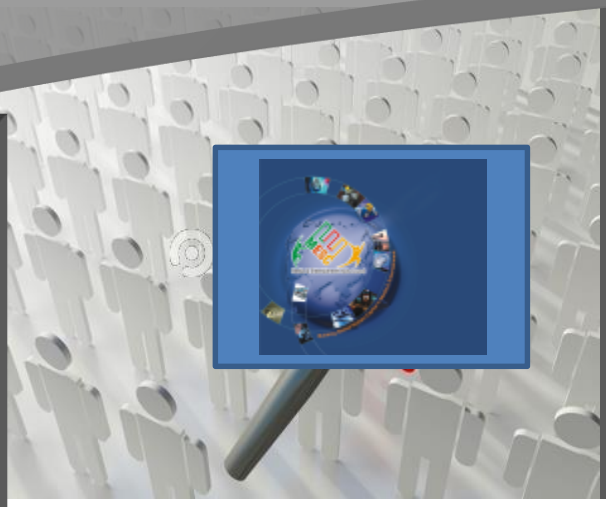
QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY



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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

Introduction

Qualifications Pack- Modeller

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Animation, Gaming

OCCUPATION: Asset Creation

REFERENCE ID: MES/ Q 2501

ALIGNED TO: NCO-2004/NIL

Modeller in the Media & Entertainment Industry is also known as a CG Modeller

Brief Job Description: Individuals at this job are responsible for creating computer generated models (characters, machines, props, objects etc.) for animation under close supervision of a senior.

Personal Attributes: This job requires the individual to create various types of models using modelling software and tools such as Maya, 3D Studio Max etc. The individual must also have a good understanding of the human anatomy, skeleton structure, joints, facial muscles, expressions etc. The individual must be well-versed with the principles and techniques of 3D modelling and animation.

Job Details

Qualifications Pack Code	**MES/ Q 2501**		
Job Role	**Modeller** This job role is applicable in both national and international scenarios		
Credits(NSQF)	**TBD**	**Version number**	**1.0**
Sector	**Media and Entertainment**	**Drafted on**	**16/07/13**
Sub-sector	**Animation, Gaming**	**Last reviewed on**	**30/07/13**
Occupation	**Asset Creation**	**Next review date**	**29/07/15**

Job Role	**Modeller**
Role Description	Create computer generated models for animation
NSQF level	4
Minimum Educational Qualifications	Class X
Maximum Educational Qualifications	-
Training (Suggested but not mandatory)	3D software such as Maya, 3D Studio Max etc.
Experience	0-1 years Trainee Modeller/ Junior Modeller 1+ years Modeller
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES / N 2501 (Interpret the script/ brief/ storyboard) 2. MES / N 2502 (Prepare computer generated models) 3. MES / N 2503 (Test computer generated models) 4. MES / N 2508 (Maintain workplace health and safety) **Optional:** N.A.
Performance Criteria	As described in the relevant OS units

Definitions

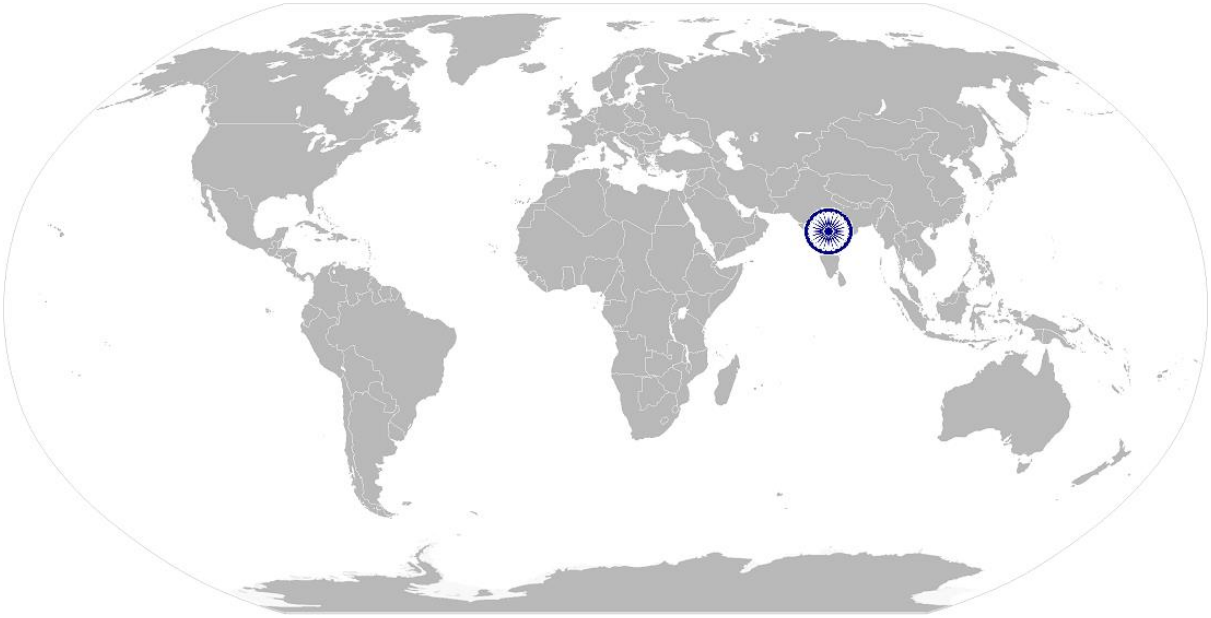
Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Composition	Composition is the positioning of the character with respect to the background and camera
Clean-up	Refining the interim/rough animation
Creative Brief	Creative 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.
Key Frame	Key Frames are the key poses, usually the start and end poses for a particular animation sequence
Modelling	Modelling 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
Rigging	Rigging is the process of adding joints to a static three-dimensional model to aid movement during posing
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.
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.

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.
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.

Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
CG	Computer Generated

National Occupational Standard



Overview

This OS unit is about interpreting the script/ brief/ storyboard for the animation process

National Occupational Standard

Unit Code	MES/ N 2501
Unit Title (Task)	**Interpret the script/ brief/ storyboard**
Description	This OS unit is about interpreting the script/ brief/ storyboard for the animation process
Scope	This unit/task covers the following: • Interpret the script/ brief/ storyboard correctly

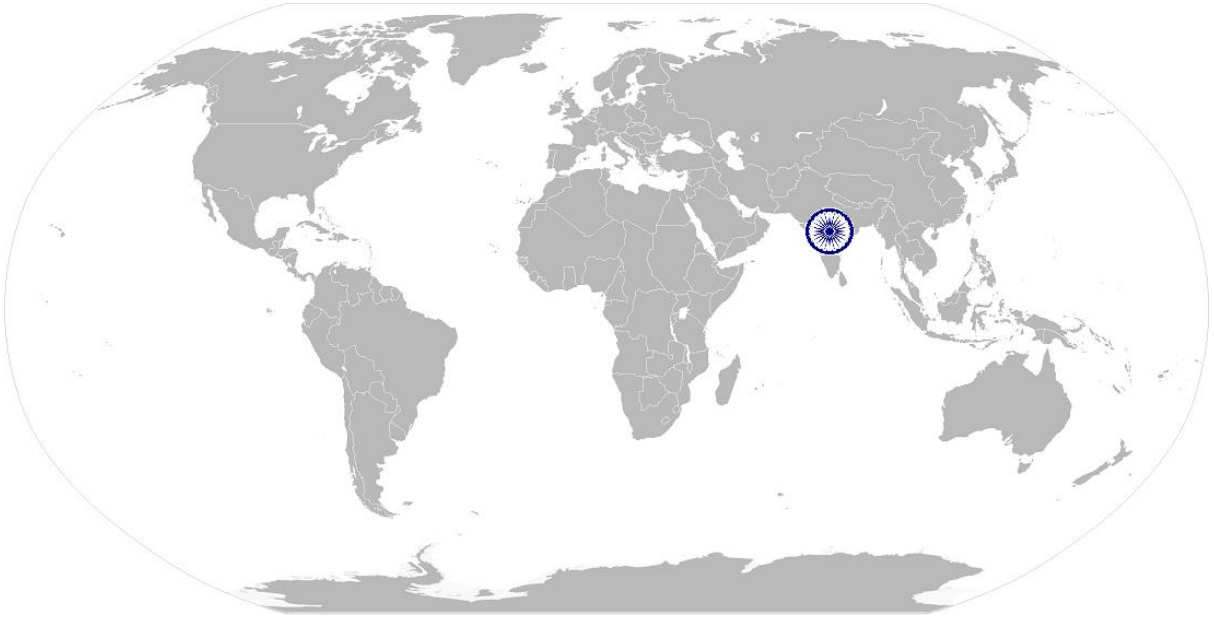
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Interpretation of script/ brief/ storyboard	To be competent, the user/individual on the job must be able to: PC1. Understand the script, brief and storyboard from the Art Director and character designers PC2. Understand the design brief in context of his/her job (appearance, complexion, dressing, moods, personalities, expressions etc.) PC3. Understand the requirements (number, types, duplicates etc.) PC4. Understand the specifications (dimensions, operating parameters etc.) PC5. Understand the technical needs of the project relevant to his/ her job role (Television, Film, Gaming, Internet, DVD etc.) PC6. Be aware and responsible of his/her role in the pre-production, production and post-production process

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative vision and elements of production relevant to his/her job role KA2. The project pipeline/schedule and timelines relevant to their work KA3. The intended purpose/ end-use of the models that need to be created
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Principles of animation KB2. Human anatomy, skeleton structure, joints, facial muscles etc. KB3. Human mannerisms, emotions, behavior, facial expressions etc. KB4. Techniques and workflow KB5. Drawing and illustration techniques KB6. How to prepare an output that is consistent with the creative look of the production and in accordance to the script and design brief KB7. The sources for research and reference material KB8. Applicable copyright norms and intellectual property rights KB9. Applicable health and safety guidelines

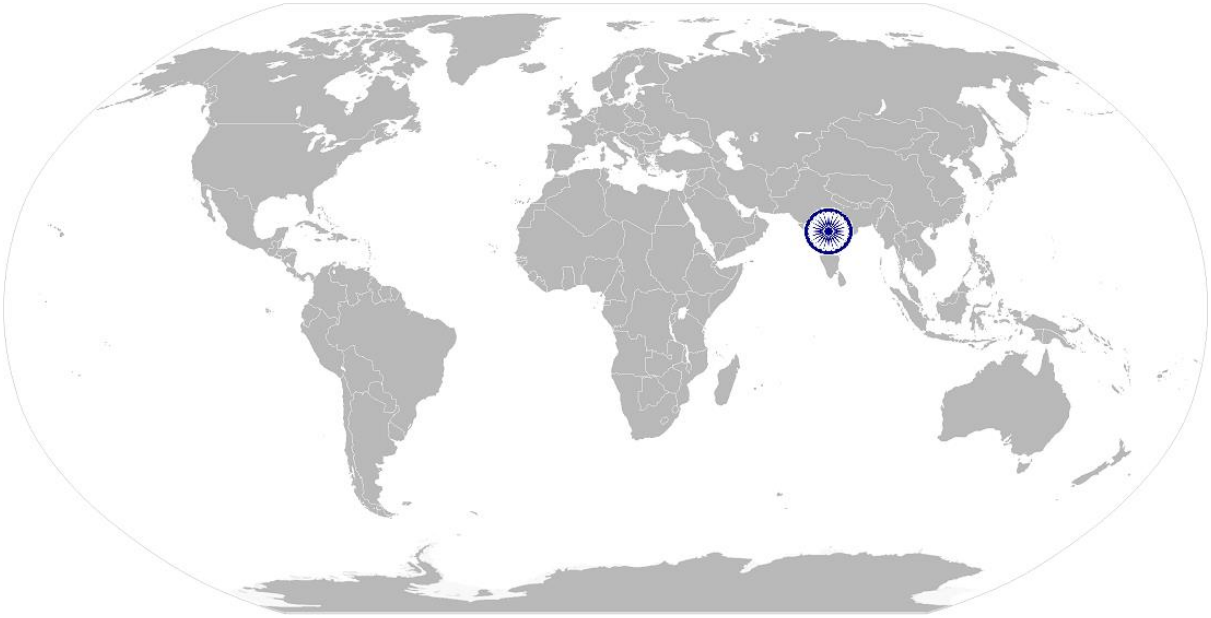
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document notes while understanding the brief, requirements and specifications from the art director and character designers to refer to during the production process
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the design brief and character pack SA3. Research links, videos, artwork etc. that can be used as references
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Understand the design brief and requirements from the Art Director and character designers
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Breakup the tasks required and estimate the time required for each task, so as to manage own work in assigned time schedule
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Identify any creative problems that may arise during the production and work back with the art director and character designers to find suitable solutions to address them SB3. Handle technical issues such as pipeline concerns, optimizing efficiency of assets and asset integration in collaboration with peers and under supervision of the art director

NOS Version Control

NOS Code	MES / N 2501		
Credits(NSQF)	TBD	Version number	02
Sector	Media and Entertainment	Drafted on	16/07/13
Sub-sector	Animation, Gaming	Last reviewed on	30/07/13
Occupation	Asset Creation	Next review date	29/07/15



National Occupational Standard



Overview

This unit is about creating computer generated models for the animation process

National Occupational Standard

Unit Code	MES/ N 2502
Unit Title (Task)	**Prepare computer generated models**
Description	This OS unit is about creating computer generated models for the animation process
Scope	This unit/task covers the following: • Preparation of computer generated 3D models, including characters machines, sets and props, game modeling, objects, locations/ background elements such as environment, architecture, landscapes, interiors and blend shapes

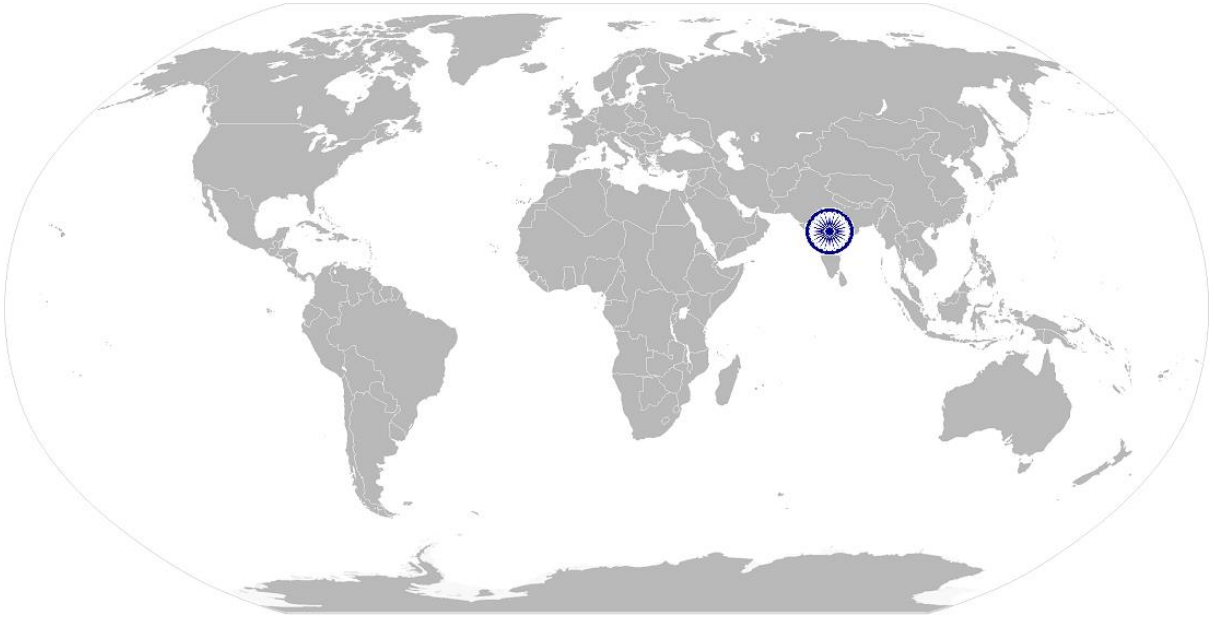
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Preparation of computer generated 3D models	To be competent, the user/individual on the job must be able to: PC1. Prepare digital models according to the design brief, requirements, specifications and technical needs of the project specified by the art director/ character designers PC2. Create prototypes/pilots for testing PC3. Understand the final display medium and adapt / suggest the model for its polycounts, mesh complexity, movement capability etc. under supervision of the art director and character designers PC4. Ensure that the models will be able to perform properly once animated, are uniform and consistent and are delivered in appropriate formats that can be used by others

Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative vision and elements of production relevant to his/her job role KA2. The pipeline/schedule and timelines relevant to their work KA3. The intended purpose/ end-use of the models that need to be created
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Principles of 3D modeling and animation including concepts like polygons, nurbs, and sub surface modeling etc. KB2. Human anatomy, skeleton structure, joints, facial muscles etc. KB3. Human mannerisms, emotions, behavior, facial expressions etc. KB4. Basics of rigging to help build models with the minimum necessary spline, nurbs and polygons KB5. Techniques and workflow of UV mapping KB6. Principles of engineering KB7. Physics of motion, resistance and volume KB8. Form, scale and proportion of various models KB9. The techniques of sculpting (added advantage) KB10. Drawing and illustration techniques KB11. How to create various types of models (organic, non-organic, simple,

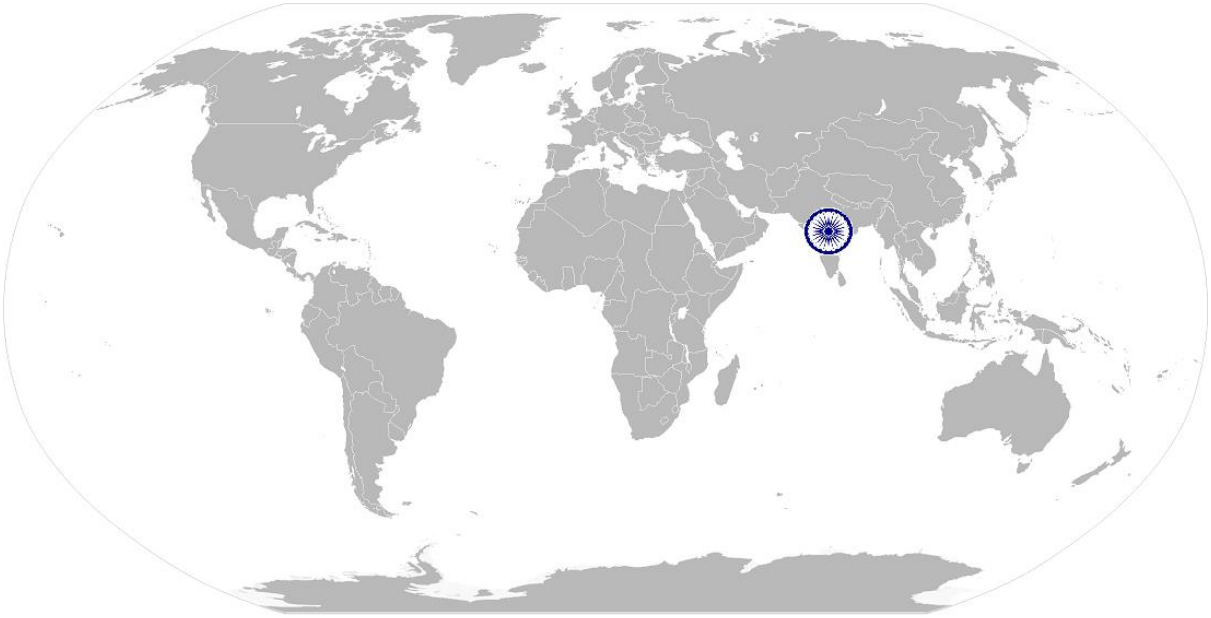
	complex) KB12. How to use modelling software and tools such as Maya, 3D Studio Max, Blender, Mud-Box, Zbrush, Mari etc. KB13. How to design and develop models consistent with the creative look of the production and in accordance to the script and design brief KB14. How to build models with the necessary detailing and as per the camera distance KB15. The sources for research and reference material KB16. How to design models to suit the final use. E.g. a model created for feature films is different from model created for television series and it is further different from model created for a game or e-Learning module KB17. How to Test models (through the basic phonemes test, basic expression test, simulation tests, grayscale turnarounds) to ensure that they meet the design specification and production requirements KB18. How to test characters, props and environments to ensure they appear correctly from all required camera positions and angles KB19. How to optimise mesh as per production requirements KB20. Applicable copyright norms and intellectual property rights KB21. Applicable health and safety guidelines
Skills (S) (Optional)	
C. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document notes /draw illustrations to assist during the modelling process
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the design brief and character pack SA3. Research links, videos, artwork etc. that can be used as references during the modelling process
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Understand the design brief and requirements from the Art Director and character designers SA5. Present the final character models to the Art Director and solicit feedback
D. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Breakup the tasks required and estimate the time required for each task, so as to manage own work in assigned time schedule
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Identify any creative problems that may arise during the production and work back with the art director and character designers to find suitable solutions to address them SB3. Handle technical issues such as pipeline concerns, optimizing efficiency of assets and asset integration in collaboration with peers and under supervision of the art director

NOS Version Control

NOS Code	MES / N 2502		
Credits(NSQF)	TBD	Version number	02
Sector	Media and Entertainment	Drafted on	16/07/13
Sub-sector	Animation, Gaming	Last reviewed on	30/07/13
Occupation	Asset Creation	Next review date	29/07/15



National Occupational Standard



Overview

This unit is about testing computer generated models to ensure that they conform to specifications and requirements

National Occupational Standard

Unit Code	**MES/ N 2503**
Unit Title (Task)	**Test computer generated models**
Description	This OS unit is about testing computer generated models to ensure that they conform to specifications and requirements
Scope	This unit/task covers the following: • Testing the models

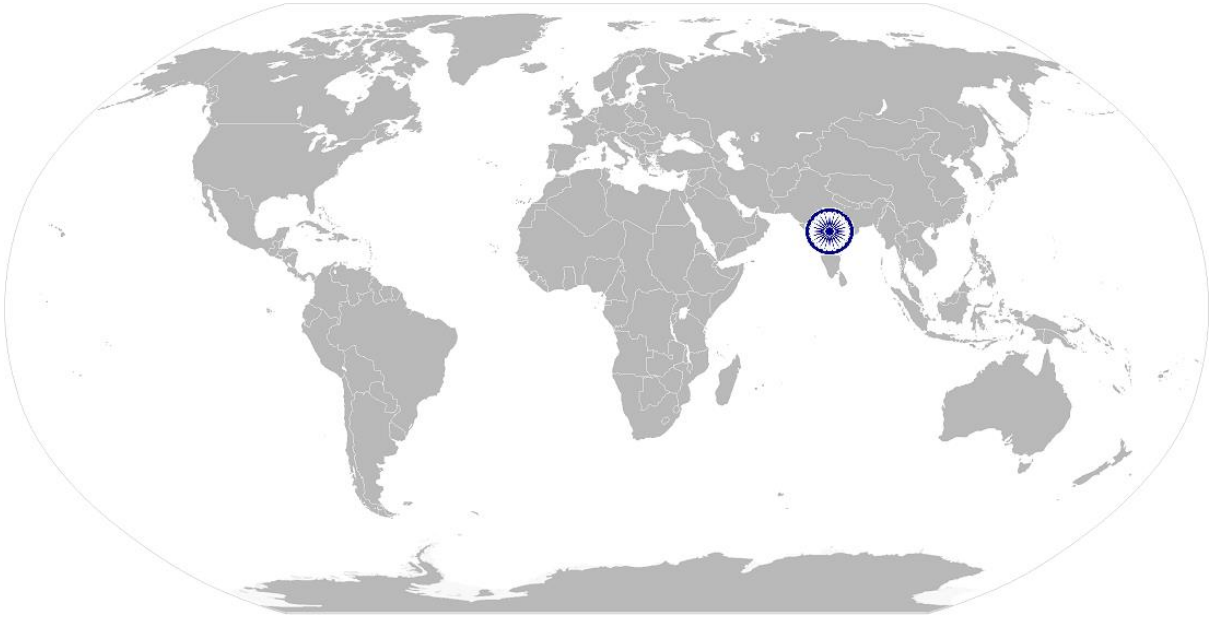
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Testing the models	To be competent, the user/individual on the job must be able to: PC1. Test the models to ensure that they meet the design specifications and production requirements and function as required PC2. Work out any problems with the models that emerge during production or construction in collaboration with peers and under supervision of the art director and character designers PC3. Review models with relevant people PC4. Respond positively to feedback about the models created, making refinements as needed PC5. Remain constantly flexible and adaptable to new directions, creative requirements and developments in model making

Knowledge and Understanding (K)	
C. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative vision and elements of production relevant to his/her job role KA2. The pipeline/schedule and timelines relevant to their work KA3. The intended purpose/ end-use of the models that need to be created
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Principles of 3D modeling and animation including concepts like polygons, nurbs, and sub surface modeling etc. KB2. Human anatomy, skeleton structure, joints, facial muscles etc. KB3. Human mannerisms, emotions, behavior, facial expressions etc. KB4. Basics of rigging to help build models with the minimum necessary spline, nurbs and polygons KB5. Techniques and workflow of UV mapping KB6. Principles of engineering KB7. Physics of motion, resistance and volume KB8. Form, scale and proportion of various models KB9. The techniques of sculpting (added advantage) KB10. Drawing and illustration techniques KB11. How to create various types of models (organic, non-organic, simple,

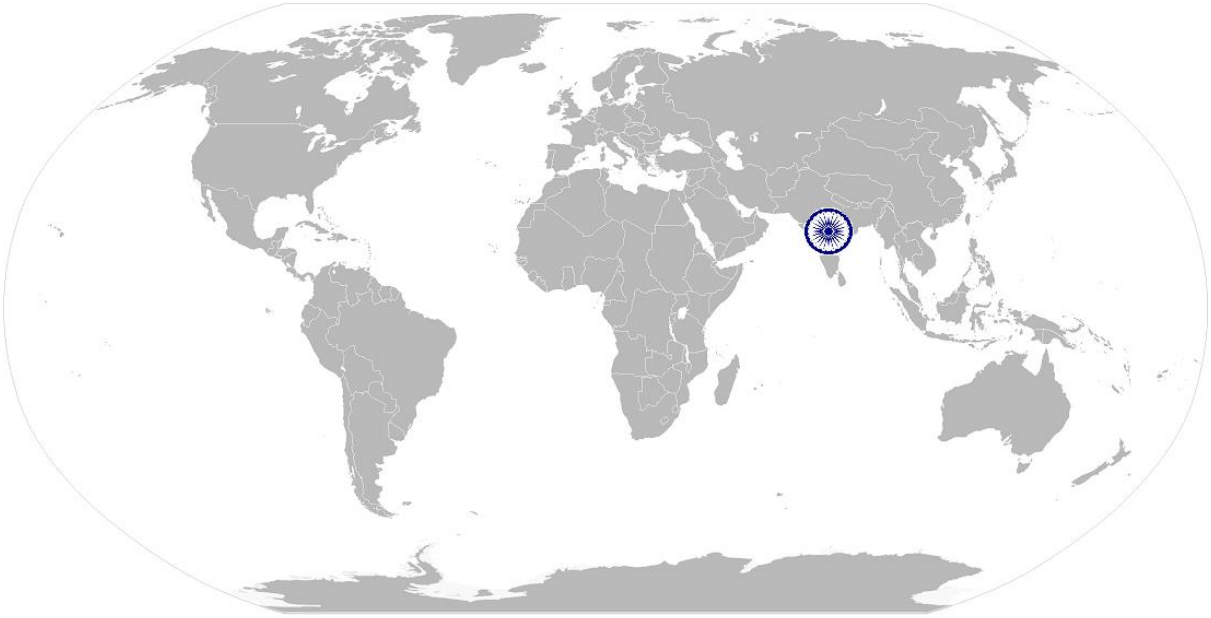
	complex) KB12. How to use modelling software and tools such as Maya, 3D Studio Max, Blender, Mud-Box, Zbrush, Mari etc. KB13. How to design and develop models consistent with the creative look of the production and in accordance to the script and design brief KB14. How to build models with the necessary detailing and as per the camera distance KB15. The sources for research and reference material KB16. How to design models to suit the final use. E.g. a model created for feature films is different from model created for television series and it is further different from model created for a game or e-Learning module KB17. How to test models (through the basic phonemes test, basic expression test, simulation tests, grayscale turnarounds) to ensure that they meet the design specification and production requirements KB18. How to test characters, props and environments to ensure they appear correctly from all required camera positions and angles KB19. How to optimise mesh as per production requirements KB20. Applicable copyright norms and intellectual property rights KB21. Applicable health and safety guidelines
Skills (S) (Optional)	
E. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document notes /draw illustrations to assist during the modelling process
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the design brief and character pack SA3. Research links, videos, artwork etc. that can be used as references during the modelling process
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Understand the design brief and requirements from the Art Director and character designers SA5. Present the final character models to the Art Director and solicit feedback
F. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Breakup the tasks required and estimate the time required for each task, so as to manage own work in assigned time schedule
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Identify any creative problems that may arise during the production and work back with the art director and character designers to find suitable solutions to address them SB3. Handle technical issues such as pipeline concerns, optimizing efficiency of assets and asset integration in collaboration with peers and under supervision of the art director

NOS Version Control

NOS Code	MES / N 2503		
Credits(NSQF)	TBD	Version number	02
Sector	Media and Entertainment	Drafted on	16/07/13
Sub-sector	Animation, Gaming	Last reviewed on	30/07/13
Occupation	Asset Creation	Next review date	29/07/15



National Occupational Standard



Overview

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

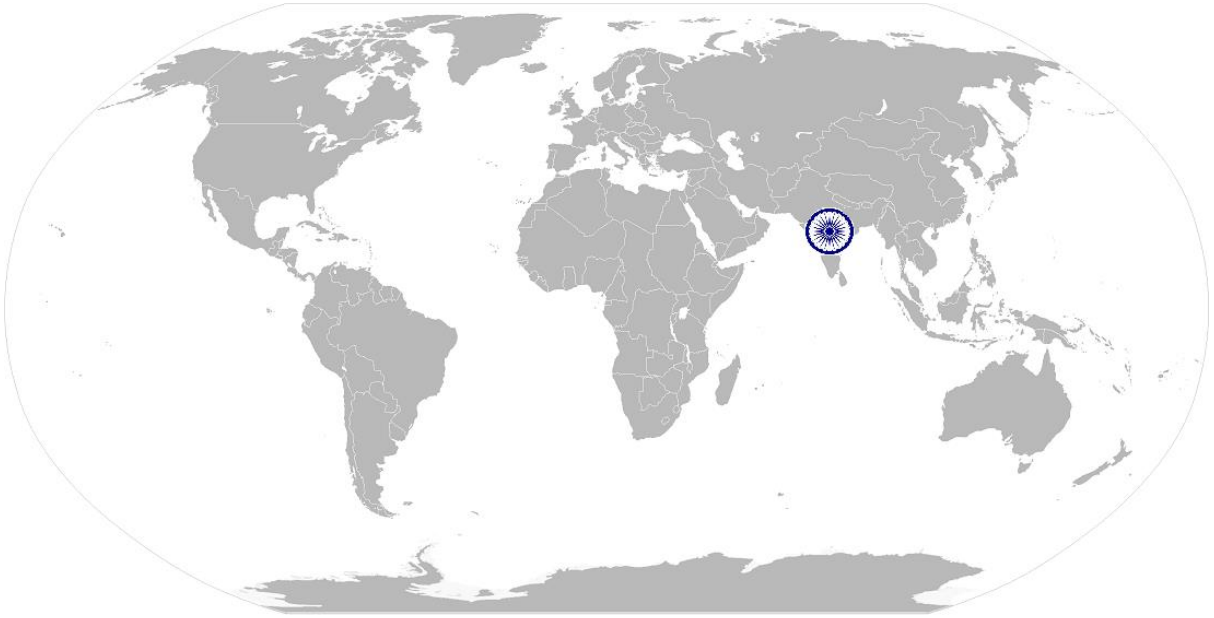
National Occupational Standard

Unit Code	MES/ N 2508
Unit Title (Task)	**Maintain workplace health and 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
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding the risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: PC1. Understand and comply with the organisation's 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	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	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 though precautionary measures PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person 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
Complying with procedures in the event of an emergency	PC11. Follow organisation's 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 individual's authority
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	The user/individual on the job needs to know and understand: KA1. Organisation's norms and policies relating to health and safety KA2. Government norms and policies regarding health and safety and related emergency procedures KA3. Limits of authority while dealing with risks/ hazards KA4. The importance of maintaining high standards of health and safety at a

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

NOS Version Control

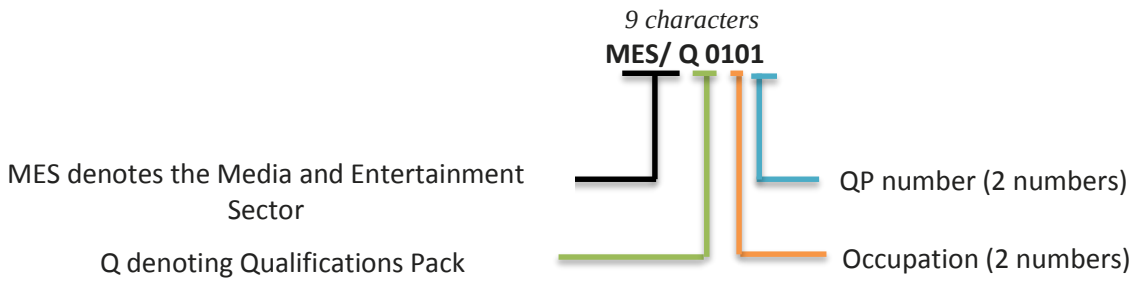
NOS Code	**MES / N 2508**		
Credits(NSQF)	**TBD**	**Version number**	**02**
Sector	**Media and Entertainment**	**Drafted on**	**16/07/13**
Sub-sector	**Animation, Gaming**	**Last reviewed on**	**30/07/13**
Occupation	**Asset Creation**	**Next review date**	**29/07/15**



Annexure

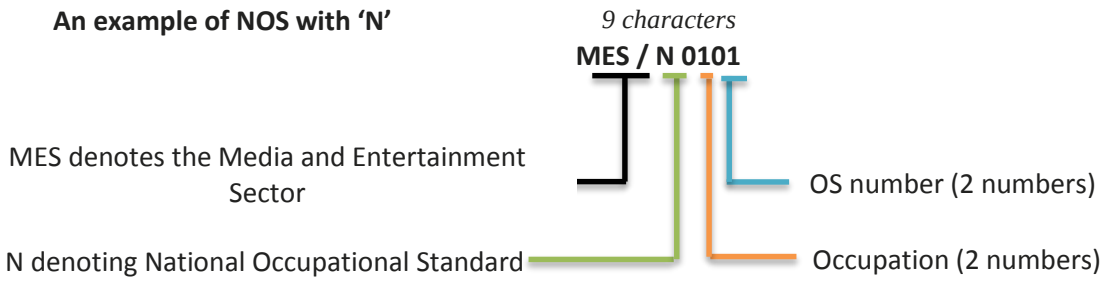
Nomenclature for QP and NOS

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 **Q**P or **N**OS	Q
Next two numbers	Asset Creation	25
Next two numbers	QP number	01

CRITERIA FOR ASSESSMENT OF -Asset Creation

Job Role/Qualification Pack	**Modeller**
QP- ID	**MES Q 2501**

	NOS	NOS NAME	Weightage
1	**MES / N 2501**	**Interpret the script/ brief/ storyboard**	25%
2	**MES / N 2502**	**Prepare computer generated models**	30%
3	**MES / N 2503**	**Test computer generated models)**	35%
4	**MES / N 2508**	**Maintain workplace health and safety**	10%
			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 evaulations 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)

Job Role Modeller

NOS CODE	NOS NAME	Performance Criteria			Marks Allocation

			Total Mark	Out Of	Theory	Skills Practical
MES/ N 2501	**Interpret the script/ brief/ storyboard**	PC1. Understand the script, brief and storyboard from the Art Director and character designers	100	20	10	60
		PC2.Understand the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)		20	10	
		PC3.Understand the requirements (number, types, duplicates etc.)		20	5	
		PC4.Understand the specifications (dimensions, operating parameters etc.		20	5	
		PC5.Understand the technical needs of the project (Television, Film, Gaming, Internet, DVD etc.)		10	5	
		PC6.Be aware and responsible of his/her role in the pre-production, production and post-production process		10	5	
			Total	100	40	60
MES/ N 2502	**Prepare computer generated models**	PC1. Prepare digital models according to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.), requirements (number, types, duplicates etc.) and specifications (dimensions, operating parameters etc.)	100	25	10	60
		PC2. Create prototypes/pilots for testing		25	10	
		PC3.Understand the final display medium and adapt / suggest the model for its polycounts, mesh complexity, movement capability etc.		25	10	

		PC4. Ensure that the models will be able to perform properly once animated, are uniform and consistent and are delivered in appropriate formats that can be used by others		25	10	
			Total	100	40	60
MES/ N 2503	**Test computer generated models**	PC1.Test the models to ensure that they meet the design specifications and production requirements and function as	100	25	10	60
		PC2.Work out any problems with the models that emerge during production or construction		25	10	
		PC3.Review models with relevant people		15	10	
		PC4.Respond positively to feedback about the models created, making refinements as needed		25	5	
		PC5. Remain constantly flexible and adaptable to new directions, creative requirements and developments in model making		10	5	
			Total	100	40	60
MES/ N 2508	**Maintain workplace health and safety**	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures		10	5	
		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 emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		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 contact in case of an emergency		10	5	
		PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	100	10	5	50
		PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
		PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures		10	5	
		PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
		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		10	5	
		PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5	
		PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	

			Total	100	50	50