

# EFile Training

## Lesson Guide

### Column Explanations (Refer to the following page) –

1. **Lesson Number** – Recommended order of completion. It is not compulsory to complete lessons in this order.
2. **Skill** – The thing we are learning in this session. The Educator or Mentor will demonstrate the skill and you will practice it.
3. **Lessons Required** – Some skills in some modules need more than one 3-hour lesson to complete, for example your first ever set of extensions – you might want to book a morning and afternoon back to back. Some others are fairly quick and you may be able to complete two skills in one session if you are an efficient worker. The number in this column is based on averages however you can work at a slower or faster pace. Do not rush yourself! Note that some sessions say .5, as in POINT 5 – none of them say 5 full sessions, be careful not to misread this.
4. **Complete the Following Lessons First** - You can complete the lessons in the order shown under 'Lesson Number' BUT to make it easier on models and schedules, we also allow you to mix it up to a certain degree. If you plan on mixing it up, please pay careful attention to THIS column 'Complete the following lessons first'. We will be checking your sign off sheet (this sheet) on arrival to make sure you are ready for what you have planned. If you are not ready (have not completed the prerequisite lessons) and are inflexible with being able to swap for another skill, your lesson will be marked incomplete and will need to be rebooked at your own cost (\$90).
5. **Online Learning Prerequisites** – Your Educator will demonstrate the steps in person however you are still required to have done prior learning online before arrival. If you are not ready (have not completed the prerequisite online learning) and are inflexible with being able to swap for another skill or to catch up on the online learning before you start your model, your lesson will be marked incomplete and will need to be rebooked at your own cost (\$90).
6. **Buddy/Model Details** – You can work by yourself on your model OR to save time and take the pressure off, you are welcome to post in our Student Facebook Group and look for a buddy who wants to complete the same skill at the same time, therefore allowing you to work on one hand each of the same model. You are only required to complete 5 nails to have a skill signed off (you will complete 10 when you do your portfolio). Note that you are required to work on a model for at least 80% of your lessons. We do not allow you to work on practice hands – the alternative to a model is your own nails or the nails of your buddy.
7. **Sign Off** – This column is proof of completion.

Lesson Number	Skill	Lessons Required	Complete the following lessons FIRST	Online Learning Prerequisites	Buddy/Model Details	Sign Off (Completed by Educator)	Notes
1	<b><i>Practicing on a Tip</i></b>	.5	This lesson must be completed first	Everything up to and including 'Rebalance from Start to Finish'	N/A	Date: _____ Educator: _____	Must have at least 10 tips prepared with either BIAB, Acrylic, Hard Gel or PolyGel and then three layers of gel polish, all different colours (for example one layer yellow, one layer blue, one layer red, over acrylic)
2	<b><i>Backfill</i></b>	1	1	Everything up to and including 'BIAB Removal'	Model must already have a long Overlay or Extensions (BIAB, Acrylic, hard Gel or PolyGel) with at least 14 days of growth	Date: _____ Educator: _____	2-3 Weekly Maintenance Service.  Must use E-File to remove gel polish, remove lifting, shorten nails and contour file while completing a full backfill service on 10 nails.
5	<b><i>E-File Assessment</i></b>	1	1-2	Everything up to and including 'How to Pass the E-File Assessment'	Model must already have a long Overlay or Extensions (BIAB, Acrylic, hard Gel or PolyGel) with at least 14 days and 2mm of growth	Date: _____ Educator: _____ Score: _____	See criteria under 'How to Pass the E-File Assessment'

### **Free Repeats**

One of the benefits of training at Monaco Nail Academy that you can repeat classes for free within 12 months of course commencement.

*Please note that this only applies after you have completed ALL lessons of a particular module.* You can view the full Terms and Conditions of free repeats at <https://monaco.ac.nz/legal/terms-and-policy/>