

ART & TECHNOLOGY
OF MAKE-UP
COLLEGE



3 ARTS
MAKE-UP
CENTRE PTY
LTD

Established 1966

88 Shepherd Street, CHIPPENDALE, NSW, AUSTRALIA 2008

TELEPHONE: 02 9698 1070 or 02 9698 1200 FAX: 02 9319 1950

Provider Number: 90275 CRICOS Provider Code: 00751E

Art & Technology of Make up College

Student Handbook

2005

Contents

1	<u>Welcome to the College</u> -----	3
2	<u>Mission Statement</u> -----	4
3	<u>Code of Practice</u> .-----	5
4	<u>Course Information</u> .-----	6
4.1	<u>Location and Transport</u> -----	6
4.2	<u>Course Timetable</u> -----	6
4.3	<u>Scholastic Year</u> -----	7
4.4	<u>Overseas Student Requirement</u> -----	7
4.5	<u>Course Induction</u> -----	8
4.6	<u>Attendance</u> -----	8
4.7	<u>Professional Industry Experience</u> -----	8
4.8	<u>Participation</u> -----	9
4.9	<u>Tea and Coffee Facilities</u> -----	9
4.10	<u>Text Books / Reference Material</u> -----	9
4.11	<u>Representative Organisation</u> .-----	11
4.12	<u>Accommodation</u> -----	12
4.13	<u>Library</u> -----	12
4.14	<u>Bookshops</u> -----	13
4.15	<u>Medical</u> -----	13
4.16	<u>Visitors</u> -----	14
4.17	<u>Dress</u> -----	14
4.18	<u>Personal Record Keeping</u> -----	15
5	<u>Legislative and Regulatory Requirements</u> -----	15
5.1	<u>NSW Occupational Health and Safety Act 2000 and Work Cover</u> -----	16
5.2	<u>Anti-Discrimination Act 1977</u> -----	16
5.3	<u>Education Services for Overseas Students ESOS Act 2000</u> -----	17
5.4	<u>Access and Equity</u> -----	17
5.5	<u>Privacy & Personal Information Protection Act 1998</u> -----	18
6	<u>Training and Delivery and Assessment Services</u> .-----	19
6.1	<u>Trainer Qualifications</u> -----	19
6.2	<u>Student Recruitment</u> -----	19
6.3	<u>Delivery of Training</u> -----	20
6.4	<u>Learner Support</u> -----	22
6.5	<u>Conduct of Assessment</u> -----	22
6.6	<u>Assessment Appeals</u> -----	23
6.7	<u>Mutual Recognition</u> -----	23
6.8	<u>Recognition of Prior Learning (RPL)</u> .-----	23
7	<u>Issuance of Qualifications</u> -----	23
8	<u>Fees, Charges and Payments</u> -----	24
8.1	<u>Additional Costs</u> -----	24
8.2	<u>Fees Refund Policy</u> -----	24
9	<u>Records Maintenance</u> -----	26
9.1	<u>Training Records</u> -----	26
9.2	<u>Student Records</u> -----	26
10	<u>Facilities and Equipment</u> -----	27
11	<u>Grievance Procedures</u> -----	27
12	<u>Student Responsibilities</u> -----	29
13	<u>Skin Penetration Code of Best Practice</u> -----	31
	<u>Local Community Services Directory</u> -----	35
	<u>Legal Services</u> -----	36

1 Welcome to the Art & Technology of Make up College

The Art & Technology of Make up College is a registered training organisation with the NSW Vocational Education Training and Accreditation Board (VETAB) for the delivery of training and assessment services in *Certificate IV in Make up CUF40203* and *Diploma of Make up CUF50203*. These courses have been developed in accordance with the National Film, Television, Radio, Multimedia Industry Training Package CUF01. The College also appears on the Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS).

The aim of the College is to supply the film, television, theatre, special effects and fashion industries with well-educated and trained personnel who are constantly striving for excellence and innovation and who are capable of making Australia the world leader in make-up and effects technology.

The three-story building (900 sq.metres) houses a professional & comprehensive make-up shop as well as the College. Student facilities are comprised of a lecture demonstration and video area, fully equipped make-up and period hair studio, art and sculpture room, sculpture and prosthetics studio space, student tea & coffee making facilities and an extensive reference library of books and videos which may be accessed through the Principal.

The College provides balanced and broadly based vocational education and training in all facets of make-up and special effects. Tuition covers the skills and knowledge required by a professional make-up artist/designer for the international workplace.

Leading Make-up/effects Artists not only teach at the College; they also contribute to the development of the course curriculum, ensuring the courses are relevant to industry and standards.

The College is centrally located in the suburb of Chippendale, between the University of Sydney and Broadway shopping centre, only 10 minutes walk from Central and Redfern railway stations. Parking is available in the Seymour Centre Parking Station located on Shepherd Street.

2 Our Mission Statement

- To provide the entertainment and fashion industries with highly trained personnel who strive for excellence and innovation in their work.
- Excellence in training
- Employing teachers who have at least 5 years professional industry experience and VETAB approved trainer qualifications.
- Teaching students both traditional, modern and innovative methods to design apply and remove make up.
- To create an inspirational and creative facility that is conducive to learning.
- To provide a safe and informed learning environment.
- To support the individual needs of the students.
- To help create an awareness of the art of make-up and special effects in the community by liaising with well known industry training institutions such as the Australian Film, Radio and Television School (AFTRS) and the National Institute of Dramatic Art (NIDA). Other educational facilities and resources may include the Powerhouse Museum, TAFE, private Fashion Colleges, UTS, University of Sydney, Private and Public Secondary Schools and the Conservatorium of Music.
- To continue to build and develop contacts in all facets of the entertainment and fashion industries thereby providing the college with current industry practice, which provides students with opportunities for professional industry experience.
- Striving to be a leading teaching institution in the field of make up, design and special effects.

3 Code of Practice

Art & Technology of Make up College

Code of Practice

The Art & Technology of Make up College provides the highest standard of vocational education and training in the fields of Make-up and Special Effects. Our Code of Practice outlines our operational policies and our commitment to our staff, students and community.

The Art & Technology of Make up College:

- Is committed to the continuous improvement of its training delivery and assessment services
- Complies with all State and Territory regulatory and legislative requirements.
- Advertises and markets its training delivery services openly, honestly and with integrity.
- Provides accurate, relevant and up-to-date information on enquiry
- States its fees and charges on enquiry.
- Outlines its fees and refund policy in the Student Handbook.
- Enrolls applicants to its courses on the basis of access and equity.
- Recognises qualifications issued by registered training organisations within the Australian Qualifications Framework (AQF).
- Provides up-to-date facilities and equipment in a safe and healthy environment.
- Prohibits discrimination in any form towards any group or individual.
- Employs suitably qualified and experienced staff.
- Conducts fair, flexible, valid and reliable competency based assessments.
- Provides an assessment appeals procedure and opportunities for re-assessment.
- Provides academic support to students or referral to external agencies for additional learning support.
- Refers students to external expert advise for personal and financial support.
- Encourages feedback and evaluation from its stakeholders.
- Maintains accurate, confidential and secure training and financial records.
- Provides timely and accurate information to government agencies and funding bodies.
- Maintains a Code of Ethics, which all employees are obliged to observe.

4 Course Information

4.1 Location and Transport

The College's contact details are as follows:

Address: 88 Shepherd St, cnr Myrtle St
CHIPPENDALE (off Broadway)
Sydney New South Wales
AUSTRALIA 2008

Telephone: (02) 9698 1070 or 9698 1200

Fax: (02) 9319 1950

Email: registrar@makeupeffectscollege.com

Website: www.makeupeffectscollege.com

The College is located in the inner Sydney suburb of Chippendale, within five minutes walk of City Road, Broadway and Cleveland Streets. These streets are major thoroughfares and are serviced by taxis and regular bus services.

The College is within fifteen minutes walk of Sydney's Central Railway Station.

Full-time students of the College who are Australian citizens and are not in paid employment are entitled to a government travel concession which entitles the holder to discounted fares on State bus, ferry and City rail train services. Concession applications are available from the Registrar's office for those students who wish to apply for a travel concession.

Taxis are easy to find on City Road, Broadway or Cleveland Street.

In the likelihood of the college moving premises, students will receive 21 days written notification.

4.2 Course Timetable

The College offers the following accredited courses:

Course Title	Duration	Average Total Hours	Classes
CERTIFICATE IV in Make-up	1 year full-time 37 weeks	700 (& professional work experience)	Monday-Thursday 9.30am – 3.00pm
DIPLOMA in Make-up	1 year full-time 36 weeks	680 (& professional work experience)	Monday-Thursday 9.30am - 3.00pm

4.3 Scholastic year

The year is divided into two semesters of approximately eighteen weeks. Each semester is in turn divided into two terms, usually of eight to nine weeks duration.

Full time students will attend lessons for twenty hours per week: Monday to Thursday between 9.30 am and 3.00 pm with a half hour break for lunch.

Certificate IV in Make Up is conducted over 37 weeks, including orientation week.

Diploma of Make Up is 36 weeks.

Part time courses are usually conducted on Monday and Tuesday evenings between 5.30 pm and 8.30pm or Saturdays 10-4pm.

It is a Department of Immigration and Multicultural and Indigenous Affairs requirement that overseas students can only study on a full-time basis.

4.4 Overseas Student Requirements

Overseas Students must obtain a Student Visa for the duration of their studies in Australia.

It is the responsibility of the overseas student to maintain the correct visa during their residency in Australia.

If an overseas student attends less than 80% of the course the college is required to contact The Department of Immigration and Multicultural and Indigenous Affairs. This applies to all absences even where medical certificates are provided. DIMIA will take into account any medical certificates when making a decision.

Under current immigration regulations, a full fee paying overseas student must show evidence of adequate health insurance arrangements. Such arrangements should be in the form of Overseas Student Health Cover and cover should be effective from the date of arrival in Australia. This cover must be maintained for the duration of the student's stay in Australia.

For further information regarding overseas student requirements see

www.studyinaustralia.gov.au

For all visa enquiries, contact the Commonwealth Department of Immigration and Multicultural Affairs. Contact details are: Website: <http://www.immi.gov.au/>

Office	Address	Telephone
NSW Headquarters (visit by appointment only)	190 George St SYDNEY	131 881
Central, Sydney CBD Office	26 Lee Street Sydney	131 881
Parramatta Office	2-12 Macquarie Street Parramatta	131 881

4.5 Course Induction

Students enrolled in the Certificate IV make up course will attend an orientation week at the start of their course. Students will be informed of college obligations and course procedures. The students will be given an overview of the course requirements for the scholastic year, and a run through of the handbook. Students will also receive their professional make up kit during this week and will have the opportunity to hear important product knowledge regarding the contents of the kit, their ingredients, uses and application methods.

4.6 Attendance

Students are to arrive at the College around 9.00am to set up ready to start by 9:30am. The only exceptions to this are when a student is on location, ill, or has given prior notice of an appropriate reason for their lateness. If a student is ill they must notify the College by 9.45am. Absences of more than two days require a doctor's certificate.

It is the students responsibility to report to the person marking the roll if they are late for class otherwise they could be marked absent.

Students who attend less than 80% of classes may not eligible to graduate from the course. For overseas students the minimum attendance required is 80% .if this is not adhered to the college is required to notify the Department of Immigration as stated on student visa condition 8202.

Because of the reliance on all team members within the film, television, theatre and fashion industries, punctuality is vital and regarded as essential. Poor attendance and lateness reflects on the College and the student. The industry motto of "time is money" indicates the seriousness with which the industry views attendance patterns, and you do yourself and your artist a disservice by making them wait for you. Students must develop good practices at the undergraduate level in preparation for the expectations that will be asked of them once they enter the industry.

4.7 Professional Industry Experience (P.I.E)

Students are expected to do a minimum of twenty-five vocational placements or professional industry experience sessions per year. The range of vocational placements for first year students will generally include make-up for secondary school productions, AFTRS student productions and work in the fashion and photography industry. Second year students will generally undertake placements on film and video features or commercial shoots. All students are encouraged however to gain the widest possible range of experience whilst at the College. These experiences will be monitored and students will be required to present evidence of the various skills undertaken. Students may be assessed on their work experience activities and participation and should therefore prepare and present themselves appropriately at all times on location.

4.8 Participation

It is a course requirement that all students participate as models for make-up applications by fellow students. Students who have a condition, which prevents the application of make-up to their face and neck by other students, will not be able to use fellow students as models for their own work and will instead be required to provide their own models for all class work. If a student knows of a particular allergy/ potential allergic reaction to certain hair and make up products or a contagious disease/infection they should advise their trainer or the head teacher/course coordinator immediately or preferably in advance of any lesson where reaction may occur.

4.9 Tea and coffee facilities

Tea and coffee making facilities are available for students' on the third floor. Students must provide their own tea, coffee, milk and sugar. Students are responsible for cleaning up after themselves. Please report if the refrigerator needs de-frosting. Students must exercise care when using the microwave oven, and always leave it clean and ready for re-use.

4.10 Text books / Reference Material

The College recommends the following references as a guide to suitable books for students:

Area of Specialty	Title	Author	Publisher	ISBN
MAKE UP	The Face as a Canvas	CORREY, Irene		
	Masks of Reality	CORREY, Irene		
	The Technique of the Professional Make-up Artist	KEHOE, Vincent J R	Focal Press	0-240-80217-9
	Fashions in Make-up	CORSON, Richard		
	The Face of the Century-100 years of make up & style	CASTELBAJAC, Kate De	Thames & Hudson	0-500-01677-1
	Make up for Theatre, Film and Television	BAYGAN, Lee	A&C Black London	0-7136-2430-2
	The Art & Science of Professional Makeup	PLACE CAMPBELL, Stan	Milady Publishing Company Delmar Publishes	0-873-50361-9
	Marie Claire Hair & Make up	CAMPSIE, Jane	Hearst Books	1-588-16278-8
	Stage Make up: The Actors Complete Step by Step Guide to Today's Techniques and Materials	THUDIUM, Laura		
	Stage Make up (9th Edition)	CORSON, Richard		
HAIR	The Complete Make up Artist 2E: Working in Film, Television & Theatre	DELAMAR, Penny		
	Stage Make up Step by Step	SWINFIELD, Rosemarie		
	Manual of Wigmaking	BOTHAM, Mary		

	HAIRDRESSING The Complete Guide	CUTTING, Peter ROSS, Renie	Pearson Education Limited (Longman)	0-582-35798-5
	An Illustrated History of Hairstyles (1830-1930)	DOYLE, Mariah I	Schiffer publishing Ltd	0-7643-1734-2
	Good Hair Days-A History of British Hairstyling	COX, Caroline	Quartet Books Ltd	0-7043-8111-7
	Fashions in Hair	CORSON, Richard		
	Daring Do's (A History of Extraordinary Hair)	TRASKO, Mary	Flammarion	2-08013-549-X
	Hair & Wigs for the Stage	SWINFIELD, Rosemarie	Betterway Books	1-55870-513-9
FANTASY BODY PAINTING	Verushka- Trans-figurations	LEHNDORFF, Vera TRULZSCH, Holger	Thames & Hudson	0-500-23466-3
	Metamorphoses	DIAKONOFF	Dell'arte	Out of print
	Decorated Skin: A World Survey of Body Art	GRÖNING, Karl	Thames & Hudson	0-500-0177-5
FASHION	Serge Lutens	ASSOULINE	Thames & Hudson	2-84323-066-7
	The Art of Make up	AUCOIN, Kevyn	Harper Collins	0.06-017186-3
	Making Faces	AUCOIN, Kevyn	Little, Brown & Company	0-316-28686-9
	Face Forward	AUCOIN, Kevyn		
	X-Ray	FRANCOIS, Nars	Thames & Hudson	0-00-54235-X
	Make up Your Mind	FRANCOIS, Nars	Thames & Hudson	
SFX	Metamorphase	KRUK, Reiko	Bijutsu Shuppan- Sha Ltd	4-568-17045-1
	Special Effects Make-up	KEHOE, Vincent J R	Focal Press	0-240-80099-0
	Making Faces, Playing God: Identity and the Art of Transformational Make up	MORAWETZ, Thomas	Univ of Texas Press	0-292-75247-4
	Special Effects Make up	VINTHER, Janus		
	Grande Illusions (out of print)	SAVINI, Tom		
	Grande Illusions Book 2	SAVINI, Tom		
	Dick Smith Monster Make up Handbook	SMITH, Dick		
	Prop Builders Molding & Casting Handbook			
	Men, Make up & Monsters Hollywoods Masters of Illusion and FX	TIMPORE, Anthony		
	Making a Monster	TAYLOR, Al and RAE Sue		0-517-52862-2
INDUSTRY DIRECTORIE	Encore Directory		Reed Business Information Ltd	
	Production Book			

Magazines that are valuable for maintaining your knowledge of production and make-up / special effects techniques are:

MAKE-UP ARTIST MAGAZINE www.makeupmag.com	WARPAINT MAGAZINE www.warpaint-makeup.com
ENCORE MAGAZINE www.encoremagazine.com.au	CINEFANTASTQUE
FANGORIA MAGAZINE	CINEFEX MAGAZINE
OYSTER MAGAZINE	INSIDE FILM MAGAZINE
VOGUE (Australian, Italian, German, Korean, French) www.vogue.com	IN STYLE (commercial product reference)
NYLON MAGAZINE	HARPERS BAZAAR MAGAZINE

Books can be ordered through the University Co-operatives. The Co-op Bookshop administrates this service. Students can join once for life, and get a discount on purchases every time the membership card is used.

Websites that are valuable for books include:

www.amazon.com

www.barnesandnoble.com

www.ebay.com.au

www.bestwebbuys.com/books

www.buyaustralian.com

www.ablebooks.com

4.11 Representative Organisations

ASMA

The College recommends that graduates join the Australian Society of Make-up Artists (ASMA). The ASMA is provides a good source of information and a place for building contacts. ASMA meeting details are posted on the Student notice board from time to time. For details on joining ASMA or attending a meeting contact the President of the ASMA
Contact details: PO Box 357 Broadway NSW 2007

Media Entertainment and Arts Alliance (MEAA)

MEAA (Media Entertainment and Arts Alliance) is the trade union representing make-up/special effects artists. MEAA has a number of chapters within its structure. The Screen Technicians Association of Australia (STAA) is the chapter to do with film, television and multimedia production. HAMA (Hair and Make-up Association) [the name is subject to final confirmation] has been established within STAA to represent make-up, special effects and hair professionals. The union represents all people working in the industry, whether they are self employed (freelance) or employed by a company.

Address: 245 Chalmers St, Redfern NSW 2016

Phone: 02) 9333 0999

4.12 Accommodation

Overseas, interstate and country NSW students must make their own accommodation arrangements. There is a high demand for accommodation in Sydney, particularly among students at the beginning of the school year. Students are advised to allow 3 to 6 weeks to find suitable accommodation. We recommend you speak to specific real estate agents in the suburbs you are looking to move to. The Sydney Morning Herald on Saturdays has a comprehensive list of rentals and there are many web rental search engines such as www.domain.com.au that can help students find accommodation.

4.13 Library

The College has an extensive, though restricted, library specialising in publications covering all aspects of make-up. Some reference books from this collection are available to students for viewing whilst on College premises. Photocopying is not available for those books owing to the age and thickness of the books. A full catalogue of the books and videos available in the College's library is available on request. Contact either the College Principal to arrange access to books or videos for viewing. Always refer to your local library, however other potentially useful libraries in the Sydney area include

Library	Campus	Address	Telephone
Fisher Library	University of Sydney	City Road Chippendale	02 9351 2993
State Library of NSW	Mitchell Library	Macquarie St Sydney	02 9273 1414
AFTRS Library (Jerry Topelitz)	Film, TV and Radio School	Balaclava Rd North Ryde	02 9805 6611
City of Sydney Library	Haymarket Branch	cnr George & Hay St Sydney	02 9281 9491
	Town Hall Branch	456 Kent St Sydney	02 9265 9053
Stanton Library	North Sydney	234 Miller St North Sydney	02 9936 8400
National Art School Library	East Sydney College of TAFE	Forbes St Darlinghurst	02 9339 8666
COFA Library	College of Fine Arts, University of NSW	Selwyn St Darlinghurst	02 9339 9555
Woollahra Municipal Council Libraries	Public Library	548 Old South Head Road Double Bay	02 9391 7100
NIDA Library	Kensington (opposite UNSW)	Anzac Parade Kensington	
Sydney College of the Arts	Rozelle	Darling Street Rozelle	
Ultimo TAFE	Ultimo Campus	Ultimo	

4.14 Bookshops

A number of bookshops are located near the College and throughout Sydney. The bookshops listed below include general bookshops and specialist bookshops. They generally have a good range of books covering aspects of make-up, media, cinema and the arts, particularly the performing arts and visual arts.

Bookshops	Address	Telephone
Abbey's Bookshop	131 York St, Sydney	02 9264 3111
Angus & Robertson	168-174 Pitt St, Sydney	02 9235 1188
Ariel Booksellers	42 Oxford St., Paddington	02 9332 4581
Art Gallery of NSW Bookstore	Art Gallery Rd, Sydney	02 9225 1718
Bridge Bookshop (specialising in ESL and foreign language)	10 Grafton St, Chippendale	02 9211 1660
Barnes Products (Not a book shop, but has good Make up/ SFX books)	6 Homedale Road, Bankstown	02 9793 7555
Barnes Products	53 King Street, Newtown	02 9557 9056
Borders	Pitt Street mall, Sydney	02 9235 2433
Basement Books (Bargains)	2 Lee St, Central Station (under street line)	02 9211 7726
Berkelow (new & 2nd hand)	19 Oxford Street, Paddington	02 9360 3200
Berkelow (new & 2nd hand)	70 Norton Street, Leichardt	02 9560 3200
Co-op Bookstore	Level 10, 235 Jones St, Ultimo	02 9325 9600
Collins Superstore	Broadway Shopping Centre	02 9211 7749
Dymocks Booksellers	424 George St, Sydney	02 9235 0155
Elizabeth's Bookshop (2nd hand)	126 Oxford Street, Darlinghurst	02 9332 1444
Gleebooks Bookshop	49 Glebe Point Rd, Glebe	02 9660 2333
Gould's Book Arcade (specialising in 2nd hand books)	32 King St, Newtown	02 9519 8947
Galaxy	143 York St, Sydney	02 9267 7222
Kinokuniya	500 George St, Sydney	02 9262 7996
Performing Arts Bookshop	Level 3, Pilgrim House 262 Pitt St, Sydney	02 9267 2257
Published Art	Mary St, Surry Hills	02 9280 2839
MCA Bookstore	140 George St, The Rocks	02 9250 8458

4.15 Medical

The following medical services and public hospitals are available within close proximity of the College. The College endorses no particular medical services and hospitals and only provides the following information to assist students to make their own decision as to the suitability or otherwise of any service on offer.

Hospital	Address	Telephone
Broadway Medical Centre	Broadway Centre Broadway	02 9212 2733
Royal Prince Alfred Hospital	Missenden Rd Chippendale	02 9516 6111 02 9516 8141 Emergency

St Vincent's Public Hospital	Victoria St Darlinghurst	02 9339 1111 02 9361 2520 Emergency 02 9361 2439 Drug & Alcohol Services 02 9361 2625 Smokers Clinic
Sydney Eye Hospital	Macquarie St Sydney	02 9382 7111
Sydney Hospital	Macquarie St Sydney	02 9382 7111 02 9382 2066 Sexual Health Centre
King George V Memorial Hospital	Missenden Rd Chippendale	02 9516 6111 Help Centre for Victims of Sexual Assault
United Dental Hospital	2 Chalmers St Surry Hills	02 9282 0200

4.16 Visitors

Permission must be granted for all visitors to the College, including friends and family who may be attending class as models for your work.

All visitors are required to sign the visitor's book (located at the Shop) on entering and leaving the building. They will be given a visitors tag which must be worn while they are on the premises and returned when they leave.

4.17 Dress

Students' clothing should be clean and presentable. Trousers or jeans and tee shirts are practical. You are expected to wear protective clothing during class time (duster coat, and closed in strong shoes – not slip-ons).

When on location students are expected to dress neatly and sensibly. Make-up artistry is a professional career and artists working in the industry are required to be appropriately dressed at all times. As well as being expected to present a professional image, artists are frequently required to work in physically demanding situations, particularly when on location. For this reason clothing should not only be neat it should be comfortable, durable, and suitable for the prevailing weather conditions.

It is important to dress appropriately for the environment in which you will be working. For example, if working in a muddy paddock, gumboots and casual jeans should be worn. Dress in layers so that you can easily remove cardigans, etc as the temperature increases through the day. Always carry wet weather gear and sun block for sunny days. For studio work flat rubber soled shoes should be worn to protect the studio floors and for your comfort during long working hours.

Please note that students with facial or exposed body piercing are required to remove them whilst having make-up applied.

4.18 Personal Record Keeping

Students are expected to take notes during lectures and they may be required to submit their notes for marking during the year. Always have a calendar and notebook with you. A blank Calendar is included as an addendum to this handbook. Always check the student notice board for updates to timetables – usually two weeks in advance.

Students are expected to keep a record of work undertaken during the course. Students should always complete location, make-up, hair and continuity notes for each location or work placement for future reference or pickup shots. .

Where appropriate take photographs of all make-up, hairdressing, sculpture, special effects and location work. These photos will assist with class notes and contribute to a personal portfolio that the student can use as part of their CV. *NOTE: On many film sets and other large productions cameras are not permitted. Always check with the supervisor before taking photographs.*

Video recordings of students' work can be arranged through teaching staff. Students are required to provide their own VHS videotape. The college may take digital still images of various works throughout the year. You may ask to purchase copies of your work on a CD-Rom at the end of the college year. These images are at your own cost and available only at the college's convenience. Please refer to the student disclaimer on digital images.

5 Legislative and Regulatory Requirements

The Art & Technology of Make up College is bound by and operates within the following legislative and regulatory requirements:

- The NSW Occupational Health and Safety Act 2000
- Work Cover New South Wales
- Anti-Discrimination Act 1977
- Industrial and Commercial Training Act 1989 No 66
- Education Services for Overseas Students (Registration of Providers and Financial Regulations) Act 1991.
- Privacy and Personal Information Protection Act 1988
- NSW VETA Act, 1990
- Affirmative Action (Equal employment opportunity for women) Act, 1986
-

Copies of these are located in the college office and can be accessed via the College Registrar or Course Coordinator.

5.1 NSW Occupational Health and Safety Act 2000 and Work Cover NSW

The provisions of the NSW OH&S Act cover every employer, employee and client at a place of work. For the Art & Technology of Make up College this extends not only to staff, but also to students and visitors to the College. The main objective of the Act is to safeguard the health, safety and welfare at work of all workers and to maintain for them a healthy working environment.

The Art & Technology of Make up College guarantees to meet its duty of care to staff, students and visitors by providing a healthy and safe environment in which to work and study.

In case of fire, the trainer and students are to make their way to the nearest exit via the fire-isolated staircase, following the illuminated exit signs, and meet on the corner of Shepherd and Myrtle Sts.

The College is a **NON SMOKING** environment. Both students and staff are forbidden to smoke whilst on College premises.

A First Aid Kit is located in the office behind the shop.

Students are responsible for:

- ensuring the prevention of injury and disease to themselves, their fellow workers and visitors to our college.
- identifying and reporting to the principal or course coordinator any possible hazards from equipment, facilities and the environment.
- advising on and supervising the safe and healthy work practices of other students.
- identifying and advising the college of any contagious diseases or temporary illnesses that they contract.

5.2 Anti-Discrimination Act 1977

The Art & Technology of Make up College is committed to providing a fair and equitable workplace and school for its staff, students and visitors. Any discrimination, harassment or bullying of staff, students or visitors because of their sex, pregnancy, race, colour, nationality, ethnic or ethno-religious background, marital status, physical or intellectual or psychiatric disability, homosexuality or age will not be tolerated.

Students are responsible for:

- ensuring non-discriminatory behaviour at all times and providing equal opportunities to all fellow students in our courses
- actively discouraging any discriminatory behaviour, harassment or bullying of students in our courses
- reporting any discriminatory behaviour, harassment or bullying to the principal or course coordinator.

5.3 Education Services for Overseas Students ESOS Act 2000

The Art & Technology of Make up College is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). As a registered college the Art & Technology of Make up College is committed to complying with all regulations set out by the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA).

5.4 Access and Equity

The Art & Technology of Make up College provides equal access to training delivery and assessment services for all students. Where possible, we conduct flexible training to meet specific needs of individual students.

After submitting a student enrolment form the college requires potential students to sit an assessment to gain entry to the college, this may include the presentation of a portfolio of work. For students enrolling from overseas, where English is not their first language, they need to provide evidence of their English language proficiency, as stated by Immigration and Multicultural Affairs Department regulations. The minimum level of English proficiency accepted by this college is an IELTS score of 5.5.

The learning support strategies used by trainers at Art & Technology of Make up College include:

- Pre-teaching technical terminology.
- Demonstrating procedures.
- Video lessons-where students are able to discuss and develop critical thinking and discussion techniques for supervising and developing their own work and work of their peers.
- Providing maximum opportunities for 'hands-on' experience and practice.
- Ensuring individual support and advice to students.
- Encouraging students to work at their own pace.
- Where necessary inviting students to record training session on an audiotape or taking photos to document the process.
- Providing written learning material and illustrations to reinforce the learning.

Students with learning difficulties beyond our areas of expertise will be referred to external specialist agencies.

Recruitment to the Art & Technology of Make up College is carried out in an ethical manner in accordance with Access and Equity principles

5.5 Privacy and Personal Information Protection Act 1998

This act is designed to protect privacy by regulating the collection, storage and use of personal information

What is 'personal information'?

Personal information is any information, including an opinion that relates to an identifiable person. Information does not have to be sensitive or confidential to be classified as 'personal'. It is not necessary that the information specifically identify a person. It is enough that identity could 'reasonably be ascertained from the information'.

What does not count as personal information?

Information in a publicly available publication, such as the College calendar or the graduation program/booklet, even if that information may be of a 'personal' or 'sensitive' nature.

Personal information may be collected only:

- for purposes directly related to a function or activity of the College
- from the individual to whom the information relates, unless otherwise authorised
- in circumstances where the individual from whom it is collected is made aware of the following:
 - * the purpose for collecting it
 - * the intended recipients of the information
 - * whether supplying the information is mandatory or voluntary
 - * the right to gain access to and correct the information
- if reasonable steps are taken to ensure that the information is
 - * relevant
 - * accurate and up to date
 - * not excessive
- and that collection of it does not unreasonably intrude on the individual's personal affairs.

Storage and Access

Where the College stores personal information it must ensure that the information is:

- * kept no longer than necessary
- * disposed of appropriately
- * protected by reasonable security safeguards
- * protected from unauthorised use or disclosure when made available to a third party for provision of a service to the College
- provide individuals with sufficient information about the College holdings of personal information.

- provide individuals with access to personal information about themselves.
- comply with individual requests to amend personal information to ensure that it is relevant, up to date, complete and not misleading.

Use and Disclosure

In proposing to use or disclose personal information, the College must:

- take reasonable steps to ensure that the information is accurate
 - use it only for:
 - * the purpose for which it was collected
 - * a directly related purpose
 - * a purpose to which the individual has given consent, or
 - * prevention of a threat to life or health
 - disclose it only for a purpose:
 - * directly related to the purpose of collection and where the individual is unlikely to object
 - * where the individual has been informed, or is likely to be aware, that the information is usually disclosed to the person or body in question, or
 - * where disclosure is necessary to prevent or lessen a threat to life or health
 - not disclose personal information about a person's ethnic or racial origin, political opinions or religious beliefs
-

6 Training Delivery and Assessment Services

6.1 Trainer Qualifications

Trainers at the Art & Technology of Make up College must have the minimum trainer qualifications stated in the training package documents and as required by the AQTF. This means Certificate IV in Assessment and Workplace Training BSZ40198 (or equivalent), plus technical competence and a minimum of 5 years industry experience and relevant work experience in the last 5 years at or above the level they are training and/or assessing. Guest speakers will be brought in for training in areas of specialist knowledge and for providing additional information for industry practice. These guest speakers are required to have at least 5-years industry experience in their chosen field.

6.2 Student Recruitment

Recruitment to the Art & Technology of Make up College is carried out in an ethical manner in accordance with Access and Equity principles. All enquiries for participation are provided with the Art & Technology of Make up College brochures. Acceptance to full time study is subject to a make up assessment and/or portfolio submission, where the extent to which the course outcomes and pre-requisites match the needs of the student.

Enrolment Procedure:

- Student contacts the school by telephone, fax, email, on-line or in person.
- Student is sent the college brochures detailing information on the college, fee structure and refund policy.
- Students may call or visit the college to make further enquires or arrange a tour of the studio.
- Student completes enrolment form.
- Student attends the college for a make up assessment or submits a portfolio of work.
- On acceptance the student is sent an acceptance letter to the college, if a student is not accepted for any due reason they will receive a letter of decline
- On payment of a deposit the student is issued a receipt, and notification that their position is now secured for the course.
- Student is given a student number and a database record is established.

6.3 Delivery of Training

The Art & Technology of Make up College offers training in the following National CUF01 Film Television Radio Multimedia Industry Training Package.

To receive a qualification in ***Certificate IV of Make up CUF40203*** students must demonstrate competence in all of the units of competency:

- Design, Apply and Remove Make up
for: Film, TV, Theatre, Fashion, Bridal, Photography, Ballet and Face Painting Casualty Simulation, Sculpture into Special Effects
- Develop and Apply Industry Knowledge
- Implement workplace health, safety and security procedures
- Breakdown a script
- Conduct Research
- Dress (style) hair
- Dress (style) wigs
- Maintain make up continuity
- Maintain wigs and hairpieces
- Collect and Organise Information
- Work with Others
- Design and Apply Make up for Photography (Beauty Package)

A Statement of Attainment in *Certificate IV in Make up* can be issued if students complete only some of these units of competency. The certificate will state the units that the student was assessed competent in.

Students will additionally complete 1 unit from the Diploma course and receive a Statement of Attainment in the Diploma of Make up CUF50203. This unit will be completed in Term 4.

Specialist

- Design, Apply and Remove Period and Specialised Make up including: Ageing techniques, Making and Applying bald caps, Body Painting

To receive a qualification in ***Diploma of Make up CUF50203*** students must demonstrate competence in all of the units of competency:

- Develop and Apply Industry Knowledge
- Implement Workplace Health, Safety and Security Procedures
- Design, Apply and Remove Special Effects Make up

Including: Foam Latex Rubber Appliances, Pieces and Props

Severed Hand Props

Puppet Heads- Foam Latex

Cut Throats- Foam Latex Piece with Blood Bag

Prosthetics- for Full Face and Individual Pieces

Old Age Stipple Make ups with Gelatin Pieces

Bald Cap Make ups

Cast, Sculpt, Mould and Fit Acrylic Teeth

Cast, Mould, Paint Resin Eyes

- Design, Apply and Remove Make up
- Maintain Wigs and Hairpieces
- Maintain Make up Continuity
- Dress (style) wigs
- Conduct Research
- Conduct a Briefing
- Develop a Budget
- Make Presentations
- Manage a Project
- Breakdown a Script
- Manage a Budget
- Coordinate the purchase and hire of equipment/supplies
- Design, apply and remove period and specialised makeup
- Originate and develop the concept

A ***Statement of Attainment in Diploma of Make up*** can be issued if students complete only some of these units of competency. The certificate will state the units that the student was assessed competent in.

6.4 Learning Support

The learning support strategies used by trainers at the Art & Technology of Make up College include:

- Pre-teaching technical terminology.
- Demonstrating procedures.
- Providing opportunities for 'hands-on' experience and practice.
- Ensuring individual support and advice to students.
- Encouraging students to work at their own pace.
- Where necessary inviting students to record training session on an audiotape or videotape.
- Providing written learning material and illustrations to reinforce the learning.
- Encouraging students to develop their research skills.
- Students with learning difficulties beyond our areas of expertise will be referred to external specialist agencies where appropriate.

Students with learning difficulties beyond our areas of expertise are referred to external specialist agencies.

6.5 Conduct of Assessment

Assessment is conducted in accordance with Standards 8 and 9 of the *Australian Quality Training Framework for RTOs*.

Assessment is competency based against the standards outlined in the units of competency in the CUF01 Film Television Radio Multimedia Industry Training Package qualifications. It includes:

- Diagnostic assessment to determine training needs
- Formative assessment during the training
- Summative assessment of performance at the completion of training
- Recognition of prior learning or recognition of current competency

Assessment is conducted in a simulated workplace and involves the collection of sufficient evidence to demonstrate competence. This may include:

- Measurement of products made or services delivered
- Observation of processes carried out
- Measurement of knowledge and understanding
- Observation of attitudes demonstrated.

Assessment methods may include:

- Demonstration of skills
- Production of a piece of work
- Written and oral questions
- Group discussions

- A portfolio of work
- Oral presentations

The outcomes of assessment are *Competent* or *Not Yet Competent*. Those assessed as *Not Yet Competent* can request a re-assessment. Overseas students, who are required to repeat units of study, may only repeat the unit once in accordance with Code 40 of The National Code of Practice.

During the course, the course co coordinator or Registrar maintains individual student assessment records, in hard and soft copy.

6.6 Assessment Appeals

Students who are dissatisfied with a *Not Yet Competent* decision can appeal the decision. This involves speaking to the assessor to request a review of the evidence. The principal may organise a re-assessment with an independent assessor

6.7 Mutual Recognition

AQF qualifications and/or Statements of Attainment issued by any other RTO are recognised by the Art & Technology of Make up College. We reserve the right to verify the authenticity of such documents as required and to determine the currency of the units of competency/modules indicated on the testamur.

6.8 Recognition of Prior Learning (RPL)/ Recognition of Current Competency (RCC)

Students who believe they already have the skills and knowledge required to demonstrate competency can request RPL/RCC by completing the form titled Request for Recognition of Prior Learning. Students must provide valid, sufficient, current and authentic evidence to demonstrate competency. The assessor may require the student to undergo a challenge test. The cost for RPL is to be born by the student.

7 Issuance of Qualifications

The Art & Technology of Make up College issues qualifications and Statements of Attainment that meet the requirements of the *AQF Implementation Handbook: Third Edition, 2002* and the *Film Television Radio Multimedia Industry Training Package* qualifications on our scope of registration.

During the conduct of the course students' assessment outcomes are entered into the database. On successful completion of all assessment tasks the assessment records are collated and the appropriate credential is issued.

Where a student does not complete the entire course of study a Statement of Attainment is issued for successful completion of individual units of competency.

The units of competency that have been achieved are identified on the testamur by the national code and title.

The qualification issued uses the national provider number for the Art & Technology of Make up College.

The students' records remain confidential and are archived for 30 years.

8 Fees, Charges and Payments

Our full time courses are conducted during the NSW school terms. Fees are payable in advance at the beginning of the year or with the option of two payments prior to course commencement and then two additional payments at the beginning of Term 2 and Term 3. In regard to any matters regarding payment, please contact the College Registrar to discuss your options on a confidential and personal basis.

The college reserves the right to exclude any student who is outstanding on their fee payments. Continued failure to pay fees will jeopardise the students progress through the course and in extreme circumstances could result in the College refusing to award qualification to a student with unpaid fees.

The payment of all fees and charges is receipted and dated at the time of payment. Records of fees receipted and dated are maintained and secured.

8.1 Additional Costs

Students are required to obtain various additional items for the course. Please refer to the 'Domestics List' for exact items required and advisable places of purchase. Students may additionally need to purchase materials if their stock runs out or they have a specific project/experience, which requires the use of bulk quantity of colour or product.

8.2 Refund Policy

A deposit of **(\$2,500)** of the course fees must be paid prior to the commencement of the course when submitting an enrolment form.

1. The payment of all fees and charges is receipted and dated at the time of payment. Records of fees receipted and dated are kept, maintained and secured.
2. Requests for cancellation or transfers will be accepted in writing prior to the commencement of the course:-
 - a) If received not less than 14 days prior to the commencement of the course, a refund will be made of the full deposit less the cost of any make-up kit* **(\$1500.00 being for the cost of the make up kit)** supplied to the student and an **\$150** administration fee
 - b) If received less than 14 days prior to the commencement of the course, a refund will be made of the full deposit less the cost of any make-up kit* supplied to the student and an **\$500** administration fee.
3. If a student withdraws from the course after its commencement, the student must either: -

- a) Pay the total cost of the course, or;
 - b) Defer the course to the next available course within 1 year of the initial course commencement date provided the Art & Technology of Make up College (ATMC) is offering such a course and a place is available. Where a course is deferred in this way (after the commencement date of the course enrolled in) the deposit will be kept and a further administration fee of \$500 is payable by the student.
4. Where a student is prevented from completing the course due to illness, verified by a medical certificate acceptable to the College, the ATMC will use its best endeavors to enable the student to defer the course to the next available course within 1 year of the start date of the initial course, provided such a course is available. In the event that for any reason the ATMC is unable or unwilling to place the student in an alternative course, the student will be entitled to a refund of fees paid pro rata to the course completed less an administration fee of \$500.00 and less the cost of any make-up kit* (\$1500.00). In all other cases where a student does not complete a course, the total cost of the course is payable by the student including the cost of the make-up kit if supplied *(\$1500.00).
 5. The ATMC reserves the right to change course dates and venues or to cancel courses if necessary. In the event that a course is cancelled, the ATMC will use its best endeavors to transfer the student to another appropriate course. If such a course is unavailable the student will be entitled to a full refund of any fees paid.
 6. In the event the ATMC is unable or unwilling to provide a course in full to a student, once the student has commenced the course, and clause 8 does not apply, the ATMC shall refund to the student the total amount of the course less the cost of any make-up kit *(\$1500.00) and other materials supplied to the student, and the student shall have no further rights or entitlements or make any claims whatsoever against the ATMC, of and incidental to the ATMC's failure to provide the student with the course in full.
 7. The ATMC reserves the right to expel any student who is in arrears on their fee payments, does not attend classes, or is in breach of the College's Student Conduct Code. Any expulsion will only occur after a student is given written warning by the College, and the student fails to make good his/her default within the time stipulated in the warning. In the event a student is expelled, the student must pay the total cost of the course and no refunds will be given. Such circumstances could result in the College refusing to award qualifications to a student.

** Australian Health Department regulations stipulate that the professional make-up kit, once received by the student cannot be returned in exchange for a refund.*

The Art & Technology of Make-up College does not circumscribe the student's right to pursue other legal remedies. This agreement does not remove the right to take further action under Australian consumer protection laws.

9 Records Maintenance

The Art & Technology of Make up College abides by the National Privacy Principles. Student information is not disclosed to anyone outside the school without the student's consent. Student records are confidential and available to the student only and on request. Records of attendance, assessment outcomes and qualifications issued are kept accurate, up-to-date and secure.

The college is required to keep copies of student records for a period of 30 years. Students must bare the cost for re-issue of records and awards.

9.1 Training Records

The Art & Technology of Make up College training records include:

- Student enrolment and fees
- Student attendance details for each session
- Class timetables detailing date and time of training session and trainer
- Records of assessments that include records of formative and summative assessment of competencies and reports of all RPL/RCC assessments
- Transcripts of students' outcomes

Computer records are backed up fortnightly and stored on CD. Archived records are secured and stored on-site.

9.2 Student Records

The Art & Technology of Make up College reserves the right to verify student results and qualifications presented by prospective students by checking with the issuing body and/or contacting referees nominated by the applicant. Individual student files are stored in the upstairs office. These contain records and/or copies of:

- Application of enrollment
- Contact details
- Course payment details
- All correspondence e.g. email, fax, letters
- Student results and academic transcripts
- Record of liaison details with course coordinator
- Signed student contract

10 Facilities and Equipment

The Art & Technology of Make up College is maintained as an authentic make up and effects workplace environment. The facilities and equipment are set-up, checked and maintained regularly to ensure effective and efficient operation.

Students have access to necessary instructional and assessment facilities, materials and equipment. Training facilities include:

- Specialist products and equipment
 - Adequate acoustics, ventilation and lighting
 - Amenities for coffee and lunch breaks
 - Toilet facilities
 - Accessible references and resources including an extensive, though restricted, library specialising in publications covering all aspects of make-up.
-

11 Grievance Procedures

Students may appeal to the College against a decision relating to assessment, exclusion, course unit exemption or other related matters. The College policy for dealing with such appeals has a three tiered approach. Once a decision has been judged at the highest level of this appeal process no further appeal is possible within the college.

1. Grievance/Appeals must be in writing and lodged with the Registrar within fourteen days of the matter arising.
2. Grievance/Appeal documents must indicate the nature of the grievance/appeal and state the grounds for appeal. Documentary evidence should be supplied with the application where relevant.
3. The College will deal with the matter through the following process, where appropriate.
 - a) Interview conducted by the Head Teacher, and where applicable with a member of the Make-up Advisory Board;
where this fails to resolve the issue;
 - b) Interview conducted by the Principal;
where this fails to resolve the issue;
 - c) The matter will be referred to the College Advisory Board for comment and resolution.
The Advisory board will consider the matter within ten working days of the date of submission to the Board. The Board, through the Principal, will advise the student of the resolution within five working days of the decision. There shall be no further right of appeal.
4. A student may appeal against an assessment decision on the following grounds:

- a) Assessment requirements were varied without consultation or in an unreasonable way;
 - b) Assessment requirements were applied in a discriminatory way;
 - c) An error has been made in the computation of a grade;
 - d) Due regard was not paid to evidence of illness or misadventure submitted during the semester which is purported to explain poor performance in the unit.
5. Assessment appeals may be referred to an external assessor for arbitration. Only one external assessment will be provided and the decision reached by that assessment would be final.
6. A student may appeal against a decision to exclude them from a course or unit on the following grounds:
- a) Equal opportunity principles were not applied;
 - b) There were matters outside the student's control that contributed to the student's failure to meet the required standards for entry to the course/unit, and that those matters are unlikely to operate in the future;
 - c) Incorrect information was supplied to the student during the selection process;
 - d) The selection process was not followed correctly;
7. The role of the Advisory Board of the College in addressing matters brought before it is to ensure that due process was followed, not to re-assess academic work. The Board may ask for further written evidence or hold interviews with relevant parties at their discretion.

12 Student Responsibilities

- Students are to arrive at the College around 9.00am to set up ready to start by 9:30am. The exceptions to this are when on location, ill, or when a student has given prior notice of an adequate reason why they will be late on a given day.
- If a student is absent for more than 2 days they are required to supply a doctor's certificate. There are minimum attendance requirements for the award of any College qualifications.
- All Students must report to the person marking the roll upon arriving and leaving the College otherwise they will be marked absent.
- Students need to make themselves aware of their rights and responsibilities under all relevant government legislation and College policy outlined in the student handbook.
- Students must show respect for fellow students, instructors and staff at all times. It is the duty of the College to protect students and staff from harassment of any kind and any such problems should be reported to the Director without delay
- It is the student's responsibility to ensure they meet all attendance requirements of the course.
- All mobile phones are to be switched off upon entering the classroom. No private phone calls are to be taken through the college during class, Messages will be taken by College staff and calls can be returned during breaks. Calls relating to locations may be made during class time with the instructor's permission.
- Students are entitled to ask questions about any part of the curriculum they may have difficulty with, or request assistance with any specific learning problems. Do not hesitate to contact the Course Coordinator if you have any of these needs.
- This is a NO SMOKING BUILDING. Fire safety regulations must be observed at all times.
- Students are encouraged not to eat in the building.
- Tea and coffee making facilities are available in the student common area and may be used during breaks. Students must provide your own tea, coffee, milk etc and are responsible for cleaning up after themselves. Students are prohibited at all times from using the staff kitchen facilities.
- Strict hygiene must be observed at all times in use and care of equipment, brushes, lipsticks, etc. All equipment must be kept clean and well maintained and a high standard of personal hygiene is a necessity.

- Equipment, hair and make up materials must not leave the building under any circumstances without specific permission. Written requests for the loan of items of equipment may be approved. After permission has been given you must sign the loan book when taking the equipment and on returning it.
- The studio and equipment must be treated with respect at all times. When using irons, heaters and chemicals, you must observe all safety precautions out of consideration of yourself, others and the College building.
- Students must be aware of appropriate dress requirements when on location. It is important that all students present and deport themselves in a professional manner both as representatives of the College and as prospective members of a demanding and highly competitive industry.
- It is the students' responsibility to catch up on missed classes. Friday is set aside for this purpose as well as for project work, camera work and research.
- The studio and equipment must be treated with respect at all times. When using irons, heaters and chemicals, you must observe all safety precautions out of consideration of yourself, others and the College building.

Australian Society of Make-up Artists Code of Best Practice (August 2001)

Reference: SKIN PENETRATION CODE OF BEST PRACTICE

(Reproduced with the permission of the Society)

Preventing Disease Transmission

Skin that is intact, without cuts, abrasions or lesions, is natural protective barrier against infection. Penetrating the skin can introduce infective micro-organisms into the body. Infection can occur if equipment that pierces, punctures or penetrates the skin is contaminated, or can occur from person to person contact with blood or other body substances. The use of infection control techniques this can reduce the potential for cross infection.

Unhygienic practices and procedures may affect the health of both the make-up artist and the actors

Skin infections can also occur without breaking the skin. For this reason all equipment is to be cleaned between actors to eliminate the potential to spread infection. Equipment that does not penetrate the skin, but comes in contact with the skin can spread staphylococcal, streptococcal and pseudomonas infections, all of which are bacterial infections. Other types of skin infections can include herpes (a viral infection), ringworm or tinea (fungal infections), scabies (a form of mite infection).

Micro organisms are everywhere; they live on the skin, in food and dirt. They are easily spread between clients and operators and are easily transferred by contact with unwashed hands, soiled equipment, or contact with blood or body substances.

Make-up artists must assume that all blood and body substances are potential sources of infection. To prevent the transfer of micro-organisms, make-up artists must perform procedures in a safe and hygienic manner that include standard infection control procedures, maintaining clean premises, equipment and safe work practices. Clean garments should be worn at all times, cotton buds straight into bin, styptic liquid on cuts.

Hand washing

Hand washing and hand care are the first steps in any infection control program. Cuts and abrasions on exposed skin of make-up artist should be covered by a waterproof dressing which should be changed as necessary and when soiled. The surface of hands and nails must be cleaned immediately before and after treatment of each actor.

To protect the make-up artist and actors from micro-organisms, hands must be cleaned:

- Before and after make-up of each actor (wash hands under running water)
- After contact with any blood or body substance
- After touching the eyes or mouth
- Before and after smoking, eating and drinking (smoking in make-up room/bus is prohibited)
- After going to the toilet
- The following is the recommended method to clean hands:

Wet hands;

- Use liquid soap with warm running water
- Rub hands vigorously
- Wash hands all over, including backs of hands, wrists, thumbs and between fingers for 10 –15 seconds

Rinse hands well, and

- Thoroughly dry hands with a single use paper towel, cloth towel – one person use only
- Alcohol based lotions can be used but periodic access to a tap is necessary.
- Use hand cream at least four times a day. Look after your hands, they are your means of employment
- If alcohol based rubs are used they must be used in the same circumstances as when hand washing is required. A sufficient quantity of cleanser must be used to allow for the entire surface of the hands, fingers, wrists to be cleaned.
- Hands should be allowed to air dry.

Best Practice Recommendations

EQUIPMENT

Make-up workstations must always be clean and tidy

All equipment must be cleaned prior to and during use

Tile or palette to be used for crème or liquid bases. (Must be thoroughly cleaned between talent)

Brushes, sponges and powder puffs to be used on one actor only

LIPSTICKS – Measure lipstick onto palette, one use only 1 lip brush per actor

EYELINER, EYESHADOW – Wipe with alcohol between actors

MASCARA – disposable wands to be used at all times, no double dipping

EMERY BOARDS / NAIL FILES

Emery boards and nail files must be single client use or disposable due to the potential to spread fungal infections.

Tweezers should be washed in warm soapy water between actors

RAZORS AND CLIPPERS

It is not recommended to use manual clippers with non-detachable blades as they cannot be easily changed. Detachable clipper blades must be cleaned with soap and water before re-use

Disposable shavers are recommended for shaving. They should be used once and then thrown out.

Electric razors should be one person use only.

COMBS, BRUSHES ETC

All equipment should be cleaned between use, including combs, brushes, rollers, clippers, scissors.

Equipment should not be soaked in solutions of disinfectants unless specified by manufacturers instructions.

Cleaning equipment in warm water and detergent and allowing to air dry should be sufficient.

LINEN

Where linen towels are used, it should be cleaned between clients. Single user paper towelling or liners can be used on benches instead of linen.

Used clean linen must be stored separately. All linen must be washed with laundry detergent and water, rinsed dried and stored in a clean, dry dust free location.

CLEANING

Cleaning involves the use of water, neutral detergent or cleaning agent, and physical or mechanical action and allowed to air dry.

All cleaned equipment must be stored clean and dry. Damaged cleaning equipment does not clean effectively and can transfer micro-organisms to equipment being cleaned and other surfaces. Cleaning items should themselves be cleaned regularly and stored clean and dry.

STERILISATION NOTES:

TOWELS & FABRICS:

Wash in Napisan (or similar) solution – leave soaking for at least one hour. Launder as usual

Small stains may need removing with Sard's Wonder soap (or similar), Rinse in Hot water,

Allow to dry

BRUSHES & SPONGES:

Sterilise with a professional brush cleaner. Then clean using a professional hairdressing shampoo and conditioner. Allow to air dry. Do not force dry make up brushes with a hairdryer as hairs will split causing a change in brush shape and quality.

LOCAL COMMUNITY SERVICES DIRECTORY

MULTICULTURAL SERVICES

Adult Migrant English Program

Tel: 1800114 707

www.nsw.ames.edu.au

Central Sydney Health Care Interpreter Service

Level 6 Queen Mary Building

Grose Street, Camperdown

Tel: 9515 3222

Translation and Interpretation Service

(Department of Immigration and Multicultural Affairs)

Level 6,2 Lonsdale Street, Melbourne

Tel: 131 450 or 1300 655 082 (24-Hour)

MENTAL HEALTH SERVICES

Mental Health Information Services

62 Victoria Rd Gladesville

Tel: 9816 5688 or 1800674 200

Mental Health Coordinating Council

PO Box 668 Rozelle

Tel: 9555 8388

HELP & ADVICE

Credit Helpline- Financial Counselling

14 Belvoir Street, Surry Hills

Tel: 1800 808 488 & 9951 5544

Eastern & Central Sexual Assault Service

Level 9 (East) Queen Mary Building,

Grose Street Camperdown

Tel: 9515 3680

Gay & Lesbian Counselling Service

Tel: 8594 9596

Lifeline

Tel: 13 11 14

LEGAL SERVICES

Legal Aid

Community Justice Centre
Level 13, 227 Elizabeth Street,
Sydney
Tel: 9262 7844 or 1800 671 964

Inner City Legal Centre

2nd Floor, 94 Oxford Street, Darlinghurst
Tel: 9332 1966

Redfern Legal Centre

73 Pitt Street Redfern
Tel: 9698 7277

Women's Domestic Violence Court Assistance Scheme

Redfern Legal Centre
73 Pitt Street Redfern
Tel: 9698 7277

Women's Legal Resource Centre

PO Box 37 Lidcombe
Advice Line. *Tel: 9749 5533*
(Mon-Fri: 9:30am-12:30pm, 1:30pm-4:30pm, closed Wed afternoons)
or for Indigenous Women *Tel: 1800 639 784*

Welfare Rights Centre

Level 5, 414 Elizabeth Street, Surry Hills
Tel: 9211 5300

Rental Bond Board

Renting Services Branch
Department of Fair Trading
Level 4, 234 Sussex Street, Sydney
Tel: 9377 9000

Legal Help

(Referrals to private solicitors)
Tel: 1300 888 529

Anti Discrimination Board of NSW

Level 17, 201 Elizabeth Street, Surry Hills
Tel: 9268 5544