

# Model Curriculum

## Assistant Cameraman

**SECTOR: MEDIA AND ENTERTAINMENT**  
**SUB-SECTOR: Television, Print, Radio, Digital,  
Out-of-home**  
**OCCUPATION: Assistant Cameraman**  
**REF ID: MES/ Q 0903**  
**NSQF LEVEL: 3**



# Certificate

## CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**Media and Entertainment Skill Council**

for

**MODEL CURRICULUM**

Complying to National Occupational Standards of

Job Role/ Qualification Pack: '**Assistant Cameraman**' QP Ref. No. '**MES/0903, NSQF Level 3**'

Date of Issuance: 27th January 2022

Valid up to: 25th January 2027

\* Valid up to the next review date of the Qualification Pack

Authorized Signatory  
Media and Entertainment Skill Council



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## TABLE OF CONTENTS

<b>1. Curriculum</b>	<b>01</b>
<b>2. Trainer Prerequisites</b>	<b>06</b>
<b>3. Annexure: Assessment Criteria</b>	<b>07</b>

# Assistant Cameraman

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Assistant Cameraman”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Assistant Cameraman</b>		
<b>Qualification Pack Name &amp; Reference ID. ID</b>	MES/ Q 0903		
<b>Version No.</b>	2.0	<b>Version Update Date</b>	27-Jan-22
<b>Pre-requisites to Training</b>	Class X pass with one year relevant experience OR Class 8th with ITI with one year relevant experience <b>Min Age: 16 Year</b>		
<b>Training Outcomes</b>	<b>After completing this programme, participants will be able to:</b> <ul style="list-style-type: none"> <li>• Prepare and arrange all the camera equipment for use during shoots Monitor use of equipment during shoots</li> <li>• Understanding the focus requirements for different types of shots Lay out marks on the set/props/floor to define artist paths and refine camera</li> <li>• positions/focus lengths during rehearsals Marking out the focus lengths for each position</li> <li>• Dismantling and packing camera equipment after shoot Understanding the health, safety and security risks prevalent in the workplace</li> <li>• Knowing the people responsible for health and safety and the resources available</li> <li>• Identifying and reporting risks</li> <li>• Complying with procedures in the event of an emergency</li> </ul>		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Assistant Cameraman” Qualification Pack issued by “Media & Entertainment Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Set up Camera Equipment prior to Shoot</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 60:00</p> <p><b>Corresponding NOS Code</b> MES /N 0905</p>	<ul style="list-style-type: none"> <li>Coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock/beta tapes/memory cards)</li> <li>Prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc.</li> <li>Arrange for security and protection of the equipment during storage and logistics</li> <li>Report any damages to the camera and production teams</li> <li>Ensure cameras are mounted on grips and the locks are fastened securely</li> </ul>	Laptop, white board, marker, projector,
2	<p><b>Prepare for Shoots</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 60:00</p>	<ul style="list-style-type: none"> <li>Establish the focus requirements for each shot, based on the creative and technical requirements of production (DOP)</li> <li>Mark the focus lengths/angle based on the required composition i.e. positioning of elements within a frame, perspective i.e. point of view and aspect ratio i.e. relationship between width and height (Camera assistant)</li> <li>Prepare a focus path for a sequence depending on the movement, timing, start and</li> </ul>	Laptop, white board, marker, projector,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Corresponding NOS Code</b> MES /N 0906	finish points during shoots (Assistant Cameraman and assistant) <ul style="list-style-type: none"> <li>Report potential issues to the producer and Director and relevant teams for rectification (DOP and Assistant Cameraman)</li> </ul>	
3	<b>Dismantle and Pack Equipment after Shoot</b>  <b>Theory Duration</b> (hh:mm) 20:00 <b>Practical Duration</b>  (hh:mm) 60:00  <b>Corresponding NOS Code</b> MES /N 0908	<ul style="list-style-type: none"> <li>Dismantle and pack the equipment properly</li> <li>Ensure that all the list of equipment to be dispatched matches the list of equipment received from the vendor and brought by the production team</li> <li>Coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required</li> <li>Identify and report any equipment that needs repair or replacement, as required</li> <li>Ensure that the location and facilities used during shoot are left in their original state</li> </ul>	Laptop, white board, marker, projector,
4	<b>Maintain Workplace, Health &amp; Safety</b>  <b>Theory Duration</b> (hh:mm) 30:00  <b>Practical Duration</b> (hh:mm) 30:00  <b>Corresponding NOS Code</b> MES/N 0104	<ul style="list-style-type: none"> <li>Understand and comply with the organisation's current health, safety and security policies and procedures.</li> <li>Understand the safe working practices pertaining to own occupation.</li> <li>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</li> <li>Participate in organization health and safety knowledge sessions and drills</li> <li>Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</li> <li>Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</li> <li>Identify aspects of your workplace that could cause potential risk to own and others health and safety</li> </ul>	<b>Handbook, White board, marker, computer system, projector, PPTs</b>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>Identify and recommend opportunities for improving health, safety, and security to the designated person</li> <li>Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected</li> <li>Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority.</li> </ul>	
	<p><b>Total Duration</b> <b>390:00</b></p> <p><b>Theory Duration</b> <b>120:00</b></p> <p><b>Practical Duration</b> <b>210:00</b></p> <p><b>OJT Duration</b> <b>60:00</b></p>	<p><b>Unique Equipment Required:</b> Laptop, PowerPoint &amp; white board, marker, projector, Laptop, Sample pictures and videos, Cleaning tools, electricity tester, safety and ergonomics chart, Fire Extinguisher, First-Aid Kit</p>	

Grand Total Course Duration: **390 Hours, 0 Minutes** (This syllabus/ curriculum has been approved by Media and Entertainment Skill Council)

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## Trainer Prerequisites for Job role: “Assistant Cameraman” mapped to Qualification Pack: “MES/ Q 0903, v2.0”

Sr. No.	Area	Details
1	<b>Description</b>	Assistant Cameraman in the Media & Entertainment Industry is also known as the First Assistant / Second Assistant this job are responsible to mark focus lengths based on the required composition and focus and refocus the camera lenses during shoots. They are also responsible to set-up/dismantle camera equipment.
2	<b>Personal Attributes</b>	This job requires the individual to judge distances and mark focus lengths accurately. The individual must be creative and detail oriented. The individual must know and keep updated on the various camera equipment, shooting techniques and mediums. The individual must have excellent communication skills and must possess the ability to work collaboratively as a part of a team.
3	<b>Minimum Educational Qualifications</b>	Preferable XII
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Assistant Cameraman</u> ” mapped to QP: “ <u>MES/ Q 0903, v1.0</u> ”. Minimum accepted score is 70%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MES/Q 0903”. Minimum accepted % as per respective SSC guidelines is 60%.
5	<b>Experience</b>	Minimum 3 years of experience as <u>Assistant Cameraman</u> .

## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Assistant Cameraman</b>
<b>Qualification Pack</b>	<b>MES/ Q 0903, v2.0</b>
<b>Sector Skill Council</b>	<b>Media &amp; Entertainment</b>

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Media and Entertainment 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 each PC.
2	Each NOS will be assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

	NOS	NOS NAME	Weightage
1	MES / N 0905	Set up Camera Equipment prior to Shoot	40%
5	MES/ N 0906	Prepare for Shoots	25%
6	MES/ N 0908	Dismantle and Pack Equipment after Shoot	25%
7	MES / N 0104	Maintain workplace health and safety	10%
			100%

Job Role	<b>Assistant Cameraman</b>					
NOS CODE	NOS NAME	Performance Criteria			Marks Allocation	
			Total Mark	Out Of	Theory	Skills Practical
<b>MES/ N 0905</b>	<b>Determine the Visual Style and Prepare Shoot Plan</b>	PC1.Coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock /beta tapes/memory cards)	100	20	10	50
		PC2. Prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc.		20	10	
		PC3. Arrange for security and protection of the equipment during storage and logistics		20	10	
		PC4. Report any damages to the camera and production teams		20	10	
		PC5. Ensure cameras are mounted on grips and the locks are fastened securely		20	10	

			Total	100	50	50		
<b>MES/ N 0906</b>	<b>Recruit Camera Team</b>	PC1.Establish the focus requirements for each shot, based on the creative and technical requirements of production (DOP)						
		PC2. Mark the focus lengths/angle based on the required composition i.e. positioning of elements within a frame, perspective i.e. point of view and aspect ratio i.e. relationship between width and height (Camera assistant)					30	15
		PC3.Prepare a focus path for a sequence depending on the movement, timing, start and finish points during shoots (Assistant Cameraman and assistant)					20	10
		PC4.Report potential issues to the Producer and Director and relevant teams for rectification (DOP and Assistant Cameraman)					20	10
			<b>Total</b>	<b>100</b>	<b>1050</b>	<b>50</b>		
<b>MES/ N 0908</b>	<b>Dismantle and Pack Equipment after Shoot</b>	PC1. Dismantle and pack the equipment properly	100	20	10	50		
		PC2. Ensure that all the list of equipment to be dispatched matches the list of equipment received from the vendor and brought by the production team		10	5			

		PC3. Coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required		30	15	
		PC4. Identify and report any equipment that needs repair or replacement, as required		20	10	
		PC5. Ensure that the location and facilities used during shoot are left in their original state		20	10	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>MES N 0104</b>	<b>Maintain workplace health and safety</b>	PC1. Understand and comply with the organization's current health, safety and security policies and procedures	100	10	5	50
		PC2. Understand the safe working practices pertaining to own occupation		10	5	
		PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	
		PC4. Participate in organization health and safety knowledge sessions and drills		5	2	

		PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	10	5	
		PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	10	5	
		PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety	10	5	
		PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures	10	5	
		PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person	5	3	
		PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected	10	5	
		PC11. Follow organization'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	
		<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>