



Higher National Graded Unit Specification

General Information for Centres

This Graded Unit has been validated as part of the HNC Fashion Make-up. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit Title: Fashion Make-up: Graded Unit 1

Graded Unit Code: DP9T 34

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit points and level: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*).

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

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Fashion Make-up:

- ◆ 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
- ◆ develop the candidates' organisational and interpersonal skills when dealing with people
- ◆ produce a professional portfolio of examples of their work
- ◆ develop retail skills
- ◆ develop competencies in a range of specialised areas
- ◆ prepare candidates for progression to further study in Fashion Make-up and related industries
- ◆ adopt an innovative and creative approach to their work and be able to respond quickly to the challenges posed by changes in the Fashion Make-up industries
- ◆ develop the candidates' ability to contribute to high quality photographic representation which is demanded by the industry for employment requirements
- ◆ provide strong customer care skills required by Industry or employment
- ◆ encourage candidates' awareness and use of transferable skills
- ◆ enable candidates to analyse problems and plan solutions

General Information for Centres (cont)

Candidate Brief

The candidate should:

- ◆ identify leading organisation(s) in the Make-up industry or related industry in which they would like to seek employment
- ◆ investigate the image portrayed by that organisation(s)
- ◆ design and create three looks which incorporate skills in Make-up and produce photographic evidence which reflects the image of the chosen organisation(s)
- ◆ present the looks in a portfolio

Candidates will prepare and present a portfolio of work, which could be used to showcase their work in an interview situation for either employment or further study. The work necessary to undertake this assignment will synthesise knowledge and skills acquired throughout the HNC Fashion Make-up award. Candidates will identify the requirements of the portfolio and select the elements and components to be included. These will employ skills developed through a combination of some of the mandatory units from this group award. When planning and choosing how to construct their portfolio candidates should ensure that it will be a sufficient basis for a practical assignment which meets all the requirements of the Graded Unit.

Recommended Prior Knowledge and Skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- ◆ Make-up Artistry: Basic Make-up, Skin Care and Eye Treatments
- ◆ Make-up Artistry: Fashion and Photographic Make-up
- ◆ Principles and Practice of Selling
- ◆ Customer Care

Core Skills: There is no automatic certification of Core Skills or a Core Skill component as part of this Graded Unit. However, there may be opportunities to develop the Core Skill of Problem Solving.

Assessment: This Graded Unit will be assessed by the use of a practical assignment. The “fleshed-out” practical assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

Administrative Information

Graded Unit Code: DP9T 34
Graded Unit Title: Fashion Make-up: Graded Unit 1
Original Date of publication: August 2005
Version: 03 (August 2018)

History of changes:

Version	Description of change	Date
02	Amendment to marks allocation. Planning - 30% Developing – 50%	16/04/15
03	Update of Conditions of Assessment.	06/08/18

Source: SQA

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Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates

Graded Unit Title: Fashion Make-up: Graded Unit 1

Conditions of Assessment

The candidate should be given a date for completion of the practical assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance.

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify candidate responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or recording, and be made available to the internal and external verifier.

In relation to Higher National Project-based Graded Units, candidates must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the candidate to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, candidates who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for re-assessment of that stage.

Any candidate who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates (cont)

Graded Unit Title: Fashion Make-up: Graded Unit 1

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

This assessment instrument is not concerned exclusively with practical activity – candidates are provided with a brief that allows them to prepare, plan and demonstrate creative skills. Candidates should be asked to investigate, prepare, present and evaluate a relevant portfolio. The assessment should be based on a combination of the end result of the activity (the product) and the carrying out of the activity (the process).

Candidates will be asked to:

- ◆ interpret the brief
- ◆ gather information in response to the brief
- ◆ select and prepare materials
- ◆ present a portfolio
- ◆ evaluate the portfolio through feedback

The project must involve a practical assignment culminating in the production of a portfolio and candidates must demonstrate the application of skills gained during the course of their programme of study.

Candidates should not be closely supervised while preparing the project. A mentoring system as described in (Conditions of Assessment) above would help the candidate to select an appropriate portfolio subject and ensure the candidate was carrying out appropriate preparation of the task. The practical assignment, and the way it is planned and conducted, should reflect the opportunities for the individual research.

Each candidate must provide his or her individual responses to all three stages of the practical assignment, and assessors must be satisfied that the work has been completed by the individual candidate. This should be presented within their portfolio.

Centres may use oral questioning to supplement the evidence presented by each candidate.

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C – competent, or A – highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ Has sufficient evidence for the three stages of the project is produced to a high standard and is clearly inter-related ◆ Demonstrates a creative interpretation of the project brief ◆ The language used is of a high standard in terms of technical content ◆ The portfolio is well presented to a professional standard ◆ Effectively consolidates and integrates required knowledge and skills 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ Has sufficient evidence of the three stages of the project, is produced to an adequate standard ◆ Demonstrates acceptable interpretation of the project brief ◆ Is satisfactory structured and language used is adequate in terms of technical content ◆ The portfolio is presented to a satisfactory standard ◆ Consolidates and integrates knowledge and skills but this may lack creativity

The project will be marked out of 100. Assessors will mark each stage of the project separately, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% - 100%

B = 60% - 69%

C = 50% - 59%

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Project Stage	Minimum Evidence Requirements
Stage 1 — Planning	<p>Action plan which includes:</p> <ul style="list-style-type: none"> ◆ the candidates' interpretation of the brief ◆ any information gathered to clarify the brief ◆ aims of the practical assignment ◆ timescales for conducting the project ◆ an identification of the resources required to carry out the project <p>This plan should include a mood board for each chosen look and cover the equivalent of a minimum of 1,000 words.</p> <p>The planning stage is worth 30% of the marks. <i>The candidate must achieve all of the minimum evidence specified above in order to pass the planning stage.</i></p> <p><i>The candidate should achieve a minimum of 15 out of the allocated 30 marks to achieve a C Grade</i></p>
Stage 2 — Developing	<ul style="list-style-type: none"> ◆ Output of the practical activity which meets required quality ◆ Written record of the processes involved in the creation of the portfolio ◆ Presentation of portfolio of evidence to include: <ul style="list-style-type: none"> — action plan/mood boards — photographic evidence of the three required looks <p>The Developing stage is worth 50% of the marks. <i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p> <p><i>The candidate should achieve a minimum of 25 out of the allocated 50 marks to achieve a C Grade.</i></p>
Stage 3 — Evaluating	<ul style="list-style-type: none"> ◆ Briefly outline the assignment ◆ Review and update the action plan in light of experience ◆ Summarise any unforeseen events and how they were handled ◆ Identify any knowledge and skills which have been gained <p>The evaluation should closely reflect the practical evidence requirements and should be a minimum of 750 words</p> <p>The Evaluating stage is worth 20% of the marks. <i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p> <p><i>The candidate should achieve a minimum of 10 out of the allocated 20 marks to achieve a C Grade.</i></p>

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Equality and inclusion

This graded unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Equality and inclusion*, which is available on SQA's website: www.sqa.org.uk.