



COMPETENCY STANDARD

FOR

MAKEUP ART

(Informal Sector)

Level: 4

Competency Standard Code: CS-INF-MART-L4-EN-V1

National Skills Development Authority
Prime Minister's Office, Bangladesh

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Introduction

The NSDA aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skill ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. "**Makeup Art**" is selected as one of the priority occupations of **Informal** Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework (NSQF) and will be listed on the NSDA's online portal.

This competency standard is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements. A series of stakeholder consultations, workshops were held to develop this document.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

A **competency standard** is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in **Informal Sector**.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guide

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide.

Competency Standards for National Skill Certificate –4 in Makeup Art
Level Descriptors of NSQF (BNQF 1-6)

Level & Job classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyse, compare, relate and evaluate.	Specialised and wider range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems. Communicate professional issues and solutions to the team and to external partners/users.	Work under broad guidance and self-motivation to execute strategic and operational plan/s. Lead lower-level management. Diagnose and resolve problems within and among work groups.
5-Supervisor	Broad knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to scrutinize and break information into parts by identifying motives or causes.	Broad range of cognitive and practical skills required to generate solutions to specific problems in one or more work or study areas. Communicate practice-related problems and possible solutions to external partners.	Work under guidance of management and self-direction to resolve specific issues. Lead and take responsibility for the work and actions of group/team members. Bridge between management.
4-Highly Skilled Worker	Broader knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to solve problems to new situations by comparing and applying acquired knowledge.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information. Communicate using technical terminology and IT technology with partners and users as per workplace requirements.	Work under minimal supervision in specific contexts in response to workplace requirements. Resolve technical issues in response to workplace requirements and lead/guide a team/ group.
3-Skilled Worker	Moderately broad knowledge in a specific work or study area, able to perceive ideas and abstract from drawing and design according to workplace requirements.	Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. Communicate with his team and limited external partners upholding the values, nature and culture of the workplace	Work or study under supervision with considerable autonomy. Participate in teams and responsible for group coordination.
2-Semi Skilled Worker	Basic understanding of underpinning knowledge in a specific work or study area, able to interpret and apply common occupational terms and instructions.	Skills required to carry out simple tasks, communicate with his team in the workplace presenting and discussing results of his work with required clarity.	Work or study under supervision in a structured context with limited scope of manipulation
1 –Basic Skilled Worker	Elementary understanding of ability to interpret the underpinning knowledge in a specific study area, able to interpret common occupational terms and instructions.	Specific Basic skills required to carry out simple tasks. Interpret occupational terms and present the results of own work within guided work environment/ under supervision.	Work under direct supervision in a structured context with limited range of responsibilities.

List of Abbreviations

CS	- Competency Standard
GAD	- Gender and Development
ISC	- Industry Skills Council
NSDA	- National Skills Development Authority
NSQF	- National Skills Qualifications Framework
OSH	- Occupational Safety and Health
PPE	- Personal Protective Equipment
SCVC	- Standards and Curriculum Validation Committee
SPF	- Sun Protection Factor
STP	- Skills Training Provider
SOP	- Standard Operating Procedure
UoC	- Unit of Competency

Approval of Competency Standard

Approved by
8th Executive Committee (EC) Meeting of NSDA
Held on 24th January 2022

Said
24.01.22

Deputy Director (Admin)
and
Officer of Secretarial Duties for EC Meeting
National Skills Development Authority

**Competency Standards for National Skill Certificate – 4 in
Makeup Art in Informal Sector**

Course Structure

SL no	Unit Code and Title		UoC Level	Nominal (Hours)
The Generic Competencies				36
1.	GU011L4V1	Lead small team	3	20
2.	GU015L4V1	Develop Entrepreneurship Skills	4	16
The Sector Specific Competencies				30
3.	SUIS003L4V	Manage Makeup Beauty Shop	4	15
4.	SUIS004L4V	Perform Client Reception & Counseling	4	15
The Occupation Specific Competencies				220
5.	OUMA014L3V1	Perform Professional Weeding Makeup	4	70
6.	OUMA015L3V1	Perform Air brush makeup	4	40
7.	OUMA016L3V1	Perform Stage Makeup	4	50
8.	OUMA017L3V1	Perform Fantasy Art Makeup	4	60
Total Nominal Learning Hours				286

Units & Elements at Glance

Generic Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU011L4V1	Lead Small Team	<ol style="list-style-type: none"> 1. Provide team leadership 2. Assign responsibilities 3. Set performance expectations for team members 4. Supervise team performance 	20
GU015L4V1	Develop Entrepreneurship Skills	<ol style="list-style-type: none"> 1. Recognize concept of entrepreneurship 2. Functions of entrepreneur 3. Explain role of entrepreneur in economic development 4. Plan for business and marketing 5. Explain small business Interpret reasons of failure and success in small business 	16

The Sector Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
OUMA001L3V1	Perform client Reception & counseling	<ol style="list-style-type: none"> 1. Receive customer 2. Customer counseling booking 3. Payment & seeing-off manual 	15
SUIS003L4V1	Manage Beauty Care Business	<ol style="list-style-type: none"> 1. Promote beauty care business 2. Manage inventory 3. Manage financial management Manage human resources 	15

The Occupation Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
OUMA014L3V1	Perform Professional Wedding Makeup	<ol style="list-style-type: none"> 1. Prepare client 2. Cleanse face 3. Analyze face and design make up plan 4. Select products, tools and equipment 5. Apply make-up 6. Apply false eyelashes 7. Check Customer satisfaction and advise on further product use 	70
OUMA015L3V1	Perform Air brush makeup	<ol style="list-style-type: none"> 1. Explain Use & management method of air brush 2. Use air brush 3. Prepare client 4. Cleanse face 5. Analyze face and design make up plan 6. Select products, tools and equipment 7. Apply air brush 8. Check Customer satisfaction and advise on further product use 	40
OUMA016L3V1	Perform Stage makeup	<ol style="list-style-type: none"> 1. Prepare client 2. Cleanse face 3. Analyze face 4. Apply makeup 	50
OUMA017L3V1	Perform Fantasy Art makeup	<ol style="list-style-type: none"> 1. Prepare for makeup 2. Cleanse face and body 3. Analyze body and design make up plan 4. Select products, tools and equipment 5. Perform art make-up 	60
Total Hours			286

Generic Competencies

Unit Code and Title	GU011L4V1: Lead Small Team
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to lead small team.</p> <p>It specifically includes – provide team leadership; assign responsibilities; set performance expectations for team members; and supervised team performance.</p>
Nominal Hours	20 Hours
Elements of Competency	<p>Performance Criteria Bold & Underlined terms are elaborated in the Range of Variables</p>
1. Provide team leadership	<p>1.1 <u>Work requirements</u> are identified and presented to team members</p> <p>1.2 Reasons for instructions and requirements are communicated to team members</p> <p>1.3 <u>Team members' queries and concerns</u> are recognized, discussed and dealt with</p>
2. Assign responsibilities	<p>2.1 Duties, and responsibilities are allocated having regard to the skills, knowledge and attitudes required to properly undertake the assigned task</p> <p>2.2 Duties are allocated having regard to individual preference, domestic and personal considerations, whenever possible</p>
3. Set performance expectations for team members	<p>3.1 Performance expectations are established based on client needs and according to assignment requirements</p> <p>3.2 Performance expectations are based on individual team members' duties and area of responsibility</p> <p>3.3 Performance expectations are discussed and directed to implement in the workplace</p>
4. Supervise team performance	<p>4.1 <u>Monitoring of performance</u> are taken place against defined performance criteria and / or assignment instructions and corrective action taken if required</p> <p>4.2 Team members are provided <u>feedback</u>, positive support and advice on strategies to overcome any deficiencies</p> <p>4.3 <u>Performance issues</u> which cannot be rectified or addressed within the team are referenced to appropriate personnel</p> <p>4.4 Team members are kept informed of any changes in the priority allocated to assignments or tasks which might impact on clients' / customers' needs and satisfaction</p> <p>4.5 Team operations are monitored to ensure that employer / client needs and requirements are met</p> <p>4.6 Follow-up communication is provided on all issues</p>

	affecting the team 4.7 All relevant documentation is completed
Range of Variables	
Variable	Range (may include but are not limited to):
1. Work requirements	1.1 Client Profile 1.2 Assignment instructions
2. Team member's queries and concerns	2.1 Roster 2.2 Shift details
3. Monitoring of performance	3.1 Formal process 3.2 Informal process
4. Feedback	4.1 Formal process 4.2 Informal process 4.3 Sandwich process
5. Performance issues	5.1 Work output 5.2 Work quality 5.3 Team participation 5.4 Compliance with workplace protocols 5.5 Safety 5.6 Customer service
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	1.1 Maintained or improved individuals and / or team performance given a variety of possible scenario 1.2 Assessed and monitored team and individual performance against set criteria 1.3 Represented concerns of a team and individual to next level of management or appropriate specialist and to negotiate on their behalf 1.4 Allocated duties and responsibilities, having regard to individual's knowledge, skills and attitude and the needs of the tasks to be performed 1.5 Set and communicated performance expectations for a range of tasks and duties within the team and provided feedback to team members
2. Underpinning knowledge	2.1 Company policies and procedures 2.2 Relevant legal requirements 2.3 How performance expectations are set 2.4 Methods of Monitoring Performance 2.5 Client expectations

	2.6 Team members' duties and responsibilities
3. Underpinning skills	3.1 Informal performance counselling skills 3.2 Team building skills 3.3 Negotiating skills
4. Required attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to processes or activity 5.3 Materials relevant to the proposed activity 5.4 Equipment and outfits appropriate in applying safety measures 5.5 Relevant drawings, manuals, codes, standards and reference material
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of assessment	7.1. Competency assessment must be done in NSDA accredited center. 7.2. Assessment should be done by NSDA certified/ nominated assessor
Accreditation Requirements Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under National Skills Qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OUSC004L4V1: Develop Entrepreneurship Skills
Nominal Hours	15 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to develop entrepreneurship skills.</p> <p>It specially includes recognizing concept of entrepreneurship, functions of entrepreneur explaining role of entrepreneur in economic development, planning for business and marketing, explaining small business and Interpreting reasons of failure and success in small business.</p>
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Recognize concept of Entrepreneurship	1.1 Entrepreneurship is defined 1.2 Advantages of entrepreneurship is discussed 1.3 Strength, Weakness, Opportunity and Threat (SWOT) is analyzed for business 1.4 Methods of operating salon in profitable manner is discussed 1.5 Importance of controlling expenses and cost saving methods is discussed 1.6 The units of sale for different types of services are Identified 1.7 Future prospects of business are Identified
2. Explain functions of Entrepreneur	2.1 Important aspects of business including selection business place, services to render & monetary matters are discussed 2.2 Different business situation and importance of compiling data regarding clients, income, expenses are discussed 2.3 Goals for sales of business is identified 2.4 Source and way of financing in small business is identified 2.5 Method for building a professional team is discussed
3. Explain role of Entrepreneur in Economic Development	3.1 Plan to play vital role to boost economy by creating and providing new job opportunities are discussed 3.2 Method to develop hiring plan as per need of business and importance of depositing contributions in government departments are discussed 3.3 Methods to generate maximum profits and expansion plan of business is discussed

4. Plan for Business and marketing	4.1 Business plan is prepared as per market demands. 4.2 Areas of business or services which are more profitable and popular in clients are identified 4.3 Services and products offered by the competitors is analyzed and business strategy is made accordingly 4.4 Estimate of finance is prepared for required business 4.5 Methods for attaining knowledge of current market trends are discussed
5. Explain small business	5.1 Small business is defined 5.2 Money management and cash flows are explained 5.3 Importance of customer satisfaction is discussed 5.4 Customers comfort policies is explained 5.5 Importance of maintenance of record of purchases, sales, inventory and list of regular customers are explained 5.6 Branding of business is explained 5.7 Methods to build team of honest workers on long term basis are explained
6. Interpret reasons of failure and success in small business	6.1 Fields of business causing loss is identified 6.2 Key factor for selection of proper suitable location of business place easily accessible is discussed for customers. 6.3 Factors annoying customers by action of workers are Identified 6.4 Control of utility bills especially turning off extra lights and ACs when client is not in service discussed 6.5 Importance to make purchases of best items keeping in view quality, quantity and prices are explained 6.6 Communicate with the customers in effective conversation and good relations are discussed 6.7 Time schedule is prepared for self-workers and services
Range of Variables	
Variables	Range (may include but not limited to):
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 Recognized concept of entrepreneurship 1.2 Functioned of entrepreneur 1.3 Explained role of entrepreneur in economic development 1.4 Planned for business and marketing 1.5 Explained small business

	1.6 Interpreted reasons of failure and success in small business
2. Underpinning Knowledge	<p>2.1 Describe the methods of running salon on profitable manner.</p> <p>2.2 Identify the cost saving methods.</p> <p>2.3 List the services generally offered in salon.</p> <p>2.4 Illustrate factors for forecasting of future market trends</p> <p>2.5 Explain the planning techniques for services, rates and location identification for better business opportunities.</p> <p>2.6 Describe the importance of client's data and skills for efficient financial controls of business.</p> <p>2.7 Define the techniques for Increasing sales of business</p> <p>2.8 Explain the Importance of team building.</p> <p>2.9 Explain the role of creating job opportunities in economy.</p> <p>2.10 Explain the importance of appropriate and suitable work force for the business, prevailing labor laws and prevailing taxes levied on the business.</p> <p>2.11 Describe the important factors for expansion plan according to demand and supply position prevailing in market.</p> <p>2.12 Explain market trends</p> <p>2.13 Define profitable and popular services of business.</p> <p>2.14 Describe the procedure of implementation of business and marketing plan.</p> <p>2.15 Calculate Capital requirements for business.</p> <p>2.16 State the possible sources of finance</p> <p>2.17 Define the techniques of money management.</p> <p>2.18 Describe the importance of customer's satisfaction and demands of clients.</p> <p>2.19 Explain the Importance of customer's comfort level in terms of prices and services.</p> <p>2.20 Illustrate the techniques of maintaining records of purchases, sales and client's data.</p> <p>2.21 Describe the major Fields of business causing loss.</p> <p>2.22 Explain the importance of easily accessible location for setting up business.</p> <p>2.23 Define the importance of good behavior of workers with the customers.</p> <p>2.24 Explain the methods of cost saving steps in salon.</p> <p>2.25 Illustrate method of purchases of materials competitively and cost efficiently</p> <p>2.26 Describe the importance of pleasant communication skills.</p>

	2.28 Explain the importance of time management and the role of proper time
3. Underpinning Skills	3.1 Applying skills of communicating 3.2 Applying skills of literacy and numeracy 3.3 Analyzing business environment 3.4 Planning for own business 3.5 Using the effective tools to make presentations 3.6 Identifying business places 3.7 Identifying target customers 3.8 Maintaining business plan 3.9 Handling business promoting media and equipment
4. Required Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Fire extinguisher 5.3 Uninterrupted power supply 5.4 Internet facilities 5.5 Adequate Surveillance devices 5.6 Manuals, catalogs and magazine 5.7 Competency Based Learning Materials (CBLM)
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of Assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated work place after completion of the training module 7.2 Assessment should be done by NSDA certified assessor
Accreditation Requirements Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Sector Specific Competencies

Unit code and Title	SUIS004L4V: Perform Client Reception & Counseling
Nominal Hours	15 Hours
Unit Descriptor	This unit of competency covers the knowledge skills and attitudes required to perform client's reception and counselling. This unit also includes receive customer and provide customer counseling service
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Receive customer	1.1. Workplace code of conduct is followed 1.2. Customer is received cordially as per workplace standard 1.3. Customer is entertained cordially as per workplace standard 1.4. Effective conversation with the customers for accurate identification of the customer requirements is performed 1.5. Booking is performed for remote customer
2. Provide customer counseling service	2.1. Customer counselling requirements is recorded in consultation with clients 2.2. Counselling services is provided as per requirements 2.3. Counselling service of remote customer is provided through telephone or other media 2.4. Sales and payment services of customers are provided 2.5. Customers are requested to next visit as per workplace standard 2.6. Customer is seeing off is cordially as per workplace standard
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical aspects of competency	1.1. Followed workplace code of conduct 1.2. Performed effective conversation 1.3. Recorded customer counselling requirements 1.4. Provided counselling service 1.5. Provided sales and payment services of customers 1.6. Requested customers to next visit
2. Underpinning knowledge	2.1. State counselling 2.2. Counselling services 2.3. Code of conduct 2.4. Courteous conversation 2.5. Recording procedure of customer response 2.6. Booking service

	2.7. Etiquette of using telephone and mobile phone 2.8. Displaying product 2.9. Sales and payment services 2.10. Manure of seeing off customers 2.11. Way of requesting customer for next visit
3. Underpinning skills	3.1. Receiving and responding effectively with clients 3.2. Using media of communication 3.3. Practicing code of conduct 3.4. Handling remote clients 3.5. Planning for won work
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource implication	5.1 Workplace (actual or simulated) 5.2 Fire extinguisher 5.3 Uninterrupted power supply 5.4 Telephone 5.5 Mobile phone 5.6 Internet facilities 5.7 Adequate Surveillance devices 5.8 Manuals, catalogs and magazine
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of Assessment	7.1. Competency assessment must be done in a training center or in an actual or simulated work place after completion of the training module 7.2. Assessment should be done by NSDA certified assessor
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Unit Code and Title	OUSC002L3V1: Manage Beauty Care Business
Nominal Hours	15 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to manage beauty care business.</p> <p>It specially includes promoting beauty care business, managing inventory, performing financial management and managing human resources.</p>
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Promote beauty care business	<p>1.1 <u>Promotional strategy</u> of business is planned and established</p> <p>1.2 Business target is fixed and implementation plan is established</p> <p>1.3 Communication strategy to promote business is established and implemented</p> <p>1.4 Competitors are identified and policy to handle competitors is formulated</p> <p>1.5 Market expansion strategies are formulated and implemented as required</p> <p>1.6 Follow up plan is formulated and executed as required</p>
2. Manage Inventory	<p>2.1 Economic ordering quantity of materials, semi-finished products and products are determined</p> <p>2.2 First in first out (FIFO) process is implemented as required</p> <p>2.3 Last in first out (LIFO) process is implemented as required</p> <p>2.4 Materials indenting method is described</p> <p>2.5 Record of inventory is maintained</p> <p>2.6 Invoice is maintained as required</p>
3. Perform Financial Management	<p>3.1 Financial management outcomes are evaluated based on the financial situations</p> <p>3.2 Financial management decisions are made based on the financial statements</p>
4. Manage Human Resources	<p>4.1 Human resource management requirements are identified</p> <p>4.2 Jobs and tasks are analyzed as per requirements</p> <p>4.3 Jobs and tasks are assigned within staffs</p> <p>4.4 Training requirements staffs are identified</p> <p>4.5 Training is provided to the staffs as per requirements</p>

Range of Variables	
Variables	Range (may include but not limited to):
1. Promotional strategy	1.1 Branding 1.2 Advertisement 1.3 Core Training 1.4 Interior Design and decoration 1.5 Signage & Graphic Design 1.6 Physical facilities 1.7 Furniture 1.8 Initial purchasing 1.9 Additional Budget Guidelines
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1. Promoted beauty care business 1.2. Managed inventory 1.3. Performed financial management 1.4. Managed human resources
2. Underpinning Knowledge	2.1. Define business 2.2. Describe business promotion 2.3. Explain business communication 2.4. Characteristics and importance of SNS & video media 2.5. Analysis of business promotion in terms of times, environment and strategy targets 2.6. Inventory control 2.7. Economic ordering quantity 2.8. LIFO and FIFO 2.9. Define personnel training 2.10. Methods of training 2.11. Use of film, pictures & videos as promotional contents 2.12. Basic Knowledge for the analysis of consumer psychology
3. Underpinning Skills	3.1. Using the effective tools to make presentations 3.2. Identifying business places 3.3. Identifying target customers 3.4. Maintaining business plan 3.5. Handling business promoting media and equipment
4. Required Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties

	4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Fire extinguisher 5.3 Uninterrupted power supply 5.4 Internet facilities 5.5 Adequate Surveillance devices 5.6 Manuals, catalogs and magazine 5.7 Competency Based Learning Materials (CBLM)
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Occupation Specific Competencies

Unit Code and Title	OUMA014L3V1: Perform Professional Wedding Makeup
Nominal Hours	70 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to perform professional wedding makeup</p> <p>It specially includes prepare clients, cleanse face, analyze face, design makeup, apply makeup and ensuring clients satisfaction.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare client	<p>1.1 <u>Personal protective equipment</u> is selected and worn as required.</p> <p>1.2 Client is prepared for service.</p> <p>1.3 <u>Makeup requirements</u> are selected and ensured in consultation with clients.</p> <p>1.4 <u>Contra-indications</u> are identified, explained to client and referred to <u>appropriate professional</u> where required.</p> <p>1.5 Client's <u>skin type/condition</u> is assessed to determine appropriate product application techniques.</p>
2. Cleanse face	<p>2.1 Suitable <u>cleansing products</u> are identified for client's skin type/different areas of face.</p> <p>2.2 Client's skin is thoroughly cleansed.</p>
3. Analyze face and design makeup plan	<p>3.1 Facial shapes and areas are assessed to determine correct product application.</p> <p>3.2 Facial areas requiring corrective/camouflage makeup are identified and client advised accordingly.</p> <p>3.3 Image is identified to design for occasion and wear suitability.</p> <p>3.4 <u>Color design principles</u> are applied according to client requirements.</p> <p>3.5 <u>Makeup plan</u> is designed, noted and agreed with client.</p>
4. Select products, tools and equipment	<p>4.1 Suitable <u>makeup products</u> and <u>consumables</u> are selected and agreed with client.</p> <p>4.2 <u>Tools and equipment</u> are identified and selected according to product manufacturer recommendations and makeup plan.</p> <p>4.3 Correct usage and care of makeup and equipment is identified and applied according to manufacturer recommendations, relevant legislation and workplace policies and procedures.</p>
5. Apply make-up	5.1 Products, tools and equipment are applied sequentially

	<p>according to makeup plan, manufacturer recommendations, <u>relevant legislation</u> and <u>workplace policies and procedures</u>.</p> <p>5.2 Procedures and products are explained to client during application.</p> <p>5.3 Makeup application is evaluated against client expectation/specified outcomes.</p>
6. Apply false eyelashes	<p>6.1 Patch test is performed and evaluated to determine adverse effects.</p> <p>6.2 Materials are applied sequentially according to manufacturer recommendations and workplace policies and procedures.</p> <p>6.3 Service is evaluated against client's agreed treatment plan.</p>
7. Check Customer satisfaction and advise on further product use	<p>7.1 Clients' overall satisfaction is ensured</p> <p>7.2 Client is advised for suitable homecare and products/techniques to maintain application.</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal protective equipment	<p>1.1 Apron</p> <p>1.2 Face mask</p> <p>1.3 Hand gloves</p> <p>1.4 Hair net</p> <p>1.1 Safety shoes</p>
2. Makeup requirements	<p>2.1. Elegance</p> <p>2.2. Luxury</p> <p>2.3. Smoky</p> <p>2.4. Cute tone</p> <p>2.5. Groom</p>
3. Contra-indications	<p>3.1. bacterial, viral or fungal infections</p> <p>3.2. acne</p> <p>3.3. impetigo</p> <p>3.4. warts</p> <p>3.5. lice</p> <p>3.6. scabies</p> <p>3.7. rashes</p> <p>3.8. boils/carbuncles</p> <p>3.9. sun burn</p> <p>3.10. candidiasis</p> <p>3.11. other visible non-normal skin</p>
4. Appropriate	4.1 medical practitioner

professional	4.2 complementary therapist
5. Skin type/condition	5.1 normal 5.2 dry 5.3 oily 5.4 combination 5.5 sensitive 5.6 pigmented 5.7 coupe rose 5.8 damaged 5.9 mature
6. Cleansing products	6.1 soaps 6.2 milks 6.3 creams 6.4 water based cleanser 6.5 tissues 6.6 oils
7. Color design principles	7.1. tonal values 7.2. color wheel
8. Makeup plan	8.1 client's facial shape 8.2 highlighting/shading techniques 8.3 Context /Place <ol style="list-style-type: none"> 1) Weeding hall 2) Hotel/Community centre 3) Church 4) Cathedral 5) Outdoor 8.4 Day and night 8.5 Areas requiring correction/camouflage
9. Makeup products	9.1 Makeup Base (Control base, under base, cover base and primer base) 9.2 pre-makeup products and stabilisers 9.3 concealers 9.4 liquid foundation 9.5 Solid foundation (oil based, water based) 9.6 Cream foundation 9.7 compact powders 9.8 loose powders 9.9 Transparent powder 9.10fixing powder

	9.11 eyeshadows 9.12 eyeliners 9.13 blushers 9.14 mascaras (Water proof, Volume) 9.15 false lashes 9.16 lipsticks 9.17 eye brow pencils 9.18 eyelash glue 9.19 lip pencils 9.20 highlighter 9.21 bronzer 9.22 powder based glitters 9.23 cream based glitters 9.24 pigment
10. Consumables	10.1 Tissues (dry, wet and sanitized) 10.2 Deodorant 10.3 Sanitizer 10.4 Cosmetic cotton 10.5 Cotton swab 10.6 Hair band
11. Tools and equipment	11.1 brushes 11.2 sponges 11.3 applicators 11.4 pallets 11.5 lash curlers 11.6 tweezers 11.7 magnifying mirror 11.8 containers/trays 11.9 pencil sharpeners 11.10 spatulas 11.11 makeup box 11.12 tissue 11.13 water spray bottle
12. Relevant legislation	12.1 Federal, State and local health and hygiene regulations 12.2 Occupational Health and Safety regulations 12.3 Industry/workplace codes of practice.
13. Workplace policies and procedures	13.1 health and hygiene 13.2 workplace time frame allocated for the performance of the service

	13.3 product range and manufacturer instructions 13.4 waste disposal 13.5 waste minimization
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 Prepared client 1.2 Cleansed face 1.3 Analyzed face and design makeup plan 1.4 Selected products, tools and equipment 1.5 Applied make-up 1.6 Applied false eyelashes 1.7 Checked customer satisfaction and advised on further product use
2. Underpinning Knowledge	2.1. Face contouring 2.2. Face highlighting 2.3. Face blushing 2.4. Cleansing technique 2.5. Highlighting technique 2.6. Anatomy of face 2.7. Hues with the unexaggerated, 2.8. Use of restrained feeling & the feeling of boasting the calm grace 2.9. Subtle colors with low colorfulness 2.10. Color mixing 2.11. Color mixing technique for different tones 2.12. Color mixing technique for different context and place 2.13. Color mixing technique for wedding makeup 2.14. Graciousness & refined beauty 2.15. Color matching of classics tones 2.16. Elegance make-up 2.17. Luxury make-up 2.18. Smoky make-up 2.19. Cute make-up 2.20. Groom make-up 2.21. Control base 2.22. Under base 2.23. Cover base 2.24. Primer base
3. Underpinning Skills	3.1 Handling tools and equipment 3.2 Communicating with clients 3.3 Planning for won work

	3.4 Recognizing client's psychology 3.5 Analyzing face 3.6 Applying cleansing technique 3.7 Preforming Base makeup suited to the skin tone 3.8 Moistening skins foundation 3.9 Applying foundation 3.10 Touching and highlighting skins 3.11 Powdering by using the loose powder 3.12 Applying blackening and shadowing technique 3.13 Lining lashing eye 3.14 Using beauty products 3.15 Recognizing contra-effects of products
4. Required Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Wedding magazine and picture 5.4 Quality materials for performing work activities 5.5 Fire extinguisher 5.6 Uninterrupted power supply 5.7 Model
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of Assessment	7.1. Competency assessment must be done in a training center or in an actual or simulated work place after completion of the training module 7.2. Assessment should be done by NSDA certified assessor
Accreditation Requirements Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit code and Title	OUMA015L3V1: Perform Air brush makeup
Nominal Hours	40 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to perform air brush makeup.</p> <p>It specially includes use of air brush, prepare client, cleanse face, analyze face and design makeup plan, select products, tools and equipment, apply air brush, check customer satisfaction and advise on further product use.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Use air brush	1.1 Use of the air brush is explained 1.2 Operating principles of air brush is explained 1.3 Air brush is assembled and disassembled following manufacturer's guideline 1.4 Needle is disassembled and cleaned as per manufacturer's 1.5 guideline 1.6 Cup of air brushes is poured with cleaner and nozzle of air brushes is cleaned 1.7 Cup of air brushes is poured and air brush is used for makeup
2. Prepare client	2.1. <u>Personal protective equipment</u> is selected and worn as required 2.2. Client is prepared for service 2.3. <u>Contra-indications</u> are identified, explained to client and referred to <u>appropriate professional</u> where required 2.4. Client's <u>skin type/condition</u> is assessed to determine 2.5. appropriate product application techniques
3. Cleanse face	3.1 Suitable <u>cleansing products</u> are identified for client's skin type/different areas of face. 3.2 Client's skin is thoroughly cleansed.
4. Analyze face and design makeup plan	4.1 Facial shapes and areas are assessed to determine correct product application 4.2 The eyebrows & eyelines using the stencil is drawn 4.3 <u>Makeup plan</u> is designed, noted and agreed with client. 4.4 Makeup design is identified for air brush and agreed with clients 4.5 Template for makeup is prepared as per requirements 4.6 Colors is analyzed and combined as per client's requirements

5. Select products, tools and equipment	<p>5.1 Suitable <u>makeup products</u> and <u>consumables</u> are selected and agreed with client.</p> <p>5.2 <u>Tools and equipment</u> are identified and selected according to product manufacturer recommendations and makeup plan.</p> <p>5.3 Correct usage and care of makeup and equipment is identified and applied according to manufacturer recommendations, <u>relevant legislation</u> and <u>workplace policies and procedures.</u></p>
6. Apply air brush	<p>6.1 Procedures and products are explained to client during application.</p> <p>6.2 Makeup for the <u>whole face</u> by using the air brush is performed following workplace policies and procedures.</p> <p>6.3 Makeup application is evaluated against client expectation/specified outcomes.</p>
7. Check Customer satisfaction and advise on further product use	<p>7.1.Clients' overall satisfaction is ensured</p> <p>7.2.Client is advised of suitable homecare</p> <p>7.3.Cleaning process and techniques to remove makeup is advised to clients.</p>
Variables	Range (may include but not limited to):
1. Personal protective equipment	<p>1.1 Apron</p> <p>1.2 Face mask</p> <p>1.3 Hand gloves</p> <p>1.4 Hair net</p> <p>1.5 Safety shoes</p>
2. Contra-indications	<p>2.1 bacterial, viral or fungal infections</p> <p>2.2 acne</p> <p>2.3 impetigo</p> <p>2.4 warts</p> <p>2.5 lice</p> <p>2.6 scabies</p> <p>2.7 rashes</p> <p>2.8 boils/carbuncles</p> <p>2.9 sun burns</p> <p>2.10 candidiasis</p> <p>2.11 other visible non-normal skin</p>
3. Appropriate professional	<p>3.1 medical practitioner</p> <p>3.2 complementary therapist</p>
4. Skin type/condition	<p>4.1 normal</p> <p>4.2 dry</p> <p>4.3 oily</p> <p>4.4 combination</p>

	4.5 sensitive 4.6 pigmented 4.7 coupe rose 4.8 damaged 4.9 mature
5. Cleansing products	5.1 soaps 5.2 milks 5.3 creams 5.4 water based cleanser 5.5 tissues 5.6 oils
6. Color design principles	6.1 tonal values 6.2 color wheel
7. Makeup plan	7.1 Client's facial shape 7.2 Highlighting/shading techniques 7.3 Areas requiring correction/camouflage 7.4 Context: 7.4.1 Business 7.4.2 Social 7.4.3 Seasonal 7.4.4 Day/evening 7.4.5 Special occasion 7.4.6 Festival day
8. Makeup products	8.1 Oil based, water based, solid or fluid with varying degrees of coverage and pigment 8.2 Pre-makeup products and stabilisers 8.3 Concealers 8.4 Foundation (water based, alcohol based and silicon based) 8.5 Compact powders 8.6 Mineral powders 8.7 Eyeshadows 8.8 Eyeliners 8.9 Blushers 8.10 Mascaras 8.11 False lashes 8.12 Lipsticks 8.13 Eye pencils 8.14 Lip pencils 8.15 Highlighter 8.16 Bronzer 8.17 Powder based glitters 8.18 Cream based glitters

	8.19 Pigment 8.20 Contouring palette 8.21 Fixing spray
9. Consumables	9.1 Tissues (dry, wet and sanitized) 9.2 Deodorant 9.3 Sanitizer
10. Tools and equipment	10.1 Brushes 10.2 Sponges 10.3 applicators 10.4 eye shadow pallets 10.5 lash curlers 10.6 tweezers 10.7 magnifying mirror 10.8 containers/trays 10.9 pencil sharpeners 10.10 spatulas 10.11 makeup box 10.12 tissue 10.13 water spray bottle
11. Relevant legislation	11.1 State and local health and hygiene regulations 11.2 Occupational Health and Safety regulations 11.3 Industry/workplace codes of practice.
12. Workplace policies and procedures	12.1 health and hygiene 12.2 workplace time frame allocated for the performance of the service 12.3 product range and manufacturer instructions 12.4 waste disposal and waste minimization
13. Whole face	13.1 Eye brow 13.2 Eye shadow 13.3 Lip 13.4 Cheek 13.5 Contour
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: <ul style="list-style-type: none"> 1.1. Assembled and disassembled Air brush following manufacturer's guideline 1.2. Identified and explained Contra-indications to client and referred to appropriate professional where required 1.3. Identified Suitable cleansing products for client's skin

	<p>type/different areas of face.</p> <p>1.4. Designed, noted and agreed Makeup plan i with client</p> <p>1.5. Analyzed and combined colors isas per client's requirements</p> <p>1.6. Selected Suitable makeup products and consumables and agreed with client.</p> <p>1.7. Performed Makeup for the whole face by using the air brush following workplace policies and procedures.</p> <p>1.8. Advised cleaning process and techniques to remove makeup to clients.</p>
2. Underpinning knowledge	<p>2.1. Explain Air brush makeup</p> <p>2.2. Explain special features of air brush makeup</p> <p>2.3. Usage of air brush</p> <p>2.4. Air brush-dedicated materials</p> <p>2.5. Air brush management</p> <p>2.6. Names & functions of air brush components</p> <p>2.7. Operation procedure of air brush</p> <p>2.8. Usage of base products according the facial shape</p> <p>2.9. Stencil Preparation & usage</p> <p>2.10. Air brush products used per skin</p> <p>2.11. Use of the air brush suited to the facial structure</p> <p>2.12. Tone methods according to skin tone</p>
3. Underpinning skill	<p>3.1. Skills allowing uniform spray of paints using the air pressures of air brush</p> <p>3.2. Skills for assembly & disassembly of air brush</p> <p>3.3. Skills for expression of the gradation</p> <p>3.4. Skills for washing paints after using the air brush</p> <p>3.5. Skills for air brush lever control</p> <p>3.6. Skills capable of uniform spray onto the whole face by using the air brush.</p> <p>3.7. Skills for using the air brush according to the skin tone & skin state</p> <p>3.8. Skills for production of the stencil</p> <p>3.9. Skills for the expression of eyebrows, eyeline, etc. by using the stencil.</p> <p>3.10. Skills for the blending of tone make-up</p> <p>3.11. Skills for the expression of hairline</p> <p>3.12. Uniform spraying of cosmetics, the particles are very fine so as to be excellent & natural for covering the irregularities of skin, allowing maintenance for a long time.</p> <p>3.13.</p> <p>3.14.</p> <p>3.15.</p> <p>3.16.</p>
4. Underpinning Attitude	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Promptness in carrying out activities</p> <p>4.3 Sincere and honest to duties</p> <p>4.4 Environmental concerns</p> <p>4.5 Eagerness to learn</p>

	4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource implication	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Air brush magazine and picture 5.4 Quality materials for performing work activities 5.5 Fire extinguisher 5.6 Uninterrupted power supply 5.7 Mannequins/ Model
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training center or in an actual or simulated work place after completion of the training module 7.2. Assessment should be done by NSDA certified assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OUMA016L3V1: Perform Stage makeup
Unit Descriptor	<p>This unit of competency covers the knowledge, skills and attitude required to perform stage makeup.</p> <p>This unit specially includes prepare client, cleanse face, analyze face, analyze context and apply makeup.</p>
Nominal Hours	50 Hours
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare client	<p>1.1 <u>Personal protective equipment</u> is selected and worn as required.</p> <p>1.2 <u>Client</u> is prepared for service.</p> <p>1.3 <u>Character and purpose service</u> is ensured in consultation with clients</p> <p>1.4 <u>Contra-indications</u> are identified, explained to client and referred to <u>appropriate professional</u> where required.</p> <p>1.5 Client's <u>skin type/condition</u> is assessed to determine appropriate product application techniques.</p>
2. Cleanse face	<p>2.1 Suitable <u>cleansing products</u> are identified for client's skin type/different areas of face.</p> <p>2.2 Client's skin is cleansed thoroughly.</p>
3. Analyze face	<p>3.1 Client's <u>face shape</u> is identified and noted.</p> <p>3.2 Areas requiring corrective/ camouflage makeup are identified and noted and client and/or photographer/stylist is advised accordingly.</p> <p>3.4 Facial areas requiring highlighting and shading are assessed to determine correct product application</p>
4. Analyze context	<p>4.1 Required <u>context</u> is determined and agreed with client and/or photographer/stylist.</p> <p>4.2 Color physics are identified and applied to lighting techniques, wardrobe, background, artificial and natural light, studio or location and time of day.</p> <p>4.5 Chemical reactions under given conditions for relevant products are identified.</p>
5. Apply make-up	<p>5.1 <u>Makeup plan</u> is identified and agreed with client and/or photographer/stylist.</p> <p>5.2 <u>Makeup products</u>, tools and equipment are selected.</p> <p>5.3 Skin is prepared as per client's requirements</p> <p>5.4 Base makeup is performed applying makeup products sequentially in accordance with manufacturer recommendations, relevant legislation and workplace procedures and policies as required</p> <p>5.5 Eye makeup is performed applying makeup products sequentially in accordance with manufacturer recommendations, relevant legislation and workplace</p>

	<p>procedures and policies as required</p> <p>5.6 Contouring correction is performed applying makeup products sequentially in accordance with manufacturer recommendations, relevant legislation and workplace procedures and policies as required</p> <p>5.7 Cheek blush is performed applying makeup products sequentially in accordance with manufacturer recommendations, relevant legislation and workplace procedures and policies as required</p> <p>5.8 Highlighting is performed applying makeup products sequentially in accordance with manufacturer recommendations, relevant legislation and workplace procedures and policies as required</p> <p>5.9 Lip makeup is performed applying makeup products sequentially in accordance with manufacturer recommendations, relevant legislation and workplace procedures and policies as required</p> <p>5.10 Makeup products, <u>tools and equipment</u> are applied sequentially in accordance with makeup plan, manufacturer recommendations, relevant legislation and workplace procedures and policies</p> <p>5.11 Makeup application result is evaluated against photographer's/stylist's/client's expectations and specified outcomes.</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal protective equipment	1.1. Apron 1.2. Face mask 1.3. Hand gloves 1.4. Hair net 1.5. Safety shoes
2. Clients	2.1. New or regular clients with routine, female and male or special needs
3. Character and purpose service	3.1 Female basic makeup 3.2 Male basic makeup 3.3 Female character heroine 3.4 Male character hero 3.5 Elderly makeup
4. Contra-indications	3.6 Bacterial, viral or fungal infections 3.7 Acne 3.8 Impetigo <ul style="list-style-type: none"> i. Warts++ ii. lice iii. scabies iv. rashes v. boils/carbuncles

	vi. sun burn vii. candidiasis 3.9 Other visible non-normal skin.
5. Appropriate professional	5.1 Medical practitioner 5.2 Complementary therapist
6. Skin type/condition	6.1 Normal 6.2 Dry 6.3 Oily 6.4 Combination 6.5 Sensitive 6.6 Pigmented 6.7 Coupe rose 6.8 Damaged 6.9 Mature.
7. Cleansing products	7.1 Soaps 7.2 Milks 7.3 Creams 7.4 Water based cleanser 7.5 Tissues 7.6 Oils
8. Facial shape	8.1 Angular face shape <ul style="list-style-type: none"> • Square • B-line Triangle • V- Line Triangle • Rectangle • Diamond 8.2 Curved face shape <ul style="list-style-type: none"> • Round • Oval • Heart • Pear • Oblong
9. Context	9.1 Business 9.2 Social 9.3 Day/evening 9.4 Wedding 9.5 Black and white 9.6 Colour 9.7 Glamour 9.8 Drama 9.9 Fashion 9.10 Commercial 9.11 Special occasion 9.12 Catwalk.

10. Makeup plan	10.1 Products 10.2 Tools and equipment 10.3 Areas requiring makeup application 10.4 Face 10.5 Eye and eye brows 10.6 Lip 10.7 Cheek 10.8 Highlighting 10.9 Decolletage 10.10 Hands 10.11 Face analysis 10.12 Application techniques 10.13 Wardrobe 10.14 Background.
11. makeup products	11.1 Pre-makeup products and stabilisers <ol style="list-style-type: none"> 1. Concealers 2. Foundation (liquid/solid) water based and oil based with 11.2 Varying degrees of coverage and pigmentation <ol style="list-style-type: none"> 1. Powders 2. Eyeshadows 3. Blushes (powder, cream, liquid, wand) 11.3 Mascaras 11.4 Mascara base 11.5 Waterproof mascara 11.6 Volume mascara 11.7 Long lash mascara 11.8 Cake mascara 11.9 Liquid mascara <ol style="list-style-type: none"> 1. Artificial lashes 2. Lipsticks 3. Pencils.
12. Tools and equipment	12.1 Brushes 12.2 Sponges 12.3 Applicators 12.4 Pallets 12.5 Lash curlers 12.6 Tweezers 12.7 Magnifying mirror 12.8 Containers/tray etc. 12.9 Pencil sharpeners 12.10 Spatulas 12.11 Makeup box.

13. relevant legislation and workplace procedures and policies	13.1 Federal, State and local health and hygiene regulations 13.2 Occupational Health and Safety regulations 13.3 Industry Codes of Practice
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: <ol style="list-style-type: none"> 1.1. Prepared client 1.2. Cleansed face, 1.3. Analyzed face, 1.4. Analyzed context 1.5. Applied makeup
2. Underpinning Knowledge	<ol style="list-style-type: none"> 2.1 Explain stage makeup 2.2 Provision of relevant health and hygiene regulations 2.3 Provision of relevant occupational health and safety regulations 2.4 Workplace policies and procedures 2.5 Contraindication and adverse effects 2.6 Face and body shape and their relationship to the elements and principle of design 2.7 Character analyzes 2.8 Anatomy and physiology of the skin and skin structure as it relates to makeup services, including a simplified cross section of skin 2.9 Cosmetic chemistry/ingredients in relevant makeup products 2.10 Makeup services <ol style="list-style-type: none"> 2.10.1 Effects of lighting on cosmetics 2.10.2 Color design principles 2.10.3 Color wheel, primary, secondary, complimentary colors and grey scale 2.10.4 Black and white photography 2.10.5 Color re-production 2.10.6 Tonal value 2.10.7 Difference between tone, value, intensity, hue and shade 2.10.8 Effects and benefits of makeup products 2.10.9 Color physics and its application to lighting techniques and natural lighting, time of day, wardrobe, studio/location and background 2.10.10 The effects of changes created the changes of products

	<p>2.10.11 Color application techniques</p> <p>2.11 Face map</p> <p>2.12 Eyebrow</p> <p>2.13 Eye shape</p> <p>2.14 Eye line</p> <p>2.15 Lip shape</p> <p>2.16 Cheek</p> <p>2.17 Contouring</p> <p>2.18 Script in the role play</p> <p>2.19 Stage lighting</p> <p>2.20 Color's complementary color</p> <p>2.21 The character in the role play</p> <p>2.22 Classify the types of stage play</p> <p>2.23 Number of audience and seats in small, medium, large theaters effects on makeup.</p> <p>2.24 Effect of the distance between the stage & audience seats on makeup</p>
3. Underpinning Skills	<p>3.1 Communicating with clients</p> <p>3.2 Handling tools and equipment</p> <p>3.3 Implementing the makeup suited to the actresses' age & gender</p> <p>3.4 Implementing the makeup according to the skeleton of the actresses' face</p> <p>3.5 Skills for makeup design suited to the character in the play</p> <p>3.6 Makeup skills for the overall makeup & harmonious design of color sense</p> <p>3.7 Analyzing face and body of clients</p> <p>3.8 Selecting makeup products</p> <p>3.9 Planning for won work</p>
4. Required Attitudes	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Promptness in carrying out activities</p> <p>4.3 Sincere and honest to duties</p> <p>4.4 Environmental concerns</p> <p>4.5 Eagerness to learn</p> <p>4.6 Tidiness and timeliness</p> <p>4.7 Respect for rights of peers and seniors in workplace</p> <p>4.8 Communication with peers and seniors in workplace</p>
5. Resource Implications	<p>The following resources must be provided:</p> <p>5.1 Workplace (actual or simulated)</p> <p>5.2 Tools and equipment</p> <p>5.3 Quality materials for performing work activities</p> <p>5.4 Fire extinguisher</p>

	5.5 Uninterrupted power supply
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p> <p>6.4 Portfolio</p>
7. Context of Assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit code and Title	OUMA017L3V1: Perform Fantasy Art makeup
Nominal Hours	60 Hours
Unit Descriptor	<p>This unit of competency covers the knowledge, skills and attitude required to perform fantasy art makeup.</p> <p>This unit specially includes prepare for makeup, cleanse face, analyze face, analyze context and apply makeup.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare for makeup	<p>1.1. Fantasy makeup requirements are identified</p> <p>1.2. <u>Personal protective equipment</u> is selected and worn as required.</p> <p>1.3. Client is prepared for service.</p> <p>1.4. <u>Contra-indications</u> are identified, explained to client and referred to <u>appropriate professional</u> where required.</p> <p>1.5. Client's <u>skin type/condition</u> is assessed to determine</p> <p>1.6. appropriate product application techniques.</p>
2. Cleanse face and body	<p>2.1. Suitable <u>cleansing products</u> are identified for client's skin type/different areas of face.</p> <p>2.2. Client's skin is thoroughly cleansed</p>
3. Analyze body and design makeup plan	<p>3.1 Facial and body shapes and areas are assessed to determine correct product application</p> <p>3.2 Body structure is analyzing for make-up</p> <p>3.3 <u>Makeup plan</u> is designed, noted and agreed with client.</p> <p>3.4 The theme of makeup is recognized and conceptualized for extraction of image in consultation with clints</p> <p>3.5 Makeup design is drafted and agreed with clients</p> <p>3.6 Makeup template is prepared as per drafted design as required</p> <p>3.7 Colors is analyzed and combined as per clints requirements</p>
4. Select products, tools and equipment	<p>4.1 Suitable <u>makeup products</u> and <u>consumables</u> are selected and agreed with client.</p> <p>4.2 <u>Tools and equipment</u> are identified and selected according to product manufacturer recommendations and makeup plan.</p> <p>4.3 Correct usage and care of makeup and equipment is identified and applied according to manufacturer recommendations and workplace policies and procedures.</p>

5. Preform art makeup	5.1 Makeup product is applied on mannequin or pattern sheet as per makeup plan and design 5.2 Makeup products is applied on human body as per makeup plan and design 5.3 After makeup effects are explained to clients 5.4 Customer satisfaction is ensured
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal protective equipment	1.1. Apron 1.2. Face mask 1.3. Hand gloves 1.4. Hair net 1.5. Safety shoes
2. Contra-indications	2.1 bacterial, viral or fungal infections 2.2 acne 2.3 impetigo 2.4 warts 2.5 lice 2.6 scabies 2.7 rashes 2.8 boils/carbuncles 2.9 sun burn 2.10 candidiasis 2.11 other visible non-normal skin
3. Appropriate professional	3.1 medical practitioner 3.2 complementary therapist
4. Skin type/condition	4.1 normal 4.2 dry 4.3 oily 4.4 combination 4.5 sensitive 4.6 pigmented 4.7 coupe rose 4.8 damaged 4.9 mature.
5. Cleansing products	5.1 Soaps 5.2 Milks 5.3 Creams 5.4 Water based cleanser 5.5 Tissues 5.6 Oils

6. Color design principles	6.1 Tonal values 6.2 Colour wheel
7. Makeup plan	7.1. Client's facial shape 7.2. Highlighting/shading techniques 7.3. Areas requiring correction/camouflage 7.4. Context: <ul style="list-style-type: none"> ○ Business ○ Competition ○ Sports ○ Festival day ○ Customs and culture ○ Social ○ Seasonal ○ Day/evening ○ Special occasion
8. Makeup products	8.1 Oil based, water based, solid or fluid with varying degrees of coverage and pigmentation 8.2 Pre-makeup products and stabilisers 8.3 Concealers 8.4 Foundation (water based, alcohol based and silicon based) 8.5 Compact powders 8.6 Mineral powders 8.7 Eyeshadows 8.8 Eyeliners 8.9 Blushers 8.10 Mascaras 8.11 False lashes 8.12 Lipsticks 8.13 Eye pencils 8.14 Lip pencils 8.15 Highlighter 8.16 Bronzer 8.17 Powder based glitters 8.18 Cream based glitters 8.19 Pigment 8.20 Contouring palette 8.21 Air brush 8.22 Sponge
9. Consumables	9.1 Tissues (dry, wet and sanitized) 9.2 Deodorant 9.3 Sanitizer 9.4 Metal quality powder

	9.5 Aqua color 9.6 Supra color, 9.7 Color hair sprat 9.8 Air brush 9.9 Eye shadow 9.10 Pearl powder 9.11 Sponge 9.12 Glitter 9.13 Brush 9.14 Artificial eyelash 9.15 Fixing spray 9.16 Aqua color 9.17 Supra color 9.18 Color hair spray 9.19 Eye shadow 9.20 Pearl powder 9.21 Glitter
10. Tools and equipment	10.1 Brushes 10.2 Sponges 10.3 Applicators 10.4 Eye shadow pallets 10.5 Lash curlers 10.6 Tweezers 10.7 Magnifying mirror 10.8 Containers/trays 10.9 Pencil sharpeners 10.10 Spatulas 10.11 Makeup box 10.12 Tissue 10.13 Water spray bottle 10.14 Lighting and shading apparatus 10.15 Whole body mannequin
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical aspects of competency	1.1. The behavior considered to have started wearing clothes for the first time was drawing pictures, sculpting or tattooing on the skin, constituting the first step toward today's make-up. The reason is that the behavior is also considered to be the instinct for decorating oneself as the sexual desire or appetite is the human instinct.

2. Underpinning knowledge	2.1. Decoration theory 2.2. Painting 2.3. Sculpting & tattooing 2.4. Protection theory to protect the self from devils 2.5. Display theory 2.6. Social position & rank per gender and tribe 2.7. Religion theory where liberation from the psychological anxiety feeling uneasy about the nature & invisible supernatural power 2.8. The history of art makeup is interpreted 2.9. Art makeup is interpreted 2.10. Types of art makeup is explained 2.11. Use and purpose of art makeup is described 2.12. Main features of art makeup are explained
3. Underpinning Skills	3.1. Communicating with clients 3.2. Handling tools and equipment 3.3. Implementing the makeup suited to the clients age & gender 3.4. Implementing the makeup according to the skeleton of the actresses' face 3.5. Skills for makeup design suited to the context 3.6. Makeup skills for the overall makeup & harmonious design of color sense 3.7. Analyzing face and body of clients 3.8. Selecting makeup products 3.9. Planning for won work
4. Required Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Quality materials for performing work activities 5.4 Fire extinguisher 5.5 Uninterrupted power supply
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written Test

	6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of Assessment	7.1. Competency assessment must be done in NSDA accredited assessment centre 7.2. Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Development of Competency Standard

The Competency Standards for National Skills Certificate in **Makeup Art**, Level-4 is Developed by NSDA on 25, 26, 31 August, and 01 September 2021.

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Validation of Competency Standard by Standard and Curriculum Validation Committee (SCVC)

The Competency Standards for National Skills Certificate in **Makeup Art, level-4** is validated by SCVC on 21-25 October ,2021.

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This Competency Standard for **Makeup Art** is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order to meet the qualification of individuals who graduated through the established standard via competency-based assessment for a relevant job.

This document has been developed by NSDA in association with Informal Sector, industry representatives, academia, related specialist, trainer and related employee.

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