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| C:\Documents and Settings\User\My Documents\My Pictures\JPK's logo.jpgC:\Documents and Settings\User\My Documents\My Pictures\sldn's logo.jpg  LEARN AND WORK ASIGNMENT  (LWA) | | | |
| NOSS  (CODE NOSS) | MAKE-UP ARTISTRY  (MP-063-2:2012) | | |
| Competency Unit Title  (CU CODE) | PHOTO SHOOT MAKE UP  (MP-063-2:2012-C02) | LEVEL | 2 |
| Competency Unit Descriptor | Photo Shoot Make-up is the type of make-up used on individuals, most likely talents, during photography sessions. The objective is to create an attractive appearance and personality as required by the specific theme. Photo shoot make-up has to suit the colour and fashion of the wearer’s clothes and accessories, as well as the type of event and lighting effect.  The person who is competent in this competency unit shall be able to examine client’s face, apply make-up to the talent, carry out make-up finishing and perform post photo shoot make-up according to client’s requirement.  The outcome of this competency is to produce excellent look of talent during photo shoot session according client’s requirement.  The personnel who are to be trained for this competency must in prior have the following competencies:  i. Competence in CU 1: Day and Dinner make-up | | |
| Candidate Name |  | | |
| Candidate I/C  Number |  | | |
| Company’s Name |  | | |

CU WORK ACTIVITY STATEMENT: PHOTO SHOOT MAKE UP

DURATION: 80 HOURS

A.SETTING GOAL \*:

You are required to performphoto shoot make upactivities based on performance criteria below:

* 1. Shooting theme is indicated and job specification is defined and confirmed with client through discussion.
  2. Shooting schedule is obtained from client
  3. Lighting requirement is discussed with photoghraper with regard to the job specification
  4. Types of photography output is identified with regards to the client’s requirement
  5. Work plan is prepared in accordance with company guideline
  6. Work area is organised with regard to the emergency procedure
  7. Make-up tools, equipment and products are arranged accordingly.
  8. Workplace cleanliness and personal hygiene are maintained
  9. Work area ergonomics, deportment and posture are practised.
  10. Safe keeping of client’s belongings and make-up area is advised for talent privacy.
  11. Client’s face structure, skin type, skin texture and skin defect defined to determine client’s contra indication.
  12. Suitable products and treatment recognised with regards to the skin analysis result.
  13. Client’s face condition explained to the client.
  14. Oil and dirt removed from face and selected body area in accordance with face cleansing technique
  15. Unnecessary hairs indicated and removed
  16. Base products (such as: primer, sun-block, ampoules, concealer , foundation etc ) applied on client’s face
  17. Client’s eyebrow is shaped and client’s skin radiant is enhanced
  18. Suitable eyebrow pencil is use to colour client’s eyebrow.
  19. Suitable eye-shadow colours are selected, blended and applied on the client’s upper eyelid.
  20. Suitable eyeliner colour is selected and applied on the edges of the client’s eyelids.
  21. Suitable mascara colour is selected and applied on the client’s eyelash
  22. Suitable blusher colours are selected, blended and applied on the client’s cheek.
  23. Suitable lip liner colours are selected, blended and applied on the edges of the clients lips
  24. Suitable lipstick colours are chosen, blended and applied on the client’s lips
  25. Suitable lip gloss colours are selected, blended and applied on the client’s lips
  26. Work area, tools and equipment cleanliness and hygiene are maintained
  27. Refreshing water (such as: Charge water, thermal spray water) is sprayed on the client’s face for make-up lasting.
  28. Finished make-up is checked to ensure quality furnishing
  29. Talent is dressed and accessorised in accordance with job specification
  30. Client’s hair is styled in accordance with job specification
  31. Client’s make-up is touched up and enhanced to maintain pleasant make-up
  32. Make-up is carried out according to allocated time/ duration
  33. Effectiveness of photo shoot make-up is checked to ensure client’s requirement is complied.
  34. Feedback from client is recorded and analysed for service improvement.
  35. Make-up products residues are cleaned and tidied up in accordance with company housekeeping practice.
  36. Make-up tools are disinfected, sanitised and sterilised in accordance with company SOP
  37. 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 ofperformingphoto shoot make up activitiesby using resources listed below:

2.1 Identify tools, equipment and materialsfor photo shoot 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. Materials:  * Cotton buds * Facial cotton * Wet tissue / tissue  1. Eye lashes curler 2. Cleanser 3. Toner 4. Serum / ampoules / moisturiser 5. Foundation / cream / liquid / mousse / sticks. 6. Concealer 7. Loose powder / compact / two way cake / pressed powder. 8. Eye shadow, mascara, eye brow (pencil, powder), eye liner (pencil / liquid / cream / gel / powder) 9. Blusher (cream, powder) 10. Lip liner, lipstick and lip gloss. 11. False eyelashes 12. False eyelashes adhesive 13. Accessories according to concept 14. Surgical spirit 15. Sample of job checklist / consultation card | 1:1  1:1  1:1  1:1  1:1  1:1  As per requirement  As per requirement  As per requirement  1:1  As per requirement  As per requirement  As per requirement  1:1  1:1  1:1  1:1  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.

|  |
| --- |
| 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. Cliff Hollenbeck, Nancy Hollenbeck (2000). Make-Up Techniques for Photography. Amherst Media, Inc . ISBN-13: 978-1-58428-037-8  3. Helen Hall McLean ( ) Behind the Scenes: The Most Comprehensive Illustrated Guide to Professional Make-up Artistry, Published by Evergreen Press, ISBN-13: 978-0-88106-157-4  4. Linda Mason (2007). Make-up: The Art of Beauty. Watson-Guptill Publication. ISBN-13: 978-0-8230-9979-5  5. Penny Delamar 92003) The complete make-up artist: working in film, fashion, television and theatre 2nd Edition). NorthwesternUniv Press. ISBN-13: 978-0-8101-1969-7, |

1. DESICION MAKING

You are required to get coach approval before performingphoto shoot make up activity.

1. EXECUTE & MONITORING

You are required to performphoto shoot make up activity according to steps below:

3.1 Practise personal hygiene and professional code of ethics.

* 1. Determine client’s requirement

3.3 Prepare photo shoot 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.

3.3.4 Prepare make-up accessories

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.

3.6 Executephoto shoot make up according to procedure and technique

3.6.1 Groom eyebrow

3.6.2 Apply eye shadow and blusher according to correct blending technique

3.6.3 Apply eyeliner, mascara lip liner,lipstick,lip gloss and false eyelashes

3.7 Checkfinal photo shoot make up touch up according to procedure and technique

3.8 Perform photo shoot post make-up.

3.8.1 Collect and analyse client’s feedback for service improvement.

3.8.2 Update consultation card

3.9 Give after care advice on photo shoot make up removal technique

3.10 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. Have analytical mind in interpreting job specification and job scope 2. Punctual and reasonable time planning 3. Analytical, proactive and systematic in preparing make-up work area, tools, equipment and products 4. Thorough and detail in analysing client’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 applying day and special occasion make-up 10. Accurate in selecting the right tools and product   to achieve desired result   1. Detail in checking finished make-up result 2. Creative when styling client’s hair 3. Precise in cleaning, arranging tools and recording job checklist |
| Safety | 1. Adhere to personal grooming during discussion with clients 2. Adhere ergonomics practice when preparing work area 3. Adhere to Work place safety requirement 4. Cautious to client’s skin contra indication 5. Ensure safety when using sharp tools 6. Follow ergonomic practice when applying make-up 7. Adhere to work place safety requirement. 8. Cautious when spraying client’s face to prevent from entering client’s eyes |
| Environment | 1. Ensure cleanliness and hygiene of work area and tools 2. Ensure make-up residues dispose according to company’s guideline 3. Adhere to hygiene practice |

3.26 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 photo shoot 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 photo shoot makeup selected according to event |  |  |  |  |  |  |  |  |  |  |
| 2. | Client’s skin texture and contra indication checked and recorded in consultation card. |  |  |  |  |  |  |  |  |  |  |
| 3. | Work area, tools, equipment & materials prepared & arranged in accordance to safety & health 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. | Custom-made make-up accessories prepared and fixed on the client’s face |  |  |  |  |  |  |  |  |  |  |
| 9. | Final touch up makeup is carried out |  |  |  |  |  |  |  |  |  |  |
| 10. | Finished makeup is checked to meet criteria:   * Event * Colour selection (matte or shimmer) * Colour mixing * Colour blending * Fine artwork |  |  |  |  |  |  |  |  |  |  |
| 11. | Removal technique of photo shoot make up advised |  |  |  |  |  |  |  |  |  |  |
| 12. | Photo shoot make-up tools& equipment cleaned, disinfected, sanitized, sterilized and stored |  |  |  |  |  |  |  |  |  |  |
| 13. | Make-up is carried out within allocated time/ duration |  |  |  |  |  |  |  |  |  |  |
|  |  | A1 | | | | | A2 | | | | |
|  | FULL MARKS | 91 | | | | | 91 | | | | |
| 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 / X 60 | A2 /X 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: