

Assignment Assessment Form

iUBT347 – Basic make-up application

Name of learner: _____

This assessment sheet must be completed in full for each learner by the internal assessor

- **Conducting the assessment** – The evaluation should be based on the criteria detailed below. The assessor should base their evaluation entirely on the learner's performance during the assessment exercise; they should remain objective and should not coach or distract the learner during the assessment. Please indicate with a ✓ criteria that are completed successfully, indicating with an × criteria that have not been completed successfully.
- **Once all boxes have been ticked the assessor must place a ✓ in the pass box indicating that the task is complete.**

Criteria	Assessor's comments				
	Completed	Completed	Completed	Completed	
Appearance – The learner demonstrated:					
Clean, ironed professional overall/uniform					
Clean, neat hair - tied back/up if long and off the collar and face					
Short, clean, well-manicured nails with no varnish and clean hands					
Clean, sensible full flat shoes, and socks or tights					

No jewellery - with the exception of a wedding band and 1 pair of small stud earrings (religious jewellery must be taped)					
No body or breath odour					
No chewing gum or sucking sweets					
No visible underskirts/underwear					
Skirts to the knee. Trousers cropped no higher than calf/trousers not trailing on the floor					
Communicate and behave in a professional manner – The learner:					
Greeted and introduced self to the client					
Looked the client in the eye when speaking to them					
Spoke clearly					
Spoke politely					
Spoke honestly when questioned about treatments					
Listened to the client					
Demonstrated ethical conversation					
Demonstrated positive facial expressions					
Demonstrated positive body language					
Demonstrated good posture					
Client care and preparation for treatment – The learner:					
Stated the procedure for client preparation (written list or oral)					
Prepared the couch appropriately					

Showed the client where to change					
Explained the treatment procedure to the client					
Asked the client to remove appropriate clothing for the treatment					
Assisted the client on and off the couch					
Covered the client appropriately for the treatment					
Removed the client's jewellery and accessories as appropriate					
Stored the client's valuables in a safe place					
Protected the client's hair					
Demonstrated appropriate towel management throughout					
Ensured the client's comfort/modesty throughout					
Hygiene and sterilisation – The learner:					
Wiped equipment over with appropriate sanitiser before and after use					
Sanitised hands before, during and after treatment as appropriate					
Replaced lids on products and used spatulas to remove creams					
Disposed of waste hygienically and appropriately					
Demonstrated correct use of salon sterilising equipment/cabinets					
Stored sanitised/sterilised equipment appropriately					
Used freshly laundered towels for each client					
Used freshly laundered gowns for each client					

Ensured that the floor/trolleys/surfaces are clean and sanitised where appropriate					
Carry out make-up – The learner: <ul style="list-style-type: none"> • Stated basic skin types, structure and function (written list or oral) • Stated the factors that could influence the overall effect of a basic make-up application (written list or oral) • Stated the use of make-up products commonly available (written list or oral) 					
Selected products, tools and equipment					
Cleansed and toned the skin					
Analysed the client's skin type					
Applied suitable moisturiser					
Applied basic make-up					
Checked that the finished result is to the client's satisfaction					
Helped the client off the couch					
Showed the client to the changing room/area					
Ensured that the client's record card is up to date and accurate					
Left the work place in a suitable condition for further treatments					
Task Completed					Pass

Learner name: _____

Learner signature: _____ **Date:** _____

Lecturer/assessor name: _____

Lecturer/assessor signature: _____ **Date:** _____

Internal quality assurer name: _____

Internal quality assurer signature: _____ **Date:** _____

External quality assurer name: _____

External quality assurer signature: _____ **Date:** _____
(if sampled)