

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

### What are Occupational Standards(OS)?

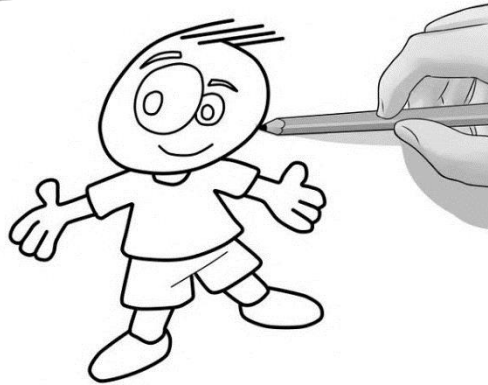
- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

#### Contact Us:

Media & Entertainment Skills Council

E-mail:

[info@mescindia.org](mailto:info@mescindia.org)



### Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5
5. Nomenclature for QP & NOS .....P.21
6. Criteria For Assessment of Trainees.P.23

### Introduction

#### Qualifications Pack- Colour key artist

**SECTOR:** MEDIA AND ENTERTAINMENT

**SUB-SECTOR:** Animation, Gaming

**OCCUPATION:** Colour key artist

**REFERENCE ID:** MES/ Q 0505

**ALIGNED TO:** NCO 2015- 2166.0511

**Colour key artist in the Media & Entertainment Industry is also known as the Background colour key artist/ Character colour key artist**

**Brief Job Description:** Individuals at this job need to conceptualise the colour keys for all elements within a production

**Personal Attributes:** This job requires the individual to have a good knowledge of colour theory, light and shadows. The individual must know how to draw and apply colour effects. The individual must be able to design colour keys consistent with the creative style of the production using software such as Adobe Photoshop.

Job Details

<b>Qualifications Pack Code</b>	<b>MES/ Q 0505</b>		
<b>Job Role</b>	<b>Color key artist</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>21/10/14</b>
<b>Sub-sector</b>	<b>Animation, Gaming</b>	<b>Last reviewed on</b>	<b>20/03/18</b>
<b>Occupation</b>	<b>Art &amp; Design</b>	<b>Next review date</b>	<b>20/03/20</b>
<b>NSQC Clearance on</b>	<b>28/09/2015</b>		

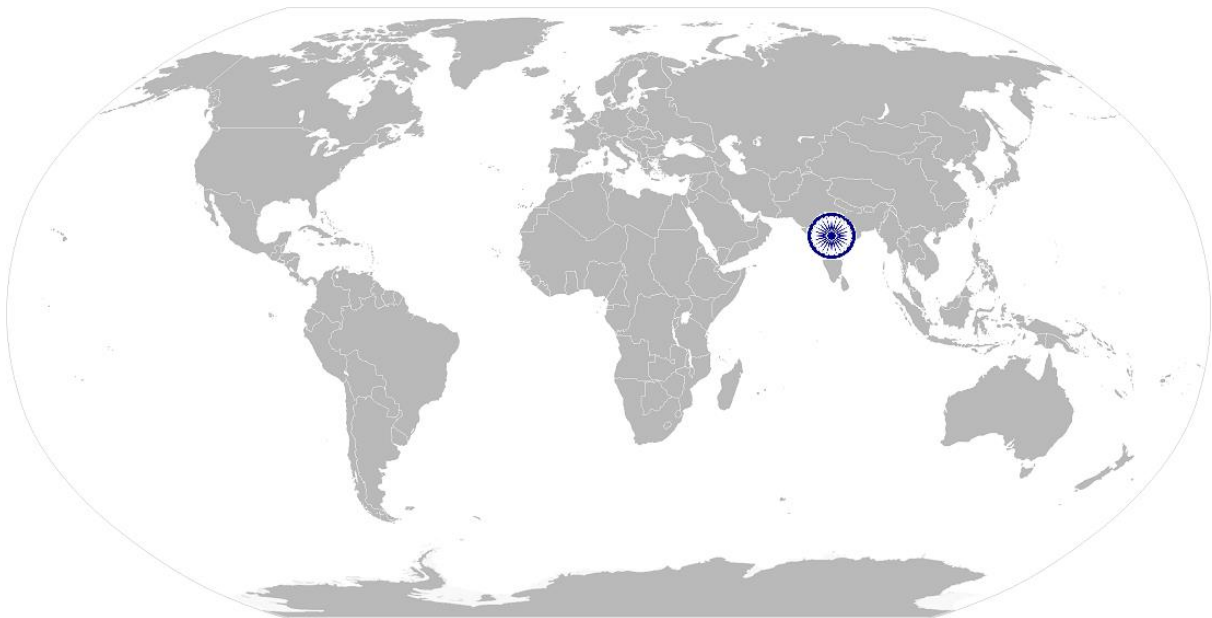
<b>Job Role</b>	<b>Color key artist</b>
<b>Role Description</b>	Conceptualize the color keys for the production
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications</b>	Class X
<b>Maximum Educational Qualifications</b>	Class XII and above
<b>Training</b> (Suggested but not mandatory)	Art, Adobe Photoshop
<b>Minimum Job Entry Age</b>	18 years
<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 0501 (Understanding the script)</a></li> <li><a href="#">MES / N 0505 (Conceptualize color keys)</a></li> <li><a href="#">MES / N 0510 ( Ensure that the color keys are consistent across all sequences)</a></li> <li><a href="#">MES / N 0104 (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

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 understanding the script/ brief/ storyboard/ concept for the animation process

MES/ N 0501

Understanding the script

National Occupational Standard

<b>Unit Code</b>	MES/ N 0501
<b>Unit Title (Task)</b>	Understanding the script
<b>Description</b>	This OS unit is about interpreting the script/ brief/ storyboard/ concept for the animation and design process
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Interpret the script/ brief/ storyboard/concept correctly</li> <li>Liaise with the team to improve understanding</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
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"> <li>KA1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role</li> <li>KA2. Be aware of the intended medium and target audience, and how this may affect animation processes</li> <li>KA3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)</li> <li>KA4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements</li> <li>KA5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements</li> <li>KA6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)</li> <li>KA7. 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)</li> </ul>
Liaise with the team to improve understanding	KA8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate
<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. The creative vision and elements of production relating to the job role</li> <li>KA2. The project pipeline/schedule and timelines with respect to the individual's role</li> <li>KA3. The intended purpose/ end-use of the models/ designs that need to be created by the individual</li> </ul>

MES/ N 0501

**Understanding the script**

<p><b>B. Technical Knowledge</b></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><b>Skills (S) (Optional)</b></p>	
<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 notes while understanding the brief, requirements and specifications to refer to during the production process</p> <p><b>Reading Skills</b></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><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>SA4. Understand the central idea and the concept of the script</p>
<p><b>B. Professional Skills</b></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. 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><b>Problem Solving</b></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><b>Decision making</b></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 characters.</p> <p><b>Customer Centricity</b></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><b>Critical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. foresee the characters to be developed as per the script updations</p> <p><b>Analytical Thinking</b></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>

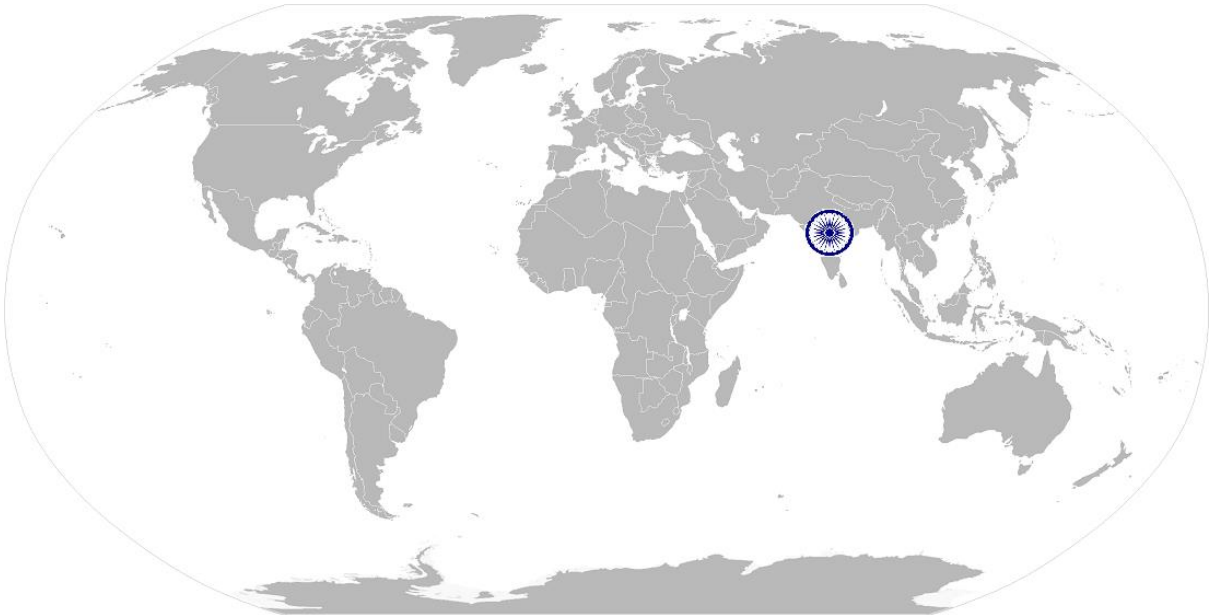


MES/ N 0501

Understanding the script

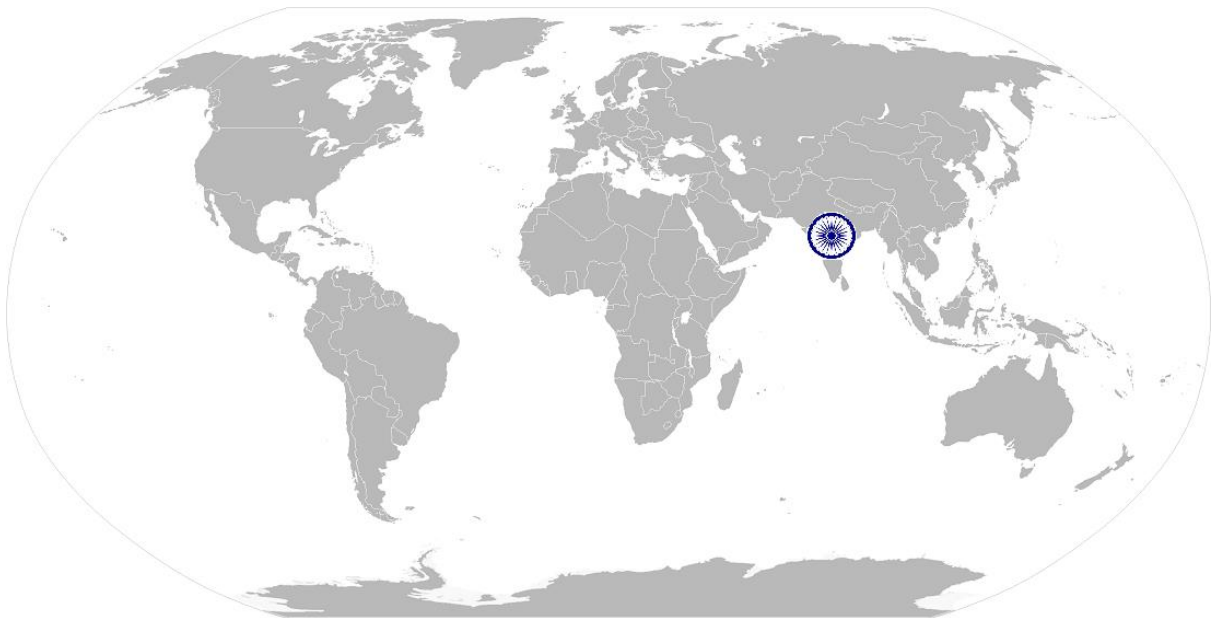
## NOS Version Control

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





# National Occupational Standard



---

## Overview

This unit is about conceptualizing the color keys to be used for all the elements within a frame

MES/ N 0505

Conceptualise colour keys

National Occupational Standard

<b>Unit Code</b>	MES/ N 0505
<b>Unit Title (Task)</b>	Conceptualize color keys
<b>Description</b>	This OS unit is about conceptualizing the color keys to be used for all elements within a frame
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Conceptualizing color keys for the production, under supervision <ul style="list-style-type: none"> <li>• This may include: Character color keys, Background color keys, Lighting keys, Shadow keys</li> </ul> </li> <li>• Adding color to line drawings, under supervision</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Conceptualizing color keys for the production, under supervision	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Interpreting the requirements of the script to understand the color keys required with respect to the individual's job role</p> <p>PC2. Maintaining consistency across all production elements</p>
Adding color to line drawings, under supervision	<p>PC3. Add color to line drawings in accordance with the color keys established, under supervision</p> <p>PC4. Check that the color keys picked out and added to the drawings match the production requirements</p> <p>PC5. Ensure consistency amongst all the characters</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The creative vision and elements of production</p> <p>KA2. The organization's policies with respect to the color effects and the final outcome of production</p> <p>KA3. The softwares that are to be used to add the color keys to the line drawings</p> <p>KA4. The creative requirements of the team with respect to the color keys</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The principles of Color theory and ways in which it can be explored to meet the needs of the production</p> <p>KB2. How to draw and illustrate with emphasis on lighting, mood and action</p> <p>KB3. The principles of light and shadows</p> <p>KB4. Fundamentals of photography (would be an added advantage)</p> <p>KB5. How to apply color effects such as color tones, textures, matte etc.</p> <p>KB6. The sources for research and reference material</p> <p>KB7. The color temperature of lights and film</p> <p>KB8. How to visualize a scene under different lighting conditions</p> <p>KB9. Indoor and Outdoor lighting techniques</p>

MES/ N 0505

Conceptualise colour keys

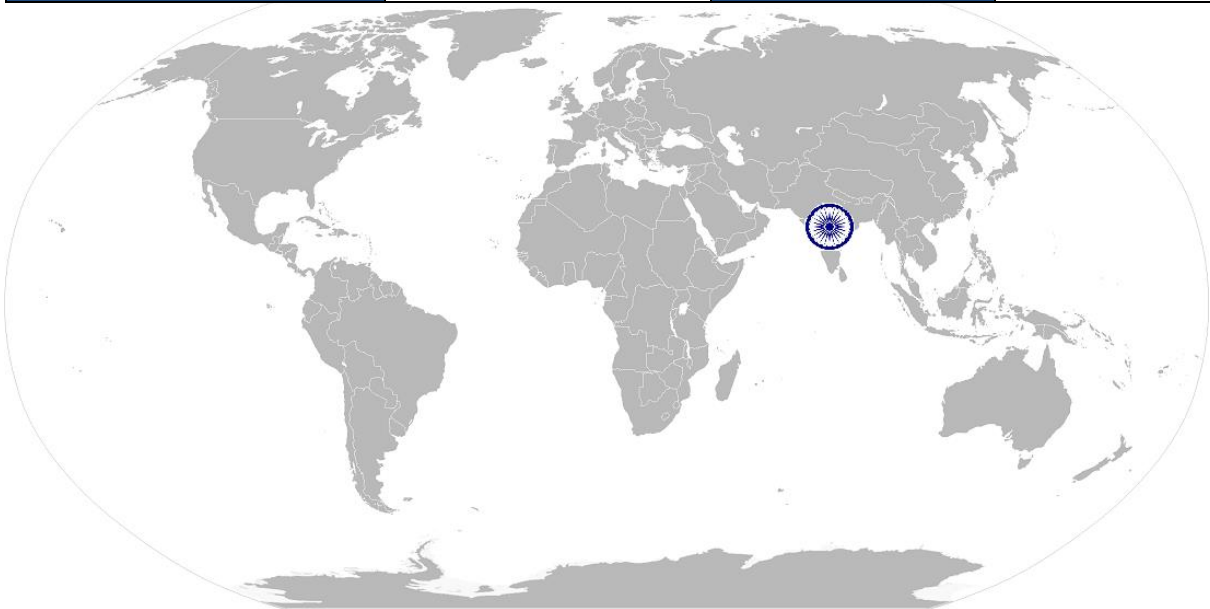
	<p>KB10. How to use coloring software such as Nuke, Adobe Photoshop etc.</p> <p>KB11. How to work on the traditional medium using watercolor, oils, acrylic etc.</p> <p>KB12. Applicable health and safety guidelines</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. Document notes to serve as a guide for the production process
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. Keep apprised of how other artists apply color theory to create stunning images SA3. Gather references to help define color keys for the production
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. Understand the color palette and requirements from the Art Director
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. Plan and prioritize own work according to the requirements and timelines agreed with the supervisor
	<b>Problem Solving</b>
	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 find solutions to address them with respect to the individual's job description.
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB3. be able to take direction and be prepared to make changes to your work in response to constructive feedback
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. be creative and imaginative as per the changes or updations in the story or characters
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB5. Have an appreciation for accuracy and pay close attention to detail	
<b>Decision Making</b>	
The user/individual on the job needs to know and understand how to: NA	

MES/ N 0505

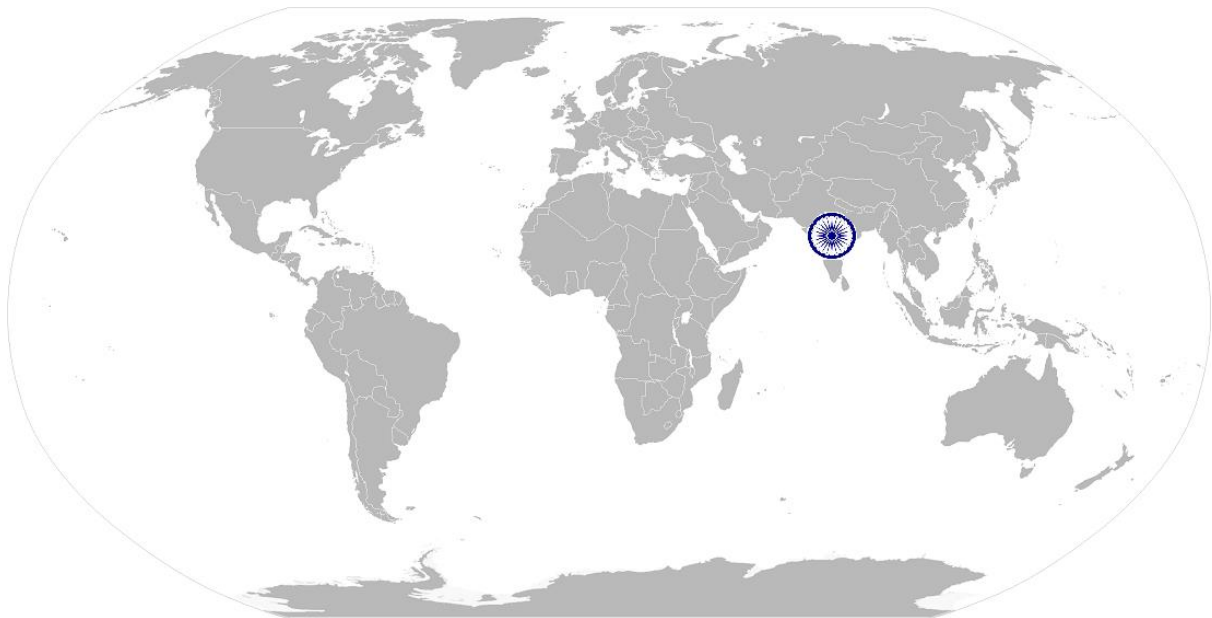
Conceptualise colour keys

## NOS Version Control

<b>NOS Code</b>	MES / N 0505		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	21/10/14
<b>Sub-sector</b>	Animation, Gaming	<b>Last reviewed on</b>	20/03/18
<b>Occupation</b>	Art & Design	<b>Next review date</b>	20/03/20



# National Occupational Standard



---

## Overview

This unit is about ensuring that the color keys selected match the production requirements and are consistent across all the sequences

MES/ N 0510

Ensure that the color keys are consistent across all sequences

National Occupational Standard

<b>Unit Code</b>	MES/ N 0510
<b>Unit Title (Task)</b>	Ensuring that the color keys are consistent across all sequences
<b>Description</b>	This OS unit is about ensuring that the color keys selected match the production requirements and are consistent across all the sequences
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Checking the color keys for all the elements</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Checking the color keys for all the elements	To be competent, the user/individual on the job must under close supervision of a senior be able to: <ul style="list-style-type: none"> <li>PC1. Ensure that the color keys match the production requirements</li> <li>PC2. Scan the artwork to make sure it matches the technical standards</li> <li>PC3. Ensure that the digital images match the production references</li> <li>PC4. Resolve problems as and when they arise without delay to make sure that disruption in the production chain is minimized</li> <li>PC5. Respond positively to feedback and any changes in creative requirements</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. The creative vision and elements of production</li> <li>KA2. The organization's policies with respect to the color effects and the final outcome of production</li> <li>KA3. The softwares that are to be used to add the color keys to the line drawings</li> <li>KA4. The creative requirements of the team with respect to the color keys</li> </ul>
<b>B. Technical Knowledge</b>	<ul style="list-style-type: none"> <li>KB1. The principles of Color theory and ways in which it can be explored to meet the needs of the production</li> <li>KB2. How to draw and illustrate with emphasis on lighting, mood and action</li> <li>KB3. The principles of light and shadows</li> <li>KB4. Fundamentals of photography (would be an added advantage)</li> <li>KB5. How to apply color effects such as color tones, textures, matte etc.</li> <li>KB6. The sources for research and reference material</li> <li>KB7. The color temperature of lights and film</li> <li>KB8. How to visualize a scene under different lighting conditions</li> <li>KB9. Indoor and Outdoor lighting techniques</li> <li>KB10. How to use coloring software such as Nuke, Adobe Photoshop etc.</li> <li>KB11. How to work on the traditional medium using watercolor, oils, acrylic etc.</li> <li>KB12. Applicable health and safety guidelines</li> </ul>



MES/ N 0510

Ensure that the color keys are consistent across all sequences

Skills (S) (Optional)	
<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. Document notes to serve as a guide for the production process
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. Keep apprised of how other artists apply color theory to create stunning images SA3. Gather references to help define color keys for the production and to ensure consistency
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. Understand the color palette and requirements with the Art Director
<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 prioritize own work according to the requirements and agreed timelines
	<b>Problem Solving</b>
	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 find solutions to address them
	<b>Decision making</b>
	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
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. Check that your own work meets customer/project requirements
	<b>Analytical Thinking</b>
	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.
<b>Critical Thinking</b>	
	The user/individual on the job needs to know and understand how to: SB6. Provide feedback on the script

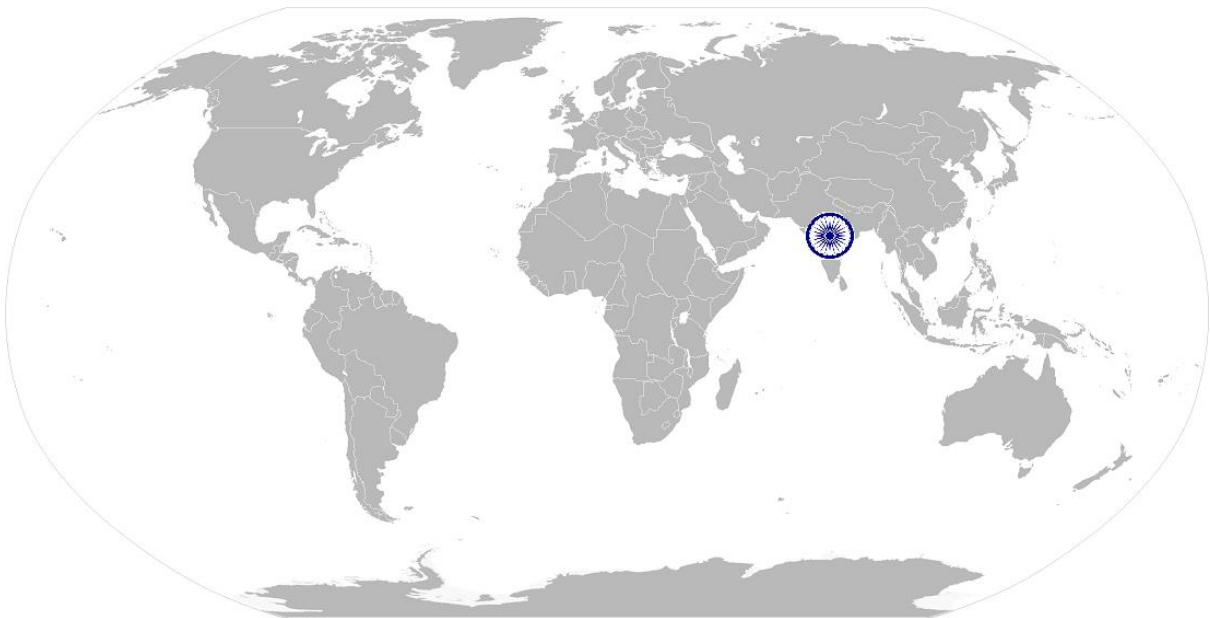


MES/ N 0510

Ensure that the color keys are consistent across all sequences

## NOS Version Control

<b>NOS Code</b>	MES / N 0510		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	21/10/14
<b>Sub-sector</b>	Animation, Gaming	<b>Last reviewed on</b>	20/03/18
<b>Occupation</b>	Art & Design	<b>Next review date</b>	20/03/20



# National Occupational Standard



---

## Overview

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

MES/ N 0104

Maintain workplace health and safety

National Occupational Standard

<b>Unit Code</b>	MES/ N 0104
<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 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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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>

MES/ N 0104

Maintain workplace health and safety

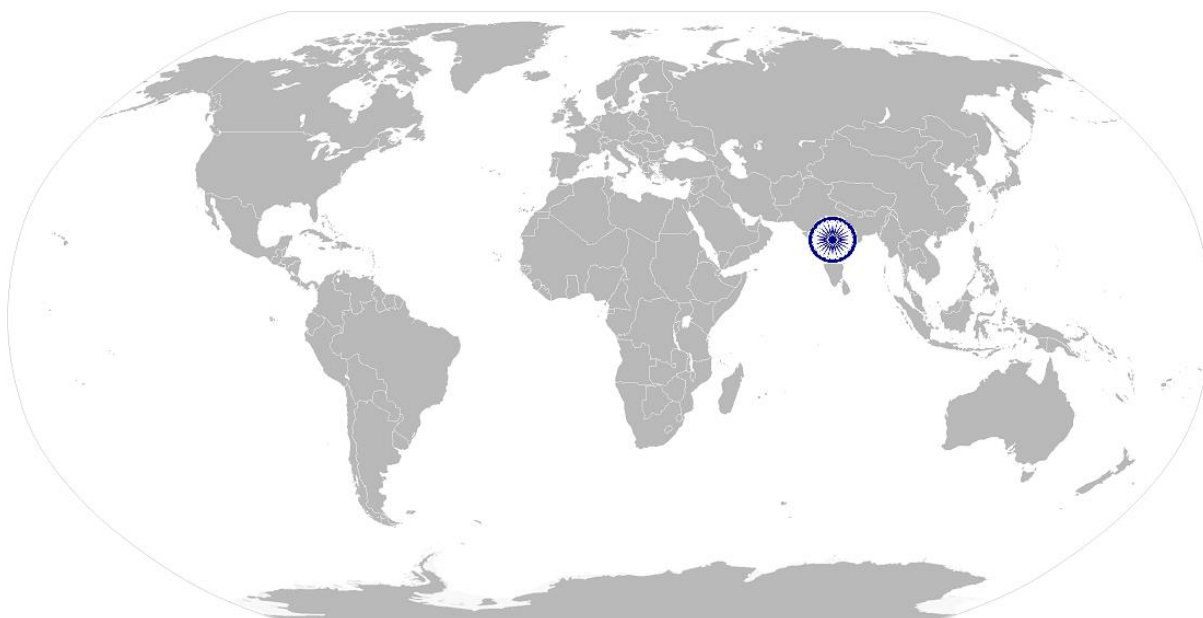
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of health and safety hazards in a workplace</p> <p>KB2. Safe working practices for own job role</p> <p>KB3. Evacuation procedures and other arrangements for handling risks</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><b>Skills (S) (Optional)</b></p>	
<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. 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><b>Reading Skills</b></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><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>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>B. Professional Skills</b></p>	<p><b>Decision making</b></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><b>Plan and Organize</b></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><b>Problem Solving</b></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><b>Critical Thinking</b></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><b>Customer Centricity</b></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><b>Analytical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. analyze data and activities</p>

MES/ N 0104

Maintain workplace health and safety

## NOS Version Control

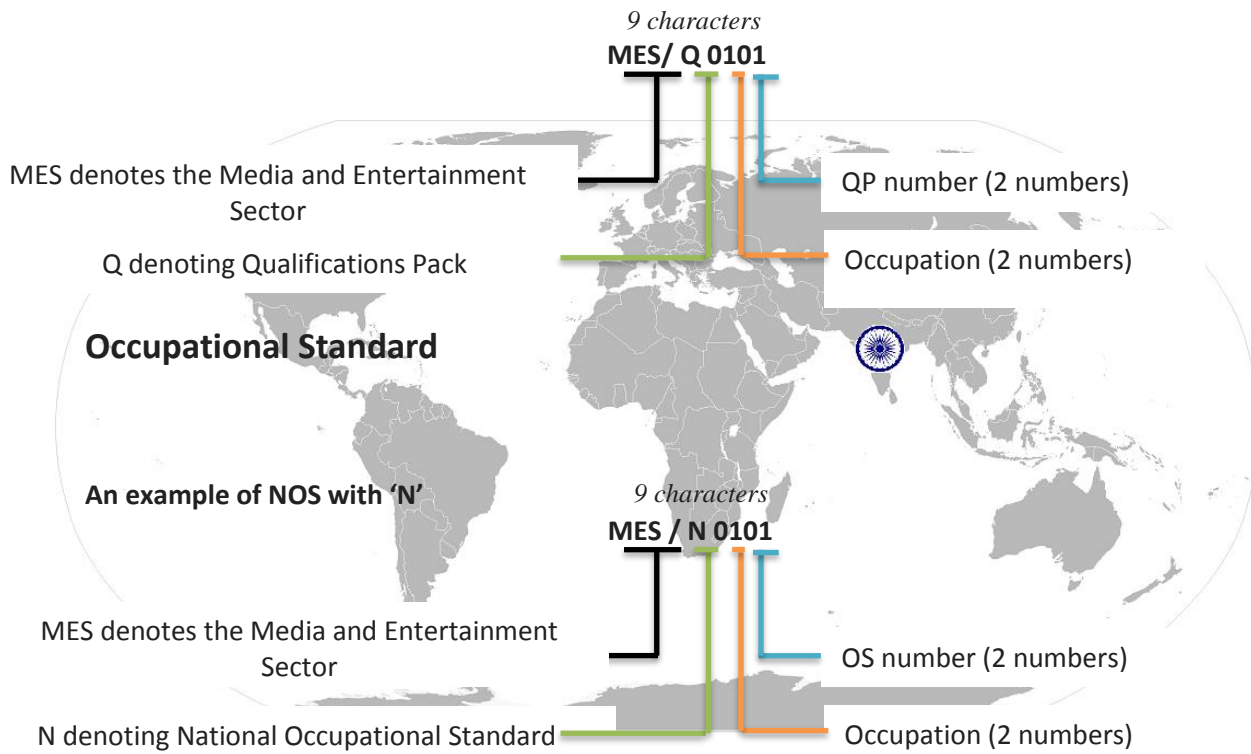
<b>NOS Code</b>	MES / N 0104		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	21/10/14
<b>Sub-sector</b>	Animation, Gaming	<b>Last reviewed on</b>	20/03/18
<b>Occupation</b>	Art & Design	<b>Next review date</b>	20/03/20



## Annexure

### Nomenclature for QP and NOS

#### Qualifications Pack

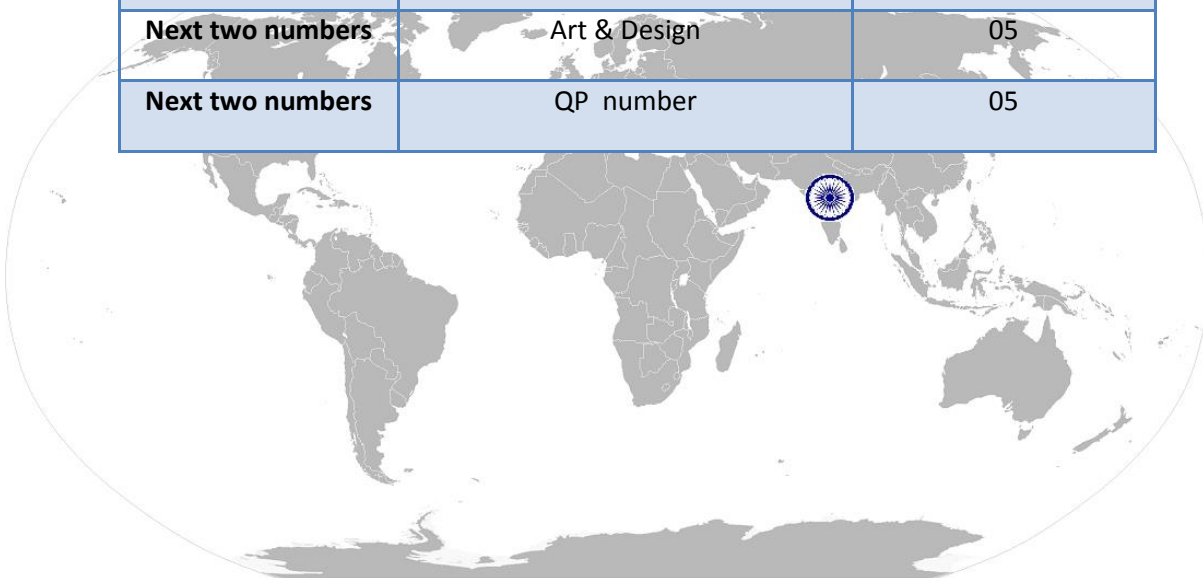


[Back to top...](#)

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	05





## **CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role:** Colour Key Artist

**Qualification Pack:** MES Q 0505

**Sector Skill Council:** Media and Entertainment Skills Council

S. No.	NOS	NOS NAME	Weightage
1	MES / N 0501	Understanding the script	30%
2	MES / N 0505	Conceptualise colour keys	30%
3	MES / N 0510	Ensure that colour keys are consistent across all sequences	30%
4	MES / N 0104	Maintain workplace health and safety	10%
			<b>100%</b>

### **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
<b>MES / N 0501 (Understanding the script)</b>	PC1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role	100	15	10	50
	PC2. Be aware of the intended medium and target audience, and how this may affect animation processes		15	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		10	5	
	PC5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements		15	10	
	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.		15	5	
	PC8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc.) to better understand script elements, as appropriate		10	5	
	<b>Total</b>		<b>100</b>	<b>50</b>	<b>50</b>

Assessment outcome	Assessment criteria for outcomes	Marks Allocation			
		Total mark	Out of	Theory	Skills Practical
<b>MES / N 0505 (Conceptualize color keys)</b>	PC1. Interpreting the requirements of the script to understand the color keys required with respect to the individual's job role	100	30	15	50
	PC2. Maintaining consistency across all production elements		20	10	
	PC3. Add color to line drawings in accordance with the color keys established, under supervision		20	10	
	PC4. Check that the color keys picked out and added to the drawings match the production requirements		20	10	
	PC5. Ensure consistency amongst all the characters		10	5	
	Total		100	50	50

Assessment outcome	Assessment criteria for outcomes	Marks Allocation			
		Total mark	Out of	Theory	Skills Practical
<b>MES / N 0510 (Ensuring that the color keys are consistent across all sequences)</b>	PC1. Ensure that the color keys match the production requirements	100	30	15	50
	PC2. Scan the artwork to make sure it matches the technical standards		20	10	
	PC3. Ensure that the digital images match the production references		20	10	
	PC4. Resolve problems as and when they arise without delay to make sure that disruption in the production chain is minimized		20	10	
	PC5. Respond positively to feedback and any changes in creative requirements		10	5	
	Total		100	50	50

Assessment outcome	Assessment criteria for outcomes	Marks Allocation			
		Total mark	Out of	Theory	Skills Practical
<b>MES / N 0104 (Maintain workplace health and safety)</b>	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	
	<b>Total</b>	100	50	50	