

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SKILL COUNCIL FOR PERSONS WITH DISABILITY

Rights of Persons with Disabilities Act - 2016

Principles for empowerment of persons with disabilities, —

Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;

- Non-discrimination;
- Full and effective participation and inclusion in society;
- Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
- Equality of opportunity;
- Accessibility;
- Equality between men and women;
- Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities



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Introduction

Qualifications Pack- Make-up Artist

Qualifications Pack Code	PWD/MES/Q1801
Sector	Persons with Disability
Originating Sector Skill Council	Media and Entertainment Industry
Version number	1.0

Adoption of Job Role for PwD - Job mapping is critical for skill training of PwD so that the livelihood opportunity looks at him/ her not because he/ she is having a disability but because of the skill. Mapping with a disability involves research with subject matter experts (SMEs) with a view on the industry requirement without compromising on performance outcome. In cases, mapping is also supported by the use of assistive tools/ technology.

Mapped to Expository

S. No.	Expository Code	Expository Name	Minimum Entry Criteria	Expository Linked On
1	E001	Expository for Locomotor Disability	Same as the Qualification Pack	01/08/2018
2.	E004	Expository for Speech and Hearing Impairment	Same as the Qualification Pack	01/08/2018

Job Details	Qualifications Pack Code	MES/ Q 1801		
	Job Role	Make-up artist		
	Credits (NSQF)	TBD	Version number	01
	Sector	Media and Entertainment	Drafted on	18/02/15
	Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
	Occupation	Hair and Make-up	Next review date	18/02/17
	NSQC Clearance on	28/09/2015		

Job Role	Make-up artist
Role Description	Design and execution of make-up for artists
NSQF level	4
Minimum Educational Qualifications	Class XII
Maximum Educational Qualifications	Graduate
Training (Suggested but not mandatory)	Course in Make-up Application
Minimum Job Entry Age	18 years
Experience	1-3 Years (0-2 Years for Junior Make-up Artists)
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> MES/ N 1801 (Identify hair and make-up requirements) MES/ N 1802 (Manage hair, make-up and prosthetics supplies) MES/ N 1803 (Prepare for altering the artists' appearance) MES/ N 1804 (Apply make-up and special effects) MES/ N 1807 (Manage helpers and trainees) MES/ N 0104 (Maintain workplace health and safety) Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definitions

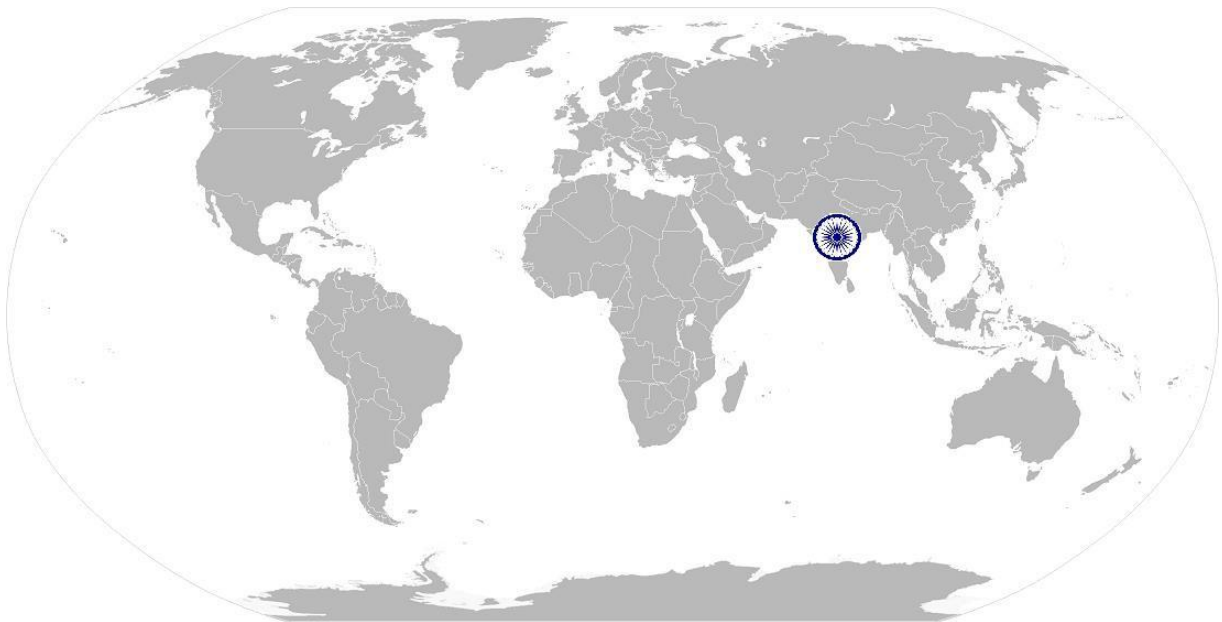
Keywords /Terms	Description
Airbrushing	A technique to apply multiple liquid make-up products on the skin by pushing them through a nozzle to create a mist of droplets that settle on the skin
Contouring	The art of shading and highlighting areas of the skin, features etc.
Cosmetology	The art of applying cosmetics and study of their uses
Exfoliate	Process of removing dirt, dead cells and cleaning the skin using a gentle abrasive product
Hair colour	A hair product that is used to change the colour or appearance of the hair
Hair elasticity	The ability of the hair to stretch and return back to its original length
Prosthetics	The art of creating false limbs, body parts using sculpting, moulding, casting techniques for use in special effects make-up
Skin test	A process where a small amount of the product is applied to the skin to test for any adverse skin reactions
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do. 3

Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

MES/ N 1801

Identify hair and make-up requirements

National Occupational Standard



Overview

This unit is about understanding hair and make-up requirements to meet the demands of the Director, Production Designer and/or artists

MES/ N 1801

Identify hair and make-up requirements

Unit Code	MES/ N 1801
Unit Title (Task)	Identify hair and make-up requirements
Description	This OS unit is about understanding hair and make-up requirements to meet the demands of Director, Production Designer and/or artists
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Understanding requirements Obtaining ideas about character's look Identifying the design concept Determining the production requirements
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding requirements	To be competent, the user/individual on the job must be able to: PC1. Understand the number of characters or artists for whom hair and/or make-up design is required, in consultation with/supervision of senior designers if necessary PC2. Understand hair and make-up requirements (e.g. natural look for anchors/presenters, prosthetics / injuries/ stains for special effects, glamorous / period/ ageing for actors etc.) from the director/ production designer/artist and design/ continuity requirements from the script (where applicable) PC3. Recognize when special requirements and effects are required to produce the design
Obtaining ideas about character's look	PC4 Access sources needed to research the creative aspects of the look based on the requirements
Identifying the design concept	PC5 Produce and finalize design ideas which are consistent with the script and sensitive to its characterization, in consultation with/supervision of senior designers and artists if necessary
Determining the production requirements	PC6 Understand the creative and technical requirements required to execute the look PC7 Realistically estimate the amount of preparation time, budget and resources required for the type of production being worked on, in consultation with/supervision of Senior Designers and Producers if necessary
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. The creative and technical requirements of the production KA2. The technical, resource, budget and time constraints applicable KA3. The creative preferences and prejudices of the director/ production designer/artists KA4. The role and requirements of key departments be liaised with, especially costumes, camera and lighting where the team has the maximum interaction

MES/ N 1801

Identify hair and make-up requirements

A. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The principles of cosmetology and hair care</p> <p>KB2. The theory of skin and hair</p> <p>KB3. The human anatomy and face structure</p> <p>KB4. The fundamentals and principles of drawing and colour theory</p> <p>KB5. Techniques of applying screen/ stage/ fashion/ corrective make-up</p> <p>KB1. Theory of bruising and application techniques including blood, dirt etc.</p> <p>KB2. The history of make-up, including period styles and techniques</p> <p>KB6. The features, advantages and disadvantages of different hair and make-up products (such as eye-liners, hair spray etc.), tools (such as combs, brushes etc.) and equipment (such as dryers, straighteners etc.)</p> <p>KB7. How to assess the artists' look from the script and through discussions with the producer, director/ production designer</p> <p>KB8. How to estimate the cost and time it would take to create the look keeping in mind the creative requirements</p> <p>KB9. Health and safety guidelines, including safe usage of hair and make-up products, common allergies etc.</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p style="background-color: #e1eef6; text-align: center;">Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Make notes to capture creative requirements of the director/ production designer / artists</p> <p>SA2. Document estimates of time, budget and resources required to achieve creative requirements</p> <p style="background-color: #e1eef6; text-align: center;">Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read and understand the script and perform a break-down for hair and make-up design and continuity</p> <p>SA4. Research references for hair and make-up designs that can be used for production</p> <p>SA5. Interpret the information collected with the original design idea agreed with the director/ production designer</p> <p style="background-color: #e1eef6; text-align: center;">Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Understand requirements from the director/ production designer and artists</p> <p>SA7. Finalise the design concept with the director/ production designer/artist</p>
B. Professional Skills	<p style="background-color: #e1eef6; text-align: center;">Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Decide the creative look for artists' keeping in mind the requirements of the script, director/ production designer and/ or artists</p> <p style="background-color: #e1eef6; text-align: center;">Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Take appropriate action in the event of shortfalls in the availability, quantity and quality of materials, staff or facilities</p>

MES/ N 1801

Identify hair and make-up requirements

	SB3. Find alternatives and modify facilities when what is provided is inadequate
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB4. Anticipate over-spending on the budget and agree on suitable solutions
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB5. break down scripts in terms of hair and makeup requirements to be used during production
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB6. foresee the hair and makeup requirements to be planned/purchased as per the script updations
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB7. able to communicate the requirements analysed with the production team

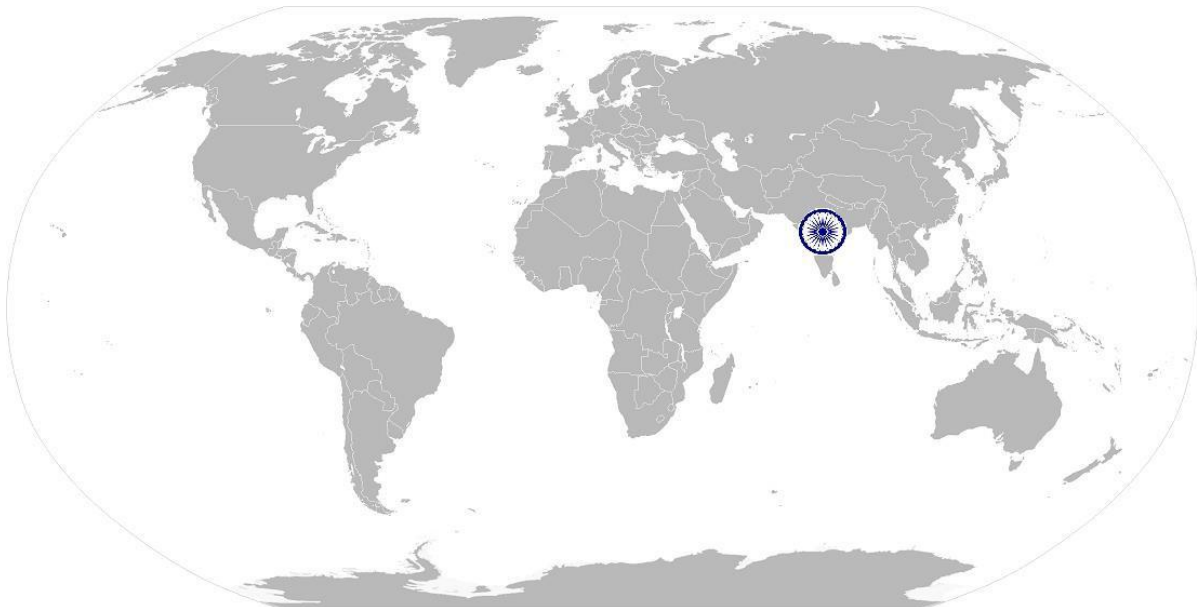


MES/ N 1801

Identify hair and make-up requirements

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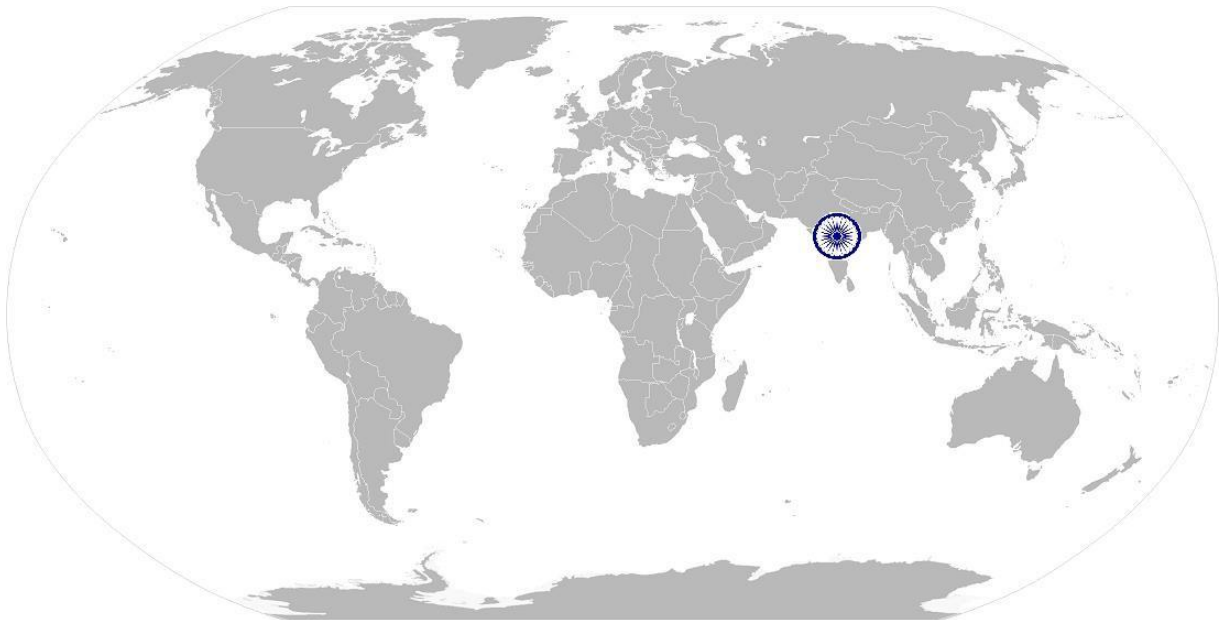
NOS Code	MES / N 1801		
Credits (NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



MES/ N 1802

Manage Hair, Make-up and Prosthetics supplies

National Occupational Standard



Overview

This unit is about managing hair, make-up and prosthetics resources and supplies, and making purchases whenever necessary

MES/ N 1802

Manage Hair, Make-up and Prosthetics supplies

National Occupational Standard

Unit Code	MES/ N 1802
Unit Title (Task)	Manage Hair, Make-up and Prosthetics supplies
Description	This OS unit is about managing hair, make-up and prosthetics resources and supplies, and making purchases whenever necessary
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Evaluating material and equipment • Selecting and purchasing relevant products/services • Monitoring stocks of products <p>Note:</p> <ul style="list-style-type: none"> • This task may be covered by Senior Designers or Producers on larger productions. On smaller productions a Make-up Artist, Hairdresser or Prosthetics Artist may be solely responsible
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Evaluating material and equipment	To be competent, the user/individual on the job must be able to: PC1. Evaluating materials on quality, quantity, type, costs PC2. Determine the amount and quality of resources, materials, tools and equipment required to meet design specifications
Selecting and purchasing relevant products/ services	Determine where and how resources should be labeled, stored and arranged PC4. Select the providers of materials and equipment and purchase adequate quantity and type of products, in line with creative, technical and budgetary requirements, in consultation with/supervision of Senior Designers and Producers if necessary PC8
Monitoring stocks	Monitor and replenish stock of hair, make-up or prosthetics resources, as per PC9 requirements PC10
Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA5. The creative and technical requirements of the production KA6. The technical, resource, budget and time constraints applicable KA7. The creative preferences and prejudices of the director/ production designer/artists KA8. The role and requirements of key departments be liaised with, especially costumes, camera and lighting where the team has the maximum interaction

MES/ N 1802

Manage Hair, Make-up and Prosthetics supplies

	<p>KB5. How to select materials, tools and equipment that suits the artists' skin type and conditions</p> <p>KB6. How to obtain special materials or equipment based on artists' physical needs or artistic preferences</p> <p>KB7. How to handle products to avoid damage or spillages</p> <p>KB8. Where and how resources should be labeled, stored and arranged</p> <p>KB9. Health and safety guidelines, including common allergies that could occur from using materials</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Make an accurate list of resources to be purchased along with details such as quantity, cost, vendor name etc.</p> <p>SA2. Fill out a purchase order form/petty cash form and get the appropriate approvals for purchase of materials</p> <p>SA3. Keep accurate records of what you have ordered and what has been supplied</p> <p>SA4. Keep accurate records of expenditure and associated documents, receipts etc.</p> <p>SA5. Update stock records as appropriate</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Refer to hair, make-up or prosthetics designs, vendor catalogues, websites etc. to gather information on materials to be purchased</p> <p>SA7. Read the production schedules and deadlines to ensure that materials are available in advance</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Communicate effectively with vendors, in consultation with/supervision of Senior Designers and Producers if necessary</p> <p>SA9. Discuss and agree on the final list of resources to be purchased with the director/ production designer and/ or the artists</p> <p>SA10. Liaise with the finance departments to receive cash for purchases</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Select the correct quantity and types of materials required, taking into account the design, production schedules and deadlines</p> <p>SB2. Select materials and equipment vendors who are able to meet the creative and budgetary requirements</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Ensure that the materials, tools and equipment are sourced prior to commencement of production</p>
	Customer Centricity
	<p>SB4. be creative and imaginative as per the changes or updations in the story or</p>

MES/ N 1802

Manage Hair, Make-up and Prosthetics supplies

	characters
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Take appropriate action in the event of shortfalls in the quantity and quality of materials, staff or facilities</p> <p>SB6. Monitor expenditure and anticipate budget over-spending and agree suitable solutions</p> <p>SB7. Deal with supply delays promptly and effectively</p> <p>SB8. Check products to ensure they are not damaged and arrange replacement, where required</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Monitor the nature and quality of vendors materials, tools and equipment for future purchases</p>
Critical Thinking	
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Appraise the quality of own work to ensure it is in line with the expected quality standards</p>

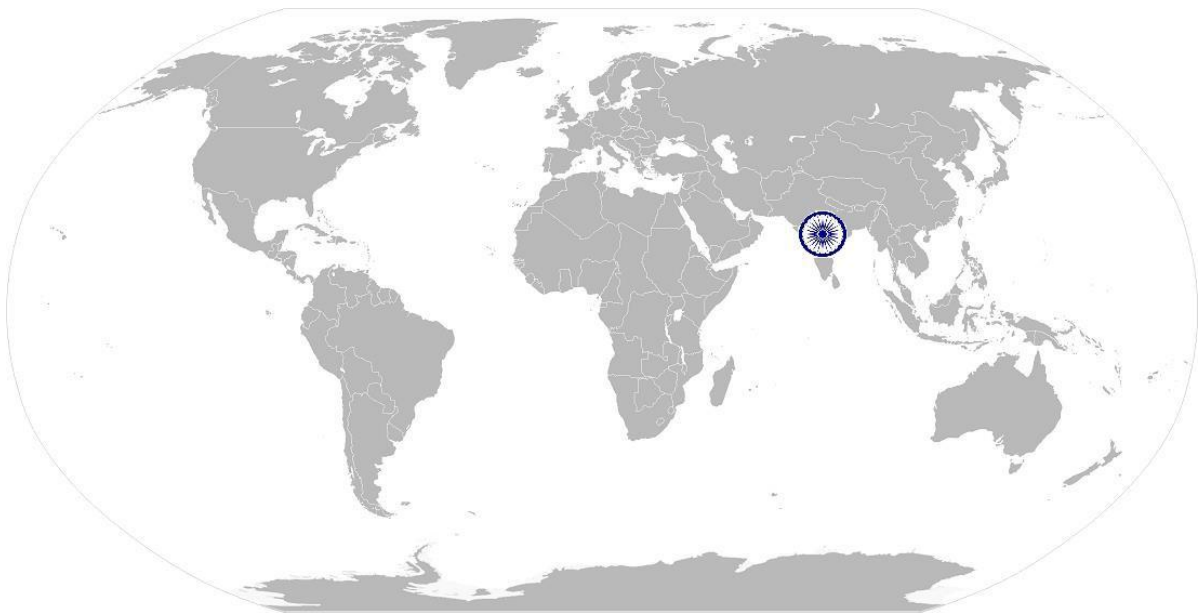


MES/ N 1803

Prepare for altering the artists' appearance

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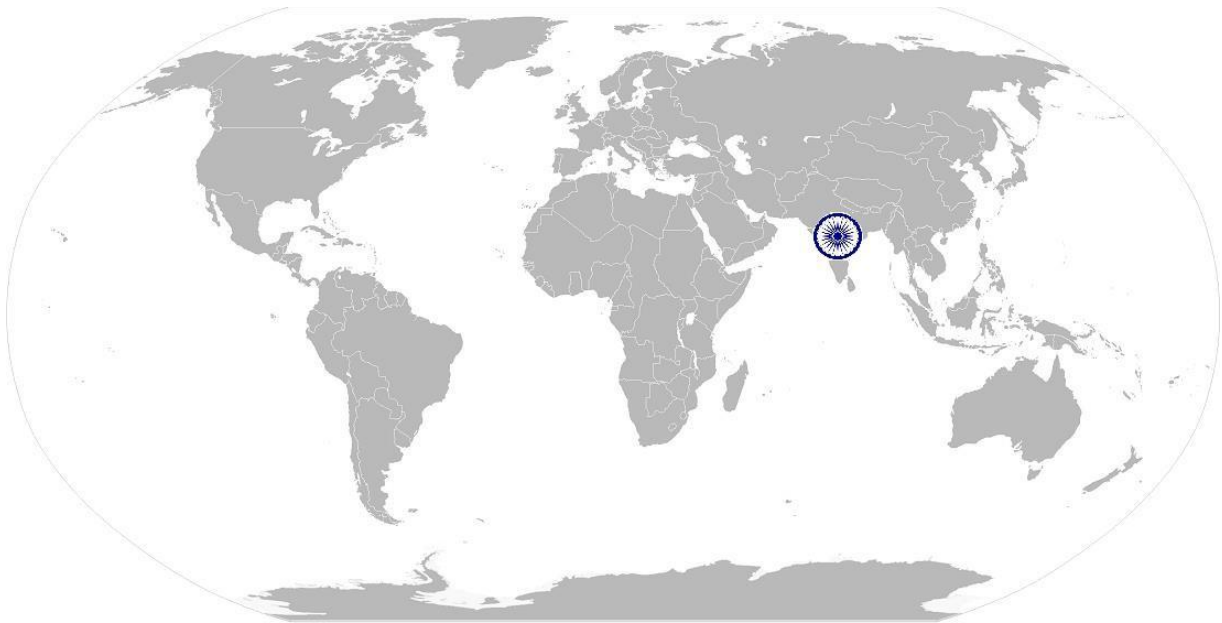
NOS Code	MES / N 1802		
Credits(NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



MES/ N 1803

Prepare for altering the artists' appearance

National Occupational Standard



Overview

This unit is about preparing to alter the artists' appearance in accordance to requirements

MES/ N 1803

Prepare for altering the artists' appearance

Unit Code		MES/ N 1803
Unit Title (Task)		Prepare for altering the artists' appearance
Description	This OS unit is about preparing to alter the artists' appearance in accordance with requirements	
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Organizing and arranging work area, materials, tools, equipment 	
Performance Criteria (PC) w.r.t. the Scope		
Element	Performance Criteria	
Organizing and arranging work area, materials, tools, equipment	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Prepare, organize and keep workstation materials, equipment and on-set kit fully stocked, tidy and hygienic</p> <p>PC2. Explain hair and/or make up procedures to artists and invite their questions</p> <p>PC3. Prepare the skin and scalp appropriately for the type of contact material used</p> <p>PC4. Take measurements of the appropriate head and body areas for preparation of wigs, masks etc.</p> <p>PC5. Arrange fittings and appointments with artists' within production deadlines</p>	
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The basic make up and/or hair work materials and equipment required for the workstation and on set kit</p> <p>KA2. The creative and technical requirements of the production</p> <p>KA3. The technical, resource, budget and time constraints applicable</p> <p>KA4. The production schedules and dates on which specific looks would need to be created for artists</p>	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The principles of cosmetology and hair care</p> <p>KB2. How to undertake a script breakdown and understand shot-wise hair and make-up requirements</p> <p>KB3. How to interpret the look of each character accurately</p> <p>KB4. How to identify whether time affects the look of the character at the beginning and as the story unfolds</p> <p>KB5. How to label material containers clearly with complete information necessary for safe use.</p> <p>KB6. How to carry out a skin analysis and identify potential skin allergies and reactions</p> <p>KB7. How to carry out hair elasticity tests</p> <p>KB8. How to clean the skin surface and apply exfoliators, creams, bleach, lotions to skin and body parts</p> <p>KB9. Appropriate methods of skin and scalp preparation</p> <p>KB10. The techniques of removing body hair including waxing, shaving etc.</p> <p>KB11. Safe and hygienic methods to store, handle and dispose of make-up and/or hair equipment, tools, hazardous substances</p> <p>KB12. Health and safety legislation applicable to make up and/or hair equipment and hazardous substances</p>	

MES/ N 1803

Prepare for altering the artists' appearance

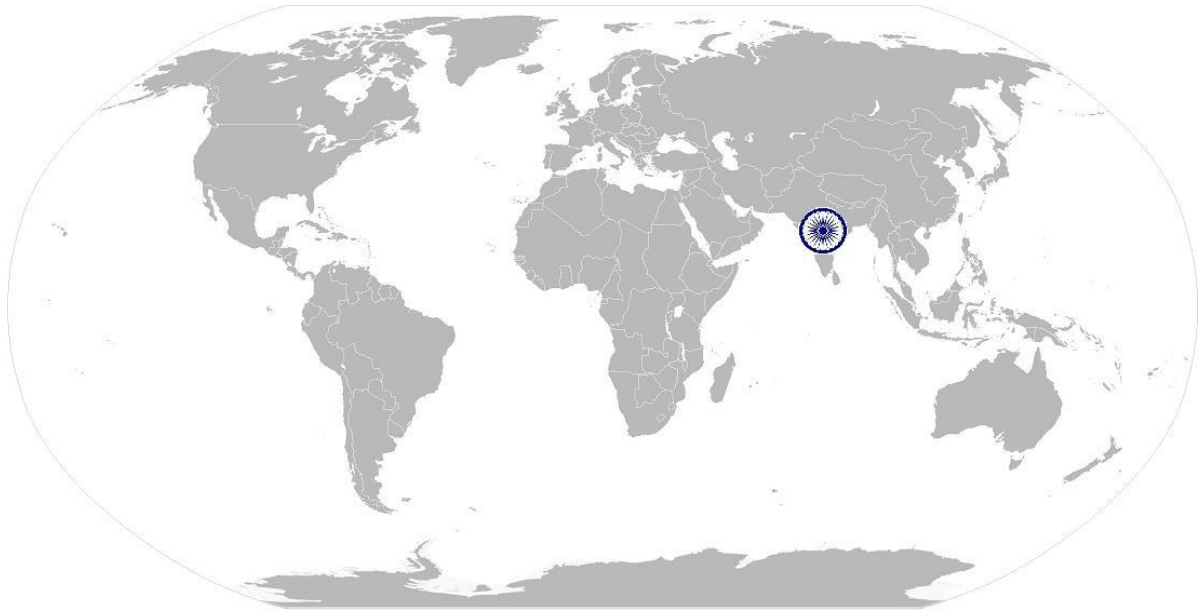
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills The user/individual on the job needs to know and understand how to: SA1. Label and store materials, tools and equipment, so that they are easily accessible when required SA2. Record key measurements of the head and body area for preparing wigs, masks etc.
	Reading Skills The user/individual on the job needs to know and understand how to: SA3. Read the script & understand hair-and make-up requirements (as applicable) SA4. Read production schedules and understand looks that would need to be maintained throughout the duration of the shoot, and dates on which specific looks would need to be created (as applicable)
	Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA5. Check with artist's about past allergies and other sensitivities SA6. Advise artists' of procedures and possible discomfort that the change of appearance may cause SA7. Discuss the artists' look with the costume, camera and lighting teams to ensure that the required look would meet requirements and would be appealing
	B. Professional Skills
	Plan and Organize The user/individual on the job needs to know and understand how to: SB1. Organise materials, tools and equipments in advance and prior to production
	Problem Solving The user/individual on the job needs to know and understand how to: SB2. Recognize and deal with infectious or contagious skin and/or hair conditions that could contaminate make up and/or hair materials and equipment SB3. Identify and avoid potential infection, adverse hair and/or skin reaction and personal discomfort for artists and take appropriate action
	Analytical Thinking The user/individual on the job needs to know and understand how to: SB4. Determine if the items fit in accordance with your measurements of the artist and whether some additional trimming will be required SB5. Make sure that sufficient materials and equipment are available and in good working order, prior to the start of the shoot
	Decision Making The user/individual on the job needs to know and understand how to: SB6. Finalise the creative vision of the production
	Customer Centricity The user/individual on the job needs to know and understand how to: SB7. be creative and imaginative as per the changes or updations in the story or characters
	Critical Thinking The user/individual on the job needs to know and understand how to: SB8. Appraise the quality of own work to ensure it is in line.

MES/ N 1803

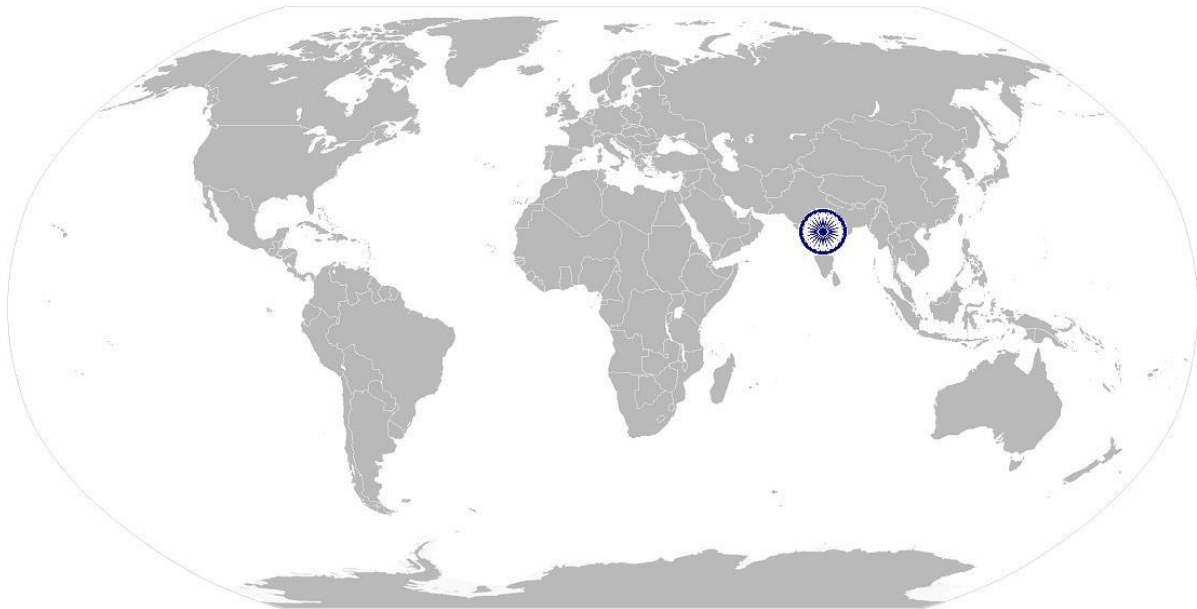
Prepare for altering the artists' appearance

NOS Version Control

NOS Code	MES / N 1803		
Credits(NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



National Occupational Standard



Overview

This unit is about altering the artist's appearance using make up and maintaining its continuity throughout the production schedule

MES/ N 1804

Apply make-up and special effects

National Occupational Standard

Unit Code		MES/ N 1804
Unit Title		Apply make-up and special effects
(Task)		
Description	This OS unit is about altering the artist's appearance using make up and maintaining its continuity throughout the production schedule	
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Altering the artist's look • Selecting the appropriate techniques 	
Performance Criteria (PC) w.r.t. the Scope		
Element	Performance Criteria	
Altering the artist's look	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required) PC2. Assist in the maintenance of continuity of the artist's appearance PC3. Remove the make-up carefully to reduce artists' discomfort 	
Selecting appropriate techniques	<ul style="list-style-type: none"> PC4. Check that the selected make-up is appropriate to the required look, need for durability, dressing techniques and is compatible with artists skin type PC5. Position artists in the most appropriate position to minimize personal discomfort 	
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. The basic make up materials and equipment required KA2. The creative and technical requirements of the production KA3. The technical, resource, budget and time constraints applicable KA4. The production schedules and dates on which specific looks would need to be created for artists KA5. Environmental factors at the shooting venue e.g. temperature, humidity etc. and lighting and camera requirements 	
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. The principles of cosmetology and hair care KB2. The fundamentals of Skin theory KB3. The human anatomy and face structure KB4. The fundamentals and principles of drawing and colour theory KB5. Techniques of applying screen/ stage/ fashion/ corrective make-up KB6. Theory of bruising and application techniques including blood, dirt etc. KB7. Techniques of contouring KB8. The history of make-up, including period styles and techniques KB9. The features, characteristics, advantages, disadvantages, costs etc. of different types of materials, tools and equipment KB10. Common skin diseases, allergies, disorders and reactions KB11. Appropriate methods of skin and scalp preparation KB12. Factors (design requirements, face and head shape of artists etc.) to be considered while applying make-up KB10. How to handle products to avoid damage or spillages KB13. Make up and special effects application techniques and their correct sequence 	

MES/ N 1804

Apply make-up and special effects

	<p>KB14. How to ensure that the makeup is sustained under different shooting conditions</p> <p>KB15. The techniques of airbrushing</p> <p>KB16. How to clean, shape and apply polish to nails</p> <p>KB17. How to remove make-up safely</p> <p>KB18. How to carry out the necessary tests to check for harmful reactions caused by removers, make-up etc.</p> <p>KB19. Health and safety guidelines, including safe usage of hair and make-up products, common allergies etc.</p>
Skills (S) (Optional)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Keep complete and accurate records of make-up continuity details for all artists</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Access information to confirm complexion and resultant make-up and special effects required for artists</p> <p>SA3. Gather suitable references to use during application</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Check with artist's about past allergies and other sensitivities</p> <p>SA5. Clearly and fully inform artists of the process of applying make-up and ensure they are positioned comfortably</p> <p>SA6. Advise artists how to maintain make-up throughout the production schedule as appropriate</p>	
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Select make-up and other material which is compatible to the artist's skin type</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Ensure that the required look is created within the required preparation time</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Take action if make up causes adverse skin reactions</p> <p>SB4. Take appropriate action when make-up or special effects disintegrate under shooting conditions</p> <p>SB5. Accommodate for changes in the script or due to atmospheric/ weather changes</p> <p>SB6. Minimize personal discomfort to artists</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Check artists' make-up against specifications for continuity</p>
<p>Customer Centricity</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. be creative and imaginative as per the changes or updations in the story .</p>	

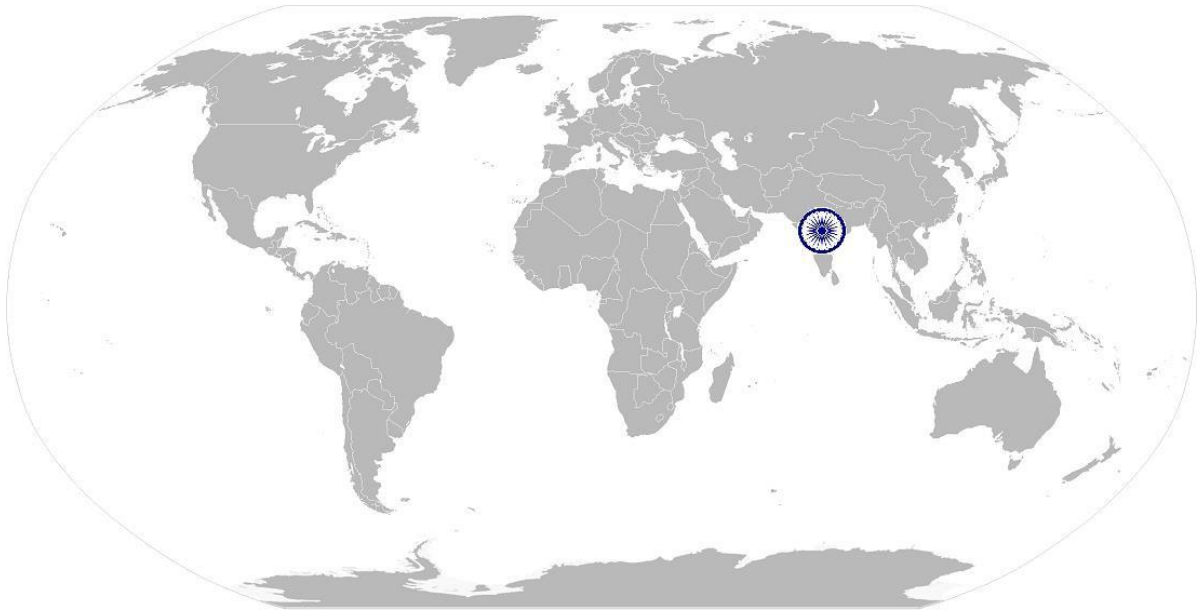
MES/ N 1804

Apply make-up and special effects

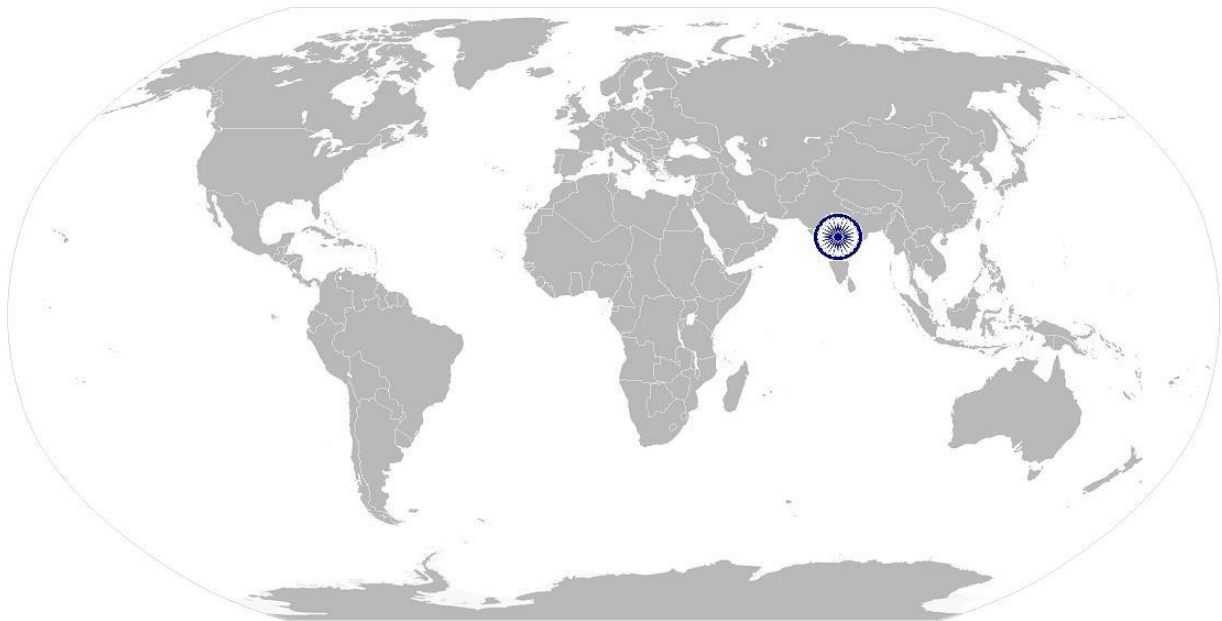
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Have a keen eye for detail and maintain an aesthetic sense towards colour Shapes, forms and the final output

NOS Version Control

NOS Code	MES / N 1804		
Credits(NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



National Occupational Standard



Overview

This unit is about managing helpers and trainees while producing the required hair, make-up and prosthetics according to the design brief

MES/ N 1807

Manage helpers and trainees

National Occupational Standard

Unit Code		MES/ N 1807
Unit Title		Manage helpers and trainees
(Task)		
Description	<p>This OS unit is about managing helpers and trainees while producing the required hair, make-up and prosthetics according to the design brief</p> <p>Note: This task may be covered by Senior Designers or Producers on larger productions. On smaller productions a Make-up Artist, Hairdresser or Prosthetics Artist may be solely responsible.</p>	
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Communicating information Ensuring that the helpers/trainees assist correctly 	
Performance Criteria (PC) w.r.t. the Scope		
Element	Performance Criteria	
Communicating information	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inform, or assist in informing, trainees/helpers of the hair, make-up and prosthetics process and of their responsibilities and role in the process</p> <p>PC2. Ensure, or assist in ensuring, that the trainees/helpers know how to find and operate the materials, tools and equipments that will be required during the process</p> <p>PC3. Provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule</p>	
Ensuring that trainees/ helpers assist correctly	<p>PC4. Monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner</p> <p>PC5. Provide trainees/helpers with the opportunity to contribute and try out the work for themselves</p>	
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The creative and technical requirements of production</p> <p>KA2. The technical, resource, budget and time constraints applicable</p> <p>KA3. The production schedules and dates by when hair, make-up or prosthetics would need to be created</p> <p>KA4. The work areas, process and activities involved</p>	
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to plan the work for helpers/trainees and assign responsibilities</p> <p>KB2. How to use and/or operate the materials, tools and equipments required during the hair, make-up or prosthetics process</p> <p>KB3. The resources available for training helpers/trainees</p> <p>KB4. How to utilize the resources available in the best possible manner</p> <p>KB5. How to provide constructive feedback that could help helpers/trainees improve their performance</p>	

MES/ N 1807

Manage helpers and trainees

	<p>KB6. Legislation, regulations and codes of practice that are applicable to managing other people and to the work being undertaken</p> <p>KB7. How to ensure that trainees adhere to applicable health and safety requirements at all times</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Document plan for workers that encapsulates their role and responsibilities in the hair, make-up or prosthetics process
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Advise trainees on the appropriate use of standard procedures, materials, tools and equipments SA3. Encourage trainees to ask questions regarding aspects of the design brief SA4. Provide constructive individual feedback to trainees on their work and encourage them to improve future performance
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. Plan the hair, make-up and prosthetics process and activities and identify activities where helpers/trainees could assist
	Problem Solving
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB2. Monitor the work of trainees and demonstrate how they could address potential problems SB3. Find workable solutions promptly for any problems which could adversely impact upon the production schedule SB4. Report any problems concerning the management of trainees
	Critical Thinking
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB5. Evaluate own performance in the management of trainees and consult the relevant person for feedback
	Customer Centricity
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB6. check that team work meets project creative requirements
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB7. Identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them proactively
Decision making	
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB8. assign action plan for all team members as per their skill. 	

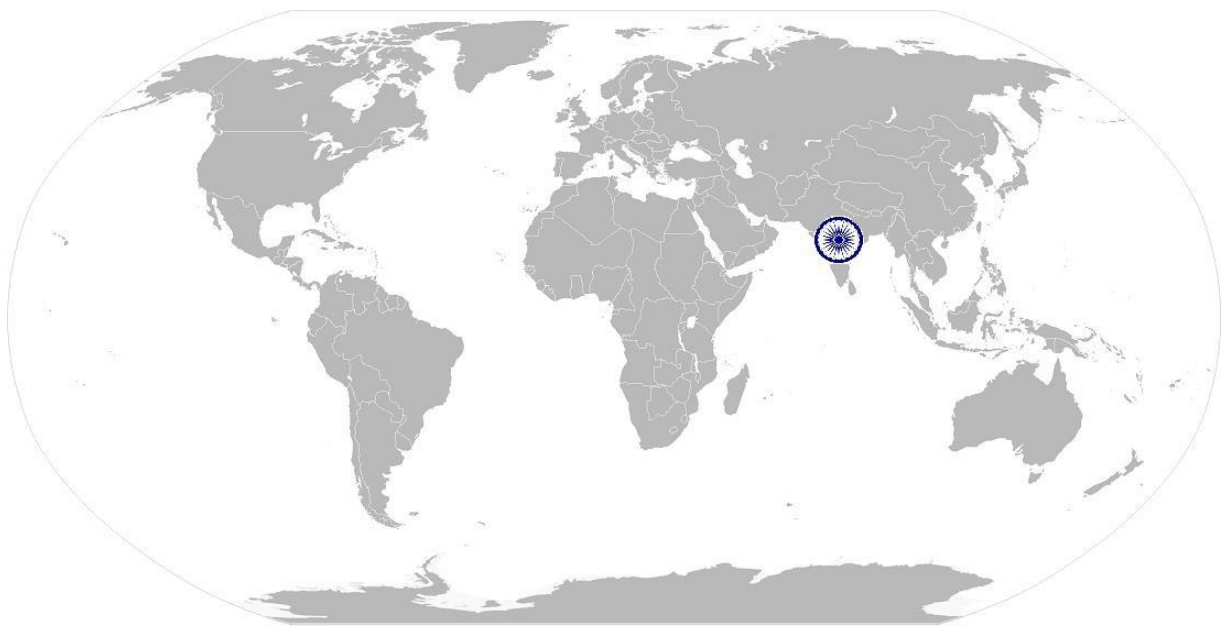
MES/ N 1807

Manage helpers and trainees

NO S Version Control

NOS Code	MES / N 1807		
Credits (NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17

National Occupational Standard



Overview

This unit is about contributing towards maintaining a healthy, safe and secure working environment

MES/ N 0104

Maintain workplace health and safety

National Occupational Standard

Unit Code	MES/ N 0104
Unit Title (Task)	Maintain workplace health and safety
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Understanding the health, safety and security risks prevalent in the workplace Knowing the people responsible for health and safety and the resources available Identifying and reporting risks Complying with procedures in the event of an emergency
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding the risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Understand and comply with the organisation's current health, safety and security policies and procedures PC2. Understand the safe working practices pertaining to own occupation PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises PC4. Participate in organization health and safety knowledge sessions and drills
Knowing the people responsible for health and safety and the resources available	<ul style="list-style-type: none"> PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms
Identifying and reporting risks	<ul style="list-style-type: none"> PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected
Complying with procedures in the event of an emergency	<ul style="list-style-type: none"> PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Organisation's norms and policies relating to health and safety KA2. Government norms and policies regarding health and safety and related emergency procedures KA3. Limits of authority while dealing with risks/ hazards KA4. The importance of maintaining high standards of health and safety at a workplace

MES/ N 0104

Maintain workplace health and safety

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of health and safety hazards in a workplace</p> <p>KB2. Safe working practices for own job role</p> <p>KB3. Evacuation procedures and other arrangements for handling risks</p> <p>KB4. Names and contact numbers of people responsible for health and safety in a workplace</p> <p>KB5. How to summon medical assistance and the emergency services, where necessary</p> <p>KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines</p>
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. How to write and provide feedback regarding health and safety to the concerned people</p> <p>SA2. How to write and highlight potential risks or report a hazard to the concerned people</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read instructions, policies, procedures and norms relating to health and safety</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Highlight potential risks and report hazards to the designated people</p> <p>SA5. Listen and communicate information with all anyone concerned or affected</p>
<p>B. Professional Skills</p>	<p>Decision making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions on a suitable course of action or plan</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Apply problem solving approaches in different situations</p> <p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority</p> <p>SB5. Apply balanced judgements in different situations</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. build and maintain positive and effective relationships with colleges and customers</p> <p>Analytical Thinking</p> <p>SB7. analyze data and activities.</p>

MES/ N 0104

Maintain workplace health and safety

NOS Version Control

NOS Code	MES / N 0104		
Credits(NSQF)	TBD	Version number	01
Sector	Media and Entertainment	Drafted on	18/02/15
Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters
MES/ Q 0101

MES denotes the Media and Entertainment Sector
Q denoting Qualifications Pack



QP number (2 numbers)

Occupation (2 numbers)

Occupational Standard

An example of NOS with 'N'

9 characters
MES / N 0101

MES denotes the Media and Entertainment Sector
N denoting National Occupational Standard



OS number (2 numbers)

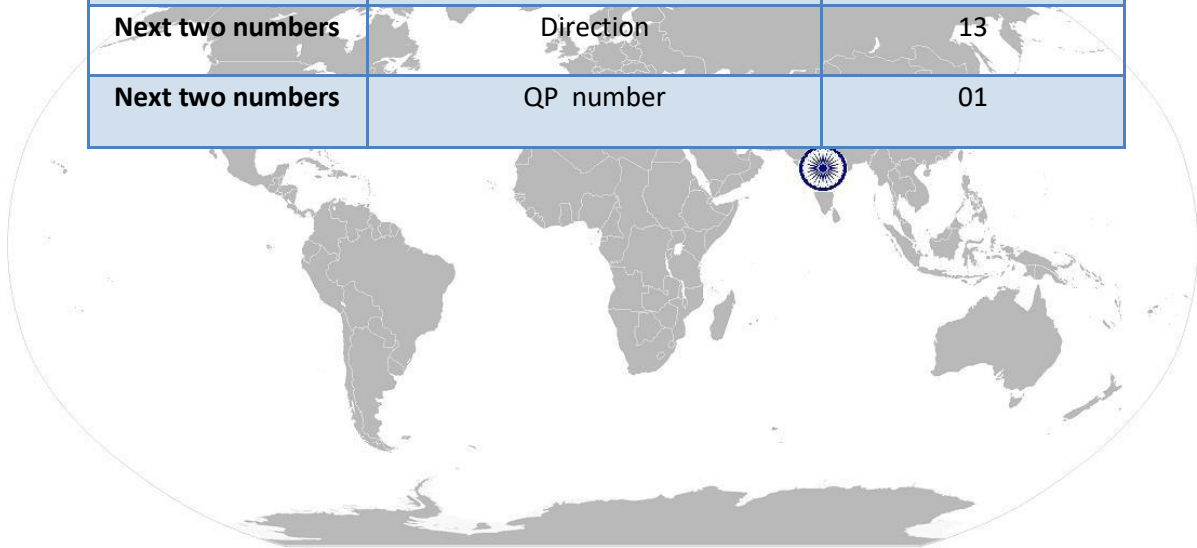
Occupation (2 numbers)

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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
...	...

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Direction	13
Next two numbers	QP number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Make-up Artist

Qualification Pack: MES Q 1801

Sector Skill Council: Media and Entertainment Skills Council

	NOS	NOS NAME	Weightage
1	MES/ N 1801	Identify hair and make-up requirements	20%
2	MES/ N 1802	Manage hair and make-up supplies	20%
3	MES/ N 1803	Prepare for altering the artists 'appearance	25%
4	MES/ N 1804	Apply make-up and special effects	25%
5	MES/ N 1807	Manage helpers and trainees	5%
6	MES/ N 0104	Maintain workplace health and safety	5%
			100%

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory & Practical part will be based on knowledge bank of questions created by the AA and approved by SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack , every trainee should score a minimum of 70% cumulatively (Theory and Practical).

Make - up Artist Assessment Criteria

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
MES/ N 1801 (Identify hair and make-up requirements)	PC1. Accurately break down the script to identify the number of characters or artists for whom hair and/or make-up design is required	100	20	5	60
	PC2. Understand hair and make-up requirements (e.g. natural look for anchors/ presenters, prosthetics / injuries/ stains for special effects, glamorous / period/ ageing for actors etc.) from the director/ production designer/artist and design/ continuity requirements from the script (where applicable)		20	5	
	PC3. Recognize when special requirements and effects are required to produce the design		15	5	
	PC4. Access sources needed to research the creative aspects of the look based on the requirements		10	5	
	PC5. Produce and finalize design ideas which are consistent with the script and sensitive to its characterization		15	10	
	PC6. Identify the creative and technical requirements required to execute the look		15	5	
	PC7. Realistically estimate the amount of preparation time, budget and resources required for the type of production being worked on		5	5	
				100	
MES/ N 1802 (Manage hair and make-up supplies)	PC1. Determine the amount and quality of resources, materials, tools and equipment required to execute the hair and make-up design	100	20	10	60
	PC2. Determine where and how resources should be labelled, stored and arranged		20	5	
	PC3. Select the providers of materials and equipment and purchase adequate quantity and type of products		20	10	
	PC4. Monitor and replenish stock of hair and/or make-up products, as per requirement		20	5	
	PC5. Ensure that there is sufficient staff with the necessary skills to fulfil the design concept		20	10	
			100	40	
MES/ N 1803 (Prepare for altering the artists' appearance)	PC1. Prepare, organize and keep workstation materials, equipment and onset kit fully stocked, tidy and hygienic	100	20	5	60
	PC2. Explain hair and/or make up procedures to artists and invite their questions		20	10	
	PC3. Prepare the skin and scalp appropriately for the type of contact material used		20	10	

Make-up Artist Assessment Criteria

	PC4. Take measurements of the appropriate head and body areas for preparation of wigs, masks etc.		25	10	
	PC5. Arrange fittings and appointments with artists' within production deadlines		15	5	
		Total	100	40	60
MES/ N 1804 (Apply make-up and special effects)	PC1. Apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required)	100	25	10	60
	PC2. Assist in the maintenance of continuity of the artist's appearance		25	10	
	PC3. Remove the make-up carefully to reduce artists' discomfort		20	5	
	PC4. Check that the selected make-up is compatible with artists skin type and test for potential adverse skin reactions		15	10	
	PC5. Position artists in the most appropriate position to minimize personal discomfort		15	5	
		Total	100	40	60
MES/ N 1807 (Manage helpers and trainees)	PC1. Inform trainees/helpers of the hair and make-up process and of their responsibilities and role in the process	100	15	5	60
	PC2. Ensure that the trainees/helpers know how to find and operate the materials, tools and equipment's that will be required during the process		25	10	
	PC3. Provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule		20	5	
	PC4. Monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner		20	10	
	PC5. Provide trainees/helpers with the opportunity to contribute and try out the work for themselves		20	10	
				Total	
MES/ N 0104 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures		10	5	
	PC2. Understand the safe working practices pertaining to own occupation		10	5	
	PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which		5	3	

Make - up Artist Assessment Criteria

	may involve evacuation of the premises					
	PC4. Participate in organization health and safety knowledge sessions and drills		5	2		
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	100	10	5	50	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5		
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5		
	PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures		10	5		
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3		
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected		10	5		
	PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5		
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2		
	Total			100		50

