

## Unit summary sheet

# Unit 42: Finish and Maintain Artificial Nail Overlays using Electric Files

### What is the unit about?

This unit is about the safe and appropriate use of electric files during the processes of finishing and maintaining overlay materials only. This unit also covers the safe and professional preparation and maintenance of the electric file hand piece and attachments.

The main outcomes of this unit are:

- 1 Prepare for the service
- 2 Consult with the client
- 3 Finish and maintain nail overlays
- 4 Complete the service.

### Evidence requirements

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 You must practically demonstrate in your everyday work that you have met the standard for finishing and maintaining artificial nail overlays using electric files.
- 3 Your assessor will observe your performance on **at least three separate occasions**.
- 4 From the range, you must practically demonstrate that you have:
  - used all the consultation techniques
  - dealt with at least one of the necessary actions\*
  - checked all the environmental conditions
  - carried out all the types of work listed
  - carried out all the types of maintenance techniques listed.

\*However, you must prove to your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in this range.

- 5 It is likely most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if *your* assessor has not been present.

## Element achievement record

<b>NVQ title and level: Nail Services Level 3</b>
<b>Candidate:</b>
<b>Assessor:</b>
<b>Unit title: BT42 Finish and Maintain Artificial Nail Overlays using Electric Files</b>
<b>Outcome 1: Prepare for the service</b>

	Your reference:				
	Observation number:	1	2	3	4
	Date:				
a) preparing your work area to meet legal, hygiene and service requirements					
b) ensuring your personal appearance meets accepted industry and organisation requirements					
c) making sure that <b>environmental conditions</b> are suitable for the client and the service					
d) ensuring all equipment is clean, free of dust and fit for purpose					
e) positioning the electric file and file heads for ease and safety of use					
f) sanitising your hands prior to the service					
g) ensuring the preparation of the client meets organisation requirements					
h) encouraging the client to find a comfortable and relaxed position that permits access and minimises the risk of injury to you and the client					
<b>Number of outcomes assessed:</b>					

**Assessor's signature:**

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**INTERIM INTERNAL VERIFICATION (OBSERVATION OF ASSESSOR)**

**Internal verifiers signature:**

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**Date:**

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## Element achievement record

<b>NVQ title and level: Nail Services Level 3</b>
<b>Candidate:</b>
<b>Assessor:</b>
<b>Unit title: BT42 Finish and Maintain Artificial Nail Overlays using Electric Files</b>
<b>Outcome 2: Consult with the client</b>

	Your reference:				
	Observation number:	1	2	3	4
	Date:				
a) cleansing the client's hands prior to identifying the condition of their nails and skin					
b) using <b>consultation techniques</b> in a polite and friendly manner to determine the client's service plan					
c) discussing and agreeing the service and outcomes that are acceptable to your client					
d) explaining your assessment of the client's nail and skin condition in a clear way to help the client's understanding					
e) accurately establishing and recording the condition of the client's skin and nails					
f) recognising any contra-indications and taking the <b>necessary action</b>					
<b>Number of outcomes assessed:</b>					
<b>Assessor's signature:</b>					

**INTERIM INTERNAL VERIFICATION (OBSERVATION OF ASSESSOR)**

**Internal verifiers signature:**

**Date:**


## Element achievement record

<b>NVQ title and level: Nail Services Level 3</b>
<b>Candidate:</b>
<b>Assessor:</b>
<b>Unit title: BT42 Finish and Maintain Artificial Nail Overlays using Electric Files</b>
<b>Outcome 3: Finish and maintain nail overlays</b>

	Your reference:				
	Observation number:	1	2	3	4
	Date:				
a) wearing a dust mask and safety glasses when using electric files					
b) positioning yourself square to your client and maintaining three points of contact throughout the service					
c) keeping the finger you are working on stable by firmly supporting your client's hand and finger					
d) ensuring you only use the electric file on overlays that have set					
e) using the most suitable file head for the stage of the service you are carrying out					
f) operating the electric file at a speed suitable for the <b>type of work</b> and in a way that meets manufacturer's instructions					
g) moving the electric file in one direction ensuring the rotation of the file attachment is in the opposite direction to working					
h) ensuring continuous movement of the file to avoid a burning sensation to the client					
i) working on an overlay so you never touch the natural nail plate or surrounding skin					
j) manipulating and positioning your client's finger so the rotating attachment is kept flat against the nail					
k) achieving a smooth, even finish of the overlay when finishing					

l) ensuring electric filing leaves the free edges tapered, thin and with a clean edge				
m) ensuring electric filing achieves a balanced nail with a natural apex				
n) ensuring buffing achieves an even, high shine finish				
o) using suitable <b>maintenance techniques</b> to restore the balance of the artificial nail				
p) removing the bulk of the overlay to leave a thin, even layer of artificial overlay prior to soaking in suitable remover				
q) taking appropriate and prompt remedial action where contra-actions occur during the course of treatment				
<b>Number of outcomes assessed:</b>				
<b>Assessor's signature:</b>				
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<b>INTERIM INTERNAL VERIFICATION (OBSERVATION OF ASSESSOR)</b>				
<b>Internal verifiers signature:</b>				
<b>Date:</b>				

## Element achievement record

<b>NVQ title and level: Nail Services Level 3</b>
<b>Candidate:</b>
<b>Assessor:</b>
<b>Unit title: BT42 Finish and Maintain Artificial Nail Overlays using Electric Files</b>
<b>Outcome 4: Complete the service</b>

	Your reference:			
	1	2	3	4
<b>Observation number:</b>	1	2	3	4
<b>Date:</b>				
a) confirming with your client that the finished result is to their satisfaction and meets their needs				
b) correctly removing and storing the file heads and leaving the electric file hand piece safe and secure				
c) ensuring client records are up-to-date, accurate and complete				
d) leaving the work area and equipment in a condition suitable for further services				
<b>Number of outcomes assessed:</b>				
<b>Assessor's signature:</b>				
<b>INTERIM INTERNAL VERIFICATION (OBSERVATION OF ASSESSOR)</b>				
<b>Internal verifiers signature:</b>				
<b>Date:</b>				

Your reference:										
Observation number:	1	2	3	4	5	6	7	Type of evidence	Portfolio reference	
Date:										

<b>1 Consultation techniques include:</b>									
a) questioning									
b) visual									
c) physical examination									
d) reference to client records									
<b>2 Necessary action includes:</b>									
a) encouraging your client to seek medical advice									
b) explaining why an electric filing service cannot be carried out									
c) modifying the service									
<b>3 Environmental conditions include:</b>									
a) lighting									
b) heating									
c) ventilation									
d) general comfort									

Your reference:										
Observation number:	1	2	3	4	5	6	7	Type of evidence	Portfolio reference	
Date:										

<b>4 Type of work is:</b>									
a) reducing length									
b) smoothing surfaces									
c) thinning out the free edge of the overlay									
d) finishing full sets									
e) buffing									
f) reducing overlay bulk									
<b>5 Maintenance techniques are:</b>									
a) backfilling by trenching									
b) backfilling by free edge bulk reduction									
c) rebalancing									
ENTER NUMBER OF RANGE ITEMS ASSESSED									

Candidate's signature

Assessors signature

## Knowledge evidence record

<b>NVQ title and level: Nail Services Level 3</b>										
<b>Candidate:</b>					<b>Assessor:</b>					
<b>Unit title: BT42 Finish and Maintain Artificial Nail Overlays using Electric Files</b>										
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions). The National Occupational Standards detail the knowledge and understanding required to carry out competent practice for the performance described in this unit.										
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.										
You need to show that you know, understand and can apply in practice:										
<b>Knowledge and understanding for this unit:</b>				<b>Type of evidence</b>						
				EI	O	P	WT	S	APEL	Q&A Date
<b>Organisational and legal requirements</b>										
1	why it is important to maintain standards of hygiene and the principles of cross infection									
2	your responsibilities under current, relevant legal requirements and regulations when working with electric files									
3	the provisions of the current Code of Practice for working with electric files									
4	the health and safety issues specific to the use of electric files, how you should work and personal presentation requirements									
5	the possible risks to yourself and your client of ineffective positioning when using electric files and how to avoid potential discomfort and injury									
6	why it is important to complete and maintain accurate client records									
7	salon requirements for client record keeping									
8	the importance of achieving client satisfaction									

Knowledge and understanding for this unit:		Type of evidence								
		EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
<b>Contra-indications and contra-actions</b>										
9	the types of contra-actions that can occur when using electric files (eg blistering, burning, thinning of the nail plate)									
10	how to recognise conditions which restrict an electric filing service and why it is important to encourage clients with contra-indications to seek medical advice (eg thin and or damaged nail plate, cuts and abrasions to surrounding skin, onycholysis – nail separation)									
11	why it is important to encourage clients with contra-indications to seek advice and the reasons for not naming specific contra-indications when doing so									
<b>Equipment</b>										
12	care and maintenance of electric filing equipment									
13	types of electric filing equipment, how and when to use them, including adaptation for left and right handed use									
14	types of electric file attachments, when and how to use them									
15	the manufacturer's instructions for the care and maintenance of the electric file(s) you use in your workplace and the importance of following them									
<b>Electric filing of overlays</b>										
16	electric filing techniques, including thinning out overlays, buffing and use of differing speeds of rotation									
17	why it is important to maintain three points of contact when working with a client									

Knowledge and understanding for this unit:		Type of evidence								
		EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
18	how to position and support your client's hand and finger whilst working with an electric file									
19	how the inappropriate use of electric files can damage the natural nail and surrounding skin									
20	how to identify types of nail damage caused by the misuse of electric files									
21	why it is important to work in one direction across the overlay									
22	how to avoid excessive accumulation of heat when using an electric file									
23	why the spin of the electric file needs to be in the opposite direction of working									
24	why the natural nail should always be hand filed prior to the application of the overlay									
25	when to use a hand file and when to use an electric file – the limitations of use of electric files									
26	why electric files should never be used for tip blending									
27	the importance of maintaining balance, shape and position of apex when electric filing									
28	the importance of having a well ventilated working area									
29	the reasons for and methods of sanitising your hands									
30	the different types of chemicals used for disinfecting and sterilising equipment relevant to electric files and how to use these chemicals correctly									
31	how to select and use personal protective equipment									

Knowledge and understanding for this unit:		Type of evidence								
		EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
32	the difference between dust created by hand filing and electric filing and its health and safety implications									

**Communication**

33	how to use effective communication and consultation techniques									
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**Feedback/comments:**

The candidate has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and knowledge and understanding requirements have been achieved.

<b>Candidate's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature:</b>	<b>Date:</b>

COLUMN KEY:	EI = EVIDENCE INDEX NUMBER	O = OBSERVATION	P = PERSONAL STATEMENT
	WT = WITNESS TESTIMONY	S = SIMULATION	APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING
	Q&A = QUESTIONS & ANSWERS	EWE = EXPERT WITNESS EVIDENCE	PD = PROFESSIONAL DISCUSSION