

## SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the Lecturer/Centre must complete Scheme of Work for each unit indicating how the Lecturer is planning to cover the ITEC syllabus throughout the course.

Set out the planned sessions in terms of *Learning Outcomes* to be achieved. These should match those stated within the ITEC syllabus for each unit. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the syllabus.

**Unit Title: Unit 923 – Media Make-up**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 60**

Learning Outcomes	Lecture Content	Suggested Resources	Approx Hours
<b>Introductory session</b>	College rules and regulations College mission statement ITEC rules and regulations Health & Safety Timetable Dates – holidays etc. Syllabus Recommended books Uniform	Lecture Q&A Using all the documents listed to ensure the students understand the college expectations and their commitment to the course	
<b>1. Be able to prepare for media make-up</b>			
Prepare themselves, client and work area for media make up	<ul style="list-style-type: none"> <li>Preparation of working area</li> <li>Equipment</li> <li>Products</li> <li>Work wear</li> <li>Personal appearance and behaviour</li> <li>Hygiene e.g., sterilising /sanitising tools and equipment</li> <li>Procedures used to prepare client for treatment</li> <li>Client care and modesty</li> </ul>	OHP/Whiteboard Lecture Q&A Homework Test	30
Use suitable consultation techniques to identify service objectives	<p>An example of a consultation form can be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></p> <ul style="list-style-type: none"> <li>Consulting in a suitable area</li> <li>Positive body language</li> <li>Positioning of the client</li> <li>Good communication skills (asking open and/or closed questions where appropriate)</li> <li>Professionalism</li> <li>Contraindications and contra-actions</li> <li>Treatment plan</li> <li>Products used</li> <li>Consent</li> <li>Confidentiality</li> <li>Client's signature</li> </ul>		
Identify influencing factors	<ul style="list-style-type: none"> <li>Skin type</li> <li>Skin colour and characteristics</li> <li>Skin tones</li> <li>Adverse skin conditions</li> <li>Consistency</li> <li>Coverage</li> <li>Lighting</li> <li>Variance in stability on different skin types and in some environments</li> <li>Limitations of colour available</li> <li>Colour blending</li> <li>Colour wheel</li> </ul>		
Provide clear	<ul style="list-style-type: none"> <li>The outcome of the consultation,</li> </ul>		

<p>recommendations to the client</p> <p>Develop a mood board including components for media/character/special effect make-up techniques</p> <p>Present a mood board</p> <p>Describe requirements for client preparation, preparing themselves and the work area</p> <p>Describe the different consultation techniques used to identify service objectives</p> <p>Describe the factors that need to be considered when selecting techniques, products and equipment</p> <p>Explain the environmental conditions suitable for media make-up</p> <p>Explain the safety consideration that must be taken into account when providing media make-up</p> <p>Identify the range of tools and equipment used for media make-up</p>	<p>identification of facial characteristics, skin analysis and relevant tests • Occupation • Lifestyle • Current regime</p> <p>• Scars • Burns • Bruises • Other casualty effects • Skin ageing • Magazines • Books • Internet • Television</p> <p>• Photographs • Video • Film • Techniques • Tools • Products • Equipment • Style and period of media production • Importance of continuity and co-ordination with wardrobe and prop departments</p> <p>• Any particular rights, restrictions and Acts applicable to media make-up application • Code of practice/ethics • Insurance and professional association membership • Record keeping • Professional appearance</p> <p>• Positive body language • Positioning of the client (no barriers between themselves and client) • Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication</p> <p>• Style and period • Characters • Casualty effects:</p> <p>• Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas</p> <p>• Skin sensitivity/patch testing • Use and application of specialist products • Adequate ventilation • Suitable room temperature • Protection of surfaces, skin, eyes and clothing</p> <p><b>Equipment</b></p> <p>• Couch or chair • Trolley • Stool • Towels • Additional support if appropriate • Headband • Disposable head cap • Bedroll • Robe • Magnifying lamp • Tissues • Cotton wool • Sponges • Velour puffs • Fingers • Gloves • Disposable spatulas • Bowls • Brushes • Modelling tools • Mixing palette • Mirror • Disinfecting fluid • Sterilising solution • UV cabinet • Autoclave • Hot bead steriliser • Chemical immersion equipment • Waste</p>		
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<p>Identify products used and their key ingredients</p>	<p>disposal • Personal protective equipment</p> <ul style="list-style-type: none"> <li>• Liquid latex • Liquid 'blood' • Coloured cosmetics • Pancake • Petroleum jelly</li> <li>• Powders • Spirit gum • Spirit remover • Food colourings • Cereals • Other texturising materials • Cleansing products • Make-up products</li> </ul>		
<p>Explain how to develop a mood board to include components of media/character/special effects make-up techniques</p>	<ul style="list-style-type: none"> <li>• Scars • Burns • Bruises • Other casualty effects • Skin ageing • Magazines • Books</li> <li>• Internet • Television</li> </ul>		
<p>Describe the aims and limitations of media make-up and special effects</p>	<ul style="list-style-type: none"> <li>• Consistency • Coverage • Lighting • How colours can be altered in different types of lighting • Variance in stability on different skin types and in some environments • Limitations of colours available • Colour blending • Colour wheel</li> </ul>		
<p>Explain the principles of colour theory</p>	<ul style="list-style-type: none"> <li>• Colour selection • The colour wheel</li> </ul>		
<p>Describe the skin types and characteristics</p>	<p><b>Skin types:</b> • White • Black • Asian type skin • Mixed • Dry • Oily • Combination</p> <p><b>Skin conditions/characteristics:</b> • Mature skin • Young skin • Sensitive skin • Dehydrated • Lack of elasticity • Lack of muscle tone • Blemishes • Age • Crow's feet • Broken capillaries • Open pores • Milia • Comedones • Pustules • Papules • Hyper pigmentation • Hypo pigmentation • Dermatitis papulosa nigra • Psuedo folliculitis • Keloids • In-growing hairs • Vitiligo • Albinism • Chloasma • Ephelides • Lentigo • Naevae • Port wine stain • Leucoderma • Scarring • Thin skin • Small moles • Papilloma</p> <p><b>Skin tones:</b> • Fair • Medium • Dark • Olive</p>		
<p>Explain the importance of skin compatibility checks prior to using media and special effects make-up</p>	<ul style="list-style-type: none"> <li>• Skin sensitivity test • Patch testing for ALL products to be conducted a minimum of 24-48 hours prior to treatment • Manufacturers' instructions</li> </ul>		
<p>Describe how to carry out compatibility tests</p>	<ul style="list-style-type: none"> <li>• Follow manufacturers' recommendations</li> <li>• Record : Type of test date and time</li> <li>• Products used , area where test conducted, outcome • Disclaimer form • Client's signature</li> </ul>		
<p>Describe adverse skin reactions to products</p>	<ul style="list-style-type: none"> <li>• Excessive erythema • Skin irritation</li> <li>• Swelling • Allergic reaction • Watery eyes</li> <li>• Itching • Inflammation • Foreign body enters eye i.e., product/dust</li> </ul>		

<p>Explain known contraindications that prevent or restrict media make-up</p>	<p><b>Contraindications requiring medical permission – in circumstances where medical permission cannot be obtained clients must sign an informed consent form stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP:</b></p> <ul style="list-style-type: none"> <li>• Medical oedema</li> <li>• Nervous/Psychotic conditions</li> <li>• Epilepsy</li> <li>• Recent facial surgery affecting the area</li> <li>• Diabetes</li> <li>• Skin cancer</li> <li>• Slipped disc</li> <li>• Undiagnosed pain</li> <li>• When taking prescribed medication</li> <li>• Whiplash</li> </ul> <p><b>Contraindications that restrict treatment</b></p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Contagious or infectious diseases</li> <li>• Under the influence of recreational drugs or alcohol</li> <li>• Diarrhoea and vomiting</li> <li>• Any known allergies</li> <li>• Eczema</li> <li>• Undiagnosed lumps and bumps</li> <li>• Localised swelling</li> <li>• Inflammation</li> <li>• Cuts</li> <li>• Bruises</li> <li>• Abrasions</li> <li>• Scar tissue (2 years for major operations and 6 months for a small scar)</li> <li>• Sunburn</li> <li>• Hormonal implants</li> <li>• Urticaria</li> <li>• Recent fractures (minimum 3 months)</li> <li>• Sinusitis</li> <li>• Neuralgia</li> <li>• Migraine/Headache</li> <li>• Hypersensitive skin</li> <li>• Chemotherapy</li> <li>• Botox/ dermal fillers (1 week following treatment)</li> <li>• Hyperkeratosis</li> <li>• Skin allergies</li> <li>• Allergies to products, adhesives and solvents</li> <li>• Trapped/pinched nerve affecting the treatment area</li> <li>• Inflamed nerve</li> </ul>		
<p><b>2. Be able to provide media make-up</b></p>			
<p>Communicate and behave in a professional manner</p> <p>Position themselves and the model correctly throughout the service</p> <p>Select and use products, techniques and equipment taking into account identified factors</p>	<ul style="list-style-type: none"> <li>• Explanation of treatment</li> <li>• Benefits, limitations and co-operation required</li> <li>• Client care, modesty and support</li> <li>• Communication</li> <li>• Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul> <ul style="list-style-type: none"> <li>• Positioning of the client</li> <li>• Client comfort</li> <li>• Application of the treatment</li> <li>• Therapist self-care</li> </ul> <ul style="list-style-type: none"> <li>• Couch or chair</li> <li>• Trolley</li> <li>• Stool</li> <li>• Towels</li> <li>• Additional support if appropriate</li> <li>• Headband</li> <li>• Disposable head cap</li> <li>• Bedroll</li> <li>• Robe</li> <li>• Magnifying lamp</li> <li>• Tissues</li> <li>• Cotton wool</li> <li>• Sponges</li> <li>• Velour puffs</li> <li>• Fingers</li> <li>• Gloves</li> <li>• Disposable spatulas</li> <li>• Bowls</li> <li>• Brushes</li> <li>• Modelling tools</li> <li>• Mixing palette</li> <li>• Mirror</li> <li>• Disinfecting fluid</li> <li>• Sterilising solution</li> <li>• UV cabinet</li> <li>• Autoclave</li> <li>• Hot bead steriliser</li> <li>• Chemical immersion equipment</li> <li>• Waste</li> </ul>	<p>OHP/Whiteboard Lecture Q&amp;A Handout Homework Test</p>	<p>30</p>

<p>Apply media and special effects make-up to age a character using components and prosthetic pieces</p> <p>Record the techniques and products used</p> <p>Follow safe and hygienic working practices</p> <p>Identify contra-actions and take appropriate action during service</p>	<p>disposal • Personal protective equipment</p> <p><b>Products</b></p> <ul style="list-style-type: none"> <li>• Liquid latex • Liquid 'blood' • Coloured cosmetics • Pancake • Petroleum jelly</li> <li>• Powders • Spirit gum • Spirit remover • Food colourings • Cereals • Other texturising material • Cleansing products • Make-up products</li> </ul> <p><b>Techniques</b></p> <p>Characters: • Witches • Tramps • Monsters</p> <p>Casualty effects:</p> <p>Prosthetics pieces: • Ear tips • Noses • Chins</p> <ul style="list-style-type: none"> <li>• Removal of small prosthetic pieces</li> </ul> <p>• Shading • Lightening • Latex • Prosthetics pieces: Ear tips, Noses, Chins</p> <p>• Maintaining records • Aftercare • Home care</p> <ul style="list-style-type: none"> <li>• Products advice • Compliance with current legislation • Concluding the treatment in the correct manner to meet client's/production requirements</li> </ul> <p>• Fire Precautions Act • Health &amp; Safety at Work Act • Health and Safety (First Aid) Regulations • The Management of Health &amp; Safety at Work Regulations • The Workplace (Health, Safety &amp; Welfare) Regulations • The Manual Handling Operations Regulations</p> <ul style="list-style-type: none"> <li>• The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act</li> <li>• Data Protection Act • Adhere to all product safety precautions and manufacturers' instructions • Legislation which relates to the work being carried out, the environment and the client with whom the make-up artist is working</li> </ul> <ul style="list-style-type: none"> <li>• Excessive erythema • Skin irritation</li> <li>• Swelling • Allergic reaction • Adverse skin reaction • Watery eyes • Itching</li> <li>• Inflammation • Foreign body enters eye i.e., product/dust • Immediate removal of products/materials • Application of cool compress • Saline eye irrigation procedure</li> <li>• Application of soothing lotion • Referral procedures</li> </ul>		
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Provide suitable advice on the removal of products	<ul style="list-style-type: none"> <li>• Recommendations for immediate aftercare</li> <li>• Correct removal techniques and correct use of removal products</li> <li>• Suitable home care/treatment maintenance regime</li> <li>• Protection of eyes</li> <li>• Protection of skin</li> <li>• Removal of small prosthetic</li> </ul>		
Complete the service to the satisfaction of the client	<ul style="list-style-type: none"> <li>• Conclusion of treatment in appropriate manner to meet client's needs and manufacturers' instructions</li> <li>• Check treatment results with client using mirror</li> </ul>		
Evaluate the results of the service	<ul style="list-style-type: none"> <li>• Reviewing and recording treatment outcomes</li> <li>• Treatment recommendations</li> <li>• Home care advice</li> </ul>		
Describe how to communicate and behave in a professional manner	<ul style="list-style-type: none"> <li>• Explanation of treatment</li> <li>• Benefits, limitations and co-operation required</li> <li>• Client care, modesty and support</li> <li>• Communication</li> <li>• Correct posture, hygiene and a professional approach to the client throughout treatment</li> </ul>		
Describe the importance of positioning themselves and the model correctly throughout the service	<ul style="list-style-type: none"> <li>• Positioning of the client</li> <li>• Client comfort</li> <li>• Application of the treatment</li> <li>• Make-up artist self-care</li> </ul>		
Explain safe and hygienic working practices	<ul style="list-style-type: none"> <li>• Fire Precautions Act</li> <li>• Health &amp; Safety at Work Act</li> <li>• Health and Safety (First Aid) Regulations</li> <li>• The Management of Health &amp; Safety at Work Regulations</li> <li>• The Workplace (Health, Safety &amp; Welfare) Regulations</li> <li>• The Manual Handling Operations Regulations</li> <li>• The Personal Protective Equipment at Work Regulations</li> <li>• The Provision and Use of Work Equipment Regulations</li> <li>• The Control of Substances Hazardous to Health Regulations (COSHH)</li> <li>• The Electricity at Work Regulations</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</li> <li>• Disability Discrimination Act</li> <li>• Data Protection Act</li> <li>• Adhere to all product safety precautions and manufacturers' instructions</li> <li>• Legislation which relates to the work being carried out, the environment and the client with whom the make-up artist is working</li> </ul>		
Explain contra-actions which might occur during and following the service and how to respond	<ul style="list-style-type: none"> <li>• Excessive erythema</li> <li>• Skin irritation</li> <li>• Swelling</li> <li>• Allergic reaction</li> <li>• Adverse skin reaction</li> <li>• Watery eyes</li> <li>• Itching</li> <li>• Inflammation</li> <li>• Foreign body enters eye i.e., product/dust</li> <li>• Immediate removal of products/materials</li> <li>• Application of cool compress</li> <li>• Saline eye irrigation procedure</li> </ul>		

<p>Explain the advice on the removal of products that should be provided</p> <p>Describe the importance of completing the service to the satisfaction of the client</p> <p>Describe the methods of evaluating the effectiveness of the service</p> <p>Explain how to carry out media and special effects make-up techniques to create characters using products</p> <p>Describe how to apply, preserve, maintain and safely remove ready-made prosthetic pieces</p> <p>Explain the importance of accurately recording the techniques and products used and making a physical recording of the results</p>	<ul style="list-style-type: none"> <li>• Application of soothing lotion • Referral procedures</li> <li>• Recommendations for immediate aftercare</li> <li>• Correct removal techniques and correct use of removal products • Suitable home care/treatment maintenance regime</li> <li>• Protection of eyes • Protection of skin</li> </ul> <p>Concluding the treatment in appropriate manner to meet client's needs • Concluding the electrical treatment in an appropriate and safe manner to meet the client's needs</p> <ul style="list-style-type: none"> <li>• Ongoing treatments</li> </ul> <ul style="list-style-type: none"> <li>• Maintaining records for accurate future treatment • Aftercare • Home care • Product advice • Compliance with current legislation</li> <li>• Concluding the treatment in the correct manner to meet client's requirements • The treatment should be performed for the required amount of time efficiently and professionally ensuring the working area remains clean and tidy throughout</li> </ul> <p><b>Products</b></p> <ul style="list-style-type: none"> <li>• Liquid latex • Liquid 'blood' • Coloured cosmetics • Pancake • Petroleum jelly</li> <li>• Powders • Spirit gum • Spirit remover • Food colourings • Cereals • Other texturising material • Cleansing products • Make-up products</li> </ul> <p><b>Techniques</b></p> <p>Characters: • Witches • Tramps • Monsters</p> <p>Casualty effects:</p> <p>Prosthetics pieces: • Ear tips • Noses • Chins</p> <ul style="list-style-type: none"> <li>• Removal of small prosthetic pieces</li> </ul> <ul style="list-style-type: none"> <li>• Handling • Care • Application • Positioning</li> <li>• Correct use of adhesive • Correct use removal product • Cleaning • Storage</li> </ul> <ul style="list-style-type: none"> <li>• Maintaining records for accurate future treatment • Client feedback • Aftercare</li> <li>• Home care • Product advice • Photographs are taken and stored as a record of treatment outcome • Compliance with Data Protection</li> </ul>		
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