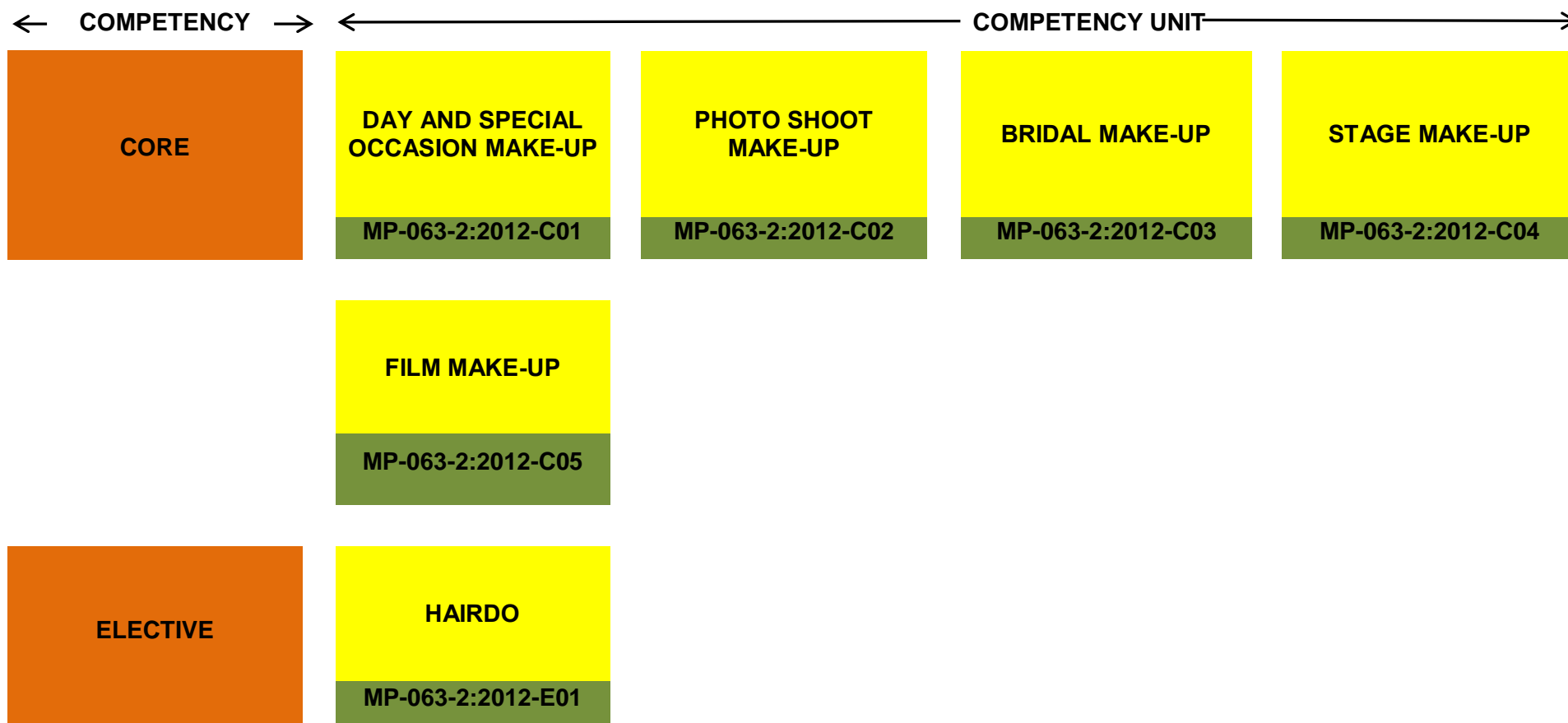


# COMPETENCY PROFILE CHART (CPC)

<b>NOSS TITLE</b>	<b>MAKE-UP ARTIST</b>		
<b>SECTOR</b>	<b>MEDICAL AND PHARMACEUTICAL</b>		
<b>SUB SECTOR</b>	<b>COSMETOLOGY</b>		
<b>JOB AREA</b>	<b>MAKE-UP ARTISTRY</b>		
<b>JOB LEVEL</b>	<b>TWO (2)</b>	<b>JOB AREA CODE</b>	<b>MP-063-2:2012</b>



## COMPETENCY PROFILE (CP)

<b>Sub Sector</b>	<b>COSMETOLOGY</b>			
<b>Job Area</b>	<b>MAKE-UP ARTISTRY</b>			
<b>Level</b>	<b>TWO (2)</b>			
<b>CU Title</b>	<b>CU Code</b>	<b>CU Descriptor</b>	<b>CU Work Activities</b>	<b>Performance Criteria</b>
1. Day and Special Occasion Make-up		<p>Day and Special Occasion Make-up is worn by individuals for their daily activities such as to work, official or unofficial functions and social gatherings. The objective of this make-up is to give a nice look and attractive personality to suit the place, environment and the event. This is achieved by using makeup or cosmetic products.</p> <p>The person who is competent in this competency unit shall be able to examine client's face, perform face cleansing, apply base products and make-up on client's face and perform post make-up to meet client's requirement.</p> <p>The outcome of this competency is to enhance individuals' appearance and look at their daily activities both, official and unofficial.</p>	<ol style="list-style-type: none"> <li>1. Assess client's requirements</li> <li>2. Prepare make-up work area, tools, equipment and products</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Job specification and job scope is defined through discussion with client</li> <li>1.2 Client's time and duration is indicated</li> <li>2.1 Work area is organised with regard to emergency procedure</li> <li>2.2 Make-up tools, equipment and products are arranged</li> <li>2.3 Workplace cleanliness and personal hygiene are maintained</li> <li>2.4 Work area ergonomics, department and posture are practised.</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Examine client's face</p> <p>4. Perform face cleansing</p> <p>5. Apply base products on client's face</p>	<p>3.1 Client's face structure, skin type, skin texture and skin defect defined to determine client's contra indication.</p> <p>3.2 Suitable products and treatment recognised with regards to the skin analysis result.</p> <p>3.3 Client's face condition explained to the client.</p> <p>4.1 Oil and dirt removed from face and selected body area in accordance with face cleansing technique</p> <p>4.2 Unnecessary hairs indicated and removed</p> <p>4.3 Client's eyebrow is shaped and client's skin radiant is enhanced</p> <p>5.1 Base products (such as: primer, sun-block, ampoules, concealer, foundation etc) applied on client's face</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>6. Apply day and special occasion make-up colouring</p>	<p>6.1 Suitable eyebrow pencil is use to colour client's eyebrow.</p> <p>6.2 Suitable eye-shadow colours are chosen, blended and applied on the client's upper eyelid.</p> <p>6.3 Suitable eyeliner colour is chosen and applied on the edges of the client's eyelids.</p> <p>6.4 Suitable mascara colour is chosen and applied on the client's eyelash</p> <p>6.5 Suitable blusher colours are chosen, blended and applied on the client's cheek.</p> <p>6.6 Suitable lip liner colours are chosen, blended and applied on the edges of the clients lips</p> <p>6.7 Suitable lipstick colours are chosen, blended and applied on the client's lips</p> <p>6.8 Suitable lip gloss colours are chosen, blended and applied on the client's lips</p> <p>6.9 Work area, tools and equipment cleanliness and hygiene are maintained</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>7. Carry out day and special occasion make-up finishing</p> <p>8. Perform post day and special occasion make-up</p>	<p>7.1 Refreshing water is sprayed on the client's face for make-up lasting.</p> <p>7.2 Finished make-up is checked to ensure quality furnishing</p> <p>7.3 Make-up is carried out according to allocated time/ duration</p> <p>8.1 Effectiveness of make-up is checked in accordance with job specification</p> <p>8.2 Feedback from client is recorded and analysed for service improvement.</p> <p>8.3 Make-up products residues are cleaned and tidied up in accordance with company housekeeping practice</p> <p>8.4 Make-up tools are disinfected, sanitised and sterilised in accordance with company SOP</p> <p>8.5 Make-up products are counted, listed, replenished, arranged and stored in accordance with company inventory procedures.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Photo shoot Make-up		<p>Photo Shoot Make-up is the type of make-up used on individuals, most likely talents, during photography sessions. The objective is to create an attractive appearance and personality as required by the specific theme. Photo shoot make-up has to suit the colour and fashion of the wearer's clothes and accessories, as well as the type of event and lighting effect.</p> <p>The person who is competent in this competency unit shall be able to examine talent's face, apply make-up to the talent, carry out make-up finishing and perform post photo shoot make-up according to client's requirement.</p> <p>The outcome of this competency is to produce excellent look of talent during photo shoot session according client's requirement.</p> <p>The personnel who are to be trained for this competency must in prior have the following competencies:</p> <p>i. Competence in CU 1: Day and Dinner make-up</p>	<p>1. Analyse photo shoot make-up job scope</p> <p>2. Prepare photo shoot make-up work plan, work area, tools, equipment, products and costume</p>	<p>1.1 Shooting theme is indicated and job specification is defined and confirmed with client through discussion.</p> <p>1.2 Shooting schedule is obtained from client</p> <p>1.3 Lighting requirement is discussed with photographer with regard to the job specification</p> <p>1.4 Types of photography output is identified with regards to the client's requirement</p> <p>2.1 Work plan is prepared in accordance with company guideline</p> <p>2.2 Work area is organised with regard to the emergency procedure</p> <p>2.3 Make-up tools, equipment and products are arranged accordingly.</p> <p>2.4 Workplace cleanliness and personal hygiene are maintained</p> <p>2.5 Work area ergonomics, department and posture are practised.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Examine talent's face</p> <p>4. Carry our photo shoot make-up</p>	<p>2.6 Safe keeping of talent's belongings and make-up area is advised for talent privacy.</p> <p>3.1 Client's face structure, skin type, skin texture and skin defect defined to determine client's contra indication.</p> <p>3.2 Suitable products and treatment recognised with regards to the skin analysis result.</p> <p>3.3 Client's face condition explained to the client.</p> <p>4.1 Oil and dirt removed from face and selected body area in accordance with face cleansing technique</p> <p>4.2 Unnecessary hairs indicated and removed</p> <p>4.3 Base products (such as: primer, sun-block, ampoules, concealer , foundation etc ) applied on client's face</p> <p>4.4 Client's eyebrow is shaped and client's skin radiant is enhanced</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.5 Suitable eyebrow pencil is use to colour client's eyebrow.</p> <p>4.6 Suitable eye-shadow colours are selected, blended and applied on the client's upper eyelid.</p> <p>4.7 Suitable eyeliner colour is selected and applied on the edges of the client's eyelids.</p> <p>4.8 Suitable mascara colour is selected and applied on the client's eyelash</p> <p>4.9 Suitable blusher colours are selected, blended and applied on the client's cheek.</p> <p>4.10 Suitable lip liner colours are selected, blended and applied on the edges of the clients lips</p> <p>4.11 Suitable lipstick colours are chosen, blended and applied on the client's lips</p> <p>4.12 Suitable lip gloss colours are selected, blended and applied on the client's lips</p> <p>4.13 Work area, tools and equipment cleanliness and hygiene are maintained</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>5. Carry out photo shoot make-up finishing</p> <p>6. Perform post photo shoot make-up</p>	<p>5.1 Refreshing water (such as: Charge water, thermal spray water) is sprayed on the client's face for make-up lasting.</p> <p>5.2 Finished make-up is checked to ensure quality furnishing</p> <p>5.3 Talent is dressed and accessorised in accordance with job specification</p> <p>5.4 Talent's hair is styled in accordance with job specification</p> <p>5.5 Talent's make-up is touched up and enhanced to maintain pleasant make-up</p> <p>5.6 Make-up is carried out according to allocated time/ duration</p> <p>6.1 Effectiveness of photo shoot make-up is checked to ensure client's requirement is complied.</p> <p>6.2 Feedback from client is recorded and analysed for service improvement.</p> <p>6.3 Make-up products residues are cleaned and tidied up in accordance with company housekeeping practice</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>6.4 Make-up tools are disinfected, sanitised and sterilised in accordance with company SOP</p> <p>6.5 Make-up products are counted, listed, replenished, arranged and stored in accordance with company inventory procedures</p>
3. Bridal make-up		<p>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</p> <p>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</p>	<p>1. Analyse client's requirements</p> <p>2. Prepare bridal make-up work area, tools, equipment and products</p>	<p>1.1 Client's requirement is identified and job specification is defined and confirmed</p> <p>1.2 Wedding theme is indicated through discussion with client</p> <p>1.3 Bridal costume and accessories are determined with regards to the wedding theme and client's requirement.</p> <p>2.1 Work area is organised with regard to emergency procedure</p> <p>2.2 Make-up tools, equipment and products are arranged accordingly</p> <p>2.3 Workplace cleanliness and personal hygiene are maintained</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The outcome of this competency is to produce excellent look of bride and bridegroom during wedding reception.</p> <p>The personnel who are to be trained for this competency must in prior have the following competencies:</p> <ul style="list-style-type: none"> <li>i. Competence in CU 1: Day and Dinner make-up</li> <li>ii. Competence in CU 2: Photo shoot make-up</li> </ul>	<p>3. Analyse client's face</p> <p>4. Carry out face cleansing and base product application</p>	<p>2.4 Work area ergonomics, department and posture are practised.</p> <p>2.5 Safe keeping of the bride and/or bridegroom's belongings and make-up area are organised for their privacy</p> <p>3.1 Client's face structure, skin type, skin texture and skin defect defined to determine client's contra indication.</p> <p>3.2 Suitable products and treatment recognised with regards to the skin analysis result.</p> <p>3.3 Client's face condition explained to the client.</p> <p>4.1 Oil and dirt removed from face and selected body area in accordance with face cleansing technique</p> <p>4.2 Unnecessary hairs indicated and removed</p> <p>4.3 Base products (such as: primer, sun-block, ampoules, concealer , foundation etc ) applied on client's face</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Perform bridal make-up	5.1 Bride's eyebrow is shaped and coloured 5.2 Suitable eye-shadow colours are chosen, blended and applied on the client's upper eyelid. 5.3 Suitable eyeliner colour is chosen and applied on the edges of the client's eyelids. 5.4 Suitable mascara colour is chosen and applied on the client's eyelash 5.5 Fake eye lash is fixed 5.6 Suitable blusher colours are chosen, blended and applied on the client's cheek. 5.7 Suitable lipstick colours are chosen, blended and applied on the client's lips 5.8 Suitable lip gloss colours are chosen, blended and applied on the client's lips 5.9 Suitable lip liner colours are chosen, blended and applied on the edges of the clients lips 5.10 Work area, tools and equipment cleanliness and hygiene are maintained

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>6. Carry out bridal make-up finishing</p> <p>7. Perform post bridal make-up</p>	<p>6.1 Refreshing water (such as: Charge water, thermal spray water) is sprayed on the client's face for make-up lasting.</p> <p>6.2 Finished make-up is checked to ensure quality furnishing</p> <p>6.3 Bride and/or bridegroom is dressed and accessorised according to client's requirement and job specification</p> <p>6.4 Bride and/or bridegroom's hair is styled according to the job specification</p> <p>6.5 Bride's scarf is worn according to the client's requirement.</p> <p>6.6 Bride and bridegroom make-up touched up and enhanced to maintain pleasant make-up</p> <p>6.7 Make-up is carried out according to allocated time/duration</p> <p>7.1 Effectiveness of bridal make-up is checked to ensure client's requirement is complied.</p> <p>7.2 Feedback from client is recorded and analysed for service improvement.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>7.3 Make-up products residues are cleaned and tidied up in accordance with company housekeeping practice</p> <p>7.4 Make-up tools are disinfected, sanitised and sterilised in accordance with company SOP</p> <p>7.5 Make-up products are counted, listed, replenished, arranged and stored in accordance with company inventory procedure.</p>
4. Stage make-up		<p>Performance artistes such as theatrical actors wear makeup on stage to transform their looks into the characters they are playing. Stage make-up creates realistic appearances required by the mood and script of the event, making it a crucial part of a stage production. Likewise, artistes such as singers and dancers performing on the stage or those appearing in television wear makeup to make their faces and expressions visible to the audience. Makeup can emphasize facial features that would otherwise be washed out</p>	1. Analysed stage make-up job scope	<p>1.1 Types of stage event (such as show performance, TV program, theatre, etc.) and theme are defined and confirmed with client.</p> <p>1.2 Job specification is defined and confirmed with client</p> <p>1.3 Make-up concept with regard to event 's requirements is proposed</p> <p>1.4 Stage show schedule is obtained and confirmed from the clients</p> <p>1.5 Stage lighting setting up information is obtained from the clients with regards to the job specification</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>by stage lights. Stage make-up is achieved using make-up, paint, wigs and other accessories.</p> <p>The person who is competent in this competency unit shall be able examine talent's face, carry out face cleansing base product application, apply make-up to the talent, carry out stage make-up finishing and post bridal according to client's requirement.</p> <p>The outcome of this competency is to produce unique look of talent who are performing stage performance.</p> <p>The personnel who are to be trained for this competency must in prior have the following competencies:</p> <ul style="list-style-type: none"> <li>i. Competence in CU 1: Day and Dinner make-up</li> <li>ii. Competence in CU 2: Photo shoot make-up</li> </ul>	<p>2. Prepare stage make-up work area, tools, equipment and products</p> <p>3. Examine talents' face</p>	<p>2.1 Work area is organised with regard to emergency procedure to ensure talents' comfort and safety</p> <p>2.2 Make-up tools, equipment and products are arranged accordingly</p> <p>2.3 Workplace cleanliness and personal hygiene are maintained</p> <p>2.4 Work area ergonomics, department and posture are practised.</p> <p>2.5 Safe keeping of stage make-up area for talents' privacy is practised</p> <p>3.1 Talent's face structure, skin type, skin texture and skin defect defined to determine talent's contra indication.</p> <p>3.2 Suitable products and treatment recognised with regards to the skin analysis result.</p> <p>3.3 Talent's face condition is explained to the talent</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Carry out face cleansing and base product application</p> <p>5. Carry out stage make-up</p>	<p>4.1 Oil and dirt removed from face and selected body area in accordance with face cleansing technique</p> <p>4.2 Unnecessary hairs indicated and removed</p> <p>4.3 Talent's eyebrow is shaped and client's skin radiant is enhanced</p> <p>4.4 Base products (such as: primer, sun-block, ampoules, concealer , foundation etc ) applied on talent's face</p> <p>5.1 Talent's eyebrow is coloured using suitable eyebrow pencil .</p> <p>5.2 Suitable eye-shadow colours are chosen, blended and applied on the talent's upper eyelid.</p> <p>5.3 Suitable eyeliner colour is chosen and applied on the edges of the talent's eyelids.</p> <p>5.4 Suitable mascara colour is chosen and applied on the talent's eyelash</p> <p>5.5 Fake eye lash is fixed</p> <p>5.6 Suitable blusher colours are chosen, blended and applied on the talent's cheek</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Carry out stage make-up finishing	<p>5.7 Suitable lip gloss colours are chosen, blended and applied on the client's lips</p> <p>5.8 Suitable lip liner colours are chosen, blended and applied on the edges of the clients lips</p> <p>5.9 Work area, tools and equipment cleanliness and hygiene are maintained</p> <p>6.1 Refreshing water for make-up lasting ( such as: charge water, thermal spray) is sprayed in accordance with stage make-up procedure.</p> <p>6.2 Finished make-up is checked in accordance with stage make-up procedure.</p> <p>6.3 Talent is dressed and accessorised in accordance with in accordance with job specification and stage make-up procedure</p> <p>6.4 Talent's hair is styled in accordance with job specification</p> <p>6.5 Talent's stage make-up is touched up and enhanced in accordance with company guideline</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			7. Perform post stage make-up	<p>6.6 Stage make-up is carried out according to allocated time and duration</p> <p>7.1 Effectiveness of stage make-up is checked in accordance with job specification and company guideline.</p> <p>7.2 Feedback from talent and client is recorded in accordance with company SOP.</p> <p>7.3 Make-up products residues are cleaned and tidied up in accordance with company housekeeping practice.</p> <p>7.4 Make-up tools disinfected, sanitised and sterilised in accordance with company SOP and post make-up procedure.</p> <p>7.5 Make-up products are counted, listed, replenished, arranged and stored in accordance with company inventory procedure.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Film make-up		<p>Film Make-up is used on actors in a film or drama production. Similar to stage make-up, film make-up plays a big role in transforming the actors into their played characters as required by the script. Effects such as scars, wounds or blood can be created using cosmetics and other materials.</p> <p>The person who are competent in this competency unit shall be able to analyse film script and storyboard, performed face analysis and "test look", apply make-up to the talent, assess talents' finished make-up and perform post film make-up activities according to client's requirement.</p> <p>The outcome of this competency is to produce desired look of film actor/actress according to the film script.</p> <p>The personnel who are to be trained for this competency must in prior have the following competencies:</p> <p>i. Competence in CU 1: Day</p>	<p>1. Analyse film script and storyboard</p> <p>2. Prepare film make-up work area, tools, equipment and products</p>	<p>1.1 Client's requirement is identified,</p> <p>1.2 Job scope and specification are defined and confirmed in accordance with client</p> <p>1.3 Main talent's costume and accessories are determined and confirmed with regard to the film script and storyboard requirement.</p> <p>1.4 Film shooting schedule is obtained from client and analysed</p> <p>2.1 Work area is organised in with regard to emergency procedure to ensure talent comfort</p> <p>2.2 Make-up tools, equipment and products are arranged accordingly</p> <p>2.3 Workplace cleanliness and personal hygiene are maintained</p> <p>2.4 Work area ergonomics, department and posture are practised.</p> <p>2.5 Safe keeping of the talents is practised</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>5. Assess talents' finished make-up</p>	<p>4.3 Make-up colouring (eyebrow pencil, eyeliner, eye shadow, blusher, lips stick, lips gloss, lips liner, mascara) are applied to talent's face and selected body area according to the script and storyboard requirement</p> <p>4.4 Main talent is dressed and accessorised with regard to the script and storyboard.</p> <p>4.5 Hairdo is carried out according to the script requirement</p> <p>5.1 Main talent's make-up is reviewed through TV monitor (scene by scene) to ensure scene continuity and suitability</p> <p>5.2 Talent's make-up is touched up and enhanced in to meet client's requirement.</p> <p>5.3 Make-up approved as per scene reviewed with regard to the script and storyboard</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Perform post film make-up activities	<p>6.1 Effectiveness of photo shoot make-up is checked to ensure client's requirement is complied.</p> <p>6.2 Feedback from client is recorded and analysed for service improvement.</p> <p>6.3 Make-up products residues are cleaned and tidied up in accordance with company housekeeping practice</p> <p>6.4 Make-up tools are disinfected, sanitised and sterilised in accordance with company SOP</p> <p>6.5 Make-up products are counted, listed, replenished, arranged and stored in accordance with company inventory procedures.</p> <p>6.6 Make-up products are counted, listed, replenished, arranged and stored and in accordance with company inventory procedures.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Hairdo		<p>Hairdo is an activity that is performed to enhance individuals' hair to their desired look by cutting, colouring, shaping and accessorising according to the client's requirement. The objective of hairdo is to create an attractive appearance and personality that match with the make-up as required by the occasion such as wedding, stage event or photography session.</p> <p>The person who is competent in this competency unit shall be able to examine client's hair, carry out hairdo and post hairdo activities according to client's requirement.</p> <p>The outcome of this competency is to produce simple hair style to suit the individual's make-up in accordance with job specification and client's requirement.</p>	<ol style="list-style-type: none"> <li>1. Assess job specification</li>   <li>2. Prepare hairdo work area, tools, equipment and hair products</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Event theme is identified</li> <li>1.2 Job scope and client requirement are defined in through discussion</li> <li>1.3 Hairdo concept and style proposed to the client</li>   <li>2.1 Work area is organised in accordance with company guideline with regard to emergency procedure to ensure the client/talent comfort.</li> <li>2.2 Hairdo tools, equipment and hair products are arranged in accordingly</li> <li>2.3 Workplace cleanliness and personal hygiene are maintained</li> <li>2.4 Work area ergonomics, deportment and posture are practised.</li> <li>2.5 Safe keeping of the talents is practised</li> </ol>





CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.5 Hairdo tools disinfected, sanitised and sterilised in accordance with company SOP and post make-up procedure</p> <p>4.6 Hairdo products are counted, listed, replenished, arranged and stored in accordance with company inventory procedures.</p>