

GURUKUL EDUCATIONAL AND RESEARCH INSTITUTE

CERTIFICATE IN ASSISTANT NAIL TECHNICIAN

Subject and Syllabus



2022-23

Syllabus

CERTIFICATE IN ASSISTANT NAIL TECHNICIAN

DURATION:- 6 MONTHS

883 INTRODUCTION ASSISTANT NAIL TECHNICIAN

THEORY

- Explain the objectives of the program State
- the roles & responsibilities of Assistant Nail Technician
- List the career opportunities in nailcare service
- Discuss about the projected growth in nailcare service

884 PREPARE AND MAINTAIN WORK AREA

THEORY

- Discuss the significance of maintaining hygienic, safe, disinfected and suitable ambient conditions at work place; such as by using air purifiers to reduce dust, dander, smoke, allergens & odour resulting in a healthier, fresher & cleaner environment and restructuring the workplace set-up by keeping a minimum distance of 2 meters in between two clientele, practicing social distancing by avoiding handshakes/ hugs to co-workers/ clientele, etc.
- Identify and prepare equipment & products required for the respective session
- Discuss the instructions required in preparing a sterilization solution as per organizational standards using approved products and as per manufacturer's and checking leakages
- Identify need of segregating recyclable, non-recyclable and hazardous waste generated in separate bin
- Conduct employee awareness program; such as for COVID-19 by displaying posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises

PRACTICAL

- Demonstrate organizing the sterilized/ disinfected equipment for a service delivery; equipment such as bowls, cotton etc.
- Demonstrate disposing of waste in the designated area at work place; waste materials such as disposable triple layered surgical face mask, disposable gloves, etc.
- Demonstrate the use of electrical equipment while providing services and its proper maintenance when not in use
- Prepare reports of materials and equipment securely in line with the organisational policies
- Apply digital mode of payment to lessen any kind of cross infection; digital mode such as use of debit/credit cards, internet banking, mobile wallets, digital payment apps, etc.

885 PERFORM MANICURE AND PEDICURE SERVICES

THEORY

- Identify the structure, function, and characteristics of nail and the process of nail growth
- Identify bones of lower leg, foot, 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 muscles of the lower leg, foot, hand and arms
- Identify nail diseases and disorder
- Explain nail and analyse skin by visual/manual examination to identify treatable conditions and contra-indications restricting or preventing treatment

PRACTICAL

- Apply safe and effective methods of working when providing services
- Perform client consultation, treatment planning and preparation
- Demonstrate the process followed in pedicure and manicure services
- Demonstrate and identify contraindications and contra-actions that may affect or restrict the services
- Perform aftercare advice for clients

886 PROVIDE NAIL ENHANCEMENT SERVICES

THEORY

- Explain the anatomical structure and function of nails; Structure: Nail root-matrix, mantle, plate, wall, grooves, bed, lunula, free edge, hyponychium, cuticle, and 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 out the procedure of UV gel nail enhancement
- Explain the basic contraindications, contra actions, relevant subsequent plans
- Perform manicure and pedicure services as per standard procedure set by the salon
- 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

PRACTICAL

- Prepare the client, self and work area for services
- Carry out the procedure of acrylic (liquid and powder) nail enhancement
- Perform services as per standard procedure set by the salon/nail bar
- 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, bevelling, etc.)

887 PERFORM REFIL

THEORY

- Analyse nails; e.g., Cuticle conditions, Nail shape, Nail length to carry out the treatment
- Identify breaking and splitting of extension, discoloration of product, bacterial and fungal infection, and discoloration of natural nail
- Select techniques to suit client's service needs and nail conditions

PRACTICAL

- Perform cleaning of nails to ensure they are free from bacteria.

- Carry out buffing and removing the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines
- Perform correct filing technique to achieve desired length and shape
- Carry out the process of dehydrating the natural nail appropriately depending on acrylic/ gel service
- Perform buffing techniques correctly and seal to create a high shine finish
- Carry out monitoring UV/ LED curing time as per product manufacturer's instructions
- Perform removing of surface residue at the right stage, if required
- Apply polish, if requested by client
- Carry out finishing process of the nail enhancements to meet the agreed service plan
- Perform the correct application to refinish the nail with acrylic/ gel system
- Perform aftercare advice for clients

888 PROVIDE SIMPLE AND BASIC NAIL ART SERVICES

THEORY

- Identify the products and tools suitable to carry the nail art procedure
- Identify basic contraindications, contraactions of nail art services
- Identify nails feature and conditions relevant to nail art and impact on the same
- Apply basic techniques of nail art efficiently

PRACTICAL

- Prepare self, client and the work area for nail art services
- Apply basic techniques of nail art efficiently
- Perform aftercare advice for clients

889 MAINTAIN HEALTH AND SAFETY AT THE WORKPLACE

THEORY

- State the significance of personal protective equipment (PPE) & its efficient supply at work place; PPE such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc.
- Discuss the importance of maintaining basic hygiene at work place to avoid any kind of cross infection; basic hygiene such as wearing disposable N-95/ triple layered surgical face mask, gloves, apron, washing/ sanitizing hands & taking bath at regular intervals, etc.
- Explain the importance of maintaining first aid kit at work place
- Identify and list potential risks and hazards in the workplace

PRACTICAL

- Demonstrate and state significance of maintaining posture and position to minimize fatigue and the risk of injury
- Demonstrate the method of sterilizing equipment & tools before and after
- use Prepare, maintain and report accident reports as per organisational policies

890 CREATE A POSITIVE IMPRESSION AT THE WORKPLACE

THEORY

- Explain the importance of maintaining personal hygiene and grooming; such as sanitized hands, neatly tied and covered hair, clean nails, sanitized uniform while engaging with clients with no gender stereotyping, to ensure privacy, comfort and wellbeing of all the genders throughout the services, etc.
- List the ways to manage client expectations; such as by identifying new techniques
- State the importance of maintaining confidentiality of information while performing documentation of records
- Conduct employee awareness program; such as internalization of gender, PwD sensitization on designing PwD friendly workplace

PRACTICAL

- Demonstrate confidence at the workplace by managing and identifying various business opportunities
- Demonstrate the different formats of maintaining documentation of records
- Demonstrate the process of client appointment scheduling; prebookings and maintaining the work area, equipment, product stocks to meet the schedule
- Carry out different & effective ways of communication for clients; clients could be from different culture, religion, age, background, disability, gender; and communication such as email, phone etc.
- Perform activities related to the financial literacy; such as saving money, opening bank accounts, linking Aadhaar card to bank account, using various e-commerce payment systems, etc.

