

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-Broadcast Operations Manager

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Television, Radio

OCCUPATION: Broadcast Operations/ Technology

REFERENCE ID: MES/ Q 0802

ALIGNED TO: NCO-2004/NIL

Broadcast Operations Manager in the Media & Entertainment Industry is also known as Manager – Operations and Technology

Brief Job Description: Individuals at this job are responsible for managing the broadcast operations team

Personal Attributes: This job requires the individual to manage, schedule and train the broadcast operations team. The individual is responsible to assign tasks and oversee activities of members within the team. The individual is responsible to plan and oversee execution of all technical aspects of shoots and other broadcast operations. The individual is the point of contact for all technical issues faced by content/production departments and is responsible to diagnose and manage the resolution of issues.

Job Details	Qualifications Pack Code	MES/ Q 0802		
	Job Role	Broadcast Operations Manager This job role is applicable in both national and international scenarios		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Media and Entertainment	Drafted on	18/09/13
	Sub-sector	Television, Radio	Last reviewed on	25/03/15
	Occupation	Broadcast Operations / Technology	Next review date	24/03/17

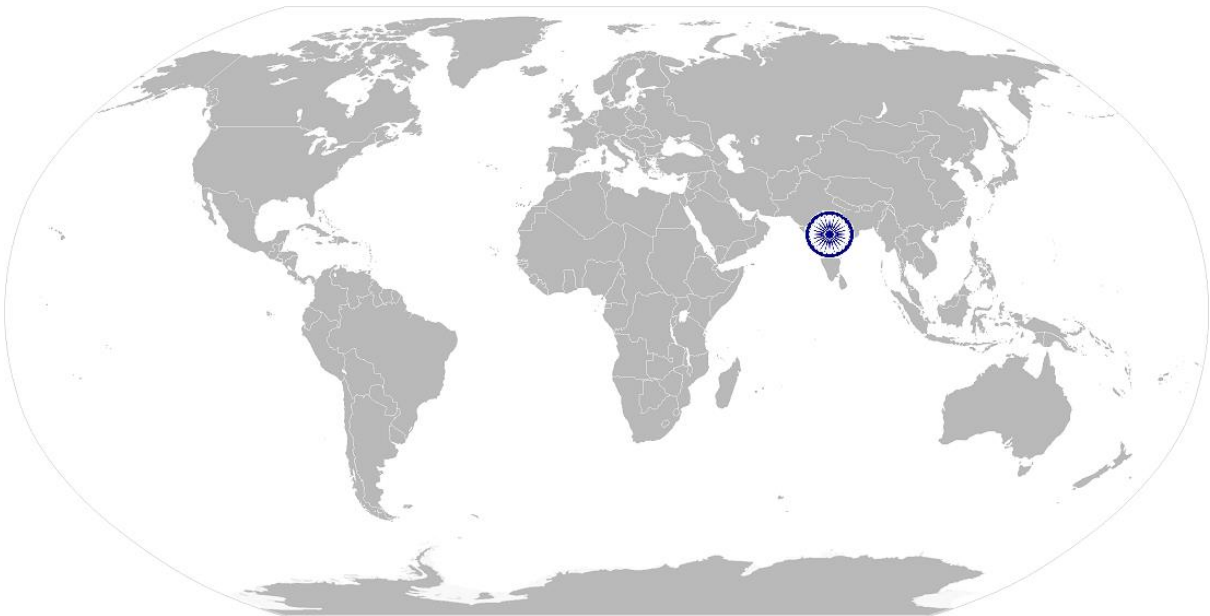
Job Role	Broadcast Operations Manager
Role Description	Manage the activities of the broadcast operations team
NSQF level	6
Minimum Educational Qualifications	Graduate
Maximum Educational Qualifications	Post-Graduate in Engineering, Technology
Training (Suggested but not mandatory)	Broadcast engineering technology, Electrical and Telecommunications
Minimum Job Entry Age	18 years
Experience	4-6 years
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> MES / N 0803 (Oversee broadcast operations staff and activities) MES / N 0804 (Manage broadcast facility, equipment and systems) MES / N 0810 (Plan and manage the implementation of broadcast systems) 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
Archive	A repository where content produced is stored for further use
Ingest	Process of importing data into a digital storage system for future use
Leased Lines	A fiber connection used to connect, transfer and transmit data
Master Control Room	Central room from where broadcasting takes place
Meta tagging	Keywords describing content that can be used to search/find information from a website/server
Play-out systems	Equipment that transmits channels from the broadcaster's head end to subscribers
Satellite	Communications equipment used to receive/transmit audio and video signals
Server	A centralised computer that provides access to resources over a network
Signal	Radio waves carrying audio/video content to be dispersed to an audience
Switcher	A device used to combine or select audio/video signals for playout
Uplinking	A transmission path through which audio/video signals are sent for broadcasting
Waveform monitoring	An equipment used to measure the level and voltage of video signals
Target Audience	Set of individuals with similar characteristics that are prospective customers of the advertisers' product/service
Target Market	The geographic area over which the advertising campaign is focused
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.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
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.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
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.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
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.
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
TCP	Transmission Control
IP	Internet protocol
DSNG	Digital satellite news gathering
DG	Diesel generator
OB	Outside Broadcast

National Occupational Standard



Overview

This unit is about planning, managing and overseeing all the activities performed by the broadcast operations staff

MES/ N 0803

Oversee broadcast operations staff and activities

National Occupational Standard

Unit Code	MES/ N 0803
Unit Title (Task)	Oversee broadcast operations staff and activities
Description	This OS unit is about planning, managing and overseeing all the activities performed by the broadcast operations staff
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Planning and managing team activities and supporting head of broadcast operations • Gathering information on operational issues and diagnosing and managing the resolution of issues • Team scheduling (rosters, overtime etc.), training and management
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Planning and managing team activities and supporting head of broadcast operations	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Pre-plan and manage the technical aspects for each shoot, ensuring that the engineers are aware of the schedules and requirements and effectively carry out their tasks and activities</p> <p>PC2. Support the head of broadcasting in procuring uplinking rights, managing broadcasting deals, accreditations etc.</p>
Gathering information on operational issues and diagnosing and managing the resolution of issues	<p>PC3. Serve as a point of contact for all broadcasting issues, ensuring their resolution through the engineering team</p>
Team scheduling (rosters, overtime etc.), training and management	<p>PC4. Schedule the rosters of the engineering team and allocate them on specific projects/tasks</p> <p>PC5. Create standard operating procedures and technical training manuals for broadcast engineers</p> <p>PC6. Define key result areas and metrics for broadcast engineers to enable them to benchmark their performance</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 broadcast equipment being used by the organization and by its competition</p> <p>KA2. Broadcasting operations and technology</p> <p>KA3. The current content gathering and production processes and techniques being followed in the organization</p> <p>KA4. The production facilities available with the organization such as master control room, studios, server rooms, production control room etc. and activities carried out within them</p> <p>KA5. The roles, responsibilities and activities of all the key departments within the organization using broadcast equipment</p>

MES/ N 0803

Oversee broadcast operations staff and activities

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. Programming and broadcast workflows, equipment and technologies KB2. The fundamentals of personnel management KB3. The fundamentals of project management KB4. Applicable problem-solving techniques and methods KB5. Broadcast equipment details, specifications, vendor contacts, upgrades available etc. KB6. The standard specifications for signals and audio/video output KB7. How to carry out an independent assessment of signal quality and output of broadcast systems using relative grading, meters, waveform monitoring, test signals etc. KB8. The techniques for discovering issues such as comparison of meter readings with standard operating specifications, comparison of current performance with past performance etc. KB9. How to come up with the most relevant and realistic solutions to troubleshoot and resolve engineering issues KB10. Relevant industry standards being followed in the broadcasting industry by domestic and international peers/competition KB11. Legal and regulatory requirements for the broadcasting industry KB12. Applicable health and safety guidelines
<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> <ul style="list-style-type: none"> SA1. Prepare team rosters and plan overtime SA2. Collate information and prepare periodic reports on technical, maintenance and operational routine/emergency activities SA3. Prepare standard operating procedures and training manuals for engineering staff to follow SA4. Prepare all required documentation and status reports <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA5. Research current technologies and trends SA6. Research manufacturers ideal/standard specifications with regard to equipment to benchmark current performance against SA7. Read and review all technical, maintenance and operational logs <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA8. Liaise with the content gathering and production teams across the organization to gather their broadcasting requirements SA9. Serve as a point of contact for all equipment issues SA10. Communicate technical information to audiences in a non-technical and easy to comprehend manner SA11. Communicate solutions to engineering staff and assign tasks and responsibilities to have them executed

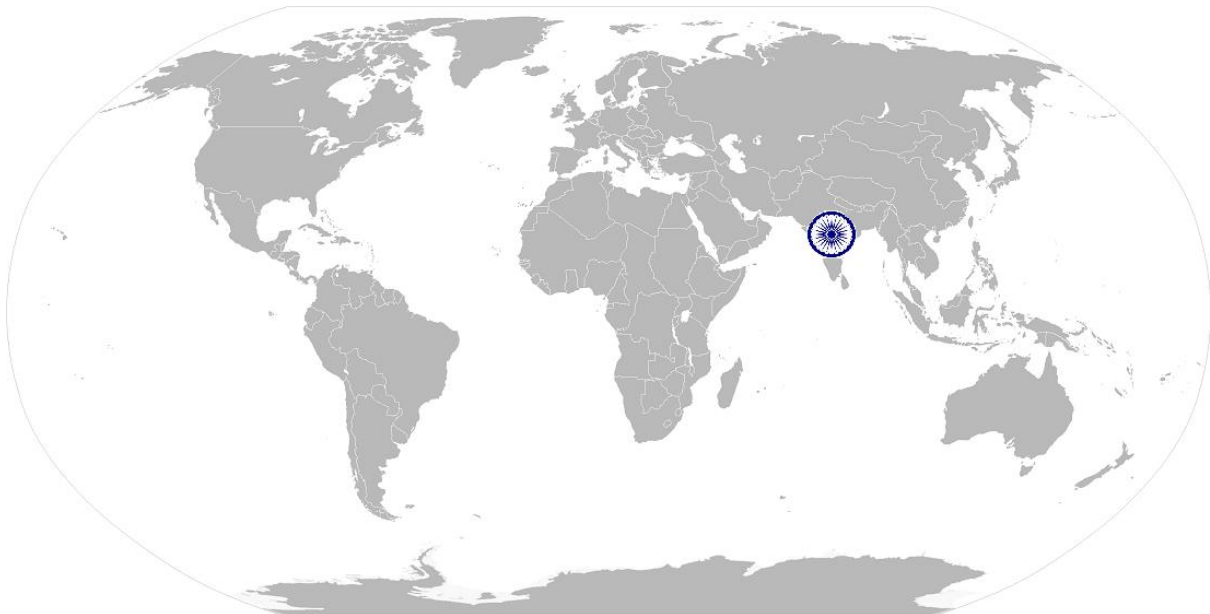
B. Professional Skills	Plan and Organise
	The user/individual on the job needs to know and understand how to: SB1. Prepare rosters for the engineering staff and assign tasks and activities SB2. Plan out specific activities (in relation to resolving engineering issues) to help/guide staff members
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Interpret the correct nature of issues and evaluate realistic solutions to resolve operational issues SB4. Devise innovative and effective engineering solutions to resolve issues
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Use observation skills and own judgment to proactively identify operational issues SB6. Diagnose symptoms of the issues that occur, and institute measures to ensure early identification and resolution in the future
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB7. Appraise the quality of the broadcast activities to ensure they are in line with the expected quality standards and suggest areas of improvement.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. guide others to modify or change working arrangements in order to improve their own productivity SB9. Communicate and coordinate properly about the requirements there by facilitating team development and meeting their requirements
Decision making	
The user/individual on the job needs to know and understand how to: SB10. Decide the broadcast operations plan, and assign responsibilities and timelines for execution of key milestones	

MES/ N 0803

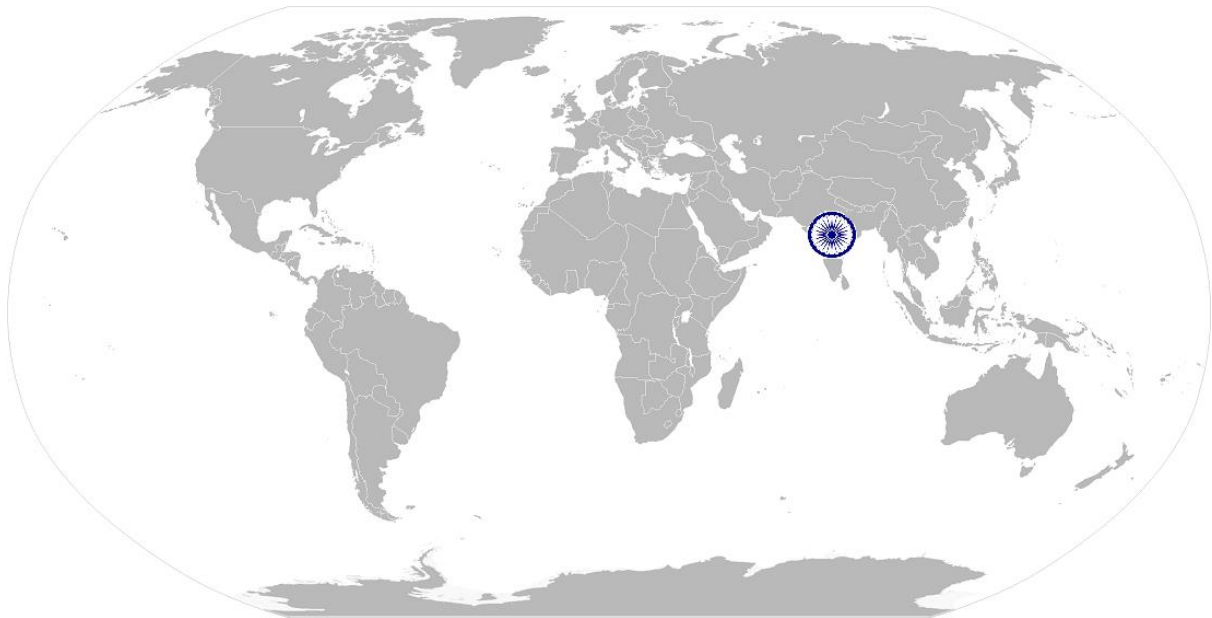
Oversee broadcast operations staff and activities

NOS Version Control

NOS Code	MES / N 0803		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/09/13
Sub-sector	Television, Radio	Last reviewed on	25/03/15
Occupation	Broadcast Operations / Technology	Next review date	24/03/17



National Occupational Standard



Overview

This unit is about managing broadcast facilities, equipment and systems to optimize operational efficiency

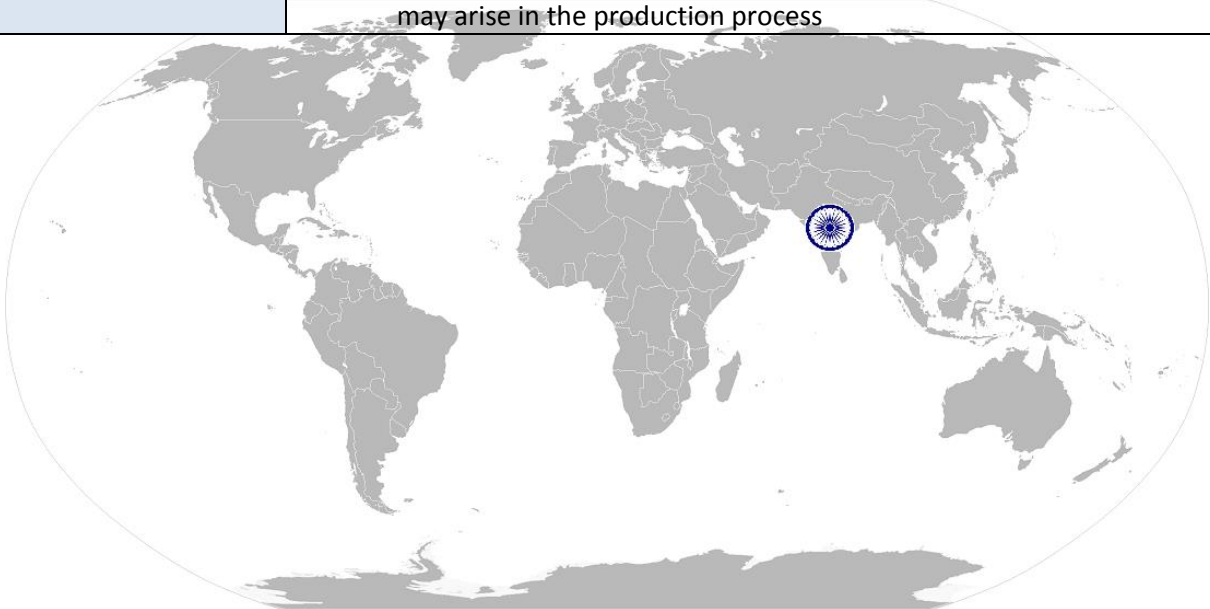
Unit Code	MES/ N 0804
Unit Title (Task)	Manage broadcast facility, equipment and systems
Description	This OS unit is about managing broadcast facilities, equipment and systems to optimize operational efficiency
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Optimise utilization of facilities and equipment • Planning upgrades/ purchases of equipment
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Optimise utilization of facilities and equipment	To be competent, the user/individual on the job must be able to: <p>PC1. Monitor output and performance to manage and optimise the utilisation of current equipment and facilities</p> <ol style="list-style-type: none"> Broadcast facilities would include permanent facilities such as studios, production floor, control room(s), edit suites and temporary facilities such as outside broadcast vans (OB vans)/ hired studios, event venues etc. Broadcast equipment would include broadcast equipment (like broadcast cameras, switchers, measurement systems, compression devices, networking, editing systems etc.), Technology (including Storage (SAN server /tapes / digital archives), compression (MPEG, DVB etc.), System networking, playout technologies, automation, networking etc.) and Rf equipment (including transmission, uplinking and downlinking equipment including satellites, antennas, decoders, lease lines, towers, flyways, digital modulators etc.)
Planning upgrades/ purchases of equipment	<p>PC2. Manage relationships with the key vendors of broadcasting equipment and maintenance contracts</p> <p>PC3. Recommend equipment and software vendors for purchases/upgrades sanctioned by the management</p> <p>PC4. Suggest improvements/additions in equipment and technology that are cost effective and are based on best practices being deployed by the industry</p>
Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ol style="list-style-type: none"> KA1. The vision and business goals of the organisation KA2. The management of the channel/station and heads of various departments KA3. The roles and responsibilities of various departments within the organization and their interface with technology KA4. The technologies and equipment being used in the organization - OB vans, transmission equipment, audio/video mixers, audio switchers, video switchers, monitors, feeds, servers, transmission control systems, satellites, editing systems etc. KA5. The vendors of broadcasting equipment and maintenance contracts

MES/ N 0804

Manage broadcast facility, equipment and systems

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. Fundamentals of program management KB2. Fundamentals of broadcasting and broadcast technologies KB3. Fundamentals of budgeting and budget management KB4. Fundamentals of Information Technology KB5. Broadcast technologies, encryption systems and equipment across content gathering, media management, production and post-production KB6. How to read and interpret system specifications and drawings KB7. How to design the layout for equipment and technologies that would maximise output and efficiency KB8. How to gauge the need, advantages and disadvantages for new technologies and equipment KB9. The vendors for different types of broadcast equipment KB10. How to do a cost-benefit analysis for procuring new equipment KB11. How to ensure compatibility of the equipment upgrades/replacements with the existing systems and technologies KB12. Legal and regulatory requirements of broadcasting KB13. Applicable health and safety guidelines
<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> <ul style="list-style-type: none"> SA1. Prepare layouts for the placement of equipment and technologies SA2. Develop budgets for routine maintenance of broadcast equipment, servers SA3. Develop cost benefit analysis for equipment upgrades/purchases <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA4. Keep updated on the latest technology trends and equipment being used in the industry and the likely impact on the organisations processes SA5. Read manufacturers manuals to understand the features of new equipment and technology SA6. Read and interpret system specifications and drawings <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA7. Interface with several departments across the organization including content gathering, production etc. on equipment needs, readiness and support, complex issues etc. SA8. Liaise with equipment vendors to gather information on new products, technologies, upgrades etc. SA9. Liaise with the finance team to perform a cost-benefit analysis for purchase of new technology SA10. Present a case to the management for technology upgrades/replacements and obtain their approval
<p>B. Professional Skills</p>	<p>Decision making</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. Decide on equipment upgrades/ purchases to improve operational efficiency

	Plan and Organise
	The user/individual on the job needs to know and understand how to: SB2. Plan the layout of equipment and technology that would optimize operational efficiency
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB3. Devise techniques to improve the utilization of equipment and improve efficiency
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Have precise attention to all the details of the broadcast facility, systems and equipment
Problem Solving	
The user/individual on the job needs to know and understand how to: SB5. Assist the production team in solving any technical/logistical problems that may arise in the production process	

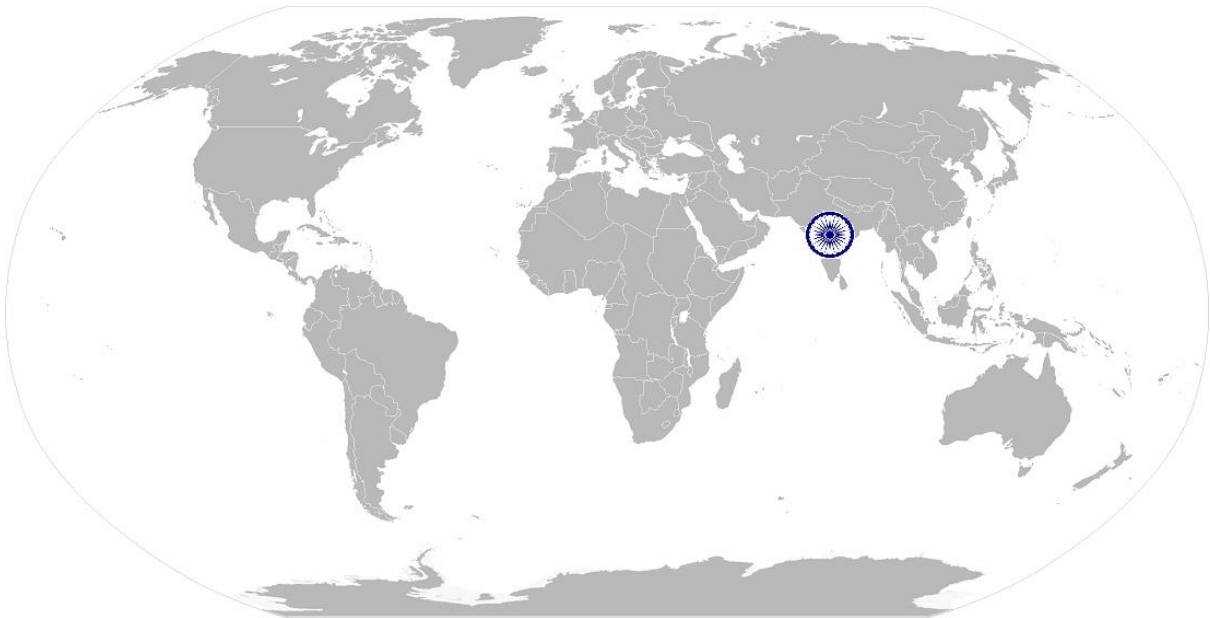


MES/ N 0804

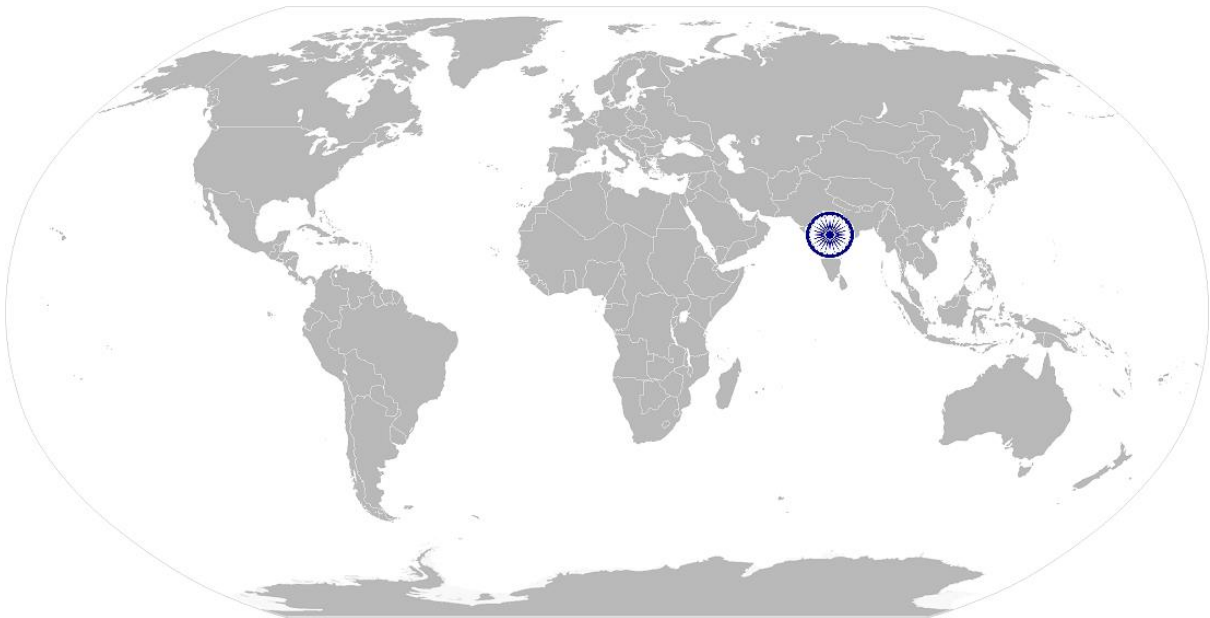
Manage broadcast facility, equipment and systems

NOS Version Control

NOS Code	MES / N 0804		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/09/13
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National Occupational Standard



Overview

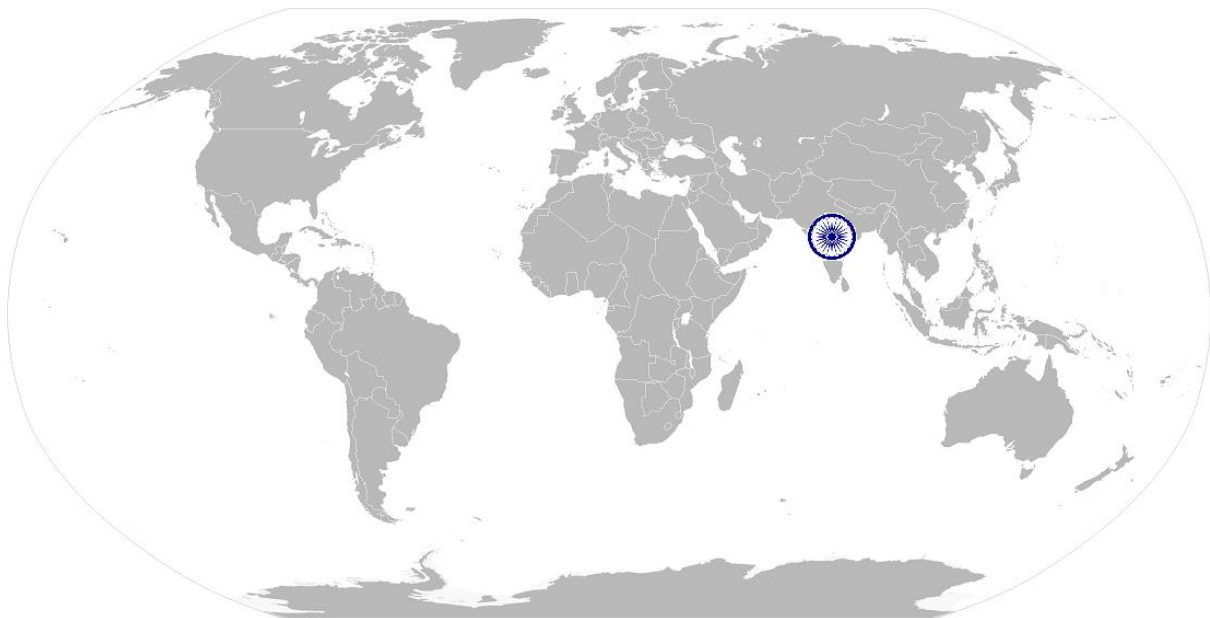
This unit is about planning and managing the implementation of broadcast systems, in accordance with approved procedures

Unit Code	MES/ N 0810
Unit Title (Task)	Plan and manage the implementation of broadcast systems
Description	This OS unit is about planning and managing the implementation of broadcast systems, in accordance with approved procedures
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Develop a plan for the implementation of broadcast systems • Manage the implementation of broadcast systems • Ensure project's implementation complies with all regulations
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Develop a plan for the implementation of broadcast systems	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Plan and confirm that the engineering activities used during the project are appropriate to the defined objective, taking into account factors including set requirements, budgetary constraints, timescales and operational impact</p>
Manage the implementation of broadcast systems	<p>PC2. Obtain accurate information on the project activities being undertaken and review progress against the project plan and identify any variances</p> <p>PC3. Provide clear and accurate instructions to the project team</p> <p>PC4. Control the use of project resources to achieve the most effective results</p> <p>PC5. Ensure that any problems with the project are identified and solved promptly</p>
Ensure project's implementation complies with all regulations	<p>PC6. Ensure that the implementation of the project complies with all relevant regulations and guidelines, including health and safety and environmental regulations</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 vision and business goals of the organisation</p> <p>KA2. The management of the channel/station and heads of various departments</p> <p>KA3. The roles and responsibilities of various departments within the organization and their interface with technology</p> <p>KA4. The vendors of broadcasting equipment/technology</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Fundamentals of program management</p> <p>KB2. Fundamentals of broadcasting and broadcast technologies</p> <p>KB3. Fundamentals of budgeting and budget management</p> <p>KB4. Fundamentals of Information Technology</p> <p>KB5. Broadcast technologies, encryption systems and equipment across content gathering, media management, production and post-production</p> <p>KB6. The different types of project plans and charts that can be used (e.g.: GANTT charts, variance reporting, critical path analysis)</p> <p>KB7. Who should be shown the project plans</p>

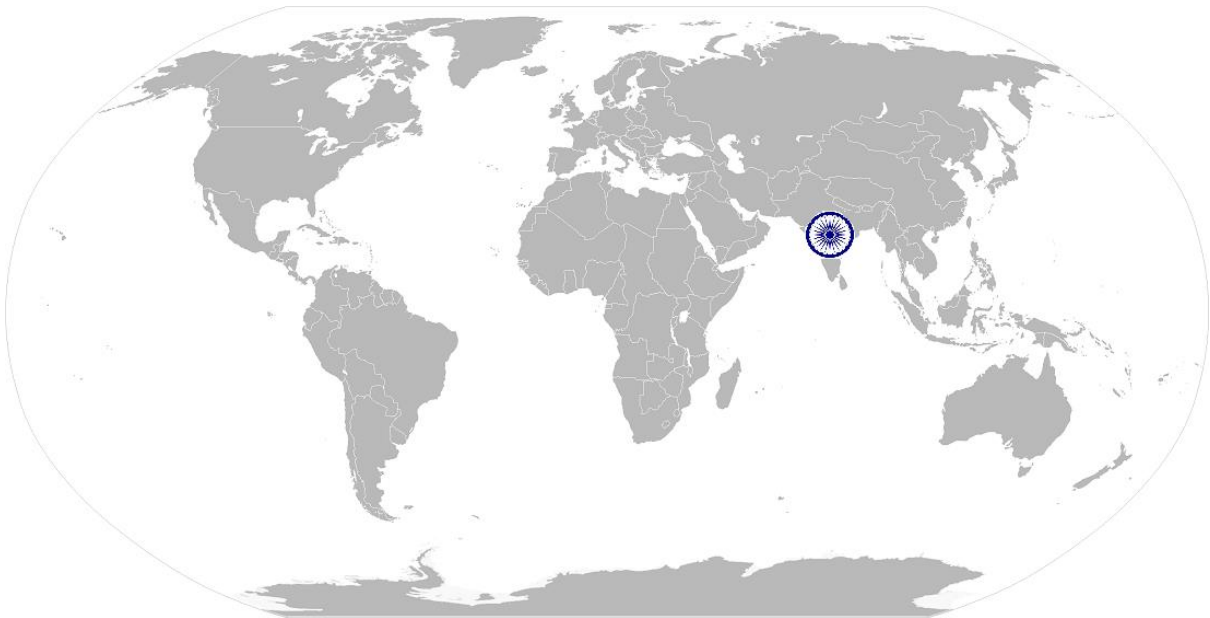
	<p>KB8. The types of problems that could occur with the project, and potential variations from the project plan</p> <p>KB9. The engineering activities that could be used for different types of project objectives, and how to choose the appropriate one(s)</p> <p>KB10. How to specify the engineering activities to relevant team members</p> <p>KB11. Legal and regulatory requirements of broadcasting</p> <p>KB12. 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: <ul style="list-style-type: none"> SA1. Detail a project plan with planned engineering activities SA2. Develop cost benefit analyses to help determine appropriate engineering activities SA3. Use planning and reporting tools to monitor progress
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA4. Keep updated on the latest technology trends and equipment being used in the industry and the likely impact on the organisations processes
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA5. Interface with relevant departments across the organization to plan engineering activities and ensure they are in line with set requirements, budgetary constraints, timescales etc. SA6. Communicate project plans and specify engineering activities to relevant personnel
	Decision making
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. Analyze the suitability of various engineering activities to the objectives of the project, and select activities appropriately
B. Professional Skills	Plan and Organise
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB2. Develop a project plan for the implementation of broadcast systems
	Problem Solving
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB3. Analyze the suitability of various engineering activities to the objectives of the project, and select activities appropriately SB4. Identify any issues/breakdowns with successful execution of tasks, and ensure they are resolved in a timely manner
	Critical Thinking
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB5. Monitor the implementation and maintenance processes at suitable opportunities
	Analytical Thinking
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB6. respond to unscheduled/unexpected different maintenance requirements 	
B. Professional Skills	Customer Centricity
	NA

NOS Version Control

NOS Code	MES / N 0810		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/09/13
Sub-sector	Television, Radio	Last reviewed on	25/03/15
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National Occupational Standard



Overview

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

MES/ N 0104

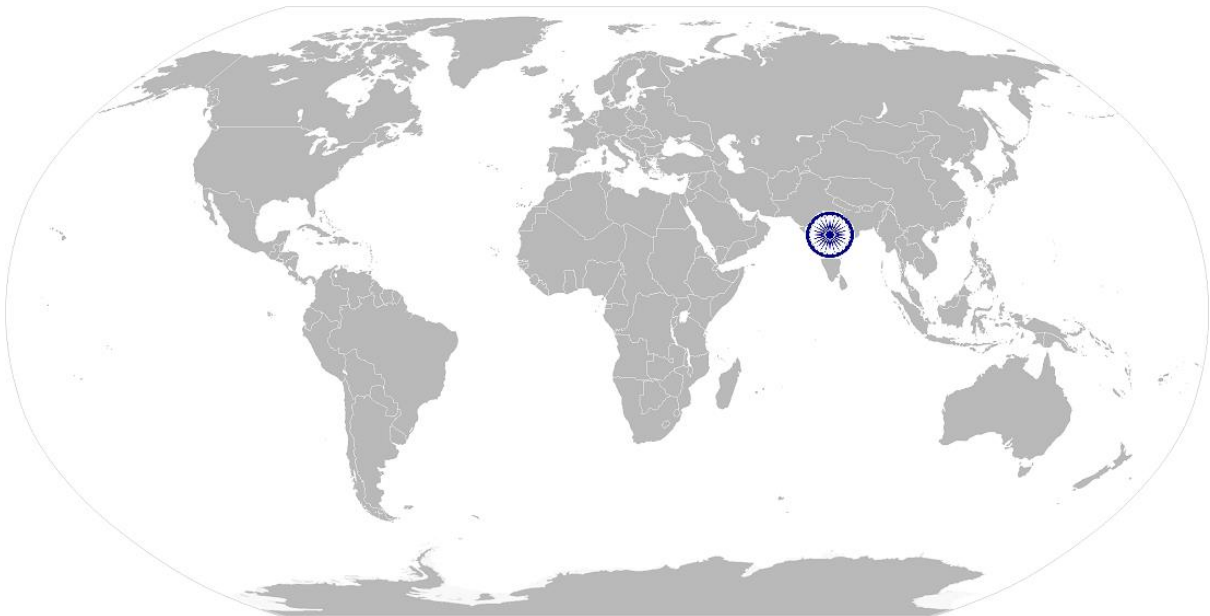
Maintain workplace health and safety

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 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 processes)	<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> <p>KA3. Limits of authority while dealing with risks/ hazards</p> <p>KA4. The importance of maintaining high standards of health and safety at a workplace</p>

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of health and safety hazards in a workplace</p> <p>KB2. Safe working practices for own job role</p> <p>KB3. Evacuation procedures and other arrangements for handling risks</p> <p>KB4. Names and contact numbers of people responsible for health and safety in a workplace</p> <p>KB5. How to summon medical assistance and the emergency services, where necessary</p> <p>KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipments, 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 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 customers</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. analyze data and activities</p>

NOS Version Control

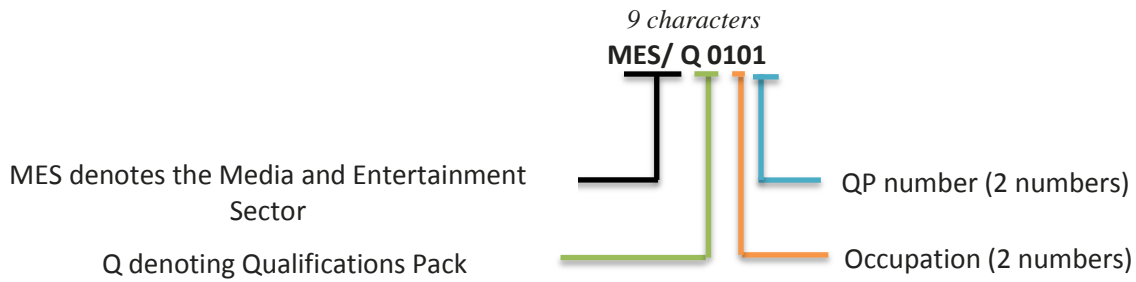
NOS Code	MES / N 0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/09/13
Sub-sector	Television, Radio	Last reviewed on	25/03/15
Occupation	Broadcast Operations / Technology	Next review date	24/03/17



Annexure

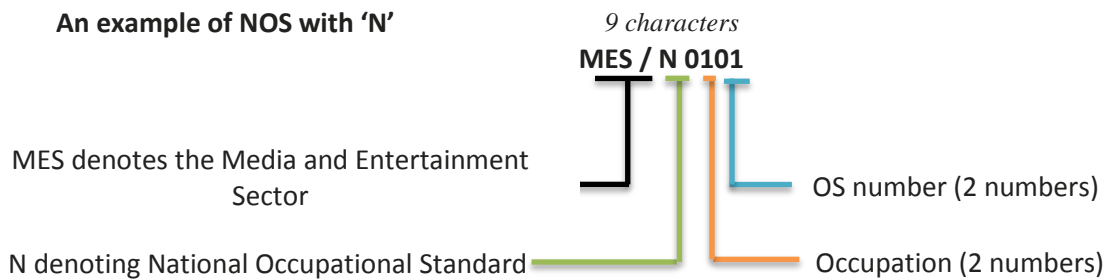
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
...	...

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Broadcast Operations/ Technology	08
Next two numbers	Broadcast Operations Manager	02

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Broadcast Operations Manager

Qualification Pack: MES Q 0802

Sector Skill Council: Media and Entertainment Skills Council

	NOS	NOS NAME	Weightage
1	MES/ N 0803	Oversee broadcast operations staff and activities	35%
2	MES/ N 0804	Manage broadcast facility, equipment and systems	35%
3	MES/ N 0810	Plan and Manage the implementation of broadcast systems	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).

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 0803 (Oversee broadcast operations staff and activities)	PC1. Pre-plan and manage the technical aspects for each shoot, ensuring that the engineers are aware of the schedules and requirements and effectively carry out their tasks and activities	100	20	10	50
	PC2. Support the head of broadcasting in procuring uplinking rights, managing broadcasting deals, accreditations etc.		10	5	
	PC3. Serve as a point of contact for all broadcasting issues, ensuring their resolution through the engineering team		30	15	
	PC4. Schedule the rosters of the engineering team and allocate them on specific projects/tasks		10	5	
	PC5. Create standard operating procedures and technical training manuals for broadcast engineers		10	5	
	PC6. Define key result areas and metrics for broadcast engineers to enable them to benchmark their performance		20	10	
	Total	100	50	50	
Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 0804 (Manage broadcast facility, equipment and systems)	PC1. Monitor output and performance to manage and optimize the utilization of current equipment and facilities a. Broadcast facilities would include permanent facilities such as studios, production floor, control room(s), edit suites and temporary facilities such as outside broadcast vans (OB vans)/ hired studios, event venues etc. b. Broadcast equipment would include broadcast equipment (like broadcast cameras, switchers, measurement systems, compression devices, networking, editing systems etc.), Technology (including Storage (SAN server /tapes / digital archives), compression (MPEG, DVB etc.), System networking, playout technologies, automation, networking etc.) and Rf equipment (including transmission, uplinking and downlinking equipment including satellites, antennas, decoders, lease lines, towers, flyways, digital modulators etc.)	100	30	15	50
	PC2. Manage relationships with the key vendors of broadcasting equipment and maintenance contracts		30	15	
	PC3. Recommend equipment and software vendors for purchases/upgrades sanctioned by the management		30	15	
	PC4. Suggest improvements/additions in equipment and technology that are cost effective and are based on best practices being deployed by the industry		10	5	
	Total	100	50	50	

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 0810 (Plan and Manage the implementation of broadcast systems)	PC1. Plan and confirm that the engineering activities used during the project are appropriate to the defined objective, taking into account factors including set requirements, budgetary constraints, timescales and operational impact	100	20	10	50
	PC2. Obtain accurate information on the project activities being undertaken and review progress against the project plan and identify any variances		20	10	
	PC3. Provide clear and accurate instructions to the project team		20	10	
	PC4. Control the use of project resources to achieve the most effective results		20	10	
	PC5. Ensure that any problems with the project are identified and solved promptly		10	5	
	PC6. Ensure that the implementation of the project complies with all relevant regulations and guidelines, including health and safety and environmental regulations		10	5	
		Total	100	50	50
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 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