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Arrangements for:

HND Make-up Artistry

Group Award Code: G8DF 16

Validation date: (May 2006)

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Acknowledgement

Contents

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
09	**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
08	**Revision of Unit:** DL31 34 Retail Environment has been replaced by HJ3F 34 and will finish on 31/07/2019	17/03/17
07	**Revision of Unit:** F84E 35 Presentation Skills has been replaced by HH85 35 Presentation Skills and will finish 31/07/2019	27/01/17
06	**Revision of Unit:** D43K 34 Contribute to the Organisation of a Promotional Activity has been revised by H8PE 34 Contribute to the Organisation of a Promotional Activity and will finish on 31/07/2017.	09/02/15
05	**Revision of Unit:** DK2K 34 Getting Started in Business *has been revised by* H7VK 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 Communication: Practical Skills *has been revised by* H7MB 34 Communication: Practical Skills *and will finish on 31/07/2016.*	15/12/14
04	*Photography: Stock* (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.	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 *and finished on* 31/07/2010. **Revision of Unit**: DK2M 34 Personal Enterprise Skills has been revised by F3HT 34 Personal Enterprise Skills *and finished on* 31/07/2010. **Revision of Unit**: DE3C 34 Marketing: An Introduction has been revised by F7BX 34 Marketing: An Introduction *and finished on* 31/07/2011. **Revision of Unit**: DE20 35 Presentation Skills has been revised by F84E35 Presentation Skills *and finished on* 31/07/2014. **Revision of Unit**: DK2N 33 Record Keeping and Accounting for Small Business has been revised by F93J 33 Record Keeping and Accounting *and finished on* 31/07/2012.	25/09/13

1   Introduction

This is the Arrangements document for the revised/new Group Award in HND Make-up Artistry, which was validated in May 2006. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The HND in Make-up Artistry is a specialist collaborative development accredited by SQA. A list of members of the Qualification Design Team (QDT) is given in Appendix 1

This new HND qualification in Make-up Artistry is designed to equip students with the knowledge, understanding and skills required for success in current and future employment or for progression to further academic and/or professional qualifications.

This qualification is being introduced against the background of a comprehensive review of all current national provision is this subject area.

2   Rationale for the revision of the award

2.1   Background to the development of this qualification

The current HND in Make-up Artistry was validated in May 1994 by Clydebank College as a locally devised Group Award. This framework was then delivered by three centres. The award had not been revised since this date although minor additions to the optional framework had been made. During this period, enrolments for the HND Make-up Artistry have been healthy across all three centres delivering the Group Award. The three centres currently delivering the old award, Clydebank, Reid Kerr and James Watt, have came together to collaborate to review the HND and subsequently formed the QDT to develop this new HND Group Award in Make-up Artistry

An HNC in Fashion Make-Up designed by this same QDT was validated in 2005 and although an award in it's own right, 12 Units from this development form the first year of this HND development.

2.2   The Current Development

The HNC in Fashion Make-Up has given the QDT for the HND in Make-up Artistry a focused foundation to build upon. Research that was conducted during the initial review for the HNC Fashion Make-Up indicated that there were two clear make-up routes with distinct employment pathways:

(a)   A Make–up route and
(b)   A Theatrical route

Due to the limitations on course design for HNC Group Awards, the QDT for the HNC Fashion Make–up decided that the HNC would meet the demand for route (a) — Make-up, with the more specialised HND Make-up Artistry focusing on route (b) — Theatrical.

The employment pathways for the HNC Fashion Make-Up route include:

♦ Employment within a Cosmetic Company
♦ Employment with Photographers
♦ Employment with modeling agencies
♦ Entrepreneurial opportunities

Employment pathways for the Theatrical route include:

♦ Free-lance make-up Artist
♦ Employment within Theatre Industry
♦ Employment within the Film Industry
♦ Employment within T.V. Industries

The QDT envisage that the new HND Make-up Artistry development will succeed in providing the skills and knowledge to access employment pathways from both of the identified routes for successful candidates.

3 Aims of the award

The specialised nature of Make-up Artistry provides a niche market for Scottish based FE training providers, and the location of a number of large visual and creative media organisations producing performance based productions located in the Glasgow area provides ideal local employment opportunities.

Opportunities to train in Make-up Artistry have predominately been led and shaped by the original development of the HND Make-up Artistry. Accessing private training providers at a premium cost has been the only other alternative for those wishing to study Make-up Artistry.

This new HND Make-up Artistry award aims to continue serving the clear demand for training in Make-up Artistry within this niche market. With this in mind the content has been amended to reflect current industry practice and the format of the award meets the new Design Principles for HN Group Awards as set by SQA.

The qualification embodies two specific principles:

♦ to establish a recognised qualification which is current and 'fit for purpose'
♦ to meet the requirements of employers

It is anticipated that the new HND award will widen access for study in this subject area and provide a strong pathway of progression for candidates who have successfully completed a programme of study such as HNC Fashion Make-up (year 1 of HND programme) or an HNC or SVQ in a related area. It is also anticipated that this Group Award will be an access route to those wishing to progress to Higher Education programmes in the media/arts/creative studies areas.

3.1 General aims of the award

General aims of the award are to:

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.
6 Provide the opportunity to develop IT skills.
7 Provide strong customer care skills required by industry for employment.

3.2 Specific aims of the award

More specifically, the awards should enable students to:

8 Apply sound technical knowledge together with commercially focused skills in all aspects of Make-up Artistry, enabling them to work confidently and competently within this industry.
9 Develop the candidate's interpersonal skills when dealing with people.
10 Develop the candidate's ability to produce high quality photographic representation which is demanded by the industry for employment requirements.
11 Developing the candidate's ability to plan, prepare and produce tasks autonomously.
12 Encourage and develop independent learning.
13 Encourage and develop entrepreneurial skills.
14 Develop hairdressing skills as required by industry.
15 Develop presentation skills for use in employment and future training.
16 Have the opportunity for work experience within the range of employment pathways.
17 Produce a professional portfolio of examples of their work.
18 Have the opportunity to progress to further training opportunities.

3.3 Target groups

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 such as HNC/SVQ at least level 2
♦ Adult returners to education
♦ Candidates in employment who wish to enhance their career prospects
♦ Part-time candidates wishing to broaden skills and knowledge

3.4 Employment opportunities

Stakeholder market research conducted during the initial review for the HNC Fashion Make-Up indicated that there were two clear make-up routes with distinct employment pathways:

(a)   Make–up route and
(b)   Theatrical route

The employment pathways for the HNC Fashion Make-Up route include:

♦   Employment within a Cosmetic Company
♦   Employment with Photographers
♦   Employment with modeling agencies
♦   Entrepreneurial opportunities

Employment pathways for the HND Make-up Artistry route include:

♦   Free-lance make-up Artist
♦   Employment within Theatre Industry
♦   Employment within the Film Industry
♦   Employment within TV Industries

The HND Make-up Artistry development will succeed in providing the skills and knowledge to access employment pathways from both of the identified routes for successful candidates.

4   Access to the award

A consistent level of applicants reaffirms strong interest in this Group Award.

Applicants come from a wide variety of backgrounds and experiences, some without formal qualifications and those who may have experienced social exclusion. The access for this Group Award is designed to encourage and support the social inclusion agenda by providing an entry route for applicants with a both traditional and non-traditional entry profile.

Those candidates with experiential learning may accrue some accreditation of prior learning and candidates with formal learning from other education and training backgrounds may also receive accreditation of prior learning or obtain assessment by demand if this is seen as favourable for the candidate.

The opportunity to develop all Core Skills can be identified throughout the mandatory section of this Group Award. Further information about the Core Skill profile of the Group Award can be found in Appendix 2.

The importance of signposting and developing Core Skills in this award gives further support to candidates with non traditional entry profiles to succeed at this level.

Below is a table detailing suggested entry and exit Core Skills levels.

Core Skills	Entry SCQF level	Exit SCQF level
Communication	5	6
Information Technology	4	5
Numeracy	4	5
Problem Solving	5	6
Working with Others	5	6

4.1   Part-time students

Access statements for individual Units can differ from that for the Group Award. Therefore, when 'infilling' students into individual Units, centres should consider the ability of the candidate to undertake the individual Unit especially if a pre-requisite skill or knowledge base is required.

Part-time delivery may fall into one or more of the following patterns:

♦ An individualised, tailored programme where candidates build up credits over a number of years which may or may not lead to accreditation of the Group Award.
♦ Discreet part-time HNC/HND courses run over a period of years.
♦ Continuing Professional Development (CPD) as required by individual candidates based in employment.

4.2   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.

4.3   Formal Qualifications

Examples of appropriate formal entry qualifications are specified below. These are not exhaustive or mutually exclusive and may be offered in a variety of combinations.

♦ A National Certificate Group Award in a related subject areas such as Hairdressing or Beauty.
♦ Scottish Vocational Qualifications in a related subject areas at least level 2.
♦ 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 design.
♦ HNC Fashion Make-up (entry to 2nd year HND).

Accreditation of prior experiential learning or alternative formal qualifications will be examined on an individual candidate basis by centres.

It is preferable that candidates with the HNC Fashion Make-up qualification have an award consisting of 15 credits which will allow a smoother transition onto the HND 2nd year programme. Candidates with a 12 credit HNC Fashion Make-up Group Award can still progress to the 2nd year HND programme with the pre-requisite that an additional 3 credits from the optional framework must be achieved alongside the 2nd year programme, this will allow candidates to gain the full award of the HND in Make-up Artistry.

Candidates are required to achieve a minimum of 12 credits from the 1st year HND programme to be allowed progression onto the 2nd year programme.

4.4 Work Experience

Candidates with suitable relevant work experience may be accepted for entry provided the enroling centre believes that the candidate is likely to benefit from and succeed undertaking the award. Centres may wish to use Core Skill profiling to assist them in the recruitment process (see table on Page 6).

5 Award structure

Structure of the Group Award

The award follows the SQA design principles for HN Awards: *HNDs shall be designed to be at SCQF level 8 and shall comprise 240 SCQF credit points and at least 64 SCQF credit points at SCQF level 8.This should normally include a mandatory section of at least 96 SCQF credit points and should include one Graded Unit of 8 SCQF credit points at SCQF level 7 plus 16 SCQF credit points of Group Award Graded Unit(s) at SCQF level 8.*

The structure of the HND Make-up Artistry is:

5.1 HND Core Framework

5.1.1 Core Framework

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Make-up Artistry: Basic Make-up, Skin Care and Eye Treatments	DP30 34	16	7	2
Make-up Artistry: Fashion and Photographic Make-up	DP31 34	16	7	2
Using Software Application Packages	D85F 34	8	7	1
Make-up Artistry: Applied Hairdressing 1	DP2Y 34	16	7	2
Make-up Artistry: Continuity, Cutting and Colouring Techniques for Production	F0JB 34	16	7	2
Make-up Artistry: Maintenance and Styling of Postiche	F0JD 34	16	7	2
Make-up Artistry: Period Make-up and Hairstyles	F0JA 35	24	8	3
Make-up Artistry: Special Effects	F0JG 35	16	8	2
Make-up Artistry: Character Make-up	F0JJ 35	16	8	2
Employment Experience 1	D7HJ 34	8	7	1
Make-up Artistry: Production Study	F0JF 35	8	8	1
Fashion Make-up: Graded Unit 1	DP9T 34	8	7	1
Make-up Artistry: Graded Unit 2	F0WG 35	16	8	2
Principles and Practices of Selling	DG6W 34*	8	7	1
Customer Care	H49P 33*	8	6	1

*Refer to History of Changes for revision changes.

The award of HND Make-up Artistry will be made on successful completion of the 25 mandatory Units plus 5 optional Units. **Centres are advised that by delivering 15 Units in year 1 and year 2 of the award this will spread the learning opportunities and assessment loading for the candidates.** Centres may choose the delivery structure to meet centre requirements. **For session 2006 onwards, only the Unit DG6W 34 Principles and Practices of Selling should be taught to new candidates.**

5.1.2 Proposed Optional Units for 1st and 2nd year

In addition to the mandatory Units a minimum of an additional 5 credits are required from the following list. **Candidates should not be allowed to select any more than 2 credits at level 6 from the optional framework to ensure that the new HN design principles are met.**

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Observational drawing	DV9A 34	8	7	1
Portfolio Production	DV9C 34	8	7	1
Illustration	DV64 34	16	7	2
Make-up Artistry: Make-up Techniques Fashion/Photographic: Advanced	DP32 35	16	8	2
Make-up Artistry: Making Facial Postiche	F0JE 34	8	7	1
Make Artistry: Life Casting and Prosthetics	F0JC 34	16	7	2
Preparing a Formal Business Plan	H7V5 34*	16	7	2
Hairdressing: Style Hair with the use of Postiche and Padding	DN63 34	8	7	1
Training Skills	A78F 34	8	7	1
Make-up Artistry: Body Painting	F0JH 34	8	7	1
Hairdressing: Wig Making 1	DN64 34	8	7	1
Presentation Skills	HH85 35*	8	8	1
Communication: Practical Skills	H7MB 34*	8	7	1
CAD: Graphic design 1	A67K 34	8	7	1
Health and Safety Legislation: An Introduction	DF87 34	8	7	1
Workplace Quality Systems	BA27 34	8	7	1
Health and Safety in the Workplace	A5GT 34	8	7	1
Preparing to Start a Business	H7V4 34*	8	7	1
Retail Environment	HJ3F 34*	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Hairdressing: Creative Designs in Haircutting	DN5W 34	8	7	1
Hairdressing: Colouring, Colour Correction and Innovative Design	DN5V 34	16	7	2
Hairdressing: Alter the Shape of Hair by Temporary and Permanent Techniques	DN5T 34	8	7	1
Hairdressing: Specialised Treatment of Hair and Scalp Conditions	DN60 35	16	8	2
Client Psychology and Communication	D4EC 34	8	7	1
Hairdressing: History of	DN5X 34	8	7	1

*Refer to History of Changes for revision changes.

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Contribute to the Organisation and Presentation of a Promotional Activity	H8PE 34*	16	7	2
Managing Information Systems to Develop a Small Business	H544 35*	16	8	2
Personal Enterprise Skills	F3HT 34*	8	7	1
Marketing: An Introduction	F7BX 34*	8	7	1
Hairdressing: Long Hair Design	DN5Y 33	8	6	1
Marketing Skills for the Entrepreneur	HM5P 33*	8	6	1
Record Keeping and Accounting for Small Business	F93J 33*	8	6	1
Photography: Introduction to Photographic Imagery **OR**	A78Y 33	8	6	1
Photography: An Introduction **OR**	DW6C 34	8	7	1
Photography: Stock	H1LL 34*	8	7	1

*Refer to History of Changes for revision changes.

5.1.3 Exit point after 1st year of programme

Candidates exiting the HND programme of study after first year will be able to be certificated for the HNC Fashion Make-up Group Award.

The award of HNC Fashion Make-up will be made on successfully completion of the eight mandatory first year HND Make-up Artistry Units plus four additional Unit options.

It is essential that delivering centres do not alter the delivery programme of the first year core Units as given in the framework to ensure that any candidates exiting after only one year of study retain the opportunity to be awarded the HNC Fashion Make-up. The table below gives the breakdown of the HNC Fashion Make-up Core framework for information.

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Make-up Artistry: Basic Make-up, Skin Care and Eye treatments	DP30 34	16	7	2
Make-up Artistry: Fashion and Photographic Make-up	DP31 34	16	7	2
Fashion Make-up Graded Unit 1	DP9T 34	8	7	1
Principles and Practices of Selling	DG6W 34	8	7	1
Customer Care	DJ43 33	8	6	1
Using Software Application Packages	D85F 34	8	7	1

5.2 Mapping information

The following table demonstrates the relationship between core Units and the general and specific aims of this Group Award. A comprehensive description of these aims can be found in the following table.

Product Code	Unit Title	Credit Value	Aims being met
DP30 34	Make-up Artistry: Basic Make-up, Skin Care and eye treatments	2	1, 2, 8, 9, 10, 17
DP31 34	Make-up Artistry: Fashion and Photographic make-up	2	1, 2, 4, 5, 8, 9, 10, 17
DP9T 34	Fashion Make-up Graded Unit	1	1, 4, 5, 6, 8, 17
DG6W 34	Principles and Practices of Selling	1	1, 10, 11
DJ43 33	Customer Care	1	1, 3, 4, 7, 8, 9
D85F 34	Using Software packages	1	1, 3, 6
DP2Y 34	Make-up Artistry: Applied Hairdressing 1	2	1, 2, 3, 4, 8, 14
F0JB 34	Make-up Artistry: Continuity, Cutting and Colouring Techniques for Production	2	1, 2, 3, 7, 8, 11, 12, 13, 14
F0JD 34	Make-up Artistry: Maintenance and Styling Postiche	2	1, 2, 3, 8, 11, 12, 14, 18
F0JA 35	Make-up Artistry: Period Make-up and Hairstyles	3	1, 2, 3, 8, 11, 12, 14, 17, 18
F0JG 35	Make-up Artistry: Special effects	2	1, 2, 3, 8, 11, 12, 14, 17, 18
F0JJ 35	Make-up Artistry: Character make-up	2	1, 2, 3, 8, 11, 12, 14, 17, 18
D7HJ 34	Employment Experience 1	1	1, 2, 3, 4, 7, 9, 11, 12, 16
F0JF 35	Make-up Artistry: Production Study	1	1, 2, 3, 4, 8, 11, 13
F0WG 35	Make-up Artistry — Graded Unit	2	2, 3, 4, 8, 10, 11, 12, 15
Mandatory Credits		**17**	
Total Mandatory Units 1st and 2nd Year		**25**	

5.2.1   Sector Skills

Throughout the revision of this HND award, every opportunity has been taken to consider any developments by the industry lead body, Skillset, the Sector Skills Council for the Audio Visual Industries. Sector Skill bodies are now taking a more pro active and prominent role within the development and structure of vocational training as well as providing occupational standards to be met within each subject area.

Skillset issued an update of the national occupational standards for Make-up and Hair for the Film and TV industries in December 2005. These standards have been built into this award, ensuring that current occupational training requirements are met and further developed within the HND Make-up Artistry Group Award.

The following table illustrates how the mandatory Units from the HND map across to the Units from the Skillset occupational framework:

HND Unit	Skillset Units
Make-up Artistry: Basic Make-up, Skin Care and eye treatments	HM1, HM7, X2, X1
Make-up Artistry: Fashion and Photographic make-up	HM1, HM7, X2, X1
Principles and Practices of Selling	
Customer Care	HM1, X1
Using Software packages	
Make-up Artistry: Applied Hairdressing 1	HM1, HM10, X2, X1
Make-up Artistry: Continuity, Cutting and Colouring Techniques for Production	HM1, HM10, HM20, X2, X1
Make-up Artistry: Maintenance and Styling Postiche	HM1,HM8, HM9, HM11, X2, X1
Make-up Artistry: Period Make-up and Hairstyles	HM1, HM6, HM7, HM9, X2, X1
Make-up Artistry: Special effects	HM1, HM7, HM13, X2, X1
Make-up Artistry: Character make-up	HM1, HM7, HM9, HM14, X2, X1
Employment Experience 1	HM1, HM17, X2
Make-up Artistry: Production Study	HM1, HM2, HM4, HM17, HM19

5.3   Articulation, professional recognition and credit transfer

Opportunities for Transfer of Unit Credits from HNC Hairdressing

The HNC Hairdressing core framework allows 6 credits to be transferred to the HND framework, 1 core and 5 optional credits. 5 optional credits will be the maximum number allowed for Transfer of Credits due to the HND Make-up Artistry core framework consisting of 25 credits.

The following table illustrates the opportunities for Transfer of Unit Credit for candidates progressing from the HNC in Hairdressing Core framework to the HND Make-up Artistry framework.

HNC Hairdressing				HND Make-up Artistry
Product Code	Unit Title	Credit Value	Core/ Optional	Core/ Optional
A6OW 35	Principles and Practices of Selling	1	Core	Core
D7HJ 34	Employment Experience 1	1	Core	Core
D77G 34	Communication: Practical Skills	1	Core	Optional
A67K 34	CAD: Graphic Design 1	1	Core	Optional
DN5W 34	Hairdressing: Creative Designs in Haircutting	1	Core	Optional
DN5V 34	Hairdressing: Colouring, Colour Correction and Innovative Design	2	Core	Optional

5.3.1   Progression from the HNC Fashion Make-up

In designing the award the Design Team has been fully aware of the need for the qualifications to provide candidates with the relevant mix of competencies to enable immediate entry to employment whilst at the same time allowing candidates an articulation route. By using the newly developed HNC in Fashion Make-up Group Award as the foundation of the HND, this provided a clear progression route for HNC candidates wishing to further develop their skills and knowledge in the specialist area of Make-up Artistry. All mandatory Units from the HNC should be delivered in year 1 of the HND Group Award, to ensure that any candidate who selects to exit after year 1 has the opportunity to be awarded the HNC Fashion Make-up Group Award (Section 5.1.3 Page 9).

5.3.2 Progression to Higher Education

The HND Group Award takes the candidates' studies a step further by developing skills and techniques that are special to this niche market. The QTD gave careful consideration to the possibilities for progression available to the successful candidate on completion of their HND Group Award. The London College of Fashion offer a BA programme in Theatrical Make-up Studies. Discussions where undertaken by members of the QDT and the London College of Fashion as to progression requirements for the HND to the BA. These discussions identified the benefits of candidates having the opportunity to study art related subjects such as illustration, still life studies and portfolio building. The QDT included a range of Art optional Units within the proposed Group Award structure (see Section 5.1.2). This will allow centres to deliver the most appropriate grouping of Units according to the candidates needs and planned progression route.

Progression to HE studies in both Business and Media subjects within the Universities of Paisley and Glasgow Caledonia may also be available. Centres should liaise directly with the HE establishments prior to each year's intake of students as Unit credits that count towards entry requirements can vary.

5.3.3 Personal Development Award

Candidates also have the opportunity to obtain a PDA in Enterprise and Employability.

The Units required for the PDA are:

Product Code	Unit Title
BA27 34	Workplace Quality Systems
A5GT 34	Health and Safety in the Workplace
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

5.3.4 PDA in Make-up Artistry

The QDT also recognise that there may be an opportunity to develop a PDA in Make-up Artistry skills. This would further support those candidates who wish to undertake a part-time study route and may not be able to complete a full Group Award. The QDT will pursue this development on the completion of the proposed validation of the HND in Make-up Artistry.

5.4 Graded Units

There are two Graded Units within the HND Group Award for Make-up Artistry one at level 7 giving 1 credit and one at level 8 giving 2 credits, both Units are project based.

Level 7 Graded Unit

Project based practical assignment with three stages to be assessed.

Stage 1, Planning — worth 40 of the available 100 marks. Candidates will require interpreting the given brief, gathering information that clarifies the brief and the aims of the project. A report with a minimum of 500 words will be produced.

Stage 2, Developing — worth 40 of the available 100 marks. The demonstration creative skills according to the brief and their individual research. The development stages will be recorded and the accumulation of their work presented in a portfolio. A high quality of photographic presentation would be essential to this element of the project.

Stage 3, Evaluating — worth 20 of the available 100 marks. Evaluation of the project process will be undertaken and a report with a minimum of 500 words will be produced.

Level 8 Graded Unit

Project based practical assignment with three stages to be assessed.

Stage 1, Planning — worth 30 of the available 100 marks. Candidates will be required to select a task, gather information that clarifies the task and the aims of the project. A report with a minimum of 500 words will be produced.

Stage 2, Developing — worth 50 of the available 100 marks, demonstration of creative skills according to the task selected and their individual research. The development evidence will be recorded, accumulated and their work presented at an exhibition. A high level of independent research and development, cumulating in the production of a tangible piece of work. The development and exhibition of the candidates selected task will be essential to this element of the project.

Stage 3, Evaluating — worth 20 of the available 100 marks. Evaluation of the project process will be undertaken and a report with a between 500 and a 1000 words will be produced.

6   Approaches to delivery and assessment

The HND in Make-up Artistry is designed to equip students with the knowledge, understanding and skills required for success in current and future employment within the Make-up Industry. Employment opportunities would be envisaged as working with those employers as detailed in Section 2.2

All of the Units listed may be delivered as stand-alone qualifications. Alternatively, they may be included in a variety of Group Awards as mandatory or optional Units. Where they are delivered within a specified framework, as detailed in previous sections, they constitute a coherent, attractive and very relevant programmed designed as 'fit for purpose' to equip candidates with the knowledge and/or skills needed for today's working environment.

The awards can be delivered in many different modes of attendance including full-time, part-time and Flexible Learning patterns. Under all circumstances, delivering centres will be responsible for ensuring authenticity of candidate's work.

An important secondary aim of the qualifications is to enable candidates to access opportunities to further academic and/or professional qualifications.

The HND framework also has common Units with other HN developments such as the HNC in Hairdressing and HNC Fashion Make-up. There is obvious direct transfer of Unit credits between the frameworks.

The structure of the qualification allows for a high degree of flexibility in the delivery modes. This is a key strength of the award and a recommendation from the employers canvassed in the market research exercises.

The award can be offered on a full-time standard, full-time fast track, day release, evening or flexible learning mode. In addition, it is also possible (and becoming increasingly popular within the existing awards) to offer the qualification using a combination of modes. Such combination of study modes may enable candidates to complete the awards within a shorter time period. In addition, it is also possible for centres to offer individual Units on an open learning or e-line basis especially if there is the possibility of home based study of more factual based information

6.1 Guidance on Open Learning

Information regarding open/flexible learning delivery is contained within each Unit specification. The introduction of 'sampling' within the assessment strategy means that more assessment may now be carried in 'controlled conditions'. Due to the practical nature of the HND in Make-up Artistry it is foreseen that it will be difficult to offer many of the Units in an open learning format. However, this should not deter Centres from looking at a flexible delivery plan that allows a widening of access to prospective candidates. Centres must have procedures in place to authenticate the work produced by candidates who do not undertake assessment within the Centre. For more information on normal open learning arrangements, please refer to the SQA Guide to *Assessment and Quality Assurance of Open and Distance Learning* (SQA 2000).

6.2 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. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (**www.sqa.org.uk**).

6.3 Sequence of delivery

Although centres can choose what order to teach the Units an exemplar delivery schedule for both years of full-time delivery has been produced (see Appendix 3).

It is essential that delivering centres do not alter the delivery programme of the first year core Units as given in the framework to ensure that any candidates exiting after only one year of study retain the opportunity to be awarded the HNC Fashion Make-up. The table below gives the breakdown of the HNC Fashion Make-up Core framework for information.

Unit Title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Make-up Artistry: Basic Make-up, Skin Care and Eye treatments	DP30 34	16	7	2
Make-up Artistry: Fashion and Photographic Make-up	DP31 34	16	7	2
Fashion Make-up Graded Unit 1	DP9T 34	8	7	1
Principles and Practices of Selling	DG6W 34	8	7	1
Customer Care	DJ43 33	8	6	1
Using Software Application Packages	D85F 34	8	7	1

6.4 Assessment

The overall assessment strategy under the new design principles is to encourage a more holistic approach to assessment. The new HN Unit Specification place the emphasis on assessing the whole Outcome or a combination of Outcomes rather than on Performance Criteria. There is also the intention to reduce the assessment loading for both candidates and centres and the new Unit specifications allows the use of "sampling" of knowledge and /or skills.

6.4.1 Assessment on demand opportunities

Candidates progressing from the HNC Hairdressing Group Award should be given the opportunity to undertake Assessment on Demand. The following table is a suggested guide for delivering centres as to where the opportunities for Assessment on demand may occur.

HNC Hairdressing			HND Make-up Artistry		
Product Code	Unit Title	Credit Value	Product Code	Unit Title	Credit Value
DN5W 34	Hairdressing: Creative Designs in Haircutting	1	F0JB 34	Make-up Artistry: Continuity, Cutting and Colouring Techniques for Production	2
DN5V 34	Hairdressing: Colouring, Colour Correction and Innovative Design	2	F0JB 34	Make-up Artistry: Continuity, Cutting and Colouring Techniques for Production	2
DN5T 34	Hairdressing: Alter the Shape of Hair by Temporary and Permanent Techniques	1	DP2Y 34	Make-up Artistry: Applied Hairdressing 1	2
DN63 34	Hairdressing: Style Hair with the use of Postiche and Padding	1	DP2Y 34	Make-up Artistry: Applied Hairdressing 1	2
DN5Y 33	Hairdressing: Long Hair Design	1	DP2Y 34	Make-up Artistry: Applied Hairdressing 1	2

A total of 4 credit values from the HND Make-up Artistry framework may be achieved through Assessment on demand.

Please note that it is the responsibility of individual centres to seek agreement with SQA External Verifiers for any additional transfer of credit and to ensure that it meets all of SQA policies and procedures. Centres should also ensure that any assessment on demand opportunities identified meet the Unit specification and Evidence Requirements.

6.4.2 Assessment Integration Opportunities

Centres should be encouraged to identify opportunities for integration of assessments across Units in the HND Make-up Artistry Framework.

The following tables identify possible Integration Opportunities.

Year 1

Unit Titles	Integration Opportunity
Basic make-up, Skin Care and Eye treatments	Applied Hairdressing 1 — Outcomes 1, 2 and 3. Customer care — elements of Outcomes 1 and 2 Using Software Application Packs — elements of Outcome 2.
Fashion and Photographic Make-up	Applied Hairdressing 1 — Outcomes 1, 2 and 3. Customer Care — elements of Outcomes 1 and 2 Using Software Application Packs — elements of Outcome 2.
Advanced Make-up Skills	Applied Hairdressing 1 — Outcomes 1, 2 and 3. Customer Care — elements of Outcomes 1 and 2 Using Software Application Packs — elements of Outcome 2.

Year 2

Unit Titles	Integration Opportunity
Make-up Artistry: Maintenance and Styling of Postiche	Period Hair and Make-up-Elements of Outcomes 2 and 3.
Make-up Artistry: Special effects	Character make-up- Elements of Outcomes1, 2 and 3.
Make-up Artistry: Character Make-up	Special effects — Elements of Outcome 1. Period hair and make-up — Elements of 2 and 3. Life casting — elements of Outcome 5.
Employment Experience 1	Production study — Elements of Outcomes 2 and 4.
Make Artistry: Life casting and Prosthetics	Special effects — Elements of Outcome 2.

6.5 Re-assessment

The way that centres manage re-assessment of candidates, is centre specific and will be subject to internal verification procedures to test its robustness. It may be useful to bear in mind that 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 re-assess 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 re-assessment
♦ where parts of several Outcomes are involved

♦ where a project has been designed as an integrated assessment and where there is a requirement to complete the project as a single complex task

Candidates may require 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.

6.5.1 Re-assessment opportunities

SQA advises that there should normally be one, or in exceptional circumstances two, re-assessment opportunities.

Please refer to *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education,* for details. (**www.sqa.org.uk**)

7 General information for centres

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. Further advice can be found in the SQA document Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs (**www.sqa.org.uk**).

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally moderated, using the appropriate policy within the centre and the guidelines set by SQA.

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

Further information on internal and external verification can be found in SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education (**www.sqa.org.uk**).

8 General information for candidates

The award of HND Make-up Artistry has been designed to meet the demands and requirements of today's modern working environment. Opportunities are provided to develop skills and knowledge required for the specialist areas of employment in the Fashion Make-up and Visual media fields.

Extensive consultation and research was undertaken with employers in the field of fashion make-up and views canvassed from current students and prospective students and Further Education establishments to build the framework of this award. The inclusion of a wide variety of options is to ensure that provision can be made to match both local employer demands and the opportunity for you to develop your individual abilities and interest.

The HND Make-up Artistry-up allows you to progress into a wide range of employment pathways such as:

♦   Employment within a Cosmetic Company
♦   Employment with Photographers
♦   Employment with modeling agencies
♦   Entrepreneurial opportunities Free-lance make-up Artists
♦   Employment within Theatre Industry
♦   Employment within the Film Industry
♦   Employment within TV Industries

The overall assessment strategy is to encourage a more holistic approach to assessment by combining Outcomes and sampling choice for completion of evidence gathering tasks. Many assessments require research, design and application skills, with practical skills assessed against a practical checklist by the assessor.

The London College of Fashion offers progression to HE through their BA in Theatrical Studies, subject to interview. The interview process for entrants includes a portfolio of work containing art work. When commencing your HND Make-up Artistry studies, it is beneficial to you to select an Art optional Unit as part of your programme to support your application.

Assessment Strategy

The overall assessment strategy under the new design principles is to encourage a more holistic approach to assessment. The new HN Unit Specification places the emphasis on assessing the whole Outcome or a combination of Outcomes rather than on Performance Criteria.

The new Unit specification allows the use of 'sampling' of knowledge and/or skills, this reduces the number of assessment events that candidates will be required to participate in. Where sampling is to be used candidates will be informed of the selected skill/ topic to be assessed at the agreed event.

Graded Units

There are two Graded Units within the HND Group Award for Make-up Artistry one at level 7 worth 1 credit and one at level 8 worth 2 credits, both Units are project based practical assignments.

Level 7 Graded Unit 1

Project based practical assignment with 3 stages to be assessed.

Stage 1, Planning — worth 40 of the available 100 marks. Candidates will require interpreting the given brief, gathering information that clarifies the brief and the aims of the project. A report with a minimum of 500 words will be produced.

Stage 2, Developing — worth 40 of the available 100 marks. The demonstration creative skills according to the brief and their individual research. The development stages will be recorded and the accumulation of their work presented in a portfolio. A high quality of photographic presentation would be essential to this element of the project.

Stage 3, Evaluating — worth 20 of the available 100 marks. Evaluation of the project process will be undertaken and a report with a minimum of 500 words will be produced.

Level 8 Graded Unit 2

Project based practical assignment with 3 stages to be assessed.

Stage 1, Planning — worth 30 of the available 100 marks. Candidates will be required to select a task, gather information that clarifies the task and the aims of the project. A report with a minimum of 500 words will be produced.

Stage 2, Developing — worth 50 of the available 100 marks, demonstration of creative skills according to the task selected and their individual research. The development evidence will be recorded, accumulated and their work presented at an exhibition. A high level of independent research and development, cumulating in the production of a tangible piece of work. The development and exhibition of the candidates selected task will be essential to this element of the project.

Stage 3, Evaluating — worth 20 of the available 100 marks. Evaluation of the project process will be undertaken and a report with a between 500 and a 1,000 words will be produced.

Employment opportunities

The HND Make-up Artistry-up allows you to progress into a wide range of employment pathways such as:

♦ Employment within a Cosmetic Company
♦ Employment with Photographers
♦ Employment with modeling agencies
♦ Entrepreneurial opportunities Free-lance make-up Artists
♦ Employment within Theatre Industry
♦ Employment within the Film Industry
♦ Employment within T.V. Industries

Extensive consultation and research was undertaken with employers in the field of fashion make-up and views canvassed from current students and prospective students and Further Education establishments to build the framework of this award. The inclusion of a wide variety of options is to ensure that provision can be made to match both local employer demands and the opportunity for you to develop your individual abilities and interest.

Progression routes to HE

The London College of Fashion offers progression to HE through their BA in Theatrical Studies, subject to interview. The interview process for entrants includes a portfolio of work containing art work. When commencing your HND Make-up Artistry studies, it is beneficial to you to select an Art optional Unit as part of your programme to support your application.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**

SCQF credits: One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Dedicated Core Skill Unit: This is a Unit that is written to cover one or more particular Core Skills, eg HN Units in Information Technology or Communications.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/D from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.

10 Appendices

Appendix 1: Qualification Design Team
Appendix 2: Core Skills
Appendix 3: Suggested delivery plans — HNC/HND Make-up Artistry

See following pages for appendices.

Appendix 1

Qualification Design Team

Kath Parkin	SQA
Sharon Macfarlane	James Watt College
Morven Aikman	James Watt College
Monica Hainey	Clydebank College
Joanne Hope	Clydebank College
Janice Steinlet	Reid Kerr College
Susan Howie	Reid Kerr College

Core Skills

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)		Developed	√	√	√	√	√
Communication: Practical Skills (Optional)	Communicating with colleagues and a range of clients in person and on the telephone in a workplace setting	Developed/assessed	√	√	√	√	√
	Outcome 3-Produce and Respond to oral communication on a complex topic						

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		Developed	√	
Make-up Artistry: Fashion and photographic Make-up	Background research for current information on design and techniques.			
Communication: Practical Skills (Optional)		Developed/Assessed	√	√
	Outcome 1: Responding to and Evaluating a complex business text			
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. *Awareness and knowledge of current industry developments will be maintained by reading professional journals and web sites.*				

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 effective 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 Make-up Artistry: Fashion and photographic Make-up	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. Evaluation includes analytical awareness of self and own contribution and identifies strategies for further developing relationships with others.	Developed	√		√	√
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	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 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	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 sued 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	√	√
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.				

Appendix 3

HND Make-up Artistry 1st year

Suggested delivery Plan for 15 credits

BLOCK 1

	Product Code	Module Unit Title
	DP30 34	Basic Make-up — Session 1
	DP30 34	Basic Make-up — Session 2
	D85F 34	ICT
	DP2Y 34	Applied Hairdressing Skills
	DJ43 33	Customer Care

BLOCK 2

	Product Code	Module Unit Title
	DP31 34	Fashion Photographic Make-up — Session 1
	DP31 34	Fashion Photographic Make-up — Session 2
	DE20 35	Presentation Skills
	DG6W 34	Principals and Practices of Selling
	DP2Y 34	Applied Hairdressing Skills

BLOCK 3

	Product Code	Module Unit Title
	DP32 35	Advanced Make-up Skills — Session 1
	DP32 35	Advanced Make-up Skills — Session 2
	DP9T 34	Graded Unit
	DN5Y 33	Long Hair
	D77G 34	Communication: Practical Skills

HND Make-up Artistry 2nd Year

Suggested delivery Plan for 15 credits

BLOCK 1

	Product Code	Module Unit Title
	F0JG 35	Special effects — Session 1
	F0JG 35	Special effects — Session 2
	(choice)	Art
	F0JD 34	Styling and Maintenance of Postiche
	F0JA 35	Period Make-up and Hairstyles

BLOCK 2

	Product Code	Module Unit Title
	F0JD 34	Styling and Maintenance of Postiche
	F0JA 35	Period Make-up and Hairstyles
	F0WG 35	Graded Unit
	F0JJ 35	Character make-up
	F0JB 34	Make-up Artistry: Continuity, Cutting and Colouring Techniques for Production

BLOCK 3

	Product Code	Module Unit Title
	F0WG 35	Graded Unit
	F0JA 35	Period Hair and Make-up
	F0JF 35	Production Study
	F0JJ 35	Character make-up
	F0JB 34	Make-up Artistry: Continuity, Cutting and Colouring Techniques for Production