

nqual.

Level 3

Diploma in
Make-Up Artistry
(610/4440/4)



Specification Pack

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ABOUT NQUAL

NQual provides high-quality vocational and occupational qualifications designed to meet the needs of learners and employers.

At NQual we are committed to certifying current and relevant qualifications that meet the demands of today's ever-changing industries. Our dedication to staying at the forefront of knowledge ensures that our qualifications reflect the latest trends in your field of interest.

QUALIFICATION SPECIFICATION

Qualification Specifications are used to inform and guide centres to deliver the qualification set out within this document. Information within this specification includes a qualification overview, unit breakdowns, assessment guidance and learning outcomes.

Alongside the specification, you will also find a qualification 'Fact Sheet'. These are used as handy tools to provide an overview of the qualifications.

QUALIFICATION INFORMATION

The NQual Level 3 Diploma in Make-Up Artistry is regulated by Ofqual.

- Qualification Number 610/4440/4

Overview

The NQual Level 3 Diploma in Make-Up Artistry will equip learners with the skills and knowledge to become a professional makeup artist. Learners will explore core techniques, industry knowledge and experience portfolio-building techniques.

This qualification promotes career progression, ensures the learner has diverse skills and ensures they are equipped for a role within the makeup industry.

Learners who complete this qualification should be those who want to enhance their existing makeup skills or are looking to build a professional career in make-up. This qualification will support progression within the beauty industry.

This qualification has been mapped to the current National Occupational Standards: www.ukstandards.org.uk/en

Entry Requirements

- Minimum age 16

Learners should have or be working towards a minimum of level 2 in literacy and numeracy or equivalent.

Unit Guidance

Learners must achieve all mandatory units and at least 7 credits of optional units. The total credit value for this qualification is 44.

Mandatory Units

Learners must achieve all mandatory units, totalling 44 credits.

| Unit Reference | Title | Level | GLH | Credit Value |
|----------------|--|-------|-----|--------------|
| A/651/2850 | Health and Safety Practices in the Workplace | 2 | 54 | 6 |
| M/651/2306 | Instruction on Make-Up Application | 2 | 36 | 4 |
| D/651/2059 | Make-Up Application | 2 | 36 | 4 |
| D/651/2347 | Fashion and Photographic Make-Up | 3 | 63 | 7 |
| F/651/2348 | Camouflage Make-Up | 3 | 36 | 4 |
| J/651/2863 | Provide Basic Business Support and Services | 3 | 63 | 7 |
| Y/651/327 | Professional Development and Personal Well-being | 3 | 45 | 5 |

Optional Units

Learners must achieve at least 7 credits of optional units.

| Unit Reference | Title | Level | GLH | Credit Value |
|----------------|---|-------|-----|--------------|
| H/651/2349 | Design and Apply Mehndi Skin Decoration | 3 | 36 | 4 |
| L/651/2350 | Apply Airbrush Make-Up | 3 | 36 | 4 |
| K/651/2864 | Use Social Media to Promote Services and Products | 3 | 36 | 4 |
| H/651/3186 | Undertake Freelance Work | 2 | 27 | 3 |
| M/651/2875 | Bridal Hairstyling | 3 | 45 | 5 |

Guided Learning Hours

These hours are made up of contact time, guidance or supervision from course tutors, trainers, or training providers. The Guided Learning Hours for this qualification is 396.

Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of understanding required for the award of this qualification. This includes the Guided Learning Hours and time spent completing independent study.

The Total Qualification Time for this qualification is 440.

Delivery Options

NQual allows qualifications to be delivered both online and face-to-face. Please check the additional requirements with your Centre EQA if delivering qualifications online.

Grading and Assessment

Assessment is used to measure a learner's skill or knowledge against the standards set in this qualification. This qualification is internally assessed and externally quality assured.

The assessment consists of:

- An internally assessed Portfolio of Evidence and externally quality assured by NQual.

A Portfolio of Evidence can contain:

- Observation Records
- Professional Discussion and/or Q&A records
- Written answers
- PowerPoint Presentations
- Feedback forms
- Worksheets
- Audio/ video recordings
- Images
- Witness Testimony

Please note this is not an exhaustive list.

Learners should have opportunities to practice skills-based criteria and outcomes, outside of their programme delivery.

Observations are favourable to demonstrate skills-based criteria however we also accept other assessment methods to demonstrate the ability to complete services/treatments.

Approved Centre

To deliver any NQual qualification, each centre must be approved by NQual and meet the qualification approval criteria. The recognition process requires centres to implement policies and procedures to protect learners when undergoing NQual qualifications.

Approved centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, and processes in place to deliver and assess the qualification.

Once approved to offer this qualification, centres must register learners before any assessment takes place. Centres must follow NQual's procedures for registering learners.

Support From NQual

NQual support all new and existing approved centres. We respond to all communication within 48 hours and hold regular information webinars. If you would like to book our next webinar, please visit the 'News & Events' section on our website.

Initial Assessment

It is part of the enrolment process by the approved centre to complete an initial assessment. Approved centres must ensure everyone undertaking an NQual qualification completes some form of initial assessment. This will be used to inform the tutor/trainer of current knowledge and understanding.

Reasonable Adjustment

NQual is committed to providing fair and reasonable adjustments for learners to help reduce the effect of a disability or difficulty that places the learners at a disadvantage during an assessment. For more information on Reasonable Adjustments, please see our Reasonable Adjustments and Fair Access Policy.

Responsibilities

Assessor

It is important to note, that to assess qualification content, the assessor must be occupationally competent to assess skills-based competence and/or occupationally knowledgeable to assess knowledge-based content.

Assessors who deliver NQual qualifications must possess a qualification appropriate for the level they are delivering. Examples of these can include at least one of the following:

- D32 Assess Candidate Performance and D33 Assess Candidate Using Differing Sources of Evidence
- A1 Assess Candidate Performance Using a Range of Methods and A2 Assessing Candidates' Performance through Observation
- Level 3 Award in Assessing Competence in the Work Environment (for competence/skills learning outcomes only)
- Level 3 Award in Assessing Vocationally Related Achievement (for knowledge learning outcomes only)
- Level 3 Certificate in Assessing Vocational Achievement
- HEI Certificate in Education
- Qualified Teacher Status Certificate in Education in Post Compulsory Education (PCE)
- Post Graduate Certificate in Education
- Teaching Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- L&D9DI - Assessing workplace competence using Direct and Indirect methods (Scotland)
- L&D9D - Assessing workplace competence using Direct methods (Scotland)
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Education and Training
- Level 3 Learning and Skills Assessor Apprenticeship
- Level 5 Learning and Skills Teacher Apprenticeship

Examples of evidence for subject knowledge can include:

- Qualification at the same level or above, the qualification you are delivering
- Extensive experience at the same level or above, the qualification you are delivering

Internal Quality Assurer

Centre staff who complete Internal Quality Assurance for NQual qualification must possess or be working towards a relevant qualification. Examples of these can include at least one of the following:

- D34 Unit **Internally verify the assessment process**
- V1 Verifiers Award
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Examples of evidence for subject knowledge must include at least one of the following:

- Qualification at the same level or above, the qualification you are quality assuring
- Extensive experience at the same level or above, the qualification you are quality assuring

MANDATORY UNITS

Unit Breakdown: Level 3 Diploma in Make-Up Artistry

Unit: Health and Safety Practices in the Workplace

Unit Code: A/651/2850

Level: 2

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|--|--|
| 1. Understand health and safety practices in the workplace | <p>1.1 Describe your responsibilities for health and safety as defined by any specific legislation covering your job role</p> <p>1.2 Explain the local authority's rules and conditions, licensing and/or registration requirements for yourself and your premises</p> <p>1.3 Explain why you must comply with ethical practice and work within legislative requirements</p> <p>1.4 State the importance to comply with a professional code of conduct in the workplace, in accordance with organisational policies and procedures</p> <p>1.5 Describe how and when to seek further advice and support outside the practitioner's remit, regarding compliance with data legislation</p> <ul style="list-style-type: none"> • Compliance with data legislation <p>1.6 Describe how to carry out a risk assessment and controls to be implemented</p> <p>1.7 Describe how and why you must comply with infection prevention and control procedures</p> <p>1.8 State the use of hard surface disinfectants, and explain the chemical compositions and associated risks with using them</p> <p>1.9 Describe how the contact times of hard surface disinfectants impact the effectiveness</p> <p>1.10 Explain the causes and risks of microbial contamination and methods of infection prevention</p> <p>1.11 State the use of skin disinfectants, and explain:</p> <ul style="list-style-type: none"> • The chemical compositions • Associated risks with using • The impact on the pH scale and barrier function • How contact times impact the effectiveness <p>1.12 Explain the legislative, organisational and manufacturer safety instructions for equipment, materials and products, in relation to:</p> <ul style="list-style-type: none"> • Storage • Handling • Usage |

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| | <ul style="list-style-type: none"> • Disposal • Record keeping |
| 2. Understand the importance of a positive work environment | <p>2.1 Identify the legislative requirements for waste disposal</p> <p>2.2 Explain the causes, hazards of accidental exposure to clinical waste and state how to respond</p> <p>2.3 Explain the legislative and organisational requirements for the individual's protection, preparation, dignity and privacy</p> <p>2.4 Describe how safe positioning techniques and working practices can prevent work related injury and ill health</p> <p>2.5 Explain the importance of ensuring the working environment is in line with legislative requirements, in relation to:</p> <ul style="list-style-type: none"> • Lighting and illumination • Heating • Ventilation • Fixtures, fittings and equipment • Facilities and amenities • Audit and accountability <p>2.6 Explain the hazards and risks associated with working environment, equipment, materials, products and the controls to be implemented</p> <p>2.7 Describe the range of environmental and sustainable working practices</p> <p>2.8 Describe your current insurance and indemnity requirements, relevant to the procedure</p> <p>2.9 Describe why you must source equipment and products compliant with legislative requirements and manufacturer instructions, to:</p> <ul style="list-style-type: none"> • Ensure products sourced are for cosmetic use • Avoid the risk of toxicity <p>2.10 Outline the legislative requirements for tests prior to procedures, taking into account:</p> <ul style="list-style-type: none"> • The purpose of tests • How and when to carry out tests <p>2.11 Explain the audit and accountability of working practices and procedures</p> <p>2.12 Describe the reasons for adhering to the *service protocol *</p> <p>2.13 Explain your responsibility and the reporting procedures for suspected malpractice</p> <p>2.14 Explain your own physical and psychological wellbeing and how this may impact on being able to provide a procedure safely</p> |

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| <p>3. Be able to Follow Health & Safety procedures</p> | <p>3.1 Conduct yourself in the workplace in line with health and safety pre, during and post procedure, in accordance with legislation and other relevant regulations, directives and guidelines</p> <p>3.2 Carry out risk assessment(s) prior to undertaking the procedure</p> <p>3.3 Record the outcome of the risk assessments</p> <p>3.4 Implement control methods and take appropriate action</p> <p>3.5 Apply infection prevention and control measures in accordance with legislation and other relevant regulations, directives and guidelines,</p> <p>3.6 Universal precautions and standard precautions</p> <p>3.7 Prepare the working environment in accordance with legislative requirements and organisational policies and procedures</p> <p>3.8 Prepare and protect yourself and others within the working environment according to legislation, organisational policies and procedures, including:</p> <ul style="list-style-type: none"> • Personal hygiene • Personal presentation • Personal protective equipment <p>3.9 Position the individual in accordance with the service protocol</p> <p>3.10 Use working practices that:</p> <ul style="list-style-type: none"> • Minimise Fatigue and the risk of injury to yourself and others • Use environmental and sustainable working practices • Minimise risk and maintain the individuals' safety <p>3.11 Source and select equipment, materials and products to meet the individual's needs, area to be treated and are fit for purpose</p> <p>3.12 Use equipment, materials and products, in accordance with the service plan, legislative requirements and manufacturer guidance</p> <p>3.13 Carry out tests to establish suitability for the procedure when required</p> <p>3.14 Assess and dispose of waste to meet legislative requirements</p> |
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Unit Overview:

This unit in health and safety practices in the workplace equips individuals with the knowledge and skills to identify, assess, and control health and safety risks within an organisation.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol

1. Working environment
2. Health and safety
3. Risk management plan
4. Infection prevention and control
5. Service plan
6. Informed consent
7. Test outcomes
8. Manufacturer instructions
9. Additional advice and support
10. Data management
11. Pre and post instructions and advice
12. Sustainability
13. Waste management
14. Evidence-base practice
15. Reflective practice

Range

| | Portfolio Reference |
|---|---------------------|
| Health and Safety | |
| Health and safety legislation, regulations, directives and guidelines | |
| Local authority legislation, licensing and/or registration schemes | |
| Environmental protection | |
| Cosmetic products enforcement | |
| Safeguarding Policy | |
| Infection Prevention and Control Procedures | |
| Aseptic techniques | |
| Single use items | |
| Universal precautions | |

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| Standard precautions | |
| Work Related Injury and Ill Health | |
| Physical injuries | |
| Disorders | |
| Diseases | |
| Mental Health | |
| Fatigue | |
| Environmental and Sustainable Working Practices | |
| Environmental waste management | |
| Energy use | |
| Environmental core practices | |
| Working to commercial times | |
| Use bio-degradable and compostable options or products | |
| Aware of your own and business carbon footprint | |

Unit: Instruction on Make-Up Application

Unit Code: M/651/2306

Level: 2

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|--|--|
| 1. Understand the principles of make-up application | 1.1 Explain your responsibilities for health and safety as defined by any specific legislation covering your job role 1.2 State the legal and organisational requirements for client preparation 1.3 State the legal and organisational requirements for your own personal hygiene, protection and appearance 1.4 Describe safe positioning techniques for yourself and your client to prevent discomfort 1.5 Outline the necessary environmental conditions for services such as heating and ventilation and why these are important 1.6 Identify why it is important to keep your work area clean and tidy 1.7 Describe methods of cleaning, disinfection and sterilisation 1.8 Identify methods of working safely and hygienically and which minimise the risk of cross-infection 1.9 Describe the different types of working methods that promote environmental and sustainable working practices 1.10 Identify the hazards and risks which exist in your workplace and the safe working practices which you must follow <ul style="list-style-type: none"> Suppliers' and manufacturers' instructions for the safe use of tools, materials and products which you must follow 1.11 State the legal requirements for waste disposal 1.12 Explain the reasons for completing the service in a commercially viable time |
| 2. Understand how to consult, plan and prepare for skin care and make-up instruction | 2.1 Explain why it is important to communicate with clients in a professional manner 2.2 Describe how to complete a consultation taking into account client's diverse needs 2.3 State the legal requirements for providing treatment to minors under 16 years of age 2.4 State the age at which an individual is classed as a minor and how this differs nationally 2.5 Explain the importance of agreeing the service that meets the client's needs |

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| | <p>2.6 Outline the legal significance of gaining signed, informed client consent to carry out the service</p> <p>2.7 The legislative requirements for storing and protecting client data</p> <p>2.8 Explain how to recognise contra-indications that would prevent or restrict the service</p> <p>2.9 Identify the contra-indications requiring medical referral and why</p> <p>2.10 Explain the necessary action to take in relation to specific contra-indications when referring clients</p> <p>2.11 Identify the reasons for not naming specific contra-indications when referring clients</p> <p>2.12 Explain how to recognise different skin types, skin conditions and characteristics</p> <p>2.13 Outline the reasons for checking if the client wears contact lenses or glasses</p> <p>2.14 Explain why it is important to respect any sensitivities regarding the client's personal appearance</p> <p>2.15 Identify the type of resources required for skin care and make-up instruction</p> <p>2.16 Identify where to obtain skin care and make-up resources</p> |
| 3. Understand how to deliver skin care and make-up instructions and evaluate the success of the instruction | <p>3.1 Explain how to plan a skin care and make-up instruction session</p> <p>3.2 Describe methods of presenting information</p> <p>3.3 Identify different types communication and questioning techniques to use during the make-up instruction</p> <p>3.4 Describe methods of using and demonstrating skin care and make-up application techniques, including tools and equipment</p> <p>3.5 Explain ways of checking the clients' understanding and their ability to carry out skin care and make-up application on themselves</p> <p>3.6 Identify how to tailor and adapt your skin care and make-up instruction to meet individual clients' needs</p> <p>3.7 Identify methods of evaluating the success of skin care and make-up instructional activities</p> <p>3.8 Explain why it is important to record client feedback and other relevant information from the activity</p> |
| 4. Be able to prepare to deliver skin care and make-up instruction | <p>4.1 Maintain your responsibilities for health and safety throughout the service</p> <p>4.2 Prepare your client and yourself to meet legal and organisational requirements</p> <p>4.3 Position your client to meet the needs of the service</p> |

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| | <p>4.4 Ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others</p> <p>4.5 Ensure environmental conditions are suitable for the client and the service</p> <p>4.6 Keep your work area clean and tidy throughout the service</p> <ul style="list-style-type: none"> • Use working methods that minimise the risk of cross-infection <p>4.7 Ensure the use of clean tools and equipment</p> <p>4.8 Promote environmental and sustainable working practices</p> <p>4.9 Follow workplace and suppliers' or manufacturers' instructions for the safe use of tools, materials and products</p> <p>4.10 Dispose of waste materials to meet legal requirements</p> <p>4.11 Complete the service within a commercially viable time</p> <p>4.12 Use consultation techniques to determine the client's service plan</p> <p>4.13 ensure that informed and signed parent or guardian consent is obtained for minors prior to any service</p> <p>4.14 Ensure that a parent or guardian is present throughout the service for minors under the age of 16</p> <p>4.15 Recognise any contra-indications and take the necessary action</p> <p>4.16 Agree the service and outcomes that meets the client's needs</p> <p>4.17 Obtain signed, informed consent from the client prior to carrying out the service</p> <p>4.18 Recognise and record the client's skin type and skin condition</p> <p>4.19 Ensure the objectives of the skin care and make-up are clear, realistic and agreed with the client</p> <p>4.20 Provide a suitable range of skin care and make-up products for the client's skin type, skin tone and the type of instruction techniques to be used</p> |
| 5. Be able to deliver and evaluate skin care and make-up instruction | <p>5.1 Use instructional techniques which are delivered at a pace suitable for the client</p> <p>5.2 Demonstrate skin care and make-up application in a way which promotes client's understanding</p> <p>5.3 Guide the client through application of the products in a way which meets the needs of the client and the products being used</p> <p>5.4 Explain the use and purpose of make-up tools</p> <p>5.5 Use resources throughout the instructional **activity</p> |

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| | <p>5.6 Allow the client time to practise skin care and make-up application techniques on themselves</p> <p>5.7 Encourage the client to ask questions throughout the instructional activity</p> <p>5.8 Confirm that the client has an understanding of the techniques necessary to achieve their desired look</p> <p>5.9 Provide the client with information on the products, tools and equipment used and where to source them</p> <p>5.10 Encourage clients to use the products and services available</p> <p>5.11 Provide written instructions on how to apply skin care routine and make-up</p> <p>5.12 Ask your client to make an evaluation of their own learning and provide any additional instructions to meet their needs</p> <p>5.13 Ask your client questions on the delivery of the make-up and skin care instructions and record their feedback</p> <p>5.14 Use client feedback to make improvements to your own skin care and make-up instructional techniques</p> |
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Unit Overview:

This unit in health and safety practices in the workplace equips individuals with the knowledge and skills to be able to advise and instruct on the correct use of tools and the application of skin care and make-up products to suit a variety of individual's needs.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol

1. Working environment
2. Health and safety
3. Risk management plan
4. Infection prevention and control
5. Service plan
6. Informed consent
7. Test outcomes
8. Manufacturer instructions
9. Additional advice and support
10. Data management
11. Pre and post instructions and advice
12. Sustainability
13. Waste management

- 14. Evidence-base practice
- 15. Reflective practice

| | Observation 1 | Observation 2 | Observation 3 | Optional |
|---------------------|---------------|---------------|---------------|----------|
| Date Achieved | | | | |
| Portfolio Reference | | | | |
| Assessor Signature | | | | |
| Learner Signature | | | | |

Range

| | Portfolio Reference |
|--|---------------------|
| Used All Consultation Techniques | |
| Questioning | |
| Visual | |
| Manual | |
| Listening | |
| Written | |
| Dealt with at Least 1 Necessary Action | |
| Encouraging the client to seek medical advice | |
| Explaining why the service cannot be carried out | |
| Modifying of treatment | |
| Identified Skin Types | |
| Oily | |
| Dry | |
| Combination | |
| Identified Skin Conditions | |
| Congested | |

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|---|--|
| Dehydrated | |
| Hyper/hypopigmentation | |
| Mature | |
| Photo aged | |
| Sensitivity | |
| Dealt with at least 3 Objectives | |
| skin care choice and application | |
| natural make-up | |
| evening make-up | |
| special occasion make-up | |
| Used Instruction Techniques | |
| Skills demonstration | |
| Use of diagrams | |
| Verbal explanation | |
| Use of written instructions | |
| Used Resources | |
| Skin care products | |
| Make up products | |
| Make up tools and equipment | |
| Suitable mirror and lighting | |
| Face chart | |
| Instructions | |
| The individual and practitioner's legal rights and responsibilities | |
| Pre and post treatment instructions and care | |
| Restrictions and associated risks | |
| Future treatments | |

Unit: Make-Up Application

Unit Code: D/651/2059

Level: 2

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
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| <p>1. Understand the principles of providing make up services</p> | <p>1.1 Outline your role and responsibilities in providing make-up treatments and the importance of working within your competence</p> <p>1.2 Explain why you must comply with ethical practice and work within the legislative requirements, to include:</p> <ul style="list-style-type: none"> The responsibilities under local authority licensing regulations for yourself and your premises <p>1.3 Outline the anatomy and physiology relevant to this standard</p> <p>1.4 State the relative and absolute contraindications relevant to beauty treatments</p> <p>1.5 State the legislative and insurance requirements for obtaining medical diagnosis and referral</p> <p>1.6 Explain the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional</p> <p>1.7 Explain the purpose, use and limitations of make-up treatments, in relation to:</p> <ul style="list-style-type: none"> Past and current medical history Skin condition Relevant lifestyle factors Medication and medical conditions Individual's expectations <p>1.8 Describe the adverse reactions associated with a make-up treatment and how to respond</p> <p>1.9 Outline the health and safety responsibilities in line with legislation before, during and after the make-up treatment</p> <p>1.10 Explain why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the make-up treatment plan</p> <p>1.11 State the legal requirements for providing beauty treatments to minors and vulnerable adults</p> <p>1.12 Outline the fee structures and treatment options</p> <p>1.13 Explain the legislative and indemnity requirements of gaining signed, informed consent for the make-up treatment</p> <p>1.14 Explain the importance of adhering to the make-up treatment protocol</p> |

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| | <p>1.15 Explain the importance of carrying out a skin and facial characteristics analysis to determine the treatment plan</p> <p>1.16 Describe the types of hygiene products for the skin and the importance of following manufacturer instructions</p> <p>1.17 Explain the reasons why make-up should be applied in the lighting it will be worn</p> |
| 2. Understand how to provide make-up services | <p>2.1 Describe the types, benefits and limitations of skincare and make-up products and tools, to include:</p> <ul style="list-style-type: none"> • Accurate match to the individual's skin type, classification and make-up style <p>2.2 Describe the application techniques to correct and enhance facial features, to include:</p> <ul style="list-style-type: none"> • Eye shape • Brow definition • Face shape • Lip shape <p>2.3 Describe the types of strip lashes, application techniques and the associated risks, to include:</p> <ul style="list-style-type: none"> • The importance of measuring and trimming the strip lash prior to application • How strip lashes can influence the appearance of the eyes and facial dimensions • How to achieve symmetry and balance <p>2.4 Outline the risks and restrictions associated with make-up products, to include:</p> <ul style="list-style-type: none"> • The benefits of using hypo-allergenic make-up products • The importance to identify if the individual is wearing contact lenses and the associated risks <p>2.5 Explain the importance to identify if the individual plans on wearing glasses post the make-up treatment, to include:</p> <ul style="list-style-type: none"> • Adaptations to the make-up to accommodate the magnification or demagnification of the eyes through long-sighted or short-sighted glasses <p>2.6 Describe how to prepare and use make-up products and equipment in line with the make-up treatment protocol, to include:</p> <ul style="list-style-type: none"> • The working practices required to avoid cross-contamination of products • Disinfecting and sterilisation of tools and equipment <p>2.7 Explain the reasons why cream-based products are applied to the skin before powders</p> <p>2.8 Explain the importance of adhering to manufacturer instructions to prevent product incompatibilities and risks to health</p> |

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| | <p>2.9 Explain the purpose of tests and the reasons why you carry out a test using the product(s) to be used</p> <p>2.10 Explain the importance of monitoring the health and wellbeing of the individual during, and post the treatment</p> <p>2.11 Explain the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements</p> <p>2.12 State the legislative and regulatory requirements of completing and storing the individual's make-up treatment record</p> <p>2.13 Describe the expected outcomes of make-up treatments</p> <p>2.14 Explain the importance to record the outcome and evaluation of the make-up treatment</p> <p>2.15 Outline the instructions and advice, pre and post the make-up treatment</p> |
| 3. Be able to prepare for make-up services | <p>3.1 Carry out a concise and comprehensive consultation with the individual</p> <p>3.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>3.3 Discuss and establish the individual's objectives, skin concerns, expectations and desired outcomes to inform the make-up treatment plan, to include:</p> <ul style="list-style-type: none"> • Make-up style • Skincare regime • Alternative treatment options <p>3.4 Confirm and agree with the individual, they have understood the proposed make-up treatment, to include:</p> <ul style="list-style-type: none"> • Expected outcomes • Contra-actions • Adverse reactions • Physical sensation <p>3.5 Obtain and record the individual's informed consent for the make-up treatment in accordance with organisational and insurance requirements</p> <p>3.6 Carry out tests to establish suitability for the treatment and record the outcome in accordance with the manufacturer instructions</p> <p>3.7 Prepare the individual's treatment area in accordance with the make-up treatment protocol</p> <p>3.8 Carry out a skin and face characteristics analysis to confirm the make-up treatment, to include:</p> <ul style="list-style-type: none"> • Skin classification • Skin condition • Skin type |

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| | <ul style="list-style-type: none"> • Facial Features • Anatomical Facial structures <p>3.9 Select the skincare products and prepare the individual's treatment area in accordance with the make-up treatment protocol, to include:</p> <ul style="list-style-type: none"> • Ensuring the make-up environment is carried out in the same lighting it will be worn in <p>3.10 Select the make-up products in accordance with the make-up treatment protocol, to include:</p> <ul style="list-style-type: none"> • Individual's skin analysis • Skin classification • Facial Features |
| 4. Be able to provide make up services | <p>4.1 Apply customised make-up using **make-up tools** to enhance their Facial Features in accordance with the make-up treatment protocol, to include:</p> <ul style="list-style-type: none"> • Safely decanting cream-based products on a sterile make-up palette • Using sterile tools in powder-based products • Using single use items to apply mascara and lip products Strip lash <p>4.2 Prepare the individual for the strip lash treatment</p> <p>4.3 Select the strip lash and eye lash adhesive in accordance with the treatment protocol, to include:</p> <ul style="list-style-type: none"> • Strip lash length • Strip lash density/weight 1 • Strip lash style • Strip lash colour • Individual's preference • Make-up style <p>4.4 Measure the lash to the individual's eye shape and trim with scissors accordingly</p> <p>4.5 Apply adhesive on the strip lash base and allow to become tacky</p> <p>4.6 Apply the strip lash to the centre of the eye lash line and finally secure in the outer corner and inner corners</p> <p>4.7 Finish the make-up with a setting spray for longevity</p> <p>4.8 Monitor the individual's health, wellbeing and skin reaction throughout the make-up treatment</p> <p>4.9 Implement the correct course of action in the event of an adverse reaction</p> <p>4.10 Conclude the treatment in accordance with the make-up treatment protocol, legislative requirements and organisational policies and procedures</p> <p>4.11 Complete the individual's treatment records and store in accordance with data legislation</p> <p>4.12 Provide instructions and advice to the individual, pre and post the treatment</p> |

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| | 4.13 Record the outcome and evaluation of the make-up treatment |
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Unit Overview:

This unit will equip learners with the knowledge and skills to offer make up services bespoke to individual needs
This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol:

1. Working environment
2. Health and safety
3. Infection prevention and control
4. Service plan
5. Informed consent
6. Data management
7. Test outcomes
8. Manufacturer instructions
9. Audit and accountability
10. Instructions and advice
11. Sustainability
12. Waste management
13. Evidence-based practice
14. Reflective practice

| | Observation 1 | Observation 2 | Optional |
|---------------------|---------------|---------------|----------|
| Date Achieved | | | |
| Portfolio Reference | | | |
| Assessor Signature | | | |
| Learner Signature | | | |

Range

| | PortFolio ReFerence |
|--|---------------------|
| Carried Out All Tests | |
| Skin test(s) for the product(s) | |
| Skin test for the strip lash adhesive | |
| Sensitivity test | |
| Create All Make-Up Styles | |
| Natural | |
| Evening | |
| Special occasion | |
| Consider Facial Features | |
| Eye shape | |
| Eye colour | |
| Face shape | |
| Lip Shape | |
| Skin Classification | |
| Fitzpatrick scale | |
| Lancer scale | |
| Worked on at Least 2 Skin Types | |
| Dry | |
| Oily | |
| Combination | |
| Balanced | |
| Considered Skin Conditions | |
| Lax elasticity | |
| Hyper and hypo pigmentation | |

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| Congested | |
| Pustular | |
| Fragile | |
| Vascular | |
| Sensitised | |
| Sensitive | |
| Dehydrated | |
| Photo-sensitive | |
| Photo-aged | |
| Dehydrated | |
| Make-Up Products | |
| Primers (Facial and eyelid primers) | |
| Foundations (SPF, oil based, water based, mineral based, medicated Foundations) | |
| Setting powder (banana, translucent, colourless, high definition) | |
| Bronzing products | |
| Concealer | |
| Brightening creams | |
| Cream and powder highlighters | |
| Cream and powder shades | |
| Blush (creams and powders) | |
| Eyebrow products (pomade, pencil, powder, gels) | |
| Eye shadow (cream based, powder, pigments, glitters) | |
| Eye liner (liquid, gel kohl pencil) | |
| Mascara (waterproof, non-waterproof, fibre building, tubular) | |
| Lip products (exfoliator, colours, gloss, liner) | |
| Strip lashes | |

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| Strip lash glue | |
| Setting/Finishing spray | |
| Make-Up Tools | |
| Make-up brushes | |
| Make-up palette | |
| Single use items | |
| Mirror | |
| Sterile eyelash curlers | |
| Sterile tweezers | |
| Hair protective equipment | |

Unit: Fashion and Photographic Make-Up

Unit Code: D/651/2347

Level: 3

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|---|--|
| 1. Understand how to plan and design a range of make-up looks | 1.1 Explain the reasons for agreeing contractual arrangements prior to commencing your design plan 1.2 Describe the steps that should be taken to ensure you are adequately insured 1.3 Identify how to interpret a design brief 1.4 Describe how to create a detailed and accurate make-up design plan 1.5 Explain different methods of communicating and presenting your design plan to the relevant people 1.6 Summarise the principles of colour theory 1.7 Explain the different types of lighting and camera effects and how these impact on the make-up 1.8 Explain why it is important to set and work to a budget 1.9 Identify the range and availability of resources required and where they can be obtained 1.10 Describe how to create a mood board and apply it to your make-up design plan 1.11 Describe how to adapt your plans to meet venue restrictions 1.12 Explain the common problems associated with photographic shoots, fashion shows and how to resolve them 1.13 Identify the potential hazards that must be considered when working at any venue 1.14 Describe the steps that should be taken to minimise risks 1.15 Explain how local by-laws and legislation may limit your use of resources 1.16 Explain the health and safety procedures applicable to any venue you use 1.17 Describe how to recognise contra-indications and restrictions to the make-up and how to deal with them |

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| <p>2. Understand how to produce a range of make-up looks</p> | <p>2.1 Explain how to prepare and adapt the work environment to meet legal and organisational requirements</p> <p>2.2 Explain methods of communicating your requirements to the relevant people</p> <p>2.3 Identify the principles of design, scale and proportion when creating a look</p> <p>2.4 Explain iconic make-up looks and how different cultures have influenced make-up and Fashion trends</p> <ul style="list-style-type: none"> The different types of make-up techniques and how to use them <p>2.5 Explain how to replicate historical looks safely to meet present day standards</p> <p>2.6 Identify the ways in which additional media can be used to complement the overall design plan</p> <p>2.7 Explain how to adapt the product and make-up selection to suit circumstances</p> <p>Evaluate Your Results Against the Design Brief Objectives</p> <p>2.8 Identify the purpose of evaluation activities</p> <p>2.9 The areas on which feedback should be collected</p> <ul style="list-style-type: none"> Methods of gaining feedback from others <p>2.10 Explain the potential commercial benefits that can arise from make-up design work</p> <p>2.11 Explain how the design looks can be adapted to suit other activities</p> |
| <p>3. Be able to plan and design a range of make-up looks</p> | <p>3.1 Agree contractual arrangements with the relevant person prior to commencing your design plan</p> <p>3.2 Identify the intended activity for which the make-up is required</p> <p>3.3 Source information to research ideas on themes for the design plan</p> <p>3.4 Use information sourced to create your design plan</p> <p>3.5 Create a design plan which has clear objectives and meets the design brief from the relevant person</p> <p>3.6 Design mood boards for the look required</p> <p>3.7 Identify all resources and additional media required</p> <p>3.8 Consider how risks to health and safety can be reduced</p> <p>3.9 Agree your design plan with the relevant person</p> |
| <p>4. Be able to produce a range of make-up looks</p> | <p>4.1 Prepare the work environment to meet legal and organisational requirements</p> <p>4.2 Prepare equipment, materials and products for the make-up application</p> <p>4.3 Work in a way which permits access and minimises the risk of injury to you and others</p> |

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| | <p>4.4 Use make-up application techniques to create the agreed look</p> <p>4.5 Manage resources within the limits of your own authority</p> <p>4.6 Communicate with relevant person throughout the make-up activity</p> <p>4.7 Ensure the use of resources conforms to the design plan</p> <p>4.8 Ensure the finished make-up look meets the design brief</p> <p>Evaluate Your Results Against the Design Brief Objectives</p> <p>4.9 Obtain and evaluate feedback from the relevant person on your work and its effectiveness</p> <p>4.10 Evaluate your own performance against your objectives to identify how and where it could be improved</p> |
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Unit Overview:

This unit will provide learners with the ability to develop creative make-up skills for Fashion and photographic work in a way that enhanced their own professional profile. It will give learners the ability to research, plan and create a range of make-up looks to a given brief, in conjunction with others.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

| | Observation 1 | Observation 2 | Observation 3 | Observation 4 |
|---------------------|---------------|---------------|---------------|---------------|
| Date Achieved | | | | |
| Portfolio Reference | | | | |
| Assessor Signature | | | | |
| Learner Signature | | | | |

Range

| | Portfolio Reference |
|-------------------------------|---------------------|
| Activity | |
| Photographic- black and white | |
| Photographic- colour | |
| Fashion shows | |

Created All Looks

| | |
|--------------|--|
| Period | |
| Fantasy | |
| High Fashion | |
| Catwalk | |
| Bridal | |
| Commercial | |
| Editorial | |

Common Problems

| | |
|--------------------------|--|
| Tools and equipment | |
| Time over-runs | |
| Staffing | |
| Environmental conditions | |
| Budget constraints | |

Worked with Others

| | |
|-------------------|--|
| Photographer | |
| Art director | |
| Make-up designer | |
| Hair dresser | |
| Clients | |
| Stylists | |
| Clothing designer | |
| Nail technician | |
| Assistant | |

Used Techniques

| | |
|----------------------------|--|
| Precision base application | |
| Highlighting and shading | |

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|---|--|
| Concealing | |
| Blending | |
| Airbrushing | |
| Precision application of eye and eyebrow products | |
| Precision application of lip products | |
| Colour mixing | |
| Stencilling | |
| Body make-up | |
| Additional Media | |
| Accessories | |
| Clothes | |
| Hair | |
| False lashes | |
| Nails | |

Unit: Camouflage Make-Up

Unit Code: F/651/2348

Level: 3

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|--|---|
| 1. Understand how to maintain safe and effective methods of working when providing skin camouflage | 1.1 Identify your responsibilities for health and safety as defined by any specific legislation covering your job role 1.2 Explain the legal and organisational requirements for client preparation 1.3 Explain the legal and organisational requirements for your own personal hygiene, protection and appearance 1.4 Describe the safe positioning techniques for yourself and your client for optimum skin camouflage application 1.5 Explain the necessary environmental conditions for services, such as heating and ventilation and why these are important 1.6 Explain why it is important to keep your work area clean and tidy 1.7 Identify the methods of cleaning, disinfection and sterilisation 1.8 Identify the methods of working safely and hygienically and which minimise the risk of cross-infection 1.9 Explain the different types of working methods that promote environmental and sustainable working practices 1.10 Identify the hazards and risks which exist in your workplace and the safe working practices which you must follow 1.11 Explain the suppliers' and manufacturers' instructions for the safe use of tools, materials and products which you must follow 1.12 Explain the legal requirements for waste disposal 1.13 Explain the reasons for completing the service in a commercially viable time |
| 2. Understand how to consult, plan and prepare for skin camouflage | 2.1 Explain why it is important to communicate with clients in a professional manner 2.2 Describe how to complete a consultation taking into account the client's diverse needs 2.3 Identify the legal requirements for providing treatment to minors under 16 years of age 2.4 Identify the age at which an individual is classed as a minor and how this differs nationally 2.5 Explain the importance of agreeing the service that meets the client's needs |

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| | <p>2.6 Explain the legal significance of gaining signed, informed client consent to carry out the service</p> <p>2.7 Explain the legislative requirements for storing and protecting client data</p> <p>2.8 Describe how to recognise contra-indications that would prevent or restrict the service</p> <p>2.9 Describe the contra-indications requiring medical referral</p> <p>2.10 State the necessary action to take in relation to specific contra-indications when referring clients</p> <ul style="list-style-type: none"> The reasons for not naming specific contra-indications when referring clients <p>2.11 Explain why it is important to avoid intrusive questioning techniques</p> <p>2.12 Explain why it is important to respect the client's modesty, privacy and any sensitivities relating to their own appearance</p> <p>2.13 Identify your own limitations when dealing with clients requiring skin camouflage</p> <p>2.14 Explain why clients must appreciate the limitations of skin camouflage and have realistic expectations of the camouflage result</p> |
| 3. Understand how to carry out skin camouflage | <p>3.1 Explain why it is important to test for a skin colour match on a small area</p> <p>3.2 Explain the reasons for applying a complementary colour prior to skin match</p> <p>3.3 Identify the range and availability of skin camouflage products and where they can be sourced</p> <p>3.4 Explain the selection and application of products to meet the needs of individual camouflage requirements</p> <ul style="list-style-type: none"> The principles of colour theory <p>3.5 Summarise the attributes and limitations of skin camouflage products</p> <p>3.6 Explain the compatibility and limitations of other cosmetic and skin care products used in conjunction with skin camouflage</p> <p>3.7 Identify the causes and appearance of skin conditions likely to need skin camouflage</p> <p>3.8 Explain the structure and functions of the skin</p> <p>3.9 Identify the different skin types and characteristics</p> <p>3.10 Identify the photosensitivity of skin and how it differs in different skin groups such as the Fitzpatrick Classification System</p> <p>3.11 Describe how to deal with and advise the client on possible contra-actions to skin camouflage</p> |

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| | <p>3.12 Explain the aftercare advice on preservation, maintenance and removal of skin camouflage</p> <p>3.13 Explain the advice and recommendations on products and services</p> |
| 4. Be able to consult, plan and prepare for skin camouflage | <p>4.1 Use consultation techniques to determine the client's service plan</p> <p>4.2 Ensure that informed and signed parent or guardian consent is obtained for minors prior to any service</p> <p>4.3 Ensure that a parent or guardian is present throughout the service for minors under the age of 16</p> <p>4.4 Recognise any contra-indications and take the necessary action</p> <p>4.5 Identify and agree the skin camouflage needs and the area to be camouflaged with the client</p> <p>4.6 Obtain signed, informed consent from the client prior to carrying out the service</p> <p>4.7 Ensure the client understands the limitations of skin camouflage</p> |
| 5. Be able to carry out skin camouflage | <p>5.1 Maintain your responsibilities for health and safety throughout the service</p> <p>5.2 Prepare your client and yourself to meet legal and organisational requirements</p> <p>5.3 Respect your client's modesty, privacy and any sensitivities to their personal appearance</p> <p>5.4 Position your client to meet the needs of the service without causing them discomfort</p> <p>5.5 Ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others</p> <p>5.6 Ensure environmental conditions are suitable for the client and the service</p> <p>5.7 Keep your work area clean and tidy throughout the service</p> <p>5.8 Use working methods that minimise the risk of cross-infection</p> <p>5.9 Ensure the use of clean equipment and materials</p> <p>5.10 Promote environmental and sustainable working practices</p> <p>5.11 Follow workplace and suppliers' or manufacturers' instructions for the safe use of tools, materials and products</p> <p>5.12 Dispose of waste materials to meet legal requirements</p> <p>5.13 Complete the service within a commercially viable time</p> <p>5.14 Apply compatible skin care products and a complementary colour before the skin camouflage application</p> |

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| | <p>5.15 Use application tools, techniques and camouflage products which are best suited to the skin camouflage needs</p> <p>5.16 Establish an acceptable colour match on the area to be camouflaged</p> <p>5.17 Ensure camouflage products are applied to achieve the required density, colour and effect</p> <p>5.18 Apply compatible cosmetic and skin care products after the skin camouflage application</p> <p>5.19 Ensure that the finished result is to the client's satisfaction and meets the agreed service plan</p> <p>5.20 Give your client advice and recommendations on the service provided</p> <p>5.21 Ensure the client's records are completed and signed by you and the client</p> |
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Unit Overview:

This unit will provide learners with the ability to provide simple skin camouflage, it covers the use of a variety of specialist camouflage products designed to restore the skin's colouring to match the unaffected skin tone.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

| | Observation 1 | Observation 2 | Observation 3 | Observation 4 |
|---------------------|---------------|---------------|---------------|---------------|
| Date Achieved | | | | |
| Portfolio Reference | | | | |
| Assessor Signature | | | | |
| Learner Signature | | | | |

Range

| | Portfolio Reference |
|----------------------------------|---------------------|
| Used All Consultation Techniques | |
| Questioning | |
| Visual | |
| Manual | |
| Listening | |

| | |
|--|--|
| Written | |
| Used Camouflage Products | |
| Camouflage creams | |
| Camouflage powders | |
| Setting products | |
| Used Tools | |
| Brushes | |
| Fingers | |
| Sponges | |
| Velour puffs | |
| Camouflage Needs | |
| Tattoos | |
| Atrophic scar tissue | |
| Hypertrophic scar tissue | |
| Keloid scar tissue | |
| Hyperpigmentation | |
| Hypopigmentation | |
| Erythema | |
| Bruising | |
| Application on Areas | |
| Head or neck | |
| Chest or shoulders | |
| Limbs | |
| Back | |
| Abdomen | |
| Advice and Recommendations | |
| Suitable aftercare products and their uses | |

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| Avoidance of activities which may cause contra-actions | |
| Durability and removal of camouflage products | |
| Future service needs | |

Unit: Provide Basic Business Support and Services

Unit Code: Unit Code: J/651/2863

Level: 3

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|---|--|
| 1. Understand and be able to assist in promoting products and services | 1.1 Explain the importance of providing clear information when dealing with customer enquiries 1.2 Describe how to plan a promotional event/display/social media post 1.3 Describe how to promote and inform customers of promotions 1.4 Carry out stock take, re-stocking, stock rotation and maintenance 1.5 Record orders following the organisation's policies and procedures 1.6 Identify and resolve, where possible, any discrepancies which you cannot resolve to the relevant person for action 1.7 Research and assist with purchasing products, tools and equipment in accordance with legislation and regulatory guidelines 1.8 Check off a delivery ensuring all items have been received and are of good condition |
| 2. Understand and be able to maintain the reception and attend to customers | 2.1 Identify your organisation's procedures for: <ul style="list-style-type: none"> Maintaining the reception/virtual reception Customer care 2.2 Explain the limits of your authority when maintaining the reception/virtual reception 2.3 Describe how to maintain and rotate stock to meet the organisational requirements 2.4 Explain manual and digital booking services and technologies and who to refer software issues too 2.5 Explain the importance of maintaining customer confidentiality and data protection in accordance with legislative requirements 2.6 Explain the cyber security required in accordance with data legislation 2.7 Describe how to follow requirements set out within risk assessments 2.8 Describe how to update social media accounts and create promotional posts 2.9 Explain the importance of effective communication has on the business reputation and success |

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| | <p>2.10 Describe how and when to ask questions</p> <p>2.11 Explain the importance of speaking clearly in a way that promotes understanding</p> <p>2.12 Describe how to show you are listening closely to what people are saying to you.</p> <p>2.13 Describe how to adapt what you say to suit different situations</p> <p>2.14 Describe how to show positive body language</p> <p>2.15 Identify the organisation's procedures and limits of authority for:</p> <ul style="list-style-type: none"> • Maintaining confidentiality • Taking messages • Making and recording appointments • Carrying out tests • Authorising non-cash payments when these are 'over limit' • Personal safety • Dealing with suspected fraud • Dealing with payments and discrepancies • Reconcile credit notes and purchase ledger <p>2.16 Explain the importance of confirming and making appointments correctly</p> <p>2.17 Identify the types of information required to make an appointment</p> <p>2.18 Explain the importance of taking messages and passing them on to the right person in a timely manner</p> <p>2.19 Describe who to refer to with different types of enquiries</p> <p>2.20 State the person in your organisation to whom you should refer problems or issues that arise</p> <p>2.21 Explain the importance of checking that customers have had tests for specific services</p> <p>2.22 State the services available and their duration and cost</p> <p>2.23 State the products available for sale and their cost</p> <p>2.24 Explain the importance of maintaining customer interest through promotional activities and new technologies</p> <p>2.25 Describe how to balance giving the correct amount of attention to individual customers whilst maintaining a responsibility towards other customers in busy trading periods</p> <p>2.26 Update social media accounts under the direction of a senior member of staff</p> <p>2.27 Follow/carry out risk assessments in accordance with legislative requirements and organisational policies and procedures</p> |
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| | <p>2.28 Explain the digital payment portals, associated risks in accordance with legislative requirements and organisational policies and procedures</p> <p>2.29 Explain the common methods of calculating payments including point of sale technology and physical calculations</p> <p>2.30 Describe how to keep cash and other payments safe and secure</p> <p>2.31 Identify the types of payment that you are authorised to accept</p> <p>2.32 Describe how to gain electronic authorisation for payment cards</p> <p>2.33 Explain how to identify and deal with discrepancies</p> <p>2.34 Describe how to deal with customers offering suspect tender or suspect non-cash payments</p> <p>2.35 Explain the consequences of failure to handle payments correctly</p> <p>2.36 Attend to people in a polite manner</p> <p>2.37 Identify the purpose of enquiries</p> <p>2.38 Confirm appointments informing the relevant person</p> <p>2.39 Refer enquiries which cannot be dealt with to the relevant person for action</p> <p>2.40 Record messages and pass them to the relevant person in a timely manner</p> <p>2.41 Provide clear information</p> <p>2.42 Give confidential information only to authorised people</p> <p>2.43 Balance the need to give attention to individuals whilst ensuring others are not left without attention</p> <p>2.44 Update social media accounts under the direction of a senior member of staff</p> <p>2.45 In accordance with cyber security and organisational policies and procedures</p> <p>2.46 Follow/carry out risk assessments in accordance with legislative requirements and organisational policies and procedures</p> <p>2.47 Deal with all requests for appointments</p> <p>2.48 Identify customer requirements for the service requested</p> <p>2.49 Confirm the customer has had relevant tests when scheduling appointments</p> <p>2.50 Arrange for the customer to have relevant tests, when necessary, within the limits of your own authority</p> <p>2.51 Schedule appointments in a way that satisfies the customer, the practitioner and ensure the most productive use of commercial time</p> |
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| | <p>2.52 Confirm that the appointment details are acceptable to the customer</p> <p>2.53 Record appointment details to meet your organisation's requirements</p> <p>2.54 Calculate total charges for the customer</p> <p>2.55 Inform customers of charges</p> <p>2.56 Visually inspect purchases for condition and quality as they are processed for payment</p> <p>2.57 Establish the customer's method of payment and acknowledge receipt of payments</p> <p>2.58 Ensure accepted payments are correct</p> <p>2.59 Record information about the sale to meet the organisation's requirements</p> <p>2.60 Gain authorisation for accepting non-cash payments when the value exceeds the limit you are able to accept</p> <p>2.61 Inform customers when authorisation cannot be obtained for non-cash payments</p> <p>2.62 Identify and resolve, where possible, any discrepancies **in payments within the limits of your own authority</p> <p>2.63 Refer payment discrepancies which you cannot resolve to the relevant person for action</p> <p>2.64 Give the correct change and issue receipts when required by customers</p> <p>2.65 Follow cash point security procedures at all times</p> <p>2.66 Identify and report low levels of change in time to avoid shortages</p> |
| <p>3. Understand and be able to assist with restocking, stock take, ordering and deliveries</p> | <p>3.1 Explain the principles on restocking, maintaining appropriate stock levels, rotating and managing stock, including shelf life and/or expiry dates</p> <p>3.2 Describe how to record orders following the organisation's policies and procedures</p> <p>3.3 Describe how to identify and resolve, where possible, any discrepancies which you cannot resolve to the relevant person for action</p> <p>3.4 Explain the importance of researching and purchasing products, tools and equipment in accordance with legislation and regulatory guidelines</p> <p>3.5 Describe how to check off a delivery ensuring all items have been received and are of good condition</p> <p>3.6 Describe how to carry out stationery stock take and order including consultations and customer record cards</p> <p>3.7 Carry out stock take, re-stocking, stock rotation and maintenance</p> <p>3.8 Record orders following the organisation's policies and procedures</p> |

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| | <p>3.9 Identify and resolve, where possible, any discrepancies which you cannot resolve to the relevant person for action</p> <p>3.10 Research and assist with purchasing products, tools and equipment in accordance with legislation and regulatory guidelines</p> <p>3.11 Check off a delivery ensuring all items have been received and are of good condition</p> <p>3.12 Carry out stationery stock take and order including consultations and customer record cards</p> |
| 4. Understand and be able to liaise with the team | <p>4.1 Explain the importance of adhering to scheduled activities, rooming and equipment</p> <p>4.2 Explain how to deal with problems and who to refer too</p> <p>4.3 Explain the importance of taking part in meetings</p> <p>4.4 Describe how to take the minutes for a meeting</p> <p>4.5 Describe how and when to inform staff members of customer arrival and assist in greeting and completing necessary paperwork</p> <p>4.6 Explain the importance of being proactive and undertaking duties to help the smooth running of the business. including housekeeping duties</p> <p>4.7 Take part in meetings</p> <p>4.8 Take minutes of meetings</p> <p>4.9 Inform staff members of customer arrival and assist in greeting and completing necessary paperwork</p> <p>4.10 Undertake duties to help the smooth running of the business including housekeeping duties</p> |

Unit Overview:

This unit will provide the learner with the knowledge and skills to be able to provide basic business support and services. The main outcomes for this unit are:

- Assisting with promoting products and services
- Attending and responding to customer enquiries
- Making appointments for services
- Handling payments from customers
- Assisting with stock takes, ordering and deliveries
- Liaising with the team
- Handling paperwork and administrative tasks

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

| | Observation 1 | Observation 2 | Observation 3 | Optional |
|---------------------|---------------|---------------|---------------|----------|
| Date Achieved | | | | |
| Portfolio Reference | | | | |
| Assessor Signature | | | | |
| Learner Signature | | | | |

Range

| | Portfolio Reference |
|---------------------------|---------------------|
| Enquiries | |
| In person | |
| By telephone | |
| Digitally | |
| Appointments | |
| In person | |
| By telephone | |
| Digitally | |
| Mobile apps | |
| Social media | |
| Methods of Payment | |
| Cash | |
| Card | |
| Banking portal | |
| Mobile apps | |
| Social media | |
| Non-cash payments | |

| | |
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| Credit notes | |
|--------------|--|

Unit: Professional Development and Personal Well-being

Unit Code: Y/651/2327

Level: 3

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|---|--|
| 1. Understand the principles of professional development within the beauty industry | 1.1 Identify your current skillset and areas for improvements, including your strengths and weaknesses 1.2 Produce a professional development plan including SMART targets 1.3 Research and identify career development opportunities 1.4 Stay up to date with industry trends and technological advancements by producing a CPD log |
| 2. Understand how to manage personal well-being when working within the beauty industry | 2.1 Define the term 'personal well-being' 2.2 Identify common workplace stressors in the beauty industry 2.3 Explain the impact of stress on well-being and professional performance 2.4 Describe various stress management techniques 2.5 Explain healthy coping mechanisms for workplace stress 2.6 Explain the importance of a healthy lifestyle including, balanced diet, physical activity and healthy sleep habits 2.7 Identify the benefits of good posture 2.8 Describe the impacts of poor posture on the body |
| 3. Understand the importance of evaluation and self-reflection | 3.1 Define the term 'reflective practice' 3.2 Explain different ways in which you can reflect on your practice 3.3 State the purpose of reflective practice and evaluation and how it informs future services |
| 4. Be able to use reflective practice | 4.1 Use reflective practice to evaluate different treatments and services and take appropriate action to improve in the future |

OPTIONAL UNITS

Unit: Design and Apply Mehndi Skin Decoration

Unit Code: H/651/2349

Level: 3

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|---|---|
| 1. Understand the principles of providing Mehndi Skin Decoration | 1.1 Outline your role and responsibilities in providing Mehndi Skin Decoration and the importance of working within your competence 1.2 Explain why you must comply with ethical practice and work within the legislative requirements to include: <ul style="list-style-type: none"> The responsibilities under local authority licensing regulations for yourself and your premises 1.3 Explain the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance 1.4 Outline the anatomy and physiology relevant to this standard 1.5 State the relative and absolute contraindications relevant to the beauty treatment, to include: <ul style="list-style-type: none"> The legislative and insurance requirements for obtaining medical diagnosis and referral 1.6 Explain the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional 1.7 Describe the purpose, use and limitations of Mehndi Skin Decoration treatments, in relation to: <ul style="list-style-type: none"> Past and current medical history Relevant lifestyle factors Medication and medical conditions Individual's expectations 1.8 Outline the adverse reactions associated with Mehndi Skin Decoration and how to respond 1.9 Explain the health and safety responsibilities in line with legislation before, during and after Mehndi Skin Decoration 1.10 Explain why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the Mehndi Skin Decoration treatment plan 1.11 State the legal requirements for providing beauty treatments to minors and vulnerable adults 1.12 Outline the fee structures and treatment options |

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| | 1.13 Explain the legislative and indemnity requirements of gaining signed, informed consent for the Mehndi Skin Decoration treatment |
| 2. Understand how to provide Mehndi Skin Decoration | <p>2.1 Explain the importance of adhering to the eyelash and brow treatment protocol Mehndi Skin Decoration</p> <p>2.2 Explain the types, benefits and limitations of products and equipment used in Mehndi Skin Decoration, to include:</p> <ul style="list-style-type: none"> How oxidation affects the shelf life <p>2.3 State the advantages and disadvantages of different types of Mehndi design products</p> <p>2.4 Describe the contra-indications which prevent or restrict Mehndi skin decoration</p> <p>2.5 Explain the importance of carrying out skin sensitivity tests</p> <p>2.6 Explain the importance of adhering to manufacturer instructions to prevent product incompatibilities and risks to health</p> <p>2.7 Describe how to prepare and use products and equipment in line with treatment protocol</p> <p>2.8 Describe how to provide Mehndi skin decoration</p> <p>2.9 Explain the importance of monitoring the health and wellbeing of the individual during and post the treatment</p> <p>2.10 Outline the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements</p> <p>2.11 State the legislative and regulatory requirements of completing and storing the individual's Mehndi skin decoration treatment records</p> <p>2.12 Describe the expected outcomes of Mehndi skin decoration</p> <p>2.13 Explain the importance to record the outcome and evaluation of Mehndi skin decoration treatments</p> <p>2.14 Outline the instructions and advice, pre and post Mehndi skin decoration treatments</p> |
| 3. Be able to prepare for Mehndi Skin Decoration | <p>3.1 Carry out a concise and comprehensive consultation with the individual</p> <p>3.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>3.3 Discuss and establish the individual's objectives, Mehndi Skin Decoration concerns, expectations and desired outcomes to inform the eyelash and brow treatment plan, to include:</p> <ul style="list-style-type: none"> Treatment history |

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| | <ul style="list-style-type: none"> Alternative treatment options <p>3.4 Carry out tests and record the outcome to establish suitability For the treatment as per manufacturer instructions</p> <p>3.5 Confirm and agree with the individual, they have understood the proposed Mehndi Skin Decoration treatment, to include:</p> <ul style="list-style-type: none"> Expected outcomes Contra-actions Adverse reactions Physical sensation <p>3.6 Obtain and record the individual's informed consent for the Mehndi Skin Decoration treatment in accordance with organizational and insurance requirements</p> <p>3.7 Prepare the individual's treatment area in accordance with the treatment protocol</p> |
| 4. Be able to design and apply Mehndi skin decoration | <p>4.1 Select and use the Mehndi skin decoration products in accordance with the agreed treatment protocol</p> <p>4.2 Apply Mehndi skin decoration in line with treatment protocol</p> <p>4.3 Monitor the individual's health, wellbeing and skin reaction throughout the Mehndi skin decoration</p> <p>4.4 Implement the correct course of action in the event of an adverse reaction, to include:</p> <ul style="list-style-type: none"> First aid emergency response <p>4.5 Conclude the treatment in accordance with the eyelash and brow treatment protocol, legislative requirements and organizational policies and procedures</p> <p>4.6 Complete the individual's Mehndi skin decoration treatment record and store in accordance with data legislation</p> <p>4.7 Provide instructions and advice to the individual, pre and post the Mehndi skin decoration treatment</p> <p>4.8 Record the outcome and evaluation of the Mehndi skin decoration treatment</p> |

Unit Overview:

This unit will equip learners with the knowledge and skills to offer Mehndi skin decoration services.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol:

1. Working environment
2. Health and safety
3. Infection prevention and control
4. Service plan
5. Informed consent
6. Data management
7. Test outcomes
8. Manufacturer instructions
9. Audit and accountability
10. Instructions and advice
11. Sustainability
12. Waste management
13. Evidence-based practice
14. Reflective practice

| | Observation 1 | Observation 2 | Observation 3 | Optional |
|---------------------|---------------|---------------|---------------|----------|
| Date Achieved | | | | |
| Portfolio Reference | | | | |
| Assessor Signature | | | | |
| Learner Signature | | | | |

Range

| | Portfolio Reference |
|-------------------------------|---------------------|
| Carried Out Both Tests | |
| Allergy | |
| Sensitivity | |
| Used Both Techniques | |
| Freehand | |
| Stencil application | |

| Treated at Least 2 Areas | |
|---|--|
| Hands | |
| Arms | |
| Legs | |
| Feet | |
| Instructions | |
| The individual and practitioner's legal rights and responsibilities | |
| Pre and post treatment instructions and care | |
| Restrictions and associated risks | |
| Future treatments | |

Unit: Apply Airbrush Make-Up

Unit Code: L/651/2350

Level: 3

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
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| <p>1. Understand the principles of airbrush make-up</p> | <p>1.1 Explain your responsibilities for health and safety as defined by any specific legislation covering your job role</p> <p>1.2 Outline the legal and organisational requirements for client protection and preparation</p> <p>1.3 State the legal and organisational requirements for your own personal hygiene, protection and appearance</p> <p>1.4 Describe safe positioning techniques for yourself and your client to prevent discomfort</p> <p>1.5 Explain the necessary environmental conditions for services, such as heating and ventilation and why these are important</p> <p>1.6 Explain why it is important to keep your work area clean and tidy</p> <p>1.7 Describe methods of cleaning, disinfection and sterilisation</p> <p>1.8 Explain methods of working safely and hygienically and which minimise the risk of cross-infection</p> <p>1.9 Outline the different types of working methods that promote environmental and sustainable working practices</p> <p>1.10 Describe the hazards and risks which exist in your workplace and the safe working practices which you must follow</p> <p>1.11 Explain suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow</p> <p>1.12 State the legal requirements for waste disposal</p> <p>1.13 Explain the reasons for completing the service in a commercially viable time</p> <p>1.14 Explain why it is important to communicate with clients in a professional manner</p> <p>1.15 Describe how to complete a consultation taking into account client's diverse needs</p> <p>1.16 State the legal requirements for providing treatment to minors under 16 years of age</p> <p>1.17 State the age at which an individual is classed as a minor and how this differs nationally</p> <p>1.18 Explain the importance of agreeing the service that meets the client's needs</p> |

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| | <p>1.19 Explain the legal significance of gaining signed, informed client consent to carry out the service</p> <p>1.20 State the legislative requirements for storing and protecting client data</p> <p>1.21 Explain how to recognise contra-indications that would prevent or restrict the service</p> <p>1.22 Outline the contra-indications requiring medical referral and why</p> <p>1.23 Explain the necessary action to take in relation to specific contra-indications when referring client</p> <p>1.24 State the reasons for not naming specific contra-indications when referring clients</p> <p>1.25 Explain how to recognise different skin types, characteristics and conditions</p> <p>1.26 Describe how to select and match airbrush make-up to suit different skin types and skin tones</p> |
| 2. Understand how to plan and prepare for Air-brush make-up services | <p>2.1 Explain why the airbrush equipment must be checked and tested prior to use</p> <p>2.2 Describe the different types of airbrush products and equipment available</p> <p>2.3 Describe the basic principles of complementary colour theory</p> <p>2.4 Describe the selection, blending and mixing of airbrush products</p> <p>2.5 Describe the use and effects of different airbrushing techniques</p> <p>2.6 Explain the meaning of psi and the potential risks associated with the use of pressurised airbrush equipment</p> <p>2.7 Describe how to create different effects by varying the PSI</p> <p>2.8 Explain how distance and pressure can affect the coverage and density of colour</p> <p>2.9 Outline the occasions on which it would be preferable to use conventional make-up techniques</p> <p>2.10 Explain when to omit certain areas of the face when applying airbrush techniques</p> <p>2.11 Describe the methods used to clean and maintain airbrush equipment and accessories</p> <p>2.12 Explain the types of problems that can happen during airbrush make-up application and how to correct them</p> <p>2.13 possible contra-actions which may occur during the airbrushing and how to deal with them</p> <p>2.14 Outline the advice and recommendations on products and services</p> |

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| | 2.15 Explain why the client's records are completed and signed by you and the client |
| 3. Be able to prepare for airbrush make-up | <p>3.1 Maintain your responsibilities for health and safety throughout the service</p> <p>3.2 Prepare your client and yourself to meet legal and organisational requirements</p> <p>3.3 Position your client to meet the needs of the service</p> <p>3.4 Ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others</p> <p>3.5 Ensure environmental conditions are suitable for the client and the service</p> <p>3.6 Keep your work area clean and tidy throughout the service</p> <p>3.7 Use working methods that minimise the risk of cross-infection</p> <p>3.8 Ensure the use of clean equipment and materials</p> <p>3.9 Promote environmental and sustainable working practices</p> <p>3.10 Follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products</p> <p>3.11 Dispose of waste materials to meet legal requirements</p> <p>3.12 Complete the service within a commercially viable time</p> |
| 4. Be able to provide airbrush makeup services | <p>4.1 Use consultation techniques to determine the airbrush design and area of application</p> <p>4.2 Ensure that informed and signed parent or guardian consent is obtained for minors prior to any service</p> <p>4.3 Ensure that a parent or guardian is present throughout the service for minors under the age of 16</p> <p>4.4 Recognise any contra-indications and take the necessary action</p> <p>4.5 Identify and agree with the client a design plan that meets their needs</p> <p>4.6 Obtain signed, informed consent from the client prior to carrying out the airbrush make-up</p> <p>4.7 Ensure the skin is clean prior to the applications of airbrush make-up</p> <p>4.8 Select airbrush make-up to suit the client's skin *type and skin condition and the agreed *airbrush design</p> <p>4.9 Test the air pressure and operation of the spray gun prior to use</p> <p>4.10 Use equipment, airbrush make-up and resources to meet the agreed design plan</p> <p>4.11 Use airbrushing techniques to achieve the desired effect</p> |

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| | <p>4.12 Apply airbrush make-up in the required sequence</p> <p>4.13 Use techniques that minimise the risk of products being spread outside the treatment area</p> <p>4.14 Adjust the air pressure to suit the area of application</p> <p>4.15 Finish the application using conventional make-up</p> <p>4.16 Ensure all elements of the make-up combine to complement each other and achieve the desired look and agreed design plan</p> <p>4.17 Seal the finished make-up design when required</p> <p>4.18 Give your client advice and recommendations on the service provided</p> <p>4.19 Ensure the client's records are completed and signed by you and the client</p> |
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Unit Overview:

This unit will equip learners with the knowledge and skills to provide airbrush make up services using a range of techniques and mediums.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

Service Protocol:

1. Working environment
2. Health and safety
3. Infection prevention and control
4. Service plan
5. Informed consent
6. Data management
7. Test outcomes
8. Manufacturer instructions
9. Audit and accountability
10. Instructions and advice
11. Sustainability
12. Waste management
13. Evidence-based practice
14. Reflective practice

| | Observation 1 | Observation 2 | Observation 3 | Optional |
|---------------------|---------------|---------------|---------------|----------|
| Date Achieved | | | | |
| Portfolio Reference | | | | |
| Assessor Signature | | | | |
| Learner Signature | | | | |

Range

| | Portfolio Reference |
|--|---------------------|
| Used All Consultation Techniques | |
| Questioning | |
| Visual | |
| Manual | |
| Written | |
| Listening | |
| Dealt with at Least 1 Necessary Action | |
| Encouraging the client to seek medical advice | |
| Explaining why the service cannot be carried out | |
| Modifying the service | |
| Created a Minimum of 4 Designs | |
| Contouring | |
| Tattooing | |
| 3D | |
| Fashion make-up | |
| Fantasy | |
| Natural make-up | |
| Covered All Areas | |
| Hair | |

| | |
|---|--|
| Face | |
| Body | |
| Used All Resources | |
| Masking tape | |
| Stencils | |
| Brushes | |
| Compressor | |
| Air gun and hose | |
| PPE | |
| Used All Techniques | |
| Colour fading | |
| Blending | |
| Highlighting and shading | |
| Stencilling | |
| Masking | |
| Freehand | |
| Pulsing | |
| Back bubbling | |
| Even colour washing | |
| Airbrush Make-up | |
| Silicon | |
| Water based | |
| Alcohol | |
| Instructions | |
| The individual and practitioner's legal rights and responsibilities | |
| Restrictions and associated risks | |
| Pre and post service instructions and care | |

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| Future services | |
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Unit: Use Social Media to Promote Beauty Services Products

Unit Code: K/651/2864

Level: 3

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|--|---|
| 1. Understand your target audience and how to engage | 1.1 Explain who your target audience is 1.2 Explain the products and services that you offer 1.3 Outline the different social media platforms available 1.4 Explain which social media platforms would be the most suitable to promote your products and services 1.5 Outline the legislations and regulations which must be considered when advertising products and services 1.6 Explain how being present on social media may enhance your number of clients 1.7 Describe the difference between a personal and business social media profile |
| 2. Understand how to promote services and products | 2.1 Describe the different kinds of content that can make up a social media post 2.2 Explain why you may use client testimonials to promote services 2.3 Describe the potential issues with having a business social media account 2.4 Explain the importance of remaining professional whilst replying to messages or comments on social media 2.5 Explain how to use hashtags to increase post visibility 2.6 Explain the importance of responding promptly and professionally to messages/ comments on social media 2.7 Describe the benefits of paid advertising on social media 2.8 Explain how you may use social media analytics to measure performance and identify trends |
| 3. Be able to promote services using social media | 3.1 Create a business social media profile 3.2 Ensure you follow all business regulation and legislation in creation of this profile 3.3 Identify the aim of your social media post 3.4 Create an image to use to promote products or services 3.5 Use the appropriate social media platform for the content of the post 3.6 Demonstrate the use of hashtags to enhance the audience of the post 3.7 Follow all legislation and regulation in the creation of the post |

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| | <p>3.8 Demonstrate the ability to check the analytics of the social media post</p> <p>3.9 Reply to a comment or message on social media professionally</p> <p>3.10 Evaluate how you could improve the engagement of your posts in the future</p> |
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Unit Overview:

This unit will equip learners with the skills to create and implement effective social media strategies to build a strong online presence, attract new clients, and enhance brand reputation.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational S

Range

Portfolio Reference

Created Posts on at Least 2 Platforms

Instagram

Facebook

TikTok

Pinterest

Promoted at Least 2 of the Following

Products

Make-up services

Body Art Services

Availability

Client testimonial/review

Used All Types of Content

Text

Video

Image

Unit: Undertake Freelance Work

Unit Code: T/651/2065

Level: 2

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|---|--|
| 1. Understand where to find advice and information for freelance work | 1.1 State where to find the relevant sources of advice and information on: <ul style="list-style-type: none"> Self-employment or employment legislative requirements and rights The insurance relevant to your business Value Added Tax regulations Business legislation Local authority licensing regulations for yourself and working environments |
| 2. Understand how to market and network for freelance work | 2.1 Outline the strategies and tools used to promote your services and business and their effects 2.2 Explain how to identify and choose suitable strategies and tools to achieve your business objectives 2.3 Explain the importance of maintaining a positive reputation for yourself and how it impacts the success of your business 2.4 Explain the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance. to include: <ul style="list-style-type: none"> How this impacts the reputation and success of your business 2.5 Describe how networking effectively can increase your customer contacts and promote work opportunities |
| 3. Understand how to plan for freelance work | 3.1 Explain the importance to maintain a work and life balance 3.2 Explain the reasons for forecasting and planning business income objectives, to include: <ul style="list-style-type: none"> The time duration to complete the work Resources required 3.3 Explain how to implement time management strategies and how this will benefit your wellbeing and business 3.4 Describe the common environmental working conditions and how to adapt your ways of working in accordance with legislative requirements 3.5 Outline the importance of maintaining customer satisfaction and how it impacts the success of your business |

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| | 3.6 Explain how to carry out contingency planning, scheduling and future planning to maintain a viable and stable business |
| 4. Understand Financing with regards to Freelance work | <p>4.1 Explain how to keep accounts manually and digitally</p> <p>4.2 Explain how to budget for resources and overheads if required</p> <p>4.3 Explain how to forecast and calculate business income objectives, to include:</p> <ul style="list-style-type: none"> • Business development costs • Business promotion • Resources • Expenses |
| 5. Understand how to negotiate contracts for Freelance work | <p>5.1 Explain how to negotiate and agree contracts in accordance with relevant employer legislation, income forecasts, time available and expected outcomes</p> <p>5.2 Explain how to communicate, agree and construct contractual requirements, to include:</p> <ul style="list-style-type: none"> • Expected outcomes • Expected completion date • Agreed fees and payment terms <p>5.3 Explain the relevance and understanding of using an agent to find work and promote your 'brand'</p> |
| 6. Understand how to work with customers in a Freelance capacity | <p>6.1 Describe how to maintain professional standards of behaviour, to include:</p> <ul style="list-style-type: none"> • Quality standards of yourself and work • Effective time management • Sustainability • Customer relations <p>6.2 Explain how to adapt ways of working to meet environmental working conditions in accordance with legislative requirements and organisational policies and procedures</p> <p>6.3 Explain the importance of carrying out services in accordance with contractual obligations, to include:</p> <ul style="list-style-type: none"> • Providing further estimate of fees should an unforeseeable problem occur |
| 7. Be able to work in a Freelance capacity | <p>7.1 Maintain your responsibilities for health and safety in accordance with legislative requirements, to include:</p> <ul style="list-style-type: none"> • Carry out risk assessment(s) to generate a lone working policy <p>7.2 Identify and use appropriate strategies and tools to enhance your professional reputation and promote yourself to potential customers</p> <p>7.3 Create a personal 'brand'</p> |

| | |
|--|---|
| | <p>7.4 Make, Follow up and maintain contacts with potential customers</p> <p>7.5 Make, Follow up and maintain appropriate networks to support you and your work, to include:</p> <ul style="list-style-type: none"> Digital networking platforms <p>7.6 Assess the value of your services and estimate fees to consider:</p> <ul style="list-style-type: none"> Competition Market Economy <p>7.7 Negotiate and agree fees, timescales, outcomes and completion criteria that meet your own and the customers' requirements</p> <p>7.8 Calculate realistic schedules of work allowing time for contingencies and minor changes</p> <p>7.9 Plan, organise and maintain your work schedules to promote a work and life balance, to include:</p> <ul style="list-style-type: none"> Provide services to meet legislative requirements and regulatory guidelines Adapting ways of working to meet environmental working conditions in accordance with legislative requirements Maintain customer satisfaction Implementing time management strategies Calculating and achieving income objectives <p>7.10 Prepare and update your financial records and accounts for audit and accountability, to include:</p> <ul style="list-style-type: none"> Legislative and regulatory requirements <p>7.11 Maintain professional standards of behaviour and work within your specialism in accordance with the service objectives and environmental conditions</p> <p>7.12 Use the variety of social media platforms to promote your 'brand'</p> |
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Unit Overview:

This unit is designed to equip learners with the skills and knowledge necessary to establish and manage a successful Freelance beauty business, covering a range of business management, and marketing strategies.

This unit was developed by Subject Knowledge Experts and is mapped to the current National Occupational Standard.

| | Observation 1 | Observation 2 | Optional | Optional |
|---------------------|---------------|---------------|----------|----------|
| Date Achieved | | | | |
| Portfolio Reference | | | | |
| Assessor Signature | | | | |
| Learner Signature | | | | |

Range

| | Portfolio Reference |
|---|---------------------|
| Strategies and Tools | |
| Social media platforms (Instagram, LinkedIn, Facebook, Twitter) | |
| Media advertising (tv, radio, news, podcasts) | |
| Literature (business cards, price lists, posters) | |
| Curriculum vitae | |
| Biography | |
| Blogs and websites | |

Unit: Bridal Hairstyling

Unit Code: M/651/2875

Level: 3

| Learning Outcomes <i>To achieve this unit a learner will:</i> | Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i> |
|---|---|
| 1. Understand the principles of providing Bridal hair services | 1.1 Explain your role and responsibilities in providing setting, creative styling and dressing services and the importance of working within your competence 1.2 Explain why you must comply with ethical practice and work within the legislative requirements, to include: <ul style="list-style-type: none"> The responsibilities under local authority licensing regulations for yourself and your premises 1.3 Outline the relative and absolute contraindications relevant to the hair service, to include: <ul style="list-style-type: none"> The legislative and insurance requirements for obtaining medical diagnosis and referral 1.4 Explain the types and limitations of setting, creative styling and dressing techniques, to include adaptations required, in relation to: <ul style="list-style-type: none"> Hair curl classification Hair characteristics State of hair Scalp condition Treatment history 1.5 Outline the importance of carrying out a hair and scalp analysis and how it effects the choice of setting, creative styling and dressing services and techniques used, to include: <ul style="list-style-type: none"> Adaptations required 1.6 The importance of carrying out tests and how the test outcomes can affect the setting, creative styling and dressing service 1.7 Describe how to recognise over processed hair, the associated risks and necessary action 1.8 Describe how to recognise trichorrhexis nodosa, the associated risks and necessary action 1.9 Explain the types of temporary hair extensions and associated risks 1.10 Describe how to identify first signs of traction alopecia 1.11 Explain the types and causes of hair loss 1.12 Explain why it is important to discuss and establish the individual's objectives and desired outcomes and agree the setting, creative styling and dressing service plan |

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| <p>2. Understand how to prepare and provide bridal hair services</p> | <p>2.1 Describe how heat protectors protect the hair, prior to thermal services</p> <p>2.2 Describe how to remove rollers safely to avoid damage to the hair</p> <p>2.3 Explain the effects of backcombing and back brushing on the hair structure</p> <p>2.4 Describe the types of conventional styling techniques and nonconventional styling techniques and items that may be used when styling hair and the effects they create</p> <p>2.5 Outline the preparation procedures required for the different styling and dressing techniques</p> <p>2.6 Describe when, why and how to use the different types of:</p> <ul style="list-style-type: none"> • Securing equipment • Accessories • Added hair <p>2.7 Describe how to check the intended shape, direction, balance and volume is achieved</p> <p>2.8 Explain the importance of ensuring the intended shape, direction, balance and volume is achieved and the finished look is secure</p> <p>2.9 Describe how to maintain the agreed style and ensure its longevity</p> <p>2.10 Explain the importance of consulting with the individual throughout the setting, creative styling and dressing service</p> <p>2.11 Explain the adverse reactions associated with setting, creative styling and dressing services and how to respond</p> <p>2.12 Outline the health and safety responsibilities in line with legislation before, during and after the service</p> <p>2.13 Explain the importance of adhering to the service protocol</p> <p>2.14 Outline the instructions and advice, pre and post service</p> |
| <p>3. Be able to provide a variety of bridal looks</p> | <p>3.1 Use suitable consultation techniques to identify service objectives</p> <p>3.2 Maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines</p> <p>3.3 Evaluate the client's existing hair length, texture and density</p> <p>3.4 Use various media to look at options to present to the individual</p> <p>3.5 Provide clear recommendations to the client based on the factors identified</p> |

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| | <p>3.6 Agree a service plan with the client and obtain informed consent</p> <p>3.7 Offer add ons to the service to enhance the look:</p> <ul style="list-style-type: none"> • Additional hair • Hair accessories • Padding • Head band • Combs <p>3.8 Explain the importance of managing client expectations</p> <p>3.9 Use a range of products suitable for the individual's hair type and desired look</p> <p>3.10 Use a range of thermal tools to achieve the desired look</p> <p>3.11 Set the thermal styling tool at the recommended operating temperature for the hair classification and characteristics</p> <p>3.12 Section and secure hair in accordance with the setting, creative styling and dressing service plan</p> <p>3.13 Check the balance and shape throughout the service to ensure correct proportion</p> <p>3.14 Secure the hair so that any pins, grips or bands are hidden unless part of the style requirements</p> <p>3.15 Consult with the individual throughout the service to confirm their satisfaction with the service</p> <p>3.16 Use techniques that will minimise the risk of damage to the hair and scalp</p> <p>3.17 Consult with the individual throughout the service to confirm comfort with regards to tension</p> <p>3.18 Demonstrate effective use of appropriate products to maintain the finished look</p> <p>3.19 Create the finished hair up to the satisfaction of the individual</p> <p>3.20 Implement the correct course of action in the event of an adverse reaction</p> <p>3.21 Confirm with the individual they are satisfied with the final result</p> <p>3.22 Provide suitable aftercare advice taking into consideration external factors</p> <p>3.23 Complete the individual's service records and store in accordance with data legislation</p> |
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Unit Overview:

This unit will equip learners with the skills and knowledge required to create a wide range of bridal hairstyles, considering the bride's individual style, dress, and accessories.

| | Observation 1 | Observation 2 | Observation 3 | Observation 4 |
|---------------------|---------------|---------------|---------------|---------------|
| Date Achieved | | | | |
| Portfolio Reference | | | | |
| Assessor Signature | | | | |
| Learner Signature | | | | |

Range

| | Portfolio Reference |
|-----------------------------------|---------------------|
| Hair Curl Classification | |
| Straight | |
| Wavy | |
| Curly | |
| Tight curls | |
| Combination | |
| Condition of Hair | |
| Non - chemically treated hair | |
| Partially chemically treated hair | |
| Chemically treated hair | |
| Considered All Factors | |
| Hair density | |
| Hair texture | |
| Hair elasticity | |
| Hair porosity | |
| Hair growth patterns | |
| Hair length | |

Created at Least 4 Looks

| | |
|----------------------|--|
| Ponytail with volume | |
| Hollywood waves | |
| Half up | |
| Braided hair up | |
| Sleek ponytail | |
| Chignon | |

Used a Range of Products

| | |
|-------------------------|--|
| Oil | |
| Mousse | |
| Gel | |
| Blow-dry cream | |
| Hairspray | |
| Wax | |
| Powder | |
| Pomade | |
| Serum | |
| Heat protectors | |
| Texture enhancing spray | |
| Setting lotions | |

Used a Minimum of 3 Accessories

| | |
|------------------|--|
| Tiarra | |
| Comb attachments | |
| Veils | |
| Flowers | |
| Hat | |

| | |
|---|--|
| Padding | |
| Beads | |
| Ribbon | |
| Headbands | |
| Nets | |
| Added hair | |
| Instructions | |
| The individual and practitioner's legal rights and responsibilities | |
| Pre and post procedure instructions and care | |
| Restrictions and associated risks | |
| Future procedures | |



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