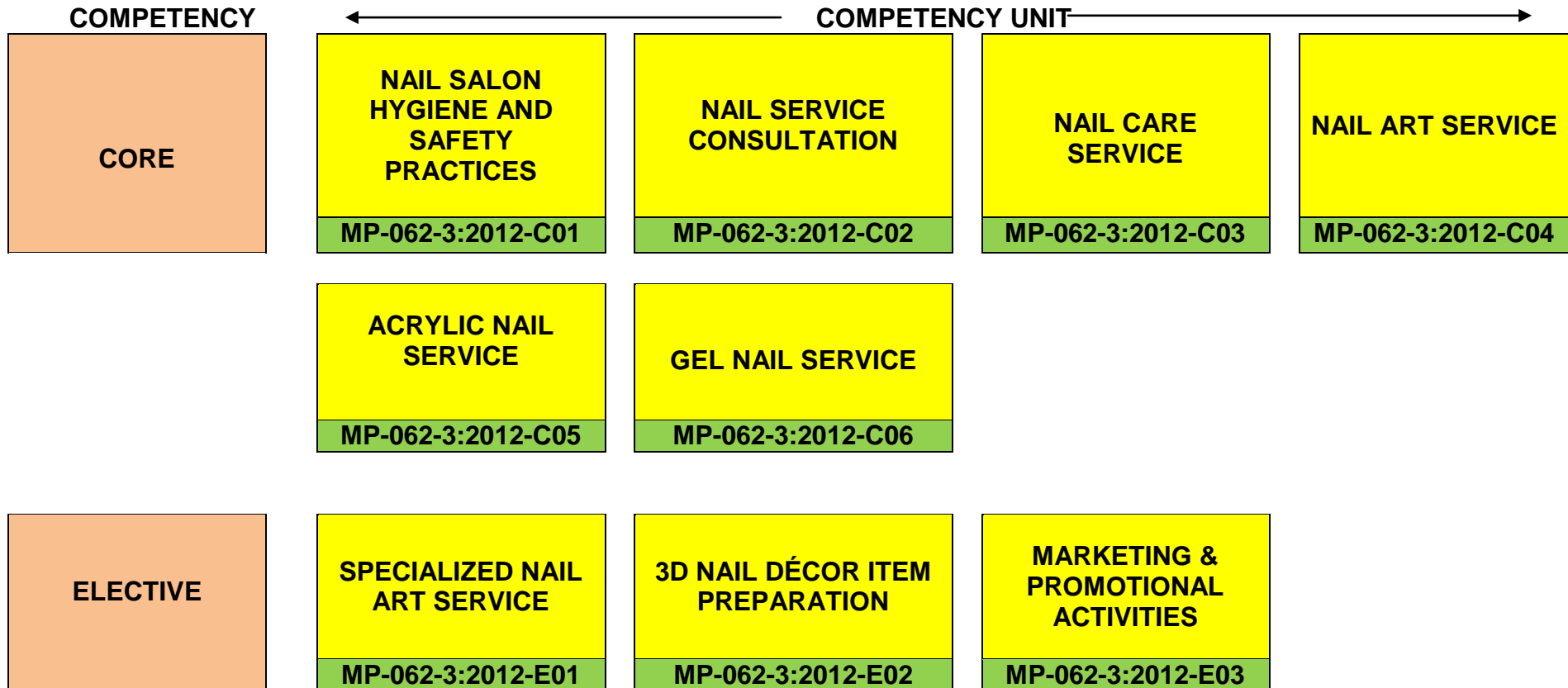


COMPETENCY PROFILE CHART (CPC)

SECTOR	MEDICAL & PHARMACEUTICALS		
SUB SECTOR	COSMETOLOGY		
JOB AREA	BEAUTY THERAPY (NAIL TECHNOLOGY)		
JOB LEVEL	THREE (3)	JOB AREA CODE	MP-062-3:2012



COMPETENCY PROFILE (CPC)

Sub Sector	COSMETOLOGY			
Job Area	BEAUTY THERAPY (NAIL TECHNOLOGY)			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Nail Salon Hygiene & Safety Practices	NA-03-01	<p>This nail salon hygiene & safety practices is to ensure a smooth and effective operating system in providing nail services to clients.</p> <p>The nail technician is responsible for nail salon equipment inspection, facilities maintenance, carry out salon hygiene practices, housekeeping activities, salon safety and security practices and stock inventory maintenance in accordance with company's Standard Operating Procedure (SOP).</p>	1. Inspect nail salon equipment	1.1 Salon equipment in working condition ensured 1.2 Salon equipment inspection checklist completed
			2. Maintain nail salon facilities and inventory	2.1 Nail service facilities (workstations and consultation area) organised in accordance with service requirements 2.2 Salon facilities in working condition ensured 2.3 Stock inventory level checked in accordance with salon inventory system 2.4 Stock replenished 2.5 Stock inventory record updated

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Carry out salon hygiene practices	3.1 Work area, tools and equipment sanitation, disinfection and sterilisation carried out in accordance with company's SOP 3.2 Salon hygiene activities checklist completed
			4. Carry out housekeeping activities	4.1 Housekeeping activities carried out in accordance with company's SOP
			5. Carry out salon safety and security practices	5.1 Salon safety and security measures taken in accordance with company's SOP.
2. Nail Service Consultation	NA-03-02	This nail service consultation is to ensure that client is consulted, needs identified and services recommended as per client's need. The nail technician is responsible to attend and consult client, record, file and store consultation findings.	1. Attend Client	1.1 Client greeted and ushered to the consultation area in accordance with company's SOP 1.2 Client comfort ensured
			2. Consult Client	2.1 Client attended to, consulted and needs identified in accordance with company's SOP

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Record Findings	3.1 Client consultation record completed and updated in accordance with company's SOP
3. Nail Care Service	NA-03-03	<p>This nail care service is to ensure that the client's nails and skin conditions are moisturised and groomed.</p> <p>The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for nail care service. He/she also records service activities.</p>	1. Analyse client's needs	1.1 Client's record interpreted and needs determined
			2. Prepare nail care service equipment, tools, materials & products	2.1 Nail care service equipment, tools, materials and products selected and obtained in accordance with service procedures 2.2 Work area arranged in accordance with service procedures 2.3 Equipment, tools, materials and products organised in accordance with work sequence
			3. Prepare client for nail care service	3.1 Client's personal belongings safely kept 3.2 Client positioned comfortably for nail care service in accordance with service requirements

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Carry out nail care service	4.1 Nail care service carried out in accordance with service requirements 4.2 Client's modesty and comfort ensured 4.3 Upkeep work area
			5. Record nail care service	5.1 Home care advised 5.2 Nail care service activities and home care advice recorded
4. Nail Art Service	NA-03-04	<p>This nail art service is to ensure that the client's nails are decorated and enhanced based on client's preferences and needs.</p> <p>The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for nail art service. He/she also records service activities.</p>	1. Analyse client's needs	1.1 Client's record interpreted and needs determined
			2. Prepare nail art service equipment, tools, materials and products	2.1 Nail art service equipment, tools, materials and products selected and obtained in accordance with service procedures 2.2 Work area arranged in accordance with service procedures 2.3 Equipment, tools, materials and products organised in accordance with work sequence

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Prepare client for nail art service	3.1 Client's personal belongings safely kept 3.2 Client positioned comfortably for nail care service in accordance with service requirements
			4. Carry out nail art service	4.1 Nail art service carried out in accordance with service requirements 4.2 Client's modesty and comfort ensured 4.3 Upkeep work area
			5. Record nail art service	5.1 Home care advised 5.2 Nail art service activities and home care advice recorded
5. Acrylic Nail Service	NA-03-05	Acrylic nail is a type of sculptured nail using liquid monomer and a powder polymer that, when mixed together, form a solid to add strength and/or length to the natural nail. This acrylic nail service enhances imperfect nail and to repair a break in nail.	1. Analyse clients' needs	1.1 Client's record interpreted and needs determined
			2. Prepare acrylic nail service equipment, tools, materials and products	2.1 Acrylic nail service equipment, tools, materials and products selected and obtained in accordance with service procedures

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for acrylic nail service. He/she also records service activities.		2.2 Work area arranged in accordance with service procedures 2.3 Equipment, Tools, materials and products organised in accordance with work sequence
			3. Prepare client for acrylic nail service	3.1 Client's personal belongings safely kept 3.2 Client positioned comfortably for acrylic nail service in accordance with service requirements
			4. Carry out acrylic nail service	4.1 Acrylic nail service carried out in accordance with service requirements 4.2 Client's modesty and comfort ensured 4.3 Upkeep work area
			5. Record acrylic nail service	5.1 Home care advised 5.2 Acrylic nail service activities and home care advice recorded
6. Gel Nail Service	NA-03-06	Gel nail is a type of sculptured nail using gel nail products containing	1. Analyse clients' needs	1.1 Client record interpreted and needs determined

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>chemicals known as photo-initiators that give off free radicals when exposed to ultraviolet light which cause other molecules within the gel to bond with each other, making it stiff to add strength and/or length to the natural nail. This gel nail service enhances imperfect nail and to repair a break in nail.</p> <p>The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for gel nail service. He/she also records service activities.</p>	<p>2. Prepare gel nail service equipment, tools, materials and products</p>	<p>2.1 Gel nail service equipment, tools, materials and products selected and obtained in accordance with service procedures</p> <p>2.2 Work area arranged in accordance with service procedures</p> <p>2.3 Equipment, tools, materials and products organised in accordance with work sequence</p>
			<p>3. Prepare client for gel nail service</p>	<p>3.1 Client's personal belongings safely kept</p> <p>3.2 Client positioned comfortably for gel nail service in accordance with service requirements</p>
			<p>4. Carry out gel nail service</p>	<p>4.1 Gel nail service carried out in accordance with service requirements</p> <p>4.2 Client's modesty and comfort ensured</p> <p>4.3 Upkeep work area</p>
			<p>5. Record gel nail service</p>	<p>5.1 Home care advised</p> <p>5.2 Gel nail service activities and</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				home care advice recorded
7. Specialized Nail Art Service	NA-03-07	<p>Specialized nail art service create dramatic, fashionable and trendy nail art on client's nails to meet their needs for themed events, advertising, media, fashion and photography.</p> <p>The nail technician is responsible to analyse client's needs, prepare equipment, tools, materials, products and client for specialized nail art service. He/she also records service activities.</p>	1. Analyse client needs	1.1 Client's record interpreted and needs determined
			2. Prepared specialized nail art service equipment, tools, materials and products	2.1 Specialised nail art service equipment, tools, materials and products selected and obtained in accordance with service procedures 2.2 Work area arranged in accordance with service procedures 2.3 Equipment, tools, materials and products organised in accordance with work sequence
			3. Prepare clients for specialized nail art service	3.1 Client's personal belongings safely kept 3.2 Client positioned comfortably for specialized nail art service in accordance with service requirements
			4. Carry out specialized nail art service	4.1 Specialized nail art service carried out in accordance with

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>service requirements</p> <p>4.2 Client's modesty and comfort ensured</p> <p>4.3 Upkeep work area</p>
			5. Record specialized nail art service	<p>5.1 Home care advised</p> <p>5.2 Specialized nail art service activities and home care advice recorded</p>
8. 3D Nail Decor Items Preparation	NA-03-08	<p>This 3D Nail Decor Items Preparation is to produce decorative items to complement, supplement and enhance nail art services.</p> <p>The nail technician is responsible to analyse 3D nail decor needs, prepare equipment, tools, materials and products. He/she also produces and packs 3D nail decor items for sale.</p>	1. Analyse 3D nail decor requirements	1.1 Information on 3D nail decor demands obtained
			2. Prepare 3D Nail Decor equipment, tools, materials & products	<p>2.1 3D Nail Decor equipment, tools, materials and products selected and obtained in accordance with company's SOP</p> <p>2.2 Equipment, tools, materials and products organised in accordance with work sequence</p>
			3. Produce 3D Nail Decor Items	3.1 3D Nail Decor Items designed and created in accordance with information gathered

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Pack 3D Nail Decor Items for commercial purposes	4.1 Packaging materials identified and obtained 4.2 3D Nail Decor Items packed and labelled in accordance with company's SOP
			5. Record packed 3D Nail Decor Items	5.1 Packed 3D Nail Decor stored and recorded in accordance with company's SOP
9. Marketing and Promotional Activities	NA-03-09	Marketing and Promotional Activities is essential to introduce new products, to create awareness and increase market demand for nail products and services. The nail technician is responsible to carry out Marketing and Promotional Activities. He/she also records sales, files and stores records in accordance with company's SOP.	1. Study salon services and products	1.1 Salon services and products identified 1.2 Benefits of salon services and products determined
			2. Prepare marketing and promotional requirements	2.1 Marketing and promotional material selected and obtained in accordance with marketing and promotional strategies requirements and Standard Operating Procedure
			3. Carry out marketing and promotional activities	3.1 Salon clients identified and duly informed of the promotion 3.2 Marketing and promotional activities executed as per

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				promotional guidelines and Standard Operating Procedures (SOP)
			4. Record marketing and promotional activities	4.1 Marketing and promotional activities recorded 4.2 Marketing and promotional activities record stored