

NI2

using electric files



This unit is about the safe and appropriate use of electric files during the processes of preparing and finishing overlay materials. This unit also covers the

safe and professional preparation and maintenance of the electric file hand piece and attachments.



Unit N12 (City & Guilds Unit 050)

Prepare and finish nail overlays using electric files

Optional

2

Level 3 NVQ/SVQ Nails

This unit has three outcomes. As they are linked, you can be observed by your assessor for all three at the same time.

Outcome 1

Maintain safe and effective methods of working when preparing and

finishing nail overlays using electric files

Outcome 2

Consult, plan and prepare for the use of electric files

Outcome 3

Prepare and finish nail overlays using electric files

Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for preparing and finishing artificial nail overlays using electric files.

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 **two** separate occasions, each involving a different client. 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 may be 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.

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

Physical examination

Reference to client records

Carried out all filing techniques:

Reducing length

Refining surfaces

Thinning out the free edge of the overlay

Buffing

Reducing overlay bulk

Dealt with at least one of the necessary actions*:

Encouraging your client to seek medical advice

Explaining why an electric filing service cannot be carried out

Modifying the service

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



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 preparing and finishing overlays using electric files

Consult, plan and prepare for the treatment with clients

Contra-indications and contra-actions

Equipment

Electric filing service

This will be completed through written and oral questioning by your assessor, or an online GOLA test. For details of what you must know, see pages 13–16.



Using electric files

Useful words

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

Carbide bits Made from durable and long-lasting carbide that shaves the surface of the overlay, producing large dust particles.

Consultation techniques Methods of finding out relevant information from your client so you can plan and perform a nail service.

Contra-action An unexpected occurrence that may happen during or after a service.

De-bulking Reduction of overlay prior to rebalance.

Diamond bits Made from diamond particles that scratch the surface of the overlay, producing a very fine dust.

Dust mask A protective disposable mask worn over the mouth to reduce inhalation of fine dust particles created by using electric files.

E-file An electric file.

Extraction The mechanical removal of air-borne dust particles.

File attachments Rotating files in various shapes, ie barrel bit, cone bit.

File speed The speed at which the file rotates, usually between 0–30,000 rpm.

Grit/abrasive The higher the grit number the smoother the file (ie 240 is smoother than 180).

Mandrel A bit with a rubber end to secure sanding bands.

Overlay A product applied to tips or natural nails to provide strength.

Rebalance A maintenance service that repositions overlay to ensure the nail is balanced correctly.

RPM Revolutions per minute.

Sanding bands A disposable ring of sand paper, available in various grits.

Service plan A record of services performed, the outcomes and recommendations given.



Observation sign-off sheet

Unit NI2 Prepare and finish nail overlays using electric files

What you must do

4

Level 3 NVQ/SVQ Nails

Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **two** separate occasions, each on different clients. Your assessor will want to see you have carried out **all** of the filing techniques.

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 preparing and finishing nail overlays using electric files by:

- a Preparing the work area and environment to meet legal, hygiene and industry Code of Practice for Nail Services requirements
- b Ensuring your personal appearance meets accepted industry Code of Practice for Nail Services and organisational requirements
- c Wearing suitable personal protective equipment for the service that conforms to the industry Code of Practice for Nail Services
- d Ensuring all tools and equipment are cleaned using the correct methods
- e Effectively disinfecting your hands prior to nail services
- f Maintaining accepted industry hygiene and safety practices throughout the electric filing service
- g Positioning the electric file and file attachments for ease and safety of use
- h Correctly removing and storing the file attachments and leaving the electric file hand-piece safe and secure
- i Ensuring your own posture and position minimises fatigue and the risk of injury whilst working
- j Ensuring the client is in a comfortable and relaxed position that permits access and minimises the risk of injury to you and the client
- k Positioning yourself square to the client to maintain three points of contact, to keep the client's finger stable

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Electric files are a valuable addition to every nail technician's toolkit.

Carole Whitehead

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- l Disposing of waste correctly to meet local authority requirements and the industry Code of Practice for Nail Services
- m Ensuring that the electric filing service is cost effective and is carried out within a commercially viable time
- n Leaving the work area and equipment in a condition suitable for further nail services
- o Ensuring the client's records are up-to-date, accurate, easy to read and signed by the client and technician



Observation	1	2		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date				
Candidate signature				
Assessor signature				
IV signature (if sampled)				

Continues on next page



Make sure you prepare your client well - apply product to build the false nail.



Observation sign-off sheet

Unit N12 Prepare and finish nail overlays using electric files

What you must do (continued)

6

Level 3 NVQ/SVQ Nails

Outcome 2

Consult, plan and prepare for the use of electric files 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 Gaining the client's approval to use electric files prior to commencing any work
- f Asking your client appropriate questions to identify if they have any contra-indications to electric filing service
- g Accurately recording your client's responses to questioning
- h Taking the **necessary action** in response to any identified contra-indications ***

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Electric files are a great aid to reducing service times and fatigue in the hands.

Carole Whitehead

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Hold the client's finger up to make sure it doesn't slip during the service.

- i Effectively disinfecting the area to be treated
- j Effectively removing any existing nail polish, if required
- k Accurately identifying the condition of the nails and skin
- l Agreeing the service and outcomes that are acceptable to your client and meet their needs



Observation	1	2		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date				
Candidate signature				
Assessor signature				
IV signature (if sampled)				

* Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date
** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date
*** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date

Continues on next page

“
Even when you feel confident with your electric file, don't be tempted to turn the rotation speed up too high. High speeds won't reduce your work time, as the faster the rotation the less chance the attachment has to 'bite' into the surface of the overlay and do its job effectively.
 Laura Burton-Nash
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Observation sign-off sheet

Unit NI2 Prepare and finish nail overlays using electric files

What you must do (continued)

8

Level 3 NVQ/SVQ Nails

Hints and tips

If you choose to use re-useable attachments, it is worth investing in two of each type. That way you can have one soaking in disinfectant while you are using the other. Then you will be able to change them over for your next client.

Outcome 3

Prepare and finish nail overlays using electric files by:

- a Using the most suitable file attachment for the **filing techniques** required
- b Using the correct **filing techniques** to prepare the overlay
- c Operating the electric file at a speed suitable for the **filing techniques** and in a way that meets manufacturer's instructions
- d Moving the electric file in one direction across the nail when working
- e Ensuring the file attachment is revolving in the opposite direction to which you are working
- f Ensuring continuous movement of the file to avoid a heat sensation on the nail plate
- g Ensuring that you work on the overlay and not the natural nail plate or surrounding skin
- h Moving and positioning your client's finger so the rotating attachment is kept flat against the nail
- i Using suitable **filing techniques** to restore and finish the overlay
- j Achieving a smooth, even surface of the overlay when finishing

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- k Ensuring the electric filing leaves the free edges tapered, thin and with a clean edge
- l Ensuring buffing achieves an even, high shine finish
- m Taking appropriate and prompt remedial action where contra-actions occur during the course of the service
- n Ensuring the completed service is to the client's satisfaction



Observation	1	2		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date				
Candidate signature				
Assessor signature				
IV signature (if sampled)				



Image courtesy of Professionals



Observation sign-off sheet

Unit NI2 Prepare and finish nail overlays using electric files

What you must cover

Consultation techniques

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.**

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

- Questioning
- Visual
- Physical examination
- Reference to client records

1	2		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**.

- Encouraging your client to seek medical advice
- Explaining why an electric filing service cannot be carried out
- Modifying the service

1	2		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Once you have mastered the skills of electric filing you will be able to add another dimension to the nail services you offer.

Carole Whitehead





Filing techniques

Tick the types of filing techniques used for each observation.

You must carry out **all** filing techniques.

- Reducing length
- Refining surfaces
- Thinning out the free edge of the overlay
- Buffing
- Reducing overlay bulk

1	2		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Observation
- Achieved
- Date
- Candidate signature
- Assessor signature
- IV signature (if sampled)

1	2		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Image courtesy of Professionals





Comment form

Unit NI2



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

Comments

Date

1

2



Knowledge sign-off sheet

Unit N12 Prepare and finish nail overlays using electric files

What you must know



You need to understand:	Evidence type	Date	Portfolio ref
Organisational and legal requirements			
1 your responsibilities under relevant health and safety legislation and the industry Code of Practice for Nail Services	E3		
2 the importance of not discriminating against clients with illnesses and disabilities and why (eg Disability Discrimination Act)	E3		
3 why it is important, when treating minors under 16 years of age, to have a parent or guardian present	E3		
4 why minors should not be given services without informed and signed parental or guardian consent	E3		
5 the legal significance of gaining signed, informed client consent to services	E3		
6 the importance and reasons for keeping records of clients, their services and gaining client signatures	E3		
7 the importance of the correct storage of client records in relation to the Data Protection Act	E3		
8 the health and safety issues specific to the use of electric files	E3		
9 your salon services times and the importance of completing electric filing services in a commercially viable time	E3		
How to work safely and effectively when preparing and finishing overlays using electric files			
10 the type of personal protective equipment that should be available and used by yourself	E3		
11 why it is important to use personal protective equipment	E3		
12 how to prepare, use and maintain tools and equipment when using electric files	E3		

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 GOLTA 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 N12 Prepare and finish nail overlays using electric files

What you must know (continued)

You need to understand:	Evidence type	Date	Portfolio ref
13 methods of disinfecting and sterilising electric file attachments	E3		
14 the importance of and reasons for disinfecting hands and how to do this effectively	E3		
15 the necessary environmental conditions for electric filing services (including lighting, heating, ventilation and general comfort) and why these are important	E3		
16 the type of dust extraction equipment available for use with electric files and why they are important	E4		Centre files
17 why it is important to maintain standards of hygiene and the principles for avoiding cross-infection	E3		
18 how to effectively and safely position electric filing equipment	E3		
19 how to avoid potential discomfort and injury to yourself and the risks of poor positioning to clients	E3		
20 the condition in which the work area should be left and why this is important	E3		
Consult, plan and prepare for the treatment with clients			
21 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment	E3		
22 how to give effective advice and recommendations to clients	E3		
23 the questioning and listening skills you need in order to find out information	E3		
24 how to conduct a nail and skin analysis	E3		
25 the importance of questioning clients to establish any contra-indications to electric filing services	E3		

Hints and tips

Practise on your own nail enhancements. That way you can feel the correct pressure and speed to travel across the overlay without causing any friction and burning sensation to the client.

You need to understand:	Evidence type	Date	Portfolio ref
26 why it is important to record client responses to questioning	E3		
27 the legal significance of client questioning and of recording the client's responses	E3		
28 why it is important to encourage and allow time for clients to ask questions	E3		
29 how to prepare service plans	E3		
Contra-indications and contra-actions			
30 the types of disorders that may contra-indicate the service and why (eg thin and/or damaged nail plate, cuts and abrasions to surrounding skin, nail separation)	E4		Centre files
31 the importance of questioning clients to establish any contra-indications to nail art service	E3		
32 the importance of and reasons for not naming specific contra-indications when encouraging the client to seek medical advice	E3		
33 the types of contra-actions that can occur when using electric files and how to deal with them (eg blistering, heat friction, thinning of the nail plate, cuts and abrasions)	E4		Centre files
Equipment			
34 types of electric filing equipment, how and when to use them, including adaptation for left and right handed use	E3		
35 types of electric file attachments, when and how to use them	E3		
36 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	E3		
Electric filing service			
37 electric filing techniques, including thinning out overlays, buffing and use of differing speeds of rotation	E3		
38 why it is important to maintain three points of contact when working with a client	E4		Centre files
39 how to position and support your client's hand and finger whilst working with an electric file	E3		



Hints and tips

To help you steady yourself and get used to the speed of the rotating attachment against the nail it is a good idea to start filing at the free edge and work your way up the middle of the overlay towards the cuticle area.

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Knowledge sign-off sheet

Unit N12 Prepare and finish nail overlays using electric files

What you must know (continued)

You need to understand:	Evidence type	Date	Portfolio ref
40 how the inappropriate use of electric files can damage the natural nail and surrounding skin	E4		Centre files
41 how to identify types of nail damage caused by the misuse of electric files	E4		Centre files
42 why it is important to work in one direction across the overlay	E3		
43 how to avoid excessive accumulation of heat when using an electric file	E4		Centre files
44 why the spin of the electric file needs to be in the opposite direction of working	E4		Centre files
45 why the natural nail should always be hand filed prior to the application of the overlay	E3		
46 when to use a hand file and when to use an electric file and the limitations of the use of electric files	E4		Centre files
47 why electric files should never be used for tip blending	E4		Centre files
48 the importance of maintaining balance, shape and position of apex when electric filing	E3		
49 the difference between dust created by hand filing and electric filing and the health and safety implications	E4		Centre files
Tick if E3 was a GOLA test	<input type="radio"/>	Date	
Tick if E4 was a GOLA test	<input type="radio"/>	Date	



Supplementary notes

Unit NI2



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

Comment

Date

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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