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| Reference No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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### SELF-ASSESSMENT GUIDE

|  |   |           |  |
|--|---|-----------|--|
| Qualification Title:   | <b>Beauty Care (Nail Care) Services NC II</b> |           |  |
| COC 1 Title  | <b>Provide Manicure and Pedicure Services</b> |           |  |
| Instruction: Read each question and check the appropriate box to indicate your answer.   |   |           |  |
| <b>Can I?</b>  | <b>YES</b>                                    | <b>NO</b> |  |
| <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*<br>- Assist client to be seated in a comfortable position<br>- Advise clients 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*  |   |           |  |
| • Perform basic manicure and pedicure procedures based on client's preference, product usage specifications and spa/salon policy*  |   |           |  |
| • 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   |  |              |
| • Create basic nail design after performing basic manicure and pedicure procedures*  |  |              |
| • Apply top or seal and quick dry product on each polished nail, as necessary  |  |              |
| • Evaluate finished work based on the preferred shape, color and design*   |  |              |
| • 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>  |  |              |
| • Advise clients on proper nail care and maintenance*  |  |              |
| • Clean, disinfect/sterilize equipment and tools*  |  |              |
| • Replenish and store products, supplies and materials as necessary  |  |              |
| • Collect waste materials following proper waste management and disposal procedures*   |  |              |
| • Clean, disinfect and prepare workstation for the next service*   |  |              |
| • 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. |  |              |
| <b>Candidate's Name &amp; Signature:</b>   |  | <b>Date:</b> |

*NOTE: \* Critical Aspects of Competency*

*Please see the requirements below.*

## COC1 REQUIREMENTS FOR THE CANDIDATE

1. *The Candidate must have a Model/Client to perform the demonstration of tasks. The Model/Client 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.*

| <b>Unit</b> | <b>ITEM DESCRIPTION</b>   |
|-------------|---|
| 1 pc        | Hair Net/Hair Band  |
| 1 pc        | Face Mask ( <i>personal use</i> )   |
| 1 pc        | Face Shield ( <i>personal use</i> )   |
| 1 pair      | Nitrile or Vinyl Gloves   |
| 1 pc.       | Aprons<br>Apron - PVC or waterproof (L45" x W35")                                 |
| 6 btls.     | Nail Polish 12ml,<br>(various colors)<br>White, Beige, Black, Red, Maroon and Tan |
| 1 btl.      | Base Coat, 12ml   |
| 1 btl.      | Top Coat, 12ml  |
| 1 btl.      | Quick Dry, 12ml   |
| 1 btl.      | Hand Sanitizer, 50ml or 70% Alcohol, 60ml   |
| 1 btl.      | Antiseptic/Betadine, 30ml   |
| 1 btl.      | 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, 1 small)                                       |
| 1 set       | Dotting Tools (5pc set)   |
| 1 set       | Nail Art Brushes (3-5 kinds)  |
| 2 pcs       | Orange Wood Sticks  |
| 1 pc        | Emery Board (100grit)   |
| 1 pc        | Emery Board (180grit)   |
| 1 pc.       | Nail Cleaning Brush (small)   |