

<b>Training Package</b>	Entertainment (CUE03)/Screen and Media (CUF07)	<b>HSC Requirements and Advice</b>
<b>Unit code</b>	<b>Unit title</b>	<b>HSC Indicative Hours</b>
<b>CUFMUP401A</b>	<b>Design, apply and remove make-up</b>	<b>35</b>

<b>Competency field</b>	Visual communication – Make-up
<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to design, apply and remove standard make-up for productions in the screen, media and entertainment industries. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
<b>Application of the unit</b>	Make-up artists apply the skills and knowledge described in this unit, which covers the design, application and removal of standard make-up for performers and/or talent appearing in films, television shows or photographic shoots. Creativity is the key to being a successful make-up artist, along with the ability to design make-up that meets production requirements and brings out, or builds on, the subject's best features. Good communication skills are also essential, since make-up artists need to create a work environment where performers and/or talent feel at ease. Depending on the nature of the job, a make-up artist can work alone, as an assistant to a more senior colleague or as part of a make-up design team. Employment is usually on a contract basis and hairstyling skills are often required. More complex skills associated with the application of period, specialised and special effects make-up are covered in: <ul style="list-style-type: none"> <li>• CUFMUP501A Design and apply specialised make-up</li> <li>• CUFMUP502A Design and apply special make-up effects.</li> </ul>
<b>Prerequisite units</b>	Nil
<b>Employability skills</b>	This unit contains employability skills.

### Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<b>Context of and specific resources for assessment</b>	<b>Method of assessment</b>
Evidence of the following is <u>essential</u> : <ul style="list-style-type: none"> <li>• development of make-up plans that demonstrate an ability to: <ul style="list-style-type: none"> <li>- identify and deal with requirements of performers/talent</li> <li>- select appropriate products and application techniques</li> <li>- incorporate colour design principles into make-up designs</li> <li>- take production environment into account when designing make-up</li> </ul> </li> </ul>	Assessment <u>must</u> ensure: <ul style="list-style-type: none"> <li>• practical demonstration of skills through a range of make-up design and application tasks for at least three productions</li> <li>• access to a range of make-up products and equipment as listed in the range statement</li> <li>• access to appropriate learning and assessment support when required</li> </ul>	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: <ul style="list-style-type: none"> <li>• direct questioning combined with review of portfolios of evidence and third party workplace reports of on the job performance</li> <li>• evaluation of make-up plans prepared by the candidate to</li> </ul>

<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit cont/d</b>	<b>Context of and specific resources for assessment cont/d</b>	<b>Method of assessment cont/d</b>
<ul style="list-style-type: none"> <li>- meet production requirements</li> <li>• consistent application of local health and hygiene requirements/regulations in relation to make-up services</li> <li>• consistent application of OHS practices in regard to the provision of make-up services</li> <li>• correct make-up product application and removal techniques</li> <li>• collaborative approach to work</li> <li>• ability to communicate effectively with performers/talent in relation to make-up application.</li> </ul>	<ul style="list-style-type: none"> <li>• the use of culturally appropriate processes, and techniques appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.</li> </ul>	<p>determine whether production requirements have been met and correct procedures and make-up products have been identified</p> <ul style="list-style-type: none"> <li>• observation of the candidate applying make-up in a production context</li> <li>• written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.</li> </ul> <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>• BSBOHS407A Monitor a safe workplace</li> <li>• CUFMUP402A Maintain make-up and hair continuity</li> <li>• CUFMUP403A Style hair for a performance or production.</li> </ul>

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- communication, literacy and teamwork skills sufficient to:
  - deal with performers/talent tactfully and respectfully
  - discuss with performers/talent their preferences and sensitivities regarding skin care
  - consult with production personnel about make-up issues to ensure creative and technical production requirements are met
  - inform performers/talent of the procedures for applying, touching up and removing make-up
  - relate to people from diverse backgrounds and people with diverse abilities
  - interpret a range of workplace documentation
  - prepare and update make-up plans
- initiative, enterprise and creativity in the context of:
  - creating and refining make-up design concepts
  - adjusting make-up requirements as required
- problem solving skills in the context of recognising and responding appropriately to general and local contra indications, including those that indicate referral to an appropriate professional
- planning and organising skills sufficient to:
  - use time effectively to control product waste
  - meet deadlines
  - select and acquire make-up products and equipment to meet production requirements
- technical skills sufficient to use the internet for research
- numeracy skills sufficient to:
  - budget in relation to design concepts and make-up requirements
  - estimate the quantity of products required
  - estimate the time required to apply make-up
- self management skills sufficient to:
  - work under pressure
  - follow manufacturer specifications and enterprise policies and procedures.

### Required knowledge

- industry knowledge, including:
  - roles and responsibilities of personnel in productions in the relevant industry sector
  - issues and challenges that arise in the context of providing make-up services
- well developed understanding of the interrelationship between face and body shapes and the elements and principles of make-up application
- well developed understanding of the following:
  - effects of lighting natural/artificial on make-up
  - colour design principles
  - colour wheel, primary, secondary, complementary colours, grey scale
  - tonal value
  - tone, value, hue and shade
- knowledge of cosmetic chemistry/ingredients in relevant make-up products particularly in regard to their likely effects on the skin
- techniques for determining the physical appearance of:
  - various skin types
  - normal skin
  - abnormal skin
  - minor skin blemishes
- awareness of the effect of changes created by specific make-up products and colour application techniques
- awareness of the effect of changes created by lighting and how make-up colours appear on the screen
- OHS requirements as they apply to applying make-up.

Element	Performance Criteria	Range Statement
1 Design make-up.	1.1 In consultation with <i>relevant personnel</i> and with reference to <i>production documentation</i> , confirm make-up requirements for performers and/or talent.	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <b><i>Bold italicised</i></b> wording, if used in the performance criteria, is detailed below.</p> <p>Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p> <p><b><i>Relevant personnel</i></b> may include:</p> <ul style="list-style-type: none"> <li>• continuity personnel</li> <li>• costume designer and wardrobe personnel</li> <li>• designer</li> <li>• director</li> <li>• director of photography</li> <li>• floor manager</li> <li>• hairdresser</li> <li>• lighting designer and lighting personnel</li> <li>• make-up supervisor/other make-up personnel</li> <li>• performers/talent</li> <li>• producer</li> <li>• production manager</li> <li>• special effects make-up designer and maker</li> <li>• technical director</li> <li>• other technical/specialist staff.</li> </ul> <p><b><i>Production documentation</i></b> may include:</p> <ul style="list-style-type: none"> <li>• call sheets</li> <li>• costume break down lists</li> <li>• costume plots</li> <li>• make-up plan</li> <li>• manufacturer guidelines</li> <li>• product labels</li> <li>• production schedule</li> <li>• running sheets</li> <li>• script</li> <li>• stock orders.</li> </ul>
	1.2 Generate a range of ideas for make-up designs that provide creative solutions to <i>production requirements</i> .	<p><b><i>Production requirements</i></b> may include:</p> <ul style="list-style-type: none"> <li>• camera angles/shots, eg: <ul style="list-style-type: none"> <li>- extreme close up</li> <li>- close up</li> </ul> </li> </ul>

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> <li>- mid shot</li> <li>- long shot</li> <li>- wide shot</li> <li>- high angle</li> <li>- eye level shot</li> <li>- low angle</li> <li>• health and hygiene requirements</li> <li>• lighting effects</li> <li>• production schedule</li> <li>• specifications from designers and directors</li> <li>• venue requirements</li> <li>• other technical considerations.</li> </ul>
	<p>1.3 Identify <i>factors</i> that may have an impact on make-up designs for <i>productions</i>, including <i>special requirements</i> for performers/talent.</p>	<p><b><i>Factors</i></b> may include:</p> <ul style="list-style-type: none"> <li>• availability of personnel</li> <li>• availability of resources</li> <li>• available budget</li> <li>• locations, eg: <ul style="list-style-type: none"> <li>- studio</li> <li>- interior</li> <li>- exterior</li> <li>- outside broadcast</li> <li>- day</li> <li>- night</li> <li>- sound stage</li> </ul> </li> <li>• production schedule</li> <li>• production values</li> <li>• production/program style</li> <li>• public profile of performer/talent</li> <li>• timelines.</li> </ul> <p><b><i>Productions</i></b> may include:</p> <ul style="list-style-type: none"> <li>• commercials</li> <li>• documentaries</li> <li>• feature films</li> <li>• filmed events or performances</li> <li>• live or prerecorded television productions</li> <li>• live performances</li> <li>• music video</li> <li>• short films</li> <li>• television productions</li> <li>• theatrical productions.</li> </ul>

Element	Performance Criteria	Range Statement
		<p><b>Special requirements</b> may include:</p> <ul style="list-style-type: none"> <li>• contagious skin disorders, eg: <ul style="list-style-type: none"> <li>- bacterial infections</li> <li>- viral infections</li> <li>- fungal infections</li> </ul> </li> <li>• contra indications/precautions, eg: <ul style="list-style-type: none"> <li>- contagious and non contagious</li> <li>- sunburn</li> <li>- trauma</li> <li>- bruises</li> <li>- cosmetic and general surgery</li> <li>- other visible non normal skin</li> </ul> </li> <li>• duration of the make-up application</li> <li>• duration of the performance</li> <li>• non contagious conditions, eg.: <ul style="list-style-type: none"> <li>- acne</li> <li>- dermatitis</li> <li>- eczema</li> <li>- allergies</li> </ul> </li> <li>• performers' histories</li> <li>• removal of body or facial hair</li> <li>• skin type/condition, eg: <ul style="list-style-type: none"> <li>- normal</li> <li>- dry</li> <li>- combination</li> <li>- sensitive</li> <li>- mature</li> <li>- pigmented</li> <li>- colour and tone</li> </ul> </li> <li>• wearing of contact lenses.</li> </ul>
	<p>1.4 Prepare costings for <b>make-up products</b> and equipment and seek approval for expenditure as required.</p>	<p><b>Make-up products</b> may include:</p> <ul style="list-style-type: none"> <li>• blushes</li> <li>• cleansers</li> <li>• concealers</li> <li>• eyeshadows (matte/frosted)</li> <li>• fixative</li> <li>• foundation (liquid/solid)</li> <li>• lipsticks/lip glosses</li> <li>• mascaras (powder, liquid, wand or block)</li> <li>• moisturisers</li> <li>• pencils</li> </ul>

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> <li>• powders</li> <li>• pre make-up products and stabilisers</li> <li>• protective gels and creams</li> <li>• sunscreen</li> <li>• toners.</li> </ul>
	<p>1.5 Prepare <i>make-up plans</i> after reaching agreement about make-up designs with relevant personnel.</p>	<p><i>Make-up plan</i> may include:</p> <ul style="list-style-type: none"> <li>• areas requiring correction/camouflage</li> <li>• colour design</li> <li>• context, eg: <ul style="list-style-type: none"> <li>- single appearance</li> <li>- location</li> <li>- dramatic considerations</li> <li>- lighting</li> <li>- camera angles/shots</li> </ul> </li> <li>• continuity issues</li> <li>• face shape</li> <li>• highlighting/shading techniques</li> <li>• known allergies</li> <li>• location, eg: <ul style="list-style-type: none"> <li>- interior</li> <li>- exterior</li> <li>- studio</li> </ul> </li> <li>• make-up products and equipment</li> <li>• product application procedures</li> <li>• testing arrangements.</li> </ul>
	<p>1.6 Ensure make-up products and equipment are available according to production schedules.</p>	
<p>2 Prepare to apply make-up.</p>	<p>2.1 Lay out work area to ensure quick and efficient application of make-up.</p>	
<p>2.2 Use and care for make-up products and equipment according to manufacturer recommendations.</p>	<p>2.3 Dress performer/talent with required protective covering to protect hair and clothes.</p>	
<p>2.4 Use suitable cleansing product to cleanse performer's face.</p>		

Element	Performance Criteria	Range Statement
	2.5 Implement <i>health and hygiene requirements</i> during preparation of make-up and cleansing procedure.	<p><i>Health and hygiene requirements</i> may include:</p> <ul style="list-style-type: none"> <li>• commonwealth, state and territory OHS regulations</li> <li>• regulations in the cosmetic environment, eg:               <ul style="list-style-type: none"> <li>- sterilisation and sanitation procedures</li> <li>- storage and handling of hazardous substances</li> <li>- protective clothing and substances in the workplace.</li> </ul> </li> </ul>
3 Apply and maintain make-up.	<p>3.1 Ensure performer's comfort is maintained during make-up application and they are protected from hazards.</p> <p>3.2 Apply products in sequence with appropriate applicators according to the make-up plan and health and hygiene requirements.</p> <p>3.3 While applying make-up, explain procedures and products to performers/talent as required.</p> <p>3.4 Check that the final effect meets production requirements.</p> <p>3.5 Identify and implement health and hygiene requirements during preparation, application and maintenance of make-up.</p> <p>3.6 Make required adjustments quickly and accurately at appropriate times during productions.</p>	
4 Remove make-up.	<p>4.1 Explain make-up removal procedures to performers/talent.</p> <p>4.2 Remove make-up using appropriate cleansing products.</p> <p>4.3 Ensure that performers' comfort is maintained during make-up removal and that they are protected from hazards.</p> <p>4.4 Wash, disinfect or discard <i>make-up equipment</i>, as appropriate.</p>	<p><i>Make-up equipment</i> may include:</p> <ul style="list-style-type: none"> <li>• airbrushes</li> <li>• artificial lashes</li> <li>• containers</li> <li>• cotton buds</li> <li>• hairclips and bands</li> <li>• lash curlers</li> <li>• magnifying mirror</li> </ul>

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> <li>• make-up box</li> <li>• make-up remover pads</li> <li>• moist towelettes</li> <li>• pallets or tiles</li> <li>• pencil sharpener</li> <li>• powder puffs</li> <li>• protective bibs and smocks</li> <li>• spatulas</li> <li>• sponges, brushes, applicators</li> <li>• tissues</li> <li>• towels</li> <li>• trays</li> <li>• tweezers.</li> </ul>
	4.5 Clean and leave work areas in the original or an improved condition	