

2017

# MAKEUP & SKINCARE PROGRAMME HANDBOOK



NEW ZEALAND CERTIFICATE IN MAKEUP AND SKIN CARE (INTRODUCTION) (LEVEL 3)

cut above academy

## Hamilton Campus

Level 1, 44 Bryce Street  
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## Auckland City Campus

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## South Auckland Campus

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Phone: (09) 302 3931

0800 CUT ABOVE (0800 288 2268) - Toll free within New Zealand

## Welcome

Cut Above Academy has been giving students the edge they need to become hairstylists, makeup and special effects artists of the future for more than forty years. Developed and designed to be contemporary, relevant and forward thinking, Cut Above courses are delivered with passion, commitment and technical excellence.

## Introduction to Staff

Name	Qualifications
Eric Waite <b>Head of Department</b>	<ul style="list-style-type: none"> <li>• Certificate in Makeup Artistry Level 4</li> <li>• Certificate in Hairdressing Level 3</li> <li>• Certificate in Hairdressing Level 4</li> <li>• First Aid</li> <li>• National Certificate in Adult Literacy Education (Vocational Tutor)</li> <li>• National Diploma in Adult Education Level 6</li> </ul>
Julie Reynolds <b>South Campus Manager / Tutor</b>	<ul style="list-style-type: none"> <li>• Certificate in Hairdressing Level 3</li> <li>• Certificate in Makeup Artistry Level 4</li> <li>• Assessor Units 4098, 11552 &amp; 11281</li> <li>• Massey university Paper 87380- Effective principalship-improving teaching &amp; learning</li> <li>• Massey university Paper 87377 – Principles of educational management</li> <li>• Massey university Paper 87380 – Managing gender in education</li> <li>• National Certificate in Adult Literacy Education (Vocational Tutor) Level 5</li> <li>• National Certificate in Retail Level 3</li> </ul>
Melissa Tiumalu <b>Tutor</b>	<ul style="list-style-type: none"> <li>• Certificate in Hairdressing Level 3</li> <li>• Certificate in Hairdressing Level 4</li> <li>• Certificate in Makeup Artistry Level 4</li> <li>• First Aid</li> <li>• Certificate in Tertiary Teaching paper EDTT601</li> <li>• National Certificate in Retail Management Level 3 – completing in 2015</li> <li>• Assessor Units 4098, 11552 &amp; 11281</li> <li>• National Certificate in Adult Literacy Education (Vocational Tutor) Level 5</li> </ul>
Juliet Gardiner <b>Tutor</b>	<ul style="list-style-type: none"> <li>• Bachelor of Design</li> <li>• Advanced Training in Makeup for Television &amp; Weddings – MG Westmore Academy of Cosmetic Arts, Los Angeles</li> <li>• Hollywood extension class for film, television &amp; print photography, The Studio Makeup Academy, Los Angeles, USA</li> <li>• Skin Discoloration – Maurice Stein, Los Angeles, USA</li> <li>• National Certificate in Adult Literacy Education (Vocational Tutor)</li> <li>• National Diploma in Adult Education Level 6</li> </ul>

<p>Alicia Morgan <b>Tutor</b></p>	<ul style="list-style-type: none"> <li>• Certificate in Adult Learning</li> <li>• Certificate in Fashion Makeup</li> <li>• National Certificate in Adult Literacy Education (Vocational Tutor)</li> <li>• National Certificate in Adult Education</li> </ul>
<p>Cherise Heymans <b>Tutor</b></p>	<ul style="list-style-type: none"> <li>• ITEC Diploma in Fashion, Theatre and Media Make up</li> <li>• National Certificate for Retail</li> <li>• National Certificate: Beauty Services – Cosmetology (Level 3)</li> <li>• National Certificate: Retail (Level 2)</li> <li>• Certificate: Practical Application – Reception &amp; Customer Service</li> <li>• 5 years industry experience</li> </ul>
<p>Shane Woodcock <b>Tutor</b></p>	<ul style="list-style-type: none"> <li>• Graduate Certificate in Hairdressing Level 4</li> <li>• Certificate in Fashion Makeup Artistry</li> <li>• 6 years' industry experience with MAC cosmetics</li> </ul>

## Makeup and Skin Care (Introduction) (Level 3) Summary

**Qualification:** New Zealand Certificate in Makeup and Skin Care (Introduction) (Level 3)

**Credits:** 61

**Duration:** 16 weeks

**Tuition Fees:** \$7,330 Domestic  
\$11,887 International

**Compulsory Course Costs:** \$520

This qualification is designed to provide the beauty sector with skin care and makeup technicians who have the foundation skills and knowledge to provide a range of makeup and skin care services. This qualification is intended for learners who will benefit by having a qualification which provides makeup and skin care competencies, skills and knowledge. The beauty sector will benefit by having people with the skills and knowledge to competently undertake a range of makeup and skin care services within a variety of workplaces. Graduates will be capable of working with limited supervision in a makeup and skin care context.

### Graduate Profile

A Cut Above Academy graduate has relevant and current subject knowledge, real-world skills to put knowledge into practice, and personal and professional qualities to make a difference. On completion of this programme graduates will be able to:

- Comply with all professional standards and expectations relating to a makeup and skin care workplace including associated health, safety and hygiene obligations
- Consult with clients to establish their needs, and decide on and agree a range of possible makeup and/ or skin care services and products, and an appropriate course of treatment
- Advise clients on the selection and use of appropriate cosmetics and toiletries and assist with sales and promotional activities within a makeup and skin care workplace
- Apply skills and knowledge of makeup and skin care services to meet client's needs in accordance with industry standards
- Identify symptoms of skin conditions in order to advise clients of their possible
- Implications in terms of proposed skin care and makeup services
- Communicate professionally in a makeup and skin care workplace

### Graduate Destination

This qualification may lead to a New Zealand Certificate in Makeup Artistry (Level 4), New Zealand Certificate in Performance Makeup and Prosthetics (Level 4), New Zealand Certificate in Beauty Therapy (Level 4), New Zealand Certificate in Nail Technology (Level 4). Or pathway into relevant industry certifications or other Level 3 or Level 4 qualifications. Or employment, in the beauty sector and will be capable of working with limited supervision in a makeup and skin care context.

## Calendar

Date	Event
30 January 2017	Auckland Anniversary
14 April 2017	Public holiday – Good Friday
17 April 2017	Public holiday – Easter Monday
25 April 2017	Public holiday – ANZAC Day
01 May 2017	Intake
05 June 2017	Public holiday – Queen’s Birthday
21 August 2017	Intake – Hamilton
28 August	Intake – Auckland City, Manukau
23 October 2017	Public holiday – Labour Day

Campus holiday dates can vary.

Your Tutor will inform you of your programme holiday dates at orientation.

## Course Outlines

### Health and Safety (6 credits)

This course engages students with all professional standards and expectations relating to the makeup and skin care workplace including associated health, safety and hygiene obligations. Students will identify tools and equipment related to makeup services and will demonstrate safe, effective and hygienic use of tools while providing a makeup service. Ergonomic practices will be identified and demonstrated in terms of the correct use of posture and tools while providing makeup services. Students will learn to identify an emergency situation, monitor hazards and provide first aid in a simulated emergency situation.

Course	Health and Safety					
1	28946	L3	C4	6400	L3	C2
	Demonstrate knowledge of tools, equipment and safe operating procedures used in make-up and skin care services			Manage first aid in an emergency situation		
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
28946	✓	✓	✓	✓	✓	✓
6400	✓	✓			✓	✓

### Consultation (8 credits)

This course focuses students on consultation skills with clients to establish their needs, identify a range of suitable makeup and cosmetic retail product to meet the needs of clients, and to be able to refer clients to the relevant product type for hair care, fragrance and toiletry products. Students will develop the necessary practical retail consultation skills to provide retail consultation services in the cosmetics industry. This course also focuses on product knowledge, questioning technique to identify client needs, and recommendations to match client needs.

Course	Consultation					
2	14139	L3	C8			
	Demonstrate knowledge of, select, and recommend cosmetics and toiletries					
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
14139	✓	✓	✓	✓	✓	✓

### Cosmetic Retailing (6 credits)

In this course students will learn the essential reception skills required for a salon. They will learn to apply their knowledge of available services and work flow in a salon to operate an appointment system and the importance of keeping accurate records. They will also learn to create and maintain displays in the salon and reception area.

Course	Cosmetic Retailing					
3	11831	L3	C6	Apply skills and qualities of a salesperson in a retail or distribution environment		
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
11831	✓	✓	✓	✓	✓	✓

### Meet KPIs (7 credits)

This course engages students with the requirements of a counter cosmetic advisors in the cosmetic retail industry. Students will develop the knowledge for counter cosmetics management, meeting sales targets and KPIs, and being able to demonstrate a variety of sales techniques including merchandising and promotional events.

Course	Meet KPIs					
4	27648	L3	C7	Demonstrate knowledge of promotional activities within a make-up and skin care workplace		
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
27648	✓	✓	✓	✓	✓	✓

### Makeup Design (10 credits)

This course develops student's knowledge of facial features and makeup design concepts. Students are able to identify a range of face shapes and the corresponding corrective or contouring technique to compliment, enhance or disguise a range of facial shapes and features. Students demonstrate a range of day, evening and special occasion makeup services on a variety of live models. Each makeup service will include selection, use and sanitation of makeup tools, equipment and product, and a minimum of 2 product recommendations to meet the client's needs.

Course	Makeup Design					
5	27644	L3	C4	Demonstrate knowledge of make-up and design theory	27645	L3 C6 Demonstrate knowledge of the structure and functions of the face, and of the facial skin types and conditions
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
27644	✓	✓	✓	✓	✓	
27645	✓	✓	✓	✓	✓	✓

### Skincare Services (10 credits)

This course focuses students on consultation skills with clients to establish their needs, identify a range of suitable makeup and cosmetic retail product to meet the needs of clients, and to be able to refer clients to the relevant product type for hair care, fragrance and toiletry products. Students will develop the necessary practical retail consultation skills to provide retail consultation services in the cosmetics industry. This course also focuses on product knowledge, questioning technique to identify client needs, and recommendations to match client needs.

Course	Skincare Services					
6	27646	L3	C10	Perform skincare services for the face in preparation for make-up application		
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
27646	✓	✓	✓	✓		✓

### Makeup Services (10 credits)

This course focuses students on consultation skills with clients to establish their needs, identify a range of suitable makeup and cosmetic retail product to meet the needs of clients, and to be able to refer clients to the relevant product type for hair care, fragrance and toiletry products. Students will develop the necessary practical retail consultation skills to provide retail consultation services in the cosmetics industry. This course also focuses on product knowledge, questioning technique to identify client needs, and recommendations to match client needs.

Course	Makeup Services					
7	27647	L3	C10	Perform make-up services		
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
27647	✓	✓	✓	✓		✓

### Customer Services (4 credits)

This course engages students with career development tools and processes in the context of the cosmetics retail industry. Students will develop the necessary practical customer service skills to provide retail consultation services in the cosmetics industry. Students will produce a CV targeted to a specific role using basic word processing skills. This course also focuses on personal presentation and maintaining a positive image and attitude to prepare them for future career opportunities, and demonstrating understanding of their digital footprint and online presence through social media sites.

Course	Customer Services					
8	CA265	L3	C4	Communicate professionally in a makeup and skin care workplace environment		
Unit	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
CA265	✓	✓	✓	✓	✓	✓

## Timetable and Schedule for Assessment

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Orientation	Skin consultation	Tools of the trade	Brows and nose shapes	Nude makeup
	Digital Learning	Basic skincare	Face and eye shapes	Set up a work station	Hygiene
2	Male Makeup	Day makeup	Editorial makeup	Fashion trends	Product Knowledge Assignment
	Brand of me	Braiding	Fashion trends	Ethnic makeup	Bridal makeup
3	Editorial & bridal makeup	Interactive lesson	Commercial night makeup	Commercial Day	Skin Analysis
	Health and Safety	Petals	Fashion trends	First aid	Day makeup / Bridal Photo-shoot
4	Glamour makeup	Contagious and non-contagious skin	Commercial Night / Evening Makeovers & Chignons	Evening makeup	Bridal makeup Photo-shoot
	Customer service	Commercial bridal makeup overs		Editorial male makeup	
5	Editorial male makeup	Research	Colour Photographic Scenario 1	Colour Photographic Scenario 2	Colour Photographic Scenario 3
	Editorial evening makeup	Tools of the trade assessment			
6	Monochromatic makeup design	Black & white photographic makeup design	Interview skills	Colour blocking design	Artistry effects brow
	Class research	Makeup Design Assignment	Artistry effects eye & lip techniques	Artistry techniques	Skin conditions Assessment / Open assessments
7	Black & White photograph design	Colour blocking design	Job application forms	Retail products -Makeup	Evening Assessment / Photo-shoot
			Artistry Effects – Eyeliner & Lip techniques	Artistry Effects – Complete Assessments	
8	Cosmetics Retail	Timed Makeover Prep	Runway Makeup & hair – Current Trends	Timed Makeovers	Runway Makeup& hair techniques – Recreation
	Customer complaints	Customer service - roles and responsibilities		Retail Products - retail products	
9	Sales techniques	Designing a CV template.	Customer service - Body language	Sales transactions and KPI's	Photo-shoot Prep
	KPI's	Workplace hazard	Colour Splash makeup design	Fashion Bridal makeup	
10	Colour Splash Basic Body Art design	Facial Art design	Body Art design and application	Body Art design and application	Body art photo-shoot
	Facial Art Application	Facial Art design			
11	Photo-shoot Prep	Body art photo-shoot	Sales Presentations	Cosmetics Counter Event / Sales Presentation	Qualities of a Sales person
	Photo-shoot mood boards		Retail sales		Assessments all skills
12	Produce a personal targeted CV	Booking systems and merchandising	Thermal styling Long hair	Eyelash/Brow Shaping and Tinting	Male makeup Photo-shoot and assessments
	Glossed Up Glamour design	Glamour Make Up and Lash/Brow Tinting	Thermal styling	Eyelash/Brow Shaping and Tinting	
13	Bold & Brash design	High Gloss Makeup design	Thermal styling	Fragrance Layering	High Gloss Photo-shoot
			Long hair techniques	Brow Shaping	
14	Produce an electronic CV and portfolio.	Job vacancies	Monochromatic makeup design	Fashion show production prep	Fashion show production
15	Online profile	Job search skills	Colour Splash design	Cosmetic Counter Event / Sales Presentation	High fashion effects design
		Word press - Blog			
16	Assessments all skills	Assessments all skills	Assessments all skills	Assessments all skills	Assessments all skills

Note – timetable may be subject to change

## Programme Regulations

Topic	New Zealand Certificate in Makeup and Skin Care (Introduction) (Level 4). These are programme specific but are also supported by the CutAbove Academy QMS.
1. Entry Requirements	Applicants must be 16 years of age, proficient in the use and understanding of spoken and written English and have completed year 11 (NCEA Level 1) or equivalent training experience. International applicants must have an English language level of at least IELTS 5 or equivalent (see the NZQA requirements). All applicants are assessed on their merits, not only on their academic achievement. All applicants are required to attend an interview with a Recruitment Adviser.
2. Selection criteria if applicable	When the programme is full applicants who meet the entry requirements are waitlisted for the next intake.
3. Credit for previous study and/or recognition of prior learning	<p>a. <b>Cross-crediting</b> Transfer of credits gained for unit standards or relevant areas of learning which components of the programme are will be granted. In such cases, student evidence will be sighted in the form of an academic record or record of learning. Students who apply for credit transfer will be asked to provide this evidence at the interview. Students who gain credit transfer will be given an opportunity to work on alternative components or units within the programme.</p> <p>b. <b>Credit transfer</b> Transfer of credits gained for unit standards or relevant areas of learning which components of the programme are will be granted. In such cases, student evidence will be sighted in the form of an academic record or record of learning. Students who apply for credit transfer will be asked to provide this evidence at the interview. Students who gain credit transfer will be given an opportunity to work on alternative components or units within the programme.</p> <p>c. <b>Recognition of prior learning - RPL</b> Entry policy allows for recognition of prior learning in line with NZQA policy on this issue and the QMS.</p> <p>d. <b>Any limitations on credit awarded from cross-credit or RPL, and the reason for applying the limit</b> No limitations although applications for cross credits, credit transfer or RPL must be made at the time of application for enrolment. Applications will not be considered after programme commencement.</p>
4. Programme length and structure through the programme, including such details as	<p>a. <b>Programme length</b> 16 weeks duration – no holiday weeks</p> <p>b. <b>Any pre- and co-requisites</b> None</p> <p>c. <b>Practical and/or work-based requirements, and their integration into the programme</b> N/A</p> <p>d. <b>Any alternative entry and/or exit points</b> N/A</p> <p>e. <b>Compulsory and optional/elective components</b> No elective components</p>
5. Progression through the programme, including	<p>a. <b>Normal progression through the programme</b> The programme is naturally progressive (see explanations at the start of each course outline), so it is preferable that the student completes the programme in order.</p> <p>b. <b>Completion</b> All students have the opportunity to complete within the programme weeks.</p> <p>c. <b>Late entry policy</b> Each year the Academy has several streams across all current Programmes. These dates are subject to change, so students should liaise with the Academy recruitment team to confirm start dates. Applications close one week prior to the course commencement date to allow for interviews and enrolment procedures. Late applications will be held over, subject to availability of space. Students will not start after the programme start date.</p> <p>d. <b>Late completion allowable – post course support provided</b> All requests for late completion must be made to the Education Manager who will consider them on a case by case basis.</p> <p>e. <b>Any ability to repeat parts in a subsequent delivery/in-take</b> In the event of a student failing to complete the course for a valid reason such as personal or dependent family injury or illness supported by a medical certificate, deferral to a later course date may be approved depending on availability of place each case will be reviewed and assessed by management team.</p>
6. Assessment	<ul style="list-style-type: none"> <li>•An assessment procedure flow chart is located in every classroom for student reference.</li> <li>•Credits are awarded for unit standards/provider modules on the basis of assessments that take place throughout the course of study according to the principles of competency based training.</li> <li>•Tutors explain how assessments will be conducted and what guidance and support will be available throughout the process of pre and post assessment meetings.</li> <li>•Assessments are designed for the purpose of gathering evidence of competent performance.</li> <li>•Ongoing or formative assessment is employed to provide students with immediate feed-back on their progress towards meeting the learning objectives in each course.</li> <li>•Resulting evidence from the students’ assessments is used to determine whether a student has met the learning outcomes for credit achievement.</li> <li>•Students must meet all the assessment criteria for a programme component in order to be awarded the credits for the unit standard/provider module concerned.</li> </ul> <p>a. <b>Provision for re-assessment</b> A student not deemed competent in any unit standard/module assessment will repeat the performance for part or all of that unit or module as required to achieve competency.</p>

	<p><b>b. Appeals procedure</b></p> <ul style="list-style-type: none"> <li>Students have the right to request the reconsideration of the result of any assessment;</li> <li>In the event of appeal against a practical assessment, the student must notify another tutor within the same department, the Head of Department or the Education Manger immediately. Once the model / client has left the salon, a second opinion cannot be given.</li> <li>In the event of appeal against a written component the student must return the work to the relevant H.O.D with a written request for reconsideration within 3 days of the return of the marked work, specifying why the request is made;</li> <li>In the event of appeal, a practical assessment, the student must ask the tutor who has conducted the assessment for a reassessment from the H.O.D, or another tutor.</li> <li>Students wishing to appeal against assessment after such reconsideration must write to the Education Manger who shall consider the case.</li> </ul> <p><b>c. If and how grades are derived from assessments</b> Assessments are no graded, all assessments are deemed Competent or Not Yet Competent according to the judgement statements for each assessment.</p> <p><b>d. Provision for impaired and/or aegrotat performance</b> As units/provider modules are assessed on competency basis there is no provision for aegrotat assessment.</p> <p><b>e. Availability of assessment through te reo Maori</b> Will be provided on request</p>
<b>f. Pass Requirements</b>	<p><b>a. Minimum standard/s of achievement</b> All courses must be passed as competent.</p> <p><b>b. Any other requirements for the award of the qualification</b> N/A</p> <p><b>c. If and how course grades are reflected in the qualification award</b> There are no grade endorsements</p>
<b>g. Procedures to identify and remedy impaired performance early</b>	A credit tracking system is in place where achievement is tracked on a weekly basis, the Head of Department is responsible for monitoring achievement at department level, and the Education Manager is responsible for monitoring achievement at programme level and organisation level. Accountability for student learning is shared through the credit tracking process between the student and tutor and is shared with the Heads of Department and analyses at weekly management meetings. Action plans are put in place in response to issues of student progress, initially by the tutor and subsequently at department level.
<b>h. Attendance and Leave</b>	<p>If a student is not regularly attending classes or not performing in their studies or even if a student ceases to attend a course before completion date, the Academy will be concerned about the pastoral welfare and safety of the student and will follow the following procedures.</p> <p>The Student Liaison and/or Education Manager may:</p> <ul style="list-style-type: none"> <li>Discuss with the student.</li> <li>Enquire about students concerns in order to identify student problems.</li> <li>Talk to the tutor</li> </ul> <p>However, if the student performance and attendance doesn't improve after these actions:</p> <ul style="list-style-type: none"> <li>A student shall be issued a verbal warning, followed by a written warning.</li> <li>Student allowances may be suspended with StudyLink</li> <li>Student may be expelled and withdrawn.</li> </ul> <p>If the student is an international student, NZ Immigration Service will be notified of the student withdrawal. Please refer to section of Code of Practice for Pastoral Care of International Students.</p>
<b>i. Health and Safety &amp; Risk Management</b>	<p>The Academy has considered aspects of the operations which place students or public at risk and has implemented policies and procedures to ensure their protection. All persons on the Academy premises must behave in a manner that minimises the possibility of injury or harm by observing the procedures set out in the Health and Safety document. Policies and procedures cover students and public protection at all sites:</p> <ul style="list-style-type: none"> <li>All sites meet building compliance requirements, are security monitored and insured.</li> <li>All sites are smoke free designated and an off-street outdoors smoking area is provided.</li> <li>Students are to use allocated personal lockers and adhere to security procedures</li> <li>Students are to adhere to procedures pertaining to fire and safety compliance.</li> <li>Students are informed of first aid, company doctor, fire drills and general safety rules.</li> <li>All incidents or accidents are to be recorded in the Accident Register and kept in the Stockroom.</li> <li>Student training includes procedures to protect themselves and clients when working with chemical products. Tutors are responsible for supervision of all practical work.</li> <li>Public are made aware that their hair is being done by students. Notices to this effect are posted in the reception area of the model salons and receptionist informs all clients. Client complaint forms are available from reception.</li> <li>A patch test is done prior to all chemical services according to the manufacturers' instructions.</li> </ul>
<b>j. Any other regulations needed to meet the requirements of the applicable qualification</b>	N/A
<b>k. Code of Practice for Pastoral Care of International Students</b>	IENZ is a signatory of, and follows all requirements of the code.