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| C:\Documents and Settings\User\My Documents\My Pictures\sldn's logo.jpgC:\Documents and Settings\User\My Documents\My Pictures\JPK's logo.jpg  LEARN AND WORK ASIGNMENT  (LWA) | | | |
| NOSS  (CODE NOSS) | MAKE-UP ARTISTRY  (MP-063-2:2012) | | |
| Competency Unit Title  (CU CODE) | BRIDAL MAKE UP  (MP-063-2:2012-C03) | LEVEL | 2 |
| Competency Unit Descriptor | Bridal Make-up is as important for the bride and bridegroom during their wedding. The objective of bridal make-up is, to make all eyes turn towards the bride. As she has to be the centre of attraction, bridal make-up turns the bride into the most beautiful princess on her wedding day. The choices of makeup and accessories used must also suit the theme of the wedding  The person who is competent in this competency unit shall be able to carry out face cleansing and base product application, apply make-up to the bride and the bridegroom, carry out bridal make-up finishing and perform post bridal make-up according to client’s requirement  The outcome of this competency is to produce excellent look of bride and bridegroom during wedding reception.  The personnel who are to be trained for this competency must in prior have the following competencies:  i. Competence in CU 1: Day and Dinner make-up  ii. Competence in CU 2: Photo shoot make-up | | |
| Candidate Name |  | | |
| Candidate I/C  Number |  | | |
| Company’s Name |  | | |

CU WORK ACTIVITY STATEMENT: BRIDAL MAKE UP

DURATION: 86 HOURS

A.SETTING GOAL :

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

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

B. PLANNING

You are required to plan activities to achieve listed setting goal ofperformingbridal make up activitiesby using resources listed below:

* 1. Identify tools, equipment and materialsfor bridal make up according tolist below

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

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

|  |
| --- |
| 1. Annie Davis (2011) How To Apply Make-up Like A Professional Make-up Artist, Create space Independent Publishing Platform, ISBN-13: 978-1-4679-9150-6  2. Cliff Hollenbeck, Nancy Hollenbeck (2000). Make-Up Techniques for Photography. Amherst Media, Inc . ISBN-13: 978-1-58428-037-8  3. Helen Hall McLean ( ) Behind the Scenes: The Most Comprehensive Illustrated Guide to Professional Make-up Artistry, Published by Evergreen Press, ISBN-13: 978-0-88106-157-4  4. Linda Mason (2007). Make-up: The Art of Beauty. Watson-Guptill Publication. ISBN-13: 978-0-8230-9979-5  5. Penny Delamar 92003) The complete make-up artist: working in film, fashion, television and theatre 2nd Edition). Northwestern Univ Press. ISBN-13: 978-0-8101-1969-7, |

1. DESICION MAKING

You are required to get coach approval before performing bridal make up activity.

1. EXECUTE & MONITORING

You are required to performbridalmake up activity according to steps below:

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

3.3 Prepare bridal make-up work area, tools, equipment and products

3.3.1 Organise work area that comply with ergonomics practice.

3.3.2 Arrange make-up tools.

3.3.3 Determine make-up products.

3.3.4 Prepare make-up accessories.

3.4Analyse client’s face

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

1. Blending
2. Shading
3. Highlighting
4. Camouflaging
   1. Execute bridal make-up according to procedure and technique.

3.6.1 Groom eyebrow

3.6.2 Apply eyeshadow and blusher according to correct blending technique

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

* 1. Check final bridal touch up according to procedure and technique.
  2. Perform bridal post make-up.

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

3.8.2 Update consultation card.

3.9 Give after care advice on bridal make up removal technique.

* 1. Upkeep work place cleanliness and hygiene.
     1. Clean-up and tidy-up make-up products residues.
     2. Disinfect, sanitise and sterilise make-up tools.
     3. Count, list, replenish, arrange and store make-up products.
  2. Comply with attitude, safety and environment listed below when performing this activity

|  |  |
| --- | --- |
| Attitude | 1. Have analytical mind in interpreting wedding theme 2. Effective communication skills to discuss with client 3. Analytical, proactive and systematic in preparing make-up work area, tools, equipment and products 4. Thorough and detail in analysing talent’s skin 5. Accuracy in analyzing client’s contra indication 6. Efficient when executing face cleansing 7. Detail in applying base products to cover client’s imperfection 8. Creative in applying make-up colouring 9. Time consideration when executing make-up colouring 10. Accurate in selecting the right tools and product to achieve desired result 11. Detail in checking finished make-up result 12. Creative in styling bride’s hair 13. Precise in cleaning, arranging tools and recording job checklist |
| Safety | 1. Adhere to personal grooming during discussion with clients 2. Follow ergonomics practice when preparing work area 3. Cautious to talent’s skin contra indication 4. Ensure safety when using sharp tools 5. Follow ergonomic practice when applying make-up 6. Adhere to safety procedure 7. Cautious when spraying client’s face to prevent from entering client’s eyes |
| Environment | 1. Ensure make-up residues dispose according to company’s guideline 2. Adhere to hygiene practice |

3.12 Apply core abilities listed below when performing this activity

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

1. EVALUATING

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | ASSESSMENT CRITERIA  (60%) | MARKS GIVEN BY APPRENTICE | | | | | MARKS GIVEN BY  COACH | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1. | Type of bridal make up selected according to event |  |  |  |  |  |  |  |  |  |  |
| 2. | Client’s contraindication checked and recorded in consultation card |  |  |  |  |  |  |  |  |  |  |
| 3. | Work area, tools, equipment & materials prepared & arranged in accordance to safety & hygiene requirement. |  |  |  |  |  |  |  |  |  |  |
| 4. | Skin preparation technique applied   * Wipes * Cleanse * Toner/Refresh water * Moisturizer/primer * Etc |  |  |  |  |  |  |  |  |  |  |
| 5. | Base products selected and applied using corrective make up technique.   * Blending * Shading, * Highlighting and * Camouflaging. |  |  |  |  |  |  |  |  |  |  |
| 6. | Eyeshadow and blusher applied according to correct blending technique |  |  |  |  |  |  |  |  |  |  |
| 7. | Eyeliner,mascara lip liner,lipstick,lip gloss and false eyelashes applied according to procedure and technique |  |  |  |  |  |  |  |  |  |  |
| 8. | Final touch up makeup is carried out |  |  |  |  |  |  |  |  |  |  |
| 9. | Finished makeup is checked to meet criteria below:   * Colour mixing * Colour selection (matte or shimmer) * Colour blending * Fine artwork |  |  |  |  |  |  |  |  |  |  |
| 10. | Make-up tools & equipment cleaned, disinfected, sanitized, sterilized and stored. |  |  |  |  |  |  |  |  |  |  |
| 11. | Removal technique of bridal make up advised. |  |  |  |  |  |  |  |  |  |  |
| 12 | Make-up is carried out within allocated time/ duration |  |  |  |  |  |  |  |  |  |  |
|  | SUBTOTAL | A1 | | | | | A2 | | | | |
|  | FULL MARKS | 84 | | | | | 84 | | | | |
| B | ATTITUDE/SAFETY/  ENVIRONMENT  (20%) | MARKS GIVEN BY APPRENTICE | | | | | MARKS GIVEN BY  COACH | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1 | Attitude |  |  |  |  |  |  |  |  |  |  |
| 2. | Safety |  |  |  |  |  |  |  |  |  |  |
| 3 | Environment |  |  |  |  |  |  |  |  |  |  |
|  |  | B1 | | | | | B2 | | | | |
|  |  | 21 | | | | | 21 | | | | |
| C | EMPLOYABILITY SKILLS  (SOCIAL SKILLS)  (20%) | MARKS GIVEN BY APPRENTICE | | | | | MARKS GIVEN BY  COACH | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1 | Communication Skills |  |  |  |  |  |  |  |  |  |  |
| 2 | Conceptual Skills |  |  |  |  |  |  |  |  |  |  |
| 3 | Interpersonal Skills |  |  |  |  |  |  |  |  |  |  |
| 4 | Leadership Skills |  |  |  |  |  |  |  |  |  |  |
| 5 | Learning Skills |  |  |  |  |  |  |  |  |  |  |
| 6 | Multitasking & Prioritizing |  |  |  |  |  |  |  |  |  |  |
| 7 | Self-discipline |  |  |  |  |  |  |  |  |  |  |
| 8 | Teamwork |  |  |  |  |  |  |  |  |  |  |
|  |  | C1 | | | | | C2 | | | | |
|  | FULL MARKS | 56 | | | | | 56 | | | | |

CALCULATION TABLE

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

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| COMMENTS/ RECOMMENDATIONS BY COACH |

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COACH: APPRENTICE:

DATE: DATE: