

Glossary

Administration office work involved in running your own business, such as accounts & marketing.

Aftercare advice recommended related advice given to the client following a service.

Airbrush used in the application of make-up for the face, body & hair and also for nail art airbrushing techniques and self tan application. The brush is attached to a compressor by a hose and is held in the hand. In the airbrush, air is mixed with paint before being forced out under pressure to create a coloured spray.

Art Director the term art director is a blanket title for a variety of similar job functions in advertising, publishing, film, theatre and television. Typically this person is responsible for the overall art/design of the project.

Artiste the artiste is the person on whom the make-up is being carried out. This could include models, performers and celebrities.

Assessment (client) techniques diagnostic procedures used to assess the needs of the client to ascertain the service objectives, including verbal questioning and natural observation techniques.

Atrophic scar tissue scar tissue that is lower than the surrounding skin-indentured scar.

Avant-garde images that are radical, daring and in advance of their time.

Back bubbling a technique carried out in airbrushing during the cleaning process and also used to mix colours by blocking the nozzle to redirect the air supply into the cup of the airbrush which will facilitate colour mixing of the paint within the cup.

Bald cap a prosthetic cap which fits over the artistes own pre-prepared hair to give the illusion of baldness.

Body language communication using the body rather than speech.

Camera film it is good practice for the make-up artist to know what sort of camera film is involved in film production or at a photographic shoot when planning their make-up application.

Camouflage make-up cosmetic make-up products used for remedial work to disguise blemishes or scars to the face or body.

Cash flow forecast a document which forecasts money flowing in and out of a business at any given time.

Client groups this term is used in a number of the units and it refers to client diversity. The CRE (Commission for Racial Equality) ethnic group classification is used in the range for these units. These cover white, mixed, Asian, black and Chinese.

Compressor a piece of equipment used to compress air, the air pressure is then regulated by the attachment of a regulator. Used in the application of make-up, nail art airbrushing and self tan application.

Confidential information may include personal aspects of conversations with clients, personal aspects of conversations with colleagues, contents of client records, client and staff personal details (eg addresses and telephone numbers etc) financial aspects of the business, gossip.

Consultation assessment of the client's needs using different diagnostic techniques, including verbal questioning and natural observation. May incorporate a trial service, e.g. bridal make-up.

Consumer and Retail Legislation The Consumer Protection Action (1987) this Act follows European directives to protect the buyer from unsafe products. The Act is designed to help safeguard the consumer from products that do not reach a reasonable level of safety.

The Consumer Safety Act (1978) there is a requirement to reduce the possible risk to consumers from any product that may be potentially dangerous.

The Prices Act (1974) the price of products has to be displayed in order to prevent a false impression to the buyer.

Trade Descriptions Act (1968 and 1972) products should not be falsely or misleadingly described in relation to their quality, fitness, price or purpose, by advertisements, orally, displays or descriptions. Since 1972 it is also a requirement to label a product clearly, so the buyer can see where the product was made.

The Resale Prices Act (1964 and 1976) manufacturers can supply a product at a recommended price, but the seller is not obliged to sell at the recommended price.

The Sale and Supply Goods Act (1994) you, as the seller, must ensure that the goods you sell are: of satisfactory quality – defined as the 'standard that would be regarded by a reasonable person as satisfactory having taken into account the description of the goods, the price and any other relevant circumstances' and reasonably fit – you must ensure, as a seller, that goods are able to meet what you claim they do.

Contingency plan a plan 'B' worked out in advance, just in case something goes wrong.

Continuity the maintenance of continuous action and consistency in detail in the scenes of films or television programmes.

Contract an agreement made between 2 or more parties regarding work. It can be verbal, written or implied.

- Contra-actions** refers to negative reactions from the treatment or products, eg excessive erythema, allergic reactions.
- Contra-indications** conditions or restrictions which indicate a particular service should not be carried out.
- Control of Substances Hazardous to Health (COSHH) (1999)** these regulations require employers to identify hazardous substances used in the workplace and state how they should be stored and handled.
- Cross-infection** this is the transfer of microorganisms through poor hygiene practices by direct contact with another person or indirect contact by infected tools and equipment.
- Custom blended** refers to mixing a variation of products or shades, e.g. foundation to suit individual client requirements.
- Data Protection Act (1998)** legislation designed to protect client privacy and confidentiality.
- Design specification/plan** an initial plan that should be followed for the overall look/image, laid out by the designer or relevant persons for a shoot/film etc. It can be subject to change.
- Disability Discrimination Act (DDA) (1995)** this Act makes it unlawful to discriminate on the grounds of disability.
- Disinfectant** a substance capable of removing or reducing microorganisms.
- Disinfecting hands** this refers to cleansing or washing the hands to an antiseptic level so as to inhibit bacteria.
- Disinfection** inhibits the growth of disease causing microorganisms (except spores) using chemical agents.
- Electricity at Work Regulations (1989)** these regulations state that every piece of equipment in the workplace should be tested every 12 months by a qualified electrician. It is the responsibility of the employer to keep records of the equipment tested and the date it was checked.
- Employers Liability (Compulsory Insurance) Act (1969)** this provides financial compensation to an employee should they be injured as a result of an accident in the workplace.
- Environmental conditions** these include heating, lighting, ventilation and general comfort.
- Equal opportunity** non-discrimination as to sex, race, disability, age etc.
- Equal Opportunity Policy** the Equal Opportunity Commission (EOC) states it is best practice for the workplace to have a written Equal Opportunity Policy. This will include a statement of the commitment to equal opportunities by the employer and the structure for implementing the policy.
- Erythema** redness to the skin caused by irritation, or injury to the tissue.
- Eyelash extensions (Full set)** this covers from the outer corner to the inner corner of the upper eyelid.
- Eyelash extensions (Partial set)** this covers from the outer corner to the mid point of the upper eyelid.
- Strip lashes** these are a length of lashes pre-attached to a non-adhesive strip.
- Flare lashes** these are a collection of individual lashes attached to a non-adhesive bulb.
- Singles lashes** these are a single lash, which are attached to a single natural eyelash by use of adhesives.
- Faux tan** alternative word for fake tan.
- Fire Precautions Act (1971)** legislation that states that all staff must be familiar with and trained in fire and emergency evacuation procedures for their workplace.
- Fire Precautions (Workplace) Regulations (1997)** this legislation requires that every employer must carry out a risk assessment for the premises in relation to fire evacuation practice and procedures, under the Management of Health and Safety Regulations (1999).
- Freelancer** a self-employed person who must have a number of customers and not work exclusively for one.
- Gold leaf** ultra thin layer of sheet gold available from art shops & used in make-up effects.
- High Definition Television (HDTV)** is the technical term for high-resolution image quality for advanced digital camera technology. This innovative technology produces a new visual experience for television screens, creating brilliant visual sharpness that approaches cinema quality.
- Hygiene** the recommended standard of cleanliness necessary in the workplace to prevent cross-infection and secondary infection.
- Hygiene requirements** the standard expected, as laid down in law, industry codes of practice, or written procedures specified by the organisation.
- Hypertrophic scar tissue** scar tissue that is higher than the surrounding skin- protruding scar.
- Incompatibility** this refers to chemicals which do not work together and may have an adverse reaction.
- Keloid scar** growth of hard, raised, irregular scar tissue which spreads beyond the original injury; tending to occur more in darker toned skin.
- Legal requirements** this refers to laws affecting the way businesses are operated, how the salon or workplace is set up and maintained, people in employment and the systems of working which must be maintained. Of particular importance are the COSHH Regulations, the Electricity at Work Regulations and the Cosmetic Products (Safety) Regulations.
- Legislation** laws affecting the conduct of business, treatments, the premises or working environment, people employed and systems of work.
- Lighting effects** discuss lighting effects to be used, prior to designing make-up. Where possible the make-up should be carried out under the same lighting conditions in which it will be finally viewed.
- Limits of own authority** the extent of your responsibility as determined by your own job description and workplace policies.
- Lip stains** cosmetics that will stain-dye the lips with a colour which lasts far longer than traditional lipsticks.
- Make-up effects** can refer to specific make-up techniques e.g. – corrective, glamour, black & white photographic etc.
- Manufacturers' instructions** explicit guidance issued by manufacturers or suppliers of products or equipment, concerning their safe and efficient use.
- Matifying** a matifying cosmetic product which is anti-shine and helps prevent oil from the skin coming through the make-up.

Minors in Scotland a minor is classed under the age of 16. In England, Wales and Northern Ireland a minor is someone under the age of 18. All minors require parental consent.

Mood board a picture made up from selected images to give inspiration, ideas or a predetermined feel/overall image for a photoshoot.

Moisturiser a skin-care preparation whose formulation of oil and water helps maintain the skin's natural moisture by locking in moisture, offering protection and hydration.

Objectives desired outcomes or results.

Opalescent a pearlescent effect.

Organisational requirements make-up artistry/Beauty therapy procedures or work rules issued by the workplace management.

Overspray in airbrushing, refers to the amount of make-up product that hangs around in the air or lands on other surfaces rather than on the intended subject.

Patch test method used to assess the skin's tolerance to products or treatments.

Personal appearance (Make-up Artistry environment) clothing and footwear should be practical and chosen according to your work environment and the type of work being carried out (see each unit). Appearance should be clean and tidy at all times.

Personal appearance (Salon environment) hair is secured away from the face or of an appropriate length and style so as not to interfere with the treatment. Nails are clean, free of varnish and of a suitable length so as not to interfere with the service/treatment. The only permitted jewellery are wedding bands and small, unobtrusive earrings. Shoes should be clean, low heeled and fit securely around the foot. Uniforms should be freshly laundered.

Personal presentation this includes personal hygiene; use of personal protection equipment; clothing and accessories suitable to the particular workplace.

Personal Protective Equipment (PPE) you are required to use and wear the appropriate protective equipment or clothing during airbrushing, colouring, perming and relaxing services. Protective gloves and apron are the normal requirements.

Posture the position of the body which varies from person to person. Good posture is when the body is in alignment.

Practitioner this refers to the person carrying out the treatment or service, eg make-up artist, hairdresser, beauty therapist, nail technician etc.

Pre-production (B16-19) the period of time before filming starts and preparation begins. When a make-up designer works on a production, the first real piece of information they receive is the script. This is reviewed to check hair and make-up requirements.

Pressure Systems Safety Regulations (2000) users and owners are required to demonstrate that they know the safe operating limits (pressure & temperature) of their systems and that the systems are safe under those conditions.

Primers a skin care product designed to 'prime' skin prior to make-up to give a smooth surface as an undercoat. It can help set foundation and even out skin tone, helping the make-up to last longer.

Provision and Use of Work Equipment Regulations

(PUWER) (1998) this regulation lays down important health and safety controls on the provision and use of equipment.

PSI this is an abbreviation of **P**ounds per **S**quare **I**nch relating to the air pressure coming from the compressor through the airbrush onto the skin. This will be adjusted according to the coverage required and the site and size of the area.

Public Liability Insurance protects employers and employees against the consequences of death or injury to a third party whilst on the premises.

Pulsing this is a technique used in airbrushing where the trigger of the airbrush is intermittently pressed to create different textured results. It is also referred to when the airflow is interrupted, causing problems with the smooth flow of airbrush make-up.

Race Relations Act (1976) this Act makes it unlawful to discriminate on the grounds of colour, race, nationality, ethnic or national origin.

Record cards confidential cards recording personal details of each client registered at the salon/workplace.

Relevant person an individual deemed responsible for supervising you during a given task or service, or the person to whom you normally report. Can also refer to an individual whose role is different to your own.

Resources the equipment, products and time required to complete a service or perform a treatment.

Responsible persons this term is used in the Health and Safety unit to mean the person or persons at work to whom you should report any issues, problems or hazards. This could be a supervisor, line manager or your employer.

Sanitation this refers to cleansing or washing to an antiseptic level so as to inhibit bacteria.

Sanitisation this refers to cleansing or washing to an antiseptic level so as to inhibit bacteria.

Service/Treatment plan the stages or plan you intend to follow in carrying out a particular treatment. The basic content of the service/treatment plan include: areas to be treated, type of treatment, known contra-indications, contra- actions, service/treatment advice, client signature, client feedback.

Set bag used to hold all necessary make-up, hair kit and tools for on-set work.

Skin allergy if the skin is sensitive to a particular substance an allergic skin reaction will occur. This is recognised by irritation, swelling and inflammation.

Skin analysis assessment of the client's skin type, tone and condition.

Skin sensitivity tests a test to determine if the client is allergic to the product (eg adhesive) being applied.

Skin tone the colour undertones in the skin, being warm, neutral or cool. Also refers to the strength and elasticity of the skin in beauty therapy terms.

Skin type the different physiological functioning of each person's skin provides their skin type. Skin types include dry (lacking in oil), oily (excessive oil), combination (a mixture of two skin types, e.g. dry and oily) and sensitive.

Special occasion make-up this could include bridal, proms, parties.

Specialised skin products these include eye creams, eye gels, neck creams, primers, serums, acne products, lip balms etc.

Sterilisation the total destruction of all microorganisms.

Stylist the person responsible for deciding the wardrobe requirements and possible overall look.

Target a goal or objective to achieve, usually set within a timescale.

Workplace this word is used to describe the single or multiple areas in which you carry out your work. Normally, this will be a purpose built make-up room in a tv/film studio or photographers through to a salon, clients home or in fact anywhere on location.

Workplace policies this covers the documentation prepared by your employer on the procedures to be followed in your

workplace. Examples are your employer's safety policy statement, or general health and safety statements and written safety procedures covering aspects of the workplace that should be drawn to the employees' (and "other persons' ") attention, pricing policies and customer service policies.

Working practices any activities, procedures, use of materials or equipment and working techniques used in carrying out your job. Lifting techniques and maintaining good posture whilst working are also included.

Workplace (Health, Safety and Welfare) Regulations (1992) these provide the employer with an approved code of practice for maintaining a safe, secure working environment