<table>
<thead>
<tr>
<th>Learning outcome</th>
<th>Taught Content</th>
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<tbody>
<tr>
<td><strong>The Learner will:</strong></td>
<td></td>
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<tr>
<td>1. Be able to prepare for make-up instruction</td>
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<tr>
<td><strong>Assessment Criteria</strong></td>
<td><strong>Taught Content</strong></td>
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</table>
| 1.1 Prepare themselves, client and work area for make-up treatment | 1.1.1 To include:  
- Preparation of working area  
- Equipment  
- Products  
- Work wear  
- Personal appearance and behaviour  
- Hygiene e.g. sterilising/sanitising tools and equipment  
- Procedures used to prepare client for treatment  
- Client care and modesty |
| 1.2 Use suitable consultation techniques to identify treatment objectives | 1.2.1 To include:  
An example of a consultation form can be downloaded from [www.itecworld.co.uk](http://www.itecworld.co.uk)  
- Consulting in a suitable area  
- Positive body language  
- Positioning of the client  
- Good communication skills (asking open and/or closed questions where appropriate)  
- Professionalism  
- Contraindications and contra-actions  
- Treatment plan  
- Make up chart  
- Products used  
- Consent  
- Confidentiality  
- Client's signature |
| 1.3 Provide clear recommendations to the client | 1.3.1 Taking into account the following:  
- The outcome of the consultation  
- Occupation  
- Lifestyle  
- Current regime and products used  
- Client needs  
- Make-up specification |
| 1.4 Select products and tools to suit client treatment needs, skin types and conditions | 1.4.1 To include:  
- Couch or chair  
- Trolley  
- Stool  
- Towels  
- Additional support if appropriate  
- Headband  
- Bedroll  
- Clothing protection  
- Disinfecting fluid  
- Magnifying lamp  
- Tissues  
- Cotton wool  
- Sponges  
- Gloves  
- Spatulas  
- Bowls  
- Cosmetic sponges  
- Make-up brushes  
- Disposable applicators  
- Make-up palette  
- Mirror  
- Sterilising solution  
- Brush cleanser  
- UV cabinet  
- Waste disposal  
- Colour charts  
- Instructional product guides/leaflets  
- Instructional diagrams |
| 1.5 | Describe workplace requirements for preparing themselves, the client and work area |
| 1.6 | State the environmental conditions suitable for make-up treatments |
| 1.7 | Describe different consultation techniques used to identify treatment objectives |
| 1.8 | Describe how to select products, tools and equipment to suit client treatment needs, skin types and conditions |

**Products used when instructing clients in skin care and make-up application:**
- Skin care
- Day make-up
- Evening make-up
- Special Occasion make-up
- Corrective make-up

1.5.1 To include:
- Any particular rights, restrictions and Acts applicable to make-up treatments
- Code of practice/ethics
- Insurance and professional association membership
- Record keeping
- Professional appearance

1.6.1 To include:
- Lighting
- Heating
- Ventilation
- Noise levels
- Available space
- Music
- General hygiene
- Waste disposal
- Décor
- Equipment
- Privacy
- Reception areas
- General use/treatment areas

1.7.1 To include:
- The importance of positive body language
- Positioning of themselves and client (no barriers)
- Good communication skills (asking open and/or closed questions where appropriate)
- Verbal and non-verbal communication

1.8.1 To include:
- The importance of selecting the correct products, tools and equipment based upon client consultation, client needs and make-up instruction specification
- Couch or chair
- Trolley
- Stool
- Towels
- Additional support if appropriate
- Headband
- Bedroll
- Clothing protection
- Disinfecting fluid
- Magnifying lamp
- Tissues
- Cotton wool
- Sponges
- Gloves
- Spatulas
- Bowls
- Cosmetic sponges
- Make-up brushes
- Disposable applicators
- Make-up palette
- Mirror
- Sterilising solution
- Brush cleanser
- UV cabinet
- Waste disposal
- Eye make-up remover
- Cleansing lotions, milks, creams, foams, oils and gels
- Skin toners, fresheners, astringents and tonics
- Moisturising products
- Eye creams and gels
- Serums
- Pre-base products (matifying, light reflective, anti-ageing)
- Colour corrective products (lilac, green, orange)
- Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt)
- Concealers (cream, stick, liquid)
- Face powders (loose, compact, mineral, light-reflecting, shimmer)
- Bronzing products (powder, gel, liquid)
- Shaders
- Highlighters
- Cheek products (cream, powder, liquid tints, mineral-based)
- Eyebrow products (pencils, powders, gels)
- Eye shadow (powders, cream, water colours, mineral, pigment)
- Eyeliner products (liquid, gel, kohl pencil, pencil, cake)
- Mascara (waterproof and non-waterproof)
- Lip Liner
- Lipstick
- Lip gloss
- Lip balm
1.9 Identify skin types, conditions and characteristics

1.9.1 To include:

**Skin types:**
- White
- Black
- Asian type skin
- Mixed
- Dry
- Oily
- Combination

**Skin conditions/characteristics:**
- Mature skin
- Young skin
- Sensitive
- Dehydrated
- Lack of elasticity
- Lack of muscle tone
- Blemishes
- Age
- Crow’s feet
- Broken capillaries
- Open pores
- Milia
- Comedones
- Pustules
- Papules
- Hyper pigmentation
- Hypo pigmentation
- Dermatosis papulosa nigra
- Psuedo folliculitis
- Keloids
- Ingrowing hairs
- Vitiligo
- Albinism
- Chloasma
- Ephelides
- Lentigo
- Naevae
- Port wine stain
- Leucoderma
- Scarring
- Thin skin
- Small moles
- Dark circles

**Skin tones:**
- Fair
- Medium
- Dark
- Olive

1.10 Describe the contraindications which may prevent or restrict treatment

1.10.1 To include:

**Contraindications requiring medical permission** – in circumstances where medical permission cannot be obtained clients must sign an informed consent form stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP

- Medical oedema
- Nervous/Psychotic conditions
- Epilepsy
- Recent facial surgery affecting the area
- Diabetes
- Skin cancer
- Slipped disc
- Undiagnosed pain
- When taking prescribed medication

**Contraindications that restrict treatment:**

- Fever
- Contagious or infectious diseases
- Under the influence of recreational drugs or alcohol
- Diarrhoea and vomiting
- Any known allergies
- Eczema
- Undiagnosed lumps and bumps
- Localised swelling
- Inflammation
- Cuts
- Bruises
- Abrasions
- Scar tissue (2 years for major operations and 6 months for a small scar)
- Sunburn
- Hormonal implants
- Urticaria
- Recent fractures (minimum 3 months)
- Sinusitis
- Neuralgia
- Migraine/Headache
- Hypersensitive skin
- Botox/dermal fillers (1 week following treatment)
- Hyperkeratosis
- Skin allergies
- Trapped/pinched nerve affecting the treatment area
- Inflamed nerve
- Conjunctivitis
- Styes
- Hay fever
- Watery eyes
- Blepharitis
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<td>The Learner will:</td>
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<td>2. Be able to instruct on make-up application</td>
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| 2.1 Communicate and behave in a professional manner | 2.1.1 To include:  
- Explanation of treatment  
- Benefits, limitations and co-operation required  
- Client care, modesty and support  
- Communication  
- Correct posture, hygiene and a professional approach to the client throughout treatment |
| 2.2 Follow health and safety working practices | 2.2.1 To include:  
- Fire Precautions Act  
- Health & Safety at Work Act  
- Health and Safety (First Aid) Regulations  
- The Management of Health & Safety at Work Regulations  
- The Workplace (Health, Safety & Welfare) Regulations  
- The Manual Handling Operations Regulations  
- The Personal Protective Equipment at Work Regulations  
- The Provision and Use of Work Equipment Regulations  
- The Control of Substances Hazardous to Health Regulations (COSHH)  
- The Electricity at Work Regulations  
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
- Disability Discrimination Act  
- Data Protection Act  
- Adhere to all product safety precautions and manufacturers' instructions  
- Legislation which relates to the work being carried out, the environment and the client with whom the consultant is working |
| 2.3 Position themselves and client correctly throughout the treatment | 2.3.1 To include:  
- Ensuring the client is comfortable and correctly supported  
- Consultant maintaining correct working posture throughout treatment  
- Consultant self-care |
| 2.4 Use products, tools, equipment and techniques to suit clients treatment needs | 2.4.1 To include:  
- Equipment  
- Couch or chair  
- Trolley  
- Stool  
- Towels  
- Additional support if appropriate  
- Headband  
- Bedroll  
- Clothing protection  
- Disinfecting fluid  
- Magnifying lamp  
- Tissues  
- Cotton wool  
- Sponges  
- Gloves  
- Spatulas  
- Bowls  
- Cosmetic sponges  
- Make-up brushes  
- Disposable applicators  
- Make-up palette  
- Mirror  
- Sterilising solution  
- Brush cleanser  
- UV cabinet  
- Waste disposal |
### 2.5 Instruct the client(s) on make-up application to promote understanding

- Discuss, assess and advise on application techniques for specific face, eye, lip and nose shapes, skin tone and colour
- Use instructional leaflets, diagrams
- Use of colour charts
- Discussion and recommendation of suitable make-up products
- Demonstration to half the face using appropriate application techniques
- Observe, guide and correct client during application to other half of face

### 2.6 Describe the use and purpose of make-up tools and products

- **Tools**
  - Headband
  - Clothing protection
  - Tissues
  - Cotton wool
  - Cotton wool buds
  - Sponges
  - Gloves
  - Spatulas
  - Bowls
  - Cosmetic sponges
  - Make-up brushes
  - Disposable applicators
  - Make-up palette
  - Mirror
  - Sterilising solution
  - Brush cleanser
  - Disinfecting fluid

- **Products**
  - Eye make-up remover
  - Cleansing lotions, milks, creams, foams, oils and gels
  - Skin toners, fresheners, astringents and tonics
  - Moisturising products
  - Eye creams and gels
  - Serums
  - Pre-base products (matifying, light reflective, anti-ageing)
  - Colour corrective products (lilac, green, orange)
  - Foundations (cream, liquid, mousse, gel, blocks, compacts, cakes, light reflecting, all-in-one, mineral, matt)
  - Concealers (cream, stick, liquid)
  - Face powders (loose, compact, mineral, light-reflecting, shimmer)
  - Bronzing products (powder, gel, liquid)
  - Shaders
  - Highlighters
  - Cheek products
  - Skin care
| 2.7 | Provide the client with written make-up instructions | 2.7.1 To include:  
- Make-up chart  
- Colour charts  
- Instructional leaflets and diagrams covering face, eye and nose shapes and product use |
| 2.8 | Evaluate the effectiveness of the make-up instruction with the client | 2.8.1 To include:  
- Client response to session  
- Client feedback  
- Retail opportunities  
- Advice on further sessions |
| 2.9 | Complete the treatment to the satisfaction of the client | 2.9.1 To include:  
- Concluding the treatment in appropriate manner to meet client's needs, manufacturer's instructions and make-up specification  
- Check instruction and client application results during session and at the end with client using mirror |
| 2.10 | Record the results of the treatment | 2.10.1 To include:  
- Client response to treatment and feedback  
- Note benefits of the treatment  
- Product advice  
- Home care advice  
- Store records demonstrating knowledge of confidentiality requirements |
| 2.11 | Provide suitable aftercare advice | 2.11.1 To include:  
- Recommendations for immediate aftercare  
- Skin care and make-up product recommendations  
- Colour recommendations  
- Avoid touching excessively  
- Remove make-up immediately if skin irritation occurs  
- Referral procedures  
- Recommendations for further instructional sessions |
| 2.12 | State how to communicate and behave in a professional manner | 2.12.1 To include:  
- Consultation  
- Treatment explanation  
- Client care  
- Hygiene  
- Good communication skills |
| 2.13 | Describe health and safety working practices | 2.13 To include:  
- The importance of:  
  - Fire Precautions Act  
  - Health & Safety at Work Act  
  - Health and Safety (First Aid) Regulations  
  - The Management of Health & Safety at Work Regulations  
  - The Workplace (Health, Safety & Welfare) Regulations  
  - The Manual Handling Operations Regulations  
  - The Personal Protective Equipment at
| 2.14 | State the importance of positioning themselves and the client correctly throughout the treatment |
| 2.15 | State the importance of using products, tools, equipment and techniques to suit client’s treatment needs |
| 2.16 | State the importance of instructing the client on make-up application to promote understanding |
| 2.17 | Describe the importance of evaluating the effectiveness of the make-up instruction with the client |
| 2.18 | State the contra-actions that may occur during and following treatments and how to respond |

2.14.1 To include:
- Ensuring the client is comfortable and correctly supported
- Consultant maintaining correct posture throughout session
- Consultant in position to observe and instruct client clearly in appropriate lighting

2.15.1 To include:
- Couch or chair
- Trolley
- Stool
- Towels
- Additional support if appropriate
- Headband
- Bedroll
- Clothing protection
- Disinfecting fluid
- Magnifying lamp
- Tissues
- Cotton wool
- Sponges
- Gloves
- Spatulas
- Bowls
- Cosmetic sponges
- Make-up brushes
- Disposable applicators
- Make-up palette
- Mirror
- Sterilising solution
- Brush cleanser
- UV cabinet
- Waste disposal

Products and techniques used to instruct clients in the use/application of:
- Skin care
- Day make-up
- Evening make-up
- Special Occasion make-up
- Corrective make-up

2.16.1 To include:
- Skin care product recommendations
- Make-up products recommendations
- Colour recommendations
- Application tools and uses
- Client satisfaction
- Retail recommendations

2.17.1 To include:
- Client response to session
- Client feedback
- Retail opportunities
- Advice on further sessions

2.18.1 To include:
- Adverse skin reaction
- Watery eyes
- Excessive erythema
- Skin irritation
- Itching
- Immediate removal of cosmetic products
- Application of cool compress
- Referral procedures

Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act
| **2.19** | State the importance of completing the treatment to the satisfaction of the client | **2.19.1** | To include:
- Concluding the treatment in the correct manner to meet client’s needs, manufacturers' instructions and make-up specification
- Check application with client using mirror |
| **2.20** | State the importance of completing treatment records | **2.20.1** | To include:
- Maintaining records
- Aftercare
- Home care
- Product advice
- Compliance with Data Protection |
| **2.21** | State the aftercare advice that should be provided | **2.21.1** | To include:
- Skin care product recommendations
- Make-up products recommendations
- Application tools
- Colour recommendations
- Avoid touching excessively
- Remove make-up immediately if skin irritation occurs
- Referral procedures
- Recommendations for further instructional sessions |
| **2.22** | Describe the structure and function of the skin | **2.22.1** | To include:
- Skin structure:
  - **Epidermis:** Stratum Corneum • Stratum Lucidum • Stratum Granulosum • Stratum Spinosum/Malpighian • Stratum Germinativum/Basal Layer
  - **Dermis:** Blood supply • Lymphatic supply • Hair follicle • Hair shaft
  - Sebaceous gland • Sweat gland: Eccrine and Apocrine • Sensory nerve endings • Dermal papilla • Collagen • Elastin • Histiocytes • Mast cells
  - Fibroblasts • Erector pili muscle • Melanocytes
  - **Subcutaneous/Adipose Layer:** The structure and function of the fatty layer underneath the Dermis
  - **Skin functions:** Secretion • Heat regulation • Absorption • Protection/Acid Mantle (composition and formation) • Elimination/excretion • Sensation • Vitamin D formation (7-dehydro-cholesterol) |
| **2.23** | State the position and action of the muscles of the head, neck and shoulders | **2.23.1** | To include:
- Orbicularis Oculi • Orbicularis Oris • Masseter • Buccinator • Risorius
- Levator Anguli Oris • Levator Labii Superiors • Depressor Anguli Oris (Triangularis) • Depressor Labii Inferiors • Mentalis • Zygomaticus
- Temporalis • Nasalis • Procerus • Corrugator • Frontalis • Occipitalis
- Platysma • Sternocleido mastoid • Deltoid
- Pectoralis major and minor |
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<tr>
<td><strong>Unit 807 – Instruction on Make-Up Application</strong></td>
<td>All learners will be assessed via internal practical assessment of their technical skills and treatment techniques</td>
</tr>
<tr>
<td><strong>Practical Assessment</strong></td>
<td>Evidence of 3 instruction on make-up application treatments to include: Consultation including medical history Treatment details including make-up charts, details of products used and instructions given Treatments to include 1 day, 1 evening, and 1 special occasion make-up Before and after photographs Client feedback Aftercare and home care advice including retail recommendations and advice for further treatments Learner and client signatures Treatment date</td>
</tr>
<tr>
<td><strong>Treatments to include</strong></td>
<td>Unit 807 – Instruction on Make-Up Application Practical assessment forms and marking criteria may be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></td>
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<tr>
<td><strong>Treatment Evidence</strong></td>
<td>Unit 807 – Instruction on Make-Up Application must be evidenced through the use of signed and dated treatment evidence forms. See <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a> for sample form</td>
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<td><strong>Assignment</strong></td>
<td>All learners will be assessed via an assignment for this unit. For details please see <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></td>
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<td><strong>Assignment</strong></td>
<td>Unit 807 – Instruction on Make-Up Application assignment guidance and assessment forms may be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></td>
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