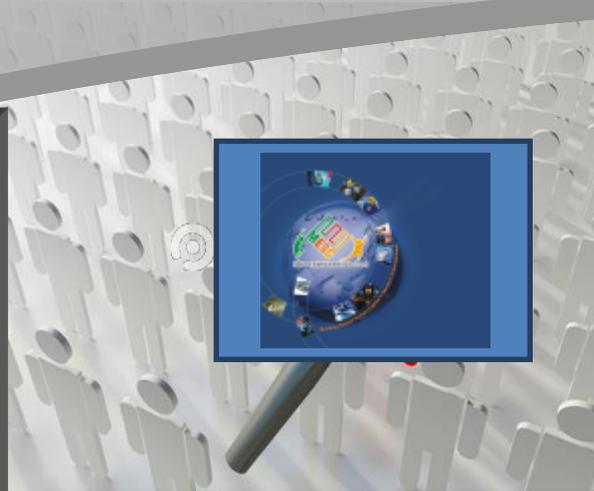


# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

## What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding



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## Introduction

### Qualifications Pack-Editor

**SECTOR:** MEDIA AND ENTERTAINMENT

**SUB-SECTOR:** Film, Television, Animation, Advertising

**OCCUPATION:** Editor

**REFERENCE ID:** MES/ Q 1401

**ALIGNED TO:** NCO-2004/NIL

**Editor in the Media & Entertainment Industry is also known as a Video Editor/ Sound Editor**

**Brief Job Description:** Individuals at this job need to understand, cut/ re-cut, assemble and merge production raw material (such as footage, music, sound and images) into a sequential final output suitable for broadcasting

**Personal Attributes:** This job requires the individual to be well-versed with editing conventions and techniques such as sorting, assembling, parallel editing, splicing and joining, merging and synchronizing picture/sound. The individual must be able to prepare the final output using editing software such as Avid, Final Cut Pro, After Effects, Adobe Premiere and sound cleaning software

Job Details	<b>Qualifications Pack Code</b>	<b>MES/ Q 1401</b>		
	<b>Job Role</b>	<b>Editor</b> This job role is applicable in both national and international scenarios		
	<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>16/11/14</b>
	<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
	<b>Occupation</b>	<b>Post Production</b>	<b>Next review date</b>	<b>25/11/16</b>

<b>Job Role</b>	<b>Editor</b>
<b>Role Description</b>	Cut, sequence and merge production raw material into a sequential output
<b>NSQF level</b>	5
<b>Minimum Educational Qualifications</b>	Class X
<b>Maximum Educational Qualifications</b>	Graduation
<b>Training</b> (Suggested but not mandatory)	Non-linear Editing software such as Avid and Final Cut Pro Sound cleaning software Degree in Film editing/ equivalent
<b>Experience</b>	0-2 Years of work experience
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">MES / N 1401 (Understand requirements and plan workflow)</a></li> <li><a href="#">MES / N 1402 (Manage equipment &amp; material)</a></li> <li><a href="#">MES / N 1403 (Edit the production)</a></li> <li><a href="#">MES / N 1404 (Maintain workplace health and safety)</a></li> </ol> <p><b>Optional:</b> N.A.</p>
<b>Performance Criteria</b>	As described in the relevant OS units

Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Colour grading	Colour grading is the process of modifying/enhancing the colour of productions
Compositing	Compositing is the process of combining layers of images/elements into a single frame
Computer-generated effects	Computer-generated effects is the process of creating illusionary images for use in productions
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.
Digital Intermediate	Digital Intermediate is the process of altering the colour characteristics of a digital version of the production
Editing	Editing is the process of organizing, cutting and putting together audio, visual footage to prepare an accurate, condensed and consistent final output that communicates the expected content
Footage	Recorded medium in any media
Ingest	Ingest is the process of importing the relevant audio visual files and/or images to the computer's hard disk and uploading them to the editing software
Modeling	Modeling is the process of creating three-dimensional models for animation using a specialised software application.
Rendering	Rendering is the process of converting three-dimensional models into two-dimensional images with 3D effects
Rotoscopy	Rotoscopy is the process of breaking down content into individual frames, tracing out individual images and altering content according to requirements
Screen conversion	Screen conversion is the process of conversion from 2D to 3D
Sound editing	Editing of sound materials with/ without visuals
Visual effects	Visual effects is the process of integrating live-action footage with computer-generated effects
Timelines	It is a basic part of editing software to view/ cut material
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
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.
Job role	Job role defines a unique set of functions that together form a unique

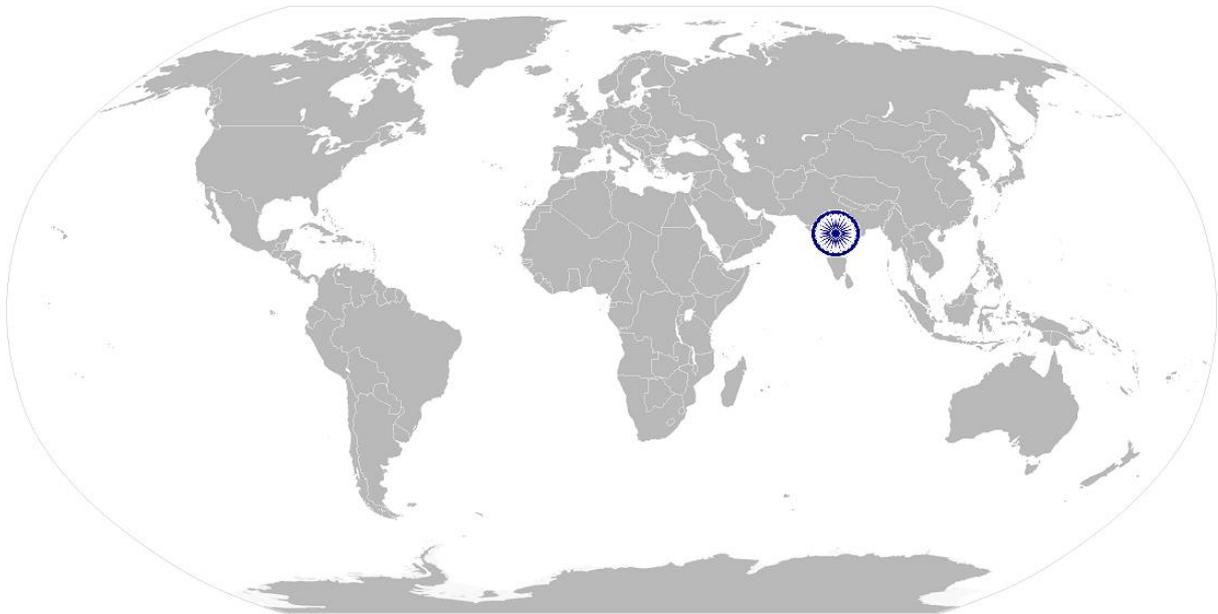
	employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are 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.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications 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.
<b>Keywords /Terms</b>	<b>Description</b>
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Acronyms



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# National Occupational Standard



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## Overview

This unit is about understanding the post-production requirements and planning the process and workflow

MES/ N 1401

Understand requirements and plan workflow

National Occupational Standard

<b>Unit Code</b>	MES/ N 1401
<b>Unit Title (Task)</b>	Understand requirements and plan workflow
<b>Description</b>	This OS unit is about understanding the post-production requirements and planning the process and workflow
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Understanding requirements for post-production</li> <li>Constructing an approach and plan the process keeping in mind the target audience</li> <li>Preparing and finalising effort estimates and work plan in accordance to requirements</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding requirements for post-production	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Understand the Directors vision, creative and technical requirements and expectations in terms of quality of deliverables and timelines</li> <li>PC2. Understand the way the story needs to be conveyed including the emotional graph, grammar of the scene, motivational points and need for transitions</li> </ul>
Constructing an approach and plan the process	<ul style="list-style-type: none"> <li>PC3. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow (Supervisor)</li> <li>PC4. Break-down the workflow into tasks that can be performed on a daily basis (Supervisor)</li> </ul>
Preparing and finalising effort estimates and work plan	<ul style="list-style-type: none"> <li>PC5. Translate expectations into effort estimates for each process and prepare a work plan, keeping in mind the impact on the production budget, timelines and technical viability (Supervisor)</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Production vision, objectives, expected output, distribution/exhibition channels</li> <li>KA2. Post-production objectives, expected outcomes and quality standards</li> <li>KA3. The technical, budget and time constraints applicable</li> <li>KA4. Established data management and work flow systems</li> <li>KA5. How to maintain quality control as production scales</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. Post-production techniques that would apply to the current production</li> <li>KB2. The equipment and specialized software required e.g. Avid, Final Cut Pro, After-effects, Quantel, Smoke, Flame, 3DS Max and sound cleaning software</li> <li>KB3. How to install the latest software patch updates so as to improve the workflow</li> <li>KB4. How to translate script requirements and post-production objectives into a schedule that could cover the workflow, key activities, deliverables and</li> </ul>

MES/ N 1401

Understand requirements and plan workflow

	<p>timelines</p> <p>KB5. The implications of each activity on time, materials, equipment, manpower and budget</p> <p>KB6. The impact of each activity on the entire process workflow (Supervisor)</p> <p>KB7. How to optimize the output, based on the production need</p> <p>KB8. How to estimate the cost and time it would take to keeping in mind the intended visual style</p> <p>KB9. How to differentiate between a creative call and technical requirement</p> <p>KB10. Domestic and International post-production best practices prevalent in the industry</p> <p>KB11. Applicable copyright norms and intellectual property rights</p> <p>KB12. Applicable health and safety guidelines pertaining to working for long periods on edit machines</p>
<b>Skills (S) (Optional)</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document post-production requirements that can serve as a reference document for circulation to the team</p> <p>SA2. Document decisions on the processes involved and techniques to be used with reasons thereof</p> <p>SA3. Document the project work-plan including the schedule key deliverables, resources involved and timelines (Supervisor)</p> <p>SA4. Document dos and don'ts for different machines and software for reference of the team</p> <p>SA5. Document other areas (e.g. requirements of the target audience, market, end-product, reference links and videos) that may be relevant for the team</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Read and understand the script and determine requirements</p> <p>SA7. Read about emerging techniques in post-production</p> <p>SA8. Read user manuals for equipment and software</p> <p>SA9. Read about the tastes and preferences of the target audience and the market where the end-product intends to be distributed</p>
<p><b>B. Professional Skills</b></p>	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. Understand the creative vision of the Director and Producer, and work to resolve any issues</p> <p>SA11. Communicate with team members, relay instructions, collaborate and resolve issues with members of the post-production team handling different aspects/processes to determine the effort involved for the activities that would need to be performed (Supervisor)</p>
	<p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan the activities, workflow, resourcing and timelines in accordance to the creative and technical requirements</p>

MES/ N 1401

Understand requirements and plan workflow

	SB2. Create post-production schedules SB3. Use time management techniques so that the scheduled time is not exceeded SB4. Manage and enforce deadlines successfully--on time SB5. Work well in a fast-paced environment
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB1. Identify any issues that may arise during post-production and find solutions to address them
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB2. Have a keen eye for detail and maintain an aesthetic sense towards colour grading, vfx components and software capabilities of the final output SB3. Envision the impact of selecting a particular technique/activity on the budget, resourcing and timelines
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand how to: SB4. Appraise the quality of the raw footage gathered to ensure it is in line with the initial concept and quality standards	

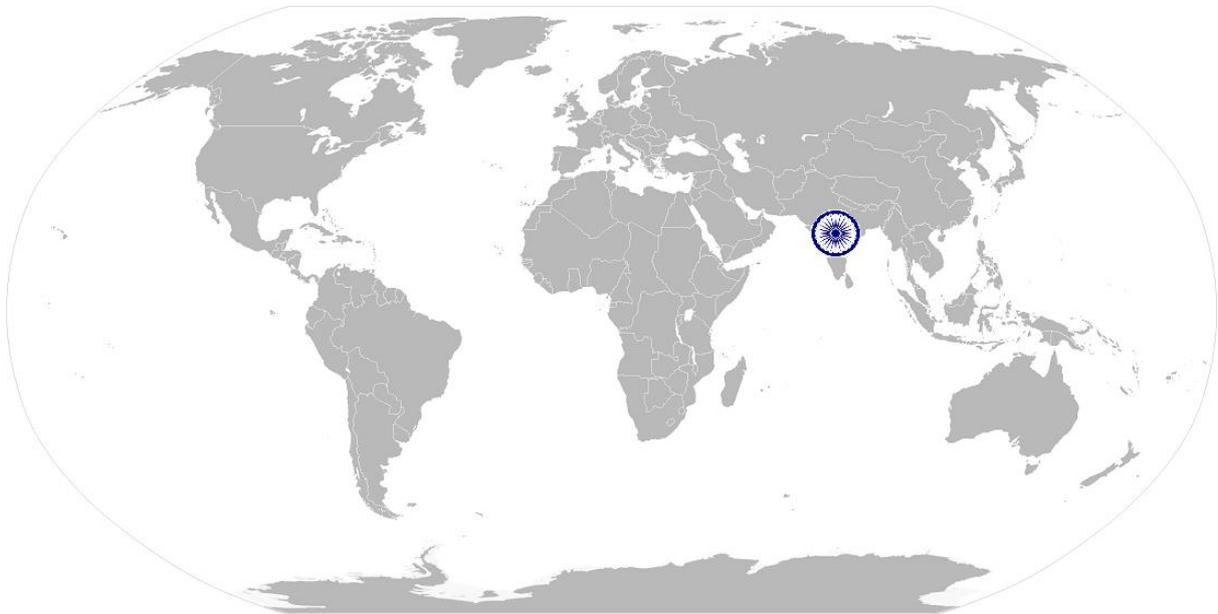


MES/ N 1401

Understand requirements and plan workflow

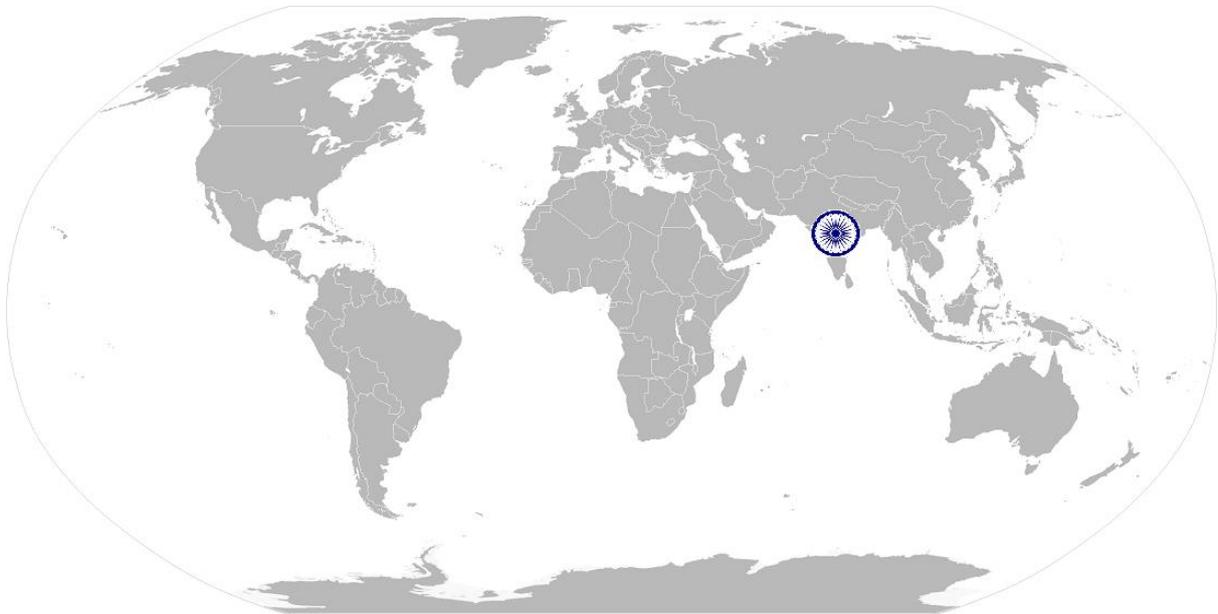
## NOS Version Control

<b>NOS Code</b>	<b>MES / N 1401</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>16/11/14</b>
<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
<b>Occupation</b>	<b>Post Production</b>	<b>Next review date</b>	<b>25/11/16</b>



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# National Occupational Standard



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## Overview

This unit is about managing equipment and material throughout the post-production process

<b>Unit Code</b>	MES/ N 1402
<b>Unit Title (Task)</b>	Manage equipment & material
<b>Description</b>	This OS unit is about managing equipment and material throughout the post-production process
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Preparing materials and equipment for the post production process</li> <li>• Managing interim work-products during post-production</li> <li>• Ensuring work-products are distribution/exhibition ready as per the required technical specifications</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Preparing materials and equipment for the post production process	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Gather raw footage/material (e.g. raw camera footage, dialogue, sound effects, graphics, special effects) and select relevant material that can be used for post-production</li> <li>PC2. Ingest the footage/keep the material ready for the post-production process</li> <li>PC3. Ensure software/equipment is ready for use (e.g. Final Cut Pro, Avid, After-Effects and sound cleaning software)</li> </ul>
Managing interim work-products during post-production	PC4. Save back-ups for interim work-products in the appropriate file formats
Ensuring work-products are distribution/exhibition ready as per the required technical specifications	PC5. Ensure final work-products are prepared in appropriate file formats (e.g. mp4, avi, wmv, mpg and mov) and appropriate medium (e.g. DVD, film, tape and digital) compatible with intended distribution/exhibition mediums PC6. Clear logs/data and keep the software and equipment ready for future use
<b>Knowledge and Understanding (K)</b>	
<b>B. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. The purpose and intended use of the end-product</li> <li>KA2. The creative and technical specifications of the work-product, including the quality standards expected of the final output</li> <li>KA3. The intended distribution/exhibition mediums for the production</li> <li>KA4. Established data management and work flow systems</li> <li>KA5. How to maintain quality control as production scales</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. How to work on relevant equipment and software e.g. Final Cut Pro, Avid, After-Effects and sound cleaning software</li> <li>KB2. The format, resolution and quality in which the material would need to be ingested, based on the intended final output</li> <li>KB3. How to identify issues with the raw material/footage prior to, or during, the</li> </ul>

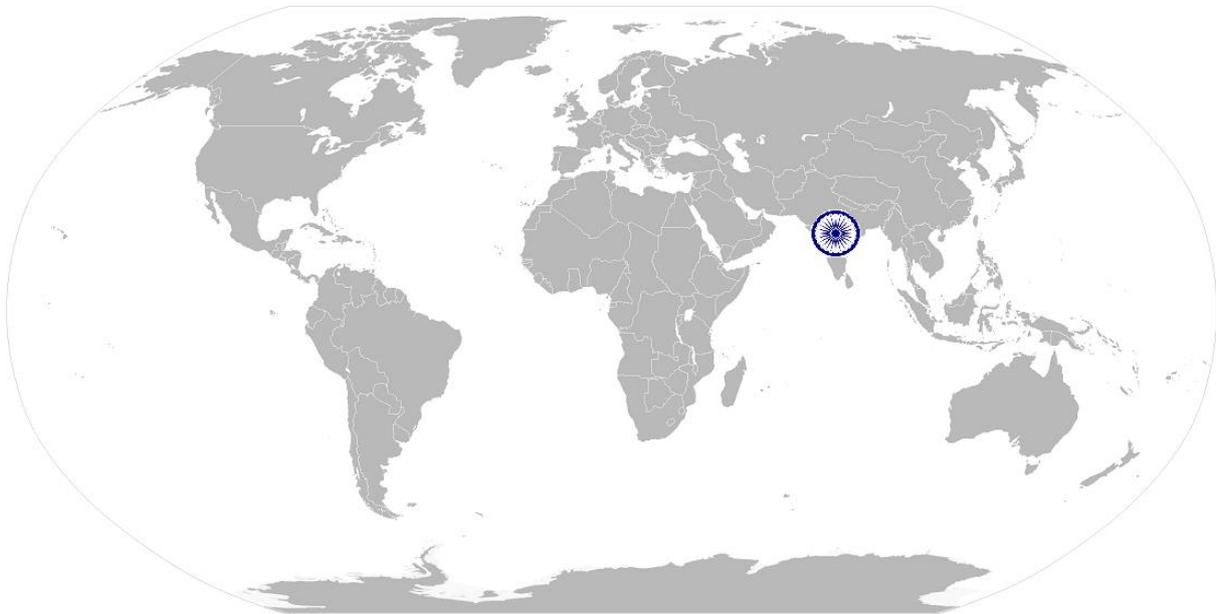
	<p>ingest process</p> <p>KB4. The storage media relevant to the type of production</p> <p>KB5. File-naming conventions appropriate to the production</p> <p>KB6. How to keep abreast of changes in technology and update skills accordingly</p> <p>KB7. Applicable health and safety guidelines</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. Prepare documentation, including charts, to accompany the work-product
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the user and technical specifications of equipment and software SA3. Gather and watch raw footage/material including raw camera footage, dialogue, sound effects, graphics and special effects SA4. Gather references of work-products and productions that could provide ideas and help conceptualise possibilities for post-production
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA5. Discuss and understand requirements and specifications from the Producer, Director and Supervisor SA6. Discuss any problems with the footage that could impact the post-production process and solicit suggestions for resolving them
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. Plan and prioritise work according to the requirements SB2. Manage and enforce deadlines successfully--on time SB3. Work well in a fast-paced environment
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. Highlight any issues (such as visual and sound quality) with the raw material that may impact the post production process and take pro-active steps to resolve them SB5. Identify and resolve commonly occurring issues in the equipment

MES/ N 1402

Manage equipment & material

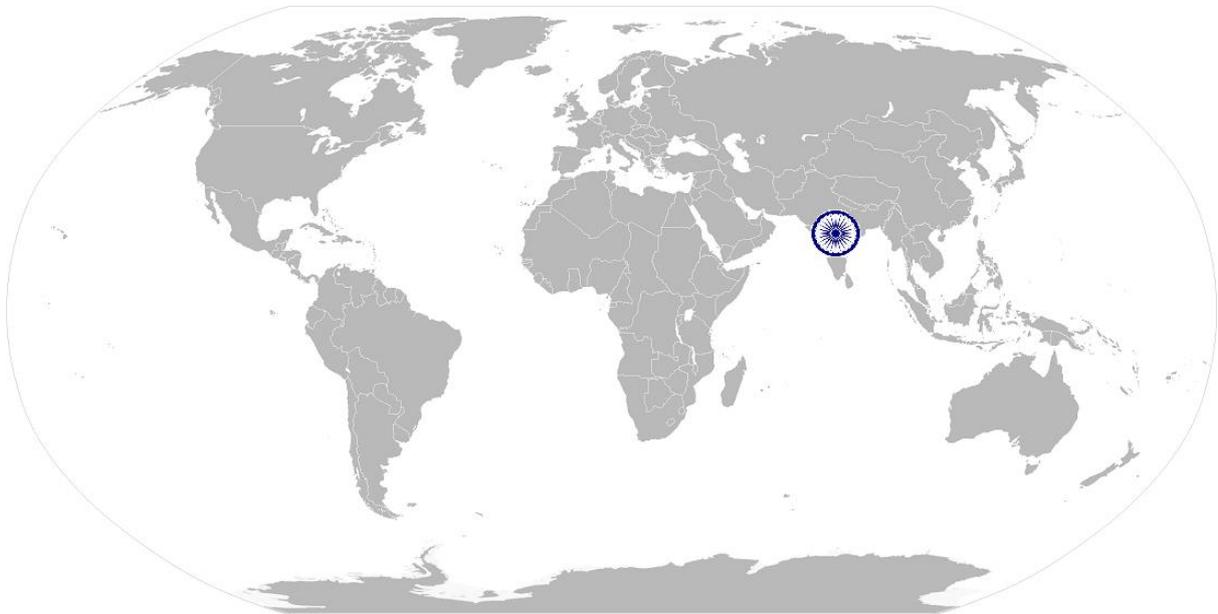
## NOS Version Control

<b>NOS Code</b>	MES / N 1402		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/11/14
<b>Sub-sector</b>	Film, Television, Animation, Advertising	<b>Last reviewed on</b>	26/11/14
<b>Occupation</b>	Post Production	<b>Next review date</b>	25/11/16



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# National Occupational Standard



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## Overview

This unit is about cutting production raw material and arranging them on a timeline to create a sequential output that meets production requirements

MES/ N 1403

Edit the production

<b>Unit Code</b>	<b>MES/ N 1403</b>
<b>Unit Title (Task)</b>	<b>Edit the production</b>
<b>Description</b>	This OS unit is about cutting production raw material and arranging them on a timeline to create a sequential output that meets production requirements
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Preparing to edit the production</li> <li>• Editing and preparing the final output</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Preparing to edit the production	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Visualise the flow of the story idea and conceptualise possibilities</li> <li>PC2. Evaluate and select the production raw material (e.g. raw camera footage, dialogue, sound effects, graphics and special effects) that can be used to create the required flow</li> <li>PC3. Manage video, sound and image assets effectively, maintaining accurate and up-to-date logs, audio track breakdowns and sound tracks</li> </ul>
Editing and preparing the final output	<ul style="list-style-type: none"> <li>PC4. Cut, sequence and merge the material using digital software to create an output that meets guidelines and has the required attributes (e.g. pace, direction, style, mood and impact) that would appeal to the target audience (Note: Though the non-linear digital editing process has made workflow easier, lack of time and diligent application can have a major impact on the final output. Additional training can be given to resolve such issues)</li> <li>PC5. Prepare a rough cut to ensure the required standards for the deliverable are adhered to</li> <li>PC6. Ensure continuity in the final output</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Production vision, objectives, expected output and distribution/exhibition channels</li> <li>KA2. The technical, budget and time constraints applicable</li> <li>KA3. The creative and technical specifications of the work-product, including the quality standards expected of the final output</li> <li>KA4. Established data management and work flow systems</li> <li>KA5. How to maintain quality control as production scales</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. Editing theories, conventions and techniques of video editing including splicing, cutting to sound-track, synchronizing and sequencing</li> <li>KB2. Sound editing processes including dubbing, track laying, mixing in various formats and sound design</li> <li>KB3. Merging and synchronising techniques such as cutting, dissolving, fading and wipes</li> <li>KB4. The basics of editing and principles of continuity/ discontinuity</li> <li>KB5. How to select the raw material in accordance to production requirements</li> </ul>

	<p>KB6. How to re-arrange the sequence of material in accordance to requirements of the genre</p> <p>KB7. How to work with editing software such as Avid, Final Cut Pro, After Effects and sound cleaning software</p> <p>KB8. How to edit fact-based information without any personal bias</p> <p>KB9. How to perform live editing</p> <p>KB10. Domestic and international post production best practices prevalent in the industry</p> <p>KB11. How to save interim and final deliverables in the required format using appropriate file naming conventions</p> <p>KB12. The implication of the format on the quality of the end-product</p> <p>KB13. Appropriate modifications/ alternatives based on any constraints/ limitations</p> <p>KB14. Applicable health and safety guidelines</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document notes on the creative possibilities for editing and arranging footage, for use during the editing process</p> <p>SA2. Document notes and specifications for guidance and reference during other post production processes such as colour grading, computer-generated effects, compositing and rendering</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read and understand the script and determine requirements</p> <p>SA4. Gather and watch raw footage/material including raw camera footage, dialogue, sound effects, graphics and special effects</p> <p>SA5. Gather suitable references from various sources for use during production</p> <p>SA6. Research attributes of the genre, language, culture, region of the production to determine aspects that may need to be reflected in the final output</p>
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan and prioritise work according to the requirements</p> <p>SB2. Manage and enforce deadlines successfully--on time</p> <p>SB3. Work well in a fast-paced environment</p>

	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB1. Address comments on the interim/final work-products and make changes accordingly
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB2. Have a keen eye for detail and maintain an aesthetic sense towards colour grading, vfx components and software capabilities of the final output SB3. Envision the impact of the editing techniques on the budget, key activities and timelines
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB4. Appraise the quality of the production to ensure it is in line with the expected quality standards SB5. Evaluate the final product and suggest improvements that can be made through further post-production processes such as colour grading and effects SB6. Develop innovative editing practices to improve product results

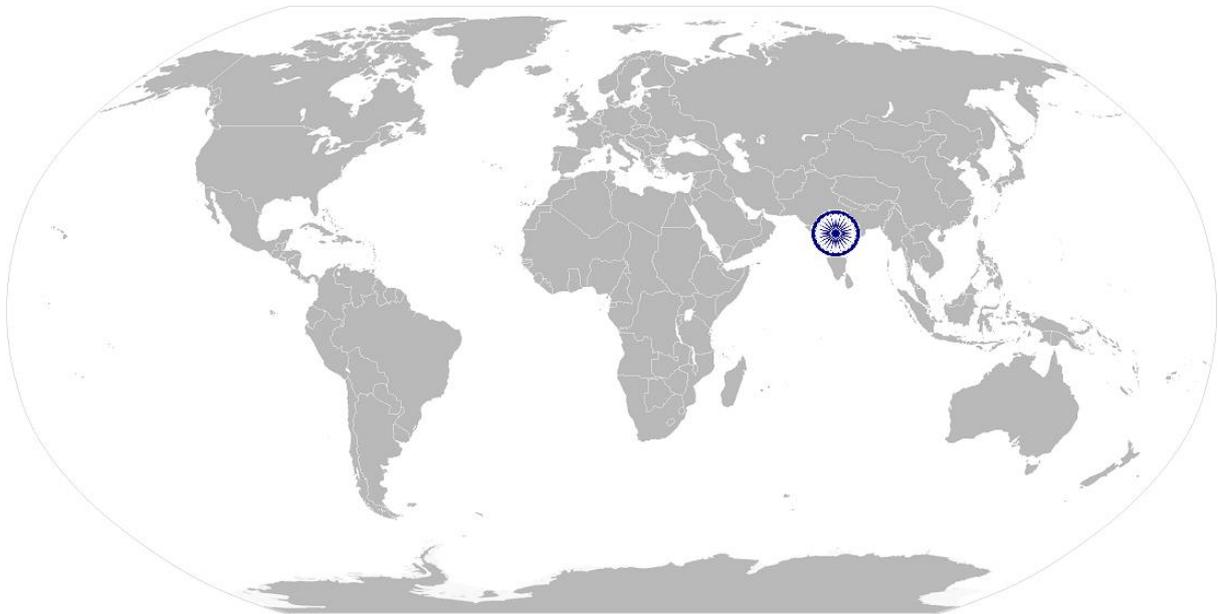


MES/ N 1403

Edit the production

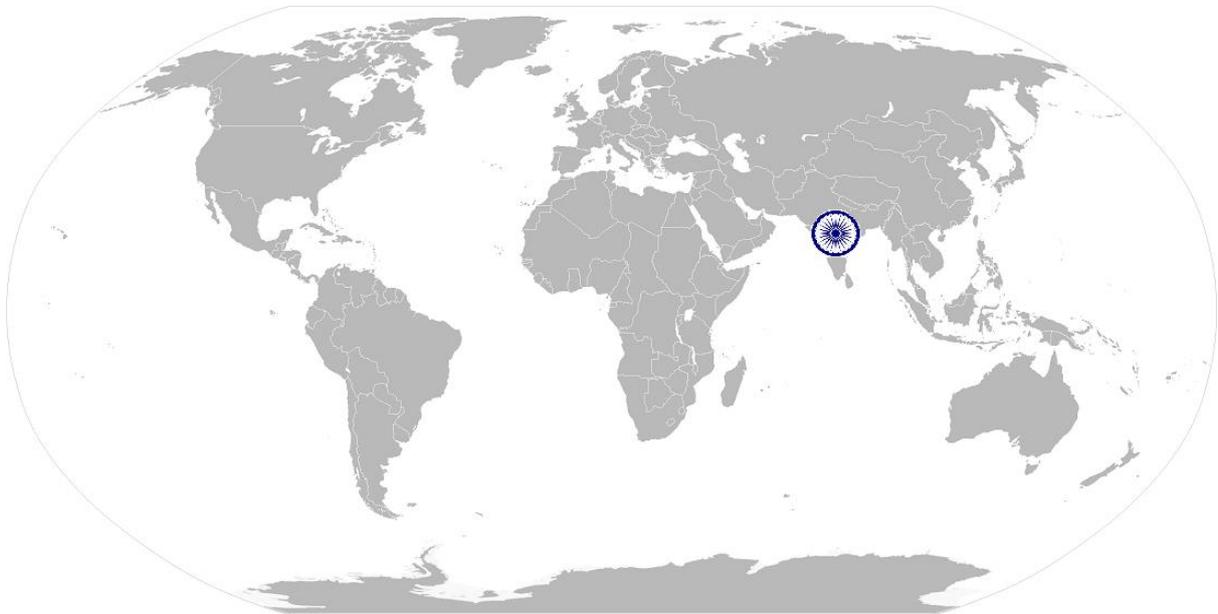
## NOS Version Control

<b>NOS Code</b>	<b>MES / N 1403</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>16/11/14</b>
<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
<b>Occupation</b>	<b>Post Production</b>	<b>Next review date</b>	<b>25/11/16</b>



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# National Occupational Standard



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## Overview

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

MES/ N 1404

Maintain workplace health and safety

National Occupational Standard

<b>Unit Code</b>	MES/ N 1404
<b>Unit Title (Task)</b>	Maintain workplace health and safety
<b>Description</b>	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Understanding the health, safety and security risks prevalent in the workplace</li> <li>• Knowing the people responsible for health and safety and the resources available</li> <li>• Identifying and reporting risks</li> <li>• Complying with procedures in the event of an emergency</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding the risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand and comply with the organisation's current health, safety and security policies and procedures</p> <p>PC2. Understand the safe working practices pertaining to own occupation</p> <p>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</p> <p>PC4. Participate in organization health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</p> <p>PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</p>
Identifying and reporting risks	<p>PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures</p> <p>PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected</p>
Complying with procedures in the event of an emergency	<p>PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisation's norms and policies relating to health and safety</p> <p>KA2. Government norms and policies regarding health and safety and related</p>

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Maintain workplace health and safety

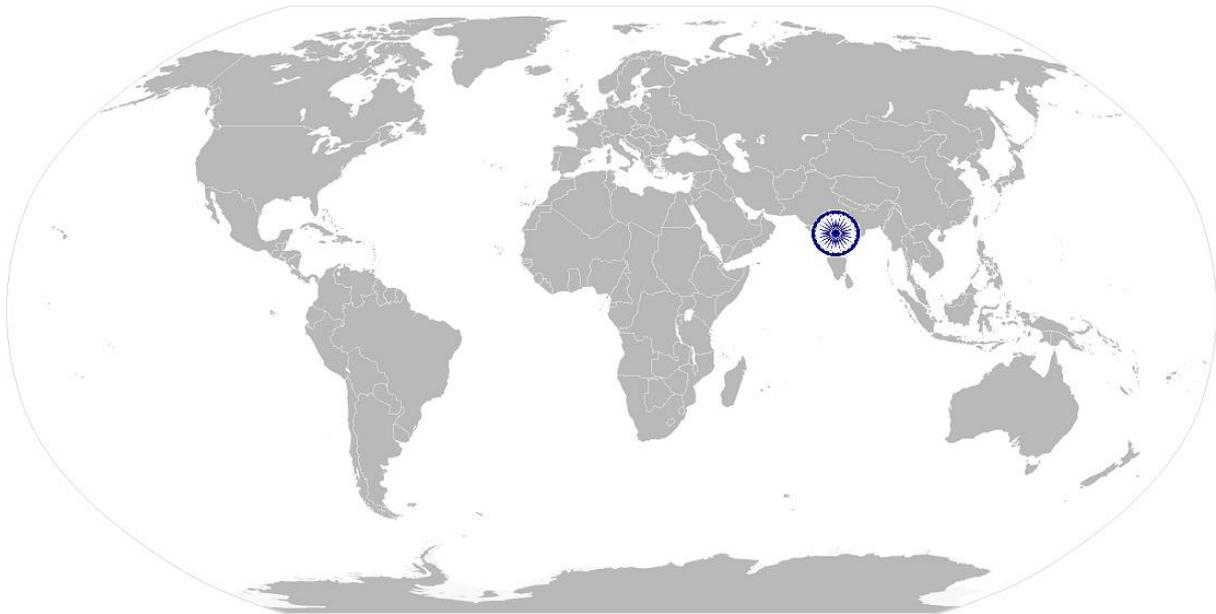
company / organization and its processes)	<p>emergency procedures</p> <p>KA3. Limits of authority while dealing with risks/ hazards</p> <p>KA4. The importance of maintaining high standards of health and safety at a workplace</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of health and safety hazards in a workplace</p> <p>KB2. Safe working practices for own job role</p> <p>KB3. Evacuation procedures and other arrangements for handling risks</p> <p>KB4. Names and contact numbers of people responsible for health and safety in a workplace</p> <p>KB5. How to summon medical assistance and the emergency services, where necessary</p> <p>KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. How to write and provide feedback regarding health and safety to the concerned people</p> <p>SA2. How to write and highlight potential risks or report a hazard to the concerned people</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read instructions, policies, procedures and norms relating to health and safety</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Highlight potential risks and report hazards to the designated people</p> <p>SA5. Listen and communicate information with all anyone concerned or affected</p>
<b>B. Professional Skills</b>	<b>Decision making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions on a suitable course of action or plan</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Apply problem solving approaches in different situations</p>
	<b>Critical Thinking</b>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority</p> <p>SB5. Apply balanced judgements in different situations</p>	

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Maintain workplace health and safety

## NOS Version Control

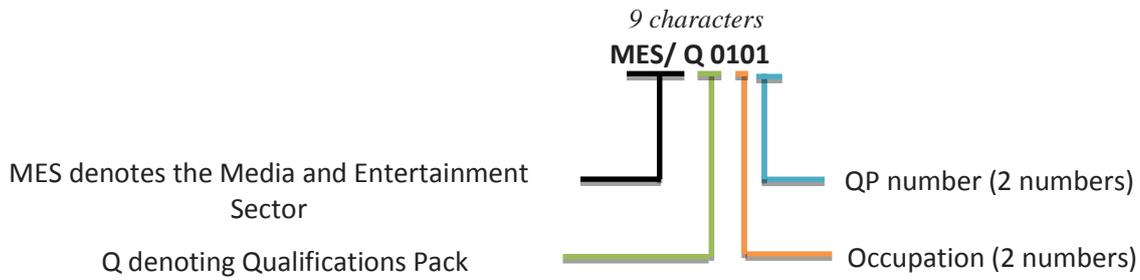
<b>NOS Code</b>	<b>MES / N 1404</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>16/11/14</b>
<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
<b>Occupation</b>	<b>Post Production</b>	<b>Next review date</b>	<b>25/11/16</b>



## Annexure

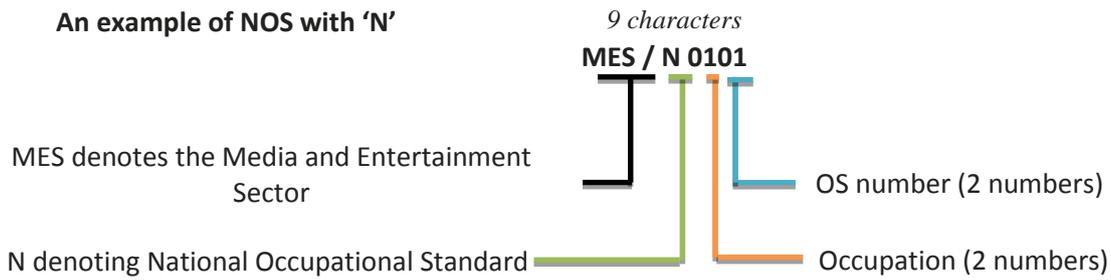
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
...	...

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Post Production	14
Next two numbers	QP number	01

<b>Job Role/Qualification Pack</b>	<b>Editor</b>						
<b>QP- ID</b>	MES Q 1401						
	NOS	NOS NAME	Weightage				
1	MES/ N 1401	Understand requirements and plan workflow	30%				
2	MES/ N 1402	Manage equipment & material	20%				
3	MES/ N 1403	Edit the production	45%				
4	MES/ N 1404	Maintain workplace health and safety Description	5%				
			100%				

### Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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 PC.

2. The assessment for the theory & Practical part will be based on knowledge bank of questions created by the AA and approved by SSC

3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)

4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria

5. To pass the Qualification Pack , every trainee should score a minimum of 70% cumulatively (Theory and Practical)

NOS CODE	NOS NAME	Performance Criteria	Total Mark	Out Of	Marks Allocation	
					Theory	Skills Practical
MES/ N 1401	Understand requirements and plan workflow	PC1. Understand the Directors vision, creative and technical requirements and expectations in terms of deliverables and timelines	100	40	20	50
		PC2. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow (Supervisor)				
		PC3. Translate expectations into effort estimates for each process and prepare a work plan, keeping in mind the impact on the production budget, timelines and technical viability (Supervisor)				
		<b>Total</b>				
MES/ N 1402	Manage equipment & material	PC1. Gather raw footage/material and select relevant material that can be used for post-production	100	40	20	50
		PC2. Ingest the footage/keep the material ready for the post-production process				
		PC3. Save back-ups for interim work-products in the appropriate file formats				
				10	5	

		PC4. Ensure final work-products are prepared in appropriate file formats (mp4, avi, wmv, mpg, mov etc.) and appropriate medium (DVD, film, tape, digital etc.) compatible with intended distribution/exhibition mediums		20	10	
		PC5. Clear logs/data and keep the software and equipment ready for future use		5	0	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>MES/ N 1403</b>	<b>Edit the production</b>	PC1. Visualise the flow of the story idea and conceptualise possibilities	<b>100</b>	25	10	<b>50</b>
		PC2. Evaluate and select the production raw material (raw camera footage, dialogue, sound effects, graphics, special effects etc.) that can be used to create the required flow		20	10	
		PC3. Manage video, sound and image assets effectively, maintaining accurate and up-to-date logs, audio track breakdowns and sound tracks.		20	10	
		PC4. Cut, sequence and merge the material using digital software to create an output that meets guidelines and has the required attributes (pace, direction, style, mood, impact etc.) that would appeal to the target audience		15	10	
		(Note: Though the non-linear digital editing process has made workflow easier, lack of time and diligent application can have a major impact on the final output. Additional training can be given to resolve such issues)				
		PC5. Prepare a rough cut to ensure the required standards for the deliverable are adhered to		10	5	
		PC6. Ensure continuity in the final output		10	5	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>MES/ N 1404</b>	<b>Maintain workplace health and safety Description</b>	PC1. Understand and comply with the organisation's current health, safety and security policies	<b>100</b>	10	5	<b>50</b>
		PC2. Understand the safe working practices pertaining to own occupation		10	5	
		PC3. Understand the government norms and policies relating to health and safety including em		5	3	
		PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
		PC5. Identify the people responsible for health and safety in the workplace, including those to c		10	5	
		PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations,		10	5	
		PC7. Identify aspects of your workplace that could cause potential risk to own and others health		10	5	
		PC8. Ensure own personal health and safety, and that of others in the workplace though precau		10	5	
		PC9. Identify and recommend opportunities for improving health, safety, and security to the de		5	3	
		PC10. Report any hazards outside the individual's authority to the relevant person in line with o		10	5	
		PC11. Follow organisation's emergency procedures for accidents, fires or any other natural cala		10	5	
		PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely a		5	2	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>