



Arrangements for:

HNC Fashion Make-up

Group Award Code: G7YR 15

Validation date: June 2005

Date of original publication: August 2006

Version: 08 (May 2017)

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

Contents

History of changes	1
1 Introduction	2
1.1 Arrangements document	2
2 Rationale	2
2.1 Development issues	2
2.2 Stakeholders	3
3 Aims	4
3.1 Title of award	4
3.2 General aims	4
3.3 Specific aims	4
3.4 Relationship of General and Specific aims to Units	5
3.5 Target groups	6
4 Recommended access	6
4.1 Formal qualifications	6
4.2 Work experience	6
4.3 Suggested Core Skills entry profile	6
5 Structure of the HNC in Fashion Make-up	7
5.1 Structure of the award	7
5.2 HNC mandatory framework	7
5.3 Optional Unit choice	7
5.4 Progression routes	9
5.5 Personal Development Award (PDA)	9
5.6 Graded Unit	9
5.7 Instructions to candidates	10
6 Core Skills and Exit profiles	10
6.1 Opportunities for Core Skill development	10
6.2 Core Skills entry and proposed exit profile	11
6.3 Mode of delivery	13
6.4 Assessment	13
6.5 Re-assessments	13
6.6 Eligibility for re-assessment	14
6.7 Developing alternative assessments	14
6.8 Re-assessing HN Graded Units	14
7 Guidance for centres	14
7.1 Assessment moderation	14
7.2 Candidates with Additional Support Needs	14
7.3 Credit transfer transition arrangements	15
7.4 General information for candidates	16
7.5 Relationships to other awards	17
7.6 History of changes	17
7.7 Assessment materials	17
8 Approval	17
Appendix 1: Core Skills signposting document	18

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
08	Revision of Unit: DK2L 33 Marketing Skills for the Entrepreneur has been revised by HM5P 33 and finishes on 31/07/2019	26/05/17
07	Revision of Unit: DL31 34 Retail Environment has been replaced by HJ3F 34 and will finish on 31/07/2019	17/03/17
06	Revision of Unit: F84E 35 Presentation Skills has been revised by HH85 35 and will finish on 31/07/2019.	27/01/17
05	DK2K 34 Getting Started in Business has been revised by H7V4 34 Preparing to Start a Business and will finish on 31/07/2016. DE2E 34 Preparing and Presenting a Business Plan has been revised by H7V5 34 Preparing a Formal Business Plan and will finish on 31/07/2016. D77G 34 Communication: Practical Skills has been revised by H7MB 34 Communication: Practical Skills and will finish on 31/07/2016.	09/12/14
04	<i>Photography: Stock</i> (H1LL 34) has been added as an optional (Photography) Unit.	28/01/14
03	A6HG 35 Managing a Small Business revised to H544 35 Managing Information Systems to Develop a Small Business. Old Unit will finish on 31/07/15. Revision of Unit: DE20 35 Presentation Skills has been revised by F84E35 Presentation Skills <i>and finished on 31/07/2014.</i>	26/11/13
02	Revision of Unit: DJ43 33 Customer Care has been revised by H49P 33. The old Unit will finish on 31/07/2015. Revision of Unit: A60W 35 Principles and Practice of Selling has been revised by DG6W 34 Principles and Practices of Selling <i>and finished on 31/07/2010.</i> Revision of Unit: DK2N 33 Record Keeping and Accounting for Small Business has been revised by F93J 33 Record Keeping and Accounting <i>and finished on 31/07/2012.</i> Revision of Unit: DK2M 34 Personal Enterprise Skills has been revised by F3HT 34 Personal Enterprise Skills <i>and finished on 31/07/2010.</i>	25/09/13

The updated Arrangements document will be published on the SQA website and course leaders should ensure they check the Arrangements Document on a six monthly basis.

1 Introduction

- 1.1** This is the Arrangements document for the new Group Award HNC Fashion Make-up which was validated on **14 June 2005**.

The Higher National Certificate in Fashion Make-up is a specialist-collaborative award accredited by the SQA. This new award has been designed to meet the demands and requirements of today's modern working environment.

The HN Group Award in Fashion Make-up is designed to equip candidates with the knowledge, understanding and skills required for success in the current employment market or offer a progression route to further academic and/or professional qualifications.

In this document you will find the background to the development of the award, its aims — general and specific, access conditions to the qualification, a description of the structure of the award, re-recommendations for delivery and assessment and guidance for centre.

This qualification is being introduced against the background of a comprehensive review of all SQA Higher National Certificate (HNC) and Higher National Diploma (HND) awards.

The HNC in Fashion Make-up allows progression into a wide range of employment pathways such as:

- ◆ Employment within a Cosmetic Company
- ◆ Employment with Photographers
- ◆ Employment with modelling agencies
- ◆ Entrepreneurial opportunities

The planned future development of the HND in Make-up Artistry (June 2006), will provide a strong coherent progression from the HNC in Fashion Make-up. The HNC provides development of skills and knowledge within the fashion make-up route while the HND in Make-up Artistry will allow specialist study in the area of theatrical make-up skills. All skills and techniques gained during the HNC Fashion Make-up will provide the necessary underpinning knowledge for the HND.

2 Rationale

- 2.1** Colleges and training organisations must keep pace with the frequent changes in the creative industries. This reflects the trend for Continual Professional Development within this dynamic sector and the constant redefining of fashion.

To date, the only education and training opportunities available for candidates in Make-up at HN level has been the HND Make-up Artistry. While this course met candidate needs within the Theatrical and TV spheres it did not meet the specific skills of Fashion Make-up artists. A skills gap was identified when it was recognised that many candidates enter the Fashion Make-up and HND Make-up Artistry route having participated in many short Company training events to meet employers or retail suppliers' requirements.

It is with these drivers in mind that this qualification has been designed to embody two specific principles:

- ◆ to devise and established a recognised qualification in the Fashion Make-up area
- ◆ to devise a qualification in partnership with employers and educationalists which meet their specific requirements

This new award will widen access for study in the subject area and provide a robust pathway of progression. Candidates who have successfully completed a programme of National Qualification Units or Scottish Vocational Qualifications in a related area may access this HNC which provides an access route for those who wish to progress on to Higher Education or further professional training rather than progress directly into employment.

2.2 Stakeholder consultation

Current candidates, prospective candidates, Further Education establishment and prospective employers' responses were used to build the framework of the award.

The development process began with an initial review of current awards within similar or associated fields underpinned by extensive consultation as outlined below:

Stakeholder	Method of Consultation
Delivering Centres	Invitation to join consultation group.
Employers	An initial postal survey of possible employers in the form of a questionnaire followed up with one to one personal interviews with sector personnel and potential employers.
Candidates	A postal survey in the form of a questionnaire to current, former and prospective candidates.

Employers in a range of fashion related industries were surveyed on the proposal for the HNC Fashion Make-up Award. Overall, employers were supportive of the skills and knowledge to be included in the Award. The employers saw that the Award would provide a much needed standard for recruitment within the sector.

The main points from this consultation process were as follows:

- ◆ candidates would be learning appropriate skills
- ◆ the course would prepare the candidates for work
- ◆ proposed course content would help employees to progress in their jobs/ prepare the candidate for further study
- ◆ the course would meet the needs of those candidates on part time study

Employers endorsed the key specialised subject areas proposed by the design team but recommended the addition of the following business related skills:

- ◆ Self-employment skills such as invoicing and accounts
- ◆ Selling skills
- ◆ Personal development — entrepreneurial skills

The QDT considered the results of the above consultation process and subsequently agreed upon the title, rationale and aims of the award. This information is expanded upon in the following sections.

3 Aims

3.1 Title of the Group Award

The title of this award is **HNC in Fashion Make-up**.

The QDT gave great consideration to the title of the Group Award. The team discussed the award's links with the HND in Make-up Artistry and the planned future development of the course to HND level.

The QDT identified the specific skills content of this Group Award as being stand alone in their own right as well as being integral elements of the broader area of Make-up artistry. Therefore, the QDT team took the decision to reflect the award content with the title HNC in Fashion Make-up. The research conducted at the review stage also supported this decision as all stakeholders accepted this title as an accurate reflection of the employment skills/training requirement.

3.2 General aims

The title reflects the aims and objectives of the award and is aimed at candidates who wish to develop their expertise in Fashion Make-up and related activities. It is designed to build on National Units/Vocational Qualifications and/or prior experience within the industry.

The award may be accessed on a full-time/part-time/flexible basis at the discretion of the delivering centre.

The general aims of the award are:

- 1 Provide candidates with the highest quality learning.
- 2 Provide candidates with the opportunity to develop their individual abilities.
- 3 Encourage candidates awareness and use of transferable skills (including Core Skills).
- 4 Enable candidates to analyse problems and plan solutions.
- 5 Develop the candidates ability to interpret, evaluate and present information.

3.3 Specific aims of the award

- 6 Apply sound technical knowledge together with practical expertise in all aspects of fashion make-up, enabling them to work confidently and competently within this industry.
- 7 Develop the candidate's interpersonal skills when dealing with people.
- 8 Develop the candidate's ability to produce high quality photographic representation which is demanded by the industry for employment requirements.
- 9 Develop retail skills.
- 10 Encourage and develop entrepreneurial skills.
- 11 Develop ITC skills.
- 12 Provide strong customer Care skills required by industry for employment.
- 13 Provide the opportunity to develop hairdressing skills.
- 14 Develop presentation skills for use in employment and future training.
- 15 Have the opportunity for work experience within the range of employment pathways.
- 16 Produce a professional portfolio of examples of their work.
- 17 Have the opportunity to progress to further training opportunities.

3.4 Relationship of General and Specific aims to Units

Unit title	Unit number	Credit value	Aim being met
Make-up Artistry: Basic Make-up, Skin Care and Eye Treatments	DP30 34	2	1, 2, 6, 7, 8, 16
Make-up Artistry: Fashion and Photographic Make-up	DP31 34	2	1, 2, 4, 5, 6, 7, 8, 16
Principles and Practices of Selling or Principles and Practice of Selling	DG6W 34 A60W 35	1 1	1, 9, 8, 17
Using Software Application Packages	D857 34	1	1, 3, 11
Customer Care	DJ43 33	1	1, 3, 4, 6, 7, 12
Fashion Make-up Graded Unit — project based	DP9T 34	1	1, 4, 5, 6, 8, 11, 16, 17
Make-up Artistry: Make-up Techniques — Fashion/Photographic: Advanced	DP32 35	2	1, 2, 4, 5, 6, 8, 16
Make-up Artistry; Applied Hairdressing 1	DP2Y 34	2	1, 2, 3, 4, 6, 13
Hairdressing: Long Hair Design	DN5Y 33	1	1, 2, 3, 4, 6, 13
Hairdressing: Style Hair with the use of Postiche and Padding	DN63 34	1	1, 2, 3, 4, 6, 13
Managing a Small Business	A6H 35	2	1, 3, 4, 10, 17
Preparing and Presenting a Business Plan	DE2E 34	2	1, 3, 4, 5, 10
Training skills	A78F 34	1	1, 3, 4, 5, 14
Presentation Skills	DE20 35	1	1, 2, 3, 5, 6, 14
Communication: Practical Skills	D77G 34	1	1, 3, 7, 14
Employment Experience 1	D7HJ 34	1	1, 6, 7, 12, 15
Health and Safety Legislation: An Introduction	DF87 34	1	1, 6
Health & Safety in Industry	A5GT 34	1	1, 6
Workplace Quality Systems	BA27 34	1	1, 10, 14, 15
Record Keeping and Accounting for Small Business	DK2N 33	1	1, 10, 14, 15
Marketing Skills for the Entrepreneur	HM5P 33*	1	1, 10, 14, 15
Getting Started in Business	DK2K 34	1	1, 10, 14, 15
Retail Environment	HJ3F 34*	1	1, 9
Personal Development Planning	DE3R 34	1	1, 3, 17

3.5 Target client group

This Group Award is suitable for a wide range of candidates including:

- ◆ school leavers
- ◆ candidates studying related subject areas such as Hairdressing, Beauty and Art
- ◆ adult returnees to education — supporting the Lifelong learning and inclusion agendas
- ◆ candidates in employment wishing to enhance their career prospects through additional formal education and training

4 Recommended Access

As with all SQA qualifications access to the awards will be at the discretion of the centre. The following recommendations are for guidance only.

4.1 Formal qualifications

- ◆ National Certificate Group Award in related subject areas such as Hairdressing or Beauty.
- ◆ Scottish Vocational Qualifications in related subject areas such as Hairdressing or Beauty.
- ◆ Three Standard grades at credit level and one Higher grade pass.
- ◆ An Art and/or Design Qualification, for example ,drawing painting ,portraiture, fine art and technical drawing.

4.2 Work experience

Candidates with suitable relevant work experience may be accepted for entry provided the enrolling centre believes that the candidate is likely to benefit from undertaking the award. Centres may consider using Core Skills profiling to assist them in this process.

4.3 Suggested Core Skills entry profile

While Core Skills entry profiles are not mandatory, candidates accessing the course should be able to achieve success or be provided with additional support in order to develop a higher Core Skills profile which will allow them to succeed at Units which may come later on in the award.

Suggested Core Skills entry profile	
Entry	level
Communication	4
Problem Solving	4
Working with Others	4
Numeracy	Access 3
Information Technology	Access 3

The HNC award overall provides a context in which all candidates have opportunities to develop elements of the five Core Skills beyond entry levels.

5 Structure of the HNC in Fashion Make-up

5.1 The award follows the SQA design principles for HN Awards.

- ◆ HNCs shall be designed to be at SCQF level 7.
- ◆ shall comprise 96 SCQF credit points:
 - at least 48 SCQF credit points should be at level 7
 - this should normally include a mandatory section of at least 48 SCQF credit points
 - should also include a Graded Unit of 8 SCQF credit points at level 7

There are six mandatory Units (credit value 8) and four optional Units (credit value 4) on the HNC Fashion Make-up.

5.2 HNC Mandatory Framework

Product code	Unit title	Credit value	SCQF level
DP30 34	Make-up Artistry: Basic Make-up, Skin Care and Eye Treatments	2	7
DP31 34	Make –up Artistry: Fashion and Photographic Make-up	2	7
DG6W 34*	Principles and Practices of Selling	1	7
D85F 34	Using Software Application Packages	1	7
H49P 33*	Customer Care	1	6
DP9T 34	Fashion Make-up: Graded Unit 1 — project based	1	7
	Total mandatory credits	8	

*Refer to History of Changes for revision changes.

5.3 Optional Unit choices

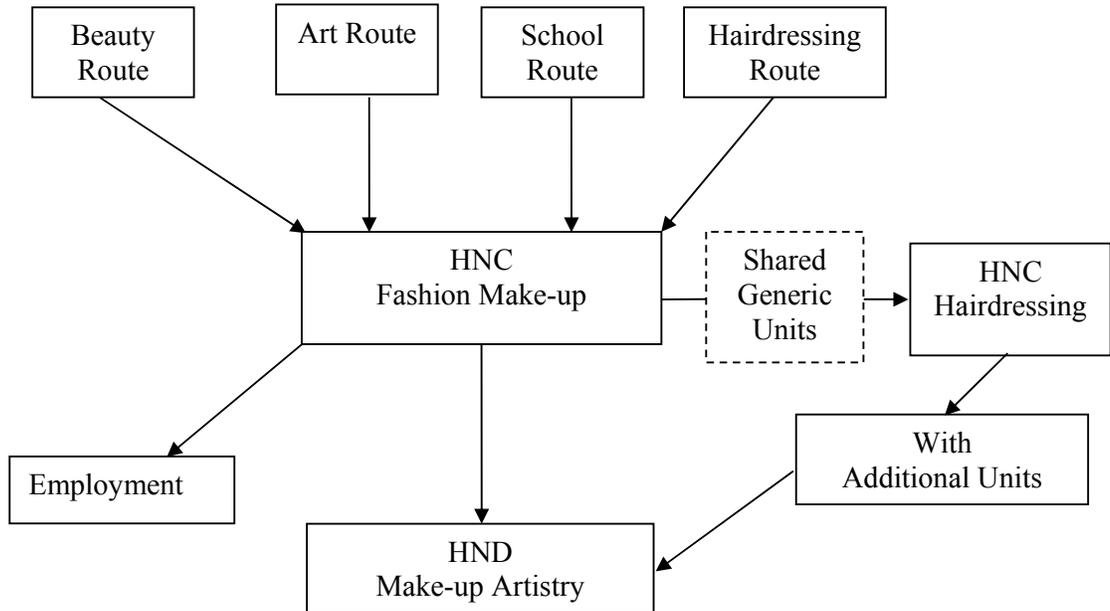
The inclusion of a wide variety of options ensures that provision can be made to match local employer demands, provide opportunities for the candidate to develop individual abilities and allow those candidates who wish to progress onto further Continual Professional Development (CPD) training.

In addition to the mandatory Units a minimum of an additional four credits are required from the following list:

Product code	Unit title	Credit value	SCQF level
DP32 35	Make-up Artistry: Make-up Techniques — Fashion/Photographic: Advanced	2	8
DP2Y 34	Make-up Artistry: Applied Hairdressing 1	2	7
DN5Y 33	Hairdressing: Long Hair Design	1	6
DN63 34	Hairdressing: Style Hair with the use of Postiche and Padding	1	7
H7V5 34*	Preparing a Formal Business Plan	2	7
A78F 34	Training skills	1	7
HH85 35*	Presentation Skills	1	8
H7MB 34*	Communication: Practical Skills	1	7
D7HJ34	Employment Experience 1	1	7
DF8734	Health and Safety Legislation: An Introduction	1	7
BA27 34	Workplace Quality Systems	1	7
A5GT 34	Health and Safety in Industry	1	7
DK2N 33	Record Keeping and Accounting for Small Business	1	6
HM5P 33*	Marketing Skills for the Entrepreneur	1	6
H7V4 34*	Preparing to Start a Business	1	7
HJ3F 34*	Retail Environment	1	7
DE3R 34	Personal Development Planning	1	7
A67K 34	CAD: Graphic Design 1	1	7
DN64 34	Hairdressing: Wig Making 1	1	7
H544 35*	Managing Information Systems to Develop a Small Business	2	8
F93J 33*	Record Keeping and Accounting for a Small Business	1	6
F3HT 34	Personal Enterprise Skills	1	7
A78Y 33	Photography: Introduction to Photographic Imagery	1	6
DW6C 34	Photography: An Introduction	1	7
H1LL 34*	Photography: Stock	1	7
Options		4 credits to be chosen	
Mandatory Core		8 credits	
Total		12 credits	

*Refer to History of Changes for revision changes.

5.4 Progression routes



At this juncture there are no Higher Education Institutes in Scotland offering a progression directly following on from the HN award in Fashion Make-up.

5.5 Personal Development Award (PDA)

Candidates also have the opportunity to obtain a PDA in Enterprise and Employability through the selection of the optional Units. The Units required for the PDA are:

Product code	Unit title
BA27 34	Workplace Quality Systems
A5GT 34	Health and Safety in Industry
DK2N 33	Record Keeping and Accounting for Small Business
DK2L 33	Marketing Skills for the Entrepreneur
DK2K 34	Getting Started in Business
DK2M 34	Personal Enterprise Skills

5.6 Graded Unit

The purpose of the Graded Units in the awards is to assess the candidate's ability to integrate and apply the knowledge and/or skills gained in the individual Units in order to demonstrate that they have achieved the principle aims of the Group Award. The Graded Units contain essential elements of the mandatory Units from the Group Award.

5.7 Instructions to candidates

The Graded Unit 1 for HNC in Fashion Make-up is a project based practical assignment.

The candidate is required to carry out a project based on a practical assignment. The candidate is required to prepare a portfolio of practical work, which could be used to assist in gaining employment or to access further study. Evidence **must** include evidence of the following.

- ◆ a plan for the creation of the portfolio
- ◆ the development and implementation of the portfolio
- ◆ an evaluation of the processes involved and the effectiveness of the portfolio

Candidates are strongly advised to attend any planning meeting scheduled prior to production of project.

The candidate is required to plan, develop and evaluate a portfolio of work, which must be produced to reflect the image of an organization in The Make-up, Photographic or related industry.

In undertaking the practical assignment the candidate will be required to investigate leading Make-up/Photographic/or related companies. The candidate must access relevant information which reflects the image of their chosen company, design and create three looks encompassing the skills of make-up, basic and photographic. These should include fashion work/photographic/day and evening which reflect the image of the candidate's chosen company.

A record in the form of a log book/diary video supported by photographic or diagrammatic evidence should be kept. This evidence should include details of all the processes undertaken and resources used with regard to the design, creation, and production of the portfolio.

Finally, the candidate is required to reflect on and critically evaluate their effectiveness in all the processes undertaken to reach the portfolio stage, the extent to which the portfolio produced meets the brief set and comment upon any lessons learned from their 'project management' experience.

6 Core Skills and Exit Profiles

6.1 Opportunities for Core Skills Development HNC Make-up Artistry Fashion Make-up

The Core Skills recognised by SQA are:

- ◆ Communication
- ◆ Working with Others
- ◆ Problem Solving
- ◆ Information Technology
- ◆ Numeracy

Research for the HNC Award in Fashion Make-up award indicated that key skills critical for successful practitioners include professional and personal qualities which enable and enhance sophisticated communication with a wide range of people. Analytical thinking and continuous evaluation underpins effective practical work. Practical application of skills requires not only theoretical knowledge but also a sensitive understanding of health, ethical and cultural issues and the ability to find solutions to complex problems.

All practical activities in the award will provide a context for developing and tailoring relevant elements of the Core Skills to meet the specific demands identified by this vocational area.

Optional Units in the HNC framework allows for candidates to be assessed in the use of technology in creative design, as well as in the researching of current industry information, producing reports and maintaining files and records. Skills in numerical calculation and interpretation underpin all practical work.

Candidates who achieve the HNC award will be assessed at SCQF level 6 (Higher) in Communication in the HN Unit: Communication: Practical Skills and at SCQF level 5 in Working with Others in the HN Unit: Employment Experience 1 if these are chosen as options.

6.2 Core Skill entry and proposed exit profile

While Core Skills entry profiles are not mandatory, candidates accessing the course should be able to achieve success or be provided with additional support in order to develop a higher Core Skills profile which will allow them to succeed at Units which may come later on in the award.

Core Skill entry and proposed exit profile			
Entry	level	Exit	level
Communication	4	Communication	6
Problem Solving	4	Problem Solving	6
Working with Others	4	Working with Others	6
Numeracy	Access 3	Numeracy	5
Information Technology	Access 3	Information Technology	5

The HNC award overall provides a context in which all candidates have opportunities to develop elements of the five Core Skills beyond entry levels.

Unit	Core Skills development mapped against Units						
	Communication (oral) SCQF (6)	Communication (read and understand complex written communication) SCQF (6)	Communication (writing)	Working with others SCQF (6)	Problem Solving SCQF (6)	Using IT SCQF (5)	Numeracy SCQF (5)
Make-up Artistry: Basic Make-up, Skin Care and Eye Treatments DP30 34	■	■		■			
Make-up Artistry: Fashion and Photographic Make-up DP31 34	■	■		■			
Employment Experience 1 D7HJ 34	■			■	■		
Communication: Practical Skills D77G 34	■	■	■				
Customer Care DJ43 33			■				
Graded Unit — Project based DP9T 34			■		■		
Make-up Artistry: Make-up Techniques — Fashion/ Photographic: Advanced DP32 35				■	■		■
Using Software Application Packages D857 34						■	■
Principles Practice of Selling DG5W 34							■

A more comprehensive table of signposted Core Skills opportunities across this award can be found in Appendix 1.

6.3 Mode of delivery

The award can be offered:

- ◆ Full Time
- ◆ Full Time Fast Track
- ◆ Day Release
- ◆ Evening

6.4 Assessment

The design principles for HN Group Awards have encouraged a more holistic approach to assessment and this has been adopted in this award. The new HN specification places the emphasis on assessing the whole Outcome or a combination of Outcomes rather than on individual knowledge and skills. The new Unit specifications allow the use of ‘sampling’ of knowledge and / or skills. This has reduced the assessment loading for both candidates and centres.

Where sampling is undertaken in a Unit/s, the Unit specification/s will specify within the Evidence Requirements section the elements of knowledge and/or skills that can be sampled. Other important information regarding assessment will be detailed on individual Unit specifications. Important information such as:

- ◆ joint assessment of Outcomes
- ◆ time guidelines for the duration of the assessment
- ◆ supervision of assessment
- ◆ a specified word limit, which enables candidates to use extended response, answers to structured questions

6.5 Re-assessment

Re-assessment may be in accordance with the centre’s assessment policy .SQA advises that there should normally be one, or in exceptional circumstances two, re-assessment opportunities. (Please refer to *SQA Guide to Assessment and Quality Assurance for Colleges of Further Education* August 2003 revision, for details).

The way that centres reassess candidates is integral to the way that they manage assessment as a whole and as such, will be subject to internal moderation. In order to ensure that the assessment process is as holistic as possible and that assessors are able to effectively judge candidates’ performance in the Outcome or Unit as a whole, it may not always be possible to reassess only those parts of the performance in which candidates have not satisfactorily demonstrated competence. Scenarios where candidates may require to re-do the whole assessment include:

- ◆ assessments which test knowledge and other cognitive skills and where it may not be possible to extract some of the items for assessment
- ◆ where parts of several Outcomes are involved
- ◆ where a project has been designed as an integrated assessment and where there is a requirements to complete the project as a single complex task

Candidates may required to do only part of an assessment, where their evidence has been generated over a period of time and/or a discrete part of the Unit, such as an Outcome, has been assessed originally. The Evidence Requirements for all Units involved should be clearly interpreted in re-assessment opportunities.

6.6 Eligibility for re-assessment

Candidates who have not satisfactorily demonstrated their attainment of knowledge and/or skills and/or competence in the whole or only part of an assessment may be considered for re-assessment in line with centre assessment policy.

6.7 Developing alternative assessments

The design of the original assessments inform the re-assessment process to a large extent, as these determine the type of assessment instruments used and the purpose of the assessment. Normally, centres build up banks of assessments, which can be used in whole or part for re-assessment purposes.

Assessment writers should refer to the Unit specification when developing an alternative assessment and ensure that it is of equal demand to the original assessment and that it covers all necessary criteria — for example Core Skill achievement. Where candidates have not provided satisfactory evidence for knowledge and/or skill items, which have been sampled, they would normally be reassessed on a different sample.

6.8 Re-assessing HN Graded Units

Applying the above general policy to reassessing HN Graded Units means that reassessing an examination-based Group Award Graded Unit would normally be based on an alternative examination and re-assessment of a project-based Graded Unit would normally be based on an alternative assessment task. For the latter, centres would be encouraged to set the parameters at the start of the project class giving details of the draft (one only) submission date and final submission date. Candidates must pass each section of the project/investigation. The overall grade is derived from the total number of marks across the sections. The Conditions of Assessment section on the Graded Unit specification gives additional guidance.

7 General Information for Centres

7.1 Assessment moderation

All instruments of assessment used within this Group Award should be internally moderated, including exemplar material provided, using the appropriate policy within the Centre and the guidelines set by SQA. This will ensure the validity and reliability of the instruments of assessment used within the Centre.

External moderation will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

For further information on internal and external moderation refer to the *SQA Guide to Assessment and Quality Assurance for Colleges of Further Education*, December 2001.

7.2 Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. 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 Special Assessment Arrangements for Candidates with Additional Support Needs* (BA 2399, SQA, due 2004).

7.3 Credit transfer transition arrangements

Candidates may be given credit transfer between HNC Units (developed using 1988 design principles) and the new HN Units (developed using 2003 design principles). Credit transfer can be given where there is a broad equivalence between the subject related content of the Unit (or combination of Units).

A candidate who is transferring, from an award in the same subject area, with a 12 credit HNC

- ◆ achieve a Graded Unit(s) of 8 SCQF points at level 7
- ◆ be given opportunities to develop Core Skills
- ◆ be given credit for the Units achieved in the previous award
- ◆ achieve the mandatory Units in this award by credit transfer or normal study
- ◆ obtain the remaining SCQF credit points required at the SCQF level to gain the award (either by credit transfer or normal study)

It is recommended that Centres consult current SQA Credit Transfer Arrangements on credit transfer for mandatory Units between HNC/D Make-up Artistry and the new HNC in Fashion Make-up.

Candidates who are given credit transfer between old HN and the new HN Units must satisfy all other conditions of the award of the new principles HNC including the mandatory Units and Graded Unit and the correct number of credits at the correct SCQF level. There can be no credit transfer to a new Unit which embeds a Core Skill. In the case of the HNC Make-up Artistry Fashion Make-up this applies to Units Communication: Practical Skills (D77G 34) and Employment Experience 1 (D7HJ 34).

The following table should help to clarify the major credit transfer arrangements.

Table of Credit Transfer Arrangements	
Predecessor Unit	New Unit
Managing a Small Business (A6HG 35)	same
Preparing and Presenting a Business Plan (A6HF 04)	Preparing and Presenting a Business Plan (DE2E 34)
Training Skills (A78F 34)	Same
Make-up Techniques: Fashion and Photographic (DP3134)	Make-up Artistry: Fashion and Photographic Make-up DP31 34
Setting and Dressing Hair to Comply with Current Fashion Trends (D43M 04)	
Specialised Treatment of Hair and Scalp Conditions (D43N 04)	Hairdressing: Specialised Treatments: Hair and Scalp (DN60 35)
An Introduction to Financial Accounting Statements (A6GN 34)	No equivalent
Principles and Practices of Selling (A60W 35)	DG6W34 (A60W 35)
Developing Entrepreneurial Skills (A6Y734)	No equivalent
Preparing and Presenting a Business Plan (A6HF 04)	Preparing and Presenting a Business Plan (DE2E 34)
Information Technology Applications 1 (A6AM 04)	Information Technology: Using Applications Software 1 (D85F34)
Communication: Practical Communication Skills for the Workplace (D5P2 33)	No equivalent

Predecessor Unit	New Unit
Communication: Presenting Complex Communication for Vocational Purposes (D5P3 34)	No equivalent
Communication: Developing a Communication Strategy for Vocational Purposes (D5P4 04)	No equivalent
No equivalent	Communication: Practical Skills
No equivalent	CAD: Graphic Design 1
No equivalent	Employment Experience 1 D7HJ 34

7.4 General Information for Candidates

The Higher National Certificate in Fashion Make-up is a specialist-collaborative award accredited by the SQA. This new award has been designed to meet the demands and requirements of today's modern working environment. The HN Group Award in Fashion Make-up is designed to equip candidates with the knowledge, understanding and skills required for success in current (future employment) or progression to further academic and/or professional qualifications.

The HNC in Fashion Make-up allows progression into a wide range of employment pathways such as:

- ◆ Employment within a Cosmetic Company
- ◆ Employment with Photographers
- ◆ Employment with modelling agencies
- ◆ Entrepreneurial opportunities

This Group Award is suitable for a wide range of candidates.

As with all SQA qualifications access to the awards will be at the discretion of the centre.

The following recommendations are for guidance only:

- ◆ school leavers
- ◆ candidates studying related subject areas such as Hairdressing, Beauty and Art
- ◆ adult returnees to education –supporting the Lifelong learning and inclusion agendas
- ◆ candidates in employment wishing to enhance their career prospects through additional education and training

Candidates with suitable relevant work experience may be accepted for entry provided the enrolling centre believes that the candidate is likely to benefit from undertaking the award. Centres may consider using Core Skills profiling to assist them in this process.

The planned future development of the HND in Make-up Artistry (June 2006), will provide a strong coherent progression from the HNC in Fashion Make-up. The HNC provides development of skills and knowledge within the fashion make-up route while the HND in Make-up Artistry will allow specialist study in the area of theatrical make-up skills. All skills and techniques gained during the HNC Fashion Make-up will provide the necessary underpinning knowledge for the HND.

7.5 Relationship to other Awards

Candidates have the added option of being able to transfer Unit credits from the HNC in Fashion Make-up to the following other specialised HN awards:

HNC Hairdressing G805
HNC Trichology G1YL

In addition, all Units (or clusters of related Units) may be delivered as stand alone qualifications.

7.6 History of Changes

It is anticipated that changes will take place during the lifetime of the qualifications, eg additional options/updated specifications. The History of Changes table in the arrangements document will record these changes and should be reviewed on a regular basis by centres.

7.7 Assessment materials

The Qualifications Design Team may develop exemplars to support the qualification at a later date.

8 Approval

All Colleges wishing new approval must follow SQA approval documentation and submit to SQA *Guide to Approval for Training Providers and Employers* (A0961).

Core Skills Signposting Documents

Communication (Higher: SCQF level 6)

Skill component: Oral Communication

Produce and respond to oral Communication on a complex topic

- a Use vocabulary and a range of spoken language structures consistently and effectively with appropriate formality.
- b Convey all essential ideas/information/opinions accurately and coherently with appropriate varied emphasis.
- c Structure to take full account of purpose and audience.
- d Take account of situation and audience during delivery.
- e Respond to others taking account of their contribution.

Units	Knowledge/ Skills/ Evidence	Developed/ Assessed	a	b	c	d	e
Make-up Artistry: Basic Make-up, skin care and eye treatments	Theoretical underpinning knowledge of enhanced oral skills and practical performance in consultation prior to, and during make-up application. Explanations, support and advice to clients. Consultations with client involving discussion, negotiation and agreement on application appropriate to taste and design brief. Verbal and non-verbal communication including gesture, tactile and non-verbal interactive skills.	Developed	√	√	√	√	√
Make-up Artistry: Fashion and photographic Make-up		Developed	√	√	√	√	√
Employment Experience 1 (Optional)	Communicating with colleagues and a range of clients in person and on the telephone in a workplace setting	Developed	√	√	√	√	√
Communication: Practical Skills (Optional)	Outcome 3-Produce and Respond to oral communication on a complex topic	Developed/assessed	√	√	√	√	√

All practical Units: Candidates must demonstrate a sophisticated level of Oral skills with particular emphasis on listening and responding to others in the most appropriate way. Attending to and meeting the needs of clients and design team members using sophisticated verbal and non-verbal communication techniques will be critical to achievement. Explaining, advising, negotiating and reassuring during practical work with clients will involve on going evaluation of practice.

Demonstration of techniques involves advanced presentation skills.

Communication (Higher: SCQF level 6)

Skill component Written Communication (Reading)

Read and Understand Complex Written Communication

- a Identify and summarise significant information, ideas and supporting detail.
- b Evaluate effectiveness for purpose and needs of readers.

Units	Knowledge and Skills/Evidence	Developed/ Assessed	a	b
Make-up Artistry: Basic Make-up, skin care and eye treatments	Background research for current information on design and techniques.	Developed	√	
Make-up Artistry: Fashion and photographic Make-up				
Communication: Practical Skills (Optional)	Outcome 1: Responding to and Evaluating a complex business text	Developed/Assessed	√	√
<p>All Units: Candidates require to understand and keep up to date with the details of significant complex information and current Legislation impacting on Make-up application practice, including relevant information on Health and Safety, Data Protection and Client Confidentiality.</p> <p>Awareness and knowledge of current industry developments will be maintained by reading professional journals and web sites.</p>				

Skill component Written Communication (Writing)

Produce well-structured Written Communication on Complex Topics

- a Present essential ideas/information in a logical and effective order.
- b Use a structure which takes account of purpose/links points for clarity and impact.
- c Use conventions which are effectively adapted for audience.
- d Use accurate spelling, punctuation, sentence structures.
- e Vary sentence structure, paragraphing, vocabulary to suit purpose and target audience.

Unit	Knowledge/Skills/Evidence	Developed/ assessed	a	b	c	d	e
Customer Care	Outcome 3: Extended written report outlining the proposed development of a customer care strategy for an organisation	Developed	√	√	√	√	√
Graded Unit	Extended written reports for sections evidencing Planning and Evaluation Underpinning documentation to support portfolio presentation	Developed	√	√	√	√	√
Communication Practical Skills (Optional)	Outcome 2: Extended written documents including complex information in an appropriate format	Developed/Assessed	√	√	√	√	√
All Units: The maintenance of accurate and appropriate portfolios documents all practical activities.							

Working with Others (Higher: SCQF level 6)

Work with Others in a group to analyse, plan and complete an activity

- a Analyse the activity and identify component tasks and roles.
- b Agree allocation of activities taking account of group strengths and weaknesses.
- c Support co-operative working.
- d Evaluate and draw conclusions about own contribution, justifying with evidence.

Unit	Knowledge/ Skills/ Evidence	Developed/ Assessed	a	b	c	d
Make-up Artistry: Basic Make-up, skin care and eye treatments	Outcomes for all practical Units involve developing and applying relationship building techniques such as gesture and non-verbal interactive skills, and progressing to practical performance in consultation prior to, during and post treatment explanations, support and advice to clients.	Developed	√		√	√
Make-up Artistry: Fashion and photographic Make-up	Evaluation includes analytical awareness of self and own contribution and identifies strategies for further developing relationships with others.		√	√	√	√
Make-up Artistry: Advanced Make-up techniques — fashion/photographic (Optional)	Outcome 4: Set up and lead a team to research, plan, design and apply advanced make-up techniques for a chosen production.	Developed				
Employment Experience 1 (Optional)	The ability to work co-operatively with a range of colleagues and clients is developed and assessed in a professional context	Assessed at SCQF Level 5, Developed to Higher level	√	√	√	√

All practical treatment Units.

Skills in working with a range of others in a design team context will underpin all activities of the award and will include evaluation of approaches to enhancing practical, physical and creative communication in a range of relationships.

Problem Solving (Higher: SCQF level 6)

Skill components

Critical Thinking

- ◆ Analyse a complex situation or issue

Planning and Organising

- ◆ Plan organise and complete a complex task

Reviewing and Evaluating

- ◆ Review and evaluate a complex problem solving activity

Unit	Knowledge/Skills/Evidence	Developed/ assessed	CT	PO	RE
Graded Unit	The evidence requires a strategic plan of action, product evidence underpinned by a detailed portfolio and an in depth analysis and evaluation of all activities	Developed/Assessed	√	√	√
Make-up Artistry: Advanced Make-up techniques — fashion/photographic (Optional)	Outcome 4: the candidate is required to develop a suitable approach to leading a design team and then plan, design and apply advanced make-up techniques for a chosen production. The candidate is also required to produce a reflective account evaluating the work of the team.	Developed	√	√	√
Employment Experience 1 (Optional)	All practical activities are preceded by an in depth interview with clients which involves a detailed analysis of requirements with regard to needs and takes into account a range of factors including health and personal considerations. The appropriate make-up application is then planned and negotiated with the client.	Developed	√	√	√

Unit	Knowledge/Skills/Evidence	Developed/ assessed	CT	PO	RE
	A detailed progress log/treatment folio of supporting written material reviews and records the selected Hairdressing process. Candidates critically analyse in detail all stages of the process, define strengths and possible areas for improvement and potential development action is also noted.				
The process of taking responsibility for personal study and production of assignments across the award will further develop all skill components of Problem Solving.					

Using Information Technology (SCQF level 5)

Use an IT system effectively to perform a range of straightforward tasks

- a Make effective use of a computer system.
- b Carry out straightforward processing in software application.
- c Carry out straightforward searches to find and present information from electronic sources.

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b	c
Using Software Application Packages	<p>Using a range of selected software applications packages, accessing data from various sources including electronic, selecting and integrating information and presenting in a range of formats</p> <p>Using IT equipment securely, resolving any problems, using software to analyse, design, integrate and output a range of information; accessing and selecting from a range of information including electronic sources</p>	Developed/Assessed	√	√	√

Across all Units candidates are likely to use technology for practical record keeping and portfolio presentation. Candidates will be familiar with and determine the appropriate use of a range of application packages including word processing, spreadsheet and photo-editing software. Internet news and websites will be used in the research elements of Units to provide the most effective access to current information on vocational issues and professional developments.

Numeracy (SCQF level 5)

Skill component Using Number

a Apply a wide range of numerical skills.

Skill component Using graphical information

b Interpret and communicate graphical information in everyday and generalised contexts.

Unit	Knowledge/Skills/Evidence	Developed/ assessed	a	b
Using Software Application Packages	Preparation and presentation of financial data-spreadsheet	Developed	√	√
Principles and Practice of Selling	Understanding, description and demonstration of the selling process, including financial benefits and risks	Developed	√	√
Make-up Artistry: Advanced Make-up techniques — fashion/photographic (Optional)	Outcome 4: Candidates are required to identify and calculate the costs associated with a particular production and present in a statement clearly showing the associated mark-up or profit margin	Developed	√	√
<p>All Units: Decisions on appropriate treatments and their application requires an ability to measure and calculate a range of data related to the safe use and positioning of equipment and personnel. The ability to accurately interpret significant graphical data will be critical. Maintenance and checking of equipment, and storage and use of chemicals involves reading numerical information, and the calculation and assessment of relevant risk factors.</p>				