



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>PERFORM MAKEUP</h1>
Qualification Beauty Therapy CS Code Level: 1 Credit: 16 Version: 1	

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ASSESSMENT AND ASSESSOR DETAILS	Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>																		
	Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/>																		
	Assessor's Name: _____ Assessor's Code _____ Assessor's Signature _____ Date _____ <table border="1" style="float: right; margin-left: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="6"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM						
DD	MM							YYYY											

CANDIDATE DETAILS	Candidate's Name: _____ <small style="display: flex; justify-content: space-between; width: 100%;"> First Name Last Name </small>
	Father's Name _____
	Institute Name and District _____
	CNIC/BFORM # <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></table>
	Registration Number issued by Assessment Body _____
	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>
	Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.
	Candidate's Signature: _____

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTCC
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NAVTTCC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; width: 80px; height: 20px; vertical-align: middle;"></table> <small style="display: flex; justify-content: space-between; width: 80px;"> DD MM YYYY </small>	2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; width: 80px; height: 20px; vertical-align: middle;"></table> <small style="display: flex; justify-content: space-between; width: 80px;"> DD MM YYYY </small>
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1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM MAKEUP		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> • Perform Makeup including: <ul style="list-style-type: none"> ✓ Basic makeup ✓ Party makeup ✓ Model makeup ✓ Bridal makeup 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer any questions your Assessor may have during the practical assessment 		
Other Requirements			✓		<ul style="list-style-type: none"> • Completed course assignments • Client consultation (form) • Contingency plan for an unusual situation (Written Report) 		

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CANDIDATE ASSESSMENT

Candidate's Name:..... Father's Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to perform the following tasks within **4 hours** timeframe:

- Perform **any two** of the following makeups:
 - ✓ Basic makeup
 - ✓ Party makeup
 - ✓ Model makeup
 - ✓ Bridal makeup

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of perform makeup under observation by an Assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> • Prepare the client for makeup services: <ul style="list-style-type: none"> ✓ Consult and communicate with the client tactfully and accurately. ✓ Identify the skin disorder and disease ✓ Identify client's skin type/characteristics for basic make up products and techniques. ✓ Identify and analyze contraindication to face/eye make up with reasons. • Select suitable products and implements for makeup: <ul style="list-style-type: none"> ✓ Identify and select products and implement according to skin type. ✓ Use different products according to skin type. • Perform any two of the given basic makeup procedure(party makeup, bridal makeup, model makeup): <ul style="list-style-type: none"> ✓ Apply concealer to cover any flaws on the skin. ✓ Perform contour and highlight accordingly and apply blusher, shade and highlighter. ✓ Perform air brushing. • Perform Body Art: <ul style="list-style-type: none"> ✓ Select the products and techniques according to client's need and occasion. ✓ Discuss with clients the designs, types of mehndi arrangements and parts / extent of hands or / feet, where mehndi is to be applied ✓ Inform the client about latest trends and designs by showing booklets. ✓ Apply henna (mehndi) on hands and feet with cone, stick and fingers (for different occasion) ✓ Apply sticker mehndi, colorful sparkle mehndi, kundan mehndi and mehndi with blocks. ✓ Perform marker art as per requirement. ✓ Apply different colors through stencil on different parts of body. ✓ Apply sticker tattoos. ✓ Apply glitters and diamantes. • Below mentioned points must be followed for all makeup services: <ul style="list-style-type: none"> ✓ Conduct client consultation form including skin analysis before starting the service ✓ Set up work area and prepare client for makeup. ✓ Obtain information from clients with respect to the variables affecting the makeup which include; Facial shape, Skin type , Skin condition, Occasion, Time, Market trends, Venue of event (indoor/outdoor), Climatic condition, Clients' demands

	<ul style="list-style-type: none"> ✓ Make pre make up arrangements. ✓ Ensure that the auxiliary services including facial, waxing etc. that form pre-requisites have been provided. . ✓ Select make-up according to the occasion, client coloring, age and preferences. ✓ Maintain proper lighting which affect the application and finished results of the makeup ✓ Analyze skin tone. ✓ Identify primary, secondary, complementary colors, and grey scale, tonal value, hue and shades ✓ Recognize face/eye shapes and performs appropriate correction. ✓ Recognize nose/lip shapes and performs appropriate correction. ✓ Identify cleansing products suitable for clients' skin type and different areas of the face and neck ✓ Perform cleansing ✓ Identify and design suitable image based on occasion, time, market trends, climatic conditions and clients' demands. ✓ Perform correct hygiene throughout the procedure. ✓ Identify different types of product for allergy and infections. ✓ Demonstrate procedures to ensure any product allergy and infectious treated and covered with appropriate soothing products. ✓ Perform removal of makeup without harmful effects to the skin. ✓ Execute the procedure of makeup with scheduled formulate time duration according to industry standards. ✓ Recognize correct use of cosmetics. ✓ Deliver suitable/ appropriate finished result for the client's need. ✓ Understand colour schemes according to time. ✓ Analyze clients' face and requirements and design the makeup plan accordingly. ✓ Apply products, procedures and equipment safely and efficiently ✓ Apply colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day. ✓ identify and select the products, tools and equipment used for relevant service ✓ Prepare service area according to the kind of makeup service to be provided to the client ✓ Mix and use products in standard ratio and quantity where required ✓ Perform Cleansing before any makeup service ✓ Provide after care advice to clients ✓ Perform makeups within formulate time • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Complete knowledge assessment</p>	<ul style="list-style-type: none"> • Knowledge assessment • Answer any questions your Assessor may have during the practical assessment
<p>3. Any other Requirements</p>	<ul style="list-style-type: none"> • Provide verified evidence of the following task <ul style="list-style-type: none"> ✓ Treatment(s) and service(s) in accordance with OHS (Occupational Health & Safety) standards in form of portfolio ✓ Client consultation (form) ✓ Contingency plan for an unusual situation (Written Report)
<p>4. Answer any questions your Assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>

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ASSESSOR JUDGEMENT GUIDE

Candidate's Name..... Father's Name.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Completes practical task of performing makeup under observation by an Assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks: .			
Prepare the client for makeup services:	Consulted and communicated with the client tactfully and accurately.			
	Identify the skin disorder and disease through visual inspections.			
	Identified client's skin type/characteristics for basic make up products and techniques.			
	Identified and analysed contraindication to face/eye make up with reasons.			
Select required products and implements for makeup:	Identified and selected products and implements according to skin type.			
	Used different products according to skin type			
Perform basic makeup procedure:	Applied color corrective creams as per the skin condition.			
	Applied concealer to cover any flaws on the skin.			
	Performed contour, highlight accordingly, and applied blusher, shade and highlighter.			
Perform any two of the given basic makeup procedure(party makeup, bridal makeup, model makeup):	Apply concealer to cover any flaws on the skin.			
	Perform contour and highlight accordingly and apply blusher, shade and highlighter			
	Perform air brushing for fine look			
Perform Body Art:	Selected the products and techniques according to client's need and occasion.			
	Discussed with clients the designs, types of mehndi arrangements and parts / extent of hands or / feet, where mehndi is to be applied			
	Informed the client about latest trends and designs by showing booklets.			
	Applied henna (mehndi) on hands and feet with cone, stick and fingers (for different occasion)			
	Applied sticker mehndi, colorful sparkle mehndi, kundan mehndi and mehndi with blocks.			
	Performed marker art.			
	Applied different colors through stencil on different parts of body.			
	Applied sticker tattoos as per design requirement			

	Applied glitters and Diamantes.			
These points are followed for all makeup services:	Conducted client consultation form including skin analysis before starting the service			
	Set up work area and prepared client for makeup service.			
	Obtained information from clients with respect to the variables affecting the makeup which include; Facial shape, Skin type , Skin condition, Occasion, Time, Market trends, Venue of event (indoor/outdoor), Climatic condition, Clients' demands			
	Made pre make up arrangements.			
	Ensured that the auxiliary services including facial, waxing etc. that form pre-requisites have been provided.			
	Selected make-up according to the occasion, client coloring, age and preferences.			
	Maintained proper lighting which affect the application and finished results of the makeup			
	Identified primary, secondary, complementary colors, and grey scale, tonal value, hue and shades			
	Recognized face/eye shapes and performed correction accordingly.			
	Recognized nose/lip shapes and performed required correction.			
	Identified cleansing products suitable for clients' skin type and different areas of the face and neck			
	Identified and designed suitable image based on occasion, time, market trends, climatic conditions and clients' demands.			
	Performed correct hygiene throughout the procedure.			
	Identified different types of product for allergy and infections.			
	Demonstrated procedures to ensure any product allergy and infectious treated and covered with appropriate soothing products.			
	Performed removal of makeup without damaging the skin.			
	Executed the procedure of makeup with scheduled formulate time duration according to industry standards.			
	Delivered suitable/ appropriate finished result for the client's need.			
	Analyzed clients' face requirements and designed the makeup plan accordingly.			
	Applied products, procedures and equipment safely and efficiently.			
	Applied colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day.			
	Identified and select the products, tools and equipment used for relevant service.			
	Prepared service area according to the kind of makeup service to be provided to the client.			
Mixed and used products in standard ratio and quantity where required.				
Performed Cleansing before any makeup service.				
Provided after care advice to clients as per the service requirement.				
Completed makeups within formulate standard time.				
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			

	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Any other Requirements	Completed course assignments			
	Client consultation (form)			
	Contingency plan for an unusual situation (Written Report)			
3. Answer any questions their Assessor may have during the practical assessment	<p>Candidate answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document all questions asked and candidate answers below. Use extra sheets if required and attach.</i></p>			

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LIST OF TOOLS , EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time

2. List of tools and equipment (for five candidates)		
S. No	Items	Quantity
1	Apron	10
2	Head Band	5
3	Water Container (Small)	5
4	Makeup Brushes Kit	5
5	Mirror	5

3. List of consumable items (for five candidates)		
S. No	Items	Quantity
1	Cotton Balls	5 packs
2	Tissue Roll	5
3	Eyeshade kit	5
4	TV sticks	5
5	Concealer	5
6	Blush On kit	5
7	Lipsticks	10 different colors
8	Contouring Shades	5
9	Face Powder	5
10	Cleanser	5
11	Toner	5
12	Eye pencil	5
13	Liner	5
14	Maskara	5
15	Glosses	5