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| LEARN AND WORK ASIGNMENT  (LWA)  C:\Documents and Settings\User\My Documents\My Pictures\sldn's logo.jpgC:\Documents and Settings\User\My Documents\My Pictures\JPK's logo.jpg | | | |
| NOSS  (CODE NOSS) | MAKE-UP ARTISTRY  (MP-063-2:2012) | | |
| Competency Unit Title  (CU CODE) | DAY AND SPECIAL OCCASION MAKE-UP  (MP-063-2:2012-C01) | LEVEL | 2 |
| Competency Unit Descriptor | Day and Special Occasion Make-up is worn by individuals for their daily activities such as to work, official or unofficial functions and social gatherings. The objective of this make-up is to give a nice look and attractive personality to suit the place, environment and the event. This is achieved by using makeup or cosmetic products.  The person who is competent in this competency unit shall be able to examine client’s face, perform face cleansing, apply base products and make-up on client’s face and perform post make-up to meet client’s requirement.  The outcome of this competency is to enhance individuals’ appearance and look at their daily activities both, official and unofficial. | | |
| Candidate Name |  | | |
| Candidate I/C  Number |  | | |
| Company’s Name |  | | |

CU WORK ACTIVITY STATEMENT: Day and Special Occasion Make-up

DURATION: HOURS

A.SETTING GOAL \*:

You are required to performday and special occasion make upactivities based on performance criteria below:

* 1. Job specification and job scope is defined through discussion with client
  2. Client’s time and duration is indicated
  3. Work area is organised with regard to emergency procedure
  4. Make-up tools, equipment and products are arranged
  5. Workplace cleanliness and personal hygiene are maintained
  6. Work area ergonomics, deportment and posture are practised.
  7. Client’s face structure, skin type, skin texture and skin defect defined to determine client’s contra indication.
  8. Suitable products and treatment recognised with regards to the skin analysis result. Client’s face condition explained to the client.
  9. Oil and dirt removed from face and selected body area in accordance with face cleansing technique.
  10. Unnecessary hairs indicated and removed
  11. Client’s eyebrow is shaped and client’s skin radiant is enhanced
  12. Base products (such as: primer, sun-block, ampoules, concealer , foundation etc ) applied on client’s face
  13. Suitable eyebrow pencil is use to colour client’s eyebrow.
  14. Suitable eye-shadow colours are chosen, blended and applied on the client’s upper eyelid.
  15. Suitable eyeliner colour is chosen and applied on the edges of the client’s eyelids.
  16. Suitable mascara colour is chosen and applied on the client’s eyelash
  17. Suitable blusher colours are chosen, blended and applied on the client’s cheek.
  18. Suitable lip liner colours are chosen, blended and applied on the edges of the clients lips
  19. Suitable lipstick colours are chosen, blended and applied on the client’s lips
  20. Suitable lip gloss colours are chosen, blended and applied on the client’s lips
  21. Work area, tools and equipment cleanliness and hygiene are maintained
  22. Refreshing water is sprayed on the client’s face for make-up lasting.
  23. Finished make-up is checked to ensure quality furnishing
  24. Make-up is carried out according to allocated time/ duration
  25. Effectiveness of make-up is checked in accordance with job specification.
  26. Feedback from client is recorded and analysed for service improvement. Make-up products residues are cleaned and tidied up in accordance with company housekeeping practice
  27. Make-up tools are disinfected, sanitised and sterilised in accordance with company SOP
  28. Make-up products are counted, listed, replenished, arranged and stored in accordance with company inventory procedures.

B.PLANNING

You are required to plan activities to achieve listed setting goal ofperformingday and special occasion make up activitiesby using resources listed below:

2.1 Identify tools, equipment and materialsfor day and special occasion make up according tolist below

|  |  |
| --- | --- |
| **ITEMS** | **RATIO**  **(TEM : Trainees)** |
| 1. Brushes 2. Sponges 3. Scissors, blades and tweezers 4. Make-up apron 5. Head band / hair grip 6. Towels 7. Cotton buds 8. Facial cotton 9. Wet tissue / tissue 10. Eye lashes curler 11. Cleanser 12. Toner 13. Serum / ampoules / moisturiser 14. Foundation / cream / liquid / mousse / sticks. 15. Concealer 16. Loose powder / compact / two way cake / pressed powder. 17. Eye shadow, mascara, eye brow (pencil, powder), eye liner (pencil / liquid / cream / gel / powder) 18. Blusher (cream, powder) 19. Lip liner, lipstick and lip gloss. 20. Sample of checklist | 1:1  1:1  1:1  1:1  1:1  1:1  1:1  1:1  1:1  1:1  1:10  1:10  1:10  1:1  1:1  1:1  1:1  1:1  1:1  1:1 |

2.2 Refer to references below as a guidance to perform this activity.

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| --- |
| 1. Annie Davis (2011) *How To Apply Make-up Like A Professional Make-up Artist*. Create space Independent Publishing Platform, ISBN-13: 978-1-4679-9150-6  2. Gretchen Davis, Mindy Hall (2012) *The Make-up Artist Handbook, Second Edition: Techniques for Film, Television, Photography, and Theatre.* Focal Press (2nd Ed.). ISBN-13: 978-0-240-81894-8  3. Jesse Russell, Ronald Cohn. (2012) *Make-up Artist*. United Kingdom. Book On Demand. ISBN-13: 978-5-510-83818-3  4. Julia Conway. (2004) *Make-Up Artistry.* Heinemann Educational Publishers, ISBN-13: 978-0-435-45330-5 |

1. DESICION MAKING

You are required to get coach approval before performingday and special occasion make up activity.

1. EXECUTE & MONITORING

You are required to performday and special occasion make upaccording to steps below:

* 1. Practise personal hygiene and professional code of ethics.
  2. Determine client’s requirement

3.3 Prepare day and special occasion make-up work area, tools, equipment and products

3.3.1 Organise work area that comply with ergonomics practice.

3.3.2 Arrange make-up tools.

3.3.3 Determine make-up products.

3.4Analyse client’s face

* + 1. Determine client’s facial feature.
    2. Identify client’s skin type, skin texture and skin defect.
    3. Identify client’s contra indication.
    4. Determine suitable make up products.
  1. Carry out skin preparation and base product application
     1. Clean client face from impurities
     2. Apply base product on client’s face using corrective make up technique.

1. Blending
2. Shading,
3. Highlighting and
4. Camouflaging.
   1. Execute day and special occasion make-up according to procedure and technique.
      1. Groom eyebrow
      2. Apply eye shadow and blusher according to correct blending technique
      3. Apply eyeliner, mascaralip liner,lipstick,lip gloss and false eyelashes
   2. Check final day and occasion make up touch up according to procedure and technique.
   3. Perform day and special occasion post make-up.
      1. Collect and analyse client’s feedback for service improvement.
      2. Update consultation card
   4. Provide after care advise on day and special occasion make up removal technique
   5. Upkeep work place cleanliness and hygiene.

3.10.1 Clean-up and tidy-up make-up products residues

3.10.2 Disinfect, sanitise and sterilise make-up tools

3.10.3 Count, list, replenish, arrange and store make-up products

3.11 Comply with attitude, safety and environment listed below when performing this activity

|  |  |
| --- | --- |
| Attitude | 1. Thorough in identifying factors that influence day and special occasion make-up 2. Precise in identifying the purpose of day and special occasion make-up 3. Analytical, proactive and systematic in preparing make-up work area, tools, equipment and products 4. Thorough and detail in analysing talent’s skin 5. Accuracy in analyzing client’s contra indication 6. Efficient when executing face cleansing 7. Detail in applying base products to cover client’s imperfection 8. Creative in applying make-up colouring 9. Time consideration when executing make-up colouring 10. Accurate in selecting the right tools and product to achieve desired result 11. Detail in checking finished make-up result 12. Precise in cleaning, arranging tools and recording job checklist |
| Safety | 1. Adhere to personal grooming during discussion with clients 2. Adhere to work area ergonomics practice 3. Cautious to talent’s skin contra indication 4. Adhere to safety procedure 5. Adhere to hygiene practice 6. Follow ergonomic practice when applying make-up |
| Environment | 1. Ensure make-up residues dispose according to company’s guideline |

* 1. Apply core abilities listed below when performing this activity

|  |  |
| --- | --- |
| Social Skills | Core Abilities |
| Communication skills. | 02.11 Convey information and ideas to people.  03.10 Provide consultations and counseling  03.16 Identify and assess client/customer needs.  06.07 Develop and maintain networks |
| Conceptual skills | 01.11 Apply thinking skills and creativity  03.16 Identify and assess client/customer needs |
| Interpersonal skills | 01.11 Apply thinking skills and creativity.  02.11 Convey information and ideas to people |
| Leadership skills | 03.13 Develop and maintain team harmony and resolve conflicts.  03.09 Manage and improve performance of individuals.  03.14 Facilitate and coordinate teams and ideas |
| Learning skills | 01.11 Apply thinking skills and creativity.  03.15 Liaise to achieve identified outcomes |
| Multitasking and prioritizing | 02.10 Prepare reports and instructions  05.01 Implement project/work plans |
| Self-discipline | 02.10 Prepare reports and instructions.  05.01 Implement project/work plans. |
| Teamwork | 03.09 Manage and improve performance of individuals.  03.13 Develop and maintain team harmony and resolve conflicts. |

1. EVALUATING

You are required to evaluate special occasion make up activities using checklist below.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | ASSESSMENT CRITERIA  (60%) | MARKS GIVEN BY APPRENTICE | | | | | MARKS GIVEN BY  COACH | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1. | Type of special occasion make up selected according to event |  |  |  |  |  |  |  |  |  |  |
| 2 | Client’s contraindication checked and recorded in consultation card. |  |  |  |  |  |  |  |  |  |  |
| 3. | Work area, tools, equipment & materials prepared & arranged in accordance to safety & hygiene requirement. |  |  |  |  |  |  |  |  |  |  |
| 4. | Skin preparation technique applied   * Wipes * Cleanse * Toner/Refresh water * Moisturizer/primer * Etc |  |  |  |  |  |  |  |  |  |  |
| 5 | Base products selected and applied using corrective make up technique.   * blending * shading, * highlighting and * camouflaging. |  |  |  |  |  |  |  |  |  |  |
| 6 | Eyeshadow and blusher applied according to correct blending technique |  |  |  |  |  |  |  |  |  |  |
| 7 | Eyeliner,mascara lip liner,lipstick,lip gloss and false eyelashes applied according to procedure and technique |  |  |  |  |  |  |  |  |  |  |
| 8 | Final touch up makeup is carried out |  |  |  |  |  |  |  |  |  |  |
| 9 | Finished makeup is checked to meet criteria:   * event * colour selection (matte or shimmer) * colour mixing * colour blending * fine artwork |  |  |  |  |  |  |  |  |  |  |
| 10 | Make-up tools & equipment cleaned, disinfected, sanitized, sterilized and stored |  |  |  |  |  |  |  |  |  |  |
| 11. | Removal technique of special occasion make up advised |  |  |  |  |  |  |  |  |  |  |
| 12 | Make-up is carried out within allocated time/ duration |  |  |  |  |  |  |  |  |  |  |
|  | SUBTOTAL | A1 | | | | | A2 | | | | |
|  | FULL MARKS | 84 | | | | | 84 | | | | |
| B | ATTITUDE/SAFETY/  ENVIRONMENT  (20%) | MARKS GIVEN BY APPRENTICE | | | | | MARKS GIVEN BY  COACH | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1 | Attitude |  |  |  |  |  |  |  |  |  |  |
| 2. | Safety |  |  |  |  |  |  |  |  |  |  |
| 3 | Environment |  |  |  |  |  |  |  |  |  |  |
|  |  | B1 | | | | | B2 | | | | |
|  |  | 21 | | | | | 21 | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| C | EMPLOYABILITY SKILLS  (SOCIAL SKILLS)  (20%) | MARKS GIVEN BY APPRENTICE | | | | | MARKS GIVEN BY  COACH | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1 | Communication Skills |  |  |  |  |  |  |  |  |  |  |
| 2 | Conceptual Skills |  |  |  |  |  |  |  |  |  |  |
| 3 | Interpersonal Skills |  |  |  |  |  |  |  |  |  |  |
| 4 | Leadership Skills |  |  |  |  |  |  |  |  |  |  |
| 5 | Learning Skills |  |  |  |  |  |  |  |  |  |  |
| 6 | Multitasking & Prioritizing |  |  |  |  |  |  |  |  |  |  |
| 7 | Self-discipline |  |  |  |  |  |  |  |  |  |  |
| 8 | Teamwork |  |  |  |  |  |  |  |  |  |  |
|  |  | C1 | | | | | C2 | | | | |
|  | FULL MARKS | 56 | | | | | 56 | | | | |

CALCULATION TABLE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | MARKS GIVEN BY APPRENTICE | MARKS GIVEN BY COACH | WEIGHTED MARKS GIVEN BY  APPRENTICE | WEIGHTED MARKS GIVEN BY COACH |
| ASSESSMENT CRITERIA | A1 | A2 | A1 /84X 60 | A2 /84X 60 |
| ATTITUDE,SAFETY &ENVIRONMENT | B1 | B2 | B1 / 21X 20 | B2 / 21X 20 |
| EMPLOYABILITY SKILLS (SOCIAL SKILLS) | C1 | C2 | C1 /56X 20 | C2 /56X 20 |
| Total | | | X | Y |
| Ratio of Percentage (Apprentice: Coach) | | | 20% | 80% |
| Grand Total | | | (20/100 x X) + (80/100 x Y) | |

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| COMMENTS/ RECOMMENDATIONS BY COACH |

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COACH: APPRENTICE:

DATE: DATE: