



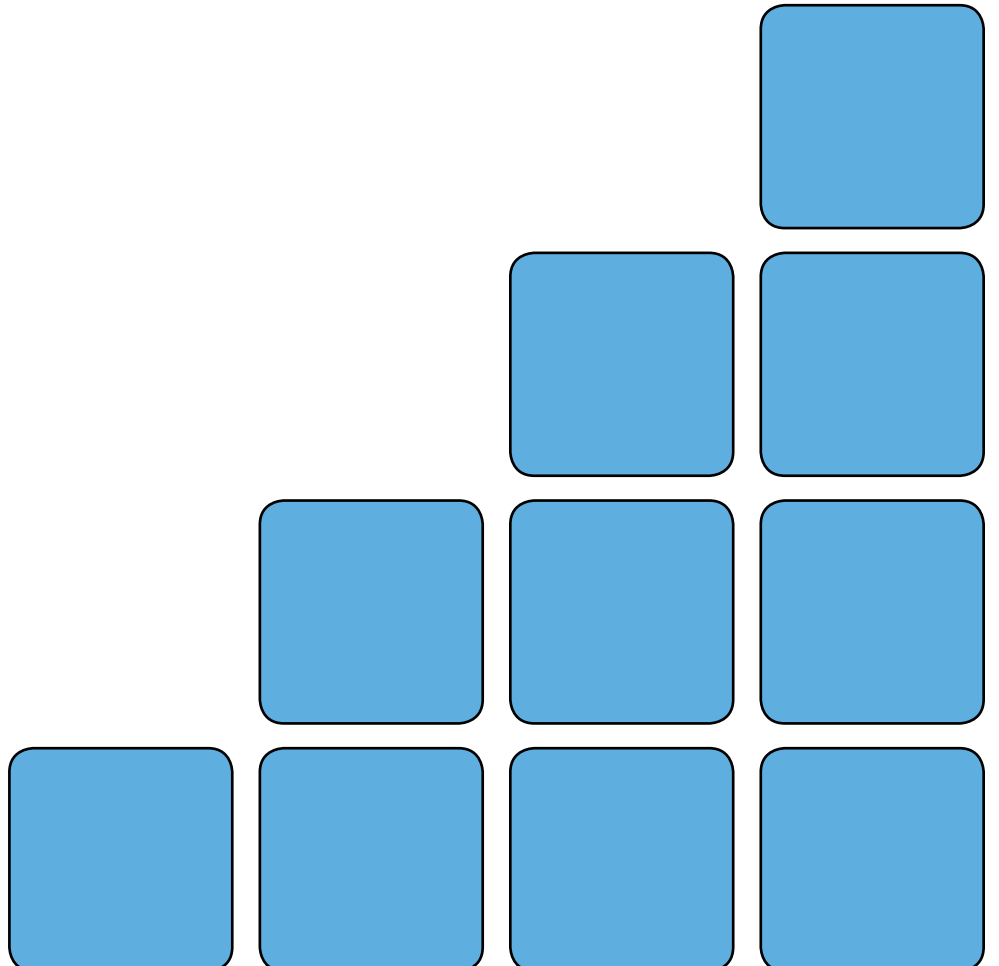
Provide make-up services

UBT170

Learner name:

Learner number:

SVQ



UBT170

Provide make-up services

This unit is about providing make-up services for a variety of make-up styles, including natural, evening and special occasions. You will need to show you can work with a variety of skin types and conditions. The standard covers the application of a wide range of make-up products to different skin tones and age groups.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.

The main outcomes of this unit are:

1. Maintain safe and effective methods of working when providing make-up services
2. Consult, plan and prepare for make-up services
3. Apply make-up products

NOS

SKABT10

SCQF Level

5

SCQF Credit Points

6

Observation(s)

3

External paper(s)

0



Provide make-up services

Learning outcomes

On completion of this unit you will:

1. Be able to maintain safe and effective methods of working when providing make-up services
2. Be able to consult, plan and prepare for make-up services
3. Be able to apply make-up products
4. Know and understand how to maintain safe and effective methods of working when providing make-up services
5. Know and understand how to consult, plan and prepare for make-up services
6. Know and understand how to apply make-up products

Evidence requirements

1. *Environment*
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*
Simulation is not allowed in this unit.
3. *Observation outcomes*
Competent performance of Observation outcomes must be demonstrated on **at least three occasions, each involving a different client**. Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

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. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
6. *Tutor/Assessor guidance*
Your tutor **must** refer to the '**Habia Assessment Strategy**' when delivering this unit to ensure that you cover all the requirements for this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes and cover 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 competent 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 professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

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.

National Occupational Standards (NOS)

All observation evidence and knowledge requirements from the NOS SKABT10 are included in this record of assessment. You must demonstrate in your everyday work that you have met this standard for providing make-up services. This can be found on the NOS website www.ukstandards.co.uk.



Observations

Learning outcome 1

Be able to maintain safe and effective methods of working when providing make-up services

You must be able to:

- a. Maintain your responsibilities for health and safety throughout the service
- b. Prepare your client and yourself to meet legal and organisational requirements
- c. Position your client to meet the needs of the service
- d. Ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- e. Ensure environmental conditions are suitable for the client and the service
- f. Keep your work area clean and tidy throughout the service
- g. Use working methods that minimise the risk of cross-infection
- h. Ensure the use of clean tools and equipment
- i. Promote environmental and sustainable working practices
- j. Follow workplace and suppliers' or manufacturers' instructions for the safe use of tools, materials and products
- k. Dispose of waste materials to meet legal requirements
- l. Complete the service within a commercially viable time

* *May be assessed by supplementary evidence.*

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



Learning outcome 2

Be able to consult, plan and prepare for make-up services

You must be able to:

- a. Use consultation techniques to determine the client's service plan
- b. Ensure that informed and signed parental or guardian consent is obtained for minors prior to any service
- c. Ensure that a parent or guardian is present throughout the service for minors under the age of 16
- d. Recognise any contra-indications and take the necessary action
- e. Identify and agree with the client the service plan that meets their needs
- f. Obtain signed, informed consent from the client prior to carrying out the service
- g. Ensure the skin is clean, toned and moisturised prior to the application of make-up
- h. Identify and record the client's skin type, skin condition, and underlying skin tone
- i. Select make-up products to suit the client's age group, skin type, skin condition, the make-up style and the client's preferences

*May be assessed by supplementary evidence.

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



Learning outcome 3

Be able to apply make-up products

You must be able to:

- a. Blend foundation to create an even skin tone
- b. Apply corrective products to disguise skin blemishes
- c. Use a powder to achieve the desired finish, when required
- d. Use eyebrow products to define and shape the eyebrows
- e. Blend eye products to suit the texture, tone and colour required for the client
- f. Apply eyeliner to enhance the eye shape
- g. Evenly coat lashes with mascara
- h. Apply cheek products to suit the texture, tone and colour required for the client
- i. Use lip products to enhance the client's lips
- j. Ensure all elements of the make-up combine to complement each other and meet the required make-up style
- k. Ensure the finished result is to the client's satisfaction
- l. Give your client advice and recommendations on the service provided
- m. Ensure the client's records are completed and signed by you and the client

*May be assessed by supplementary evidence.

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



Observation range

You must practically demonstrate that you have:

Used all the consultation techniques		Portfolio reference
Questioning		
Listening		
Visual		
Manual		
Written		
Dealt with a minimum of 1 necessary action		Portfolio reference
Encouraging the client to seek medical advice		
Explaining why the service cannot be carried out		
Modification of the service		
Applied make-up to all skin types		Portfolio reference
Oily		
Dry		
Combination		
Applied make-up to all skin conditions		Portfolio reference
Mature		
Dehydrated		
Sensitive		

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 types of make-up products	Portfolio reference
Primers	
Tinted moisturisers	
Foundations	
Powders	
Facial bronzing products	
Concealers	
Corrective products	
Eyebrow products	
Eye products	
Eyeliners	
Mascara	
Cheek products	
Lip products	
Pencils	
Applied all make-up styles	Portfolio reference
Natural	
Evening	
Special occasion	
Provided all advice and recommendations	Portfolio reference
Suitable aftercare products and their uses	
Avoidance of activities which may cause contra-actions	
Present and future products and services	
Suitable make-up removal techniques	

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

Developing knowledge

Achieving knowledge outcomes

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

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

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list.*

Knowledge



Learning outcome 4

Know and understand how to maintain safe and effective methods of working when providing make-up services

You must know and understand:	Portfolio reference
a. Your responsibilities for health and safety as defined by any specific legislation covering your job role	
b. The legal and organisational requirements for client preparation	
c. The legal and organisational requirements for your own personal hygiene, protection and appearance	
d. Safe positioning techniques for yourself and your client to prevent discomfort	
e. The necessary environmental conditions for services, such as heating and ventilation and why these are important	
f. Why it is important to keep your work area clean and tidy	
g. Methods of cleaning, disinfection and sterilisation	
h. Methods of working safely and hygienically and which minimise the risk of cross-infection	
i. The different types of working methods that promote environmental and sustainable working practices	
j. The hazards and risks which exist in your workplace and the safe working practices which you must follow	
k. Suppliers' and manufacturers' instructions, which you must follow, for the safe use of tools, materials and products	
l. The legal requirements for waste disposal	
m. The reasons for completing the service in a commercially viable time	



Learning outcome 5

Know and understand how to consult, plan and prepare for make-up services

You must know and understand:	Portfolio reference
a. Why it is important to communicate with clients in a professional manner	
b. How to complete a consultation taking into account the client's diverse needs	
c. The legal requirements for providing treatment to minors under 16 years of age	
d. The age at which an individual is classed as a minor and how this differs nationally	
e. The importance of agreeing the service that meets the client's needs	
f. The legal significance of gaining signed, informed client consent to carry out the service	
g. The legislative requirements for storing and protecting client data	
h. How to recognise contra-actions and contra-indications that would prevent or restrict the service	
i. The contra-indications requiring medical referral and why	
j. The necessary action to take in relation to specific contra-indications when referring clients	
k. The reasons for not naming specific contra-indications when referring clients	
l. How to recognise different skin types, characteristics and conditions	
m. The different types of cleansing, toning and moisturising products	



Learning outcome 5 (continued)

Know and understand how to consult, plan and prepare for make-up services

You must know and understand:	Portfolio reference
n. The methods used for cleansing, toning and moisturising the skin	
o. The criteria for selecting make-up products to suit different client age groups and make-up styles	
p. How to match make-up products to different skin types, skin tones and skin conditions	



Learning outcome 6

Know and understand how to apply make-up products

You must know and understand:	Portfolio reference
a. The different types of make-up products available for the eyes, lips and the face; application techniques and the guidelines for using them	
b. How to adapt the make-up for clients who wear contact lenses or glasses	
c. How to use corrective colours and concealers to balance skin tone	
d. How to select and use make-up products to enhance face shapes	
e. Why certain make-up products should be applied in a particular sequence	
f. The results of incorrect make-up selection and application	
g. The structure and functions of the skin	
h. How environmental and lifestyle factors affect the condition of the skin	
i. How lighting affects the perception of colour and its influence on the effect of make-up	
j. The reasons for matching lighting with the occasion for which the make-up will be worn	
k. Possible contra-actions which may occur, how to deal with them and what advice to give to clients	
l. The advice and recommendations on products and services	



Knowledge range

You must know and understand:

Health and safety*	Portfolio reference
Health and Safety at Work Act	
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	
The Health and Safety (First Aid) Regulations	
The Regulatory Reform (Fire Safety) Order	
The Manual Handling Operations Regulations	
The Control of Substances Hazardous to Health Regulations (COSHH)	
The Electricity at Work Regulations	
The Environmental Protection Act	
The Management of Health and Safety at Work Regulations	
The Health and Safety (Information for Employees) Regulations	
Environmental and sustainable working practices*	Portfolio reference
Reducing waste and managing waste (recycle, reuse, safe disposal)	
Reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)	
Reducing water usage and other resources	
Preventing pollution	
Using disposable items	
Using recycled, eco-friendly furniture	
Using low-chemical paint	
Using organic and allergy free products	
Using environmentally friendly product packaging	
Choosing responsible domestic products (Fairtrade tea and coffee)	
Encouraging carbon-reducing journeys to work	

*Where specific legislation and regulations are stated, please make these relevant to your nation.



You must know and understand:

Tools		Portfolio reference
Make-up brushes		
Containers		
Disposables		
Eyelash curlers		
Tweezers		
Diverse needs		Portfolio reference
Cultural		
Religious		
Age		
Disability		
Gender		
Contra-actions		Portfolio reference
Excessive perspiration		
Adverse skin reactions		
Watery eyes		
Excessive erythema		



You must know and understand:

Contra-indications that would prevent or restrict	Portfolio reference
Viral – herpes simplex	
Conjunctivitis	
Open cuts and abrasions	
Swelling	
Skin irritation	
Recent scar tissue	
Eczema	
Hyperkeratosis	
Skin allergies	
Bruising	
Watery eyes	
Healed eczema and psoriasis	
Redness	
Bruising	
Contra-indications requiring medical referral	Portfolio reference
Bacterial – impetigo	
Fungal – tinea	
Conjunctivitis	
Severe skin conditions and eye infections	
Acne	
Boils	
Herpes zoster and warts	
Parasitic infections such as pediculosis and scabies	



You must know and understand:

Skin conditions	Portfolio reference
Sensitive	
Dehydrated	
Broken capillaries	
Pustules	
Papules	
Open pores	
Dark circles	
Hyperpigmentation	
Hypopigmentation	
Sun damage	
Scarring	
Erythema	
Mature	

Make-up products	Portfolio reference
Primers	
Tinted moisturisers	
Foundations	
Powders	
Facial bronzing products	
Concealers	
Corrective products	
Eyebrow products	
Eye products	
Eyeliners	
Mascara	
Cheek products	
Lip products	
Pencils	
Setting sprays	



You must know and understand:

Structure of the skin	Portfolio reference
Layers of epidermis	
Dermis	
Subcutaneous layer	
Hair follicle	
Hair shaft	
Sebaceous gland	
Arrector pili gland	
Sweat gland	
Blood and lymph vessels	
Sensory nerve endings	
Functions of the skin	Portfolio reference
Sensitivity	
Heat regulation	
Absorption	
Protection	
Excretion	
Secretion	
Vitamin D production	

Notes

Use this area for notes and diagrams