

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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### Introduction

#### Qualifications Pack-Make-up artist

**SECTOR:** MEDIA AND ENTERTAINMENT

**SUB-SECTOR:** Film, Television, Advertising

**OCCUPATION:** Hair and Make-up

**REFERENCE ID:** MES/Q1801

**ALIGNED TO:** NCO-2015/5142.04

**Make-up artist in the Media & Entertainment Industry is also known as a Make-up designer**

**Brief Job Description:** Individuals at this job are responsible for the design and execution of make-up for artists

**Personal Attributes:** This job requires the individual to understand make-up requirements and identify the design and look for each artist. The individual must have a good understanding of the principles of cosmetology and theory of skin, colour, bruising etc. The individual must be able to select the appropriate make-up products and use relevant techniques to create the required look for artists. The individual must also be aware of the common diseases, allergies, disorders and reactions that could be caused by/ could impact make-up application.

Job Details

<b>Qualifications Pack Code</b>	<b>MES/Q1801</b>		
<b>Job Role</b>	<b>Make-up artist</b> This job role is applicable in both national and international scenarios		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>18/02/2015</b>
<b>Sub-sector</b>	<b>Film, Television, Advertising</b>	<b>Last reviewed on</b>	<b>20/06/2018</b>
<b>Occupation</b>	<b>Hair and Make-up</b>	<b>Next review date</b>	<b>20/06/2021</b>
<b>NSQC Clearance on</b>	<b>22/08/2019</b>		

Job Role	Make-up artist
<b>Role Description</b>	Design and execution of make-up for artists
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	Class XII
<b>Maximum Educational Qualifications</b>	Graduate
<b>Prerequisite License or Training</b>	Course in Make-up Application
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	1-3 Years (0-2 Years for Junior Make-up Artists)
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">MES/N1801 (Identify hair and make-up requirements)</a></li> <li><a href="#">MES/N1802 (Manage hair, make-up and prosthetics supplies)</a></li> <li><a href="#">MES/N1803 (Prepare for altering the artists' appearance)</a></li> <li><a href="#">MES/N1804 (Apply make-up and special effects)</a></li> <li><a href="#">MES/N1807 (Manage helpers and trainees)</a></li> <li><a href="#">MES/N0104 (Maintain workplace health and safety)</a></li> </ol> <p><b>Optional: N.A.</b></p>
<b>Performance Criteria</b>	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Airbrushing	A technique to apply multiple liquid make-up products on the skin by pushing them through a nozzle to create a mist of droplets that settle on the skin
Contouring	The art of shading and highlighting areas of the skin, features etc.
Cosmetology	The art of applying cosmetics and study of their uses
Exfoliate	Process of removing dirt, dead cells and cleaning the skin using a gentle abrasive product
Hair colour	A hair product that is used to change the colour or appearance of the hair
Hair elasticity	The ability of the hair to stretch and return back to its original length
Prosthetics	The art of creating false limbs, body parts using sculpting, moulding, casting techniques for use in special effects make-up
Skin test	A process where a small amount of the product is applied to the skin to test for any adverse skin reactions
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.

Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

**Acronyms**

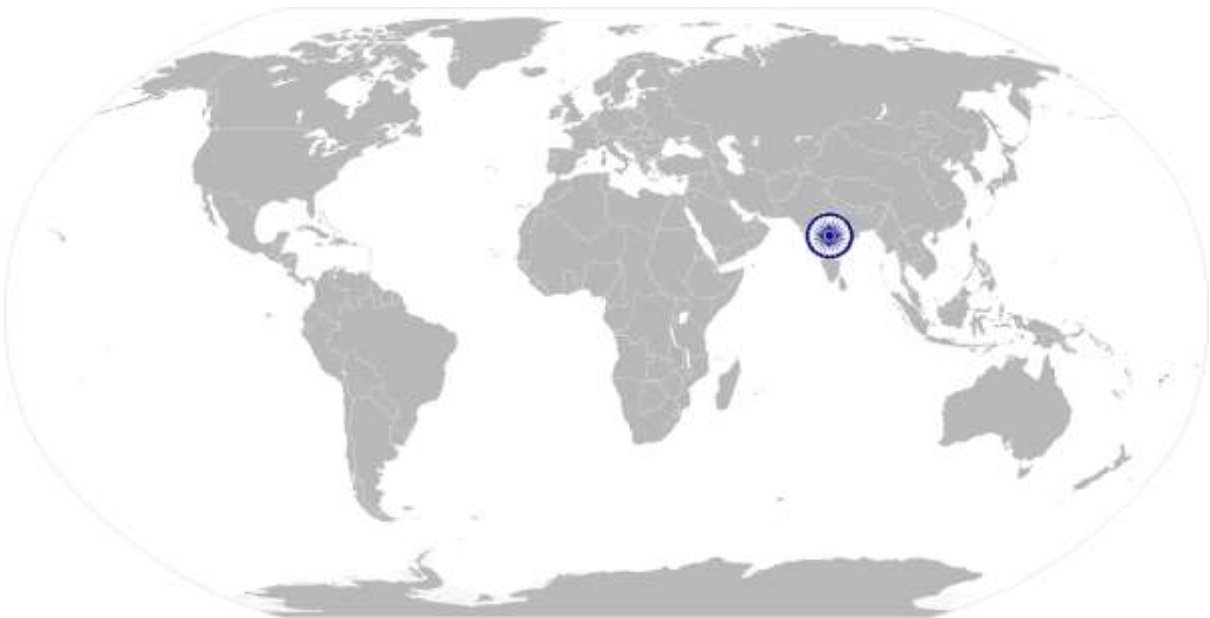
Keywords /Terms	Description
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

MES/N1801

Identify hair and make-up requirements

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# National Occupational Standard



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## Overview

**This unit is about understanding hair and make-up requirements to meet the demands of the Director, Production Designer and/or artists**

MES/N1801

### Identify hair and make-up requirements

National Occupational Standard

<b>Unit Code</b>	<b>MES/N1801</b>
<b>Unit Title (Task)</b>	<b>Identify hair and make-up requirements</b>
<b>Description</b>	This OS unit is about understanding hair and make-up requirements to meet the demands of Director, Production Designer and/or artists
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Understanding requirements</li> <li>• Obtaining ideas about character's look</li> <li>• Identifying the design concept</li> <li>• Determining the production requirements</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Understanding requirements</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. understand 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</li> <li>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)</li> <li>PC3. recognize when special requirements and effects are required to produce the design</li> </ul>
<b>Obtaining ideas about character's look</b>	PC4. access sources needed to research the creative aspects of the look based on the requirements
<b>Identifying the design concept</b>	PC5. 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
<b>Determining the production requirements</b>	PC6. understand the creative and technical requirements required to execute the look PC7. 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
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. the creative and technical requirements of the production</li> <li>KA2. the technical, resource, budget and time constraints applicable</li> <li>KA3. the creative preferences and prejudices of the director/ production designer/artists</li> <li>KA4. the role and requirements of key departments be liaised with, especially costumes, camera and lighting where the team has the maximum interaction</li> </ul>

MES/N1801

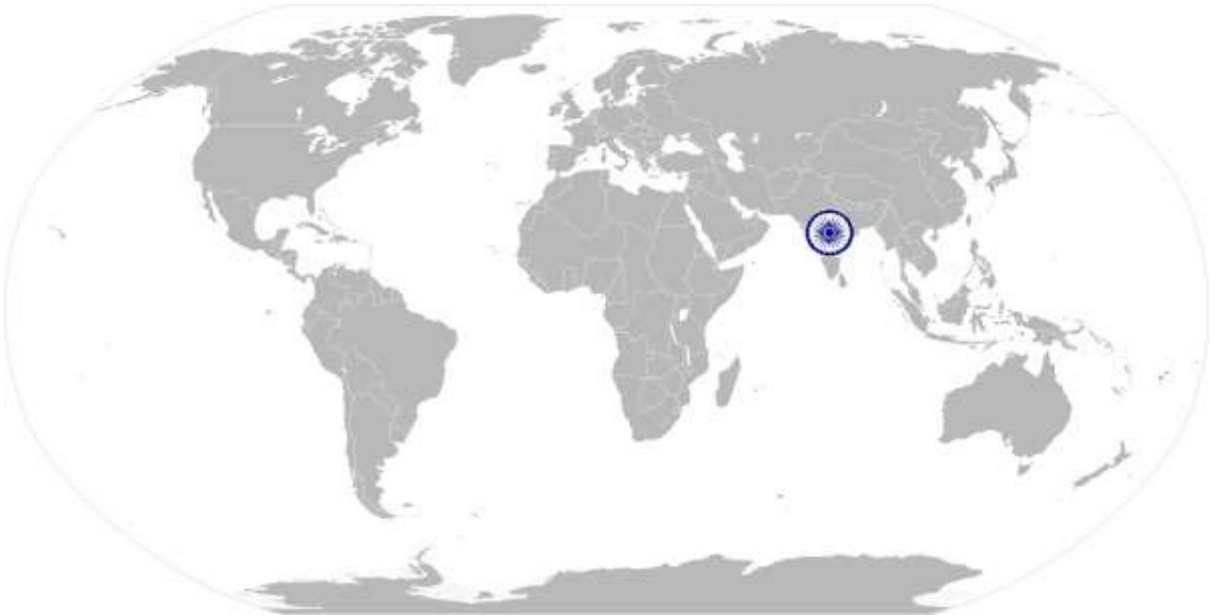
### Identify hair and make-up requirements

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. the principles of cosmetology and hair care</li> <li>KB2. the theory of skin and hair</li> <li>KB3. the human anatomy and face structure</li> <li>KB4. the fundamentals and principles of drawing and colour theory</li> <li>KB5. techniques of applying screen/ stage/ fashion/ corrective make-up</li> <li>KB1. theory of bruising and application techniques including blood, dirt etc.</li> <li>KB2. the history of make-up, including period styles and techniques</li> <li>KB6. the features, advantages and disadvantages of different hair and make-up products (such as eye-liners, hair spray etc.), tools (such as combs, brushes etc.) and equipment (such as dryers, straighteners etc.)</li> <li>KB7. how to assess the artists' look from the script and through discussions with the producer, director/ production designer</li> <li>KB8. how to estimate the cost and time it would take to create the look keeping in mind the creative requirements</li> <li>KB9. health and safety guidelines, including safe usage of hair and make-up products, common allergies etc.</li> </ul>
<p><b>Skills (S) (Optional)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. make notes to capture creative requirements of the director/ production designer / artists</li> <li>SA2. document estimates of time, budget and resources required to achieve creative requirements</li> </ul> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA3. read and understand the script and perform a break-down for hair and make-up design and continuity</li> <li>SA4. research references for hair and make-up designs that can be used for production</li> <li>SA5. interpret the information collected with the original design idea agreed with the director/ production designer</li> </ul> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA6. understand requirements from the director/ production designer and artists</li> <li>SA7. finalise the design concept with the director/ production designer/artist</li> </ul>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB1. decide the creative look for artists' keeping in mind the requirements of the script, director/ production designer and/ or artists</li> </ul> <p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB2. take appropriate action in the event of shortfalls in the availability, quantity and quality of materials, staff or facilities</li> <li>SB3. find alternatives and modify facilities when what is provided is inadequate</li> </ul> <p><b>Analytical Thinking</b></p>

MES/N1801

## Identify hair and make-up requirements

	The user/individual on the job needs to know and understand how to: SB4. Anticipate over-spending on the budget and agree on suitable solutions
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB5. break down scripts in terms of hair and makeup requirements to be used during production
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB6. foresee the hair and makeup requirements to be planned/purchased as per the script updations
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB7. able to communicate the requirements analysed with the production team



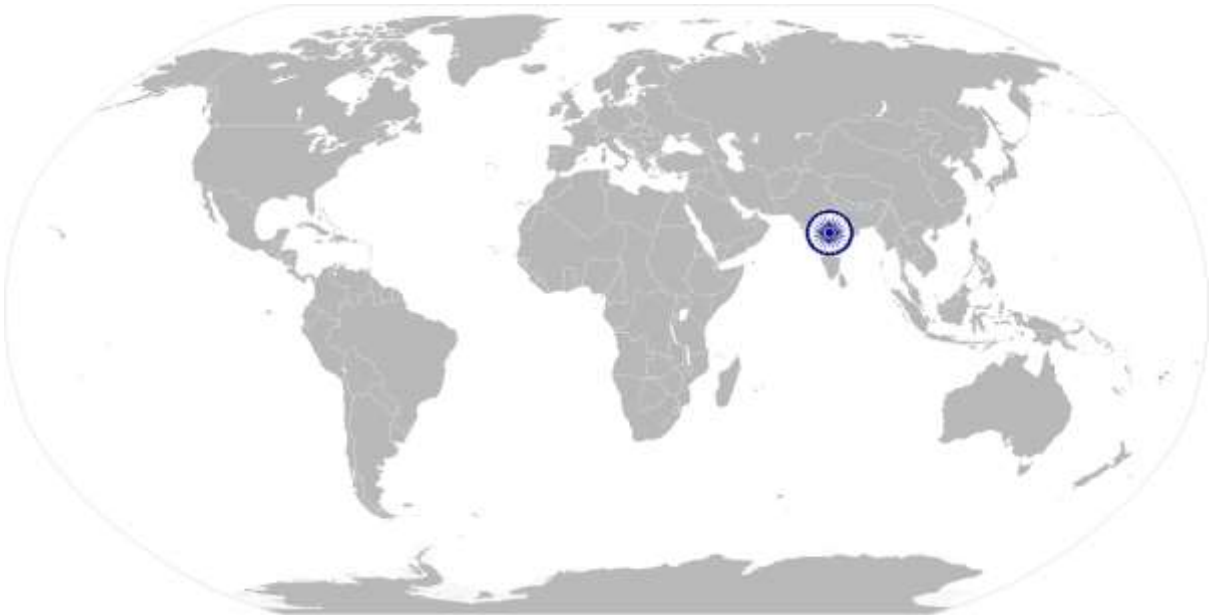


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Identify hair and make-up requirements

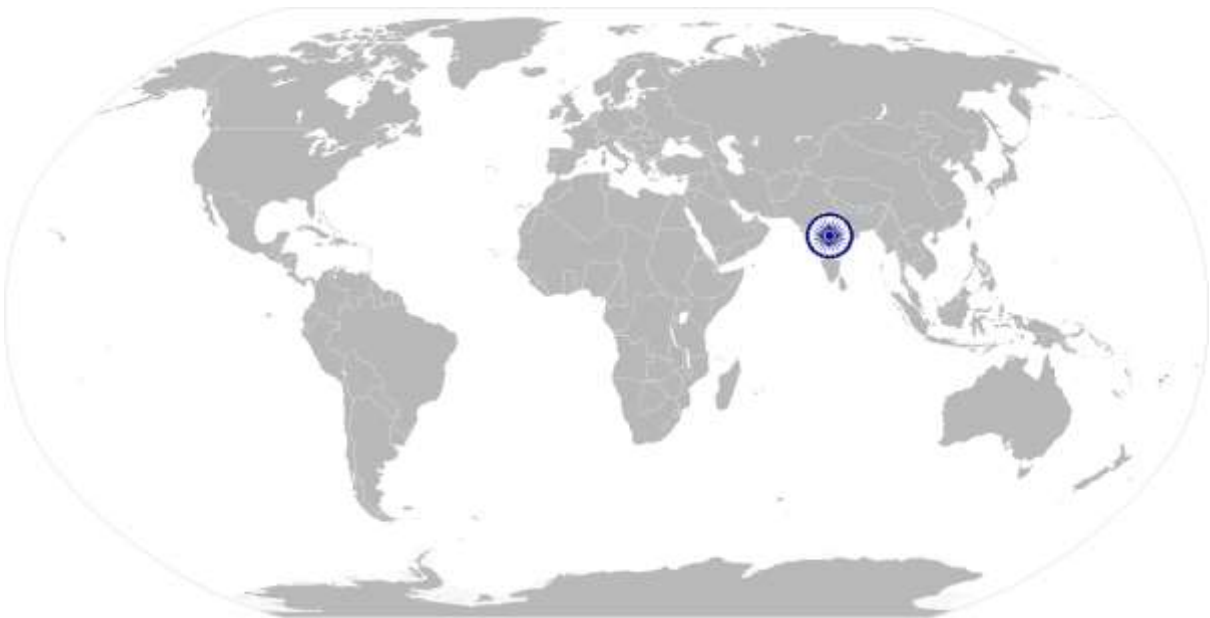
## NOS Version Control

<b>NOS Code</b>	MES/N1801		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	01
<b>Industry</b>	Media and Entertainment	<b>Drafted on</b>	18/02/2015
<b>Industry Sub-sector</b>	Film, Television, Advertising	<b>Last reviewed on</b>	18/02/2018
<b>Occupation</b>	Hair and Make-up	<b>Next review date</b>	20/06/2021



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# National Occupational Standard



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## Overview

This unit is about managing hair, make-up and prosthetics resources and supplies, and making purchases whenever necessary

MES/N1802

### Manage Hair, Make-up and Prosthetics supplies

National Occupational Standard

<b>Unit Code</b>	<b>MES/N1802</b>
<b>Unit Title (Task)</b>	<b>Manage Hair, Make-up and Prosthetics supplies</b>
<b>Description</b>	This OS unit is about managing hair, make-up and prosthetics resources and supplies, and making purchases whenever necessary
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Evaluating material and equipment</li> <li>Selecting and purchasing relevant products/services</li> <li>Monitoring stocks of products</li> </ul> <p>Note: This task may be covered by Senior Designers or Producers on larger productions. On smaller productions a Make-up Artist, Hairdresser or Prosthetics Artist may be solely responsible.</p>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Evaluating material and equipment</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. evaluating materials on quality, quantity, type, costs</p> <p>PC2. determine the amount and quality of resources, materials, tools and equipment required to meet design specifications</p> <p>PC3. determine where and how resources should be labeled, stored and arranged</p>
<b>Selecting and purchasing relevant products/ services</b>	<p>PC4. select the providers of materials and equipment and purchase adequate quantity and type of products, in line with creative, technical and budgetary requirements, in consultation with/supervision of Senior Designers and Producers if necessary</p>
<b>Monitoring stocks of products</b>	<p>PC5. monitor and replenish stock of hair, make-up or prosthetics resources, as per requirements</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the technical, resource, budget and time constraints applicable</p> <p>KA2. the list of vendors from whom the organization has procured materials and supplies in the past</p> <p>KA3. special requirements of the director/ production designer / artists' (if any)</p> <p>KA4. the role and requirements of key departments be liaised with, especially costumes, camera and lighting where the team has the maximum interaction</p> <p>KA5. the creative and technical requirements of the production</p> <p>KA6. the hair, make-up and prosthetics design concept agreed upon with the director/ production designer and artists</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the principles of cosmetology, hair care and prosthetics application</p> <p>KB2. the features, characteristics, advantages, disadvantages, costs etc. of different types of materials, tools and equipment</p> <p>KB3. common skin diseases, allergies, disorders and reactions</p> <p>KB4. where and how to source make up, hair and prosthetics materials, tools and equipment</p> <p>KB5. how to select materials, tools and equipment that suits the artists' skin type and conditions</p>

MES/N1802

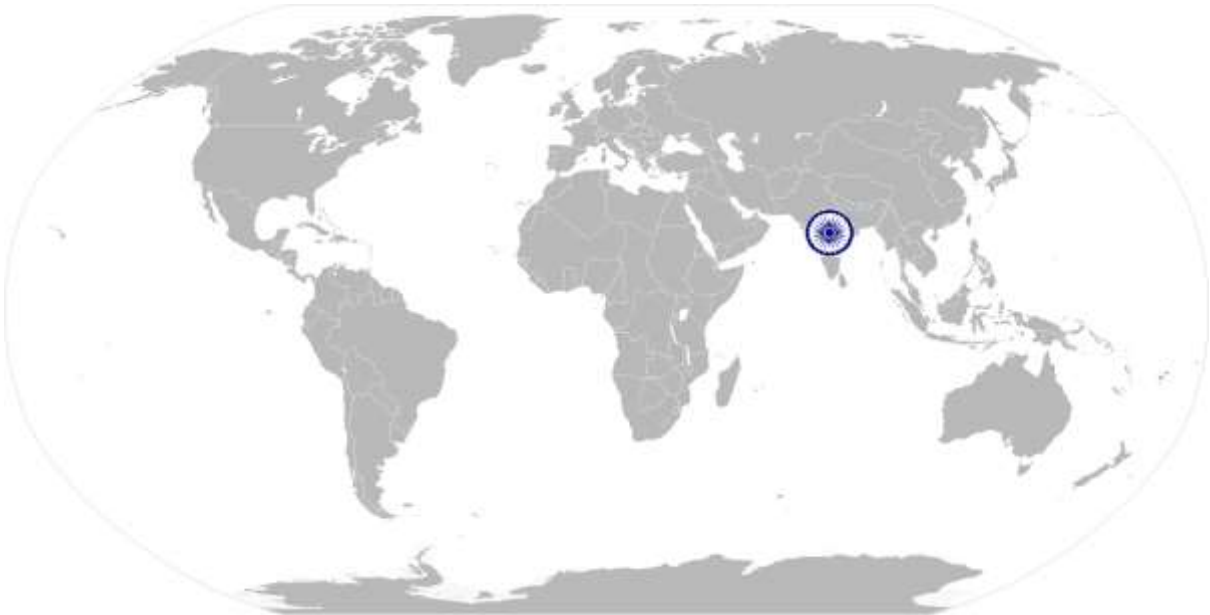
**Manage Hair, Make-up and Prosthetics supplies**

	<p>KB6. how to obtain special materials or equipment based on artists' physical needs or artistic preferences</p> <p>KB7. how to handle products to avoid damage or spillages</p> <p>KB8. where and how resources should be labeled, stored and arranged</p> <p>KB9. health and safety guidelines, including common allergies that could occur from using materials</p>	
<b>Skills (S) (Optional)</b>		
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>	
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA1. make an accurate list of resources to be purchased along with details such as quantity, cost, vendor name etc.</li> <li>SA2. fill out a purchase order form/petty cash form and get the appropriate approvals for purchase of materials</li> <li>SA3. keep accurate records of what you have ordered and what has been supplied</li> <li>SA4. keep accurate records of expenditure and associated documents, receipts etc.</li> <li>SA5. update stock records as appropriate</li> </ul>	
	<b>Reading Skills</b>	
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA6. refer to hair, make-up or prosthetics designs, vendor catalogues, websites etc. to gather information on materials to be purchased</li> <li>SA7. read the production schedules and deadlines to ensure that materials are available in advance</li> </ul>	
	<b>Oral Communication (Listening and Speaking skills)</b>	
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA8. communicate effectively with vendors, in consultation with/supervision of senior designers and producers if necessary</li> <li>SA9. discuss and agree on the final list of resources to be purchased with the director/ production designer and/ or the artists</li> <li>SA10. liaise with the finance departments to receive cash for purchases</li> </ul>	
	<b>B. Professional Skills</b>	<b>Decision Making</b>
		The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SB1. select the correct quantity and types of materials required, taking into account the design, production schedules and deadlines</li> <li>SB2. select materials and equipment vendors who are able to meet the creative and budgetary requirements</li> </ul>
		<b>Plan and Organize</b>
		The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SB3. ensure that the materials, tools and equipment are sourced prior to commencement of production</li> </ul>
<b>Customer Centricity</b>		
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SB4. be creative and imaginative as per the changes or updations in the story or characters</li> </ul>		
<b>Problem Solving</b>		
The user/individual on the job needs to know and understand how to:		

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**Manage Hair, Make-up and Prosthetics supplies**

	<p>SB5. take appropriate action in the event of shortfalls in the quantity and quality of materials, staff or facilities</p> <p>SB6. monitor expenditure and anticipate budget over-spending and agree suitable solutions</p> <p>SB7. deal with supply delays promptly and effectively</p> <p>SB8. check products to ensure they are not damaged and arrange replacement, where required</p>
	<p><b>Analytical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. monitor the nature and quality of vendors materials, tools and equipment for future purchases</p>
	<p><b>Critical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. appraise the quality of own work to ensure it is in line with the expected quality standards</p>



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Manage Hair, Make-up and Prosthetics supplies

## NOS Version Control

NOS Code	MES/N1802		
Credits(NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/2015
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/08/2018
Occupation	Hair and Make-up	Next review date	20/06/2021

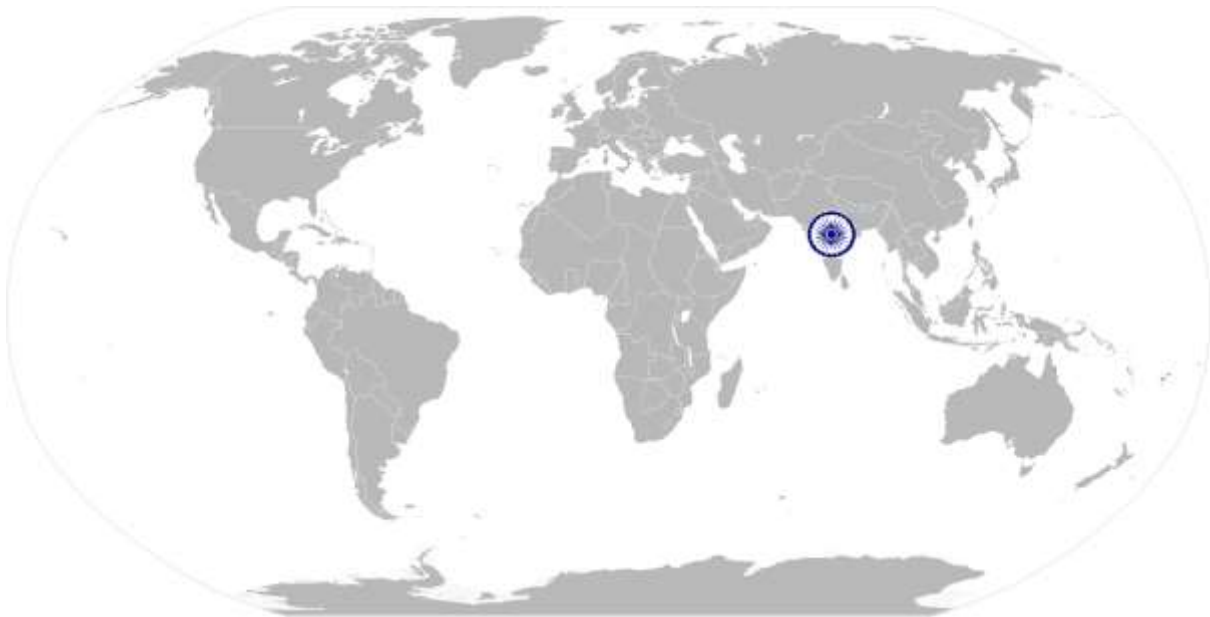


MES/N1803

Prepare for altering the artists' appearance

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# National Occupational Standard



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## Overview

This unit is about preparing to alter the artists' appearance in accordance to requirements

MES/N1803

**Prepare for altering the artists' appearance**

National Occupational Standard

<b>Unit Code</b>	MES/N1803
<b>Unit Title (Task)</b>	Prepare for altering the artists' appearance
<b>Description</b>	This OS unit is about preparing to alter the artists' appearance in accordance with requirements
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Organizing and arranging work area, materials, tools, equipment</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Organizing and arranging work area, materials, tools, equipment</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. prepare, organize and keep workstation materials, equipment and on-set kit fully stocked, tidy and hygienic</li> <li>PC2. explain hair and/or make up procedures to artists and invite their questions</li> <li>PC3. prepare the skin and scalp appropriately for the type of contact material used</li> <li>PC4. take measurements of the appropriate head and body areas for preparation of wigs, masks etc.</li> <li>PC5. arrange fittings and appointments with artists' within production deadlines</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. the basic make up and/or hair work materials and equipment required for the workstation and on set kit</li> <li>KA2. the creative and technical requirements of the production</li> <li>KA3. the technical, resource, budget and time constraints applicable</li> <li>KA4. the production schedules and dates on which specific looks would need to be created for artists</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. the principles of cosmetology and hair care</li> <li>KB2. how to undertake a script breakdown and understand shot-wise hair and make-up requirements</li> <li>KB3. how to interpret the look of each character accurately</li> <li>KB4. how to identify whether time affects the look of the character at the beginning and as the story unfolds</li> <li>KB5. how to label material containers clearly with complete information necessary for safe use.</li> <li>KB6. how to carry out a skin analysis and identify potential skin allergies and reactions</li> <li>KB7. how to carry out hair elasticity tests</li> <li>KB8. how to clean the skin surface and apply exfoliators, creams, bleach, lotions to skin and body parts</li> <li>KB9. appropriate methods of skin and scalp preparation</li> <li>KB10. the techniques of removing body hair including waxing, shaving etc.</li> <li>KB11. safe and hygienic methods to store, handle and dispose of make-up and/or hair equipment, tools, hazardous substances</li> <li>KB12. health and safety legislation applicable to make up and/or hair equipment and hazardous substances</li> </ul>
<b>Skills (S) (Optional)</b>	



MES/N1803

**Prepare for altering the artists' appearance**

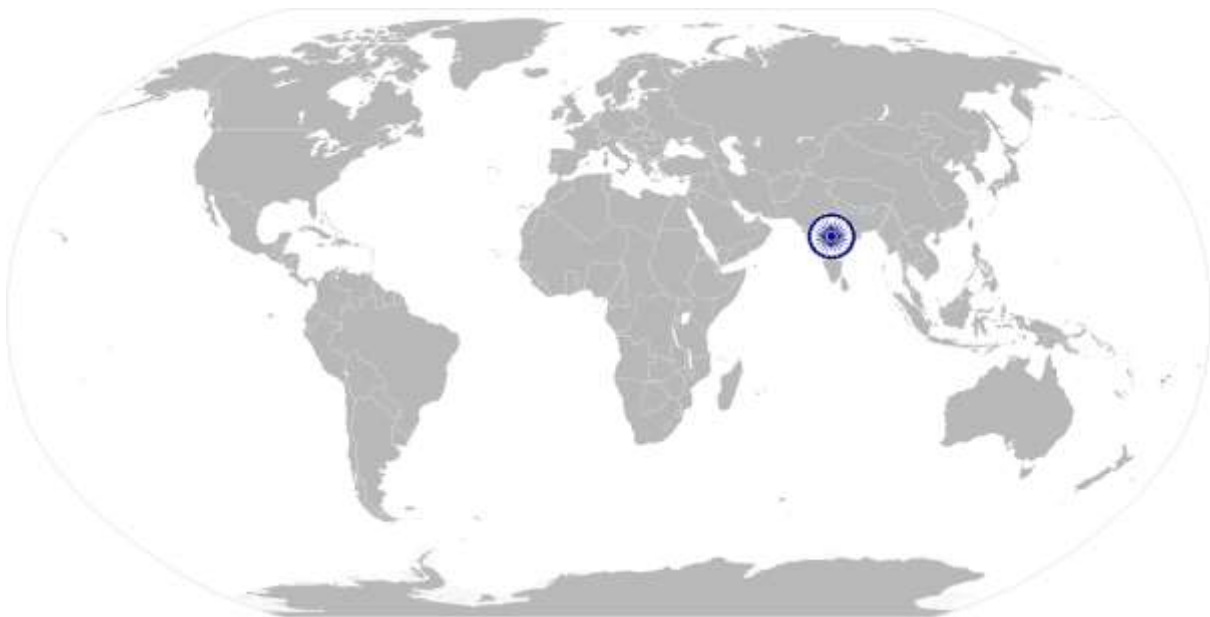
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. label and store materials, tools and equipment, so that they are easily accessible when required SA2. record key measurements of the head and body area for preparing wigs, masks etc.
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read the script & understand hair-and make-up requirements (as applicable) SA4. read production schedules and understand looks that would need to be maintained throughout the duration of the shoot, and dates on which specific looks would need to be created (as applicable)
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA5. check with artist's about past allergies and other sensitivities SA6. advise artists' of procedures and possible discomfort that the change of appearance may cause SA7. discuss the artists' look with the costume, camera and lighting teams to ensure that the required look would meet requirements and would be appealing
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. organise materials, tools and equipments in advance and prior to production
<b>C. Problem Solving</b>	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB2. recognize and deal with infectious or contagious skin and/or hair conditions that could contaminate make up and/or hair materials and equipment SB3. identify and avoid potential infection, adverse hair and/or skin reaction and personal discomfort for artists and take appropriate action
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB4. determine if the items fit in accordance with your measurements of the artist and whether some additional trimming will be required SB5. make sure that sufficient materials and equipment are available and in good working order, prior to the start of the shoot
<b>D. Decision Making</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB6. finalise the creative vision of the production
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB7. be creative and imaginative as per the changes or updations in the story or characters
<b>E. Critical Thinking</b>	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. appraise the quality of own work to ensure it is in line with the expected quality standards

MES/N1803

**Prepare for altering the artists' appearance**

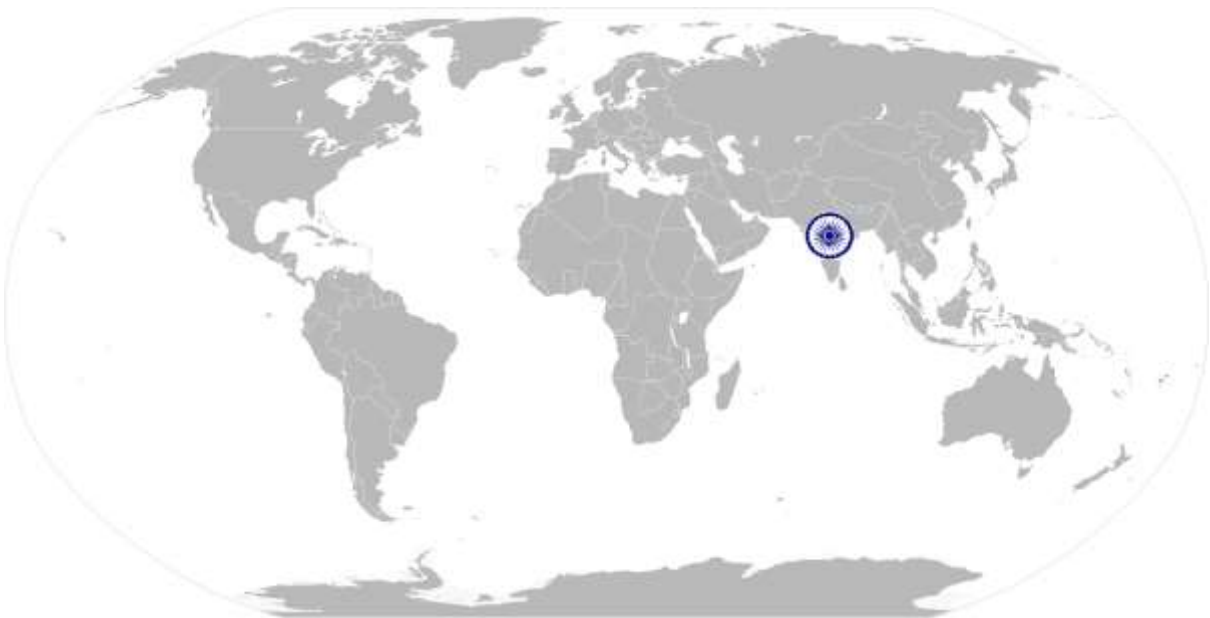
## NOS Version Control

<b>NOS Code</b>	MES/N1803		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	01
<b>Industry</b>	Media and Entertainment	<b>Drafted on</b>	18/02/2015
<b>Industry Sub-sector</b>	Film, Television, Advertising	<b>Last reviewed on</b>	18/02/2018
<b>Occupation</b>	Hair and Make-up	<b>Next review date</b>	20/06/2021



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# National Occupational Standard



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## Overview

This unit is about altering the artist's appearance using make up and maintaining its continuity throughout the production schedule

MES/N1804

## Apply make-up and special effects

National Occupational Standard

<b>Unit Code</b>	MES/N1804
<b>Unit Title(Task)</b>	Apply make-up and special effects
<b>Description</b>	This OS unit is about altering the artist's appearance using make up and maintaining its continuity throughout the production schedule
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Altering the artist's look</li> <li>Selecting the appropriate techniques</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Altering the artist's look</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required)</li> <li>PC2. assist in the maintenance of continuity of the artist's appearance</li> <li>PC3. remove the make-up carefully to reduce artists' discomfort</li> </ul>
<b>Selecting appropriate techniques</b>	<ul style="list-style-type: none"> <li>PC4. check that the selected make-up is appropriate to the required look, need for durability, dressing techniques and is compatible with artists skin type</li> <li>PC5. position artists in the most appropriate position to minimize personal discomfort</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. the basic make up materials and equipment required</li> <li>KA2. the creative and technical requirements of the production</li> <li>KA3. the technical, resource, budget and time constraints applicable</li> <li>KA4. the production schedules and dates on which specific looks would need to be created for artists</li> <li>KA5. environmental factors at the shooting venue e.g. temperature, humidity etc. and lighting and camera requirements</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. the principles of cosmetology and hair care</li> <li>KB2. the fundamentals of skin theory</li> <li>KB3. the human anatomy and face structure</li> <li>KB4. the fundamentals and principles of drawing and colour theory</li> <li>KB5. techniques of applying screen/ stage/ fashion/ corrective make-up</li> <li>KB6. theory of bruising and application techniques including blood, dirt etc.</li> <li>KB7. techniques of contouring</li> <li>KB8. the history of make-up, including period styles and techniques</li> <li>KB9. the features, characteristics, advantages, disadvantages, costs etc. of different types of materials, tools and equipment</li> <li>KB10. common skin diseases, allergies, disorders and reactions</li> <li>KB11. appropriate methods of skin and scalp preparation</li> <li>KB12. factors (design requirements, face and head shape of artists etc.) to be considered while applying make-up</li> <li>KB10. how to handle products to avoid damage or spillages</li> <li>KB13. make up &amp; special effects application techniques and their correct sequence</li> <li>KB14. how to ensure that makeup is sustained under different shooting conditions</li> <li>KB15. the techniques of airbrushing</li> <li>KB16. how to clean, shape and apply polish to nails</li> </ul>

MES/N1804

## Apply make-up and special effects

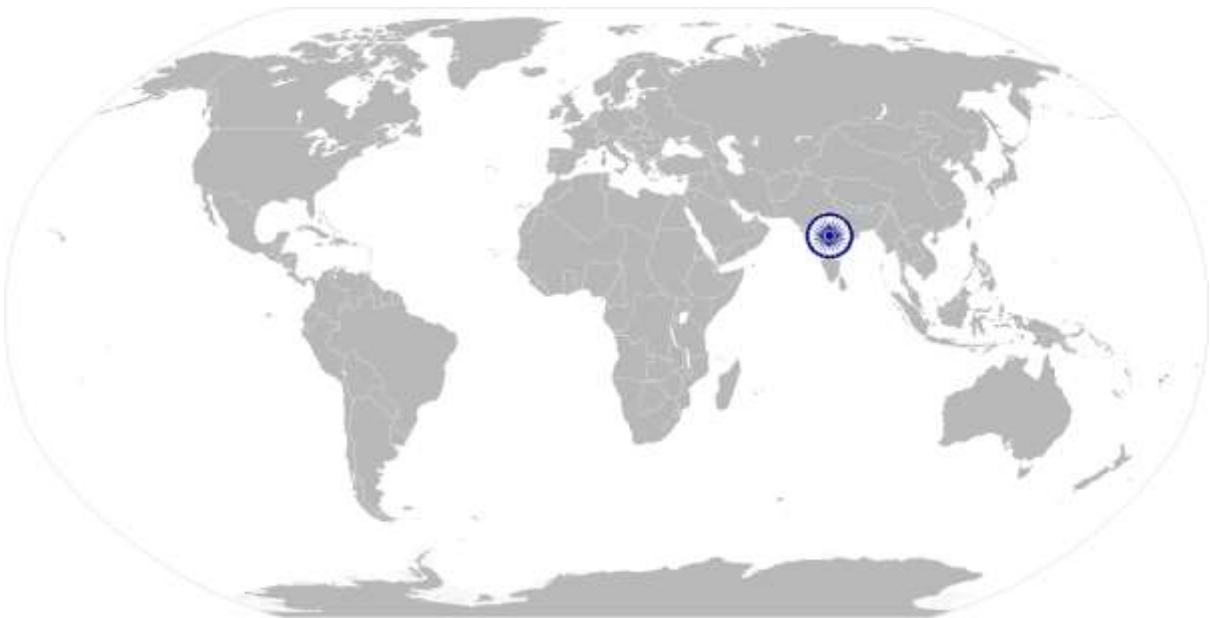
	<p>KB17. how to remove make-up safely</p> <p>KB18. how to carry out the necessary tests to check for harmful reactions caused by removers, make-up etc.</p> <p>KB19. health and safety guidelines, including safe usage of hair and make-up products, common allergies etc.</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. keep complete and accurate records of make-up continuity details for all artists
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. access information to confirm complexion and resultant make-up and special effects required for artists SA3. gather suitable references to use during application
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. check with artist's about past allergies and other sensitivities SA5. clearly and fully inform artists of the process of applying make-up and ensure they are positioned comfortably SA6. advise artists how to maintain make-up throughout the production schedule as appropriate
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. select make-up and other material which is compatible to the artist's skin type
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. ensure that the required look is created within the required preparation time
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB3. take action if make up causes adverse skin reactions SB4. take appropriate action when make-up or special effects disintegrate under shooting conditions SB5. accommodate for changes in the script or due to atmospheric/ weather changes SB6. minimize personal discomfort to artists
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. check artists' make-up against specifications for continuity
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB8. be creative and imaginative as per the changes or updations in the story or characters
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB9. have a keen eye for detail and maintain an aesthetic sense towards colour Shapes, forms and the final output	

MES/N1804

Apply make-up and special effects

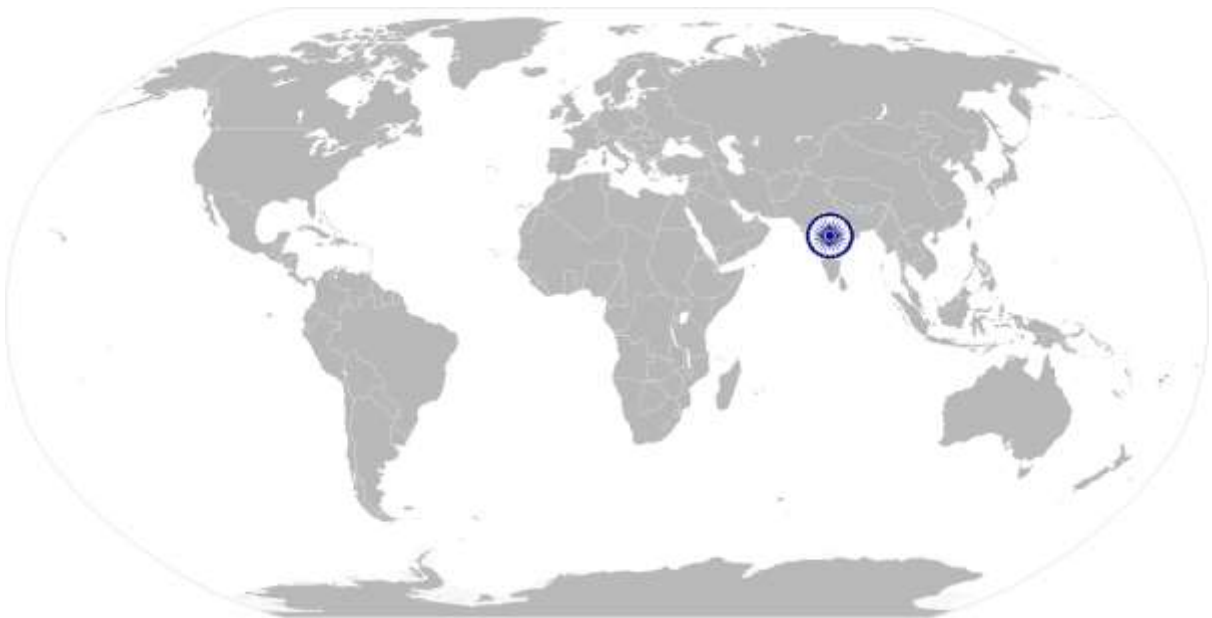
## NOS Version Control

<b>NOS Code</b>	<b>MES/N1804</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>01</b>
<b>Industry</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>18/02/2015</b>
<b>Industry Sub-sector</b>	<b>Film, Television, Advertising</b>	<b>Last reviewed on</b>	<b>18/02/2018</b>
<b>Occupation</b>	<b>Hair and Make-up</b>	<b>Next review date</b>	<b>20/06/2021</b>



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# National Occupational Standard



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## Overview

**This unit is about managing helpers and trainees while producing the required hair, make-up and prosthetics according to the design brief**



MES/N1807

# NOS

National Occupational Standards

Manage helpers and trainees



National Occupational Standard

<b>Unit Code</b>	MES/N1807
<b>Unit Title (Task)</b>	Manage helpers and trainees
<b>Description</b>	<p>This OS unit is about managing helpers and trainees while producing the required hair, make-up and prosthetics according to the design brief</p> <p>Note: This task may be covered by Senior Designers or Producers on larger productions. On smaller productions a Make-up Artist, Hairdresser or Prosthetics Artist may be solely responsible.</p>
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Communicating information</li> <li>Ensuring that the helpers/trainees assist correctly</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Communicating information</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. inform, or assist in informing, trainees/helpers of the hair, make-up and prosthetics process and of their responsibilities and role in the process</p> <p>PC2. 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</p> <p>PC3. provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule</p>
<b>Ensuring that trainees/ helpers assist correctly</b>	<p>PC4. monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner</p> <p>PC5. provide trainees/helpers with the opportunity to contribute and try out the work for themselves</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the creative and technical requirements of production</p> <p>KA2. the technical, resource, budget and time constraints applicable</p> <p>KA3. the production schedules and dates by when hair, make-up or prosthetics would need to be created</p> <p>KA4. the work areas, process and activities involved</p>
<b>B. Technical Knowledge</b>	<p>the user/individual on the job needs to know and understand:</p> <p>KB1. how to plan the work for helpers/trainees and assign responsibilities</p> <p>KB2. how to use and/or operate the materials, tools and equipments required during the hair, make-up or prosthetics process</p> <p>KB3. the resources available for training helpers/trainees</p> <p>KB4. how to utilize the resources available in the best possible manner</p> <p>KB5. how to provide constructive feedback that could help helpers/trainees improve their performance</p>



	<p>KB6. legislation, regulations and codes of practice that are applicable to managing other people and to the work being undertaken</p> <p>KB7. how to ensure that trainees adhere to applicable health and safety requirements at all times</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. document plan for workers that encapsulates their role and responsibilities in the hair, make-up or prosthetics process
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA2. advise trainees on the appropriate use of standard procedures, materials, tools and equipments SA3. encourage trainees to ask questions regarding aspects of the design brief SA4. provide constructive individual feedback to trainees on their work and encourage them to improve future performance
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA5. read and research any production specifications, where necessary and communicate with the team
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. plan the hair, make-up and prosthetics process and activities and identify activities where helpers/trainees could assist
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB2. monitor the work of trainees and demonstrate how they could address potential problems SB3. find workable solutions promptly for any problems which could adversely impact upon the production schedule SB4. report any problems concerning the management of trainees
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB5. evaluate own performance in the management of trainees and consult the relevant person for feedback
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB6. check that team work meets project creative requirements
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them proactively
<b>Decision making</b>	
The user/individual on the job needs to know and understand how to: SB8. assign action plan for all team members as per their skills	



MES/N1807

# NOS

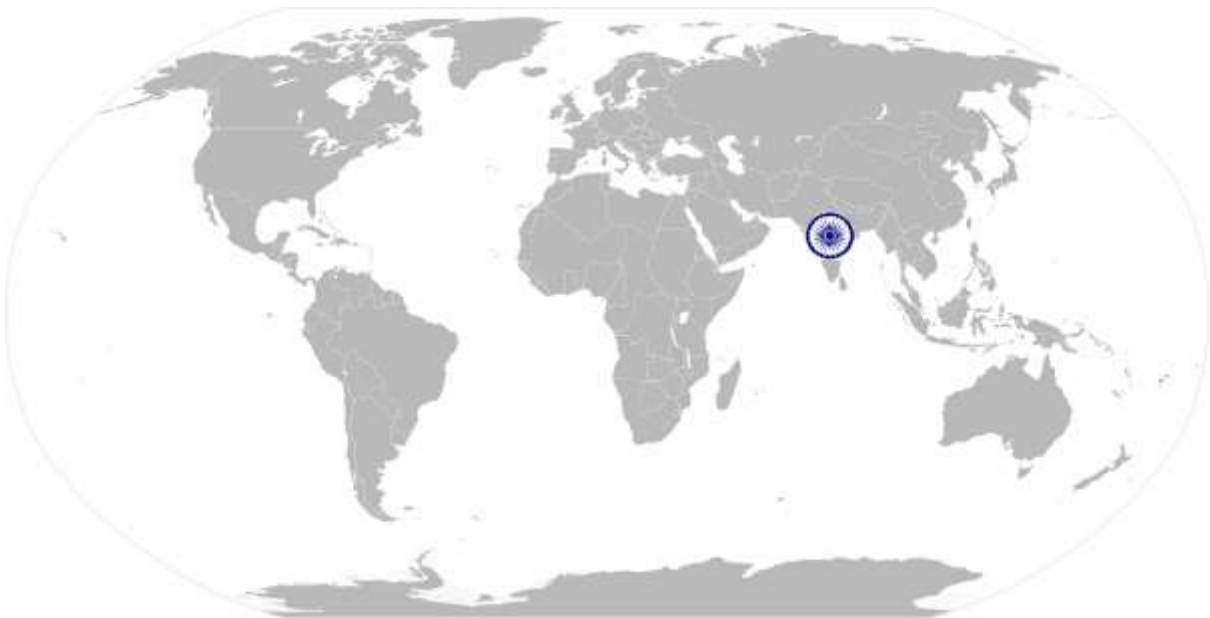
National Occupational Standards

Manage helpers and trainees

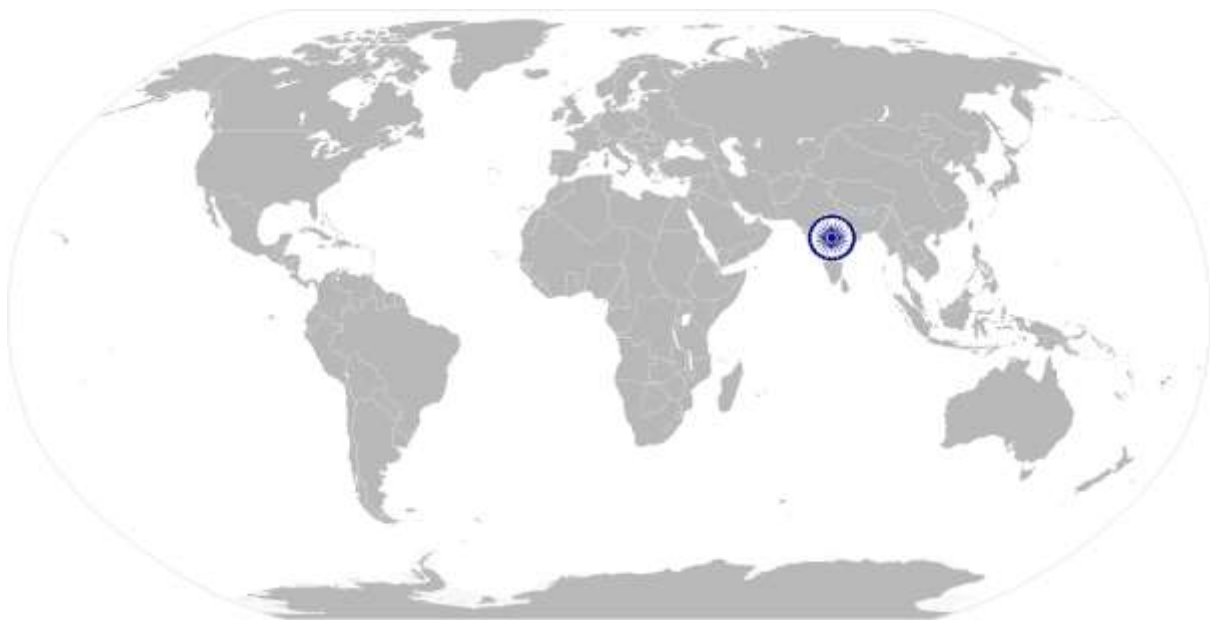


## NOS Version Control

<b>NOS Code</b>	<b>MES/N1807</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>01</b>
<b>Industry</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>18/02/2015</b>
<b>Industry Sub-sector</b>	<b>Film, Television, Advertising</b>	<b>Last reviewed on</b>	<b>18/02/2018</b>
<b>Occupation</b>	<b>Hair and Make-up</b>	<b>Next review date</b>	<b>20/06/2021</b>



# National Occupational Standard



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## Overview

This unit is about contributing towards maintaining a healthy, safe and secure working environment

MES/N0104

Maintain workplace health and safety

National Occupational Standard

<b>Unit Code</b>	<b>MES/N0104</b>
<b>Unit Title (Task)</b>	<b>Maintain workplace health and safety</b>
<b>Description</b>	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• understanding the health, safety and security risks prevalent at the workplace</li> <li>• knowing the people responsible for health and safety and the resources available</li> <li>• identifying and reporting risks</li> <li>• complying with procedures in the event of an emergency</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Understanding the health, safety and security risks prevalent in the workplace</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain one's posture and position to minimize fatigue and any risk of injury</p> <p>PC2. maintain first aid kit and keep oneself updated on the first aid procedures</p> <p>PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace</p> <p>PC4. accurately maintain accident reports</p> <p>PC5. report health and safety risks/ hazards to the concerned personnel</p> <p>PC6. participate in organization's health and safety knowledge sessions and drills</p>
<b>Knowing the people responsible for health and safety and the resources available</b>	<p>PC7. identify the people responsible for health and safety at the workplace, including those to contact in case of an emergency</p> <p>PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</p>
<b>Identifying and reporting risks</b>	<p>PC9. identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC10. ensure own personal health and safety, and that of others at the workplace through precautionary measures</p> <p>PC11. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC12. 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</p>
<b>Complying with procedures in the event of an emergency</b>	<p>PC13. follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p>

MES/N0104

**Maintain workplace health and safety**

	PC14. identify and correct risks like illness, accidents, fires or any other natural calamity; safely and within the limits of individual's authority
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. organisation's norms and policies relating to health and safety KA2. government norms and policies regarding health and safety and related emergency procedures KA3. limits of authority while dealing with risks/ hazards KA4. the importance of maintaining high standards of health and safety at a workplace
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. the different types of health and safety hazards at a workplace KB2. safe working practices for own job role KB3. evacuation procedures and other arrangements for handling risks KB4. names and contact numbers of people responsible for health and safety at a workplace KB5. how to summon medical assistance and the emergency services, where necessary KB6. vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. write and provide feedback regarding health and safety to the concerned people SA2. write and highlight potential risks or report a hazard to the concerned people
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read instructions, policies, procedures and norms relating to health and safety
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. highlight potential risks and report hazards to the designated people SA5. listen and communicate information with all concerned or affected
<b>B. Professional Skills</b>	<b>Decision making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions on a suitable course of action or plan

MES/N0104

**Maintain workplace health and safety**

	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. build and maintain positive and effective relationships with colleagues and customers
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. apply problem solving approaches in different situations
	<b>Analytical Thinking</b>
The user/individual on the job needs to know and understand how to: SB5. analyze data and activities	
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB6. understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority SB7. apply balanced judgements in different situations	

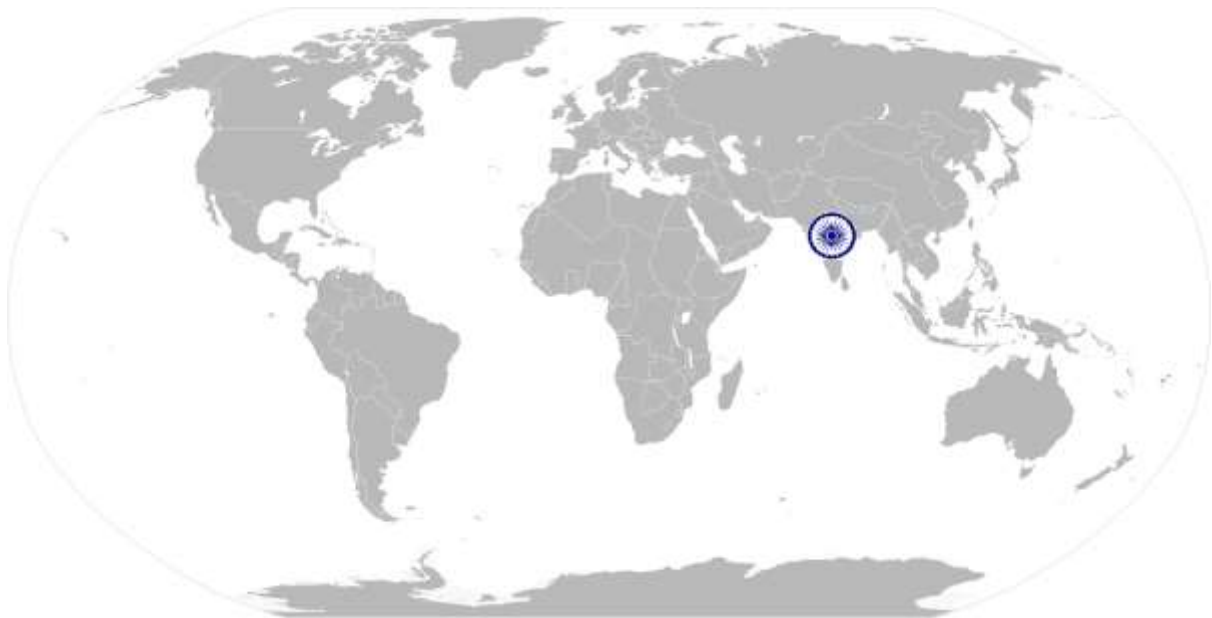


MES/N0104

Maintain workplace health and safety

## NOS Version Control

<b>NOS Code</b>	MES/N0104		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	01
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	18/02/2015
<b>Sub-sector</b>	Film, Television, Advertising	<b>Last reviewed on</b>	18/02/2018
<b>Occupation</b>	Hair and Make-up	<b>Next review date</b>	20/06/2021

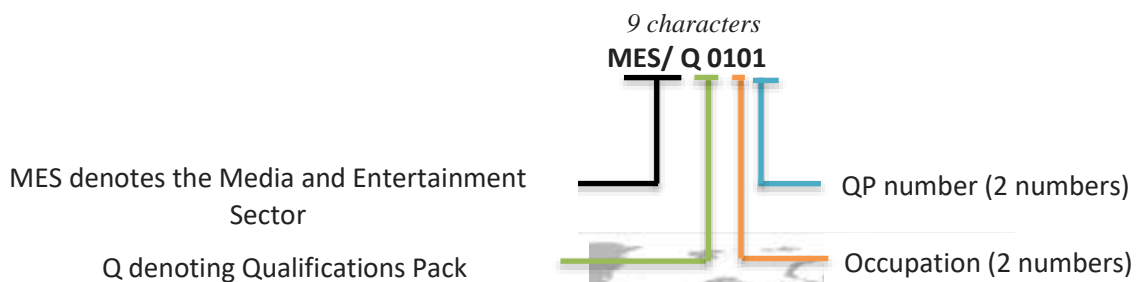


## Qualification pack for Make-up artist

### Annexure

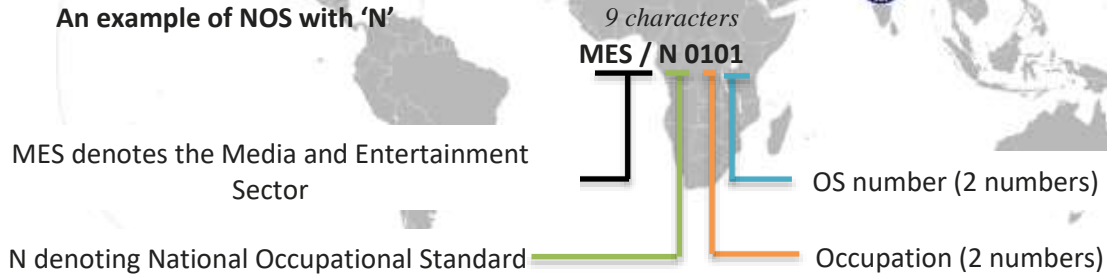
#### Nomenclature for QP and NOS

##### Qualifications Pack



##### Occupational Standard

###### An example of NOS with 'N'



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### Qualification pack for Make-up artist

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Film	01-20
Television	21-30
Print	31-35
Animation	36-45
Gaming	46-55
Radio	56-60
Digital	61-70
OOH / Advertising	71-80
Creative & Performing Art	81-85
Sound & Music	86-90
Theme & Amusement Park	91-95
Event Management	96-99

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Direction	13
Next two numbers	QP number	01

## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role:** Make-up Artist

**Qualification Pack:** MES/Q1801

**Sector Skill Council:** Media and Entertainment Skills Council

### **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 & Practical part will be based on knowledge bank of questions created by the AA and approved by 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% cumulatively (Theory and Practical).
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
<b>MES/N1801 (Identify hair and make-up requirements)</b>	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	15
	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	15
	PC3. Recognize when special requirements and effects are required to produce the design		15	5	10
	PC4. Access sources needed to research the creative aspects of the look based on the requirements		10	5	5
	PC5. Produce and finalize design ideas which are consistent with the script and sensitive to its characterization		15	10	5
	PC6. Identify the creative and technical requirements required to execute the look		15	5	5

	PC7. Realistically estimate the amount of preparation time, budget and resources required for the type of production being worked on		5	5	5
		Total	100	40	60
<b>MES/N1802 (Manage hair and make-up supplies)</b>	PC1. Determine the amount and quality of resources, materials, tools and equipment required to execute the hair and make-up design	100	20	10	10
	PC2. Determine where and how resources should be labelled, stored and arranged		20	5	15
	PC3. Select the providers of materials and equipment and purchase adequate quantity and type of products		20	10	10
	PC4. Monitor and replenish stock of hair and/or make-up products, as per requirement		20	5	15
	PC5. Ensure that there is sufficient staff with the necessary skills to fulfil the design concept		20	10	10
		Total	100	40	60
<b>MES/N1803 (Prepare for altering the artists' appearance)</b>	PC1. Prepare, organize and keep workstation materials, equipment and on-set kit fully stocked, tidy and hygienic	100	20	5	15
	PC2. Explain hair and/or make up procedures to artists and invite their questions		20	10	10
	PC3. Prepare the skin and scalp appropriately for the type of contact material used		20	10	10
	PC4. Take measurements of the appropriate head and body areas for preparation of wigs, masks etc.		25	10	15
	PC5. Arrange fittings and appointments with artists' within production deadlines		15	5	10
		Total	100	40	60
<b>MES/N1804 (Apply make-up and special effects)</b>	PC1. Apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required)	100	25	10	15
	PC2. Assist in the maintenance of continuity of the artist's appearance		25	10	15
	PC3. Remove the make-up carefully to reduce artists' discomfort		20	5	15
	PC4. Check that the selected make-up is compatible with artists skin type and test for potential adverse skin reactions		15	10	5
	PC5. Position artists in the most appropriate position to minimize personal discomfort		15	5	10
		Total	100	40	60
<b>MES/N1807 (Manage helpers and trainees)</b>	PC1. Inform trainees/helpers of the hair and make-up process and of their responsibilities and role in the process	100	15	5	10
	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	15

	PC3. Provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule		20	5	15
	PC4. Monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner		20	10	10
	PC5. Provide trainees/helpers with the opportunity to contribute and try out the work for themselves		20	10	10
		<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>
<b>MES/N0104 (Maintain workplace health and safety)</b>	PC1. maintain one's posture and position to minimize fatigue and the risk of injury	<b>100</b>	10	5	5
	PC2. maintain first aid kit and keep oneself updated on the first aid procedures		10	5	5
	PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace		5	3	2
	PC4. accurately maintain accident reports		5	3	2
	PC5. report health and safety risks/ hazards to concerned personnel		10	5	5
	PC6. participate in organization's health and safety knowledge sessions and drills		10	5	5
	PC7. identify the people, responsible for health and safety at the workplace, including those to contact in case of an emergency		10	5	5
	PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	5
	PC9. identify aspects of workplace that could cause potential risk to own and others health and safety		5	3	2
	PC10. ensure own personal health and safety, and that of others in the workplace though precautionary measures		5	3	2
	PC11. identify and recommend opportunities for improving health, safety, and security to the designated person		5	2	3
	PC12. 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		5	2	3
	PC13. follow organisation's emergency procedures for accidents, fire or any other natural calamity in case of a hazard		5	2	3
	PC14. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	3
		<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>