

**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILL STANDARD)**

**STANDARD PRACTICE & STANDARD CONTENT
FOR**

NAIL ARTISTRY

LEVEL 3

STANDARD PRACTICE
NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR
NAIL ARTISTRY
LEVEL 3

1. INTRODUCTION

This NOSS document outlines the structured career path and competencies of nail technicians. The NOSS document provides structured sets of activities that enable a person who aspires to achieve competency in this particular occupation. This ultimately enables him or her to embark on a career in the nail technology industry. The development of the NOSS is in response to the request made by the Malaysian Nail Technician Association (MNTA) and Malaysian practitioner Association of Cosmetology (MPAC). Department of Skills Development (DSD) has taken the responsibility in the development of the NOSS with the collaboration of the industrial experts and practitioners from various associations and organization in this sector.

The Standard Practice (SP) and Standard Content (SC) are part of the NOSS document which is developed together with the Training Manual and Internship Manual to complete the whole NOSS. This session concluded that the NOSS is at level 3 which are currently of priority to the nail technology industry. The job area requires significant range of varied work activities, performed in a variety of contexts, most of which are complex and necessary. In order to produce a competent nail technician in this industry, the need for knowledge and skills training are essential.

The NOSS comprises of 6 cores and 3 electives Competency Unit (CU) Titles. It covers the nail technician's job area which is one of the pillars under the sub-sector of cosmetology in the Medical & Pharmaceuticals sector. (Refer Figure 1.1 Occupational Area Analysis Chart for Job Area in Nail Technology).

Industry requirements and skills development in the nail technology industry in Malaysia has directly contributed to the growth of nail salons and nail technology services providers. This NOSS specify competency expected of a competent nail technician. The career path of this job area has a potential extension to Nail Salon Assistant Manager / Nail Consultant at level 4 and Nail Salon Manager / Nail Salon Management Consultant at level 5.

Nail technology training and qualifications is essential in the development and well-being of future/ potential/ existing nail technicians, as they are the country's assets. Providing training to the future/ potential/existing nail technicians is in line with the Ministry of Education's plan in the transformation of vocational education to be carried out through five strategies namely the transformation of the vocational education curriculum, transformation of the vocational education institutions, collaboration with strategic partners in the industry, transformation of the vocational education assessment, and transformation of the vocational education organisation.

The history of nail technology can be traced as far back as ancient Egypt. In ancient Egypt, well manicured nails were reserved for people of only the highest status in society. The history of nail technology continues into the 1980s when cosmetic companies started offering gauze, silk, paper, acrylic powder and gels that were used to repair broken nails as well as to extend nails. As the history of nail technology progresses, men and women have started spending more and more money not only on nails, but also on hand and foot care products and services.

Nail technicians, who are also called manicurists, pedicurists, or cosmetologists, provide many services related to the care and grooming of hand, foot and nails. They must possess a thorough knowledge of the nails, including a basic knowledge of hand and foot massage techniques and treatment for problem skin and nails, a neat application of polishes, nail art, acrylic and gel products. They must possess excellent cleanliness and sanitation skills and be willing to train in a proper salon's specific nail service offerings. They must possess excellent communication skills and be able to learn the product and service knowledge necessary to effectively provide beauty solutions to meet the needs of their clients.

Nail Technician is one of the fastest-growing and most creative, rewarding, and high-paying professions in cosmetology today. The demand for the employment of nail technicians as professionals is promising due to the demands of the industry. The job area for this profession is mostly significant in the nail salons.

The NOSS document comprises of Job Profiles (JP) which consists of competency unit (CU) titles, competency profile (CP) and curriculum of competency unit (CoCu). The competency profile consists of competency unit title, descriptor, work activities and performance criteria. The curriculum of competency unit (CoCu) which comprises of work activities, related knowledge, applied skills, attitude/safety/environmental, training hours, delivery mode, assessment criteria, employability skills (core abilities & social skills), tools, equipment and materials (TEM) and references. The information in the CoCu can be used by training centres to conduct training in order for nail technician in this profession to meet the industry requirements. This NOSS can also be used by the industry to determine the job scope, responsibilities, remuneration, salary, job modification and career enhancement.

2. OCCUPATIONAL PROFILE CHART

SECTOR	MEDICAL & PHARMACEUTICALS					
SUB SECTOR	COSMETOLOGY					
AREA	BEAUTY THERAPY	SPA THERAPY	COMPLEMENTARY ALTERNATIVE THERAPY			NAIL TECHNOLOGY
LEVEL 5	MP-060-5 Aesthetic Manager (19-07-2001) (19-04-2011)	MP-061-5 Spa Manager (19-04-2011)	NOT AVAILABLE			NOT AVAILABLE
LEVEL 4	MP-060-4 Assistant Aesthetic Manager (19-07-2001) (19-04-2011)	MP-061-4 Spa Assistant Manager (19-04-2011)	NOT AVAILABLE			NOT AVAILABLE
LEVEL 3	MP-060-3 Aesthetic Therapist (30-09-2000) (19-04-2011)	N-030-3 Spa Supervisor (30-10-2007)	MP-080-3:2011 Foot, Hand and Ear Reflexology (19-07-2001) (20-11-2011)	MP-081-3:2011 Aromatherapy (19-07-2001) (20-12-2011)	MP-082-3:2011 Massage Therapy (18-07-2002) (20-12-2011)	NAIL TECHNICIAN
LEVEL 2	MP-060-2 Aesthetician (19-07-1996) (30-09-2000) (19-04-2011)	N-030-2 Senior Spa Therapist (30-10-2007)	NO LEVEL			NO LEVEL
LEVEL 1	MP-060-1 Beautician (28-11-1995) (30-09-2000) (19-04-2011)	N-030-1 Junior Spa Therapist (30-10-2007)	NO LEVEL			NO LEVEL

3. OCCUPATIONAL AREA ANALYSIS CHART

SECTOR	MEDICAL & PHARMACEUTICALS					
SUB SECTOR	COSMETOLOGY					
AREA	BEAUTY THERAPY	SPA THERAPY	COMPLEMENTARY ALTERNATIVE THERAPY			NAIL TECHNOLOGY
LEVEL 5	MP-060-5 Aesthetic Manager (19-07-2001) (19-04-2011)	MP-061-5 Spa Manager (19-04-2011)	NOT AVAILABLE			NOT AVAILABLE
LEVEL 4	MP-060-4 Assistant Aesthetic Manager (19-07-2001) (19-04-2011)	MP-061-4 Spa Assistant Manager (19-04-2011)	NOT AVAILABLE			NOT AVAILABLE
LEVEL 3	MP-060-3 Aesthetic Therapist (30-09-2000) (19-04-2011)	N-030-3 Spa Supervisor (30-10-2007)	MP-080-3:2011 Foot, Hand and Ear Reflexology (19-07-2001) (20-11-2011)	MP-081-3:2011 Aromatherapy (19-07-2001) (20-12-2011)	MP-082-3:2011 Massage Therapy (18-07-2002) (20-12-2011)	NAIL ARTISTRY
LEVEL 2	MP-060-2 Aesthetician (19-07-1996) (30-09-2000) (19-04-2011)	N-030-2 Senior Spa Therapist (30-10-2007)	NO LEVEL			NO LEVEL
LEVEL 1	MP-060-1 Beautician (28-11-1995) (30-09-2000) (19-04-2011)	N-030-1 Junior Spa Therapist (30-10-2007)	NO LEVEL			NO LEVEL

4. DEFINITION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1: (Operation and Production Level) Competent in performing a range of varied work activities, most of which are routine and predictable

Malaysia Skills Certificate Level 2: (Operation and Production Level) Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.

Malaysia Skills Certificate Level 3: (Supervisory Level) Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

Malaysia Skills Diploma Level 4: (Executive Level) Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.

Malaysia Skills Advanced Diploma Level 5:(Managerial Level) Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

5. MALAYSIAN SKILL CERTIFICATION

The pre-requisite for the enrolment this course is as below:

- i. Be able to read and write in Bahasa Malaysia or English or Mandarin;
- ii. Sijil Pelajaran Malaysia Vokasional (SPMV) / Sijil Pelajaran Malaysia (SPM) / at least 2 years of working experience in cosmetology sub-sector ; and
- iii. Physically and mentally fit.

Candidates after being assessed and verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) Level 3.

This NOSS outlines competency units in the nail technology environment as required by the industry and has been developed and documented following extensive collaboration across key Malaysian organisations. To meet the requirements of this industry, it is imperative that the competency units outlined follow a high standard as well as maintenance of consistency throughout the assessment process. This can only be done by stipulating a precise framework in which the assessment of competency units must be conducted. The training and assessment of nail technicians must be deployed in accordance with National Skills and Development Act (Act 652)(NASDA) and in adherence to the needs and requirements of the industry and National policies as follows:

- a) The final assessment of competence must include the combination of documented continuous assessment conducted by the facilitator during training and the results of post-training examination;
- b) The post-training examination must be practical in nature and involve demonstration & application of the competency units at the workplace setting or real-world examples;
- c) The competency units as outlined in this NOSS must be assessed throughout the training program and during a post-training examination;
- d) The learning environment and facilities need to be in accordance with the requirements of the nail technology industry;
- e) The development and assessment of the competency units must demonstrate that they have developed transferable skills;
- f) The development and assessment of the competency units must include documentation by candidates both during training and examination; and
- g) All training and assessment materials must be mapped and verified to be in accordance with the NOSS Nail Technology Level 3 by a panel comprising industries subject matter experts appointed by *Jabatan Pembangunan Kemahiran (JPK)*.

6. JOB COMPETENCIES

The Nail Technician (Nail Technology) Level 3 is competent in performing:

- Nail Salon Hygiene And Safety Practices
- Nail Service Consultations
- Nail Care Service
- Nail Art Service
- Acrylic Nail Service
- Gel Nail Service
- Specialized Nail Art Service
- 3D Nail Deco Item Preparations
- Marketing and Promotional Activities

7. WORKING CONDITIONS

Generally they work under similar operating hours of the retail / services sector which may also be outside normal working hours or work during weekends. They work in the nail services industry locally or overseas as a team to ensure operations are successfully executed. Since this is a service based industry, they need to have knowledge, positive attitude and effective interpersonal communication skills besides skills in conducting the nail services to deal with various related functions in the nail salon settings.

Personnel in this field of work is also required to adhere to health, safety and security and environment procedures in order to maintain a healthy and safety environment as well as to ensure a hygienic practices being conducted at all time.

8. EMPLOYMENT PROSPECTS

Excellent prospects exist for certified nail technicians in the nail services industry. Nail technicians have extensive skills, high morals values and sound work ethics in contributing to the growth and development of the nail services industry.

The Government policy promotes more capable nail technicians to maximise their effectiveness in the nail services and nail training center settings and contribute to the continuous development of the potential of individuals holistically towards fulfilling the national nail services industry,

Other related occupations with respect to employment opportunities are:

- Nail Consultant
- Nail Salon Assistant Manager
- Nail Salon Manager
- Nail Salon Consultant

Other related industries with respect to employment opportunities are:

- Beauty and nails events management
- Beauty and nails exhibition
- Nail product supplier and retailer
- Nail editorial for magazines, newspaper or periodicals

- Nail cosmetic buyer
- Research assistant in a nail cosmetic laboratory
- Training Institutions

9. TRAINING, INDUSTRIAL/PROFESSIONAL RECOGNITION, OTHER QUALIFICATIONS AND ADVANCEMENT

Candidates are trained in training institutions both public and private sectors with the on-job-training (OJT). The basic qualifications for this level of Nail technician Level 3 should have a minimum of one (1) year of working experience.

Other courses for skills advancement purposes can be developed in the following fields:

- Nail Salon Management
- Nail Product Research & Development
- Nail Décor Designer

10. SOURCES OF ADDITIONAL INFORMATION

LOCAL:

- Department of Skills Development (DSD) Information Centre
Level 7 & 8, Block D4
Complex D Federal Government
Administrative Centre
62530, Federal Territory
Putrajaya
(www.dsd.gov.my)
- Malaysian Practitioner Association of Cosmetology (MPAC)
Lot T 107 & T108, 3rd Floor
Centrepoint Bandar Utama
No.3 Lebuhraya Bandar Utama
47800 Petaling Jaya
Selangor
(www.malaysianexpert.edu.my)
- Malaysian Nail Technicians Association (MNTA)
Lot 65-2-22, Fadason Business Center
Jalan 1/17, Kepong
52100 Kuala Lumpur
(www.facebook.com/MNTA.my)

OVERSEAS:

- Korea Nail Art Exchange Association
#202, neungwontower,
36-11, nonhyeon-dong,
kangnam-Gu, Seoul,
Korea
(www.knera.co.kr)

11. VALIDATION

11.1 This Standard has been proofread by a qualified personnel, i.e.

Name (IC No) :
Qualification :

11.2 This Standard has been circulated to the respective industries for two weeks for validation and feedback. The list of companies that have received the draft are as follows:

- i)
- ii)
- iii)

11.3 This Standard has been checked by the Standard Technical Evaluation Committee (STEC), DSD and validated by the members of Skills Development Advisory Committee (SDAC) on 29th June 2009. The SDAC members as listed below have agreed in consensus to this Standard:

- i)
- ii)

12. ENDORSEMENT

The National Skills Development Board (MPKK), Ministry of Human Resources has agreed and endorsed this Standard on

13. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this Standard.

**14. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP),
COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND
CURRICULUM OF COMPETENCY UNIT (CoCu)**

NAIL ARTISTRY

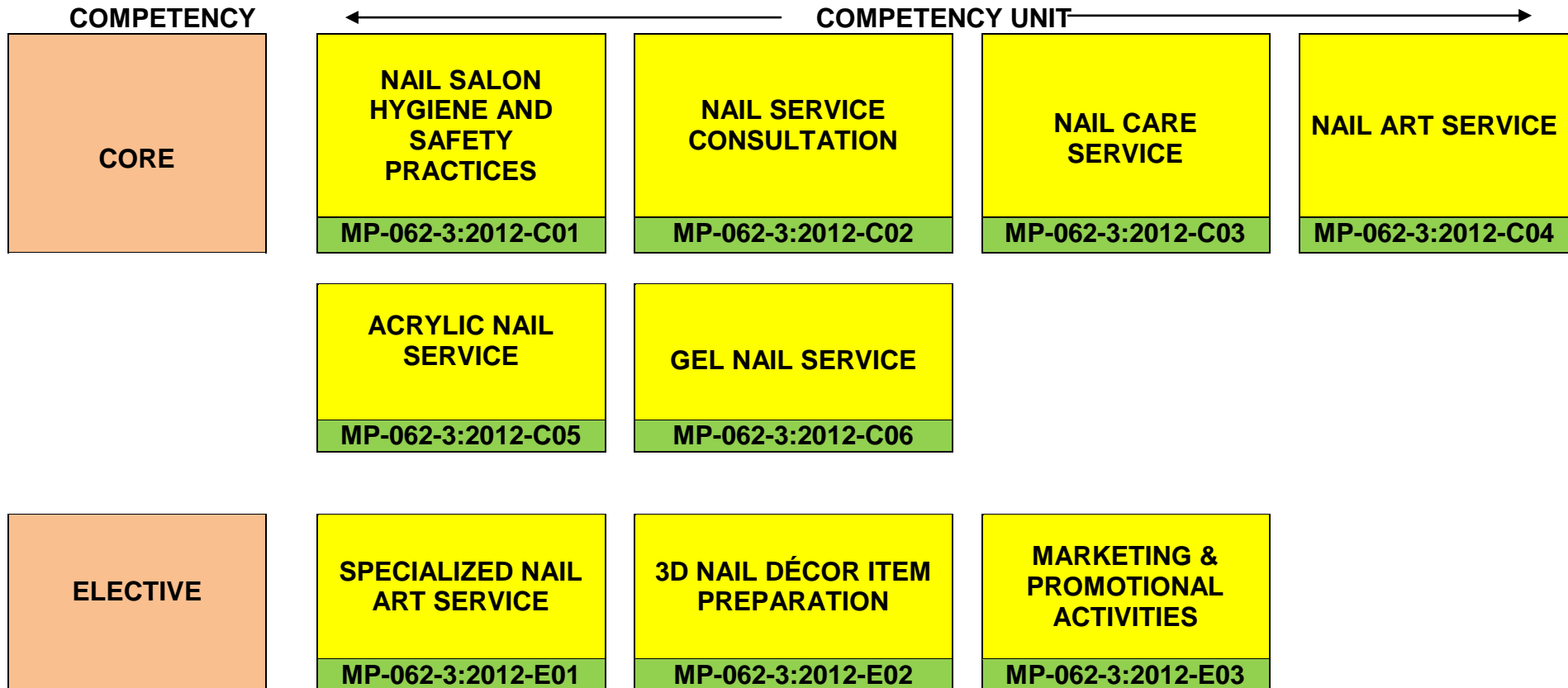
LEVEL 3

PANEL		
1	Puan Alice Liew Geok Yan	President Malaysian Nail Technicians Association (MNTA)
2	Puan Lim Wee Nee	President Malaysian Practitioner Association of Cosmetology (MPAC)
3	En Wong Thin Khiang	Deputy President Malaysian Nail Technicians Association (MNTA)
4	Datin Norsiah Haji Mahadi	Pengarah Urusan Norz Beauty House Sdn Bhd
5	Puan Norlisa Lee Abdullah	Sole Proprietor HANN Consultant Network
6	Puan Evelyn Teah	Sole Proprietor Beaulab Consultants
7	Ms Tan Lay Sim	Sole Proprietor Nail Zone Trading
8	Ms Eva Chan Ruiwen	Sole Proprietor Eva Beauty House
9	Ms Hee Meng Len (Michelle)	Founder & Proprietor Bmic Secret Of Beauty / Bmic Nail Spa Salon
10	Ms Low Saw Sin	Branch Manager Nails Talk (The Nail Shop)
11	Ms Chung Siew Yen (Maggie)	Sole Proprietor MbeautyStudioZ
12	Ms Tan Soke Yng	Branch Manager Nails Talk (The Nail Shop)
13	Ms Connie Kok Horng Yoke	Director Stay In Hair & Nail Studio
14	Puan Janet Longinus	Sole Proprietor Beauty Tech Labuan (The Nail Shop)
15	Ms Halene Jean Hong	Education Project Director STELLA-IN INTERNATIONAL Advanced Aesthetics Academy
16	Ms Yap Lee Ching	Trainer Beaubelle Beauty Academy
17	Ms Oong Chai Yan	Sole Proprietor Izuna Nail Academy

FACILITATOR	Pn. Hjh. Khadijah Binti Mohd Noor Bahagian NOSS , JPK
PROGRAM MANAGER	Tn Haji Saleh Hamidon Bahagian Penyelidikan, JPK
SECRETARIATE	Pn Faliza Binti Fudzil Bahagian NOSS,JPK

COMPETENCY PROFILE CHART (CPC)

SECTOR	MEDICAL & PHARMACEUTICALS		
SUB SECTOR	COSMETOLOGY		
JOB AREA	BEAUTY THERAPY (NAIL TECHNOLOGY)		
JOB LEVEL	THREE (3)	JOB AREA CODE	MP-062-3:2012



COMPETENCY PROFILE (CPC)

Sub Sector	COSMETOLOGY			
Job Area	BEAUTY THERAPY (NAIL TECHNOLOGY)			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Nail Salon Hygiene & Safety Practices	NA-03-01	<p>This nail salon hygiene & safety practices is to ensure a smooth and effective operating system in providing nail services to clients.</p> <p>The nail technician is responsible for nail salon equipment inspection, facilities maintenance, carry out salon hygiene practices, housekeeping activities, salon safety and security practices and stock inventory maintenance in accordance with company's Standard Operating Procedure (SOP).</p>	1. Inspect nail salon equipment	1.1 Salon equipment in working condition ensured 1.2 Salon equipment inspection checklist completed
			2. Maintain nail salon facilities and inventory	2.1 Nail service facilities (workstations and consultation area) organised in accordance with service requirements 2.2 Salon facilities in working condition ensured 2.3 Stock inventory level checked in accordance with salon inventory system 2.4 Stock replenished 2.5 Stock inventory record updated

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Carry out salon hygiene practices	3.1 Work area, tools and equipment sanitation, disinfection and sterilisation carried out in accordance with company's SOP 3.2 Salon hygiene activities checklist completed
			4. Carry out housekeeping activities	4.1 Housekeeping activities carried out in accordance with company's SOP
			5. Carry out salon safety and security practices	5.1 Salon safety and security measures taken in accordance with company's SOP.
2. Nail Service Consultation	NA-03-02	This nail service consultation is to ensure that client is consulted, needs identified and services recommended as per client's need. The nail technician is responsible to attend and consult client, record, file and store consultation findings.	1. Attend Client	1.1 Client greeted and ushered to the consultation area in accordance with company's SOP 1.2 Client comfort ensured
			2. Consult Client	2.1 Client attended to, consulted and needs identified in accordance with company's SOP

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Record Findings	3.1 Client consultation record completed and updated in accordance with company's SOP
3. Nail Care Service	NA-03-03	<p>This nail care service is to ensure that the client's nails and skin conditions are moisturised and groomed.</p> <p>The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for nail care service. He/she also records service activities.</p>	1. Analyse client's needs	1.1 Client's record interpreted and needs determined
			2. Prepare nail care service equipment, tools, materials & products	<p>2.1 Nail care service equipment, tools, materials and products selected and obtained in accordance with service procedures</p> <p>2.2 Work area arranged in accordance with service procedures</p> <p>2.3 Equipment, tools, materials and products organised in accordance with work sequence</p>
			3. Prepare client for nail care service	<p>3.1 Client's personal belongings safely kept</p> <p>3.2 Client positioned comfortably for nail care service in accordance with service requirements</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Carry out nail care service	4.1 Nail care service carried out in accordance with service requirements 4.2 Client's modesty and comfort ensured 4.3 Upkeep work area
			5. Record nail care service	5.1 Home care advised 5.2 Nail care service activities and home care advice recorded
4. Nail Art Service	NA-03-04	<p>This nail art service is to ensure that the client's nails are decorated and enhanced based on client's preferences and needs.</p> <p>The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for nail art service. He/she also records service activities.</p>	1. Analyse client's needs	1.1 Client's record interpreted and needs determined
			2. Prepare nail art service equipment, tools, materials and products	2.1 Nail art service equipment, tools, materials and products selected and obtained in accordance with service procedures 2.2 Work area arranged in accordance with service procedures 2.3 Equipment, tools, materials and products organised in accordance with work sequence

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Prepare client for nail art service	3.1 Client's personal belongings safely kept 3.2 Client positioned comfortably for nail care service in accordance with service requirements
			4. Carry out nail art service	4.1 Nail art service carried out in accordance with service requirements 4.2 Client's modesty and comfort ensured 4.3 Upkeep work area
			5. Record nail art service	5.1 Home care advised 5.2 Nail art service activities and home care advice recorded
5. Acrylic Nail Service	NA-03-05	Acrylic nail is a type of sculptured nail using liquid monomer and a powder polymer that, when mixed together, form a solid to add strength and/or length to the natural nail. This acrylic nail service enhances imperfect nail and to repair a break in nail.	1. Analyse clients' needs	1.1 Client's record interpreted and needs determined
			2. Prepare acrylic nail service equipment, tools, materials and products	2.1 Acrylic nail service equipment, tools, materials and products selected and obtained in accordance with service procedures

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for acrylic nail service. He/she also records service activities.		2.2 Work area arranged in accordance with service procedures 2.3 Equipment, Tools, materials and products organised in accordance with work sequence
			3. Prepare client for acrylic nail service	3.1 Client's personal belongings safely kept 3.2 Client positioned comfortably for acrylic nail service in accordance with service requirements
			4. Carry out acrylic nail service	4.1 Acrylic nail service carried out in accordance with service requirements 4.2 Client's modesty and comfort ensured 4.3 Upkeep work area
			5. Record acrylic nail service	5.1 Home care advised 5.2 Acrylic nail service activities and home care advice recorded
6. Gel Nail Service	NA-03-06	Gel nail is a type of sculptured nail using gel nail products containing	1. Analyse clients' needs	1.1 Client record interpreted and needs determined

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>chemicals known as photo-initiators that give off free radicals when exposed to ultraviolet light which cause other molecules within the gel to bond with each other, making it stiff to add strength and/or length to the natural nail. This gel nail service enhances imperfect nail and to repair a break in nail.</p> <p>The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for gel nail service. He/she also records service activities.</p>	<p>2. Prepare gel nail service equipment, tools, materials and products</p>	<p>2.1 Gel nail service equipment, tools, materials and products selected and obtained in accordance with service procedures</p> <p>2.2 Work area arranged in accordance with service procedures</p> <p>2.3 Equipment, tools, materials and products organised in accordance with work sequence</p>
			<p>3. Prepare client for gel nail service</p>	<p>3.1 Client's personal belongings safely kept</p> <p>3.2 Client positioned comfortably for gel nail service in accordance with service requirements</p>
			<p>4. Carry out gel nail service</p>	<p>4.1 Gel nail service carried out in accordance with service requirements</p> <p>4.2 Client's modesty and comfort ensured</p> <p>4.3 Upkeep work area</p>
			<p>5. Record gel nail service</p>	<p>5.1 Home care advised</p> <p>5.2 Gel nail service activities and</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				home care advice recorded
7. Specialized Nail Art Service	NA-03-07	<p>Specialized nail art service create dramatic, fashionable and trendy nail art on client's nails to meet their needs for themed events, advertising, media, fashion and photography.</p> <p>The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for specialized nail art service. He/she also records service activities.</p>	1. Analyse client needs	1.1 Client's record interpreted and needs determined
			2. Prepared specialized nail art service equipment, tools, materials and products	2.1 Specialised nail art service equipment, tools, materials and products selected and obtained in accordance with service procedures 2.2 Work area arranged in accordance with service procedures 2.3 Equipment, tools, materials and products organised in accordance with work sequence
			3. Prepare clients for specialized nail art service	3.1 Client's personal belongings safely kept 3.2 Client positioned comfortably for specialized nail art service in accordance with service requirements
			4. Carry out specialized nail art service	4.1 Specialized nail art service carried out in accordance with

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>service requirements</p> <p>4.2 Client's modesty and comfort ensured</p> <p>4.3 Upkeep work area</p>
			5. Record specialized nail art service	<p>5.1 Home care advised</p> <p>5.2 Specialized nail art service activities and home care advice recorded</p>
8. 3D Nail Decor Items Preparation	NA-03-08	<p>This 3D Nail Decor Items Preparation is to produce decorative items to complement, supplement and enhance nail art services.</p> <p>The nail technician is responsible to analyse 3D nail decor needs, prepare equipment, tools, materials and products. He/she also produces and packs 3D nail decor items for sale.</p>	1. Analyse 3D nail decor requirements	1.1 Information on 3D nail decor demands obtained
			2. Prepare 3D Nail Decor equipment, tools, materials & products	<p>2.1 3D Nail Decor equipment, tools, materials and products selected and obtained in accordance with company's SOP</p> <p>2.2 Equipment, tools, materials and products organised in accordance with work sequence</p>
			3. Produce 3D Nail Decor Items	3.1 3D Nail Decor Items designed and created in accordance with information gathered

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Pack 3D Nail Decor Items for commercial purposes	4.1 Packaging materials identified and obtained 4.2 3D Nail Decor Items packed and labelled in accordance with company's SOP
			5. Record packed 3D Nail Decor Items	5.1 Packed 3D Nail Decor stored and recorded in accordance with company's SOP
9. Marketing and Promotional Activities	NA-03-09	<p>Marketing and Promotional Activities is essential to introduce new products, to create awareness and increase market demand for nail products and services.</p> <p>The nail technician is responsible to carry out Marketing and Promotional Activities. He/she also records sales, files and stores records in accordance with company's SOP.</p>	1. Study salon services and products	1.1 Salon services and products identified 1.2 Benefits of salon services and products determined
			2. Prepare marketing and promotional requirements	2.1 Marketing and promotional material selected and obtained in accordance with marketing and promotional strategies requirements and Standard Operating Procedure
			3. Carry out marketing and promotional activities	3.1 Salon clients identified and duly informed of the promotion 3.2 Marketing and promotional activities executed as per

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				promotional guidelines and Standard Operating Procedures (SOP)
			4. Record marketing and promotional activities	4.1 Marketing and promotional activities recorded 4.2 Marketing and promotional activities record stored

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	COSMETOLOGY						
Job Area	BEAUTY THERAPY (NAIL TECHNOLOGY)						
Competency Unit Title	NAIL SALON HYGIENE AND SAFETY PRACTICES						
Learning Outcome	<p>The person who is competent in this CU shall be able to practise salon hygiene and safety procedures to create a safe working environment in providing nail art and nail care services. The competency is to equip the person to execute maintenance activities as per checking requirements in accordance with Operator Manual and Standard Operating Procedure. The person should also be able to ensure a clean, comfortable and safe environment to carry out nail art and nail care services.</p> <p>Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Inspect nail salon equipment • Maintain nail salon facilities and inventory • Carry out salon hygiene practices • Carry out housekeeping activities • Carry out salon safety and security practices <p>Pre-requisite: None</p>						
Competency Unit ID	MP-062-3:2012-C01	Level	3	Training Duration	144	Credit Hours	14.4
Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria	
1. Inspect nail salon equipment	1.1 Equipment (UV light, LED light, nail dryer, electric file, sterilizer, table lamp, etc) 1.2 Fundamental electrical knowledge <ul style="list-style-type: none"> • Electrical symbols 	1.1 Interpret electrical symbols 1.2 Determine machine features (eg: on/off switch, intensity adjuster) 1.3 Check machine	<u>Attitude:</u> <ul style="list-style-type: none"> • Meticulous in inspecting electrical equipment • Handle equipment 	<u>Related Knowledge</u> 8	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion 	i. Electrical symbols listed and functions specified ii. Equipment listed and functions stated iii. Equipment checking procedures followed	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>(voltage, power, resistor, inductor, capacitor, etc)</p> <ul style="list-style-type: none"> Electrical circuit theory <p>1.3 Equipment functionality (equipment manual and manufacturer's instruction)</p> <p>1.4 Equipment checking procedures</p> <p>1.5 Equipment maintenance documentation</p>	<p>functionality</p> <p>1.4 Follow equipment checking procedures</p> <p>1.5 Complete equipment inspection documentation</p>	<p>with care</p> <p><u>Safety:</u></p> <ul style="list-style-type: none"> Avoid handling of electrical equipment with wet hands Electrical equipment switched off, unplugged and re-placed after use 	<p><u>Related Skills:</u></p> <p>16</p>	<p><u>Related Skills:</u></p> <ul style="list-style-type: none"> Demonstration and observation Familiarization Practical 	<p>according to equipment manual and manufacturer's instruction</p> <p>iv. Equipment condition/ functionality assured and inspection documentation completed</p>
2 Maintain nail salon facilities and inventory	<p>2.1 Facilities and inventory maintenance schedule</p> <p>2.2 Facilities (workstations, consultation area, etc.)</p> <p>2.3 Facilities maintenance procedures</p> <p>2.4 Facilities maintenance documentation</p> <p>2.5 Salon inventory (products, materials, stationery, etc.)</p> <p>2.6 Salon inventory control</p>	<p>2.1 Check facilities condition according to maintaining schedule</p> <p>2.2 Follow facilities maintenance procedures</p> <p>2.3 Complete facilities maintenance documentation</p> <p>2.4 Assure facilities in serviceable</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> Meticulous in checking, updating stock inventory and maintaining facilities Honest in stock checking 	<p><u>Related Knowledge</u></p> <p>16</p> <p><u>Related Skills:</u></p> <p>32</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> Lecture and discussion <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> Demonstration and observation Familiarization Practical 	<p>i. Nail service facilities checked and malfunctions/ abnormalities/ irregularities reported in accordance with facilities maintenance procedures</p> <p>ii. Facilities maintenance documented</p> <p>iii. Functionalities/ serviceability of facilities confirmed</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>(stock level, expiry date, requisition, etc.)</p> <p>2.7 Company inventory system</p> <p>2.8 Standard Operating Procedure</p>	<p>conditions</p> <p>2.5 Identify inventory</p> <p>2.6 Carry out inventory control</p> <p>2.7 Comply to Standard Operating Procedure</p>	<p><u>Safety:</u></p> <ul style="list-style-type: none"> • Handle products and materials carefully. • Store flammable products away from high temperature area. • Display products in suitable display area. • Keep floor clean and dry Keep salon well ventilated • Water mains turned off at the end of day 			<p>iv. Stock Inventory listed and status recorded</p> <p>v. Expired stock replaced/ required stock replenished</p> <p>vi. Inventory control documentation completed in accordance with company's inventory system and Standard Operating System</p>
<p>3 Carry out salon hygiene practices</p>	<p>3.1 Bacteriology and salon contamination</p> <p>3.2 Sanitation, disinfection and sterilisation</p> <p>3.3 Sanitation procedures and techniques</p>	<p>3.1 Determine methods of salon hygiene practices:</p> <ul style="list-style-type: none"> • Sanitation (Removal of sewage, trash/ 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> • Responsible in carrying out salon hygiene practices 	<p><u>Related Knowledge</u></p> <p>8</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture and discussion 	<p>i. Type of salon hygiene practices listed and purpose specified</p> <p>ii. Procedures of sanitation, disinfection and sterilisation listed and</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>3.4 Disinfection and sterilisation procedures and techniques</p> <p>3.5 Sanitation, disinfection and sterilisation procedures and techniques documentation</p> <p>3.6 Statutory/ Regulatory Body (OSHA, Local Authority, etc.)</p>	<p>waste, etc.)</p> <ul style="list-style-type: none"> Disinfection and Sterilization (wiping alcohol, scrubbing soapy water, etc.) <p>3.2 Carry out sanitation procedures in accordance with Statutory/ Regulatory Body</p> <p>3.3 Carry out disinfection and sterilisation procedures in accordance with Statutory/ Regulatory Body</p> <p>3.4 Complete sanitation, disinfection and sterilisation documentation</p>	<ul style="list-style-type: none"> Adhere to hygiene and safety practices <p><u>Safety:</u></p> <ul style="list-style-type: none"> Chemical disposal in accordance with Statutory/ Regulatory Body Discard contaminated tools and materials 	<p><u>Related Skills:</u></p> <p>16</p>	<p><u>Related Skills:</u></p> <ul style="list-style-type: none"> Demonstration and Observation Practical 	<p>elaborated</p> <p>iii. Work area sanitized, tools and equipment disinfected and sterilized in accordance with Statutory/ Regulatory Body</p> <p>iv. Sanitation, disinfection and sterilisation procedures documented</p>
4 Carry out housekeeping activities	<p>4.1 Housekeeping area</p> <ul style="list-style-type: none"> Entrance Reception area Waiting/consultation area 	<p>4.1 Determine housekeeping area</p> <p>4.2 Interpreted housekeeping schedule</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> Meticulous in checking salon cleanliness and tidiness 	<p><u>Related Knowledge</u></p> <p>8</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> Lecture and discussion 	<p>i. Housekeeping area listed and activities specified</p> <p>ii. Housekeeping equipment, tools and materials selected</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Work stations • Pantry • Lavatory <p>4.2 Housekeeping schedule</p> <p>4.3 Housekeeping methods (cleaning, washing, vacuuming, sweeping, disinfecting, etc.)</p> <p>4.4 Housekeeping equipment, tools, and materials</p> <ul style="list-style-type: none"> • Equipment (vacuum) • Tools (duster, mop, broom, etc.) • Materials (detergent, disinfectant, etc.) <p>4.5 Housekeeping activities documentation (instruction manual, schedule, duty roster, checklist, logbook, etc.)</p>	<p>4.3 Obtain housekeeping equipment, tools and materials</p> <p>4.4 Execute housekeeping activities</p> <p>4.5 Comply to manual instruction and company's Standard Operating Procedure</p>	<ul style="list-style-type: none"> • Responsible in carrying out the housekeeping activities as scheduled • Cost saving awareness to reduce wastage of material <p><u>Safety:</u> Adhere to safety and hygiene requirement</p>	<p><u>Related Skills:</u> 16</p>	<p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Practical 	<p>iii. Housekeeping activities completed</p> <p>iv. Housekeeping area swept, washed, mopped and disinfected in accordance with housekeeping schedule, manual instruction and Standard Operating Procedure</p>
5 Carry out salon safety and security practices	<p>5.1 Salon safety and security practices</p> <ul style="list-style-type: none"> • Ventilation • Chemical handling and 	<p>5.1 Check salon environment safety (ventilation, chemical</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> • Careful and meticulous in maintaining salon safety 	<p><u>Related Knowledge</u> 8</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture and discussion 	<p>i. Salon well ventilated, room temperature and humidity controlled, environment refreshed and</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>disposal.</p> <ul style="list-style-type: none"> • Fire safety (fire extinguisher, emergency exits, floor plan, evacuation exercise, etc.) • First aid (first aid procedures, first aid kit, etc.) • Emergency directory (police station, fire brigade, ambulance, etc.) • Salon safety documentation (incident report, etc.) • Salon security system (CCTV, alarm, auto locking door, etc.) <p>5.2 Salon safety and security procedures</p> <p>5.3 Salon safety and security documentation (incident report, etc.)</p> <p>5.4 Statutory/ Regulatory Body (OSHA, Local Authority, etc.)</p> <p>5.5 Standard Operating Procedure</p>	<p>handling, etc.)</p> <p>5.2 Check salon safety equipment (first aid kits, fire extinguisher, , sprinklers, fire alarm system, etc.)</p> <p>5.3 Check salon security system (Locking system, CCTV, alarm system, safe deposit box, etc.)</p> <p>5.4 Follow procedure of checking safety and security system</p> <p>5.5 Complete salon safety and security documentation</p> <p>5.6 Comply to Statutory/ Regulatory Body and Standard Operating Procedure</p>	<p>and security practices</p> <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Salon facilities locked up safely & securely at the end of a business day <p>Electrical points and equipment switch off after use</p>	<p><u>Related Skills:</u></p> <p>16</p>	<p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and Observation • Drills • Practical 	<p>hazardous chemicals disposed in accordance with Statutory/ Regulatory Body requirements</p> <p>ii. Salon safety equipment in serviceable condition assured in accordance with manufacturer/ manual specification</p> <p>iii. Salon security system functioned in accordance with manufacturer/ manual specification and Standard Operating Procedure</p> <p>iv. Salon safety and security activities documented and reported in accordance with Standard Operating Procedure</p>

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 02.01 Interpret and follow manuals, instructions and SOP's 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations / systems 01.04 Analyse information 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 01.11 Apply thinking skills and creativity 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.13 Develop and maintain team harmony and resolve conflicts 03.15 Liaise to achieve identified outcomes 04.07 Negotiate acceptance and support for objectives and strategies 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Safety Handbook	1:10
2. Emergency and Hazardous Signage	1:20
3. Standard Operating Procedure	1:20
4. Equipment Manual Specification	1:5
5. Complete Personal Protective Equipment	1:1
6. Equipment with implement	1:2
7. Maintenance record / logbook	1:20
8. Equipment and implement operating system manual	1:5
9. Maintenance report / checklist/ form	1:1
10. Fire extinguisher	1:4
11. Floor plan	1:10
12. First aid kit	1:4
13. OSHA Guidelines	1:10
14. Emergency directory	1:10
15. Stock card	1:1
16. Inventory documentation (credit note)	1:1
17. Requisition form	1:1

References

REFERENCES
1. Marian Newman (2005) 2 nd edition, The Complete Nail Technician, Thomson Learning, ISBN 10: 1-84480-139-X
2. Marian Newman (2011) 3 rd edition, The Complete Nail Technician, Cengage Learning EMEA, ISBN 13: 978-1-4080-3244-2
3. Milady (2004) 4 th edition, Milady's Standard: Nail Technology Exam Review, Thomson Learning, ISBN 10: 1-56253-909-4

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		COSMETOLOGY						
Job Area		BEAUTY THERAPY (NAIL TECHNOLOGY)						
Competency Unit Title		NAIL SERVICE CONSULTATION						
Learning Outcome		<p>This competency unit describes the knowledge, skills and attitude requirements of nail service consultations. Consultation is an important part of the nail services. Consultation is carried out to obtain a brief summary of client's medical health and condition in order to select the most appropriate service needs. The person who is competent in this CU shall be able to identify the client's needs and provide consultation and service recommendations.</p> <p>Upon completion of this competency unit trainees will be able to:</p> <ul style="list-style-type: none"> • Attend client • Consult client • Record findings <p>Pre-requisite:</p> <p>CU1 – Nail Salon Hygiene and Safety Practices CU3 – Nail Care Service CU4 – Nail Art Service CU5 – Acrylic Nail Service CU6 – Gel Nail Service CU7 – Specialized Nail Art Service</p>						
Competency Unit ID		MP-062-3:2012-C02	Level	3	Training Duration	45	Credit Hours	4.5
Work Activities	Related Knowledge	Related Skills		Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria	
1. Attend client	1.1 Professional image and deportment 1.2 Client handling	1.1 Demonstrate professional image and deportment 1.2 Apply client handling technique		<u>Attitude</u> : • Polite in receiving	<u>Related Knowledge</u> 3	<u>Related Knowledge</u> • Lecture and	i. Operator groomed and prepared to receive clients	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>technique (etiquette)</p> <p>1.3 Company's Standard Operating Procedure</p>	<ul style="list-style-type: none"> Greet client Usher client to waiting/consultation area Make client comfortable <p>1.3 Comply company's Standard Operating Procedure</p>	<p>client</p> <ul style="list-style-type: none"> Tactful in handling client <p><u>Safety</u></p> <ul style="list-style-type: none"> Non-applicable 	<p><u>Related Skills:</u></p> <p>6</p>	<p>discussion</p> <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> Demonstration and observation Role play 	<p>ii. Client welcomed and directed to the consultation area in accordance with company's Standard Operating Procedure</p> <p>iii. Client comfortably seated and drinks served</p>
2.Consult client	<p>2.1 Anatomy and physiology of hand, foot, skin and nail health condition</p> <p>2.2 Nail shapes : (square, round, squoval, oval, pointed, etc.)</p> <p>2.3 Problem nails: (chipped, cracked, bitten nails, etc.)</p> <p>2.4 Contra-indications and precautions to nail services</p> <p>2.5 Service menu (enhancement, maintenance,</p>	<p>2.1. Obtain client's profile</p> <p>2.2. Identify client's needs</p> <p>2.3. Check client's nail shapes and condition (nail health, colour, imperfection, problem nails, etc.)</p> <p>2.4. Check for allergies (Chemicals, products, etc.)</p> <p>2.5. Identify contra-indications to nail services (Diabetes, bruised nail, skin/nail disease and disorders, etc.)</p> <p>2.6. Recommend services and products available to client</p> <p>2.7. Explain available services/</p>	<p><u>Attitude :</u></p> <ul style="list-style-type: none"> Polite in consulting client Tactful in handling client's needs Avoid over hard selling skills <p><u>Safety:</u></p> <ul style="list-style-type: none"> Avoid clients with contra indication 	<p><u>Related Knowledge</u></p> <p>6</p> <p><u>Related Skills:</u></p> <p>12</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> Lecture and discussion <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> Demonstration and observation Role play 	<p>i. Client's profile retrieved, interpreted and needs determined and documented</p> <p>ii. Client's nail shapes, conditions and allergies identified and documented</p> <p>iii. Client's contra-indication advised and documented</p> <p>iv. Service/ products menu and pricing</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	repair, etc.) 2.6 Client profile (age, lifestyle, services, products used, medical history, etc.) 2.7 Consultation documentation	products and pricing to client 2.8. Complete consultation records				listed, suggested and advised v. Consultation data details entered/ updated and completed
3 Record findings	3.1 Client's nail assessment recording (Skin and nail condition, health condition/ medical history, contra-indication, allergies level, service recommendation, appointment, etc.) 3.2 Company's Recording System <ul style="list-style-type: none"> Documentation (manual / computerised, etc.) 	3.1 Record consultation findings <ul style="list-style-type: none"> Client personal information Occupation Name of General Practitioner Medical history Previous nail services Condition of skin and nails Recommended services and products 3.2 Comply to Company's Recording System	<u>Attitude :</u> <ul style="list-style-type: none"> Resourceful in skin and nail condition and contra indications Honest in recommending services and products Meticulous in recording client's consultation findings Confidentiality in keeping client's record <u>Safety:</u> <ul style="list-style-type: none"> Keep client's record securely 	<u>Related Knowledge</u> 6 <u>Related Skills:</u> 12	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills:</u> <ul style="list-style-type: none"> Demonstration and observation Practical 	i. Consultation findings entered/ updated and completed ii. Company's Recording System procedures adhered

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 01.11 Apply thinking skills and creativity 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.02 Demonstrate integrity and apply ethical practices 03.08 Develop and maintain a cooperation within work group 03.09 Manage and improve performance of individuals 03.13 Develop and maintain team harmony and resolve conflicts 03.15 Liaise to achieve identified outcomes 04.01 Organize own work activities 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 04.07 Negotiate acceptance and support for objectives and strategies 05.01 Implement project / work plans 05.02 Inspect and monitor work done and / or in progress</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Learning skills5. Leadership skills6. Multitasking and prioritizing7. Self-discipline8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Clients profile record card	1:1
2. Appointment book	1:20
3. Stationery (calculator, pen, etc)	1:1
4. Cash sales machine	1:10
5. Credit card terminal	1:20
6. Desktop	1:20
7. Telephone and fax machine	1:20
8. Standard Operating Procedure	1:10
9. Service menu	1:1
10. Product price list	1:1
11. Filing cabinet	1:10

References

REFERENCES
1. Marian Newman (2005) 2 nd edition, The Complete Nail Technician, Thomson Learning, ISBN 10: 1-84480-139-X
2. Marian Newman (2011) 3 rd edition, The Complete Nail Technician, Cengage Learning EMEA, ISBN 13: 978-1-4080-3244-2
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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	COSMETOLOGY						
Job Area	BEAUTY THERAPY (NAIL TECHNOLOGY)						
Competency Unit Title	NAIL CARE SERVICE						
Learning Outcome	<p>The person who is competent in Nail Care Service shall be able to provide Nail Care Service to ensure client's nails and skin condition groomed and enhanced.</p> <p>Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Analyse client's needs • Prepare Nail Care Service equipment, tools, materials & products • Prepare client for Nail Care Service • Carry out Nail Care Service • Record Nail Care Service <p>Pre-requisite: CU1 – Nail Salon Hygiene and Safety Practices</p>						
Competency Unit ID	MP-062-3:2012-C03	Level	3	Training Duration	171	Credit Hours	17.1

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
1. Analyse client's needs	1.1 Client's profile (existing or new) <ul style="list-style-type: none"> • Personal data and information • Lifestyle 	1.1 Obtain and check client's record 1.2 Check client's skin and nails for contra-indications 1.3 Determine Nail Care Service (manicure, pedicure, spa	<u>Attitude:</u> <ul style="list-style-type: none"> • Resourceful in skin and nail condition and contra indications 	<u>Related Knowledge</u> 3	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion 	i. Client's consultation record interpreted and service confirmed

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Preference • Health condition • Services and products • Etc <p>1.2 Method of consultation</p> <ul style="list-style-type: none"> • Visual (observation) • Verbal <p>1.3 Precaution, indications and contra indications</p> <p>1.4 Nail structure, nail diseases and disorders</p> <p>1.5 Skin structure, skin diseases and disorders</p> <p>1.6 Nail Care Service</p> <ul style="list-style-type: none"> • Manicure • Pedicure • Spa manicure • Spa pedicure • Nail polish application • High shine 	<p>manicure, spa pedicure, nail polish application, high shine buffing, paraffin treatment, etc)</p> <p>1.4 Explain procedure of Nail Care Service to client</p>	<ul style="list-style-type: none"> • Honest in recommending services and products <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Avoid working on infected, inflamed, broken or swollen nails and skin 	<p><u>Related Skills</u></p> <p>6</p>	<p><u>Related Skills</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Practical 	<p>ii. Procedure of Nail Care Service clarified to client</p> <p>iii. Possible contra indications identified and client advised</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	buffing <ul style="list-style-type: none"> • Paraffin treatment • Etc 1.7 Nail Care Service procedures					
2. Prepare Nail Care Service equipment, tools, materials and products	2.1 Nail Care Service equipment, tools, materials and products 2.2 Functions and usage of Nail Care Service equipment, tools, materials and products 2.3 Work area preparation (equipment, tools, materials and products functional arrangement, etc) 2.4 Handling of Nail Care Service equipment, tools, materials and products (hygiene practices, quantity, etc) 2.5 Handling of	2.1 Determine Nail Care Service equipment, tools, materials and products 2.2 Prepare work area in accordance with service requirements (hygienically and ergonomically) 2.3 Arrange service equipment, tools, materials and products in accordance with work sequence 2.4 Dispose hazardous waste materials in accordance with safety requirements 2.5 Store Nail Care Service equipment, tools, materials and products	<u>Attitude:</u> <ul style="list-style-type: none"> • Meticulous in preparing Nail Care Service equipment, tools, materials and products • Resourceful in product ingredients <u>Safety:</u> <ul style="list-style-type: none"> • Adhere to safety and hygiene requirement in handling equipment, tools, materials and products • Cautious in handling 	<u>Related Knowledge</u> 8 <u>Related Skills</u> 16	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion <u>Related Skills</u> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Practical 	i. Nail Care Service equipment, tools, materials and products identified and selected ii. Work area hygienically and ergonomically arranged in accordance with service procedures iii. Nail Care Service equipment, tools, materials and products arranged in accordance with service work sequence iv. Hazardous waste materials

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	hazardous waste materials 2.6 Nail Care Service equipment, tools, materials and products storage procedures		chemicals and hazardous materials			disposed in accordance with safety requirements v. Nail Care Service equipment, tools, materials and products stored
3. Prepare client for Nail Care Service	3.1 Client's belongings safekeeping procedures 3.2 Client's preparation procedure (client positioning techniques, modesty, protection, hygiene, etc)	3.1 Determine safekeeping procedures (watches, rings, bracelets, handbags, shoes, etc) 3.2 Position client at the workstation in accordance with service requirements <ul style="list-style-type: none"> Client comfortably positioned Client's attire protected 	<u>Attitude:</u> <ul style="list-style-type: none"> Meticulous in preparing client for Nail Care Service Concern with client's comfort and modesty Responsible in client's belongings safekeeping Courteous attitude towards client <u>Safety:</u> <ul style="list-style-type: none"> Ensure client's 	<u>Related Knowledge</u> 3 <u>Related Skills</u> 6	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills</u> <ul style="list-style-type: none"> Demonstration and observation Familiarization Practical 	i. Client's belongings safely kept ii. Client positioned in accordance with service requirements iii. Client's attire protected

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
			personal belongings are kept in safe area			
4. Carry out Nail Care Service	<p>4.1 Nail technician posture and deportment</p> <p>4.2 Nail Care Service precautionary measures</p> <p>4.3 Client's response during service (positive and negative feedback)</p> <p>4.4 Nail Care Service work procedures (manicure, pedicure, spa manicure, spa pedicure, nail polish application, high shine buffing, paraffin treatment, etc)</p>	<p>4.1 Practice good posture and deportment</p> <p>4.2 Take precautionary measures in Nail Care Service</p> <p>4.3 Sanitize nail technician's and client's hands</p> <p>4.4 Follow procedure and techniques of Nail Care Service in accordance with service requirements (manicure, pedicure, spa manicure, spa pedicure, nail polish application, high shine buffing, paraffin treatment, etc)</p> <ul style="list-style-type: none"> Pre-prepare client's nail in accordance with nail service requirements Complete Nail Care Service within time frame in accordance with service requirements <p>4.5 Upkeep work area</p> <ul style="list-style-type: none"> Sanitize and disinfect used equipment and tools Replenish materials and products 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> Meticulous in performing Nail Care Service Proactive in performing Nail Care Service Observant to client's response during Nail Care Service Ensure client's modesty and comfort <p><u>Safety:</u></p> <ul style="list-style-type: none"> Adhere to safety and hygiene requirements in handling equipment, 	<p><u>Related Knowledge</u></p> <p>20</p> <p><u>Related Skills</u></p> <p>100</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> Lecture and discussion <p><u>Related Skills</u></p> <ul style="list-style-type: none"> Demonstration and observation Familiarization Practical 	<p>i. Good posture and deportment demonstrated</p> <p>ii. Nail technician's and client's hands sanitized</p> <p>iii. Client seated/ positioned comfortably</p> <p>iv. Nail Care Service executed in accordance with service requirements (manicure, pedicure, spa manicure, spa pedicure, nail polish application, high shine buffing, paraffin treatment, etc)</p> <p>v. Work area sanitized, disinfected and organized</p> <p>vi. Equipment sanitized and</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> Store equipment, tools, materials and products 	tools, materials and products			kept in place vii. Tools sanitized, disinfected and kept in place iii. Used materials and hazardous products disposed in accordance with manufacturer's instructions and Statutory Regulatory Body ix. Low stock materials and products replenished
5. Record Nail Care Service	5.1 Nail Care Service activities 5.2 Home care advice and recommendation (products, follow-up appointment, etc) 5.3 Company's requirement for Nail Care Service recording <ul style="list-style-type: none"> Documentation (methods, 	5.1 Explain home care advice 5.2 Record Nail Art Service activities in accordance with company's requirements 5.3 File and store Nail Art Service activities record in accordance with company's requirements	<u>Attitude :</u> <ul style="list-style-type: none"> Tactful and polite in home care advice Meticulous in recording and advising client on home care Confidentiality in keeping client record 	<u>Related Knowledge</u> 3 <u>Related Skills</u> 6	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills</u> <ul style="list-style-type: none"> Demonstration and observation Familiarization Practical 	i. Home care advice clarified and recorded ii. Nail Care Service documented in accordance with company's requirements iii. Nail Care Service record filed and stored in accordance with company's

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	format, etc)		<u>Safety:</u> <ul style="list-style-type: none">• Keep client's record securely and confidentially			requirements

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyse information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 01.07 Utilize database applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.01 Interpret and follow manuals, instructions and SOPs 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/ Intranet to exchange information 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain team cooperation/team work within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.11 Monitor and evaluate performance of human resources 03.12 Provide coaching/ on-the-job training 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Learning skills5. Leadership skills6. Multitasking and prioritizing7. Self-discipline8. Teamwork

Core Abilities	Social Skills
<ul style="list-style-type: none"> 03.16 Identify and assess client/customer needs 03.17 Identify staff training needs and facilitate access to training 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 04.06 Allocate work 04.07 Negotiate acceptance and support for objectives and strategies 04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.01 Implement project/work plans 05.02 Inspect and monitor work done and/or in progress 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/or authority 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems 06.07 Develop and maintain networks 06.08 Identify and analyse effect of technology on the environment 	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Tools (cuticle nipper, nail clipper, cuticle pusher, nail file, nail buffer, orange wood sticks, nail brush, etc)	1:1
2. Products (cuticle softener, cuticle oil, sanitizer, disinfectant, nail varnish, varnish remover, etc)	1:1
3. Equipment (pedicure chair, manicure table, stool, nail dryer, etc)	1:4
4. Materials (surgical face mask, disposable gloves, disposable towel/paper roll, cotton wool, etc)	1:1
5. Safety Handbook	1:10
6. Standard Operating Procedure	1:10
7. Equipment Manual Specification	1:10
8. Complete Personal Protective Equipment	1:1
9. Service record / logbook	1:1
10. Service Menu	1:10
11. Service Manual	1:10
12. Products Manual	1:10

References

REFERENCES
1. Marian Newman (2005) 2 nd edition, The Complete Nail Technician, Thomson Learning, ISBN 10: 1-84480-139-X
2. Marian Newman (2011) 3 rd edition, The Complete Nail Technician, Cengage Learning EMEA, ISBN 13: 978-1-4080-3244-2
3. Milady (2004) 4 th edition, Milady's Standard: Nail Technology Exam Review, Thomson Learning, ISBN 10: 1-56253-909-4

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	COSMETOLOGY						
Job Area	BEAUTY THERAPY (NAIL TECHNOLOGY)						
Competency Unit Title	NAIL ART SERVICE						
Learning Outcome	<p>The person who is competent in Nail Art Service shall be able to provide Nail Art Service to ensure client's nails are enhanced.</p> <p>Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> Analyse client's needs Prepare Nail Art Service equipment, tools, materials & products Prepare client for Nail Art Service Carry out Nail Art Service Record Nail Art Service <p>Pre-requisite: CU1 – Nail Salon Hygiene and Safety Practices CU3 – Nail Care Service</p>						
Competency Unit ID	MP-062-3:2012-C04	Level	3	Training Duration	171	Credit Hours	17.1

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
1. Analyse client's needs	1.1 Client's profile (existing or new) <ul style="list-style-type: none"> Personal data and information 	1.1 Obtain and check client's record 1.2 Check client's skin and nails for contra-indications	<u>Attitude:</u> <ul style="list-style-type: none"> Resourceful in skin and nail condition and contra 	<u>Related Knowledge</u> 3	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion 	i. Client's consultation record interpreted and service

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Lifestyle • Preference • Health condition • Services and products • Etc <p>1.2 Method of consultation</p> <ul style="list-style-type: none"> • Visual (observation) • Verbal <p>1.3 Precaution, indications and contra indications</p> <p>1.4 Nail structure, nail diseases and disorders</p> <p>1.5 Skin structure, skin diseases and disorders</p> <p>1.6 Nail Art Service</p> <ul style="list-style-type: none"> • Airbrush nail art (background setting/color fade application) • 3D nail art • Free hand nail 	<p>1.3 Determine Nail Art Service (airbrush nail art – background setting/color fade application, 3D nail art, free hand nail art, marbling art, french nail art, nail deco – stickers, rhinestones, beads, foil, etc, glitter dust art design, etc)</p> <p>1.4 Explain procedure of Nail Art Service to client</p>	<p>indications</p> <ul style="list-style-type: none"> • Honest in recommending services and products <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Avoid working on infected, inflamed, broken or swollen nails and skin 	<p><u>Related Skills</u></p> <p>6</p>	<p><u>Related Skills</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Practical 	<p>confirmed</p> <p>ii. Procedure of Nail Art Service clarified to client</p> <p>iii. Possible contra indications identified and client advised</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	art <ul style="list-style-type: none"> • Marbling art • French nail art • Nail deco (stickers, rhinestones, beads, foil, etc) • Glitter dust art design • Etc 1.7 Nail Art Service procedures					
2. Prepare Nail Art Service equipment, tools, materials and products	2.1 Nail Art Service equipment, tools, materials and products 2.2 Functions and usage of Nail Art Service equipment, tools, materials and products 2.3 Work area preparation (equipment, tools, materials and products functional arrangement, etc) 2.4 Handling of Nail	2.1 Determine Nail Art Service equipment, tools, materials and products 2.2 Prepare work area in accordance with service requirements (hygienically and ergonomically) 2.3 Arrange service equipment, tools, materials and products in accordance with work sequence 2.4 Dispose hazardous waste materials in accordance with safety requirements 2.5 Store Nail Art Service equipment, tools, materials and products	<u>Attitude:</u> <ul style="list-style-type: none"> • Meticulous in preparing Nail Art Service equipment, tools, materials and products • Resourceful in product ingredients <u>Safety:</u> <ul style="list-style-type: none"> • Adhere to safety and hygiene requirement 	<u>Related Knowledge</u> 8 <u>Related Skills</u> 16	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion <u>Related Skills</u> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Practical 	i. Nail Art Service equipment, tools, materials and products identified and selected ii. Work area hygienically and ergonomically arranged in accordance with service procedures iii. Nail Art Service equipment, tools, materials and products arranged in

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>Art Service equipment, tools, materials and products (hygiene practices, quantity, etc)</p> <p>2.5 Handling of hazardous waste materials</p> <p>2.6 Nail Art Service equipment, tools, materials and products storage procedures</p>		<p>in handling equipment, tools, materials and products</p> <ul style="list-style-type: none"> • Cautious in handling chemicals and hazardous materials 			<p>accordance with service work sequence</p> <p>iv. Nail Art Service chemical products prepared according to manufacturer's instructions</p> <p>v. Hazardous waste materials disposed in accordance with safety requirements</p> <p>vi. Nail Art Service equipment, tools, materials and products stored</p>
3. Prepare client for Nail Art Service	<p>3.1 Client's belongings safekeeping procedures</p> <p>3.2 Client's preparation procedures (client positioning techniques, modesty, protection,</p>	<p>3.1 Determine safekeeping procedures (watches, rings, bracelets, handbags, shoes, etc)</p> <p>3.2 Position client at the workstation in accordance with service requirements</p> <ul style="list-style-type: none"> • Client comfortably positioned • Client's attire protected 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> • Meticulous in preparing client for Nail Art Service • Concern with client's comfort and modesty • Responsible 	<p><u>Related Knowledge</u></p> <p>3</p> <p><u>Related Skills</u></p> <p>6</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture and discussion <p><u>Related Skills</u></p> <ul style="list-style-type: none"> • Demonstration and observation 	<p>i. Client's belongings safely kept</p> <p>ii. Client positioned in accordance with service requirements</p> <p>iii. Client's attire protected</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	hygiene, etc)		<p>in safekeeping client's belongings</p> <ul style="list-style-type: none"> • Courteous attitude towards client <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Ensure client's personal belongings are kept in safe area 		<ul style="list-style-type: none"> • Familiarization • Practical 	
4. Carry out Nail Art Service	<p>4.1 Nail technician posture and deportment</p> <p>4.2 Nail Art Service precautionary measures</p> <p>4.3 Client's response during service (positive and negative feedback)</p> <p>4.4 Nail Art Service work procedures (airbrush nail art – background</p>	<p>4.1 Practice good posture and deportment</p> <p>4.2 Take precautionary measures in Nail Art Service</p> <p>4.3 Sanitize nail technician's and client's hands</p> <p>4.4 Follow procedure and techniques of Nail Art Service in accordance with service requirements (airbrush nail art – background setting/color fade application, 3D nail art, free hand nail art, marbling art, french nail art, nail deco – stickers, rhinestones, beads,</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> • Meticulous in performing Nail Art Service • Proactive in performing Nail Art Service • Observant to client's response during Nail Art Service 	<p><u>Related Knowledge</u></p> <p>20</p> <p><u>Related Skills</u></p> <p>100</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture and discussion <p><u>Related Skills</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Practical 	<p>i. Good posture and deportment demonstrated</p> <p>ii. Nail technician's and client's hands sanitized</p> <p>iii. Client seated/positioned comfortably</p> <p>iv. Nail Art Service executed in accordance with service requirements (airbrush nail art</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>setting/color fade application, 3D nail art, free hand nail art, marbling art, french nail art, nail deco – stickers, rhinestones, beads, foil, etc, glitter dust art design, etc)</p>	<p>foil, etc, glitter dust art design, etc)</p> <ul style="list-style-type: none"> • Pre-prepare client's nail in accordance with nail service requirements • Complete Nail Art Service within time frame in accordance with service requirements <p>4.5 Upkeep work area</p> <ul style="list-style-type: none"> • Sanitize and disinfect used equipment and tools • Replenish materials and products • Store equipment, tools, materials and products 	<ul style="list-style-type: none"> • Ensure client's modesty and comfort <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Use nail glue only and sparingly • Adhere to safety and hygiene requirement in handling equipment, tools, materials and products 			<ul style="list-style-type: none"> – background setting/color fade application, 3D nail art, free hand nail art, marbling art, french nail art, nail deco – stickers, rhinestones, beads, foil, etc, glitter dust art design, etc) v. Work area sanitized, disinfected and organized vi. Equipment sanitized and kept in place vii. Tools sanitized, disinfected and kept in place iii. Used materials and hazardous products disposed in accordance with manufacturer's instructions and Statutory Regulatory Body ix. Low stock materials and

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
						products replenished
5. Record Nail Art Service	5.1 Nail Art Service activities 5.2 Home care advice and recommendation (products, follow-up appointment, etc) 5.3 Company's requirement for Nail Art Service recording <ul style="list-style-type: none"> Documentation (methods, format, etc) 	5.1 Explain home care advice 5.2 Record Nail Art Service activities in accordance with company's requirements 5.3 File and store Nail Art Service activities record in accordance with company's requirements	<u>Attitude :</u> <ul style="list-style-type: none"> Tactful and polite in home care advice Meticulous in recording and advising client on home care Confidentiality in keeping client record <u>Safety:</u> <ul style="list-style-type: none"> Keep client's record securely and confidentially 	<u>Related Knowledge</u> 3 <u>Related Skills</u> 6	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills</u> <ul style="list-style-type: none"> Demonstration and observation Familiarization Practical 	i. Home care advice clarified and recorded ii. Nail Art Service documented in accordance with company's requirements iii. Nail Art Service record filed and stored in accordance with company's requirements

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyse information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 01.07 Utilize database applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.01 Interpret and follow manuals, instructions and SOPs 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/ Intranet to exchange information 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain team cooperation/team work within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.11 Monitor and evaluate performance of human resources 03.12 Provide coaching/ on-the-job training 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Learning skills5. Leadership skills6. Multitasking and prioritizing7. Self-discipline8. Teamwork

Core Abilities	Social Skills
<p>03.16 Identify and assess client/customer needs 03.17 Identify staff training needs and facilitate access to training 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 04.06 Allocate work 04.07 Negotiate acceptance and support for objectives and strategies 04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.01 Implement project/work plans 05.02 Inspect and monitor work done and/or in progress 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/or authority 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems 06.07 Develop and maintain networks 06.08 Identify and analyse effect of technology on the environment</p>	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Tools (tips cutter, acrylic brush, nail art brush, dotting tool, nail file, nail buffer, cuticle pusher, cuticle nipper, etc)	1:1
2. Products (sanitizer, disinfectant, nail tips, rhinestones/accessories, color foil, glitter dust, nail art sticker, acrylic paint, acrylic powder, acrylic monomer, airbrush color, acrylic paint, brush cleanser, nail glue, etc)	1:1
3. Equipment (airbrush gun & compressor, nail dryer, etc)	1:4
4. Materials (surgical face mask, disposable gloves, disposable towel/paper roll, cotton wool, orange wood stick, etc)	1:1
5. Safety Handbook	1:10
6. Standard Operating Procedure	1:10
7. Equipment Manual Specification	1:10
8. Complete Personal Protective Equipment	1:1
9. Service record / logbook	1:1
10. Service Menu	1:10
11. Service Manual	1:10
12. Products Manual	1:10

References

REFERENCES
1. Marian Newman (2005) 2 nd edition, The Complete Nail Technician, Thomson Learning, ISBN 10: 1-84480-139-X
2. Marian Newman (2011) 3 rd edition, The Complete Nail Technician, Cengage Learning EMEA, ISBN 13: 978-1-4080-3244-2
3. Milady (2004) 4 th edition, Milady's Standard: Nail Technology Exam Review, Thomson Learning, ISBN 10: 1-56253-909-4

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	COSMETOLOGY						
Job Area	BEAUTY THERAPY (NAIL TECHNOLOGY)						
Competency Unit Title	ACRYLIC NAIL SERVICE						
Learning Outcome	<p>The person who is competent in Acrylic Nail Service shall be able to provide Acrylic Nail Service to ensure client's nails are mended, lengthened, strengthened and enhanced according to client's needs.</p> <p>Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Analyse client's needs • Prepare Acrylic Nail Service equipment, tools, materials and products • Prepare client for Acrylic Nail Service • Carry out Acrylic Nail Service • Record Acrylic Nail Service <p>Pre-requisite: CU1 – Nail Salon Hygiene and Safety Practices CU3 – Nail Care Service</p>						
Competency Unit ID	MP-062-3:2012-C05	Level	3	Training Duration	177	Credit Hours	17.7

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
1. Analyse clients' needs	1.1 Client's profile (existing or new) <ul style="list-style-type: none"> • Personal data and information 	1.1 Obtain and check client's record 1.2 Check client's skin and nails for contra-indications 1.3 Determine Acrylic Nail Service	<u>Attitude:</u> <ul style="list-style-type: none"> • Resourceful in skin and nail condition and contra indications 	<u>Related Knowledge</u> 3	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion 	i. Client's consultation record interpreted and service confirmed

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Lifestyle • Preference • Health condition • Services and products • Etc <p>1.2 Methods of consultation</p> <ul style="list-style-type: none"> • Visual (observation) • Verbal <p>1.3 Precautions, indications and contra indications</p> <p>1.4 Nail structure, nail diseases and disorders</p> <p>1.5 Skin structure, skin diseases and disorders</p> <p>1.6 Acrylic Nail Service</p> <ul style="list-style-type: none"> • Overlay • Nail tips • Nail form • Acrylic nail 	<p>(overlay, nail tips, nail form, maintenance, acrylic nail removal, etc)</p> <p>1.4 Explain procedure of Acrylic Nail Service to client</p>	<ul style="list-style-type: none"> • Honest in recommending services and products <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Avoid working on infected, inflamed, broken or swollen nails and skin 	<p><u>Related Skills</u></p> <p>6</p>	<p><u>Related Skills</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Practical 	<p>ii. Procedure of Acrylic Nail Service clarified to client</p> <p>iii. Possible contra indications identified and client advised</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>maintenance (in-fill, etc)</p> <ul style="list-style-type: none"> Acrylic nail removal <p>1.7 Acrylic Nail Service procedures</p>					
2. Prepare Acrylic Nail Service equipment, tools, materials and products	<p>2.1 Acrylic Nail Service equipment, tools, materials and products</p> <p>2.2 Functions and usage of Acrylic Nail Service equipment, tools, materials and products</p> <p>2.3 Work area preparation (equipment, tools, materials and products functional arrangement, etc)</p> <p>2.4 Handling of Acrylic Nail Service equipment, tools, materials and products (hygiene practices, quantity, etc)</p>	<p>2.1 Determine Acrylic Nail Service equipment, tools, materials and products</p> <p>2.2 Prepare work area in accordance with service requirements (hygienically and ergonomically)</p> <p>2.3 Arrange service equipment, tools, materials and products in accordance with work sequence</p> <p>2.4 Dispose hazardous waste materials in accordance with safety requirements</p> <p>2.5 Store Acrylic Nail Service equipment, tools, materials and products</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> Meticulous in preparing Acrylic Nail Service equipment, tools, materials and products Resourceful in product ingredients <p><u>Safety:</u></p> <ul style="list-style-type: none"> Adhere to safety and hygiene requirement in handling equipment, tools, materials and products 	<p><u>Related Knowledge</u></p> <p>10</p> <p><u>Related Skills</u></p> <p>20</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> Lecture and discussion <p><u>Related Skills</u></p> <ul style="list-style-type: none"> Demonstration and observation Familiarization Practical 	<p>i. Acrylic Nail Service equipment, tools, materials and products identified and selected</p> <p>ii. Work area hygienically and ergonomically arranged in accordance with service procedures</p> <p>iii. Acrylic Nail Service equipment, tools, materials and products arranged in accordance with service work sequence</p> <p>iv. Acrylic Nail Service</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	2.5 Handling of hazardous waste materials 2.6 Acrylic Nail Service equipment, tools, materials and products storage procedures		<ul style="list-style-type: none"> • Cautious in handling chemicals and hazardous materials 			chemical products prepared according to manufacturer's instructions v. Hazardous waste materials disposed in accordance with safety requirements vi. Acrylic Nail Service equipment, tools, materials and products stored

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
3. Prepare client for Acrylic Nail Service	<p>3.1 Client's belongings safekeeping procedures</p> <p>3.2 Client's preparation procedure (client positioning techniques, modesty, protection, hygiene, etc)</p>	<p>3.1 Determine safekeeping procedures (watches, rings, bracelets, handbags, shoes, etc)</p> <p>3.2 Position client at the workstation in accordance with service requirements</p> <ul style="list-style-type: none"> Client comfortably positioned Client's attire protected 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> Meticulous in preparing client for Acrylic Nail Service Concern with client's comfort and modesty Responsible in safekeeping client's belongings Courteous attitude towards client <p><u>Safety:</u></p> <ul style="list-style-type: none"> Ensure client's personal belongings are kept in safe area 	<p><u>Related Knowledge</u></p> <p>3</p> <p><u>Related Skills</u></p> <p>6</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> Lecture and discussion <p><u>Related Skills</u></p> <ul style="list-style-type: none"> Demonstration and Observation Familiarization Practical 	<p>i. Client's belongings safely kept</p> <p>ii. Client positioned in accordance with service requirements</p> <p>iii. Client's attire protected</p>
4. Carry out Acrylic Nail Service	<p>4.1 Nail technician's posture and deportment</p> <p>4.2 Acrylic Nail</p>	<p>4.1 Practise good posture and deportment</p> <p>4.2 Take precautionary measures in Acrylic Nail Service</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> Meticulous in performing Acrylic Nail 	<p><u>Related Knowledge</u></p> <p>20</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> Lecture and discussion 	<p>i. Good posture and deportment demonstrated</p> <p>ii. Nail technician's</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>Service precautionary measures</p> <p>4.3 Client's response during service (positive and negative feedback)</p> <p>4.4 Acrylic Nail Service work procedures (overlay, nail tips, nail form, maintenance, acrylic nail removal, etc)</p>	<p>4.3 Sanitize nail technician's and client's hands</p> <p>4.4 Follow procedure and techniques of Acrylic Nail Service in accordance with service requirements (overlay, nail tips, nail form, maintenance, acrylic nail removal, etc)</p> <ul style="list-style-type: none"> • Pre-prepare client's nails in accordance with nail service requirements • Complete Acrylic Nail Service within time frame in accordance with service requirements <p>4.5 Upkeep work area</p> <ul style="list-style-type: none"> • Sanitize and disinfect used equipment and tools • Replenish materials and products • Store equipment, tools, materials and products 	<p>Service</p> <ul style="list-style-type: none"> • Proactive in performing Acrylic Nail Service • Observant to client's response during Acrylic Nail Service • Ensure client's comfort <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Use nail glue only and sparingly • Adhere to safety and hygiene requirement in handling equipment, tools, materials and products • Acrylic Nail Service on toe nails is not recommended 	<p><u>Related Skills</u></p> <p>100</p>	<p><u>Related Skills</u></p> <ul style="list-style-type: none"> • Demonstration and Observation • Familiarization • Practical 	<p>and client's hands sanitized</p> <p>iii. Client seated/ positioned comfortably</p> <p>iv. Acrylic Nail Service executed in accordance with service requirements (overlay, nail tips, nail form, maintenance, acrylic nail removal, etc)</p> <p>v. Work area sanitized, disinfected and organised</p> <p>vi. Equipment sanitized and kept in place</p> <p>vii. Tools sanitized, disinfected and kept in place</p> <p>viii. Used materials and hazardous products disposed in accordance with manufacturer's instructions and</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
						Statutory Regulatory Body ix. Low stock materials and products replenished
5. Record Acrylic Nail Service	5.1 Acrylic Nail Service activities 5.2 Home care advice and recommendation (products, follow-up appointment, etc) 5.3 Company's recording system <ul style="list-style-type: none"> documentation (methods, format, etc) 	5.1 Explain home care advice 5.2 Record Nail Art Service activities in accordance with company's requirements 5.3 File and store Nail Art Service activities record in accordance with company's requirements	<u>Attitude :</u> <ul style="list-style-type: none"> Tactful and polite in home care advice Meticulous in recording and advising client on home care Confidentiality in keeping client's record <u>Safety:</u> <ul style="list-style-type: none"> Keep client's record securely and confidentially 	<u>Related Knowledge</u> 3 <u>Related Skills</u> 6	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills</u> <ul style="list-style-type: none"> Demonstration and Observation Familiarization Practical 	i. Home care advice clarified and recorded ii. Acrylic Nail Service documented in accordance with company's requirements iii. Acrylic Nail Service record filed and stored in accordance with company's requirements

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyse information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 01.07 Utilize database applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.01 Interpret and follow manuals, instructions and SOPs 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/ Intranet to exchange information 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain team cooperation/team work within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.11 Monitor and evaluate performance of human resources 03.12 Provide coaching / on-the-job training 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Learning skills5. Leadership skills6. Multitasking and prioritizing7. Self-discipline8. Teamwork

Core Abilities	Social Skills
<ul style="list-style-type: none"> 03.16 Identify and assess client/customer needs 03.17 Identify staff training needs and facilitate access to training 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 04.06 Allocate work 04.07 Negotiate acceptance and support for objectives and strategies 04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.01 Implement project / work plans 05.02 Inspect and monitor work done and/or in progress 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/or authority 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems 06.07 Develop and maintain networks 06.08 Identify and analyse effect of technology on the environment 	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Tools (acrylic brush, nail art brushes, tip cutter, nail file, nail buffer, dappen dish, cuticle pusher, cuticle nipper, robotic nail trainer/practice hand, etc)	1:1
2. Products (nail tips, sanitizer, disinfectant, nail varnish, Acrylic polymer powder, Acrylic Monomer, Brush cleaner, Acetone, acrylic paint, Varnish Remover, Nail Glue and etc)	1:1
3. Equipment (electric nail file, etc)	1:4
4. Materials (nail forms, towel, surgical face mask, disposable gloves, disposal towel/paper roll, cotton wool and etc)	1:1
5. Safety Handbook	1:10
6. Standard Operating Procedure	1:10
7. Equipment Manual Specification	1:10
8. Complete Personal Protective Equipment	1:1
9. Service record / logbook	1:1
10. Service Menu	1:10
11. Service Manual	1:10
12. Products Manual	1:10

References

REFERENCES
1. Marian Newman (2005) 2 nd edition, The Complete Nail Technician, Thomson Learning, ISBN 10: 1-84480-139-X
2. Marian Newman (2011) 3 rd edition, The Complete Nail Technician, Cengage Learning EMEA, ISBN 13: 978-1-4080-3244-2
3. Milady (2004) 4 th edition, Milady's Standard: Nail Technology Exam Review, Thomson Learning, ISBN 10: 1-56253-909-4

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	COSMETOLOGY						
Job Area	BEAUTY THERAPY (NAIL TECHNOLOGY)						
Competency Unit Title	GEL NAIL SERVICE						
Learning Outcome	<p>The person who is competent in Gel Nail Service shall be able to provide Gel Nail Service to ensure client's nails are mended, lengthened, strengthened and enhanced in accordance to client's needs.</p> <p>Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Analyse clients' needs • Prepare Gel Nail Service equipment, tools, materials and products • Prepare client for Gel Nail Service • Carry out Gel Nail Service • Record Gel Nail Service <p>Pre-requisite:</p> <p>CU1 – Nail Salon Hygiene and Safety Practices</p> <p>CU3 – Nail Care Service</p>						
Competency Unit ID	MP-062-3:2012-C06	Level	3	Training Duration	177	Credit Hours	17.7

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
1. Analyse client's needs	1.1 Client's profile (existing or new) <ul style="list-style-type: none"> • Personal data and information • Lifestyle 	1.1 Obtain and check client's record 1.2 Check client's skin and nails for contra indications 1.3 Determine Gel Nail Service	<u>Attitude</u> : <ul style="list-style-type: none"> • Resourceful in skin and nail condition and contra indications 	<u>Related Knowledge</u> 3	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion 	i. Client's consultation record interpreted and service confirmed

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Preference • Health condition • Services and products • Etc <p>1.2 Methods of consultation</p> <ul style="list-style-type: none"> • Visual (observation) • Verbal <p>1.3 Precautions, indications and contra indications</p> <p>1.4 Nail structure, nail diseases and disorders</p> <p>1.5 Skin structure, skin diseases and disorders</p> <p>1.6 Gel Nail Service</p> <ul style="list-style-type: none"> • Overlay • Nail tips • Nail form • Gel nail maintenance (infill, etc) 	<p>(overlay, nail tips, nail form, maintenance, gel nail removal, etc)</p> <p>1.4 Explain procedure of Gel Nail Service to client</p>	<ul style="list-style-type: none"> • Honest in recommending services and products <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Avoid working on infected, inflamed, broken or swollen nails and skin 	<p><u>Related Skills:</u></p> <p>6</p>	<p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Practical 	<p>ii. Procedure of Gel Nail Service clarified to client</p> <p>iii. Possible contra indications identified and client advised</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Gel nail removal 1.7 Gel Nail Service procedures					
2. Prepare Gel Nail Service equipment, tools, materials and products	2.1 Gel Nail Service equipment, tools, materials and products 2.2 Functions and uses of Gel Nail Service equipment, tools, materials and products 2.3 Work area preparation (equipment, tools, materials and products functional arrangement, etc) 2.4 Handling of Gel Nail Service equipment, tools, materials and products (hygiene practices, quantity, etc) 2.5 Handling of hazardous waste materials 2.6 Gel Nail Service	2.1 Determine Gel Nail Service equipment, tools, materials and products 2.2 Prepare work area in accordance with service requirements (hygienically and ergonomically) 2.3 Arrange service equipment, tools, materials and products in accordance with work sequence 2.4 Dispose hazardous waste materials in accordance with safety requirements 2.5 Store Gel Nail Service equipment, tools, materials and products	<u>Attitude:</u> <ul style="list-style-type: none"> Meticulous in preparing Gel Nail Service equipment, tools, materials and products Resourceful in product ingredients <u>Safety:</u> <ul style="list-style-type: none"> Adhere to safety and hygiene requirement in handling equipment, tools, materials and products Cautious in handling chemicals and 	<u>Related Knowledge</u> 10 <u>Related Skills:</u> 20	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills:</u> <ul style="list-style-type: none"> Demonstration and observation Familiarization Practical 	i. Gel Nail Service equipment, tools, materials and products identified and selected ii. Work area hygienically and ergonomically arranged in accordance with service procedures iii. Gel Nail Service equipment, tools, materials and products arranged in accordance with service work sequence iv. Gel Nail Service chemical products prepared in accordance with manufacturer's instructions

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	equipment, tools, materials and products storage procedures		hazardous materials			v. Hazardous waste materials disposed in accordance with safety requirements vi. Gel Nail Service equipment, tools, materials and products stored
3. Prepare client for Gel Nail Service	3.1 Client's belongings safekeeping procedures 3.2 Client's preparation procedure (client positioning techniques, modesty, protection, hygiene, etc)	3.1 Determine safekeeping procedures (watches, rings, bracelets, handbags, shoes, etc.) 3.2 Position client at the workstation in accordance with service requirements <ul style="list-style-type: none"> Client comfortably positioned Client's attire protected 	<u>Attitude:</u> <ul style="list-style-type: none"> Meticulous in preparing client for Gel Nail Service Concern with client's comfort and modesty Responsible in safekeeping client's belongings Courteous attitude towards client <u>Safety:</u> <ul style="list-style-type: none"> Ensure 	<u>Related Knowledge</u> 3 <u>Related Skills:</u> 6	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills:</u> <ul style="list-style-type: none"> Demonstration and Observation Familiarization Practical 	i. Client's belongings safely kept ii. Client positioned in accordance with service requirements iii. Client's attire protected

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
			client's personal belongings are kept in safe area			
4. Carry out Gel Nail Service	<p>4.1 Nail technician's posture and deportment</p> <p>4.2 Gel Nail Service precautionary measures</p> <p>4.3 Client's response during service (positive and negative feedback)</p> <p>4.4 Gel Nail Service work procedures (overlay, nail tips, nail form, maintenance, gel nail removal, etc)</p>	<p>4.1 Practise good posture and deportment</p> <p>4.2 Take precautionary measures in Gel Nail Service</p> <p>4.3 Sanitize nail technician's and client's hands</p> <p>4.4 Follow procedure and techniques of Gel Nail Service in accordance with service requirements (overlay, nail tips, nail form, maintenance, gel nail removal, etc)</p> <ul style="list-style-type: none"> Pre-prepare client's nails in accordance with nail service requirements Complete Gel Nail Service within time frame in accordance with service requirements <p>4.5 Upkeep work area</p> <ul style="list-style-type: none"> Sanitize and disinfect used equipment and tools Replenish materials and 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> Meticulous in performing Gel Nail Service procedure Proactive in performing Gel Nail Service procedure Observant to client's response during Gel Nail Service Ensure client's comfort <p><u>Safety:</u></p> <ul style="list-style-type: none"> Use nail glue only and 	<p><u>Related Knowledge</u></p> <p>20</p> <p><u>Related Skills:</u></p> <p>100</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> Lecture and discussion <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> Demonstration and Observation Familiarization Practical 	<p>i. Good posture and deportment demonstrated</p> <p>ii. Nail technician's and client's hands sanitized</p> <p>iii. Client seated/positioned comfortably</p> <p>iv. Gel Nail Service executed in accordance with service requirements (overlay, nail tips, nail form, maintenance, gel nail removal, etc)</p> <p>v. Work area sanitized, disinfected and organised</p> <p>vi. Equipment sanitized and kept in place</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
		products <ul style="list-style-type: none"> • Store equipment, tools, materials and products 	sparingly <ul style="list-style-type: none"> • Adhere to safety and hygiene requirement in handling equipment, tools, materials and products 			vii. Tools sanitized, disinfected and kept in place viii. Used materials and hazardous products disposed in accordance with manufacturer's instructions and Statutory Regulatory Body ix. Low stock materials and products replenished
5.Record Gel Nail Service	5.1 Gel Nail Service activities 5.2 Home care advice and recommendation (products, follow-up appointment, etc) 5.3 Company's recording system <ul style="list-style-type: none"> • documentation (methods, format, etc) 	5.1 Explain home care advice 5.2 Record Gel Nail Service activities in accordance with company's requirements 5.3 File and store Gel Nail Service activities record in accordance with company's requirements	<u>Attitude :</u> <ul style="list-style-type: none"> • Tactful and polite in home care advice • Meticulous in recording and advising client on home care • Confidentiality in keeping client's record <u>Safety:</u> <ul style="list-style-type: none"> • Keep client's 	<u>Related Knowledge</u> 3 <u>Related Skills:</u> 6	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion <u>Related Skills:</u> <ul style="list-style-type: none"> • Demonstration and Observation • Familiarization • Practical 	i. Home care advice clarified and recorded ii. Gel Nail Service documented in accordance with company's requirements iii. Gel Nail Service record filed and stored in accordance with company's requirements

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
			record securely and confidentially			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyse information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 01.07 Utilize database applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.01 Interpret and follow manuals, instructions and SOPs 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/ Intranet to exchange information 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain team cooperation/team work within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.11 Monitor and evaluate performance of human resources 03.12 Provide coaching/ on-the-job training 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes 03.16 Identify and assess client/customer needs 03.17 Identify staff training needs and facilitate access to training</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Core Abilities	Social Skills
<ul style="list-style-type: none"> 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 04.06 Allocate work 04.07 Negotiate acceptance and support for objectives and strategies 04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.01 Implement project / work plans 05.02 Inspect and monitor work done and/or in progress 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/or authority 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems 06.07 Develop and maintain networks 06.08 Identify and analyse effect of technology on the environment 	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Tools (tips cutter, cuticle nipper, cuticle pusher, nail clipper, nail file, nail buffer, gel brush, etc)	1:1
2. Products (cuticle softener, nail varnish, nail gel, brush cleanser, nail glue, nail tips, etc.)	1.1
3. Equipment (table lamp, ultra-violet lamp, electric nail file, etc)	1.4
4. Materials (cotton wool, nail forms, surgical face mask, disposable gloves, disposal towel/paper roll, etc)	1:1
5. Safety Handbook	1:10
6. Standard Operating Procedure	1:10
7. Equipment Manual Specification	1:10
8. Complete Personal Protective Equipment	1:1
9. Service record / logbook	1:1
10. Service Menu	1:10
11. Service Manual	1:10
12. Products Manual	1.10

References

REFERENCES
1. Marian Newman (2005) 2 nd edition, The Complete Nail Technician, Thomson Learning, ISBN 10: 1-84480-139-X
2. Marian Newman (2011) 3 rd edition, The Complete Nail Technician, Cengage Learning EMEA, ISBN 13: 978-1-4080-3244-2
3. Milady (2004) 4 th edition, Milady's Standard: Nail Technology Exam Review, Thomson Learning, ISBN 10: 1-56253-909-4

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	COSMETOLOGY						
Job Area	BEAUTY THERAPY (NAIL TECHNOLOGY)						
Competency Unit Title	SPECIALIZED NAIL ART SERVICE						
Learning Outcome	<p>The person who is competent in Specialized Nail Art Service shall be able to create dramatic, fashionable, trendy nail art on client's nails to meet their needs for themed events, advertising, media, fashion and photography.</p> <p>Upon completion of this competency unit, trainees (new artists) will be able to:</p> <ol style="list-style-type: none"> 1. Analyse client's needs 2. Prepare Specialized Nail Art Service equipment, tools, materials and products 3. Prepare clients for Specialized Nail Art Service 4. Carry out Specialized Nail Art Service 5. Record Specialized Nail Art Service <p>Pre-requisite:</p> <p>CU1 - Nail Salon Hygiene and Safety Practices CU3 - Nail Care Service CU4 - Nail Art Service</p>						
Competency Unit ID	MP-062-3:2012-E01	Level	3	Training Duration	177	Credit Hours	17.7

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
1. Analyse client's needs	1.1 Client's profile (existing or new) <ul style="list-style-type: none"> • Personal data and 	1.1 Obtain and check client's record 1.2 Check client's skin and nails for contra-indications	<u>Attitude</u> : <ul style="list-style-type: none"> • Resourceful in skin and nail conditions and contra 	<u>Related Knowledge</u> 3	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion 	i. Client's consultation record interpreted and service confirmed

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>information</p> <ul style="list-style-type: none"> • Lifestyle • Preference • Health condition • Services and products • Etc <p>1.2 Methods of consultation</p> <ul style="list-style-type: none"> • Visual (observation) • Verbal <p>1.3 Precautions, indications and contra indications</p> <p>1.4 Nail structure, nail diseases and disorders.</p> <p>1.5 Skin structure, skin diseases and disorders</p> <p>1.6 Specialized Nail Art Service</p> <ul style="list-style-type: none"> • Folk art • 3D art (gel, acrylic) • Mixed media 	<p>1.3 Determine Specialized Nail Art Service (folk art, 3D art-gel/acrylic, mixed media nail art, gel art, encapsulated/inlay nail art, etc)</p> <p>1.4 Explain procedure of Specialized Nail Art service to client</p>	<p>indications</p> <ul style="list-style-type: none"> • Honest in recommending services and products <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Avoid working on infected, inflamed, broken or swollen nails and skin 	<p><u>Related Skills:</u></p> <p>6</p>	<p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Practical 	<p>ii. Procedures of Specialized Nail Art Service clarified to client</p> <p>iii. Possible contra indications identified and client advised</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	nail art <ul style="list-style-type: none"> • Gel art • Encapsulated/ inlay nail art • Airbrush art design • Etc 1.7 Specialized Nail Art Service procedures					
2. Prepare Specialized Nail Art Service equipment, tools, materials and products	2.1 Specialized Nail Art Service equipment, tools, materials and products 2.2 Functions and usage of Specialized Nail Art Service equipment, tools, materials and products 2.3 Work area preparation (equipment, tools, materials and products functional arrangement, etc) 2.4 Handling of Specialized Nail	2.1 Determine Specialized Nail Art Service equipment, tools, materials and products 2.2 Prepare work area in accordance with service requirements (hygienically and ergonomically) 2.3 Arrange service equipment, tools, materials and products in accordance with work sequence 2.4 Dispose hazardous waste materials in accordance with safety requirements 2.5 Store Specialized Nail Art Service equipment, tools, materials and products	<u>Attitude :</u> <ul style="list-style-type: none"> • Meticulous in preparing Specialized Nail Art service equipment, tools, materials and products • Resourceful in product ingredients <u>Safety:</u> <ul style="list-style-type: none"> • Adhere to safety and hygiene requirement 	<u>Related Knowledge</u> 10 <u>Related Skills:</u> 20	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion <u>Related Skills:</u> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Practical 	i. Specialized Nail Art Service equipment, tools, materials and products identified and selected ii. Work area hygienically and ergonomically arranged in accordance with service procedures iii. Specialized Nail Art Service equipment, tools, materials and products arranged in accordance with

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>Art Service equipment, tools, materials and products (hygiene practices, quantity, etc)</p> <p>2.5 Handling of hazardous waste materials</p> <p>2.6 Specialized Nail Art Service equipment, tools, materials and products storage procedures</p>		<p>in handling equipment, tools, materials and products</p> <ul style="list-style-type: none"> • Cautious in handling chemicals and hazardous materials 			<p>service work sequence</p> <p>iv. Specialized Nail Art Service chemical products prepared according to manufacturer's instructions</p> <p>v. Hazardous waste materials disposed in accordance to safety requirements</p> <p>vi. Specialized Nail Art Service equipment, tools, materials and products stored</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
<p>3. Prepare client for Specialized Nail Art Service</p>	<p>1.1 Client's belongings safekeeping procedures</p> <p>1.2 Client's preparation procedure (client positioning techniques, modesty, protection, hygiene, etc)</p>	<p>3.1 Determine safekeeping procedures (watches, rings, bracelets, handbags, shoes, etc)</p> <p>3.2 Position client at the workstation in accordance with service requirements</p> <ul style="list-style-type: none"> • Client's attire protected • Client comfortably positioned 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> • Meticulous in preparing client for Specialized Nail Art Service • Concern with client's comfort and modesty • Responsible in client's belongings safekeeping • Courteous attitude towards clients <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Ensure client's personal belongings are kept in safe area 	<p><u>Related Knowledge</u></p> <p>3</p> <p><u>Related Skills:</u></p> <p>6</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture and discussion <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and Observation • Familiarization • Practical 	<p>i. Client's belongings safely kept</p> <p>ii. Client's attire protected</p> <p>iii. Client seated/positioned in accordance with service requirements</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out Specialized Nail Art Service	<p>4.1 Nail technician's posture and deportment</p> <p>4.2 Specialized Nail Art Service precautionary measures</p> <p>4.3 Client's response during service (positive and negative feedback)</p> <p>4.4 Specialized Nail Art Service work procedure (folk art, 3D art-gel/acrylic, mixed media nail art, gel art, encapsulated/inlay nail art, etc)</p>	<p>4.1 Practise good posture and deportment</p> <p>4.2 Take precautionary measures in Specialised Nail Art Service</p> <p>4.3 Sanitize nail technician's and client's hands</p> <p>4.4 Follow procedure and techniques of Specialized Nail Art Service in accordance with service requirements (folk art, 3D art-gel/acrylic, mixed media nail art, gel art, encapsulated/inlay nail art, etc)</p> <ul style="list-style-type: none"> • Pre-prepare client's nails in accordance with nail service requirements • Complete Specialized Nail Art Service within time frame in accordance with service requirements <p>4.5 Upkeep work area</p> <ul style="list-style-type: none"> • Sanitize and disinfect used equipment and tools • Replenish materials and products • Store equipment, tools, materials and products 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> • Meticulous in performing Specialized Nail Art Service • Proactive in performing Specialized Nail Art Service • Observant to client's response during Specialized Nail Art Service • Ensure client's comfort <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Adhere to safety and hygiene requirement in handling equipment, tools, materials and 	<p><u>Related Knowledge</u></p> <p>30</p> <p><u>Related Skills:</u></p> <p>90</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and Observation • Familiarization • Practical 	<p>i. Good posture and deportment demonstrated</p> <p>ii. Nail technician's and client's hands sanitized</p> <p>iii. Client seated/ positioned comfortably</p> <p>iv. Specialized Nail Art Service executed in accordance with service requirements (folk art, 3D art-gel/acrylic, mixed media nail art, gel art, encapsulated/inlay nail art, etc)</p> <p>v. Work area sanitized, disinfected and organised</p> <p>vi. Equipment sanitized and kept in place</p> <p>vii. Tools sanitized, disinfected and kept in place</p> <p>viii. Used materials and hazardous</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
			products			products disposed in accordance with manufacturer's instructions and Statutory Regulatory Body x. Low stock materials and products replenished
5. Record Specialized Nail Art Service	5.1 Specialized Nail Art Service activities 5.2 Home care advice and recommendation (products, follow-up appointment, etc) 5.3 Company's recording system <ul style="list-style-type: none"> Documentation (methods, format, etc) 	5.1 Explain home care advice 5.2 Record Specialized Nail Art Service in accordance with company's requirements 5.3 File and store Specialized Art Service activities record in accordance with company's requirements	<u>Attitude :</u> <ul style="list-style-type: none"> Tactful and polite in home care advice Meticulous in recording and advising client on home care Confidentiality in keeping client record <u>Safety:</u> <ul style="list-style-type: none"> Keep client's record securely and confidentially 	<u>Related Knowledge</u> 3 <u>Related Skills:</u> 6	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills:</u> <ul style="list-style-type: none"> Demonstration and Observation Familiarization Practical 	i. Home care advice clarified and recorded ii. Specialized Nail Art Service documented in accordance with company's requirements iii. Specialized Nail Art Service record filed and stored in accordance with company's requirements

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 01.03 Utilize basic IT applications 01.04 Analyse information 01.05 Utilize the Internet to locate and gather information 01.06 Utilize word processor to process information 01.07 Utilize database applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.01 Interpret and follow manuals, instructions and SOPs 02.02 Follow telephone/ telecommunication procedures 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 02.05 Read/interpret flowcharts and pictorial information 02.06 Write memos and letters 02.07 Utilize Local Area Network (LAN)/ Intranet to exchange information 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.01 Apply cultural requirements to the workplace 03.02 Demonstrate integrity and apply ethical practices 03.03 Accept responsibility for own work and work area 03.04 Seek and act constructively upon feedback about performance 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations 03.07 Resolve interpersonal conflicts 03.08 Develop and maintain team cooperation/team work within work group 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.11 Monitor and evaluate performance of human resources 03.12 Provide coaching/ on-the-job training 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Core Abilities	Social Skills
<p>03.16 Identify and assess client/customer needs 03.17 Identify staff training needs and facilitate access to training 04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility 04.06 Allocate work 04.07 Negotiate acceptance and support for objectives and strategies 04.08 Develop and negotiate staffing plans 04.09 Prepare project/work plans 04.10 Utilize science and technology to achieve goals 05.01 Implement project / work plans 05.02 Inspect and monitor work done and/or in progress 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/or authority 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems 06.05 Analyse technical systems 06.06 Monitor and correct performance of systems 06.07 Develop and maintain networks 06.08 Identify and analyse effect of technology on the environment</p>	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Tools (acrylic Brush, nail art brushes, gel brush, nail piercing tool, tips cutter, nail file, nail buffer, dotting tool, stencils, dappen dish, cuticle pusher, cuticle nipper, robotic nail trainer/practice hand, etc)	1:1
2. Products (nail tips, rhinestones/accessories, colour foil, glitter dust, striping tape, nail art sticker, sanitizer, disinfectant, nail varnish, Acrylic polymer powder, Acrylic Monomer, Brush cleaner, coloured nail gel, Acetone, 3d gel, Airbrush colour, acrylic paint, Gel nail cleaner, Varnish Remover, Nail Glue, etc)	1:1
3. Equipment (airbrush gun & compressor, gel UV/LED light, nail dryer, etc)	1:4
4. Materials (orange wood stick, nail forms, aluminium foil, nail wipes , towel, surgical face mask, disposable gloves, disposal towel/paper roll, cotton wool, etc)	1:1
5. Safety Handbook	1:10
6. Standard Operating Procedure	1:10
7. Equipment Manual Specification	1:10
8. Complete Personal Protective Equipment	1:1
9. Service record / logbook	1:1
10. Service Menu	1:10
11. Service Manual	1:10
12. Products Manual	1:10

References

REFERENCES

1. Marian Newman (2005) 2nd edition, The Complete Nail Technician, Thomson Learning, ISBN 10: 1-84480-139-X
2. Marian Newman (2011) 3rd edition, The Complete Nail Technician, Cengage Learning EMEA, ISBN 13: 978-1-4080-3244-2
3. Milady (2004) 4th edition, Milady's Standard: Nail Technology Exam Review, Thomson Learning, ISBN 10: 1-56253-909-4

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	COSMETOLOGY						
Job Area	BEAUTY THERAPY						
Competency Unit Title	3D Nail Décor Preparation						
Learning Outcome	<p>The person who is competent in this CU shall be able to produce decorative items to complement, supplement and enhance nail art service. Upon completion of this competency unit trainees will be able to:</p> <ol style="list-style-type: none"> 1. Analyse 3D nail decor needs 2. Prepare 3D nail decor tools, materials and products 3. Produce 3D nail decor items 4. Pack 3D nail decor items for sales 5. Record packed 3D nail décor items <p>Pre-requisite: CU1 – Nail Salon Hygiene and Safety Practices CU2 – Nail Services Consultation CU3 – Nail Care Service CU4 – Nail Art Service CU5 – Acrylic Nail Service CU6 – Gel Nail Service CU7 – Specialized Nail Art Services</p>						
Competency Unit ID	MP-062-3:2012-E-02	Level	3	Training Duration	132	Credit Hours	13.2

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
1. Analyse 3D nail decor requirements	<p>1.1 Types of 3D nail décor:</p> <ul style="list-style-type: none"> • 3D nail tips • 3D nail decor designs (floral, animals, animation, abstracts, etc.) • 3D nail design add-ons. <p>1.2 3D nail décor functions</p> <p>1.3 3D nail decor themes.</p> <p>1.4 Benefits of 3D nail décor: (Easily obtainable, ready-made, re-usable, time saving, cost saving, etc.)</p> <p>1.5 3D nail decor complementary benefits: (Hair accessories, hobby, collections, electronic equipment, furniture, etc.)</p>	<p>1.1 Determine 3D nail decor</p> <p>1.2 Identify functions and themes of 3D nail decor (Bridal, photography, fashion, media, advertising, etc...)</p> <p>1.3 Obtain information on 3D nail decor market demand (regional and global trends)</p> <p>1.4 Draft 3D nail décor designs.</p>	<p><u>Attitude</u> :</p> <ul style="list-style-type: none"> • Creative and trendy in drafting 3D nail décor designs 	<p><u>Related Knowledge</u></p> <p>3 hours</p> <p><u>Related Skills:</u></p> <p>6 hours</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture and discussion <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Practical 	<p>i. 3D nail decor confirmed</p> <p>ii. Functions and themes of 3D nail decor listed</p> <p>iii. 3D nail decor market demand information obtained</p> <p>iv. 3D nail décor designs drafted.</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	1.6 3D nail decor market demands: (New nail art trends, styles, etc.)					
2. Prepare 3D nail decor tools, materials and products.	<p>2.1 Types of 3D nail decor tools, equipments, material and products</p> <p>2.2 Functions of 3D nail decor tools, materials and products</p> <p>2.3 Usage of 3D nail décor tools, materials and products.</p> <p>2.4 Handling of hazardous waste materials</p> <p>2.5 Preparation of work environment (ventilation, ergonomic arrangement.)</p>	<p>2.1 Prepare work environment to meet hygiene and safety requirement</p> <p>2.2 Determine 3D nail decor tools, equipments, materials and products</p> <p>2.3 Determine functions and usage of 3D nail decor tools, equipments, materials and products</p> <p>2.4 Select tools, materials and products according to 3D nail decor manual requirement and SOP</p> <p>2.5 Organise 3D nail decor tools, materials and products according to service work sequence</p> <p>2.6 Check 3D nail decor tools, equipments, materials and products according to hygiene and safety requirement</p> <p>2.7 Blend 3D nail decor chemical products according to manufacturer's instructions</p> <p>2.8 Dispose hazardous waste materials according to safety</p>	<p><u>Attitude :</u></p> <ul style="list-style-type: none"> • Cost conscious in preparing materials and products • Meticulous in organizing tools, materials and products ergonomically and functionally <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Adhere to safety and hygiene requirement • Strictly adhere to manufacturer s/ operating manuals/ instructions. 	<p><u>Related Knowledge</u> 6 Hours</p> <p><u>Related Skills:</u> 12 hours</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture and discussion <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and Observation • Practical 	<p>i. Work environment arranged according to hygiene and safety requirements</p> <p>ii. 3D nail decor tools, equipment, materials and products checked, listed and functions specified.</p> <p>iii. Tools, materials and products selected, checked for serviceability and organised according to work sequence</p> <p>iv. Chemical products blended in accordance to manufacturer's manual/</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
		requirements				instructions v. Hazardous waste materials disposed according to manufacturer's manuals/ instructions and Statutory/ Regulatory Body requirements
3. Produce 3D nail decor items	3.1 3D nail decor tools, material and product selection 3.2 3D nail decor crafting techniques (manual and machinery) 3.3 3D nail décor crafting procedures	3.1 Determine 3D nail decor design 3.2 Determine techniques in 3D nail decor application 3.3 Create 3D nail decor designs 3.4 Determine tools, materials and products in producing 3D nail decor 3.5 Create 3D nail decor prototypes 3.6 Check quality of 3D nail décor items	<u>Attitude :</u> <ul style="list-style-type: none"> • Creative and trendy in designing 3D nail décor • Meticulous in checking for quality <u>Safety :</u> <ul style="list-style-type: none"> • Adhere to safety and hygiene requirement • Strictly adhere to manufacture s/ operating 	<u>Related Knowledge</u> 18 hours <u>Related Skills:</u> 54 hours	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion • Audio and video <u>Related Skills:</u> <ul style="list-style-type: none"> • Demonstration and observation • Practical 	i. 3D nail decor design and technique specified and confirmed ii. 3D nail decor designed and crafted iii. Tools, materials and products selected iv. 3D nail decor design and prototype procedures applied v. Quality control

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
			manuals/ instructions. <ul style="list-style-type: none"> Careful in handling hazardous materials 			ensured
4. Pack 3D nail decor items for sales	4.1 3D nail décor packaging materials and selections (boxes, plastic bags etc...) 4.2 3D nail decor packaging labels	4.1 Identify types of packaging materials 4.2 Select packaging materials according to 3D decor designs, sizes and quantity 4.3 Categorize 3D nail decor items according to sizes, designs, patterns and colours 4.4 Pack 3D nail decor items according to designs, patterns, sizes and colours using selected packaging materials 4.5 Label packed 3D nail decor items according to company's labelling system	<u>Attitude:</u> <ul style="list-style-type: none"> Meticulous in identifying and selecting packaging materials according to designs, sizes, patterns and colours Careful in handling the packaging process <i>Cost conscious in using packaging materials</i> <u>Safety:</u> <ul style="list-style-type: none"> Adhere to safety and 	<u>Related Knowledge</u> 6 hours <u>Related Skills:</u> 18 hours	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills:</u> <ul style="list-style-type: none"> Demonstration and observation Practical 	i. Packaging materials listed, specified and obtained according to sizes, designs, patterns, and quantity ii. 3D nail decor items classified according to designs, patterns, sizes and colours iii. 3D nail decor items placed in selected containers, secured, wrapped and labelled in accordance to company's labelling system and Statutory/Regulatory

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
			hygiene requirement <ul style="list-style-type: none"> Careful in handling the packaging tools and materials 			Body requirements
5. Record packed 3D Nail Décor items	5.1 3D nail decor recording procedures 5.2 3D nail decor storing procedures	5.1 Record packed 3D nail decor items according to Standard Operating Procedure (SOP) 5.2 Store packed 3D nail decor items according to Standard Operating Procedure (SOP)	<u>Attitude:</u> <ul style="list-style-type: none"> Meticulous in recording packed items Confidentiality in keeping packed item's records <u>Safety:</u> <ul style="list-style-type: none"> Adhere to safety and hygiene requirement Careful in handling the packed items in accordance to Standard Operating Procedure (SOP) 	<u>Related Knowledge</u> 3 hours <u>Related Skills:</u> 6 hours	<u>Related Knowledge</u> <ul style="list-style-type: none"> Lecture and discussion <u>Related Skills:</u> <ul style="list-style-type: none"> Demonstration and observation Practical 	i. 3D nail decor items listed and documented ii. 3D nail decor items kept securely according to Standard Operating Procedure (SOP)

Employability Skills

Core Abilities	Social Skills
<p>01.01 Utilize basic IT applications</p> <p>01.02 Analyse information</p> <p>01.10 Apply a variety of mathematical techniques</p> <p>01.11 Apply thinking skills and creativity</p> <p>02.01 Interpret and follow manuals, instructions and SOP's</p> <p>02.03 Communicate clearly</p> <p>02.04 Prepare brief reports and checklists using standard forms</p> <p>02.05 Read/interpret flowcharts and pictorial information</p> <p>02.08 Prepare pictorial and graphic information</p> <p>02.09 Prepare flowcharts</p> <p>02.10 Prepare reports and instructions</p> <p>02.11 Convey information and ideas to people</p> <p>03.01 Apply cultural requirements to the workplace</p> <p>03.02 Demonstrate integrity and apply ethical practices</p> <p>03.03 Accept responsibility for own work and work area</p> <p>03.04 Seek and act constructively upon feedback about performance</p> <p>03.05 Demonstrate safety skills</p> <p>03.06 Respond appropriately to people and situations</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Learning skills5. Leadership skills6. Multitasking and prioritizing7. Self-discipline8. Teamwork

Core Abilities	Social Skills
<p>03.07 Resolve interpersonal conflicts</p> <p>03.08 Develop and maintain a cooperation within work group</p> <p>03.09 Manage and improve performance of individuals</p> <p>03.13 Develop and maintain team harmony and resolve conflicts</p> <p>03.14 Facilitate and coordinate teams and ideas</p> <p>03.15 Liaise to achieve identified outcomes</p> <p>03.16 Identify and assess client/customer needs</p> <p>04.01 Organize own work activities</p> <p>04.03 Organize and maintain own workplace</p> <p>04.04 Apply problem solving strategies</p> <p>04.05 Demonstrate initiative and flexibility</p> <p>04.09 Prepare project/work plans</p> <p>04.10 Utilize science and technology to achieve goals</p> <p>05.01 Implement project/work plans</p> <p>05.02 Inspect and monitor work done and/or in progress</p> <p>06.01 Understand systems</p> <p>06.03 Identify and highlight problems</p>	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
Cleaning Brush	1:1
Cleaning fluid	1:4
Acrylic Brush	1:1
Nail Art Brush	1:1
Fine Brush	1:1
Gel Brush	1:1
Nail piercing tool	1:1
Tip Cutter	1:1
Orange stick	1:1
Nail File	1:1
Nail Buffer	1:1
Nail Tips (Box)	1:4
Beads (Box)	1:4
Studs (Box)	1:4
Rhinestones (Box)	1:4
Colour Foil	1:1
Glitter Dust (Box)	1:4
Dotting pen	1:1
Stripping Brush	1:1
Liner Brush	1:1
Striping Tape	1:1
File machine	1:4

Airbrush Compressor	1:4
Air gun	1:1
UV lamp	1:2
LED Light	1:2
Nail Dryer	1:2
Top Coat	1:1
Coloured Varnish	1:4
Blu-Tack (Pack)	1:4
Finger rest	1:1
Stencils	1:4
Acrylic polymer powder	1:4
Acrylic Monomer	1:4
Brush cleanser	1:4
Gel colour	1:4
Acetone	1:4
3d gel	1:4
Airbrush colour	1:4
Water acrylic colour	1:4
Dappen dishes	1:1
Gel cleanser	1:4
UV primer	1:4
Acrylic primer	1:4
UV top coat	1:4
Varnish Remover	1:1
Paper Tower (roll)	1:4

Colour wheel	1:1
Aluminium foil	1:1
Wipe paper	1:1
Face mask	1:1
Glove	1:1
Disposal Paper Roll	1:4
Fibreglass/Silk	1:4
Fibre Scissor	1:4
Cuticle pusher	1:1
Prepared Nail Decorative Materials (Nail Feathers, Prepared Dry Leaves, Metal Thread, Metal Chains, Lace, etc.)	1:4
Nail Glue	1:4
Apron	1:1
Sanding Block	1:1
Packaging Box	1:1

References

REFERENCES
<ol style="list-style-type: none"> 1. The Complete Nail Technician, second edition, Marian Newman, ISBN-13:978-1-84480-139-8 / ISBN-10:1-84480-139-X 2. The Complete Nail Technician, Third edition, Marian Newman, ISBN 978-1-4080-3244-2

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	COSMETOLOGY						
Job Area	BEAUTY THERAPY (NAIL TECHNOLOGY)						
Competency Unit Title	MARKETING & PROMOTIONAL ACTIVITIES						
Learning Outcome	<p>The person who is competent in this CU shall be able to manage the salon, ensure smooth and effective operating system in providing nail services and carry out product sales to client in accordance with company procedure. He/she is also responsible to carry out marketing, promotional activities and record sales. Upon completion of this competency unit, trainees will be able to:</p> <ul style="list-style-type: none"> • Study salon services and products • Prepare marketing and promotional requirements • Carry out marketing and promotional activities • Record marketing and promotional activities <p>Pre-requisite: None</p>						
Competency Unit ID	MP-062-3:2012-E03	Level	3	Training Duration	143	Credit Hours	14.3
Work Activities	Related Knowledge	Related Skills		Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
1. Study salon services and products	1.1 Salon services and product knowledge (Manufacturer/ expiry dates, caution, instructions etc.) 1.2 Salon services and	1.1 Identify product knowledge training (product descriptions, ingredient list, functions and usage) 1.2 Describe the benefits of products and services		<u>Attitude:</u> <ul style="list-style-type: none"> • Meticulous_in conducting product knowledge training • Honest in 	<u>Related Knowledge</u> 10 hours <u>Related Skills:</u>	<u>Related Knowledge</u> <ul style="list-style-type: none"> • Lecture and discussion <u>Related Skills:</u> <ul style="list-style-type: none"> • Demonstration 	i. Product information/ specifications imparted ii. Product and service benefits explained and availability

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>products availability</p> <p>1.3 Salon services/ products packages</p> <p>1.4 New products and services</p>	<p>1.3 Determine salon services and products availability</p> <p>1.4 Determine salon services /product packages/ promotions</p> <p>1.5 Identify new products and services</p>	<p>imparting information on products, services and their benefits</p> <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Adhere to safety and hygiene requirement • Be aware of product specifications in accordance to manufacturer instruction guide 	30 hours	<p>and observation</p> <ul style="list-style-type: none"> • Familiarization • Role play 	<p>confirmed</p> <p>iii. Salon services /product/ packages/ promotions selected and listed</p> <p>iv. New products and services recommended and listed</p>
2. Prepare marketing and promotional requirements	<p>2.1 Types of Marketing and promotional strategies</p> <p>2.2 Marketing and promotional materials (brochures, buntings, flyers, vouchers, etc.)</p> <p>2.3 Methods of preparing marketing and promotional</p>	<p>2.1 Determine types of marketing and promotional strategies:</p> <p>i. Advertising (eg, newspaper, radio, television, magazines, website, etc.)</p> <p>ii. Events (eg. Collaboration with others, skill competitions, road show, exhibitions, in-house etc.)</p> <p>iii. Sales promotion (eg. sampling, offer, loyalty card scheme, etc.)</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> • Resourceful in marketing and promotional strategies • Creative in designing marketing and promotional materials • Proactive in obtaining marketing and 	<p><u>Related Knowledge</u></p> <p>10 hours</p> <p><u>Related Skills:</u></p> <p>24 hours</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture and discussion <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Role play 	<p>i. Marketing and promotional material selected according to strategies</p> <p>ii. Marketing and promotional materials preparation procedure followed</p> <p>iii. Marketing and promotional</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>materials (self-design, etc.)</p> <p>2.4 Marketing and promotional activities (distribute flyer, voucher, product sample, etc.)</p> <p>2.5 Standard Operating Procedure</p>	<p>iv. Short-term sales promotion (eg. coupons, exchanges and contest, etc.)</p> <p>v. Seasonal promotion (festivals)</p> <p>vi. Direct marketing (eg. letters, e-mail, pamphlets and brochures, etc.)</p> <p>2.2 Select marketing and promotional materials according to strategies requirements</p> <p>2.3 Distribute marketing and promotional materials</p>	<p>promotional materials</p>		<ul style="list-style-type: none"> • Practical 	<p>materials executed in accordance with Standard Operating Procedures</p>
<p>3 Carry out marketing and promotional activities</p>	<p>3.1 Client database</p> <ul style="list-style-type: none"> • Existing customer (Gender, age, contact number, email, name, home address, service and products purchase records etc.) • New customer (Gender, age, 	<p>3.1 Obtain client database</p> <p>3.2 Survey client needs</p> <p>3.3 Survey fashion trend</p> <p>3.4 Carry out marketing plan</p> <p>3.5 Determine client's product and service needs</p> <p>3.6 Check service and product availability</p> <p>3.7 Introduce new products and services to client</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> • Tactful in communicating with clients (New/ Existing) • Diplomatic in dealing with clients and our business associates • Self-confident in 	<p><u>Related Knowledge</u></p> <p>15 hours</p> <p><u>Related Skills:</u></p> <p>45 hours</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> • Lecture and discussion 	<p>i. Client database retrieved</p> <p>ii. Client's needs and fashion trend analysed</p> <p>iii. Client's product and service needs concluded</p> <p>iv. New products and services listed, presented and</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
	<p>contact number, email, name, home address)</p> <p>3.2 Market trend survey (Product and service needs/ availability)</p> <p>3.3 Marketing plan</p> <p>3.4 Sales techniques</p> <ul style="list-style-type: none"> • Communication skills (face to face, telemarketing, email, sms etc.) • Body language • Product knowledge <p>3.5 Promotional events and activities</p>	<p>3.8 Apply professional sales techniques</p> <p>3.9 Identify types of marketing and promotional activities :</p> <ul style="list-style-type: none"> • Advertising (eg, newspaper, radio, television, magazines, website, etc.) • Events (eg. Collaboration with others, skill competitions, road show, exhibitions, in-house etc.) • Sales promotion (eg. sampling, offer, loyalty card scheme, etc.) • Short-term sales promotion (eg. coupons, exchanges and contest, etc.) • Seasonal promotion (festivals) • Direct marketing (eg. letters, e-mail, pamphlets and brochures, etc.) <p>3.10 Carry out marketing and promotional activities according to company's marketing plan</p>	<p>disseminating information</p> <ul style="list-style-type: none"> • Adhere strictly to marketing and promotion procedure <p><u>Safety:</u></p> <ul style="list-style-type: none"> • Adhere to safety Statutory Regulatory Body 		<p><u>Related Skills:</u></p> <ul style="list-style-type: none"> • Demonstration and observation • Familiarization • Role play • Practical 	<p>recommended</p> <p>v. Professional sales techniques carried out according to strategies</p> <p>vi. Types of promotional activities listed and specified</p> <p>vii. Marketing and promotional activities performed according to company's marketing plan</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety	Training Hours	Delivery Mode	Assessment Criteria
3 Record marketing and promotional activities	<p>3.1 Marketing and promotional activity document records (eg, Invoice book, Receipt book, Credit card documentation, Credit note for goods returned, Stock record card)</p> <p>3.2 Forms of records (manual/ computerized)</p> <p>3.3 Recording and filing system</p> <p>3.4 Marketing and promotional activities recording procedure</p>	<p>4.1 Obtain marketing and promotional documents</p> <p>4.2 Compile marketing and promotional activities documents</p> <p>4.3 Check accuracy and validity of marketing and promotional activities documents</p> <p>4.4 Update marketing and promotional activities information</p> <p>4.5 File marketing and promotional activities documentations</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> Resourceful in various marketing and promotional documents Meticulous in checking <p><u>Safety:</u></p> <ul style="list-style-type: none"> Adhere to company marketing confidentiality and security procedures 	<p><u>Related Knowledge</u></p> <p>3 hour</p> <p><u>Related Skills:</u></p> <p>6 hours</p>	<p><u>Related Knowledge</u></p> <ul style="list-style-type: none"> Lecture and discussion <p><u>Related Skills:</u></p> <ul style="list-style-type: none"> Demonstration and observation Familiarization Practical 	<p>i. Type of marketing and promotional documents retrieved, collected and compiled</p> <p>ii. Irregularities/ discrepancies rectified and corrected</p> <p>iii. Current information updated and kept securely/ confidentially in accordance with company Standard Operating Procedure</p> <p>iv. Marketing and promotional documents record filed and stored</p> <p>v. Marketing and promotional activities recorded</p>

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information</p> <p>01.02 Document information, procedures or processes</p> <p>01.03 Utilize basic IT applications</p> <p>01.04 Analyse information</p> <p>01.05 Utilize the Internet to locate and gather information</p> <p>01.07 Utilize database applications to locate and process information</p> <p>01.10 Apply a variety of mathematical techniques</p> <p>01.11 Apply thinking skills and creativity</p> <p>02.01 Interpret and follow manuals, instructions and SOP's</p> <p>02.02 Follow telephone/ telecommunication procedures</p> <p>02.03 Communicate clearly</p> <p>02.04 Prepare brief reports and checklists using standard forms</p> <p>02.05 Read/interpret flowcharts and pictorial information</p> <p>02.06 Write memos and letters</p> <p>02.07 Utilize Local Area Network (LAN)/Intranet to exchange information</p> <p>02.08 Prepare pictorial and graphic information</p> <p>02.09 Prepare flowcharts</p> <p>02.10 Prepare reports and instructions</p> <p>02.11 Convey information and ideas to people</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Learning skills5. Leadership skills6. Multitasking and prioritizing7. Self-discipline8. Teamwork

Core Abilities	Social Skills
<p>03.01 Apply cultural requirements to the workplace</p> <p>03.02 Demonstrate integrity and apply ethical practices</p> <p>03.03 Accept responsibility for own work and work area</p> <p>03.04 Seek and act constructively upon feedback about performance</p> <p>03.05 Demonstrate safety skills</p> <p>03.06 Respond appropriately to people and situations</p> <p>03.07 Resolve interpersonal conflicts</p> <p>03.08 Develop and maintain a cooperation within work group</p> <p>03.09 Manage and improve performance of individuals</p> <p>03.10 Provide consultation and counselling</p> <p>03.11 Monitor and evaluate performance of human resources</p> <p>03.12 Provide coaching/on-the job training</p> <p>03.13 Develop and maintain team harmony and resolve conflicts</p> <p>03.14 Facilitate and coordinate teams and ideas</p> <p>03.15 Liase to achieve identified outcomes</p> <p>03.16 Identify and assess client/customer needs</p> <p>03.17 Identify staff training needs and facilitate access to training</p> <p>04.01 Organize own work activities</p> <p>04.02 Set and revise own objectives and goals</p> <p>04.03 Organize and maintain own workplace</p> <p>04.04 Apply problem solving strategies</p> <p>04.05 Demonstrate initiative and flexibility</p> <p>04.06 Allocate work</p> <p>04.07 Negotiate acceptance and support for objectives and strategies</p>	

Core Abilities	Social Skills
04.10 Utilize science and technology to achieve goals 05.01 Implement project/work plans 05.02 Inspect and monitor work done and/or in progress 05.03 Allocate and record usage of financial and physical resources 05.04 Delegate responsibilities and/or authority 05.05 Coordinate contract and tender activities 06.01 Understand systems 06.02 Comply with and follow chain of command 06.03 Identify and highlight problems 06.04 Adapt competencies to new situations/systems	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. System manual	1:5
2. Sales record / logbook	1:5
3. Invoice book	1:5
4. Receipt book	1:5
5. Credit card documentation	1:5
6. Credit note	1:5
7. Stock record card	1:5
8. Market survey form	1:1
9. Marketing Plan	1:5
10. Computer	1:5
11. Company Standard Operating Procedure	1:15
12. Stationery	1:1

13. Products and Service Menu	1:5
14. Marketing materials (leaflets, bunting , banner, etc)	1:5

References

REFERENCES
<ol style="list-style-type: none">1. The Complete Nail Technician, second edition, Marian Newman, ISBN-13:978-1-84480-139-8 / ISBN-10:1-84480-139-X2. The Complete Nail Technician, Third edition, Marian Newman, ISBN 978-1-4080-3244-2

Competency Unit		CU Work Activities	Training Hours	
			Related Knowledge	Related Skills
CU 1	NAIL SALON HYGIENE AND SAFETY PRATICES	1. Inspect nail salon equipment	8 Hours	16 Hours
		2. Maintain nail salon facilities and inventory	16 Hours	32 Hours
		3. Carry out salon hygiene practices	8 Hours	16 Hours
		4. Carry out housekeeping activities	8 Hours	16 Hours
		5. Carry out salon safety and security practices	8 Hours	16 Hours
TOTAL			48 Hours	96 Hours
CU 2	NAIL SERVICE CONSULTATION	1. Attend client	3 Hours	6 Hours
		2. Consult client	6 Hours	12 Hours
		3. Record Findings	6 Hours	12 Hours
TOTAL			15 Hours	30 Hours
CU 3	NAIL CARE SERVICE	1. Analyse client's needs	3 Hours	6 Hours
		2. Prepare nail care service equipment, tools, materials and products	8 Hours	16 Hours
		3. Prepare client for nail care service	3 Hours	6 Hours
		4. Carry out nail care service	10 Hours	45 Hours
		5. Record nail care service	3 Hours	6 Hours
TOTAL			27 Hours	79 Hours
CU 4	NAIL ART SERVICE	1. Analyse client's needs	3 Hours	6 Hours
		2. Prepare nail art service equipment, tools, materials and products	8 Hours	16 Hours
		3. Prepare client for nail art service	3 Hours	6 Hours
		4. Carry out nail art service	20 Hours	100 Hours
		5. Record nail art service	3 Hours	6 Hours
TOTAL			37 Hours	134 Hours

CU 5	ACRYLIC NAIL SERVICE	1. Analyse client's needs	3 Hours	6 Hours
		2. Prepare acrylic nail service equipment, tools, materials and products	10 Hours	20 Hours
		3. Prepare client for acrylic nail service	3 Hours	6 Hours
		4. Carry out acrylic nail service	20 Hours	100 Hours
		5. Record acrylic nail service	3 Hours	6 Hours
TOTAL			39 Hours	138 Hours
CU 6	GEL NAIL SERVICE	1. Analyse client's needs	3 Hours	6 Hours
		2. Prepare gel nail service equipment, tools, materials and products	10 Hours	20 Hours
		3. Prepare client for gel nail service	3 Hours	6 Hours
		4. Carry out gel nail service	20 Hours	100 Hours
		5. Record gel nail service	3 Hours	6 Hours
TOTAL			39 Hours	138 Hours
CU 7	SPECIALIZED NAIL ART SERVICE	1. Analyse client's needs	3 Hours	6 Hours
		2. Prepare specialized nail art service equipment, tools, materials and products	10 Hours	20 Hours
		3. Prepare client for specialized nail art service	3 Hours	6 Hours
		4. Carry out specialized nail art service	30 Hours	90 Hours
		5. Record specialized nail art service	3 Hours	6 Hours
TOTAL			49 Hours	128 Hours
CU 8	3D NAIL DÉCOR ITEM PREPARATION	1. Analyse 3D nail décor needs	3 Hours	6 Hours
		2. Prepare 3D nail décor equipment, tools, materials and products	6 Hours	12 Hours
		3. Produce 3D nail décor items	18 Hours	54 Hours
		4. Pack 3D nail décor items for sale	6 Hours	18 Hours
		5. Record packed 3D nail décor items	3 Hours	6 Hours
TOTAL			36 Hours	96 Hours
CU 9	MARKETING &AND	1. Analyse salon services and products	10 Hours	30 Hours

	PROMOTIONAL ACTIVITIES	2. Prepare marketing and promotional requirements	10 Hours	24 Hours
		3. Carry out marketing and promotional activities	15 Hours	45 Hours
		4. Record marketing and promotional activities	3 Hours	6 Hours
TOTAL			38 Hours	105 Hours

TOTAL TRAINING DURATION - RELATED KNOWLEDGE: 328 HOURS

TOTAL TRAINING DURATION- RELATED SKILL : 944 HOURS

TOTAL TRAINING DURATION: 1272 HOURS