

# VTCT Level 1 Award in Basic Make-Up Application

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Accreditation start date: **1 April 2010**  
Credit value: **3**  
Total Qualification Time (TQT): **30**  
Guided learning hours (GLH): **30**  
Qualification number: **500/8872/5**

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## Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
Mandatory units				
UV30339				

# The qualification

## Introduction

The VTCT Level 1 Award in Basic Make-Up Application will enable you to prepare for and carry out basic make-up application, using foundation, concealers, powder, eye products, cheek products and lip products.

You will be able to prepare for make-up, carry out a skin analysis and use consultation techniques. The treatment will also involve checking that the final result is to the satisfaction of the client.

This course is suitable for learners who wish to progress to a make-up course which leads to employment.

## National Occupational Standards (NOS)

Units in this qualification have been mapped to the relevant NOS (where applicable). This qualification is regulated on the Regulated Qualifications Framework.

This qualification is approved and supported by the Hairdressing and Beauty Industry Authority (HABIA), the standard setting body for hair, beauty, nails and spa qualifications.



## Progression

When you have successfully completed this qualification you will have the opportunity to progress to the following VTCT qualifications:

- Level 2 NVQ Diploma in Beauty Therapy General
- Level 2 NVQ Diploma in Beauty Therapy Make-Up

Progression opportunities also exist in the form of specialist VTCT vocationally related qualifications:

- Level 1 Certificate in Beauty Therapy
- Level 1 Diploma in Beauty Therapy
- Level 2 Certificate in Beauty Specialist Techniques
- Level 2 Diploma in Beauty Specialist Techniques
- Level 2 Award in the Art of Photographic Make-Up
- Level 2 Certificate in Cosmetic Make-Up and Beauty Consultancy
- Level 2 Certificate in Cosmetic Make-Up
- Level 2 Certificate in Make-Up and Manicure

# Qualification structure

## Total credits required - 3

All mandatory units must be completed.

### Mandatory unit - 3 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UV30339	J/502/3797	Basic make-up application	3	30

# Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

## Internal assessment

*(any requirements will be shown in the unit)*

Assessment is set, marked and internally quality assured by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external quality assurers.

## External assessment

*(any requirements will be shown in the unit)*

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external quality assurers.

## Assessment explained

VTCT courses are assessed and quality assured by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal quality assurer whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external quality assurer, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external quality assurer.

This record of assessment book is your property and must be in your possession when you are being assessed or quality assured. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



## Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

# Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory unit				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Assignment(s)
UV30339	Basic make-up application	0	✓	✓

# Unit glossary

	Description
<b>VTCT product code</b>	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
<b>Unit title</b>	The title clearly indicates the focus of the unit.
<b>National Occupational Standards (NOS)</b>	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
<b>Level</b>	Level is an indication of the demand of the learning experience, the depth and/or complexity of achievement and independence in achieving the learning outcomes.
<b>Credit value</b>	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
<b>Guided learning hours (GLH)</b>	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Total qualification time (TQT)</b>	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study, or any other form of participation in education or training. This includes assessment, which takes place as directed - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Observations</b>	This indicates the minimum number of observations required to achieve the unit.
<b>Learning outcomes</b>	The learning outcomes are the most important component of the unit, they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
<b>Evidence requirements</b>	This section provides guidelines on how evidence must be gathered.
<b>Maximum service times</b>	The maximum time in which a particular service or practical element must be completed.
<b>Observation outcome</b>	An observation outcome details the practical tasks that must be completed to achieve the unit.
<b>Knowledge outcome</b>	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper or portfolio of evidence.
<b>Assessment criteria</b>	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
<b>Range</b>	The range indicates what must be covered. Ranges must be practically demonstrated in parallel to the unit's observation outcomes.

# UV30339

## Basic make-up application

This unit is about being able to prepare for and carry out basic make-up application using foundation, concealers, powder, eye, cheek and lip products. You will be able to prepare for make-up application, carry out skin analysis and use consultation techniques. The treatment will also involve checking that the final result is to the satisfaction of the client.

Level

**1**

Credit value

**3**

GLH

**30**

Observation(s)

**3**

External paper(s)

**0**



# Basic make-up application

## Learning outcomes

On completion of this unit you will:

1. Be able to prepare for make-up application
2. Be able to carry out make-up application

## Evidence requirements

1. *Environment*  
Evidence for this unit must be gathered in a real or realistic working environment.
2. *Simulation*  
Simulation is not allowed in this unit.
3. *Observation outcomes*  
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least three occasions**.
4. *Range*  
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
6. *Tutor/Assessor guidance*  
You will be guided by your tutor/assessor on how to achieve learning outcomes and ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*  
There is no external paper requirement for this unit.

# Achieving observations and range

## Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

## Maximum service times

The following maximum service times apply to this unit:

Basic make-up application	30 minutes
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## Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.



# Observations

## Outcome 1

### Be able to prepare for make-up application

You can:

- a. Prepare for applying basic make-up
- b. Select products, tools and equipment

*\* May be assessed through oral questioning.*

Observation	1	2	3
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



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## Outcome 2

### Be able to carry out make-up application

You can:

- a. Prepare the face
- b. Apply basic make-up products
- c. Remove basic make-up
- d. Follow safe and hygienic working practices
- e. Communicate and behave in a professional manner

\*May be assessed through oral questioning.

Observation	1	2	3
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



# Range

\*You must practically demonstrate that you have:

<b>Used all consultation techniques</b>	<b>Portfolio reference</b>
Questioning	
Visual	
Reference to client records	
<b>Identified all skin types</b>	<b>Portfolio reference</b>
Oily	
Dry	
Combination	
<b>Carried out all forms of preparation of the client</b>	<b>Portfolio reference</b>
Protection of clothing	
Removal of accessories	
Protection of hair	
<b>Used all types of make-up products</b>	<b>Portfolio reference</b>
Foundation	
Concealers	
Powder	
Eye products	
Cheek products	
Lip products	

\*It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.



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**\*You must practically demonstrate that you have:**

Provided <b>all</b> types of advice	Portfolio reference
Suitable make-up products and their use	
Possible contra-actions and how to deal with them	
Suitable make-up re-application techniques	
Suitable make-up removal techniques	

\*It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

# Knowledge



## Outcome 1

### Be able to prepare for make-up application

You can:	Portfolio reference / Assessor initials*
c. State the factors that could influence the choice of basic make-up products and techniques	
d. State the importance of the preparation procedures for applying basic make-up	
e. State how and when to use products, tools and equipment for basic make-up	

*\*Assessor initials to be inserted if orally questioned.*

*Requirements highlighted in white are assessed in the external paper.*



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## Outcome 2

### Be able to carry out make-up application

You can:	Portfolio reference / Assessor initials*
f. State basic skin types	
g. State the basic structure and function of the skin	
h. State the bone structure of the face	

*\*Assessor initials to be inserted if orally questioned.*

*Requirements highlighted in white are assessed in the external paper.*

# Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

## Outcome 1: Be able to prepare for make-up application

### Management of health and safety

**at work:** Cleaning up spillages, report slippery surfaces, remove/report obstacles, good all round access to trolleys and equipment, sterilise or disinfect tools, equipment, work surfaces, personal protective equipment.

**Manual handling:** Moving stock, lifting, working heights, unpacking, posture, deportment, balance, weight, preserve back, prevent slouching.

**Towels:** Clean for every client, dirty towels in covered bin.

**Employer responsibility:** Current and valid liability insurance, display health and safety rules covering staff, employees, clients and fire evacuation, provide regular training, accurate record keeping, monitoring.

**Hazards:** Something with potential to cause harm, level of responsibility, report, nominated personnel, duty to recognise hazards.

**Risk:** Likelihood of a hazard happening, risk assessment, determine the level of risk, preventative measures, reduce a potentially harmful situation, judgement of salon hazards who, what, level of risk, interpret results, conclusions, record findings, regular reviews.

**Reasons for risk assessment:** Staff, visitor, client health and safety, safe environment, minimising hazards and risks, requirement of legislation.

**Hygiene (general):** Sterilise and sanitise

tools, disinfect work surfaces, cover cuts and abrasions, sanitise therapist's hands before and after treatments, sanitise with sprays and gels, clean towels between clients, dirty towels in covered bin, disposable towels, dispense products with a spatula, pump or spray, disposables used wherever possible, no smoking, personal hygiene, replace loose lids (uncapped bottles and pots).

### Therapist posture and deportment:

Correct posture when sitting, lifting and carrying, working methods to avoid Repetitive Strain Injury (RSI), hand exercises, standing posture (even weight distribution), client comfort, maintain modesty, client correctly positioned to get maximum benefit from treatment, ensure therapist positioning delivers appropriate techniques, appropriate space between client and therapist, prevent injury, optimum results, allow for visual checks.

**Work area:** Clean and hygienic, height adjustable chair, correct posture, correct couch height, lighting, ventilation, noise, music, temperature, ambience, no trailing wires, no obstructions, tools and equipment in a safe working position for therapist.

**Client preparation:** Protect client clothing, client comfort, privacy, modesty, client positioned correctly.

### Communication:

**Verbal –** speaking manner and tone, professional, supportive, respectful, sensitive to client, open questioning related to treatment.



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## Outcome 1: Be able to prepare for make-up application (continued)

**Non-verbal** – eye contact, body language, listening.

**Record keeping:** Accurate appointment systems, stationery, loyalty, rewards, acknowledgement of occasions, consultation record keeping, contra-indications, signatures, refer to existing records, information clear and accurate, logical order (name, address, contact numbers, age range, reason for treatment, occupation, sport/hobbies, medical history, allergies/hypersensitivity, contact lenses, contra-actions, contra-indications, skin sensitivity tests, adaptations and modifications, recommendations, requirement, treatment plan), update record at the end of the treatment, update at each visit, records maintained electronically, paper records.

**Professional appearance:** Clean professional uniform, no jewellery, hair neatly tied back, fringe secured, closed-in footwear, make-up (light day make-up), personal hygiene and cleanliness (shower bath, cover cuts and abrasions, deodorant or antiperspirant, oral hygiene, clean teeth, fresh breath), nails (good condition and maintained), no piercings.

**Professional ethical conduct:** Polite, cheerful and friendly manner, friendly facial expressions, positive attitude, eye contact, open body language, client relations, confidentiality, respect for colleagues and competitors, avoid gossip, pride in work, punctuality, employer and client loyalty.

**Consultation techniques:** Client requirements, client satisfaction, client expectations and aftercare, signatures, visual, manual, question, listen, client card reference, use a range of related terminology linked to basic make-up

application.

**Factors to be considered:** Face shape, eye colour, hair colour, skin colour, type and texture, outfit colour, natural daylight, artificial daylight, occasion, fashion trends, cultural factors.

**Products:** Concealers, foundations, powder, cream or powder blusher, cream or powder eyeshadow, eyeliner, mascara, lipstick, lipgloss, make-up remover, cleansing milk, gel or cream.

**Tools:** Brushes, palette, sponges, headband, tissues, gowns, towels, cotton wool, disposable applicators.

**Equipment:** Chair with head and neck support, tools within easy reach.

**Contra-indications:**

**Example of contra-indications that may prevent treatment** – severe skin conditions, eye infections, conjunctivitis, bacterial infections, infestations, inflammation or swelling of the face, undiagnosed lumps, eye diseases or disorders, positive patch test, hypersensitive skin, bruising, cuts and abrasions.

**Examples of contra-indications that may restrict treatment** – minor bruising, minor eczema, minor psoriasis, minor inflammation of the skin, facial piercing, cold sores, impetigo.



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## Outcome 2: Be able to carry out make-up application

**Skin types:** Oily, dry, combination.

**Application technique for basic make-up:**

**Base preparation** – cleanse, tone, moisturise, conceal, translucent powder, foundation, translucent powder, bronzer if required.

**Eyebrows** – brush through, apply eyebrow powder or pencil, clear mascara.

**Eyes** – apply neutral shadow over area, eye shadow colours, eyeliner, mascara.

**Blusher** – cheek area, highlight, contour.

**Lips** – line, lipstick, lipgloss.

**Examples of possible contra-actions:**

**Allergic reaction to eye products** – sensitivity or burning sensation, remove all products immediately, use eye bath to flush eye, advise client to seek medical advice, maintain records.

**Allergic reaction to skin make-up products** – redness, itching, swelling, rash, burning or stinging, blistering (remove make-up or skin product immediately with suitable remover, clean area with water, advise client to seek medical advice, maintain records).

**Aftercare advice:**

**Removal of make-up** – eye make-up remover on a cotton bud, circular movements from the outer corner of the eye, removal of make-up (cleanse, tone, moisturise).

**Retail products** – make-up ranges for skin tone, colour, skin type, application techniques for home care products.

**Skin:**

**Epidermis** – basal cell layer, prickle cell layer, granular layer, clear layer, horny layer.

**Dermis** – blood and lymph supply, collagen, elastin, hair, sebaceous glands, arrector pili muscle, sweat glands, sensory nerve endings.

**Hypodermis** – fat cells.

**Awareness of the basic functions of the skin** – protection, heat regulation, absorption, secretion, elimination, sensation, formation of vitamin D, melanin production.

**Awareness of the position of major facial bones:** Frontal (forehead), zygomatic (cheek), nasal (nose), mandible (lower jaw), maxillae (upper jaw).