



REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR

BEAUTY THERAPIST

KNQF LEVEL 5

PROGRAMME CODE:1012 554B



TVET CDACC
P.O. BOX 15745-00100
NAIROBI

PROVIDE MANICURE AND PEDICURE SERVICES

UNIT CODE: COS/OS/BT/CR/04/5 /B

UNIT DESCRIPTION

This unit covers the competencies required to provide manicure and pedicure services. It involves setting up and preparing to provide manicure and pedicure services, providing manicure and pedicure services and carrying out post service procedures.

This standard applies in Cosmetology industry.

ELEMENTS AND PERFORMANCE CRITERIA

| ELEMENT These describe the key outcomes which make up workplace function | PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i> |
|--|--|
| 1. Set up and prepare to provide manicure and pedicure services | 1 .1 Requirements for manicure and pedicure are identified and gathered as per workplace policy. 1 .2 Manicure and pedicure standard operating procedures are adhered to as per workplace policy. 1 .3 Occupational safety and health precautions are observed as per <i>legal requirements</i> . 1 .4 <i>Tools and equipment</i> are checked for serviceability as per manufacturers' instructions. 1 .5. Manicure and pedicure <i>products and supplies</i> are checked for usability as per legal requirements and manufacturers' instructions. 1 .6 <i>Personal protective gears</i> are identified and gathered based on service requirements and manufacturer's instructions. |

| | |
|---|---|
| 2. Provide manicure and pedicure services | <p>2.1 Personal protective gears are worn based on manufacturer's instructions.</p> <p>2.2 Client consultation is done as per workplace policy.</p> <p>2.3 <i>Hygiene and sanitation</i></p> |
| | <p><i>principles</i> are observed as per standard operating procedures.</p> <p>2.4 Skin and nail plate analysis is conducted as per standard operating procedures.</p> <p>2.5 <i>Disorders on skin and nail</i> are identified and action taken based on nature of the disorder.</p> <p>2.6 <i>Products and supplies</i> are used as per service required and manufacturers' instructions.</p> <p>2.7 <i>Hands and legs are prepared for manicure and pedicures</i> respectively as per standard operating procedures.</p> <p>2.8 <i>Manicure procedures</i> is carried out as per standard operating procedures and clients' specification.</p> <p>2.9 <i>Pedicure procedures</i> is carried out as per standard operating</p> |
| | <p>procedures and clients' specification.</p> <p>2.10 <i>Nail polish</i> is applied based on clients' specification and standard operating procedures.</p> <p>2.11 <i>Manicure and pedicure associated service</i> is applied based on clients' specification and standard operating procedures.</p> <p>2.12 <i>After care advise</i> is given as per workplace policy and standard operating procedures.</p> |
| 3. Carry out post service procedures | <p>3.1 <i>Tools and equipment</i> are cleaned and disinfected as per manufacturers' instructions and workplace policy.</p> <p>3.2 Work station is cleaned and waste managed and disposed as per workplace policy and legal requirements.</p> |

| | |
|--|--|
| | <p>3.3 Recyclable supplies are cleaned and disinfected and stored as per workplace policy and manufacturers' instructions.</p> <p>3.4 Non-recyclable supplies are managed disposed of as per manufacturer's instructions, workplace policy and legal requirements.</p> |
|--|--|

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

| Variables | Range |
|---|---|
| 1. Manicure and pedicure products and supplies may include but not limited to: | <p>1 .1 Scrub</p> <p>1 .2 Liquid soap</p> <p>1 .3 Cuticle cream/gel</p> <p>1 .4 Nail polish remover</p> <p>1 .5 Assorted nail polish</p> <p>1 .6 Sanitizer</p> <p>1 .7 Disinfectant</p> <p>1 .8 Antiseptic</p> <p>1 .9 Dry quick polish</p> <p>1 .10 Stencils</p> <p>1 .11 Stamping kits</p> <p>1 .12 Nail dummy</p> <p>1 .13 Assorted bowls</p> <p>1 .14 Assorted towels</p> <p>1 .15 Paraffin wax</p> <p>1 .16 Assorted massage oils</p> <p>1 .17 Assorted moisturizers</p> <p>1 .18 Improvised</p> |
| 2. Preparation of hands and legs for manicure and pedicures may include but not limited to: | 2.1 Nail polish removal Sanitation |

| | |
|---|--|
| 3. Manicure procedures may include but not limited to: | 3.1 3.2 Basic procedure 3.3 Warm oil 3.4 Paraffin wax Mask |
| 4. Pedicure procedures may include but not limited to: | 4.1 4.2 Basic procedure 4.3 4.4 Warm oil 4.5 Paraffin wax Fish let Mask |
| 5. Manicure and pedicure associated service may include but not limited to: | 5.1 5.2 Nail art 5.3 5.4 Glitters 5.5 Marble 5.6 Stickers Stencil Stamping 5.7 Magnet 5.8 Free hand 5.9 Ombre 5.10 Fantasy 5.11 Slippers |
| 6. Legal requirements may include but not limited to: | 6.1 6.2 OSH act 6.3 6.4 NEMA regulations 6.5 Public Health Act Cap 254 EMCA 2015 County by-laws 6.6 Labour laws 6.7 KRA act |
| 7. Manicure and pedicure tools and equipment may include | 7.1 7.2 Files 7.3 Table light 7.4 Assorted glass bowls Nail brushes |

| | |
|---|--|
| but not limited to: | 7.5 Spatulas 7.6 Manicure set 7.7 Orange stick 7.8 Nail peg 7.9 Nail scissors 7.10 Nail buffer 7.11 Corn slicers 7.12 Pumice stone 7.13 Disposable razors 7.14 Scrapers 7.15 Foot smoothen 7.16 Cotton wool 7.17 Absorbent towels 7.18 Foot spa |
| 8. Recyclable supplies may include but not limited to: | 8.1 8.2 Aprons 8.3 Towels Drapers |
| 9. Nonrecyclable supplies may include but not limited to: | 9.1 9.2 Gloves 9.3 Applicator 9.4 Stencils Wool |
| 10. Personal protective gears may include but not limited to: | 10.1 Aprons 10.2 Towels 10.3 Drapers |
| 11. Disorders on skin and nails may include but not limited to: | 11.1 Infectious o Bacterial o Fungal o Viral 11.2 Non-infectious o Allergies o Cuts o Bruises o Burns |

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication skills
- People skills

- Time management
- Work culture
- Record keeping
- Telephone handling skills
- Complaints handling skills
- Conflict resolution skills
- Negotiation skills
- Analytical skills
- Problem solving
- Critical thinking
- Summarizing and paraphrasing
- Listening skills
- Observations skills
- Organizational skills
- Technology skills

Technical skills

- Polish removal
- Buffing
- Trimming
- Filing
- Cuticle removal
- Polish application
- Balancing
- Designing
- Mixing
- Hand Massage
- Leg massage

Required Knowledge

The individual needs to demonstrate knowledge of: ☐ Business operational resources

- Manicure and pedicure standard operating procedures
- Principles of hygiene and sanitation
- Consultation and client care
- Principles of skin and nail analysis
- Hand and leg anatomy and physiology
- Manicure and pedicure theory
- Product knowledge
- Supplies in manicure and pedicure
- Manicure and pedicure tools and equipment
- Waste management

- Legal requirements related to salon operations
- Ethics and etiquette in cosmetology

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

| | |
|-----------------------------------|--|
| 1. Critical Aspects of Competency | <p>Assessment requires evidence that the candidate:</p> <p>1 .1 Identified resource requirements for manicure and pedicure services.</p> <p>1 .2 Adhered to manicure and pedicure standard operating procedures.</p> <p>1 .3 Demonstrated understanding of legal requirements related to salon operations.</p> |
| | <p>1 .4 Observed safety and health precautions in service delivery.</p> <p>1 .5 Demonstrated ability to use manicure and pedicure tools and equipment.</p> <p>1 .6 Consulted and negotiated with the client appropriately.</p> <p>1 .7 Appropriately conducted skin and nail plate analysis and acted.</p> <p>1 .8 Demonstrated understanding of nails and skin disorders.</p> <p>1 .9 Used manicure and pedicure products and supplies appropriately.</p> <p>1 .10 Demonstrated ability to perform various manicure and pedicure procedures correctly.</p> <p>1 .11 Demonstrated understanding of manicure and pedicure principles procedures.</p> <p>1 .12 Managed and disposed waste appropriately. Managed and stored recyclable supplies appropriately.</p> |
| 2. Resource Implications | <p>The following resources must be provided:</p> <p>A functional beauty therapy unit</p> |
| 3. Methods of | Competency may be assessed through: |

| | |
|--|---|
| Assessment | 3.1 Written test 3.2 Observation 3.3 Oral questioning 3.4 Interview 3.5 Portfolio 3.6 Third party report |
| 4. Context of Assessment | Assessment could be conducted: 4.1 On-the-job 4.2 Off-the-job 4.3 During industrial attachment |
| 5. Guidance information for assessment | Holistic assessment with related units in the sector is recommended. |