

VTCT Level 2 Award in Body Art Design

Accreditation start date:	1 August 2010
Credit value:	4
Total Qualification Time (TQT):	40
Guided learning hours (GLH):	30
Qualification number:	500/8646/7

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 unit				
UV20423				

The qualification

Introduction

The VTCT Level 2 Award in Body Art Design will enable you to design and apply body art using a variety of body paints, body gems, glitters, sequins and other adornments.

You will learn about the creative process and how to develop and present a mood board.

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.

Prerequisite

Learners who wish to undertake this qualification must also achieve the VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) for Make-up Services qualification or a regulated equivalent.



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 Make-Up

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

- Level 2 Diploma in Hair and Media Make-Up
- Level 2 Diploma in Beauty Specialist Techniques
- Level 2 Award in Mendhi Skin Decoration

Qualification structure

Total credits required - 4

All mandatory units must be completed.

Mandatory unit - 4 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UV20423	A/601/3570	Body art design	4	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 qualifications 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 units				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Assignment(s)
UV20423	Body art design	0	✓	✓

Unit glossary

	Description
VTCT product code	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
Unit title	The title clearly indicates the focus of the unit.
National Occupational Standards (NOS)	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
Level	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.
Credit value	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.
Guided learning hours (GLH)	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.
Total Qualification Time (TQT)	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.
Observations	This indicates the minimum number of observations required to achieve the unit.
Learning outcomes	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.
Evidence requirements	This section provides guidelines on how evidence must be gathered.
Maximum service times	The maximum time in which a particular service or practical element must be completed.
Observation outcome	An observation outcome details the practical tasks that must be completed to achieve the unit.
Knowledge outcome	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.
Assessment criteria	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.
Range	The range indicates what must be covered. Ranges must be practically demonstrated in parallel to the unit's observation outcomes.

UV20423

Body art design

This unit is about designing body art. You will learn how to develop a mood board and the most effective ways of presenting a mood board. You will also learn about the products and equipment used to create a 2D image on a 3D surface.

Level

2

Credit value

4

GLH

30

Observation(s)

2

External paper(s)

0



Body art design

Learning outcomes

On completion of this unit you will:

1. Be able to prepare for body art design
2. Be able to provide body art design

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 two 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

There are no maximum service times that apply to this unit.

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 body art design

You can:

- a. Prepare yourself, the client and work area for a body art design
- b. Use suitable consultation techniques to identify treatment objectives
- c. Identify influencing factors
- d. Provide clear recommendations to the client based on factors

** May be assessed through oral questioning.*

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



Outcome 2

Be able to provide body art design

You can:

- a. Communicate and behave in a professional manner
- b. Position yourself and the client correctly throughout the treatment
- c. Select and use products, techniques and equipment taking into account identified factors
- d. Apply body art designs
- e. Follow safe and hygienic working practices
- f. Identify contra-actions and take appropriate action during treatment
- g. Provide suitable aftercare advice
- h. Complete the treatment to the satisfaction of the client
- i. Evaluate the results of the treatment with the client

*May be assessed through oral questioning.

Observation	1	2	<i>Optional</i>
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Range

*You must practically demonstrate that you have:

Used all the design planning techniques	Portfolio reference
Mood board	
Template designs	
Used all the body art products	Portfolio reference
Body paints	
Adornments	
Provided all types of advice	Portfolio reference
Suitable removal techniques	
Avoidance of activities which may cause contra-actions	

*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

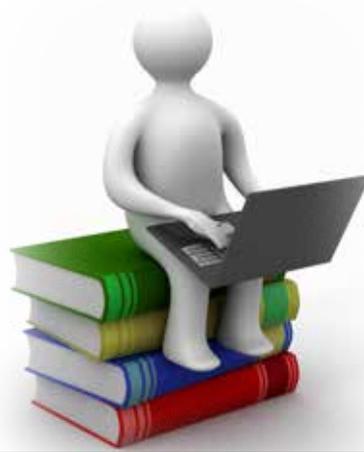
Achieving knowledge outcomes

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 body art design

You can:	Portfolio reference/ Assessor initials*
e. Produce a mood board	
f. Describe the salon's requirement for preparing yourself, the client and work area	
g. Identify different consultation techniques used to identify treatment objectives	
h. Describe the factors that need to be considered when selecting techniques and equipment	
i. Describe the environmental conditions suitable for body art design	
j. Describe the safety considerations that must be taken into account when applying a body art design	
k. Identify the range of equipment used for body art design	
l. Identify products used and their key ingredients	
m. Outline the purpose of a mood board	
n. State how to develop a mood board	
o. Describe ways of effectively presenting a mood board	
p. State the key principles behind creating a 2D image which is suitable for adaptation to a 3D surface	
q. State the importance of keeping areas of the body covered unless they are being worked on	
r. Describe contra-indications that prevent or restrict body art design	

*Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.



Outcome 2

Be able to provide body art design

You can:	Portfolio reference/ Assessor initials*
j. Describe how to communicate and behave in a professional manner	
k. State the importance of positioning yourself and the client correctly throughout the treatment	
l. Describe safe and hygienic working practices	
m. Describe the contra-actions which might occur during and following the treatment and how to respond	
n. Describe the aftercare advice that should be provided	
o. State the importance of completing the treatment to the satisfaction of the client	
p. State the methods of evaluating the effectiveness of the treatment	

*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 body art design

Management of health and safety at work:

Clean up spillages, report slippery surfaces, remove/report obstacles, ensure good all round access to trolleys and equipment, sterilise/disinfect (tools, equipment and work surfaces), wear personal protective equipment.

Manual handling – moving stock, lifting, working at heights, unpacking, posture, deportment, balance weight, preserve back, prevent slouching.

Towels – clean for every client, place dirty towels in covered bin.

Reporting of injuries, diseases and dangerous occurrences – accident book, reporting diseases, local bye-laws, code of conduct, risk assessment.

Control of substances hazardous to health regulations – replace lids, ensure ventilation for vapour and dust, avoid overexposure to chemicals, use chemicals correctly, follow storage/handling/use/disposal, correctly dispose of contaminated waste/products (in a closed top bin), check end date on packaging, store away from heat/damp/direct sunlight, follow relevant manufacturer's instructions, no smoking, eating or drinking.

Health and safety legislation: Data protection, electricity at work, employers' liability (compulsory insurance), fire precautions, first aid at work, health and safety at work, local government miscellaneous provisions, occupiers' liability, local bye-laws.

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, place dirty towels in covered bin, use disposable towels, dispense products with a spatula/pump/spray, use disposables wherever possible, no smoking, personal hygiene, replace loose lids (uncapped bottles and pots).

Disposal of waste – single use items, pedal bin with a liner, spillages and unused chemicals, contaminated waste, hazardous waste, environmental protection.

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 technician positioning delivers appropriate techniques, appropriate space between client and technician, 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 make-up artist.

Client preparation: Protect client clothing,



Outcome 1: Be able to prepare for body art design (continued)

ensure client positioned correctly and comfortably, respect privacy and modesty, ensure only areas being worked on are exposed to avoid client discomfort.

Communication:

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

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, accurate and in 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, requirements, treatment plan), update record at the end of the treatment, update at each visit, maintained electronically, paper records.

Professional appearance: Clean professional uniform, closed-in footwear, no jewellery, no piercings, hair (neatly tied back, fringe secured), 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).

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, take pride in work, punctuality, employer and client loyalty.

Research techniques: Use of mood board, pictorial research, body designs, sketches, books, magazines, internet, specialised trade magazines, lighting, exhibitions, museums, music videos/ TV channels, historical research, films, musicals, theatre, research art books, album covers, sculpture, statues, cartoon characters, tattoo designs and colours that co-ordinate well.

Presentation of mood board: Development journal, pictorial research, sketches, design plans, facial, body designs, annotations, physical images of media and special effects, make-up undertaken, record of techniques.

Consultation techniques: Client requirement, make-up artist recommendations for design of face and body art, planning, use of mood board, pictorial research, face designs, body designs, sketches, photographs of test designs, client expectations and aftercare, signatures of client and make-up artist, cleanse treatment area to identify condition of skin, question, listen, client card reference, use a range of related terminology linked to media make-up application.

Treatment objectives: Apply, design body art, agree product choice, water-based, cream-based, colour range/selection, suitable techniques to meet design brief, skin condition, skin type, skin tone, skin colour, parts of body to be included, age, environmental factors, realistic



Outcome 1: Be able to prepare for body art design (continued)

outcome, additional services, client's needs, suitability, duration, cost, required resources, additional props, accessories, products to complete the design plan, adaptability.

Recommendations to client: Discuss/explain the process, solvents, latex, expected design/image, client skin sensitivity test for solvents and make-up if necessary.

Skin sensitivity tests: 24-48 hours before treatment (if history of allergy).

Record results of skin sensitivity test: All products used and where on the body they are placed, record on client record card, client signature and date.

Interpret results of skin sensitivity test:

Positive – red, itchy, irritated, swelling, and sore.

Negative – no change to skin.

Carrying out patch test: Cleanse area (either crook of elbows or behind ears), apply each product to the area with a cotton bud, allow to dry, leave on minimum of 24 hours, explain positive and negative reactions, remove product with damp cotton wool, if positive reaction experienced record products used and where placed, on the record card with date.

Importance of test: To prevent allergic reaction, invalidation of insurance policy if not carried out, always follow manufacturer's instructions.

Examples of contra-indications that may prevent treatment: Broken skin, unhealed wounds, severe skin conditions, skin disorders or diseases, bacterial infections, inflammation or swelling of the skin, undiagnosed lumps or swellings,

hypersensitive skin, severe bruising, cuts and abrasions, allergies to products, hair lice and infestations.

Examples of contra-indications that may restrict treatment: Minor bruising, minor inflammation of the skin, facial piercing(s).



Outcome 2: Be able to provide body art design

Products for body art design: Cleanser, moisturiser, toner, barrier cream, hand sanitiser.

Examples of body paints (choice is optional): Aqua colours, water-soluble paints, cream aqua colours (richer in texture, cover and blend well), supra colours (grease based paints), aquarelle colours (fine paints for intricate detail), tattoo inks (waterproof), liquid brightness (gives large scale cover with a sheen).

Examples of optional products to create more detailed effects:

Fullers earth – to give texture.

White pencil – to draw outline sketches.

Masking/surgical tape – to achieve straight lines.

Gold/silver/copper leaf – to give texture and finish.

Latex – to give a wet look appearance.

Adornments – glitters, gels, iridescent powders, sequins, beads, rhinestones, zips, trimmings, buttons.

Poster paint – ready mixed, child friendly.

Examples of other equipment and materials for body art design: Templates, stencils, make-up brushes, rollers, paint pads, disposable applicators, palette, spatula, protective apron, sponges, powder puffs, mirror, towels, tissues, cotton pads/buds, bowls, wet wipes, face wipes, shower gel, towels, barrier cream, spirit gum, spirit gum remover, mineral oil, petroleum jelly, notebook, pencil, camera.

Techniques for body art design: Corrective, colour corrective, blending, highlighting, shading, sculpting, concealing, camouflage, good selection of brushes

suitable for the areas you are painting, build-up background colours with large brushes/mini rollers/paint pads/sponges, change your water bowls regularly and fill with warm water, use masking or surgical tape to create straight lines, use a white eyeliner pencil to sketch your design on first, paint the front sections first so that the model can sit down as he/she will need to stand for the back areas, keep the designs large enough for full scale.

3D effects (optional) – use products such as fullers earth, glitter, trimmings, zips, buttons, sequins (to create a 3D effect), if using latex to achieve a wet look appearance use a cheap brush that you can throw away afterwards, do not apply latex directly on top of any body hair.

Preparation for body art design: Cutting out stencils, attachments, transfers, cover chairs with plastic bin liners and place a towel over (for the model to sit on), place one towel on the floor (for the model to stand on), warm room, offer warm drinks on a regular basis, private area, provide gown or large towel, prepare the skin using a moisturiser or barrier cream, if you are using latex over areas where there is body hair you must glue the hair down first, shower facilities, client modesty.

Aftercare advice: Remove all adornments, glitters, tattoo inks, remove any latex using a mineral oil to loosen the edges, remove any spirit gum with spirit gum remover, provide shower gel, body cream and fresh towels.

Examples of possible contra-actions: Allergies to adhesives, latex directly onto the skin (sensitivity or burning sensation), action response to allergic reaction (remove all products immediately, use eye



Outcome 2: Be able to provide body art design (continued)

bath to flush eye, seek medical advice if necessary), all reactions and actions taken recorded on record card, other possible contra-actions include redness, itching, swelling, rash, burning, stinging or blistering.

Evaluation and client satisfaction: Client satisfaction, self evaluation, professional development, verbal feedback, written feedback, photographic evidence, published work, reputation.

Notes

Use this area for notes and diagrams