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- Animation Director

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Animation, Gaming

OCCUPATION: Animation Director

REFERENCE ID: MES/ Q 1302

ALIGNED TO: NCO 2015- 2166.0205

Animation Director in the Media & Entertainment Industry is in charge of all the animation processes in production

Brief Job Description: Individuals at this job need to support the director and guide efforts of the production team towards achieving the common creative vision

Personal Attributes: This job requires the individual to have a good understanding of all animation processes including art & design, pre-production, production (e.g. modeling/rigging, animation, sound design) and post-production. The individual must be able to communicate clear specifics to the team and guide efforts to help achieve them. The individual must be able to provide creative inputs and approve all animation/assets during the making of the film. The individual must also have an understanding of the design and animation software used during production. The individual should be technically qualified and/ or have an understanding of the technical aspects of animation.

Job Details

Qualifications Pack Code	**MES/ Q 1302**		
Job Role	**Animation Director** This job role is applicable in both national and international scenarios		
Credits(NSQF)	**TBD**	**Version number**	**1.0**
Sector	**Media and Entertainment**	**Drafted on**	**13/10/14**
Sub-sector	**Animation, Gaming**	**Last reviewed on**	**20/03/18**
Occupation	**Direction**	**Next review date**	**20/03/20**
NSQC Clearance on	**28/09/2015**		

Job Role	**Animation Director**
Role Description	Establish creative vision and direct efforts to achieve it through production teams
NSQF level	6
Minimum Educational Qualifications	Graduate
Maximum Educational Qualifications	Post-Graduate in Fine Arts, Film
Training (Suggested but not mandatory)	Course in Direction and Film Making
Minimum Job Entry Age	18 years
Experience	4-6 Years of work experience 6+ Years of work experience for senior directors
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES / N 1304 (Communicate requirements to the team) 2. MES / N 1306 (Direct the animation process) 3. MES / N 1307 (Direct the post-production process) 4. MES / N 0104 (Maintain workplace health and safety) **Optional:N.A.**
Performance Criteria	As described in the relevant OS units

Definitions

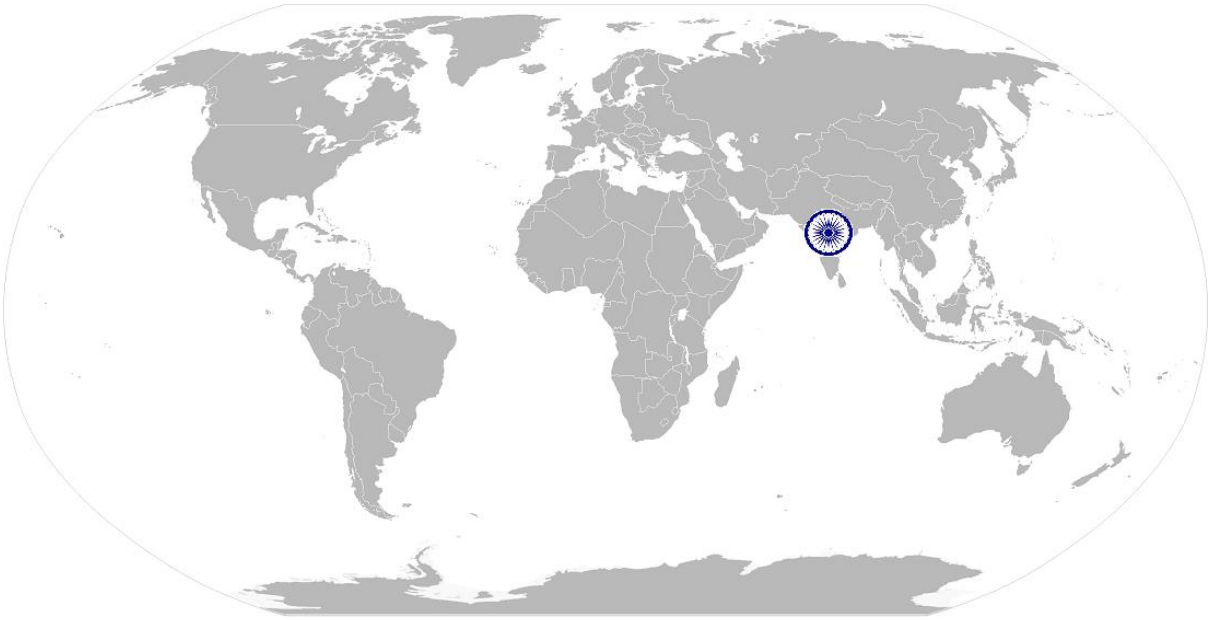
Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Colour grading	Colour grading is the process of modifying/enhancing the colour of productions
Compositing	Compositing is the process of combining layers of images/elements into a single frame
Computer-generated effects	Computer-generated effects is the process of creating illusionary images for use in productions
Continuity	Continuity represents the seamless transition from one shot to another
Copyright Laws	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
Digital Intermediate	Digital Intermediate is the process of altering the colour characteristics of a digital version of the production
Editing	Editing is the process of cutting, organising and putting together audio, visual footage to prepare an accurate, condensed and consistent final output
Financer	An entity (individual or organization) that provides financing for a project
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.
Ingest	Ingest is the process of importing the relevant audio visual files and/or images to the computer's hard disk and uploading them to the editing software
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Modeling	Modeling is the process of creating three-dimensional models for animation using a specialised software application.
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
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.

Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Rendering	Rendering is the process of converting three-dimensional models into two-dimensional images with 3D effects
Rotoscopy	Rotoscopy is the process of breaking down content into individual frames, tracing out individual images and altering content according to requirements
Screen conversion	Screen conversion is the process of conversion from 2D to 3D
Script	Script is a structured narrative of a story
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sound editing	Sound editing
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Target Audience	Group of people at whom content/ adverting is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters (e.g. Females, aged 25-40, average monthly household income INR 25,000-50,000, from Hindi speaking states in North India)
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Visual effects	Visual effects is the process of integrating live-action footage with computer-generated effects

Acronyms

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

National Occupational Standard



Overview

This unit is about communicating a cohesive creative vision across teams and developing a function-wise action plan to help execute it

National Occupational Standard

Unit Code	MES/ N 1304
Unit Title (Task)	Communicate requirements to the team
Description	This OS unit is about communicating a cohesive creative vision across teams and developing a function-wise action plan to help execute it
Scope	This unit/task covers the following: • Communicating the key aspects of production to the teams

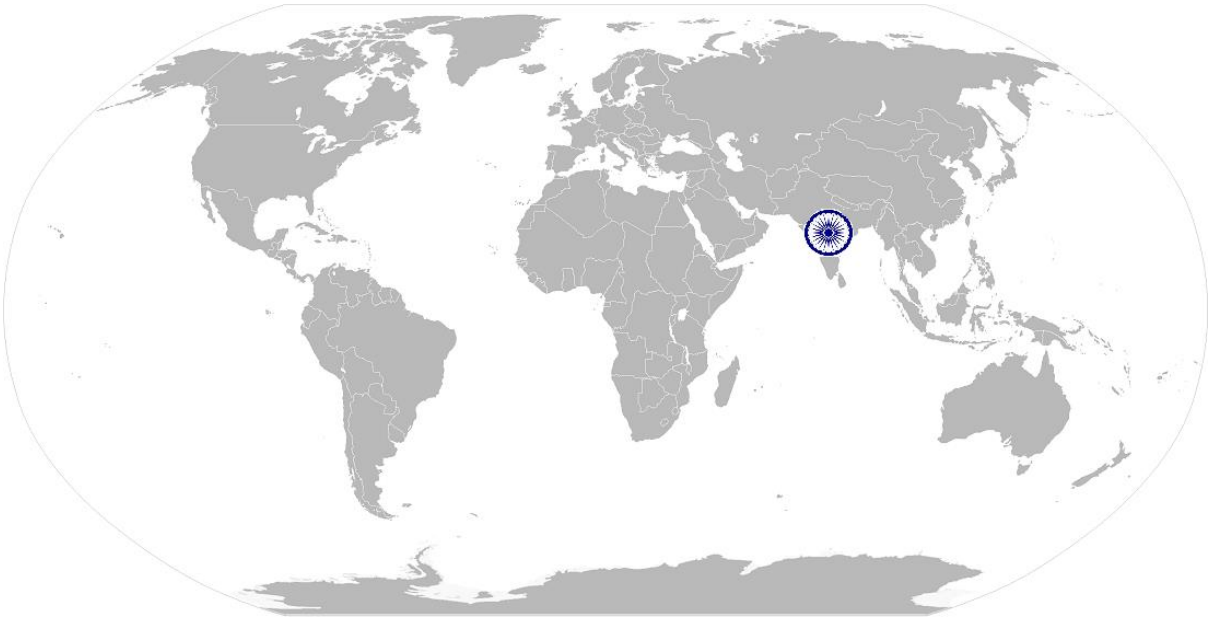
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Communicating the key aspects of production to the teams	To be competent, the user/individual on the job must be able to: PC1. Communicate the creative vision, project outcomes, functional roles, responsibilities, expectations, requirements, budget and timelines to functional heads prior to the production PC2. Receive periodic updates and ensure that any major changes agreed upon are recorded and communicated to the appropriate people PC3. Develop a function-wise action plan to help execute the vision, as appropriate PC4. Ensure that the teams are aware of their role towards realizing the creative vision of the project PC5. Articulate and encourage the need for team work and work standards that are expected to match the production's requirements

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative vision of the project KA2. The production budget and timelines KA3. The roles and responsibilities of the production team
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The language of film-making and cinematography KB2. Stage and repertory acting KB3. The various pre-production, production and post-production processes involved in creating animation KB4. How to set and communicate action areas for each team KB5. How to set realistic requirements that would be achievable within the given budget and timelines KB6. How to convey expectations and requirements in a manner that is easy to understand and adapted to each individual person KB7. Applicable health and safety guidelines

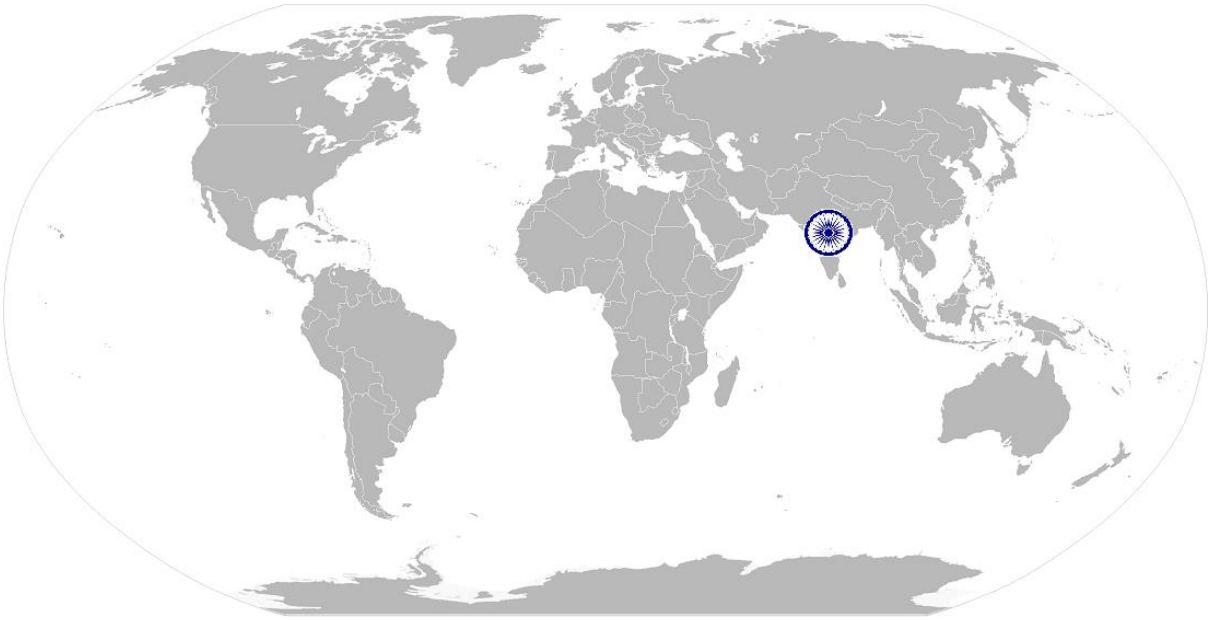
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document action plans including functional roles, responsibilities, expectations, requirements, budget and timelines for circulation to functional heads SA2. Document issues, feedback and suggestions after discussions with production team
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Conduct technical readings of the script with the production team
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Communicate the creative vision and production aspects to the entire Production team SA5. Discuss and agree on the roles, responsibilities, expectations, requirements, budget and timelines with the functional heads of various departments SA6. Solicit feedback and suggestions from the teams
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Finalise action plans for all teams SB2. prepare a work schedule/ sequence of activities to help the entire production unit plan their work on a daily basis, if appropriate
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them proactively SB4. Conflict management and negotiation skills
	Decision making
	The user/individual on the job needs to know and understand how to: SB5. Manage decision on suitable course of action SB6. determine and guide the narrative content and visual style of a production SB7. interpret decisions and communicate them to the animation crew
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. Communicate properly about project requirements there by facilitating team development
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. help the team balance their creative desires with the requirements of the production

NOS Version Control

NOS Code	MES / N 1304		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	13/10/14
Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Direction	Next review date	20/03/20



National Occupational Standard



Overview

This unit is about realising the creative vision of the project by guiding efforts of the animation teams towards creating a cohesive end product

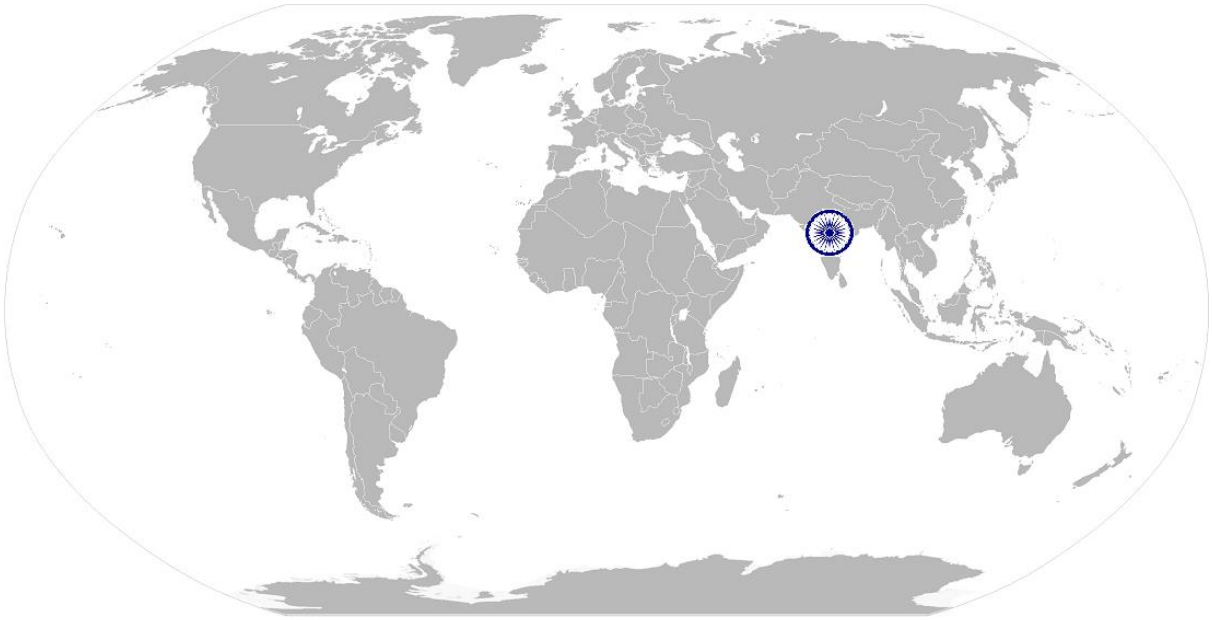
National Occupational Standard

Unit Code	MES/ N 1306
Unit Title (Task)	**Direct the animation process**
Description	This OS unit is about realising the creative vision of the project by guiding efforts of the animation teams towards creating a cohesive end product
Scope	This unit/task covers the following: • Understanding the story, script • Approving the design/assets • Guiding and managing the animation process • Testing and approving the character rig
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding the story, script	To be competent, the user/individual on the job must be able to: PC1. Work with storyboard and previsualisation artist to establish the mood, feel and style of cinematography PC2. Plan the descriptions and timing of actions for every scene. Provide inputs on action timing, expressions,dialogue as per the storyboard and director's vision PC3. Identify where camera technique, lighting and design relate to the theme of the production
Approving the design/assets	PC4. Provide specifics and approve all design/ animation/ assets during the making of the film (characters, backgrounds, models, layouts, animated shots & sequences) PC5. Provide design and creative inputs to help guide the production process
Guiding and managing the animation process	PC6. Work with the animators to ensure the animation meets the brief PC7. Ensure through your direction, that appropriate use is being made of camera and lighting techniques during pre-production and production PC8. Liase with the producer at key points during production
Testing & approving the character rig	PC9. Test and approve the character rig
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative vision of the production KA2. The production budget and timelines KA3. Roles and responsibilities of members of the pre-production, production and post-production teams
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The fundamentals and principles of Animation and film-making KB2. How to enact and emote; and thereby animate characters in accordance to the demands of the script and animatic KB3. Principles of movement and timing KB4. The principles of continuity KB5. The technical aspects of production KB6. Design standards and specifications that needs to be complied with to produce the final output KB7. How to guide and motivate the team to realise overall objectives cohesively as a team

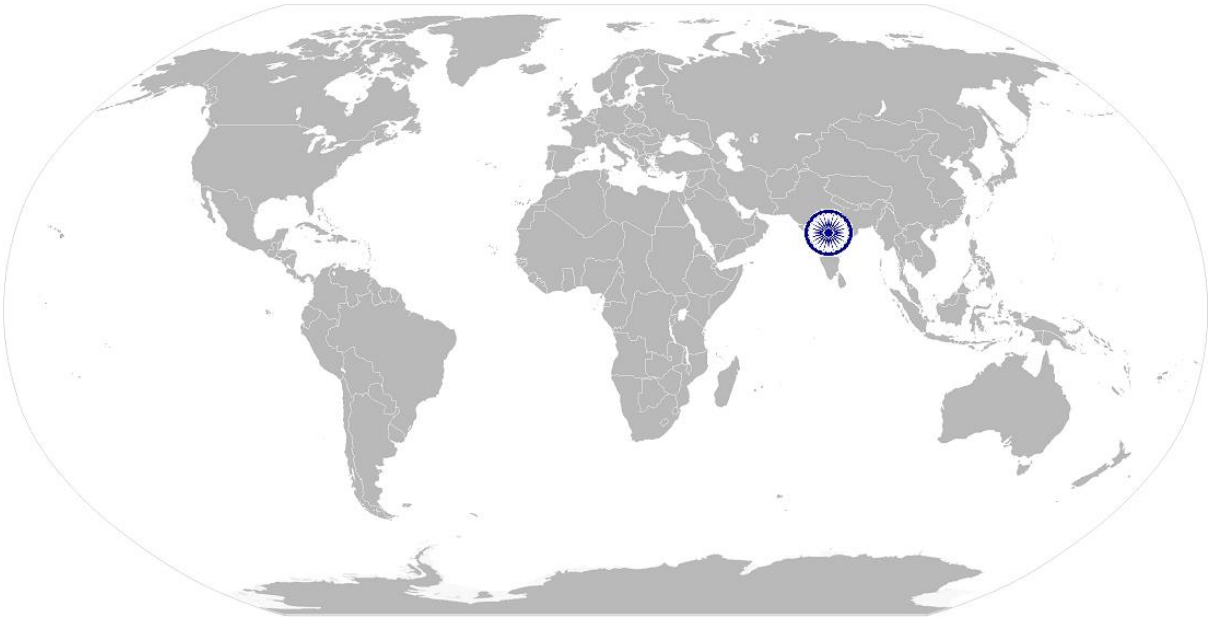
	KB8. How to make decisions and lead a team KB9. Relevant copyright norms and intellectual property rights KB10. Applicable health and safety guidelines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document specific technical guidelines to assist the animation production process e.g. range of movements of mouth, eyes, max min limits and approve expressions on characters
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read the script, storyboard and dialogues
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. Understand the creative vision and requirements from the Director SA4. Communicate requirements to the animation team
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Manage work according to the requirements and agreed timelines SB2. Manage within the agreed budget and minimize overruns
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. How to resolve any technical problems during the animation process SB4. Foresee/address key issues in the production process and provide guidance on ways to resolve them
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Appraise the quality of animation to ensure it is in line with the expected quality standards and suggest areas of improvement and re-work, if required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Assess the impact of selecting relevant animation production techniques, cast, crew and its impact on budget of the production SB7. Analyze the quality ofapproved shots to ensure that they will meet the requirements of post-production
	Decision Making
	The user/individual on the job needs to know and understand how to: SB8. Decide/make creative choices in relation to the design, storyboard, layout, animation and post production departments SB9. Understand the perspective of Client/concept, Art Director and Supervisors so as to critically evaluate and select appropriate animation techniques SB10. Make all relevant decisions related to the area of work e.g. production techniques, retakes, shot selection/approval etc.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB11. The consumption patterns and preferences of the target audience.

NOS Version Control

NOS Code	MES / N 1306		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	13/10/14
Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Direction	Next review date	20/03/20



National Occupational Standard



Overview

This unit is about directing and guiding the finalisation of the end-product during post-production

National Occupational Standard

Unit Code	MES/ N 1307
Unit Title (Task)	**Direct the post-production process**
Description	This OS unit is about directing and guiding the finalisation of the end-product during post-production
Scope	This unit/task covers the following: • Managing and guiding the post production process, including: • Prepare the final version including correction of the screenplay (if required)

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Managing and guiding the post production process	To be competent, the user/individual on the job must be able to: PC1. Guide/direct the entire post-production process to ensure that the final output is in line with the creative vision (can include Editing, Special effects, Colour grading, Dubbing, Rendering, Rotoscopy, Compositing, Wire removal, Chroma, Sound design, sound editing, music and sound mixing)
Preparing the final version including correction of the screenplay (if required)	PC2. Identify any gaps/deficiencies through critical feedback PC3. Guide/direct the relevant post-production processes to ensure the final version incorporates all changes PC4. Prepare a director's cut of the film (optional)

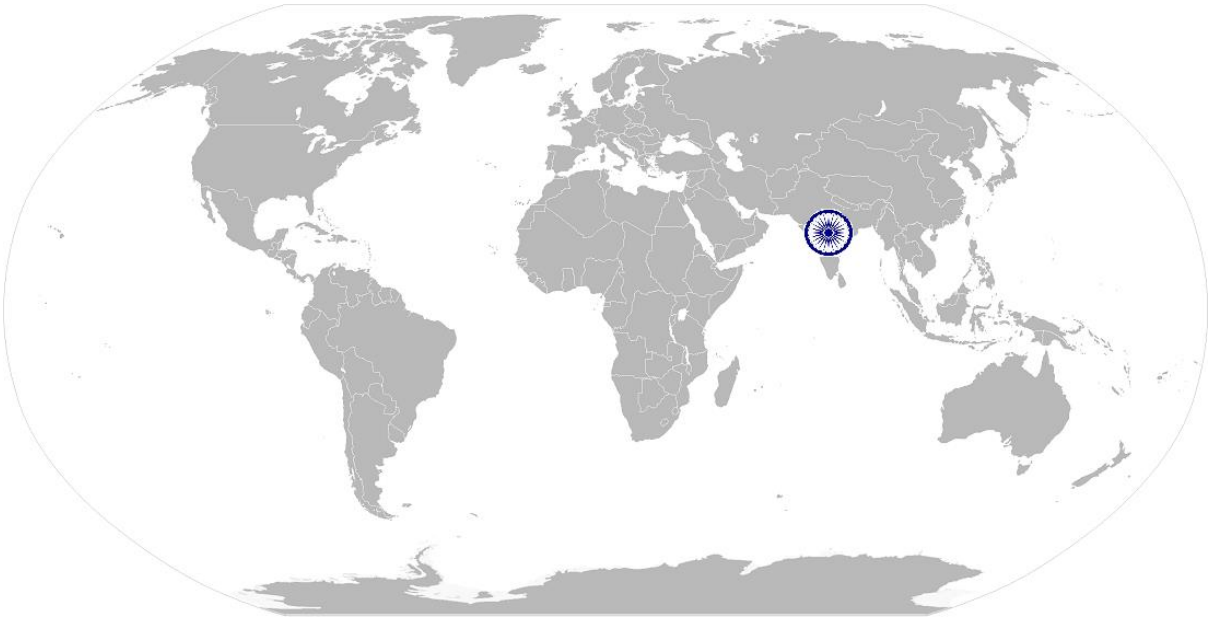
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative vision of the production KA2. The target audience and their tastes and preferences KA3. The production budget and timelines KA4. Roles and responsibilities of members of the post-production team
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The technical aspects of post-production KB2. The principles of continuity KB3. The post-production process, techniques and activities KB4. Technologies of post production and the various workflows involved in editing, sound post production, color correction, animation, VFX and printing KB5. The impact of each activity on the entire process workflow KB6. How to make decisions and lead a team KB7. How to guide and motivate the post-production team to work cohesively to realise overall production objectives KB8. How to promote and project the film to the right audiences KB9. How to protect the confidentiality of the entire production process KB10. Relevant copyright norms and intellectual property rights KB11. Applicable health and safety guidelines

Skills (S) (Optional)

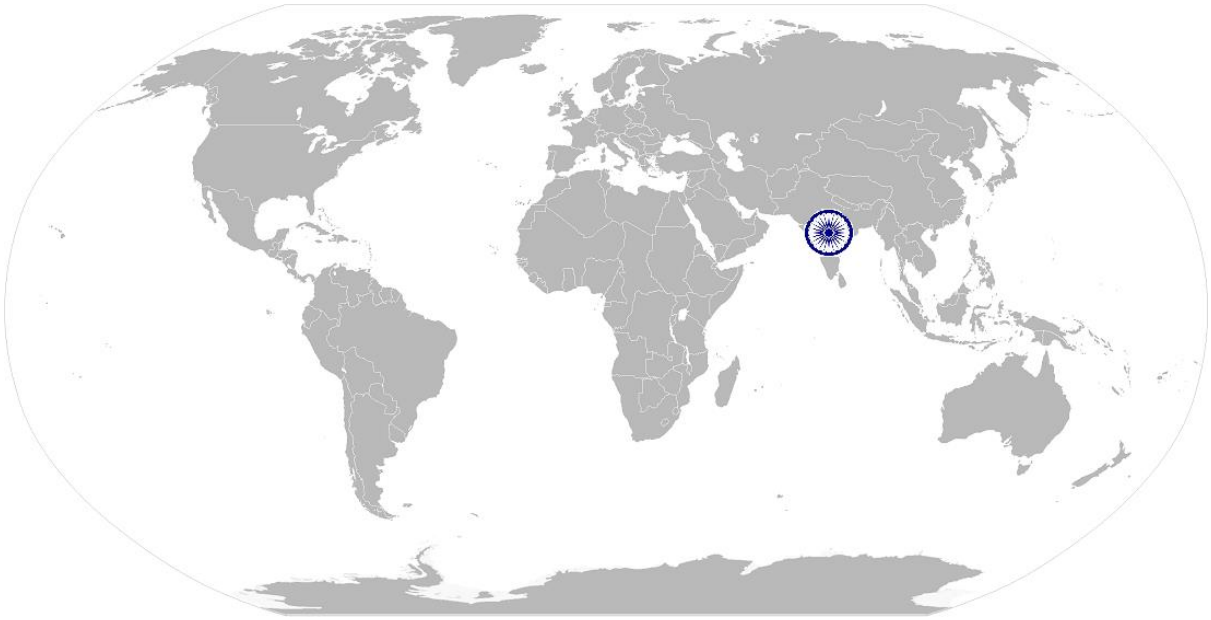
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document notes/links/suggestions to assist the post-production team SA2. Track the action plans and schedules during the post-production process
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Research and gather references from already executed projects/available in the public domain
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Communicate preferred takes and sequence of activities to the editors to help guide the editing process
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Manage work according to the requirements and agreed timelines SB2. Manage within the agreed budget and minimize overruns
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. How to resolve any technical problems during post-production SB4. Highlight/Identify potential delays(if any) to the post production team, identify reasons for the same and resolve these issues in a timely manner
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Appraise the quality of the final product to ensure it is in line with the expected quality standards and suggest areas of improvement
	Decision Making
	The user/individual on the job needs to know and understand how to: SB6. Make relevant/Manage decision on suitable course of action to meet creative and technical project requirements during different stages of post-production like editing, dubbing, visual effects, compositing, color correction, etc.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. The consumption patterns and preferences of the target audience (end user/ viewer/ listener)
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB8. Analyze the quality of post-production process to ensure it will communicate the creative vision of the project

NOS Version Control

NOS Code	MES / N 1307		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	13/10/14
Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Direction	Next review date	20/03/20



National Occupational Standard



Overview

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

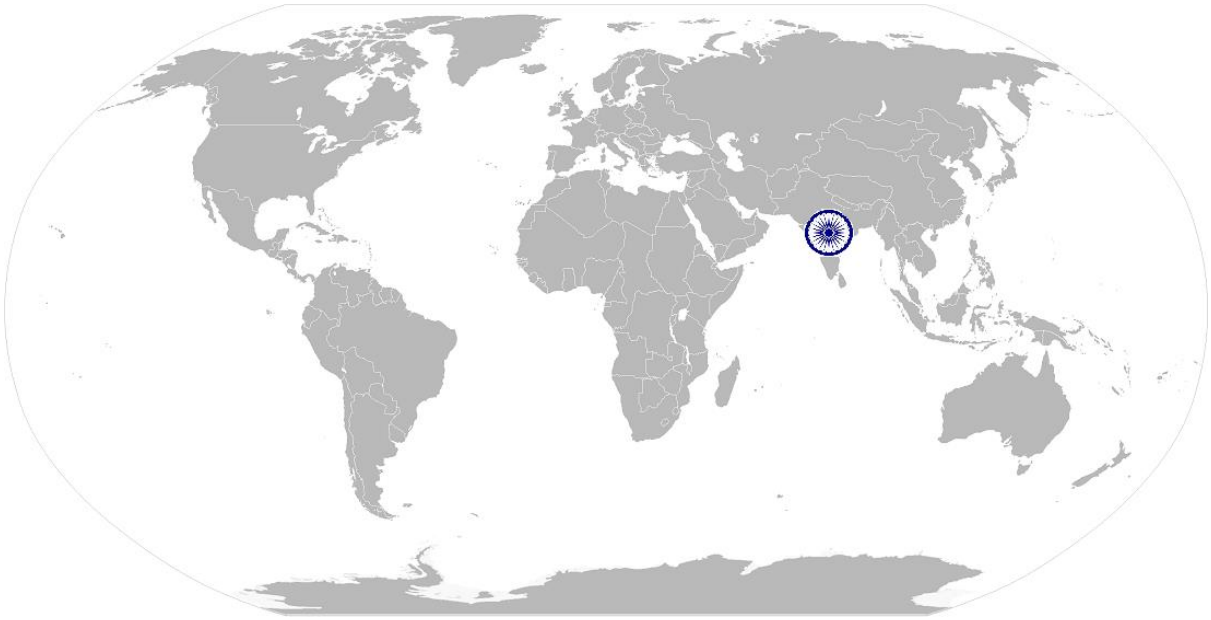
National Occupational Standard

Unit Code	MES/ N 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	This unit/task covers the following: • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding the risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: PC1. Understand and comply with the organisation's current health, safety and security policies and procedures PC2. Understand the safe working practices pertaining to own occupation PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises PC4. Participate in organization health and safety knowledge sessions and drills
Knowing the people responsible for health and safety and the resources available	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms
Identifying and reporting risks	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected
Complying with procedures in the event of an emergency	PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Organisation's norms and policies relating to health and safety KA2. Government norms and policies regarding health and safety and related emergency procedures KA3. Limits of authority while dealing with risks/ hazards KA4. The importance of maintaining high standards of health and safety at a workplace

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The different types of health and safety hazards in a workplace KB2. Safe working practices for own job role KB3. Evacuation procedures and other arrangements for handling risks KB4. Names and contact numbers of people responsible for health and safety in a workplace KB5. How to summon medical assistance and the emergency services, where necessary KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. How to write and provide feedback regarding health and safety to the concerned people SA2. How to write and highlight potential risks or report a hazard to the concerned people
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Read instructions, policies, procedures and norms relating to health and safety
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Highlight potential risks and report hazards to the designated people SA5. Listen and communicate information with all anyone concerned or affected
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand how to: SB1. Make decisions on a suitable course of action or plan
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Apply problem solving approaches in different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority SB5. Apply balanced judgements in different situations
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. build and maintain positive and effective relationships with colleges and customers
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. analyze data and activites

NOS Version Control

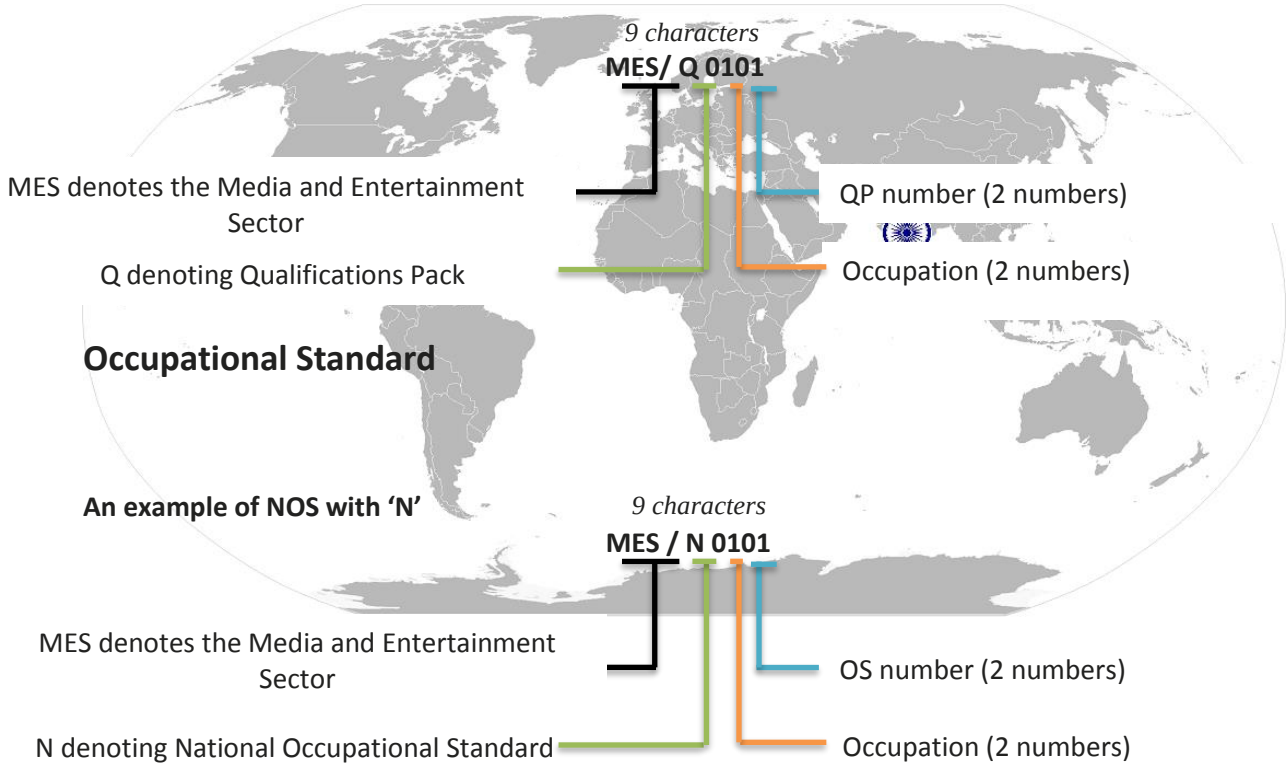
NOS Code	MES / N 0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	13/10/14
Sub-sector	Animation, Gaming	Last reviewed on	20/03/18
Occupation	Direction	Next review date	20/03/20



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 **Q**P or **N**OS	Q
Next two numbers	Direction	13
Next two numbers	QP number	02

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Animation Director
Qualification Pack: MES Q 1302
Sector Skill Council: Media and Entertainment Skills Council

	NOS	NOS NAME	Weightage
1	**MES/ N 1304**	**Communicate requirements to the team**	40%
2	**MES/ N 1306**	**Direct the animation process**	30%
3	**MES/ N 1307**	**Direct the post-production process**	20%
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		Marks Allocation		
		Total mark	Out of	Theory	Skills Practical
MES / N 1304 (Communicate requirements to the team)	PC1. Communicate the creative vision, project outcomes, functional roles, responsibilities, expectations, requirements, budget and timelines to functional heads prior to the production	100	20	10	50
	PC2. Receive periodic updates and ensure that any major changes agreed upon are recorded and communicated to the appropriate people		20	10	
	PC3. Develop a function-wise action plan to help execute the vision, as appropriate		20	10	
	PC4. Ensure that the teams are aware of their role towards realizing the creative vision of the project		20	10	
	PC5.Articulate and encourage the need for team work and work standards that are expected to match the production's requirements		20	10	
		Total	100	50	50

Assessment Outcome	Assessment criteria for outcomes		Marks Allocation		
		Total mark	Out of	Theory	Skills Practical
MES / N 1306 (Direct the Animation process)	PC1.Work with storyboard and pre-visualization artist to establish the mood, feel and style of cinematography	100	15	10	50
	PC2.Plan the descriptions and timing of actions for every scene. Provide inputs on action timing, expressions, dialogue as per the storyboard and director's vision		10	5	
	PC3.Identify where camera technique, lighting and design relate to the theme of the production		5	3	
	PC4.Provide specifics and approve all design/ animation/ assets during the making of the film (characters, backgrounds, models, layouts, animated shots & sequences)		5	3	
	PC5.Provide design and creative inputs to help guide the production process		5	3	
	PC6.Work with the animators to ensure the animation meets the brief		20	10	

	PC7.Ensure through your direction, that appropriate use is being made of camera and lighting techniques during pre-production and production		15	10	
	PC8.Liase with the producer at key points during production		15	6	
	PC9.Test and approve the character rig		10	5	
		Total	100	50	50

Assessment Outcome	Assessment criteria for outcomes	Total mark	Marks Allocation		
			Out of	Theory	Skills Practical
MES/ N 1307 (Direct the post-production process)	PC1. Guide/direct the entire post-production process to ensure that the final output is in line with the creative vision	100	30	15	50
	PC2. Identify the gaps through critics feedback and ensure the final version incorporates all changes		30	15	
	PC3. Guide/direct the relevant post-production processes to ensure the final version incorporates all changes		40	20	
		Total	100	50	50

			Marks Allocation		
Assessment outcomes	Assessment criteria for outcomes	Total mark	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 though precautionary measures.		10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person.		5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected.		10	5	
	PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard.		10	5	
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority.		5	2	
		Total	100	50	50