

VTCT Level 3 Diploma in Fashion, Theatre and Media Hair and Make-up Studies

Operational start date: **1 April 2013**
Credit value: **45**
Total Qualification Time (TQT): **450**
Guided learning hours (GLH): **333-393**
Qualification number: **600/8761/4**

Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements (if/where applicable) 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				
UV30406				
UV30409				
UV30431				
UV30441				
Optional units				

The qualification

Introduction

The VTCT Level 3 Diploma in Fashion, Theatre and Media Hair and Make-up is a technical level qualification that provides you with the knowledge, understanding and skills to work as a make-up artist.

The content of this qualification is comprised of all the required elements to enable you to work effectively as a make-up artist including airbrush make-up for the face, camouflage make-up, fashion and photographic make-up and media make-up. These units are all mandatory.

You also have the opportunity to undertake a wide range of optional units to enhance your practical skills in both hair and make-up application/beauty techniques. These include face and body art, mehndi skin decoration, applying prosthetic pieces, styling and fitting postiche, wig services and fantasy hair design, production arts planning and many more related units.

National Occupational Standards (NOS)

Units in this qualification have been mapped to HABIA National Occupational Standards (NOS) for make-up and are supported by the UK and Ireland's largest and leading professional association representing beauty therapists and make-up artists, the Federation of Holistic Therapists (FHT). The FHT was founded in 1962 and represents 20,000 members in the industry.

This qualification is also supported by the British Association of Beauty Therapy and Cosmetology (BABTAC) a leading professional association representing beauty therapists and make-up artists in the UK since 1977.

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

This qualification leads to a variety of career opportunities to work as a make-up artist, including:

- Beauty salons
- Independent/self-employed/mobile/home-based settings
- Theatre, film, print media, photographic studios
- National Health Service
- Product manufacturing and training
- Hospitals/care homes

Whilst this qualification's primary purpose is to prepare you for employment as a make-up artist, you may choose to complement your skills and knowledge base by undertaking higher level qualifications in related areas such as:

- VTCT Level 4 Certificate in Salon Management
- VTCT Level 4 Diploma in Salon Management

Qualification structure

Total credits required - 45 (minimum)

All mandatory units must be completed. All 45 credits must be achieved, a minimum of 25 credits must be at Level 3 or above.

Mandatory units - 25 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH	Level
UV30406	R/601/3932	Apply airbrush make-up to the face	4	27	3
UV30409	D/601/4355	Camouflage make-up	7	60	3
UV30431	T/601/3566	Media make-up	7	60	3
UV30441	M/601/5509	Fashion and photographic make-up	7	66	3



Optional units - 20 (minimum) credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH	Level
UV30558	M/601/9432	Apply prosthetic pieces and bald caps	6	40	3
UV20444	H/601/5491	Design and apply Mendhi skin decoration	4	34	2
UV30440	J/601/5466	Design and apply face and body art	6	51	3
UV30571	M/600/0136	Production arts planning	10	60	3
UV30436	R/601/5339	Style and fit postiche	7	60	3
UV30572	K/502/5624	Fantasy hair design for performers	10	60	3
UV30451	R/601/4465	Provide self tanning	3	25	3
UV30557	R/601/9441	Create and cast small prosthetic pieces and bald caps	6	40	3
UV30426	D/601/3562	Apply individual permanent lashes	4	38	3
UV20499	J/600/8632	Create an image based on a theme within the hair and beauty sector*	7	60	2
UV20437	J/601/4222	Apply make-up	5	41	2
UV20438	L/601/4223	Instruction on make-up application	5	34	2
UV20503	A/601/5366	Wig services	5	40	2
UV21365	L/502/4823	2D visual communication	5	30	2
UV30342	Y/502/3805	Plaiting and twisting hair	3	30	1
UV10345	Y/502/3979	The art of dressing hair*	5	30	2
UV30496	R/600/8634	Style and dress hair using a variety of techniques	7	60	3
UV30498	H/600/8637	Creative hairdressing design skills	8	60	3
UV30500	K/600/8638	Make and style a hair addition	7	60	3
UV20419	F/601/3554	Provide eyelash and brow treatments	4	36	2

*Units UV20499 and UV10345 cannot be selected as part of the same qualification.

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)	Portfolio of Evidence
UV30406	Apply airbrush make-up to the face	1	✓	✓
UV30409	Camouflage make-up	2	✓	✓
UV30431	Media make-up	0	✓	✓
UV30441	Fashion and photographic make-up	1	✓	✓



Optional units

		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Portfolio of Evidence
UV30558	Apply prosthetic pieces and bald caps	0	✓	✓
UV20444	Design and apply Mendhi skin decoration	0	✓	✓
UV30440	Design and apply face and body art	0	✓	✓
UV30571	Production arts planning	0	✓	✓
UV30436	Style and fit postiche	0	✓	✓
UV30572	Fantasy hair design for performers	0	✓	✓
UV30451	Provide self tanning	1	✓	✓
UV30557	Create and cast small prosthetic pieces and bald caps	0	✓	✓
UV30426	Apply individual permanent lashes	1	✓	✓
UV20499	Create an image based on a theme within the hair and beauty sector	0	✓	✓
UV20437	Apply make-up	2	✓	✓
UV20438	Instruction on make-up application	0	✓	✓
UV20503	Wig services	1	✓	✓
UV21365	2D visual communication	0	✗	✓
UV30342	Plaiting and twisting hair	0	✓	✓
UV10345	The art of dressing hair	1	✓	✓
UV30496	Style and dress hair using a variety of techniques	1	✓	✓
UV30498	Creative hairdressing design skills	0	✓	✓
UV30500	Make and style a hair addition	0	✓	✓
UV20419	Provide eyelash and brow treatments	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.
Guiding 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 competent observations, per outcome, 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 times specified by Habia in which a particular service or practical element must be completed.
Observation outcome	An observation outcome details the tasks that must be practically demonstrated 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, a portfolio of evidence or other forms 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 with the unit's observation outcomes.

UV30406

Apply airbrush make-up to the face

This unit is about applying airbrush make-up to the face and body. You will need to show that you can carry out a variety of airbrush make-up designs and techniques, and you will learn how to use a range of airbrush products.

Level

3

Credit value

4

GLH

27

Observation(s)

4

External paper(s)

1



Apply airbrush make-up to the face

Learning outcomes

On completion of this unit you will:

1. Be able to plan and prepare for airbrush make-up application
2. Be able to apply airbrush make-up

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 four 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*
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.

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.

Maximum service times

The following maximum service times apply to this unit:

Full face straight airbrush make-up	30 minutes
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Observations

Outcome 1

Be able to plan and prepare for airbrush make-up application

You can:

- a. Prepare yourself, client and work area for airbrush make-up
- b. Use suitable consultation techniques to identify treatment objectives
- c. Carry out skin analysis
- d. Provide clear recommendations to the client
- e. Select products, tools and equipment to suit client treatment needs, skin type and conditions

** May be assessed through oral questioning.*

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



Outcome 2

Be able to apply airbrush make-up

You can:

- a. Communicate and behave in a professional manner
- b. Follow health and safety working practices
- c. Position yourself and the client correctly throughout the treatment
- d. Use products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions
- e. Complete the treatment to the satisfaction of the client
- f. Record and evaluate the results of the treatment
- g. Provide suitable aftercare advice

**May be assessed through oral questioning.*

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



Range

*You must practically demonstrate that you have:

Used all types of airbrush make-up	Portfolio reference
Silicone based	
Water based	
Used all consultation techniques	Portfolio reference
Questioning	
Visual	
Manual	
Created a minimum of 4 airbrush designs	Portfolio reference
Contouring	
Tattooing	
3D	
High fashion	
Fantasy	
Full face straight make-up	
Covered all areas of airbrush application	Portfolio reference
Face	
Hair	
Dealt with a minimum of 1 of the necessary actions	Portfolio reference
Encourage the client to seek medical advice	
Explain why the service cannot be carried out	
Modification of the service	

*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.



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

Used all resources	Portfolio reference
Masking tape	
Stencils	
Brushes	
Used all airbrushing techniques	Portfolio reference
Colour fading	
Blending	
Highlighting and shading	
Stencilling	
Masking	
Freehand	
Pulsing	
Back bubbling	
Even colour washing	
Given all types of advice	Portfolio reference
Suitable make-up removal techniques	
Expected longevity of make-up	
Activities to avoid	

*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.

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 following table when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

Knowledge



Outcome 1

Be able to plan and prepare for airbrush make-up application

You can:	Portfolio reference / Assessor initials*
f. Develop airbrush make-up design plans using research material and resources	
g. Explain the importance of preparing and developing airbrush make-up design plans	
h. Describe salon requirements for preparing yourself, the client and work area	
i. Describe the environmental conditions suitable for airbrush make-up treatment	
j. Describe the different consultation techniques used to identify treatment objectives	
k. Explain the importance of carrying out a detailed skin analysis and relevant tests	
l. Describe how to select products, tools and equipment to suit client treatment needs, skin type and conditions	
m. Explain the contra-indications that prevent or restrict airbrush make-up treatment	

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

Requirements highlighted in white are assessed in the external paper.



Outcome 2

Be able to apply airbrush make-up

You can:	Portfolio reference / Assessor initials*
h. Explain how to communicate and behave in a professional manner	
i. Describe health and safety working practices	
j. Explain the importance of positioning yourself and the client correctly throughout the treatment	
k. Explain the importance of using products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions	
l. Describe how treatment can be adapted to suit client treatment needs	
m. State the contra-actions that may occur during and following treatments and how to respond	
n. Explain the importance of completing the treatment to the satisfaction of the client	
o. Explain the importance of completing treatment records	
p. Describe the methods of evaluating the effectiveness of the treatment	
q. Describe the aftercare advice that should be provided	
r. Describe the different skin types and conditions	
s. Describe the structure and function of the skin	

**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 plan and prepare for airbrush application

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.

Electricity at work: Checking/visual check of equipment, no trailing wires, portable appliance testing.

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

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

Liability insurance: Employer's, public, professional indemnity.

Reporting of injuries, diseases and dangerous occurrences: Accident book, reporting diseases, local byelaws, code of conduct, risk assessment.

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

Health and safety legislation: Data protection, electricity at work, employer's

liability (compulsory insurance), fire precautions, first aid at work, health and safety at work, local government miscellaneous provisions, occupier's liability, local byelaws.

Regulations: Control of substances hazardous to health, management of health and safety at work, manual handling, personal protective equipment, reporting of injuries, diseases and dangerous occurrences, workplace (health and welfare).

Hazards and risks: A hazard is something that has the potential to cause harm. A risk is the likelihood of a hazard happening.

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, requiring immediate attention, level of responsibility, report, nominated personnel, duty to recognize/deal with hazards.

Equipment: Only used for intended purpose, safe usage, handling, storage, cleaning, lifting, visual checks, worn, faulty, repairs, maintenance, portable appliance testing, correct disposal of contaminated waste, records.

Security (cash): Staff training, point of sale, regular banking, in transit.



Outcome 1: Be able to plan and prepare for airbrush application (continued)

Security (people): Staff, clients, visitors, children, personal belongings, systems (security, emergency evacuation, storage, client records, business information).

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 is at risk, level of risk, interpret results, conclusions, record findings, regular reviews.

Reasons for risk assessment: Staff, visitors and client health and safety, safe environment, minimise 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, place dirty towels in covered bin, use disposable towels, dispense products with a spatula, pump or spray, use disposables wherever possible, no smoking, personal hygiene, replace loose lids (uncapped bottles and pots).

Disinfection – heat or chemical methods, bactericides, fungicides, viricides, UV cabinet for storage only.

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

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 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, natural or artificial light, time of day, if working outside then protection from direct sunlight, wind and rain, privacy of work area.

Client preparation: Protect client clothing, ensure client positioned correctly and comfortably, respect privacy and modesty.

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



Outcome 1: Be able to plan and prepare for airbrush application (continued)

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.

Consultation techniques: Client requirements, client satisfaction, client expectations and aftercare, signatures, visual, manual, listen, client card reference.

Treatment objectives: Improved skin condition, lymphatic drainage, relaxation, client needs and suitability, realistic outcome, client agreement, duration and frequency of treatments, further treatments.

Research techniques: For design of make-up, use of mood board, pictorial research, face designs, sketches, books, magazines, internet, specialised trade magazines, lighting, exhibitions, museums, music videos/TV channels, street fashion, historical research, films, musicals, theatre.

Treatment objectives: Apply, design airbrush make-up, agree product choice (water based, alcohol based, silicone based), colour range/selection, suitable

techniques to meet design brief, skin condition, skin type, skin tone, skin colour, facial features, age, environmental factors, realistic outcome, additional services, client needs, suitability, duration, cost, required resources, additional props, accessories, products to complete the design plan, adaptability.

Explain to client: Application process, air pressure, expected design/image, skin sensitivity test for make-up if necessary.

Skin sensitivity tests: 24-48 hours before treatment.

Record results of skin sensitivity test: All products (and where on the body they are placed) recorded on 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 reaction, removal of product with damp cotton wool.

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

Contra-indications:

Examples of contra-indications that may prevent treatment – skin disorders such as bacterial (impetigo), viral (herpes simplex), fungal (tinea), systemic medical conditions, conjunctivitis, severe skin



Outcome 1: Be able to plan and prepare for airbrush application (continued)

conditions and eye infections, boils, herpes zoster and warts, parasitic infections (scabies), severe bruising, undiagnosed lumps or swelling, sunburn.

Examples of contra-indications that may restrict treatment – respiratory problems, skin allergies, cuts, abrasions, bruising, styes, claustrophobia, facial piercing, minor eczema, minor psoriasis, sunburn.



Outcome 2: Be able to apply airbrush make-up

Products for airbrush make-up:

Cleanser, moisturiser, toner, hand sanitiser, airbrush make-up, silicone/water/alcohol based, selection of colours, powders, concealers, eyeliner pencil, gel/liquid, mascaras, lip pencils, lipstick, lip stains, lip tint, lip gloss.

Equipment for airbrush make-up:

Airbrush gun, lead, compressor, cleaners, alcohol based make-up, aqua based make-up, warm water (silicone based make-up), templates, stencils, eyebrow stencils, make-up brushes, disposable applicators, palette, spatula, face masks, goggles, protective apron, sponges, powder puffs, face wipes, mirror, towels, tissues, cotton pads/buds, bowls, notebook, pencil, camera.

Techniques for airbrush make-up:

Check air pressure is set at correct level, corrective, colour corrective, blending, highlighting, shading, sculpting, concealing, camouflage.

Aqua base – matt finish.

Silicone base – is movable until sets.

High definition – bridal/photographic.

Application sequence for airbrush make-up:

Base preparation – cleanse, tone, moisturise, avoid the eyelids, check air pressure is set at correct level, check airflow by spraying onto the back of hand, work 6-10 inches away from the skin, use corrective colours if necessary, release air in circular movements to dry the make-up, choose foundation colour, begin application at the hairline on the forehead, moving the airbrush flow, circular movements releasing a fine mist, build up the coverage, visual check, release air to dry the face, apply

blusher to the apple of the cheek and out towards the ear, airbrush to the sides of the forehead, eye socket.

As per design brief:

Apply chosen eye colours (optional)

– white shimmer under the brow bone and onto cheeks, eyebrow stencils, false eyelashes, mascara, eyeliner.

Apply chosen lip colours – lip products as required.

Airbrush make-up techniques:

Enhance face shapes, products and tones for different skin types and colours (white, black, Asian, mixed, Oriental), complementary colour theory, omitting areas of the face (e.g. under eyes, eyelashes, ears, nostrils), additional items (net, lace, feathers, gems, gold leaf, silk flowers).

Body airbrushing: Vary PSI according to body part and desired effect, distance of the airbrush from the body and pressure affects coverage and density of colour.

Aftercare advice: Safe removal of any false eyelashes using moisture, eye make-up remover on a cotton bud, circular movements from the outer corner of the eye, removal of skin make-up (cleanse, tone, moisturise), home care products.

Possible contra-actions:

Excessive erythema – apply cold compress, if the condition persists, client to seek medical advice.

Allergic reaction – remove product immediately and apply cold compress, if the condition persists, client to seek medical advice.



Outcome 2: Be able to apply airbrush make-up (continued)

Evaluation and client satisfaction:

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

Skin:

Epidermis – basal cell layer (stratum germinativum), prickle cell layer (stratum spinosum), granular layer (stratum granulosum), clear layer (stratum lucidum), horny layer (stratum corneum).

Dermis – blood and lymph supply, fibroblasts (collagen, elastin), hair, sebaceous glands, arrector pili muscle, dermal papilla, sweat glands (eccrine and apocrine), sensory nerve endings.

Hypodermis – subcutaneous layer, adipose tissue, adipocytes.

Functions of the skin – protection, heat regulation, absorption, secretion, elimination, sensation, formation of Vitamin D, melanin production, process of keratinisation.

Examples of diseases and disorders of the skin: Impetigo, conjunctivitis, styes, boils, carbuncles, herpes simplex, herpes zoster, scabies, pediculosis, tinea corporis, milia, eczema, psoriasis, dermatitis, acne vulgaris, acne rosacea, cysts, moles, skin tags, keloid scar, malignant melanoma/carcinoma, urticaria, seborrhoea, hyper-pigmentation, hypo-pigmentation, dermatosis papulosa nigra (DPN), vitiligo, naevi, xanthomas.

Skin types: Normal, oily, dry.

Skin conditions: Mature, sensitive, dehydrated.

Examples of skin imperfections: Broken capillaries, pustules, papules, milia, comedones, open pores, fine lines and wrinkles.

Skin characteristics:

Sensitive – often pale skins, dry, colour easily, redness, react to products.

Dehydrated – normal sebaceous secretions but still flaky, tight.

Mature – loss of elasticity, lose muscle tone, wrinkles.

Normal – fine texture, no visible pores, smooth, supple, flexible.

Oily – shiny, slight thickening, sallow, coarse texture, enlarged pores, congestion, comedones.

Combination – combination of two or more skin types, usually oily T-zone, normal or dry on cheeks.

Dry – lacks moisture, dry to touch, flakiness, fine texture, thin, tight, small pores, broken capillaries, ageing.

Notes

Use this area for notes and diagrams



UV30409

Camouflage make-up

This unit is about providing skin camouflage applications to cover a wide range of often complex conditions, designed to restore the skin colouration of the surrounding skin tone. It also covers the use of a variety of specialist camouflage products.

Level

3

Credit value

7

GLH

60

Observation(s)

4

External paper(s)

2



Camouflage make-up

Learning outcomes

On completion of this unit you will:

1. Be able to prepare to apply camouflage make-up
2. Be able to apply camouflage make-up

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 four 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*
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 are two external papers 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 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 to apply camouflage make-up

You can:

- a. Prepare yourself, the client and work area for camouflage make-up
- b. Use suitable consultation techniques to identify treatment objectives
- c. Advise the client on how to prepare for the treatment
- d. Identify influencing factors
- e. Provide clear recommendations to the client based on the factors

** May be assessed through oral questioning.*

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



Outcome 2

Be able to apply camouflage make-up

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, equipment and techniques taking into account identified factors
- d. Follow safe and hygienic working practices
- e. Identify contra-actions and take appropriate action during treatment
- f. Provide suitable aftercare advice
- g. Complete the treatment to the satisfaction of the client
- h. Evaluate the results of the treatment with the client

*May be assessed through oral questioning.

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



Range

*You must practically demonstrate that you have:

Used a minimum of 3 camouflage products	Portfolio reference
Camouflage creams	
Camouflage powders	
Setting products	
Skin stains	
Faux tan products	
Used all application tools	Portfolio reference
Brushes	
Fingers	
Sponges	
Velour puffs	
Used all consultation methods	Portfolio reference
Visual	
Manual	
Questioning	
Reference to client records	
Addressed all camouflage needs	Portfolio reference
Tattoos	
Atrophic scar tissue	
Hypertrophic scar tissue	
Keloid scar tissue	
Hyper-pigmentation	
Hypo-pigmentation	
Erythema	
Bruising	

*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.



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

Dealt with a minimum of 1 of the necessary actions	Portfolio reference
Encouraging the client to seek medical advice	
Explaining why the camouflage cannot be carried out	
Modifying the camouflage application	
Carried out camouflage application on all areas	Portfolio reference
Head	
Body	
Used all camouflage instructional techniques	Portfolio reference
Skills demonstration	
Verbal explanation	
Use of written instructions	
Given all types of aftercare advice	Portfolio reference
Other products that can be used in conjunction with skin camouflage	
Products/substances/environments which should be avoided	
Future treatment needs	

*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.

Achieving the external paper

The external papers 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 following table when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 2		
2 of 2		

Knowledge



Outcome 1

Be able to prepare to apply camouflage make-up

You can:	Portfolio reference / Assessor initials*
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, products and equipment	
i. Describe the environmental conditions suitable for camouflage make-up	
j. Describe the safety considerations that must be taken into account when applying camouflage make-up	
k. Identify the range of equipment used for camouflage make-up	
l. Identify products used and their key ingredients	
m. Describe contra-indications that prevent or restrict camouflage make-up	

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

Requirements highlighted in white are assessed in the external paper.



Outcome 2

Be able to apply camouflage make-up

You can:	Portfolio reference / Assessor initials*
i. Describe how to communicate and behave in a professional manner	
j. State the importance of positioning yourself and the client correctly throughout the treatment	
k. Describe safe and hygienic working practices	
l. Describe contra-actions which might occur during and following the treatment and how to respond	
m. Describe the aftercare advice that should be provided	
n. State the importance of completing the treatment to the satisfaction of the client	
o. State the methods of evaluating the effectiveness of the treatment	
p. Describe the origins of camouflage make-up	
q. Describe the principles of colour theory	
r. Describe different types of light	
s. Describe the structure and function of the skin	
t. Describe different skin types, conditions and tones	

**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 to apply camouflage make-up

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, department, balance weight, preserve back, prevent slouching.

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

Liability insurance – employers', public, professional indemnity.

Reporting of injuries, diseases and dangerous occurrences regulations – 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 over exposure to chemicals, use chemicals correctly, follow storage handling use and disposal, correctly dispose of contaminated waste/products (in a closed top bin), check end date on packaging, store away from heat, damp and 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.

Regulations: Control of substances hazardous to health, management of health and safety at work, manual handling, personal protective equipment, reporting of injuries, diseases and dangerous occurrences, workplace (health and welfare).

Hazards and risks: A hazard is something that has the potential to cause harm. A risk is the likelihood of a hazard happening.

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, requiring immediate attention, level of responsibility, report, nominated personnel, duty to recognise/deal with hazards.

Equipment – only used for intended purpose, safe usage, handling, storage, cleaning, lifting, visual checks, worn, faulty, repairs, maintenance, portable appliance testing, correct disposal of contaminated waste, records.

Security (cash) – staff training, point of sale, regular banking, in transit.

Security (people) – staff, clients, visitors, children, personal belongings, systems (security, emergency evacuation, storage, client records, business information).

Risk: Likelihood of a hazard happening, risk assessment, determine the level of risk,



Outcome 1: Be able to prepare to apply camouflage make-up (continued)

preventative measures, reduce potentially harmful situation, judgement of salon hazards, who/what is at risk, level of risk, interpret results, conclude, record findings, regular reviews.

Reasons for risk assessment – staff, visitors, client health and safety, safe environment, minimise 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, place dirty towels in covered bin, use disposable towels, dispense products with a spatula, pump or spray, use disposables wherever possible, no smoking, personal hygiene, replace loose lids, uncapped bottles and pots.

Disinfection – heat or chemical methods, bactericides, fungicides, viricides, UV cabinet for storage only.

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

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 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 therapist.

Client preparation: Protect client clothing, ensure client positioned correctly and comfortably, respect privacy and modesty.

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).



Outcome 1: Be able to prepare to apply camouflage make-up (continued)

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/client loyalty.

Environmental factors: Correct room/area temperature, appropriate ventilation.

Lighting: Full spectrum fluorescent lamp, white light, incandescent light, protection from direct sunlight, effects of light on pigment.

Factors: Male, female, congenital dermatoses, pigment disorders, vascular disorders, birthmarks, port wine stains, skin blemishes, scars, trauma (accident, illness, surgical procedures, self harm, burns, acts of violence), corrective (age spots, moles, dark circles, tattoos, bruising), face shapes/sizes, facial features.

Consultation techniques: Avoid direct questioning, never ask what/why/where/when/who/how, listen to client's requirements/expectations, therapist's recommendations, respect confidentiality, create a relaxed environment, be tactful and reassuring, ensure client satisfaction, explain aftercare, signatures of client and make-up artist, client card reference, use a range of related terminology linked to camouflage make-up application.

Treatment objectives: Apply, instruct on application, remove camouflage make-up, agree product choice, colour range/selection, use suitable techniques to meet required result, area requiring camouflage, skin condition, skin type/tone/colour, facial features, environmental factors, realistic outcome, additional services, client needs, suitability, duration, cost.

Recommendations to client: Treatment process, expected result, time, commercial

products, medical grade products, advise client of skin sensitivity test for make-up (if necessary), lighting effects, natural day light, fluorescent light, incandescent light, flash photography.

Skin sensitivity tests (record results):

Accurately record all products and site of patch test on record card, obtain client signature and date.

Skin sensitivity tests (interpret results):

Positive – red, itchy, irritated, swelling, 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: Follow manufacturers' instructions to prevent allergic reaction – if not carried out invalidation of insurance policy.

Examples of contra-indications that may prevent treatment: Structural changes in the area to be camouflaged, suspicious moles, infections, contagious skin disorders and diseases.

Examples of contra-indications that may restrict treatment: Minor bruising, minor inflammation, facial piercing.



Outcome 2: Be able to apply camouflage make-up

Origins of skin camouflage make-up:

Lydia O'Leary, USA, 1928 (created CoverMark, medical aid, inspirational), Joyce Allsworth, 1950s (researched, implemented skin camouflage within Great Britain, objective to alleviate psychological, physical and social effects that an altered image can have).

Products for camouflage make-up:

Specialised cleansing water in oil, toner, ensure moisturiser is absorbed into the skin before application if used, hand sanitiser, cotton buds/pads, tissues, face wipes, powder, fixing powder, fixing spray, oil free beauty make-up range, range of concealing and camouflage products (of which may contain titanium dioxide).

Equipment for camouflage make-up:

Brushes, disposable applicators, palette, bowls, spatula, tooth picks, sponges, powder puffs, mirror, magnifying lamp, towels, professional brush cleaner, camera.

Techniques for camouflage make-up:

Corrective, colour corrective, blending, highlighting, shading, sculpting, contouring, using brush, fingers.

Application sequence for camouflage

makeup: Treatment area clean, dry, oil free, warm corrective colour product in the palm of the hand, apply to the area with preferred method (brush, fingers), set with powder, brush off excessive powder, spray with fixer spray if required, apply skin match product, powder, brush excessive powder, build up several layers.

Removal of camouflage make-up: Water in oil cleanser, circular movements into products, wipe off, moisturise if required.

Aftercare advice: Removal of make-up, water in oil based cleanser, tone, moisturise.

Retail products: Camouflage make-up ranges, application techniques for home application discussed and demonstrated, advise against leaving products on the skin over 24 hours at a time.

Examples of possible contra-actions:

Blocked pores, pustules, redness, itching, swelling, rash, burning or stinging, blistering (remove make-up product immediately, with suitable remover), clean area with water, seek medical assistance, maintain records.

Evaluation and client satisfaction: Client satisfaction, self evaluation, professional development, verbal feedback, written feedback, photographic evidence, published work, reputation, agree client objective reached, evaluate results of outcome.

Principles of colour:

Primary – red, yellow, blue.

Secondary – mixing primary, green, orange, blue.

Tertiary – mixing primary, secondary colours, blue-green, red-violet, yellow-orange.

Skin tones: Cool, light (ivory, pink, sallow), warm, dark (yellow, golden, red, blue, ashen grey).

Skin types: Normal, oily, dry.

Skin conditions: Mature, sensitive, dehydrated.

Skin characteristics:

Sensitive – often pale skin, dry, colour easily, redness, react to products.

Dehydrated – normal sebaceous secretions but still flaky, tight.



Outcome 2: Be able to apply camouflage make-up (continued)

Mature – loss of elasticity, lose muscle tone, wrinkles.

Normal – fine texture, no visible pores, smooth, supple, flexible.

Oily – shiny, slight thickening, sallow, coarse texture, enlarged pores, congestion, comedones.

Combination – combination of two or more skin types, usually oily T-zone, normal or dry on cheeks.

Dry – lacks moisture, dry to touch, flakiness, fine texture, thin, tight, small pores, broken capillaries, ageing.

Skin:

Epidermis – basal cell layer (stratum germinativum), prickle cell layer (stratum spinosum), granular layer (stratum granulosum), clear layer (stratum lucidum), horny layer (stratum corneum).

Dermis – blood and lymph supply, fibroblasts (collagen, elastin), hair, sebaceous glands, arrector pili muscle, dermal papilla, sweat glands (eccrine and apocrine), sensory nerve endings.

Hypodermis – subcutaneous layer, adipose tissue, adipocytes.

Functions of the skin – protection, heat regulation, absorption, secretion, elimination, sensation, formation of Vitamin D, melanin production, process of keratinisation.

UV30431

Media make-up

This unit is about special effects and media make-up. You will learn how to create casualty effects and character looks, using the application of small prosthetics. Consultation and design briefing, including the use of mood boards, are key elements of this unit.

Level

3

Credit value

7

GLH

60

Observation(s)

2

External paper(s)

0



Media make-up

Learning outcomes

On completion of this unit you will:

1. Be able to prepare for the application of media make-up
2. Be able to apply media make-up

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 the application of media make-up

You can:

- a. Prepare yourself, the model and work area for media make-up
- b. Use suitable consultation techniques to identify service objectives
- c. Identify influencing factors
- d. Provide clear recommendations based on factors
- e. Present a mood board

** 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 apply media make-up

You can:

- a. Communicate and behave in a professional manner
- b. Position yourself and the model correctly throughout the service
- c. Select and use products, techniques and equipment, taking into account identified factors
- d. Apply media and special effects make-up to age a character using components and prosthetic pieces
- e. Record the techniques and products used
- f. Follow safe and hygienic working practices
- g. Identify contra-actions and take appropriate action during service
- h. Provide suitable advice on the removal of products
- i. Complete the service to the satisfaction of the client
- j. Evaluate the results of the service

*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 design planning techniques	Portfolio reference
Mood board	
Face designs	
Body designs	
Photographs	
Accessories	
Used all application techniques	Portfolio reference
Blending	
Shading	
Highlighting	
Moulding	
Contouring	
Stippling	
Application and removal of facial postiche	
Application and removal of small ready made prosthetic pieces	
Created all looks	Portfolio reference
Period	
Fantasy	
Casualty effects	
Character	
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 the application of media make-up

You can:	Portfolio reference / Assessor initials*
f. Develop a mood board including components for media/character/special effect make-up techniques	
g. Describe requirements for preparation of yourself, the model and work area	
h. Describe different consultation techniques used to identify service objectives	
i. Describe the factors that need to be considered when selecting techniques, products and equipment	
j. Explain the environmental conditions suitable for media make-up	
k. Explain the safety considerations that must be taken into account when providing media make-up	
l. Identify the range of tools and equipment used for media make-up	
m. Identify products used and their key ingredients	
n. Explain how to develop a mood board to include components of media/character/special effects make-up techniques	
o. Describe the aims and limitations of media and special effects make-up	
p. Explain the principles of colour theory	
q. Describe the different skin types and their characteristics	

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

Requirements highlighted in white are assessed in the external paper.



Outcome 1 (continued)

Be able to prepare for the application of media make-up

You can:	Portfolio reference / Assessor initials*
r. Explain the importance of skin compatibility checks prior to using media and special effects make-up	
s. Describe how to carry out compatibility tests	
t. Describe adverse skin reactions to products	
u. Explain known contra-indications that prevent or restrict media make-up	

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

Requirements highlighted in white are assessed in the external paper.



Outcome 2

Be able to apply media make-up

You can:	Portfolio reference / Assessor initials*
k. Describe how to communicate and behave in a professional manner	
l. Describe the importance of positioning yourself and the model correctly throughout the service	
m. Explain safe and hygienic working practices	
n. Explain contra-actions which might occur during and following the service and how to respond	
o. Explain the advice that should be provided on the removal of products	
p. Describe the importance of completing the service to the satisfaction of the client	
q. Describe the methods of evaluating the effectiveness of the service	
r. Explain how to carry out media and special effects make-up techniques to create characters using products	
s. Describe how to apply, preserve, maintain and safely remove small ready made prosthetic pieces	
t. Explain the importance of accurately recording the techniques and products used and of making a physical recording of the results	

*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 the application of media make-up

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 heights, unpacking, posture, department, balance weight, preserve back, prevent slouching.

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

Liability insurance – employers, public, professional indemnity.

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 – replace lids, ensure ventilation for vapour and dust, avoid over exposure to chemicals, use chemicals correctly, follow storage handling use and disposal, correctly dispose of contaminated waste/products (in a closed top bin), check end date on packaging, store away from heat, damp and 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.

Regulations: Control of substances hazardous to health, management of health and safety at work, manual handling, personal protective equipment, reporting of injuries, diseases and dangerous occurrences, workplace (health and welfare).

Hazards and risks: A hazard is something that has the potential to cause harm. A risk is the likelihood of a hazard happening.

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, requiring immediate attention, level of responsibility, report, nominated personnel, duty to recognise/deal with hazards.

Equipment – only used for intended purpose, safe usage, handling, storage, cleaning, lifting, visual checks, worn, faulty, repairs, maintenance, portable appliance testing, correct disposal of contaminated waste, records.

Security (cash): Staff training, point of sale, regular banking, in transit.

Security (people): Staff, clients, visitors, children, personal belongings, systems (security, emergency evacuation, storage, client records, business information).



Outcome 1: Be able to prepare for the application of media make-up (continued)

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 is at risk, level of risk, interpret results, conclusions, record findings, regular reviews.

Reasons for risk assessment: Staff, visitors, client health and safety, safe environment, minimise 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, place dirty towels in covered bin, use disposable towels, dispense products with a spatula, pump or spray, use disposables wherever possible, no smoking, personal hygiene, replace loose lids, uncapped bottles and pots.

Sterilisation – autoclave, glass bead, chemical, UV cabinet for storage only.

Disinfection – heat or chemical methods, bactericides, fungicides, viricides, UV cabinet for storage only.

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 make-up artist

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, ensure client positioned correctly and comfortably, respect privacy and modesty.

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 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, requirements, treatment plan, update record at the end of the treatment, update at each visit, records maintained electronically, paper records, photographs of results and all products used.



Outcome 1: Be able to prepare for the application of media make-up (continued)

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, face/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, sculptures, statues, cartoon characters, tattoo designs and colours that co-ordinate well.

Special effects research – research examples from film and television programmes created with the use of special effects make-up, prosthetics, bald caps, latex constructions, false noses, chins, scars, ageing using prosthetics, casualty effects.

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 media make-up, agree product choice (water/alcohol/silicone based), colour range/selection, suitable techniques to meet design brief, skin condition, skin type, skin tone, skin colour, facial features, age, environmental factors, agree realistic outcome, discuss additional services, assess client 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, skin sensitivity test for solvents and make-up if necessary.

Skin sensitivity tests: 24-48 hours before treatment.

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, sore.

Negative – no change to skin.



Outcome 1: Be able to prepare for the application of media make-up (continued)

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 reaction, removal of product with damp cotton wool.

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

Examples of skin types:

Normal - fine texture, no visible pores.

Oily - shiny, coarse texture, enlarged pores, comedones.

Dry - lacks moisture, small pores, dry to touch, flakiness, broken capillaries.



Outcome 2: Be able to apply media make-up

Examples of products that can be used for media make-up: Cleanser, moisturiser, toner, barrier cream, hand sanitiser, aqua colours, grease paint, derma wax, putty, gelatine (horses hoofs), liquid latex, liquid glue, blood (shop bought/home made), adhesives, adhesive removers, sealer, petroleum jelly, glycerine, soap bar, ageing character, tramp (greasepaint, powder), foundation, blusher, eyeshadow, eyeliner, mascara, lipstick, pencils, facial hair, liquid latex, prosthetic eye bags, chin, nose, ear tips, powder puff, hairdryer, latex sponge, old age stipple, eye bags, chin, nose, crepe hair, wigs, moustache, sideburns, pancake, food colouring, cereals and other texturing materials.

Examples of equipment and materials for media make-up: Stipple sponge, moulding tools, modelling tools, spatulas, brushes, sponges, powder puffs, scissors, spray bottle, bowls, prosthetic pieces, syringes, eye droppers, cotton wool, protective mask, protective clothing, cape, brush cleaners, make-up brushes, disposable applicators, palette, mirror, towels, tissues, cotton pads/buds, bowls, wet wipes, face wipes, shower gel, towels, barrier cream, spirit gum, spirit gum remover, baby oil, petroleum jelly, duo adhesive, note book, pencil, camera.

Techniques for media make-up: Sponge, brush, moulding tools, spatulas, blending, shading, highlighting, moulding, contouring, stippling, application and removal of facial postiche, prosthetic pieces.

Preparation and application for media make-up: Apply products, putty, wax, morticians' wax directly to the skin, building up the product to create desired effect, shape, seal and colour and create texture,

gelatine (mix with water and glycerine, heat, apply directly to area), liquid latex (paint on or accelerate with a hair dryer), liquid glue (paint on and leave to contract), grease paint (highlight and shade, bruising with brush techniques).

Application of small prosthetic pieces: Various adhesives are available (duo, spirit gum, pros-aid), position piece and powder around it to show the outline, apply adhesive to the piece, position it carefully, press with a powder puff, stick the edges last, blend the edges and colour the piece, camouflage make-up.

Removal of small prosthetic pieces: Small brush dipped in glue remover, apply to the edges of the piece and lift with one hand and continue to work the brush to loosen the piece.

Aftercare advice: Remove all adornments, false nails, eyelashes, hair pins, remove any latex using a mineral oil to loosen the edges, remove any spirit gum with remover, provide shower gel, shampoo, conditioner, body cream and fresh towels, removal of make-up (cleanse, tone, moisturise, retail), products (make-up ranges for skin tone), colour and type, application techniques for home care products can be discussed and demonstrated.

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 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, blistering.



Outcome 2: Be able to apply media make-up (continued)

Evaluation and client satisfaction: Client satisfaction, self evaluation, professional development, verbal feedback, written feedback, photographic evidence, published work, reputation, repeat business, agree client objective reached, evaluate results of outcome.

Principles of colour: Colour wheel, primary colours, secondary colours, tints, shades, tones, hues, warm and cool colours, colour selection, effective blending of a range of media, special effects make-up.

Aims and limitations: Consistency, coverage, how colours can be altered in different types of lighting, stability, variance on different skin types, environment, limitations of colour available.

Notes

Use this area for notes and diagrams



UV30441

Fashion and photographic make-up

This unit is about designing and applying fashion and photographic make-up and includes incorporating current fashion trends, historical/period and special occasion make-up. You will also learn about make-up for both colour and black and white photography.

Level

3

Credit value

7

GLH

66

Observation(s)

4

External paper(s)

1

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Fashion and photographic make-up

Learning outcomes

On completion of this unit you will:

1. Be able to prepare for the application of fashion and photographic make-up
2. Be able to apply fashion and photographic make-up

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 four 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*
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 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 the application of fashion and photographic make-up

You can:

- a. Prepare yourself, client and work area for fashion and photographic make-up
- b. Use suitable techniques to identify the design objectives
- c. Carry out a skin sensitivity test, if required
- d. Select products, tools and equipment to suit the design objectives, the client's skin type and condition

** May be assessed through oral questioning.*

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



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Outcome 2

Be able to apply fashion and photographic make-up

You can:

- a. Communicate and behave in a professional manner
- b. Follow health and safety working practices
- c. Position yourself and the client correctly throughout the make-up application
- d. Use products, tools, equipment and techniques to suit the design objectives, the client's skin type and condition
- e. Complete the treatment to meet the design objectives
- f. Record and evaluate the effectiveness of the application
- g. Provide suitable aftercare advice

** May be assessed through oral questioning.*

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



Range

*You must practically demonstrate that you have:

Produced looks for all types of activities	Portfolio reference
Photographic – black and white	
Photographic – colour	
Fashion shows	
Created all looks	Portfolio reference
Period	
Fantasy	
High fashion	
Catwalk	
Bridal	
Commercial	
Addressed all resource needs	Portfolio reference
Tools and equipment	
Products	
Time	
People	
Involved a minimum of 2 relevant people	Portfolio reference
Photographer	
Art director	
Make-up designer	
Hair designer	
Clients	
Artistes	
Stylists	
Nail technician	

*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:**

Used all 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	
Considered all additional media	Portfolio reference
Accessories	
Clothes	
Hair	
Nails	

*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.

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 following table when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

Knowledge



Outcome 1

Be able to prepare for the application of fashion and photographic make-up

You can:	Portfolio reference / Assessor initials*
e. Use research methods to create the design plan	
f. Describe the importance of working to a budget	
g. Describe ways of effectively presenting a design plan	
h. Explain the importance of preparing and developing a design plan	
i. Describe the environmental conditions suitable for fashion and photographic make-up	
j. Describe the consultation techniques used to identify design objectives	
k. Explain the importance of carrying out skin sensitivity tests	
l. Describe how to select products, tools and equipment to suit the design objectives	
m. Explain the contra-indications that may prevent or restrict make-up application	

*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 apply fashion and photographic make-up

You can:	Portfolio reference / Assessor initials*
h. Explain how to communicate and behave in a professional manner	
i. Describe health and safety working practices	
j. Explain the importance of positioning yourself and the client correctly throughout the design	
k. Explain the importance of using products, tools, equipment and techniques to meet the design objectives, client skin type and condition	
l. Describe how application can be adapted to suit the design plan, client skin type and condition	
m. State the contra-actions that may occur during and following the application and how to respond	
n. Explain the importance of completing the design application to meet the design objectives	
o. Explain the importance of recording and evaluating the results of the make-up design	
p. Describe the aftercare advice that should be provided	
q. Describe the structure and functions of the skin	
r. Describe skin types, conditions, diseases and disorders	

**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 the application of fashion and photographic make-up

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 heights, unpacking, posture, department, balance weight, preserve back, prevent slouching.

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

Liability insurance – employer's, public, professional indemnity.

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

Control of substances hazardous to health – replace lids, ensure ventilation for vapour and dust, avoid overexposure to chemicals, use chemicals correctly, follow storage, handling, use and disposal correctly, dispose of contaminated waste/products (in a closed top bin), check end date on packaging, store away from heat, damp and 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.

Regulations: Control of substances hazardous to health, management of health and safety at work, manual handling, personal protective equipment, reporting of injuries, diseases and dangerous occurrences, workplace (health and welfare).

Hazards and risks: A hazard is something that has the potential to cause harm. A risk is the likelihood of a hazard happening.

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, requiring immediate attention, level of responsibility, report, nominated personnel, duty to recognise/deal with hazards.

Equipment – only used for intended purpose, safe usage, handling, storage, cleaning, lifting, visual checks, worn, faulty, repairs, maintenance, portable appliance testing, correct disposal of contaminated waste, records.

Security (cash): Staff training, point of sale, regular banking, in transit.

Security (people): Staff, clients, visitors, children, personal belongings, systems (security, emergency evacuation, storage, client records, business information).

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 is at risk, level of risk,



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Outcome 1: Be able to prepare for the application of fashion and photographic make-up (continued)

interpret results, conclusions, record findings, regular reviews.

Reasons for risk assessment: Staff, visitors and client health and safety, safe environment, minimise 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).

Disinfection – heat or chemical methods, bactericides, fungicides, viricides, UV cabinet for storage only.

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, natural or artificial light, time of day, if working outside then protection from direct sunlight, wind and rain, privacy of work area.

Client preparation: Protect client clothing, ensure client positioned correctly and comfortably, respect privacy and modesty.

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).



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Outcome 1: Be able to prepare for the application of fashion and photographic make-up (continued)

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, punctual, employer and client loyalty.

Consultation techniques: Client requirements, client satisfaction, client expectations and aftercare, signatures, visual, manual, listen, client card reference.

Research techniques: For design of make-up, use of mood board, pictorial research, face designs, sketches, books, magazines, internet, specialised trade magazines, lighting, exhibitions, museums, music videos/ TV channels, street fashion, historical research, films, musicals, theatre.

Treatment objectives: Apply and design fashion and photographic make-up, product choice, colour range/selection, suitable techniques to meet design brief (skin condition, skin type, skin tone, skin colour, facial features), environmental factors, realistic outcome, additional services, client needs, suitability, duration, cost.

Working to a budget: Required resources, additional props, accessories, products to complete the design plan, adaptability.

Skin sensitivity tests: 24-48 hours before treatment.

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

Interpret results of skin sensitivity test:

Positive – red, itchy, irritated, swelling, 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 brush, allow to dry, leave on for a minimum of 24 hours, explain positive and negative reactions, remove product with damp cotton wool, if positive reaction is experienced then 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 relevant manufacturer's instructions.

Examples of contra-indications that may prevent treatment: Contagious skin disorders such as bacterial (impetigo), viral (herpes simplex), fungal (tinea), systemic medical conditions, conjunctivitis, severe skin conditions and eye infections, boils and herpes zoster and warts, parasitic infection such as scabies, severe bruising, undiagnosed lumps or swelling, sunburn.

Examples of contra-indications that may restrict treatment: Skin allergies, cuts, abrasions, bruising, styes, facial piercing, minor eczema, minor psoriasis.



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Outcome 2: Be able to apply fashion and photographic make-up

Products for fashion and photographic make-up:

Cleanser, moisturiser, toner, tinted moisturiser, primer, hand sanitiser, cotton buds/pads, tissues, face wipes, colour correctors, concealer palette, foundation range, translucent powder, bronzing powder, eyeliner (pencil, gel, liquid), eyebrow (powder, pencil), eye shadow palette, mascara, blusher (powder, cream, mousse), lip (pencils, lipstick, stains/tint/gloss), spirit gum, gems, glitter, stencils, eyelashes (individual, strip).

Equipment for fashion and photographic make-up:

Brushes, disposable applicators, palette, spatula, face mask, goggles, protective apron, sponges, powder puffs, eyelash curlers, face wipes, mirror, towels, professional brush cleaner, notebook, pencil, camera.

Techniques for fashion and photographic make-up:

Corrective, colour corrective, blending, highlighting, shading, sculpting, contouring, concealing.

Application sequence for fashion and photographic make-up:

Base preparation – cleanse, tone, moisturise, prime, colour correct (if necessary), conceal, translucent powder, foundation, bronzer (if required).

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

Eyes – apply neutral shadow over area, eye shadow colours, eyeliner, mascara, false lashes (if required).

Blusher – apply to cheek area, highlight contour, shade.

Lips – line, lip gloss, stain, lipstick.

Adornments – glitter, gems, stencils.

Aftercare advice: Safe removal of any false eyelashes using moisture, eye make-up remover on a cotton bud, circular movements from the outer corner of the eye, without pulling false eyelashes.

Removal of makeup – cleanse, tone, moisturise.

Retail products – make-up ranges for skin tone, colour and type, application techniques for home care products can be discussed and demonstrated.

Possible contra-actions:

False eyelashes – adhesive entering eye, sensitivity or burning sensation/allergic reaction (remove all products immediately, use eye bath to flush eye, client to seek medical advice if condition persists), record all reactions/actions on record card.

Allergic reaction to make-up products – redness, itching, swelling, rash, burning or stinging, blistering (remove make-up/product immediately with suitable remover, clean area with water, client to seek medical advice), all reactions and actions taken written on record card.

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

Skin:

Epidermis – basal cell layer (stratum germinativum), prickle cell layer (stratum spinosum), granular layer (stratum granulosum), clear layer (stratum lucidum), horny layer (stratum corneum).

Dermis – blood and lymph supply, fibroblasts (collagen, elastin), hair,



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Outcome 2: Be able to apply fashion and photographic make-up (continued)

sebaceous glands, arrector pili muscle, dermal papilla, sweat glands (eccrine and apocrine), sensory nerve endings.

Hypodermis – subcutaneous layer, adipose tissue, adipocytes.

Functions of the skin – protection, heat regulation, absorption, secretion, elimination, sensation, formation of Vitamin D, melanin production, process of keratinisation.

Skin types: Normal, oily, dry.

Skin conditions: Mature, sensitive, dehydrated.

Examples of skin imperfections: Broken capillaries, pustules, papules, milia, comedones, open pores, fine lines and wrinkles.

Skin characteristics:

Sensitive – often pale skin, dry, colour easily, redness, react to products.

Dehydrated – normal sebaceous secretions but still flaky, tight.

Mature – loss of elasticity, lose muscle tone, wrinkles.

Normal – fine texture, no visible pores, smooth, supple, flexible.

Oily – shiny, slight thickening, sallow, coarse texture, enlarged pores, congestion, comedones.

Combination – combination of two or more skin types, usually oily T-zone, normal or dry on cheeks.

Dry – lacks moisture, dry to touch, flakiness, fine texture, thin, tight, small pores, broken capillaries, ageing.

Examples of diseases and disorders of the skin:

Impetigo, conjunctivitis, styes, boils, carbuncles, herpes simplex, herpes zoster, scabies, pediculosis, tinea corporis, milia, eczema, psoriasis, dermatitis, acne vulgaris, acne rosacea, cysts, moles, skin tags, keloid scar, malignant melanoma/ carcinoma, urticaria, seborrhoea, hyper-pigmentation, hypo-pigmentation, dermatosis papulosa nigra (DPN), vitiligo, naevi, xanthomas.

Ageing process: Loss of elasticity, dryness of skin, cell regeneration slows, thinning of skin, broken capillaries, slack muscle tone, poor circulation, waste product removal slows, less fatty tissue, irregular pigmentation.

Lifestyle factors that affect skin:

Occupation, diet and fluid intake, sleep patterns, smoking, exercise, hobbies, home situation, stress levels, medication, illness, premature ageing, ineffective skin care.