

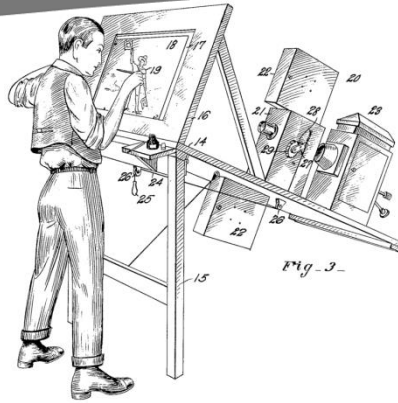
QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

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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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 & NOSP.22
6. Criteria For Assessment of Trainees.P.24

Introduction

Qualifications Pack-Roto artist

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Film, Television, Animation, Advertising

OCCUPATION: Roto artist

REFERENCE ID: MES/ Q 3504

ALIGNED TO: NCO 2015- 2166.0212

Roto artist in the Media & Entertainment Industry is also known as a Rotoscopy artist/

Brief Job Description: Individuals at this job need to break content down into individual frames/elements and alter/re-create content in accordance to requirements

Personal Attributes: This job requires the individual to have a good understanding of the fundamentals and principles of film-making. The individual must know the fundamentals of depth and should possess good drawing and illustration skills. The individual must have a good working knowledge of rotoscoping software including Nuke, After Effects, Silhouette etc.



Job Details

Qualifications Pack Code	MES/ Q 3504		
Job Role	Roto 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	16/11/14
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	20/03/18
Occupation	VFX and DI	Next review date	20/03/20
NSQC Clearance on	28/09/2015		

Job Role	Roto artist
Role Description	Break down content to alter/re-create according to requirements
NSQF level	4
Minimum Educational Qualifications	Class X
Maximum Educational Qualifications	Graduate
Prerequisite License or Training (Suggested but not mandatory)	Rotoscopy software including Silhouette, Nuke, After Effects etc.
Minimum Job Entry Age	18 years
Experience	NA
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> MES / N 3501 (Understand requirements and plan workflow) MES / N 3502 (Manage equipment & material) MES / N 3506 (Rotoscoping footage) MES / N 0104 (Maintain workplace health and safety) <p>Optional: N.A</p>
Performance Criteria	As described in the relevant OS units

Definitions

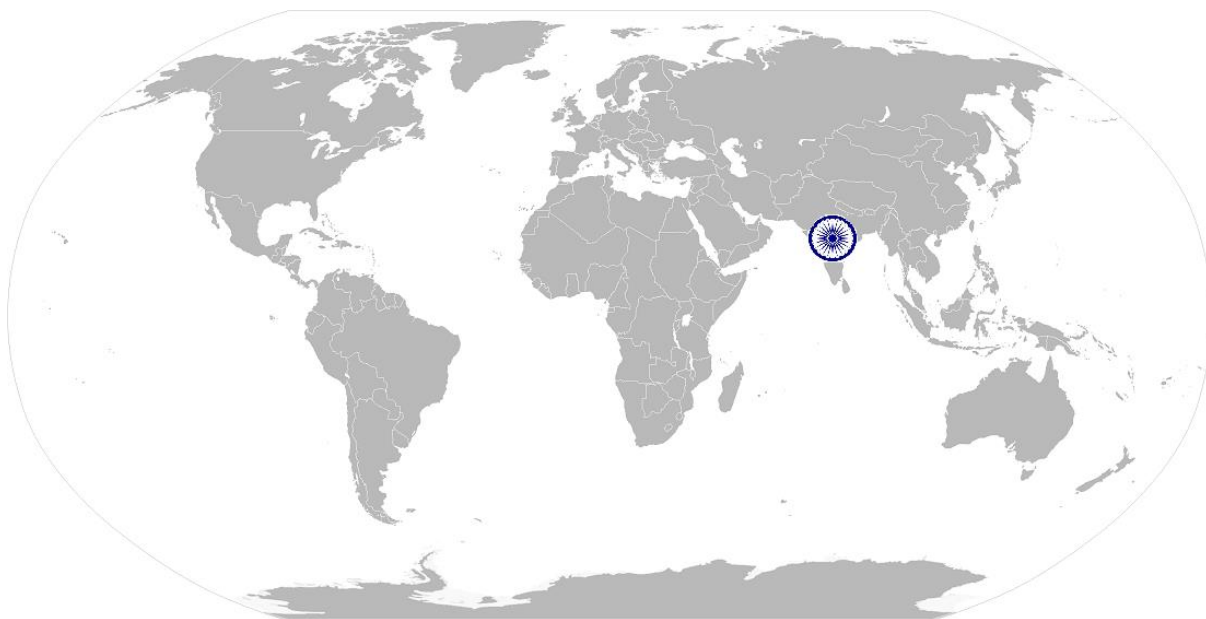
Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Colour grading	Colour grading is the process of modifying/enhancing the colour of productions
Compositing	Compositing is the process of combining layers of images/elements into a single frame
Computer-generated effects	Computer-generated effects is the process of creating illusionary images for use in productions
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 organizing, cutting and putting together audio, visual footage to prepare an accurate, condensed and consistent final output that communicates the expected content
Footage	Recorded medium in any media
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
Modeling	Modeling is the process of creating three-dimensional models for animation using a specialised software application.
Rendering	Rendering is the process of converting three-dimensional models into two-dimensional images with 3D effects
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
Sound editing	Editing of sound materials with/ without visuals
Visual effects	Visual effects is the process of integrating live-action footage with computer-generated effects
Timelines	It is a basic part of editing software to view/ cut material
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique

	employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.

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 understanding the post-production requirements and planning the process and workflow

MES/ N 3501

Understand requirements and plan workflow

National Occupational Standard

Unit Code	MES/ N 3501
Unit Title (Task)	Understand requirements and plan workflow
Description	This OS unit is about understanding the post-production requirements and planning the process and workflow
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Understanding requirements for post-production Planning the process for post-production. Preparing and finalising effort estimates and work plan
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding requirements for post-production	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand the creative and technical requirements and expectations in terms of quality of deliverables and timelines, as necessary to the role</p>
Planning the process for post-production	<p>PC2. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow, as per role</p> <ul style="list-style-type: none"> Key processes could include computer-generated effects, colour grading, digital intermediate, screen conversion, rendering, rotoscoping, keying, match-moving and compositing
Preparing and finalising effort estimates and work plan	<p>PC3. Translate, or support senior personnel in translating, expectations into effort estimates for each process</p> <p>PC4. Prepare a work plan, for oneself or other team members if appropriate, keeping in mind the impact on the production budget, timelines and technical viability</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. Production vision, objectives, expected output, distribution/exhibition channels</p> <p>KA2. Post-production objectives, expected outcomes and quality standards</p> <p>KA3. The technical, budget and time constraints applicable</p> <p>KA4. Established data management and work flow systems</p> <p>KA5. How to maintain quality control as production scales</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Post-production techniques that would apply to the current production, as per role</p> <p>KB2. The relevant equipment and software required e.g. Silhouette, Nuke, Fusion, Combustion, Shake Premier, PF track, After Effects, Renderman, Quantel, Smoke, Flame, Avid, 3DS Max and FCP</p> <p>KB3. How to translate script requirements and post-production objectives into a schedule that could cover the workflow, key activities, deliverables and timelines, as appropriate to the role</p>

MES/ N 3501

Understand requirements and plan workflow

	<p>KB4. The implications of each activity on time, materials, equipment, manpower and budget, as appropriate to the role</p> <p>KB5. The impact of each activity on the one's own, or the wider team's, process workflow</p> <p>KB6. How to estimate the cost and time it would take, keeping in mind the intended visual style</p> <p>KB7. Domestic and International post-production best practices prevalent in the industry</p> <p>KB8. Applicable copyright norms and intellectual property rights</p> <p>KB9. 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 post-production requirements that can serve as a reference document for circulation to the team</p> <p>SA2. Document decisions on the processes involved and techniques to be used with reasons thereof</p> <p>SA3. Document the project work-plan including the key deliverables, resources involved and timelines, as required in the role</p> <p>SA4. Document do's and don'ts for different machines and software for reference of the team</p> <p>SA5. Document other areas (e.g. requirements of the target audience, market, end-product, reference links and videos) that may be relevant for the team</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Read and understand the script and determine requirements, as per role</p> <p>SA7. Read and research about emerging techniques in post-production</p> <p>SA8. Read user manuals for equipment and software</p> <p>SA9. Read about the tastes and preferences of the target audience and the market where the end-product intends to be distributed</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>SA10. Understand the creative vision of the Director and Producer, and resolve any issues, as necessary to the role</p> <p>SA11. Communicate with team members, relay instructions, collaborate and resolve issues with members of the post-production team handling different aspects/processes to determine the effort involved for the activities that would need to be performed (Supervisor)</p>	
<p>B. Professional Skills</p>	<p>Plan and Organize</p>

MES/ N 3501

Understand requirements and plan workflow

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. Plan the activities, workflow, resourcing and timelines in accordance to the creative and technical requirements SB2. Create post-production schedules, for oneself or the wider team SB3. Use time management techniques so that the scheduled time is not exceeded SB4. Manage and enforce deadlines successfully--on time SB5. Work well in a fast-paced environment
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB6. Identify any issues that may arise during post-production and find solutions to address them
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB7. Have a keen eye for detail and maintain an aesthetic sense towards colour grading, vfx components and software capabilities of the final output SB8. Envision the impact of selecting a particular technique/activity on the budget, resourcing and timelines
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB9. Appraise the quality of the raw footage gathered to ensure it is in line with the post-production requirements and quality standards
	Decision making
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB10. Manage decision on suitable course of action
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB11. check that the medium finalized/selected meets project/customer requirements

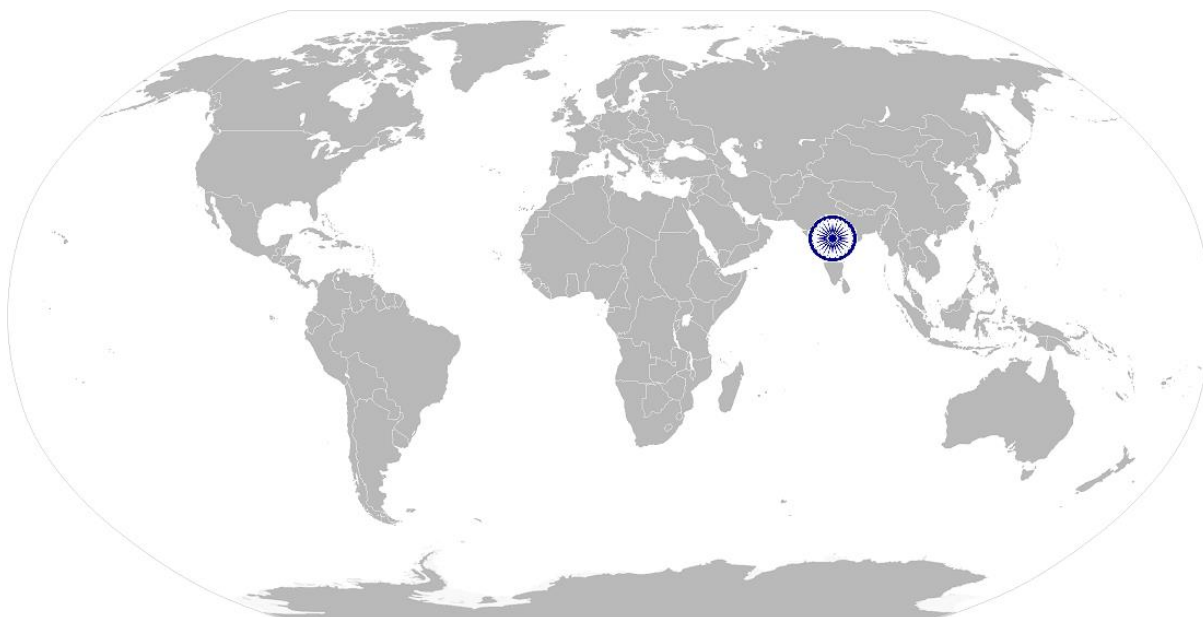


MES/ N 3501

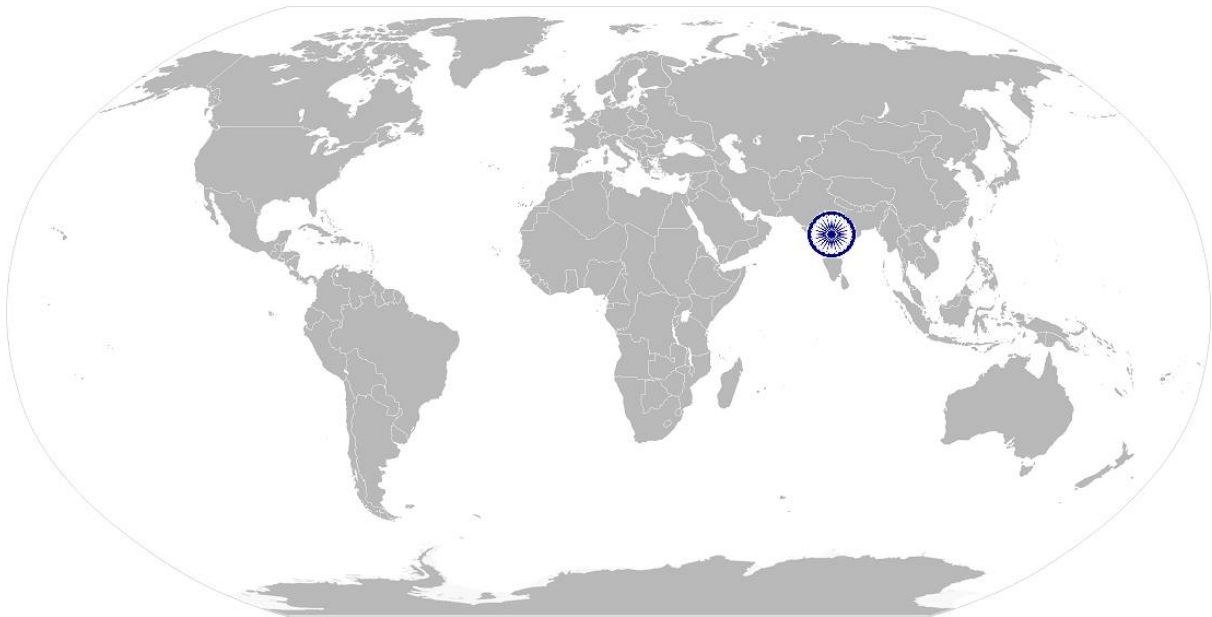
Understand requirements and plan workflow

NOS Version Control

NOS Code	MES / N 3501		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	16/11/14
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	20/03/18
Occupation	VFX and DI	Next review date	20/03/20



National Occupational Standard



Overview

This unit is about managing equipment and material throughout the post-production process

MES/ N 3502

Manage equipment & material

National Occupational Standard

Unit Code	MES/ N 3502
Unit Title (Task)	Manage equipment & material
Description	This OS unit is about managing equipment and material throughout the post-production process
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing materials and equipment for the post production process • Managing interim work-products during post-production • Ensuring work-products are distribution/exhibition ready as per the required technical specifications
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing materials and equipment for the post production process	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Gather raw footage/material and select, or assist in selecting, relevant material that can be used for post-production</p> <p>PC2. Ingest, or support in ingesting, the footage and keep the material ready for the post-production process</p>
Managing interim work-products during post-production	<p>PC3. Ensure that back-ups for interim work-products are saved in the appropriate file formats, and take responsibility/manage others' interim work-products as relevant to the role</p>
Ensuring work-products are distribution/exhibition ready as per technical specifications	<p>PC4. Ensure, or supervise others in ensuring, that final work-products are prepared in appropriate file formats (such as mp4, avi, wmv, mpg and mov), appropriate mediums (such as DVD, film, tape and digital), and are compatible with intended distribution/exhibition mediums</p> <p>PC5. Clear logs/data and keep the software and equipment ready for future use</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 purpose and intended use of the end-product</p> <p>KA2. The creative and technical specifications of the work-product, including the quality standards expected of the final output</p> <p>KA3. The intended distribution/exhibition mediums for the production</p> <p>KA4. Established data management and work flow systems</p> <p>KA5. How to maintain quality control as production scales</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to work on relevant equipment and software e.g. Silhouette, Nuke, Fusion, Combustion, Shake Premier, PF track, After Effects, Renderman, Quantel, Smoke, Flame, Avid, 3DS Max and FCP</p> <p>KB2. The format, resolution and quality in which the material would need to be ingested, based on the intended final output</p> <p>KB3. How to identify issues with the raw material/footage prior to, or during, the ingest process</p> <p>KB4. The storage media relevant to the type of production</p>

MES/ N 3502

Manage equipment & material

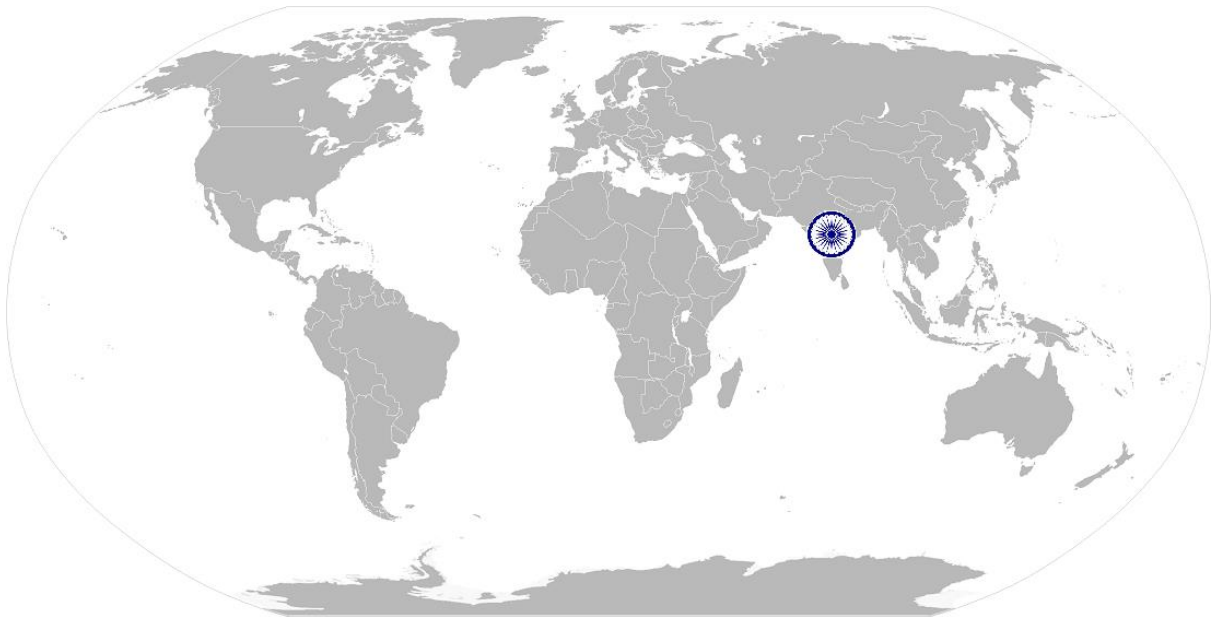
	<p>KB5. File-naming conventions appropriate to the production</p> <p>KB6. Applicable health and safety guidelines</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Prepare documentation to accompany the work-product
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the technical specifications of equipment and software SA3. Gather and watch raw footage/material SA4. Gather references of work-products and productions that could provide ideas and help conceptualise possibilities for post-production
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Discuss and understand requirements and specifications from the Producer and Supervisor SA6. Discuss any problems with the footage that could impact the post-production process and solicit suggestions for resolving them
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Plan and prioritise work according to the requirements SB2. Manage and enforce deadlines successfully--on time SB3. Work well in a fast-paced environment
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Highlight any issues (such as visual and sound) with the raw material that may impact the post production process and take pro-active steps to resolve them SB5. Identify and resolve commonly occurring issues in the equipment
	Decision Making
	The user/individual on the job needs to know and understand how to: SB6. Select the equipment to be used in line with the budget allocated and project specifications and targets.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. check that the equipment selected (hardware and software components) meets project specifications and requirements
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. Have precise attention to all the details of systems, project specifications, outputs of post production.
Analytical Thinking	
The user/individual on the job needs to know and understand how to: SB9. Have a keen eye for detail and maintain an aesthetic sense towards the final output	

MES/ N 3502

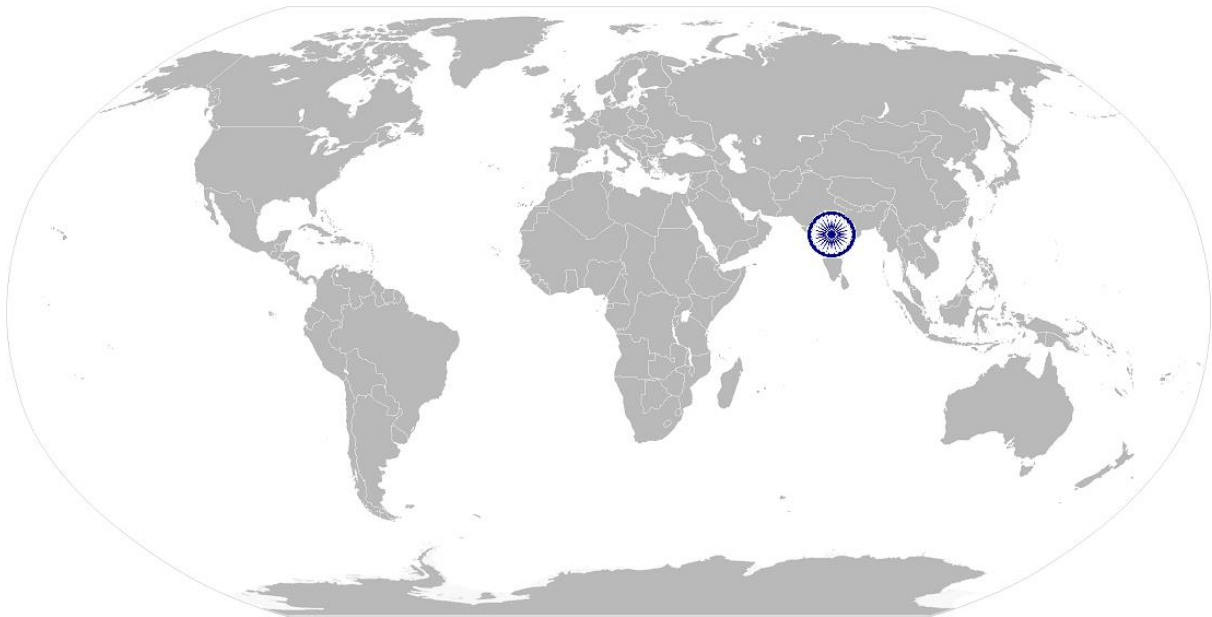
Manage equipment & material

NOS Version Control

NOS Code	MES / N 3502		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	16/11/14
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	20/03/18
Occupation	VFX and DI	Next review date	20/03/20



National Occupational Standard



Overview

This unit is about altering/re-creating content frame-by-frame

MES/ N 3506

Rotoscoping footage

National Occupational Standard

Unit Code	MES/ N 3506
Unit Title (Task)	Rotoscoping footage
Description	This OS unit is about altering/re-creating content frame-by-frame
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Understanding rotoscoping objectives • Breaking-down and altering elements
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding rotoscoping objectives	To be competent, the user/individual on the job must be able to: <p>PC1. Understand rotoscoping objectives, which could include:</p> <ul style="list-style-type: none"> • Tracing live action images for Animation • Creating depth maps for Stereo conversion • Removing faults/wires in live action footage • Creating mattes for visual effects • Colour grading for specific objects/frames
Breaking-down and altering elements	<p>PC2. Use the software to break the content down into individual frames in accordance to requirements</p> <p>PC3. Ensure that the work-products meet rotoscoping objectives and quality standards and are ready for compositing</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)	The user/individual on the job needs to know and understand: <p>KA1. Production vision and objectives</p> <p>KA2. The technical, budget and time constraints applicable</p> <p>KA3. The creative and technical specifications of the work-product, including the quality standards expected of the final output</p> <p>KA4. Established data management and work flow systems</p> <p>KA5. How to maintain quality control as production scales</p>
B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. The fundamentals and principles of film-making (live action, motion control, variable speed shooting and animation techniques)</p> <p>KB2. Life drawing including human anatomy, emotions, actions and expressions</p> <p>KB3. The fundamentals of depth</p> <p>KB4. How to work with graphics and animation software including Adobe Flash, Harmony</p> <p>KB5. How to work on rotoscoping software including Mocha, Silhouette, Nuke, After Effects etc.</p> <p>KB6. How to apply motion tracking in rotoscoping</p> <p>KB7. The design standards and specifications that needs to be complied with to produce the final output</p>

MES/ N 3506

Rotoscoping footage

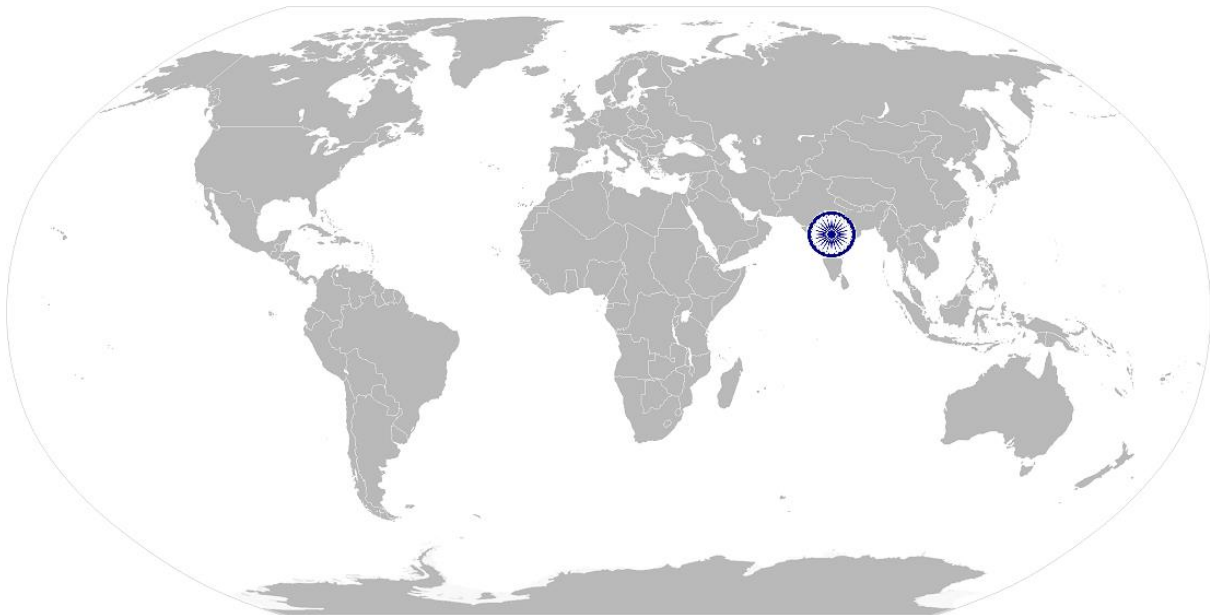
	<p>KB8. Relevant copyright norms and guidelines</p> <p>KB9. Applicable health and safety guidelines</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Document notes and specifications to assist in the process
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Gather appropriate reference material and raw footage that can be used as a guide during the process
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand how to: SA3. Understand objectives, requirements and specifications from the Director and Producer SA4. Present interim and final work-products to the Producer and solicit feedback on areas of improvement
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Plan and prioritise work according to the requirements and agreed timelines SB2. Work effectively as a member of the team and help realise overall timelines
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Address comments on the interim/final work-products and make changes
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Assess the raw footage to determine if it is suitable for rotoscoping SB5. Appraise the quality of the final output to ensure it is in line with the expected quality standards
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Evaluate all aspects of completed projects and note the areas of improvement
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. check that your own work meets customer/project requirements
	Decision making
The user/individual on the job needs to know and understand how to: NA	

MES/ N 3506

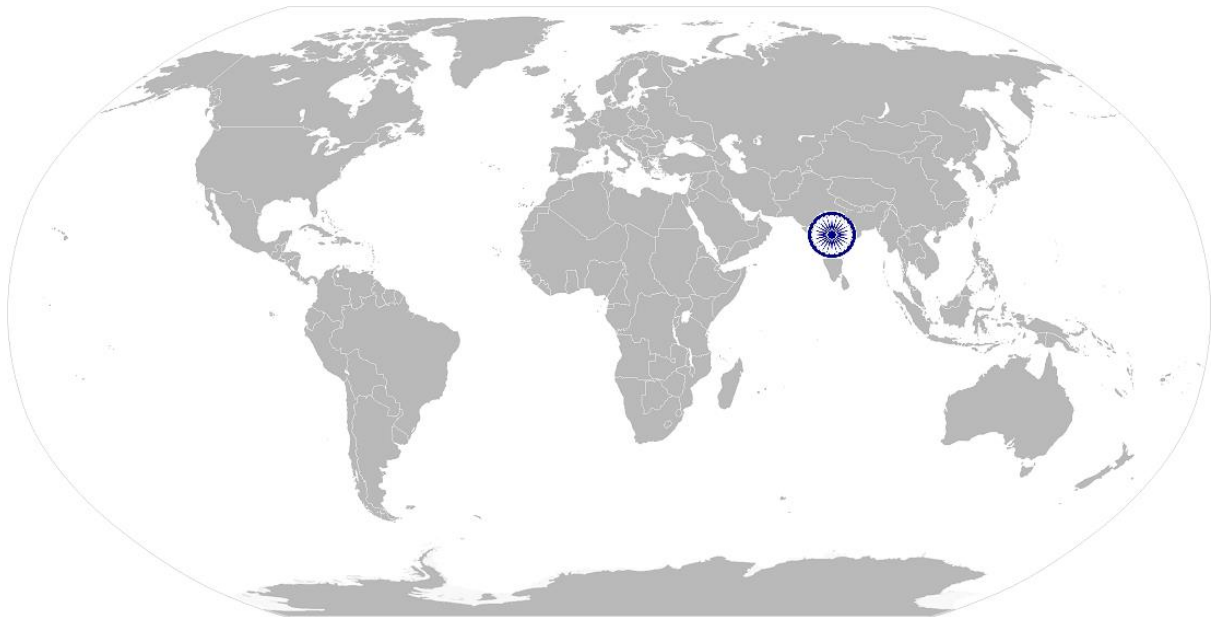
Rotoscoping footage

NOS Version Control

NOS Code	MES / N 3506		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	16/11/14
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	20/03/18
Occupation	VFX and DI	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 health, safety and security risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand and comply with the organisation'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 organisational procedures and warn other people who may be affected</p>
Complying with procedures in the event of an emergency	<p>PC11. Follow organisation'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	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisation'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>

MES/ N 0104

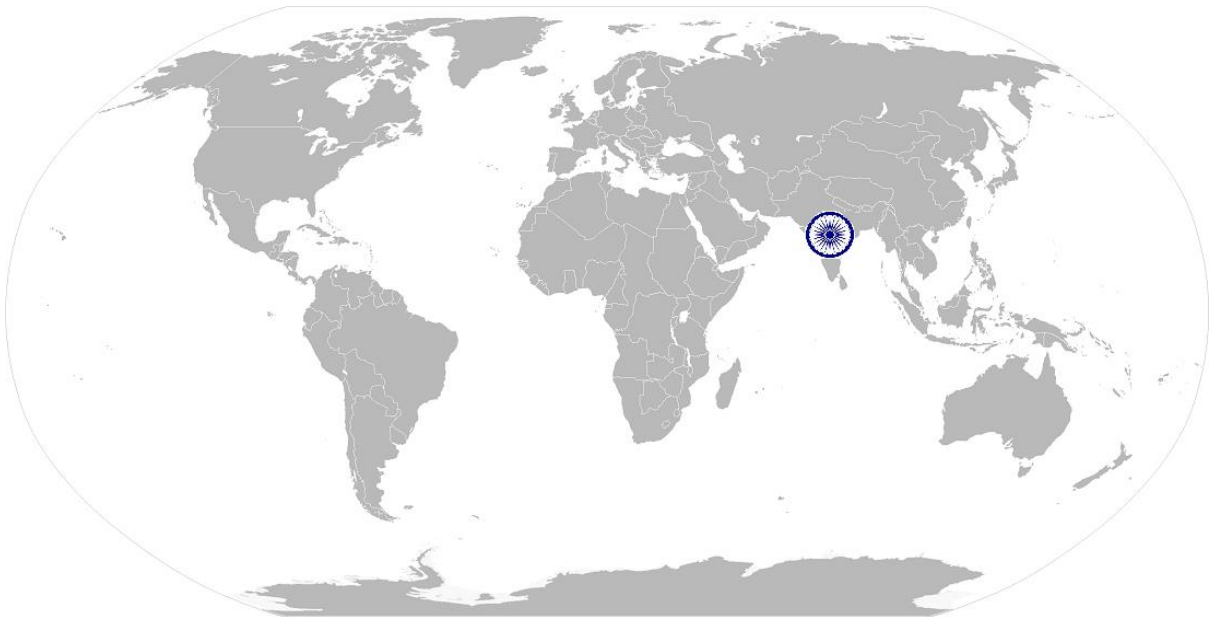
Maintain workplace health and safety

processes)	<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>
B. Technical Knowledge	<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 equipments, systems and/or machines</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. 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>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>
B. Professional Skills	<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 judgements 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</p>

MES/ N 0104

Maintain workplace health and safety

	customers
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. analyze data and activities

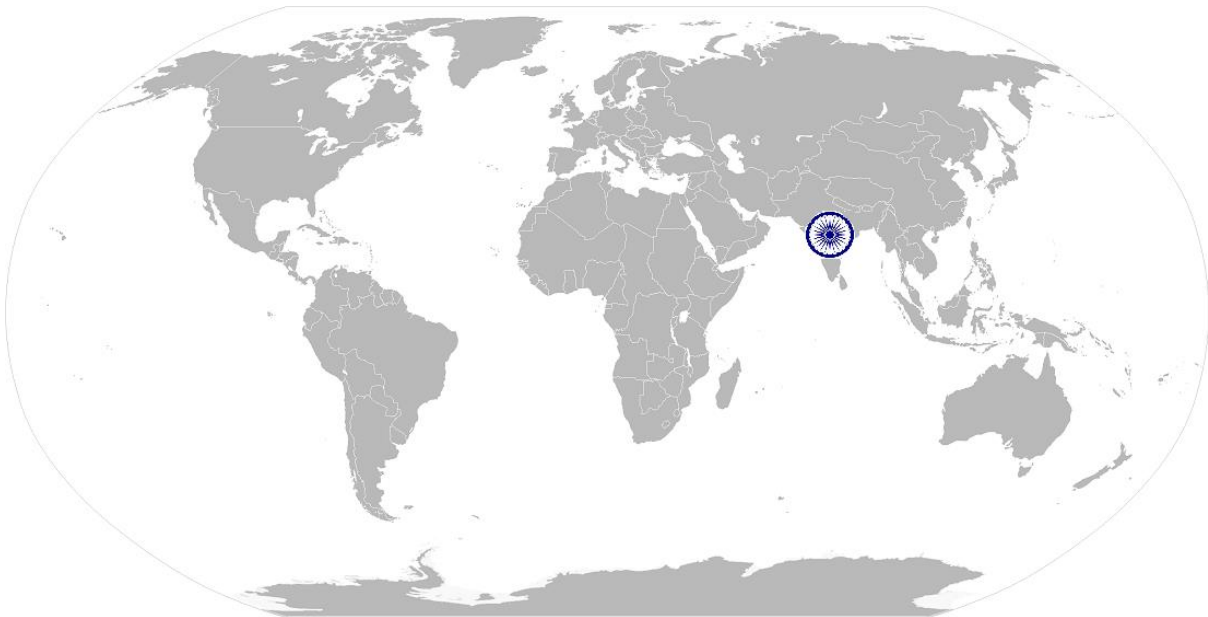


MES/ N 0104

Maintain workplace health and safety

NOS Version Control

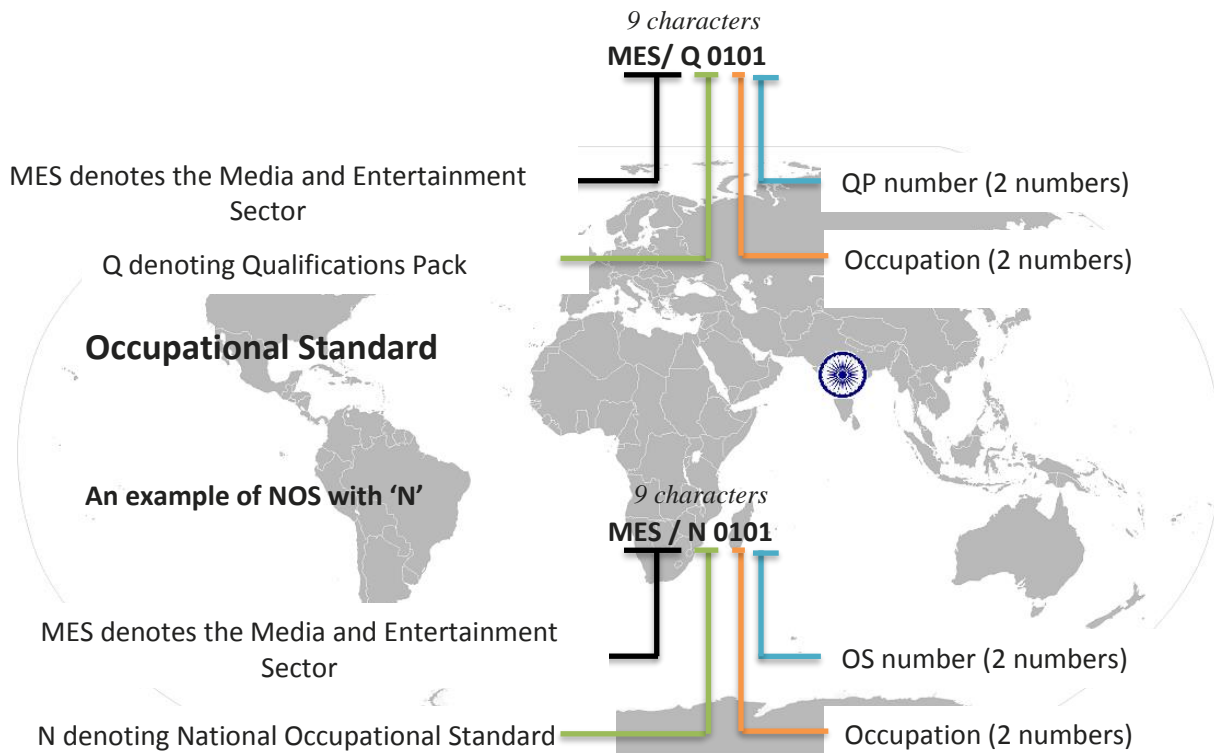
NOS Code	MES / N 0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	16/11/14
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	20/03/18
Occupation	VFX and DI	Next review date	20/03/20



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	Post Production	35
Next two numbers	QP number	05

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Roto artist

Qualification Pack: MES Q 3504

Sector Skill Council: Media and Entertainment Skills Council

S. No.	NOS	NOS NAME	Weightage
1	MES / N 3501	Understand requirements and plan workflow	30%
2	MES / N 3502	Manage equipment and material	25%
3	MES / N 3506	Rotoscoping footage	40%
4	MES / N 0104	Maintain workplace health and safety	5%
			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 3501 (Understand requirements and plan workflow)	PC1. Understand the creative and technical requirements and expectations in terms of quality of deliverables and timelines	100	30	15	50
	PC2. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow		30	15	
	PC3. Translate, or support senior personnel in translating, expectations into effort estimates for each process		20	10	
	PC4. Prepare a work plan, for oneself or other team members if appropriate, keeping in mind the impact on the production budget, timelines and technical viability		20	10	
		Total	100	50	50
Assessment Outcome	Assessment criteria for outcomes	Marks Allocation			
		Total mark	Out of	Theory	Skills Practical
MES/ N 3502 (Manage equipment & material)	PC1. Gather raw footage/material and select relevant material that can be used for post-production	100	20	10	50
	PC2. Ingest the footage/keep the material ready for the post-production process		20	10	
	PC3. Save back-ups for interim work-products in the appropriate file formats		20	10	
	PC4. Ensure final work-products are prepared in appropriate file formats (such as mp4, avi, wmv, mpg and mov) and appropriate medium (such as DVD, film, tape and digital) compatible with intended distribution/exhibition mediums		20	10	
	PC5. Clear logs/data and keep the software and equipment ready for future use		20	10	
		Total	100	50	50
Assessment Outcome	Assessment criteria for outcomes	Marks Allocation			
		Total mark	Out of	Theory	Skills Practical
MES/ N 3506 (Rotoscoping footage)	PC1. Understand rotoscoping objectives	100	30	15	50
	PC2. Use the software to break the content down into individual frames in accordance to requirements		30	15	
	PC3. Ensure that the work-products meet rotoscoping objectives and quality standards and are ready for compositing		40	20	
		Total	100	50	50

Assessment outcomes	Assessment criteria for outcomes	Total mark	Marks Allocation		
			Out of	Theory	Skills Practical
MES/ N 0104 (Maintain workplace health and safety)	PC1. Understand and comply with the 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	50	