

Model Curriculum

Set Carpenter

SECTOR: MEDIA AND ENTERTAINMENT
**SUB-SECTOR: Television, Print, Radio, Digital,
Out-of-home**
OCCUPATION: Set Carpenter
REF ID: MES/ Q 3103
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: **'Set Carpenter'** QP Ref. No. **'MES/Q3103, 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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Set Carpenter

CURRICULUM / SYLLABUS

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

| | | | |
|---|--|----------------------------|-----------|
| Program Name | Set Carpenter | | |
| Qualification Pack Name & Reference ID. ID | MES/ Q 3103 | | |
| Version No. | 2.0 | Version Update Date | 27-Jan-22 |
| Pre-requisites to Training | Class X pass with one-year relevant experience OR Class 8th with ITI with one-year relevant experience Min Age: 18 Year | | |
| Training Outcomes | <p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Packing-up various items and ensuring they are returned and disposed of correctly • Maintain documentation • Understanding the production brief • Producing sketches/ drawings for woodwork • Estimating material and tool requirements • Interpreting set designs and scale drawings • Producing stencils/ setting out details • Preparing cutting lists • Interpreting scale drawings and cutting lists • Cutting and assembling woodwork components • Interpreting set designs and drawings • Fitting and installing wood work • 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 | | |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|--|---|
| 3 | <p>Produce Stencils and Setting-Out Details for Standard Woodwork</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code MES /N 3112</p> | <ul style="list-style-type: none"> • Correctly understand and interpret set designs and scale drawings • Producing stencils/ setting out details for any standardized wood items that need to be created, which may include products that are of the same size (e.g. doors, windows, frames etc.) • Produce stencils/ setting-out details using appropriate materials/techniques such as rods or pieces of plywood • Prepare a cutting list of required components, based on the setting-out | Laptop, white board, marker, projector, |
| 4 | <p>Manufacture Woodwork</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code MES /N 3113</p> | <ul style="list-style-type: none"> • Correctly understand and interpret scale drawings and cutting lists • Identify appropriate techniques/tools to cut, assemble and join woodwork components to produce the following types of woodwork: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location • Use cutting and measuring tools to cut woodwork components to size • Assemble these components into the required woodwork products using appropriate carpentry and joining techniques | |
| 5 | <p>Install Woodwork</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code MES /N 3114</p> | <ul style="list-style-type: none"> • Interpret set designs and drawings to identify where and how woodwork needs to be installed • Identify appropriate techniques/tools to cut, assemble and join woodwork components to produce the following types of woodwork: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs, etc. • Correctly install woodwork products • Conduct a check to ensure installation is done as per the brief. | |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|---|---|
| | | | |
| 6 | <p>Maintain Workplace, Health & Safety</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code MES/N 0104</p> | <ul style="list-style-type: none"> • Understand and comply with the organisation’s current health, safety and security policies and procedures. • Understand the safe working practices pertaining to own occupation. • 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 • Participate in organization health and safety knowledge sessions and drills • Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency • Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms • Identify aspects of your workplace that could cause potential risk to own and others health and safety • Identify and recommend opportunities for improving health, safety, and security to the designated person • 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 • Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual’s authority. | <p>Handbook, White board, marker, computer system, projector, PPTs</p> |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|---|--------------------|
| | <p>Total Duration 300:00</p> <p>Theory Duration 75:00</p> <p>Practical Duration 165:00</p> <p>OJT 60:00</p> | <p>Unique Equipment Required: Laptop, PowerPoint & 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: **300 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by Media and Entertainment Skill Council)

Trainer Prerequisites for Job role: “Set Carpenter” mapped to Qualification Pack: “MES/ Q 3103, v2.0”

| Sr. No. | Area | Details |
|---------|---|--|
| 1 | Description | Set Carpenter in the Media & Entertainment Industry manufactures wooden structures and items required for filming. Individuals in this job need to understand woodwork requirements, manufacture the items and install them correctly on set. |
| 2 | Personal Attributes | This job requires the individual to manufacture wooden structures and items as per the script requirements. The individual should have carpentry and joinery skills – including how to make scale drawings, how to measure and cut pieces of wood and techniques for joining wooden components. The individual should possess basic literacy and numeracy skills and be able to communicate effectively with the set construction team. The individual must be flexible and innovative, and should be able to contribute to identifying ways to make set construction more cost effective. |
| 3 | Minimum Educational Qualifications | Preferable XII |
| 4a | Domain Certification | Certified for Job Role: “ <u>Set Carpenter</u> ” mapped to QP: “MES/ Q 3103, v1.0”. Minimum accepted score is 70% |
| 4b | Platform Certification | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MES/Q 3103”. Minimum accepted % as per respective SSC guidelines is 60%. |
| 5 | Experience | Minimum 3 years of experience as Set Carpenter. |

Annexure: Assessment Criteria

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|-----------------------------|----------------------------------|
| Assessment Criteria | |
| Job Role | Set Carpenter |
| Qualification Pack | MES/ Q 3003, v2.0 |
| Sector Skill Council | Media & Entertainment |

| 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 3105 | Wrap-up Set and Return or Dispose of Items | 10% |
| 2 | MES/ N 3111 | Produce Scale Drawings for Woodwork | 20% |
| 3 | MES/ N 3112 | Produce Stencils and Setting-Out Details for Standard Woodwork | 20% |
| 4 | MES/ N 3113 | Manufacture Woodwork | 20% |
| 5 | MES/ N 3114 | Install Woodwork | 20% |
| 6 | MES / N 0104 | Maintain workplace health and safety | 10% |
| | | | 100% |

| Job Role | Set Carpenter | | | | Marks Allocation | |
|------------------------|---|---|--------------|------------|------------------|------------------|
| NOS CODE | NOS NAME | Performance Criteria | | | Theory | Skills Practical |
| | | | Total Mark | Out Of | | |
| MES/ N 3105 | Wrap-up Set and Return or Dispose of Items | PC1. Based on the script and production schedule prepare a schedule/to-do list of key activities relating to pack-up/ striking the set, as appropriate to the role | 100 | 25 | 15 | 50 |
| | | PC2. Supervise, or assist, support staff in striking the set, which may include: Furniture, Soft Furnishings, Wallpaper, Lighting Fixtures, Decorative items, Hand Props and featured props, Any other elements of the set that are not being struck by other teams | | 25 | 15 | |
| | | PC 3.Ensure, personally or in a supervisory capacity, that all set items are returned or disposed of as planned | | 25 | 10 | |
| | | PC4. Ensure, personally or in a supervisory capacity, that necessary documentation, records, refunds, payments etc. are maintained | | 25 | 10 | |
| | | | Total | 100 | 50 | 50 |

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|--------------|---|--------------|--|------------|-----------|-----------|
| MES/ 3111 | N Produce Drawings Woodwork | Scale for | PC1. Correctly understand the brief provided by the Production Designer/ Art Designer and the corresponding woodwork desired | 15 | 5 | 50 |
| | | | PC2. Identify the relevant output (scale drawings, sketches, designs) and the appropriate techniques to achieve this (hand, Computer Aided Design) | 15 | 5 | |
| | | | PC3. Produce scale drawings/sketches/ designs or each item of woodwork, which may include: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs etc. | 30 | 20 | |
| | | | PC4. Estimate the material and tool requirements to successfully achieve Woodworking requirements and deliver the project | 40 | 20 | |
| | | | Total | 100 | 50 | 50 |
| MES/ 3112 | N Produce Stencils and Setting-Out Details for Standard Woodwork | | PC1. Correctly understand and interpret set designs and scale drawings | 20 | 10 | 50 |
| | | | PC2. Producing stencils/ setting out details for any standardized wood items that need to be created, which may include products that are of the same size (e.g. doors, windows, frames etc.) | 20 | 10 | |

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|------------------------|---------------------------------|--|--------------|--------------|------------|-----------|
| | | PC3. Produce stencils/ setting-out details using Appropriate materials / techniques such as rods or pieces of plywood | | 30 | 15 | |
| | | PC4. Prepare a cutting list of required components , based on the setting-out | | 30 | 15 | |
| | | | Total | 100 | 50 | 50 |
| MES/ N 3113 | Manufacture Woodwork | PC1. Correctly understand and interpret scale drawings and cutting lists | 100 | 10 | 5 | 50 |
| | | PC2. Identify appropriate techniques/tools to cut, assemble and join woodwork components to produce the following types of woodwork: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location | | 25 | 10 | |
| | | PC3. Use cutting and measuring tools to cut woodwork components to size | | 25 | 10 | |
| | | PC4. Assemble these components into the required woodwork products using appropriate carpentry and joining techniques | | 40 | 25 | |
| | | | | Total | 100 | |

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|----------------|--------------------------------------|---|-----|------------|-----------|----|
| MES/ N 3114 | Install Woodwork | PC1. Interpret set designs and drawings to identify where and how woodwork needs to be installed | 100 | 10 | 5 | 50 |
| | | PC2. Identify appropriate techniques/tools to cut, assemble and join woodwork components to produce the following types of woodwork: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs, etc. | | 30 | 15 | |
| | | PC3. Correctly install woodwork products | | 30 | 15 | |
| | | PC4. Conduct a check to ensure installation is done as per the brief. | | 30 | 15 | |
| | | Total | | 100 | 50 | |
| MES/ N 0104 | Maintain workplace health and safety | 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 | |

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|--|---|----|---|--|
| | 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 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, | 5 | 2 | |

| | | | | | | |
|--|--|--|--------------|------------|-----------|-----------|
| | | fires or any other natural calamity safely and within the limits of individual's authority | | | | |
| | | | Total | 100 | 50 | 50 |