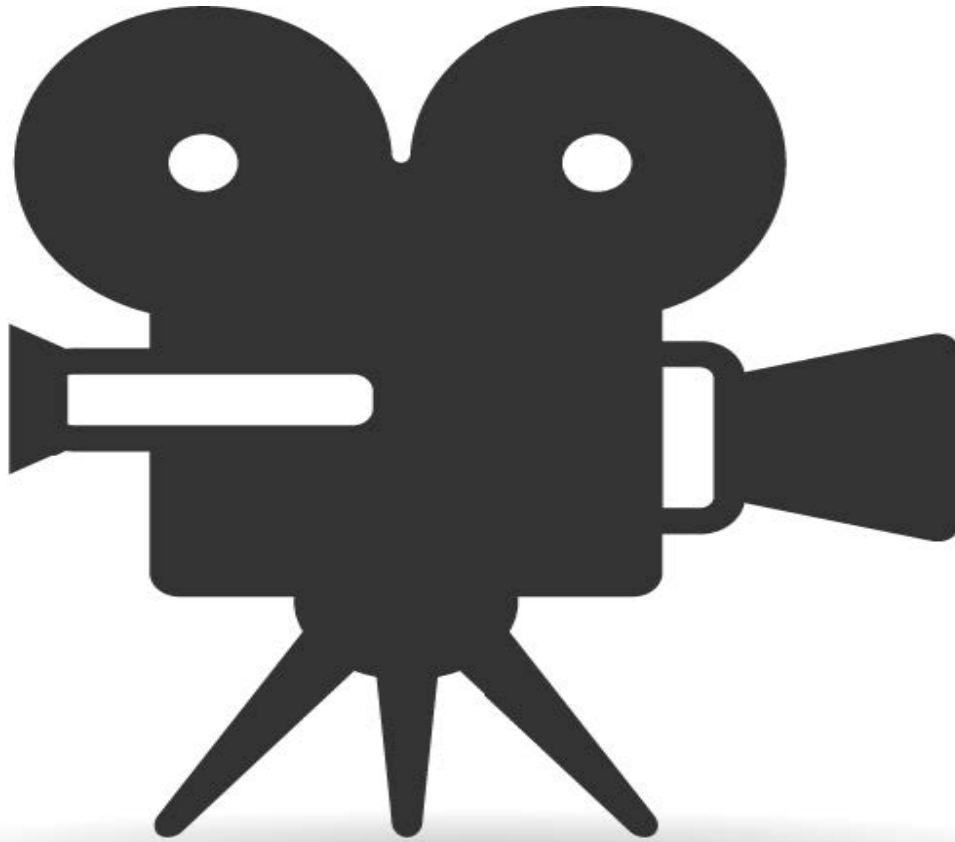


Qualification Pack



Camera Operator

QP Code: MES/Q0902

Version: 1.0

NSQF Level: 5

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,
New Delhi
110025



Qualification Pack

Contents

MES/Q0902: Camera Operator	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
MES/N0104: Maintain Workplace Health & Safety	5
MES/N0905: Set up camera Equipment prior to Shoot	11
MES/N0906: Prepare for Shoot	15
MES/N0907: Operate Camera during Shoot	19
Assessment Guidelines and Weightage	22
<i>Assessment Guidelines</i>	22
<i>Assessment Weightage</i>	23
Acronyms	24
Glossary	25

MES/Q0902: Camera Operator

Brief Job Description

Individuals at this job need to operate the camera during shoots in accordance to instructions provided by the Director of Photography (DoP). They also need to coordinate efforts of the camera crew during shoots.

Personal Attributes

The individual must be creative and have a good understanding of composition, perspective and movement. The individual must know and keep updated on the various camera equipment, shooting techniques and mediums. The individual must have excellent communication skills and must possess the ability to guide efforts and work collaboratively

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N0104: Maintain Workplace Health & Safety](#)
2. [MES/N0905: Set up camera Equipment prior to Shoot](#)
3. [MES/N0906: Prepare for Shoot](#)
4. [MES/N0907: Operate Camera during Shoot](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NOC 2015- 3521.0200
Minimum Educational Qualification & Experience	Graduate with 3-5 Years of experience
Minimum Level of Education for Training in School	12th Class

Qualification Pack

Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	25/03/2015
Next Review Date	31/03/2022
NSQC Approval Date	28/09/2015
Version	1.0
Reference code on NQR	2019/ME/MESC/03427
NQR Version	1.0

Remarks:

This QP was approved in 2015 and NSQC Extended it in 2019 without any change in QP. Therefore, NQR code used is of 2019.

Qualification Pack

MES/N0104: Maintain Workplace Health & Safety

Description

This OS unit is about contributing towards maintaining a healthy, safe and secure working environment

Scope

This unit/task covers the following:

- Understanding the health, safety and security risks prevalent in the workplace
- knowing the people responsible for health and safety and the resources available
- identifying and reporting risks
- complying with procedures in the event of an emergency

Elements and Performance Criteria

Understanding the health, safety and security risks prevalent in the workplace

To be competent, the user/individual on the job must be able to:

- PC1.** understand and comply with the organizations current health, safety and security policies and procedures
- PC2.** understand the safe working practices pertaining to own occupation
- PC3.** understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises
- PC4.** participate in organization health and safety knowledge sessions and drills

Knowing the people responsible for health and safety and the resources available

To be competent, the user/individual on the job must be able to:

- PC5.** identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency
- PC6.** identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms

Identifying and reporting risks

To be competent, the user/individual on the job must be able to:

- PC7.** identify aspects of your workplace that could cause potential risk to own and others health and safety
- PC8.** ensure own personal health and safety, and that of others in the workplace through precautionary measures
- PC9.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC10.** report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected

Complying with procedures in the event of an emergency

To be competent, the user/individual on the job must be able to:

Qualification Pack

- PC11.** follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard
- PC12.** identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations norms and policies relating to health and safety
- KU2.** Government norms and policies regarding health and safety and related emergency procedures
- KU3.** Limits of authority while dealing with risks/ hazards
- KU4.** The importance of maintaining high standards of health and safety at a workplace
- KU5.** The different types of health and safety hazards in a workplace
- KU6.** Safe working practices for own job role
- KU7.** Evacuation procedures and other arrangements for handling risks
- KU8.** Names and contact numbers of people responsible for health and safety in a workplace
- KU9.** How to summon medical assistance and the emergency services, where necessary
- KU10.** Vendors or manufacturers instructions for maintaining health and safety while using equipment, systems and/or machines

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** how to write and provide feedback regarding health and safety to the concerned people
- GS2.** how to write and highlight potential risks or report a hazard to the concerned people
- GS3.** read instructions, policies, procedures and norms relating to health and safety
- GS4.** highlight potential risks and report hazards to the designated people
- GS5.** listen and communicate information with all anyone concerned or affected
- GS6.** make decisions on a suitable course of action or plan
- GS7.** plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS8.** apply problem solving approaches in different situations
- GS9.** understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority
- GS10.** apply balanced judgments in different situations
- GS11.** How to write and provide feedback regarding health and safety to the concerned people
- GS12.** How to write and highlight potential risks or report a hazard to the concerned people
- GS13.** Read instructions, policies, procedures and norms relating to health and safety
- GS14.** Highlight potential risks and report hazards to the designated people
- GS15.** Listen and communicate information with all anyone concerned or affected



Qualification Pack

- GS16.** Make decisions on a suitable course of action or plan
- GS17.** Plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS18.** Apply problem solving approaches in different situations
- GS19.** build and maintain positive and effective relationships with colleges and customers
- GS20.** analyze data and activites
- GS21.** Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority
- GS22.** Apply balanced judgments in different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the health, safety and security risks prevalent in the workplace</i>	15	15	-	-
PC1. understand and comply with the organizations current health, safety and security policies and procedures	5	5	-	-
PC2. understand the safe working practices pertaining to own occupation	5	5	-	-
PC3. understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises	3	2	-	-
PC4. participate in organization health and safety knowledge sessions and drills	2	3	-	-
<i>Knowing the people responsible for health and safety and the resources available</i>	10	10	-	-
PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	5	5	-	-
PC6. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	5	5	-	-
<i>Identifying and reporting risks</i>	18	17	-	-
PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety	5	5	-	-
PC8. ensure own personal health and safety, and that of others in the workplace through precautionary measures	5	5	-	-
PC9. identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected	5	5	-	-
<i>Complying with procedures in the event of an emergency</i>	7	8	-	-
PC11. follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
NOS Total	50	50	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0104
NOS Name	Maintain Workplace Health & Safety
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Radio, Advertising
Occupation	Ad sales/Account Management/Scheduling/Traffic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	02/06/2014
Next Review Date	31/03/2022
NSQC Clearance Date	28/09/2015

Qualification Pack

MES/N0905: Set up camera Equipment prior to Shoot

Description

This OS unit is about arranging for the delivery of camera equipment and setting up for shoots

Scope

This unit/task covers the following:

Elements and Performance Criteria

Prepare and arrange all the camera equipment for use during shoots

To be competent, the user/individual on the job must be able to:

- PC1.** coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock/beta tapes/memory cards)
- PC2.** prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc.

Monitor use of equipment during shoots

To be competent, the user/individual on the job must be able to:

- PC3.** arrange for security and protection of the equipment during storage and logistics
- PC4.** report any damages to the camera and production teams
- PC5.** ensure cameras are mounted on grips and the locks are fastened securely

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the equipment that can be sourced in-house and that needs to be sourced through a vendor.
- KU2.** the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction
- KU3.** how to select the most appropriate mode of transport and the most relevant logistics provider
- KU4.** inventory management processes including receipt, issue and returns
- KU5.** appropriate documentation norms (e.g. challans, receipts etc.)
- KU6.** how to protect, pack and secure the equipment for storage
- KU7.** how to label, pack and store the equipment in extreme climatic and rough environmental conditions
- KU8.** how to arrange and label camera equipment so that it is accessible for the entire camera team
- KU9.** how to estimate the quantity of supplies for each shoot day
- KU10.** techniques of handling and maintaining the camera equipment

Qualification Pack

- KU11.** likely damage that may be caused due to incorrect handling and storage
- KU12.** the safety and security requirements for the equipment, including special requirements, if any
- KU13.** how to load film stock into magazines, under specific conditions without causing any damage/exposure
- KU14.** how to charge batteries and prevent accidental discharge
- KU15.** how to deal with exposed stock safely and securely
- KU16.** how to clean and test the cameras, lenses and magazines prior to shoot including the appropriate method and material to be used
- KU17.** applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** prepare a log of all the equipment to be used during each shoot day
- GS2.** track status against the checklist on a daily basis and note remarks, where required
- GS3.** label equipment and supplies accurately
- GS4.** read the equipment user-manuals and handling specifications
- GS5.** read the safety considerations for the equipment being used
- GS6.** refer to the shoot schedules to determine how many shots are being covered during a given day to ensure that adequate film stock and batteries are available for use
- GS7.** report damage, if any to the equipment to the camera and production teams
- GS8.** discuss and agree on the list of equipment that needs to be prepared and kept ready for use with the camera team and production head
- GS9.** plan work according to the requirements and agreed timelines
- GS10.** identify any problems with successful execution of the task and resolve them in consultation with the production team

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and arrange all the camera equipment for use during shoots</i>	20	20	-	-
PC1. coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock/beta tapes/memory cards)	10	10	-	-
PC2. prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc.	10	10	-	-
<i>Monitor use of equipment during shoots</i>	30	30	-	-
PC3. arrange for security and protection of the equipment during storage and logistics	10	10	-	-
PC4. report any damages to the camera and production teams	10	10	-	-
PC5. ensure cameras are mounted on grips and the locks are fastened securely	10	10	-	-
NOS Total	50	50	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0905
NOS Name	Set up camera Equipment prior to Shoot
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	25/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	28/09/2015

Qualification Pack

MES/N0906: Prepare for Shoot

Description

This OS unit is about deciding the shot framing and composition, marking out the camera positions and carrying out rehearsals prior to shoot

Scope

This unit/task covers the following:

Elements and Performance Criteria

Understanding the focus requirements for different types of shots

To be competent, the user/individual on the job must be able to:

PC1. establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production

Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals

To be competent, the user/individual on the job must be able to:

PC2. mark, or support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg: relationship between width and height)

Marking out the focus lengths for each position

To be competent, the user/individual on the job must be able to:

PC3. prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots

PC4. report potential issues to the producer and director and relevant teams for rectification

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. understand the overall style and creative aspects of the production.

KU2. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction

KU3. the principles of cinematography.

KU4. understanding of optical theory

KU5. understanding of still photography would be an added advantage

KU6. principles of composition and continuity

KU7. the focus requirements and camera position(s) for each shot

KU8. the relationship between the distance of the camera from the subject, the height at which the camera is placed and movements and how these effect the shot composition

Qualification Pack

- KU9.** the aspect ratio required for each shoot and the aspect ratio in which the final product will be seen by the audience
- KU10.** how to judge focus lengths to ensure that the shot view will be sharp and achieves the desired framing and composition
- KU11.** how to frame shots to ensure continuity and seamless transition from one shot to another
- KU12.** the various types of cameras, lenses and equipment available in the market
- KU13.** how to update operating skills on new cameras, lenses and equipments in the market
- KU14.** how to test cameras, lenses and equipment and discover faults, if any
- KU15.** how to place cameras according to production requirements in case of multi-camera shoots
- KU16.** how to place set, props and equipment so as to capture the required frame in the shot and ensuring that they do not obstruct the camera view
- KU17.** the mood of each shot and determine shot requirements accordingly
- KU18.** how to measure the distance between the artists/objects/subjects and the camera(s) to ensure the shot gets taken correctly
- KU19.** how to observe for continuity issues that may impact actual shoots
- KU20.** test focus lengths to ensure they have been set properly
- KU21.** the limitations on camera movements - based on the positioning of the camera, sets, props and equipment during shoots
- KU22.** applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** note the specifications for each shot - camera distance, height, focus length, aspects ratios, timing, start and finish points etc. to refer to during the shoot
- GS2.** notes for the director, DOP and production team that would help them guide the movement of artists, props and equipment during shoot
- GS3.** read and understand the script in detail
- GS4.** understand and clarify requirements during production reces and meetings
- GS5.** discuss the creative and visual requirements of the shot with the DOP and producer
- GS6.** agree on the positioning of the shot with the DOP, production team and artists
- GS7.** discuss the camera path and timing with the camera and production teams, discuss problems and modifications required
- GS8.** communicate any problems that may affect the desired composition
- GS9.** guide the artists on their movements and timing
- GS10.** plan work according to the requirements and agreed timelines
- GS11.** manage within the agreed budget and minimize overruns
- GS12.** how to discover and resolve any technical problems which may affect composition
- GS13.** judge the focal distance/lengths required for each shot to ensure that the picture is sharp and captures all the creative elements required in the frame

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the focus requirements for different types of shots</i>	15	15	-	-
PC1. establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production	15	15	-	-
<i>Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals</i>	15	15	-	-
PC2. mark, or support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg:relationship between width and height)	15	15	-	-
<i>Marking out the focus lengths for each position</i>	20	20	-	-
PC3. prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots	10	10	-	-
PC4. report potential issues to the producer and director and relevant teams for rectification	10	10	-	-
NOS Total	50	50	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0906
NOS Name	Prepare for Shoot
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	25/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	28/09/2015

Qualification Pack

MES/N0907: Operate Camera during Shoot

Description

This OS unit is about executing camera movements while maintaining the shot framing and composition

Scope

This unit/task covers the following:

Elements and Performance Criteria

Pull focus and operate cameras during shoots

To be competent, the user/individual on the job must be able to:

- PC1.** focus and refocus the camera lenses for each shot
- PC2.** advise actors and performers regarding movement and positions
- PC3.** make modifications to the focus path, if required, based on any changes in the artists movements
- PC4.** execute camera movements established during rehearsals according to the instructions received by the dop while maintaining the focus length for each shot
- PC5.** ensure that the creative and technical quality of the shoot meets the desired production and post production standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** understand the overall style and creative aspects of the production
- KU2.** the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction
- KU3.** the principles of cinematography
- KU4.** understanding of still photography would be an added advantage
- KU5.** principles of composition
- KU6.** the mood of each shot and determine shot requirements accordingly
- KU7.** how the camera position, angle, placement and movement affect the perspective and required depth in the shot
- KU8.** ensure that each shot is in focus
- KU9.** how to frame the image keeping in mind the visual style, creative and technical requirements of the production
- KU10.** move the camera on the path charted maintaining the required timing for the shot
- KU11.** how to maintain a steady image during camera movements
- KU12.** how to maintain continuity for shots taken in a sequence
- KU13.** applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised



Qualification Pack

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** refer and conform to the camera specification notes prepared
- GS2.** guide actors and artistes during shoot on their movement and timing
- GS3.** communicate any problem areas and ensure they get resolved by the relevant teams
- GS4.** collaborate with the different departments, especially with the lighting and grips department, to achieve the desired technical and creative quality of the image
- GS5.** plan work according to the requirements and agreed timelines
- GS6.** manage within the agreed budget and minimize overruns
- GS7.** how to resolve any technical problems during shoot

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Pull focus and operate cameras during shoots</i>	50	50	-	-
PC1. focus and refocus the camera lenses for each shot	10	10	-	-
PC2. advise actors and performers regarding movement and positions	5	5	-	-
PC3. make modifications to the focus path, if required, based on any changes in the artists movements	15	15	-	-
PC4. execute camera movements established during rehearsals according to the instructions received by the dop while maintaining the focus length for each shot	10	10	-	-
PC5. ensure that the creative and technical quality of the shoot meets the desired production and post production standards	10	10	-	-
NOS Total	50	50	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0907
NOS Name	Operate Camera during Shoot
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	25/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	28/09/2015

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
MES/N0905.Set up camera Equipment prior to Shoot	50	50	-	-	100	25
MES/N0906.Prepare for Shoot	50	50	-	-	100	20
MES/N0907.Operate Camera during Shoot	50	50	-	-	100	45
Total	200	200	-	-	400	100



Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Qualification Pack

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
VISUAL STYLE	Visual style comprises the look or appearance of the production including the lighting, colours, shadows, sets, costumes, locations and the way they will be captured on screen.
CREATIVE BRIEF	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
SHOOT SCHEDULE	Shoot schedule is a listing of the sequences/shots that need to be captured on each shoot day
MULTI CAMERA	Multi-camera is a method of shooting where multiple cameras are used to simultaneously capture different views/images
BUDGET	Budget is an estimate of the total cost of production that may include a break-up of cost components
TIMELINES	Timelines is a listing of dates by which the production milestones/stages need to be completed
CONTINUITY	Continuity represents the seamless transition from one shot to another
SCRIPT	Script is a structured narrative of a story

Qualification Pack

SCREENPLAY	Screenplay is the script coupled with key characteristics of the scene and directions for acting
POST-PRODUCTION	Post-production is the final finishing phase of the production, where the raw footage is edited, special effects are added, music and sound are integrated, colour correction is done etc.
COLOUR GRADING	Colour grading is the process of enhancing and correcting the colours of the final production
DIGITAL INTERMEDIATE	Digital intermediate is the process where a film is digitised and the colour and image characteristics are modified
RECCE	Recce is a detailed visual and technical assessment of the attributes and suitability of a particular location for the shoot, usually through a personal visit
GRIPS	Grips is the department that specialises in mounting the camera on to tripods, dollies, cranes and other platforms for shoots
JIB	Jib is a device used for the movement of camera and operates like a see-saw, with the camera at one end and the camera controls at the other
LENSES	Lenses are used to capture images and are attached on to the body of the camera
FILTERS	Filters are used to alter the properties of light entering the camera lens. They are also used to create a number of special effects
DOLLY	Dolly is a platform with wheels on which the camera can be mounted and moved around during the shoots
MAGAZINES	Magazines are compartments within a camera that are used to hold the film tape
CLAPPER BOARDS	Clapper board is a slate that has information pertaining to each shot, used as a guide to mark shots and aid matching image with sounds
FOCUS LENGTH	Focus length is the angle of view from the lens
FRAMING	Framing is how the artists, objects, sets, locations etc. are positioned within the camera view for a single shot
MASTER SHOT	Also known as a cover shot, this shot is a long sequence that establishes an overview and aids assembly of smaller, closer shots with details

Qualification Pack

SECTOR	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
SUB-SECTOR	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
VERTICAL	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
OCCUPATION	Occupation is a set of job roles, which perform similar/related set of functions in an industry
FUNCTIONS	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
SUB-FUNCTIONS	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
JOB ROLE	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OCCUPATIONAL STANDARDS (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
PERFORMANCE CRITERIA	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
NATIONAL OCCUPATIONAL STANDARDS (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
QUALIFICATION PACK CODE	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
QUALIFICATION PACK (QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
UNIT CODE	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an "N".
UNIT TITLE	Unit Title gives a clear overall statement about what the incumbent should be able to do.

Qualification Pack

DESCRIPTION	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
SCOPE	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
KNOWLEDGE AND UNDERSTANDING	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
ORGANIZATIONAL CONTEXT	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
TECHNICAL KNOWLEDGE	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
CORE SKILLS/GENERIC SKILLS	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.