



Jabatan Pembangunan Kemahiran  
Kementerian Sumber Manusia, Malaysia

NATIONAL OCCUPATIONAL SKILLS STANDARD  
(*STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN*)

S960-004-2:2021

MAKE-UP ARTISTRY

*SENI SOLEKAN*

LEVEL 2

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Department of Skills Development (DSD)  
Federal Government Administrative Centre  
62530 PUTRAJAYA, MALAYSIA

NATIONAL OCCUPATIONAL SKILLS STANDARD

**MAKE-UP ARTISTRY**

***SENI SOLEKAN***

**LEVEL 2**

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## Preface

### **Standard Definition**

The National Occupational Skills Standard (NOSS) is a Standard document that outlines the **minimum** competencies required by a skilled worker working in Malaysia for a particular area and level of occupational, also the path to achieve the competencies. The competencies are based on the needs of employment, according to the career structure for the occupational area and developed by industry experts and skilled workers.

The National Competency Standard (NCS) is a Standard document that outlines the competencies required by a skilled worker in Malaysia.

### **Description of Standard Components**

The document is divided into three (3) components which includes: -

#### **Component I      Standard Practice**

This component is about the information related to occupational area including introduction to the industry, Standard requirements, occupational structure, levelling of competency, authority and industry requirements as a whole.

#### **Component II     Standard Content**

This component is a reference to industry employers in assessing and improving the competencies that is required for a skilled worker. The competencies are specific to the occupational area. The component is divided into two (2) section which are the chart (Competency Profile Chart, CPC) and details of the competencies (Competency Profile, CP).

#### **Component III    Curriculum of Competency Unit**

This component is a reference for the training personnel to identify training requirements, design the curriculum, and develop assessment. The training hours that included in this component is based on the recommendations by the Standard Development Committee (SDC). If there are modifications to the training hours, the Department provides the medium for discussion and consideration for the matter.

**Abbreviation**

1	CP	Competency Profile.
2	CU	Competency Unit.
3	CPC	Competency Profile Chart.
4	DSD	Department of Skills Development.
5	MCMC	Malaysian Communications and Multimedia Commission.
6	MSC	Malaysian Skills Certificate.
7	NCS	National Competency Standard.
8	NOSS	National Occupational Skills Standard.
9	OAS	Occupational Area Structure.
10	OS	Occupational Structure.
11	OSHA	Occupational Safety and Health Act
12	SDC	Standard Development Committee.
13	SOP	Standard Operating Procedure.

## Glossary

- |   |                 |  |
|---|-----------------|--|
| 1 | Barrier cream   | A product applied directly to the skin surface to help maintain the skin's physical. Barrier products can also formulate as paste, ointments, and sprays.  |
| 2 | Contouring      | A make-up technique that uses cosmetic to define, enhance and sculpt the structure of the face or body to achieve desired dimensions. Shading and highlighting are the work under this term.   |
| 3 | Natural make-up | An everyday makeup with basic techniques and application. Natural make up or straight make-up does not necessarily mean that the model is not wearing any makeup, the natural makeup is a clean and soft makeup .  |
| 4 | Line work       | A technic to create guideline for designing pattern.   |
| 5 | Lip Colour      | Any form of colour usually uses to colour lips including lipstick, lip cream, lip pencil and lip moisturizer.  |
| 6 | One stroke      | Decorative technique where double and multi-loading is used to achieve highlight, shadows and colours charges is one stroke. In simple words, it consists of loading a brush with two separate colours and achieving the shading and highlighting in one stroke. |
| 7 | Outfit          | A set of clothes worn together especially for an occasion or purpose.  |
| 8 | Setting spray   | During final application for finishing touched to fix and make it make-up last long. It is also to hydrates skin.  |

### **List of Figure**

1. Figure 1 Occupational Structure for Make-Up Artistry.
2. Figure 2 Occupational Area Structure for Make-Up Artistry.

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### **Acknowledgement**

Director General of Department of Skills Development (DSD) would like to extend his gratitude to the National Skills Development Council (MPKK), Standard Technical Committee (JTS), Standard Technical Evaluation Committee (JTPS), Standard Development Committee (JPS), and organisation and individuals who have been involved directly or indirectly for the contribution, persistence and support in the development of this Standard until it is completed.

**STANDARD PRACTICE**  
**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR:**  
**MAKE-UP ARTISTRY**  
**LEVEL 2**

## **1. Introduction**

### **1.1 Occupation Overview**

Make-up is meant to enhance outer beauty without harming the skin. The skin is the largest organ of the body. It is a protective shield that needs to breathe and be nourished and nurtured. As part of a daily routine, most women use make-up to enhance their appearance.

Make-up artists use cosmetic products to enhance natural beauty and create attractive looks that meet clients' needs. They work in a number of settings, such as demonstrations at make-up counters and trade shows, high-fashion make-up for runway clients, theatrical make-up for film and stage productions, and movie special-effects make-up design. Depending on the make-up artist's niche, they may based in one location (such as a salon or make-up counter) or travel regularly to different locations.

Most make-up artists focus their career on a specific area of make-up artistry. In general, these areas including film / television, theater, fashion, salon and spa industry, event and bridal industry and cosmetics companies.

Make-up artists may work as freelance professionals or for an employer. Examples of freelance make-up artists' jobs might include a bride's make-up for weddings, actors' make-up for stage production, and client's make-up for fashion photographers print and catalog work. Make-up artists with a single employer might work at a specific salon or make-up counter, among other locations. These professionals may continually expand their clientele and specializations, creating opportunities for career advancement. Make-up artists must be able to adapt to clients' specific needs, such as if they have an allergic reaction to a certain cosmetic or if certain products aren't translating to film or photographing well.

### **1.2 Rationale of NOSS Development**

The development of this NOSS is essential for the industry to have certain guidelines and standards based on the level of competencies that have been set by the industrial experts in this field. This NOSS is developed in response to the request made by the industry to produce competent make-up artistry personnel. Therefore, the review of National Occupational Skills Standard (NOSS) Make-Up Artistry Level 2 MP-063-2:2012 is becoming crucial in addressing this issue and / or fill up the skills in the employment market. With the knowledge and skills gained from the training of make-up artistry, participants are expected to become more independent and actively involved in make-up industry in Malaysia.

In addition, the adoption of this National Occupational Skills Standard (NOSS) will also serve as a primary reference in implementing competency training in make-up artistry. The reviewed NOSS provides a well-defined and standardized career path for skills workers for the make-up artistry industry as well as encouraging employers to demand and employ competent workforce in the workplace.

	Existing	New	Existing	New
NOSS Level	Level 2		Level 3	
NOSS Title	Make-Up Artistry	Make-Up Artistry	Make-Up Artistry	Creative Make-Up Artistry
NOSS Code	MP-063-2:2012	S960-004-2:2021	MP-063-3:2012	S960-004-3:2021
Core Competency Units	1. Day And Special Occasion Make-Up 2. Photo Shoot Make-Up 3. Bridal Make-Up 4. Stage Make-Up 5. Film Make-Up	1. Lifestyle Make-Up 2. Bridal Make-Up 3. Beauty Make-Up 4. Photographic Make-Up 5. Face Painting 6. Make-Up Customer Service	1. High Fashion Make-Up 2. Body Art Painting 3. Special Effect Make-Up 4. Make-Up Artistry Customer Relations Services	1. Fashion Make-Up 2. Beauty Airbrush Make-Up 3. Avant-Garde Make-Up 4. Period Make-Up
Elective Competency Units	6. Hairdo	7. Hair Styling 8. Hijab Styling	5. Airbrush Make-Up 6. Hair Styling	5. Body Painting

Table 1: Comparison Between Existing and New NOSS (Make-Up Artistry)

All existing competency units were reviewed, renamed and reformed according to current industry practice as illustrated in Table 1. Industry panels decided that core competency units from existing Malaysian Skills Certificate namely Stage Make-Up, Film Make-Up and Special Effect Make-Up shall be offered at higher level i.e., Malaysian Skills Diploma. This is due to the nature of the job which requires competency in performing a broad range of complex technical or professional make-up activities performed in a wide variety of contexts and expectation from the industry.

On the other hand, based on the findings during NOSS development, new competency units are introduced at both levels. Face Painting and Hijab Styling are added for Level 2. Likewise, Beauty Airbrush Make-Up, Avant-Garde Make-Up and Period Make-Up are included Level 3 in the NOSS.

Make-Up Customer Services is shifted from Level 3 to Level 2 based to the requirement of the industry as the make-up personnel usually deal with customer at the early stage of their career.

### 1.3 Rationale of Occupational Structure and Occupational Area Structure

Make-Up Artistry is classified in (S) Other service activities (960) Other personal service activities in accordance with Malaysia Standard Industry Classification (MSIC 2008).

The Occupational Structure and Occupational Area Structure for Make-Up Artistry are illustrated in Figure 1 and Figure 2, respectively.

Based on the findings during NOSS development Make-Up Artistry cover four focus areas which are Retail, Event, Art and Entertainment and Personal.

This NOSS covers the competencies of make-up artistry personnel for both under event as well as art and entertainment scope named as Make-Up Artistry. This NOSS outlines the competencies required by the personnel in make-up artistry in performing lifestyle make-up, beauty make-up, bridal make-up, photographic make-up, make -up customer service, face painting, hair styling and hijab styling.

#### **1.4 Regulatory/Statutory Body Requirements Related to Occupation**

In Malaysia, the regulatory / statutory body related to Make-Up Artistry personnel are:

- a) Ministry of Domestic Trade and Consumer Affairs (KPDNHEP).
- b) Occupational Safety and Health Act (OSHA) 1994 (Act 514).
- c) Malaysian Communications and Multimedia Commission Act (1998).
- d) Control of Drugs and Cosmetics Regulations 1984 (P.U.(A) 257/2014).

#### **1.5 Occupational Prerequisite**

The minimum requirements for those interested to undertake the job or career in Make-Up Artistry are as follows:

- a) Medically and physically fit; and
- b) Good communication skills.

#### **1.6 General Training Prerequisite for Malaysian Skills Certification System**

To qualify for the Malaysian Skills Certificate (MSC) program in recognized training institutes, candidates must meet the following requirements:

- a) Sighted and not color blind; and
- b) Medically and physically fit.

## 2. Occupational Structure (OS)

Section	(S) Other Service Activities		
Group	(960) Other Personal Service Activities		
Area	Make-Up Artistry Services		
	Retail	Event	Art and Entertainment
Level 5	Retail Manager	Key Make-Up Artist	Head of Make-Up Department
Level 4	Assistant Retail Manager / In-House Artist	Make-Up Event Coordinator	Supervisor Make-Up Artist
Level 3	Make-Up Consultant	Senior Make-Up Artist	Senior Make-Up Artist
Level 2	Make-Up Artist	Make-Up Artist	Make-Up Artist
Level 1	No Level	No Level	No Level

Figure 1: Occupational Structure for Make-Up Artistry

## 3. Occupational Area Structure (OAS)

Section	(S) Other Service Activities
Group	(960) Other Personal Service Activities
Area	Make-Up Artistry Services
Level 5	Make-Up Design
Level 4	Special Effect Make-Up Artistry
Level 3	Creative Make-Up Artistry
Level 2	Make-Up Artistry
Level 1	No Level

Figure 2: Occupational Area Structure for Make-Up Artistry

#### 4. Definition of Competency Levels

The NOSS is developed for various occupational areas. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

- Level 1: Competent in performing a range of varied work activities, most of which are routine and predictable.
- Level 2: Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
- Level 3: Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
- Level 4: Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
- Level 5: Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

## **5. Award of Certificate**

The Director General may award, to any person upon conforming to the Standards the following skills qualifications as stipulated under the National Skills Development Act 2006 (Act 652):

- a) Malaysian Skills Certificate (MSC); or
- b) Statements of Achievement.

## **6. Occupational Competencies**

The Make-Up Artistry Level 2 personnel are competent in performing the following core competencies:

- a) Lifestyle Make-Up;
- b) Bridal Make-Up;
- c) Beauty Make-Up;
- d) Photographic Make-Up;
- e) Face Painting; and
- f) Make-Up Customer Service.

For added value, the Make-Up Artistry Level 2 personnel are competent in performing the following elective competencies:

- a) Hair Styling;
- b) Hijab Styling.

## **7. Work Conditions**

Most of the make-up artistry personnel would experience irregular work schedules and long working hours. Working hours could be after office hours, especially for those who are interested to work in the entertainment, fashion and service industry as the shooting period can extend until the late hours. In this case, the make-up artist has to stay on until the shooting is completed in case the actor / actress needs his / her make-up to be re-applied or a touch up is required.

The working environment also varies depending on where the shooting takes place. Occasionally, make-up artists may work in remote areas where there maybe shortage of resources supply which will hinder make-up activity. The job also requires make-up artistry personnel to remain on their feet for extended periods of time.

## **8. Employment Prospects**

Make-up artists work as an employee of a company or self-employed / freelance. Make-up artists who have no interest to work with others and seek to be in control of their own time can choose to be self-employed or freelance. Normally, freelance make-up artistry personnel are hired for one-off events or job-by-job basis. Some of the experienced make-up artistry personnel become well known and are sought after by celebrities and the wealthy for personalised service. Those who are seeking for stability and security in the



terms of salary can be employed by companies such as bridal houses, production houses, event management companies, cosmetic product retailers, spas, salon etc.

While building a comprehensive portfolio, make-up artistry personnel may focus on broadening their network of contacts by attending industry events, volunteering services, being active on social media, and taking the time to meet new people and learn new techniques.

Since many make-up artists work independently, offering their services on a freelance basis make-up artistry personnel may also take the lead in promoting their skills and establishing their name before going on to rent a station in an established salon or offering their services as an independent, mobile artist for special events.

## **9. Up Skilling Opportunities**

In addition to basic make-up artistry programs, which generally result in a professional certificate, a number of make-up artist schools offer advanced certificate programs in areas such as bridal make-up, theatrical make-up, and special effects make-up.

Depending on the area in which they choose to focus their career, specialized training may be required. For example, if they are interested in working in the theater and film industries, they may choose to further your education by taking courses in special effects make-up, high definition make-up, and prosthetics. Make-up artistry personnel may update themselves with the latest developments and trends in make-up and be willing and able to spend money to buy new cosmetic products as part of the learning and development process.

## 10. Organisation Reference for Sources of Additional Information

The following organisations can be referred as sources of additional information which can assist in defining the document's contents.

- a) Ministry of Tourism, Arts and Culture Malaysia  
No. 2, Tower 1, Jalan P5/6  
Presint 5,  
62200 Putrajaya.  
Tel : 03-8000 8000  
Website : <http://www.motac.gov.my/>  
Email : [info@motac.gov.my](mailto:info@motac.gov.my)
  
- b) Ministry of Communications and Multimedia Malaysia  
Lot 4G9, Persiaran Perdana,  
Presint 4,  
Central Administration of The Federal Government,  
62100 Putrajaya.  
Tel : 03-8000 8000  
Website : <https://www.kkmm.gov.my/>  
Email : [webmaster@kkmm.gov.my](mailto:webmaster@kkmm.gov.my)
  
- c) Professional Film Workers Association of Malaysia (PROFIMA)  
2738-B, Jalan Changkat Permata,  
Taman Permata,  
53300 Kuala Lumpur.  
Tel : 03- 4106 0116  
Website : <https://www.profima.com.my/>  
Email : [profima.malaysia@gmail.com](mailto:profima.malaysia@gmail.com)
  
- d) Malaysia Bumiputera Make-up Artist Association (MBMUAA)  
16A, Jln 11C/6,  
Taman Setapak Indah,  
53300 Kuala Lumpur.  
Tel : 017-371 0572  
Email : [mbmuaa@gmail.com](mailto:mbmuaa@gmail.com)
  
- e) Bumiputera Hairdressing Association (BUHA)  
1<sup>st</sup> Floor, Royale Chulan,  
Hotel Kuala Lumpur, 5, Jalan Conlay,  
50450, Kuala Lumpur.  
Tel : 017-6633418  
Email : [buhamalaysia@gmail.com](mailto:buhamalaysia@gmail.com)

**11. Standard Technical Evaluation Committee**

NO	NAME	POSITION & ORGANISATION
<b>CHAIRMAN</b>		
1	Dr. Ghalip bin Spahat	Director Department of Skills Development
<b>EVALUATION PANEL</b>		
1	Rosnawati binti Salleh	President Malaysia Bumiputera Make-Up Artist Association
2	Shukor bin Md Yasin	Chief Executive Officer Nurul Shukor Cosmetics
3	Yiu Bing Ling	Director Make-UpYourMind Academy
4	Hasiah binti Mohd Nor @ Mohd Noor	Manager D'Lore Salon
<b>SECRETARIAT</b>		
1	Sukri bin Awang	Senior Assistant Director Department of Skills Development
2	Ts. Syazwani binti Azmi	Senior Assistant Director Department of Skills Development
3	Norliah binti Samah	Assistant Director Department of Skills Development

**12. Standard Development Committee****MAKE-UP ARTISTRY****LEVEL 2**

NO	NAME	POSITION & ORGANISATION
<b>DEVELOPMENT PANEL</b>		
1	Nazariah binti Taharin	Principal Sentuhan Derina
2	Tengku Hasmani binti Raja Husin	Principal Que Artistic and Beauty
3	Normah binti Babjee	Chief Executive Officer Palmarosa Quince International Sdn Bhd
4	Zarina binti Abu Sidik	Director Rina Derina Resources & Management
5	Jowie Soo Li Keng	Director JS Beauty Consultancy
6	Bulyah binti Ishak	Manager The Beauty Chamber
7	Lee Poo Lian	Professional Make-Up Trainer Monica Lee Face Art Academy
8	Mohd Kamell Bashah bin Ibrahim	Make-Up Trainer Make-Up By Ayangkamell
9	Mohd Fisol bin Hussin	Professional Make-Up Plamentes HD
<b>FACILITATOR</b>		
1	Ts. Mohd. Razali bin Md Yunos	CIAST/PPL/FDS-0323/2019 PFH Resources Sdn. Bhd.

**STANDARD CONTENT**  
**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR:**  
**MAKE-UP ARTISTRY**  
**LEVEL 2**

### 13. Competency Profile Chart (CPC)

SECTION	(S) OTHER SERVICE ACTIVITIES		
GROUP	(960) OTHER PERSONAL SERVICE ACTIVITIES		
AREA	MAKE-UP ARTISTRY SERVICES		
NOSS TITLE	MAKE-UP ARTISTRY		
NOSS LEVEL	LEVEL (2)	NOSS CODE	S960-004-2:2021



#### 14. Competency Profile (CP)

SECTION	(S) Other Service Activities		
GROUP	(960) Other Personal Service Activities		
AREA	Make-Up Artistry Services		
NOSS TITLE	Make-Up Artistry		
NOSS LEVEL	Level (2)	NOSS CODE	S960-004-2:2021

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
1 Lifestyle Make-Up  S960-004-2:2021-C01	<p>Lifestyle Make-Up describes the competency to carry out natural make-up for everyday use, glamorous make-up for special occasion and corporate make-up for formal events.</p> <p>The person who is competent in this CU should be able to carry out lifestyle make-up of client's consultation, prepare lifestyle make-up activity, carry out natural make-up, carry out glamorous make-up, carry out corporate make-up, provide aftercare advice, update lifestyle make-up activity record and upkeep lifestyle make-up workstation.</p>	1. Carry out client's lifestyle make-up consultation.	<p>1.1 Consultation card or form obtained according to lifestyle make-up procedure and techniques.</p> <p>1.2 Client's personal detail recorded in the client's consultation card or form according to Data Protection Act.</p> <p>1.3 Client's contraindication (allergies, wounds, etc) identified according to lifestyle make-up requirements.</p> <p>1.4 Client's skin types, skin conditions face shapes, skin tones and face features determined according to make-up reference.</p> <p>1.5 Possible contra-actions explained to client's according to make-up procedure and techniques.</p> <p>1.6 Client's consent and signature obtained according to company's SOP.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
	The outcomes of this CU are the enhancement of client's appearance to meet with the client's lifestyle for his / her daily activities, both official and unofficial event's theme.	2. Prepare lifestyle make-up activity.	2.1 Workstation organised according to setting, hygiene and safety practice assured service requirements 2.2 Make-up tools and workstation cleanliness and hygiene assured according to safety procedure 2.3 Make-up products and tools selected and arranged according to service flows and requirement 2.4 Personal hygiene maintained according to job requirement. 2.5 Client's personal details, needs and face shape and complexion acquired during consultation.
		3. Carry out natural make-up.	3.1 Skin preparation performed according to natural make-up procedure and techniques. 3.2 Foundation applied according to skin undertone and skin tone. 3.3 Corrective make-up performed using corrector / concealer according to skin undertone. 3.4 Loose / pressed powder applied evenly according to natural make-up procedure and techniques. 3.5 Light eye make-up blended and evenly applied according to natural make-up procedure and techniques.



CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>3.6 Soft eyeliner (fine) neatly applied according to natural make-up procedure and techniques.</p> <p>3.7 Mascara neatly and evenly applied according to natural make-up procedure and techniques.</p> <p>3.8 Eyebrow drew according to face shape.</p> <p>3.9 Light blusher applied according to face shape.</p> <p>3.10 Lip drew using lip liner according to natural lip shape.</p> <p>3.11 Lip colour applied neatly according to natural make-up procedure and techniques.</p> <p>3.12 Make-up outcome checked according to natural make-up specification.</p> <p>3.13 Finishing make-up performed according to natural make-up procedure and techniques.</p> <p>3.14 Client's photo shoot performed according to client photo shoot procedure.</p>
		4. Carry out glamorous make-up.	<p>4.1 Skin preparation performed according to glamorous make-up procedure and techniques.</p> <p>4.2 Camouflaging performed according to glamorous make-up procedure and techniques.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>4.3 Contouring (highlight and shading) technique performed according to glamorous make-up procedure and techniques.</p> <p>4.4 Loose / pressed powder applied evenly according to glamorous make-up procedure and techniques.</p> <p>4.5 Eye make-up blended and evenly applied according to glamorous make-up procedure and techniques.</p> <p>4.6 Eyeliner neatly applied according to theme requirement.</p> <p>4.7 Mascara neatly and evenly applied according to glamorous make-up procedure and techniques.</p> <p>4.8 False eyelashes (coloured, dramatic, etc) applied according to glamorous make-up procedure and techniques.</p> <p>4.9 Eyebrow drew according to face shape.</p> <p>4.10 Contouring repeated (if required) according to glamorous make-up procedure and techniques.</p> <p>4.11 Blusher applied according to face shape.</p> <p>4.12 Lip color applied according to glamorous make-up requirement.</p> <p>4.13 Make-up outcome checked according to glamorous make-up specification.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>4.14 Finishing make-up performed according to glamorous make-up procedure and techniques.</p> <p>4.15 Client photo shoot (for personal portfolio / company record) performed according to photo shoot procedure.</p>
		5. Carry out corporate make-up.	<p>5.1 Skin preparation performed according to corporate make-up procedure and techniques.</p> <p>5.2 Foundation applied according to skin undertone and skin tone.</p> <p>5.3 Loose / pressed powder applied evenly according to corporate make-up procedure and techniques.</p> <p>5.4 Contouring (highlight and shading) performed according to corporate make-up procedure and techniques.</p> <p>5.5 Eye make-up (eyeshadow, eyeliner, mascara) applied according to corporate make-up procedure and techniques.</p> <p>5.6 False eyelashes / mascara applied according to corporate make-up procedure and techniques.</p> <p>5.7 Eyebrow drew according to face shape according to corporate make-up procedure and techniques.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>5.8 Blusher applied according to face shape.</p> <p>5.9 Lipstick applied on the client's lips according to corporate make-up procedure and techniques.</p> <p>5.10 Make-up outcome checked according to corporate make-up specification.</p> <p>5.11 Finishing make-up performed according to corporate make-up procedure and techniques.</p> <p>5.12 Client photo shoot (for personal portfolio / company record) performed according to photo shoot procedure.</p>
		6. Provide aftercare advice.	<p>6.1 Client's feedback obtained and documented in accordance with lifestyle make-up procedure.</p> <p>6.2 Immediate after make-up advice to ensure lasting effect recommended according to lifestyle make-up requirement.</p> <p>6.3 Suitable products and techniques of lifestyle make-up removal recommended according to make-up requirements.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		7. Update lifestyle make-up activity record.	<p>7.1 Client consultation records information determined according to customer service policy.</p> <p>7.2 Client's records manually or electronically completed according to company's lifestyle make-up SOP.</p> <p>7.3 Client's record compiled according to customer service policy.</p>
		8. Upkeep lifestyle make-up workstation.	<p>8.1 Workstation cleaned and sanitized according to workstation upkeep procedure.</p> <p>8.2 Make-up tools cleaned and sterilized according to workstation upkeep procedure.</p> <p>8.3 Make-up products and tools kept in storage area according to workstation upkeep procedure.</p> <p>8.4 Waste materials disposed according to workstation upkeep procedure.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
2    Bridal Make-Up  S960-004- 2:2021-C02	<p>Bridal Make-Up describes the competency to produce natural, gorgeous, and glowing, with soft definition on the eyes and a natural (modern, traditional make-up look) lip on the brides and bridegrooms. (unless the wedding has certain theme). Perfect coverage of foundation, contouring and concealing ensure a flawless looking the bride and bridegroom, allowing the photographer to capture the best shots in the timeframe allocated.</p> <p>The person who is competent in this CU should be able to carry out bridal make-up of client's consultation, prepare bridal make-up activity, prepare client for bridal make-up, carry out bridal make-up activity, provide aftercare advice, update bridal make-up activity record and upkeep bridal make-up workstation.</p> <p>The outcomes of this CU are the perfect look of bride and</p>	1.    Carry out client's bridal make-up consultation.	<p>1.1 Consultation card <del>or form</del> obtained according to bridal make-up procedure and techniques.</p> <p>1.2 Client's personal detail recorded in the client's consultation card <del>or form</del> according to Data Protection Act.</p> <p>1.3 Client's contraindications (health condition, allergies, medication) to bridal make-up identified.</p> <p>1.4 Client's skin conditions and skin tone assessed to determine appropriate makeup product application techniques.</p> <p>1.5 Procedures and makeup products selected according to service requirement explained and confirmed with client.</p> <p>1.6 Contra actions may occur during the service explained to client.</p> <p>1.7 Client's informed consent and signature obtained.</p>
		2.    Prepare bridal make-up activity.	<p>2.1 Workstation setting, hygiene and safety practice assured service requirements.</p> <p>2.2 Make-up tools, equipment and workstation cleanliness and hygiene assured according to safety procedure.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
	bridegroom during wedding reception in accordance with wedding reception theme and client requirement.		<p>2.3 Make-up products, tools, and equipment selected and arranged according to service flows and requirement</p> <p>2.4 Personal hygiene maintained according to job requirement.</p> <p>2.5 Personal hygiene and utilization of Personal Protective Equipment (PPE) such as apron, disposable face mask assured in accordance with service requirements</p>
		3. Prepare client for bridal make-up.	<p>3.1 Client's hair draped up according to service requirements.</p> <p>3.2 Client's clothes covered with make-up cape according to bridal make-up procedures.</p> <p>3.3 Client's eyebrow area cleansed according to eyebrow make-up techniques.</p> <p>3.4 Client's eyebrow measured according to eyebrow make-up techniques.</p> <p>3.5 Client's eyebrow shaped according to eyebrow shaping techniques.</p> <p>3.6 Client's skin cleansed thoroughly and the procedure explained to the client.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		4. Carry out bridal make-up activity.	<p>4.1 Foundation applied according to client's skin tone and bridal make-up requirement.</p> <p>4.2 Concealer applied to cover any flaw on skin.</p> <p>4.3 Corrective make-up and contouring performed to enhance client's face feature.</p> <p>4.1 Loose / pressed powder applied evenly according to bridal make-up procedure and techniques.</p> <p>4.2 Setting powder applied according to bridal make-up procedures and techniques.</p> <p>4.3 Eyebrow drew according to client's face shape.</p> <p>4.4 Eyeshadow applied according to bridal make-up procedures and techniques.</p> <p>4.5 Eyeliner applied according to bridal make-up procedures and techniques.</p> <p>4.6 Eyelashes curled according to bridal make-up procedures and techniques.</p> <p>4.7 Mascara applied according to bridal make-up procedures and techniques.</p> <p>4.8 False eyelashes applied according to bridal make-up procedures and techniques.</p> <p>4.9 Blusher applied according to bridal make-up procedures and techniques.</p>



CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>4.10 Lip liner applied according to bridal make-up procedures and techniques.</p> <p>4.11 Lip colour applied according to bridal make-up procedures and techniques.</p> <p>4.12 Make-up outcome checked according to bridal make-up specification.</p> <p>4.13 Bridal make-up application result checked according to client's expectation /design plan.</p> <p>4.14 Finishing make-up performed according to bridal make-up requirement.</p> <p>4.15 Client photo shoot (for personal portfolio / company record) performed according to photo shoot procedure.</p>
		5. Provide aftercare advice.	<p>5.1 Client's feedback obtained and documented in accordance with bridal make-up documentation procedure.</p> <p>5.2 After care product applied according to service requirement.</p> <p>5.3 Home care products recommended according to service requirements.</p> <p>5.4 Method and procedures for bridal make up removal explained to client.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		6. Update bridal make-up activity record.	6.1 Finishing result of bridal makeup evaluated according to company's lifestyle make-up SOP. 6.2 Client consultation records updated according to company's lifestyle make-up SOP. 6.3 Client's records manually or electronically completed according to company's lifestyle make-up SOP. 6.4 Client consultation records documented in accordance with documentation procedure 6.5 Client's record compiled according to customer service policy.
		7. Upkeep bridal make-up workstation.	7.1 Work area cleaned and sanitized according to workstation upkeep procedure. 7.2 Makeup tools, equipment and materials cleaned and sterilised in accordance with hygiene standards 7.3 Make-up products and tools kept in storage area according to workstation upkeep procedure. 7.4 Waste materials disposed according to workstation upkeep procedure.

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
3 Beauty Make-Up  S960-004-2:2021-C03	<p>Beauty Make-Up describes the competency to perform corrective make-up which emphasize on enhancing the face features with minimal used of colours for any occasion to diminish imperfection.</p> <p>The person who is competent in this CU should be able to carry out beauty make-up of client's consultation, prepare beauty make-up activity, carry out beauty make-up, provide aftercare advice, update beauty make-up activity record and upkeep beauty make-up workstation.</p> <p>The outcomes of this CU are enhancement of the client's face features to achieve flawless and perfect look.</p>	1. Carry out client's beauty make-up consultation.	1.1 Consultation card or form obtained according to beauty make-up procedure and techniques. 1.2 Client's personal detail recorded in the client's consultation card or form according to Data Protection Act. 1.3 Client's contraindication (allergies, wounds, etc) identified according to beauty make-up requirements. 1.4 Client's skin types, skin conditions face shapes, skin tones and face features determined according to make-up reference. 1.5 Cosmetic and tools selected with regards to make-up requirements. 1.6 Possible contra-actions explained to client's according to beauty make-up requirement 1.7 Client's consent and signature obtained according to company's SOP.
		2. Prepare beauty make-up activity.	2.1 Workstation organised according to ergonomics standard and emergency procedure. 2.2 Make-up tools, equipment and workstation cleanliness maintained according to job requirement.

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>2.3 Make-up products, tools, and equipment organized according to job requirement.</p> <p>2.4 Personal hygiene maintained according to job requirement.</p> <p>2.5 Job requirement and job scope determined through discussion with clients or as specified by superior.</p> <p>2.6 Client's personal details, needs and face shape and complexion acquired during consultation.</p>
		3. Carry out beauty make-up.	<p>3.1 Skin preparation performed according to beauty make-up procedure and techniques.</p> <p>3.2 Foundation selected and blended finely according to skin undertone.</p> <p>3.3 Face features imperfection enhanced according to corrective make-up techniques.</p> <p>3.4 Contouring (highlight and shading) performed according to beauty make-up procedure and techniques.</p> <p>3.5 Loose / pressed powder applied evenly according to beauty make-up procedure and techniques.</p> <p>3.6 Eye make-up blended and evenly applied according to beauty make-up procedure and techniques.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>3.7 False eyelashes / mascara applied according to beauty make-up procedure and techniques.</p> <p>3.8 Eyebrow drew according to face shape.</p> <p>3.9 Contouring (highlight and shading) enhanced according to beauty make-up procedure and techniques.</p> <p>3.10 Blusher applied according to face shape.</p> <p>3.11 Subtle with detail finishing make-up performed according to beauty make-up techniques.</p>
		4. Provide aftercare advice.	<p>4.1 Client's feedback obtained and documented in accordance with beauty make-up procedure.</p> <p>4.2 Immediate after make-up advice to ensure lasting effect recommended according to beauty make-up requirement.</p> <p>4.3 Suitable products and techniques of make-up removal recommended according to beauty make-up requirements.</p> <p>4.4 Client photo shoot (for personal portfolio / company record) performed according to photo shoot procedure.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		5. Update beauty make-up activity record.	5.1 Client consultation records information determined according to customer service policy. 5.2 Client's records manually or electronically completed according to company's lifestyle make-up SOP. 5.3 Client's record compiled according to customer service policy.
		6. Upkeep beauty make-up workstation.	6.1 Workstation cleaned and sanitized according to workstation upkeep procedure. 6.2 Make-up tools cleaned and sterilized according to workstation upkeep procedure. 6.3 Make-up products and tools kept in storage area according to workstation upkeep procedure. 6.4 Waste materials disposed according to workstation upkeep procedure.
4 Photographic Make-Up  S960-004-2:2021-C04	Photographic Make-up describes the competency about creating beautiful canvas for editorial / cover shoots / fashion spreads and beauty make-up, both simple and extreme. It is subtle, and highly refined make-up looks in camera. Good knowledge of lighting is a	1. Carry out client's photographic make-up consultation.	1.1 Consultation card or form obtained according to photographic make-up procedure and techniques. 1.2 Client's personal detail recorded in the client's consultation card or form according to Data Protection Act. 1.3 Client's contraindication (allergies, wounds, etc) identified according to

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
	<p>creative tool for photography will result the envisioned look for the images.</p> <p>The person who is competent in this CU shall be able to carry out photographic make-up of client's consultation, determine photographic make-up job scope requirement, prepare photographic make-up activity, prepare client for photographic make-up, carry out photographic make-up, provide aftercare advice, update photographic make-up activity record and upkeep photographic make-up workstation.</p> <p>The outcomes of this CU are a flawless, photo ready face and close-up resulted from colour or black and white demand specific make-up techniques.</p>		<p>photographic make-up requirements.</p> <p>1.4 Client's skin types, skin conditions face shapes, skin tones and face features determined according to make-up reference.</p> <p>1.5 Cosmetic and tools selected with regards to make-up requirements.</p> <p>1.6 Possible contra-actions explained to client's according to photographic make-up procedure and techniques.</p> <p>1.7 Client's consent and signature obtained according to company's SOP.</p>
		2. Determine photographic make-up job scope requirement.	<p>2.1 Photographic make-up requirement identified according to client's specification (dress,accessories)</p> <p>2.2 Factors influence photographic make-up identified according to job requirement.</p> <p>2.3 Types of photo shoot output identified according to job requirement.</p> <p>2.4 Job requirement and job scope determined through discussion with clients or as specified by superior.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		3. Prepare photographic make-up activity.	3.1 Workstation organised according to ergonomics standard and emergency procedure. 3.2 Make-up tools, equipment and workstation cleanliness maintained according to job requirement. 3.3 Make-up products, tools, and equipment organized according to job requirement. 3.4 Personal hygiene maintained according to job requirement.
		4. Prepare client for photographic make-up.	4.1 Client's face structure identified according to face analysis result. 4.2 Client's skin type, skin texture, skin tone colour, skin defect and contra indication identified according to photographic make-up requirement. 4.3 Photographic make-up cosmetic and tools determined. 4.4 Client's personal details, needs and face shape and complexion acquired during consultation.
		5. Carry out photographic make-up.	5.1 Skin preparation performed according to photographic make-up procedure and techniques. 5.2 Foundation applied according to skin undertone and skin tone.



CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>5.3 Loose / pressed powder applied evenly according to photographic make-up procedure and techniques.</p> <p>5.4 Colour matching technique applied according to photo shoot requirement.</p> <p>5.5 Lighting effect determined according to photo shoot requirement.</p> <p>5.6 Non-reflective make-up products applied on client's face according to photographic make-up procedure and techniques.</p> <p>5.7 Eye make-up (eyeshadow, eyeliner, mascara) applied according to photographic make-up procedure and techniques.</p> <p>5.8 False eyelashes / mascara applied according to photographic make-up procedure and techniques.</p> <p>5.9 Eyebrow drew according to face shape according to photographic make-up procedure and techniques.</p> <p>5.10 Blusher applied according to face shape.</p> <p>5.11 Lipstick applied on the client's lips according to photographic make-up procedure and techniques.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>5.12 Make-up outcome checked according to photographic make-up specification.</p> <p>5.13 Finishing make-up performed according to photographic make-up procedure and techniques.</p> <p>5.14 Client photo shoot (for personal portfolio / company record) performed according to photo shoot procedure.</p>
		6. Provide aftercare advice.	<p>6.1 Client's feedback obtained and documented in accordance with photographic make-up procedure.</p> <p>6.2 Immediate after make-up advice to ensure lasting effect recommended according to photographic make-up requirement.</p> <p>6.3 Suitable products and techniques of make-up removal recommended according to photographic make-up requirements.</p>
		7. Update photographic make-up activity record.	<p>7.1 Client's consultation records information determined according to customer service policy.</p> <p>7.2 Client's records manually or electronically completed according</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			to company's lifestyle make-up SOP. 7.3 Client's record compiled according to customer service policy.
		8. Upkeep photographic make-up workstation.	8.1 Workstation cleaned and sanitized according to workstation upkeep procedure. 8.2 Make-up tools cleaned and sterilized according to workstation upkeep procedure. 8.3 Make-up products and tools kept in storage area according to workstation upkeep procedure. 8.4 Waste materials disposed according to workstation upkeep procedure.
5 Face Painting S960-004-2:2021-C05	Face Painting is a service offered to individuals who want to have painted artwork on their face. This could be for the purpose of event or certain occasion, making a statement to draw attention to a specific idea, or as a mere fashion accessory. Face Painting can be as simple as drawing and colouring a pattern on the face.	1. Carry out client's face painting consultation.	1.1 Consultation card or form obtained according to face painting procedure and techniques. 1.2 Client's personal detail recorded in the client's consultation card or form according to Data Protection Act. 1.3 Client's contraindication (allergies, wounds, etc) identified according to face painting requirements. 1.4 Client's skin types, skin conditions face shapes, skin tones and face

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
	The person who is competent in this CU should be able to carry out face painting of client's consultation, identify face painting requirements, prepare face painting activity, carry out skin cleansing, carry out face painting, provide aftercare advice, update face painting activity record and upkeep face painting workstation.		<p>features determined according to make-up reference.</p> <p>1.5 Cosmetic and tools selected with regards to make-up requirements.</p> <p>1.6 Possible contra-actions explained to client's according to face painting procedure and techniques.</p> <p>1.7 Client's consent and signature obtained according to company's SOP.</p>
	The outcome of this CU is creative face drawing for certain purposes and to portray creative look on the individual's face according to job specification and client's requirement.	2. Identify face painting requirements.	<p>2.1 Job specification defined according to client's specification.</p> <p>2.2 Face painting design and concept determined and proposed to the client through discussion.</p> <p>2.3 Theme of face painting determined according to client requirement.</p> <p>2.4 Costume and accessories determined according to theme selected.</p> <p>2.5 Costume and accessories on client determined according to theme requirement.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		3. Prepare face painting activity.	3.1 Workstation organised according to ergonomics standard and emergency procedure. 3.2 Face painting tools, equipment and workstation cleanliness maintained according to job requirement. 3.3 Face painting products, adornment, tools, and equipment organized according to job requirement. 3.4 Personal hygiene maintained according to job requirement.
		4. Carry out skin cleansing.	4.1 Client's skin condition identified through visual check. 4.2 Oil and dirt removed from selected face area. 4.3 Unnecessary hairs removed from selected face area.
		5. Carry out face painting.	5.1 Face colours selected according to design and theme. 5.2 Face colours blended according to colour scheme. 5.3 Face art drew on the selected face area. 5.4 Face drawing coloured according to job specification. 5.5 Client's face accessorised with adornment according to job specification.

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>5.6 Coating spray applied on the drawing to ensure art drawing lasting.</p> <p>5.7 Final face painting checked according to job specification.</p> <p>5.8 Face painting quality furnishing confirmed according to job specification.</p> <p>5.9 Client photo shoot (for personal portfolio / company record) performed according to photo shoot procedure.</p>
		6. Provide aftercare advice.	<p>6.1 Client's feedback obtained and documented in accordance with face painting procedure.</p> <p>6.2 Immediate after make-up advice to ensure lasting effect recommended according to face painting requirement.</p> <p>6.3 Suitable products and techniques of make-up removal recommended according to face painting requirements.</p>
		7. Update face painting activity record.	<p>7.1 Client's consultation records information determined according to customer service policy.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>7.2 Client's records manually or electronically completed according to company's lifestyle make-up SOP.</p> <p>7.3 Client's record compiled according to customer service policy.</p>
		8. Upkeep face painting workstation.	<p>8.1 Workstation cleaned and sanitized according to workstation upkeep procedure.</p> <p>8.2 Make-up tools cleaned and sterilized according to workstation upkeep procedure.</p> <p>8.3 Make-up products, tools, and equipment kept in storage area according to workstation upkeep procedure.</p> <p>8.4 Waste materials disposed according to workstation upkeep procedure.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
6 Make-Up Customer Service  S960-004-2:2021-C06	<p>Make-Up Customer Service describes the competency to serve and build up relationship with customers in make-up artistry job area that include direct client, distributors, dealers and public.</p> <p>The person who is competent in this CU should be able to prepare customer services activity, carry out customer service and check customer service effectiveness.</p> <p>The outcome of this CU is business sustainability by providing excellent customer service and creating good relationship with customers in accordance with company client charter.</p>	1. Prepare customer services activity.	1.1 Customer service activities arranged according to company plan. 1.2 Costing of customer service activities identified according to company plan. 1.3 Corrective actions to solve customer complaint interpreted. 1.4 Meeting with customers (such as distributor and dealers) arranged according to customer service SOP. 1.5 Product sample, catalogue, flyers, gift voucher arranged according to customer service SOP. 1.6 Profile portfolio updated and prepared according to customer service SOP. 1.7 Media social content updated according to customer service SOP.
		2. Carry out customer service.	2.1 Customer enquiries attended and acted promptly according to customer service SOP. 2.2 Make-up product information and service information explained to customers according to customer service SOP. 2.3 Make-up technique demonstrated to the customer according to customer service SOP.



CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>2.4 Make-up service information provided by the company explained to customers according to customer service SOP.</p> <p>2.5 Service improvement proposed to the superior to avoid customer complaint according to company client charter.</p> <p>2.6 Customer issues solved according to company client charter.</p>
		3. Check customer service effectiveness.	<p>3.1 Customer service form updated according to company client charter.</p> <p>3.2 Customer satisfaction with regards to the company services recorded according to company client charter.</p> <p>3.3 Time taken to resolve issue related to customer service assessed according to company client charter.</p> <p>3.4 Record of customer service activity prepared according to company client charter.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
7 Hair Styling  S960-004-2:2021-E01	<p>Hair Styling describes an arrangement of a client's hair according to theme or event.</p> <p>The person who is competent in this CU should be able to prepare hair styling activities, carry out hair styling activity, provide aftercare advice and upkeep hair styling workstation.</p> <p>The outcomes of this CU are attractive and appropriate hair style of the client to suit the client's make-up appearance in accordance with job specification and client's requirement.</p>	1. Prepare hair styling activities.	<p>1.1 Workstation organised according to ergonomics standard and emergency procedure.</p> <p>1.2 Hair styling tools, and equipment and workstation cleanliness maintained according to job requirement.</p> <p>1.3 Hair styling products, tools, and equipment organized according to job requirement.</p> <p>1.4 Personal hygiene maintained according to job requirement.</p> <p>1.5 Job requirement and job scope determined through discussion with clients or as specified by superior.</p>
		2. Carry out hair styling activity.	<p>2.1 Hair products, tools and accessories arranged according to job procedure.</p> <p>2.2 Hair parting performed according to hair bun and hair curl styling procedure.</p> <p>2.3 Hair blown dry section by section neatly according to hair bun and hair curl styling procedure.</p> <p>2.4 Hair parting repeated according to hair bun and hair curl styling procedure.</p> <p>2.5 Hair bun and hair curl performed using curling tools according to hair styling procedure.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>2.6 Hair teased using crimpers according to hair bun and hair curl styling procedure.</p> <p>2.7 Hair bun styling finishing performed according to hair bun and hari curl styling procedure.</p>
		3. Provide aftercare advice.	<p>3.1 Client's feedback obtained and documented in accordance with hair styling procedure.</p> <p>3.2 Immediate after make-up advice to ensure lasting effect recommended according to hair styling requirement.</p>
		4. Upkeep hair styling workstation.	<p>4.1 Workstation cleaned and sanitized according to workstation upkeeping procedure.</p> <p>4.2 Hair styling tools cleaned and sterilized according to workstation upkeeping procedure.</p> <p>4.3 Hair styling products and tools kept in storage area according to workstation upkeeping procedure.</p> <p>4.4 Waste materials disposed according to workstation upkeeping procedure.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
8 Hijab Styling  S960-004-2:2021-E02	<p>Hijab Styling describe style of covering head using scarf, which is in trend with current fashion.</p> <p>The person who is competent in this CU should be able to prepare hijab styling activity, carry out hijab styling activity, provide aftercare advice and upkeep hijab styling workstation.</p> <p>The outcome of this CU is fashionable look of the client that complement make-up applied in accordance with hijab styling requirement.</p>	1. Prepare hijab styling activity.	<p>1.1 Workstation organised according to ergonomics standard and emergency procedure.</p> <p>1.2 Hijab styling tools and equipment and workstation cleanliness maintained according to job requirement.</p> <p>1.3 Hijab styling tools and equipment organized according to job requirement.</p> <p>1.4 Personal hygiene maintained according to job requirement.</p> <p>1.5 Job requirement and job scope determined through discussion with clients or as specified by superior.</p>
		2. Carry out hijab styling activity.	<p>2.1 Hijab style selected according to client's requirement and theme.</p> <p>2.2 Types of hijab (shawl / scarf / turban) determined according to client request.</p> <p>2.3 Material of hijab selected based on hijab style.</p> <p>2.4 Inner scarf selected according to suitability with the hijab style.</p> <p>2.5 Hijab tied up neatly according to hijab styling procedure.</p> <p>2.6 Put on inner scarf according to hijab styling procedure.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>2.7 Stylishness of the hijab confirmed according to hijab styling procedure.</p> <p>2.8 Accessories decorated on hijab according to hijab styling procedure.</p> <p>2.9 Finishing of hijab styling performed according to hijab styling procedure.</p>
		3. Provide aftercare advice.	<p>3.1 Client's feedback obtained and documented in accordance with hijab styling procedure.</p> <p>3.2 Immediate after make-up advice to ensure lasting effect recommended according to hijab styling requirement.</p> <p>3.3 Suitable products and techniques of make-up removal recommended according to hijab styling requirements.</p>
		4. Upkeep hijab styling workstation.	<p>4.1 Workstation cleaned and sanitized according to workstation upkeep procedure.</p> <p>4.2 Hijab styling tools cleaned and sterilized according to workstation upkeep procedure.</p> <p>4.3 Hijab styling products and tools kept in storage area according to workstation upkeep procedure.</p>

CU TITLE & CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			4.4 Waste materials disposed according to workstation upkeep procedure.

**CURRICULUM OF COMPETENCY UNIT**  
**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR:**  
**MAKE-UP ARTISTRY**  
**LEVEL 2**

**15. Curriculum of Competency Unit****15.1. Lifestyle Make-Up**

SECTION	(S) Other Service Activities		
GROUP	(960) Other Personal Service Activities		
AREA	Make-Up Artistry Services		
NOSS TITLE	Make-Up Artistry		
COMPETENCY UNIT TITLE	Lifestyle Make-Up		
LEARNING OUTCOMES	<p>The learning outcomes of this competency unit are trainees enable to produce enhancement of client's appearance to meet with the client's lifestyle for his / her daily activities, both official and unofficial event's theme.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Carry out client's lifestyle make-up consultation.</li> <li>2. Prepare lifestyle make-up activity.</li> <li>3. Carry out natural make-up.</li> <li>4. Carry out glamorous make-up.</li> <li>5. Carry out corporate make-up.</li> <li>6. Provide aftercare advice.</li> <li>7. Update lifestyle make-up activity record.</li> <li>8. Upkeep lifestyle make-up workstation.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Not Available.		
CU CODE	S960-004-2:2021-C01	NOSS LEVEL	Level (2)



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Carry out client's lifestyle make-up consultation.	1.1 Client profiles: <ul style="list-style-type: none"> <li>• Personal details.</li> <li>• Medical history.</li> <li>• Health condition.</li> </ul> 1.2 Client characteristics: <ul style="list-style-type: none"> <li>• Skin type (dry, oil, combination).</li> <li>• Skin condition (mature, dehydrated, sensitive).</li> <li>• Skin tone.</li> <li>• Face shape (oblong, oval, square, diamond, round)</li> </ul> 1.3 Contraindications: <ul style="list-style-type: none"> <li>• Allergies</li> <li>• Wound</li> </ul> 1.4 Importance of client consent and signature	1.1 Obtain consultation card or form. 1.2 Record client's personal detail in the client's consultation card or form. 1.3 Identify client's contraindication. 1.4 Determine client's profile. 1.5 Select cosmetic and tools. 1.6 Explain possible contra-actions to client's. 1.7 Obtain client's consent and signature.	<u>ATTITUDE</u> 1.1 Portray professional image. 1.2 Observe punctuality during work execution. 1.3 Meticulous while organizing make-up products and tools. 1.4 Polite when acquiring client's information. 1.5 Honest and courteous during payment collection.  <u>SAFETY</u> 1.1 Careful handling of hazardous material. 1.2 Cautious of hazardous conditions. 1.3 Adhere to safety regulations. 1.4 Adhere to work area ergonomics practice.	1.1 Lifestyle make-up defined according to make-up types. 1.2 Factors that influence lifestyle make-up stated according to lifestyle make-up procedure and technique. 1.3 Lifestyle make-up requirement explained interm of its intensity and work scope. 1.4 Allergies and wounds described according to client's face contraindication. 1.5 Client's make-up profile information listed based on skin and face conditions. 1.6 Lifestyle cosmetic and tools determined according to lifestyle make-up procedure and technique. 1.7 Possible make-up contra-actions described based on client profile. 1.8 Consultation card or form obtained according to lifestyle make-up procedure and techniques. 1.9 Client's personal detail recorded in the client's consultation card or form

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	<ul style="list-style-type: none"> <li>• Receipt</li> <li>• Quotation</li> </ul>		<u>ENVIRONMENT</u> 1.1 Dispose waste according to environmental guideline. 1.2 Use eco-friendly materials.	according to data protection act. 1.10 Client's contraindication (allergies, wounds, etc) identified according to b make-up requirements. 1.11 Client's skin types, skin conditions face shapes, skin tones and face features determined according to make-up reference. 1.12 Cosmetic and tools selected with regards to make-up requirements. 1.13 Possible contra-actions explained to client's according to lifestyle make-up procedure and techniques. 1.14 Client's consent and signature obtained according to company's SOP.
2. Prepare lifestyle make-up activity.	2.1 Definition of lifestyle make-up. <ul style="list-style-type: none"> <li>• Natural.</li> <li>• Glamorous.</li> <li>• Corporate.</li> </ul> 2.1 Factors that influence lifestyle make-up:	2.1 Organise lifestyle make-up workstation. 2.2 Maintain make-up tools, and equipment and workstation cleanliness.	<u>ATTITUDE</u> 2.1 Portray professional image. 2.2 Observe punctuality during work execution.	2.1 Lifestyle make-up defined according to make-up types. 2.2 Factors that influence lifestyle make-up stated according to lifestyle make-up procedure and technique.

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	<ul style="list-style-type: none"> <li>Costumes and accessories.</li> <li>Venue.</li> <li>Time and duration.</li> <li>Lighting.</li> </ul> <p>2.2 Lifestyle make-up requirement:</p> <ul style="list-style-type: none"> <li>Intensive.</li> <li>Focus.</li> <li>Detail.</li> </ul> <p>2.3 Purpose of make-up.</p> <p>2.4 Career pathway in make-up artistry.</p> <p>2.3 Ethics and professionalism in make-up artist job scope:</p> <ul style="list-style-type: none"> <li>Appearance.</li> <li>Behaviour.</li> <li>Communication.</li> </ul> <p>2.4 Lifestyle make-up job requirement:</p> <ul style="list-style-type: none"> <li>Retail</li> <li>Lifestyle.</li> </ul> <p>2.5 Make-up workstation:</p>	<p>2.3 Organize make-up products, tools, and equipment.</p> <p>2.4 Maintain personal hygiene.</p> <p>2.5 Determine job requirement and job scope.</p> <p>2.6 Acquire client's personal details, needs and face shape and complexion.</p>	<p>2.3 Meticulous while organizing make-up products and tools.</p> <p>2.4 Polite when acquiring client's information.</p> <p>2.5 Honest and courteous during payment collection.</p> <p><u>SAFETY</u></p> <p>2.1 Careful handling of hazardous material.</p> <p>2.2 Cautious of hazardous conditions.</p> <p>2.3 Adhere to safety regulations.</p> <p>2.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>2.1 Dispose waste according to environmental guideline.</p> <p>2.2 Use eco-friendly materials.</p>	<p>2.3 Lifestyle make-up requirement explained in term of its intensity and work scope.</p> <p>2.4 Make-up artistry defined according to work scope and industry requirement.</p> <p>2.5 Purposes of make-up listed according to different make-up activities.</p> <p>2.6 Ethics and professionalism in make-up artist job scope described according to appearance and behaviour.</p> <p>2.7 Lifestyle make-up defined based on it types.</p> <p>2.8 Make-up workstation arrangement explained according to work requirement.</p> <p>2.9 Function of make-up products listed according to their types.</p> <p>2.10 Colour products and finishing products listed according to their types.</p> <p>2.11 Cosmetic products function listed according to their types.</p> <p>2.12 Types of make-up tools described according to their functions.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Product arrangement.</li> <li>• Lighting.</li> <li>• Table and chair.</li> <li>• Mirror.</li> <li>• Ventilation.</li> <li>• Room.</li> </ul> <p>2.6 Types of skin preparation products:</p> <ul style="list-style-type: none"> <li>• Cleanser.</li> <li>• Toner / face mist.</li> <li>• Moisturizer / primer.</li> </ul> <p>2.7 Types and function of make-up products:</p> <ul style="list-style-type: none"> <li>• Foundation.</li> <li>• Colour corrector / concealer.</li> <li>• Contouring (shading and highlighting).</li> <li>• Face powder.</li> </ul> <p>2.8 Colour products / finishing products.</p> <p>2.9 Cosmetic products:</p> <ul style="list-style-type: none"> <li>• Eyeshadow.</li> </ul>			<p>2.13 Function of make up materials explained according to their types.</p> <p>2.14 Types of make-up hygiene product listed according to lifestyle make-up requirement, job requirement and job scope.</p> <p>2.15 Communication skills between make-up artist and client demonstrated according to work requirement and consultation procedure.</p> <p>2.16 Client's personal information listed according to work requirement.</p> <p>2.17 Types of shape determined according to model's face.</p> <p>2.18 Types of skin / complexion identified and explained according to model's skin.</p> <p>2.19 Workstation planned according to ergonomics standard and emergency procedure.</p> <p>2.20 Make-up tools, and equipment and workstation cleanliness kept according to job requirement.</p>

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	<ul style="list-style-type: none"> <li>• Eye primer.</li> <li>• Eye liner.</li> <li>• Eye pencil.</li> <li>• Eyebrow colour.</li> <li>• Mascara.</li> <li>• False eyelash.</li> <li>• Blusher.</li> <li>• Lip colour.</li> <li>• Lip liner / pencil.</li> </ul> <p>2.10 Types and function of tools:</p> <ul style="list-style-type: none"> <li>• Brush.</li> <li>• Scissor.</li> <li>• Applicator / sponge.</li> <li>• Eyelash curler.</li> <li>• Tweezer.</li> <li>• Spatula.</li> <li>• Colour mixing palette.</li> <li>• Powder puff.</li> <li>• Make-up cape.</li> </ul> <p>2.11 Types and function of make-up materials:</p> <ul style="list-style-type: none"> <li>• Hair band / Velcro pad.</li> <li>• Face towel.</li> </ul>			<p>2.21 Make-up products, tools, and equipment arranged according to job requirement.</p> <p>2.22 Personal hygiene retained according to job requirement.</p> <p>2.23 Job requirement and job scope decided through discussion with clients or as specified by superior.</p> <p>2.24 Client's personal details, needs and face shape and complexion obtained during consultation.</p>

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	<ul style="list-style-type: none"> <li>False eyelash adhesive.</li> </ul> <p>2.12 Types of make-up disposable:</p> <ul style="list-style-type: none"> <li>Cotton bud.</li> <li>Cotton pad.</li> <li>Tissue paper.</li> <li>Disposable wand.</li> <li>Disposable face mask.</li> <li>Disposable gloves.</li> <li>Wet tissue.</li> <li>Make-up remover.</li> <li>Cleansing milk.</li> </ul> <p>2.13 Types of make-up hygiene products:</p> <ul style="list-style-type: none"> <li>Surgical spirit.</li> <li>Eyedrops.</li> <li>Mouth spray.</li> </ul> <p>2.14 Types of make-up equipment.</p> <p>2.15 Make-up cleaning methods.</p> <p>2.16 Personal hygiene:</p> <ul style="list-style-type: none"> <li>Oral.</li> <li>Hair.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Nail.</li> <li>• Body odour.</li> <li>• Breath odour.</li> </ul> <p>2.17 Job requirement and job scope:</p> <ul style="list-style-type: none"> <li>• Concept.</li> <li>• Date.</li> <li>• Venue.</li> <li>• Duration.</li> <li>• Call time.</li> </ul> <p>2.18 Communication skills:</p> <ul style="list-style-type: none"> <li>• Client.</li> <li>• Superior.</li> <li>• Colleague.</li> <li>• Body language.</li> <li>• Facial expression.</li> <li>• Voice intonation.</li> <li>• Etiquette.</li> <li>• Client's consultation.</li> <li>• Purpose of consultation.</li> </ul>			

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3. Carry out natural make-up.	<p>3.1 Skin preparation:</p> <ul style="list-style-type: none"> <li>• Cleanse.</li> <li>• Tone.</li> <li>• Moisturise.</li> <li>• Lip Balm.</li> </ul> <p>3.2 Skin undertone and skin tone:</p> <ul style="list-style-type: none"> <li>• Warm Group.</li> <li>• Cool Group.</li> <li>• Yellow Based.</li> <li>• Pink Based.</li> </ul> <p>3.3 Colour wheel:</p> <ul style="list-style-type: none"> <li>• Types of colours (Primary, Secondary, Tertiary).</li> <li>• Colour group (warm, cool, neutral).</li> <li>• Colour combination (Matching, contrast).</li> </ul> <p>3.4 Skin under tone color of all race:</p> <ul style="list-style-type: none"> <li>• Asian skin tone.</li> <li>• Caucasian skin tone.</li> </ul>	<p>3.1 Apply skin preparation.</p> <p>3.2 Apply foundation.</p> <p>3.3 Apply corrective make-up using corrector / concealer.</p> <p>3.4 Apply loose / pressed powder evenly.</p> <p>3.5 Apply evenly blended light eye make-up.</p> <p>3.6 Apply neatly soft eyeliner (fine).</p> <p>3.7 Apply mascara evenly and neatly.</p> <p>3.8 Draw eyebrow.</p> <p>3.9 Apply light blusher.</p> <p>3.10 Draw lip using lip liner.</p> <p>3.11 Apply lip colour neatly.</p> <p>3.12 Check make-up outcome.</p>	<p><u>ATTITUDE</u></p> <p>3.1 Portray professional image.</p> <p>3.2 Observe punctuality during work execution.</p> <p>3.3 Meticulous while performing make-up on client.</p> <p><u>SAFETY</u></p> <p>3.1 Careful handling of hazardous material.</p> <p>3.2 Cautious of hazardous conditions.</p> <p>3.3 Adhere to safety regulations.</p> <p>3.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>3.1 Dispose waste according to environmental guideline.</p> <p>3.2 Use eco-friendly materials.</p>	<p>3.1 Cleansing and toning defined according to skin preparation.</p> <p>3.2 Skin undertone and skin tone explained according to their differences.</p> <p>3.3 Types of colours and colours group described according to colour wheel.</p> <p>3.4 Make-up foundation selected according to natural make-up requirement.</p> <p>3.5 Colour corrector selected according to natural make-up requirement.</p> <p>3.6 Loose and pressed powder differentiated according to types of powder.</p> <p>3.7 Eye make-up application method explained according to their type.</p> <p>3.8 Function of eyeliner listed according to their types.</p> <p>3.9 Types of mascara listed according to their function.</p> <p>3.10 Eyebrow shape determined according face shape.</p> <p>3.11 Eyebrow measurement explained according to quad ratio theory.</p>



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	<ul style="list-style-type: none"> <li>• African / American skin tone.</li> </ul> <p>3.5 Selection of foundation:</p> <ul style="list-style-type: none"> <li>• Fair</li> <li>• Light.</li> <li>• Medium.</li> <li>• Golden Olive</li> <li>• Dark</li> </ul> <p>3.6 Selection of colour corrector:</p> <ul style="list-style-type: none"> <li>• Purple.</li> <li>• Orange.</li> <li>• Green.</li> <li>• Yellow.</li> <li>• Light Blue.</li> </ul> <p>3.7 Types of powder:</p> <ul style="list-style-type: none"> <li>• Loose powder (opaque, translucent).</li> <li>• Pressed Powder (Two-way Cake, Compact).</li> </ul> <p>3.8 Method and type of eye make-up application:</p> <ul style="list-style-type: none"> <li>• Horizontal.</li> </ul>	<p>3.13 Perform finishing make-up.</p> <p>3.14 Perform client photo shoot procedure.</p>		<p>3.12 Types of blusher listed according to their function.</p> <p>3.13 Blusher application determined according to face shape.</p> <p>3.14 Application of lip liner explained according to their types.</p> <p>3.15 Types of lip colour described according to their function.</p> <p>3.16 Finishing and finalising make-up explained according to their purposes and tools.</p> <p>3.17 Skin prepared according to natural make-up procedure and techniques.</p> <p>3.18 Foundation application performed according to skin undertone and skin tone.</p> <p>3.19 Corrective make-up completed using corrector / concealer according to skin undertone.</p> <p>3.20 Loose / pressed powder used evenly according to natural make-up procedure and techniques.</p> <p>3.21 Light eye make-up mixed and evenly applied according to natural make-up procedure and techniques.</p>

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	<ul style="list-style-type: none"> <li>• Vertical.</li> <li>• Natural Colour.</li> </ul> <p>3.9 Types and function of eyeliner:</p> <ul style="list-style-type: none"> <li>• Pencil.</li> <li>• Gel.</li> <li>• Liquid.</li> </ul> <p>3.10 Types and function of mascara:</p> <ul style="list-style-type: none"> <li>• Volume.</li> <li>• Lengthen.</li> <li>• Curl.</li> <li>• Silicone.</li> <li>• Fibre.</li> <li>• Waterproof.</li> <li>• Washable.</li> </ul> <p>3.11 Eyebrow shape:</p> <ul style="list-style-type: none"> <li>• Volume.</li> <li>• Classic.</li> <li>• High Arch.</li> <li>• Round.</li> <li>• Thick.</li> </ul> <p>3.12 Eyebrow measurement:</p> <ul style="list-style-type: none"> <li>• Normal.</li> <li>• Quad Ratio Theory (Brow Length, Arch</li> </ul>			<p>3.22 Soft eyeliner (fine) neatly applied according to natural make-up procedure and techniques.</p> <p>3.23 Mascara neatly and evenly drawn according to natural make-up procedure and techniques.</p> <p>3.24 Eyebrow applied according to face shape.</p> <p>3.25 Light blusher applied according to face shape.</p> <p>3.26 Lip drew using lip liner according to natural lip shape.</p> <p>3.27 Lip colour checked according to natural make-up procedure and techniques.</p> <p>3.28 Make-up outcome confirmed according to natural make-up specification.</p> <p>3.29 Finishing make-up confirmed according to natural make-up procedure and techniques.</p>

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	<p>Length, Tail Length).</p> <p>3.13 Types of Blusher:</p> <ul style="list-style-type: none"> <li>• Cream.</li> <li>• Powder (Shimer, Matte).</li> </ul> <p>3.14 Blusher application according to face shape.</p> <p>3.15 Application and types of lip liner:</p> <ul style="list-style-type: none"> <li>• Pencil.</li> <li>• Liner.</li> <li>• Brush.</li> </ul> <p>3.16 Types of lip colour:</p> <ul style="list-style-type: none"> <li>• Matte.</li> <li>• Sheer.</li> <li>• Satin.</li> <li>• Gloss.</li> <li>• Lacquer (Palette / stick / pencil).</li> </ul> <p>3.17 Finishing and finalising make-up:</p> <ul style="list-style-type: none"> <li>• Blending of foundation.</li> <li>• Eyeshadow.</li> <li>• Eyebrow.</li> <li>• Eyeliner.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Mascara.</li> <li>• Blusher.</li> <li>• Lip liner.</li> <li>• Lip colour.</li> </ul>			
4. Carry out glamorous make-up.	<p>4.1 Camouflaging:</p> <ul style="list-style-type: none"> <li>• Definition.</li> <li>• Importance.</li> <li>• Types.</li> <li>• Application (brush, sponge).</li> </ul> <p>4.2 Contouring:</p> <ul style="list-style-type: none"> <li>• Definition.</li> <li>• Highlight.</li> <li>• Shading.</li> <li>• Application (Brush, sponge).</li> </ul> <p>4.3 Eye Make-up trend:</p> <ul style="list-style-type: none"> <li>• Smokey.</li> <li>• Cut Crease.</li> </ul> <p>4.4 Eyeliner shape &amp; types:</p> <ul style="list-style-type: none"> <li>• Define.</li> <li>• Dramatic.</li> <li>• Glitter.</li> <li>• Coloured.</li> </ul> <p>4.5 Types of Mascara:</p> <ul style="list-style-type: none"> <li>• Coloured.</li> </ul>	<p>4.1 Apply skin preparation.</p> <p>4.2 Apply foundation.</p> <p>4.3 Apply corrective make-up using corrector / concealer.</p> <p>4.4 Apply contouring (highlight and shading) technique.</p> <p>4.5 Apply loose / pressed powder.</p> <p>4.6 Apply eye make-up blended and evenly.</p> <p>4.7 Apply eyeliner neatly.</p> <p>4.8 Apply mascara neatly and evenly.</p>	<p><u>ATTITUDE</u></p> <p>4.1 Portray professional image.</p> <p>4.2 Observe punctuality during work execution.</p> <p>4.3 Meticulous while performing make-up on client.</p> <p><u>SAFETY</u></p> <p>4.1 Careful handling of hazardous material.</p> <p>4.2 Cautious of hazardous conditions.</p> <p>4.3 Adhere to safety regulations.</p> <p>4.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p>	<p>4.1 Definition and importance of camouflaging stated according to glamorous make-up procedure and techniques.</p> <p>4.2 Highlight and shading of contouring explained according to glamorous make-up procedure and techniques.</p> <p>4.3 Eye make-up described according to glamorous make-up trend.</p> <p>4.4 Eyeliner shape &amp; types described according to glamorous make-up trend.</p> <p>4.5 Types of mascara described according to glamorous make-up trend.</p> <p>4.6 False eyelashes described according to glamorous make-up trend.</p> <p>4.7 Fancy powder contouring explained according to</p>

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	<ul style="list-style-type: none"> <li>• Black.</li> </ul> 4.6 False eyelashes: <ul style="list-style-type: none"> <li>• Coloured.</li> <li>• Dramatic.</li> <li>• Glitter.</li> </ul> 4.7 Fancy powder contouring: <ul style="list-style-type: none"> <li>• Bronzer.</li> <li>• Matte.</li> </ul>	4.9 Apply false eyelashes (coloured, dramatic, etc). 4.10 Drew eyebrow. 4.11 Repeat contouring (if required). 4.12 Apply blusher. 4.13 Check make-up outcome. 4.14 Perform finishing make-up.	4.1 Dispose waste according to environmental guideline. 4.2 Use eco-friendly materials.	glamorous make-up procedure and techniques. 4.8 Skin preparation performed according to glamorous make-up procedure and techniques. 4.9 Camouflaging performed according to glamorous make-up procedure and techniques. 4.10 Contouring (highlight and shading) technique performed according to glamorous make-up procedure and techniques. 4.11 Loose / pressed powder applied evenly according to glamorous make-up procedure and techniques. 4.12 Eye make-up blended and evenly applied according to glamorous make-up procedure and techniques. 4.13 Eyeliner neatly applied according to theme requirement. 4.14 Mascara neatly and evenly applied according to glamorous make-up procedure and techniques. 4.15 False eyelashes (coloured, dramatic, etc) applied

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				<p>according to glamorous make-up procedure and techniques.</p> <p>4.16 Eyebrow drew according to face shape.</p> <p>4.17 Contouring repeated (if required) according to glamorous make-up procedure and techniques.</p> <p>4.18 Blusher applied according to face shape.</p> <p>4.19 Make-up outcome checked according to glamorous make-up specification.</p> <p>4.20 Finishing make-up performed according to glamorous make-up procedure and techniques.</p>
5. Carry out corporate make-up.	<p>5.1 Skin preparation:</p> <ul style="list-style-type: none"> <li>• Cleanse.</li> <li>• Tone.</li> <li>• Moisturise face and lip.</li> </ul> <p>5.2 Skin undertone and skin tone:</p> <ul style="list-style-type: none"> <li>• Warm Group.</li> <li>• Cool Group.</li> <li>• Yellow Based.</li> <li>• Pink Based.</li> </ul>	<p>5.1 Perform skin preparation.</p> <p>5.2 Apply foundation.</p> <p>4.15 Apply corrective make-up using corrector / concealer.</p> <p>5.3 Apply contouring (highlight and shading).</p>	<p><u>ATTITUDE</u></p> <p>5.1 Portray professional image.</p> <p>5.2 Observe punctuality during work execution.</p> <p>5.3 Meticulous while performing make-up on client.</p> <p><u>SAFETY</u></p>	<p>5.1 Skin preparation performed according to corporate make-up procedure and techniques.</p> <p>5.2 Foundation applied according to skin undertone and skin tone.</p> <p>5.3 Loose / pressed powder applied evenly according to corporate make-up procedure and techniques.</p> <p>5.4 Contouring (highlight and shading) performed</p>

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	<p>5.3 Colour wheel:</p> <ul style="list-style-type: none"> <li>Types of colours (Primary, Secondary, Tertiary).</li> <li>Colour group (warm, cool, neutral).</li> <li>Colour combination (Matching, contrast).</li> </ul> <p>5.4 Selection of foundation:</p> <ul style="list-style-type: none"> <li>Light.</li> <li>Medium.</li> <li>Dark.</li> </ul> <p>5.5 Selection of colour corrector:</p> <ul style="list-style-type: none"> <li>Purple.</li> <li>Orange.</li> <li>Green.</li> <li>Yellow.</li> <li>Light Blue.</li> </ul> <p>5.6 Types of powder:</p> <ul style="list-style-type: none"> <li>Loose powder (opaque, translucent).</li> </ul>	<p>5.4 Apply loose / pressed powder.</p> <p>5.5 Apply eye make-up (eyeshadow, eyeliner, mascara).</p> <p>5.6 Apply false eyelashes / mascara.</p> <p>5.7 Drew eyebrow.</p> <p>5.8 Apply blusher.</p> <p>5.9 Apply lipstick on the client's lips.</p> <p>5.10 Check make-up outcome.</p> <p>5.11 Perform finishing make-up.</p> <p>5.12 Perform client photo shoot procedure.</p> <p>5.13 Identify personal portfolio / company record requirement.</p>	<p>5.1 Careful handling of hazardous material.</p> <p>5.2 Cautious of hazardous conditions.</p> <p>5.3 Adhere to safety regulations.</p> <p>5.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>5.1 Dispose waste according to environmental guideline.</p> <p>5.2 Use eco-friendly materials.</p>	<p>according to corporate make-up procedure and techniques.</p> <p>5.5 Eye make-up (eyeshadow, eyeliner, mascara) applied according to corporate make-up procedure and techniques.</p> <p>5.6 False eyelashes / mascara applied according to corporate make-up procedure and techniques.</p> <p>5.7 Eyebrow drew according to face shape according to corporate make-up procedure and techniques.</p> <p>5.8 Blusher applied according to face shape.</p> <p>5.9 Lipstick applied on the client's lips according to corporate make-up procedure and techniques.</p> <p>5.10 Make-up outcome checked according to corporate make-up specification.</p> <p>5.11 Finishing make-up performed according to corporate make-up procedure and techniques.</p> <p>5.12 Photo shoot procedure determined according to</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>Pressed Powder (Two-way Cake, Compact).</li> </ul> <p>5.7 Method and type of eye make-up application:</p> <ul style="list-style-type: none"> <li>Horizontal.</li> <li>Vertical.</li> <li>Natural Colour.</li> </ul> <p>5.8 Types and function of eyeliner:</p> <ul style="list-style-type: none"> <li>Pencil.</li> <li>Gel.</li> <li>Liquid.</li> </ul> <p>5.9 Types and function of mascara:</p> <ul style="list-style-type: none"> <li>Volume.</li> <li>Lengthen.</li> <li>Curl.</li> <li>Silicone.</li> <li>Fibre.</li> <li>Waterproof.</li> <li>Washable.</li> </ul> <p>5.10 Eyebrow shape:</p> <ul style="list-style-type: none"> <li>Volume.</li> <li>Classic.</li> <li>High Arch.</li> <li>Round.</li> </ul>			<p>personal portfolio / company record requirement.</p> <p>5.13 Client photo shoot completed according to photo shoot procedure.</p>



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Thick.</li> </ul> <p>5.11 Eyebrow measurement:</p> <ul style="list-style-type: none"> <li>• Normal.</li> <li>• Quad Ratio Theory (Brow Length, Arch Length, Tail Length).</li> </ul> <p>5.12 Types of Blusher:</p> <ul style="list-style-type: none"> <li>• Cream.</li> <li>• Powder (Shimer, Matte).</li> </ul> <p>5.13 Blusher application according to face shape.</p> <p>5.14 Application and types of lip liner:</p> <ul style="list-style-type: none"> <li>• Pencil.</li> <li>• Liner.</li> <li>• Brush.</li> </ul> <p>5.15 Types of lip colour:</p> <ul style="list-style-type: none"> <li>• Matte.</li> <li>• Sheer.</li> <li>• Satin.</li> <li>• Gloss.</li> <li>• Lacquer (Palette / stick / pencil).</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>5.16 Finishing and finalising make-up:</p> <ul style="list-style-type: none"> <li>• Blending of foundation.</li> <li>• Eyeshadow.</li> <li>• Eyebrow.</li> <li>• Eyeliner.</li> <li>• Mascara.</li> <li>• Blusher.</li> <li>• Lip liner.</li> <li>• Lip colour.</li> </ul> <p>3.18 Importance of photo shoot lifestyle make-up finished result:</p> <ul style="list-style-type: none"> <li>• Personal portfolio.</li> <li>• Future reference.</li> <li>• Light.</li> <li>• Angle.</li> </ul> <p>3.19 Client consultation records:</p> <ul style="list-style-type: none"> <li>• Client's feedback.</li> <li>• Tools and products used.</li> <li>• Contra-action.</li> <li>• Remedial action.</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
6. Provide aftercare advice.	6.1 Client's feedback. 6.2 Lifestyle make-up immediate aftercare advice: <ul style="list-style-type: none"> <li>• Blotting sheets / paper.</li> <li>• Spray fixative / finishing powder.</li> <li>• Home care products.</li> </ul> 6.3 Products and techniques of lifestyle make-up removal: <ul style="list-style-type: none"> <li>• Types of make-up remover.</li> </ul>	6.1 Obtain client's feedback. 6.2 Record client's feedback. 6.3 Recommend immediate make-up aftercare advice. 6.4 Recommend suitable products and techniques of lifestyle make-up removal.	<u>ATTITUDE:</u> 6.1 Apply effective communication skill. 6.2 Show sincerity and integrity in providing aftercare advice. 6.3 Keep client's record confidentially.  <u>SAFETY:</u> Not Available.  <u>ENVIRONMENT:</u> 6.1 Ensure good ventilation within work area.	6.1 Client feedback defined according to make-up aftercare requirement. 6.2 Lifestyle make-up immediate after care advice described according to make-up aftercare requirement. 6.3 Products and techniques of lifestyle make-up removal described according to make-up aftercare requirement. 6.4 Immediate make-up aftercare advice to ensure lasting effect suggested according to lifestyle make-up requirement. 6.5 Client's feedback checked and documented in accordance with photographic make-up procedure. 6.6 Correct products and techniques of make-up removal proposed according to lifestyle make-up requirements. 6.7 Sincerity and integrity demonstrated in providing aftercare advice. 6.8 Good ventilation confirmed within work area according to ergonomic requirement.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
7. Update lifestyle make-up activity record.	7.1 Client consultation records information: <ul style="list-style-type: none"> <li>• Contra-action.</li> <li>• Remedial action.</li> </ul> 7.2 Techniques of storing client's consultation card: <ul style="list-style-type: none"> <li>• Manual system.</li> <li>• Electronic system.</li> </ul>	7.1 Interpret client consultation records information. 7.2 Record client's information manually. 7.3 Record client's information electronically. 7.4 Compile client's consultation record.	<u>ATTITUDE:</u> 7.1 Honest in recording client feedback. 7.2 Keep client's record confidentially.  <u>SAFETY:</u> 7.1 Adhere to safety regulations. 7.2 Adhere to work area ergonomics practice.  <u>ENVIRONMENT:</u> Not Available.	7.1 Client consultation records information explained in term of contra-action and remedial action. 7.2 Manual and electronic system of storing client's consultation card explained according to the techniques and requirement. 7.3 Client's records filled up manually or electronically according to company's customer service SOP. 7.4 Client feedback recorded with honest according to customer service policy. 7.5 Client's record kept confidentially according to customer service policy.
8. Upkeep lifestyle make-up workstation.	8.1 Workstation cleaning and sanitizing methods. 8.2 Lifestyle make-up tools cleaning and sterilizing methods. 8.3 Products, tools, and storage procedure. 8.4 Waste disposal method:	8.1 Clean and sanitize workstation. 8.2 Clean and sterilize lifestyle make-up tools. 8.3 Keep lifestyle make-up products, tools, in storage area.	<u>ATTITUDE:</u> 8.1 Meticulous and thorough in upkeeping service area.  <u>SAFETY:</u> 8.1 Follow health and hygiene regulations and requirements.	8.1 Workstation cleaning / sanitisation methods explained according to work requirement. 8.2 Lifestyle make-up tools cleaning / sterilise methods determined according to work requirement. 8.3 Products, tools, storage procedure described according to work requirement.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• General waste.</li> <li>• Sharp waste.</li> </ul>	8.4 Dispose waste materials.	8.2 Cautious in handling hazardous material. 8.3 Adhere to safe storage of tools and products.  <u>ENVIRONMENT:</u> 8.1 Dispose waste in accordance with environmental protection guidelines.	8.4 Waste disposal method explained according to work requirement. 8.5 Cleanliness of workstation confirmed according to workstation upkeep procedure. 8.6 Cleanliness of lifestyle make-up tools maintained according to workstation upkeep procedure. 8.7 Lifestyle make-up products, tools arranged in storage area according to workstation upkeep procedure and environmental protection guidelines. 8.8 Waste materials disposed according to workstation upkeep procedure. 8.9 Work area upkeep according to health and hygiene regulations and requirements. 8.10 Hazardous materials cautiously handled in accordance with safety and environmental regulations and requirements.

## Employability Skills

### Core Abilities

- Please refer NCS- Core Abilities latest edition.

### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

## References for Learning Material Development

- 1 Katie Middleton - Color Theory for the Make-up Artist: Understanding Color and Light for Beauty and Special Effects 1st Edition (Routledge, 2018) ISBN-13: 978-1138095250.
- 2 Academy of Freelance Make-up -Make-up Is Art: Professional Techniques for Creating Original Looks (Carlton Books; Illustrated Edition 2011) ISBN-13: 978-1847326201.
- 3 Suzanne Le Quesne; HABIA- The complete guide to make-up: the make-up book. The official guide to make-up at levels 2 and 3 (London: Thomson Learning, 2005) ISBN: 9781844801442 1844801446.
- 4 Department of Skills Development (DSD), (2015), Z-009-1: Core Abilities
- 5 Department of Skills Development (DSD), (2015), Z-009-2: Core Abilities
- 6 Department of Skills Development (DSD), (2018), Modul Kompetensi Sosial dan Kemanusiaan.

## 15.2. Bridal Make-Up

SECTION	(S) Other Service Activities		
GROUP	(960) Other Personal Service Activities		
AREA	Make-Up Artistry Services		
NOSS TITLE	Make-Up Artistry		
COMPETENCY UNIT TITLE	Bridal Make-Up		
LEARNING OUTCOMES	<p>The learning outcomes of this competency unit are trainees enable to produce perfect look of bride and bridegroom during wedding reception in accordance with wedding reception theme and client requirement.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Carry out client's bridal make-up consultation.</li> <li>2. Prepare bridal make-up activity.</li> <li>3. Prepare client for bridal make-up.</li> <li>4. Carry out bridal make-up activity.</li> <li>5. Provide aftercare advice.</li> <li>6. Update bridal make-up activity record.</li> <li>7. Upkeep bridal make-up workstation.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Completed S960-004-2:2021-C01		
CU CODE	S960-004-2:2021-C02	NOSS LEVEL	Level (2)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Carry out bridal make-up of client's consultation.	1.1 Client profiles: <ul style="list-style-type: none"> <li>• Personal details.</li> <li>• Medical history.</li> </ul>	1.7 Obtain consultation card or form.	<u>ATTITUDE</u> 1.1 Portray professional image.	1.1 Bridal make-up defined according to make-up types. 1.2 Factors that influence bridal make-up stated according to

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>Health condition.</li> </ul> <p>1.2 Client characteristics:</p> <ul style="list-style-type: none"> <li>Skin type (dry, oil, combination).</li> <li>Skin condition (mature, dehydrated, sensitive).</li> <li>Skin tone.</li> </ul> <p>1.3 Contraindications:</p> <ul style="list-style-type: none"> <li>Allergies</li> <li>Wound</li> </ul> <p>1.4 Importance of client consent and signature</p> <p>1.5 Payment methods</p> <ul style="list-style-type: none"> <li>Cash</li> <li>Credit card</li> <li>Online banking</li> </ul> <p>1.6 Payment records</p> <ul style="list-style-type: none"> <li>Receipt</li> <li>Quotation</li> </ul>	<p>1.8 Record client's personal detail in the client's consultation card or form.</p> <p>1.9 Identify client's contraindication.</p> <p>1.10 Determine client's profile.</p> <p>1.11 Select cosmetic and tools.</p> <p>1.12 Explain possible contra-actions to client's.</p> <p>1.13 Obtain client's consent and signature.</p>	<p>1.2 Observe punctuality during work execution.</p> <p>1.3 Meticulous while organizing make-up products and tools.</p> <p>1.4 Polite when acquiring client's information.</p> <p>1.5 Honest and courteous during payment collection.</p> <p><u>SAFETY</u></p> <p>1.1 Careful handling of hazardous material.</p> <p>1.2 Cautious of hazardous conditions.</p> <p>1.3 Adhere to safety regulations.</p> <p>1.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>1.1 Dispose waste according to environmental guideline.</p>	<p>bridal make-up procedure and technique.</p> <p>1.3 Bridal make-up requirement explained in term of its intensity and work scope.</p> <p>1.4 Allergies and wounds described according to client's face contraindication.</p> <p>1.5 Client's make-up profile information listed based on skin and face conditions.</p> <p>1.6 Bridal's cosmetic and tools determined according to bridal make-up procedure and technique.</p> <p>1.7 Possible make-up contra-actions based on client profile.</p> <p>1.8 Consultation card or form obtained according to bridal make-up procedure and techniques.</p> <p>1.9 Client's personal detail recorded in the client's consultation card or form according to data protection act.</p> <p>1.10 Client's contraindication (allergies, wounds, etc) identified according to bridal make-up requirements.</p>



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
			1.2 Use eco-friendly materials.	<p>1.11 Client's skin types, skin conditions face shapes, skin tones and face features determined according to make-up reference.</p> <p>1.12 Cosmetic and tools selected with regards to make-up requirements.</p> <p>1.13 Possible contra-actions explained to client's according to bridal make-up procedure and techniques.</p> <p>1.14 Client's consent and signature obtained according to company's SOP.</p>
2. Prepare bridal make-up activity.	<p>2.1 Definition of bridal make-up.</p> <p>2.2 Factors that influence bridal make-up:</p> <ul style="list-style-type: none"> <li>• Costumes and accessories.</li> <li>• Venue.</li> <li>• Time and duration.</li> <li>• Lighting.</li> </ul>	<p>2.1 Organise bridal make-up workstation.</p> <p>2.2 Maintain make-up tools, and equipment and workstation cleanliness.</p> <p>2.3 Organize make-up products, tools, and equipment.</p> <p>2.4 Maintain personal hygiene.</p>	<p><u>ATTITUDE</u></p> <p>2.1 Portray professional image.</p> <p>2.2 Observe punctuality during work execution.</p> <p>2.3 Meticulous while organizing make-up products and tools.</p> <p>2.4 Polite when acquiring client's information.</p>	<p>2.1 Bridal make-up workstation layout described according to work requirement.</p> <p>2.2 Make-up tools, equipment and workstation maintenance described according to bridal make-up procedure and technique.</p> <p>2.3 Bridal make-up products, tools, and equipment listed according to bridal make-up requirement.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>2.3 Purpose of make-up.</p> <p>2.4 Career pathway in make-up artistry.</p> <p>2.5 Ethics and professionalism in make-up artist job scope:</p> <ul style="list-style-type: none"> <li>• Appearance.</li> <li>• Behaviour.</li> <li>• Communication</li> </ul> <p>2.6 Bridal make-up job requirement:</p> <ul style="list-style-type: none"> <li>• Retail</li> <li>• Bridal.</li> </ul> <p>2.7 Make-up workstation:</p> <ul style="list-style-type: none"> <li>• Product arrangement.</li> <li>• Lighting.</li> <li>• Table and chair.</li> <li>• Mirror.</li> <li>• Ventilation.</li> <li>• Room.</li> </ul> <p>2.8 Types of skin preparation products:</p> <ul style="list-style-type: none"> <li>• Cleanser.</li> </ul>		<p>2.5 Honest and courteous during payment collection.</p> <p><u>SAFETY</u></p> <p>2.1 Careful handling of hazardous material.</p> <p>2.2 Cautious of hazardous conditions.</p> <p>2.3 Adhere to safety regulations.</p> <p>2.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>2.1 Dispose waste according to environmental guideline.</p> <p>2.2 Use eco-friendly materials.</p>	<p>2.4 Personal hygiene explained according to bridal make-up procedure and technique.</p> <p>2.5 Personal protective equipment listed according to bridal make-up requirement.</p> <p>2.6 Workstation arranged according to ergonomics standard and emergency procedure.</p> <p>2.7 Make-up tools, equipment and workstation cleanliness confirmed according to job requirement.</p> <p>2.8 Make-up products, tools, and equipment arrangement confirmed according to job requirement.</p> <p>2.9 Personal hygiene observed according to job requirement.</p> <p>2.10 Application of PPE conformed according to job requirement.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Toner / face mist.</li> <li>• Moisturizer / primer.</li> </ul> <p>2.9 Types and function of make-up products:</p> <ul style="list-style-type: none"> <li>• Foundation.</li> <li>• Colour corrector / concealer.</li> <li>• Contouring (shading and highlighting).</li> <li>• Face powder.</li> </ul> <p>2.10 Colour products / finishing products.</p> <p>2.11 Cosmetic products:</p> <ul style="list-style-type: none"> <li>• Eyeshadow.</li> <li>• Eye primer.</li> <li>• Eye liner.</li> <li>• Eye pencil.</li> <li>• Eyebrow colour.</li> <li>• Mascara.</li> <li>• False eyelash.</li> <li>• Blusher.</li> <li>• Lip colour.</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Lip liner / pencil.</li> </ul> <p>2.12 Types and function of tools:</p> <ul style="list-style-type: none"> <li>• Brush.</li> <li>• Scissor.</li> <li>• Applicator / sponge.</li> <li>• Eyelash curler.</li> <li>• Tweezer.</li> <li>• Spatula.</li> <li>• Colour mixing palette.</li> <li>• Powder puff.</li> <li>• Make-up cape.</li> </ul> <p>2.13 Types and function of make-up materials:</p> <ul style="list-style-type: none"> <li>• Hair band / Velcro pad.</li> <li>• Face towel.</li> <li>• False eyelash adhesive.</li> </ul> <p>2.14 Types of make-up disposable:</p> <ul style="list-style-type: none"> <li>• Cotton bud.</li> <li>• Cotton pad.</li> <li>• Tissue paper.</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Disposable wand.</li> <li>• Disposable face mask.</li> <li>• Disposable gloves.</li> <li>• Wet tissue.</li> <li>• Make-up remover.</li> <li>• Cleansing milk.</li> </ul> <p>2.15 Types of make-up hygiene products:</p> <ul style="list-style-type: none"> <li>• Surgical spirit.</li> <li>• Eyedrops.</li> <li>• Mouth spray.</li> </ul> <p>2.16 Types of make-up equipment.</p> <p>2.17 Make-up cleaning methods.</p> <p>2.18 Personal hygiene:</p> <ul style="list-style-type: none"> <li>• Oral.</li> <li>• Hair.</li> <li>• Nail.</li> <li>• Body odour.</li> <li>• Breath odour.</li> </ul> <p>2.19 Job requirement and job scope:</p> <ul style="list-style-type: none"> <li>• Concept.</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Date.</li> <li>• Venue.</li> <li>• Duration.</li> <li>• Call time.</li> </ul> 2.20 Communication skills: <ul style="list-style-type: none"> <li>• Client.</li> <li>• Superior.</li> <li>• Colleague.</li> <li>• Body language.</li> <li>• Facial expression.</li> <li>• Voice intonation.</li> <li>• Etiquette.</li> <li>• Client's consultation.</li> <li>• Purpose of consultation.</li> </ul>			
3. Prepare client for bridal make-up.	3.1 Purpose of cover client's hair. 3.2 Purpose of cover client's clothing. 3.3 Importance of practice good posture.	3.1 Cover client's hair with hair band. 3.2 Protect client's clothing. 3.3 Confirm comfortability of client's in term of	<u>ATTITUDE</u> 3.1 Portray professional image. 3.2 Observe punctuality during work execution.	3.1 Face mask for hydrated skin identified according to bridal make-up procedures. 3.2 Purpose of eyebrow shaping explained according to bridal make-up procedures. 3.3 Eyebrow shaping procedures and techniques described

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	3.4 Client correct positioning and comfortability 3.5 Purpose of skin cleansing, toning, and moisturizing. 3.6 Eyebrow shaping purpose. • Shape • Enhance 3.7 Eyebrow shaping techniques. • Tweezing • Threading 3.8 Eyebrow shapes: • Curved • Soft angled • Angled • Flat • Rounded 3.9 Eyebrow shaping measurement. • Arch • Length • Thickness 3.6 Eyebrow shaping service products;	body position and posture. 3.4 Cleanse client's eyebrow area. 3.5 Measure client's eyebrow. 3.6 Shape client's eyebrow. 3.7 Perform skin preparation.	3.3 Meticulous while organizing make-up products and tools.  <u>SAFETY</u> 3.1 Careful handling of hazardous material. 3.2 Cautious of hazardous conditions. 3.3 Adhere to safety regulations. 3.4 Adhere to work area ergonomics practice.  <u>ENVIRONMENT</u> 3.1 Dispose waste according to environmental guideline. 3.2 Use eco-friendly materials.	according to bridal make-up procedures. 3.4 Eyebrow shapes illustrated according to face shape and current trend. 3.5 Eyebrow measurement demonstrated according to bridal make-up procedures. 3.6 Eyebrow shaping service products and materials stated according to bridal make-up procedures. 3.7 Client's hair draped up according to service requirements. 3.8 Client's body covered with make-up cape according to bridal make-up procedures. 3.9 Client's eyebrow area cleansed according to eyebrow make-up techniques. 3.10 Client's eyebrow measured according to eyebrow make-up techniques. 3.11 Client's eyebrow shaped according to eyebrow shaping techniques.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	tools and equipment			<p>3.12 Skin preparation performed according to bridal make-up procedure and techniques.</p> <p>3.13 Hazardous material carefully managed according to safety and environmental guideline.</p> <p>3.14 Waste collected according to environmental guideline.</p>
4. Carry out bridal make-up activity.	<p>4.1 Type of foundation for bridal make-up.</p> <p>4.2 Type of powder for bridal make-up.</p> <p>4.3 Type of eyebrow shape for bridal make-up.</p> <p>4.4 Type of look eyeshadow for bridal make-up:</p> <ul style="list-style-type: none"> <li>• Light smoky.</li> <li>• Cut crease.</li> </ul> <p>4.5 Type of mascara for bridal make-up.</p> <p>4.6 Type of eyeliner look for bridal make-up.</p> <p>4.7 Type of false eyelash for bridal make-up:</p>	<p>4.1 Apply skin preparation.</p> <p>4.2 Apply foundation.</p> <p>4.3 Apply corrective make-up using corrector / concealer.</p> <p>4.4 Apply contouring (highlight and shading).</p> <p>4.5 Apply loose / pressed powder evenly.</p> <p>4.6 Draw eyebrow.</p> <p>4.7 Apply eyeshadow.</p> <p>4.8 Apply eyeliner.</p> <p>4.9 Curl eyelashes.</p> <p>4.10 Apply mascara.</p> <p>4.11 Apply false eyelashes.</p>	<p><u>ATTITUDE</u></p> <p>4.1 Portray professional image.</p> <p>4.2 Observe punctuality during work execution.</p> <p>4.3 Meticulous while performing make-up on client.</p> <p><u>SAFETY</u></p> <p>4.1 Careful handling of hazardous material.</p> <p>4.2 Cautious of hazardous conditions.</p> <p>4.3 Adhere to safety regulations.</p> <p>4.4 Adhere to work area ergonomics practice.</p>	<p>4.1 Foundation for bridal make-up explained according to their types.</p> <p>4.2 Powder for bridal make-up explained according to their types.</p> <p>4.3 Eyebrow shape for bridal make-up explained according to their types.</p> <p>4.4 Look eyeshadow for bridal make-up explained according to their types.</p> <p>4.5 Mascara for bridal make-up explained according to their types.</p> <p>4.6 Eyeliner look for bridal make-up explained according to their types.</p>



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>Natural.</li> <li>Reference by client.</li> </ul> <p>4.8 Type of blusher for bridal make-up.</p> <p>4.9 Type of lip liner and lip colour for bridal make-up.</p> <p>4.10 Wedding costumes and accessories:</p> <ul style="list-style-type: none"> <li>Traditional.</li> <li>Contemporary.</li> <li>Modern.</li> </ul> <p>4.11 Bridal make-up final touch-up.</p> <p>4.12 Client consultation records:</p> <ul style="list-style-type: none"> <li>Client's feedback.</li> <li>Tools and products used.</li> <li>Contra-action.</li> <li>Remedial action.</li> </ul> <p>4.13 Importance of photo shoot bridal make-up finished result:</p>	<p>4.12 Apply blusher.</p> <p>4.13 Apply lip liner.</p> <p>4.14 Apply lip colour.</p> <p>4.15 Check make-up outcome.</p> <p>4.16 Perform finishing make-up.</p> <p>4.17 Perform client photo shoot procedure.</p> <p>4.18 Identify personal portfolio / company record requirement.</p>	<p><u>ENVIRONMENT</u></p> <p>4.1 Dispose waste according to environmental guideline.</p> <p>4.2 Use eco-friendly materials.</p>	<p>4.7 False eyelash for bridal make-up explained according to their types.</p> <p>4.8 Blusher for bridal make-up explained according to their types.</p> <p>4.9 Lip liner and lip colour for bridal make-up explained according to their types.</p> <p>4.10 Wedding costumes and accessories listed according to bridal make-up.</p> <p>4.11 Bridal make-up final touch-up performed according to bridal make-up procedures and techniques.</p> <p>4.12 Foundation confirmed according to skin undertone and skin tone.</p> <p>4.13 Loose / pressed powder applied evenly according to bridal make-up procedure and techniques.</p> <p>4.14 Setting powder applied according to bridal make-up procedures and techniques.</p> <p>4.15 Eyebrow checked according to client's face shape.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Personal portfolio.</li> <li>• Future reference.</li> <li>• Light.</li> <li>• Angle.</li> </ul>			<p>4.16 Eyeshadow confirmed according to bridal make-up procedures and techniques.</p> <p>4.17 Eyeliner checked according to bridal make-up procedures and techniques.</p> <p>4.18 Eyelashes curling performed according to bridal make-up procedures and techniques.</p> <p>4.19 Mascara checked according to bridal make-up procedures and techniques.</p> <p>4.20 False eyelashes confirmed according to bridal make-up procedures and techniques.</p> <p>4.21 Blusher confirmed according to bridal make-up procedures and techniques.</p> <p>4.22 Lip liner checked according to bridal make-up procedures and techniques.</p> <p>4.23 Lip colour confirmed according to bridal make-up procedures and techniques.</p> <p>4.24 Make-up outcome confirmed according to bridal make-up specification.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				<p>4.25 Finishing make-up confirmed according to bridal make-up procedure and techniques.</p> <p>4.26 Photo shoot procedure determined according to personal portfolio / company record requirement.</p> <p>4.27 Client feedback recorded with honest according to customer service policy.</p>
5. Provide aftercare advice.	<p>5.1 Client's feedback.</p> <p>5.2 Bridal make-up immediate after care advice:</p> <ul style="list-style-type: none"> <li>• Blotting sheets / paper.</li> <li>• Spray fixative / finishing powder.</li> <li>• Home care products.</li> </ul> <p>5.3 Products and techniques of bridal make-up removal:</p> <ul style="list-style-type: none"> <li>• Types of make-up remover.</li> </ul>	<p>5.1 Obtain client's feedback.</p> <p>5.2 Record client's feedback.</p> <p>5.3 Recommend immediate make-up aftercare advice.</p> <p>5.4 Recommend suitable products and techniques of bridal make-up removal.</p>	<p><u>ATTITUDE:</u></p> <p>5.1 Apply effective communication skill.</p> <p>5.2 Show sincerity and integrity in providing aftercare advice.</p> <p>5.3 Keep client's record confidentially.</p> <p><u>SAFETY:</u> Not Available.</p> <p><u>ENVIRONMENT:</u></p> <p>5.1 Ensure good ventilation within work area.</p>	<p>5.1 Client feedback defined according to make-up aftercare requirement.</p> <p>5.2 Client's feedback interpreted and recorded according to with service procedures and techniques.</p> <p>5.3 Bridal make-up immediate after care advice described according to make-up aftercare requirement.</p> <p>5.4 Products and techniques of bridal make-up removal described according to make-up aftercare requirement.</p> <p>5.5 Client's feedback checked and documented in accordance with documentation procedure.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				<p>5.6 Purpose and function of aftercare products described according to service requirements.</p> <p>5.7 Method and procedures for bridal make up removal explained to client.</p> <p>5.8 Sincerity and integrity demonstrated in providing aftercare advice.</p> <p>5.9 Good ventilation confirmed within work area according to ergonomic requirement.</p>
6. Update bridal make-up activity record.	<p>6.1 Client consultation records information:</p> <ul style="list-style-type: none"> <li>• Contra-action.</li> <li>• Remedial action.</li> </ul> <p>6.2 Techniques of storing client's consultation card:</p> <ul style="list-style-type: none"> <li>• Manual system.</li> <li>• Electronic system.</li> </ul>	<p>6.1 Fill in client consultation record.</p> <p>6.2 Record client's information manually.</p> <p>6.3 Record client's information electronically.</p> <p>6.4 Evaluate effectiveness of bridal makeup finished result.</p> <p>6.5 Compile client's consultation record.</p>	<p><u>ATTITUDE:</u></p> <p>6.1 Honest in recording client feedback.</p> <p>6.2 Apply effective communication skill.</p> <p>6.3 Show sincerity and integrity in providing home care advice.</p> <p><u>SAFETY:</u></p> <p>6.1 Adhere to safety regulations.</p> <p>6.2 Adhere to work area ergonomics practice.</p>	<p>6.1 Purpose of updating client consultation records described according to service requirement.</p> <p>6.2 Client consultaion records updated according to service requirement.</p> <p>6.3 Method of storing client consultation records described according to service requirement.</p> <p>6.4 Client's records filled up manually or electronically according to company's customer service SOP.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
		.	<u>ENVIRONMENT:</u> Not Available.	<p>Stored client consultation records according to documentation procedure.</p> <p>6.5 Client feedback recorded with honest according to customer service policy.</p> <p>6.6 Client's record kept confidentially according to customer service policy.</p>
7. Upkeep bridal make-up workstation	<p>7.1 Workstation cleaning and sanitizing methods.</p> <p>7.2 Bridal make-up tools cleaning and sterilizing methods.</p> <p>7.3 Products, tools, and storage procedure.</p> <p>7.4 Waste disposal method.</p> <p>7.5 General waste:</p> <ul style="list-style-type: none"> <li>• Sharp waste.</li> </ul>	<p>7.1 Clean and sanitize workstation.</p> <p>7.2 Clean and sterilize bridal make-up tools.</p> <p>7.3 Keep bridal make-up products and tools in storage area.</p> <p>7.4 Dispose waste materials.</p>	<p><u>ATTITUDE:</u></p> <p>7.1 Meticulous and thorough in upkeeping service area.</p> <p><u>SAFETY:</u></p> <p>7.1 Follow health and hygiene regulations and requirements.</p> <p>7.2 Cautious in handling hazardous materials.</p> <p><u>ENVIRONMENT:</u></p> <p>7.1 Dispose waste in accordance with environmental protection guidelines.</p>	<p>7.1 Workstation cleaning / sanitation methods explained according to work requirement.</p> <p>7.2 Bridal make-up tools cleaning / sterilise methods explained according to work requirement.</p> <p>7.3 Products and tools storage procedure described according to work requirement.</p> <p>7.4 Waste disposal method explained according to work requirement.</p> <p>7.5 Workstation cleaned and sanitised according to SOP</p> <p>7.6 Cleanliness of workstation confirmed according to workstation upkeeping procedure.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				<p>7.7 Bridal make-up tools and equipment cleaned and sterilised according to manufacturer instructions.</p> <p>7.8 Bridal makeup tools, equipment, materials and products stored at designated place according to manufacturer instructions.</p> <p>7.9 Waste materials disposed according to regulatory requirements.</p> <p>7.10 Work area upkept according to health and hygiene regulations and requirements.</p> <p>7.11 Hazardous materials cautiously handled in accordance with safety and environmental regulations and requirements.</p>

## Employability Skills

### Core Abilities

- Please refer NCS- Core Abilities latest edition.

### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

## References for Learning Material Development

- 1 Suzanne Le Quesne; HABIA- The complete guide to make-up: the make-up book. The official guide to make-up at levels 2 and 3 (London: Thomson Learning, 2005) ISBN: 9781844801442 1844801446.
- 2 Katie Middleton - Color Theory for the Make-up Artist: Understanding Color and Light for Beauty and Special Effects 1st Edition (Routledge, 2018) ISBN-13: 978-1138095250.
- 3 Academy of Freelance Make-up -Make-up Is Art: Professional Techniques for Creating Original Looks (Carlton Books; Illustrated Edition 2011) ISBN-13: 978-1847326201.
- 4 Department of Skills Development (DSD), (2015), Z-009-1: Core Abilities
- 5 Department of Skills Development (DSD), (2015), Z-009-2: Core Abilities
- 6 Department of Skills Development (DSD), (2018), Modul Kompetensi Sosial dan Kemanusiaan.

### 15.3. Beauty Make-Up

SECTION	(S) Other Service Activities		
GROUP	(960) Other Personal Service Activities		
AREA	Make-Up Artistry Services		
NOSS TITLE	Make-Up Artistry		
COMPETENCY UNIT TITLE	Beauty Make-Up		
LEARNING OUTCOMES	<p>The learning outcomes of this competency unit are trainees enable to enhance the client's face features to achieve flawless and perfect look using the technique and skill of any colouring or ethnicity for High Definition (HD) quality.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Carry out client's beauty make-up consultation.</li> <li>2. Prepare beauty make-up activity.</li> <li>3. Carry out beauty make-up.</li> <li>4. Provide aftercare advice.</li> <li>5. Update beauty make-up activity record.</li> <li>6. Upkeep beauty make-up workstation.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Completed S960-004-2:2021-C01		
CU CODE	S960-004-2:2021-C03	NOSS LEVEL	Level (2)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Carry out client's beauty make-up consultation.	1.1 Client profiles: <ul style="list-style-type: none"> <li>• Personal details.</li> <li>• Medical history.</li> <li>• Health condition.</li> </ul> 1.2 Client characteristics:	1.1 Obtain consultation card or form. 1.2 Record client's personal detail in	<u>ATTITUDE</u> 1.1 Portray professional image.	1.1 Beauty make-up defined according to make-up types. 1.2 Factors that influence beauty make-up stated according to



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Skin type (dry, oil, combination).</li> <li>• Skin condition (mature, dehydrated, sensitive).</li> <li>• Skin tone.</li> <li>• Face shape (oblong, oval, square, diamond, round)</li> </ul> <p>1.3 Contraindications:</p> <ul style="list-style-type: none"> <li>• Allergies.</li> <li>• Wound.</li> </ul> <p>1.4 Importance of client consent and signature</p> <p>1.5 Payment methods</p> <ul style="list-style-type: none"> <li>• Cash.</li> <li>• Credit card.</li> <li>• Online banking.</li> </ul> <p>1.6 Payment records</p> <ul style="list-style-type: none"> <li>• Receipt.</li> <li>• Quotation.</li> </ul>	<p>the client's consultation card or form.</p> <p>1.3 Identify client's contraindication</p> <p>1.4 Determine client's profile</p> <p>1.5 Select cosmetic and tools.</p> <p>1.6 Explain possible contra-actions to client's.</p> <p>1.7 Obtain client's consent and signature.</p>	<p>1.2 Observe punctuality during work execution.</p> <p>1.3 Meticulous while organizing make-up products and tools.</p> <p>1.4 Polite when acquiring client's information.</p> <p>1.5 Honest and courteous during payment collection.</p> <p><u>SAFETY</u></p> <p>1.1 Careful handling of hazardous material.</p> <p>1.2 Cautious of hazardous conditions.</p> <p>1.3 Adhere to safety regulations.</p> <p>1.4 Adhere to work area ergonomics practice.</p>	<p>beauty make-up procedure and technique.</p> <p>1.3 Beauty make-up requirement explained in term of its intensity and work scope.</p> <p>1.4 Allergies and wounds described according to client's face contraindication</p> <p>1.5 Client's make-up profile information listed based on skin and face conditions.</p> <p>1.6 Beauty cosmetic and tools determined according to beauty make-up procedure and technique.</p> <p>1.7 Possible make-up contra-actions described based on client profile.</p> <p>1.8 Consultation card or form obtained according to beauty make-up procedure and techniques.</p> <p>1.9 Client's personal detail recorded in the client's consultation card or form according to data protection act.</p> <p>1.10 Client's contraindication (allergies, wounds, etc)</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
			<u>ENVIRONMENT</u> 1.1 Dispose waste according to environmental guideline. 1.2 Use eco-friendly materials.	identified according to beauty make-up requirements. 1.11 Client's skin types, skin conditions face shapes, skin tones and face features determined according to make-up reference. 1.12 Cosmetic and tools selected with regards to make-up requirements. 1.13 Possible contra-actions explained to client's according to beauty make-up procedure and techniques. 1.14 Client's consent and signature obtained according to company's SOP.
2. Prepare beauty make-up activity.	2.1 Definition of beauty make-up. 2.2 Factors that influence beauty make-up: <ul style="list-style-type: none"> <li>• Costumes and accessories.</li> <li>• Venue.</li> <li>• Time and duration.</li> <li>• Lighting.</li> </ul> 2.3 Purpose of beauty make-up.	2.1 Organise beauty make-up workstation. 2.2 Maintain make-up tools, and equipment and workstation cleanliness. 2.3 Organize make-up products,	<u>ATTITUDE</u> 2.1 Portray professional image. 2.2 Observe punctuality during work execution. 2.3 Meticulous while organizing make-up products and tools.	2.1 Flawless and perfect look defined according to beauty specification. 2.2 Purpose of beauty make-up identified according to job requirement. 2.3 Attitude, shape and rhythm described according to Beauty make-up specification. 2.4 Characters of beauty make-up stated.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>2.4 Beauty make-up job requirement:</p> <ul style="list-style-type: none"> <li>• Retail</li> <li>• Lifestyle.</li> <li>• Fashion.</li> <li>• Magazine.</li> <li>• Print adv.</li> <li>• Television (HD).</li> <li>• Movie (HD).</li> <li>• Close up beauty.</li> </ul> <p>2.5 Beauty make-up:</p> <ul style="list-style-type: none"> <li>• Attitude.</li> <li>• Shape.</li> <li>• Rhythm.</li> </ul> <p>2.6 Character of beauty make-up:</p> <ul style="list-style-type: none"> <li>• Uniqueness.</li> <li>• Character imperfections.</li> <li>• Personality.</li> <li>• Strength.</li> <li>• Attitude &amp; personality.</li> </ul> <p>2.7 Make-up workstation:</p> <ul style="list-style-type: none"> <li>• Product arrangement.</li> <li>• Lighting.</li> </ul>	<p>tools, and equipment.</p> <p>2.4 Maintain personal hygiene.</p> <p>2.5 Determine job requirement and job scope.</p> <p>2.6 Acquire client's personal details, needs and face shape and complexion.</p>	<p>2.4 Polite when acquiring client's information.</p> <p>2.5 Honest and courteous during payment collection.</p> <p><u>SAFETY</u></p> <p>2.1 Careful handling of hazardous material.</p> <p>2.2 Cautious of hazardous conditions.</p> <p>2.3 Adhere to safety regulations.</p> <p>2.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>2.1 Dispose waste according to environmental guideline.</p> <p>2.2 Use eco-friendly materials.</p>	<p>2.5 Workstation planned according to ergonomics standard and emergency procedure.</p> <p>2.6 Make-up tools, and equipment and workstation cleanliness kept according to job requirement.</p> <p>2.7 Make-up products, tools, and equipment arranged according to job requirement.</p> <p>2.8 Personal hygiene retained according to job requirement.</p> <p>2.9 Job requirement and job scope decided through discussion with clients or as specified by superior.</p> <p>2.10 Client's personal details needs, face shape and complexion obtained during consultation.</p> <p>2.11 Hazardous material carefully managed according to safety and environmental guideline.</p> <p>2.12 Waste collected according to environmental guideline.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Table and chair.</li> <li>• Mirror.</li> <li>• Ventilation.</li> <li>• Room.</li> </ul> <p>2.8 2.10 Types of skin preparation products:</p> <ul style="list-style-type: none"> <li>• Cleanser.</li> <li>• Toner / face mist.</li> <li>• Moisturizer / primer.</li> </ul> <p>2.9 2.11 Types and function of make-up products:</p> <ul style="list-style-type: none"> <li>• Foundation.</li> <li>• Colour corrector / concealer.</li> <li>• Contouring (shading and highlighting).</li> <li>• • Face powder.</li> </ul> <p>2.10 Colour products / finishing products.</p> <p>2.13Cosmetic products:</p> <ul style="list-style-type: none"> <li>• Eyeshadow.</li> <li>• Eye primer.</li> <li>• Eye liner.</li> <li>• Eye pencil.</li> <li>• Eyebrow colour.</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Mascara.</li> <li>• False eyelash.</li> <li>• Blusher.</li> <li>• Lip colour.</li> <li>• Lip liner / pencil.</li> </ul> <p>2.11 Types and function of tools:</p> <ul style="list-style-type: none"> <li>• Brush.</li> <li>• Scissor.</li> <li>• Applicator / sponge.</li> <li>• Eyelash curler.</li> <li>• Tweezer.</li> <li>• Spatula.</li> <li>• Colour mixing palette.</li> <li>• Powder puff.</li> <li>• Make-up cape.</li> </ul> <p>2.12 Types and function of make-up materials:</p> <ul style="list-style-type: none"> <li>• Hair band / Velcro pad.</li> <li>• Face towel.</li> <li>• False eyelash adhesive.</li> </ul> <p>2.13 Types of make-up disposable:</p> <ul style="list-style-type: none"> <li>• Cotton bud.</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Cotton pad.</li> <li>• Tissue paper.</li> <li>• Disposable wand.</li> <li>• Disposable face mask.</li> <li>• Disposable gloves.</li> <li>• Wet tissue.</li> <li>• Make-up remover.</li> <li>• Cleansing milk.</li> </ul> <p>2.14 Types of make-up hygiene products:</p> <ul style="list-style-type: none"> <li>• • Surgical spirit.</li> <li>• • Eyedrops.</li> <li>• • Mouth spray.</li> </ul> <p>2.15 Types of make-up equipment.</p> <p>2.16 Make-up cleaning methods.</p> <p>2.17 Personal hygiene:</p> <ul style="list-style-type: none"> <li>• Oral.</li> <li>• Hair.</li> <li>• Nail.</li> <li>• Body odour.</li> <li>• Breath odour.</li> </ul> <p>2.18 Purpose of cover client's hair.</p> <p>2.19 Purpose of cover client's clothing.</p>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	2.20 Importance of practice good posture. 2.21 Client correct positioning and comfortability 2.22 Purpose of skin cleansing, toning, and moisturizing.			
3. Carry out beauty make-up.	3.1 Skin preparation: <ul style="list-style-type: none"> <li>• Cleanse.</li> <li>• Tone.</li> <li>• Moisturise.</li> <li>• Lip Balm.</li> </ul> 3.2 Skin undertone and skin tone: <ul style="list-style-type: none"> <li>• Warm Group.</li> <li>• Cool Group.</li> <li>• Yellow Based.</li> <li>• Pink Based.</li> </ul> 3.3 Colour wheel: <ul style="list-style-type: none"> <li>• Types of colours (Primary, Secondary, Tertiary).</li> <li>• Colour group (warm, cool, neutral).</li> </ul>	3.1 Perform skin preparation. 3.2 Select and apply foundation finely. 3.3 Apply corrective make-up using corrector / concealer. 3.4 Apply contouring (highlight and shading). 3.5 Enhance face features imperfection. 3.6 Apply loose / pressed powder. 3.7 Apply eye make-up blended.	<u>ATTITUDE</u> 3.1 Portray professional image. 3.2 Observe punctuality during work execution. 3.3 Meticulous while performing make-up on client.  <u>SAFETY</u> 3.1 Careful handling of hazardous material. 3.2 Cautious of hazardous conditions. 3.3 Adhere to safety regulations.	3.1 Skin type differentiated according to beauty make-up procedure. 3.2 Different skin tones explained according to beauty make-up procedure. 3.3 Types of contra indication listed according to beauty make-up requirement. 3.4 Skin preparation performed according to beauty make-up procedure and techniques. 3.5 Foundation selected and blended finely according to skin undertone. 3.6 Face features imperfection enhanced according to corrective make-up techniques. 3.7 Contouring (highlight and shading) performed according

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Colour combination (Matching, contrast).</li> </ul> <p>3.20 Skin under tone color of all race:</p> <ul style="list-style-type: none"> <li>• Asian skin tone.</li> <li>• Caucasian skin tone.</li> <li>• African / American skin tone.</li> </ul> <p>3.21 Selection of foundation:</p> <ul style="list-style-type: none"> <li>• Fair</li> <li>• Light.</li> <li>• Medium.</li> <li>• Golden Olive</li> <li>• Dark</li> </ul> <p>3.22 Selection of colour corrector:</p> <ul style="list-style-type: none"> <li>• Purple.</li> <li>• Orange.</li> <li>• Green.</li> <li>• Yellow.</li> <li>• Light Blue.</li> </ul> <p>3.23 Types of powder:</p>	<p>3.8 Apply false eyelashes / mascara.</p> <p>3.9 Draw eyebrow.</p> <p>3.10 Enhance contouring (highlight and shading).</p> <p>3.11 Apply blusher according to face shape.</p> <p>3.12 Draw lip using lip liner.</p> <p>3.13 Apply lip colour neatly.</p> <p>3.14 Perform subtle with detail finishing make-up.</p>	<p>3.4 Adhere to work area ergonomics practice</p> <p><u>ENVIRONMENT</u></p> <p>3.1 Dispose waste according to environmental guideline.</p> <p>3.2 Use eco-friendly materials.</p>	<p>to beauty make-up procedure and techniques.</p> <p>3.8 Loose / pressed powder applied evenly according to beauty make-up procedure and techniques.</p> <p>3.9 Eye make-up blended and evenly applied according to beauty make-up procedure and techniques.</p> <p>3.10 False eyelashes / mascara applied according to beauty make-up procedure and techniques.</p> <p>3.11 Eyebrow drew according to face shape.</p> <p>3.12 Contouring (highlight and shading) enhanced according to beauty make-up procedure and techniques.</p> <p>3.13 Blusher applied according to face shape.</p> <p>3.14 Subtle with detail finishing make-up performed according to beauty make-up techniques.</p> <p>3.15 Hazardous material carefully managed according to safety and environmental guideline.</p>



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Loose powder (opaque, translucent).</li> <li>• Pressed Powder (Two-way Cake, Compact).</li> </ul> <p>3.24 Method and type of eye make-up application:</p> <ul style="list-style-type: none"> <li>• Horizontal.</li> <li>• Vertical.</li> <li>• Natural Colour.</li> </ul> <p>3.25 Types and function of eyeliner:</p> <ul style="list-style-type: none"> <li>• Pencil.</li> <li>• Gel.</li> <li>• Liquid.</li> </ul> <p>3.26 Types and function of mascara:</p> <ul style="list-style-type: none"> <li>• Volume.</li> <li>• Lengthen.</li> <li>• Curl.</li> <li>• Silicone.</li> <li>• Fibre.</li> <li>• Waterproof.</li> <li>• Washable.</li> </ul> <p>3.27 Eyebrow shape:</p> <ul style="list-style-type: none"> <li>• Volume.</li> </ul>			3.16 Waste collected according to environmental guideline.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Classic.</li> <li>• High Arch.</li> <li>• Round.</li> <li>• Thick.</li> </ul> <p>3.28 Eyebrow measurement:</p> <ul style="list-style-type: none"> <li>• Normal.</li> <li>• Quad Ratio Theory (Brow Length, Arch Length, Tail Length).</li> </ul> <p>3.29 Types of Blusher:</p> <ul style="list-style-type: none"> <li>• Cream.</li> <li>• Powder (Shimer, Matte).</li> </ul> <p>3.30 Blusher application according to face shape.</p> <p>3.31 Application and types of lip liner:</p> <ul style="list-style-type: none"> <li>• Pencil.</li> <li>• Liner.</li> <li>• Brush.</li> </ul> <p>3.32 Types of lip colour:</p> <ul style="list-style-type: none"> <li>• Matte.</li> <li>• Sheer.</li> <li>• Satin.</li> <li>• Gloss.</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Lacquer (Palette / stick / pencil).</li> </ul> 3.33 Finishing and finalising make-up: <ul style="list-style-type: none"> <li>• Blending of foundation.</li> <li>• Eyeshadow.</li> <li>• Eyebrow.</li> <li>• Eyeliner.</li> <li>• Mascara.</li> <li>• Blusher.</li> <li>• Lip liner.</li> <li>• Lip colour.</li> </ul>			
4. Provide aftercare advice.	4.1 Client's feedback. 4.2 Beauty make-up immediate aftercare advice: <ul style="list-style-type: none"> <li>• Blotting sheets / paper.</li> <li>• Spray fixative / finishing powder.</li> <li>• Home care products.</li> </ul> 4.3 Products and techniques of beauty make-up removal:	4.1 Obtain client's feedback. 4.2 Record client's feedback. 4.3 Recommend immediate make-up aftercare advice. 4.4 Recommend suitable products and techniques of beauty make-up removal.	<u>ATTITUDE:</u> 4.1 Apply effective communication skill. 4.2 Show sincerity and integrity in providing aftercare advice. 4.3 Keep client's record confidentially.  <u>SAFETY:</u> Not Available.	4.1 Client feedback defined according to make-up aftercare requirement. 4.2 Beauty make-up immediate after care advice described according to make-up aftercare requirement. 4.3 Products and techniques of beauty make-up removal described according to make-up aftercare requirement. 4.4 Client's feedback checked and documented in accordance

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>Types of make-up remover.</li> </ul> <p>4.4 Importance of photo shoot beauty make-up finished result:</p> <ul style="list-style-type: none"> <li>Personal portfolio.</li> <li>Future reference.</li> <li>Light.</li> <li>Angle.</li> </ul>	<p>4.5 Identify personal portfolio / company record requirement.</p>	<p><u>ENVIRONMENT:</u></p> <p>4.1 Ensure good ventilation within work area.</p>	<p>with beauty make-up procedure.</p> <p>4.5 Immediate make-up aftercare advice to ensure lasting effect suggested according to beauty make-up requirement.</p> <p>4.6 Correct products and techniques of make-up removal proposed according to beauty make-up requirements.</p> <p>4.7 Sincerity and integrity demonstrated in providing aftercare advice.</p> <p>4.8 Good ventilation confirmed within work area according to ergonomic requirement.</p> <p>4.9 Client's record kept confidentially according to customer service policy.</p> <p>4.10 Photo shoot procedure determined according to personal portfolio / company record requirement.</p> <p>4.11 Client photo shoot completed according to photo shoot procedure.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
5. Update beauty make-up activity record.	5.1 Client consultation records: <ul style="list-style-type: none"> <li>• Client's feedback.</li> <li>• Tools and products used.</li> <li>• Contra-action.</li> <li>• Remedial action.</li> </ul> 5.2 Techniques of storing client's consultation card: <ul style="list-style-type: none"> <li>• Manual system.</li> <li>• Electronic system.</li> </ul>	5.1 Interpret client's consultation record information. 5.2 Record client's information manually. 5.3 Record client's information electronically. 5.4 Compile client's consultation record.	<u>ATTITUDE:</u> 5.1 Honest in recording client feedback. 5.2 Keep client's record confidentially.  <u>SAFETY:</u> 5.1 Adhere to safety regulations. 5.2 Adhere to work area ergonomics practice.  <u>ENVIRONMENT:</u> Not Available.	5.1 Client consultation records information explained in term of contra-action and remedial action. 5.2 Tools and product used during beauty make-up activities listed according to beauty make-up procedure. 5.3 Manual and electronic system of storing client's consultation card explained according to the techniques and requirement. 5.4 Client's records filled up manually or electronically according to company's customer service SOP. 5.5 Client feedback recorded with honest according to customer service policy. 5.6 Client's record kept confidentially according to customer service policy.
6. Upkeep beauty make-up workstation.	6.1 Workstation cleaning and sanitizing methods. 6.2 Beauty make-up tools cleaning and sterilizing methods.	6.1 Clean and sanitize workstation. 6.2 Clean and sterilize beauty make-up tools.	<u>ATTITUDE:</u> 6.1 Meticulous and thorough in upkeeping service area.	6.1 Workstation cleaning / sanitisation methods explained according to work requirement. 6.2 Beauty make-up tools cleaning / sterilise methods determined according to work requirement.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>6.3 Products, tools, and storage procedure.</p> <p>6.4 Waste disposal method:</p> <ul style="list-style-type: none"> <li>• General waste.</li> <li>• Sharp waste.</li> </ul>	<p>6.3 Keep beauty make-up products and tools, in storage area.</p> <p>6.4 Dispose waste materials.</p>	<p><u>SAFETY:</u></p> <p>6.1 Follow health and hygiene regulations and requirements.</p> <p>6.2 Cautious in handling hazardous materials.</p> <p><u>ENVIRONMENT:</u></p> <p>6.1 Dispose waste in accordance with environmental protection guidelines.</p>	<p>6.3 Products, tools, and equipment storage procedure described according to work requirement.</p> <p>6.4 Waste disposal method explained according to work requirement.</p> <p>6.5 Cleanliness of workstation confirmed according to workstation upkeeping procedure.</p> <p>6.6 Cleanliness of beauty make-up tools maintained according to workstation upkeeping procedure.</p> <p>6.7 Beauty make-up products and tools arranged in storage area according to workstation upkeeping procedure and environmental protection guidelines.</p> <p>6.8 Waste materials disposed according to workstation upkeeping procedure.</p> <p>6.9 Work area upkept according to health and hygiene regulations and requirements.</p> <p>6.10 Hazardous materials cautiously handled in accordance with</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				safety and environmental regulations and requirements.

### Employability Skills

#### Core Abilities

- Please refer NCS- Core Abilities latest edition.

#### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

### References for Learning Material Development

- 1 Katie Middleton - Color Theory for the Make-up Artist: Understanding Color and Light for Beauty and Special Effects 1st Edition (Routledge, 2018) ISBN-13: 978-1138095250.
- 2 Academy of Freelance Make-up -Make-up Is Art: Professional Techniques for Creating Original Looks (Carlton Books; Illustrated Edition 2011) ISBN-13: 978-1847326201.
- 3 Department of Skills Development (DSD), (2015), Z-009-1: Core Abilities
- 4 Department of Skills Development (DSD), (2015), Z-009-2: Core Abilities
- 5 Department of Skills Development (DSD), (2018), Modul Kompetensi Sosial dan Kemanusiaan.

### 15.4. Photographic Make-Up

SECTION	(S) Other Service Activities		
GROUP	(960) Other Personal Service Activities		
AREA	Make-Up Artistry Services		
NOSS TITLE	Make-Up Artistry		
COMPETENCY UNIT TITLE	Photographic Make-Up		
LEARNING OUTCOMES	<p>The learning outcomes of this competency unit are trainees enable to create an attractive appearance and personalities as requested by the specific theme and about creating beautiful canvas for editorial, cover shoot, fashion spreads, beauty makeup both simple and extreme lighting.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Carry out client's photographic make-up consultation.</li> <li>2. Determine photographic make-up job scope requirement.</li> <li>3. Prepare photographic make-up activity.</li> <li>4. Prepare client for photographic make-up.</li> <li>5. Carry out photographic make-up.</li> <li>6. Provide aftercare advice.</li> <li>7. Update photographic make-up activity record.</li> <li>8. Upkeep photographic make-up workstation.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Completed S960-004-2:2021-C01		
CU CODE	S960-004-2:2021-C04	NOSS LEVEL	Level (2)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Carry out client's photographic	1.1 Client profiles: <ul style="list-style-type: none"> <li>• Personal details.</li> </ul>	1.1 Obtain consultation card or form.	<u>ATTITUDE</u>	1.1 Photographic make-up defined according to make-up types.



make-up consultation.	<ul style="list-style-type: none"> <li>• Medical history.</li> <li>• Health condition.</li> </ul> <p>1.2 Client characteristics:</p> <ul style="list-style-type: none"> <li>• Skin type (dry, oil, combination).</li> <li>• Skin condition (mature, dehydrated, sensitive).</li> <li>• Skin tone.</li> </ul> <p>1.3 Contraindications:</p> <ul style="list-style-type: none"> <li>• Allergies.</li> <li>• Wound.</li> </ul> <p>1.4 Importance of client consent and signature.</p> <p>1.5 Payment methods</p> <ul style="list-style-type: none"> <li>• Cash.</li> <li>• Credit card.</li> <li>• Online banking</li> </ul> <p>1.6 Payment records:</p> <ul style="list-style-type: none"> <li>• Receipt.</li> <li>• Quotation.</li> </ul>	<p>1.2 Record client's personal detail in the client's consultation card or form.</p> <p>1.3 Identify client's contraindication.</p> <p>1.4 Determine client's profile.</p> <p>1.5 Select cosmetic and tools.</p> <p>1.6 Explain possible contra-actions to client's.</p> <p>1.7 Obtain client's consent and signature.</p>	<p>1.1 Portray professional image.</p> <p>1.2 Observe punctuality during work execution.</p> <p>1.3 Meticulous while organizing make-up products and tools.</p> <p>1.4 Polite when acquiring client's information.</p> <p>1.5 Honest and courteous during payment collection.</p> <p><u><b>SAFETY</b></u></p> <p>1.1 Careful handling of hazardous material.</p> <p>1.2 Cautious of hazardous conditions.</p> <p>1.3 Adhere to safety regulations.</p> <p>1.4 Adhere to work area ergonomics practice.</p>	<p>1.2 Factors that influence photographic make-up stated according to photographic make-up procedure and technique.</p> <p>1.3 Photographic make-up requirement explained interm of its intensity and work scope.</p> <p>1.4 Allergies and wounds described according to client's face contraindication</p> <p>1.5 Client's make-up profile informtion listed based on skin and face conditions.</p> <p>1.6 Photographic cosmetic and tools determined according to photographic make-up procedure and technique.</p> <p>1.7 Possible make-up contra-actions described based on client profile.</p> <p>1.8 Consultation card or form obtained according to photographic make-up procedure and techniques.</p> <p>1.9 Client's personal detail recorded in the client's consultation card or form according to data protection act.</p>
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			<u>ENVIRONMENT</u> 1.1 Dispose waste according to environmental guideline. 1.2 Use eco-friendly materials.	1.10 Client's contraindication (allergies, wounds, etc) identified according to photographic make-up requirements. 1.11 Client's skin types, skin conditions face shapes, skin tones and face features determined according to make-up reference. 1.12 Cosmetic and tools selected with regards to make-up requirements. 1.13 Possible contra-actions explained to client's according to photographic make-up procedure and techniques. 1.14 Client's consent and signature obtained according to company's SOP. 1.15 Work area ergonomics practice maintained according to safety regulations.
2. Determine photographic make-up job scope requirement.	2.1 Photographic make-up requirement and client's specification: • Dress.	2.1 Identify photographic make-up requirement. 2.2 Identify factors influence	<u>ATTITUDE</u> 2.1 Portray professional image.	2.1 Factors that influence photographic make-up stated according to photographic make-up procedure and technique.

	<ul style="list-style-type: none"> <li>• Accessories.</li> </ul> <p>2.2 Factors influence photographic make-up.</p> <p>2.3 Photographic make-up job requirement:</p> <ul style="list-style-type: none"> <li>• Retail</li> <li>• Lifestyle.</li> <li>• Wedding.</li> <li>• Fashion.</li> <li>• Beauty.</li> <li>• Magazine.</li> <li>• Runway.</li> <li>• Print adv.</li> <li>• Television (HD).</li> <li>• Movie (HD).</li> <li>• Body art.</li> <li>• Close up beauty.</li> </ul> <p>2.4 Photographic make-up products, tools, and equipment.</p> <p>2.5 Types of photo shoot output.</p>	<p>photographic make-up.</p> <p>2.3 Identify types of photo shoot output.</p> <p>2.4 Interpret job requirement and job scope.</p>	<p>2.2 Observe punctuality during work execution.</p> <p><u>SAFETY</u></p> <p>2.1 Follow safety regulations.</p> <p><u>ENVIRONMENT</u></p> <p>Not Available.</p>	<p>2.2 Photographic make-up requirement explained interm of its intensity and work scope.</p> <p>2.3 Functions of dress and accessories stated according to photographic make-up job requirement.</p> <p>2.4 Factors influence photographic make-up confirmed according to job requirement.</p> <p>2.5 Photographic make-up job requirement explained according to client's specification.</p> <p>2.6 Photographic make-up products, tools, and equipment listed according to job requirement.</p> <p>2.7 Photographic make-up requirement confirmed according to client's specification.</p> <p>2.8 Factors influence photographic make-up determined according to job requirement.</p> <p>2.9 Types of photo shoot output confirmed</p>
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				<p>according to job requirement.</p> <p>2.10 Photographic job requirement and job scope confirmed through discussion with clients.</p>
<p>3. Prepare photographic make-up activity.</p>	<p>3.1 Photographic make-up workstation:</p> <ul style="list-style-type: none"> <li>• Indoor.</li> <li>• Outdoor.</li> </ul> <p>3.2 Make-up products:</p> <ul style="list-style-type: none"> <li>• Indoor.</li> <li>• Outdoor.</li> </ul> <p>3.3 Photographic make-up tools, equipment and workstation maintenance.</p> <p>3.4 Lighting effect for photo shoot requirement:</p> <ul style="list-style-type: none"> <li>• Non-reflective make-up products.</li> <li>• Make-up outcome.</li> </ul> <p>3.5 Arrangement of make-up products, tools and equipment.</p>	<p>3.1 Organise workstation.</p> <p>3.2 Maintain make-up tools and workstation cleanliness.</p> <p>3.3 Organize make-up products and tools.</p> <p>3.4 Maintain personal hygiene.</p>	<p><u>ATTITUDE</u></p> <p>3.1 Portray professional image.</p> <p>3.2 Observe punctuality during work execution.</p> <p>3.3 Meticulous while organizing make-up products and tools.</p> <p><u>SAFETY</u></p> <p>3.1 Follow safety regulations.</p> <p>3.2 Careful handling hazardous material.</p> <p>3.3 Cautious hazardous conditions.</p> <p><u>ENVIRONMENT</u></p> <p>3.1 Dispose waste according to</p>	<p>3.1 Photographic make-up workstation differentiated according to Indoor and outdoor requirement.</p> <p>3.2 Photographic make-up tools, equipment and workstation maintenance described according to their maintenance requirement.</p> <p>3.3 Non-reflective make-up products effect on Make-up outcome described according to photo shoot requirement.</p> <p>3.4 Arrangement of make-up products, tools and equipment illustrated according to job requirement.</p> <p>3.5 Workstation organised according to ergonomics standard and emergency procedure.</p> <p>3.6 Make-up tools, equipment and workstation</p>

	<p>3.6 Types and function of make-up products:</p> <ul style="list-style-type: none"> <li>• Foundation.</li> <li>• Colour corrector / concealer.</li> <li>• Contouring</li> <li>• (shading and highlighting).</li> <li>• Face powder.</li> </ul> <p>3.7 Colour products / finishing products.</p> <p>3.8 Cosmetic products:</p> <ul style="list-style-type: none"> <li>• Eyeshadow.</li> <li>• Eye primer.</li> <li>• Eye liner.</li> <li>• Eye pencil.</li> <li>• Eyebrow colour.</li> <li>• Mascara.</li> <li>• False eyelash.</li> <li>• Blusher.</li> <li>• Lip colour.</li> <li>• Lip liner / pencil.</li> </ul> <p>3.9 Types and function of tools:</p> <ul style="list-style-type: none"> <li>• Brush.</li> <li>• Scissor.</li> <li>• Applicator / sponge.</li> <li>• Eyelash curler.</li> <li>• Tweezer.</li> </ul>		<p>environmental guideline.</p> <p>3.2 Use eco-friendly materials.</p>	<p>cleanliness maintained according to job requirement.</p> <p>3.7 Make-up products, tools, and equipment organized according to job requirement.</p> <p>3.8 Personal hygiene maintained according to job requirement.</p>
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	<ul style="list-style-type: none"> <li>• Spatula.</li> <li>• Colour mixing palette.</li> <li>• Powder puff.</li> <li>• Make-up cape.</li> </ul> <p>3.10 Types and function of make-up materials:</p> <ul style="list-style-type: none"> <li>• Hair band / Velcro pad.</li> <li>• Face towel.</li> <li>• False eyelash adhesive.</li> </ul> <p>3.11 Types of make-up disposable:</p> <ul style="list-style-type: none"> <li>• Cotton bud.</li> <li>• Cotton pad.</li> <li>• Tissue paper.</li> <li>• Disposable wand.</li> <li>• Disposable face mask.</li> <li>• Disposable gloves.</li> <li>• Wet tissue.</li> <li>• Make-up remover.</li> <li>• Cleansing milk.</li> </ul> <p>3.12 Types of make-up hygiene products:</p> <ul style="list-style-type: none"> <li>• Surgical spirit.</li> <li>• Eyedrops.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Mouth spray.</li> </ul> 3.13 Types of make-up equipment. 3.14 Make-up cleaning methods.			
4. Prepare client for photographic make-up.	4.1 Purpose of cover client's hair. 4.2 Purpose of cover client's clothing. 4.3 Importance of practice good posture. 4.4 Client correct positioning and comfortability 4.5 Purpose of skin cleansing, toning, and moisturizing.	4.1 Cover client's hair with hair band. 4.2 Protect client's clothing. 4.3 Confirm comfortability of client's in term of body position and posture.	<u>ATTITUDE</u> 4.1 Portray professional image. 4.2 Observe punctuality during work execution. 4.3 Meticulous while organizing make-up products and tools. 4.4 Polite when acquiring client's information. 4.5 Honest and courteous during payment collection.  <u>SAFETY</u> 4.1 Careful handling of hazardous material. 4.2 Cautious of hazardous conditions.	4.1 Client's face structure described according to photographic make-up requirement. 4.2 Client's profile information explained according to photographic make-up requirement. 4.3 Photographic make-up cosmetic and tools stated according to photographic make-up requirement. 4.4 Client's personal details described according to photographic make-up requirement. 4.5 Client's face structure identified according to photographic make-up requirement. 4.6 Client's skin type, skin texture, skin tone colour, skin defect and contra indication identified according to photographic make-up requirement.

			<p>4.3 Adhere to safety regulations.</p> <p>4.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>4.1 Dispose waste according to environmental guideline.</p> <p>4.2 Use eco-friendly materials.</p>	<p>4.7 Photographic make-up cosmetic and tools determined according to photographic make-up requirement.</p> <p>4.8 Client's personal details, needs and face shape and complexion acquired during consultation.</p> <p>4.9 Waste disposal managed according to environmental guideline.</p> <p>4.10 Handling of hazardous material performed cautiously according to safety requirement.</p>
5. Carry out photographic make-up.	<p>5.1 Skin preparation:</p> <ul style="list-style-type: none"> <li>• Cleanse.</li> <li>• Tone.</li> <li>• Moisturise.</li> <li>• Lip Balm.</li> </ul> <p>5.2 Skin undertone and skin tone:</p> <ul style="list-style-type: none"> <li>• Warm Group.</li> <li>• Cool Group.</li> <li>• Yellow Based.</li> <li>• Pink Based.</li> </ul> <p>5.3 Colour wheel:</p> <ul style="list-style-type: none"> <li>• Types of colours (Primary,</li> </ul>	<p>5.1 Perform skin preparation.</p> <p>5.2 Apply foundation to skin.</p> <p>5.3 Apply corrective make-up using corrector / concealer.</p> <p>5.4 Apply contouring (highlight and shading).</p> <p>5.5 Apply loose / pressed powder.</p> <p>5.6 Apply colour matching technique.</p>	<p><u>ATTITUDE</u></p> <p>5.1 Portray professional image.</p> <p>5.2 Observe punctuality during work execution.</p> <p>5.3 Meticulous while performing make-up on client.</p> <p><u>SAFETY</u></p> <p>5.1 Careful handling of hazardous material.</p>	<p>5.1 Skin preparation explained according to for photographic make-up procedure and techniques.</p> <p>5.2 Non-reflective make-up products listed according to for photographic make-up procedure and techniques.</p> <p>5.3 Make-up outcome described according to for photographic make-up procedure and techniques.</p>



	<p>Secondary, Tertiary).</p> <ul style="list-style-type: none"> <li>• Colour group (warm, cool, neutral).</li> <li>• Colour combination (Matching, contrast).</li> </ul> <p>5.4 Skin under tone color of all race:</p> <ul style="list-style-type: none"> <li>• Asian skin tone.</li> <li>• Caucasian skin tone.</li> <li>• African / American skin tone.</li> </ul> <p>5.5 Selection of foundation:</p> <ul style="list-style-type: none"> <li>• Fair</li> <li>• Light.</li> <li>• Medium.</li> <li>• Golden Olive</li> <li>• Dark</li> </ul> <p>5.6 Selection of colour corrector:</p> <ul style="list-style-type: none"> <li>• Purple.</li> <li>• Orange.</li> <li>• Green.</li> <li>• Yellow.</li> <li>• Light Blue.</li> </ul>	<p>5.7 Determine lighting effect.</p> <p>5.8 Apply non-reflective make-up products on client's face.</p> <p>5.9 Apply eye make-up (eyeshadow, eyeliner, mascara).</p> <p>5.10 Apply false eyelashes / mascara.</p> <p>5.11 Draw eyebrow according to face shape.</p> <p>5.12 Apply blusher.</p> <p>5.13 Apply lipstick on the client's lips.</p> <p>5.14 Check make-up outcome.</p> <p>5.15 Perform finishing make-up.</p> <p>5.16 Perform client photo shoot procedure.</p> <p>5.17 Identify personal portfolio / company record requirement.</p>	<p>5.2 Cautious of hazardous conditions.</p> <p>5.3 Adhere to safety regulations.</p> <p>5.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>5.1 Dispose waste according to environmental guideline.</p> <p>5.2 Use eco-friendly materials.</p>	<p>5.4 Photographic make-up procedure and techniques elaborated.</p> <p>5.5 Purpose of finishing photographic make-up explained according to for photographic make-up procedure and techniques.</p> <p>5.6 Skin preparation performed according to photographic make-up procedure and techniques.</p> <p>5.7 Foundation applied according to skin undertone and skin tone.</p> <p>5.8 Loose / pressed powder applied evenly according to photographic make-up procedure and techniques.</p> <p>5.9 Colour matching technique applied according to photo shoot requirement.</p> <p>5.10 Lighting effect determined according to photo shoot requirement.</p> <p>5.11 Non-reflective make-up products applied on client's face according to photographic make-up procedure and techniques.</p> <p>5.12 Eye make-up (eyeshadow, eyeliner, mascara) applied</p>
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	<p>5.7 Types of powder:</p> <ul style="list-style-type: none"> <li>• Loose powder (opaque, translucent).</li> <li>• Pressed Powder (Two-way Cake, Compact).</li> </ul> <p>5.8 Method and type of eye make-up application:</p> <ul style="list-style-type: none"> <li>• Horizontal.</li> <li>• Vertical.</li> <li>• Natural Colour.</li> </ul> <p>5.9 Types and function of eyeliner:</p> <ul style="list-style-type: none"> <li>• Pencil.</li> <li>• Gel.</li> <li>• Liquid.</li> </ul> <p>5.10 Types and function of mascara:</p> <ul style="list-style-type: none"> <li>• Volume.</li> <li>• Lengthen.</li> <li>• Curl.</li> <li>• Silicone.</li> <li>• Fibre.</li> <li>• Waterproof.</li> <li>• Washable.</li> </ul> <p>5.11 Eyebrow shape:</p> <ul style="list-style-type: none"> <li>• Volume.</li> <li>• Classic.</li> <li>• High Arch.</li> </ul>			<p>according to photographic make-up procedure and techniques.</p> <p>5.13 False eyelashes / mascara applied according to photographic make-up procedure and techniques.</p> <p>5.14 Eyebrow drew according to face shape according to photographic make-up procedure and techniques.</p> <p>5.15 Blusher applied according to face shape.</p> <p>5.16 Lipstick applied on the client's lips according to photographic make-up procedure and techniques.</p> <p>5.17 Make-up outcome checked according to photographic make-up specification.</p> <p>5.18 Finishing make-up performed according to photographic make-up procedure and techniques.</p> <p>5.19 Photo shoot procedure determined according to personal portfolio / company record requirement.</p>
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	<ul style="list-style-type: none"> <li>• Round.</li> <li>• Thick.</li> </ul> <p>5.12Eyebrow measurement:</p> <ul style="list-style-type: none"> <li>• Normal.</li> <li>• Quad Ratio Theory (Brow Length, Arch Length, Tail Length).</li> </ul> <p>5.13Types of Blusher:</p> <ul style="list-style-type: none"> <li>• Cream.</li> <li>• Powder (Shimer, Matte).</li> </ul> <p>5.14Blusher application according to face shape.</p> <p>5.15Application and types of lip liner:</p> <ul style="list-style-type: none"> <li>• Pencil.</li> <li>• Liner.</li> <li>• Brush.</li> </ul> <p>5.16Types of lip colour:</p> <ul style="list-style-type: none"> <li>• Matte.</li> <li>• Sheer.</li> <li>• Satin.</li> <li>• Gloss.</li> <li>• Lacquer (Palette / stick / pencil).</li> </ul> <p>5.17Finishing and finalising make-up:</p>			5.20 Client photo shoot completed according to photo shoot procedure.
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	<ul style="list-style-type: none"> <li>• Blending of foundation.</li> <li>• Eyeshadow.</li> <li>• Eyebrow.</li> <li>• Eyeliner.</li> <li>• Mascara.</li> <li>• Blusher.</li> <li>• Lip liner.</li> <li>• Lip colour.</li> </ul>			
6. Provide aftercare advice.	6.1 Client's feedback. 6.2 Photographic make-up immediate aftercare advice: <ul style="list-style-type: none"> <li>• Blotting sheets / paper.</li> <li>• Spray fixative / finishing powder.</li> <li>• Home care products.</li> </ul> 6.3 Products and techniques of photographic make-up removal: <ul style="list-style-type: none"> <li>• Types of make-up remover.</li> </ul>	6.1 Obtain client's feedback. 6.2 Record client's feedback. 6.3 Recommend immediate make-up aftercare advice. 6.4 Recommend suitable products and techniques of photographic make-up removal.	<u>ATTITUDE:</u> 6.1 Apply effective communication skill. 6.2 Show sincerity and integrity in providing aftercare advice. 6.3 Keep client's record confidentially.  <u>SAFETY:</u> Not Available.  <u>ENVIRONMENT:</u> 6.1 Ensure good ventilation within work area.	6.1 Client feedback defined according to make-up aftercare requirement. 6.2 Photographic make-up immediate after care advice described according to make-up aftercare requirement. 6.3 Products and techniques of photographic make-up removal described according to make-up aftercare requirement. 6.4 Client's feedback checked and documented in accordance with photographic make-up procedure. 6.5 Immediate make-up aftercare advice to ensure lasting effect suggested

				<p>according to photographic make-up requirement.</p> <p>6.6 Correct products and techniques of make-up removal proposed according to photographic make-up requirements.</p> <p>6.7 Sincerity and integrity demonstrated in providing aftercare advice.</p> <p>6.8 Good ventilation confirmed within work area according to ergonomic requirement.</p>
7. Update photographic make-up activity record.	<p>7.1 Client consultation records information:</p> <ul style="list-style-type: none"> <li>• Contra-action.</li> <li>• Remedial action.</li> </ul> <p>7.2 Techniques of storing client's consultation card:</p> <ul style="list-style-type: none"> <li>• Manual system.</li> <li>• Electronic system.</li> </ul>	<p>7.1 Interpret client's consultation record information.</p> <p>7.2 Record client's information manually.</p> <p>7.3 Record client's information electronically.</p> <p>7.4 Compile client's consultation record.</p>	<p><u>ATTITUDE:</u></p> <p>7.1 Honest in recording client feedback.</p> <p>7.2 Keep client's record confidentially.</p> <p><u>SAFETY:</u></p> <p>7.1 Adhere to safety regulations.</p> <p>7.2 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT:</u></p>	<p>7.1 Client consultation records information explained in term of contra-action and remedial action.</p> <p>7.2 Manual and electronic system of storing client's consultation card explained according to the techniques and requirement.</p> <p>7.3 Client's records filled up manually or electronically according to company's customer service SOP.</p> <p>7.4 Client feedback recorded with honest according to customer service policy.</p>

			Not Available.	7.5 Client's record kept confidentially according to customer service policy.
8. Upkeep photographic make-up workstation.	<p>8.1 Workstation cleaning and sanitizing methods.</p> <p>8.2 Photographic make-up tools cleaning and sterilizing methods.</p> <p>8.3 Products, tools, and storage procedure.</p> <p>8.4 Waste disposal method:</p> <ul style="list-style-type: none"> <li>• General waste.</li> <li>• Sharp waste.</li> </ul>	<p>8.1 Clean and sanitize workstation.</p> <p>8.2 Clean and sterilize photographic make-up tools.</p> <p>8.3 Keep photographic make-up products, and tools in storage area.</p> <p>8.4 Dispose waste materials.</p>	<p><u>ATTITUDE:</u></p> <p>8.1 Meticulous and thorough in upkeeping service area.</p> <p><u>SAFETY:</u></p> <p>8.1 Follow health and hygiene regulations and requirements.</p> <p>8.2 Cautious in handling hazardous materials.</p> <p><u>ENVIRONMENT:</u></p> <p>8.1 Dispose waste in accordance with environmental protection guidelines.</p>	<p>8.1 Workstation cleaning / sanitisation methods explained according to work requirement.</p> <p>8.2 Photographic make-up tools cleaning / sterilise methods determined according to work requirement.</p> <p>8.3 Products and tools storage procedure described according to work requirement.</p> <p>8.4 Waste disposal method explained according to work requirement.</p> <p>8.5 Cleanliness of workstation confirmed according to workstation upkeeping procedure.</p> <p>8.6 Cleanliness of photographic make-up tools maintained according to workstation upkeeping procedure.</p> <p>8.7 Photographic make-up products and tools arranged in storage area according to</p>

				<p>workstation upkeep procedure and environmental protection guidelines.</p> <p>8.8 Waste materials disposed according to workstation upkeep procedure.</p> <p>8.9 Work area upkeep according to health and hygiene regulations and requirements.</p> <p>8.10 Hazardous materials cautiously handled in accordance with safety and environmental regulations and requirements.</p>
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## Employability Skills

### Core Abilities

- Please refer NCS- Core Abilities latest edition.

### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

## References for Learning Material Development

- 1 Gretchen Davis- The Make-up Artist Handbook: Techniques for Film, Television, Photography, and Theatre 2nd Edition (Taylor & Francis Ltd, 2012) ISBN-13: 978-0240818948.
- 2 Katie Middleton - Color Theory for the Make-up Artist: Understanding Color and Light for Beauty and Special Effects 1st Edition (Routledge, 2018) ISBN-13: 978-1138095250.
- 3 Academy of Freelance Make-up -Make-up Is Art: Professional Techniques for Creating Original Looks (Carlton Books; Illustrated Edition 2011) ISBN-13: 978-1847326201.
- 4 Department of Skills Development (DSD), (2015), Z-009-1: Core Abilities
- 5 Department of Skills Development (DSD), (2015), Z-009-2: Core Abilities
- 6 Department of Skills Development (DSD), (2018), Modul Kompetensi Sosial dan Kemanusiaan.



### 15.5. Face Painting

SECTION	(S) Other Service Activities		
GROUP	(960) Other Personal Service Activities		
AREA	Make-Up Artistry Services		
NOSS TITLE	Make-Up Artistry		
COMPETENCY UNIT TITLE	Face Painting		
LEARNING OUTCOMES	<p>The learning outcomes of this competency unit are trainees enable to produce creative face drawing for certain purposes and to portray creative look on the individual's face according to job specification and client's requirement.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Carry out client's face painting consultation.</li> <li>2. Identify face painting requirements.</li> <li>3. Prepare face painting activity.</li> <li>4. Carry out skin cleansing.</li> <li>5. Carry out face painting.</li> <li>6. Provide aftercare advice.</li> <li>7. Update face painting activity record.</li> <li>8. Upkeep face painting workstation.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Completed S960-004-2:2021-C01		
CU CODE	S960-004-2:2021-C05	NOSS LEVEL	Level (2)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Carry out client's face painting consultation.	1.1 Client profiles: <ul style="list-style-type: none"> <li>• Personal details.</li> <li>• Medical history.</li> </ul>	1.1 Obtain consultation card or form.	<u>ATTITUDE</u> 1.1 Portray professional image.	1.1 Face painting defined according to face painting types. 1.2 Factors that influence face painting stated according to face

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>Health condition.</li> </ul> <p>1.2 Client characteristics:</p> <ul style="list-style-type: none"> <li>Skin type (dry, oil, combination).</li> <li>Skin condition (mature, dehydrated, sensitive).</li> <li>Skin tone.</li> </ul> <p>1.3 Contraindications:</p> <ul style="list-style-type: none"> <li>Allergies.</li> <li>Wound.</li> </ul> <p>1.4 Importance of client consent and signature.</p> <p>1.5 Payment methods:</p> <ul style="list-style-type: none"> <li>Cash.</li> <li>Credit card.</li> <li>Online banking.</li> </ul> <p>1.6 Payment records:</p> <ul style="list-style-type: none"> <li>Receipt.</li> <li>Quotation.</li> </ul>	<p>1.2 Record client's personal detail in the client's consultation card or form.</p> <p>1.3 Identify client's contraindication</p> <p>1.4 Determine client's profile</p> <p>1.5 Select cosmetic and tools.</p> <p>1.6 Explain possible contra-actions to client's.</p> <p>1.7 Obtain client's consent and signature.</p>	<p>1.2 Observe punctuality during work execution.</p> <p>1.3 Meticulous while organizing make-up products and tools.</p> <p>1.4 Polite when acquiring client's information.</p> <p>1.5 Honest and courteous during payment collection.</p> <p><u>SAFETY</u></p> <p>1.1 Careful handling of hazardous material.</p> <p>1.2 Cautious of hazardous conditions.</p> <p>1.3 Adhere to safety regulations.</p> <p>1.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>1.1 Dispose waste according to environmental guideline.</p> <p>1.2 Use eco-friendly materials.</p>	<p>painting procedure and technique.</p> <p>1.3 Face painting requirement explained interm of its intensity and work scope.</p> <p>1.4 Allergies and wounds described according to client's face contraindication</p> <p>1.5 Client's make-up profile informtion listed based on skin and face conditions.</p> <p>1.6 Face painting cosmetic and tools determined according to face painting procedure and technique.</p> <p>1.7 Possible make-up contra-actions described based on client profile.</p> <p>1.8 Consultation card or form obtained according to face painting procedure and techniques.</p> <p>1.9 Client's personal detail recorded in the client's consultation card or form according to data protection act.</p> <p>1.10 Client's contraindication (allergies, wounds, etc)</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				<p>identified according to face painting requirements.</p> <p>1.11 Client's skin types, skin conditions face shapes, skin tones and face features determined according to make-up reference.</p> <p>1.12 Cosmetic and tools selected with regards to make-up requirements.</p> <p>1.13 Possible contra-actions explained to client's according to face painting procedure and techniques.</p> <p>1.14 Client's consent and signature obtained according to company's SOP.</p>
2. Identify face painting requirements.	<p>2.1 Introduction of face painting:</p> <ul style="list-style-type: none"> <li>History.</li> <li>Cultural influences.</li> </ul> <p>2.2 Principle of research to create design plan.</p> <p>2.3 Face painting job requirement:</p> <ul style="list-style-type: none"> <li>Entertainment</li> </ul>	<p>2.1 Defined job specification.</p> <p>2.2 Determine and propose face painting design and concept to the client.</p> <p>2.3 Determine theme of face painting.</p>	<p><u>ATTITUDE:</u></p> <p>2.1 Meticulous and thorough in checking client consultation details.</p> <p>2.2 Ensure clarity of client requirements.</p> <p>2.3 Use effective communication skills.</p> <p>2.4 Handle client politely.</p>	<p>2.1 Face painting explained according to its history and cultural influences.</p> <p>2.2 Principle of research to create design plan explained according to face painting scope.</p> <p>2.3 Design plans research sources listed according to face painting job requirement.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Fashion.</li> <li>• Beauty art.</li> <li>• Creative Magazine.</li> <li>• Stage show.</li> <li>• Print adv.</li> <li>• Television (HD).</li> <li>• Movie (HD).</li> <li>• Body art.</li> <li>• Special effect.</li> </ul> <p>2.4 Design plans research sources:</p> <ul style="list-style-type: none"> <li>• Magazines.</li> <li>• Internet.</li> <li>• Mood board.</li> <li>• Specialized trade magazines.</li> </ul> <p>2.5 Face painting theme:</p> <ul style="list-style-type: none"> <li>• Flowers.</li> <li>• Statues.</li> <li>• Tattoo designs.</li> </ul> <p>2.6 Importance of preparing and developing a design plan.</p>	<p>2.4 Determine costume and accessories.</p> <p>2.5 Confirm costume and accessories.</p>	<p>2.5 Maintain professional appearance, personal hygiene, and behaviour.</p> <p>2.6 Attentive to client requirements.</p> <p><u>SAFETY:</u></p> <p>2.1 Keep client's record confidentially in relation with Data Protection Act.</p> <p><u>ENVIRONMENT:</u></p> <p>2.1 Good ventilation.</p> <p>2.2 Relaxing ambience.</p>	<p>2.4 Examples of face painting specified according to face painting theme.</p> <p>2.5 Importance of preparing and developing a design plan listed.</p> <p>2.6 Types of contraindication determined based on case study of face painting.</p> <p>2.7 Face painting techniques and procedure explained.</p> <p>2.8 Possible contra indications listed during and following face painting.</p> <p>2.9 Job specification defined according to client's specification.</p> <p>2.10 Face painting design and concept determined and proposed to the client through discussion</p> <p>2.11 Theme of face painting determined according to client requirement.</p> <p>2.12 Costume and accessories determined according to theme selected.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				2.13 Costume and accessories confirmed according to client requirement.
3. Prepare face painting activity.	<p>3.1 Work area preparation:</p> <ul style="list-style-type: none"> <li>• Clean and hygienic.</li> <li>• Adequate ventilation.</li> <li>• Room temperature.</li> <li>• Ambience.</li> <li>• Privacy.</li> <li>• Disinfect and sanitize work area.</li> <li>• Cover make-up chairs with disposable protection sheets / plastic liners.</li> <li>• Cover the floor.</li> </ul> <p>3.2 Effect of lighting:</p> <ul style="list-style-type: none"> <li>• Natural daylight.</li> <li>• Filament light.</li> </ul>	<p>3.1 Organise workstation.</p> <p>3.2 Maintain face painting tools, and equipment and workstation cleanliness.</p> <p>3.3 Organize face painting products, adorning, tools, and equipment.</p> <p>3.4 Maintain personal hygiene.</p>	<p><u>ATTITUDE:</u></p> <p>3.1 Courteous attitude towards client.</p> <p>3.2 Concern with client's comfort and modesty.</p> <p><u>SAFETY:</u></p> <p>3.1 Cautious in handling hazardous materials.</p> <p>3.2 Ensure the use of clean equipment and materials.</p> <p>3.3 Keep client's record confidentially in relation with Data Protection Act.</p> <p><u>ENVIRONMENT:</u></p> <p>3.1 Ensure good ventilation within work area.</p> <p>3.2 Dispose waste in accordance with local legislation requirement.</p>	<p>3.1 Face painting work area preparation explained according to face painting requirement.</p> <p>3.2 Effect of lighting in face painting described according to face painting requirement.</p> <p>3.3 Type of products for face painting listed according to face painting requirement.</p> <p>3.4 Uses of tools and equipment for face painting stated according to their type and face painting requirement.</p> <p>3.5 Type and uses of materials for face painting explained according to face painting requirement.</p> <p>3.6 Workstation organised according to ergonomics standard and emergency procedure.</p> <p>3.7 Face painting tools, and equipment and workstation cleanliness maintained according to job requirement.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>3.3 Type of products for face painting:</p> <ul style="list-style-type: none"> <li>• Fluorescent.</li> <li>• Cleansing products.</li> <li>• Moisturizers.</li> <li>• Toners.</li> <li>• Barrier creams (if required).</li> <li>• Pre-base products.</li> <li>• Disinfecting fluid.</li> <li>• Sterilizing solution.</li> <li>• Hand sanitizer.</li> <li>• Foundation range.</li> <li>• Translucent powder.</li> <li>• Bronzing powder.</li> <li>• Airbrush colour (silicone based, water based, and alcohol based).</li> </ul>			<p>3.8 Face painting products, adornment, tools, and equipment organized according to job requirement.</p> <p>3.9 Personal hygiene maintained according to job requirement.</p> <p>3.10 Client's record preserved confidentially in relation with Data Protection Act.</p> <p>3.11 Good ventilation within work area maintained according to environmental policy.</p> <p>3.12 Waste managed in accordance with local legislation requirement.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Water based paints.</li> <li>• Oil based paints.</li> <li>• Aqua paints transfer tattoos and other adornment.</li> <li>• Tattoos inks.</li> <li>• Mineral oil / baby oil.</li> <li>• Brush cleaners.</li> <li>• Airbrush cleaner.</li> <li>• Distilled water.</li> <li>• Latex.</li> <li>• Adhesive.</li> <li>• Adhesive remover.</li> <li>• Adornments (glitters, iridescent powders, sequins, beads, rhinestones, zips, trimmings, buttons).</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>3.4 Type and uses of tools and equipment for face painting:</p> <ul style="list-style-type: none"> <li>• Couch / chair.</li> <li>• Trolley.</li> <li>• Stool.</li> <li>• Brushes (flat, round, filbert, liner).</li> <li>• Sponges (half circle, full circle, teardrop / petal).</li> <li>• Stencils.</li> <li>• Templates.</li> <li>• Palette.</li> <li>• Make-up cape.</li> <li>• Brush holder.</li> <li>• Water bucket.</li> </ul> <p>3.5 Type and uses of materials for face painting:</p> <ul style="list-style-type: none"> <li>• Disposable applicators.</li> <li>• Disposable spatulas.</li> </ul>			



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Disposable gloves.</li> <li>• Disposable mask.</li> <li>• Cotton buds.</li> <li>• Cotton wool.</li> </ul> <p>3.6 Professional appearance:</p> <ul style="list-style-type: none"> <li>• Polite and friendly manner.</li> <li>• Positive attitude.</li> <li>• Open face language.</li> <li>• Proper attire.</li> <li>• Protective apron.</li> </ul> <p>3.7 Personal hygiene:</p> <ul style="list-style-type: none"> <li>• No jewellery.</li> <li>• Hair tied back.</li> <li>• Closed footwear.</li> <li>• Clean attire.</li> <li>• Body hygiene.</li> <li>• Oral hygiene (clean teeth, fresh breath).</li> </ul>			

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Light make-up.</li> <li>• Short clean nails.</li> <li>• Cover any cuts / abrasions or piercings (remove where possible).</li> </ul>			
4. Carry out skin cleansing.	<p>4.1 Skin condition:</p> <ul style="list-style-type: none"> <li>• Mature.</li> <li>• Dehydrated.</li> <li>• Sensitive.</li> </ul> <p>4.2 Purpose of skin cleansing.</p> <p>4.3 Superfluous hair.</p> <p>4.4 Removal of unwanted hair on treated area.</p>	<p>4.1 Identify client's skin condition through visual check.</p> <p>4.2 Remove oil and dirt from selected face area.</p> <p>4.3 Remove unnecessary hairs from selected face area.</p>	<p><u>ATTITUDE</u></p> <p>4.1 Ensure client's comfort and modesty.</p> <p>4.2 Courteous attitude towards client.</p> <p><u>SAFETY:</u></p> <p>4.1 Cautious in handling hazardous materials.</p> <p>4.2 Ensure the use of clean equipment and materials.</p> <p>4.3 Practise personal hygiene, appearance and utilization of Personal Protective Equipment.</p>	<p>4.1 Mature skin, dehydrated skin and sensitive skin distinguished according to skin condition.</p> <p>4.2 Purpose of skin cleansing determined.</p> <p>4.3 Superfluous hair identified according to client's skin.</p> <p>4.4 Removal of unwanted hair on treated area explained according to job requirement.</p> <p>4.5 Client's skin condition identified through visual check.</p> <p>4.6 Oil and dirt removed from selected face area.</p> <p>4.7 Unnecessary hairs removed from selected face area.</p> <p>4.8 Client's comfort and modesty maintained according to customer service policy.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
			<u>ENVIRONMENT:</u> 4.1 Ensure good ventilation within work area.	4.9 Personal hygiene, appearance maintained according to safety requirement. 4.10 Personal Protective Equipment conformed according to safety requirement. 4.11 Good ventilation within work area maintained according to environmental policy.
5. Carry out face painting.	5.1 Introduction to chromatology. 5.2 Airbrush techniques: <ul style="list-style-type: none"> <li>• Colour fading.</li> <li>• Blending.</li> <li>• Highlighting and shading.</li> <li>• Stencilling.</li> <li>• Masking.</li> <li>• Pulsing.</li> <li>• Back bubbling.</li> <li>• Even colour washing.</li> </ul> 5.3 Face painting techniques: <ul style="list-style-type: none"> <li>• Free hand.</li> </ul>	5.1 Select face colours. 5.2 Blend face colours. 5.3 Draw face art on the selected face area. 5.4 Paint face art. 5.5 Accessorise client's face with adornment. 5.6 Apply coating spray on the drawing to ensure art drawing lasting. 5.7 Check final face painting.	<u>ATTITUDE:</u> 5.1 Adhere to service procedure, method, and technique consistently. 5.2 Observant to client's response.  <u>SAFETY:</u> 5.1 Use clean sponges for each client. 5.2 Wash brushes in use and change water regularly. 5.3 Avoid repetitive-stress injuries.	5.1 Chromatology defined according to face painting procedure and technique. 5.2 Airbrush and Face art differentiated according to their techniques. 5.3 Methods of activating colour clarified according to face painting procedure and technique. 5.4 Face painting finishing result described in term of their composition and colours. 5.5 Purpose of coating spray stated according to face painting procedure and technique. 5.6 Face colours selected according to design and theme.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Colour washing.</li> <li>• Stencils.</li> <li>• Shading and highlighting.</li> <li>• Stippling.</li> <li>• Splatting.</li> <li>• Dry brushing.</li> <li>• Single and double layering.</li> <li>• Texturizing.</li> </ul> <p>5.4 Methods of activating colour.</p> <p>5.5 Face painting finishing result:</p> <ul style="list-style-type: none"> <li>• Composition.</li> <li>• Colours.</li> <li>• Overall effect.</li> </ul> <p>5.6 Purpose of coating spray.</p> <p>5.7 Importance of photo shoot face painting finished result:</p> <ul style="list-style-type: none"> <li>• Personal portfolio.</li> <li>• Future reference.</li> </ul>	<p>5.8 Confirm face painting quality furnishing.</p> <p>5.9 Perform client photo shoot procedure.</p> <p>5.10 Identify personal portfolio / company record requirement.</p>	<p><u>ENVIRONMENT:</u></p> <p>5.1 Use environmentally friendly products.</p> <p>5.2 Use disposable items.</p>	<p>5.7 Face colours blended according to colour scheme.</p> <p>5.8 Face art drew on the selected face area.</p> <p>5.9 Face drawing coloured according to job specification.</p> <p>5.10 Client's face accessorised with adornment according to job specification.</p> <p>5.11 Coating spray applied on the drawing to ensure art drawing lasting.</p> <p>5.12 Final face painting checked according to job specification.</p> <p>5.13 Face painting quality furnishing confirmed according to job specification.</p> <p>5.14 Photo shoot procedure determined according to personal portfolio / company record requirement.</p> <p>5.15 Client photo shoot completed according to photo shoot procedure.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Light.</li> <li>• Angle.</li> </ul>			
6. Provide aftercare advice.	6.1 Client feedback. 6.2 Immediate aftercare recommendation. 6.3 Aftercare care products and purpose: <ul style="list-style-type: none"> <li>• Setting spray.</li> <li>• Blotting paper.</li> </ul> 6.4 Avoidance of activities which may cause contra-actions. 6.5 Present and future products. 6.6 Remedial action if contra-actions occur: <ul style="list-style-type: none"> <li>• Removal of make-up.</li> <li>• Application of cold.</li> <li>• Medical advices.</li> </ul>	6.1 Obtain client's feedback. 6.2 Record client's feedback. 6.3 Recommend immediate after make-up advice. 6.4 Recommend suitable products. 6.5 Recommend techniques of make-up removal.	<u>ATTITUDE:</u> 6.1 Apply effective communication skill. 6.2 Show sincerity and integrity in providing aftercare advice.  <u>SAFETY:</u> 6.1 Observe client's reaction. 6.2 Take remedial action if contra-action occurs.  <u>ENVIRONMENT:</u> 6.1 Use environmentally friendly products.	6.1 Information on Client feedback form explained according to job requirement. Client feedback obtained according to job requirement. 6.2 Immediate aftercare recommendation stated according to job requirement. 6.3 Purpose and function of aftercare products described according to service requirements. 6.4 Avoidance of activities which may cause contra-actions described according to job service requirement. 6.5 Present and future face painting products suggested according to client need. 6.6 Remedial action if contra-actions occur determined based on case study given. 6.7 Methods of face painting removal demonstrated according to face painting procedure and technique.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	6.7 Methods of face painting removal: <ul style="list-style-type: none"> <li>• Adhesive remover.</li> <li>• Mineral oil.</li> </ul>			6.8 Client's feedback documented in accordance with face painting procedure. 6.9 Client advised on Immediate after make-up according to face painting requirement. 6.10 Lasting effect confirmed according to face painting requirement. 6.11 Suitable products and techniques of painting removal recommended according to face painting requirements. 6.12 Suitable painting removal recommended according to face painting requirements.
7. Update face painting activity record.	7.1 Result evaluation of face painting. 7.2 Methods of evaluating the result of face painting: <ul style="list-style-type: none"> <li>• Self-evaluation.</li> <li>• Client's feedback (verbally / evaluation form).</li> </ul>	7.1 Interpret client's consultation record information. 7.2 Record client's information manually. 7.3 Record client's information electronically.	<u>ATTITUDE:</u> 7.1 Honest in recording client feedback.  <u>SAFETY:</u> 7.1 Keep client's record confidentially.  <u>ENVIRONMENT:</u> 7.1 Good ventilation.	7.1 Importance of evaluating the result of face painting described according to job requirement described according to job requirement. 7.2 Methods of evaluating the result of face painting identified according to job requirement. 7.3 Methods of storing client's consultation card clarified according to job requirement.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	7.3 Techniques of storing client's consultation card: <ul style="list-style-type: none"> <li>• Manual system.</li> <li>• Electronic system.</li> </ul>	7.4 Compile client's consultation record.		7.4 Accomplishment of face painting checked according to job requirement. 7.5 Client's consultation record information determined according to customer service policy. 7.6 Client's consultation record confidentially kept according to customer service policy. 7.7 Client's records manually or electronically reviewed and checked according to customer service policy and SOP.
8. Upkeep face painting workstation.	8.1 Workstation cleaning / sanitising methods. 8.2 Methods of cleaning and caring for products, tools, equipment: <ul style="list-style-type: none"> <li>• Brushes.</li> <li>• Sponges.</li> <li>• Sterilising / disinfecting sprays.</li> </ul>	8.1 Clean and sanitize workstation. 8.2 Clean and sterilize face painting tools. 8.3 Keep face painting products, tools, and equipment in storage area. 8.4 Dispose waste materials.	<u>ATTITUDE:</u> 8.1 Meticulous and thorough in upkeeping service area.  <u>SAFETY:</u> 8.1 Follow health and hygiene regulations and requirements. 8.2 Cautious in handling hazardous materials.	8.1 Workstation cleaning / sanitisation methods explained according to job requirement. 8.2 Face painting tools cleaning and caring methods determined according to job requirement. 8.3 Airbrush gun cleaning and maintenances methods explained according to job requirement. 8.4 Brushes maintenances methods explained according to job requirement.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>Storage.</li> <li>Expiry dates.</li> <li>Decent broken products.</li> <li>Manufacturer's instructions.</li> </ul> <p>8.3 Airbrush gun cleaning and maintenances methods.</p> <p>8.4 Brushes maintenances methods.</p> <p>8.5 Waste disposal method:</p> <ul style="list-style-type: none"> <li>Clinical waste.</li> <li>Sharp waste.</li> </ul>		<p>8.3 Safe storage of tools, equipment and products.</p> <p><u>ENVIRONMENT:</u></p> <p>8.1 Dispose waste in accordance with environmental protection guidelines.</p> <p>8.2 Prevent pollution.</p>	<p>8.5 Products, tools, equipment and storage procedure described according to work requirement.</p> <p>8.6 Waste disposal method explained according to work requirement.</p> <p>8.7 Cleanliness of workstation confirmed according to workstation upkeep and sanitization procedure.</p> <p>8.8 Cleanliness of face painting tools and equipment maintained according to workstation upkeep procedure.</p> <p>8.9 Face painting products, tools arranged in storage area according to workstation upkeep procedure and environmental protection guidelines.</p> <p>8.10 Waste materials disposed according to workstation upkeep procedure.</p> <p>8.11 Work area upkept according to health and hygiene regulations and requirements.</p> <p>8.12 Hazardous materials cautiously handled in accordance with</p>



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				safety and environmental regulations and requirements.

### Employability Skills

#### Core Abilities

- Please refer NCS- Core Abilities latest edition.

#### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

### References for Learning Material Development

- 1 Suzanne Le Quesne; HABIA- The complete guide to make-up: the make-up book. The official guide to make-up at levels 2 and 3 (London: Thomson Learning, 2005) ISBN: 9781844801442 1844801446.
- 2 Gretchen Davis- The Make-up Artist Handbook: Techniques for Film, Television, Photography, and Theatre 2nd Edition (Taylor & Francis Ltd, 2012) ISBN-13: 978-0240818948.
- 3 Lisa Eldridge -Face Paint: The Story of Make-up (Harry N. Abrams 2015) ISBN: 978-1-4197-1796-3.
- 4 Katie Middleton - Color Theory for the Make-up Artist: Understanding Color and Light for Beauty and Special Effects 1st Edition (Routledge, 2018) ISBN-13: 978-1138095250.
- 5 Academy of Freelance Make-up -Make-up Is Art: Professional Techniques for Creating Original Looks (Carlton Books; Illustrated Edition 2011) ISBN-13: 978-1847326201.
- 6 Ww2.health.wa.gov.au [19<sup>th</sup> September 2020: 01.45am] Articles > Face-and-body-painting.
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### 15.6. Make-Up Customer Service

SECTION	(S) Other Service Activities		
GROUP	(960) Other Personal Service Activities		
AREA	Make-Up Artistry Services		
NOSS TITLE	Make-Up Artistry		
COMPETENCY UNIT TITLE	Make-Up Customer Service		
LEARNING OUTCOMES	<p>The learning outcomes of this competency unit are trainees enable to serve customer in order to ensure business sustainability by providing excellent customer service and creating good relationship with customers in accordance with company client charter.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Prepare customer services activity.</li> <li>2. Carry out customer service.</li> <li>3. Check customer service effectiveness.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Completed S960-004-2:2021-C01		
CU CODE	S960-004-2:2021-C06	NOSS LEVEL	Level (2)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Prepare customer services activity.	1.1 Customer services activities arrangement: <ul style="list-style-type: none"> <li>• Customer profile form.</li> <li>• Friendly and trained staff.</li> </ul>	1.1 Arrange customer service activities. 1.2 Identify costing of customer service activities. 1.3 Interpret corrective actions	<u>ATTITUDE</u> 1.1 Patient while dealing with customers. 1.2 Honest when giving treatment. 1.3 Always show friendly smile and	1.1 Customer services activities arrangement defined. 1.2 Costing of customer service activities described according to job requirement and meet the customers requirement. 1.3 Corrective actions to solve customer complaint listed

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>1.2 Costing of customer service activities:</p> <ul style="list-style-type: none"> <li>• Service / product demonstration.</li> <li>• Reflective listening.</li> <li>• Storytelling.</li> </ul> <p>1.3 Corrective actions to solve customer complaint:</p> <ul style="list-style-type: none"> <li>• Apology.</li> <li>• Take notes.</li> <li>• Follow-up action.</li> <li>• Provide ‘recovery’ / ‘correction’.</li> <li>• Alert of customer sensitivity.</li> <li>• Communication.</li> <li>• Ensure confidentiality.</li> <li>• Giving information.</li> <li>• Attitude helps.</li> <li>• Empathy.</li> <li>• Respect.</li> </ul> <p>1.4 Types of customers:</p> <ul style="list-style-type: none"> <li>• Distributor.</li> </ul>	<p>to solve customer complaint.</p> <p>1.4 Arrange meeting with customers.</p> <p>1.5 Arrange product sample, catalogue, flyers, gift voucher.</p> <p>1.6 Update and prepare profile portfolio.</p> <p>1.7 Update media social content.</p>	<p>courteous mannerism.</p> <p>1.4 Posses willingness to serve client.</p> <p>1.5 Uphold empathetic demeanour.</p> <p><u>SAFETY</u> Not Available.</p> <p><u>ENVIRONMENT</u> 1.1 Ensure work area is conducive.</p>	<p>according to customer services policy and SOP.</p> <p>1.4 Customer service activities arranged according to company plan.</p> <p>1.5 Types of documents listed according to promotional requirement.</p> <p>1.6 Profile portfolio and media social content determined according to promotional and marketing requirement.</p> <p>1.7 Costing of customer service activities acknowledged according to company plan.</p> <p>1.8 Corrective actions to solve customer complaint explained.</p> <p>1.9 customer service activities confirmed according to customer service SOP.</p> <p>1.10 Costing of customer service activities interpreted according to customer service SOP.</p> <p>1.11 Corrective actions to solve customer complaint selected according to customer service SOP.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>Dealers.</li> </ul> <p>1.5 Meeting with customers:</p> <ul style="list-style-type: none"> <li>Planning.</li> <li>Service offerings</li> <li>Customer interaction.</li> <li>Understanding customer needs.</li> </ul> <p>1.6 Promotional items:</p> <ul style="list-style-type: none"> <li>Product sample.</li> <li>Catalogue.</li> <li>Flyers.</li> <li>Gift voucher.</li> </ul> <p>1.7 Profile portfolio and media social content:</p> <ul style="list-style-type: none"> <li>Instagram.</li> <li>Facebook.</li> <li>Blog.</li> </ul> <p>1.8 Industrial requirement.</p>			<p>1.12 Meeting with customers arranged according to customer service SOP.</p> <p>1.13 Product sample, catalogue, flyers, gift voucher arranged according to customer service SOP.</p> <p>1.14 Profile portfolio updated and prepared according to customer service SOP.</p> <p>1.15 Media social content updated according to customer service SOP.</p>
2. Carry out customer service.	<p>2.1 Customer enquiries:</p> <ul style="list-style-type: none"> <li>Understanding customer needs.</li> <li>Customer interaction.</li> </ul>	<p>2.1 Attend and act on customer enquiries.</p> <p>2.2 Explain make-up product</p>	<p><u>ATTITUDE</u></p> <p>2.1 Patient while dealing with customers.</p> <p>2.2 Honest when giving treatment.</p>	<p>2.1 Customer needs explained according to make-up scenario.</p> <p>2.2 Make-up product information and service information</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>Follow-up action.</li> </ul> <p>2.2 Make-up product information and service information:</p> <ul style="list-style-type: none"> <li>Detail product / cosmetics.</li> <li>Suggestion product / cosmetics.</li> <li>Quotation.</li> </ul> <p>2.3 Demonstration of make-up technique:</p> <ul style="list-style-type: none"> <li>Skill / technique using product / cosmetics.</li> <li>Product preparation.</li> </ul> <p>2.4 Make-up service information:</p> <ul style="list-style-type: none"> <li>Appropriate time to use skin care.</li> <li>Advice tips of skin type preparation.</li> <li>Choose a product that suits of customer skin.</li> </ul>	<p>information and service information to customers.</p> <p>2.3 Demonstrate make-up technique to the customer.</p> <p>2.4 Explain make-up service information provided by the company to customers.</p> <p>2.5 Propose service improvement to the superior to avoid customer complaint.</p> <p>2.6 Solve customer issues.</p>	<p>2.3 Always show friendly smile and courteous mannerism.</p> <p>2.4 Posses willingness to serve client.</p> <p>2.5 Uphold empathetic demeanour.</p> <p><u>SAFETY</u> Not Available.</p> <p><u>ENVIRONMENT</u> 2.1 Ensure work area is conducive.</p>	<p>explained according to scope of make-up customer service.</p> <p>2.3 Demonstration of make-up technique explained according to customer service SOP.</p> <p>2.4 Make-up service information stated according to customer service SOP.</p> <p>2.5 Service improvement listed according to customer service SOP.</p> <p>2.6 Customer issues solution described according to customer service SOP.</p> <p>2.7 Customer enquiries attended and acted promptly according to customer service SOP.</p> <p>2.8 Make-up product information and service information explained to customers according to customer service SOP.</p> <p>2.9 Make-up technique demonstrated to the customer according to customer service SOP.</p> <p>2.10 Make-up service information provided by the company</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>2.5 Customer service improvement:</p> <ul style="list-style-type: none"> <li>• Feedback customer.</li> <li>• Discover and understand.</li> <li>• Generate and develop ideas.</li> <li>• Implementation.</li> </ul> <p>2.6 Customer issues solution:</p> <ul style="list-style-type: none"> <li>• Understanding customer's point of view.</li> <li>• Identifying a problem.</li> <li>• Find a solution.</li> <li>• Fix the problem and follow up on the solution.</li> </ul>			<p>explained to customers according to customer service SOP.</p> <p>2.11 Service improvement proposed to the superior to avoid customer complaint according to company client charter.</p> <p>2.12 Customer issues solved according to company client charter.</p> <p>2.13 Conducive work environment maintained according to company client charter.</p>
3. Check customer service effectiveness.	<p>3.1 Customer service form:</p> <ul style="list-style-type: none"> <li>• Customer detail.</li> <li>• Customer contraindication.</li> <li>• Face Chart.</li> <li>• Colour Chart.</li> </ul>	<p>3.1 Update customer service form.</p> <p>3.2 Record customer satisfaction with regards to the company services.</p>	<p><u>ATTITUDE</u></p> <p>3.1 Patient while dealing with customers.</p> <p>3.2 Honest when giving treatment.</p> <p>3.3 Always show friendly smile and</p>	<p>3.1 Customer service form listed according to company client charter.</p> <p>3.2 Customer enquiries response time described according to company client charter.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>3.2 Customer enquiries response time:</p> <ul style="list-style-type: none"> <li>• Calling time.</li> <li>• Start event.</li> <li>• Touch up time.</li> <li>• Stay back.</li> </ul> <p>3.3 Customer satisfaction factors:</p> <ul style="list-style-type: none"> <li>• Photos.</li> <li>• Feedback.</li> <li>• Emphasize customer comfort.</li> <li>• Staff attitude.</li> </ul> <p>3.4 Time frame to resolve issue.</p> <p>3.5 Record of customer service activity:</p> <ul style="list-style-type: none"> <li>• Customer detail.</li> <li>• Issue of record.</li> <li>• Evidence-record.</li> </ul>	<p>3.3 Assess time taken to resolve issue related to customer service.</p> <p>3.4 Prepare record of customer service activity.</p>	<p>courteous mannerism.</p> <p>3.4 Have willingness to serve client.</p> <p>3.5 Uphold empathetic demeanour.</p> <p><u>SAFETY</u> Not Available.</p> <p><u>ENVIRONMENT</u> 3.1 Ensure work area is conducive.</p>	<p>3.3 Customer satisfaction factors explained according to company client charter.</p> <p>3.4 Time taken to resolve issue defined according to company client charter.</p> <p>3.5 Types of record of customer service activity stated according to company client charter.</p> <p>3.6 Customer service form checked according to company client charter.</p> <p>3.7 Customer satisfaction with regards to the company services recorded according to company client charter.</p> <p>3.8 Time taken to resolve issue related to customer service assessed according to company client charter.</p> <p>3.9 Record of customer service activity prepared according to company client charter.</p> <p>3.10 Conducive work environment maintained according to company client charter.</p>

## Employability Skills

### Core Abilities

- Please refer NCS- Core Abilities latest edition.

### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

## References for Learning Material Development

- 1 Katie Middleton - Color Theory for the Make-up Artist: Understanding Color and Light for Beauty and Special Effects 1st Edition (Routledge, 2018) ISBN-13: 978-1138095250.
- 2 Academy of Freelance Make-up -Make-up Is Art: Professional Techniques for Creating Original Looks (Carlton Books; Illustrated Edition 2011) ISBN-13: 978-1847326201.
- 3 Department of Skills Development (DSD), (2015), Z-009-1: Core Abilities.
- 4 Department of Skills Development (DSD), (2015), Z-009-2: Core Abilities.
- 5 Department of Skills Development (DSD), (2018), Modul Kompetensi Sosial dan Kemanusiaan.



### 15.7. Hair Styling

SECTION	(S) Other Service Activities		
GROUP	(960) Other Personal Service Activities		
AREA	Make-Up Artistry Services		
NOSS TITLE	Make-Up Artistry		
COMPETENCY UNIT TITLE	Hair Styling		
LEARNING OUTCOMES	<p>The learning outcomes of this competency unit are trainees enable to produce fashionable look of the client that complement make-up applied in accordance with hijab styling requirement.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Prepare hair styling activities.</li> <li>2. Carry out hair styling activity.</li> <li>3. Provide aftercare advice.</li> <li>4. Upkeep hair styling workstation.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Completed S960-004-2:2021-C01.		
CU CODE	S960-004-2:2021-E01	NOSS LEVEL	Level (2)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Prepare hair styling activities.	1.1 Types of hair styling product and tools: <ul style="list-style-type: none"> <li>• Dry shampoo.</li> <li>• Hair spray.</li> <li>• Hair serum.</li> <li>• Hair gel.</li> </ul>	1.1 Organise workstation. 1.2 Maintain hair styling tools, and equipment and workstation cleanliness.	<u>ATTITUDE</u> 1.1 Portray professional image. 1.2 Observe punctuality during work execution.	1.1 Types of hair styling product and tools explained according to hairstyling techniques and procedure. 1.2 Types and function of equipment explained according to hairstyling techniques and procedure.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Hair wax.</li> <li>• Pomade.</li> </ul> <p>1.2 Types and function of equipment:</p> <ul style="list-style-type: none"> <li>• Hairdryer.</li> <li>• Tong.</li> <li>• Hot roller.</li> <li>• Crimper.</li> <li>• Flat iron.</li> </ul> <p>1.3 Types of hairstyling tools:</p> <ul style="list-style-type: none"> <li>• Tail comb.</li> <li>• Back combing comb.</li> <li>• Hairpins (bobby pin, U shape pin).</li> <li>• Clips.</li> <li>• Apron.</li> <li>• S brush.</li> <li>• Round Brush</li> <li>• Diamond brush.</li> <li>• Sectioning clips.</li> </ul>	<p>1.3 Organize hair styling products, tools, and equipment.</p> <p>1.4 Maintain personal hygiene.</p> <p>1.5 Determine job requirement and job scope through discussion with clients.</p>	<p>1.3 Meticulous while organizing make-up products and tools.</p> <p>1.4 Polite when acquiring client's information.</p> <p>1.5 Honest and courteous during payment collection.</p> <p><u>SAFETY</u></p> <p>1.1 Careful handling of hazardous material.</p> <p>1.2 Cautious of hazardous conditions.</p> <p>1.3 Adhere to safety regulations.</p> <p>1.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>1.1 Dispose waste according to environmental guideline.</p> <p>1.2 Use eco-friendly materials.</p>	<p>1.3 Types of hairstyling tools explained according to hairstyling techniques and procedure.</p> <p>1.4 Workstation organised according to ergonomics standard and emergency procedure.</p> <p>1.5 Hijab styling tools, equipment and workstation cleanliness maintained according to job requirement.</p> <p>1.6 Hijab styling tools and equipment organized according to job requirement.</p> <p>1.7 Personal hygiene maintained according to job requirement.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Afro comb.</li> <li>• Big comb.</li> <li>• Hair net.</li> <li>• Hair fibre.</li> <li>• Colour spray.</li> <li>• Hair mascara.</li> <li>• Water spray.</li> <li>• Cutting cape.</li> </ul>			
2. Carry out hair styling activity.	<p>2.1 Types of hair accessories:</p> <ul style="list-style-type: none"> <li>• Hair band.</li> <li>• Ribbon.</li> <li>• Wigs / Hair extensions.</li> <li>• Flower.</li> <li>• Crown.</li> <li>• Veils.</li> <li>• Fancy hair clips.</li> <li>• Glitter hairspray.</li> </ul> <p>2.2 Hair sectioning technique:</p> <ul style="list-style-type: none"> <li>• 4 sections.</li> <li>• Blow.</li> </ul>	<p>2.1 Arrange hair products, tools and accessories.</p> <p>2.2 Perform hair parting.</p> <p>2.3 Dry hair blown section by section.</p> <p>2.4 Repeat hair parting.</p> <p>2.5 Curl hair using curling tools.</p> <p>2.6 Tease hair using crimpers.</p> <p>2.7 Perform hair bun styling finishing.</p>	<p><u>ATTITUDE</u></p> <p>2.1 Portray professional image.</p> <p>2.2 Observe punctuality during work execution.</p> <p>2.3 Meticulous while performing make-up on client.</p> <p><u>SAFETY</u></p> <p>2.1 Careful handling of hazardous material.</p> <p>2.2 Cautious of hazardous conditions.</p> <p>2.3 Adhere to safety regulations.</p>	<p>2.1 Types of hair accessories listed according to hair bun styling procedure.</p> <p>2.2 Hair sectioning technique explained according to hair bun styling procedure.</p> <p>2.3 Men hair styling identified according to hairstyling procedure.</p> <p>2.4 Function of hair tease described according to hair bun styling procedure.</p> <p>2.5 Finishing hair styling product determined according to hair bun styling procedure.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>2.3 Men hair styling:</p> <ul style="list-style-type: none"> <li>• Classic look.</li> <li>• Trendy look.</li> </ul> <p>2.4 Function of hair tease:</p> <ul style="list-style-type: none"> <li>• Volume.</li> </ul> <p>2.5 Finishing hair styling product:</p> <ul style="list-style-type: none"> <li>• Hold strong hair spray.</li> <li>• Shine hair spray.</li> <li>• Hair serum.</li> </ul>		<p>2.4 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>2.1 Dispose waste according to environmental guideline.</p> <p>2.2 Use eco-friendly materials.</p>	<p>2.6 Hair products, tools and accessories arranged according to job procedure.</p> <p>2.7 Hair parting performed according to hair bun styling procedure.</p> <p>2.8 Hair blown dry section by section neatly according to hair bun styling procedure.</p> <p>2.9 Hair parting repeated according to hair bun styling procedure.</p> <p>2.10 Hair curled using curling tools according to hair bun styling procedure.</p> <p>2.11 Hair teased using crimpers according to hair bun styling procedure.</p> <p>2.12 Hair bun styling finishing performed according to hair bun styling procedure.</p> <p>2.13 Hazardous material and hazardous conditions managed cautiously according to safety requirement.</p> <p>2.1 Waste handled according to environmental guideline.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
3. Provide aftercare advice.	3.1 Client feedback. 3.2 Hair styling immediate after care advice: <ul style="list-style-type: none"> <li>• Hair spray.</li> <li>• Home care advices.</li> </ul>	3.1 Obtain and document client's feedback. 3.2 Recommend immediate after hair styling advice to ensure lasting effect.	<u>ATTITUDE:</u> 3.1 Apply effective communication skill. 3.2 Show sincerity and integrity in providing aftercare advice.  <u>SAFETY:</u> 3.1 Keep client's record confidentially.  <u>ENVIRONMENT:</u> 3.1 Ensure good ventilation.	3.1 Client feedback defined according to customer service policy and SOP. 3.2 Hair styling immediate after care advice explained according to customer service policy and SOP. 3.3 Client's feedback obtained and documented in accordance with hair styling procedure. 3.4 Immediate after make-up advice to ensure lasting effect recommended according to hair styling requirement. 3.5 Suitable products and techniques of make-up removal recommended according to hair styling requirements.
4. Upkeep hair styling workstation.	4.1 Workstation cleaning / sanitise methods. 4.2 Hair styling tools cleaning / sterilise methods.	4.1 Clean and sanitize workstation. 4.2 Clean and sterilize hair styling tools. 4.3 Keep hair styling products and tools in storage area.	<u>ATTITUDE:</u> 4.1 Meticulous and thorough in upkeeping service area.	4.1 Workstation cleaning / sanitisation methods explained according to job requirement. 4.2 Hair styling tools cleaning and caring methods determined according to job requirement.

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<p>4.3 Products, tools and storage procedure.</p> <p>4.4 Waste disposal method.</p>	4.4 Dispose waste materials.	<p><u>SAFETY:</u></p> <p>4.1 Follow health and hygiene regulations and requirements.</p> <p>4.2 Cautious in handling hazardous materials.</p> <p><u>ENVIRONMENT:</u></p> <p>4.1 Dispose waste in accordance with environmental protection guidelines.</p>	<p>4.3 Tools, material and storage procedure described according to work requirement.</p> <p>4.4 Cleanliness of workstation confirmed according to workstation upkeep and sanitization procedure.</p> <p>4.5 Cleanliness of hair styling tools maintained according to workstation upkeep procedure.</p> <p>4.6 Waste materials disposed according to workstation upkeep procedure.</p>

## Employability Skills

### Core Abilities

- Please refer NCS- Core Abilities latest edition.

### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

## References for Learning Material Development

- |   |  |
|---|--|
| 1 | Katie Middleton - Color Theory for the Make-up Artist: Understanding Color and Light for Beauty and Special Effects 1st Edition (Routledge, 2018) ISBN-13: 978-1138095250. |
| 2 | Academy of Freelance Make-up -Make-up Is Art: Professional Techniques for Creating Original Looks (Carlton Books; Illustrated Edition 2011) ISBN-13: 978-1847326201.       |
| 3 | Department of Skills Development (DSD), (2015), Z-009-1: Core Abilities  |
| 4 | Department of Skills Development (DSD), (2015), Z-009-2: Core Abilities  |
| 5 | Department of Skills Development (DSD), (2018), Modul Kompetensi Sosial dan Kemanusiaan.   |

### 15.8. Hijab Styling

SECTION	(S) Other Service Activities		
GROUP	(960) Other Personal Service Activities		
AREA	Make-Up Artistry Services		
NOSS TITLE	Make-Up Artistry		
COMPETENCY UNIT TITLE	Hijab Styling		
LEARNING OUTCOMES	<p>The learning outcomes of this competency unit are trainees enable to produce fashionable look of the client that complement make-up applied in accordance with hijab styling requirement.</p> <p>Upon completion of this competency unit, trainees should be able to:</p> <ol style="list-style-type: none"> <li>1. Prepare hijab styling activity.</li> <li>2. Carry out hijab styling activity.</li> <li>3. Provide aftercare advice.</li> <li>4. Upkeep hijab styling workstation.</li> </ol>		
TRAINING PREREQUISITE (SPECIFIC)	Completed S960-004-2:2021-C01		
CU CODE	S960-004-2:2021-E02	NOSS LEVEL	Level (2)

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
1. Prepare hijab styling activity.	1.1 Selection of hijab approach. 1.2 Hijab Style: <ul style="list-style-type: none"> <li>• Bawal.</li> <li>• Shawl.</li> <li>• Turban.</li> </ul> 1.3 Hijab style material:	1.1 Organise workstation. 1.2 Maintain hijab styling tools and equipment and workstation cleanliness.	<u>ATTITUDE</u> 1.1 Portray professional image. 1.2 Punctuality. 1.3 Meticulous. 1.4 Polite. 1.5 Honest. 1.6 Courteous.	1.1 Selection of hijab approach explained according to job requirement. 1.2 Hijab style listed according to current market trend. 1.3 Hijab style material differentiated.



WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> <li>• Linen.</li> <li>• Satin.</li> <li>• Silk.</li> <li>• Chiffon.</li> <li>• Lycra.</li> <li>• Cotton.</li> </ul> <p>1.4 Hair styling workstation.</p> <ul style="list-style-type: none"> <li>• Rack.</li> <li>• Iron.</li> </ul>	<p>1.3 Organize hijab styling tools and equipment.</p> <p>1.4 Maintain personal hygiene.</p> <p>1.5 Determine job requirement and job scope.</p>	<p><u>SAFETY</u></p> <p>1.1 Follow safety regulations.</p> <p>1.2 Careful handling hazardous material.</p> <p>1.3 Cautious hazardous conditions.</p> <p><u>ENVIRONMENT</u></p> <p>1.1 Dispose waste according to environmental guideline.</p> <p>1.2 Use eco-friendly materials.</p>	<p>1.4 Arrangement of Hair styling workstation illustrtaed according to hijab styling procedure requirement.</p> <p>1.5 Workstation organised according to ergonomics standard and emergency procedure.</p> <p>1.6 Hijab styling tools and equipment and workstation cleanliness maintained according to job requirement.</p> <p>1.7 Hijab styling tools and equipment organized according to job requirement.</p> <p>1.8 Personal hygiene maintained according to job requirement.</p> <p>1.9 Job requirement and job scope determined through discussion with clients or as specified by superior.</p> <p>1.10 Hazardous material and hazardous conditions managed cautiously according to safety requirement.</p> <p>1.11 Waste handled according to environmental guideline.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
2. Carry out hijab styling activity.	<p>2.1 Selection of inner approach:</p> <ul style="list-style-type: none"> <li>• Ninja.</li> <li>• Magic.</li> <li>• Lace under scarf.</li> <li>• Tie back bonnet cap.</li> <li>• Bonnet hat.</li> <li>• Tube under scarf.</li> <li>• Headband bonnet.</li> <li>• Full under scarf.</li> </ul> <p>2.2 Hijab styling technique.</p> <p>2.3 Accessories of hijab:</p> <ul style="list-style-type: none"> <li>• Brooch.</li> <li>• Bedhead needles.</li> <li>• Fancy headband.</li> <li>• Ribbons.</li> </ul> <p>2.4 Finishing hijab styling.</p>	<p>2.1 Select hijab style.</p> <p>2.2 Determine types of hijab (shawl / scarf / turban).</p> <p>2.3 Select material of hijab.</p> <p>2.4 Select inner scarf.</p> <p>2.5 Tie up hijab.</p> <p>2.6 Put on inner scarf.</p> <p>2.7 Confirm hijab style.</p> <p>2.8 Style hijab with accessories.</p> <p>2.9 Perform finishing of hijab styling.</p>	<p><u>ATTITUDE</u></p> <p>2.1 Portray professional image.</p> <p>2.2 Observe punctuality during work execution.</p> <p><u>SAFETY</u></p> <p>2.1 Adhere to work area ergonomics practice.</p> <p><u>ENVIRONMENT</u></p> <p>Not Available.</p>	<p>2.1 Selection of inner approach explained according to job requirement.</p> <p>2.2 Hijab styling technique explained according to job requirement.</p> <p>2.3 Accessories of hijab explained according to current market trend.</p> <p>2.4 Finishing hijab styling described according to job requirement.</p> <p>2.5 Hijab style selected according to client's requirement and theme.</p> <p>2.6 Types of hijab (shawl / scarf / turban) determined according to client request.</p> <p>2.7 Material of hijab selected based on hijab style.</p> <p>2.8 Inner scarf selected according to suitability with the hijab style.</p> <p>2.9 Hijab tied up neatly according to hijab styling procedure.</p> <p>2.10 Inner scarf worn according to hijab styling procedure.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
				<p>2.11 Stylishness of the hijab confirmed according to hijab styling procedure.</p> <p>2.12 Accessories decorated on hijab according to hijab styling procedure.</p> <p>2.13 Finishing of hijab styling done according to hijab styling procedure.</p>
3. Provide aftercare advice.	3.1 Hijab styling after care advice.	<p>3.1 Obtain and document client's feedback.</p> <p>3.2 Recommend after care advice.</p> <p>3.3 Record client's information.</p>	<p><u>ATTITUDE:</u></p> <p>3.1 Apply effective communication skill.</p> <p>3.2 Show sincerity and integrity in providing aftercare advice.</p> <p><u>SAFETY:</u></p> <p>3.1 Keep client's record confidentially.</p> <p><u>ENVIRONMENT:</u></p> <p>3.1 Ensure good ventilation within work area.</p>	<p>3.1 Hijab styling after care advice explained according to hijab styling requirement.</p> <p>3.2 Client's feedback obtained and documented according to hijab styling procedure.</p> <p>3.3 After care advice suggested according to hijab styling requirement.</p> <p>3.4 good ventilation maintained within work area according to environment policy.</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	ATTITUDE/ SAFETY/ ENVIRONMENT	ASSESSMENT CRITERIA
4. Upkeep hijab styling workstation.	4.1 Workstation cleaning and sanitise methods. 4.2 Hijab styling tools and material storage procedure.	4.1 Clean and sanitize workstation. 4.2 Keep hijab styling tools and material in storage area. 4.3 Dispose waste materials.	<u>ATTITUDE:</u> 4.1 Meticulous and thorough in upkeeping service area.  <u>SAFETY:</u> 4.1 Follow health and hygiene regulations and requirements.  <u>ENVIRONMENT:</u> Not Available.	4.1 Workstation cleaning / sanitisation methods explained according to job requirement. 4.2 Hijab styling tools cleaning and caring methods determined according to job requirement. 4.3 Tools, material and storage procedure described according to work requirement. 4.4 Cleanliness of workstation confirmed according to workstation upkeeping and sanitization procedure. 4.5 Cleanliness of hijab styling tools maintained according to workstation upkeeping procedure. 4.6 Waste materials disposed according to workstation upkeeping procedure.

## Employability Skills

### Core Abilities

- Please refer NCS- Core Abilities latest edition.

### Social Values & Social Skills

- Please refer Handbook on Social Skills and Social Values in Technical Education and Vocational Training.

## References for Learning Material Development

- 1 Katie Middleton - Color Theory for the Make-up Artist: Understanding Color and Light for Beauty and Special Effects 1st Edition (Routledge, 2018) ISBN-13: 978-1138095250.
- 2 Academy of Freelance Make-up -Make-up Is Art: Professional Techniques for Creating Original Looks (Carlton Books; Illustrated Edition 2011) ISBN-13: 978-1847326201.
- 3 Department of Skills Development (DSD), (2015), Z-009-1: Core Abilities
- 4 Department of Skills Development (DSD), (2015), Z-009-2: Core Abilities
- 5 Department of Skills Development (DSD), (2018), Modul Kompetensi Sosial dan Kemanusiaan.

## 16. Delivery Mode

The following are the **recommended** training delivery modes: -

KNOWLEDGE	SKILL
<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussion</li> <li>• E-learning, self-paced</li> <li>• E-learning, facilitate</li> <li>• Case study or Problem based learning (PBL)</li> <li>• Self-paced learning, non-electronic</li> <li>• One-on-one tutorial</li> <li>• Shop talk</li> <li>• Seminar</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Simulation</li> <li>• Project</li> <li>• Scenario based training (SBT)</li> <li>• Role play</li> <li>• Coaching</li> <li>• Observation</li> <li>• Mentoring</li> </ul>

Skills training and skills assessment of trainees should be implemented in accordance with TEM requirements and actual situation.

## 17. Tools, Equipment and Materials (TEM)

### MAKE-UP ARTISTRY

#### LEVEL 2

CU	CU CODE	COMPETENCY UNIT TITLE
C01	S960-004-2:2021-C01	Lifestyle Make-Up
C02	S960-004-2:2021-C02	Bridal Make-Up
C03	S960-004-2:2021-C03	Beauty Make-Up
C04	S960-004-2:2021-C04	Photographic Make-Up
C05	S960-004-2:2021-C05	Face Painting
C06	S960-004-2:2021-C06	Make-Up Customer Service
E01	S960-004-2:2021-E01	Hair Styling
E02	S960-004-2:2021-E02	Hijab Styling

\* Items listed refer to TEM's **minimum requirement** for skills delivery only.

NO.	ITEM*	RATIO (TEM: Trainees or AR = As Required)							
		C01	C02	C03	C04	C05	C06	E01	E02
A. Tools									
1	Lighting	1:10	1:10	1:10	1:10	1:10		1:10	1:10
2	Eye liner	1:1	1:1	1:1	1:1	1:1			
3	Eye pencil	1:1	1:1	1:1	1:1	1:1			
4	Lip liner	1:1	1:1	1:1	1:1	1:1			
5	Lip pencil	1:1	1:1	1:1	1:1	1:1			
6	Brush set	1:1	1:1	1:1	1:1	1:1			
7	Scissor	1:1	1:1	1:1	1:1	1:1			
8	Applicator / sponge	1:1	1:1	1:1	1:1	1:1			
9	Tweezer	1:1	1:1	1:1	1:1	1:1			
10	Spatula	1:1	1:1	1:1	1:1	1:1			

11	Colour mixing palette	1:1	1:1	1:1	1:1	1:1			
12	Hair band / Velcro pad	1:1	1:1	1:1	1:1	1:1			
13	Make-up cape	1:1	1:1	1:1	1:1	1:1		1:1	
14	Water bottle spray							1:1	
15	Make-up fixative spray	1:5	1:5	1:5	1:5	1:5			
16	Tail comb							1:1	
17	Back combing brush							1:1	
18	Face painting colour					1:4			
19	Apron	1:1	1:1	1:1	1:1	1:1		1:1	1:1
20	Hair comb and brush set							1:4	
21	Hair net							1:1	
22	Hair fibre							1:5	
23	Shoulder cape							1:1	
24	Brooch set								1:1
25	Setting powder	1:4	1:4	1:4	1:4	1:4			
<b>B. Equipment</b>									
1	Make-up station	1:1	1:1	1:1	1:1	1:1	1:1	1:1	1:1
2	Protective apron							1:1	1:1
3	Hairdryer							1:2	
4	Curling tong / Hot roller / Crimper							1:4	
5	Flat iron							1:2	
<b>C. Materials</b>									
1	Sectioning Clips	AR	AR	AR	AR	AR			
2	Toner	AR	AR	AR	AR	AR			
3	Face mist	AR	AR	AR	AR	AR			
4	Cleanser	AR	AR	AR	AR	AR			
5	Moisturizer	AR	AR	AR	AR	AR			
6	Primer	AR	AR	AR	AR	AR			
7	Foundation	AR	AR	AR	AR	AR			
8	Colour corrector / concealer	AR	AR	AR	AR	AR			
9	Contouring	AR	AR	AR	AR	AR			



10	Face powder	AR	AR	AR	AR	AR			
11	Eyeshadow	AR	AR	AR	AR	AR			
12	Eye primer	AR	AR	AR	AR	AR			
13	Eyebrow colour	AR	AR	AR	AR	AR			
14	Mascara	AR	AR	AR	AR	AR			
15	False eyelash	AR	AR	AR	AR	AR			
16	Blusher	AR	AR	AR	AR	AR			
17	Lip colour	AR	AR	AR	AR	AR			
18	Lip Balm	AR	AR	AR	AR	AR			
19	Eyelash curler	AR	AR	AR	AR	AR			
20	Powder puff	AR	AR	AR	AR	AR			
21	Make-up cape	AR	AR	AR	AR	AR			
22	False eyelash adhesive	AR	AR	AR	AR	AR			
23	Surgical spirit	AR	AR	AR	AR	AR			
24	Eyedrops	AR	AR	AR	AR	AR			
25	Loose powder	AR	AR	AR	AR	AR			
26	Pressed Powder	AR	AR	AR	AR	AR			
27	Light make-up remover	AR	AR	AR	AR	AR			
28	Sunblock	AR	AR	AR	AR	AR			
29	Barrier creams	AR	AR	AR	AR	AR			
30	Hand sanitizer	AR	AR	AR	AR	AR	AR	AR	AR
31	Translucent powder	AR	AR	AR	AR	AR			
32	Bronzing powder	AR	AR	AR	AR	AR			
33	Colour spray							AR	
34	Mascara	AR	AR	AR	AR	AR			
35	Glitter hairspray							AR	
36	Shine hair spray							AR	
37	Head needles								AR
38	Adornments							AR	
39	Latex							AR	
40	Disposable wand	AR	AR	AR	AR	AR			

41	Disposable face mask	AR	AR	AR	AR	AR	AR	AR	AR
42	Disposable gloves	AR	AR	AR	AR	AR	AR	AR	AR
43	Pomade							AR	
44	Hair serum							AR	
45	Linen								AR
46	Satin								AR
47	Silk								AR
48	Chiffon								AR
49	Lycra								AR
50	Cotton bud	AR	AR	AR	AR	AR			
51	Cotton pad	AR	AR	AR	AR	AR			
52	Tissue paper	AR	AR	AR	AR	AR			
53	Wet tissue							AR	
54	Hair spray							AR	
55	Hair gel							AR	
56	Hair wax							AR	
57	Hairpins							AR	
58	Client consultation form-	1:1	1:1	1:1	1:1	1:1	1:1	1:1	
59	Product sample						AR		
60	Catalogue/ brochure/ flyers						AR		

## 18. Competency Weightage

The following table shows the percentage of training priorities based on consensus made by the Standard Development Committee (SDC).

### MAKE-UP ARTISTRY

#### LEVEL 2

CU CODE	COMPETENCY UNIT TITLE	COMPETENCY UNIT WEIGHTAGE	WORK ACTIVITIES	WORK ACTIVITIES WEIGHTAGE
S960-004-2:2021-C01	Lifestyle Make-Up	25%	1. Carry out client's lifestyle make-up consultation.	10%
			2. Prepare lifestyle make-up activity.	10%
			3. Carry out natural make-up.	20%
			4. Carry out glamorous make-up.	20%
			5. Carry out corporate make-up.	20%
			6. Provide aftercare advice.	10%
			7. Update lifestyle make-up activity record.	5%
			8. Upkeep lifestyle make-up workstation.	5%
S960-004-2:2021-C02	Bridal Make-Up	25%	1. Carry out client's bridal make-up consultation.	10%
			2. Prepare bridal make-up activity.	15%
			3. Prepare client for bridal make-up.	15%
			4. Carry out bridal make-up activity.	30%
			5. Provide aftercare advice.	10%
			6. Update bridal make-up activity record.	10%
			7. Upkeep bridal make-up workstation.	10%

S960-004-2:2021-C03	Beauty Make-Up	25%	1. Carry out client's beauty make-up consultation.	10%
			2. Prepare beauty make-up activity.	20%
			3. Carry out beauty make-up.	40%
			4. Provide aftercare advice.	10%
			5. Update beauty make-up activity record.	10%
			6. Upkeep beauty make-up workstation.	10%
S960-004-2:2021-C04	Photographic Make-Up	10%	1. Carry out client's photographic make-up consultation.	10%
			2. Determine photographic make-up job scope requirement.	5%
			3. Prepare photographic make-up activity.	15%
			4. Prepare client for photographic make-up.	15%
			5. Carry out photographic make-up.	30%
			6. Provide aftercare advice.	10%
			7. Update photographic make-up activity record.	5%
			8. Upkeep photographic make-up workstation.	10%
S960-004-2:2021-C05	Face Painting	10%	1. Carry out client's face painting consultation.	10%
			2. Identify face painting requirements..	5%
			3. Prepare face painting activity.	15%
			4. Carry out skin cleansing.	10%
			5. Carry out face painting.	35%
			6. Provide aftercare advice.	10%

			7. Update face painting activity record.	5%
			8. Upkeep face painting workstation.	10%
S960-004-2:2021-C06	Make-Up Customer Service	5%	1. Prepare customer services activity.	30%
			2. Carry out customer service.	35%
			3. Check customer service effectiveness.	35%
TOTAL PERCENTAGE (CORE COMPETENCY)		= 100%		
S960-004-2:2021-E01	Hair Styling	10%	1. Prepare hair styling activities.	20%
			2. Carry out hair styling activity.	50%
			3. Provide aftercare advice.	15%
			4. Upkeep hair styling workstation.	15%
S960-004-2:2021-E02	Hijab Styling	10%	1. Prepare hijab styling activity.	20%
			2. Carry out hijab styling activity.	50%
			3. Provide aftercare advice.	15%
			4. Upkeep hijab styling workstation.	15%
TOTAL PERCENTAGE (ELECTIVE COMPETENCY)		=20%		