

Qualification Pack



Art Director

QP Code: MES/Q3102

Version: 2.0

NSQF Level: 6

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,
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Qualification Pack

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MES/Q3102: Art Director

Brief Job Description

Individuals in this job need to determine the visual appearance of the set. The art director designs all the key elements of the set and co-ordinates the construction/ execution of this creative vision.

Personal Attributes

This job requires the individual to interpret the script and developing visual concepts for sets. The individual must have a background in the fine arts and a creative bent of mind. The individual must also know how to use design tools and concepts to visualize the set, including the time period and location where the film is based. The individual must have knowledge of construction techniques and how to supervise the construction team. The individual must have strong communication skills and must possess the ability to guide efforts and work collaboratively. The individual must be flexible and able to make key decisions, keeping in mind the impact on cost and timelines.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N3101: Develop the set design](#)
2. [MES/N3102: Prepare a set construction plan](#)
3. [MES/N3103: Commission and Supervise Set Construction](#)
4. [MES/N3104: Check set completion prior to shoot](#)
5. [MES/N3105: Wrap up set and return or dispose of items](#)
6. [MES/N0104: Maintain Workplace Health & Safety](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Direction, Set Crafts
Country	India
NSQF Level	6

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Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2166.0111
Minimum Educational Qualification & Experience	Graduate with 3-5 Years of experience
Minimum Level of Education for Training in School	12th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	22/08/2020
Next Review Date	31/03/2022
NSQC Approval Date	22/08/2020
Version	2.0
Reference code on NQR	2019/ME/MESC/3424
NQR Version	1

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MES/N3101: Develop the set design

Description

This OS unit is about interpreting the script, developing visual concepts for sets and agreeing on them with the key creative team

Scope

This unit/task covers the following:

- Developing designs/ visual representations for sets

Elements and Performance Criteria

Developing designs/ visual representations for sets

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

- PC1.** correctly interpret the script and creative brief, and visualize the sets that need to be created
- PC2.** carry out research and provide visual references to support specific visualizations of set construction, which may include: Hand drawings Graphic designs Computer aided designs (CAD) Physical models
- PC3.** understand measurements and space requirements, and use this effectively to develop set visualizations (both to scale and otherwise)
- PC4.** effectively communicate designs to key members of the creative team (production designer, director, producers) and agree upon a final design

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the creative vision of the director and producer
- KU2.** key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU3.** how to interpret the script and creative brief and create a set requirement
- KU4.** the use of design tools and concepts to visualize each set (this could include the time period and location where the film is based e.g. 1950s in an indian village, the overall mood of the film and key scenes to be shot at that set)
- KU5.** how to conduct research and identify appropriate visual references (either of ones own work or material available in the public domain)
- KU6.** the use of hand drawing and computer design techniques to create set visualizations/ concepts
- KU7.** how to present ones ideas/ concepts to the creative team (production designer, director and producer)
- KU8.** the implications of each set visualization/ concept on key aspects of production e.g. time, materials, location and budget

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- KU9.** appropriate modifications/ alternatives to set concepts based on any constraints/ limitations
- KU10.** available post production techniques that can be used to enhance the set and reinforce the mood of filming, and the corresponding impact on the set construction schedule and budget
- KU11.** applicable health and safety guidelines, and ensuring that the selected set designs minimize any risks to the individuals own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** prepare set and items lists based on the requirements of the script
- GS2.** use hand drawing and computer design techniques to create set visualizations
- GS3.** interpret the script and creative brief
- GS4.** read relevant research and identify visual references
- GS5.** understand the creative vision of the director and producer
- GS6.** understand any constraints/ limitations that affect the set design (e.g. time, people, materials, location, budget)
- GS7.** communicate effectively with the production designer, director and producer and propose alternatives and agree on key decisions
- GS8.** make relevant decisions related to the area of work e.g. choice of visual references, set construction techniques etc.
- GS9.** plan his/her work according to the requirements and agreed timelines
- GS10.** manage within the agreed budget and minimize overruns
- GS11.** identify any problems with successful execution of the task and resolve them in consultation with the production designer (and where required, the director and producer)

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Developing designs/ visual representations for sets</i>	30	70	-	-
PC1. correctly interpret the script and creative brief, and visualize the sets that need to be created	7	18	-	-
PC2. carry out research and provide visual references to support specific visualizations of set construction, which may include: Hand drawings Graphic designs Computer aided designs (CAD) Physical models	8	17	-	-
PC3. understand measurements and space requirements, and use this effectively to develop set visualizations (both to scale and otherwise)	8	17	-	-
PC4. effectively communicate designs to key members of the creative team (production designer, director, producers) and agree upon a final design	7	18	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3101
NOS Name	Develop the set design
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	31/03/2022
NSQC Clearance Date	28/09/2015

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MES/N3102: Prepare a set construction plan

Description

This OS about translating set visual concepts into scale drawings, detailed set blueprints and a plan for executing construction of the set

Scope

This unit/task covers the following:

- Translating set designs/ visual representations

Elements and Performance Criteria

Translating set designs/ visual representations

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

PC1. correctly interpret the script, creative brief and set visualization in order to create a comprehensive set requirement

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

PC2. take measurements on location and detail out different aspects of each set through scale drawings, blueprints (by hand or CAD) or physical models

PC3. research and understand construction techniques including painting, carpentry and plasterwork to accurately specify requirements

PC4. develop a construction schedule and budget for each set detailing out the time, material and resources require to complete the project

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the creative vision of the director and producer

KU2. key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability

KU3. how to interpret the script and creative brief and create a set requirement

KU4. how to take measurements at the location where sets are expected to be installed, and how to account for additional space required for filming, workspaces and storage (for e.g. minimum height required to accommodate mounted/ rigged cameras)

KU5. the use of hand drawing and computer design techniques to create detailed, three-dimensional set drawings/ blueprints to scale. (The ability to supervise a team of draftsmen who create scale drawings using CAD is also important)

KU6. applicable construction techniques including painting, carpentry and plasterwork that are required to build the set

KU7. the implications of each set design on key aspects of production e.g. time, materials, location and budget

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- KU8.** techniques to reduce the cost of set construction, given that production requirements are usually to create low cost/ artificial/ temporary construction
- KU9.** available post production techniques that can be used to enhance the set and reinforce the mood of filming, and the corresponding impact on the set construction schedule and budget
- KU10.** how to break down CAD drawings/ blueprints into a list of activities in sequence and translate them into a construction schedule
- KU11.** how to create a materials list (bill of quantities) and a construction budget, based on information provided in CAD drawings/ blueprints
- KU12.** applicable health and safety guidelines, and ensuring that the materials list and construction schedule minimize any risks to the individuals own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** use hand drawing and computer design techniques to create set blueprints
- GS2.** prepare construction schedules, material lists and budgets (either by hand or using software like MS Excel, MS Project etc.)
- GS3.** interpret the script, creative brief and set designs
- GS4.** read and check construction schedules, material lists and budgets
- GS5.** understand the creative vision of the director and producer
- GS6.** understand any constraints/ limitations that affect the set design (e.g. time, people, materials, location, budget)
- GS7.** communicate effectively with the production designer, director and producer and propose alternatives and agree on key decisions
- GS8.** make relevant decisions related to the area of work e.g. set construction techniques, planning and sequencing of tasks etc.
- GS9.** plan the construction schedule in a cost-effective and time sensitive manner
- GS10.** budgeting and planning techniques for construction, in order to ensure that set construction in line with the agreed budget
- GS11.** identify any problems with successful execution of the task and resolve them in consultation with the production designer (and where required, the director and producer)

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Translating set designs/ visual representations</i>	7	18	-	-
PC1. correctly interpret the script, creative brief and set visualization in order to create a comprehensive set requirement	7	18	-	-
	23	52	-	-
PC2. take measurements on location and detail out different aspects of each set through scale drawings, blueprints (by hand or CAD) or physical models	8	17	-	-
PC3. research and understand construction techniques including painting, carpentry and plasterwork to accurately specify requirements	8	17	-	-
PC4. develop a construction schedule and budget for each set detailing out the time, material and resources require to complete the project	7	18	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3102
NOS Name	Prepare a set construction plan
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	31/03/2022
NSQC Clearance Date	28/09/2015

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MES/N3103: Commission and Supervise Set Construction

Description

This OS about commissioning a team to construct the set, procuring required materials and tools and monitoring the progress of construction

Scope

This unit/task covers the following:

- Commissioning a construction team and procuring materials and tools
- Briefing the construction supervisors
- Monitoring the progress of set construction

Elements and Performance Criteria

Commissioning a construction team and procuring materials and tools

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

- PC1.** recruit the right construction team
- PC2.** procure materials and tools, in a cost-effective and timely manner

Briefing the construction supervisors

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

- PC3.** provide instructions and guidance on the key tasks to be carried out by the set construction team, and ensuring items are transported safely and securely to the location of the set

Monitoring the progress of set construction

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

- PC4.** closely monitor the construction schedule and budget, to ensure that the project is delivered on time and within the agreed budget

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the creative vision of the director and producer
- KU2.** key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU3.** key processes related to procurement and budgetary approval e.g. submission of bills for items procured to the finance department
- KU4.** applicable construction techniques including painting, carpentry and plasterwork that are required to build the set
- KU5.** techniques to reduce the cost of set construction, given that production requirements are usually to create low cost/ fake/ temporary construction
- KU6.** available construction crew in the market, their suitability for the project and implications on the construction budget

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- KU7.** how to recruit a construction team including supervisors and workmen, negotiate salary/ wages and contract terms
- KU8.** applicable union rules and labour laws that may apply to construction crews
- KU9.** available material and tool suppliers, their suitability for the project and implications on the construction budget
- KU10.** techniques to procure materials and tools in a cost-effective manner
- KU11.** appropriate modes of transport and storage to bring construction materials and tools safely and securely to the location
- KU12.** How to communicate the design brief to construction supervisors
- KU13.** Techniques for tracking progress and ensuring that deadlines are being met as laid out in the construction schedule
- KU14.** Available post production techniques that can be used to enhance the set and reinforce the mood of filming, and the corresponding impact on the set construction schedule and budget
- KU15.** Applicable health and safety guidelines, and ensuring that the set construction schedule minimize any risks to the individuals own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** prepare construction schedules, material lists and budgets (either by hand or using software like MS Excel, MS Project etc.)
- GS2.** prepare progress updates and highlight any variance with respect to time or budget (either using handwritten updates or using software like MS Word, MS Excel, MS Project etc.)
- GS3.** read and check recruitment-related documentation (CVs, past projects, employment contracts, union guidelines/ norms)
- GS4.** read and check construction schedules, material lists and budgets
- GS5.** understand the creative vision of the director and producer
- GS6.** understand any constraints/ limitations that affect the set design (e.g. time, people, materials, location, budget)
- GS7.** communicate effectively with the construction crew (supervisors of key crafts like carpentry, painting etc.), propose alternatives and agree on key decisions
- GS8.** communicate effectively with the production designer, director and producer and propose alternatives and agree on key decisions (especially on aspects related to construction delays and/ or budgetary overruns)
- GS9.** make relevant decisions related to the area of work e.g. set construction techniques, planning and sequencing of tasks etc.
- GS10.** plan the construction schedule in a cost-effective and time sensitive manner
- GS11.** track the budget and schedule to ensure that set construction remains within the agreed budget and is delivered on time
- GS12.** identify any problems with successful execution of the task and resolve them in consultation with the construction crew (and where required, the production designer, director and producer)

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commissioning a construction team and procuring materials and tools</i>	15	35	-	-
PC1. recruit the right construction team	7	18	-	-
PC2. procure materials and tools, in a cost-effective and timely manner	8	17	-	-
<i>Briefing the construction supervisors</i>	8	17	-	-
PC3. provide instructions and guidance on the key tasks to be carried out by the set construction team, and ensuring items are transported safely and securely to the location of the set	8	17	-	-
<i>Monitoring the progress of set construction</i>	7	18	-	-
PC4. closely monitor the construction schedule and budget, to ensure that the project is delivered on time and within the agreed budget	7	18	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3103
NOS Name	Commission and Supervise Set Construction
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	31/03/2022
NSQC Clearance Date	28/09/2015

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MES/N3104: Check set completion prior to shoot

Description

This OS unit is about ensuring that all elements of set construction are complete and that the set has been dressed correctly for the shoot

Scope

Reviewing set completion prior to shoot and ensuring the following are in place:

Elements and Performance Criteria

Reviewing set completion prior to shoot and ensuring the following are in place:

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

- PC1.** correctly interpret set drawings/ designs and the list of items
- PC2.** confirm that the dressed set is in line with the requirements set out in the brief, including:
elements of set construction (to be completed by the construction team) set furnishings (to be completed by the set decorator) props (to be completed by the props master)

Supervising any changes to set

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

- PC3.** prepare a plan, as appropriate, of necessary changes to the set which may be executed in the required schedules and budget
- PC4.** supervise the construction and set design team to make any changes that are required in order to complete dressing the set, which may include: installation/placement based on the design brief availability of items

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU2.** set etiquette (how to behave on set) and the role and contribution of other related departments working on the set
- KU3.** leadership skills to supervise own team (construction staff, set decorator and props master)
- KU4.** the requirement for different types of set furnishings and props and their intended use
- KU5.** how to interpret set drawings/ designs and item lists to assess if the set has been dressed correctly for a specific shoot. rough drawings/ sketches may be used to mark location/ placement
- KU6.** how to supervise the construction team to make required changes to set construction aspects
- KU7.** how to supervise the set decoration/ other support staff to correctly place and install semi-permanent and moveable items (set furnishings and props)
- KU8.** how to propose substitutes/ alternatives to items based on any constraints/ limitations during filming

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- KU9.** applicable health and safety guidelines, and ensuring that the overall set design and installation/ placement of items minimizes any risks to the individuals own health and safety, and those of the production cast and crew

Generic Skills (GS)

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

- GS1.** prepare basic to-do lists/ rough sketches to ensure that all elements of dressing the set have been attended to
- GS2.** interpret set drawings/ designs
- GS3.** read item lists and script mark ups
- GS4.** understand the creative vision of the director and producer
- GS5.** understand any constraints/ limitations that affect the installation and placement of set furnishings and props (e.g. time, people, materials, budget)
- GS6.** communicate effectively with own team and the production designer, propose alternatives and agree on key decisions
- GS7.** make relevant decisions related to the area of work e.g. set construction changes, installation methods, placement of items etc.
- GS8.** plan his/her work according to the requirements and agreed timelines
- GS9.** supervise construction team and support staff on installation and placement
- GS10.** identify any problems with successful execution of the task and resolve them in consultation with the production designer (and where required, the director and producer)

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Reviewing set completion prior to shoot and ensuring the following are in place:</i>	15	35	-	-
PC1. correctly interpret set drawings/ designs and the list of items	7	18	-	-
PC2. confirm that the dressed set is in line with the requirements set out in the brief, including: elements of set construction (to be completed by the construction team) set furnishings (to be completed by the set decorator) props (to be completed by the props master)	8	17	-	-
<i>Supervising any changes to set</i>	15	35	-	-
PC3. prepare a plan, as appropriate, of necessary changes to the set which may be executed in the required schedules and budget	8	17	-	-
PC4. supervise the construction and set design team to make any changes that are required in order to complete dressing the set, which may include: installation/placement based on the design brief availability of items	7	18	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3104
NOS Name	Check set completion prior to shoot
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	31/03/2022
NSQ Clearance Date	28/09/2015

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MES/N3105: Wrap up set and return or dispose of items

Description

This OS unit is about packing up items on set after the shoot is over (striking the set) and ensuring items are returned or disposed of correctly

Scope

This unit/task covers the following:

- Packing-up various items and ensuring they are returned and disposed of correctly

Elements and Performance Criteria

Packing-up various items and ensuring they are returned and disposed of correctly

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

PC1. based on the script and production schedule prepare a schedule or to-do list summarizing key activities relating to pack-up/ striking the set, as appropriate to the role

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU2.** relevant organizational processes for return of items, collecting security refunds, disposal/ sale of items etc.
- KU3.** the requirement for different types of set furnishings and props and their intended use
- KU4.** how to prepare a to-do-list/ schedule for striking the set (based on the script and production schedule)
- KU5.** how to determine whether items need to be (1) returned, (2) retained/ stored for later, (3) disposed of/ discarded or (4) sold to other parties
- KU6.** how to ensure that any items required for continuity are correctly stored and transported to the next set/ location
- KU7.** how to arrange for packing and moving staff to remove items from set and transport them onward (to suppliers, disposal facilities, buyers etc.)
- KU8.** how to personally take down items and/ or supervise support staff in striking the set
- KU9.** how to check the list of struck items against the original inventory list, and account for items that are misplaced or damaged
- KU10.** how to correctly load and unload (or supervise loading and unloading) items to ensure that items are not damaged
- KU11.** how to return, sell or dispose of items as planned, receive payments (e.g. security deposit refunds, proceeds from sale) and submit documents and payments to the finance/ production department

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- KU12.** how to update the items list with details of return/ sale/ disposal and submit this to the finance/ production department for closure
- KU13.** applicable health and safety guidelines, and ensuring that the removal and dismantling of set furnishings and props from the location minimizes any risks to the individuals own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** prepare a to-do list/ schedule for striking the set
- GS2.** record details of return/ sale/ disposal against each item on the inventory list
- GS3.** read the script, production schedule and item lists
- GS4.** read receipts from vendors and buyers that take back set items to ensure that the information captured is correct
- GS5.** understand any constraints/ limitations that could affect the schedule for striking the set (e.g. time, people, materials, budget)
- GS6.** communicate effectively with the head of department, propose alternatives and agree on key decisions
- GS7.** make relevant decisions related to the area of work e.g. methods for removal and dismantling of items, choice of buyers etc.
- GS8.** plan his/her work according to the requirements and agreed timelines
- GS9.** manage within the agreed budget and minimize overruns
- GS10.** identify any problems with successful execution of the task
- GS11.** communicate these to the head of department and identify solutions
- GS12.** have a keen eye for detail and maintain an aesthetic sense towards the final output
- GS13.** re-use the set properties accordingly.
- GS14.** manage within the agreed budget and minimize overruns

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Packing-up various items and ensuring they are returned and disposed of correctly</i>	7	18	-	-
PC1. based on the script and production schedule prepare a schedule or to-do list summarizing key activities relating to pack-up/ striking the set, as appropriate to the role	7	18	-	-
NOS Total	7	18	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3105
NOS Name	Wrap up set and return or dispose of items
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	31/03/2022
NSQC Clearance Date	28/09/2015

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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:

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- 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



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- 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	-	-

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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

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.

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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/N3101.Develop the set design	30	70	-	-	100	20
MES/N3102.Prepare a set construction plan	30	70	-	-	100	15
MES/N3103.Commission and Supervise Set Construction	30	70	-	-	100	20
MES/N3104.Check set completion prior to shoot	30	70	-	-	100	20
MES/N3105.Wrap up set and return or dispose of items	7	18	-	-	25	15
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	177	348	-	-	525	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.
BLUEPRINT	A technical drawing of an architecture or engineering design, typically with measurements and angles of each component
BUDGET	Budget is an estimate of the total cost of production that may include a break-up of cost components
CONSTRUCTION SCHEDULE	A detailed breakdown of activities for a construction project, with the duration of each activity and organized in sequential order
CONTINUITY	Continuity represents the seamless transition from one shot to another
COPYRIGHT LAWS	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
DRAFTSMAN	(1) A visual artist who specialises in artistic drawings. Or,(2) A person who prepares technical drawings and plans under the direction of an architect or engineer or designer.
DRESS SET	Decorating the set for aesthetic/ visual purposes
LABOUR LAWS	Legal norms governing the relationship between workers, employers, trade unions and the government

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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.
PROPS	A property, commonly shortened to prop (plural)
SCALE DRAWINGS	A drawing that depicts the accurate dimensions of an object, except they have all been reduced or enlarged by a certain fixed percentage (called the scale).
SCREENPLAY	Screenplay is the script coupled with key characteristics of the scene and directions for acting
SCRIPT	Script is a structured narrative of a story
SET	The background/ scenery visible through the camera (for video production) or directly to the spectator (for theatrical production)
SET ETIQUETTE	A set of guidelines that dictate how cast and crew should behave on set and interact with each other
STRIKE SET	Process of dismantling the set (including moveable items and semi-permanent fixtures), and storing, discarding or returning these items
TIMELINES	Timelines is a listing of dates by which the production milestones/stages need to be completed
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.
SUBSECTORS	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
FUNCTION	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.

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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.
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.



Qualification Pack

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.