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| **TRAINING OCCUPATION: AESTHETIC SERVICE** | | |
| **CU : MANICURE SERVICE** | **Code : MP-060-2:2013-C06** | |
| **Work activity 1:** Check client consultation information | **Duration : 4 Hours** | |
| **Learning objectives**  At the end of learning session the apprentice will be able to:   1. Explain client’s personal detail in consultation card such as:-    1. Clients profile       1. Name       2. Age       3. Gender       4. Occupation       5. Contacts       6. Address       7. Etc    2. Medical history       1. Health condition       2. Allergies       3. Medication       4. Etc    3. Client lifestyle       1. Diet       2. Habits       3. Etc    4. Client affordability       1. Packages plan       2. Mode of payment       3. Budget       4. Etc    5. Client requirements such as:       1. Water manicure       2. Oil manicure       3. Nail enamelled       4. Buffing       5. Etc 2. Explain hand/fingercontra-indicationssuch as:    1. Nail disorder       1. Bruised nail       2. Hang nail       3. Ingrown nails       4. Damaged nail (chipped)       5. Calluses       6. Corns       7. Cuts or abrasions on the hand / fingers       8. Infectious/ contagious skin diseases       9. Nail disorder (tineaunguium / paronychia)    2. Nail disease       1. Paronychia       2. Onychatrophia       3. Onychogryposis       4. Leauconychia       5. Onychomyrosis       6. Onychia | | |
| **Work activity 2 :** Carry out manicure service preparation | | **4 Hours** |
| **Learning objectives**  At the end of learning session the apprentice will be able to:   1. Explain preparation procedure for manicure service such as:    1. Service area/room/cubicle availability    2. Service area/room setting layout       1. Manicure couch       2. Manicure stool       3. Manicure chair       4. Trolley       5. Etc    3. Service area/room condition       1. Ventilation       2. Lighting       3. Temperatures       4. Ambience       5. Etc    4. Service area/room/cubicle ergonomic       1. Stools to the height of therapist/pedicurist       2. Couch comfortable to client and therapist/pedicurist       3. Well-lit area for manicure services       4. Manicurist posture       5. Etc    5. Tools, equipment and materials checklist       1. Items required to carry out manicure service       2. Product required       3. Etc    6. Tools, equipment and materials positioned in accordance work flow       1. Procedure to manicure services       2. Products selected and arranged       3. Etc    7. Personal hygiene and safety practice standards/guidelines adherence       1. Personal protective equipment       2. Etc 2. Explain types of tools/utensils for manicure service and its functionsuch as:    1. Finger bowl    2. Cuticle knife/scissor    3. Cuticle nippers    4. Emery board    5. Buffers    6. Etc 3. Explain types of facilities and its function such as:    1. Bed/couch    2. Stool/chair    3. Trolley    4. Etc 4. Explain types of equipmentand its function such as:    1. Magnifying lamp    2. Nail dryer    3. Etc 5. Explain types of materialsand its function such as:    1. Consumable       1. Cotton       2. Cotton bud       3. Gauze       4. Tissue       5. Etc    2. Non-consumable       1. Towels       2. Service attire       3. Etc 6. Explain types of manicure service productsand its function such as:    1. Nail polish remover    2. Antiseptic lotion    3. Hand cream    4. Oil or lotion    5. Top coat    6. Base coat    7. Coloured nail enamels    8. Buffing paste    9. Cuticle remover    10. Oil medium    11. Massage cream    12. Etc 7. Explain therapist’s personal physical/oral hygiene such as:    1. Breath free from odor    2. Body free from odor    3. Nails groomed    4. Eyebrow groomed    5. Etc 8. Explain therapist’s personal safety such as:    1. Free from jewellery    2. Avoid touching electrical equipment with wet hand    3. Etc 9. Explain product, tools/utensils, equipment and materials arrangement procedure according to company procedure | | |
| **Work activity 3 :** Carry out client preparation | | **4 Hours** |
| **Learning objectives**  At the end of learning session the apprentice will be able to:   * + - 1. Explain client preparation and handling technique such as:   1. Welcome technique   2. Ushering technique   3. Safe keeping of client belongings   4. Changing of attire   5. Client cleanliness and hygiene   6. Client position   7. Client comfort and modesty   8. Etc      + 1. Explain contra-indications & indications to manicure service such as:   9. Contra indications–      1. Open wounds      2. Bruised nails      3. In growing nails      4. Etc   10. Indications -       1. Finger-nails grooming       2. Dry finger-nails/hand       3. Etc | | |
| **Work activity 4 :** Perform manicure service | | **16 Hours** |
| **Learning objectives**  At the end of learning session the apprentice will be able to:   1. Explain purpose/benefits of manicureservice such as:    1. Care,    2. Groom hand / finger nail and    3. Etc 2. Explain basic knowledge of handanatomy and physiology (A&P) (bones of the hand and forearm) such as:    1. Carpall bones,    2. Metacarpal bones,    3. Phalanges ulna,    4. Humerus,    5. Radius and    6. Etc 3. Explain the structure of nails below    1. Cuticle,    2. Matrix,    3. Nail bed,    4. Nail plate,    5. Hyponychium,    6. Eponychium,    7. Perionychium,    8. Lunula,    9. Nail wall,    10. Nail Mental, and    11. Free edge 4. Explain finger nail shape such as:    1. Almond/oval,    2. Square,    3. Round,    4. Pointed, and    5. Etc 5. Explain manicure service procedure and techniques such as:    1. Removing procedure    2. Client’s nails shaping procedure    3. Cuticle work such as:       1. Cream application       2. Pushing cuticle       3. Cutting cuticle       4. Safety & hygiene of cuticle pushing and cutting       5. Etc    4. Hand massaging    5. Nail buffing    6. Nail colouring    7. Etc 6. Explain types of manicure service products and materials such as:    1. Hand cream,    2. Oil or lotion,    3. Top coat,    4. Base coat, and    5. Etc 7. Explain therapist ergonomic deportment such as:    1. Posture (sitting),    2. Deportment, and    3. Etc. 8. Explain client response in performing manicure service such as:    1. Face expression,    2. Body movement, and    3. Etc. | | |
| **Work activity 5 :** Provide after care advise | | **4 Hours** |
| **Learning objectives**  At the end of learning session the apprentice will be able to:   1. Explain method of gathering client’s feedback for manicure service such as:    1. Written questionnaire    2. Interview    3. Communication / dialogue    4. Etc 2. Explain after care advice such as: 3. Wear protecting gloves when performing activities that may caused   damage to nails   1. Dry the hands thoroughly after washing 2. Avoid harsh soaps 3. Hand/nail care product. 4. Etc 5. Explain procedure for updating client consultation records such as:    1. Details of latest client’s treatment recorded    2. Client’s consent    3. Therapist acknowledgement    4. Next appointment booking (date, time, etc) | | |
| **Work activity 6 :** Upkeep service area | | **4 Hours** |
| **Learning objectives**  At the end of learning session the apprentice will be able to:   1. Explain cleaning method such as:    1. Washing,    2. Sterilization (physical and chemical),    3. Sanitation and    4. Etc. 2. List out tools/utensils, equipment and materials on cleaning method 3. Explain product used for cleaning procedure such as:    1. Soap    2. Antiseptic       1. Surgical spirit       2. Alcohol       3. Etc.    3. Disinfectant       1. Boric acid       2. Formalin       3. Etc. 4. Explain product, tools/utensils, equipment, materials storage procedure for manicure service such as:    1. Placing at designated storage    2. Arranging and keeping in place    3. Etc. 5. Explain types of salon waste below and its disposal procedure:    1. General/bio waste    2. Biodegradable waste    3. Non-biodegradable waste | | |
| **Total** | | **36** |