

## TRAINING SCHEDULE - HAND AND FOOT CARE (642)

<b>Total Contact Hours: 240 hrs (PCP( 120 hrs) + Self Study (120hrs)</b>
<b>PCP- 120hrs (Theory (30hrs) + Practical (90hrs)</b>

Session/ Day	Name of lesson	Theory (1 hour)	Practical (3 hours)	Self study / Assignments	Key Learning Outcomes
<b>DAY 1</b>	<b>1. Anatomy of Nail, Hand and Foot</b>	1.1 Analysis of nail 1.6 Diseases and disorders of nails 1.7 Foot problems	<ul style="list-style-type: none"> <li>• Sketch the following in our practical file</li> <li>• Structure of nail</li> <li>• Shape of nails</li> </ul>	In text Questions- 1.1 In text Questions - 1.2 In text Questions - 1.7 In text Questions - 1.8  Collect the pictures of different types of shapes of nails and paste them in a file.	<ul style="list-style-type: none"> <li>• describes the structure, function and characteristics of the nail;</li> <li>• lists nail diseases and disorders;</li> <li>• Identifies treatable conditions and contraindications of nail and skin.</li> </ul>
<b>Day2</b>		1.2 Bones of upper and lower limbs 1.2.1 Bones of forearm wrist, hands and fingers 1.2.2 Bones of lower leg and foot 1.3 Muscles of upper and lower limbs	Sketch the following <ul style="list-style-type: none"> <li>• Bones of forearms, wrist hands and fingers</li> <li>• Bones of lower leg and foot</li> <li>• Muscles of upper and lower limbs</li> </ul>	In text Questions - 1.3 In text Questions - 1.4  Practice of diagram	<ul style="list-style-type: none"> <li>• identifies bones of upper limbs (forearms, wrist and fingers) and lower limbs (lower leg and foot);</li> <li>• identifies muscles of the lower leg and arms;</li> <li>• identifies arteries and veins of lower leg, foot, lower arms and fingers;</li> </ul>
<b>Day 3</b>		1.4 Arteries and veins of upper and lower limbs 1.5 Lymphatic vessels of upper and lower limbs	Sketch the following <ul style="list-style-type: none"> <li>• Arteries and veins of upper and lower limbs</li> <li>• Lymphatic vessels of upper and lower limbs</li> </ul>	In text Questions - 1.5 In text Questions - 1.6  <ul style="list-style-type: none"> <li>• Terminal exercise</li> <li>• Practice diagrams</li> </ul>	<ul style="list-style-type: none"> <li>• identifies the lymphatic vessels of the lower leg, foot, hand and arm;</li> </ul>

<b>DAY 4</b>	<b>2. Manicure</b>	1.4 Tools, equipment and materials	<ol style="list-style-type: none"> <li>1. Sketch pictures of various tools, equipments and materials</li> <li>2. Identify and learn the care and handling and practice the use of the equipment.</li> </ol>	<ul style="list-style-type: none"> <li>• Conduct a market survey to study the cost and the different brands of the tools of manicure and write a report</li> <li>• Assemble a manicure kit for self</li> <li>• In text Questions -2.1</li> </ul>	<ul style="list-style-type: none"> <li>• identifies tools, equipment and materials of manicure;</li> <li>• prepares the client for manicure;</li> <li>• carries out the procedure of manicure;</li> <li>• undertakes massage manipulation in manicure;</li> <li>• undertakes different types of manicure;</li> <li>• lists the benefits of manicure;</li> <li>• observes the prescribed precautions in manicure;</li> <li>• suggests after care to the clients;</li> <li>• Identifies contra – indications and contra-actions in manicure and observes required care in handling them.</li> </ul>
<b>Day 5</b>		1.5 Preparation of client for manicure	<ul style="list-style-type: none"> <li>• Conduct Practical 1 on Manicure</li> </ul>	<p>In text Questions -2.2</p> <p>Record the step by step procedure of manicure in the practical file.</p>	
<b>Day 6</b>		1.6 Manicure procedure	<ul style="list-style-type: none"> <li>• Manicure practical continued</li> </ul>	<p>In text Questions -2.3</p> <p>Visit your neighborhood salon and study the types of manicures being offered by them and write a report giving reasons for their popularity.</p>	
<b>Day 7</b>		2.4 Hand and Arm massage	<p>1.7 Types of manicure</p> <p>Conduct Practical-2 from the practical book</p> <ul style="list-style-type: none"> <li>• French Manicure</li> <li>• Oil manicure</li> </ul>	<p>In text Questions -2.4</p> <p>In text Questions -2.5</p> <ul style="list-style-type: none"> <li>• Practice hand massage on different clients / family members</li> </ul>	
<b>Day 8</b>		2.6 Benefits of Manicure 2.7 Precautions 2.8 Contra indications and contra action 2.9 After care advise	<p>Conduct Practical-2 from the practical book</p> <ul style="list-style-type: none"> <li>• Paraffin manicure</li> <li>• Practice of all manicure</li> </ul>	<p>In text Questions -2.6</p> <p>Terminal Exercise</p> <ul style="list-style-type: none"> <li>• Make a chart showing the precautions you will observe during a manicure</li> </ul>	

<b>Day 9</b>	<b>3. Pedicure</b>	3.1 Equipment, tools and materials for pedicure	<ul style="list-style-type: none"> <li>• Sketch pictures of various tools, equipments and materials</li> <li>• Identify and learn the correct handling and use of the equipment</li> </ul>	<p>Conduct a market survey to study the cost and the different brands of the tools of Pedicure and write a report Assemble a pedicure kit</p> <p>In text Questions – 3.1 In text Questions - 3.2</p>	<ul style="list-style-type: none"> <li>• identifies and correctly uses tools, equipment and materials of pedicure;</li> <li>• prepares the client for pedicure;</li> <li>• carries out the procedure of pedicure;</li> <li>• identifies and undertakes the different types of pedicure</li> <li>• lists the benefits of pedicure;</li> <li>• observes the prescribed precautions of pedicure;</li> <li>• identifies the contra-indications and contra-actions of pedicure</li> <li>• Suggests after care to the client.</li> </ul>
<b>Day 10</b>		3.2 Preparation of client 3.3 Pedicure procedure Pressure points	<ul style="list-style-type: none"> <li>• Practical- 5</li> <li>• Procedure of Pedicure</li> </ul>	<p>In text Questions - 3.3</p> <p>Make an illustration showing the pressure points of foot area</p>	
<b>Day 11</b>		<ul style="list-style-type: none"> <li>• Practice foot and leg massage</li> <li>• Identification of pressure points</li> </ul>	Pedicure continued (Practical-5)	Visit your neighborhood salon and study the types of pedicure being offered by them and write a report giving reason for their popularity	
<b>Day 12</b>		3.4 Types of pedicure 3.9 Hygiene and Sterilization	Practical-6  <ul style="list-style-type: none"> <li>• French Pedicure</li> <li>• Paraffin pedicure</li> </ul>	<p>In text Questions - 3.4 In text Questions - 3.6</p> <p>Practice foot massage on different clients / family members</p>	
<b>Day 13</b>		3.5 Contra-indication of pedicure 3.6 Contra-actions of pedicure 3.7 Benefits 3.8 Precautions 3.9 After care advise	Practical-8 Oil pedicure	<p>In text Questions - 3.5</p> <p>Terminal Exercise</p> <p>Write a report of the sterilization methods for manicure and pedicure that you will use with regard to:</p> <ul style="list-style-type: none"> <li>• Client</li> <li>• Beautician</li> <li>• Trolley</li> </ul>	

<b>DAY 14</b>	<b>4. Spa Pedicure and Manicure</b>	3.10 Meaning of Spa 3.11 Tools and equipments  4.6 Causes and cure for hand and feet problems	4.6.1 Preparation of homemade masks for Spa <ul style="list-style-type: none"> <li>• Hand and feet scrub</li> <li>• Hand and foot mask</li> <li>• Banana pulp mask.</li> <li>• Hand and foot moisturizer</li> <li>• Potato mask</li> <li>• Orange spice mask</li> <li>• Potato and Honey foot mask</li> </ul>	In text Questions - 4.1 In text Questions - 4.4  Collect and paste picture of tools and equipments of Spa  Record the recipes of different masks.	<ul style="list-style-type: none"> <li>• explains the term hand and foot spa;</li> <li>• identifies and uses the appropriate tools, implements and materials for hand and foot spa;</li> <li>• adopts correct procedure of hand and foot spa;</li> <li>• Lists the qualities of a good hand and foot spa salon;</li> <li>• Guides the client about the benefits of hand and foot spa;</li> <li>• observes the prescribed precautions for hand and foot spa;</li> </ul>
<b>Day 15</b>		4.4 Procedure of hand spa 4.5 Procedure of foot spa	4.6.1- Continued Procedure of hand Spa	Record the procedure of hand spa in the file In text Questions - 4.2 In text Questions - 4.3	
<b>Day 16</b>		4.9 Type of Spa Paraffin wax spa Mud mask spa Salt and Sugar spa	Procedure of foot Spa	Record the procedure of foot spa in the file In text Questions – 4.5	
<b>Day 17</b>		Types of Spa <ul style="list-style-type: none"> <li>• Stone spa</li> <li>○ Peaches and Cream Spa</li> <li>○ Flower petal float spa</li> <li>○ Champagne or wine spa</li> <li>○ Athletic Spa</li> <li>○ Chocolate Spa</li> <li>○ Margarita Spa</li> </ul>	Practice of different types of Spas.	In text Questions - 4.6  Practice of different types of spa at home on different client/ family members	
<b>Day</b>		4.6 Qualities of good	Practice of different	Terminal Exercise	

<b>18</b>		spa salon 4.7 Benefits of Spa 4.8 Precautions	variants of Spas (continued)	Record the different types of spa in the practical file.	
<b>Day 19</b>	<b>5. Nail Art</b>	3.12 Structure and shape of nail - Round - Square - Rounded Square - Oval - Almond 3.13 Client consultation 3.14 Tools and material of nail art	Preparing performa for recording observations of client consultations  Identify and master the correct use and technique of handling tools of nail art (activity 5.1)	Visit a nail art parlour and write a report of different tools being used by them.  Conduct a market survey to study the cost and brands of tools available.  Intext Questions 5.1  Intext Questions 5.2	<ul style="list-style-type: none"> <li>• Identifies the different shapes of nails through visual observation;</li> <li>• undertakes consultations with the client and suggests services accordingly;</li> <li>• lists cosmetics, equipment and implements required for nail art;</li> <li>• prepares for the service of nail art;</li> <li>• undertakes different nail art services;</li> <li>• Suggests after care to the client.</li> </ul>
<b>Day 20</b>		3.15 Preparation for nail art 3.16 Nail art techniques - Stamping - Sponging - Dotting - Taping	Practice and demonstrate the correct procedure of - Preparing the work area - Sterilization and sanitization - Pre-preparation - Practical-9	Intext Q- 5.4  Intext Q- 5.5  Practice continued.	
<b>Day 21</b>		3.17 Types of nail art - Free hand Painting - Foil Nail Art	- Practice of different nail art techniques - Free hand Painting - Foil Nail Art	Create a Portfolio for designs of nail art to be shown to your client	
<b>Day 22</b>		3.18 Types of nail art (continued) - Bullion Bead Nail art - Marble Nail Art	- Practical- 10 - Practical- 11 - Bullion bead nail art - Marble Nail Art	In text Q- 5.6 Practice of different techniques and types of nail art on different clients	

<b>Day 23</b>		3.19 After care and advise  Nail Art brushes and their care	<ul style="list-style-type: none"> <li>- Practical- 12</li> <li>- Free hand (2d) nail art</li> <li>- Practical of others continued</li> </ul>	<ul style="list-style-type: none"> <li>• In text Q- 5.3</li> <li>• Activity- 5.3</li> <li>• Terminal Exercise</li> </ul>	
<b>Day 24</b>	<b>6. Health and Safety</b>	3.20 Health and safety in work place  6.4 Following manufacturer's instructions  6.5 Applicable rules and legislation	<ul style="list-style-type: none"> <li>- Make a chart to show steps you will take to ensure:</li> <li>- Personal hygiene</li> <li>- Follow manufacture use instructions</li> <li>- Safe and hygienic waste disposal</li> <li>- Handling of hazardous materials</li> </ul>	In text Questions - 6.1 In text Questions - 6.5 In text Questions - 6.6 Activity- 6.1 Study the methods being adopted in your neighborhood salon with regard to legislation and disposal of waste.	<ul style="list-style-type: none"> <li>• explains the importance and meaning of health and safety with reference to workplace;</li> <li>• understands and follows the manufacturer's instructions with regard to use of equipment and products;</li> <li>• observes the prescribed and applicable rules and legislation for health and safety at workplace;</li> <li>• differentiates between cleaning, sterilizing and disinfection;</li> </ul>
<b>Day 25</b>		3.21 Using correct products and process of cleaning, sterilization and disinfection of tools and equipment.	Demonstrate procedure of : <ul style="list-style-type: none"> <li>- Proper cleaning</li> <li>- Proper disinfection</li> <li>- Sanitization</li> <li>- Sterilization</li> </ul>	In text Questions - 6.2 In text Questions - 6.3 Undertake a market survey to study the different cleaning and sterilization materials available in the market.	<ul style="list-style-type: none"> <li>• safely uses the products and processes of sterilizing and disinfecting equipments and tools;</li> <li>• identifies and list contra-indications related to feet and hands through visual observation;</li> </ul>
<b>Day 26</b>		3.22 Contra indications related to hand and feet  6.6 Using and storing tools equipments and products	Collect pictures and paste in the practical file of some contra indications you will encounter during nail art services	Intext Questions - 6.4 Terminal Exercise	<ul style="list-style-type: none"> <li>• Uses and stores tools, equipments and products safely as per manufacturers/suppliers instructions and the prescribed norms of the salon.</li> </ul>

<b>Day 27</b>	<b>7. Client Care and Communication</b>	7.1 Effective Communication  7.1.1 Telephonic Communication	Using a role play practice telephonic communication:  -With client seeking on appointment  - Client communicating a complaint	In text Questions - 7.1	<ul style="list-style-type: none"> <li>• adopts and uses appropriate communication skills;</li> <li>• behaves in a professional manner with clients and with others in the workplace;</li> <li>• uses effective consultation techniques to identify treatment objectives;</li> <li>• ensures client confidentiality;</li> <li>• provides clear recommendations to the client;</li> </ul>
<b>Day 28</b>		7.2 Behaving and communicating professionally  7.3 Managing and meeting clients expectations	Make a chart to show standards of professional personal presentation with regarding to <ul style="list-style-type: none"> <li>- Clothing</li> <li>- Foot wear</li> <li>- Accessories</li> <li>- Hair style and makeup</li> </ul>	Activity – 7.1 In text Questions - 7.2 In text Questions - 7.3	
<b>Day 29</b>		7.4 Effective consultation techniques  7.5 Client confidentiality	Make a chart showing the steps you will take to protect the confidential information of the client	Activity – 7.2 Intext Questions - 7.4	
<b>Day 30</b>		7.6 Records file and documents 7.7 Giving recommendations getting feedback	Design a proforma to keep record the following <ul style="list-style-type: none"> <li>- Appointment</li> <li>- Getting feedback</li> <li>- Stock and issue register</li> </ul>	Activity – 7.3 Activity- 7.4 In text Questions - 7.5  Terminal exercise	