Nail Technician
Generic Introduction to Esthetician

Unit: A1 Introduction to Nail Technician

Level: One
Duration: 14 hours
 Theory: 14 hours
 Practical: 0 hours

Overview:
This unit is designed to provide the esthetician or electrologist apprentice with an overview of the esthetician/electrologist trade. Each apprentice should be able to identify sources of information related to various career paths and professional development opportunities. The importance of the apprentice knowing the facilities and services of the trade and the link this has with professional conduct will be explored. The apprentice should also understand the importance of a professional appearance when dealing with clients and the way in which this enhances the image of the salon.

Objectives and Content:

1. Examine the esthetics and electrology industry. 10%
   a. Scope of the trade
      • Nail technician
      • Skin care technician
      • Electrologist
   b. Apprenticeship
      • Certificate requirements
   c. Trade regulations
      • Esthetician 37/2002
      • Electrologist 36/2002

2. Examine the roles and responsibilities of estheticians and electrologists. 10%
   a. Duties of esthetician/electrologists
      • Occupational analysis
      • Practical training record book – task checklist
   b. Professionalism
      • Attitude
      • Work ethic
      • Teamwork
      • Eagerness to learn
      • Dedication to quality
3. Identify professional development opportunities in the industry.  
a. Industry trade periodicals  
b. Professional organizations  
   • Purpose  
   • Benefits

4. Identify and locate facilities and services.  
a. Physical layout  
b. Available services

5. Discuss personal and professional health  
a. Rest  
b. Exercise  
c. Nutrition  
d. Relaxation  
e. Personal hygiene

6. Describe professional image  
a. Physical presentation  
   • Posture  
   • Sitting technique  
b. Personality  
   • Emotional control  
   • Positive approach  
   • Manners  
   • Rapport

7. Discuss ethics.  
a. Personal
Generic Introduction to Esthetician

Unit: A2 Client Service: Pre-service/Post-service

Duration: 20 hours
Theory: 15 hours
Practical: 5 hours

Overview:

This unit is designed to cover the pre-service/post-service provided by an Esthetician (Nail Technician and Skin Care Technician) and Electrologist on clients.

Objectives and Content:

1. Discuss preparation of client for services. 90%
   a. Greeting clients
      • Introduction
      • Assistance
   b. Client consultation
      • Client’s instructions
      • Client’s well-being
   c. Removal of personal accessories and/or clothing
      • Safety storage
      • Liability issues
   d. Preparation procedures
      • Seating
      • Draping
      • Removal of accessories
      • Positioning of client
      • Preventing damage to client’s clothing
      • Adjusting chair
   e. Client’s needs
      • Climate of trust
      • Client’s lifestyle preferences, well-being, time and skill required for home maintenance
      • Availability of tools and products for home maintenance and affordability
      • Duration of time for treatment
      • Assess any physical disability problem for home maintenance
      • Ascertain exact nature of service requested by client
      • Inform pregnant and or those on medication of side effects of various chemical products
   f. Analysis of treatment area
   g. Recommendation of treatment or service
      • Results of analyses

2. Discuss and practice procedures for performing an allergy test. 10%
Generic Introduction to Esthetician

Unit: A3 Retail and Salon Management

Duration: 16 hours
Theory: 8 hours
Practical: 8 hours

Overview:
This unit is designed to provide the apprentice with knowledge of retail and salon management. Topics covered include retail marketing techniques, booking for a salon, record keeping, telephone etiquette, communication and inventory control.

Objectives and Content:

1. Describe retail marketing techniques. 10%
   a. Product and service knowledge
      • Features
      • Benefits
   b. Client needs and wants
      • Special problem
      • Client's lifestyle
      • Special occasion
   c. Product and service presentation
      • Displays
      • Promotional and window dressings
   d. Demonstrating and recommending products
   e. Pricing products
      • Pricing system
      • Mark up/mark down
   f. Advertising
   g. Sales trends

2. Discuss booking for a salon and record keeping. 20%
   a. Personal information
      • The 'Freedom of Information and Protection of Privacy Act'
   b. Medical information
   c. Record treatment
   d. Signature for verification
      • Release statement
      • Liabilities and insurance limitations
   e. Recording of reaction to treatment

3. Discuss telephone etiquette. 20%
4. **Describe good human relations and professional attitude.** 20%
   a. Greeting clients
   b. Offer assistance
   c. Handle client concerns

5. **Discuss qualities of effective communications.** 20%
   a. Verbal
   b. Non-verbal
      • Facial expression
      • Body language
      • Gesture
      • Movements
      • Eye contact and distance
   c. Cross-cultural communication
   d. Written
      • Record date on record card
      • Computer data file

6. **Discuss recording of daily intake.** 5%
   a. Working hours
      • Timesheet
   b. Tally sales slips

7. **Describe inventory control.** 5%
   a. Order supplies and products
   b. Count/check delivery slips and verify invoices
   c. Receive stock
   d. Delete products sold
   e. Restock new products
   f. Rotate/expire date
Generic Introduction to Esthetician

Unit: A4 Anatomy and Physiology

Duration: 30 hours
Theory: 30 hours
Practical: 0 hours

Overview:
This unit is designed to provide the apprentice with knowledge of anatomy and physiology of the human body. It is important for an Esthetician/Electrologist to understand the function of the systems of the body and to have knowledge of the structures of those areas upon which salon treatments are given.

Objectives and Content:

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<thead>
<tr>
<th></th>
<th>Percent of Unit Mark (%)</th>
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<tbody>
<tr>
<td>1. Define anatomy and physiology.</td>
<td>5%</td>
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<tr>
<td>2. List and describe the various systems of the body.</td>
<td>5%</td>
</tr>
<tr>
<td>3. Describe the skeletal system.</td>
<td>10%</td>
</tr>
<tr>
<td>4. Describe the muscular system.</td>
<td>10%</td>
</tr>
<tr>
<td>5. Describe the divisions of the nervous system and how they function.</td>
<td>10%</td>
</tr>
<tr>
<td>6. Describe the digestive system.</td>
<td>10%</td>
</tr>
<tr>
<td>7. Describe the respiratory system.</td>
<td>10%</td>
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<tr>
<td>8. Describe the circulatory (vascular) system.</td>
<td>10%</td>
</tr>
<tr>
<td>9. Describe the excretory system, its function and the main diseases of the system.</td>
<td>10%</td>
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<tr>
<td>10. Describe the integumentary system.</td>
<td>10%</td>
</tr>
<tr>
<td>11. Describe the glandular system.</td>
<td>10%</td>
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</tbody>
</table>
Generic Introduction to Esthetician

Unit: A5 New Trends

Duration: 6 hours
  Theory: 3 hours
  Practical: 3 hours

Overview:

This unit is designed to provide general skills and knowledge required to be current in the esthetician/electrologist industry. These skills will become the foundation for further learning of new trends, which likely will be necessary to estheticians and electrologists throughout their careers as 21st century tradespeople.

Objectives and Content:

1. Define trends. 25%
2. Discuss trends from the past. 25%
3. Identify new trends in the industry. 25%
4. Begin preparing a resume and portfolio. 25%
Generic Introduction to Esthetician

Unit: B1 Safety in the Workplace

Duration: 14 hours
Theory: 10 hours
Practical: 4 hours

Overview:
This unit is designed to cover an understanding of the principles of safety in the workplace. This will provide the apprentice with the skills and knowledge to work safely in a salon.

Objectives and Content:

1. Discuss safety regulations and health standards. 25%
   a. National regulations
   b. Provincial regulations
      • Public hygiene
      • Special needs
   c. Local regulations

2. Discuss occupational health hazards for esthetician/electrologist and client and methods of prevention. 25%
   a. Accidents
      • Falls
      • Cuts
      • Electric shocks
      • Toxic fumes and spills
      • Infectious diseases
      • Burns
   b. Emergency and planning procedures
      • Emergency contacts
      • Emergency equipment
   c. Posture
      • Standing
      • Stooping
      • Sitting
      • Lifting
   d. Environmental contamination
      • Disposal of waste products
      • Recycling
      • Cleaning products
      • Chemical products and waste
e. Equipment and tools
   • Table and chair operation
   • Canadian Standards Association
   • Maintenance
f. Personal Protective clothing
   • Eye and hand protection
   • Vapour/fume mask
   • Draping clients
g. Warning signage
h. Safety committees
   • Workshops and seminars
   • Safety related documents
   • Promotion
i. Storage of tools and products
j. Safety inspections and reporting of accidents
k. Hazards to children in salon
l. Level of noise
m. Food and beverages
n. Ventilation

3. Discuss potential hazards in working in a salon 25%

4. Discuss and practice fire prevention and fire fighting procedures. 15%
   a. Classes of fires and fire extinguishers (A, B, and C)
   b. Location of fire extinguishers and fire exits
   c. Clothing ignition
   d. Sprinkler systems
   e. Storage and handling of flammable liquids and materials, gases and dusts
      • Chemical products
   f. Evacuation procedures
      • Fire alarms and drills
      • Obstacle-free emergency exit
      • Emergency evacuation plan and procedure
   g. Safety devices
      • Fire detectors
   h. Fire safety records

5. Discuss drug and alcohol safety regulations 10%
   a. Rights and obligations of worker
   b. Effects of drugs and alcohol on human performance
   c. Reporting of deviant behaviour
   d. Handling clients under the influence of drugs and alcohol
Generic Introduction to Esthetician

Unit: B2 Hygiene, Bacteriology and Sterilization

Duration: 30 hours
Theory: 20 hours
Practical: 10 hours

Overview:
This unit is designed to provide the apprentice with the knowledge of hygiene, bacteriology and sterilization and the ability to control infection and disease in a salon. Housekeeping duties will also be covered.

Objectives and Content:

1. Describe good hygiene practices. 10%

2. Identify bacteriology and the related diseases and disorders. 10%
   a. Infectious agents
      • Parasite
      • Virus
      • Fungus
   b. Active and inactive stages
   c. Condition favourable to the growth of bacteria
   d. Methods of prevention
   e. Defense system

3. Describe the procedure for sanitizing hands. 10%

4. Describe methods of sterilization and sanitation. 20%
   a. Physical agents
      • Moist heat
      • Dry heat
      • Ultraviolet rays
      • Autoclave
   b. Chemical agents
      • Antiseptics
      • Disinfectants
      • Fumigants

5. Discuss sanitation and sterilization process of tools and equipment. 20%

6. Practice sanitizing and sterilizing tools, equipment and other supplies. 20%
7. Describe guidelines to maintain a clean and orderly work area. 10%
   a. Tasks
      • Waste disposal
      • Sort waste products for recycling
      • Floor clean, dry and free from obstacles
      • Storing tools and products
      • Clean chair, counter, trays, tables
      • Sanitizing towels, capes, smocks
      • Implements sanitized
      • Inspection of workstation
      • Inspection of tools and equipment
   b. Cleaning products and equipment
Generic Introduction to Esthetician

Unit: B3 WHMIS, First Aid and CPR

Duration: 10 hours
Theory: 6 hours
Practical: 4 hours

Overview:
As a requirement for the successful completion of the technical training component for Esthetician/Electrologist, apprentices need to be aware of WHMIS, First Aid and CPR. Certificates from recognized and approved training providers are an option for the completion of this unit.

Objectives and Content:

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<th>Percent of Unit Mark (%)</th>
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<tr>
<td>8%</td>
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</table>

1. Examine the responsibilities and duties of the first aid person
   a. Diagnoses
      • Respiratory failure
      • Burns
      • Body of injury

2. Explain artificial respiration.
   a. Freeing the victim of breathing restrictions
   b. Mouth-to-mouth respiration

   a. Procedures
      • Assessing injury
      • Moving the patient
      • Arresting bleeding

4. Explain the procedure for treating burns.
   a. Types of burns
      • Heat (dry, moist, friction)
      • Corrosive chemical
      • Electric current
      • Radiation (sun rays, radioactive materials)
   b. First aid for different types of burns

5. Describe first aid procedures for various chemicals found in a salon
   a. Inhalation
   b. Skin contact
   c. Ingestion
6. Explain and demonstrate basic rescue CPR 10%
   a. Cardiovascular disease
   b. Cardiovascular emergencies (severe angina, heart attack, cardiac arrest, etc.)
   c. Signs and symptoms
   d. Responses to emergencies

WHMIS

1. Describe what WHMIS is, its rationale and major elements 10%
2. Define what is meant by a WHMIS label and distinguish between supplier and workplace labels and other means of identification. 8%
3. Describe what is meant by the following classifications: 8%
   a. Prohibited product
   b. Restricted product
   c. Controlled product
4. Explain what a Material Safety Data Sheet (MSDS) is, its purpose and limitations. 8%
5. Describe the roles and responsibilities of employer, supplier and the worker in the education of workers. 8%
6. Other subject areas as deemed appropriate and deliverable by the instructor. 8%
Nail Technician

Unit: C1 Introduction to Nail Technician

Duration: 5 hours
Theory: 5 hours
Practical: 0 hours

Overview:
This unit is designed to cover an understanding of key concepts in the nail industry including a brief history of nail care. The apprentice will be introduced to the basic skills and requirements performed by a Nail Technician and examine career opportunities. Also, the services performed by a Nail Technician and the time evaluation for various treatments will be discussed.

Objectives and Content:

1. Discuss the history of nail care. 5%
   a. Ancient people and appearance
   b. Materials used for lengthening and covering the nails
   c. 1940’s changes to now
   d. Trend-setting roles of movie films, TV and news media

2. Describe the basic skills and requirements performed by the Nail Technician. 30%
   a. Skills
      • Hand and nail analysis – Client Record Card
      • Application of artificial nails
      • Application of nail art
      • Manicures
      • Pedicures
      • Client consultations
   b. Requirements
      • Preventive care for operators (hand maneuver technique)
   c. Describe side effects of drugs on skin

3. Describe nail technician career opportunities. 5%
   a. Skin care technicians, hair stylists and electrologists as partners
   b. Self employment (opening or managing a business)
   c. Education opportunities
   d. Beauty-related occupations

4. Describe the services performed by a nail technician 30%

5. Describe time evaluation for various treatments. 30%
   a. Manicures
   b. Pedicures
   c. Artificial nails
Nail Technician

Unit: C2 Tools and Equipment

Duration: 5 hours
Theory: 5 hours
Practical: 0 hours

Overview:
This unit is designed to cover an understanding of tools and equipment used by the Nail Technician. The apprentice will practice using the tools and equipment safely and describe their basic use and maintenance requirements.

Objectives and Content:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Percent of Unit Mark (%)</th>
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</thead>
<tbody>
<tr>
<td>1. List and describe the purpose of tools and equipment needed to perform and manicure, pedicure, and artificial nails services (see Provincial Occupational Analysis, p. 46).</td>
<td>5%</td>
</tr>
<tr>
<td>2. Identify and describe the purpose of supplies required to perform manicures, pedicures and treatments for artificial nails.</td>
<td>5%</td>
</tr>
<tr>
<td>3. Demonstrate handling tools.</td>
<td>5%</td>
</tr>
<tr>
<td>4. Demonstrate the operation of tools and equipment.</td>
<td>20%</td>
</tr>
<tr>
<td>a. Manufacturer’s instructions</td>
<td></td>
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<tr>
<td>5. Describe the basic care and maintenance requirements for tools and equipment.</td>
<td>20%</td>
</tr>
<tr>
<td>a. Inspection for defects</td>
<td></td>
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<tr>
<td>b. Tagging defective equipment</td>
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<tr>
<td>6. Discuss the purpose of sharp-edged objects and use of sharp containers for disposal.</td>
<td>5%</td>
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<tr>
<td>7. Explain general and specific safety practices for tools and equipment.</td>
<td>20%</td>
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<tr>
<td>8. Discuss the process of sanitizing equipment.</td>
<td>10%</td>
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<tr>
<td>a. Washing implements</td>
<td></td>
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<tr>
<td>b. Sanitizing products</td>
<td></td>
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<tr>
<td>9. Discuss the process of sterilizing metal equipment.</td>
<td>10%</td>
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<tr>
<td>a. Techniques</td>
<td></td>
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<tr>
<td>b. Storage</td>
<td></td>
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<tr>
<td>c. Sterilizing equipment</td>
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<tr>
<td>• Dry heat</td>
<td></td>
</tr>
<tr>
<td>• Autoclave</td>
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</table>
Nail Technician

Unit: C3 Nail Structure and Function

Duration: 10 hours
   Theory: 10 hours
   Practical: 0 hours

Overview:
This unit is designed to provide the apprentice with the knowledge of the structure and function of nails. The compositions of nails, parts of nails, structures beneath the nail and the skin surrounding the nail will be also covered.

Objectives and Content:

<table>
<thead>
<tr>
<th></th>
<th>Objectives and Content</th>
<th>Percent of Unit Mark (%)</th>
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<tbody>
<tr>
<td>1</td>
<td>Describe healthy nails.</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>Explain the composition of nails.</td>
<td>20%</td>
</tr>
<tr>
<td>3</td>
<td>Describe the function and growth of nails.</td>
<td>10%</td>
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<tr>
<td>4</td>
<td>List the parts of the nail.</td>
<td>20%</td>
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<tr>
<td></td>
<td>a. Nail body</td>
<td></td>
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<tr>
<td></td>
<td>b. Nail root</td>
<td></td>
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<tr>
<td></td>
<td>c. Free edge</td>
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<td>5</td>
<td>Explain the structures beneath the nail.</td>
<td>20%</td>
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<tr>
<td></td>
<td>a. Nail bed</td>
<td></td>
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<tr>
<td></td>
<td>b. Matrix</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Lunula</td>
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<tr>
<td>6</td>
<td>Describe the skin surrounding the nail.</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>a. Cuticle</td>
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<tr>
<td></td>
<td>b. Nail fold or mantle</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Nail grooves</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Nail walls</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e. Eponychium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>f. Perionychium</td>
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<tr>
<td></td>
<td>g. hyponychium</td>
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</table>
Nail Technician

Unit: C4 Nail Product Chemistry

Duration: 5 hours
Theory: 5 hours
Practical: 0 hours

Overview:
This unit is designed to cover basic chemistry of nail products. The apprentice will be able to explain adhesion and how adhesives work and describe coatings applied to the nail plate. Safety precautions when using nail products will also be discussed.

Objectives and Content:

1. Explain basics of chemistry.
   a. Matter and energy
   b. Molecules and elements
   c. Forms of matter
   
2. Discuss chemical reactions.
   a. Catalyst
   b. Solvents and solutes
   
3. Explain adhesion.
   a. Adhesives
   b. Primers
   c. Technique
      • Clean and dry surface
   
4. Describe coating applied to the nail plate.
   a. Nail enamel
      • Evaporation
   b. Artificial enhancements
      • Chemical reaction
      • Monomers and polymers
      • Light and heat energy

5. Discuss safety precautions when using nail products.

Percent of Objectives and Content: Unit Mark (%)

   1. Explain basics of chemistry. 20%
   2. Discuss chemical reactions. 20%
   3. Explain adhesion. 20%
   4. Describe coating applied to the nail plate. 20%
   5. Discuss safety precautions when using nail products. 20%
Nail Technician

Unit: C5 Trends

Duration: 5 hours
Theory: 2 hours
Practical: 3 hours

Overview:
This unit is designed to provide general skills and knowledge required to be current in the nail industry. This will become the foundation for further learning of new trends which likely will be necessary in careers for 21st century tradespeople.

Objectives and Content:

1. Identify new trends in the nail care industry. 10%
2. Discuss trends from the past. 10%
3. Describe various supplies and applications techniques. 20%
4. Practice current trends. 20%
5. Attend the industry/manufacturers trade show and discuss new trends in manicures, pedicures and artificial nails. 20%
6. Review current publication for Nail Technology. 20%
Esthetician

Unit: C6 Provincial Certification Review

Duration: 10 hours
Theory: 5 hours
Practical: 5 hours

Overview:
This unit offers apprentices a review of skills and knowledge required to pass the Provincial Nail Technician Practical Examination and Theory Examination.

Objectives and Content:

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<th>Percent of Unit Mark (%)</th>
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</table>

1. **Discuss format and general content of Nail Technician Provincial Examinations.**
   a. Provincial Occupational Analysis
   - POA “Pie Chart” and its relationship to content distribution of Examination items
   - Task Profile Chart
   b. Review criteria of Provincial Practical Nail Technician examination
   - Manitoba Nail Technician Practical Examination Information (Apprenticeship)
   - Perform, at minimum a practical Nail Technician pre-exam

2. **Identify resources, strategies and other consideration for maximizing successful completion of written exams.**
   a. Personal preparedness
   - Rest
   - Nutrition
   - Personal study regimen
   - Discuss prior experience in test situations (e.g. Unit Test)
   b. Self assessment, consultation and personal study plan
   - Self-assessment of individual strengths/weaknesses in trade-related skills and knowledge
   - Approved textbooks (Thomson Delmar Learning, Miladys Nail Technician Standard, Munroe Allen Publishers (Guide to Manicuring and Advanced Nail Technology)
   - Study Groups

3. **Discuss and review program content regarding safety and sanitation.**
4. **Discuss and review program content regarding records management.**
5. **Discuss and review program content regarding retail and salon management functions**
6. **Discuss and review program content regarding basic job skills.**
7. Discuss and review program content regarding nail care. 12%
8. Develop a review plan. 10%
Nail Technician

Unit: D1 Anatomy and Physiology of Arms, Hands and Nails

Duration: 5 hours
   Theory: 5 hours
   Practical: 0 hours

Overview:
This unit is designed to cover the scientific background of the nail services provided by the Nail Technician on the arms, hands and nails.

Objectives and Content:

1. Describe and identify bone structure of the arm, wrist and hand. 30%
2. Describe and identify muscles of the arm, hand and fingers. 30%
3. Describe and identify the parts of the muscle. 5%
4. Describe and identify the nerves (sensory/motor) of the arm and hand. 30%
5. Describe and identify blood supply to the arm and hand. 5%
Nail Technician

Unit: D2 Hand and Arm Massage

Duration: 15 hours
  Theory:  5  hours
  Practical:  10  hours

Overview:
This unit is designed to cover the knowledge and ability of the hand and arm massage service. This service is provided with all types of manicures and with most clients.

Objectives and Content:

1. **Discuss benefits of massage.**
   a. Contra-indication

2. **Describe massage techniques.**
   a. Effleurage (stroking)
   b. Petrissage (kneading)
   c. Deep rubbing (friction)
   d. Tapotement (percussion)

3. **Discuss massage products.**
   a. Product application

4. **Discuss the steps in performing massages.**

5. **Demonstrate massage.**

6. **Identify muscles and bones of the hand and lower arm.**

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Nail Technician

Unit: D3 Nail Diseases and Disorders

Duration: 2 hours
  Theory: 2 hours
  Practical: 0 hours

Overview:
This unit is designed to provide the apprentice with knowledge of nail diseases and nail disorders. It is important for the Nail Technician to know when it is safe to work on a client.

Objectives and Content: Percent of Unit Mark (%)

1. Review the structure of a healthy nail. 5%
2. Explain the difference between disorders and diseases. 5%
3. Discuss the purpose of studying diseases and disorders of the nails. 30%
4. Describe and identify nail diseases and disorders that can be treated by the Nail Technician. 30%
5. Describe and identify nail diseases and disorders that cannot be treated by the Nail Technician. 30%
Nail Technician

Unit: D4 Skin Diseases and Disorders

Duration: 3 hours
   Theory: 3 hours
   Practical: 0 hours

Overview:
This unit is designed to provide the apprentice with knowledge of skin diseases and skin disorders. It is important for the Nail Technician to know when it is safe to work on the client.

Objectives and Content:

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<tr>
<th></th>
<th>Objectives and Content</th>
<th>Percent of Unit Mark (%)</th>
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<tbody>
<tr>
<td>1</td>
<td>Discuss healthy skin.</td>
<td>5%</td>
</tr>
<tr>
<td>2</td>
<td>Explain the functions of skin.</td>
<td>30%</td>
</tr>
<tr>
<td>3</td>
<td>Discuss the purpose of studying diseases and disorders of the skin.</td>
<td>5%</td>
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<tr>
<td>4</td>
<td>Describe and identify skin diseases and disorders than can be treated by the Nail Technician.</td>
<td>30%</td>
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<tr>
<td>5</td>
<td>Describe and identify skin diseases and disorders that cannot be treated by the Nail Technician.</td>
<td>30%</td>
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</tbody>
</table>
Nail Technician

Unit: D5 Basic Manicure

Duration: 25 hours
  Theory: 5 hours
  Practical: 20 hours

Overview:
This unit is designed to provide the apprentice with the knowledge and practical skills in performing a basic manicure on natural nails.

Objectives and Content:

1. Describe and list supplies needed to perform a manicure. 20%
   a. Equipment
   b. Tools/implements
   c. Materials
   d. Professional products

2. Explain the steps and procedures in performing a basic manicure. 40%
   a. Pre-service
      • Arrange and sanitize tools and tables
      • Table set up
   b. Service
      • Technician wash/sanitize hands
      • Client wash/sanitizes hands
      • Client consultation
      • Complete record card
      • Nail enamel removal
      • Appropriate nail shape for client
      • Cuticle work
      • Massage
      • Nail enamel application
   c. Post-service
      • Rebook client
      • Cuticle work
      • Massage
      • Nail enamel application

3. Perform a basic manicure. 40%
Nail Technician

Unit: D6 Manicure Treatments

Duration: 10 hours
   Theory: 3 hours
   Practical: 7 hours

Overview:
This unit is designed to provide the apprentice with the knowledge and skills in providing various manicure treatments.

Objectives and Content:

1. Discuss the purpose of manicure treatments 20%
   a. Nail and skin analysis

2. Discuss types of manicure treatments. 20%
   a. Spa manicure
   b. Hot oil manicure
   c. Paraffin treatment

3. Discuss the procedure for a man's manicure. 10%
   a. Buffing
   b. Callous removal

4. Describe products used for various manicure treatments. 20%
   a. Manufacturers instructions
   b. Techniques

5. Perform manicure treatments. 20%

6. Discuss and perform various nail enamel applications. 10%
Nail Technician

Unit: E1 Anatomy and Physiology of Foot and Leg

Duration: 5 hours
   Theory: 5 hours
   Practical: 0 hours

Overview:
This unit is designed to cover the scientific background to the nail services provided by the nail technician on the feet and legs.

Objectives and Content:

1. Describe and identify bone structure of the ankle, foot and leg. 30%
2. Describe and identify muscles of the foot and leg. 30%
3. Describe and identify the nerves (sensory/motor) of the foot and leg. 30%
4. Describe and identify blood supply to the foot and leg. 10%
Nail Technician

Unit: E2 Foot Massage

Duration: 15 hours
   Theory: 5 hours
   Practical: 10 hours

Overview:
This unit is designed to cover the knowledge and ability of the foot and massage service. The service is provided with all types of pedicures with most clients.

Objectives and Content:

1. Describe and identify various foot massage techniques. 25%
2. Describe massage products. 10%
   a. Product application
3. Discuss the steps in performing a foot massage. 25%
   a. Foot
   b. Reflexology
4. Demonstrate a foot massage. 30%
5. Identify muscle and bones of the foot and lower leg. 10%
Nail Technician

Unit: E3 Foot/Nail Diseases and Disorders

Duration: 5 hours
Theory: 5 hours
Practical: 0 hours

Overview:
This unit is designed to provide the apprentice with knowledge of foot/nail diseases and disorders. It is important for the Nail Technician to know when it is safe to work on a client.

Objectives and Content:

1. Review the structure of a healthy toenail and foot. 5%
2. Explain and define the difference between diseases and disorders of feet and nails. 5%
3. Discuss the purpose of studying the diseases and disorders of the foot, nails and leg. 20%
4. Describe and identify foot and nail diseases and disorders which can be treated by the Nail Technician. 30%
5. Describe and identify foot and nail diseases and disorders which cannot be treated by the Nail Technician. 30%
6. Discuss and identify corns and calluses. 5%
7. Describe treatments to corns and calluses. 5%
Nail Technician

Unit: E4 Basic Pedicure

Duration: 25 hours
   Theory: 5 hours
   Practical: 20 hours

Overview:

This unit is designed to provide the apprentice with knowledge and practical skills in performing a basic pedicure.

Objectives and Content:

1. Describe and list supplies needed to perform a basic pedicure. 20%
   a. Equipment
   b. Tools/equipment
   c. Materials
   d. Professional products

2. Explain the procedure and precautions before performing a pedicure. 20%
   a. Safety

3. Explain the steps and procedures in performing a basic pedicure. 20%
   a. Pre-service
      • Arrange and sanitize tools and tables
      • Table set-up
   b. Service
      • Technician wash/sanitize hands
      • Client consultation
      • Prepare water and basin to soak
      • Complete record call
      • Nail enamel removal
      • Nail shaping and filing
      • Identify and perform required cuticle work
      • Callous removal
      • Massage foot and leg
      • Nail enamel application

4. Perform a basic pedicure. 20%

5. Discuss trends in pedicures. 20%
   a. Air brushing
   b. Nail art
   c. Nail jewelry
Nail Technician

Unit: F1 Basic Tip Application

Duration: 20 hours
   Theory: 5 hours
   Practical: 15 hours

Overview:
This unit is designed to provide the apprentice with the knowledge and ability to apply the nail tip service to the client. It is important that the Nail Technician demonstrates proper procedures and precautions when applying nail tips.

Objectives and Content:

1. Describe nail tips. 10%
   a. Types
      • Plastic
      • Nylon
      • Acetate
   b. Parts of the nail tip
   c. Nail tip styles

2. Discuss supplies used for nail tip applications. 10%
   a. Basic manicure supplies
   b. Various files (grit)
   c. Block buffer
   d. Nail adhesive
   e. Nail tips
      • Sizes
      • Shapes
      • Tip cutter

3. Discuss nail tip application pre-service 20%
   a. Client consultation

4. Discuss and demonstrate nail tip application procedure. 20%
   a. Removal of nail enamel
   b. Pushing back cuticle
   c. Buffing nail (etching)
   d. Sizing tips
      • Positioning
   e. Nail antiseptic
   f. Adhesive
   g. Tip application
h. Trimming nail tip
i. Blending tip
j. Buffing tip
k. Shaping nail

5. Discuss nail tip post-service  
a. Temporary service

6. Perform a nail tip application.
Nail Technician

Unit: F2 Overlay (Gels/Acrylic/Fiberglass)

Duration: 40 hours
  Theory: 10 hours
  Practical: 30 hours

Overview:
This unit is designed to provide the apprentice with the knowledge and ability to perform the overlay service to clients. Gels, acrylic and fiberglass products will be used to create overlays on nails.

Objectives and Content:

<table>
<thead>
<tr>
<th>Percent of Unit Mark (%)</th>
<th>Gel Nails</th>
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</thead>
<tbody>
<tr>
<td>4%</td>
<td>1. Describe gel nails</td>
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<tr>
<td></td>
<td>a. Types</td>
</tr>
<tr>
<td></td>
<td>• Light-cured gel</td>
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<td>• No-light cured gel</td>
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<td>• Self-leveling gel</td>
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<td>• Building gel</td>
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<td>b. Purpose</td>
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<td>c. Products</td>
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<tr>
<td></td>
<td>• Colours</td>
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<tr>
<td></td>
<td>• Choice of product</td>
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<td>• Texture</td>
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<td>• Density</td>
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<td>2. List supplies needed for light-gel application.</td>
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<td></td>
<td>a. Application</td>
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<td>b. Brushes</td>
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<td>c. Client consultation/maintenance</td>
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<td></td>
<td>d. Etching (100 grit buffer minimum)</td>
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<td>e. Dusting</td>
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<td>f. Primer</td>
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<td>3. Describe and demonstrate gel application pre-service</td>
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<td>4. Demonstrate the procedures and precautions for light-cured gel application.</td>
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<td></td>
<td>5. Demonstrate gel applications over tips.</td>
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<tr>
<td></td>
<td>6. Describe and demonstrate gel application post-service.</td>
</tr>
</tbody>
</table>
7. Demonstrate the procedures and precautions for light-cured gel applications over tops. 6%

8. Describe the procedures and precautions for no-light gel application. 3%

9. Discuss gel maintenance and gel removal. 4%

Acrylic Nails

1. Describe acrylic nails. 4%
   a. Types
      • Traditional
      • Light-cured
   b. Products
      • Powders
      • Types of monomers
      • Colours
      • Choice of products
   c. Chemistry
      • Polymer
      • Monomer
      • Catalyst
   d. During
   e. Odorless acrylics

2. Compare gel and acrylic overlays and their appropriate uses. 3%

3. List supplies needed for application of acrylic nails. 3%

4. Describe and demonstrate acrylic nail application pre-service. 6%
   a. Client consultation
   b. Etching and dusting

5. Describe and demonstrate the procedure and precautions for acrylic nail application over tips. 6%

6. Describe acrylic nail application post-service 6%
   a. First visit – refill
   b. Second revisit – backfill
   c. Third revisit - refill

7. Discuss acrylic maintenance and acrylic nail removal 4%

Fiberglass Nails

1. Describe fiberglass nails. 5%
   a. Compare fiberglass with acrylic nail removal
      • Benefits of gel nails
      • Client recommendation of type of artificial enhancement beneficial to client

2. List supplies needed for the application of fiberglass. 3%

3. Describe and demonstrate fiberglass overlay pre-services. 5%
4. Describe and demonstrate the application of fiberglass overlays. 8%
5. Describe and demonstrate fiberglass nail overlay post-services. 5%
6. Demonstrate the procedures and precautions for fiberglass nails. 3%
7. Discuss fiberglass maintenance and removal. 4%
Nail Technician

Unit:  F3 Sculptured Nails

Duration:  30 hours
Theory:  10  hours
Practical:  20  hours

Overview:
This unit is designed to provide the apprentice with the knowledge and ability to perform the sculptured nail service on a client. Gels, acrylic and fiberglass products will be used to create overlays on nails.

Objectives and Content:

1. Describe sculptured nails.  
   - 5%

2. Demonstrate nail forms.
   a. Types
   b. Angles
   c. Customize
   - 10%

3. Describe and demonstrate sculptured pre-service application.
   a. Client consultation
   b. Etching/dusting
   c. Application of primer
   - 10%

4. Describe and demonstrate sculptured application.
   a. Acrylic method
   - Demonstrate sculptured application
   - C curve
   - Stress lines
   - Concave/convex
   - Sidewalls
   - Acrylic applications brushes
   - Smile line
   - Base line
   - 10%
   b. Gel method
   - Demonstrate and describe gel application technique.
   - C curve
   - Stress lines
   - Concave/convex
   - Sidewalls
   - Application (gel) brushes
   - Smile line
   - Base line
   - 10%
5. Demonstrate the procedure and precautions for sculpting with acrylic. 25%
6. Demonstrate the procedures and precautions for sculpting with gel. 25%
7. Describe and demonstrate nail sculpting post-service. 10%
8. Discuss common problems and cautions with sculptured nails. 5%
Nail Technician

Unit: F4 Modified Nails

Duration: 10 hours
Theory: 3 hours
Practical: 7 hours

Overview:
This unit is designed to provide the apprentice with the knowledge and ability to perform modified nails on the client. The application and techniques of nail wraps and artificial toenails will be covered.

Objectives and Content:

1. Describe nail wraps (overlays):
   a. Types
      • Fabric wraps
      • Paper wraps
      • Liquid nail wraps
   b. Purpose
   10%

2. Discuss supplies needed for nail wraps.
   10%

3. Discuss nail wrap pre-service.
   a. Client consultation
   b. Choice of wraps
   10%

4. Discuss and demonstrate each nail wrap application.
   a. Silk
   b. Linen
   c. Fiberglass
   d. Liquid
   e. Paper
   25%

5. Discuss nail wrap post-service
   a. Maintenance
   10%

6. Discuss the purpose of artificial toenails.
   10%

7. Discuss artificial toenail products.
   10%

8. Discuss and demonstrate the application and techniques of artificial toenails.
   15%
Nail Technician

Unit: F5 Artificial Nail Maintenance

Duration: 10 hours
Theory: 3 hours
Practical: 7 hours

Overview:
This unit is designed to provide the apprentice with the knowledge and ability to perform artificial nail maintenance on clients.

Objectives and Content:

1. Discuss artificial nail maintenance. 10%
   a. Client assessment
      • Cuticle
      • Fungus
      • 2-week maintenance
      • 3-week maintenance
      • Nail growth
   b. Purpose

2. Describe and demonstrate fills. 25%

3. Describe and demonstrate back-fills. 25%

4. Describe and demonstrate artificial nail repair techniques. 25%

5. Describe and demonstrate artificial nail removal. 15%