

## Higher National Unit Specification

### General information for centres

**Unit title:** Make-up Artistry: Production Study

**Unit code:** F0JF 35

**Unit purpose:** This Unit is designed to enable candidates to develop the necessary skills and knowledge in production study for the make-up artist.

On completion of the Unit the candidate should be able to:

- 1 Describe production procedures.
- 2 Mark scripts for a production.
- 3 Cost and budget for a production.

**Credit points and level:** 1 HN Credit at SCQF level 8: (8 SCQF credit points at SCQF level 8\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Though no formal qualification is required an essential pre-requisite for the candidate would be a knowledge of theatrical make-up and hair procedures and a practical aptitude.

**Core Skills:** There are opportunities to develop the Core Skills of Problem Solving, Planning and Organising at SCQF level 5 and Communication at SCQF level 6 Oral Communication in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

**Context for delivery:** If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

**Assessment:** It would be possible to assess each Outcome individually. However, by working to a brief, either a live production event or a simulated exercise, assessments for all Outcomes could be combined into one holistic assessment.

In this case, the candidate would produce a portfolio of evidence, which reflects their ability to coordinate and manage the make-up artistry requirements of a chosen production.

## Higher National Unit specification: statement of standards

**Unit title:** Make-up Artistry: Production Study

**Unit code:** F0JF 35

The sections of the Unit stating the Outcomes, knowledge and/or skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### Outcome 1

Describe production procedures

#### Knowledge and/or skills

- ◆ Production team roles and remit
- ◆ Pre production meetings
- ◆ Production co ordination
- ◆ Continuity within the production
- ◆ Post production

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can for a live or simulated production brief:

- ◆ describe the roles and remits of the members of the production team, (to include make-up artist, director, producer, continuity, designer, costume, risk officer and Production management)
- ◆ describe the pre production process of liaising, production coordination and planning through formal production meetings
- ◆ describe the importance of make-up and hair continuity within a production
- ◆ describe the post production process

#### Assessment guidelines

The assessment for this Outcome can be assessed separately to meet the specific Outcome assessment or it can be combined with Outcomes 2 and 3 as part of **ONE** assessment event for the Unit.

Based upon a production brief requiring the candidate to co ordinate and lead a make-up team through a chosen production, evidence the candidate must produce for this Outcome must include minutes of pre and post production meetings, production co ordination notes, information about the roles and remits of identified members of the production team and describe the effect of location on production issues for the make-up artist. This information would be contained in a portfolio of evidence build over the course of the Unit and submitted at the end of the Unit.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Make-up Artistry: Production Study

### Outcome 2

Mark scripts for a production

#### Knowledge and/or skills

- ◆ Character identification
- ◆ Make-up and hair changes
- ◆ Continuity
- ◆ Location
- ◆ Call and scene sheets

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can for a live or simulated production brief:

- ◆ identify characters from script making sure make-up and hair designs are logical and feasible
- ◆ mark any make-up or hair changes throughout the script
- ◆ mark any make-up and hair continuity throughout the script
- ◆ identify location (indoor/outdoor) of production and note any changes it would have on make-up and hair design
- ◆ produce a call and scene sheet for each main character through the marking of a script

To produce the evidence relating to all of the knowledge and skills listed above the candidate must produce a marked script of a chosen production. The candidate must also submit evidence relating to the difference between indoor/outdoor locations and the effect on make-up and hair design and production.

#### Assessment guidelines

The assessment for this Outcome can be assessed separately to meet the specific Outcome assessment or it can be combined with Outcomes 1 and 3 as part of **ONE** assessment event for the Unit.

Based upon a production brief requiring the candidate to co ordinate and lead a make-up team through a chosen production, evidence the candidate must produce for this Outcome must include marked scripts and relevant production information covering all knowledge and skills as detailed in Evidence Requirements section.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Make-up Artistry: Production Study

### **Outcome 3**

Cost and budget for a production

#### **Knowledge and/or skills**

- ◆ Budgeting within a production
- ◆ Costing of products
- ◆ Buying and hiring
- ◆ Invoicing

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can for a live or simulated production brief:

- ◆ produce a make-up budget for the production
- ◆ identify make-up and hair requirements for principle characters and chorus within the production and produce a detailed costing to include list of products, amounts needed and wholesaler/manufacturers used
- ◆ cost the difference between hiring and buying specialised materials for the production
- ◆ produce an invoice for work completed based upon production brief details

To produce the evidence relating to all of the knowledge and skills listed above the candidate must produce a costing exercise detailing make-up and hair requirements for a chosen production. The candidate must also submit evidence demonstrating the difference between hiring and buying in relation to specialised make-up materials. All information must interpret production brief details.

#### **Assessment guidelines**

The assessment for this Outcome can be assessed separately to meet the specific Outcome assessment or it can be combined with Outcomes 1 and 3 as part of **ONE** assessment event for the Unit.

Based upon a production brief requiring the candidate to co ordinate and lead a make-up team through a chosen production, evidence the candidate must produce for this Outcome must include budgeting and costing information and relevant production information covering all knowledge and skills as detailed in Evidence Requirements section.

## Administrative Information

**Unit code:** F0JF 35

**Unit title:** Make-up Artistry: Production Study

**Superclass category:** LE

**Original date of publication:** August 2006

**Version:** 01

### History of Changes:

Version	Description of change	Date

**Source:** SQA

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## **Higher National Unit specification: support notes**

### **Unit title: Make-up Artistry: Production Study**

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

Outcome 1 provides candidates with the knowledge and understanding of the importance of their role when working as a member of a production team. The candidate will demonstrate evidence of the process of events leading up to (pre), during and after (post) a production and the importance of make-up continuity throughout.

Outcome 2 develops candidate's skills in the marking of scripts. The candidate will be required to extract information from the script in relation to characters, hair and make-up changes, continuity, location, call and scene sheets and work with this information in the co ordination of a production.

Outcome 3 provides candidates with the skills and knowledge of costing and working within a budget within the Film, Television and Theatre medias. Candidates may work from information collated in Outcomes 1 and 2 to correctly identify make-up and hair resources required for chosen production and produce relevant costing and invoices.

The introduction of either a live or simulated production brief would allow the candidate to collect evidence for all Outcomes and present this in a portfolio of evidence at the end of the Unit. Such an assessment approach would allow the Unit to be delivered in an applied context in much the same way as if working in an industry setting undertaking these sorts of tasks. Candidates may include in the portfolio of evidence photographic/digital evidence, marked scripts and production information, budgeting and costing information.

### **Guidance on the delivery and assessment of this Unit**

This Unit is likely to form part of a Group Award designed to provide candidates with skills and knowledge relating to the Make-up Artist Industry. The Unit is likely to be delivered at the beginning of the Group Award to enable candidates to gain the competence in the Production process and procedures typical of the creative industry setting they may go on to work in.

The Unit should be delivered in a way that enables candidates to appreciate its relevance to the occupational area of Make-up artistry.

It would be possible to assess each Outcome individually. However, by working to a brief, either a live production event or a simulated exercise, assessments for all Outcomes could be combined into one holistic assessment.

In this case, the candidate would produce a portfolio of evidence, which reflects their ability to co ordinate and manage the make-up artistry requirements of a chosen production to include photographic/digital evidence, marked scripts and production information, budgeting and costing information as required.

## Higher National Unit specification: support notes (cont)

**Unit title:** Make-up Artistry: Production Study

### *Opportunities for developing Core Skills*

The delivery for this Unit may contribute towards the component ‘planning and organising’ of the Core Skill Problem Solving at SCQF level 5 because of the requirements to plan, co ordinate and cost a chosen make-up production. The general skill for this component ‘plan, organise and complete a task’.

In both formative and summative assessment the candidate should be encouraged to work to a production brief taking into account of all possible variables and cover the need to consider contingencies. In addition candidates need to consider time management issued. Candidates will be required to source relevant physical resources including products, tools and equipment within a work based context candidates must also decide how the task will be managed and carried out to industry standards.

The Unit will provide the candidate with the opportunity to develop the Core Skill component ‘Oral Communication’ of the Communication Core Skill at SCQF level 6. In both the formative and summative assessment of this Unit candidates must demonstrate a sophisticated level of Oral skills with particular emphasis on listening and responding to other in the most appropriate way. Candidates should be encouraged to attend to and meet the needs of clients using sophisticated verbal and non-verbal communication techniques. They should develop the ability to explain, advise, negotiate and reassure clients. In addition the demonstration of techniques to be used with clients will involve advanced presentation skills.

### **Open learning**

Although the theoretical aspects could be studied through Open learning, the high level of practical competencies required would create difficulties in the delivery and assessment of this Unit. For further information and advice please refer to *Assessment and Quality Assurance for Open and Distance Learning* (SQA, February — publication code A1030)

### **Candidates with disabilities and/or additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA’s website: **[www.sqa.org.uk](http://www.sqa.org.uk)**.

## General information for candidates

### Unit title: Make-up Artistry: Production Study

This Unit is designed to give you an understanding of the production process issues for Make-up Artists within the Film, Television and Theatre creative media

On completion of this Unit you will be able to describe production procedures relevant to make-up and hair requirements, mark scripts to denote when changes in make-up or hair are required and the modifications suggested and to cost and budget for the make-up and hair requirements for a production

To achieve this Outcome 1 you will need to demonstrate your knowledge and understanding of the co ordination of a production, taking into account the production team roles, pre and post production meetings, production co ordination and continuity.

Outcome 2 covers the marking of and collating information from scripts, taking into account the characters' make-up and hair requirements, script changes, continuity and location issues.

Production costing, production budget, costing of products and resources and producing invoices are covered in Outcome 3.

### Assessment

The assessment for each Outcome can be assessed separately to meet the specific Outcome requirements or assessments for all Outcomes can be combined in **ONE** assessment event for the Unit.

Based upon a production brief requiring the candidate to co ordinate and lead a make-up team through a chosen production, evidence the candidate must produce will include budgeting and costing information and relevant production information covering all knowledge and skills as detailed in the Evidence Requirements section for each Outcome.