

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- Storyboard artist

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Animation, Gaming

OCCUPATION: Storyboard artist

REFERENCE ID: MES/ Q 0507

ALIGNED TO: NCO 2015- 2166.0209

Storyboard artist in the Media & Entertainment Industry is also known as the Story artist

Brief Job Description: Individuals at this job need to translate the script/ story/ idea/ concept into a visual medium using a series of illustrated frames

Personal Attributes: This job requires the individual to have excellent drawing skills and an understanding of the elements of storyboarding. The individual must be able to visualize frames/ scenes and conceptualise creative ways to illustrate them using software such as Adobe Photoshop Storyboard Pro, Storyboard Artist Studio, Microsoft Powerpoint etc.

Job Details

Qualifications Pack Code	MES/ Q 0507		
Job Role	Storyboard artist 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		

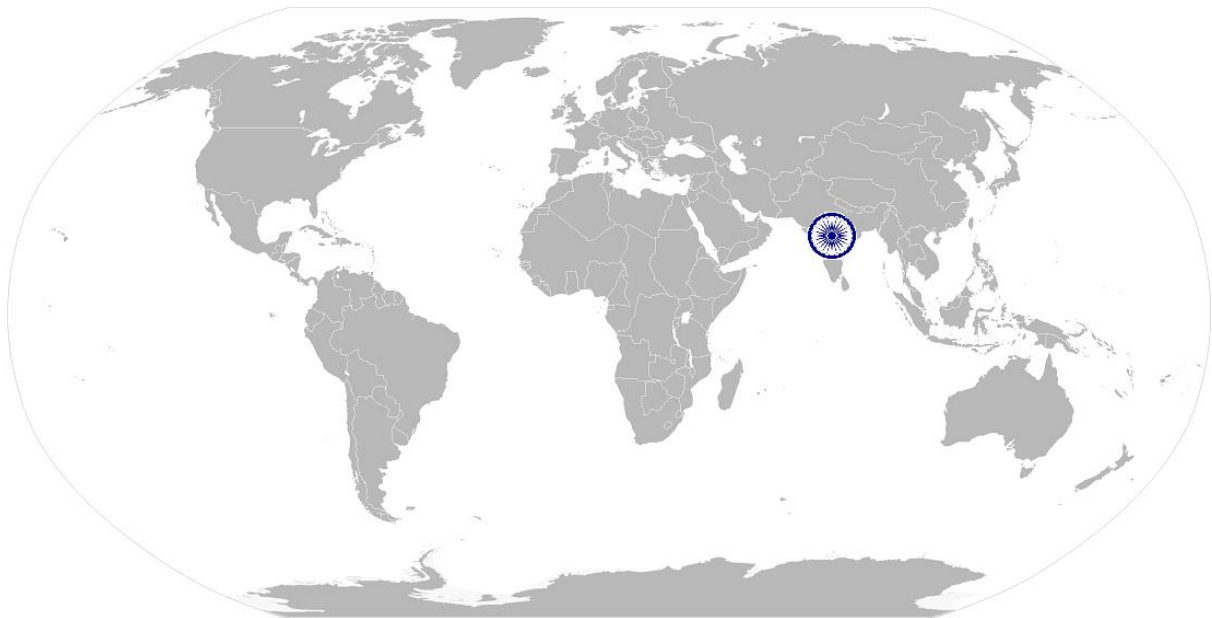
Job Role	Storyboard artist
Role Description	Translate the script/story into a series of illustrated frames
NSQF level	3
Minimum Educational Qualifications	Class X
Maximum Educational Qualifications	Class XII and above
Training (Suggested but not mandatory)	Art, Adobe Photoshop
Minimum Job Entry Age	18 years
Experience	0-2 Years of work experience
Applicable National Occupational Standards (NOS)	Compulsory: 1. MES / N 0501 (Understanding the script) 2. MES / N 0508 (Prepare storyboard) 3. MES / N 0509 (Create Visual References) 4. 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

MES/ N 0501

Understanding the script

National Occupational Standard

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"> KA1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role KA2. Be aware of the intended medium and target audience, and how this may affect animation processes KA3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.) KA4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements KA5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements KA6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.) 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)
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
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

MES/ N 0501

Understanding the script

<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>NA</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>NA</p> <p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>NA</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>NA</p>

MES/ N 0501

Understanding the script

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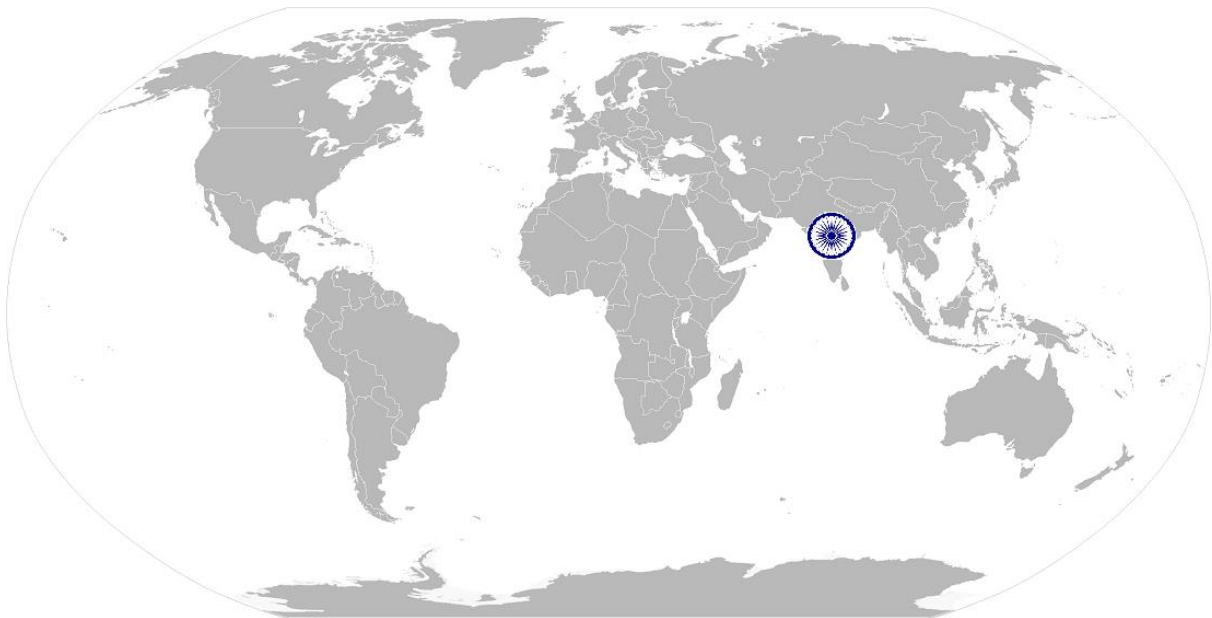
NOS Code	MES / N 0501		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Art & Design	Next review date	20/03/20



MES/ N 0508

Prepare storyboard

National Occupational Standard



Overview

This unit is about translating the script/ story/ idea/ concept (largely written material/ text) into a visual medium using a storyboard/series of illustrated frames

MES/ N 0508

Prepare storyboard

National Occupational Standard

Unit Code	MES/ N 0508
Unit Title (Task)	Prepare storyboard
Description	This OS unit is about translating the script/ story/ idea/ concept (largely written material/ text) into a visual medium using a storyboard/series of illustrated frames
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Breaking the production idea/script down into frames/ scenes. Production could include the following: <ul style="list-style-type: none"> • Animation, Advertisements/commercials, Documentaries, Feature films, Short Films, Television Series (Storyboards are most relevant for Animation, Vfx and Advertising) • Translating the frames into a series of sequential illustrations
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Breaking the production idea/script down into frames/ scenes	<p>To be competent, the user/individual on the job must under the close supervision of a senior, be able to:</p> <p>PC1. Analyze and break the production idea/script down into frames/scenes/ panels</p> <p>PC2. Conceptualize creative ways of illustrating frames/scenes (all possible technical aspects must be handled carefully in each panel)</p>
Translating the frames into a series of sequential illustrations	<p>PC3. Prepare storyboards for the script in accordance to specifications, keeping in mind the technical continuity of the story from the concept to the screenplay</p> <p>PC4. Respond positively to feedback and changes in creative requirements</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. The objective and outcomes of the production relevant to the individual's job role</p> <p>KA2. The objective/purpose that the storyboard intends to achieve i.e. to make pitches (e.g. ad films) or to explain requirements/ act as a reference for the production team (e.g. animated content, ad film production)</p> <p>KA3. The storyboarding requirements and specifications</p> <p>KA4. The timelines within which the storyboard needs to be delivered</p> <p>KA5. How to see the story and its requirements through the Directors eyes</p> <p>KA6. The age-group for which the story needs to be presented</p> <p>KA7. The precautions that need to be kept in mind for a particular script</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The elements of storyboarding including character movements, backgrounds, camera angles, shots, frame composition, perspective, lighting, sets etc.</p> <p>KB2. How to draw and illustrate using various drawing techniques</p> <p>KB3. How to illustrate words, emotions and actions in a simple and powerful way</p> <p>KB4. The human anatomy, emotions, actions and expressions</p> <p>KB5. Basics of theatre, staging, gestures and group behavior</p> <p>KB6. How to work on storyboarding software such as Adobe Photoshop Storyboard Pro, Storyboard Artist Studio, and Microsoft PowerPoint etc.</p>

MES/ N 0508

Prepare storyboard

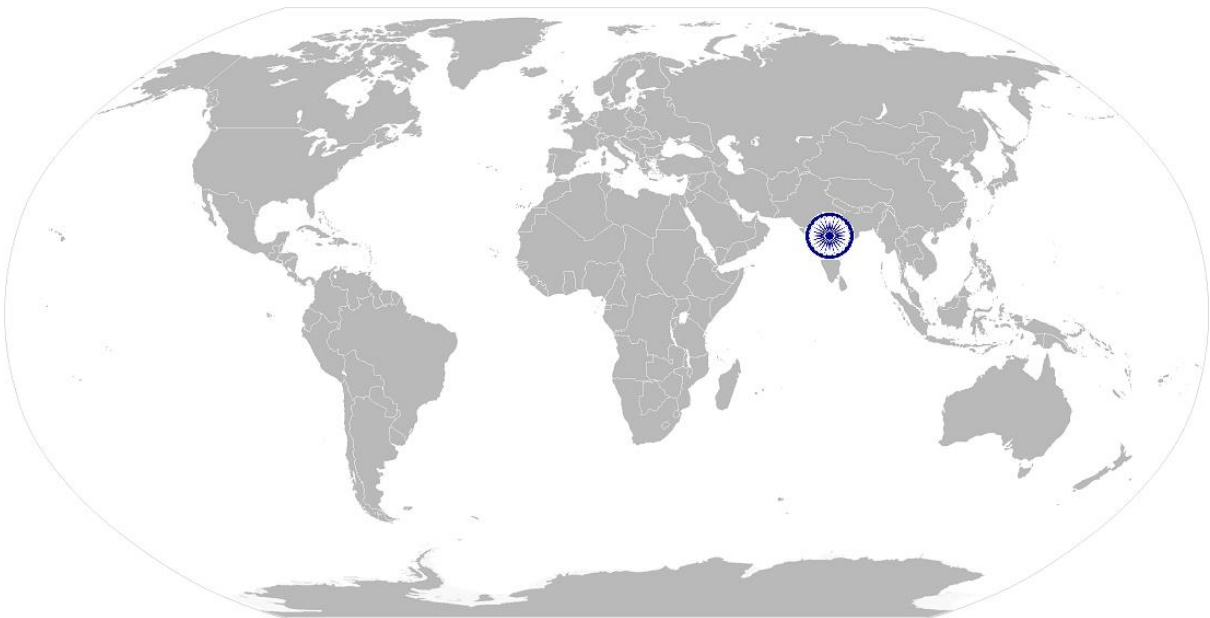
	<p>KB7. How to present simple and appropriate camera angles to make the scene interesting</p> <p>KB8. How to use photography as a tool to gather references</p> <p>KB9. How to break the script down into frames / scenes relevant to the individual's own work</p> <p>KB10. The basics of frame resolution and ratios</p> <p>KB11. How to visualize frames/ scenes from the angle of a camera and conceptualize creative ways to illustrate them</p> <p>KB12. How to research/ collect visual references</p> <p>KB13. Applicable health and safety guidelines</p>
Skills (S) (Optional)	
<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 on requirements and specifications</p> <p>SA2. Label each frame sequentially and document notes, where required</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read and understand the script/ story/ concept/ idea</p>
<p>B. Professional Skills</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. Be a good story-teller</p> <p>SA5. Understand storyboard requirements and specifications from the Producer and Director</p> <p>SA6. Present and pitch storyboards to the Producer, Director, Production team, as appropriate</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan and prioritize own work according to the requirements and agreed timelines</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Identify any problems with successful execution of the the individual's tasks and resolve them in consultation supervisors</p>
	<p>Decision making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Make creative decisions while creating stroyboard as per the script</p>
<p>Analytical Thinking</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Have a keen eye for detail and maintain an aesthetic sense towards the final output</p>	
<p>Critical Thinking</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Appraise the quality of the own work to ensure it is in line with the initial concept and quality standards</p>	
<p>Customer Centricity</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. check that your own work meets project requirements</p>	

MES/ N 0508

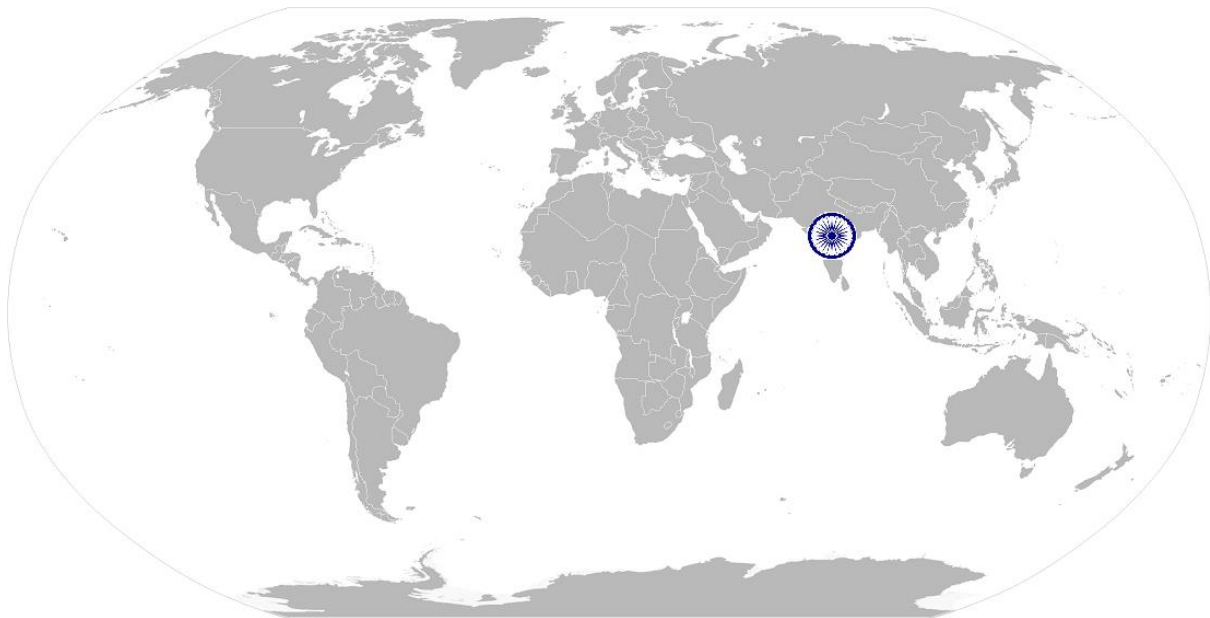
Prepare storyboard

NOS Version Control

NOS Code	MES / N 0508		
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 translating the script/ story/ idea/ concept into visual references

MES/ N 0509

Create Visual References

National Occupational Standard

Unit Code	MES/ N 0509
Unit Title (Task)	Create Visual References
Description	This OS unit is about translating the script/ story/ idea/ concept into visual references
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Creating visual references based on the story/ concept, under supervision
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Creating visual references based on the story/ content, under supervision	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"> PC1. Translate initial character designs into appropriate visual references showing all required positions, angles and views, with particular regard to continuity and size relationships PC2. Create environmental backgrounds with appropriate perspective and lighting that matches existing designs PC3. Produce reference material that establishes the required mood, meaning and effect within the confines of the required style PC4. Produce accurate visual references that provide the necessary information for use by the animation team, including explanatory notes where required PC5. Remain constantly flexible and adaptable to new directions, creative requirements and developments in design
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 objective and outcomes of the production KA2. The objective/purpose that the storyboard intends to achieve i.e. to make pitches (e.g. ad films) or to explain requirements/ act as a reference for the production team (e.g. animated content, ad film production) KA3. The storyboarding requirements and specifications KA4. The timelines within which the storyboard needs to be delivered KA5. How to see the story and its requirements through the Directors eyes KA6. The age-group for which the story needs to be presented KA7. The precautions that need to be kept in mind for a particular script
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. The elements of storyboarding including character movements, backgrounds, camera angles, shots, frame composition, perspective, lighting, sets etc. KB2. How to draw and illustrate using various drawing techniques KB3. How to illustrate words, emotions and actions in a simple and powerful way KB4. The human anatomy, emotions, actions and expressions KB5. Elements animation technique and the medium that are relevant to the individual's job role KB6. How to work on storyboarding software such as Adobe Photoshop Storyboard Pro, Storyboard Artist Studio, and Microsoft PowerPoint etc.

MES/ N 0509

Create Visual References

	<p>KB7. How to present simple and appropriate camera angles to make the scene interesting</p> <p>KB8. How to use photography as a tool to gather references</p> <p>KB9. How to break the script down into frames / scenes</p> <p>KB10. The basics of frame resolution and ratios</p> <p>KB11. How to visualize frames/ scenes from the angle of a camera and conceptualize creative ways to illustrate them</p> <p>KB12. How to research/ collect visual references</p> <p>KB13. Applicable health and safety guidelines</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document notes on requirements and specifications</p> <p>SA2. Label each frame sequentially and document notes, where required</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read and understand the script/ story/ concept/ idea</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. Be a good story-teller</p> <p>SA5. Understand storyboard requirements and specifications from the Producer and Director</p> <p>SA6. Present and pitch storyboards to the Producer, Director, Production team and end clients</p>
B. Professional Skills	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan and prioritize own work according to the requirements and agreed timelines</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Identify any problems with successful execution of the individual's tasks and resolve them in consultation with the producer and director</p> <p>Decision making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Make creative decisions while creating visual references as per the script</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Have a keen eye for detail and maintain an aesthetic sense towards the final output</p> <p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Appraise the quality of the own work to ensure it is in line with the initial concept and quality standards</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p>

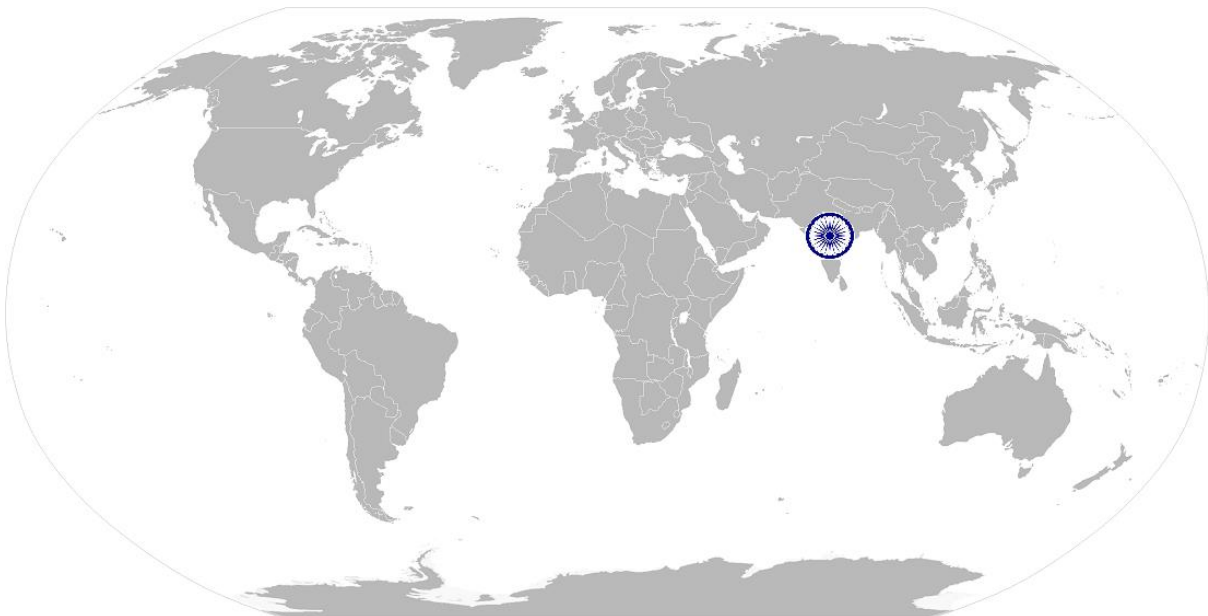
MES/ N 0509

Create Visual References

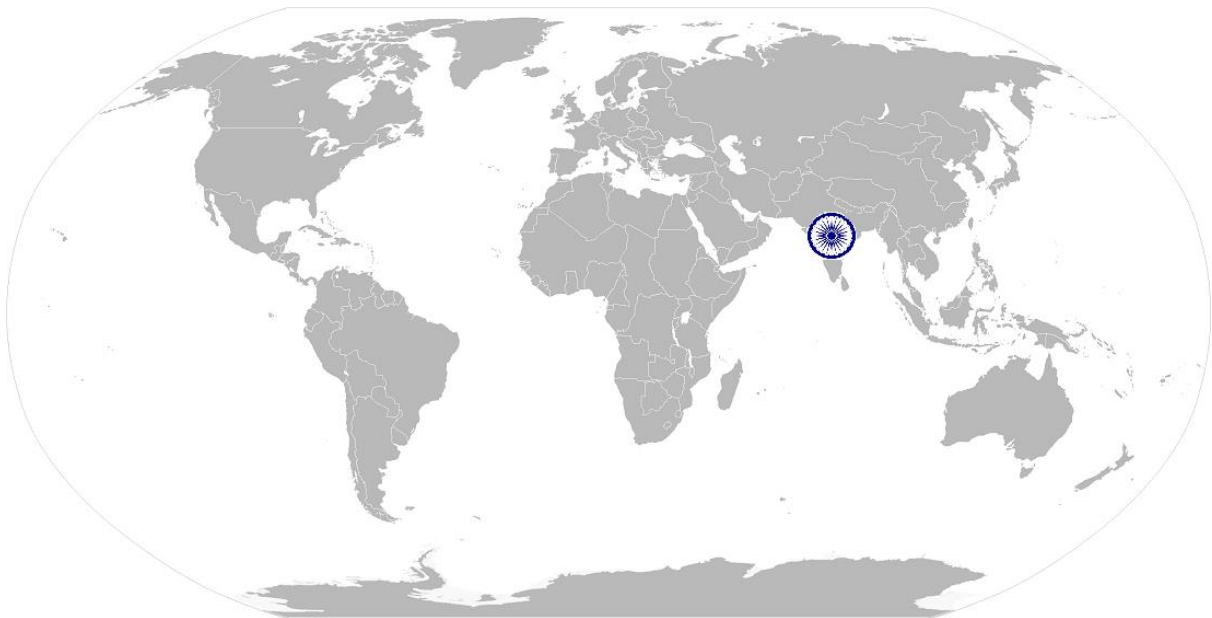
	SB6. check that your own work meets project requirements
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NOS Version Control

NOS Code	MES / N 0509		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
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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

MES/ N 0104

Maintain workplace health and safety

National Occupational Standard

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 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>

MES/ N 0104

Maintain workplace health and safety

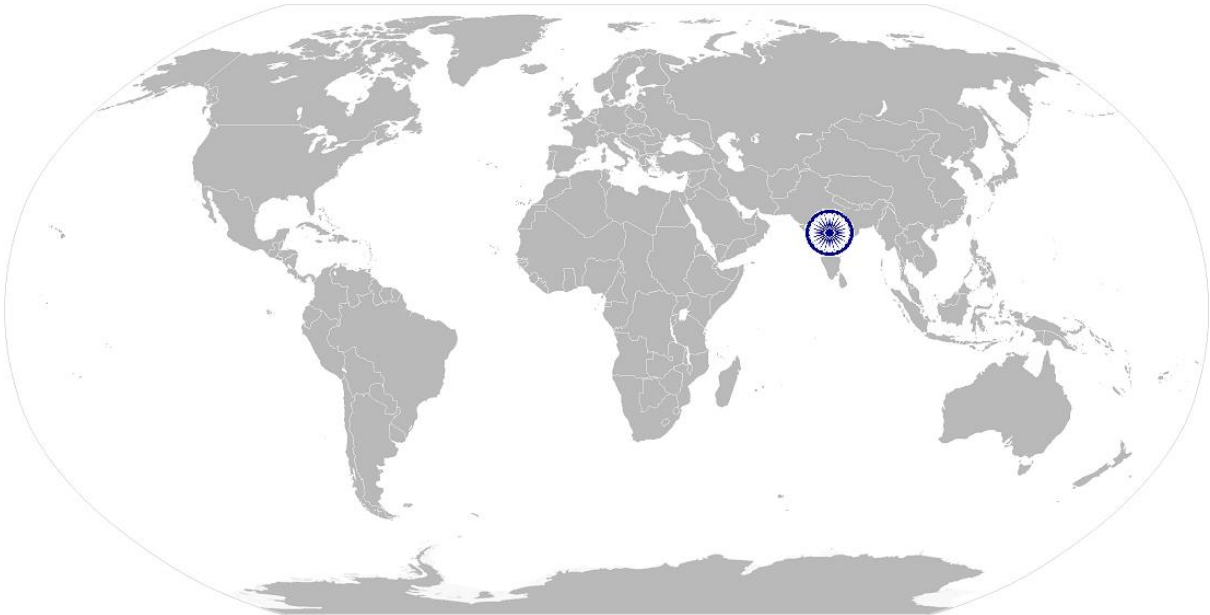
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of health and safety hazards in a workplace</p> <p>KB2. Safe working practices for own job role</p> <p>KB3. Evacuation procedures and other arrangements for handling risks</p> <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>

MES/ N 0104

Maintain workplace health and safety

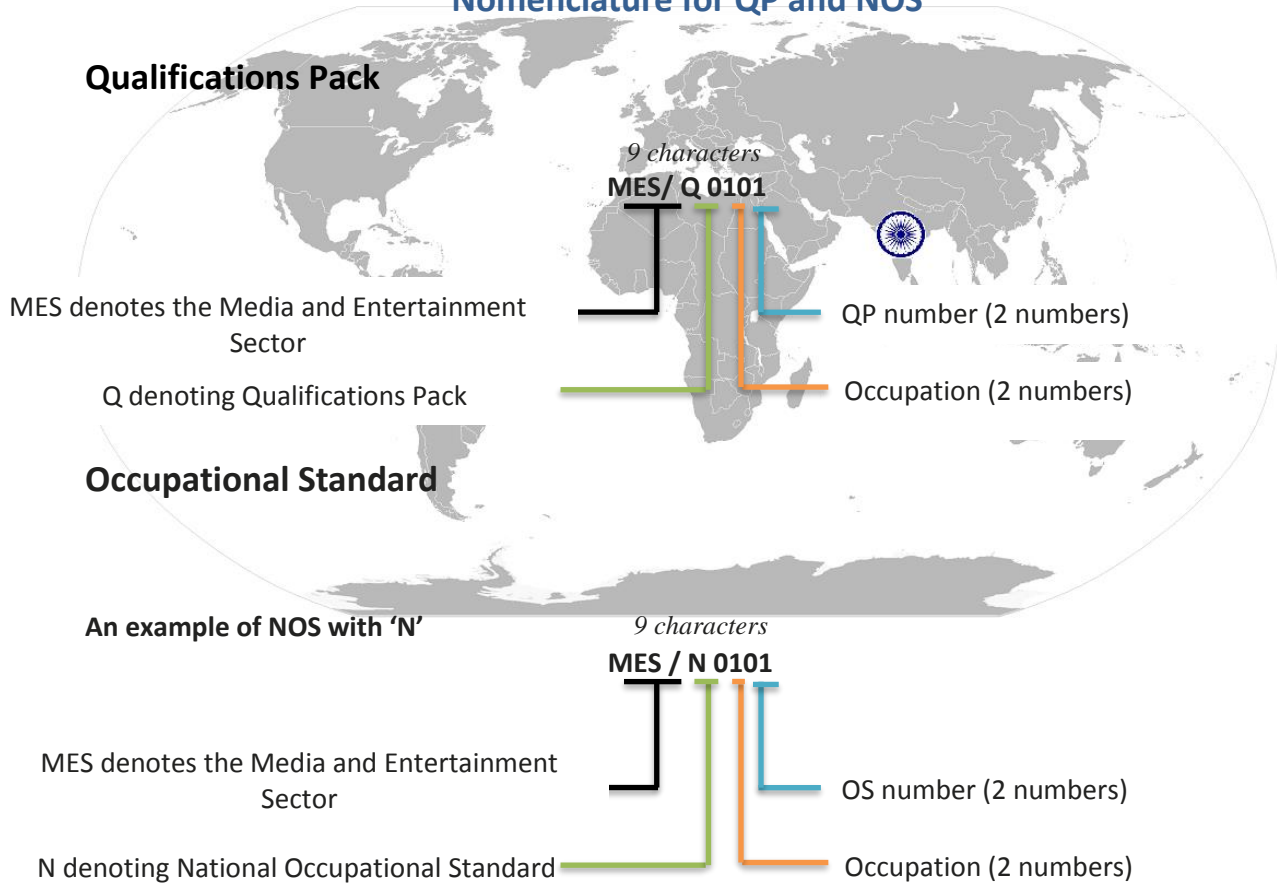
NOS Version Control

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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



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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	07

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Storyboard Artist

Qualification Pack: MES Q 0507

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 0508	Prepare storyboard	30%
3	MES / N 0509	Create Visual references	30%
4	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	Total marks	Marks Allocation		
			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 outcomes	Assessment criteria for outcomes	Total marks	Marks Allocation		
			Out of	Theory	Skills Practical
MES / N 0508 (Prepare storyboard)	PC1. Analyze and break the production idea/script down into frames/scenes/ panels	100	30	15	50
	PC2. Conceptualize creative ways of illustrating frames/scenes (all possible technical aspects must be handled carefully in each panel)		30	15	
	PC3. Prepare storyboards for the script in accordance to specifications, keeping in mind the technical continuity of the story from the concept to the screenplay		20	10	
	PC4. Respond positively to feedback and changes in creative requirements		20	10	
	Total		100	50	50

Assessment outcomes	Assessment criteria for outcomes	Total marks	Marks Allocation		
			Out of	Theory	Skills Practical
MES / N 0509 (Create Visual References)	PC1.Translate initial character designs into appropriate visual references showing all required positions, angles and views, with particular regard to continuity and size relationships	100	20	10	50
	PC2.Create environmental backgrounds with appropriate perspective and lighting that matches existing designs		30	15	
	PC3.Produce reference material that establishes the required mood, meaning and effect within the confines of the required style		20	10	
	PC4.Produce accurate visual references that provide the necessary information for use by the animation team, including explanatory notes where required.		20	10	
	PC5.Remain constantly flexible and adaptable to new directions, creative requirements and developments in design		10	5	
	Total	100	50	50	

Assessment outcomes	Assessment criteria for outcomes	Total marks	Out of	Theory	Skills Practical
MES/ N 0104 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation'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 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