

Model Curriculum

Assistant Nail Technician

SECTOR: Beauty & Wellness
SUB-SECTOR: Beauty and Salons
OCCUPATION: Nailcare Services
REF ID: BWS/Q0401
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BEAUTY & WELLNESS SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM


Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Assistant Nail Technician'** QP No. **'BWS/Qo401 NSQF Level 3'**

Date of Issuance: **April 19th, 2017**

Valid up to: **April 19th, 2020**

* Valid up to the next review date of the Qualification Pack



Authorised Signatory
(Beauty & Wellness Sector Skill Council)

Assistant Nail Technician

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Assistant Nail Technician”, in the “Beauty and Wellness” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Assistant Nail Technician		
Qualification Pack Name & Reference ID.	BWS/Q0401, V2.0		
Version No.	2.0	Version Update Date	19-04-2017
Pre-requisites to Training	Preferably Class VIII		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Prepare and maintain work area - preparing the equipment, products and work area ahead of service delivery to ensure the efficiently and effectiveness of conducting treatments considering the standards of operation of the salon. • Perform manicure and pedicure services - Clean and remove dead skin and callous from hands and feet and improve the appearance of nails. • Provide nail enhancement services using UV gel nails and (liquid and powder) acrylic nails - performing foundational nail enhancement services using UV gel nails and (liquid and powder) acrylic nails • Perform refill - Perform refilling • Provide simple and basic nail art services - Perform simple and nail art services using 2D designs image and simple transfer techniques • Maintain health and safety of work area - Maintain a safe and hygienic environment at the work area. • Create a positive impression at the workplace - Ability for individuals to meet the personal grooming and behaviour requirements, execute tasks as per the organization’s standards and communicate/record information in order to create a positive impression at the workplace. 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Assistant Nail Technician” Qualification Pack issued by “Beauty and Wellness Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Bridge Module</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 00:00</p>	<ul style="list-style-type: none"> Identify the career opportunities and working methods within the beauty sector Identify and list the beauty Services. 	
2	<p>Prepare and Maintain work area</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical duration(hh:mm) 10:00</p> <p>Corresponding NOS code BWS/N9001</p>	<ul style="list-style-type: none"> Prepare and maintain the work area. Prepare client record cards Prepare the clients for treatments Identify sterilization and disinfection process Exhibit personal presentation and ideal behavior. Identify ways to dispose of waste correctly. 	<ul style="list-style-type: none"> Nail Table Beauty Trolley Manicure table Pedicure stations First aid kit Fire extinguishers Sterilizers Waste disposal Record book Bowls Dust bin Basket, bed/rec chair, bowl, cotton,
3	<p>Perform Manicure and pedicure services</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code BWS/N9001 BWS/N0401</p>	<ul style="list-style-type: none"> Identify the structure, function, characteristics of nail and process of nail growth Identify bones of Lower leg and Foot Identify bones of the wrist, hands fingers and forearm Explain the structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm Explain the arteries and veins of lower leg, foot, hand and arm Identify the muscles of the lower leg, foot, hand and arms Identify the nail diseases and disorders Explain nail and skin analysis by visual/manual 	<ul style="list-style-type: none"> Anatomy & Physiology charts Manicure Chair Manicure stool Sterilizer Bowls Manicure brush Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick

		<p>examination to identify treatable conditions and contra indications restricting or preventing treatment</p> <ul style="list-style-type: none"> • Use safe and effective methods of working when providing manicure services • Consult, plan and prepare for the service with clients • Carry out manicure services • Identify organizational and legal requirements • Work safely and effectively when providing manicure services • Perform client consultation, treatment planning and preparation • Identify the contra-indications and contra-actions that affect or restrict manicure services • Explain the anatomy and physiology that relates to manicure services • Explain the manicure techniques, products and service planning • Provide aftercare advice for clients. 	<ul style="list-style-type: none"> • Nail Filer • Pack brush • Dust bin • Pedicure • Pedicure Chair • Pedicure Stool • Sterilizer • Bowls • Foot Scrapper • Emery Board • Pumice Stone • Nail Cutter • Cuticle Pusher • Cuticle • Nipper • Orange stick • Nail filer • Toe separator • Pedicure Brush • Pack brush • Dust Bin
4	<p>Provide nail enhancement services using UV gel nails and (liquid and powder) acrylic nails</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code BWS/N0415</p>	<ul style="list-style-type: none"> • Explain the anatomical structure and function of nails; Structure: Nail root-matrix, mantle, plate, wall, grooves, bed, lunula, free edge, hyponychium, cuticle Functions – protection characteristics of nail and the process of nail growth • Identify nail diseases and disorders • Analyse nails by visual/manual examination to identify treatable conditions and contra indications restricting or preventing treatment • Identify products and tools suitable to carry the procedure of UV gel nail enhancement • Use products and tools suitable to carry the procedure of acrylic (liquid and powder) nail enhancement • Explain the basic contraindications, contra actions, relevant subsequent plans • Perform manicure and pedicure services • Carry out nail shaping and filing techniques Shaping techniques: Filing, buffing, application of cuticle cream, removal of cuticle, cuticle pushing, polishing, Filing techniques: emery board, glass, buffing block, electrical files, beveling, etc. 	<ul style="list-style-type: none"> • Safety glasses • Dust mask • Apron • Metal bin • with lid and line • Towels • Disposable paper roll wipes • Cuticle pusher • Cuticle nippers • Nail scissors • Stiff-bristled nail brush • Product application brush • Selection of files • Block buffers • Tip cutters • Nail forms

5	<p>Perform Refill</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code BWS/N0406</p>	<ul style="list-style-type: none"> Identify basic anatomy, physiology and pathology for nail treatments Explain basic contraindications, contra actions, treatment Analyse nails, e.g. Cuticle conditions, Nail shape, Nail length Identify breaking and splitting of extension, discoloration of product, bacterial and fungal infection, and discoloration of natural nail Set-up products, tools, equipment and techniques to suit client's service needs, nail and skin conditions Perform cleaning of nails to ensure they are free from bacteria. Buff and remove the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines Perform correct filing technique to achieve desired length and shape Dehydrate the natural nail appropriately depending on acrylic/ gel service Perform the correct application to refinish the nail with acrylic/ gel system Perform buffing techniques correctly and seal to create a high shine finish Monitor UV/ LED curing time as per product manufacturer's instructions Remove surface residue at the right stage, if required Apply polish, if requested by client Finish the nail enhancements to the client's satisfaction and meet the agreed service plan 	
6	<p>Provide simple and basic nail art services</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code BWS/N0406</p>	<ul style="list-style-type: none"> Identify the products and tools suitable to carry the nail art procedure; Explain basic anatomy, physiology and pathology for nail services Identify basic techniques of nail art and their respective application procedures Explain basic contraindications, contra actions, service plans Identify nails feature and conditions relevant to nail art and impact on the same 	<ul style="list-style-type: none"> Nail art paint Glitter Enamel Remover Adhesive Stencil or needle

7	<p>Maintain Health and Safety of work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/ N9002</p>	<ul style="list-style-type: none"> Identify contra-indications related to beauty treatments Explain the process and products to sterilize and disinfect equipment/ tools Follow the manufacturer's instructions related to equipment and product use and cleaning Adhere to the applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, Carry out handling/storage/ disposal/ use of products, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection Handle, use and store products, tools and equipment safely to meet with the manufacturer's instructions 	<ul style="list-style-type: none"> First aid kit Fire extinguishers Sterilizers Hot cabinets Waste disposal bins
8	<p>Create Positive impression at work place- (Client care and communication in beauty industry)</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9003</p>	<ul style="list-style-type: none"> Communicate and behave in a professional manner when dealing with clients Manage client expectations Behave in a professional manner within the workplace Use effective communication techniques when dealing with clients Adapt methods of communication to suit different situations and client needs Use effective consultation techniques to identify treatment objectives Provide clear recommendations to the client Maintain client confidentiality Use retail sales techniques to meet client requirements Plan and organize service feedback files/documents Plan and manage work routine based on salon procedure Identify the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule Maintain accurate records of clients, treatments and product stock levels Accept feedback in a positive manner and develop on the shortcomings. 	
	<p>Total Duration</p>	<p>Unique Equipment Required:. Manicure Chair, Manicure Stool,</p>	

	<p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 170:00</p>	<p>Sterilizer, Bowls, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Dust Bin, Pedicure Chair, Pedicure Stool, Foot Scrapper, Emery Board, Pumice Stone, Toe Separator, Pedicure Brush, Table Lamp, Nail Station, Client Chair, Technician Stool, Safety Glasses, Dust Mask, Apron, Metal Bin with Lid and Lined, Towels, Disposable Paper Roll, Wipes, Nail Scissors, Stiff-Bristled, Nail Brush, Product Application Brush, Different Types of Files, Block Buffers, Tip cutters, and Nail forms.</p>
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Grand Total Course Duration: **200 Hours 0 Minutes**

(This syllabus/ curriculum has been approved by [Beauty & Wellness Sector Skill Council](#))

Trainer Prerequisites for Job role: “Assistant Nail Technician” mapped to Qualification Pack: “BWS/Q0401” Version2.0

Sr. No.	Area	Details
1	Description	To deliver accredited training service , mapping to the curriculum detailed above in accordance with the Qualification Pack “ <u>BWS/Q0401 V2.0</u> ”
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualification	Preferably Class VIII
4a	Domain Certification	Certified for Job Role: “Assistant Nail Technician” mapped to QP: <u>BWS/Q0401 V2.0</u> issued by B&WSSC ,Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102” with scoring of minimum 80%.
5	Experience	No minimum experience required, through some experience (upto 12 months) in manicure and pedicure is desirable

Criteria For Assessment Of Trainees

Job Role: Assistant Nail Technician

Qualification Pack: BWS/Q0401, V2.0

Sector Skill Council: Beauty & Wellness

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
6. To pass the Qualification Pack , every trainee should score a minimum of 50% in aggregate
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
BWS/N9001 Prepare and maintain work area	PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygiene and safe environment	100	12	2	10
	PC2. identify and select suitable equipment and products required for the respective services		16	3	13
	PC3. set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines		19	4	15
	PC4. place and organize the products in a trolley or area convenient and efficient for service delivery		10	1	9
	PC5. prepare sterilisation solution as per organisational standards using approved products and as per manufacturer's instructions		16	4	12
	PC6. sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions		13	4	9
	PC7. dispose waste materials in adherence to the		6	1	5

	salon's and industry requirements				
	PC8. store records, materials and equipment securely in line with the salon's policies		8	2	6
		Total	100	21	79
BWS/N0401 Provide manicure and pedicure services	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	3	0.5	2.5
	PC2.sanitize the hands prior to procedure commencement as per organisational approved process		3	0.5	2.5
	PC3.prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment		5	1	4
	PC4.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		3	0.5	2.5
	PC5.position self and client in a way to ensure privacy, comfort and wellbeing, throughout the procedure		4	0.5	3.5
	PC6.adjust the client's position to meet the needs of the service without causing them discomfort		4	0.5	3.5
	PC7.perform and adapt the manicure and pedicure procedures using materials, equipment and techniques correctly and safely to meet the needs of the client		5	1	4
	PC8.remove any existing nail polish using approved products and procedures before proceeding further		4	1	3
	PC9.enquire to establish the desired length and shape of nails (hands or toes) with the client		4	1	3
	PC10.file the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's preference		5	1	4
	PC11.remove dirt in the underside of the nails using nail pick, clippers, nail brush, soaking and washing to be dirt free		3	0.5	2.5
	PC12.use suitable cuticle tools and products, safely and effectively, to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged		5	0.5	4.5
	PC13.use specialized procedures (hand and leg, finger and toe nails) to improve the appearance of the client's skin and nails		5	1	4
	PC14.use smooth and even massage techniques for hands and lower arms, lower legs and feet and apply appropriate pressure to meet the client's needs		4	0.5	3.5

	PC15.remove any excessive hard skin using a foot scrapper during the manicure service without discomfort to the client		3	0.5	2.5
	PC16.leave the hands and lower arm, foot and lower leg free of any excess massage medium at the end of the pedicure or manicure process respectively, by clearing these using a towel or other suitable materials		3	0.5	2.5
	PC17.check that the nail plate is dehydrated and the underside is clean and free of debris		3	0.5	2.5
	PC18.apply sufficient base coat, polish coats and top coats as required to achieve the desired nail finish		4	0.5	3.5
	PC19.check that the final nail finish is smooth, even textured and uniformly coloured, with the cuticle and nail wall free of enamel		3	0.5	2.5
	PC20.check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required		4	1	3
	PC21.clean the treated area and use a suitable soothing product		3	0.5	2.5
	PC22.complete the therapy to the satisfaction of the guest in a commercially acceptable time		5	1	4
	PC23.record the therapy accurately and store information securely in line with the organization's policies		4	2	2
	PC24.provide specific after-procedure, homecare advice and recommendations for product use and further services to the client		4	1	3
	PC25.ask questions to check with the client their satisfaction with the finished result		3	1	2
	PC26.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		4	1	3
		Total	100	20	80
BWS/N0415 Provide nail enhancement services using UV gel nails and (liquid and powder) acrylic nails	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	2	0.5	1.5
	PC2.position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing		2	0.5	1.5
	PC3.sanitize the hands prior to treatment commencement using a hand sanitiser		1	0	1
	PC4.prepare the client for the treatment and provide		2	0.5	1.5

	suitable protective apparel			
	PC5.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	2	0.5	1.5
	PC6.clean the nails to ensure they are free from bacteria	1.5	0.5	1
	PC7.use a soak, hand wash, sanitizer, dis-incrustation wipes, anti-septic solutions	1.5	0.5	1
	PC8.set-up products, tools, equipment and techniques to efficiently and safely deliver services suiting client's needs	2	0.5	1.5
	PC9.prepare products for application, by mixing the ingredients in the correct proportions as per manufacturer instructions and organisation standards and place for ease of use by the nail technician	3	1	2
	PC10.promptly refer problems that cannot be solved to the relevant person/ nail technician for action	2.5	0.5	2
	PC11.remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required	2	0.5	1.5
	PC12.identify the condition of the nails and any corrective work to suit the client's natural nail shape and condition	1.5	0.5	1
	PC13.prepare the nail plate by removing debris, filing the free edge remove shine and dehydrate the natural nail	3	1	2
	PC14. identify and select the correct products and tools for the UV nail enhancement job	1.5	0.5	1
	PC15.use primers to remove oils safely, protecting the skin	1.5	0.5	1
	PC16.use glue correctly to attach the acrylic nail tips to the natural nail accurately protecting the skin from the glue	1.5	0.5	1
	PC17.shorten the nail tips to the desired length and blend the tips	2.5	0.5	2
	PC18.apply UV gel layers in the correct sequence	2.5	0.5	2
	PC19.perform the correct application of UV gel and filing technique to leave the nail balanced with the required shape and length with guidance from the supervisor, applying the tip to the natural nail accurately and in line with natural nail	4	1	3
	PC20.apply the base and builder gel evenly to the nail	2.5	0.5	2

	without touching the cuticle, curing under UV/LED lamp after each application			
	PC21.repeat the builder gel application if necessary to achieve desired thickness of the gel		3	0.5
	PC22.perform buffing techniques correctly on UV gel enhanced nail and seal to create a high shine finish, achieving the desired shape and thickness		4	1
	PC23.monitor UV curing timing to ensure adherence to product manufacturer's instructions		2	0.5
	PC24.use a coat of clear polish or paint them with coloured nail polish as required		1.5	0.5
	PC25.apply the polish to the entire nail to create a smooth, even surface		2	0.5
	PC26.repair UV gel enhancements to restore desired look with guidance from the supervisor		3	1
	PC27. identify and select the correct products and tools for the acrylic nail enhancement job		1.5	0.5
	PC28.follow in accordance with manufacturer's instructions to adapt and combine liquid and powder colours for application of acrylic nail enhancements		2	0.5
	PC29.use primers to remove oils safely, protecting the skin		1	0.5
	PC30.use glue correctly to attach the acrylic nail tips to the natural nail accurately protecting the skin from the glue		1.5	0.5
	PC31.pour the liquid and powder in different bowls in a well ventilated area		1.5	0.5
	PC32.apply the liquid and powder to the brush in the correct order, ratio and consistency		1.5	0.5
	PC33.apply the acrylic evenly to the nail without touching the cuticle		1.5	0.5
	PC34.ensure the acrylic is dried before moving on to the next step		1	0
	PC35.use a buffer to buff the surface of the nails, with an increasing grit file to achieve the desired shine		2	0.5
	PC36.use a coat of clear polish or paint them with coloured nail polish as required		2	0.5
	PC37.identify and resolve any problems with the nail enhancements seeking help from supervisor as required		3	0.5
	PC38.perform nail repair technique to restore the nail enhancement following guidance of the		3	1

	supervisor				
	PC39.finish the nails evenly with a clear defined line ensure the work area is kept clean and tidy during the service		2	0.5	1.5
	PC40.use work methods to minimise wastage		2	0.5	1.5
	PC41.complete the service to the satisfaction of the client in a commercially acceptable time		2.5	0.5	2
	PC42.check the natural nail plate and surrounding skin is undamaged and free from product		1.5	0.5	1
	PC43.refer problems that cannot be solved to the relevant person or supervisor promptly		2	1	1
	PC44.clean up the work area post-service to maintain the health and safety standard		1	0	1
	PC45.provide after care advise for specific after-procedure, homecare advice and recommendations for protecting and maintaining the nail enhancement to the client		2	0.5	1.5
	PC46.dispose waste materials as per organisational standards in a safe and hygienic manner		1	0	1
	PC47.record details of the procedure accurately as per organisational policy and approved practice		2	1	1
	PC48.store information securely in line with the salon's policies		1	0.5	0.5
	PC49.ask questions to check with the client their satisfaction with the finished result		2	0.5	1.5
	PC50.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		2	0.5	1.5
		Total	100	27	73
BWS/N0406 Perform refill	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	5	1	4
	PC2.position self and client throughout treatment to ensure comfort and wellbeing		4	1	3
	PC3.sanitize the hands prior to treatment commencement		4	1	3
	PC4.prepare the client and provide suitable protective apparel		5	1	4
	PC5.set-up products, tools, equipment and techniques to suit client's service needs, nail and skin conditions		6	1	5
	PC6.carry out client consultation technique to identify the treatment plan and client needs.		7	2	5

	PC7.ensure the client and you have understood the treatment objective and plan.		3	0	3
	PC8.perform cleaning of nails to ensure they are free from bacteria.		7	1	6
	PC9.buff and remove the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines		6	1	5
	PC10.perform correct filing technique to achieve desired length and shape		7	2	5
	PC11.dehydrate the natural nail appropriately depending on acrylic/ gel service		8	2	6
	PC12.perform the correct application to refinish the nail with acrylic/ gel system		9	2	7
	PC13.perform buffing techniques correctly and seal to create a high shine finish		8	2	6
	PC14.monitor UV/ LED curing time as per product manufacturer's instructions		6	2	4
	PC15. remove surface residue at the right stage, if required		4	1	3
	PC16.apply polish, if requested by client		5	1	4
	PC17.finish the nail enhancements to the client's satisfaction and meet the agreed service plan		6	2	4
		Total	100	23	77
BWS/N0416 Provide simple and basic nail art services	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	5	1	4
	PC2.sanitize the hands prior to procedure commencement as per organisational approved process		4	0.5	3.5
	PC3.prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment		6	1	5
	PC4.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		5	2	3
	PC5.position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing		4	1	3
	PC6.identify contra indications that restrict service and act accordingly as per organisational standards		4	1	3
	PC7.set-up products, tools, equipment for relevant techniques to suit client's service needs, nail and skin conditions		6	2	4

	PC8.remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required, using removers, soaking and/or filing methods		5	1	4
	PC9.prepare the nail plate by removing debris, filing the free edge remove shine and dehydrate the natural nail as required by the service under instructions from the nail technician		8	3	5
	PC10.apply various techniques of nail art		6	2	4
	PC11.identify contra actions if any during the service and stop service and refer to the supervisor		5	1	4
	PC12.complete the service to the satisfaction of the client in a commercially acceptable time		6	2	4
	PC13.check the natural nail plate and surrounding skin is undamaged and free from product		5	1	4
	PC14.identify and resolve any problems with the nail art with guidance from the supervisor		5	1	4
	PC15.refer problems that cannot be solved to the relevant person or supervisor promptly		6	2	4
	PC16.clean up and dispose the waste in the work area post-service to maintain the health and safety standard		4	0.5	3.5
	PC17.update relevant client and inventory records accurately, neatly and timely as per organisational policy and procedures		5	2	3
	PC18.dispose waste as per organisational standards, ensuring hygiene, safety and environmental considerations are addressed positively		5	1	4
	PC19.provide after care advise. provide specific after-procedure, homecare advice and recommendations for protecting and maintaining the nail enhancement to the client		6	2	4
		Total	100	27	73
BWS/N9002 Maintain health and safety at the workplace	PC1. set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	100	13	3	10
	PC2. clean and sterilize all tools and equipment before use		10	3	7
	PC3. maintain one's posture and position to minimize fatigue and the risk of injury		9	2	7
	PC4. dispose waste materials in accordance to the industry accepted standards		12	2	10
	PC5. maintain first aid kit and keep oneself updated		10	3	7

	on the first aid procedures				
	PC6. identify and document potential risks and hazards in the workplace		10	3	7
	PC7. accurately maintain accident reports		13	5	8
	PC8. report health and safety risks/ hazards to concerned personnel		12	3	9
	PC9. use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instructions		11	3	8
		Total	100	27	73
BWS/N9003 Create a positive impression at the workplace	PC1.maintain good health and personal hygiene	100	5	1	4
	PC2.comply with organisation's standards of grooming and personal behavior		5	1	4
	PC3.meet the organisation's standards of courtesy, behavior and efficiency		5	1	4
	PC4.stay free from intoxicants while on duty		4	0.5	3.5
	PC5.wear and carry organisation's uniform and accessories correctly and smartly		5	0.5	4.5
	PC6.take appropriate and approved actions in line with instructions and guidelines		5	1.5	3.5
	PC7.record details related to tasks, as per procedure		5	3	2
	PC8.participate in workplace activities as a part of the larger team		7	2	5
	PC9.report to supervisor immediately in case there are any work issues		5	1	4
	PC10.use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender		6	1.5	1.5
	PC11.communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines		6	1	5
	PC12.communicate role related information to stakeholders in a polite manner and resolve queries, if any		7	2	5
	PC13.assist and guide clients to services or products based on their needs		6	2	4
	PC14.report and record instances of aggressive/ unruly behavior and seek assistance		5	2	3
	PC15.use communication equipment (phone, email etc.) as mandated by your organization		6	3	3
	PC16.carry out routine documentation legibly and		7	3	4

	accurately in the desired format				
	PC17.file routine reports and feedback		5	2	3
	PC18.maintain confidentiality of information, as required in the role		6	2	4
		Total	100	30	70