



Trainee skills

Passport

A framework
for Hair and
Makeup
professional
development

Trainee Passport document for completion

Developed by the Bectu Hair Makeup
and Prosthetics Branch • Feb 2024

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The UK is renowned for having highly talented and skilled crews working within the film and television industry. Structure, training and mentoring processes ensure these standards are maintained.

The Bectu Trainee Skills Passport has been developed to support and nurture new entrants into the industry. It provides a non-compulsory framework for trainees to complete so they can evidence their achievements and use this to gain further employment.

Notes on completing this form

There are no set requirements for how many passports a trainee should fill out, but the trainee is advised to show experience working with a wide range of skin tones and hair types plus work on contemporary and period productions. All completed passports are positive and count as evidence when seeking employment. The Designer or Supervisor who works with the trainee on filling out the passport would be best placed to advise on when a trainee is ready to progress.

For anyone looking to work in the industry from an allied profession, the passport should be completed in order to gain a deeper understanding of the work of hair and makeup artists both on and off set.

Your Privacy

You can complete this document and send it to the dedicated mailbox that is managed by Bectu's Hair, Makeup and Prosthetics Branch. For full details on your privacy and other GDPR issues, please see the Privacy Notice at the end of this document.

Bectu – tel: 020 7346 0900 email: traineepassport@gmail.com

Statement to be signed by the Designer/Supervisor

- I, the Designer/Supervisor of the listed production, commit to supporting the named trainee in their Continuing Professional Development (CPD).
- This will be carried out as on-the-job training by myself or an equally competent person within my team with the relevant skills and knowledge.
- I will carry out regular reviews with my trainee to check progress, and to ensure that the training is being delivered in an appropriate manner.
- At the end of the production, I will provide an overview of the training they have received with appropriate feedback and recommendations that can be used to plan future CPD and/or what to complete on other passports.
- I understand this document can be used to support the above trainee when applying for work as a hair and makeup artist.
- I understand that, once completed, this document will be scanned, saved as a PDF and sent to a **traineepassport@gmail.com** managed by The Chair of Bectu's Hair, Makeup and Prosthetics Branch (LPD) with a copy also sent to the named trainee.
- I understand that the PDF will remain stored within that secure mailbox accessible only by the Bectu Hair, Makeup and Prosthetics Branch Chair, Co-Chair and Secretary. It will not be shared any further unless – with the consent of the person named here as the trainee – a request is made to confirm the authenticity of this document. In this case, the PDF will be forwarded by the Chair / Co-Chair / Secretary to the person requesting proof of authenticity.
- I will not unreasonably refuse a request to have their Trainee Passport authenticated in this way.

Note to the Designer/Supervisor

Once completed, please scan, or save this document as a PDF and email the completed passport to both participants and to **traineepassport@gmail.com** – for more details see the instructions in the Guide to Trainees – below.

Please provide details of the trainee and Designer/Supervisors or designated team member who are contributing to completing this form here:

Trainee name	
Date & Name of Production	
Designer/Supervisor	
Designated team member #1	
Designated team member #2	

Guide for trainees: Filling out the Passport

The Trainee Skills Passport is not related to the Institute for Apprenticeships and Technical Education's standards or the levels that they have set out in their scheme. This scheme is entirely independent of that. It has been created by Bectu's Hair, Makeup, and Prosthetics Branch to support new entrants and trainees.

This Trainee Passport is for logging your progress.

- You will see that there are specific sections on awareness and terminology, makeup skills, hair styling skills, wig skills, and other relevant skills. These sections are not exhaustive, and it is acknowledged that **not all productions will present opportunities that cover all of the list of skills below**. If not applicable, please indicate in the relevant column.
- There is also a section at the end of this document – '**Trainee Skills Passport Log – Summary**' – that you will ask the Designer/Supervisor to complete with you. This is to cover up to three catch-up sessions at which you can get feedback from the supervisor and log your progress.
- You, the trainee, should expect to be supported with opportunities to work on a diverse variety of skin tones and hair types. It is important to recognise the value of working across all hair types and skin tones, and to seek opportunities yourself to broaden your skills and knowledge.
- It is acknowledged that when completing this passport form, a lack of time or opportunity may prevent a skill from being completed. For this reason, it is recommended that trainees complete a number of these passport documents to reflect a variety of jobs and the time taken to embed your skills in practise.
- For anyone planning to work in the industry from an allied profession, the passport should be completed in order to gain a deeper understanding of the work of hair and makeup artists both on and off set. Whilst you may have superior specialist skills, you may not be aware of the many other requirements of the role of a trainee which act as the foundation for a sustainable career as a hair and makeup artist.

- There is no time limit to this process. The trainee is advised to embed their skills to become confident about their abilities. Your Designer/Supervisor will be ideally placed to help you assess when the time is right to step up.

Upon completion of the passport, yourself and the Designer/Supervisor will sign and date the document (you may consider scanning in a signature before saving this document as a PDF). Alternatively, print, sign and scan it to a PDF file.

The trainee and the Designer/Supervisor should keep a copy of signed PDF file and it should also be emailed to **traineepassport@gmail.com**.

This email will only be accessed by the specified members of the Bectu Hair, Makeup and Prosthetics Branch, and only for the purposes of authentication in the event of a dispute.

Trainee Skills Passport Log

Awareness and terminology

Awareness	
Expectations of working as a hair and makeup artist (discuss communication skills, team-working, problem solving, time management, organisation and planning ahead)	
Date discussed:	Date observed:
Professional conduct when an artist is in the chair	
Date discussed:	Date observed:
Professional conduct with peers (discuss in the context of the Hair and Makeup team, and the wider crew)	
Date discussed:	Date observed:
Understanding departmental structure of the Hair and Makeup team and wider production	
Date discussed:	Date observed:
Set etiquette	
Date discussed:	Date observed:
Welfare – awareness of support, reporting structures and resources	
Date discussed:	Date observed:
Understanding call sheets, movement orders and on-set terminology	
Date discussed:	Date observed:
Understanding deal memos, relevant agreements, time sheets & pay	
Date discussed:	Date observed:
Understanding and working with continuity and script breakdowns	
Date discussed:	Date observed:
Demonstrate knowledge of basic digital skills & relevant apps, to communicate with peers & productions	
Date discussed:	Date observed:
Additional notes on awareness and terminology	

Makeup Skills

Use this log to record examples of types of work (listed in the left-hand column) saying whether you were able to observe, to work with a colleague or to work independently on the skill in question.

All relevant skills should be undertaken on a wide range of skin tones.

	Not applicable	Observes other	Work together	Works on own
Makeup				
Straight/natural/ corrective makeup men				
Straight/natural/ corrective makeup women				
Basic application of any of the following: cuts / bruises / scars / grazes / sweat / tears / dirty down / small prosthetic pieces				
Safe use of alcohol activated colours and palettes				
Tattoo coverage				
Makeup completed which is appropriate to the production				
Additional notes on makeup skills				

Hair styling skills

Use this log to record examples of types of work (listed in the left-hand column) saying whether you were able to observe, to work with a colleague or to work independently on the skill in question.

All relevant skills should be undertaken on a wide range of hair types.

	Not applicable	Observes other	Work together	Works on own
Hair styling				
Use of Hair dryer				
Use of hair tongs				
Use of straighteners				
Basic clippers skills to tidy nape lines				
Please list any other methods of hair styling & setting appropriate to the production and actor hair type				
Additional notes on Hair Styling				

Other relevant skills

Use this log to record examples of types of work (listed in the left hand column) saying whether you were able to observe, to work with a colleague or to work independently on the skill in question.

	Not applicable	Observes other	Work together	Works on own
Other relevant skills				
Manicure and/or nail polish application				
Facial hair application (lace)				
Additional notes				

Wigs Skills

Use this log to record examples of types of work (listed in the left-hand column) saying whether you were able to observe, to work with a colleague or to work independently on the skill in question.

	Not applicable	Observes other	Work together	Works on own
WIGS				
Basic understanding of hair prep for wigs e.g. wrapping, pin curls, anchor points				
Understanding the difference between ALL wig types and their differing applications				
Understanding how to clean lace, block wigs, padding blocks and washing wigs according to their type				
A basic understanding of wefts and their care				
Wig setting & styling using a variety of methods appropriate to the production				
Please list any methods used and styles/periods styled				
Additional notes on Wigs				

Team tasks

Use this log to record examples of types of work (listed in the left-hand column) saying whether you were able to observe, to work with a colleague or to work independently on the skill in question.

	Not applicable	Observes other	Work together	Works on own
Main Team work				
Prepare and clean Artists' Bags and the makeup team on set kit bag				
Undertake continuity documentation as per the designer's preference				
Ensure that working areas and kits are clean and labelled				
Store hazardous items as set out in health and safety documentation				
Participate in product ordering or buying – monitor stock levels and undertake inventories				
Prepare the room/truck for the following day of work				
Assist members of the team with makeups/on-set /de-rig as directed				
Additional notes on Main Team work				

Crowd tasks

Use this log to record examples of types of work (listed in the left hand column) saying whether you were able to observe, to work with a colleague or to work independently on the skill in question.

	Not applicable	Observes other	Work together	Works on own
Crowd Room work				
Assisting Crowd Fittings and completing fitting sheets as directed				
Prepare crowd room for following day of filming				
Undertake continuity documentation as per the designer's preference				
Assist on Crowd Days as directed in Crowd Room and/or on set				
Ensure that working areas and kits are clean and labelled				
Store hazardous items as set out in health and safety documentation				
Participate in product ordering or buying – monitor stock levels and undertake inventories				
Additional notes on Crowd Room work				

Summary

This section is to be completed by the Designer/Supervisor in up to three 'catch up sessions' in which progress is reviewed.

	Date	Summary of discussion/feedback given
Review 1		
Review 2		
Review 3		

Continued next page

Final summary & recommendations for any future training from Designer/Supervisor

Blank space for final summary and recommendations.

Feedback from trainee

Blank space for feedback from the trainee.

Trainee signature _____ Date _____

Designer signature _____ Date _____

Supervisor signature _____ Date _____

Please scan this whole document and ensure that a copy is sent to the trainee and the Designer/Supervisor. It must also be emailed to traineepassport@gmail.com

Privacy notice

Trainee Passport Scheme for Hair and Makeup

This scheme is an optional Trainee Passport to guide new entrants or those transferring from allied professions to the skills required by a trainee in hair and makeup departments in the film and television industry.

Data Controller

Prospect is the “data controller” for the purposes of your personal data. Prospect’s main privacy policy can be found at www.prospect.org.uk/privacy. Prospect is committed to protecting your privacy and complying with our obligations under the UK GDPR and Data Protection Act 2018.

ICO Registration Number: Z7184238

Prospect can be contacted at:

- **Post:** Prospect, 100 Rochester Row, London SW1P 1JP
- **Email:** datacompliance@prospect.org.uk
- **Telephone:** 0300 600 1878
- **Prospect’s Data Protection Compliance Officer:**
Tracey Hunt

How do we collect your personal data?

We will collect your personal data directly from you and from your Designer/Supervisor when the passport form is completed and provided to the Bectu Hair, Makeup and Prosthetics Committee for filing.

What information do we collect about you

Personal Details	<ul style="list-style-type: none">• Name of trainee• Name of production supervisor and designer and other designated team members• Email address
Production Details	<ul style="list-style-type: none">• Name and date of production
Training/ Work Details	<ul style="list-style-type: none">• Information about work you have undertaken• Feedback from Designer/Supervisor

What is our Purpose and Lawful Basis for Processing your Personal Data

The personal data collected will be a record of the completed work/training undertaken by a trainee working in hair and makeup, which will be set out in a Trainee Passport document. This passport will be used to verify the skills attained by a trainee.

Personal Data

The personal data that will be collected directly from individuals are:

- The lawful basis we rely on to process your personal data is Article 6(1) (f) of UK GDPR legitimate interest.
- To provide a record of the work you have undertaken as a trainee or new entrant to the industry.
- To promote and improve the skills of workers in hair and makeup in the film and TV industries.
- To manage disputes and to provide authentication of a passport in the event of a dispute.

Special Category Data

The additional lawful basis we rely on to process your personal data is Article 9 (2)(d) of UK GDPR, which allows us to process data in the course of our legitimate trade union activities.

Who do we hold personal data about

- Trainee Passport holders.
- Production Supervisors and Designers.
- Other workers identified in the passport form.

Who might we share your personal data with?

The data will be held in Prospect's computer system.

Passport forms will be shared with the BECTU Hair, Makeup and Prosthetics Branch Co-Chairs and Secretary when asked to validate the passport in disputes.

Passports will also be shared with other Production Supervisor and designers as necessary.

No personal data will be transferred to a third country or international organisation.

How long will we retain your personal data?

Your personal data will be kept for 3 years from the date it is received.

Your Rights as a Data Subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you. (Article 15)
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete. (Article 16)
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records. (Article 17)
- **Right to restriction of processing** – where certain conditions apply to have a right to restrict the processing. (Article 18)
- **Right to object to the processing.** (Article 21)

Complaints

If you have any questions, concerns, or a complaint about the way we are collecting or using your personal data, or if you wish to exercise your rights under GDPR please contact the Data Protection Compliance Officer at Prospect.

- **Post:** Prospect, 100 Rochester Row, London SW1P 1JP
- **Email:** datacompliance@prospect.org.uk
- **Phone:** 020 7346 0911

However, you have the right to lodge a complaint directly with the supervisory authority, the ICO.

Information Commissioner's Office (ICO)

- **Post:** Wycliffe House, Water Lane, Wilmslow, SK9 5AF
- **Online:** <https://ico.org.uk/concerns/>
- **Telephone:** 0303 123 1113



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