

Basic Manicure and Pedicure Skills

A Flexible Learning Course

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Course Overview

Manicure and Pedicure Skills

Welcome to the manicure and pedicure course! You are about to begin an interesting journey that will develop your knowledge and skills in the application of manicure and pedicure beauty treatments.

Manicure and pedicure treatments are one of the fastest growing services in beauty therapy. Both men and women regularly go to salons to have these treatments applied to their hands and feet. This course will introduce you to the practice of manicure and pedicure and how to provide a full consultation for your clients. You will also learn how to maintain good hygiene and safety in all your procedures, and how to perform a professional manicure, pedicure and special treatments.

Course Outcomes

Upon completion of this course you should be able to:

- Describe the structure of the hand and foot
- Identify conditions of the nail and skin
- Describe basic hygiene and safety measures to maintain a healthy environment in the beauty clinic
- Conduct a comprehensive client consultation
- Demonstrate skills in manicure and pedicure treatments

Course Content

This course is divided into 5 units:

- Unit 1: Introduction to manicure and pedicure
- Unit 2: Nail and skin conditions
- Unit 3: Hygiene and safety
- Unit 4: Customer care
- Unit 5: Manicure and pedicure treatments

Unit 1: Introduction to Manicure and Pedicure

Unit Objectives

By the end of this unit you should be able to:

- explain the terms manicure and pedicure
- describe the structure of the nail

Section 1.1: What is Manicure and Pedicure?

A manicure is a beauty treatment that is specifically geared towards improving the condition and appearance of the hands and nails. A typical manicure involves shaping the nails, cuticle treatment, removal of dead skin cells (exfoliation), application of polish and possibly a hand massage.

A pedicure is a beauty treatment for improving the condition and appearance of the feet and toenails. A standard pedicure starts with sanitizing the feet, followed by filing and/or cutting the toenails, and soaking the feet in warm, soapy water to which an antiseptic is added. Once the feet are softened, the therapist scrubs any areas of hardened, rough skin. Under the nail is cleaned and cuticles are gently pushed back. Nail polish is then applied to the toenails.

Manicure and pedicure offer many benefits, including improving the texture and appearance of hands and feet, prevention of hangnails, ingrown nails and nail breakage. Treatments that include massage also help preserve the firmness and elasticity of the skin as well as aid circulation and improve flexibility of joints.

Similarities and Differences between Manicure and Pedicure

A manicure is a beauty treatment given to the hands. In manicure, nails are filed and given an attractive shape.

A pedicure is a beauty treatment given to the feet. It involves care of the soles of the feet to make them softer and free from dead skin cells. During a pedicure, toenails are cut straight across to prevent them becoming ingrown.

Similarities of manicure and pedicure include

- hands and feet are soaked in a sanitising solution
- both finger and toe nails are filed and shaped
- cuticles are pushed back
- dead skin cells are removed
- a massage is given
- polish is applied to the nails

Section 1.2: Structure of the Nail

Each part of the nail has a specific function which contributes to the normal growth, health and appearance of the nail:

1. Nail plate - The part of the nail that you see. Made of keratin (dead) cells. The pink appearance comes from blood vessels underneath.
2. Nail bed - The skin upon which the nail plate rests.

3. Matrix - Situated directly below the cuticle. Produces cells that become the nail plate. If damaged the nail will become deformed.
4. Lunula - The whitish, half-moon shape at the base of the nail, best seen on the thumb.
5. Cuticle - An outgrowth of skin cells that adhere to the nail plate, protecting the nail bed.
6. Hyponychium - The area between the nail plate and the fingertip.
7. Nail fold - Folds of skin that overlap the sides of the nail, holding it in place.
8. Nail grooves - Tracks on which the nail grows.
9. Free edge - The area of the nail plate that extends over the finger.

Unit Summary

Manicure and pedicure are beauty treatments performed to improve the appearance of the skin and nails of the hands and feet. The nail is made up of layers, with the nail plate made of the tough protective protein keratin. Main parts: nail plate, nail bed, matrix, lunula, cuticle, hyponychium, nail fold, nail groove and free edge.

Unit 2: Nail and Skin Conditions

Introduction

This unit discusses the characteristics of a healthy nail, non-contagious conditions requiring special attention, and contagious conditions which contra-indicate manicure and pedicure (meaning you cannot proceed with the treatment).

Unit Objectives

- describe the characteristics of a healthy skin and nail
- describe non-contagious skin and nail disorders
- describe contagious conditions that contraindicate manicure and pedicure

Section 2.1: Healthy Skin and Nails

A healthy skin is slightly moist, soft, and pliable (elastic). It has an acid mantle, is free from disease and disorder, and has a glow. The acid mantle protects the skin from disease and has a pH of 5.5-5.6, which should be maintained.

Acidity and alkalinity are measured by pH (potential Hydrogen). A product is acid-balanced with a pH of 0-7, and alkaline with a pH of 7-14. Soap is alkaline with a pH of 9. Manicurists should avoid over-exposing clients' hands and nails to soap or other alkaline products, since alkaline products disturb the acid mantle, causing sensitivity, irritation and exposure to bacteria.

A healthy nail is firm and flexible, slightly pink, with a smooth, slightly curved surface. Average nail growth is 0.3125 cm per month; it takes 4 to 6 months for a fingernail to grow from the matrix to the free edge.

Section 2.2: Non-Contagious Disorders

Disorders of the skin (not infectious, may not contraindicate manicure, but if blisters or weeping skin are present do not proceed and refer to a doctor):

- Dermatitis: an inflammatory disorder; skin is red and swollen with possible blisters. Contagious: No.

Manicure: Yes.

- Eczema: caused by the skin's reaction to an irritant; reddened, swollen, blisters in severe cases.

Manicure could be given if no blisters. Contagious: No. Manicure: Yes.

- Psoriasis: red dull papules developing into red plaques with white silvery scales; nail appears pitted.

Contagious: No. Manicure: Yes.

Non-contagious disorders of the nail

- White spots: common nail irregularity; disappears as nail grows. Manicure: Yes.

- Overgrown nail: thickened nail plate; if no infection, gently buff with pumice powder. Manicure: Yes.

- Corrugations: wavy ridges from uneven growth, usually a sign of illness or injury; carefully buff with pumice powder. Manicure: Yes.

- Bitten nails: may be caused by a nervous habit; regular oil manicures soften cuticles and help break the habit. Manicure: Yes.

- Split or brittle nails: caused by injury, careless filing, ill health, excessive alkaline product use, or

vitamin deficiency; an oil manicure is recommended. Manicure: Yes.

- Bruised nails: dark, purplish spots due to injury; avoid pressure during manicure. Manicure: Yes.

Section 2.3: Contagious Disorders

Contagious conditions are infectious and can spread from person to person or area to area, and are absolutely contra-indicated for manicure and pedicure. Protect yourself, clients and colleagues by sanitising hands, wearing protective clothing, sterilising instruments after every client, and sanitising implements during treatment.

Causes of infection

- Direct contamination: infection passes straight from one person to another, e.g. touching skin, sneezing, breathing, coughing.
- Indirect contamination: infection passes through unclean objects, e.g. soiled towels and linen, dirty tools, dirty and wet floors.

Three types of pathogens

- Fungi: plant forms made up of tiny threads, parasites on the human body; feed off skin waste products and grow in warm, damp places (e.g. between toes).
- Bacteria: present almost everywhere; most are harmless, some cause disease (pathogens).
- Viruses: penetrate into body cells to survive, are parasites needing living tissue, and cannot be treated with antibiotics. Example: HIV, and verruca (warts on feet).

Fungal infections: Ringworm (highly contagious; refer to doctor. Manicure: NO). Athlete's foot (affects feet, especially between toes. Pedicure: NO).

Bacterial infections: Infectious/inflammatory condition of tissues surrounding the nails, which can occur from prolonged exposure to alkaline products like soap. Manicure: NO.

Viral infections: Plantar warts (grow on feet, contagious, often from walking barefoot in changing rooms). Hand warts (from contact with infected persons, towels or surfaces). Manicure/pedicure: NO.

Unit Summary

Characteristics of healthy skin and nail disorders were discussed. A healthy skin is moist, soft, pliable, with an acid mantle (pH 5.5-5.6) that must be maintained through safe, hygienic practices. Avoid excessive water and harsh chemicals which dry skin and nails, causing breakage and infection; wear gloves and apply moisturiser regularly. Non-infectious disorders covered: Dermatitis, Eczema, Psoriasis. Nail disorders requiring special care: white spots, overgrown nails, corrugations, bitten nails, split or brittle nails, bruised nails. Contagious conditions are absolutely contra-indicated for manicure and pedicure. Causes of infection: direct and indirect contamination, and three types of disease-causing organisms: fungi, bacteria, viruses.

Unit 3: Hygiene and Safety

Introduction

Every day, clients and staff bring billions of germs into the salon, so it is important to keep the environment clean and decontaminated.

Specific Unit Objectives

- describe the three levels of decontamination and their application in the beauty salon
- explain activities to maintain high standards of personal hygiene
- describe waste disposal methods in the salon
- describe potential hazards in the salon and their management

Section 3.1: Decontamination

Decontamination is the removal of disease-causing microorganisms. There are three levels:

Sanitization: the lowest level of decontamination. Does not remove all bacteria. Entails wiping, washing, sweeping, dusting to reduce germs and bacteria on tools and surfaces. Hand washing is a form of sanitization.

Disinfection: the second level. Disinfectants (chemicals) destroy most bacteria and viruses. Commonly used disinfectants: Savlon and Dettol; surgical spirits is commonly used on manicure tools. All items used on a client should be disinfected after use or disposed of if disposable.

Methods of decontamination table

- Nail brushes: Wash with hot soapy water, spray with disinfectant. Pre-clean by removing debris.
- Nippers, scissors, small tools: Place in disinfectant jar (can be sterilized in autoclave). Remove debris before placing in solution.
- Towels: Machine wash at high temperature with soap and disinfectant. Use once on one client only, then wash.
- Electrical equipment: Wipe or spray with disinfectant. Avoid wetting.
- Work surface: Wipe with a clean cloth and disinfectant before and after every client.

Sterilization: the highest level. Completely destroys all living organisms on an object. Small tools are placed in an autoclave with water and sterilised at very high temperature to kill all germs and bacteria.

Waste Disposal

Waste disposal refers to the method used in handling refuse. All waste must be separated (e.g. plastics from glass and biodegradable material such as 100% cotton wool) to maintain sanitation and support recycling. Empty bottles and cans should be disinfected before re-use for storage. Blades and other sharp items must go in special sharps containers. Empty chemical containers should be wrapped in plastic before disposal to prevent leakage. All waste bins should have a self-closing lid.

Section 3.2: Personal Hygiene

Good personal hygiene and cleanliness practices include:

- taking a bath and brushing teeth daily to remove dirt and avoid body odour
- maintaining well-trimmed nails and keeping hands and feet clean
- protecting nails from strong chemicals by wearing gloves and keeping jewellery minimal
- wearing clean, well-fitting uniforms or aprons with short sleeves (long sleeves can become contaminated, causing cross-infection)
- wearing comfortable, well-fitting, low-heeled shoes that allow feet to breathe

Section 3.3: Safety in the Nail Salon

A hazard is anything that has the potential to cause harm. All hazards should be reported to the person in charge. Common hazards in a beauty salon include exposure to chemicals (glues, polishes, removers), hot water, electrical equipment, and risk of infection from contact with clients' skin, nails or blood.

Hazards and their prevention

- Spilled liquid on the floor: risk of slipping and falling. Clean up spillages immediately.
- Faulty electrical equipment: risk of shock or fire. Fit plugs properly, never overload sockets, check cables aren't cracked or worn.
- Trailing cables: risk of tripping or hot tools falling on someone. Unplug equipment when not in use, store cables safely.
- Electrical equipment overheating: risk of burns.
- Waste bins in walkways: risk of tripping. Keep them out of the way.
- Smoking: fire risk if careless. Use ashtrays properly or adopt a no-smoking policy.
- Boxes of products and stock: can block fire exits or cause falls. Move deliveries to the store room immediately.
- Razors, scissors, sharp tools: risk of cuts. Hold correctly, store separately from other items.
- Hot water or steam: risk of burns and scalds. Regulate taps properly.
- Waste products: can spread bacteria if not disposed of correctly. Sharps go in the sharps box; other waste in a lined, regularly emptied bin.
- Chemicals (acetone and other nail product chemicals): can irritate skin and cause breathing problems. Store in labelled, tightly covered containers per manufacturer instructions.

To eliminate a hazard, either remove the hazardous substance/process, or substitute it with a less hazardous or non-hazardous product.

Unit Summary

This unit covered the three levels of decontamination (sanitation, disinfection, sterilisation), personal hygiene standards, the three types of disease-causing microorganisms (bacteria, fungi, viruses), proper waste disposal methods, and common salon hazards and their prevention.

Unit 4: Customer Care

Introduction

This unit covers how to communicate with clients before, during and after treatment, ensuring clients feel comfortable, relaxed and appreciated.

Unit Objectives

- Explain the meaning and importance of effective communication
- Conduct a comprehensive client consultation

Section 4.1: Effective Communication

Do's of effective communication: show interest, be understanding, listen for the cause of the problem, encourage the speaker, believe the client can solve problems, know when to remain silent, demonstrate positive body language.

Don'ts of effective communication: argue, interpret, finish sentences, pass judgment too quickly, give unsolicited advice, jump to conclusions, let the client's emotions influence your own feelings, show negative body language.

Section 4.2: Client Consultation

Consultation is a discussion with the client to find out important information. It has three parts:

- Pre-treatment consultation
- Communication during treatment
- Post-treatment consultation

Pre-treatment consultation assesses

- Cuticle: dry, tight, cracked, or soft and supple
- Nails: strong or weak, brittle or flaking, discoloured or stained, shape (square, round, oval), length, bitten
- Hand: dry, rough, chapped, or soft and smooth; colour evenness
- Signs of inflammation or infection: e.g. boils or ringworm (contra-indications)

Treatment plan should cover

1. Explaining what is involved, how long it will take, expected benefits/outcomes, and relevant home care advice
2. Welcoming questions to ensure understanding
3. Advising the client on the best course of action and frequency of treatment

Communication during treatment: keep the conversation going, remind the client what was discussed, explain products/tools/procedure as you go, discuss nail shape and condition, identify contraindications and disorders, check client comfort.

Post-treatment consultation: ask if the client is satisfied and record the outcome of treatment, recommended future treatments, and products used/recommended for home care, using a client record

card (name, date, skin/nail/cuticle condition, medical history, nail shape, contra-indications, products used, manicure plan, client advice).

Unit Summary

Communication is the exchange of information between people through verbal, written or non-verbal signals. Effective communication involves establishing rapport and finding out the client's needs and state of health. Client consultation has three steps: pre-treatment consultation, treatment plan, and post-treatment consultation.

Unit 5: Manicure and Pedicure Treatments

Introduction

This unit covers manicure and pedicure tools and products, and how to perform basic manicure and pedicure treatments.

Unit Objectives

- identify manicure and pedicure tools and their uses
- outline the products used in manicure and pedicure treatments
- perform a basic manicure treatment
- perform a basic pedicure treatment

Section 5.1: Manicure and Pedicure Tools

Common tools: nail files, cuticle nipper, toenail clipper, nail brush, tweezers, finger bowl, toe separators, cuticle knife, cuticle pusher, nail clippers, credo/corn blades, foot file and rasp, mittens, sanitizer for tools, paper towels, nail dryer, pumice scrub, footbath/spa, pedicure slippers, nail buffer, orange wood stick, cotton towels.

Nail Files: used for filing and shaping nails, made of metal or non-metal material in different grit levels. Metal files are discouraged. Grit levels: 80 grit (very coarse, never use on natural nails), 100 grit (coarse, artificial nails only), 180 grit (lowest grit often used on natural nails), 240 grit (softer, for buffing to a smooth finish or removing stains), 500 grit (very soft, for polishing only).

Types of nail files: Double-sided emery board (fine and coarse side, ideal choice), Emery board (disposable, not for professional use), Crystal file (ideal for fragile nails, highest grit/finest), Metal file (must be avoided, damages nails).

Other tools and their functions

- Cuticle Knife: small, straight, sharp blade for removing cuticles or dead skin on the nail plate; must be used with care.
- Cuticle Nipper: small tool to trim or cut back cuticles on fingernails or toenails.
- Cuticle Pusher: pushes skin back and away from nails to help them grow stronger.
- Toenail Clipper: large clipper for reducing toenail length; keep fingernail and toenail clippers separate to avoid infection.
- Nail Clippers: shorten nails, reducing filing time.
- Orange Wood Stick: disposable stick to loosen cuticle around the nail base or clean under the free edge.
- Nail Brush: cleans under and around nails with warm water and soap.
- Nail Buffer: polishes the nail for a consistent, shiny look. Three types: Chamois buffer (used with paste/powder for high sheen), Block buffer (four-sided, used on the nail plate to smooth corrugations or reduce thickness), 3-4 sided buffer (coarse sides eliminate ridges, finer sides polish for a natural shine).
- Tweezers: used to pick up silk when repairing the nail.
- Finger Bowl: used for soaking nails, filled with warm soapy water and antiseptic.
- Credo/Corn Blade: removes calluses or hard skin under the feet; illegal in some countries, a foot file is

preferable.

- Foot File: removes dead skin on the soles, used after sanitising and before/after soaking.
- Foot Rasp: reduces corns and smooths hardened skin; comes in various grits and shapes.
- Footbath/Spa: soaks feet during pedicure, filled with warm water, antiseptic and soaking solution; essential oils (tea-tree, peppermint, eucalyptus, menthol) may be added.
- Pumice Scrub/Stone: removes tough, dry, dead skin from feet.
- Toe Separators: separate toes while painting nails.
- Nail Dryer: electric apparatus to dry nail polish faster.
- Pedicure Slippers: worn after polish application to avoid smudging.
- Paper Towels: used for lining the treatment setup area.
- Cotton Towels: used for resting and drying the client's hands.
- Sanitizer for Tools: a container filled with disinfecting solution for holding tools during treatment.

Section 5.2: Manicure and Pedicure Products

Manicures and pedicures keep hands and feet in good condition, improve blood circulation, nourish the skin, and relax tense muscles.

- Nail varnish remover (Acetone): removes nail polish; drying effect; not for acrylic nails.
- Non-acetone remover: used on acrylic nails.
- Antiseptic: prevents microorganism multiplication; used to sanitise hands and soak client's hands/feet.
- Basecoat: colourless liquid applied before coloured polish; prevents nail staining and helps polish adhere; some contain strengtheners.
- Buffing paste: smooths ridges and removes surface stains, creating high lustre.
- Cuticle cream/oil: softens and lubricates cuticles so they can be pushed back without damage or discomfort.
- Cuticle remover: alkaline/glycerine/water solution that softens and breaks down dead cuticle for removal.
- Cuticle exfoliant: gentle grainy substance used after trimming to sweep away dull, dead cells.
- Hand creams: soften skin and cuticles, provide "slip" for massage (oil-based; hand lotions are water-based).
- Exfoliant/scrub: removes dead skin cells, cleanses, conditions, softens and refreshes skin via circular massage.
- Foot cream: rich cream for massaging feet, leaving them soft and supple; essential oils reduce tiredness/puffiness.
- Foot powder: absorbs moisture before closed shoes are worn.
- Hygienic liquid soap: used with warm water to soak hands/feet before pushing back cuticles.
- Nail hardener/strengthener: strengthens damaged, brittle nails and protects against breaking, splitting, peeling.
- Nail polish/varnish: colour applied to beautify and protect nails.
- Nail polish remover: removes polish and oil before applying new polish.
- Nail polish thinner: thins polish that has thickened.
- Nail white pencil: whitens a discoloured free edge or creates a French manicure look; nail bleach is an alternative.
- Top coat: colourless sealer applied over polish to prevent chipping and add gloss.
- Nail polish dryers: quick-dry sprays, drops, top drying coats, or UV lamps to speed drying.

Section 5.3: The Manicure Treatment

Practise regularly and keep a log of treatments performed (at least 10 before final assessment).

Preparing the Manicure Table: follow sanitation rules, ensure implements are sterilized/disinfected, wipe the workstation with hospital-grade disinfectant, and keep a disciplined, systematic tool storage approach. Standard setup places the towel-wrapped arm rest at centre, nail files to the right, cuticle implements next to them, sanitizer nearby, cotton wool container next to the sanitizer, finger bowl and brush slightly to the client's left, disinfecting tray to the manicurist's left, creams/lotions/varnish in a tray to the left, a waste bag taped to the table side, and less-used items (nail whitener, pumice stone, buffer) in the drawer.

Nail shapes: nails are generally classified as square, round, oval and pointed. The shape should conform to the fingertips for a natural effect. Oval is suitable for most hands. Square is popular with younger clients and suited to a French manicure but, unless kept short, is prone to breakage for clients who work with their hands.

Procedure for a Plain Manicure

1. Prepare the manicure table and seat the client comfortably.
2. Wash your hands.
3. Sanitise the client's hands.
4. Examine the client's hands: condition of hands/nails, contraindications, natural nail/fingertip shape.
5. Remove nail varnish starting with the little finger of the left hand, working from the base to the tip to avoid smearing polish into the cuticle.
6. Shape the nails: agree the desired shape with the client, select the appropriate file grit, work from the little finger toward the thumb, file from outside to centre using two short strokes and one long stroke per side, tapering the sides gently. Only file nails 0.3cm or longer. Avoid a sawing motion or filing deep into the sides, which weakens the nail.
7. Lightly buff the nail.
8. Soften the cuticle with cuticle cream on the left hand, then immerse in warm soapy water.
9. Soak the left hand while repeating steps 5-8 on the right hand.
10. Remove the left hand, dry it, apply cuticle remover, and loosen the cuticle with rotary movements using an orange wood stick wrapped in cotton wool, then push back cuticles with the cuticle pusher or orange wood stick, keeping them moist.
11. Remove excess cuticle gently with the cuticle nipper using small rotary movements, trimming it away as a single segment, then apply cuticle conditioner.
12. Apply cuticle cream to the right hand and immerse it, continuing the left-hand manicure.
13. Clean under the free edge with a cotton-tipped orange wood stick moistened with soapy water, moving from centre to side.
14. Remove the right hand and repeat steps 9-13.
15. Brush the nails: immerse both hands and use the nail brush to remove loose cuticle.
16. Remove hands from water and dry with a towel.
17. Bevel the nails using the fine side of the file for a smooth edge.

Client jewellery should be removed, kept in sight, and returned immediately after treatment.

Polish application by nail shape

- Oval: usually fully polished, or a half moon left at the base.
- Pointed/tapered: fully polished or half moon at base; not suited to short nails.
- Square: should extend slightly over the fingertip; fully polished or sides left unpolished with a half moon at the base.
- Clubbed: slightly tailored, extends slightly over the fingertip, thin unpolished margins on either side.

Procedure for polish application: apply a thin, even coat using long sweeping strokes from base to free edge, avoiding the cuticle, for a maximum of 15 seconds per nail; thin the polish with solvent if too thick.

1. Hold the client's finger firmly.
2. Apply base coat starting at the little finger of the left hand, moving toward the thumb, and let it dry.
3. Apply coloured polish, removing excess from the brush against the bottle's neck.
4. Apply in three strokes (middle, side, side) without flooding the cuticles.
5. Remove excess polish with an orange wood stick dipped in polish remover.
6. Apply the top coat and allow to dry, using a quick-dry spray if needed.

French manicure: file nails square (length just over the fingertip), apply base coat, apply a nude colour using the square-nail technique, paint a thin white line across the tip, apply top coat. Leaving a thin unpolished margin on either side creates the appearance of length.

Section 5.4: The Pedicure Treatment

Pedicure improves the appearance of feet and toenails, blood circulation, and has a relaxing effect. Contra-indications match those for manicure (infectious bacterial, fungal or viral conditions).

Additional products/tools needed: pedi spa, foot file, toenail clipper, foot rasp, pedicure slippers, foot cream, foot powder.

Procedure for a Pedicure Treatment

1. Set up a tiered trolley: top tray as for manicure; second tray with foot rasp, foot file, toenail clippers, pedi slippers, foot powder; third tray with plastic wrap, foil, mittens, towels. Warm up the pedi spa in advance.
2. Seat the client comfortably, with your own seat lower than the client's.
3. Place paper towels on either side of the pedi spa.
4. Place a towel over your lap with paper towels on top for the client's feet.
5. Sanitise the feet by wiping with a wet cloth.
6. Remove varnish with remover.
7. Cut and file toenails straight across, avoiding deep filing into the corners.
8. Soak the feet (as in manicure steps 7, 9-12).
9. Remove excess cuticle.
10. Remove dead skin cells from the soles with a foot file (filing before soaking removes dead cells more effectively).
11. After soaking, use a foot rasp to remove built-up hard skin.
12. Apply an exfoliator to remove dead skin cells and reduce filing time.
13. Follow manicure steps 14-16 (brush, dry).
14. Apply base coat followed by nail polish.

15. Use toe separators before applying polish.

Finishing the Service: tidy the workstation while polish dries; help the client with jewellery once polish is fully dry; advise the client to finalise payment and replace jewellery before polish application to avoid smudging.

To finish professionally: recommend future services, complete the client record card, offer to make a booking, accompany the client to reception, sanitise and store tools and equipment, and set up for the next client.

Unit Summary

This unit covered the tools and products used in manicure and pedicure treatments, many of which serve both, and the step-by-step procedures for performing each treatment professionally.

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