

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 5150014**UNIT TITLE:** PERSONAL PRESENTATION

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. IDENTIFY THE FACTORS WHICH DETERMINE THE QUALITY OF PERSONAL APPEARANCE

PERFORMANCE CRITERIA

- (a) The list of factors which contribute to personal appearance is comprehensive.
- (b) The relative value of each component factor is explained in terms of its effect on the total image.
- (c) Physical, psychological and physiological factors which affect appearance are accurately identified.

RANGE STATEMENT

Physiological and physical factors:

- facial: shape; individual features;
- make up: application; choice;
- grooming;
- skin types: dry; oily; normal; combination;
- skin conditions: pigmentary disorders; acne; comedones; milia;
- nail conditions: shape; length; furrows; white spots; splitting;
- poor general health;
- hereditary factors;
- posture;
- superfluous hair growth.

Environmental factors: pollution; temperature; weather.

Psychological factors: low self esteem; poor self image; excessive shyness.

EVIDENCE REQUIREMENTS

Written and/or oral evidence of the candidate's ability to identify individual factors which contribute to good appearance.

Written and/or oral evidence of the candidate's ability to identify physical psychological and physiological factors which affect appearance.

OUTCOME**2. EVALUATE PERSONAL PHYSICAL IMAGE OBJECTIVELY****PERFORMANCE CRITERIA**

- (a) The list of factors which affect the candidate's personal appearance is accurate.
- (b) The objectivity of the list of factors is verified through discussion with peers.

RANGE STATEMENT

Physiological and physical factors:

- facial: shape; individual features;
- make up: application; choice; grooming;
- skin types: dry; oily; normal; combination;
- skin conditions: pigmentary disorders; acne; comedones; milia;
- nail conditions: shape; length; furrows; white spots; splitting;
- poor general health;
- hereditary factors;
- posture;
- superfluous hair growth.

Environmental factors: pollution; temperature; weather.

Psychological factors: low self esteem; poor self image; excessive shyness.

EVIDENCE REQUIREMENTS

Written and oral evidence of the candidate's ability to identify personal imperfections and attributes for discussion with the peer group.

OUTCOME

3. SELECT COSMETIC PREPARATIONS APPROPRIATE TO PERSONAL REQUIREMENTS

PERFORMANCE CRITERIA

- (a) The potential effect of a comprehensive range of cosmetic preparations is evaluated.
- (b) Individual preparations are selected for personal application in order to rectify identified imperfections and enhance attributes.

RANGE STATEMENT

Skin preparations for males and females: cleansing creams/lotions; skin tonic/astringent lotions; moisture creams; facial masks and scrubs; special treatment creams/lotions.

Facial make up: foundation colour; eye and lip colour; blushers; mascara; pencils.

Sponge applicators; brushes; cotton wool; tissues.

Selection of products to minimise defects/blemishes or highlight attractive features.

Nail preparations; enamels; hand cream.

Bleaching preparation for superfluous facial hair; depilatory creams; depilatory gloves; pre wax strips.

EVIDENCE REQUIREMENTS

Written and oral evidence that the candidate can select appropriate cosmetic preparations for personal application.

OUTCOME

4. APPLY COSMETIC PREPARATIONS SAFELY AND EFFECTIVELY

PERFORMANCE CRITERIA

- (a) Selected cosmetic preparations are applied using specific techniques to ensure safety throughout the treatment.
- (b) Manufacturers' instructions and standard practices are accurately followed to ensure effective results.

RANGE STATEMENT

Safe and hygienic practices relating to: equipment; products; working environment.

Special care when working on sensitive areas particularly with depilatory and bleaching agents.

Effectiveness: particular care when timing of treatment is essential to finished result.

Observation of manufacturers' instructions.

EVIDENCE REQUIREMENTS

Performance evidence of the candidate's ability to employ specific application techniques for a range of cosmetic preparations safely and effectively.

ASSESSMENT RECORDS

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of Support Notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 5150014

UNIT TITLE: PERSONAL PRESENTATION

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This module may be taken as a free standing module in a wide variety of programmes. It is particularly suitable for those people seeking work in an area where good personal presentation is essential.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This module deals with the application of cosmetic preparations and skills. In it you will learn how to enhance your appearance in order to maximise your personal employment potential and maintain acceptable standards of presentation.

CONTENT/CONTEXT The candidate should develop sound practical self presentation skills which will promote confidence and self awareness.

Corresponding to outcomes 1-4:

1. The assessment of factors which determine the quality of personal appearance in general terms, including an appraisal of a variety of individuals who are presented by the media as examples of excellence.

Variations in race, culture, age and gender should also be considered.

2. Objective evaluation of factors affecting the candidate's own physical appearance, followed by discussion with the group in order that the more self effacing candidates may benefit from the opinions of the peers.

Tutors should be aware of, and sensitive to, occasions where a more private approach is required.

It may in some cases be necessary to conduct a comparative evaluation from pictures and/or other individuals before a self appraisal is possible.

3. A wide range of cosmetic preparations for all skin types/conditions should be available. Visits to local cosmetic counters will provide wider scope in this area. Candidates should be encouraged to sample products wherever available.

Guest speakers from various cosmetic companies may be used along with promotional videos.

4. Correct procedures and safe practices could be demonstrated on members of the group and this can then be followed by practical work by the candidates.

Scope for experimentation is desirable with the candidate being given the opportunity of free expression with make up.

Candidates should however be made aware of the expectations of eg: employers when presenting themselves for interviews.

APPROACHES TO GENERATING EVIDENCE After introduction of the concept involved this module should involve a candidate centred approach with outcomes being achieved through practical activities.

Use should be made promotional videos and other media materials. Visits to local shops could be used to enhance product knowledge.

Inter group discussions of opinions and choices can be used to focus on points of commonality and comparison.

Candidates could work in pairs or small groups during many of the practical activities. This will help to generate positive attitudes and build confidence. This module focuses on self presentation and the use of appropriate cosmetic preparations for male and female. It is therefore important that application is restricted to the self. Candidates wishing to acquire skills in cosmetic application to others should take 5150024 Facial Care.

A candidate centred approach may be applied to the generation of evidence by group preparation of a checklist for personal imperfections and through peer group assessment of experimental make ups.

ASSESSMENT PROCEDURES Corresponding to outcomes 1-4:

Outcome 1 An integrated assessment taking the form of a personal notebook could be used.

Section 1 could involve research and notation of the factors which facilitate good appearance and the relative value of each factor.

This could be supported by observation of the candidate's performance in practical activity using a checklist.

An acceptable level of performance may be the identification of each of the following factors:

- 1.1 physiological and physical
- 1.2 environmental
- 1.3 psychological

Satisfactory achievement of the outcome is based on all of the performance criteria being met.

Outcome 2 Section 2 of the personal notebook could contain personal profile details which could provide the direction/content for discussion with peers.

The outcome of the discussion could also be used as notes for reference when choosing products for application.

Satisfactory achievement of the outcome is based on all of the performance criteria being met.

Outcome 3 Section 3 of the personal notebook could contain details of products chosen to deal with personal requirements.

This could be supported by observation of the candidate's performance in practical work and completion of a checklist.

An acceptable level of performance may be the satisfactory achievement of each of the following points:

- 3.1 correct selection of the cosmetic treatment appropriate to skin/nail condition
- 3.2 correct identification one product which could be used in each treatment.

Satisfactory achievement of the outcome is based on all of the performance criteria being met.

Outcome 4 This outcome may be assessed by observation of the candidate's performance using a checklist.

An acceptable level of performance may be the satisfactory achievement of each of the following points:

- 4.1 applies cosmetics safely
- 4.2 applies cosmetics effectively.

Satisfactory achievement of the outcome is based on all the performance criteria being met.

PROGRESSION This module articulates with 5150004 Personal Care. It would allow to progression to other modules in beauty care, eg: 5150024 Facial Care and 5150034 Eye Treatments.

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised and Recommended Groupings'.

REFERENCES

1. Guide to unit writing.
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3. Procedures for special needs statements are set out in SQA's guide 'Students' with Special Needs'.
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
5. For details of other SQA publications, please consult SQA's publications list.

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