Australian Government
Department of Education, Employment and Workplace Relations

CUFMUP402A Maintain make-up and hair continuity

Revision Number: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CUFMUP402A Maintain make-up and hair continuity

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to provide continuity services for make-up and hair in the screen, media and entertainment industries.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	Maintaining make-up and hair continuity during productions involves ensuring consistency of the appearance of performers' make-up and hair from one take to the next. Continuity is essential to ensure smooth transitions between shots and/or scenes, thus facilitating post-production editing.
	The process of continuity involves tracking details of each shooting session, knowing that many scenes are shot out of sequence. Accuracy in continuity is crucial in preventing costly retakes or revisions after the production phase has been completed.
	Maintaining hair and make-up continuity is usually the responsibility of make-up artists who work closely with continuity or script supervisors. The role of these people is to maintain continuity across all areas of productions.

Innovation and Business Skills Australia

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Prepare for hair/make-up continuity	1. Analyse and break down script to determine *issues affecting hair/make-up continuity* for scenes that need to be shot 2. Prepare relevant *hair/make-up continuity documentation* to ensure basic continuity information is available for each scene 3. Confirm hair/make-up requirements with *relevant personnel* to ensure *production requirements* are met
Maintain hair/make-up continuity during productions	4. Check performers' hair/make-up at the commencement of takes to accurately reproduce the appearance at the end of previous sequential takes 5. Ensure that appropriate continuity photographs and notes are taken throughout shoots and filed for reference purposes 6. Have materials for maintaining make-up and hair on hand at all times 7. Recognise possible scripted and unscripted occurrences that might impact on performers' hair/make-up and take appropriate action 8. Make required adjustments to make-up/hair quickly and accurately at appropriate times during *productions* 9. Follow and update hair/make-up continuity documentation throughout productions 10. Complete and maintain accurate records of hair/make-up continuity details for performers 11. Ensure relevant personnel have access to continuity records as required 12. Undertake *continuity activity* with regard to the needs of others on set
Maintain communications during shoot	13. Advise relevant personnel of changes to make-up, hair and appearance 14. Advise crew and cast of approved changes to hair/make-up continuity as required 15. Advise relevant personnel of hair/make-up continuity issues according to workplace procedures and production requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication and literacy skills sufficient to:
    - work effectively as a team member advising on make-up and/or hair continuity issues
    - deal with conflict situations that arise on set with regard to make-up/hair continuity issues
    - interpret scripts and production schedules
    - complete continuity documentation
- self-management skills sufficient to:
    - work under pressure and to deadlines
    - make required adjustments to make-up and/or hair quickly and accurately during production
- analytical and planning skills sufficient to:
    - record hair/make-up continuity details for performers
    - contribute to the planning of shooting schedules
    - accurately assess continuity of performers' make-up/hair throughout productions
- initiative and enterprise in the context of anticipating and addressing problems that arise on set with regard to make-up/hair continuity
- technical skills sufficient to:
    - use a digital stills camera to take continuity photographs
    - use standard word processing, database and spreadsheet applications in the context of maintaining continuity documentation.
- numeracy skills sufficient to calculate make-up/hair resources required to meet production shooting schedule

Required knowledge

- protocols as they relate to production operations
- continuity conventions, including:
    - direction/line of action
    - crossing the line
    - eyeline
    - types of shots
    - angles
    - position of camera
    - position of performer

REQUIRED SKILLS AND KNOWLEDGE

- script changes
- visualisation and interpretation of creative and technical concepts - sufficient to be able to coordinate all aspects of make-up/hair continuity
- industry knowledge, including:
  - structure of the film and television industries
  - roles and responsibilities of production personnel
  - film language and terminology
  - administrative procedures and documentation associated with running a production
- duty of care to colleagues and general public
- OHSlegislation and regulations as they apply to providing make-up and hair services

Innovation and Business Skills Australia

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • ability to maintain continuity of performers' make-up and hair during productions • accurate documentation of hair/make-up continuity information • ability to work under pressure • collaborative approach to work • attention to detail.
Context of and specific resources for assessment	Assessment must ensure: • practical demonstration of skills through maintaining make-up/hair continuity for at least two productions • access to scripts for analysis • access to a range of hair/make-up products and equipment • access to appropriate learning and assessment support when required • use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of hair/make-up continuity documentation prepared by the candidate to determine whether production requirements have been met and correct procedures and products have been identified • observation of the candidate on set maintaining make-up/hair continuity • written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit and to evaluate the processes used in

|

EVIDENCE GUIDE	
	achieving hair/make-up continuity.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:
	• CUFMUP401A Design, apply and remove make-up
	• CUFMUP403A Style hair for performances or productions
	• CUFMUP501A Design and apply specialised make-up
	• CUFMUP502A Design and apply special make-up effects.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	

Issues affecting hair/make-up continuity may include:	• logic of action
	• resources - human and materials
	• screen direction, e.g. crossing the line
	• shooting schedule
	• shooting location, e.g.:
	   • studio
	   • on location - interior
	   • on location - exterior
	   • outside broadcast
	   • sound stage
	• story-line
	• viewer experience/feedback
	• weather conditions.

Hair/make-up continuity documentation may be:	• computer generated • continuity reports, checklists • digital images • make-up and hair break-down lists • make-up and hair plan • manually written • memos of instruction • photos • production schedules • running sheets • scripts • video.
Relevant personnel may include:	• director • director of photography • floor manager • head of department • make-up and hair designer • make-up department personnel • make-up production staff

RANGE STATEMENT	
	• make-up supervisor/manager • performer • producer • production designer • supervisor • technical director • other technical/specialist staff.
Production requirements for make-up may include:	• action sequences • health and hygiene requirements • lighting effects • performers' requirements • production schedule • resource constraints • specifications from designers and directors • venue requirements.
Productions may include:	• commercials • documentaries • feature films • live or pre-recorded television productions • live performance • music video • short films • television productions, e.g. music, drama, comedy, variety, sport • theatre/play.
Continuity activity may include:	• recording details of photographs manually or electronically • taking photographs • viewing photographs and recreating hair/make-up effects.

Unit Sector(s)

Unit sector	

|

Competency field

Competency field	Visual communication - make-up

Co-requisite units

Co-requisite units		