

# Certificate II in Retail Make-Up & Skin Care

COURSE CODE: SIB20110

## 2012 COURSE PROGRAM

**DAY OF COURSE:** Friday

**Time:** 9am to 3pm

**Trainer:**
**Contact Number:** 8223 3233

**LOCATION:** Media Makeup Academy & Agency, Shop 17 Renaissance Arcade, Pulteney Street, Adelaide.

WEEK	DATE OF CLASS	COURSE OUTLINE	Assessment Time Line	Students to bring	TIMES OF CLASS
1.	10 February	<b>D1 &amp; D2</b> Orientation: INAP & MMA induction. <b>Identify</b> MMA Policies & Procedures. <b>Identify</b> E-Learning Assessment procedure and RPL. <b>Identify and explain Power point Presentation;</b> Time Management, Grooming and Communication in the makeup industry workplace.	<b>A2.10 D46</b> <b>A2.6 A2.7</b> <b>Week 35</b>	Student Handbook, kits, stationery	9am - 3pm
2.	17 February	<b>D3 Identify</b> posture, fashion and presentation in the makeup industry. <b>Excursion</b> to identify makeup brands and fashion in the Myer Centre & David Jones.			9am - 3pm
3.	24 February	<b>D4</b> Analyse Face: <b>Identify &amp; explain</b> steps to balance/Face measurements. <b>Identify and explain</b> work area set up, capes, aprons and chairs. Apply Day MU no tuition.	<b>Identify</b> Assignment <b>A2.1 week 10</b>	Sketch books, stationery, tracing paper, carbon paper etc. MU kits	9am - 3pm
4.	2 March	<b>D5</b> Basic sketching: <b>identify</b> shade and highlight/light source and sketching techniques. <b>D6 Identify &amp; Explain</b> Skin types and cleansing and preparing the face. <b>Trainer Demo</b> on face cleansing & preparation. <b>Identify &amp; Explain</b> Steps to makeup application theory. <b>Trainer Demo.</b> Apply day mu. Complete eye patterns & identify tint, tone & shade. <b>Trainer demo</b> Day Makeup emphasising eye shape and tint tone shade	<b>Identify</b> Assessment <b>Review A2.1 week 10</b> <b>A2.4a D29</b>	Sketch books, stationery, tracing paper, carbon paper etc. kits	9am - 3pm
5.	9 March	<b>D8, D13 Identify</b> OH&S procedures, industry protocol, wages, award rates, insurance etc. Review interview protocol and Resume development for the makeup industry. Present Resume.	<b>Review A2.1</b> <b>Part 2 week 10</b>	Kits, Sketch books, stationery, carbon paper etc	9am - 3pm

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		<b>Review</b> skin cleansing. <b>Apply</b> day makeup on each other. Identify continuity. Create a facial map. Sketching.			
6.	16 March	<b>D9 &amp; D10 Identify</b> colour physics. Harmony theory/practical. How we list & value colour in the makeup industry.	Industry Assessment Colour Theory <b>A2.9 Week 8</b>	Colour Wheel Paint brushes	9am - 3pm
7.	23 March	<b>D11 &amp; D16 Identify and explain</b> skin undertones. Colour matching foundation practical. Apply day MU on each other. Client choice of makeup design; demonstrate the above techniques. <b>Identify &amp; explain</b> application techniques for face maps. Water colour, pastels, pencils etc. Apply colour on maps.		Colour Wheel, Paint brushes, MU kits, Sketch books, coloured pencils, Face map templates	9am - 3pm
8.	30 March	<b>D15 &amp; D8 Identify</b> various eye designs, eyeliner techniques, identify various vintage eye liner & lip shades. Trainer demo. Apply MU <b>Identify</b> OH&S procedures, industry protocol, wages, award rates, insurance etc. Review interview protocol and resume development for the makeup industry. Present resume.	Survey1 <b>Review A2.10 Part 2, D47</b>	Student handbook, kits, stationery, Resume	9am - 3pm
	6 April	<b>Good Friday SCHOOL HOLIDAYS</b>			
9.	20 April	<b>ASSIGNMENT BREAK</b>			
10.	27 April	<b>D14 Identify &amp; explain</b> Apply shading & highlighting techniques. Trainer Demo. Review steps to balance. Apply day MU with above techniques.		Kits	9am - 3pm
11.	4 May	<b>D12 &amp; D20 Identify &amp; Explain</b> Anatomy & Physiology. How the skin works in relation to makeup application. Skin conditions & contra indications. Complete assessment. Identify tools of the trade & product identification. Trainer Demo & Explain all products. Demo on all students; various products & application techniques. Cosmetic location Scenarios.	<b>Identify</b> Assessment <b>A2.5 D18</b>	Stationery	9am - 3pm
12.	11 May	<b>D21 &amp; D22 Photographic theory.</b> Identify & explain evening MU (photographic) & makeup image types: sultry sophisticated and vivacious. Trainer demo; apply false eyelashes, Individual & full set. Shape & tweeze eyebrows. Review Shade/Highlighting Apply evening makeup with lashes. Prep Day Assess.	<b>A.2.4a D29</b> <b>A2.4c D44</b>	Kits Tweezers, Individual & full set lashes, Duo glue & adhesive glue, small scissors	9am - 3pm

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13.	18 May	<b>D17 &amp; D23 Identify</b> cosmetic chemistry. Identify and Explain mature age MU, <b>trainer demo</b> Apply a day makeup convert to evening makeup. Apply false lashes. <b>Review and prep</b> As2.3 & A2.4 to be completed next lesson. Identify Assessments	<b>Review A2.5 A2.2D 18, 19, A.2.4b, D30</b>	Skin Care products, kits, Mature age model 30 years or over (after lunch break)	9am - 3pm
14.	25 May	<b>D18 &amp; D19 Review</b> cosmetic chemistry. Complete <b>theory test As2.3 part 2</b> . Chemistry/make products. Domestic v Professional, <b>Research Presentation</b>	Complete theory test As2.3 part 2	Kits, mask, ingredients, presentation material	9am - 3pm
15.	1 June	<b>D27 Identify &amp; explain</b> remedial camouflage; <b>Demo</b> Apply Remedial Camouflage - Blemishes, tattoos. Apply mature age MU day convert to evening makeup. Review and prep Day MU Assessment/face maps	<b>Review A2.6 week 35</b> <b>Review A2.4a D29 &amp; A2.4b D30</b>	Kits, mature model 35 years & over. 2 <sup>nd</sup> session after lunch. Face map templates	9am - 3pm
16.	8 June	<b>D28 &amp; D29 Identify and explain</b> Dark skin & Asian makeup and making dark skin foundation from rainbow wheel. Trainer Demo. Apply Dark skin or Asian makeup (2 applications) <b>Practical Day Makeup Assessment</b> on each other.	<b>Review A2.6 week 35</b>	Kits Dark skin or Asian model. 1 <sup>st</sup> session	9am - 3pm
17.	15 June	<b>D24 Identify</b> makeup and skin care application and selling techniques for various brands and work situations including retail stores. Prep 1 on 1 reviews. Makeup role play, assess/activity.	<b>A2.12 week 19</b> <b>A.2.8, A2.11 D26</b>	Kits	9am - 3pm
18.	22 June	<b>D25 &amp; D26 MAC</b> training workshop. Update industry knowledge. Sample MAC makeup. <b>Role play</b> application of skin care and makeup products. Practical and theory assessment/activity. <b>Mid-term 1 on 1 reviews</b>	Brand Knowledge	Kits, Learning & Assessment Pages Assessment Sheets	9am - 3pm
19.	29 June	<b>D21 Identify &amp; explain</b> digital and film photography. Photographic theory. Identify image types sultry sophisticated and vivacious. <b>Trainer demo</b> ; Apply Image MU. <b>Mid term 1 on 1 reviews</b>	Identify assessment <b>A2.5 D54</b>	Kits, Learning & Assessment Pages Assessment Sheets	9am - 3pm
20.	6 July	<b>D32 Assignment Break / Photographic Work experience</b>			
21.	13 July	<b>D33 Assignment Break / Photographic Work experience</b>			
22.	20 July	<b>D31 - 36 - 37</b> Apply photographic image MU. At least 2 images on each other. <b>Identify</b> photographic equipment & lighting theory. <b>Identify</b> coloured grids & gels used in photography. Plan image MU	Photo theory Photo MU	Kits, Stationery, face map templates	9am - 3pm

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		for photo shoot. Prepare face maps.			
23.	27 July	<b>D40 Identify</b> wedding photographic MU and consultation. Assist with marketing & employment. <b>Trainer demo:</b> bridal MU. Apply bridal makeup on each other. <b>Prep &amp; apply</b> photographic formal MU for photo test shoot in studio.	<b>Review A2.10 Part 3 D54 O2.1 D45 D46</b>	Kits	9am - 3pm
24.	3 August	<b>D38</b> Apply Photographic Evening MU for <b>photo shoot in house</b> on each other or on a model. <b>Review</b> and prep mature practical assess/face maps.	Photo test shoot Review As.2.1b D30	Kits, face map template	9am - 3pm
25.	10 August	<b>D30 &amp; D39</b> Apply makeup for <b>Practical Mature Age Assessment. View &amp; analyse</b> formal digital photos. Apply bridal MU. Prep for evening assessment/face maps.	<b>Review A2.4c D44</b>	Kits, Mature Model 35 years or over. 1 <sup>st</sup> session. Face map template	9am - 3pm
26.	17 August	<b>D44</b> Complete <b>Photographic Evening Makeup practical assessment</b> on each other. Complete outstanding makeup on each other or assignments.	<b>A2.4c assessment</b>	Kits, laptops, assignments	9am - 3pm
27.	24 August	<b>D41</b> Apply bridal MU. <b>Identify</b> & prep for formal shoot. Prepare face maps. Apply formal MU. <b>Identify</b> and prep 1 on 1 reviews.	Identify assessments	Kits, laptops, assignments, face map templates	9am - 3pm
28.	31 August	<b>D42</b> Apply formal makeup. <b>Prep for photo shoot</b> 1 on 1 review (1 <sup>st</sup> half of class group)	Formal MU	Kits; all learning & assessment requirements for 1 on 1	9am - 3pm
29.	7 September	<b>D43</b> Apply formal MU/ <b>Prep for photo shoot</b> 1 on 1 review (2 <sup>nd</sup> half of class group)			9am - 3pm
30.	14 September	<b>D45 &amp; D46 Formal photo shoot.</b> Complete all makeup and bookwork for assessments and assignments.	<b>O2.1 Photo Shoot</b>	Kits Model 16 – 30 years	9am - 3pm
31.	21 September	<b>D47 Part 2 of assessment View Formal photos.</b> Complete all outstanding Makeup for portfolio assessment and all other assessments. Complete training record book.	MU practical View photos	Learning & Assessment Strategy/Book Outstanding assessments	9am - 3pm
32.	28 September	<b>D49, D50 Assignment Break</b>			
33.	5 October	<b>D51, D52 Assignment Break</b>			
34.	12 October	<b>D53 Assignment Break</b>			
35.	19 October	<b>D54</b> Create creative makeup design of your choice		Kits, creative lashes, face jewels etc	9am - 3pm

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36.	<b>26 October</b>	<b>D55</b> Complete & Present Learning and Assessment Strategy. Complete Cert II Final review. Hand up all outstanding work.		Learning and Assessment Strategy Book/Matrix Training record book. Outstanding Assessments	9am - 3pm
<b>INAP Graduation – November 2012. Venue TBA</b>					

### Important points to note:

The following amount of work placement needs to be completed:

- ❖ 10 hours of retail placement
- ❖ 10 hours of photographic placement

(Students are required to provide at least 2 forms of evidence if they are already working in the retail environment eg. Payslip; resume showing their employment etc)

**Prior to commencing your Work Placement** you need to ensure you have the relevant Workplace Learning Agreement form signed by your school. See your school VET Coordinator for the form and process.

**Your work placement log book needs to be shown regularly to your trainer throughout your course.**

The **INAP GRADUATION** is a compulsory component of undertaking your VET Course with INAP Training and Development Provider. Students are expected to attend to receive their certificate.