



REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR

BEAUTY THERAPIST

KNQF LEVEL 5

PROGRAMME CODE:1012 554B



**TVET CDACC
P.O. BOX 15745-00100
NAIROBI**

PROVIDE MAKE-UP SERVICES

UNIT CODE: COS/OS/BT/CR/02/5/B

UNIT DESCRIPTION

This unit covers the competencies required to provide make-up services. It involves setting up and preparing to provide make-up services, providing make-up services and carrying out post service procedures. This standard applies in Cosmetology industry.

ELEMENTS AND PERFORMANCE CRITERIA

| ELEMENT | PERFORMANCE CRITERIA |
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| These describe the key outcomes which make up workplace function | These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i> |
| 1. Set up and prepare to provide make-up and associated services | <ul style="list-style-type: none">1 .1 Requirements for make-up are identified and gathered as per workplace policy.1 .2 Make-up standard operating procedures are adhered to as per workplace policy.1 .3 Occupational Safety and health precautions are observed as per legal requirements.1 .4 Tools and equipment are |
| | <ul style="list-style-type: none">checked for serviceability as per manufacturers' instructions.1 .5 Make-up products and supplies are checked for usability as per legal requirements and manufacturers' instructions.1 .6 Personal protective gears are identified and gathered based on service requirements and manufacturer's instructions. |

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| 2. Provide make-up services | <p>2.1 Personal protective gears are worn based on manufacturer's instructions.</p> <p>2.2 Client consultation is done as per workplace policy.</p> <p>2.3 Hygiene and sanitation principles are observed as per standard operating procedures.</p> <p>2.4 Skin analysis is conducted as per standard operating procedures.</p> <p>2.5 Disorders on skin are identified and action taken based on nature of the disorder.</p> <p>2.6 Products and supplies are used as per service required and manufacturers' instructions.</p> <p>2.7 Skin is prepared for make-up as per standard operating procedures</p> <p>2.8 Clients' eyebrows are prepared/shaped based on clients' specifications and standard operating procedures.</p> <p>2.9 Eyelash extensions are fixed based on clients' specifications and standard operating procedures.</p> <p>2.10 Diverse types of make-up are applied based on clients' specifications and standard operating procedures.</p> <p>2.11 After care advise is given as per workplace policy and standard operating procedures.</p> |
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| 3. Carry out post service procedures | <p>4.1 Tools and equipment are cleaned and disinfected as per manufacturers' instructions and workplace policy.</p> <p>4.2 Work station is cleaned and waste managed and disposed as per workplace policy and legal requirements.</p> <p>4.3 Recyclable supplies are cleaned and disinfected and stored as per workplace policy and manufacturers' instructions.</p> <p>4.4 Non-recyclable supplies are managed disposed of as per manufacturer's instructions, workplace policy and legal requirements.</p> |
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RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

| Variables | Range |
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| 1. Eyebrow shaping methods may include but not limited to: | 1 .1 Tweezing 1 .2 Threading 1 .3 Gelling 1 .4 Waxing 1 .5 Stenciling 1 .6 Shaving 1 .7 Concealing 1 .8 Tinting 1 .9 Tattooing |
| 2. Tools and equipment may include but not limited to: | 2 .1 Brushers 2 .2 Tweezers 2 .3 Thread |

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| | 2 .4 Sponges 2 .5 Spatulas 2 .6 Tattoo applicator |
| 3. Types of make-up limited to: | 3.1 Natural make-up Day make-up 3.2 3.3 Office make-up 3.4 Evening make-up |
| 4. Legal requirements may include but not limited to: | 4.1 OSH act 4.2 NEMA regulations 4.3 Public Health Act Cap 254 4.4 EMCA 2015 4.5 County by-laws 4.6 Labour laws 4.7 KRA act |
| 5. Recyclable supplies may include but not limited to: | 5.1 Aprons Towels 5.3 Drapers |

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| 6. Non-recyclable supplies may include but not limited to: | 6.1 Gloves 6.3 Applicator Stencils 6.4 Wool |
| 7. Personal protective gears may include but not limited to: | 7.1 7.2 Aprons 7.3 Towels Drapers |
| 8. Disorders on skin may include but not limited to: | 8.1 Infectious Bacterial o o Fungal o Viral 8.2 Non-infectious o Allergies o Cuts o Bruises o Burns |
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REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication skills
- People skills
- Time management
- Work culture
- Record keeping
- Telephone handling skills
- Complaints handling skills
- Conflict resolution skills
- Negotiation skills
- Analytical skills
- Problem solving
- Critical thinking
- Summarizing and paraphrasing
- Listening skills
- Observations skills
- Organizational skills
- Technology skills

Technical skills

- Fixing
- Balancing
- Mixing
- Blending
- Cleansing
- Concealing
- Powdering
- Shaping
- Trimming

Required Knowledge

The individual needs to demonstrate knowledge of:

- Development of standard operating procedures
- Principles of hygiene and sanitation
- Consultation and client care
- Principles of skin analysis
- Skin anatomy and physiology
- Colour spectrum
- Make-up theory
- Product knowledge
- Supplies in make-up
- Make-up tools and equipment
- Waste management
- Ethics and etiquette in cosmetology
- Legal framework related to salon business operations

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

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| 1. Critical Aspects of Competency | <p><i>Assessment requires evidence that the candidate:</i></p> <p>1 .1 Identified resource requirements for make-up services.</p> <p>1 .2 Adhered to make-up standard operating procedures.</p> <p>1 .3 Demonstrated understanding of legal requirements related to salon operations.</p> <p>1 .4 Observed safety and health precautions in service delivery.</p> <p>1 .5 Demonstrated ability to use make-up tools and equipment.</p> <p>1 .6 Consulted and negotiated with the client appropriately.</p> <p>1 .7 Appropriately conducted skin</p> |
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| | <p>analysis and acted.</p> <p>1 .8 Demonstrated understanding of skin disorders.</p> <p>1 .9 Used make-up products and supplies appropriately.</p> <p>1 .10 Demonstrated ability to perform various make-up procedures correctly.</p> <p>1 .11 Demonstrated understanding of make-up processes.</p> <p>1 .12 Managed and disposed waste appropriately.</p> <p>1 .13 Managed and stored recyclable supplies appropriately.</p> |
| 2. Resource Implications | <p>The following resources must be provided:</p> <p>A functional beauty therapy unit</p> |
| 3. Methods of Assessment | <p>Competency may be assessed through:</p> <p>3.1 Written test</p> <p>3.2 Observation</p> <p>3.3 Oral questioning</p> <p>3.4 Interview</p> <p>3.5 Portfolio</p> <p>3.6 Third party report</p> |
| 4. Context of Assessment | <p>Assessment could be conducted:</p> <p>4.1 On-the-job</p> <p>4.2 Off-the-job</p> <p>4.3 During industrial attachment</p> |
| 5. Guidance information for assessment | <p>Holistic assessment with related units in the sector is recommended.</p> |