

VTCT Level 3 NVQ Award in Fashion and Photographic Make-Up

Operational start date:	1 November 2011
Credit value:	8
Total Qualification Time (TQT):	80
Guided learning hours (GLH):	68
Qualification number:	600/3378/2

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				
UB30B11				

The qualification

Introduction

This qualification is about developing your creative make-up skills for fashion and photographic work in a way that enhances your own professional profile. The ability to research, plan and create a range of make-up looks to a given brief, in conjunction with others, is required in this qualification. The ability to evaluate the results against the design brief is also required.

To carry out this qualification you will need to maintain effective health, safety and hygiene throughout your work. You will also need to communicate the design concepts effectively with others involved in the project.

The main outcomes of the qualification are:

1. Plan and design a range of make-up looks
2. Produce a range of make-up looks
3. Evaluate your results against the design brief

National Occupational Standards (NOS)

This qualification has been mapped to the relevant NOS, and 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.

Prerequisites

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.

Your centre will have ensured that you have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.



Progression

On completion of this qualification you may choose to undertake further study; qualifications you could progress to include:

- VTCT Level 3 NVQ Diploma in Beauty Therapy Make-Up

Qualification structure

Total credits required - 8

All mandatory units must be completed.

Mandatory unit - 8 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UB30B11	J/600/9005	Design and create fashion and photographic make-up	8	68

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 verified 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 have been learned. 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 the 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 the 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)	Observations	Portfolio of Evidence
UB30B11	Design and create fashion and photographic make-up	1	✓	✓

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 specified by Habia 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.

UB30B11

Design and create fashion and photographic make-up

This unit is about developing your creative make-up skills for fashion and photographic work in a way that enhances your own professional profile. The ability to research, plan and create a range of make-up looks to a given brief, in conjunction with others is required, as is the ability to evaluate the results against the design brief.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to communicate the design concepts effectively with others involved in the project.

NOS

B11

Level

3

Credit value

8

GLH

68

Observations

4

External paper(s)

1

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Design and create fashion and photographic make-up

Learning outcomes

On completion of this unit you will:

1. Be able to plan and design a range of make-up looks
2. Be able to produce a range of make-up looks
3. Be able to evaluate results against the design plan objectives
4. Understand how to communicate about fashion and photographic make-up
5. Understand health and safety related to fashion and photographic make-up
6. Understand the importance of planning and problem solving when designing and creating fashion and photographic make-up
7. Understand how to design and develop make-up looks
8. Understand how to evaluate fashion and photographic make-up looks

Evidence requirements

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for designing and creating fashion and photographic make-up.
3. Your assessor will observe your performance when creating fashion and photographic make-up looks on **at least 4 separate occasions**.
4. From the range, you must show that you have:
 - produced looks for all the types of activities
 - created all the types of looks
 - addressed all the resource needs
 - involved at least **2 of the 7** relevant persons*
 - used all the make-up application techniques
 - considered **all of the** additional media*

*** NOTE: For this particular unit, knowledge evidence need not be produced for the remaining items in the range.**
5. It is likely most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present.
6. Knowledge and understanding in this unit will be assessed by an external paper. The criteria that make up this paper are highlighted in white throughout this unit. **There is one external paper that must be achieved.**

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 must be practically demonstrated as part of an observation. Your assessor will document the portfolio reference once a range has been competently achieved.



Observations

Outcome 1

Be able to plan and design a range of make-up looks

You can:

- a. Outline contractual arrangements with the relevant person(s) prior to commencing your design plan
- b. Identify the intended activities for which the make-up is required
- c. Use suitable sources of information to research and create design themes
- d. Create a design plan which includes:
 - objectives to meet the client's needs
 - mood boards for the look(s) required
 - budgetary constraints
 - resources
 - risk assessment
 - foreseeable problems and ways of resolving them
 - lighting requirements
 - additional media
- e. Confirm the design plan with the relevant person(s)

** May be assessed through oral questioning.*

Observation	1	2	3	4
Criteria questioned orally				
Date achieved				
Portfolio reference				
Learner signature				
Assessor initials				



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Outcome 2

Be able to produce a range of make-up looks

You can:

- a. Prepare the work environment to meet legal, hygiene and application requirements
- b. Prepare suitable equipment, materials and products for the make-up application
- c. Position the client and yourself to minimise fatigue and risk of injury to meet the needs of the service
- d. Identify contra-indications or restrictions to the make-up application*
- e. Use suitable make-up application techniques for the agreed design brief
- f. Apply false lashes to enhance the final design look, if required *
- g. Use and manage resources within the limits of own authority, according to the design plan
- h. Communicate with relevant person(s) throughout the make-up activities
- i. Adapt the agreed design plan to meet any changes to the original brief
- j. Confirm that the finished make-up look(s) meets the design brief *

*May be assessed through oral questioning.

Observation	1	2	3	4
Criteria questioned orally				
Date achieved				
Portfolio reference				
Learner signature				
Assessor initials				



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Outcome 3

Be able to evaluate results against the design plan objectives

You can:

- a. Gather feedback from the client on the level of success in meeting the design brief
- b. Evaluate the client's feedback and own performance against the objectives, identifying improvements

* *May be assessed through oral questioning.*

Observation	1	2	3	4
Criteria questioned orally				
Date achieved				
Portfolio reference				
Learner signature				
Assessor initials				

Range



You must practically demonstrate that you have:

Produced looks for all the types of activities	Portfolio reference
Photographic - black and white	
Photographic - colour	
Fashion shows	
Created all the types of looks	Portfolio reference
Period	
Fantasy	
High fashion	
Catwalk	
Bridal	
Commercial	
Addressed all the resource needs	Portfolio reference
Tools and equipment	
Products	
Time	
People	



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You must practically demonstrate that you have:

Involved at least 2 of the 7 relevant persons	Portfolio reference
Photographer	
Art director	
Make-up designer	
Hair designer	
Clients	
Artistes	
Stylists	
Nail technician	
Used all the make-up application techniques	Portfolio reference
Precision base application	
Highlighting and shading	
Concealing	
Blending	
Stippling	
Precision application of eye products	
Precision application of lip products	
Colour mixing	
Stencilling	
Body make-up	



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You must practically demonstrate that you have:

Considered all of the additional media	Portfolio reference
Accessories	
Clothes	
Hair	
Nails	

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.

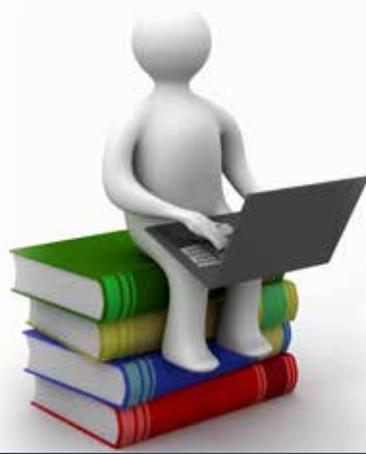
Achieving the external paper

The external paper will test your knowledge of the criteria highlighted in white. **A pass mark of 70% must be achieved.** Criteria not achieved will be identified to your tutor/assessor. You will then be orally questioned or asked to produce other forms of evidence as **all unit criteria must be achieved.**

Your assessor will complete the table below when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

Knowledge



Outcome 4

Understand how to communicate about fashion and photographic make-up

You can:	Portfolio reference / Assessor initials*
a. Explain how to communicate and present the design plan to the client	
b. Explain how to use consultation techniques to meet the needs of different client groups	
c. Explain the importance of confidentiality and the consequences if it is not maintained	
d. Explain how to adapt contributions to suit different purposes and situations	
e. Explain ways to move the discussion forward	
f. Explain the importance of confirming the client's understanding	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.



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Outcome 5

Understand health and safety related to fashion and photographic make-up

You can:	Portfolio reference / Assessor initials*
a. Clarify the potential hazards to consider when working at any venue	
b. Explain the steps that should be taken to minimise risks when working at any venue	
c. Explain how local bye-laws and legislation may limit the use of products, tools and equipment	
d. Explain health and safety procedures applicable to any venue	
e. Explain health and safety requirements associated with make-up techniques	
f. Explain the importance of recognising contra-indications and restrictions to the 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 6

Understand the importance of planning and problem solving when designing and creating fashion and photographic make-up

You can:	Portfolio reference / Assessor initials*
a. Explain the steps that should be taken to ensure adequate personal insurance	
b. Explain the importance of agreeing contractual arrangements prior to commencing the design plan	
c. Explain how to create a make-up design plan	
d. Explain the importance of detailed and accurate planning	
e. Explain the importance of communicating and agreeing design plans	
f. Explain the importance of setting and working to a budget	
g. Explain the importance of specifying resource needs accurately	
h. Critically compare the different types of lighting and camera effects and how this may affect the design plan	
i. Explain how venue requirements can affect plans	
j. Explain how to interpret and use a show running order	
k. Explain the common problems associated with photographic shoots, fashion shows and client specifications	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.



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Outcome 7

Understand how to design and develop make-up looks

You can:	Portfolio reference / Assessor initials*
a. Explain the basic principles of design, scale and proportion when creating a look	
b. Explain the principles of colour theory	
c. Evaluate how different types of lighting and camera effects impact on the make-up	
d. Critically compare the characteristics of iconic period make-up looks from the past	
e. Evaluate how different cultures have influenced make-up fashion trends	
f. Clarify sources of research information and how to access and evaluate them	
g. Explain how to prepare and adapt the venue's working environment	
h. Summarise the different types of make-up techniques and how to use them	
i. Explain the main components of past and present make-up products	
j. Explain how to replicate historical looks safely to meet present-day standards	
k. Clarify how to select and obtain make-up, products and equipment for the design plan	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.



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Outcome 7 (continued)

Understand how to design and develop make-up looks

You can:	Portfolio reference / Assessor initials*
l. Explain ways in which additional items and media can be used to complement the overall design plan	
m. Explain ways of adapting the product and make-up selection to suit changing circumstances	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.



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Outcome 8

Understand how to evaluate fashion and photographic make-up looks

You can:	Portfolio reference / Assessor initials*
a. Explain why it is important to evaluate own performance	
b. Explain the areas on which feedback should be collected	
c. Explain ways of seeking and using constructive feedback	
d. Explain ways of identifying opportunities for improvement	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.

Notes

Use this area for making notes and drawing diagrams