



VTCT



UBT209M

Instruct on make-up application

J/615/0740

UBT209M_v1



Service portfolio

Learners must:

Produce a service portfolio that includes evidence of practical services carried out with proficiency. The service portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the services to be carried out and evidenced in the portfolio.

The service portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst service portfolios are not graded, they may be sampled by the EQA.

Service portfolio

The service portfolio should contain evidence that learners have:

Used all equipment and tools	Portfolio reference
Mirror with a stand	
Consultation sheets, face and product prescription chart	
Bowls	
Sponges	
Cotton wool	
Cotton buds	
Tissues	
Hair band	
Gown/wrap to protect the client's clothing	
Make-up tools and equipment, e.g. a selection of brushes, disposable applicators, spatulas. Make-up palette and foundation wedges	
Sharpener for eye and lip liner pencils	
Brush cleanser	
Make-up sanitiser	
Used all appropriate skin care products	Portfolio reference
Cleanser	
Toner	
Moisturiser	



Used all appropriate make-up products	Portfolio reference
Eye make-up remover	
Pre-base products (mattifying, light reflective, anti-ageing)	
Colour corrective products (lilac, green, orange)	
Foundations (cream, liquid, mousse, gel, compacts, cakes, light-reflecting, all-in-one, mineral, matt)	
Tinted moisturisers	
Concealers	
Face powders (loose, compact, mineral, light-reflecting, shimmer)	
Bronzing products	
Shaders	
Highlighters	
Cheek products (cream, powder, liquid tints, mineral-based)	
Eyebrow products (pencils, powders, gels)	
Eyeshadows	
Eyeliner products (liquid, gel, kohl pencil, pencil, cake)	
Mascara (waterproof and non-waterproof)	
Lip liner	
Lipstick	
Lip gloss	
Fixing product	
Used all analysis to cover	Portfolio reference
Skin type – combination, oily, dry	
Skin characteristics	
Skin conditions – mature, dehydrated, sensitive	
Age	
Client's needs	
Covered all ages	Portfolio reference
Late teens to twenties	
30-50	
50+	



Covered all skin types	Portfolio reference
Oily	
Normal	
Dry	
Given all types of instruction	Portfolio reference
Minimal make-up look	
Natural make-up look	
Intense make-up look	
Special occasion make-up, e.g. bride	
Given all types of advice	Portfolio reference
Recommendations for products to use at home	
Aftercare including removal	
Possible contra-actions	
Additional products and services	

<i>Assessor</i>		<i>Learner</i>	
Signature		Signature	
Date		Date	
<i>IQA (if sampled)</i>		<i>EQA (if sampled)</i>	
Signature		Signature	
Date		Date	



Feedback - Please use this space if required

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Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to prepare for instructing on a make-up application

LO4 - Be able to instruct on a make-up application

Learners must carry out a complete service which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.



At a minimum the graded practical assessment for this unit must cover:

Service	<ul style="list-style-type: none">• One full instruction on make-up product application completed as part of the consultation process. Recommended instruction on make-up product application to include skin analysis 60 minutes maximum
Resources	<ul style="list-style-type: none">• Consultation, face chart and product prescription chart, mirror with a stand, bowl of water, sponges, hair band, gown and a selection of appropriate professional skin care and make-up products, tools and equipment to suit the client. Skin care products – cleanser, toner, moisturiser, make-up products – eye make-up remover, pre-base products (mattifying, light reflective, anti-ageing), colour corrective products (lilac, green, orange) foundations (cream, liquid, mousse, gel, compacts, cakes, light-reflecting, all-in-one, mineral, matt), tinted moisturisers, concealers, face powders (loose, compact, mineral, light-reflecting, shimmer), bronzing products, shaders, highlighters, cheek products (cream, powder, liquid tints, mineral-based), eyebrow products (pencils, powders, gels), eyeshadows, eyeliner products (liquid, gel, kohl pencil, pencil, cake), mascara (waterproof and non-waterproof) lip liner, lipstick, lip gloss, fixing product
Techniques	<ul style="list-style-type: none">• At a minimum to include - base, blending and concealing, contouring, eye, cheek and lip product application



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to prepare for instructing on a make-up application	
P1 - Use suitable consultation techniques to meet the client's needs	<input type="radio"/>
P2 - Prepare and check the client, area and equipment prior to make-up applications	<input type="radio"/>
LO4 Be able to instruct on a make-up application	
P3 - Communicate clearly and effectively throughout the instruction for make-up applications	<input type="radio"/>
P4 - Maintain safe working practices	<input type="radio"/>
P5 - Select the correct products to suit the client's skin types and conditions	<input type="radio"/>
P6 - Instruct the client on make-up applications	<input type="radio"/>
P7 - Provide the client with clear, written make-up application instructions	<input type="radio"/>
P8 - Provide aftercare advice	<input type="radio"/>
P9 - Update and maintain service records	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet the client's needs	<input type="radio"/>
M2 - Use techniques to promote the retail of products or additional services	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
D1 - Explain your choice of methods, tools and techniques used during the make-up lesson	<input type="radio"/>
D2 - Create a finished look that reflects a commercially skilled make-up application	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



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