

# CIBTAC

## Nail Technician Diploma Course

**AIM OF COURSE** To enable candidates to obtain a diploma in Nail Extensions approved by BABTAC and to be able to safely apply extension for an effective results.

**ENTRY LEVEL** A person displaying a high level of interpersonal skills in particular excellent communication, listening skills, empathy, patience, tact, diplomacy and time keeping with a well groomed appearance and a mature disposition.

The Nail Technician course is an individual qualification allowing Candidates to work in industry or as self employed technicians.

### **SUBJECTS TO BE STUDIED**

Generic Areas of study

G2	Health & Hygiene
G6	Nails
G7	Business Studies
G8	Salon Procedures

Others Subjects:            Consultation & Contra-indications  
   Manicure Treatments  
   Nail Extension Systems

Aftercare

Product Knowledge/Cosmetic Science  
Anatomy & Physiology of Hand, Arm and Nail  
Bones, Muscle, Blood Supply

### **MINIMUM TRAINING REQUIREMENT -80 Hours**

This must include a minimum of 70 hours contact (50% of which must be spent working within a commercial salon environment) and 10 hours of additional study. In the case of the candidate having nationally recognised qualification in manicure the **Minimum Training Hours are reduced to 30 hours.**

This must include a minimum of 20 hours contact (50% of which must be spent working within a commercial salon environment) and 10 hours of additional study.

A copy of the Manicure Certificate/Diploma to be forwarded to the CIBTAC administration office at the time of the candidate's registration.

**EXAMINATIONS** The dates will be issued annually by the Examining Board.

**THEORY** 45 minutes multiple choice paper

**PRACTICAL** 2 1/2 hours of which Part one (manicure) is 30 minutes and Part two (nail extensions) is 2 hours. Part one & two can be different clients. In the case of the candidate having an internationally recognised qualification in manicure the candidate will be exempt from Part 1 of the examination, reducing the practical examination to 2 hours

**EXAM FEE** To be issued annually by the Examination Board.

This CIBTAC Diploma will enable the recipients to become members of BABTAC and obtain insurance cover. This course could be covered over a flexible time basis, enabling many part-time candidates to qualify who would not be able to attend college on a full-time basis.

## **Consultation**

Purpose of consultation and techniques involved.

Preparation of treatment and working environment.

Recommendations for salon treatments, use of products at home, further treatment planning.

Client preparation, comfort and care.

Assessment of original nail condition.

General contra-indications to manicure and nail extension treatments.

## **Manicure Treatments**

### **Products and procedures to include:**

**Use of:** Emery board, orange stick, hoof stick, cuticle knife, cuticle nippers/scissors, buffer, enamel remover, cuticle oil, cuticle cream, cuticle remover, massage cream/oil, buffing paste.

### **Knowledge and effects of:**

Nail strengthener, exfoliants, nail white pencil.

Relevant skin treatments for the hand.

**Massage** Application of basic hand and arm massage.  
Benefits and effects of massage.

### **Use and application of:**

Base coat, nail enamel and top coat.

### **Knowledge of:**

Ridge fillers.

Quick dry preparations-spray and paint on.

French manicure.

Natural nail treatments.

### **Knowledge and effects of:**

Specialised techniques e.g. use of warm oil, use of paraffin wax.

**Safety** Knowledge of damaged caused by incorrect use of manicure implements.

## **Nail Extension systems**

Application, maintenance and removal of:

Powder liquid overlay

Silk/Fibreglass overlay

Gel/Glass glaze systems

Natural nail overlays/extensions

Use of ultra violet light

Use of tools used to carry out the above.

Application, maintenance and removal.

\*A centre may select ONE PROFESSIONAL SYSTEM for training and examination.

A Working knowledge of a number of other systems is required.

## **Aftercare**

The purpose and procedures of aftercare.

Aftercare advice and products.

Instructions for care of nails extensions.

Management and reasons for lifting, loss or damage.

Further treatment planning/appointments

## **Definition of Product Knowledge/Cosmetic Science relevant to Nail Treatments**

Solvent, acetone, ethyl acetone, potassium hydroxide, formaldehyde, plasticiser, emollient, oxychloride, guanine, stannic oxide, acrylics, adhesive, primer, brush cleaner, tip removers.

## **Anatomy and Physiology of the Hand, Arm and Nail**

Bones of the arm (Radius and Ulna).

All the bones of the hand.

Superficial muscles of the hand and arm: Flexor and extensor group of the hand and Arm Thenar and hypothenar muscles

Blood supply to the hand and to the nail: Radial and ulnar artery

# **Nail Technician Practical Examination – Part 1**

Time allowed 30 minutes

## **Guide for Colleges/Examiners**

The school/college must ensure suitable models are available to receive the treatments Required for this examination. See section C, examination regulations.

### **1. Consultation**

The examiner will observe consultation procedure to include contra-indications, medical history, client care and lifestyle of the client. Client needs must be identified and observation to take place of any precautions to treatment.

### **2. Preparation of the working area**

The candidate is responsible for ensuring that the working area is correctly prepared prior to the treatment being undertaken.

### **3. Preparation of the Client**

The candidate is responsible for the suitable preparation of the client prior to the treatment being undertaken. The candidate should also be aware of and attend to the client's needs during the examination.

### **4. Manicure**

The client should be wearing enamel on the fingernails. A full manicure must be demonstrated within 30 minutes to include removal of enamel, filing, cuticle work, hand massage and coloured enamel application. The examiner will look for consultation regarding client's needs, even shaping of nails, careful and effective cuticle work, massage and enamel application of base coat and top coat. An enamel should be selected after consultation with the client. Client care will be observed at all times.

### **5. Aftercare and Advice**

The candidate should offer the client aftercare advice following the treatment, explain how to care for nails and surrounding skin and advise an appropriate nail care products.

### **6. Hygiene**

The candidates working environment and treatment techniques must maintain high standards of hygiene and negate the possibility of cross infection.

### **7. Personal appearance and deportment**

Candidate should present a professional image to the client and wear suitable clothes to meet this criterion.

### **8. Professionalism, economy and timing**

The candidate should present a professional image and attitude at all times. Timings of all treatments should be realistic and commercially viable. Economy of products used will also be observed.

### **9. Oral Questions**

The examiner will ask up to 4 oral questions relative to the practical treatment.

## **Nail Technician Practical Examination – Part 2**

Time allowed 2 hours

### Guide for colleges/Examiners

The school/college must ensure suitable models are available to receive the treatments Required for this examination. See section C, examination regulation, Education Handbook.

#### **1. Consultation**

The examiner will observe consultation procedure to include contra-indications, medical history, client care and lifestyle of the client. Client needs must be identified and observation to take place of any precautions to treatment.

#### **2. Preparation of the working area**

The candidate is responsible for ensuring that the working area is correctly prepared prior to the treatment being undertaken.

#### **3. Preparation and care of the Client**

The candidate is responsible for the suitable preparation of the client prior to the treatment being undertaken. The candidate should also be aware of and attend to the client's needs during the examination.

#### **4. Preparation of nails and cuticles**

The client's cuticles, nails and skin should be prepared prior to treatment depending on the needs of the system being applied.

#### **5. Nail Extensions Systems**

The candidates are examined in the system selected by the centre. The examiner will look for professional application of the system selected within 2 hours, careful preparation of the nail plate, even application of fluids/solutions/tips and finished results.

#### **6. Aftercare and advice to Client**

The candidate should offer the client aftercare advice following the treatment, explain how to care for the extensions, book maintenance and advise on suitable products for sale.

#### **7. Hygiene**

The candidate's working environment and treatment techniques must maintain high standards of hygiene and negate the possibility of cross infection. The candidate should present a professional image and attitude at all times. Timings of all treatments should be realistic and commercially viable. Economy of products used will also be observed.

#### **8. Personal appearance and deportment**

The candidate should present a professional image to the client and wear suitable clothes to meet this criterion.

**9. Professionalism, economy and timing**

The candidate should present a professional image and attitude at all times. Timings of all treatments should be realistic and commercially viable. Economy of products used will also be observed.

**10. Oral Questions**

The examiner will ask up to 4 oral questions relative to the practical treatment.

# CIBTAC

School / College Examined.....

Date of Examination.....

85-100% = Excellent  
75-84% = Good  
60-74% = Satisfactory  
0-59% = Below Standard  
In each case indicate the average % mark in the box provided

## Examiners Feedback Written Nail Technician

Average % mark

Generic Areas Of study	
Anatomy & Physiology	
Treatments	
General Comments	

Examiner's Name.....

# CIBTAC

School / College Examined.....  
 Date of Examination.....

85-100% = Excellent  
 75-84% = Good  
 60-74% = Satisfactory  
 0-59% = Below Standard  
 In each case indicate the average % mark in the box provided

## Examiners Feedback Practical Nail Technician – Part 1

Average % mark

Consultation	<input style="width: 100%; height: 20px;" type="text"/>
Preparation of working area	<input style="width: 100%; height: 20px;" type="text"/>
Preparation of client	<input style="width: 100%; height: 20px;" type="text"/>
Manicure	<input style="width: 100%; height: 20px;" type="text"/>
Aftercare and advice	<input style="width: 100%; height: 20px;" type="text"/>
Hygiene	<input style="width: 100%; height: 20px;" type="text"/>
Personal appearance & deportment	<input style="width: 100%; height: 20px;" type="text"/>
Professionalism, economy & timing	<input style="width: 100%; height: 20px;" type="text"/>
Manicure - Oral Questions	<input style="width: 100%; height: 20px;" type="text"/>
General Comments	

Examiner's Name.....

# CIBTAC

School / College Examined.....

Date of Examination.....

100% = 85-Excellent  
75-84% = Good  
60-74% = Satisfactory  
0-59% = Below Standard  
In each case indicate the average % mark in the box provided

## Examiners Feedback Practical Nail Technician – Part 2

Average % mark

Consultation	<input type="text"/>
Preparation of working area	<input type="text"/>
Preparation and care of client	<input type="text"/>
Preparation of nails & cuticles	<input type="text"/>
Application of Extensions	<input type="text"/>
Finished result	<input type="text"/>

Aftercare and advice	
Hygiene	
Personal appearance & deportment	
Professionalism, economy & timing	
Oral Questions	
General Comments	

**Examiner's Name**.....

# **CIBTAC**

## **NAIL TECHNICIAN PAPER**

### **Approx Guide Breakdown of MCQ Questions**

Time Allowed:	30 Minutes
Number of Questions:	25
Number of Marks:	38

Generic Areas of Study 24%

Anatomy & Physiology of the  
Hand, Arm and Nail 18%

Treatments 58%

# CIBTAC

## Instructions for Practical Nail Technician Examiners – Part 1

(\*to pass the minimum mark must be achieved)

<b><u>Consultation</u></b>	<b><u>4 marks</u></b>
Contra-indications	1 mark
Medical History	1 mark
Client's needs/lifestyle	1 mark
Observations/precautions	1 mark
<b><u>Preparation of the working Area</u></b>	<b><u>2 marks</u></b>
<b><u>Preparation of the client</u></b>	<b><u>2 marks</u></b>
<b><u>Manicure *</u></b>	<b>(min 4) <u>7 marks</u></b>
Client care	1 mark
Shaping of nails	1 mark
Cuticle work	2 marks
Massage	2 marks
Nail enamel finished result	1 mark
<b><u>Aftercare</u></b>	<b><u>2 marks</u></b>
Appropriate recommendations given for salon and home treatments	
<b><u>Hygiene</u></b>	<b><u>3 marks</u></b>
Preparation throughout and in conclusion of the treatment	3 marks
<b><u>Personal Appearance &amp; Deportment</u></b>	<b><u>2 marks</u></b>
Personal appearance	1 mark
Posture at all times	1 mark
<b><u>Professional Economy &amp; Timing</u></b>	<b><u>5 marks</u></b>
General client care including preparation	1 mark
Economy of products used	1 mark
Professionalism/attitude	1 mark
Timing	2 marks
<b><u>Oral Questions</u></b>	<b><u>2 marks</u></b>
Manicure	2 marks
<b>Possible Total Marks</b>	<b>29</b>
<b>Pass Mark</b>	<b>17/29</b>

# CIBTAC

## Instructions for Practical Nail Technician Examiners – Part 2

(\* to pass the minimum mark must be achieved)

<b><u>Consultation</u></b>		<b><u>4 marks</u></b>
Contra-indications		1 mark
Medical History		1 mark
Client's needs/lifestyle		1 mark
Observations/precautions		1 mark
<b><u>Preparation of working Area</u></b>		<b><u>2 marks</u></b>
Equipment required ready to use and accessible		1 mark
Work area in correct position in relation to client position		1 mark
<b><u>Preparation of Client</u></b>		<b><u>2 marks</u></b>
Adequate preparation (removing jewellery & clothing)		1 mark
Positioning of client ensuring comfort for treatment		1 mark
<b><u>Preparation of Nails and Cuticles</u></b>		<b><u>6 marks</u></b>
Sufficient preparation of cuticles		2 marks
Sufficient preparation of nail plate		2 marks
Sufficient preparation of free edge as necessary		2 marks
<b><u>Application of Extensions</u></b> *	<b>(min7)</b>	<b><u>12 marks</u></b>
Control of client's hand and fingers		3 marks
Control of handling solutions/tools		3 marks
Professional, effective application		3 marks
Professional systematic procedure of application		3 marks
<b><u>Finished Result</u></b>	<b>(min5)</b>	<b><u>9 marks</u></b>
Smooth nail plate		3 marks
Even contour		2 marks
Correct thickness		2 marks
Adhered to nail not skin		2 marks
<b><u>Aftercare and Advice</u></b>		<b><u>6 marks</u></b>
Detailed care for home		2 marks
Advice on maintenance-frequency		2 marks
Advice on maintenance costs		2 marks
<b><u>Hygiene</u></b>		<b><u>6 marks</u></b>
Washing of hands prior to treatment by the candidate		2 marks
Hygienic procedures in place for use of all professional tools		2 marks
Hygiene with regards to use of all solutions and powders		2 marks

**Personal Appearance and Deportment**

Personal appearance  
Posture at all times

**3 marks**

2 marks  
1 marks

**Professionalism Economy & Timing**

General client care including preparation  
Economy of products used  
Professionalism / attitude  
Timing of full sequence

**6 marks**

2 marks  
1 mark  
1 mark  
2 marks

**Oral Questions**

4 questions for nail systems  
relating to the practical application

**(min 2)**

**4 marks**

1 mark each

**Possible Total Marks**

**60**

**Pass Mark**

**36/60**





**CIBTAC Booklist for**  
**Nail Technician Diploma Course**

**Recommended Reading**

Manicure Pedicure and Advanced Nail Techniques

Elaine Almond

ISBN 0333630076

Cosmetic Make Up & Manicure

Ann Eaton & Florence Openshaw

ISBN 0582416310

A Guide for Health & Beauty

Gaynor Winyard

ISBN 058224790X