

Model Curriculum

1. Make-up Artist

SECTOR: Media and Entertainment
SUB-SECTOR: Film, Television, Advertising
OCCUPATION: Hair and Make-up
REF ID: MES/Q1801, V.10
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Media and Entertainment Skill Council

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Make-up Artist**' QP Ref. No.
'MES/Q1801, NSQF Level 4'

Date of Issuance: March 11, 2019

Valid up to: June 20, 2021

* Valid up to the next review date of the Qualification Pack



Authorized Signatory
Media and Entertainment Skills Council

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	07
3. Annexure: Assessment Criteria	08

Make-up Artist

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Make-Up Artist”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Make-Up Artist		
Qualification Pack Name & Reference ID. ID	MES/Q1801,		
Version No.	1.0	Version Update Date	11 March, 2019
Pre-requisites to Training	Class 10+2 Pass		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • Identify hair and make-up requirements • Manage hair, make-up and prosthetics supplies • Prepare for altering the artists' appearance • Apply make-up and special effects • Manage helpers and trainees • Maintain workplace health and safety 		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Make-up Artist” Qualification Pack issued by “Media and Entertainment Skill Council”.

S. No	Module	Key Learning Outcomes	Equipments
1	<p>Introduction and Orientation</p> <p>Theory 1 hours</p> <p>Practical 0 hours</p> <p>Corresponding NOS Bridge Module</p>	<ul style="list-style-type: none"> analyse the role in media and entertainment sector role and responsibility of make-up artist technical terms associated with make-up 	Laptop, white board, marker, projector
2	<p>Identify hair and make-up requirements</p> <p>Theory 15 hours</p> <p>Practical 15 hours</p> <p>Corresponding NOS MES/N1801</p>	<ul style="list-style-type: none"> demonstrate the number of characters or artists for whom hair and/or make-up design is required, in consultation with/supervision of senior designers if necessary analyse hair and make-up requirements (e.g. natural look for anchors/ presenters, prosthetics / injuries/ stains for special effects, glamorous / period/ ageing for actors etc.) from the director/ production designer/artist and design/ continuity requirements from the script (where applicable) recognize the need and conditions when special requirements and effects are required to produce the design access sources needed to research the creative aspects of the look based on the requirements produce and finalize design ideas which are consistent with the script and sensitive to its characterization, in consultation with/supervision of senior designers and artists if necessary analyse the creative and technical requirements required to execute the look realistically estimate the amount of preparation time, budget and resources required for the type of production being worked on, in consultation with/supervision of senior designers and producers if necessary 	Laptop, white board, marker, projector, Therapy bed, Beauty Trolley, Wax heater Wax strips, Wax knife, Spatula, Bowls, Basket, bed/recliner, chair, bowl, cotton, mirror, tissues, towel, Trolley, Manicure Chair, Manicure stool, Sterilizer, Bowls Manicure brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail Filer, Pack brush, Dust bin, Pedicure – Pedicure Chair, Pedicure Stool, Sterilizer, Bowls Foot Scrapper, Emery Board, Pumice Stone, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail filer, Toe separator, Pedicure Brush, sample story board
3	<p>Manage Hair, Make-up and Prosthetics supplies</p> <p>Theory 25 hours</p> <p>Practical</p>	<ul style="list-style-type: none"> evaluate materials on quality, quantity, type, costs determine the amount and quality of resources, materials, tools and equipment required to meet design specifications determine where and how resources should be labeled, stored and arranged select the providers of materials and equipment and purchase adequate quantity and type of products, in line with 	Laptop, white board, marker, projector, Therapy bed, Beauty Trolley, Wax heater Wax strips, Wax knife, Spatula, Bowls, Basket, bed/recliner, chair, bowl, cotton, mirror, tissues, towel, Trolley, Manicure Chair, Manicure stool,

	<p>25 hours</p> <p>Corresponding NOS MES /N1802</p>	<p>creative, technical and budgetary requirements, in consultation with/supervision of senior designers and producers if necessary</p> <ul style="list-style-type: none"> • monitor and replenish stock of hair, make-up or prosthetics resources, as per requirements 	<p>Sterilizer, Bowls Manicure brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail Filer, Pack brush, Dust bin, Pedicure – Pedicure Chair, Pedicure Stool, Sterilizer, Bowls Foot Scrapper, Emery Board, Pumice Stone, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail filer, Toe separator, Pedicure Brush, sample story board</p>
4	<p>Prepare for altering the artists' appearance</p> <p>Theory 15 hours</p> <p>Practical 15 hours</p> <p>Corresponding NOS MES/N1803</p>	<ul style="list-style-type: none"> • prepare, organize and keep workstation materials, equipment and on-set kit fully stocked, tidy and hygienic • explain hair and/or make up procedures to artists and invite their questions • prepare the skin and scalp appropriately for the type of contact material used • take measurements of the appropriate head and body areas for preparation of wigs, masks etc. • arrange fittings and appointments with artists' within production deadlines 	<p>Laptop, white board, marker, projector, Therapy bed, Beauty Trolley, Wax heater Wax strips, Wax knife, Spatula, Bowls, Basket, bed/recliner, chair, bowl, cotton, mirror, tissues, towel, Trolley, Manicure Chair, Manicure stool, Sterilizer, Bowls Manicure brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail Filer, Pack brush, Dust bin, Pedicure – Pedicure Chair, Pedicure Stool, Sterilizer, Bowls Foot Scrapper, Emery Board, Pumice Stone, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail filer, Toe separator, Pedicure Brush, sample story board</p>
5	<p>Apply make-up and special effects</p> <p>Theory 25 Hours</p> <p>Practical 25 hours</p> <p>Corresponding NOS MES/N1804</p>	<ul style="list-style-type: none"> • apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required) • assist in the maintenance of continuity of the artist's appearance • remove the make-up carefully to reduce artists' discomfort • check that the selected make-up is appropriate to the required look, need for durability, dressing techniques and is compatible with artists skin type • position artists in the most appropriate position to minimize personal discomfort 	<p>Laptop, white board, marker, projector, Therapy bed, Beauty Trolley, Wax heater Wax strips, Wax knife, Spatula, Bowls, Basket, bed/recliner, chair, bowl, cotton, mirror, tissues, towel, Trolley, Manicure Chair, Manicure stool, Sterilizer, Bowls Manicure brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail Filer, Pack brush, Dust bin, Pedicure – Pedicure Chair, Pedicure Stool, Sterilizer, Bowls Foot Scrapper, Emery</p>

			Board, Pumice Stone, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail filer, Toe separator, Pedicure Brush, sample story board
6	<p>Manage helpers and trainees</p> <p>Theory 10 hours</p> <p>Practical 10 hours</p> <p>Corresponding NOS MES/N1807</p>	<ul style="list-style-type: none"> inform, or assist in informing, trainees/helpers of the hair, make-up and prosthetics process and of their responsibilities and role in the process ensure, or assist in ensuring, that the trainees/helpers know how to find and operate the materials, tools and equipments that will be required during the process provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner provide trainees/helpers with the opportunity to contribute and try out the work for themselves 	Laptop, white board, marker, projector,
7	<p>Maintain workplace health and safety</p> <p>Theory 15 hours</p> <p>Practical 15 hours</p> <p>Corresponding NOS MES / N 1808</p>	<ul style="list-style-type: none"> analyse and comply with the organisation's current health, safety and security policies and procedures measure the safe working practices pertaining to own occupation analyse the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises participate in organization health and safety knowledge sessions and drills identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms identify aspects of your workplace that could cause potential risk to own and others health and safety ensure own personal health and safety, and that of others in the workplace though precautionary measures identify and recommend opportunities for improving health, safety, and security to the designated person report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected follow organisation's emergency 	Laptop, white board, marker, projector,

		<p>procedures for accidents, fires or any other natural calamity in case of a hazard</p> <ul style="list-style-type: none"> Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority 	
8	<p>Communication and Professional Skills</p> <p>Theory 05 hours</p> <p>Practical 05 Hours</p> <p>Corresponding NOS Bridge Module</p>	<ul style="list-style-type: none"> report output, efforts and schedule taken to complete the allotted task read and examine the script and character descriptions read the work plan and production schedule to ensure that progress is in line suggest creative ideas to the director and supervisor communicate clearly and collaborate effectively with colleagues who are working with the previous or next scenes/shots explore the modifications required from the director, supervisor and producer discuss the challenges faced during production and discuss ways to address such challenges in future projects make decisions in order to be able to work collectively and independently, where required analyse shot break up and plan effort and time required for each element of the shot how to plan and prioritise individual timelines and deliver on schedule work effectively as a member of the team and help realise overall timelines prioritise work-products and tasks based on requirements address comments and make changes seek assistance and guidance from the director, art director and supervisors, where required improve work-products and performance based on feedback received and through self-appraisal understand the perspective of client, director, art director and supervisors and apply it to the artist 	Laptop, white board, marker, projector
9	<p>IT Skills</p> <p>Theory 09 hours</p> <p>Practical 10 hours</p> <p>Corresponding NOS Bridge Module</p>	<ul style="list-style-type: none"> identify the parts of computer uses basics of computer and concept of motherboard use microsoft word use microsoft powerpoint use microsoft excel use Internet and its uses 	Power point presentation, LCD projector, Computer, LCD screen, white board, marker, pointer, Microsoft Office, Internet Connectivity
	Total 240 hrs.		

Theory 120 Hours		
Practical 120 Hours		

Grand Total Course Duration: **240 Hours**

(This syllabus/ curriculum has been approved by Media and Entertainment Skill Council)

Trainer Prerequisites for Job role: “Make-up Artist” mapped to Qualification Pack: “MES/ Q1802, version 1.0”

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “Q1801”
2	Personal Attributes	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	Graduate/ ITI/Diploma, from any other polytechnic/ reputed institute in the core subject
4a	Domain Certification	Certified for Job Role: “Make-up Artist” mapped to QP: “MES/Q1801”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601, V1.0” with scoring of minimum 80%.
5	Experience	The candidate should have a minimum of 3 years of work experience in the same job role. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.

Annexure: Assessment Criteria

Assessment Criteria for Make-up Artist	
Job Role	Make-up Artist
Qualification Pack	MES/Q1801, version 1.0
Sector Skill Council	Media and Entertainment Skill Council

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/ N 1801 (Identify hair and make-up requirements)	PC1. Accurately break down the script to identify the number of characters or artists for whom hair and/or make-up design is required	100	20	5	60
	PC2. Understand hair and make-up requirements (e.g. natural look for anchors / presenters, prosthetics / injuries/ stains for special effects, glamorous / period/ ageing for actors etc.) from the director/ production designer/artist and design/ continuity requirements from the script (where applicable)		20	5	
	PC3. Recognize when special requirements and effects are required to produce the design		15	5	
	PC4. Access sources needed to research the creative aspects of the look based on the requirements		10	5	
	PC5. Produce and finalize design ideas which are consistent with the script and sensitive to its characterization		15	10	
	PC6. Identify the creative and technical requirements required to execute the look		15	5	
	PC7. Realistically estimate the amount of preparation time, budget and resources required for the type of production being worked on		5	5	
			Total	100	
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/ N 1802 (Manage hair and make-up supplies)	PC1. Determine the amount and quality of resources, materials, tools and equipment required to execute the hair and make-up design	100	20	10	60
	PC2. Determine where and how resources should be labelled, stored and arranged		20	5	
	PC3. Select the providers of materials and equipment and purchase adequate quantity and type of products		20	10	
	PC4. Monitor and replenish stock of hair and/or make-up products, as per requirement		20	5	
	PC5. Ensure that there is sufficient staff with the necessary skills to fulfil the design concept		20	10	
			Total	100	

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/ N 1803 (Prepare for altering the artists' appearance)	PC1. Prepare, organize and keep workstation materials, equipment and on-set kit fully stocked, tidy and hygienic	100	20	5	60
	PC2. Explain hair and/or make up procedures to artists and invite their questions		20	10	
	PC3. Prepare the skin and scalp appropriately for the type of contact material used		20	10	
	PC4. Take measurements of the appropriate head and body areas for preparation of wigs, masks etc.		25	10	
	PC5. Arrange fittings and appointments with artists' within production deadlines		15	5	
		Total	100	40	60
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/ N 1804 (Apply make-up and special effects)	PC1. Apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required)	100	25	10	60
	PC2. Assist in the maintenance of continuity of the artist's appearance		25	10	
	PC3. Remove the make-up carefully to reduce artists' discomfort		20	5	
	PC4. Check that the selected make-up is compatible with artists skin type and test for potential adverse skin reactions		15	10	
	PC5. Position artists in the most appropriate position to minimize personal discomfort		15	5	
	Total	100	40	60	
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
	PC1. Inform trainees/helpers of the hair and make-up process and of their responsibilities and role in the process	100	15	5	60
	PC2. Ensure that the trainees/helpers know how to find and operate the materials, tools and equipment's that will be required during the process		25	10	
	PC3. Provide clear and precise instructions to trainees/helpers during		20	5	

MES/ N 1807 (Manage helpers and trainees)	the process and ensure they are working effectively to meet the production schedule				
	PC4. Monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner		20	10	
	PC5. Provide trainees/helpers with the opportunity to contribute and try out the work for themselves		20	10	
		Total	100	40	60
Assessment Outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
MES/ N 1808 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures	100	10	5	50
	PC2. Understand the safe working practices pertaining to own occupation		10	5	
	PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	
	PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures		10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected		10	5	
	PC11. Follow organisation's emergency procedures for accidents, fires or any other		10	5	

	natural calamity in case of a hazard				
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	
		Total	100	50	50