This unit is about providing services to enhance, maintain, repair and remove nails, on the hands and feet, using liquid and powder. It covers consulting with the client to establish their requirements and recognising any contraindications that may affect the service. It also covers preparing and applying nail enhancements to cosmetically improve or camouflage nails using sculpting techniques, tip application and coloured powders. The ability to tailor the service and aftercare advice to suit individual client needs is also required.
Unit N7 (City & Guilds Unit 043)
Enhance and maintain nails using liquid and powder
Mandatory

Evidence requirements
To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for enhancing and maintaining nails using liquid and powder.

The standards cover things that you must do (performance criteria), things that you must cover (range) and things that you must know.

What you must do
Your assessor will observe you on at least five separate occasions, on at least three different clients, on a full set of nails. Your assessor will want to see you complete one sculpting using pink and white powder, one full set of coloured powder enhancements, one rebalance and repositioning of white powder, one set of tips with French opaque overlays on a client that is a nail biter and one removal technique.

You must carry out correctly all the things listed under ‘What you must do’ on the sign-off sheets that follow.

All the observations must be with real clients in a salon setting – simulation is not allowed for any performance evidence within this unit.

Most evidence of your performance will be gathered from observations made by your assessor, but you maybe required to produce other evidence to support your performance if your assessor has not been present.

When carrying out your work, all related health, safety and hygiene practices must be followed at all times.

This unit has seven outcomes.
Outcome 1
Maintain safe and effective methods of working when enhancing, maintaining and removing liquid and powder nail enhancements
Outcome 2
Consult, plan and prepare for the liquid and powder nail enhancement services
Outcome 3
Sculpt and apply liquid and powder overlays
Outcome 4
Apply tips and liquid and powder overlays
Outcome 5
Maintain liquid and powder enhancements
Outcome 6
Remove liquid and powder enhancements
Outcome 7
Provide aftercare advice
Unit N7 (City & Guilds Unit 043)
Enhance and maintain nails using liquid and powder
Mandatory (continued)

What you must cover

You will see key words in bold on the ‘What you must do’ list. For each of these, there is a range of things that you must cover. You must show that you have:

**Used all of the following consultation techniques:**
- Questioning
- Visual
- Manual
- Reference to client records

**Dealt with at least one of the following necessary actions**: *
- Encouraging the client to seek medical advice
- Explaining why the treatment cannot be carried out
- Modifying the treatment

* However, you must prove to your assessor that you are able to deal with the other two.

**Worked on at least three of the seven nail shapes and conditions**: *
- Bitten
- Hook
- Ski jump
- Discoloured, eg yellowing, stained, bruising and white spots
- Fan
- Mis-shapen
- Split

* However, you must prove to your assessor that you are able to deal with the other four.

**Dealt with at least three of the five problems with enhancements**: *
- Lifting of product
- Cracking and splitting of product
- Loss of artificial nail structure
- Discolouration of product
- Damage of natural nails

* However, you must prove to your assessor that you are able to deal with the other two.

**Used all of the following liquid and powder colours**: 
- Opaque
- Pink and white (French finish)
- Colour

**Dealt with all of the following nail maintenance techniques**: 
- Infill
- Rebalance
- Reposition of white tip product
- Replacement of overlay
- Repair of overlay

**Covered one of the following techniques of removal**: 
- Chemical
- Manual

**Provide all types of advice**: 
- Suitable aftercare products and their use
- Avoidance of activities which may cause contra-actions
- Recommended time intervals in between liquid and powder nail enhancements

“Educate your clients about the care and maintenance of their nails. It will guarantee your success.”
Carole Whitehead
What you must know

You will be assessed on your knowledge of the following:

Organisational and legal requirements
How to work safely and effectively when providing enhancements, maintenance and removal of liquid and powder nail enhancements
Consult, plan and prepare for the treatment with clients
Contra-indications and contra-actions
Anatomy and physiology
Liquid and powder nail service
Maintenance and repair
Aftercare advice for clients

This will be completed through written and oral questioning by your assessor, or by an online GOLA test. For details of what you must know, see pages 21–26.

Useful words

Some terms that you will come across in this unit are explained below.

**Acetone** A colourless liquid used in some nail varnish removers and for the removal of enhancements. Commonly known as tip remover.

**Cosmetic enhancement** An application technique which improves the appearance of a damaged nail.

**Infill** An infill is a short service, usually performed every two weeks to fill the forward growth at the cuticle area – also known as zone 3.

**Lifting** A term used when an overlay has not bonded to the natural nail plate correctly.

**Personal Protective Equipment (PPE)** This is clothing and/or equipment designed to protect the wearer from personal injury.

**Rebalance** A rebalance is usually performed every four weeks. All three zones of the nail are redefined and the overlay is replaced.

**Repair** A repair refers to a single nail enhancement, which may have been damaged before a maintenance service is due.

**Stress area** Also known as zone 2, this is where the overlay should be the thickest to ensure it is strong enough to resist breakage.
Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least five separate occasions (on at least three different clients, on a full set of nails). Your assessor will want to see you have applied one sculpting using pink and white gel, one full set of coloured powder enhancement, one rebalance and repositioning of white product, one set of tips with French opaque overlays on a client that is a nail biter and one removal technique.

Each time you achieve all the points listed below within a single client service, your assessor will tick the circle and enter the date.

Outcome 1

Maintain safe and effective methods of working when enhancing, maintaining and removing liquid and powder nail enhancements by:

- Preparing the work area and environment to meet legal, hygiene and industry Code of Practice for Nail Services requirements
- Ensuring your personal appearance meets accepted industry Code of Practice for Nail Services and organisational requirements
- Wearing suitable personal protective equipment for the service that conforms to the industry Code of Practice for Nail Services
- Ensuring all tools and equipments are cleaned using the correct methods
- Effectively disinfecting your hands prior to nail services
- Selecting and correctly positioning suitable equipment, materials and products for the nail services
- Ensuring your own posture and position minimises fatigue and the risk of injury whilst working
- Ensuring the client is in a comfortable and relaxed position that permits access and minimises the risk of injury to you and the client
- Using chemicals in a safe manner without risk of overexposure to self and clients
- Taking appropriate and prompt remedial action where contra-actions occur during the course of the nail service

* Disposing of waste correctly to meet local authority requirements and the industry Code of Practice for Nail Services

Continues on next page
1. Ensuring that the service is cost effective and is carried out within a commercially viable time

m. Leaving the work area and equipment in a condition suitable for further nail services

n. Ensuring the client’s records are up-to-date, accurate, easy to read and signed by the client and technician

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* Covered by observation  O  Date

* Covered by oral questioning  O  Date

Hints and tips

Remember that continual filing will cause a heat build-up on the nail plate, so regularly lift the file off the nail plate.
Observation sign-off sheet

Unit N7  Enhance and maintain nails using liquid and powder

What you must do (continued)

Outcome 2

Consult, plan and prepare for the liquid and powder nail enhancement services by:

a  Using consultation techniques in a polite and friendly manner to record the service plan

b  Obtaining signed, written informed consent from the client prior to carrying out the service

c  Ensuring that informed and signed parental or guardian consent is obtained for minors prior to any service *

d  Ensuring that a parent or guardian is present throughout the service for minors under the age of 16 **

e  Asking your client appropriate questions to identify if they have any contra-indications to nail services

f  Accurately recording your client’s responses to questioning

g  Taking the necessary action in response to any identified contra-indications ***

h  Encouraging clients to ask questions to clarify any points

i  Ensuring client advice is given without reference to a specific medical condition and without causing undue alarm and concern ****

j  Effectively disinfecting the area to be treated

k  Effectively removing any existing nail polish or nail enhancements to restore the nails to a natural condition, if required

l  Accurately identifying the condition of the nails and skin

Ensure that clients are re-booked for maintenance treatments every two to three weeks to keep their nail enhancements in tip-top condition.

Bev Braisdell
m Identifying any corrective work to suit the client’s natural **nail shape and condition**

n Explaining your assessment of the client’s nail and skin condition in a clear way to help their understanding

o Recommending nail enhancements to suit the client’s **nail shape and condition**

p Agreeing the service and outcomes that are acceptable to your client and meet their needs

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Hints and tips

*Failure to correctly prepare the nail plate will always cause lifting of the overlay.*

Liquid and powder
Observation sign-off sheet
Unit N7  Enhance and maintain nails using liquid and powder
What you must do (continued)

Outcome 3
Sculpt and apply liquid and powder overlays by:

a  Removing skin debris to leave the cuticle neat and undamaged
b  Filing the free edge to achieve the required shape and length
c  Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
d  Effectively customising and fitting the sculpting form to ensure correct shape and product placement
e  Ensuring that the liquid and powder ratio is in accordance with manufacturer’s instructions
f  Adapting and combining liquid and powder colours and techniques to effectively cosmetically enhance nail shapes and conditions
g  Applying the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer’s instructions

Continues on next page

Learn all you can about nails and the chemical processes involved in applying artificial nails. Every client is different but with expert knowledge you will be able to solve any problem a client presents you with. Marian Newman
h Using filing techniques to leave the nail balanced to the required shape and length
i Using buffing techniques correctly to create a high shine finish
j Ensuring the finished nail enhancements are to the client’s satisfaction and meets the agreed service plan

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Hints and tips

The use of opaque products can disguise unsightly damage to the nail plate because they are difficult to see through.
Observation sign-off sheet

Unit N7 Enhance and maintain nails using liquid and powder

What you must do (continued)

Outcome 4

Apply tips and liquid and powder overlays by:

a. Removing skin debris to leave the cuticle neat and undamaged
b. Filing the free edge to achieve the required shape and length
c. Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
d. Selecting the correct tip size and customising it to suit the client’s natural nail
e. Correctly adhering tip to the natural nail to ensure longevity
f. Ensuring the cutting, shaping and position of unblended tips suits the client’s natural nail shape, if required
g. Ensuring the cutting, shaping and blending of tips causes no damage to the natural nail and is undetectable, if required
h. Preparing the natural nail surface, prior to liquid and powder application
i. Applying the product leaving a free margin around the cuticle and side wall area of the nail in accordance with manufacturer’s instructions
j. Adapting and combining liquid and powder colours and techniques to effectively cosmetically enhance nail shapes and conditions

“
It is very important to always give your client good aftercare advice, and ensure your client keeps up the care of their nails in-between appointments.
Jo Shirley
“
k  Using filing techniques to leave the nail balanced to the required shape and length
l  Using buffing techniques correctly to create a high shine finish
m  Ensuring the finished nail enhancements are to the client’s satisfaction and meets the agreed service plan

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Outcome 5

Maintain liquid and powder enhancements by:

a  Accurately identifying and resolving any **problems** with the nail enhancements
b  Removing skin debris to leave the cuticle neat and undamaged
c  Filing the free edge to achieve the required shape and length
d  Removing surface shine and dehydrating the natural nail to ensure maximum adhesion of overlay
e  Ensuring the exposed natural nail is cleaned and dehydrated prior to **nail maintenance**
f  Correctly using **nail maintenance** techniques to restore the nail enhancement to its original condition, following manufacturer’s instructions
g  Leaving the finished nails with an even and clearly defined smile line, if required
h  ensuring the finished nail enhancements are to the client’s satisfaction and meets the agreed service plan

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### Outcome 6
**Remove liquid and powder enhancements by:**
- a. Using liquid and powder removal techniques safely and effectively, following manufacturer’s instructions
- b. Ensuring the natural nail plate and surrounding skin is undamaged and free from product
- c. Ensuring the finished result is to the client’s satisfaction and meets the agreed service plan

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### Outcome 7
**Provide advice by:**
- a. Giving advice and recommendations accurately and constructively
- b. Giving your clients suitable advice specific to their individual needs

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Observation sign-off sheet
Unit N7 Enhance and maintain nails using liquid and powder
What you must cover

Before ticking the circles below, you must make sure that you have achieved ‘What you must cover’ in all the outcomes in which it occurs.

**Consultation techniques**

Tick the consultation techniques used for each observation.
You must use all types of consultation techniques.

<table>
<thead>
<tr>
<th>Consultation techniques</th>
<th>Questioning</th>
<th>Visual</th>
<th>Manual</th>
<th>Reference to client records</th>
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**Necessary action**

Tick the necessary action taken if it occurs during an observation.
You must deal with at least one of the necessary actions, but you must prove to your assessor that you are able to deal with the other two.

<table>
<thead>
<tr>
<th>Necessary action</th>
<th>Encouraging the client to seek medical advice</th>
<th>Explaining why the treatment cannot be carried out</th>
<th>Modifying the treatment</th>
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### Nail shapes and conditions

Tick the nail shapes and conditions worked on if they occur during an observation.

You must work on at least three of the nail shapes and conditions, but you must prove to your assessor that you are able to work on the other four.

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<td>Hook</td>
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<td>Ski jump</td>
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<td>Discoloured, eg yellowing, stained, bruising and white spots</td>
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<td>Fan</td>
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<td>Mis-shapen</td>
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<td>Split</td>
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### Problems

Tick the problems dealt with if they occur during an observation.

You must deal with at least three of the problems, but you must prove to your assessor that you are able to deal with the other two.

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### Observation sign-off sheet

**Unit N7 Enhance and maintain nails using liquid and powder**

#### What you must cover (continued)

**Liquid and powder colours**

Tick the liquid and powder colours used for each observation.
You must use all liquid and powder colours.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opaque</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Pink and white (French finish)</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Colour</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

**Nail maintenance techniques**

Tick the nail maintenance and repair techniques used if they occur during an observation.
You must deal with all nail maintenance and repair techniques.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infill</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Rebalance</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Reposition of white tip product</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Replacement of overlay</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Repair of overlay</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

**Removal**

Tick the removal techniques used for each observation.
You must cover at least one of the removal techniques, but you must prove to your assessor that you are able to use the other one.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Manual</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

*Continues on next page*
### Advice

Tick the types of aftercare advice provided in each observation. You must provide all types of aftercare advice.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitable aftercare</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>products and their</td>
<td></td>
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<td></td>
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<tr>
<td>use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avoidance of activities which may cause contra-actions</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Recommended time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>intervals in between</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>between liquid</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>and powder nail</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>enhancements</td>
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</tbody>
</table>

### Observation

<table>
<thead>
<tr>
<th>Observation</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<th>5</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieved</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Date</td>
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<tr>
<td>Candidate signature</td>
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<tr>
<td>Assessor signature</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>IV signature (if sampled)</td>
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</tbody>
</table>
Comment form
Unit N7

This form can be used to record oral questioning, or for assessor/candidate comments, if required.

<table>
<thead>
<tr>
<th>Comments</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<td>4</td>
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<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Hints and tips

Always make sure that your working area is suitably ventilated when using strong chemicals.
## Knowledge sign-off sheet

### Unit N7 Enhance and maintain nails using liquid and powder

### What you must know

<table>
<thead>
<tr>
<th>You need to understand:</th>
<th>Evidence type</th>
<th>Date</th>
<th>Portfolio ref</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organisational and legal requirements</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1 your responsibilities under relevant health &amp; safety legislation and the industry Code of Practice for Nail Services</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 the importance of not discriminating against clients with illnesses and disabilities and why (eg Disability Discrimination Act)</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 why it is important, when treating minors under 16 years of age, to have a parent or guardian present</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 why minors should not be given services without informed and signed parental or guardian consent</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 the legal significance of gaining signed, informed client consent to treatment</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 the importance and reasons for keeping records of clients, their services and gaining client signatures</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 the importance of the correct storage of client records in relation to the Data Protection Act</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 the possible risks to yourself of ineffective positioning of clients and how to avoid potential discomfort and injury to yourself</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 how to minimise and dispose of waste from liquid and powder nail enhancement services</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 your salon services times and the importance of completing nail services in a commercially viable time</td>
<td>E3</td>
<td></td>
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<tr>
<td>12 the salon pricing structures for liquid and powder enhancements</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You will be assessed on your knowledge and understanding of all the following points. This will be completed by your assessor, either through oral or written questions (evidence type E3) or a mandatory written paper (E4). Either of these could be a GOLA test. The form tells you which evidence type is needed for each point.

Some areas appear in more than one unit (shaded in darker blue). These are covered in a cross-unit knowledge test. You only need to be tested on these once.

Once you have been assessed on each point, you can fill in the date and reference any written evidence that you’ve put in your portfolio.
Knowledge sign-off sheet
Unit N7 Enhance and maintain nails using liquid and powder
What you must know (continued)

<table>
<thead>
<tr>
<th>You need to understand:</th>
<th>Evidence type</th>
<th>Date</th>
<th>Portfolio ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to work safely and effectively when providing enhancements, maintenance and removal of liquid and powder nail enhancements</td>
<td></td>
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<tr>
<td>13 the type of personal protective equipment that should be available and used by yourself</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 why it is important to use personal protective equipment</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 what is contact dermatitis and how to avoid developing it when carrying out enhancement, maintenance and removal of liquid and powder</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 how to prepare, use and maintain tools, equipment and materials for the liquid and powder nail enhancements</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 methods of disinfecting and sterilising tools and equipment</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 the importance of, and reasons for, disinfecting hands and how to do this effectively</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 how to effectively and safely position tools and materials for the nail service</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 how to avoid potential discomfort and injury to yourself and the risks of poor positioning to clients</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 the condition in which the work area should be left and why this is important</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Consult, plan and prepare for the treatment with clients

<table>
<thead>
<tr>
<th>You need to understand:</th>
<th>Evidence type</th>
<th>Date</th>
<th>Portfolio ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hints and tips
Always graduate from medium (180 grit) to fine (240 grit) and beyond when filing to create a perfect, smooth gleaming finish.

Continues on next page
<table>
<thead>
<tr>
<th>You need to understand:</th>
<th>Evidence type</th>
<th>Date</th>
<th>Portfolio ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 how to give effective advice and recommendations to clients</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 the questioning and listening skills you need in order to find out information</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 how to conduct a nail and skin analysis</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 the importance of questioning clients to establish any contra-indications to liquid and powder enhancements</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 why it is important to record client responses to questioning</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 the legal significance of client questioning and of recording the client’s responses</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 how to prepare service plans</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 encouraging clients to ask questions to clarify any points</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 ensuring client advice is given without reference to a specific medical condition and without causing undue alarm and concern</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contra-indications and contra-actions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33 the types of conditions and disorders that may contra-indicate the service and why (eg fungal, bacterial, viral and parasitic infections to the skin and nails, severe nail separation or damage, severe eczema, psoriasis and dermatitis)</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>34 the types of conditions and disorders that may restrict the service and why (eg minor nail separation, minor eczema, psoriasis and dermatitis, severely bitten or damaged nails, unknown swelling and redness)</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>35 the importance of questioning clients to establish any contra-indications to nail services</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36 the importance of, and reasons for, not naming specific contra-indications when referring clients to a general practitioner</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37 the contra-actions which may occur during or after the service and how to deal with them (eg allergic reactions, overexposure and exo-thermic reaction, bacterial infections, nail separation, lifting of product, premature loss of extension)</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
</tbody>
</table>

**Hints and tips**

Paper forms are very versatile; two can be joined together for extra large nail plates.
## Knowledge sign-off sheet

### Unit N7 Enhance and maintain nails using liquid and powder

### What you must know (continued)

<table>
<thead>
<tr>
<th>You need to understand:</th>
<th>Evidence type</th>
<th>Date</th>
<th>Portfolio ref</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anatomy and physiology</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 the structure of the nail unit (ie the nail plate, nail bed, matrix, cuticle, lunula, hyponychium, eponychium, perionychium, free edge, the lateral nail fold)</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>39 the process of nail growth (ie nail formation, growth rate, factors affecting growth, the effects of damage on growth, nail thickness)</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>40 the structure and function of the skin (ie dermis, epidermis, subcutaneous layer, appendages)</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>41 the different natural nail shapes you are likely to come across during liquid and powder services and how this can affect your service plan (eg hook, spoon, fan and bitten)</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td><strong>Liquid and powder nail service</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 the chemical composition of liquid and powder</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>43 the chemical reaction that takes place during the curing process for liquid and powder</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>44 the importance of using the correct methods and techniques to avoid overexposure</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>45 the critical differences in application and process for gel, wraps, liquid and powder</td>
<td>E3</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>46 the importance of knowing what type of primer to use and when</td>
<td>E4</td>
<td>Centre files</td>
<td></td>
</tr>
<tr>
<td>47 how to adapt liquid and powder application techniques to meet the nail shapes and conditions on the hands and feet in the range</td>
<td>E3</td>
<td>Centre files</td>
<td></td>
</tr>
</tbody>
</table>

*Continues on next page*
48 the different liquid and powder products and techniques to cosmetically enhance nail shapes and conditions in the range | E3

49 the range and use of overlay systems available (ie gel, wrap, powder and liquid) | E3

50 how natural nail shapes affect the nail enhancement service plan | E3

51 the importance of natural nail preparation prior to nail enhancement services | E3

52 the importance of preparation and safe use of files and buffers to prevent nail and skin damage (eg grit, grip and pressure) | E3

53 how to select and use files and buffers for nail enhancement services | E3

54 the action of nail enhancement products on nails, cuticle and skin | E3

55 how the incorrect application and removal of nail enhancements can damage the natural nails and surrounding soft tissue | E4

56 the action of nail enhancement products on nails, cuticle and skin | E4

57 the importance of selecting coloured powders that compliment the client’s skin tones | E4

58 why it is important to leave a free margin around the cuticle and side wall area | E4

59 the importance of achieving maximum strength, appearance and longevity by use of correct nail balance and shaping | E3

60 the importance of choosing the correct size and type of tip | E4

61 the advantages and disadvantages of using blended and unblended tips | E4

62 the different types of sculpting forms available and how to use them | E4

63 the importance of correct tip application and blending | E3

**Maintenance and repair**

64 the techniques for repairing natural nails including splits, cracks, flaking and breakages | E4

Continues on next page
## Knowledge sign-off sheet

**Unit N7 Enhance and maintain nails using liquid and powder**

### What you must know (continued)

<table>
<thead>
<tr>
<th>You need to understand:</th>
<th>Evidence type</th>
<th>Date</th>
<th>Portfolio ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>65 the techniques for repairing nail enhancements including lifting, cracking, premature loss and discolouration</td>
<td>E4</td>
<td></td>
<td>Centre files</td>
</tr>
<tr>
<td>66 the factors that influence maintenance requirements for the liquid and powder system</td>
<td>E3</td>
<td></td>
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</tr>
<tr>
<td>67 the importance of selecting and carrying out the correct removal techniques for the liquid and powder system</td>
<td>E3</td>
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</tbody>
</table>

### Aftercare advice for clients

<table>
<thead>
<tr>
<th>You need to understand:</th>
<th>Evidence type</th>
<th>Date</th>
<th>Portfolio ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>68 aftercare, maintenance and removal requirements for liquid and powder nail enhancements</td>
<td>E4</td>
<td></td>
<td>Centre files</td>
</tr>
<tr>
<td>69 recommended intervals between liquid and powder nail enhancement services</td>
<td>E4</td>
<td></td>
<td>Centre files</td>
</tr>
<tr>
<td>70 the contra-actions that could occur after nail services and what advice to give to clients</td>
<td>E3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>71 suitable home care products and how to apply them</td>
<td>E3</td>
<td></td>
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<tr>
<td>72 how to deal with accidental damage</td>
<td>E3</td>
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</tbody>
</table>

Tick if E3 was a GOLA test  ○ Date

Tick if E4 was a GOLA test  ○ Date
Supplementary notes

Unit N7

Your assessor may use this space for any additional comments they may have about your work.

<table>
<thead>
<tr>
<th>Comment</th>
<th>Date</th>
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Unit sign-off

This section must be signed when the unit is complete. We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature Date

Assessor signature Date

IV signature (if sampled) Date

EV signature (if sampled) Date
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