

4. Make-up & Nail Schools

	Sample job title	Description*
Managerial level	Director / Principal (School)	<ul style="list-style-type: none"> • Formulates and implements educational, administrative and business development strategies. • Meets with tutors to evaluate and coordinate educational programmes. • Arranges appropriate training programmes to various tutors. • Establishes and maintains relationship with professional bodies and communities. • Procures and allocates supplies, equipment and teaching materials.
Technologist level	Senior Tutor / Senior Instructor – Make-up and Nail	<ul style="list-style-type: none"> • Plans and directs training programmes. • Instructs and suggests tutors to improve teaching methods and techniques. • Conducts follow-up studies to evaluate effectiveness of training programmes and related activities of the school.
Technician level	Tutor / Instructor – Make-up	<ul style="list-style-type: none"> • Conducts make-up technique training courses. • Plans and supervises students' works, tests and evaluates students' performance.
	Tutor / Instructor – Nail	<ul style="list-style-type: none"> • Conducts nail care technique training courses. • Plans and supervises students' works, tests and evaluates students' performance.
	Assistant Tutor / Instructor –Make-up	<ul style="list-style-type: none"> • Assists the Tutor / Instructor to conduct make-up training courses.
	Assistant Tutor / Instructor –Nail	<ul style="list-style-type: none"> • Assists the Tutor / Instructor to conduct nail care training courses.
Supporting staff	Administrative Staff	<ul style="list-style-type: none"> • Handles all administrative duties (including preparation of schedules, filing and record keeping etc).
	Receptionist	<ul style="list-style-type: none"> • Handles telephone enquiries. • Arranges appointments. • Serves customers and provides relevant information. • Maintains relationships with customers.

* Source: 2010 Manpower Survey Report - Beauty Care, Hairdressing and Cosmetics Industry (Appendix 6) (Vocational Training Council) and/or collective input from the Industry Training Advisory Committee (ITAC).

* The progression pathway may be updated upon revision of SCS or recommendations from the ITAC.

* The examples provided are for reference only. Job titles, functions and progression pathways may vary among companies.

QF-recognised programmes

For information on accredited education and training programmes, please try these keywords with the Qualifications Register (QR) (<http://www.hkqr.gov.hk>):

- tutor
- beauty education
- make up
- nail
- nail care

You may also select these industries:

- Beauty Hairdressing

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