Contents

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/ Q 1801

ALIGNED TO: NCO-2004/ 5141.50

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.

Qualifications Pack Code	MES/ Q 1801		
Job Role	**Make-up artist** This job role is applicable in both national and international scenarios		
Credits (NSQF)	TBD	**Version number**	01
Sector	Media and Entertainment	**Drafted on**	18/02/15
Sub-sector	Film, Television, Advertising	**Last reviewed on**	18/02/15
Occupation	Hair and Make-up	**Next review date**	18/02/17

Job Details

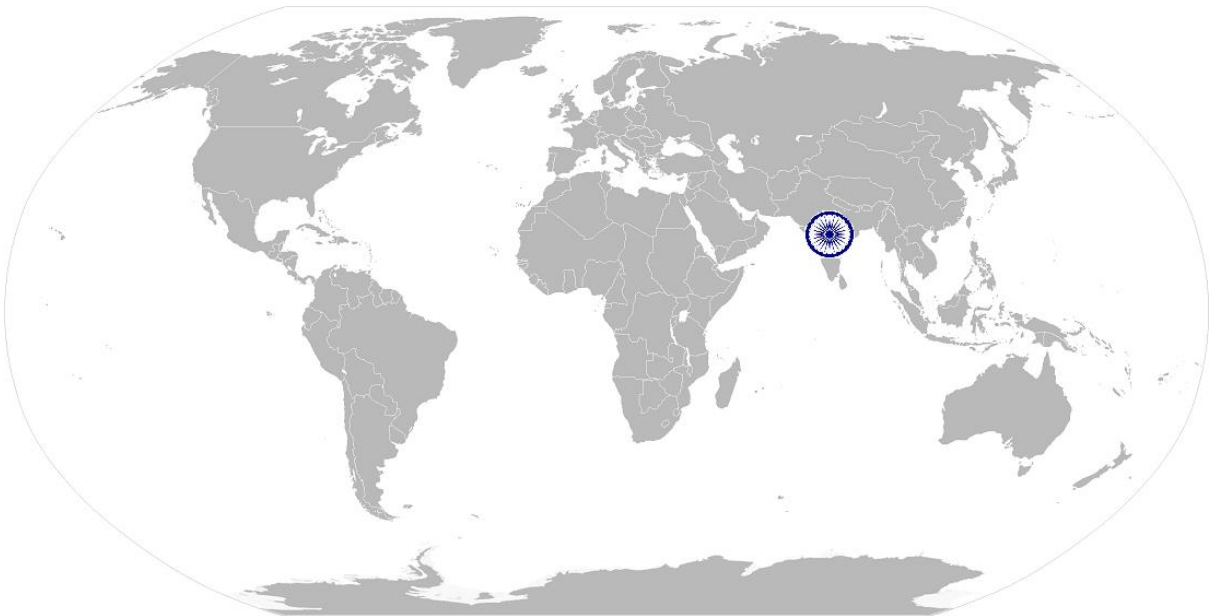| Job Role	Make-up artist
Role Description	Design and execution of make-up for artists
NSQF level	3
Minimum Educational Qualifications	High School
Maximum Educational Qualifications	Graduate
Training (Suggested but not mandatory)	Make-up application
Experience	0+ years
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES/ N 1801 (Identify hair and make-up requirements) 2. MES/ N 1802 (Manage hair and make-up supplies) 3. MES/ N 1803 (Prepare for altering the artists' appearance) 4. MES/ N 1804 (Apply make-up and special effects) 5. MES/ N 1807 (Manage helpers and trainees) 6. MES/ N1808 (Maintain workplace health and safety)
Performance Criteria	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.

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

Acronyms

National Occupational Standard

Overview

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

National Occupational Standard

Unit Code	MES/ N 1801
Unit Title (Task)	Identify hair and make-up requirements
Description	This OS unit is about understanding hair and make-up requirements to meet the demands of Director, Production Designer and/or artists
Scope	This unit/task covers the following: • Understanding requirements • Obtaining ideas about character's look • Identifying the design concept keeping in mind the script, Director/ Production Designer's preferences, artist's character, overall production requirements • Determining the production requirements

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding requirements	To be competent, the user/individual on the job must be able to: PC1. Accurately break down the script to identify the number of characters or artists for whom hair and/or make-up design is required 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) PC3. Recognize when special requirements and effects are required to produce the design
Obtaining ideas about character's look	PC4. Access sources needed to research the creative aspects of the look based on the requirements
Identifying the design concept	PC5. Produce and finalize design ideas which are consistent with the script and sensitive to its characterization
Determining the production requirements	PC6. Identify 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

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative and technical requirements of the production KA2. The technical, resource, budget and time constraints applicable KA3. The creative preferences and prejudices of the director/ production designer /artists KA4. The role and requirements of key departments be liaised with, especially costumes, camera and lighting where the team has the maximum interaction

B. Technical Knowledge	The user/individual on the job needs to know and understand:
	KB1. The principles of cosmetology and hair care
	KB2. The theory of skin and hair
	KB3. The human anatomy and face structure
	KB4. The fundamentals and principles of drawing and colour theory
	KB5. Techniques of applying screen/ stage/ fashion/ corrective make-up
	KB1. Theory of bruising and application techniques including blood, dirt etc.
	KB2. The history of make-up, including period styles and techniques
	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.)
	KB7. How to assess the artists' look from the script and through discussions with the producer, director/ production designer
	KB8. How to estimate the cost and time it would take to create the look keeping in mind the creative requirements
	KB9. Health and safety guidelines, including safe usage of hair and make-up products, common allergies etc.

Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to:
	SA1. Make notes to capture creative requirements of the director/ production designer / artists
	SA2. Document estimates of time, budget and resources required to achieve creative requirements
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA3. Read and understand the script and perform a break-down for hair and make-up design and continuity
	SA4. Research references for hair and make-up designs that can be used for production
	SA5. Interpret the information collected with the original design idea agreed with the director/ production designer
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA6. Understand requirements from the director/ production designer and artists
	SA7. Finalise the design concept with the director/ production designer/artist
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to:
	SB1. Decide the creative look for artists' keeping in mind the requirements of the script, director/ production designer and/ or artists
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB1. Take appropriate action in the event of shortfalls in the availability, quantity and quality of materials, staff or facilities

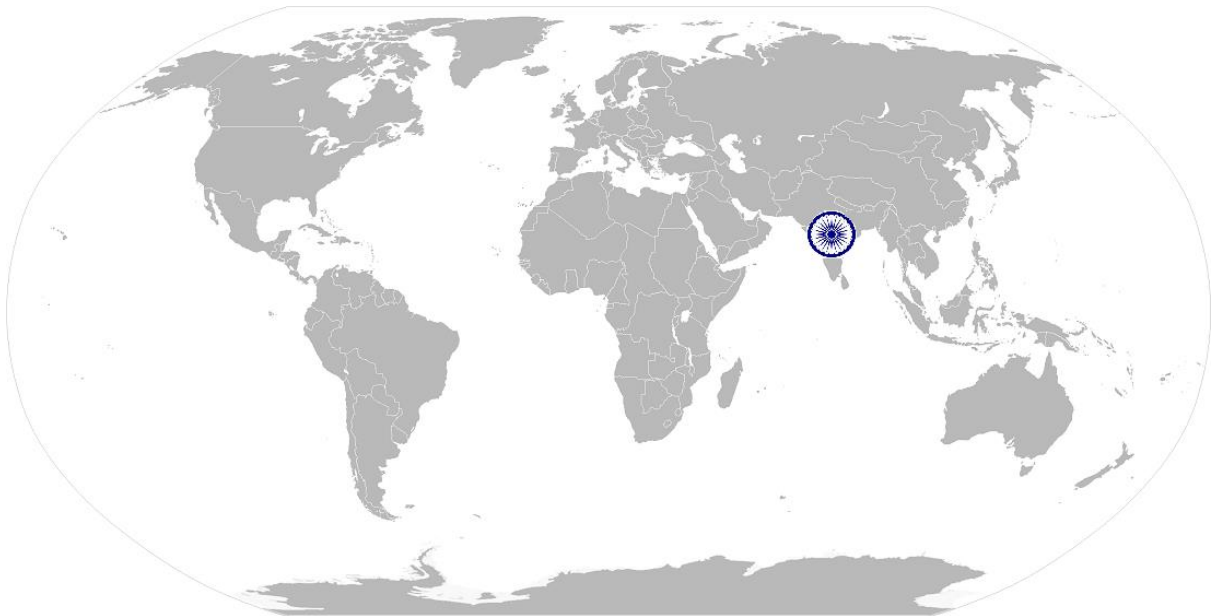|	
	SB2. Find alternatives and modify facilities when what is provided is inadequate
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB3. Anticipate over-spending on the budget and agree on suitable solutions
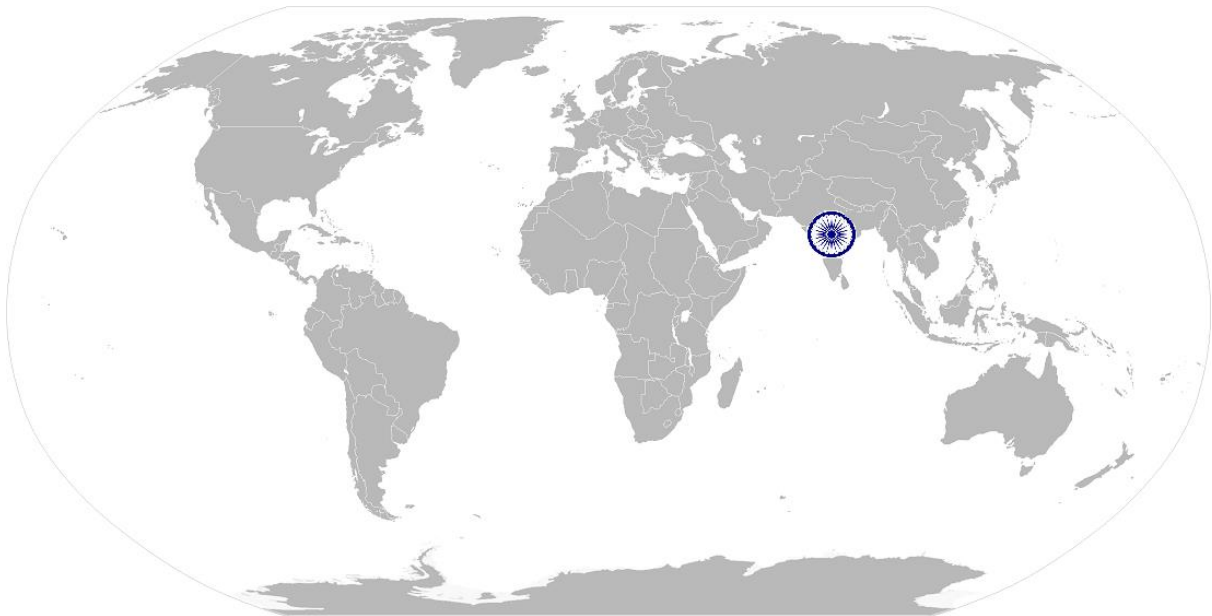
NOS Version Control

NOS Code	MES / N 1801		
Credits (NSQF)	TBD	Version number	1.0
Industry	Media and Entertainment	Drafted on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17

National Occupational Standard

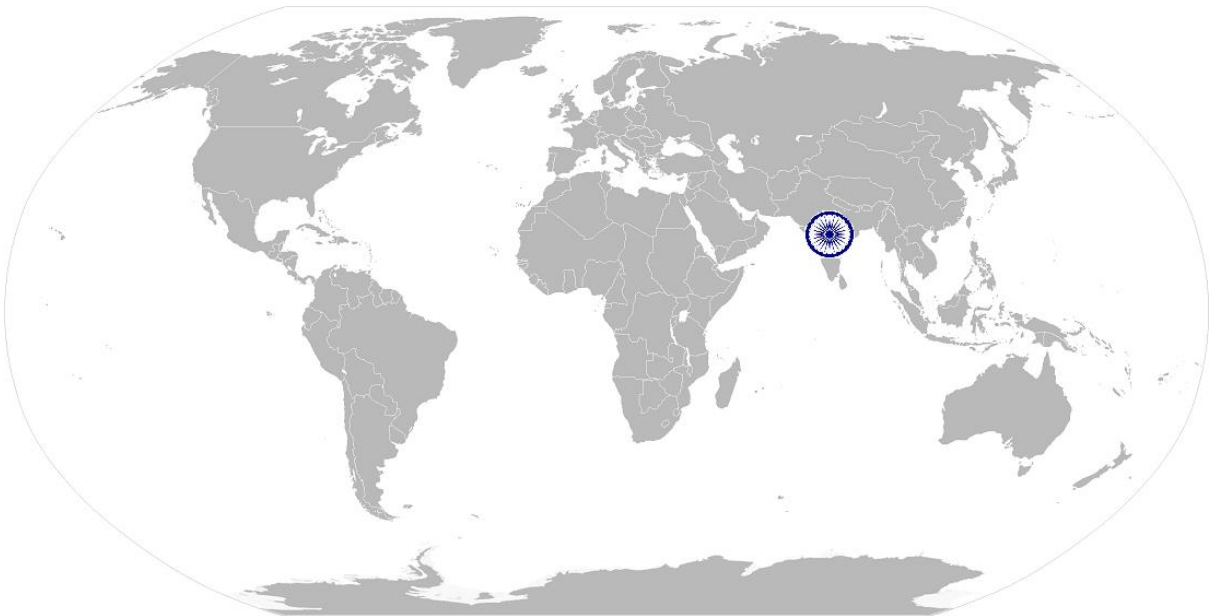--

Overview

This unit is about managing hair and/or make-up supplies and products and making purchases whenever necessary

National Occupational Standard

Unit Code	MES/ N 1802
Unit Title (Task)	Manage hair and make-up supplies
Description	This OS unit is about managing hair and/or make-up supplies and products and making purchases whenever necessary
Scope	This unit/task covers the following: • Evaluating material and equipment on quality, quantity, type, cost, time schedule, health and safety regulations • Selecting and purchasing relevant products/services conforming to the creative, technical and budgetary requirements • Monitoring stocks of hair and/or make-up products and recognizing when it is necessary to replenish supplies

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Evaluating material and equipment	To be competent, the user/individual on the job must be able to: PC1. Determine the amount and quality of resources, materials, tools and equipment required to execute the hair and make-up design PC2. Determine where and how resources should be labeled, stored and arranged
Selecting and purchasing relevant products/ services	PC3. Select the providers of materials and equipment and purchase adequate quantity and type of products
Monitoring stocks	PC4. Monitor and replenish stock of hair and/or make-up products, as per requirement PC5. Ensure that there is sufficient staff with the necessary skills to fulfill the design concept

Knowledge and Understanding (K)

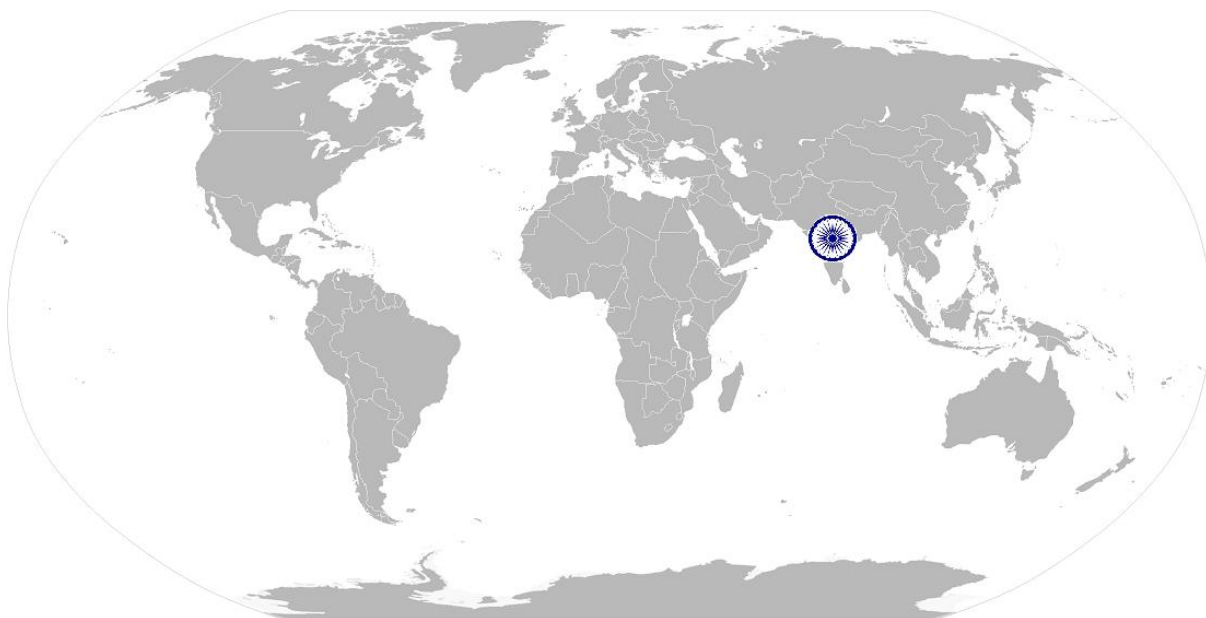| A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The hair and make-up design concept agreed upon with the director/ production designer and artists KA5. The creative and technical requirements of the production KA6. The technical, resource, budget and time constraints applicable KA2. The list of vendors from whom the organization has procured materials and supplies in the past KA3. Special requirements of the director/ production designer / artists' (if any) KA4. The role and requirements of key departments be liaised with, especially costumes, camera and lighting where the team has the maximum interaction
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The principles of cosmetology and hair care KB2. The features, characteristics, advantages, disadvantages, costs etc. of different types of materials, tools and equipment KB3. Common skin diseases, allergies, disorders and reactions KB4. Where and how to source make up and/or hair materials, tools and equipment

	KB5. How to select materials, tools and equipment that suits the artists' skin type and conditions
	KB6. How to obtain special materials or equipment based on artists' physical needs or artistic preferences
	KB7. How to handle products to avoid damage or spillages
	KB8. Where and how resources should be labeled, stored and arranged
	KB9. Health and safety guidelines, including common allergies that could occur from using materials
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Make an accurate list of resources to be purchased along with details such as quantity, cost, vendor name etc. SA2. Fill out a purchase order form/petty cash form and get the appropriate approvals for purchase of materials SA3. Keep accurate records of what you have ordered and what has been supplied SA4. Keep accurate records of expenditure and associated documents, receipts etc. SA5. Update stock records as appropriate
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. Refer to hair and make-up designs, vendor catalogues, websites etc. to gather information on materials to be purchased SA7. Read the production schedules and deadlines to ensure that materials are available in advance
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Communicate effectively with vendors SA9. Discuss and agree on the final list of resources to be purchased with the director/ production designer and/ or the artists SA10. Liaise with the finance departments to receive cash for purchases
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Select the correct quantity and types of materials required, taking into account the design, production schedules and deadlines SB2. Select materials and equipment vendors who are able to meet the creative and budgetary requirements
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Ensure that the materials, tools and equipment are sourced prior to commencement of production
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Take appropriate action in the event of shortfalls in the quantity and quality of materials, staff or facilities

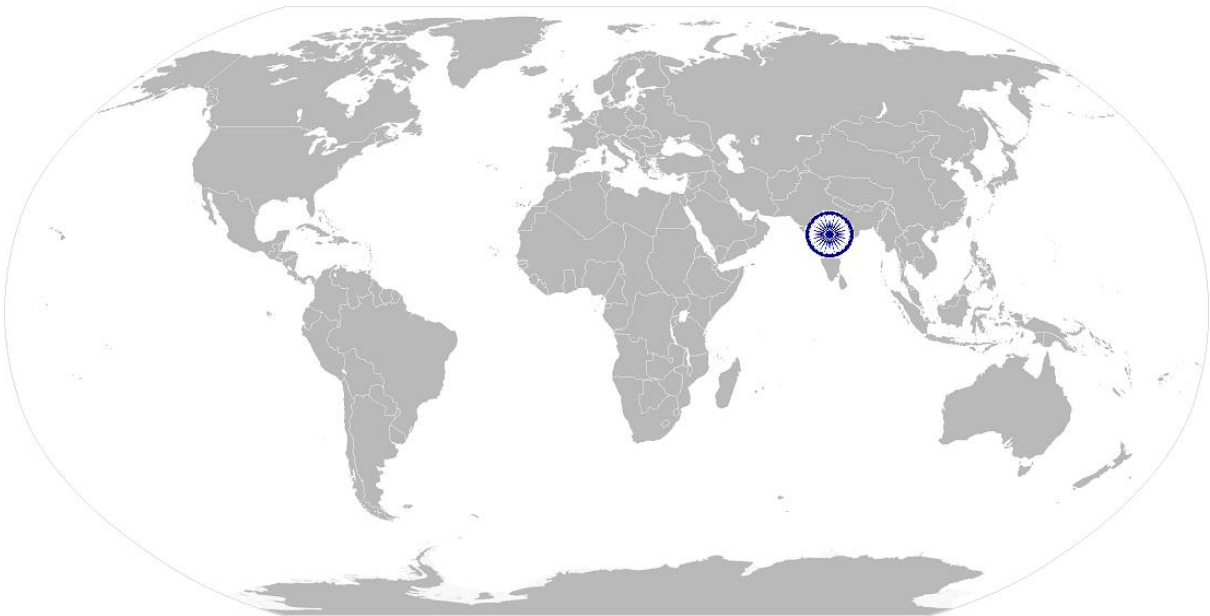|	
	SB5. Monitor expenditure and anticipate budget over-spending and agree suitable solutions
	SB6. Deal with supply delays promptly and effectively
	SB7. Check products to ensure they are not damaged and arrange replacement, where required
Analytical Thinking	
	The user/individual on the job needs to know and understand how to:
	SB8. Monitor the nature and quality of vendors materials, tools and equipment for future purchases

NOS Version Control

NOS Code	**MES / N 1802**		
Credits(NSQF)	TBD	**Version number**	1.0
Industry	Media and Entertainment	**Drafted on**	18/02/15
Industry Sub-sector	Film, Television, Advertising	**Last reviewed on**	18/02/15
Occupation	Hair and Make-up	**Next review date**	18/02/17

National Occupational Standard

Overview

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

NOS
National Occupational Standards

N·S·D·C
National Skill Development Corporation

National Occupational Standard

Unit Code	MES/ N 1803
Unit Title (Task)	Prepare for altering the artists' appearance
Description	This OS unit is about preparing to alter the artists' appearance in accordance to requirements
Scope	This unit/task covers the following: • Organizing and arranging the following according to requirements: work area, materials, tools, equipment and staff

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Organizing and arranging materials and staff	To be competent, the user/individual on the job must be able to: PC1. Prepare, organize and keep workstation materials, equipment and on-set kit fully stocked, tidy and hygienic PC2. Explain hair and/or make up procedures to artists and invite their questions PC3. Prepare the skin and scalp appropriately for the type of contact material used PC4. Take measurements of the appropriate head and body areas for preparation of wigs, masks etc. PC5. Arrange fittings and appointments with artists' within production deadlines

Knowledge and Understanding (K)

A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The basic make up and/or hair work materials and equipment required for the workstation and on set kit KA2. The creative and technical requirements of the production KA3. The technical, resource, budget and time constraints applicable KA4. The production schedules and dates on which specific looks would need to be created for artists
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The principles of cosmetology and hair care KB2. How to undertake a script breakdown and understand shot-wise hair and make-up requirements KB3. How to interpret the look of each character accurately KB4. How to identify whether time affects the look of the character at the beginning and as the story unfolds KB5. How to label material containers clearly with complete information necessary for safe use. KB6. How to carry out a skin analysis and identify potential skin allergies and reactions KB7. How to carry out hair elasticity tests KB8. How to clean the skin surface and apply exfoliators, creams, bleach, lotions to skin and body parts KB9. Appropriate methods of skin and scalp preparation KB10. The techniques of removing body hair including waxing, shaving etc. KB11. Safe and hygienic methods to store, handle and dispose of make-up and/or hair equipment, tools, hazardous substances

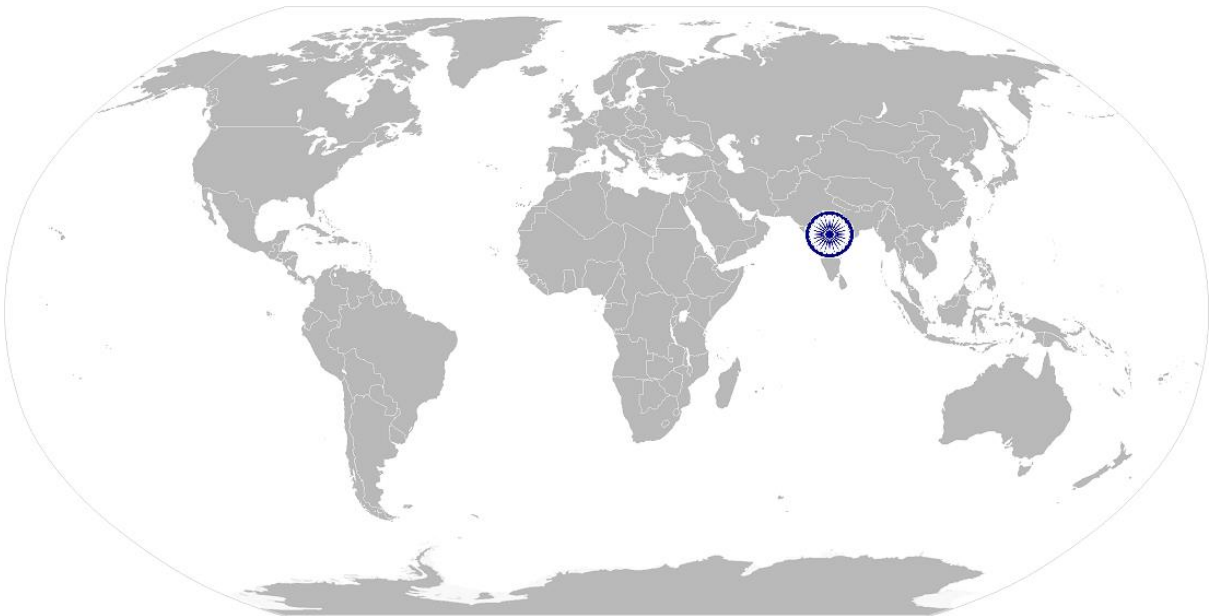|		
	KB12.	Health and safety legislation applicable to make up and/or hair equipment and hazardous substances
Skills (S) (Optional)		
A. Core Skills/ Generic Skills	**Writing Skills**	
	The user/individual on the job needs to know and understand how to:	
	SA1.	Label and store materials, tools and equipment, so that they are easily accessible when required
	SA2.	Record key measurements of the head and body area for preparing wigs, masks etc.
	Reading Skills	
	The user/individual on the job needs to know and understand how to:	
	SA3.	Read the script and understand hair-and make-up requirements
	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
	Oral Communication (Listening and Speaking skills)	
	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. Professional Skills	**Plan and Organize**	
	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
	Problem Solving	
	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
	Analytical Thinking	
	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

NOS Version Control

NOS Code	**MES / N 1803**		
Credits(NSQF)	TBD	**Version number**	1.0
Industry	Media and Entertainment	**Drafted on**	18/02/15
Industry Sub-sector	Film, Television, Advertising	**Last reviewed on**	18/02/15
Occupation	Hair and Make-up	**Next review date**	18/02/17

National Occupational Standard

Overview

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

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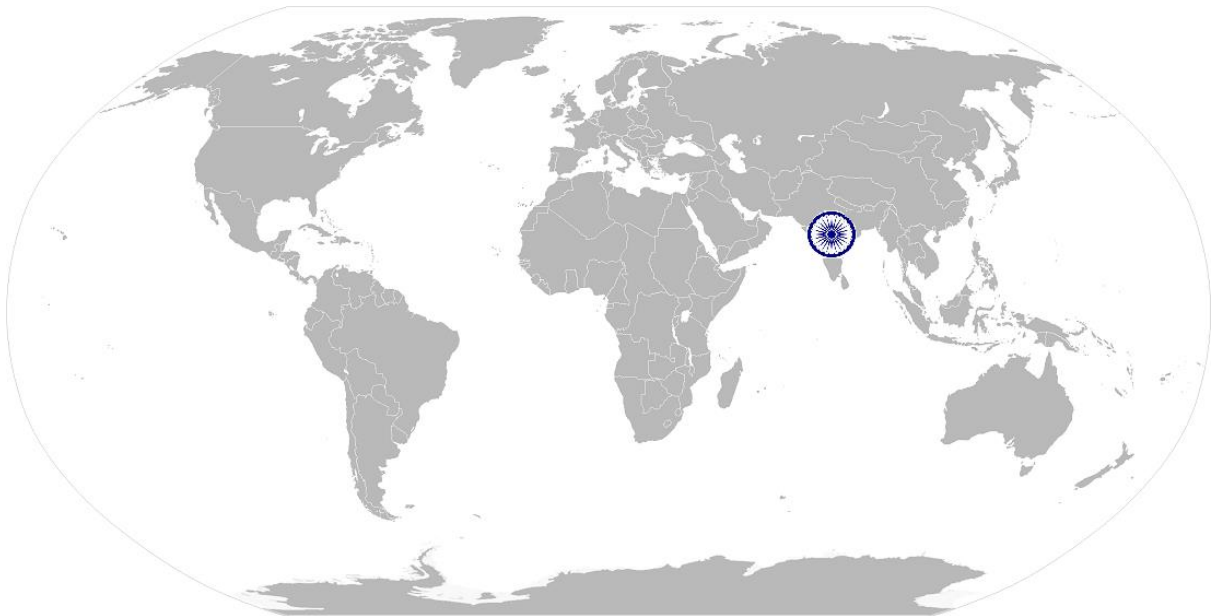| Unit Code	MES/ N 1804
Unit Title (Task)	**Apply make-up and special effects**
Description	This OS unit is about altering the artist's appearance using make up and maintaining its continuity throughout the production schedule
Scope	This unit/task covers the following: • Altering the artist's look using various steps including selecting appropriate products, applying make-up and/ or hair and removing them • Selecting the appropriate techniques based on criteria such as required look, artist's skin type, need for durability, potential effects caused by conditions during shooting, dressing techniques required and continuity

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Altering the artist's look	To be competent, the user/individual on the job must be able to: PC1. Apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required) PC2. Assist in the maintenance of continuity of the artist's appearance PC3. Remove the make-up carefully to reduce artists' discomfort
Selecting appropriate techniques	PC4. Check that the selected make-up is compatible with artists skin type and test for potential adverse skin reactions PC5. Position artists in the most appropriate position to minimize personal discomfort

Knowledge and Understanding (K)

A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The basic make up materials and equipment required KA2. The creative and technical requirements of the production KA3. The technical, resource, budget and time constraints applicable KA4. The production schedules and dates on which specific looks would need to be created for artists KA5. Environmental factors at the shooting venue e.g. temperature, humidity etc. and lighting and camera requirements
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The principles of cosmetology and hair care KB2. The fundamentals of Skin theory KB3. The human anatomy and face structure KB4. The fundamentals and principles of drawing and colour theory KB5. Techniques of applying screen/ stage/ fashion/ corrective make-up KB6. Theory of bruising and application techniques including blood, dirt etc. KB7. Techniques of contouring KB8. The history of make-up, including period styles and techniques KB9. The features, characteristics, advantages, disadvantages, costs etc. of different types of materials, tools and equipment KB10. Common skin diseases, allergies, disorders and reactions KB11. Appropriate methods of skin and scalp preparation

	KB12. Factors (design requirements, face and head shape of artists etc.) to be considered while applying make-up
	KB10. How to handle products to avoid damage or spillages
	KB13. Make up and special effects application techniques and their correct sequence
	KB14. How to ensure that the makeup is sustained under different shooting conditions
	KB15. The techniques of airbrushing
	KB16. How to clean, shape and apply polish to nails
	KB17. How to remove make-up safely
	KB18. How to carry out the necessary tests to check for harmful reactions caused by removers, make-up etc.
	KB19. Health and safety guidelines, including safe usage of hair and make-up products, common allergies etc.
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	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
	Reading Skills
	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
	Oral Communication (Listening and Speaking skills)
	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. Professional Skills	**Decision Making**
	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
	Plan and Organize
	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
	Problem Solving
	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

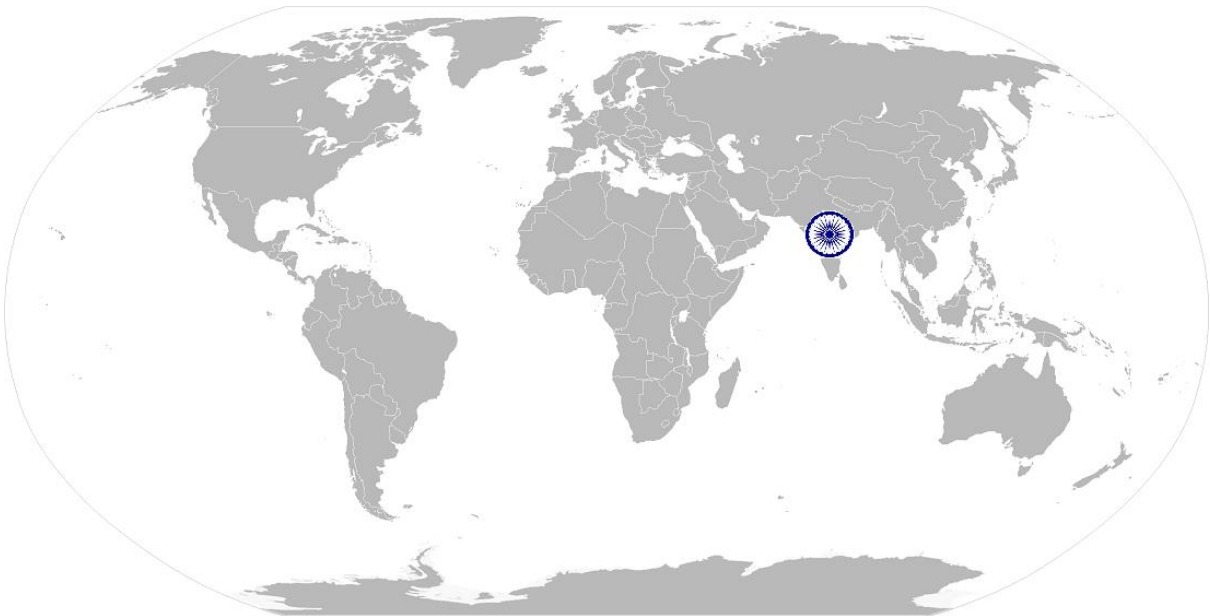|	SB6. Minimize personal discomfort to artists
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB7. Check artists' make-up against specifications for continuity

NOS Version Control

NOS Code	**MES / N 1804**		
Credits(NSQF)	TBD	**Version number**	1.0
Industry	Media and Entertainment	**Drafted on**	18/02/15
Industry Sub-sector	Film, Television, Advertising	**Last reviewed on**	18/02/15
Occupation	Hair and Make-up	**Next review date**	18/02/17

National Occupational Standard

Overview

This unit is about managing helpers and trainees while producing the required hair and make-up according to the design brief
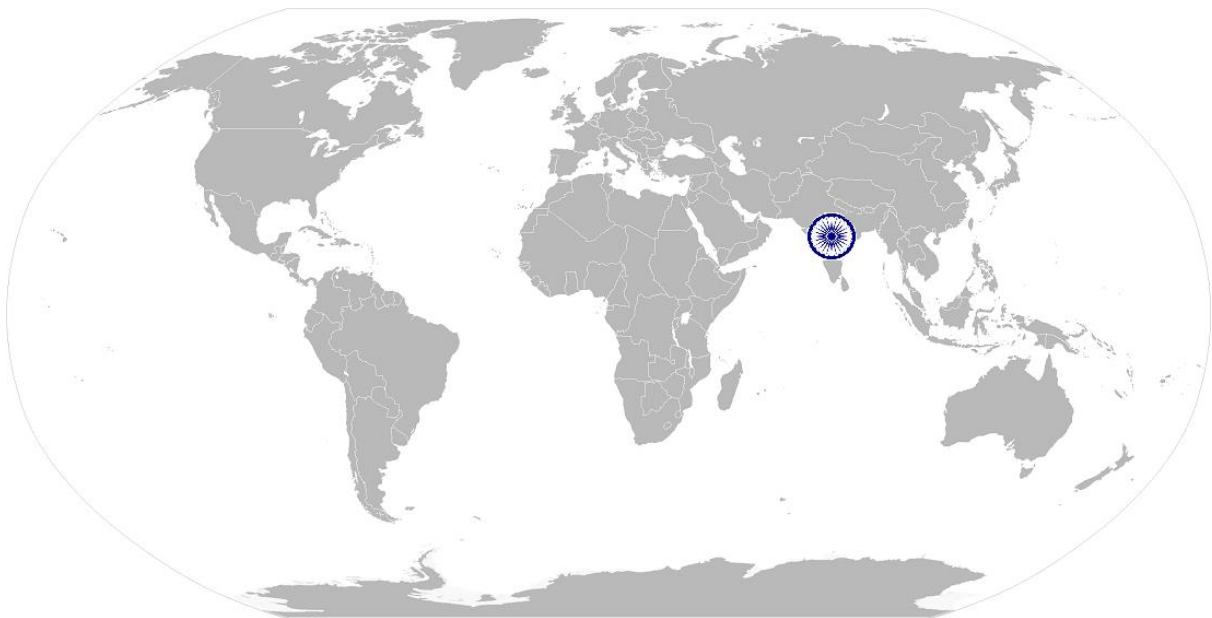
MES/ N 1807

NOS
National Occupational Standards

N·S·D·C
National
Skill Development
Corporation

Manage helpers and trainees

National Occupational Standard

Unit Code	MES/ N 1807
Unit Title (Task)	Manage helpers and trainees
Description	This OS unit is about managing helpers and trainees while producing the required hair and make-up according to the design brief
Scope	This unit/task covers the following: • Communicating information to trainees including the outline of the design brief, their responsibilities, the materials, tools and equipments to be used, constraints of the production schedule, procedures and handling techniques that will be employed to achieve the design effect • Ensuring that the helpers/trainees assist in creating the required make-up/look for the artists, in accordance to the design brief

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Communicating information	To be competent, the user/individual on the job must be able to: PC1. Inform trainees/helpers of the hair and make-up process and of their responsibilities and role in the process PC2. Ensure that the trainees/helpers know how to find and operate the materials, tools and equipments that will be required during the process PC3. Provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule
Ensuring that trainees/ helpers assist correctly	PC4. Monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner PC5. Provide trainees/helpers with the opportunity to contribute and try out the work for themselves

Knowledge and Understanding (K)

A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative and technical requirements of production KA2. The technical, resource, budget and time constraints applicable KA3. The production schedules and dates by when hair & make-up/prosthetics would need to be created KA4. The work areas, process and activities involved
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. How to plan the work for helpers/trainees and assign responsibilities KB2. How to use and/or operate the materials, tools and equipments required during the hair and make-up process KB3. The resources available for training helpers/trainees KB4. How to utilize the resources available in the best possible manner KB5. How to provide constructive feedback that could help helpers/trainees improve their performance KB6. Legislation, regulations and codes of practice that are applicable to managing

![MESC Logo]
NOS
National Occupational Standards

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Manage helpers and trainees

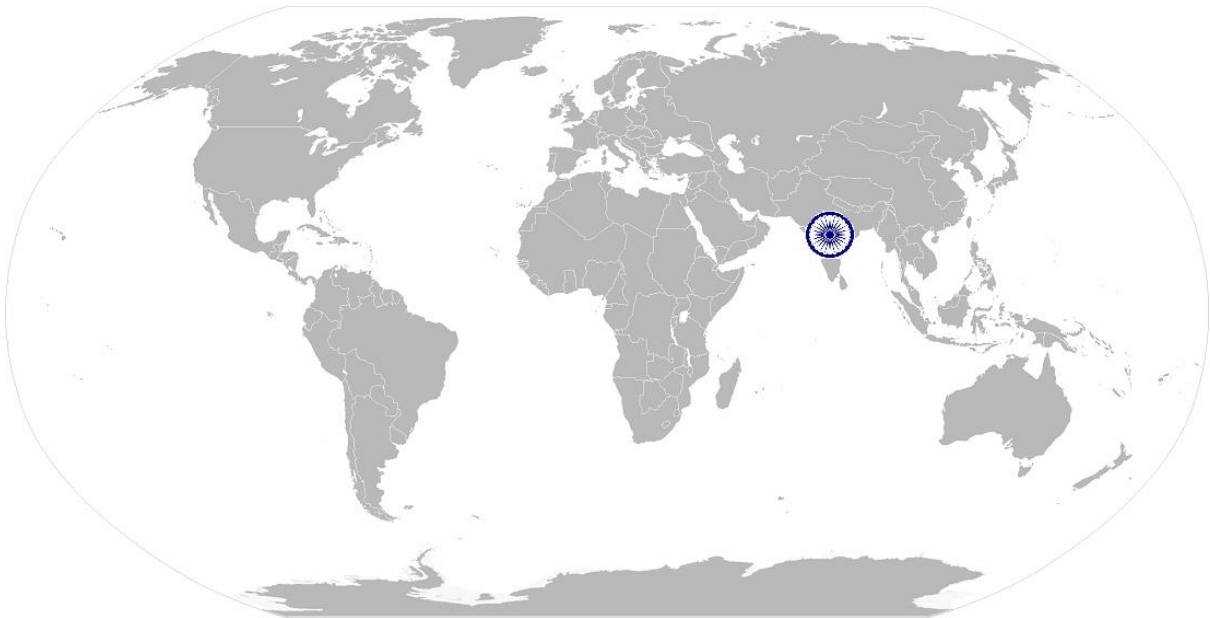|	other people and to the work being undertaken KB7. How to ensure that trainees adhere to applicable health and safety requirements at all times
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document plan for workers that encapsulates their role and responsibilities in the hair and make-up process
	Oral Communication (Listening and Speaking skills)
	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. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Plan the hair and make-up process and activities and identify activities where helpers/trainees could assist
	Problem Solving
	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
	Critical Thinking
	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

NOS Version Control

NOS Code	**MES / N 1807**		
Credits (NSQF)	TBD	**Version number**	1.0
Industry	Media and Entertainment	**Drafted on**	18/02/15
Industry Sub-sector	Film, Television, Advertising	**Last reviewed on**	18/02/15
Occupation	Hair and Make-up	**Next review date**	18/02/17

National Occupational Standard

Overview

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

Unit Code	MES/ N 1808
Unit Title (Task)	Maintain workplace health and safety
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	This unit/task covers the following: • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Understanding the risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: PC1. Understand and comply with the organisation's current health, safety and security policies and procedures PC2. Understand the safe working practices pertaining to own occupation 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 PC4. Participate in organization health and safety knowledge sessions and drills
Knowing the people responsible for health and safety and the resources available	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms
Identifying and reporting risks	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person 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
Complying with procedures in the event of an emergency	PC11. Follow organisation's emergency procedures for accidents, fires or any other 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

Knowledge and Understanding (K)

| A. Organizational Context (Knowledge of the | 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 |

company / organization and its processes)	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. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The different types of health and safety hazards in 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 in 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
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. How to write and provide feedback regarding health and safety to the concerned people SA2. How to write and highlight potential risks or report a hazard to the concerned people
	Reading Skills
	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
	Oral Communication (Listening and Speaking skills)
	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 anyone concerned or affected
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand how to: SB1. Make decisions on a suitable course of action or plan
	Plan and Organize
	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
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Apply problem solving approaches in different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority SB5. Apply balanced judgements in different situations

NOS Version Control

NOS Code	MES / N 1808		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	16/02/15
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	16/02/15
Occupation	Hair and Make-up	Next review date	16/02/17