

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- Layout designer

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Animation, Gaming

OCCUPATION: Layout designer

REFERENCE ID: MES/ Q 0503

ALIGNED TO: NCO 2015- 2166.0501

Layout designer in the Media & Entertainment Industry is also known as the Background designer

Brief Job Description: Individuals at this job need to design and create the digital layouts, backgrounds, architecture and props for a production

Personal Attributes: This job requires the individual to have excellent drawing skills including an understanding of landscapes, geographies, architecture, machinery etc. The individual must be able to design layouts consistent with the creative style of the production using software such as Adobe Photoshop, Gimp etc.



Job Details

Qualifications Pack Code	MES/ Q 0503		
Job Role	Layout designer This job role is applicable in both national and international scenarios		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Art & Design	Next review date	20/03/20
NSQC Clearance on	28/09/2015		

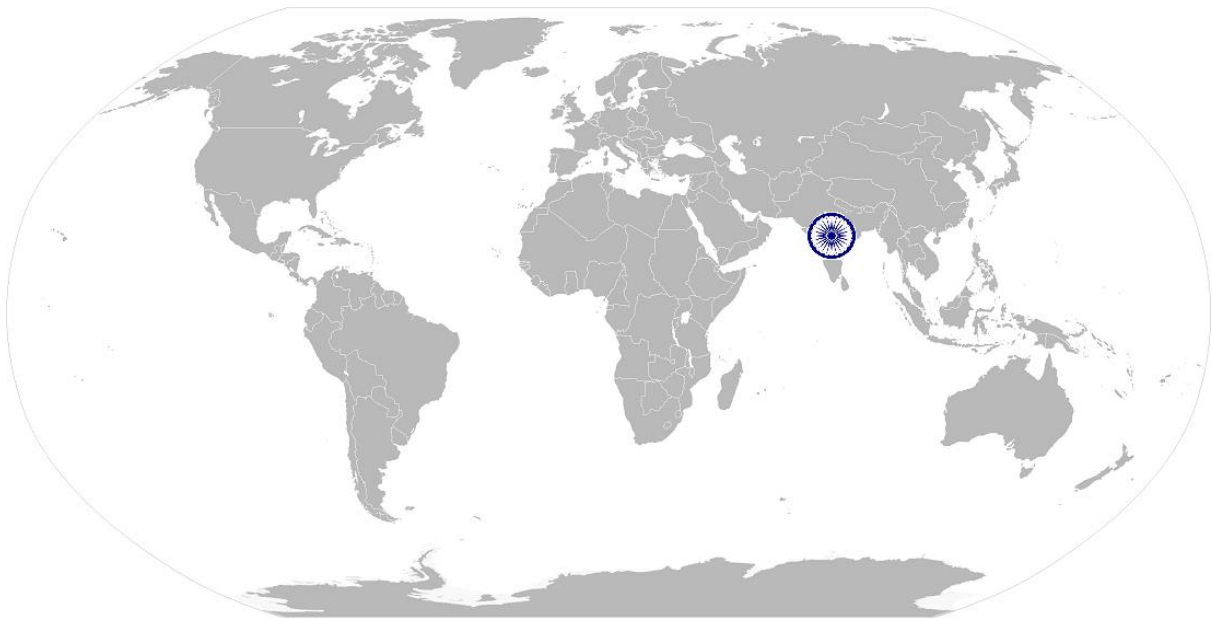
Job Role	Layout designer
Role Description	Design the layouts for the production
NSQF level	4
Minimum Educational Qualifications	Class XII
Maximum Educational Qualifications	Graduate
Training (Suggested but not mandatory)	Art, Adobe Photoshop
Minimum Job Entry Age	18 years
Experience	1-3 Years of work experience
Applicable National Occupational Standards (NOS)	Compulsory: 1. MES / N 0501 (Understanding the script) 2. MES / N 0502 (Ensuring consistency across all scenes) 3. MES / N 0504 (Design layouts) 4. MES / N 0513 (Manage and store assets) 5. MES / N 0104 (Maintain workplace health and safety) Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definitions	Keywords /Terms	Description
	Attitude poses	Attitude poses are used to describe the body language and personality of the characters
	Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
	Character line-up	Character line-up is the portrayal of characters side-by-side
	Character turnarounds	Character turnarounds are used to depict the characters look from all angles
	Clean-up	Refining the interim/rough animation
	Color keys	Color keys are used to depict the mood of the production through hues and tones
	color theory	Color theory is the art of combining all the colors in the color wheel to create specific color combinations
	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.
	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.
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.	
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.	
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.	
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.	
Lighting keys	Lighting keys are used to depict the mood of the production through intensity, time and shadows	
Mouth chart	Mouth chart is used to portray the emotions and expressions of the characters	
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.	
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry	

Acronyms

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.
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

National Occupational Standard



Overview

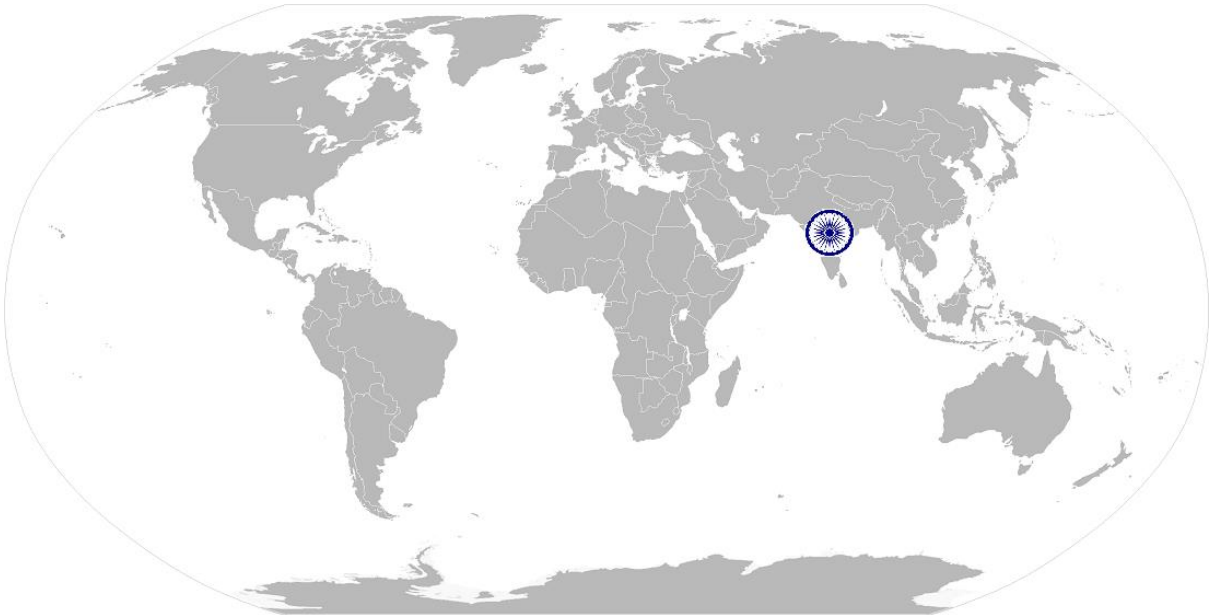
This unit is about interpreting the script/ brief/ storyboard/ concept for the animation process

Unit Code	MES/ N 0501
Unit Title (Task)	Understanding the script
Description	This OS unit is about interpreting the script/ brief/ storyboard/ concept for the animation and design process
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Interpret the script/ brief/ storyboard/concept correctly • Liaise with the team to improve understanding
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Interpret the script/ brief/ storyboard correctly	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role PC2. Be aware of the intended medium and target audience, and how this may affect animation processes PC3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.) PC4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements PC5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements PC6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.) PC7. Understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc)
Liaise with the team to improve understanding	PC8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate
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: <ul style="list-style-type: none"> KA1. The creative vision and elements of production relating to the job role KA2. The project pipeline/schedule and timelines with respect to the individual's role KA3. The intended purpose/ end-use of the models/ designs that need to be created by the individual

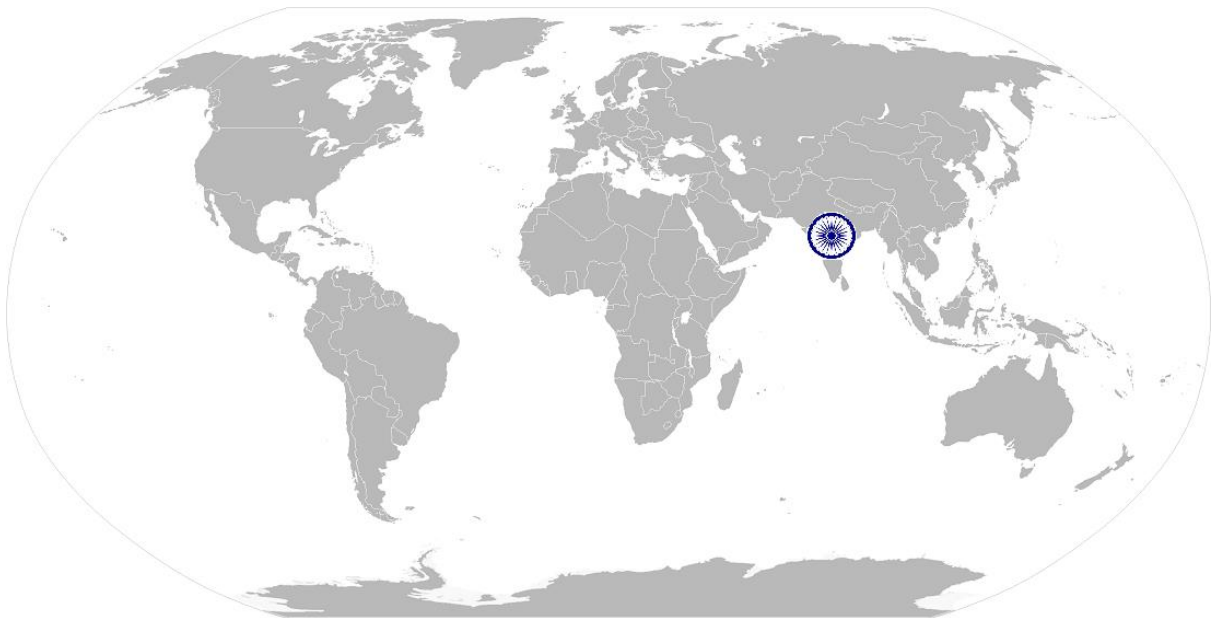
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Principles of animation</p> <p>KB2. How to assess the script and its artistic and communication goals</p> <p>KB3. How to extract and interpret relevant information regarding the script's vision</p> <p>KB4. How to discuss and understand relevant information regarding the concept's vision from relevant personnel (Art Director, Producers, Animation Supervisor etc)</p> <p>KB5. How to research and tap into the sources for procuring information/ background material that will enhance understanding of the concept</p> <p>KB6. Applicable copyright norms and intellectual property rights</p> <p>KB7. Applicable health and safety guidelines</p>
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document notes while understanding the brief, requirements and specifications to refer to during the production process</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read and understand the script/ brief/ storyboard</p> <p>SA3. Research links, videos, artwork etc. that can be used as references</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Understand the central idea and the concept of the script</p>
<p>B. Professional Skills</p>	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the tasks required and estimate the time required for each task, so as to manage the allotted work and achieve it in given schedules</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Critically analyse the various elements of the script and the work that may be required in relevance with the individual's role</p> <p>Decision making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. break down scripts in terms of major and minor locations.</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Check that your own work meets customer/project requirements</p> <p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. foresee the locations to be developed as per the script requirements or updations or changes</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Have a keen eye for details</p>

NOS Version Control

NOS Code	MES / N 0501		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Art & Design	Next review date	20/03/20



National Occupational Standard



Overview

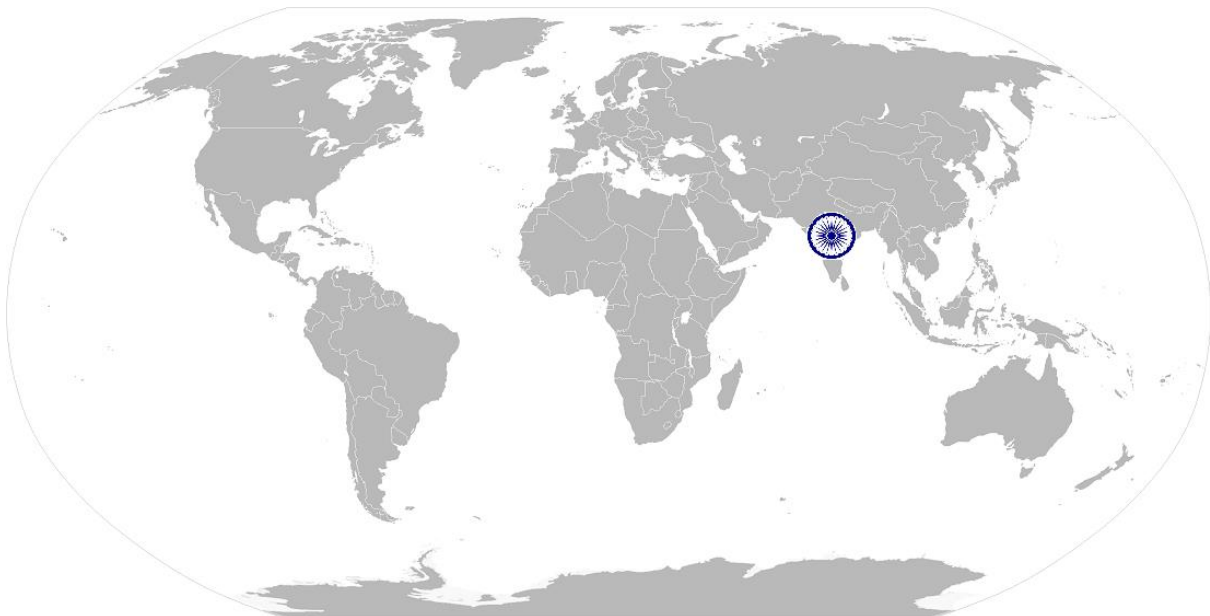
This unit is about ensuring consistency across scenes in production

Unit Code	MES/ N 0502
Unit Title (Task)	Ensure consistency across all scenes
Description	This OS unit is about ensuring consistency across scenes in production
Scope	This unit/task covers: <ul style="list-style-type: none"> Understanding and noting continuity requirements Maintaining continuity and consistency across scenes
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding and noting continuity requirements	To be competent the user/ individual must be able to: PC1. Record continuity-related details e.g. position, placement, color etc. as required
Maintaining continuity and consistency across scenes	PC2. Ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production PC3. Ensure that designs, layouts and templates are uniform across the production, as required PC4. Ensure that lighting, color formats and effects are consistent across the production PC5. Check the resolution of scenes to ensure that they match the production requirements PC6. Alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate
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 final look of the production, and the implications of this on continuity efforts KA2. The organizational policies regarding the final presentation of the work products
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. How to interpret the script/concept/design brief for continuity requirements KB2. How to note and record continuity details (e.g. the position, placement, color of an object, the manner of interaction with the character – e.g. left hand or right hand) KB3. How to ensure continuity details are correctly recorded KB4. The role of the Script/Continuity Supervisor or other relevant personnel, and coordinating with him/her to ensure that consistency across scenes KB5. The technical requirements of the medium in which the production will be exhibited, and how this may affect the continuity process (eg: templates for animation processes) KB6. Applicable health and safety guidelines

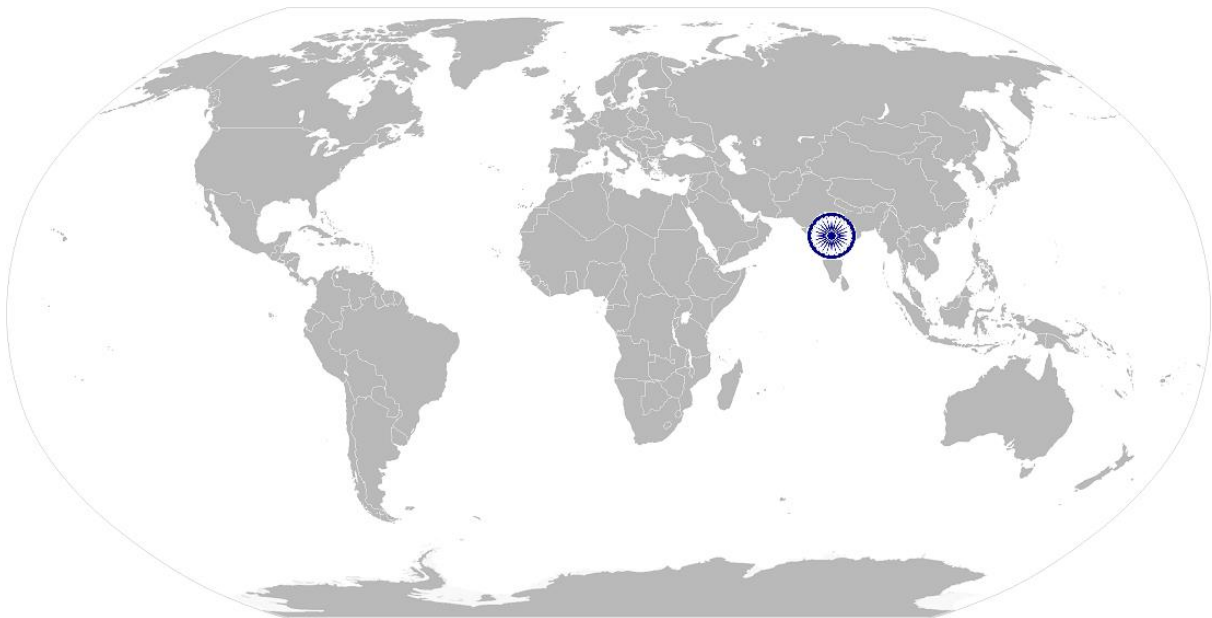
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Record continuity-related details e.g. position, placement, color etc. as required
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the script to determine continuity requirements
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand how to: SA3. Describe and discuss the creative style with the Director, Producer or relevant personnel to understand key concerns regarding consistency
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Organize continuity details and records to easily use as a reference and spot errors
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Identify any continuity errors and take steps to rectify them, or escalate the issue, as appropriate.
	Decision making
	The user/individual on the job needs to know and understand how to: SB3. Manage decision on suitable course of action to meet project requirements
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. Check that your own work meets customer/project requirements
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. ability to analyse and interpret scene in terms of: composition and subject matter, the context in which they will be viewed or used.
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB6. Provide feedback on the script	

NOS Version Control

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Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Art & Design	Next review date	20/03/20



National Occupational Standard



Overview

This unit is about designing the layouts, backgrounds, architecture and props for production in accordance to the script requirements

MES/ N 0504

Design layouts

National Occupational Standard

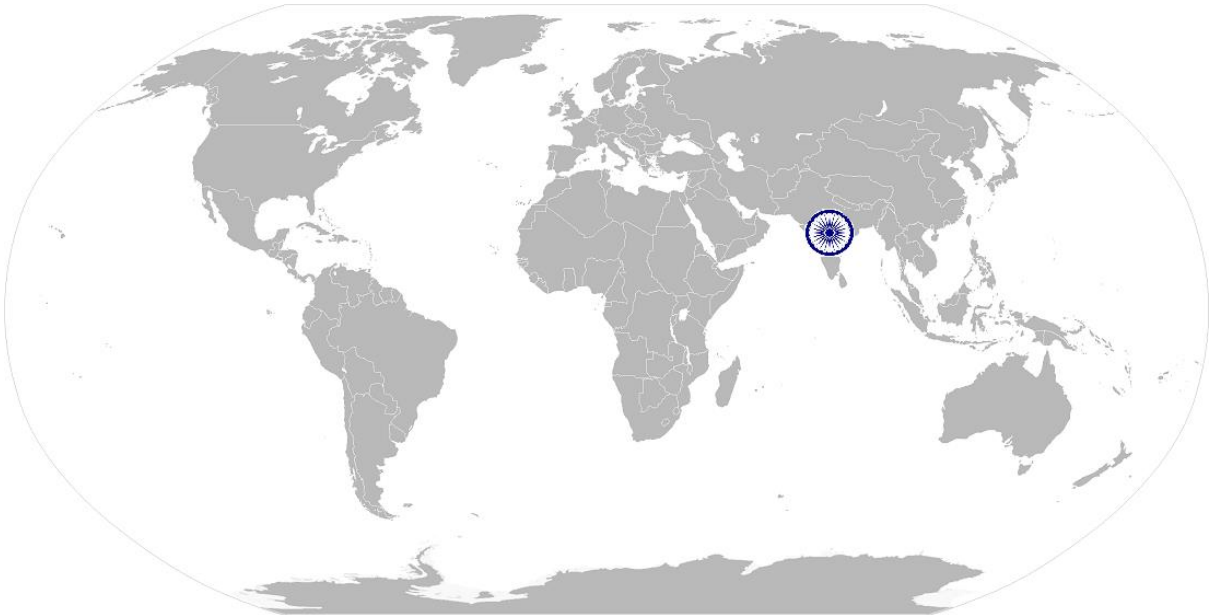
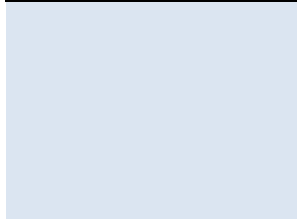
Unit Code	MES/ N 0504
Unit Title (Task)	Design layouts
Description	This OS unit is about designing the layouts, backgrounds, architecture and props for production in accordance to the script requirements
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Gathering visual references that could serve as aids during the animation process Creating layouts for production
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Gathering visual references that could serve as aids during the animation process	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Gather useful visual references, which may include: Photographs of architectures from old to contemporary, paintings from modern masters to contemporary, previously executed animation work-products, animations products available in the public domain, artwork
Creating layouts for production	<ul style="list-style-type: none"> PC2. Create layouts for production, which may include: background visuals, architecture, machinery, props, landscapes PC3. Conceptualize backgrounds, architecture, machinery and props designs and draw out on different possibilities out on paper, including turnarounds, if required PC4. Visualize the shot composition and assemble the assets – characters and backgrounds – for each scene as per the storyboard Be aware of the cinematographer’s point of view, and create layouts from different camera angles, if appropriate
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: <ul style="list-style-type: none"> KA1. The creative vision and elements of production with respect to individual’s job role KA2. The profile and preferences of the target audience KA3. The production budget and timelines with respect to the individual’s job role KA4. The technical requirements of the medium/style in which the Character will be exhibited KA5. The location required for the story
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. How to work on image editing software such as Adobe Photoshop, Gimp etc. KB2. Different types of landscapes, geographies and architecture KB3. How to mark and measure sets, camera, lighting KB4. How to photograph in high resolution for references KB5. How to design and develop designs consistent with the creative look of the production and in accordance to the design brief KB6. Properties and operating characteristics for different types of machinery e.g. guns, cars, planes etc.

	<p>KB7. To create contemporary and historical architecture, furniture in various styles as per requirements</p> <p>KB8. The composition and differences in still and in moving images e.g. in textures, surfaces, edges, depth, existence, numbers etc.</p> <p>KB9. How to draw, paint and clean frame-by-frame layouts</p> <p>KB10. How to represent perspective and three-dimensional spaces</p> <p>KB11. How to create at least 6 applications of aspects/ aesthetics of an art</p> <p>KB12. The sources for research and reference material available in the market</p> <p>KB13. Applicable copyright norms and intellectual property rights</p> <p>KB14. Applicable health and safety guidelines</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document descriptions, to help present to the Director and Producer, and to guide the production process</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read and understand the design brief with respect to layout design</p> <p>SA3. Read and understand the camera angles, shot selection, character staging etc. from the storyboard before providing the ideal layout</p> <p>SA4. Read and understand the profile and preferences of the target audience and any culture/location-specific attributes that would need to be factored into the design process</p> <p>SA5. Research links, videos, artwork etc. that can be used as references during the production process</p> <p>SA6. Research various textures, chemicals, physical and biological materials to enable presentation of the layouts in an effective manner</p>
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Collaborate with the script team to design the backgrounds</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan and prioritize work according to the requirements and agreed timelines</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Identify any creative problems that may arise during the designing of layouts and find solutions to address them as appropriate</p>
	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Finalise the creative vision of the production</p> <p>SB4. be creative and imaginative</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. be creative and imaginative as per the changes or updations in the story or characters</p>

MES/ N 0504

Design layouts

	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. be creative and imaginative as per the changes or updations in the story or characters SB7. have an appreciation for accuracy and pay close attention to detail
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. be able to take direction and be prepared to make changes to your work in response to constructive feedback

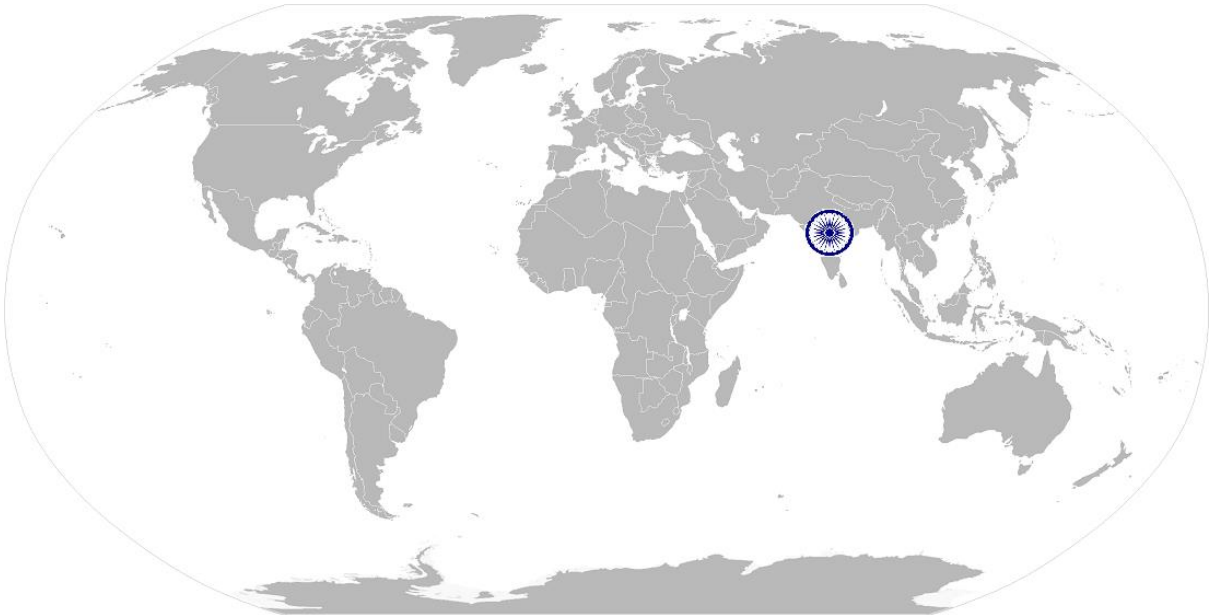


MES/ N 0504

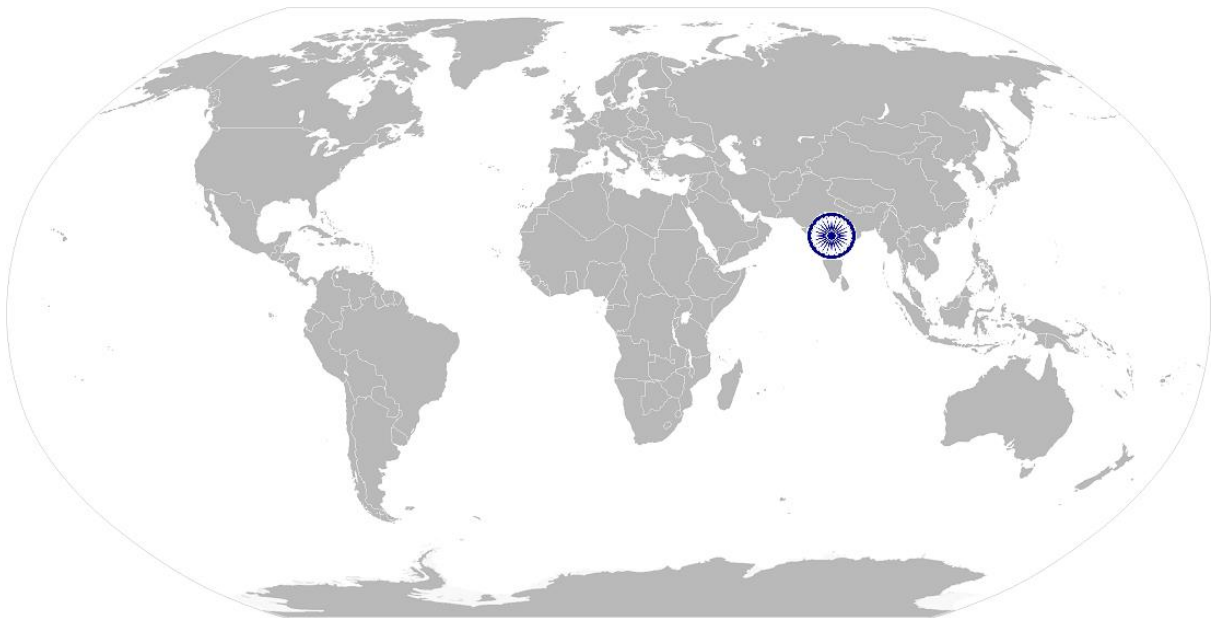
Design layouts

NOS Version Control

NOS Code	MES / N 0504		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
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National Occupational Standard



Overview

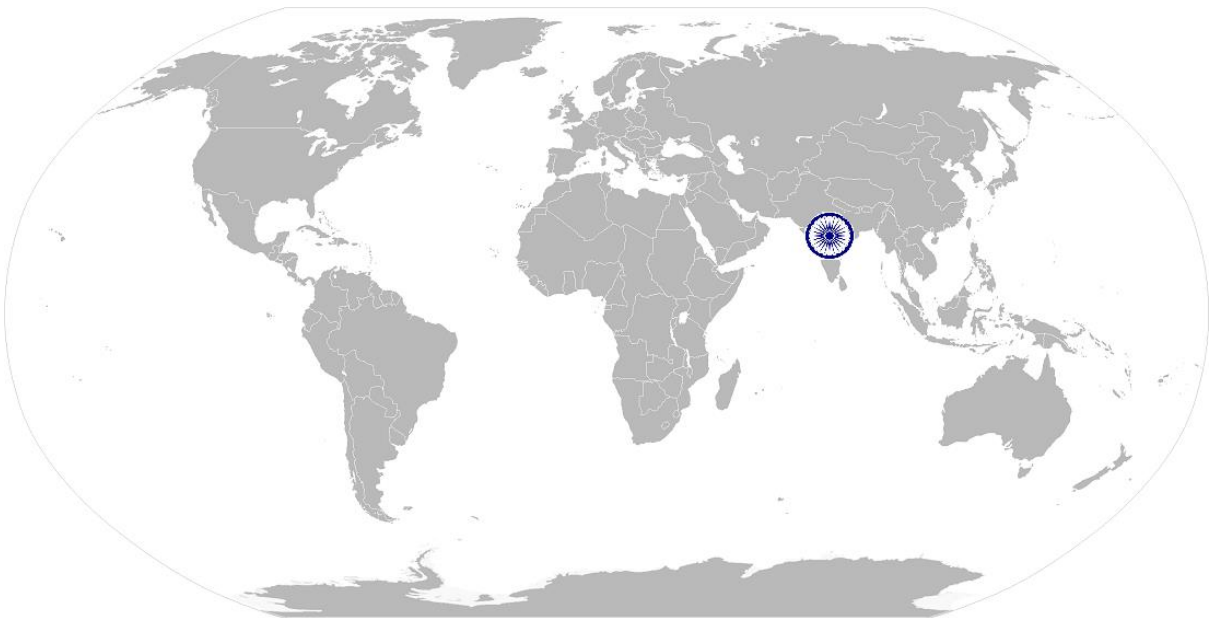
This unit is about organizing and storing the assets used in animation production, and understanding appropriate methods by which to do so

Unit Code	MES/ N 0513
Unit Title (Task)	Manage and store assets
Description	This OS unit is about organizing and storing the assets used in animation production, and understanding appropriate methods by which to do so
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Understanding appropriate asset storage methods Organizing and storing assets
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding appropriate asset storage methods	To be competent, the user/individual on the job must be able to: PC1. Understand and research appropriate tools, techniques, technologies and procedures for effective asset storage
Organizing and storing assets	PC2. Saving the work with appropriate names and/or naming conventions so that it can be identified easily PC3. Storing the work in an appropriate place using appropriate storage techniques to ensure it is protected from damage PC4. Making backup copies at appropriate time intervals of any digital files PC5. Routinely archive any work and store it securely in a second location, if required PC6. identify and retrieve previous work from storage, as required
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. Backup procedures of the organization and why they are important KA2. Relevant policies and regulations of the organization relating to asset organization and storage KA3. The types of assets that need to be stored and the organization's policy regarding the same
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The value and importance of consistent file naming conventions KB2. The technical requirements of the medium in which the production will be exhibited KB3. Appropriate tools, techniques, technologies and procedures for effective asset storage KB4. How to work on software such as Adobe Photoshop, Gimp, Coral Painter KB5. Applicable copyright norms and intellectual property rights KB6. Applicable health and safety guidelines

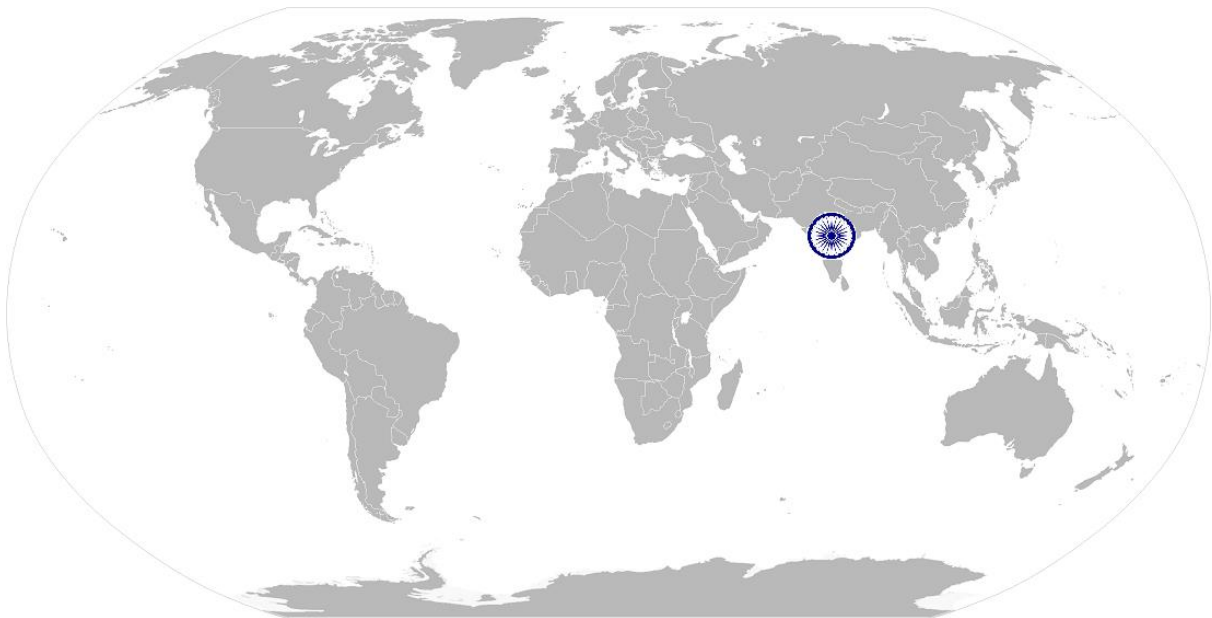
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Save documents in various styles SA2. Take note of the design brief, or any other document relevant to understanding storage requirements
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. Read any design/production briefs, or any relevant organizational procedures/guidelines to clearly determine the archival requirements of the production
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA4. Liaise with relevant personnel (Art Director, Producer etc) to clarify any storage requirements
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. Decide the format and location in which assets must be stored and saved, if appropriate SB2. Decide the tools, technologies and methods by which to store assets
	Plan and Organize
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB3. Plan and prioritize archival requirements to meet any agreed timelines
	Problem Solving
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB4. Identify any technical problems that may arise during asset storage, and find solutions to address them
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB5. Envision the impact of the storing a file in a particular manner SB6. Identify the correct manner in which the file needs to be stored so that it can be retrieved in the future as and when required
	Customer Centricity
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB7. check that assets stored meets technical and creative requirements of the project
Critical Thinking	
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB8. have an appreciation for accuracy and pay close attention to detail. 	

NOS Version Control

NOS Code	MES / N 0513		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Art & Design	Next review date	20/03/20



National Occupational Standard



Overview

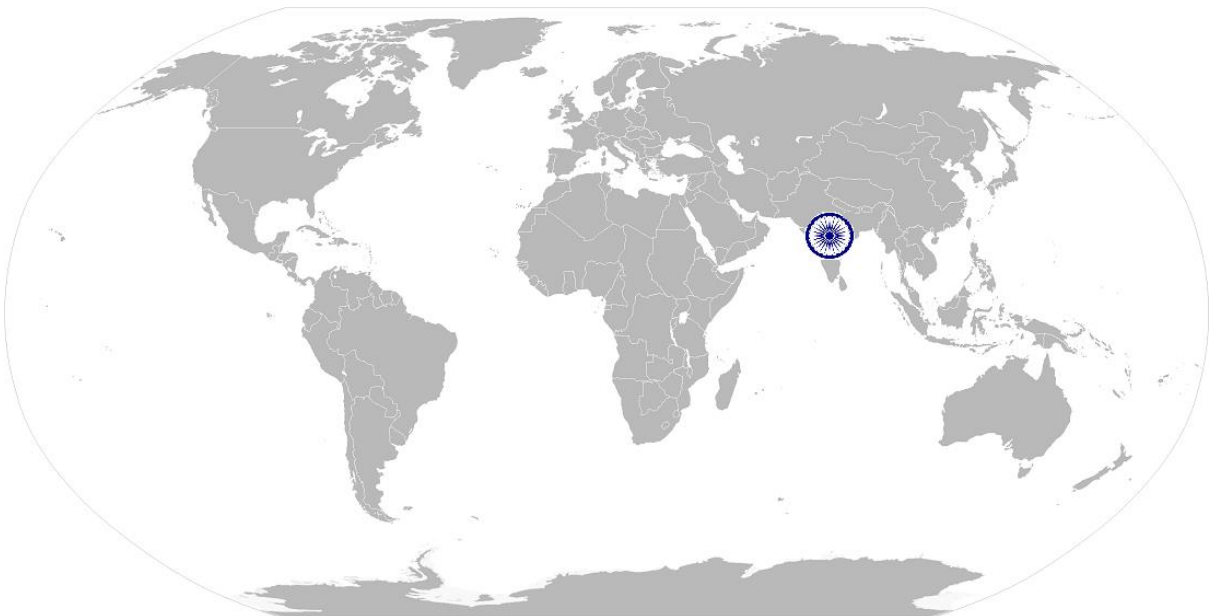
This unit is about contributing towards maintaining a healthy, safe and secure working environment

Unit Code	MES/ N 0104
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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> 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 health, safety and security 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 organization'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 through 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 organizational procedures and warn other people who may be affected</p>
Complying with procedures in the event of an emergency	<p>PC11. Follow organization'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>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organization's norms and policies relating to health and safety</p> <p>KA2. Government norms and policies regarding health and safety and related 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>

<p>B. Technical Knowledge</p>	<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 equipment, systems and/or machines</p>
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <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> <p>Reading Skills</p> <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> <p>Oral Communication (Listening and Speaking skills)</p> <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>
<p>B. Professional Skills</p>	<p>Decision making</p> <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> <p>Plan and Organize</p> <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> <p>Problem Solving</p> <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> <p>Critical Thinking</p> <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 judgments in different situations</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. build and maintain positive and effective relationships with colleges and customers</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. analyze data and activities</p>

NOS Version Control

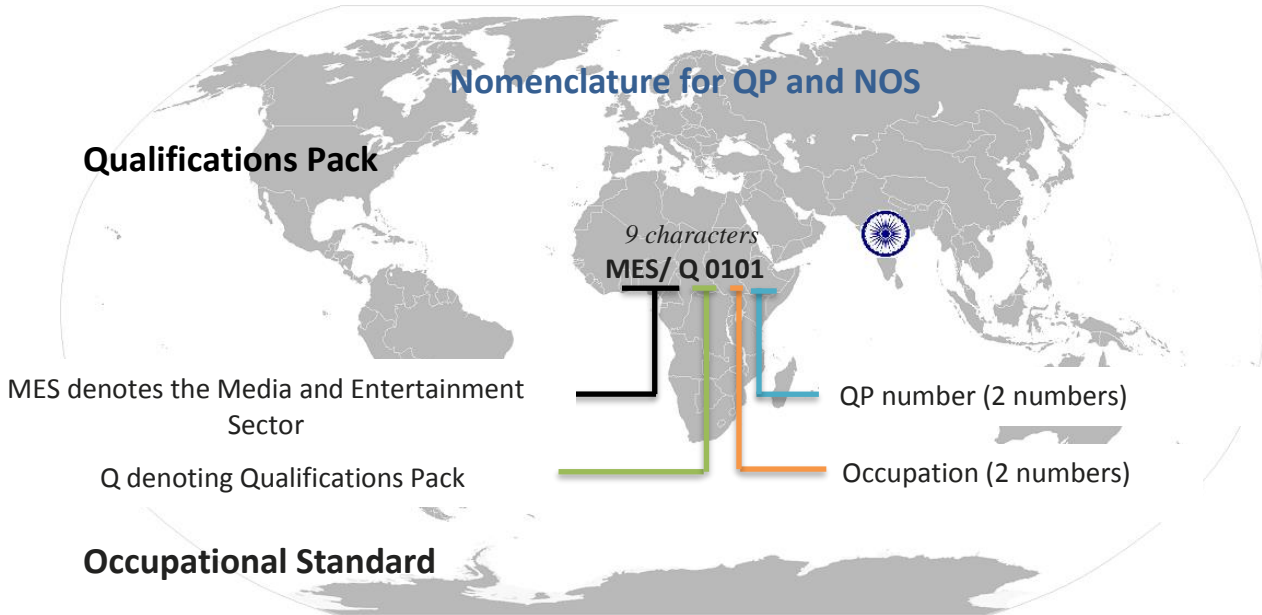
NOS Code	MES / N 0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Art & Design	Next review date	20/03/20



Annexure

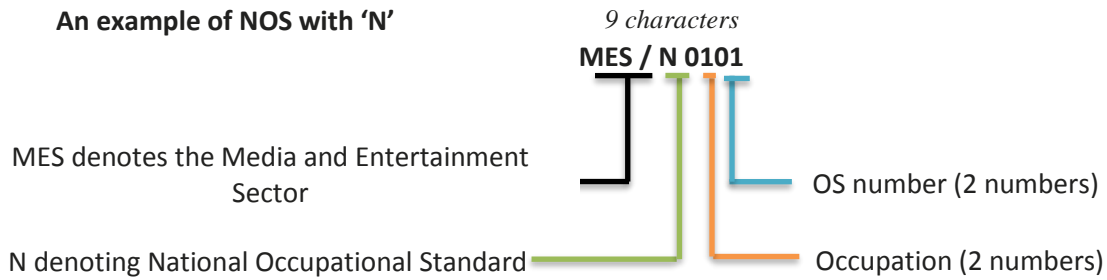
Nomenclature for QP and NOS

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	Art & Design	05	
Next two numbers	QP number	03	

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Layout Designer

Qualification Pack: MES Q 0503

Sector Skill Council: Media and Entertainment Skills Council

S. No.	NOS	NOS NAME	Weightage
1	MES / N 0501	Understanding the script	20%
2	MES / N 0502	Ensuring consistency across all scenes	20%
3	MES / N 0504	Design Layouts	30%
4	MES / N 0513	Manage and store Assets	20%
5	MES / N 0104	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 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).
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Assessment outcome	Assessment criteria for outcomes	Marks Allocation			
		Total mark	Out of	Theory	Skills Practical
MES / N 0501 (Understanding the script)	PC1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role	100	20	10	50
	PC2. Be aware of the intended medium and target audience, and how this may affect animation processes		10	5	
	PC3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)		10	5	
	PC4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements		20	10	
	PC5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements		10	5	
	PC6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)		10	5	
	PC7. Understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc.		10	5	
	PC8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc.) to better understand script elements, as appropriate		10	5	
	Total	100	50	50	

Assessment outcome	Assessment criteria for outcomes	Marks Allocation			
		Total mark	Out of	Theory	Skills Practical
MES / N 0502 (Ensure consistency across all scenes)	PC1. Record continuity-related details e.g. position, placement, color etc. as required	100	30	15	50
	PC2. Ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production		10	5	
	PC3. Ensure that designs, layouts and templates are uniform across the production, as required		20	10	
	PC4. Ensure that lighting, color formats and effects are consistent across the production		20	10	
	PC5. Check the resolution of scenes to ensure that they match the production requirements		10	10	

	PC6. Alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate		10	5	
		Total	100	50	50

Assessment outcome	Assessment criteria for outcomes	Total mark	Marks Allocation		
			Out of	Theory	Skills Practical
MES / N 0504 (Design layouts)	PC1. Gather useful visual references, which may include: Photographs of architectures from old to contemporary, paintings from modern masters to contemporary, previously executed animation work-products, animations products available in the public domain, artwork	100	30	15	50
	PC2. Create layouts for production, which may include: background visuals, architecture, machinery, props, landscapes		30	15	
	PC3. Conceptualize backgrounds, architecture, machinery and props designs and draw out on different possibilities out on paper, including turnarounds, if required		20	10	
	PC4. Visualize the shot composition and assemble the assets – characters and backgrounds – for each scene as per the storyboard Be aware of the cinematographer’s point of view, and create layouts from different camera angles, if appropriate		20	10	
		Total	100	50	50

Assessment outcome	Assessment criteria for outcomes	Total mark	Marks Allocation		
			Out of	Theory	Skills Practical
MES / N 0513 (Manage and store assets)	PC1. Understand and research appropriate tools, techniques, technologies and procedures for effective asset storage	100	20	10	50
	PC2. Saving the work with appropriate names and/or naming conventions so that it can be identified easily		10	10	
	PC3 Storing the work in an appropriate place using appropriate storage techniques to ensure it is protected from damage		20	10	
	PC4 Making backup copies at appropriate time intervals of any digital files		20	10	
	PC5. Routinely archive any work and store it securely in a second location, if required		10	5	
	PC6. identify and retrieve previous work from storage, as required		10	5	
		Total	100	50	50

Assessment outcome	Assessment criteria for outcomes	Total mark	Marks Allocation		
			Out of	Theory	Skills Practical
MES / N 0104 (Maintain workplace health and safety)	PC1. Understand and comply with the organization's current health, safety and security policies and procedures	100	10	5	50
	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		10	5	
	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 through 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 organizational procedures and warn other people who may be affected		10	5	
	PC11. Follow organization'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