

The Learning Group Diploma in Nail Care

Course:	The Learning Group Diploma in Nail Care
Programme Type:	Provider Programme
Partner Institute:	None
Award Type:	The Learning Group Diploma
Award Issued by:	The Learning Group
Accredited by:	Not accredited
SAQA ID:	Not accredited
NQF Level:	Not accredited
Credits	Not applicable
Course Duration:	24 Months
Entrance Criteria:	<ul style="list-style-type: none">• Grade 10 AND• Learners must be at least 16 years of age AND• The ability to read and write in English

The Learning Group Diploma in Nail Care consists of the following subjects:

1. Introduction to Business English
2. Anatomy and Physiology
3. Professional Salon Skills
4. Business and Office Administration
5. Nail Care Theory
6. Excellence in Service: Basic
7. Networking for Success
8. Entrepreneurship
9. Financial Management: Basic
10. UV Gel Nails and Decoration
11. Excellence in Service: Advanced

These subjects cover the following topics:

1. Introduction to Business English
 - Introduction to communication
 - Non-verbal communication
 - Business writing
 - Speaking, listening and reading skills
 - Meetings
 - Presentations
 - Work readiness

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2. Anatomy and Physiology

- Cells and tissues
- Skin, hair and nails
- The skeletal system
- Muscles and the muscular system
- The lymphatic system
- The nervous system

3. Professional Salon Skills

- Personal presentation
- Effective communication
- Verbal communication
- Non-verbal communication
- Observation skills
- Communicating and working together
- Written communication
- Salon Services
- Dealing with customer complaints
- The receptionist - communicating telephonically
- Assessment techniques and questioning the client
- Questioning techniques
- Contra-indications
- Contra-actions
- Hygiene and avoiding cross-contamination
- Personal hygiene
- Salon hygiene
- Client hygiene

4. Business and Office Administration

- Office equipment and ergonomics
- Filing systems and record management
- Reception duties
- Dealing with customer queries
- Travel and events management
- How to manage yourself in the workplace
- Banking, cash control and the business information manual

5. Nail Care Theory

- History of nail care
- Anatomy of the hand and foot
- The skin
- Structure of the nail
- Tools, equipment, materials and products
- Manicures
- Pedicures

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6. Excellence in Service: Basic

- Customer service fundamentals
- Customer service skills
- Customer management
- Customer communication

7. Networking for Success

- Understanding successful networking
- Building networking relationships
- Refining your professional presence
- Bell ringing telephone techniques
- Networking via e-mail and the internet
- Networking power of self promotion
- Special networking challenges

8. Entrepreneurship

- Entrepreneurship and small business management in perspective
- Key success factors of entrepreneurs
- Basic business concepts
- The business environment
- Identification of feasible small business ideas
- The development and evaluation of business ideas
- Determining the feasibility of the business idea
- The viability of a business idea
- Perform a viability study for a proposed business idea
- The business plan
- Setting up a business
- Factors to consider when choosing the location of a business

9. Financial Management: Basic

- Basics of accounting
- The accounting cycle
- The income statement
- The balance sheet
- Other financial statements
- Budgeting

10. UV Gel Nails and Decoration

- UV gel nails
- Nail decoration

11. Excellence in Service: Advanced

- Service standards
- Service teams
- Customer loyalty

How is this course assessed?

In order to complete this course successfully, learners will be expected to complete specific assignments AND/OR a Portfolio of Evidence (PoE). There are no exams for this course.

What is a Provider Programme Course?

A provider programme is a course that is developed, curriculated and assessed by The Learning Group. A provider programme carries **no external accreditation** and it has no link to any academic institute. It is a programme intended to provide a learner with knowledge and skills.

A learner is welcome to make reference to his or her successful completion of the provider programme course on his or her CV. Most employers would be happy to see current or potential employees showing interest in improving their skills and knowledge.

According to the *South African Qualifications Authority (SAQA)*, non credit-bearing programmes (such as The Learning Group's provider programmes) can help learners in the following ways:

- They can provide practical or hands-on learning.
- They can increase employability, self-employment opportunities, and mobility within workplaces and sectors.
- They can provide occupationally-directed learning.
- They can contribute towards closing the skills gap as identified in the Workplace Skills Plan, the Sector Skills Plan, and the National Skills Plan.

The Learning Group Diploma in Nail Care is a Provider Programme.

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