identification and description of hazards and safe work practices. Within this unit, the procedures and techniques of performing gel overlay and sculptured nail application as well as emerging trends will be discussed.

Objectives and Content:	Percent of Unit Mark (%)
<p>1. Define terminology associated with a gel overlay and a sculptured nail application.</p> <ul style="list-style-type: none">a. Types<ul style="list-style-type: none">• Soft gel• Hard gel• Otherb. Products<ul style="list-style-type: none">• Prep, primer, bonder• Gel• Gel brush• Curing lamp (UV/LED)• Nail form (for sculptured nail application)c. Structure<ul style="list-style-type: none">• Cuticle blending• Apex	10%
<p>2. Identify hazards and describe safe work practices when performing a gel overlay and a sculptured nail application.</p> <ul style="list-style-type: none">a. Ergonomicsb. Personal protective equipment (PPE)c. Equipmentd. Hygiene of the techniciane. Infection controlf. Manufacturers' recommendationsg. Infection and exposure to bodily fluidsh. Contraindications for nail and skin healthi. First Aid	10%

3. **Describe and list supplies needed to perform a gel overlay and a sculptured nail application.** 20%
- a. Equipment
 - Manicure table
 - Client chair
 - Technician chair
 - b. Implements
 - Basic manicure supplies
 - Gel brush
 - Curing lamp (UV/LED)
 - c. Materials
 - Various files (grit)
 - Nail wipes
 - Towels
4. **Explain the steps and procedures in performing a gel overlay and a sculptured nail application.** 20%
- a. Pre-service
 - Station set up
 - Arrange sanitized implements and supplies
 - Client consultation
 - b. Service
 - Sanitize client/technician hands
 - Remove nail enamel
 - Cuticle work
 - Etch nail plate
 - Apply and complete nail tip or nail form application (if applicable)
 - Wipe nail tip and natural nail with antiseptic
 - Apply prep/primer/bonder to natural nail
 - Apply hard /soft gel/gel polish to nail tip, nail form or natural nail
 - Cure gel
 - Remove nail form (if applicable)
 - Wipe inhibition layer
 - File and finish nail
 - c. Post-service
 - Rebook client
 - Advise on home care/maintenance
 - Retail
5. **Demonstrate the procedures and techniques when performing various types of gel overlay and sculptured nail applications.** 30%
6. **Discuss and demonstrate emerging trends in gel overlay and sculptured nail applications.** 10%

Nail Technician

Unit: N12 Artificial Nail Maintenance

Level: One

Duration: 25 hours

Theory: 5 hours

Practical: 20 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of artificial nail maintenance. The unit includes identification and description of hazards and safe work practices. Within this unit, the procedures and techniques of performing artificial nail maintenance and emerging trends will be discussed.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with artificial nail maintenance.	10%
a. Rebalancing <ul style="list-style-type: none">• Fills	
b. Repair	
c. Removal	
2. Identify hazards and describe safe work practices when performing artificial nail maintenance.	10%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
3. Describe and list supplies needed to perform artificial nail maintenance.	10%
a. Equipment <ul style="list-style-type: none">• Manicure table• Client chair• Technician chair	
b. Implements <ul style="list-style-type: none">• Basic manicure supplies• Acrylic/gel brush• Curing lamp (UV/LED), if applicable	
c. Materials <ul style="list-style-type: none">• Various files (grit)	

- Nail wipes
- Towels

4. Explain the steps and procedures in performing artificial nail maintenance. 20%

- a. Pre-service
 - Station set up
 - Arrange sanitized implements and supplies
 - Client consultation
- b. Service
 - Sanitize client/technician hands
 - Remove nail enamel
 - Cuticle work
 - Remove length
 - Remove lifting
 - Rebalance apex
 - Etch nail plate
 - Apply and complete nail tip or nail form application (if applicable)
 - Wipe nail tip and natural nail with antiseptic
 - Apply prep/primer/bonder to natural nail
 - Create acrylic/gel bead and apply to nail
 - Cure nail (gel only)
 - Remove nail form (if applicable)
 - Wipe inhibition layer (gel only)
 - File and finish nail
- c. Post-service
 - Rebook client
 - Advise on home care/maintenance
 - Retail

5. Explain the steps and procedures in performing artificial nail removal. 10%

- a. Pre-service
 - Station set up
 - Arrange sanitized implements and supplies
 - Client consultation
- b. Service
 - Sanitize client/technician hands
 - Remove nail enamel
 - Cuticle work
 - File and remove product (gel only)
 - Soak in acetone (acrylic only)
- c. Post-service
 - Rebook client
 - Advise on home care/maintenance
 - Retail

6. Demonstrate the procedures and techniques when performing various types of artificial nail maintenance. 30%

- a. Rebalancing
 - Fills
- b. Repair
- c. Removal

7. Discuss and demonstrate emerging trends in nail enhancements.

10%

Nail Technician

Unit: N13 Nail Enhancements

Level: One

Duration: 20 hours

Theory: 5 hours

Practical: 15 hours

Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of nail enhancements. The unit includes identification and description of hazards and safe work practices. Within this unit, the procedures and techniques of performing different fabric wrap services, nail designs and emerging trends will be discussed.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
1. Define terminology associated with nail enhancements.	10%
a. Fabric wrap <ul style="list-style-type: none">• Types of fabric• Nail resin• Nail accelerator	
b. Nail design <ul style="list-style-type: none">• Free hand nail design• Air brushing• Embellishments• New trends	
2. Identify hazards and describe safe work practices when performing nail enhancements.	10%
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
3. Describe and list supplies needed to perform nail enhancements.	20%
a. Equipment <ul style="list-style-type: none">• Manicure table• Pedicure chair• Client chair• Technician chair	

- b. Implements
 - Basic manicure or pedicure supplies
 - Nail design brushes
 - Air brush unit
 - Tweezers
 - Curing lamp (UV/LED) if applicable
 - c. Materials
 - Various files (grit)
 - Nail wipes
 - Towels
 - Embellishments
 - Nail design medium (acrylic, gel, nail polish)
- 4. Explain the steps and procedures in performing nail enhancements. 20%**
- a. Pre-service
 - Station set up
 - Arrange sanitized implements and supplies
 - Client consultation
 - b. Service
 - Sanitize client/technician hands
 - Remove nail enamel
 - Cuticle work
 - Prepare nail for desired nail enhancement
 - Finish nail
 - c. Post-service
 - Rebook client
 - Advise on home care/maintenance
 - Retail
- 5. Demonstrate the procedures and techniques when performing various types of nail enhancements. 30%**
- 6. Discuss and demonstrate emerging trends in nail enhancements. 10%**

Nail Technician

Unit: E8 Journeyperson Trainer

Level: One

Duration: 7 hours

Theory: 7 hours

Practical: 0 hours

Overview:

Level One in-school technical training offers an entry-level orientation to the challenges of apprenticeship training as it relates to the development of core tasks and skill requirements, as well as social competencies. This unit introduces senior apprentices to the responsibilities of workplace training that they will assume as supervising journeypersons. Most trades have a rich tradition of refreshing and sharing their trade skills from one generation of trade practitioner to the next. This unit orients senior apprentices to some of the practical and conceptual tools that can enable them to contribute to this trade heritage when they become certified journeypersons and, ultimately, journeyperson trainers.

The journeyperson's obligation to assist entry-level apprentices to develop skills and knowledge is complex and challenging. It involves safety considerations, employer expectations, provincial regulations, as well as the tradition of skills stewardship that links modern practice with the long history of workplace teaching and learning that defines the apprenticeable trades. The ability to offer timely and appropriate support to apprentices is itself an important area of trade learning. This unit presents material intended to help refine this ability through reflection and discussion by senior apprentices, and discussion with their in-school instructor and journeyperson trainer.

This content reflects Manitoban and Canadian standards prescribed for journeyperson-level supervisory capabilities, as well as key topics in current research on the importance of workplace training in apprenticeship systems. These detailed descriptors represent suggested focal points or guidelines for potentially worthwhile exploration and are neither mandatory nor exhaustive.

Note: No percentage-weightings for test purposes are prescribed for this unit's objectives. Instead, a "Pass/Fail" grade will be recorded for the unit in its entirety.

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
<ol style="list-style-type: none"> 1. Compare/contrast role options and responsibilities of the supervising journeyperson. <ol style="list-style-type: none"> a. Implicit vs. explicit standards and content: training goals are/are not codified; assessment measures are/are not used b. Accountability for results: e.g., journeyperson is/is not required to prepare performance evaluation that could affect apprentice's employability or wage-rate, etc. c. Long-term vs. short-term supervision assignments – e.g., considerable latitude/little latitude for apprentice to learn from mistakes d. Formally vs. informally structured – e.g., supervision assignment is part of a prescribed cycle of assignments involving coordination among multiple journeypersons; apprentice is trained according to an individual training plan negotiated with employer e. Types of supervisory role options and what is implied by each: <ul style="list-style-type: none"> • Journeyperson Trainer (JT) role: often initiated by someone other than apprentice, 	n/a

and limited to a particular skill set, task, or production requirement

- Mentor role: often initiated by apprentice, and relatively open-ended regarding content, duration, etc.
- Peer role: typically involves individual upgrading or cross-training of one journeyperson by another; can include senior apprentice assisting less-experienced trade learner
- Coordinator role: often a senior-level journeyperson appointed by an organization to assume responsibilities for monitoring progression of groups of apprentices
- Other roles: may be improvised by journeyperson, such as a combination of multiple roles of the above

2. Describe and demonstrate common requirements about providing journeyperson level supervision. **n/a**

- a. Apprenticeship learning adapted to journeyperson supervision assignments and a journeyperson perspective
 - Application of adult education concepts to trades teaching and learning (e.g., responsibilities and expectations of senior-level apprentices)
 - Practical significance of 'styles' of adult learning and teaching
 - Helping senior-level apprentices integrate in-school technical training and on-the-job practical training experiences
 - Providing help and guidance about new tasks and skills
 - Providing help and guidance about fixing mistakes
 - Learning and teaching "the ropes" – socialization of apprentice within a community of trade practice (e.g., how to borrow a tool, interrupt a journeyperson, seek advice of experienced co-workers)
 - Coverage and documentation of prescribed tasks and subtasks where applicable
 - Discuss the limits of the journeyperson trainers' own responsibilities and competence (e.g., scope, willingness to train, etc.)
 - Benefits of maintaining a personal record of achievements, ideas, and needs as a journeyperson trainer (e.g., resume, portfolio, training credentials, logbook, etc.)
- b. Individual reflection and guided group discussion about personal experiences of workplace learning as an apprentice
 - Identification of best and worst practices of a journeyperson trainer
 - Identification of workplace and other factors that can contribute to good and bad trades teaching/learning experiences
 - Development of professional standards and work ethics about responsibility to share one's knowledge and skill with others in the workplace (e.g., use/misuse of humour, rigour, discretion, craft-pride, etc.)
 - Qualities of a good journeyperson trainer
 - Components of workplace journeyperson training
 - Processes and recommended practices re: journeyperson training
 - Troubleshooting problems re: supervision assignments
- c. Role of assessment in supervising, coaching, or guiding other people to learn or improve their skills (e.g., formative and summative evaluation), and how this might contribute to how the journeyperson-level supervision task is approached in future
- d. Compare and contrast discussion results with current knowledge and resources about workplace training methods as they apply to journeyperson-level supervision assignments
- e. Other (as may be specified by instructor)

Nail Technician

Unit: N14 Pre-Provincial Exam Review

Level: One

Duration: 7 hours

Theory: 7 hours

Practical: 0 hours

Overview:

This unit offers senior apprentices a systematic review of skills and knowledge required to pass the Provincial Examination. It promotes a purposeful personal synthesis between on-the-job learning and the content of in-school technical training. The unit includes information about the significance of Provincial certification and the features of the Provincial Examination.

Note: No percentage-weightings for test purposes are prescribed for this unit's objectives. Instead, a "Pass/Fail" grade will be recorded for the unit in its entirety.

Objectives and Content:	Percent of Unit Mark (%)
<p>1. Describe the significance, format and general content of Provincial Examinations for the subcomponent trade of Nail Technician.</p> <ul style="list-style-type: none"> a. Scope and aims of Provincial certification; value of certifications b. Obligations of candidates for Provincial certification <ul style="list-style-type: none"> • Relevance of Provincial Examinations to current, accepted trade practices, and industry-based provincial • Supplemental Policy (retesting) • Confidentiality of examination content c. Multiple-choice (four-option) item format, Provincial standards for acceptable test items d. Government materials relevant to the Provincial Examinations for Nail Technician apprentices <ul style="list-style-type: none"> • Provincial Occupational Standard (POS); prescribed scope of the skills and knowledge which comprise the trade • POS "Pie-chart" and its relationship to content distribution of Provincial Examination items 	n/a
<p>2. Identify resources, strategies and other considerations for maximizing successful completion of written examinations.</p> <ul style="list-style-type: none"> a. Personal preparedness <ul style="list-style-type: none"> • Rest • Nutrition • Personal study regimen • Prior experience in test situations (e.g., unit tests) b. Self-assessment, consultation and personal study plan <ul style="list-style-type: none"> • Self-assessment of individual strengths/weaknesses in trade related skills and knowledge 	n/a

- Approved textbooks
- Study groups

- | | | |
|----|---|------------|
| 3. | Review program content regarding the major work activity of performs common occupational skills. | n/a |
| 4. | Review program content regarding the major work activity of executes business fundamentals. | n/a |
| 5. | Review program content regarding the major work activity of performs safety and infection control. | n/a |
| 6. | Review program content regarding the major work activity of performs nail care services. | n/a |

Nail Technician

Unit: **N15 Nail Technician Practical Exam**

Level: One

Duration: 7 hours

 Theory: 0 hours

 Practical: 7 hours

Overview:

This final unit comprises the final Nail Technician Practical Exam.

Objectives and Content:

Percent of Unit Mark (%)

1. **Practical Exam format and content is described in the document
 “Nail Technician Practical Examination Information.”**

100%
