

Reference No.																	
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SELF-ASSESSMENT GUIDE

Qualification Title:	Beauty Care (Nail Care) Services NC II		
Units of Competencies Covered:	<ul style="list-style-type: none"> • Perform Manicure and Pedicure • Perform Hand and Foot Spa 		
Instruction: Read each question and check the appropriate box to indicate your answer.			
Can I?	YES	NO	
PERFORM MANICURE AND PEDICURE			
<i>Prepare workstation and implements in compliance with applicable laws, government regulations, safety standards and spa/salon policies and procedures</i>			
• Perform appropriate disinfection and sterilization of equipment and tools for the appointed nail service using registered sterilants/EPA and hospital grade disinfectants*			
• Prepare required supplies and materials*			
• Clean, disinfect and organize workstation*			
• Provide Personal Protective Equipment (PPE)*			
• Observe proper personal and hand hygiene*			
• Observe proper handling of equipment, tools, supplies and materials to avoid cross contamination within workplace*			
• Prepare required documentation for tools and materials			
<i>Prepare the Client in compliance with applicable laws and government regulations, spa/salon policies procedures in accordance with manufacturer's instructions</i>			
• Ensure client's safety and comfort throughout the service* - Assist client to be seated in a comfortable position - Advise client to remove jewelries/accessories for safety and sanitation			
• Provide Personal Protective Equipment (PPE) to the client			
• Wear appropriate Personal Protective Equipment (PPE)*			
• Assess and identify client's nail structure, shape and condition*			
• Identify contraindicated nail conditions/disorders and diseases and refers to appropriate health care professionals as necessary*			
• Present nail shapes, basic nail designs and available nail polish for client's preference*			
<i>Perform manicure and pedicure in accordance with the established procedures and relevant policies and guidelines</i>			
• Cleanse and disinfect client's nail using appropriate products*			

<ul style="list-style-type: none"> • Perform basic manicure and pedicure procedures based on client's preference, product usage specifications and spa/salon policy* 		
<ul style="list-style-type: none"> • Provide immediate first-aid following spa/salon policies and procedures as necessary* 		
Create basic nail design in accordance with client chosen design and color/s		
<ul style="list-style-type: none"> • Create basic nail design after performing basic manicure and pedicure procedures* 		
<ul style="list-style-type: none"> • Apply top or seal and quick dry product on each polished nail, as necessary 		
<ul style="list-style-type: none"> • Evaluate finished work based on the preferred shape, color and design* 		
<ul style="list-style-type: none"> • Apply necessary touch-ups as may be required following nail service procedures 		
<i>Perform post-service activities in accordance with spa/salon policies and procedures</i>		
<ul style="list-style-type: none"> • Advise clients on proper nail care and maintenance* 		
<ul style="list-style-type: none"> • Clean, disinfect/sterilize equipment and tools* 		
<ul style="list-style-type: none"> • Replenish and store products, supplies and materials as necessary 		
<ul style="list-style-type: none"> • Collect waste materials following proper waste management and disposal procedures* 		
<ul style="list-style-type: none"> • Clean, disinfect and prepare workstation for the next service* 		
<ul style="list-style-type: none"> • Perform proper documentation* 		
PERFORM HAND AND FOOT SPA		
<i>Prepare workstation and implements in accordance with applicable laws and government regulations, spa/salon policies and procedures</i>		
<ul style="list-style-type: none"> • Perform appropriate disinfection and sterilization of equipment and tools using registered sterilants/EPA and hospital grade disinfectants* 		
<ul style="list-style-type: none"> • Prepare required supplies and materials, and hand and foot massage products* 		
<ul style="list-style-type: none"> • Clean, disinfect and organize workstation* 		
<ul style="list-style-type: none"> • Provide Personal Protective Equipment (PPE)* 		
<ul style="list-style-type: none"> • Observe proper personal and hand hygiene* 		
<ul style="list-style-type: none"> • Observe proper handling of equipment, tools, supplies and materials to avoid cross-infection/cross contamination within the work place* 		
<ul style="list-style-type: none"> • Prepare required documentation on tools and materials 		
<ul style="list-style-type: none"> • Prepare required supplies and materials, and hand and foot massage products* 		
<i>Prepare the client in accordance with applicable laws and government regulations, spa/salon policies and procedures</i>		

<ul style="list-style-type: none"> • Ensure client's safety and comfort throughout the service* - Assist client to be seated in a comfortable position - Advise clients to remove jewelries/accessories for safety and sanitation 		
<ul style="list-style-type: none"> • Provide Personal Protective Equipment (PPE) to the client 		
<ul style="list-style-type: none"> • Wear appropriate Personal Protective Equipment (PPE) 		
<ul style="list-style-type: none"> • Assess and identify hand and foot skin type and condition* 		
<ul style="list-style-type: none"> • Identify common hand and foot conditions and contraindicated disorders/diseases and refer to appropriate health care professionals as necessary* 		
<i>Perform hand and foot spa treatments in accordance with applicable laws and government regulations, spa/salon policies and procedures</i>		
<ul style="list-style-type: none"> • Clean and disinfect client's hands and feet* 		
<ul style="list-style-type: none"> • Perform established hand and foot spa procedures* 		
<ul style="list-style-type: none"> • Utilize sanitized equipment and tools* 		
<ul style="list-style-type: none"> • Apply appropriate products* 		
<ul style="list-style-type: none"> • Provide immediate first-aid on accidental cuts, wounds or abrasions as necessary* 		
<i>Perform basic hand and foot massage</i>		
<ul style="list-style-type: none"> • Perform basic hand and foot massage techniques using appropriate or client's preferred product* 		
<ul style="list-style-type: none"> • Remove excess traces of hand and foot massage products* 		
<ul style="list-style-type: none"> • Apply moisturizing product to the hands and feet* 		
<i>Perform post-service activities in accordance with applicable laws and government regulations, spa/salon policies and procedures</i>		
<ul style="list-style-type: none"> • Advise client proper hand and foot care maintenance* 		
<ul style="list-style-type: none"> • Clean, disinfect/sterilize and store equipment and tools* 		
<ul style="list-style-type: none"> • Replenish and store products, supplies and materials 		
<ul style="list-style-type: none"> • Collect waste materials following proper waste management and disposal procedures* 		
<ul style="list-style-type: none"> • Clean, disinfect and prepare workstation for the next activity* 		
<ul style="list-style-type: none"> • Perform proper documentation* 		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name & Signature:		Date:

*NOTE: * Critical Aspects of Competency*

Note: REQUIREMENTS FOR THE CANDIDATE

1. *The Candidate must have two (2) Models/Clients to perform the demonstration of tasks. The Models/Clients must have un-cut/unmanicured nails and free from nail disorders, hand/foot disorders and skin diseases.*
2. *The Candidate must bring their own tools/supplies/materials to perform the tasks for demonstration, see below.*
3. *The tools must be already sanitized/disinfected/sterilized as prescribed, for use during the assessment activity.*

Unit	ITEM DESCRIPTION
1 pc.	Face Mask <i>(personal use)</i>
1 pc	Face Shield <i>(personal use)</i>
1 pc	Hair Net / Headband
1 pc.	Apron - PVC or waterproof (L45" x W35")
1 pair	Nitrile or Vinyl Gloves
6 bottles	Nail Polish, 12ml, (various color: White, Beige, Black, Red, Maroon and Tan)
1 bottle	Base Coat, 12ml
1 bottle	Top Coat, 12ml
1 bottle	Quick Dry, 12ml
1 bottle	Hand Sanitizer 50ml or 70% Alcohol, 60ml
1 bottle	Antiseptic/Betadine, 30ml
1 bottle	Skin Lotion, 60ml
1 pc.	Stainless Steel Cuticle Pusher
1 pc.	Cuticle Nipper (4mm quarter jaw)
1 pc.	Cuticle Nipper (5mm half jaw)
2 pcs	Finger and Toe Nail Cutters (1big, 1small)
1 set	Dotting Tools (5pc set)
1 set	Nail Art Brushes (3-5 kinds)
2 pcs	Orange Wood Sticks
1 pc	Emery Board (100)
1 pc	Emery Board (180 grit)
1 pc.	Nail Cleaning Brush (small)
1 bottle	Massage Oil, 50 ml
1 pc	Foot File, wooden file (with refillable grit)
1 pc	Pumice Stone