

**101204T4BTH**

**BEAUTY THERAPY LEVEL 4**

**COS/OS/BT/CR/03/4/A**

**Provide Make Up Services**

**Nov/Dec 2024**



**TVET CURRICULUM D  
CERTIFICATIO**

**NT, ASSESMENT AND  
(TVET CDACC)**

## **PRACTICAL ASSESSMENT**

### **INSTRUCTIONS TO ASSESSOR**

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

## OBSERVATION CHECKLIST

|                                                                                                                                                                                                                                                                      |                           |                           |                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|-----------------|
| <b>Candidate's name &amp; Registration No.</b>                                                                                                                                                                                                                       |                           |                           |                 |
| <b>Assessor's name &amp; Id Code</b>                                                                                                                                                                                                                                 |                           |                           |                 |
| <b>Venue of Assessment</b>                                                                                                                                                                                                                                           |                           |                           |                 |
| <b>Date of Assessment</b>                                                                                                                                                                                                                                            |                           |                           |                 |
| <b>TASK: PERFORM OFFICE MAKE UP</b>                                                                                                                                                                                                                                  |                           |                           |                 |
| <b>Items to be evaluated:</b>                                                                                                                                                                                                                                        | <b>Mark<br/>Allocated</b> | <b>Marks<br/>Obtained</b> | <b>comments</b> |
| 1. Identified and gathered requirements for make up as per workplace policy <ul style="list-style-type: none"> <li>• <b>Tools</b></li> <li>• <b>Products</b></li> <li>• <b>Materials</b></li> <li>• <b>Equipment</b></li> </ul> <i>(Award 1 mark for each task )</i> | 4                         |                           |                 |
| 2. Observed hygiene and sanitation principles as per standard operating procedures. <ul style="list-style-type: none"> <li>• <b>Disinfected beauty coach, and seat</b></li> <li>• <b>Sanitized work station</b></li> </ul> <i>(Award 1 mark for each task )</i>      | 2                         |                           |                 |
| 3. Wore personal protective gears based on manufacturer's instructions. <ul style="list-style-type: none"> <li>• <b>Apron worn</b></li> <li>• <b>Flat closed shoes</b></li> <li>• <b>Gloves</b></li> </ul> <i>(Award 1 mark for each task )</i>                      | 3                         |                           |                 |
| 4. Checked Make-up products and supplies for usability as per legal                                                                                                                                                                                                  | 2                         |                           |                 |

|                                                                                                                                                                                                                                                                                                                                                                          |    |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|--|
| requirements and manufacturers' instructions.<br><ul style="list-style-type: none"> <li>• <b>Checked the expiry date</b></li> <li>• <b>Read manufacturers</b></li> </ul> (Award 1 mark for each task )                                                                                                                                                                   |    |  |  |
| 5. Carried out client consultation as per service required.<br><ul style="list-style-type: none"> <li>• <b>Recorded the names of the clients and therapist</b></li> <li>• <b>Recorded the clients' recent medical history</b></li> <li>• <b>Recorded the service requested</b></li> <li>• <b>Recorded condition of the skin</b></li> </ul> (Award 1 mark for each task ) | 4  |  |  |
| 6. Conducted skin analysis as standard operating procedures<br><ul style="list-style-type: none"> <li>• <b>Checked for contraindications</b></li> <li>• <b>Checked skin condition</b></li> <li>• <b>Checked for skin diseases and disorders</b></li> </ul> (Award 1 mark for each task )                                                                                 | 3  |  |  |
| 7. prepared the client for a make-up service as per standard operating procedures.<br><ul style="list-style-type: none"> <li>• <b>Cleansed the face</b></li> <li>• <b>Toned the face</b></li> <li>• <b>Moisturized the face</b></li> </ul> (Award 2 marks for each task )                                                                                                | 6  |  |  |
| 8. 8. Performed office make – up procedure as per the task assigned<br><ul style="list-style-type: none"> <li>• <b>Applied Primer -2</b></li> </ul>                                                                                                                                                                                                                      | 28 |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|
| <ul style="list-style-type: none"> <li>• <b>Applied Concealer -2</b></li> <li>• <b>Applied Foundation -4</b></li> <li>• <b>Defined the eyebrow area-4</b></li> <li>• <b>Applied Eyeshadow -2</b></li> <li>• <b>Applied Eyeliner -2</b></li> <li>• <b>Applied Mascara -2</b></li> <li>• <b>Applied Setting powder-2</b></li> <li>• <b>Applied Lip liner-2</b></li> <li>• <b>Applied Lipstick -2</b></li> <li>• <b>Applied Lip gloss -2</b></li> <li>• <b>Applied Make – up fixing spray -2</b></li> </ul> <p><i>(Award marks for each task)</i></p> |   |  |  |
| <p>9. After care advice is given as per work procedures</p> <ul style="list-style-type: none"> <li>• <b>Skin care routine</b></li> <li>• <b>Home care products</b></li> <li>• <b>Skin maintenance</b></li> </ul> <p><i>(Award 1 mark for each task )</i></p>                                                                                                                                                                                                                                                                                       | 3 |  |  |
| <p>10. Cleaned workstation and disposed waste as per workplace policy and legal requirements.</p> <ul style="list-style-type: none"> <li>• <b>Disposed waste</b></li> <li>• <b>Cleaned surfaces</b></li> </ul> <p><i>(Award 1 mark for each task )</i></p>                                                                                                                                                                                                                                                                                         | 2 |  |  |
| <p>11. cleaned , disinfected and stored recyclable supplies as per workplace policy and manufacturers' instructions</p> <ul style="list-style-type: none"> <li>• <b>Linen</b></li> <li>• <b>Tools</b></li> </ul> <p><i>(Award 2 marks for each task )</i></p>                                                                                                                                                                                                                                                                                      | 4 |  |  |

|                                                                                                                                                                                                                                                                                                           |           |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|--|
| 12. Managed and disposed non recyclable supplies as per manufacturer's instructions, workplace policy and legal requirements. <ul style="list-style-type: none"> <li>• <b>Cotton wool</b></li> <li>• <b>Spatulas</b></li> <li>• <b>Disposable objects</b></li> </ul> <i>(Award 1 mark for each task )</i> | 3         |  |  |
| <b>GRAND TOTAL</b>                                                                                                                                                                                                                                                                                        | <b>64</b> |  |  |

**ASSESSMENT OUTCOME**

The candidate was found to be:

Competent ☐  
*(Please tick as appropriate)*  
*(The candidate is competent*

Not yet Competent ☐  
*ate obtains at least 50%)*

**Feedback from the Candidate:**

  
  

**Feedback to the Candidate:**

  
  

**Candidate Signature**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Assessor's Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_