

## ITEC Unit 303 Hand Care

Recommended unit guided learning hours – 30

QCA Qualification Accreditation Number: K/502/3467

Learning outcome	Assessment Criteria	Taught Content
1. Be able to prepare for a hand care treatment	1.1 Prepare for a basic hand care treatment  1.2 State the procedure for client preparation  1.3 Select products and tools for a basic hand care treatment	1.1.1 To include: <ul style="list-style-type: none"><li>• Preparation of self</li><li>• Preparation of couch, trolley and working area</li><li>• Preparation of environment</li></ul> 1.2.1 To include: <ul style="list-style-type: none"><li>• Assisting the client into a comfortable and relaxed position for the treatment</li><li>• Protecting the client's clothing appropriately for the treatment</li><li>• Removing jewellery / accessories as appropriate</li><li>• Storing the client's valuables in a safe place</li><li>• Ensuring that the preparation meets with the senior therapist's satisfaction</li></ul> 1.3.1 To include: <ul style="list-style-type: none"><li>• Emery boards</li><li>• Buffers</li><li>• Orange wood sticks</li><li>• Cotton wool, spatulas, tissues and bowls</li><li>• Polish remover</li><li>• Clear nail polish</li><li>• Nail strengtheners</li><li>• Hand lotion / creams</li></ul>
2. Be able to provide hand care treatment	2.1 Identify typical nail shapes and basic nail structure	2.1.1 State different shaped nails To include: <ul style="list-style-type: none"><li>• Oval</li><li>• Square</li><li>• Pointed</li><li>• Almond</li><li>• Round</li></ul>



	2.4 Communicate and behave in a professional manner	2.4.1 To include: <ul style="list-style-type: none"> <li>• Being polite at all times</li> <li>• Being honest</li> <li>• Showing a positive attitude when asked to help</li> <li>• Offering help without having to be asked</li> <li>• Showing enthusiasm for the job</li> <li>• Positive facial expressions</li> <li>• Positive body language</li> <li>• Looking people in the eye when speaking to them</li> <li>• Listening</li> <li>• Speaking clearly</li> </ul>
Assessment	Assessed task – Introduction to hand care	To be internally assessed, internally verified and externally verified by ITEC  Treatments must be evidenced through the use of signed and dated consultation forms and client feedback