

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-MCR Engineer

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Television, Radio

OCCUPATION: Broadcast Operations/ Technology

REFERENCE ID: MES/ Q 0805

ALIGNED TO: NCO-2004/NIL

MCR Engineer in the Media & Entertainment Industry is also known as a MCR Technician

Brief Job Description: Individuals at this job are responsible for scheduling and monitoring the on-air output for a broadcaster

Personal Attributes: This job requires the individual to line up and play-out recorded/live programming, commercial and promotional advertisements in accordance to the playlists/schedules prepared by the programming/ advertisement functions. The individual is responsible to monitor and maintain the quality of on-air output and troubleshoot/ resolve issues that arise. The individual is also responsible to sync time differences that arise during the day due to irregular timing and insert make-good advertisements in coordination with the traffic department.

Job Details	Qualifications Pack Code	MES/ Q 0805		
	Job Role	Master Control Engineer This job role is applicable in both national and international scenarios		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Media and Entertainment	Drafted on	18/03/15
	Sub-sector	Television, Radio	Last reviewed on	25/03/15
	Occupation	Broadcast Operations / Technology	Next review date	24/03/17

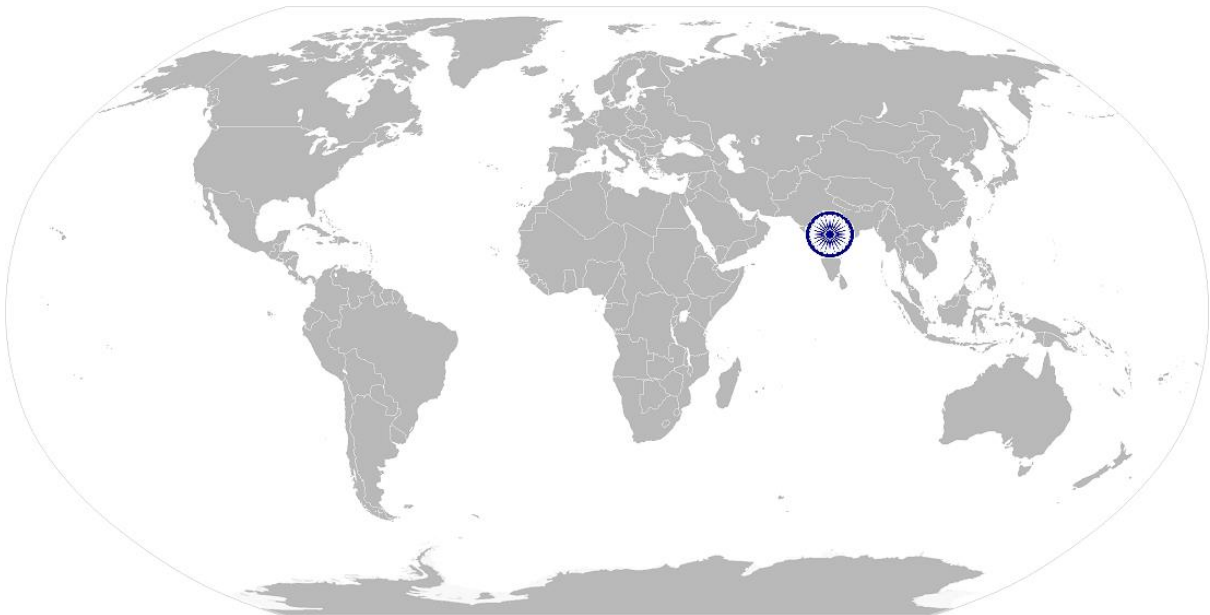
Job Role	Master Control Engineer
Role Description	Schedule and monitor the on-air output
NSQF level	4
Minimum Educational Qualifications	Class XII
Maximum Educational Qualifications	Graduate in Engineering, Technology
Training (Suggested but not mandatory)	Broadcast engineering technology, Electrical and Telecommunications
Minimum Job Entry Age	18 years
Experience	1-3 years
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> MES / N 0801 (Develop skills and knowledge in broadcast operations/engineering) MES / N 0807 (Manage master control room (MCR) operations) MES / N 0809 (Operate 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 maintaining and developing broadcast operations/engineering expertise

MES/ N 0801

Develop skills and knowledge in broadcast operations/engineering

Unit Code	MES/ N 0801
Unit Title (Task)	Develop skills & knowledge in broadcast operations/engineering
Description	This OS unit is about maintaining and developing broadcast operations/engineering expertise
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Understand skills & knowledge required in broadcast operations / engineering • Develop skills & knowledge in broadcast operations / engineering
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understand skills & knowledge required in broadcast operations/ engineering	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Identify required broadcast operations/engineering activities PC2. Evaluate the contribution of new broadcast operations/engineering theories, methods, and procedures, especially in terms of IT solutions to own organization and in relation to their job profile PC3. Understand audience and customer feedback, and suggestions from colleagues in a positive way
Develop skills & knowledge in broadcast operations /engineering	<ul style="list-style-type: none"> PC4. Monitor developments within broadcast engineering PC5. Attend professional development programs to update skills and knowledge PC6. Maintain and update expertise and knowledge at appropriate intervals and in ways that are appropriate to own job role
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. The broadcast objectives of the organization KA2. The broadcast equipment and applications being used by the organization, its use in broadcasting activities KA3. The roles and responsibilities of the production and operational departments, as relevant
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. The type of expertise that is required for own broadcast engineering role KB2. The importance of keeping up-to-date with IT, practice and other broadcast operations/engineering developments KB3. The professional development programs that are available KB4. How to identify and obtain information on technological developments in broadcast systems, software and equipment, how they are used and what they can achieve KB5. The expertise of others in the profession KB6. The broadcast operations/engineering activities that could be used for different types of development objectives

MES/ N 0801

Develop skills and knowledge in broadcast operations/engineering

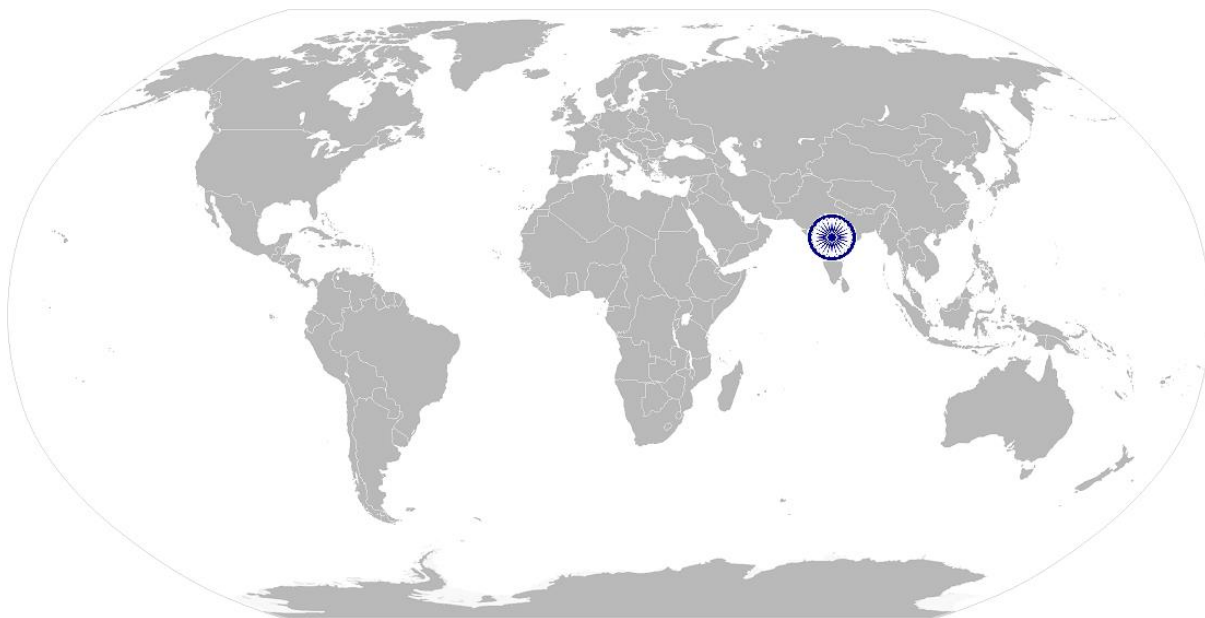
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Take notes to enhance learning of broadcast operations/engineering, where appropriate
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and interpret information on technological developments in broadcast systems, software and equipment, how they are used and what they can achieve
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. Receive and understand feedback from customers, supervisors and peers positively
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Manage schedule to ensure time is set aside for learning and skill development
B. Professional Skills	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB2. Critically evaluate own skills & knowledge, and identify gaps/deficiencies therein
	Decision Making
	The user/individual on the job needs to know and understand how to: SB3. review and extract dimensional or statistical information from technical drawings
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Select, use and apply diagnostic techniques, tools and aids to locate faults
B. Professional Skills	Customer Centricity
	The user/individual on the job needs to know and understand how to: NA

MES/ N 0801

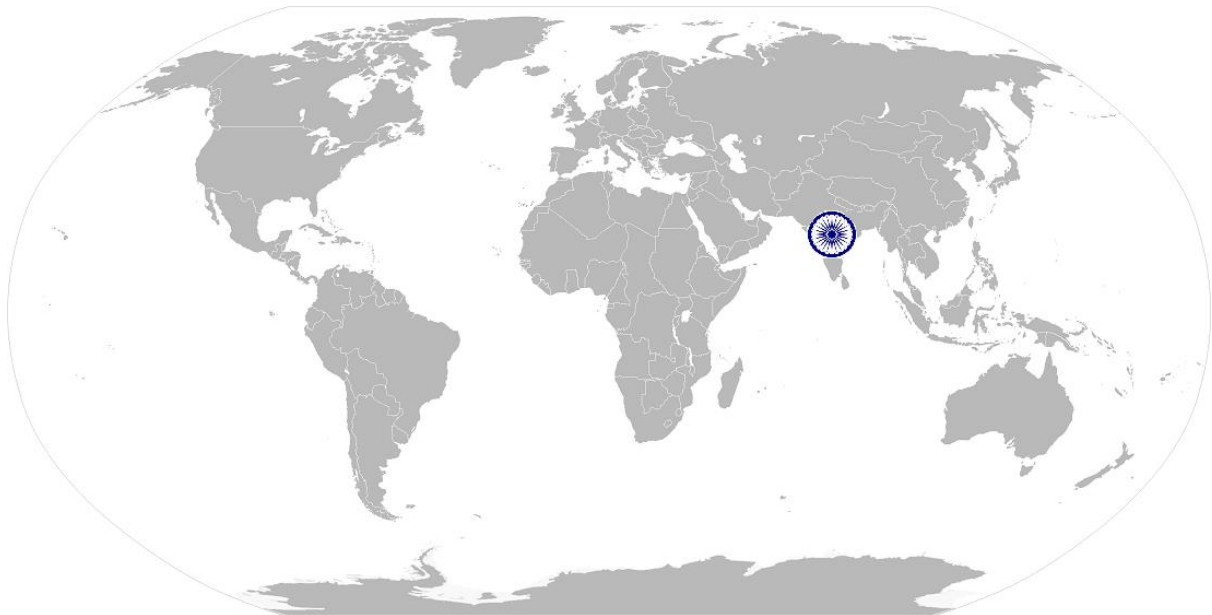
Develop skills and knowledge in broadcast operations/engineering

NOS Version Control

NOS Code	MES / N 0801		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/03/15
Sub-sector	Television, Radio	Last reviewed on	25/03/15
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National Occupational Standard



Overview

This unit is about managing on-air output from the master control room

Unit Code	MES/ N 0807
Unit Title (Task)	Manage master control room (MCR) operations
Description	This OS unit is about managing on-air output from the master control room
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Monitoring output going out on air from the master control room Maintaining equipment <p>Notes:</p> <ul style="list-style-type: none"> Master control room (MCR) in a broadcasting company is the final point from where content is broadcasted. It can also be called the transmission control room (TCR) in smaller set-ups. Typically, content is transferred from the Production Control Room (PCR) where content from different sources are managed/switched in the manner it needs to be broadcasted on air. The final output is then monitored and combined with advertisements, promos and channel branding and uplinked from the MCR. Multiple channels/ stations can be run by a single MCR.
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Monitoring output going out on air from the master control room	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Manage live telecasts/ programming by accurately downlinking, managing advertisement time and uplinking as per the directors instructions</p> <p>PC2. Build play out lists by accurately lining-up recorded programming, feeds, commercial and promo tapes/files in accordance to programming and advertisement playlists/ schedules</p> <p>PC3. Switch between live/recorded programming, commercials and promos in accordance to schedules maintaining on-air continuity</p> <p>PC4. Monitor on-air output and resolve any issues that may arise (in signals, audio/video quality etc.)</p>
Maintaining equipment	<p>PC5. Sync/ make adjustments for any time differences (by inserting make-good advertisements, promotions etc.) in coordination with the relevant departments (programming, traffic, promos)</p> <p>PC6. Troubleshoot issues that may arise in master control room equipment such as playout automation systems, servers, switchers, monitors, routers, satellite receivers, meters etc., audio/video quality and signal availability</p>
Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company /	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The number of channels being uplinked from a single location</p> <p>KA2. The types of content being uplinked and their duration</p> <p>KA3. Daily programming and advertisement schedules for play out</p> <p>KA4. The equipment and technology being used by the organization</p>

MES/ N 0807

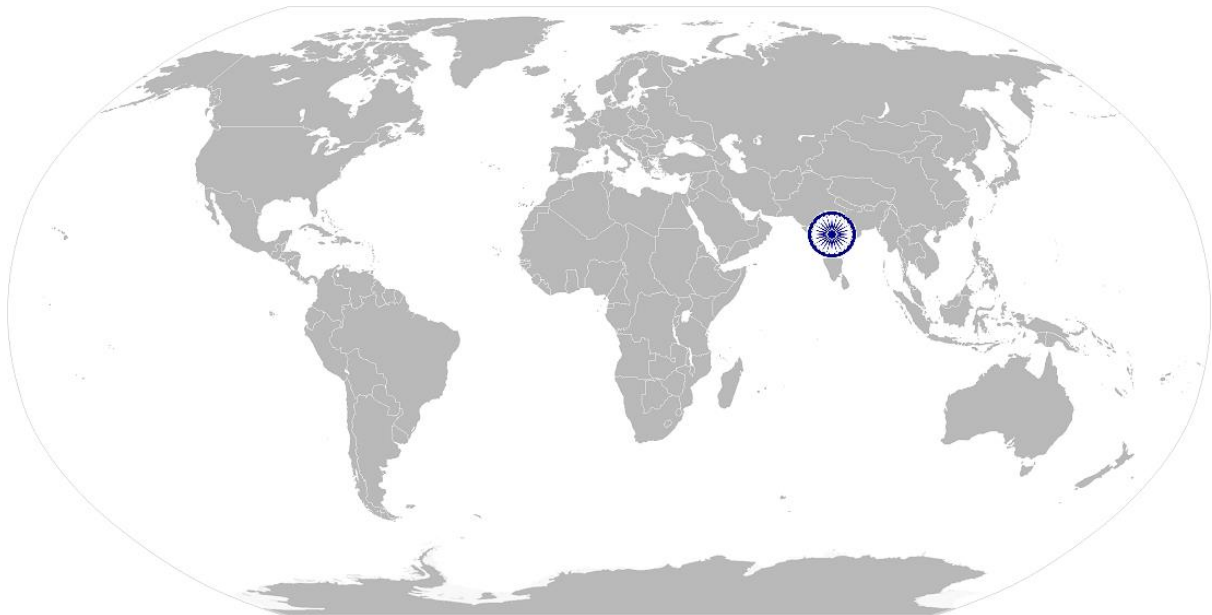
Manage master control room (MCR) operations

organization and its processes)	KA5. The roles and responsibilities of key departments that the team has maximum interaction with, including ingest, archival, engineering, programming and advertisement traffic
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Master control operations and workflow</p> <p>KB2. Different content sources including uncompressed audio/video data in standard definition (SD), high definition multimedia interface (HDMI) or analog formats, compressed audio/video using compression codecs - MPEG (Moving Picture Experts Group Phase), AVC(Advanced Video Coding) etc. and other formats such as DivX, XviD, MOV, AVI etc.</p> <p>KB3. How to operate play-out systems (such as Harris, Morpheus, iTX, OASYS etc.)</p> <p>KB4. How to operate advertisement traffic software such as CHAMP, SPOT etc.</p> <p>KB5. How to operate systems and equipment including audio switchers, video switchers, monitors, feeds, servers, editing systems etc.</p> <p>KB6. How to operate rf Transmission, uplinking and downlinking equipment including satellites, antennas, decoders, lease lines, towers, flyways, digital modulators etc.</p> <p>KB7. How to test the quality of on-air output using monitoring equipment, meters etc.</p> <p>KB8. Fundamentals of programming and production</p> <p>KB9. Applicable health and safety guidelines</p> <p>KB10. Legal and regulatory policies and guidelines</p>
Skills (S) (Optional)	
C. 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. Generate as-run and discrepancy logs/reports</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read output displayed on meters to gauge the quality of audio/video signals</p> <p>SA3. Read programming and advertisement playlists</p> <p>SA4. Read the file names for recorded programming, commercial and promo tapes/files to ensure a correct line-up for play out</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>SA5. Liaise with the programming and advertisement teams to confirm schedules, make-goods, duration of programming etc.</p> <p>SA6. Coordinate with broadcast engineers to conduct repairs and troubleshoot issues, if required</p>
D. Professional Skills	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Schedule and play-out actual program tapes/files in accordance to the schedules set by programming/ advertising</p> <p>SB2. Ensure the accuracy of play-out start times, duration etc.</p>

MES/ N 0807

Manage master control room (MCR) operations

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Resolve any issues that arise in on-air output, including the broadcast signals, audio/video quality, output levels etc. SB4. Resolve issues that may arise in the play out/ master control equipment
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Make adjustments for time-differences that may occur due to shorts/delays in programming

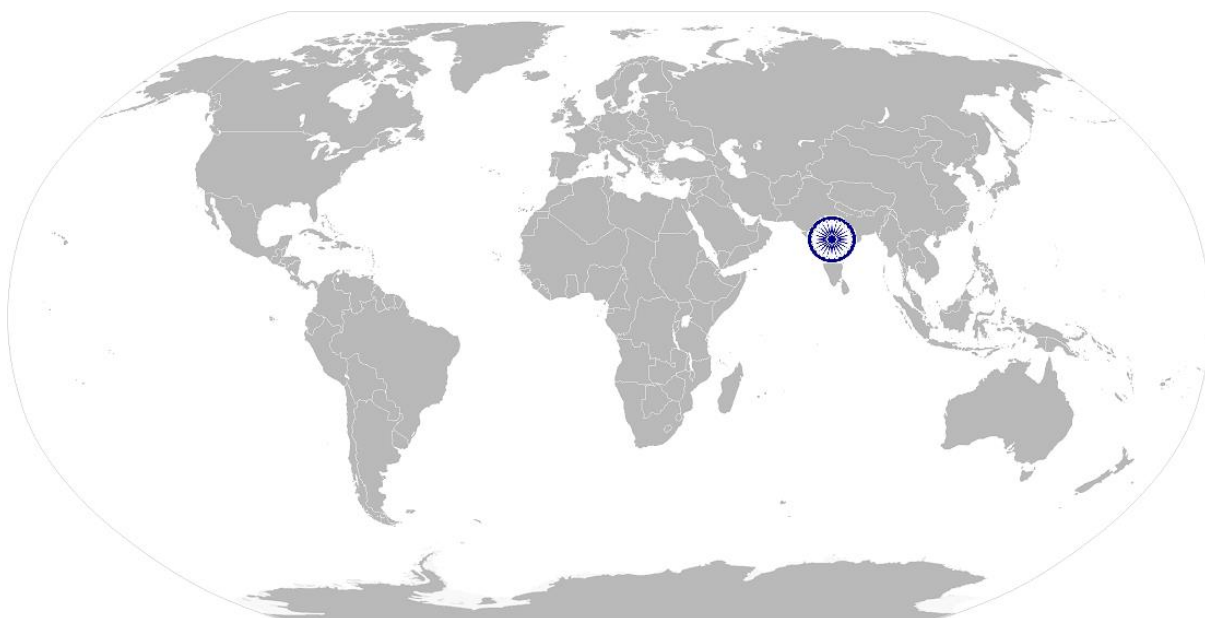


MES/ N 0807

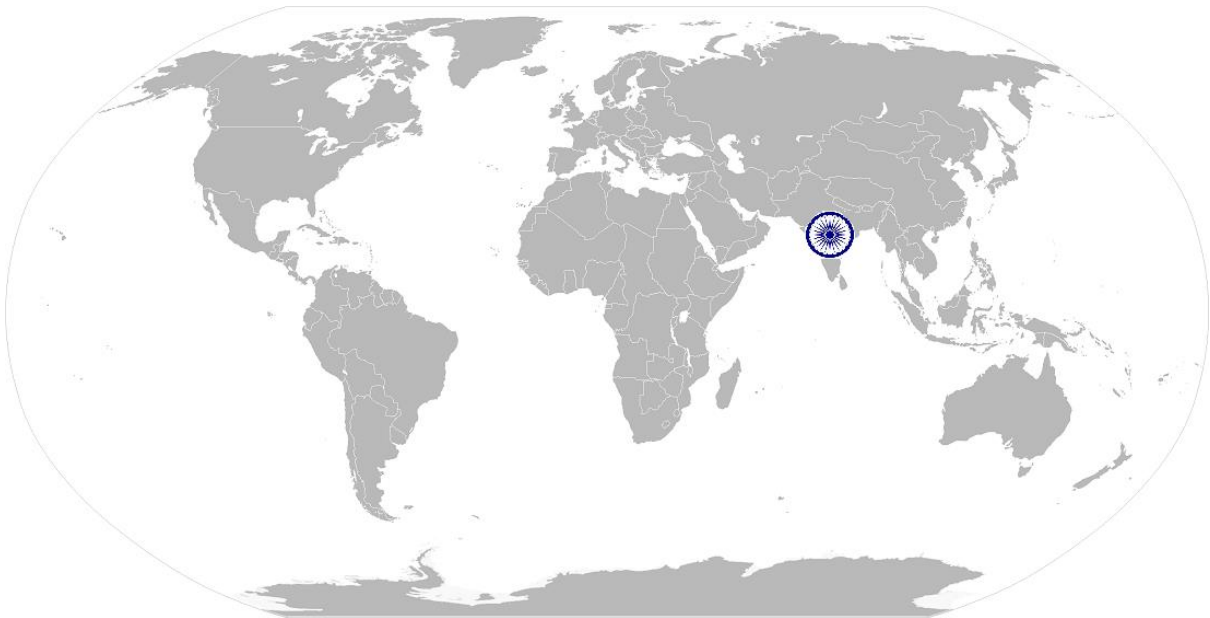
Manage master control room (MCR) operations

NOS Version Control

NOS Code	MES / N 0807		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/03/15
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 operating broadcast systems to the expected quality and requirements of the broadcast output

MES/ N 0809

Operate broadcast systems

National Occupational Standard

Unit Code	MES/ N 0809
Unit Title (Task)	Operate broadcast systems
Description	This OS unit is about operating broadcast systems to the expected quality and requirements of the broadcast output
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Operate broadcast systems
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Operate broadcast systems	<p>PC1. Identify, research and understand the software and equipment required to operate broadcast systems effectively, within the context of the role</p> <p>PC2. Identify and be aware of appropriate methods, procedures and guidelines prior to operating broadcast systems</p> <p>PC3. Operate broadcast systems in various conditions (including studio operation, outside broadcast, post production, distribution and transmission), in line with production objectives</p> <p>PC4. Identify and rectify the causes of basic faults in broadcast systems and equipment, and bring problems to the attention of appropriate personnel</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 objectives of the organization</p> <p>KA2. The broadcast equipment and applications being used by the organization, and its use in broadcasting activities</p> <p>KA3. The roles and responsibilities of the production and operational departments</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The purpose, benefits, limitations and risks of different equipment and software required for broadcast systems, and when appropriate to use them</p> <p>KB2. How to operate the broadcast systems, software and equipment required, in line with protocols</p> <p>KB3. How to connect broadcast systems and equipment to IT systems</p> <p>KB4. The organisational processes for ensuring physical and IT security of data and systems</p> <p>KB5. The techniques to ingest, wrangle and play out/export broadcast data or media</p> <p>KB6. The current industry protocols for metadata in relation to file transfer</p> <p>KB7. The types of problem that can occur with the operation of broadcast systems, and how to prioritise these problems</p> <p>KB8. The tools and techniques to identify and rectify the causes of basic faults in broadcast systems and equipment</p> <p>KB9. How to check the quality of outputs of the broadcast system using subjective and objective assessments of output picture and sound quality</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. Maintain reports for any repair/maintenance activities, data manipulation or file transfer activities undertaken
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read standard operating procedures and technical training manuals to understand how to operate broadcast equipment and software SA3. Read and interpret broadcast specifications, systems configurations, documentations etc
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Liaise with relevant personnel to understand the technical requirements of the broadcast output SA5. Liaise with the operational staff to identify and diagnose any on-air/ off-air technical issues SA6. Liase with IT staff to ensure broadcast systems are connected appropriately with IT systems SA7. Explain and discuss the impact of technical issues with relevant employees across the organization
	B. Professional Skills
Plan and Organize	
The user/individual on the job needs to know and understand how to: SB1. Plan for any repair/maintenance activities, data manipulation or file transfer activities, to ensure completion as per broadcast schedules	
Problem solving	
The user/individual on the job needs to know and understand how to: SB2. Identify, prioritize and rectify the causes of basic faults in broadcast systems and equipment	
Decision making	
The user/individual on the job needs to know and understand how to: SB3. Decide on appropriate levels of specification required for different broadcast situations	
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB4. Identify interrelation of different broadcast systems	
Analytical Thinking	
The user/individual on the job needs to know and understand how to: SB5. Analysis different broadcast systems and techniques for identifying the benefits, weaknesses and implications of different solutions	
Customer Centricity	
The user/individual on the job needs to know and understand how to: NA	

MES/ N 0809

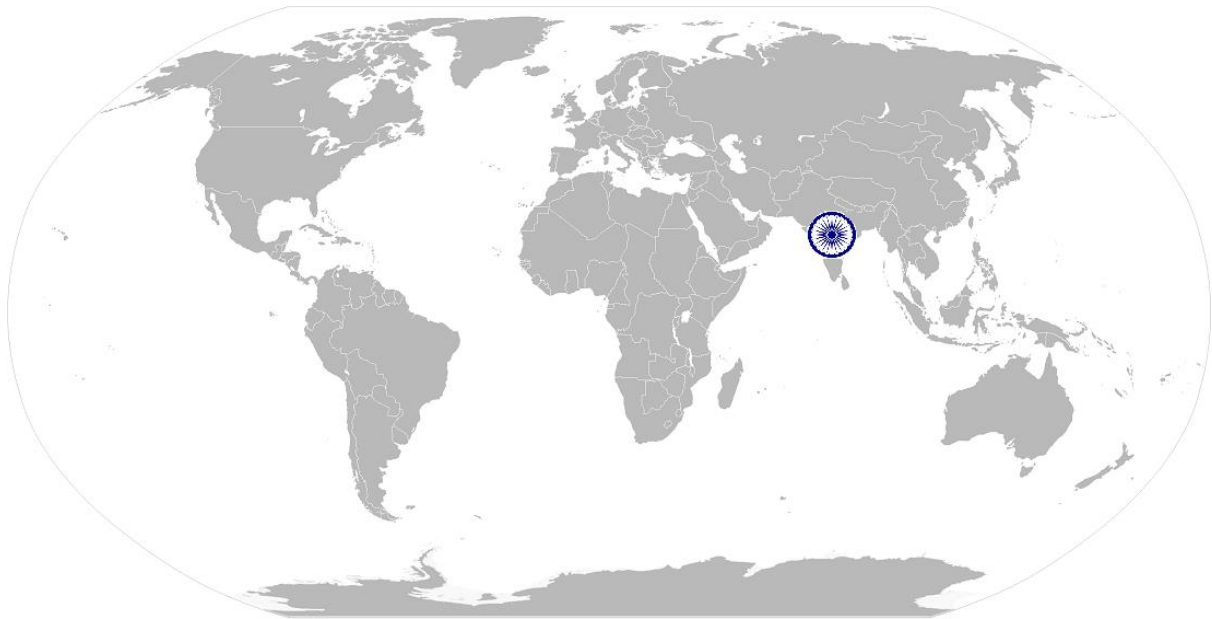
Operate broadcast systems

NOS Version Control

NOS Code	MES / N 0809		
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Sector	Media and Entertainment	Drafted on	18/03/15
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National Occupational Standard



Overview

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

MES/ N 0811

Maintain workplace health and safety

National Occupational Standard

Unit Code	MES/ N 0811
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>

MES/ N 0811

Maintain workplace health and safety

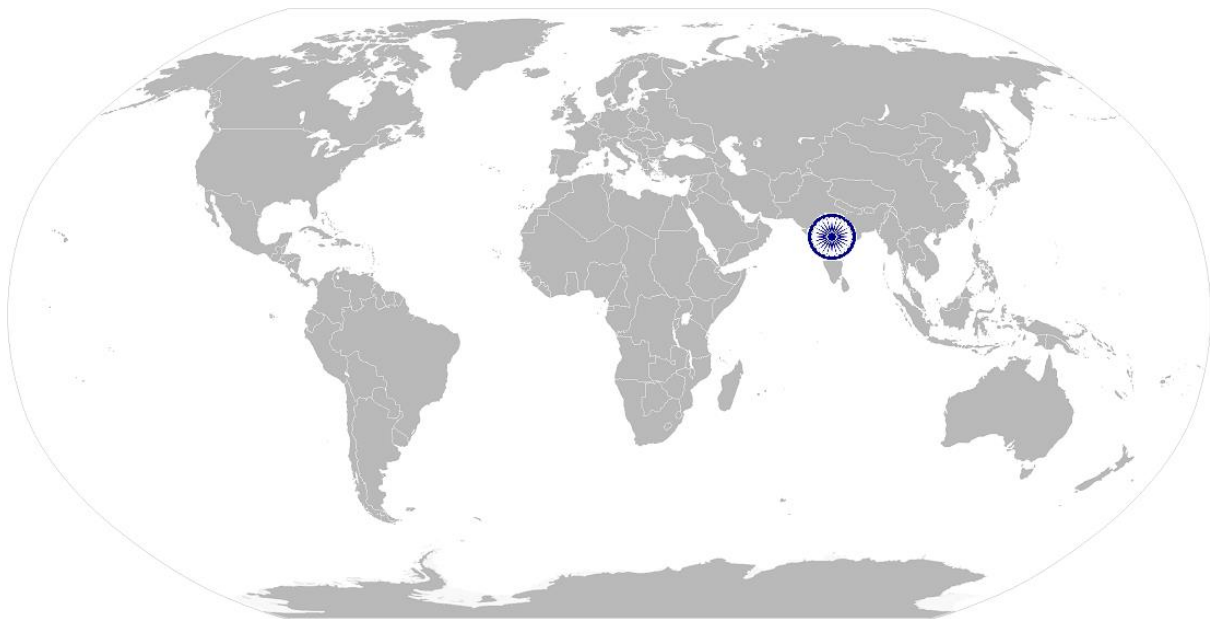
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of health and safety hazards in a workplace</p> <p>KB2. Safe working practices for own job role</p> <p>KB3. Evacuation procedures and other arrangements for handling risks</p>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

MES/ N 0104

Maintain workplace health and safety

NOS Version Control

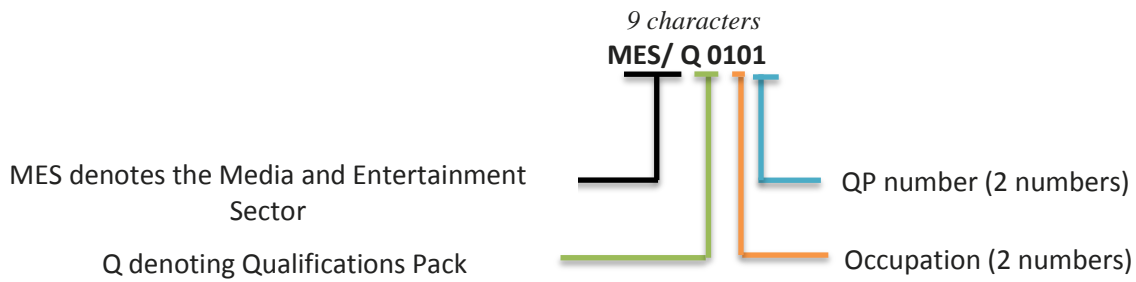
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Annexure

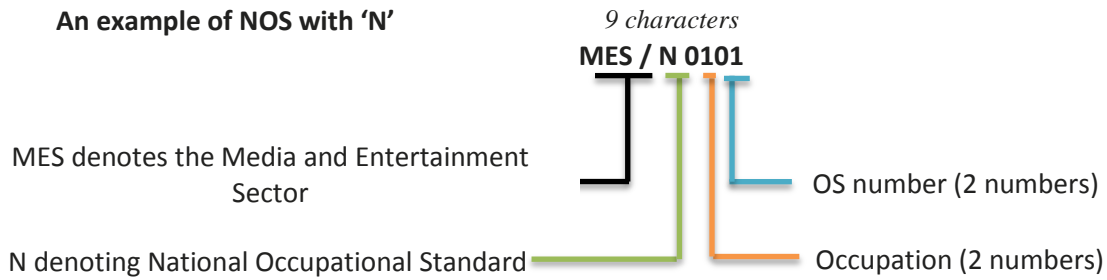
Nomenclature for QP and NOS

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
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Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Broadcast Operations/ Technology	05
Next two numbers	Master Control Engineer	05

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: MCR Engineer

Qualification Pack: MES Q 0805

Sector Skill Council: Media and Entertainment Skills Council

	NOS	NOS NAME	Weightage
1	MES/ N 0801	Develop skills and knowledge in broadcast operations/engineering	30%
2	MES/ N 0807	Manage master control room (MCR) operations	30%
3	MES/ N 0809	Operate the broadcast systems	30%
4	MES/ N 0104	Maintain workplace health and safety	10%
			100%

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

2. The assessment for the theory & Practical part will be based on knowledge bank of questions created by the AA and approved by SSC.

3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)

4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.

5. To pass the Qualification Pack , every trainee should score a minimum of 70% cumulatively (Theory and Practical).

Assessment Outcomes	Assessment Criteria for Outcomes	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
MES/ N 0801 (Develop skills and knowledge in broadcast operations/engineering)	PC1. Identify required broadcast operations/engineering activities	100	20	10	50
	PC2. Evaluate the contribution of new broadcast operations/engineering theories, methods, and procedures, especially in terms of IT solutions to own organization and in relation to their job profile		20	10	
	PC3. Understand audience and customer feedback, and suggestions from colleagues in a positive way		20	10	
	PC4. Monitor developments within broadcast engineering		20	10	
	PC5. Attend professional development programs to update skills and knowledge		10	5	
	PC6. Maintain and update expertise and knowledge at appropriate intervals and in ways that are appropriate to own job role		10	5	
	Total		100	50	50
Assessment Outcomes	Assessment Criteria for Outcomes	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
MES/ N 0807 (Manage master control room (MCR) operations)	PC1. Manage live telecasts/ programming by accurately downlinking, managing advertising time and uplinking as per the directors instructions	100	30	15	50
	PC2. Build play out lists by accurately lining-up recorded programming, feeds, commercial and promo tapes/files in accordance to programming and advertising playlists/ schedules		10	5	
	PC3. Switch between live/recorded programming, commercials and promos in accordance to schedules maintaining on-air continuity		20	10	
	PC4. Monitor on-air output and resolve any issues that may arise (in signals, audio/video quality etc.)		10	5	
	PC5. Sync/ make adjustments for any time differences (by inserting make-good advertisements, promotions etc.) in coordination with the relevant departments (programming, traffic, promos)		20	10	
	PC6. Troubleshoot issues that may arise in master control room equipment such as switchers, monitors, meters etc., audio/video quality and signal availability		10	5	
	Total		100	50	50

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 0809 (Operate the broadcast systems)	PC1. Identify, research and understand the software and equipment required to operate broadcast systems effectively, within the context of the role	100	30	15	50
	PC2. Identify and be aware of appropriate methods, procedures and guidelines prior to operating broadcast systems		30	15	
	PC3. Operate broadcast systems in various conditions (including studio operation, outside broadcast, post production, distribution and transmission), in line with production objectives		20	10	
	PC4. Identify and rectify the causes of basic faults in broadcast systems and equipment, and bring problems to the attention of appropriate personnel		20	10	
		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