QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

What are Occupational Standards(OS)?

➢ OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

➢ OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Contents

Introduction

Qualifications Pack-Junior Graphic Designer

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Film,Television, Animation, Advertising, Print, Gaming

OCCUPATION: Junior Graphic Designer

REFERENCE ID: MES/ Q 0602

ALIGNED TO: NCO-2004/NIL

Graphic Designer in the Media & Entertainment Industry is a typical job role that services almost all the sub sectors it also known as VISUAL DESIGNER in IT & IT-eS sector

Brief Job Description: Individuals at this job need to design solutions that have a high visual impact. The role involves listening to clients and understanding their needs before making design decisions

Personal Attributes: This job requires the individual to be well-versed with multiple activiries such as designing for websites, advertising, books, magazines, posters, computer games, product packaging, exhibitions and displays, corporate communications and corporate identity, i.e. giving organisations a visual 'brand'.

Job Details		
Qualifications Pack Code	**MES/ Q 0602**	
Job Role	**Junior Graphic Designer** This job role is applicable in both national and international scenarios	
Credits(NSQF)	TBD	**Version number** 1.0
Sector	Media and Entertainment	**Drafted on** 03/12/15
Sub-sector	Film, Television, Animation, Advertising, Gaming	**Last reviewed on** 02/01/16
Occupation	Art & Design	**Next review date** 03/01/18
NSQC Clearance on	**N.A**	

| Job Role	Junior Graphic Designer
Role Description	Develop creative ideas that matches the defined concept
NSQF level	3
Minimum Educational Qualifications	Class X/Under-Graduate
Maximum Educational Qualifications	Class XII and above
Training (Suggested but not mandatory)	Raster and vector image editing softwares
Minimum Job Entry Age	18 years
Experience	1 Year
Applicable National Occupational Standards (NOS)	Compulsory: 1. MES / N 0601 (Understand & Interpret Graphic visualization brief) 2. MES / N 0602 (Manage equipment & material) 3. MES / N 0606 (Create/Edit raster and Vector Graphics) 4. MES / N 0104 (Maintain workplace health and safety) Optional: N.A.
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
Graphic	A visual item on screen or print displayed or stored in computer as data
Design	A plan of work produced to show the function or look of an object based on which decision could be drawn upon
Concept	The overall plan of the working
Theme	The subject of the brief or the topic that the brief adheres to
Moodboard	An arrangement of images, materials and text that reflects a project style or concept
Mindmap	A map that is used to visually organize the data serving as an inspiration for ideas
Aesthetic	A set of guidelines and principles that define a piece of work as beautiful and artistic
Storyboard	A graphic organiser in the form of sequence of images that depict how the product will function
Vector Images	Typically these are 2D graphical objects that are created with in graphic system and remain scalable in applications
Raster Images	These are images that are either photographed or pixel matrix
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.

Definitions

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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.

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

Acronyms

National Occupational Standard
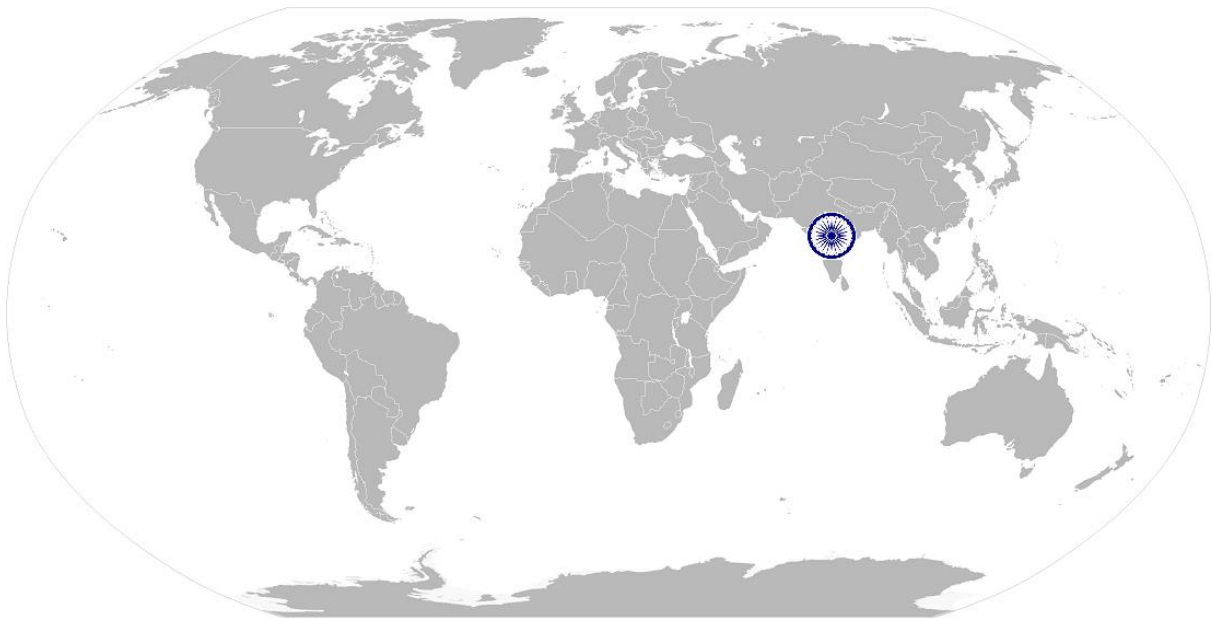
Overview

This unit is about understanding the production requirements and planning the process and workflow for graphic visualization.

Unit Code	MES/ N 0601
Unit Title (Task)	**Understand & Interpret Graphic visualisation brief**
Description	This OS unit is about understanding the production requirements and planning the process and workflow
Scope	This unit/task covers the following: • Understanding requirements of production • Constructing an approach and plan the process as per the selected medium

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding requirements for Production	To be competent, the user/individual on the job must be able to: PC1. Understand the Design specification based on job brief (dimensions, operating platforms, etc.) PC2. Understand the and relate the base idea, theme and concept PC3. Understand client branding (Color scheme, Logo, target audience, etc)
Constructing an approach and plan the process	PC4. Determine the platform requirements of the project (Television, Film, Print, Gaming. Etc) PC5. Determine the work requirements of the project relevant to his/her job role (Format,Number, Types, Duplicates etc)

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: KA1. The creative vision and elements of production relevant to his/her job role KA2. The project pipeline/schedule and timelines relevant to their work KA3. The intended purpose of the design that need to be created KA4. How to maintain consistency with idea, theme, syle and concept defined by the brief KA5. The technique and workflow followed in the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. How to source materials for research and reference KB2. How to express ideas using techniques like mindmaps,moodboards, storyboards, etc KB3. Applicable copyright norms and intellectual property rights KB4. Applicable health and safety guidelines pertaining to working for long periods on edit machines

| Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document decisions on the processes involved and techniques to be used with reasons thereof SA2. Document other areas (e.g. requirements of the target audience, market, end-product, reference links and videos) that may be relevant for the team
	Reading Skills

|	
	The user/individual on the job needs to know and understand how to:
	SA3. Read and understand the script and determine requirements
	SA4. Read about emerging techniques in production
	SA5. Read user manuals for equipment and software
	SA6. Read about the tastes and preferences of the target audience and the market where the end-product intends to be distributed
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA7. Understand the creative vision of the breif and work to resolve any issues
	SA8. Communicate with team members, relay instructions, collaborate and resolve issues with members of the post-production team handling different aspects/processes to determine the effort involved for the activities that would need to be performed (Supervisor)
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand how to:
	SB1. Manage decision on suitable course of action
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. Plan the activities, workflow, resourcing and timelines in accordance to the creative and technical requirements
	SB3. Manage deadlines successfully on time
	SB4. Work well in a fast-paced environment
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB5. check that your own work meets customer requirements
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB6. Identify any issues that may arise during post-production and find solutions to address them
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB7. Have a keen eye for detail and maintain an aesthetic sense towards the final output
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB8. Appraise the quality of the raw footage gathered to ensure it is in line with the initial concept and quality standards

NOS Version Control

NOS Code	MES / N 0601		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	03/12/15
Sub-sector	Film, Television, Animation, Advertising, Gaming	Last reviewed on	02/01/16
Occupation	Art & Design	Next review date	03/01/18
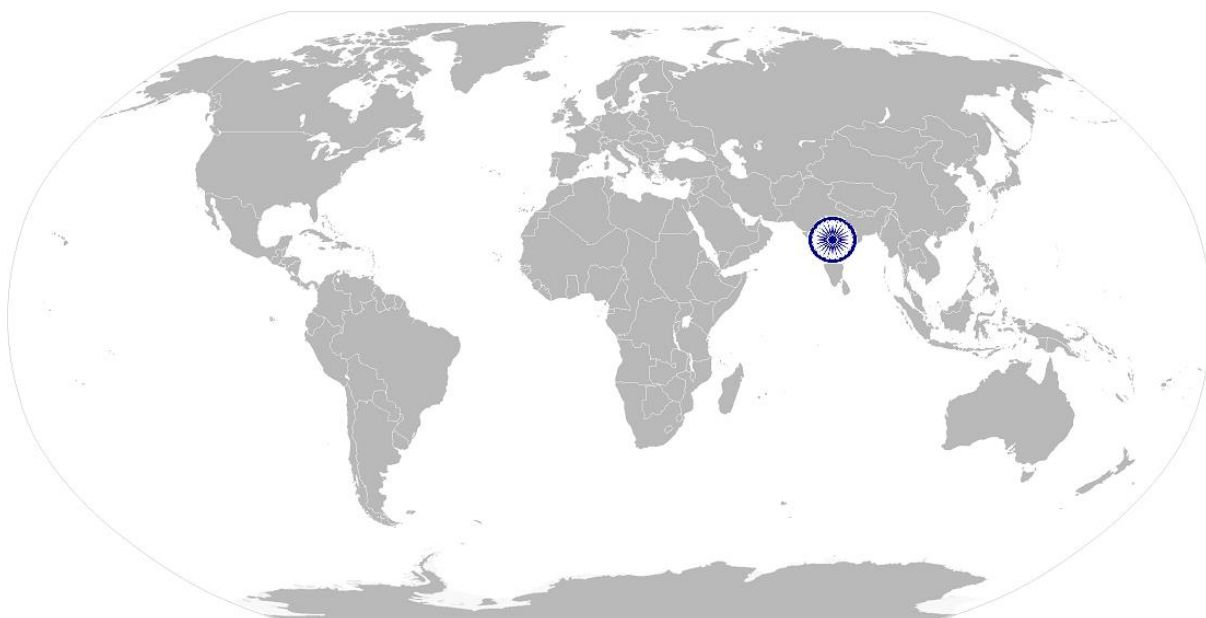
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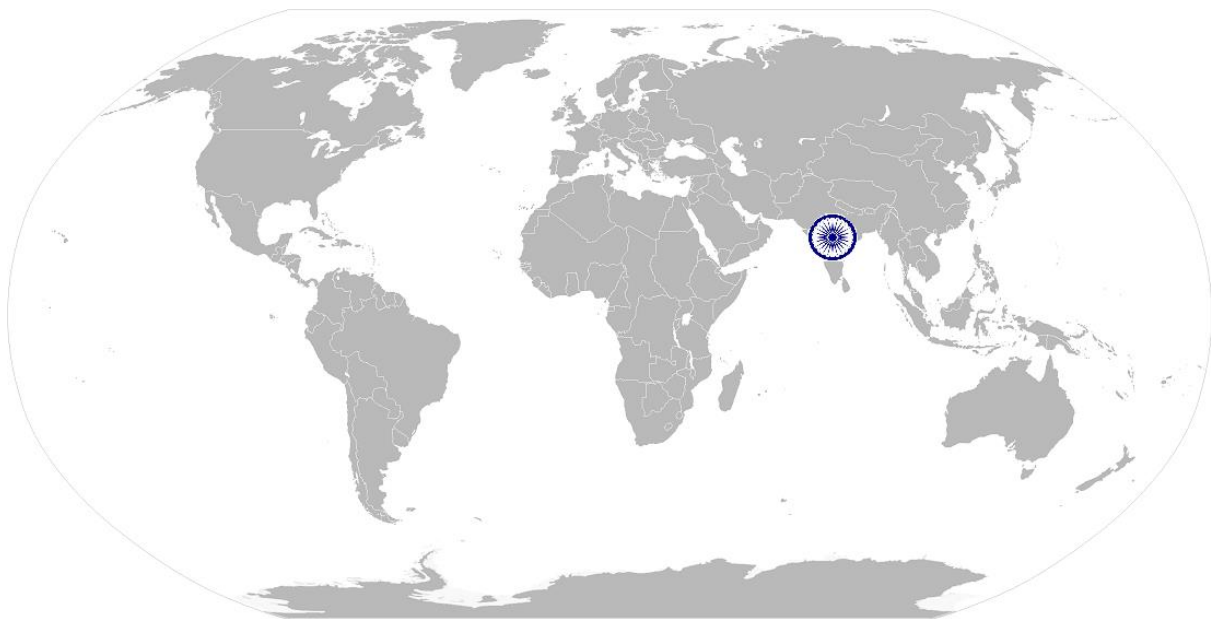
Overview

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

National Occupational Standard

Unit Code	MES/ N 0602
Unit Title (Task)	Manage equipment & material
Description	This OS unit is about managing equipment and material throughout the design process.
Scope	This unit/task covers the following: • Preparing materials and equipment for the production process • Managing interim work-products during production • Ensuring work-products are distribution/exhibition ready as per the required technical specifications

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Preparing materials and equipment for the production process	To be competent, the user/individual on the job must be able to: PC1. Gather raw stock imageries/material (e.g.photographs, clipart, image filters) and select relevant material that can be used for production. PC2. Sort and material ready for the production process. PC3. Ensure software/equipment is ready for use (e.g. Photoshop, Scanner, etc)
Managing interim work-products during production	PC4. Save back-ups for interim work-products in the appropriate file formats
Ensuring work-products are distribution/exhibition ready as per the required technical specifications	PC5. Ensure final work-products are prepared in appropriate file formats (e.g. .PSD, .AI, .CDR, etc) and appropriate medium (e.g. DVD, CD and digital flash drives) PC6. Clear logs/data and keep the software and equipment ready for future use

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: KA1. The purpose and intended use of the end-product KA2. The creative and technical specifications of the work-product, including the quality standards expected of the final output KA3. The intended distribution/exhibition mediums for the production KA4. Established data management and work flow systems KA5. How to maintain quality control as production scales
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. How to work on relevant equipment and softwaree.g. Photoshop, Illustrator, CorelDraw, Indesign,Printer, Scanner, etc. KB2. The format, resolution and quality in which the material would need KB3. The storage media relevant to the type of production KB4. File-naming conventions appropriate to the production KB5. How to keep abreast of changes in technology and update skills accordingly KB6. Applicable health and safety guidelines

| Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Prepare documentation, including charts, to accompany the work-product
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the user and technical specifications of equipment and software SA3. Gather and watch stock material including photographs, Bitmaps, Clipart and Fonts SA4. Gather references of work-products and productions that could provide ideas and help conceptualise possibilities for post-production
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Discuss and understand requirements and specifications from the Producer, Director and Supervisor SA6. Discuss any problems with the breif that could impact the production process and solicit suggestions for resolving them
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand how to: SB1. Manage decision on suitable course of action
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan and prioritise work according to the requirements SB3. Work well in a fast-paced environment
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. check that your own work meets customer requirements
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. Identify and resolve commonly occurring issues in the equipment like printer, scanner, camera, etc.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Monitor the nature and quality of vendors materials, tools and equipment for future purchases
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Provide feedback on the quality of the equipment used, the resources and services provided by the vendor, and comment on whether the services of the vendor may be continued in the future

NOS Version Control

NOS Code	MES / N 0602		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	03/12/15
Sub-sector	Film, Television, Animation, Advertising, Gaming	Last reviewed on	02/01/16
Occupation	Art & Design	Next review date	03/01/18

National Occupational Standard
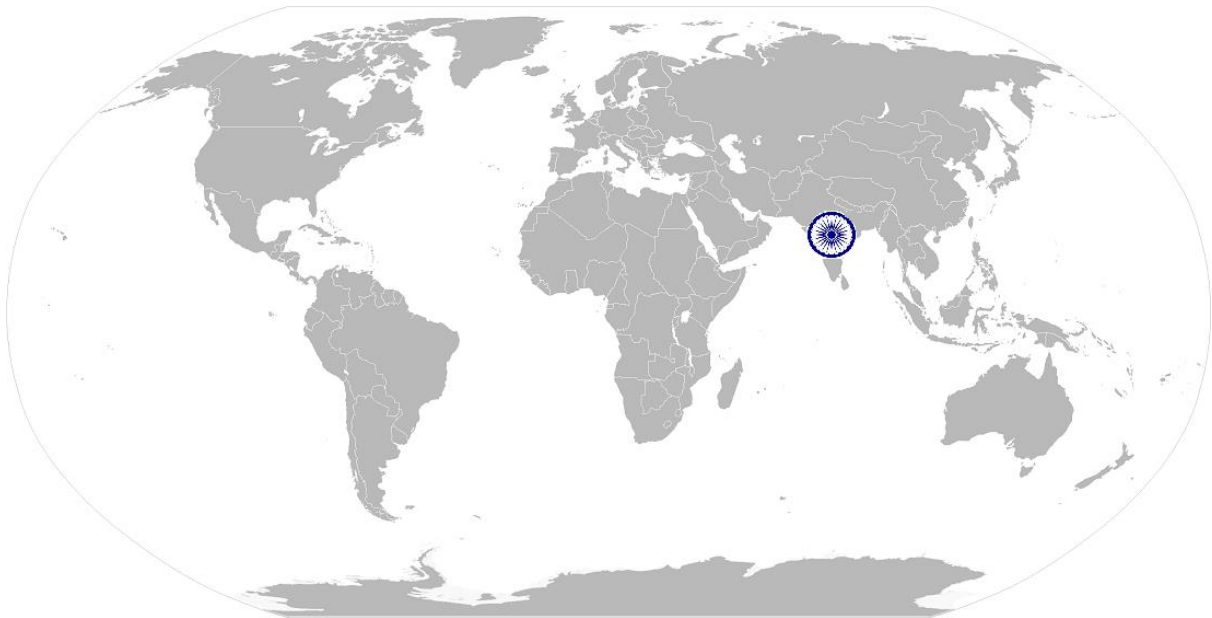
Overview

This unit is about generating visuals that meets production requirements and are feasible to the project.

Unit Code	MES/ N 0606
Unit Title (Task)	Visualize and generate design Ideas
Description	This OS unit is about preparing visuals as supervised by an art director or a senior graphic designer
Scope	This unit/task covers the following: • Generate visuals appropriate for the brief described by the supervisor

Performance Criteria(PC) w.r.t. the Scope

Element	Performance Criteria
Generate visuals ad design ideas appropriate for the brief	To be competent, the user/individual on the job must be able to: PC1. Understand and select graphic elements in accordance to the design idea PC2. Determine the color output based on the design idea PC3. Edit and compose existing images as supervised PC4. Create digtial artworks (logo, posters, stationery, etc.) PC5. Create typography designs (movie titles, logo text, etc.)

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: KA1. The creative vision and elements of production relevant to his/her job role KA2. The project pipeline/schedule and timelines relevant to their work KA3. The intended purpose of the design that need to be created KA4. How to report work progress to the supervisor
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. How to source images which are suitable for the scope of the project KB2. The techniques to create vector artwork(Logo, Titles, Boxart, Stationary,etc) KB3. The techniques to create raster artwork(Poster, Brochure,etc) KB4. Color Correction and Image compositing techniques KB5. Image Restoration and retouching techniques KB6. How to collect feedback from superiors and make necessary corrections KB7. The implication of the format on the quality of the end-product KB8. Applicable copyright norms and intellectual property rights KB9. Applicable health and safety guidelines

Skills (S) (Optional)

| A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Document notes and specifications for guidance and reference
	Reading Skills

National Occupational Standard

|		The user/individual on the job needs to know and understand how to:
		SA2. Gather, organize and store stock images, cliparts, photographs for use in projects
		SA3. Gather suitable references from various sources for use during production
		Oral Communication (Listening and Speaking skills)
		The user/individual on the job needs to know and understand how to:
		SA4. Understand the creative vision and technical requirements that need to be complied with the breif
		SA5. Discuss interim/final work peers and superiors and solicit their feedback on improvements
B. Professional Skills		**Decision making**
		The user/individual on the job needs to know and understand how to:
		SB1. Finalise the design ideas created or edited as per the project requirements
		Plan and Organize
		The user/individual on the job needs to know and understand how to:
		SB2. Plan and prioritise work according to the requirements
		SB3. Work well in a fast-paced environment
		Customer Centricity
		The user/individual on the job needs to know and understand how to:
		SB4. Check that own and/or your peer's work meets customer requirements.
		SB5. work effectively in a customer facing enviranment
		Problem Solving
		The user/individual on the job needs to know and understand how to:
		SB6. Address comments on the interim/final work-products and make changes accordingly
		Analytical Thinking
		The user/individual on the job needs to know and understand how to:
		SB7. Have a keen eye for detail and maintain an aesthetic sense towards colour Shapes, forms and software capabilities of the final output
		Critical Thinking
		The user/individual on the job needs to know and understand how to:
		SB8. Appraise the quality of own work to ensure it is in line with the expected quality standards

NOS Version Control

NOS Code	MES / N 0606		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	03/12/15
Sub-sector	Film, Television, Animation, Advertising, Gaming	Last reviewed on	02/01/16
Occupation	Art & Design	Next review date	03/01/18
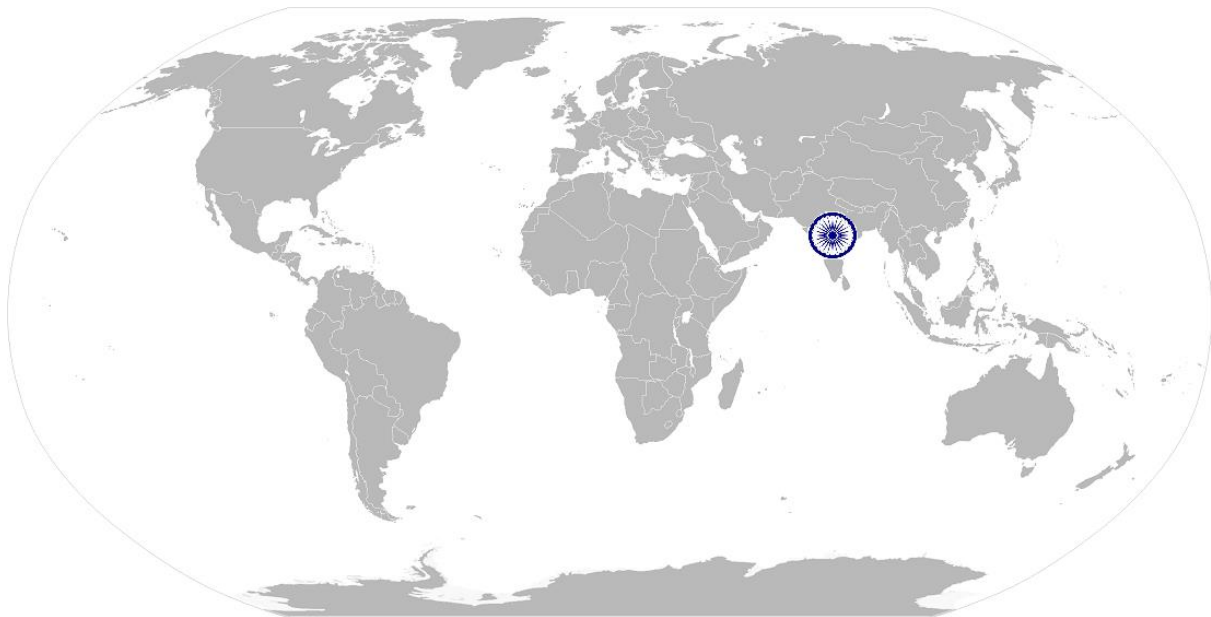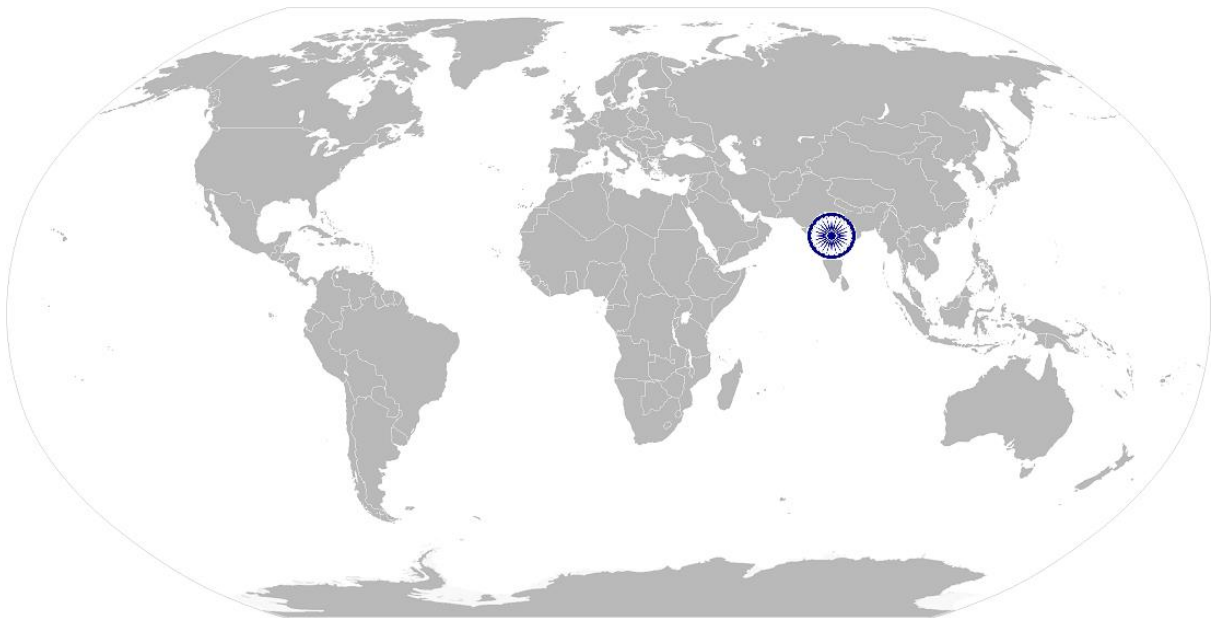
MES/ N 0104   **Maintain workplace health and safety**

National Occupational Standard

Overview

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

National Occupational Standard

Unit Code	MES/ N 0104
Unit Title (Task)	**Maintain workplace health and safety**
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	This unit/task covers the following: • 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	To be competent, the user/individual on the job must be able to: PC1. Understand and comply with the organisation's current health, safety and security policies and procedures PC2. Understand the safe working practices pertaining to own occupation 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 PC4. Participate in organization health and safety knowledge sessions and drills
Knowing the people responsible for health and safety and the resources available	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms
Identifying and reporting risks	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures PC9. Identify and recommend opportunities for improving health,safety, and security to the designated person PC10. Report any hazards outside the individual's authority to therelevant person in line with organisational procedures and warnother people who may be affected
Complying with procedures in the event of an emergency	PC11. Follow organisation's emergency procedures for accidents, firesor any other natural calamity in case of a hazard PC12. Identify and correct risks like illness, accidents, fires or anyother natural calamity safely and within the limits of individual'sauthority

| Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /	The user/individual on the job needs to know and understand: KA1. Organisation's norms and policies relating to health and safety KA2. Government norms and policies regarding health and safety and related emergency procedures

organization and its processes)	KA3. Limits of authority while dealing with risks/ hazards KA4. The importance of maintaining high standards of health and safety at a workplace
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The different types of health and safety hazards in a workplace KB2. Safe working practices for own job role KB3. Evacuation procedures and other arrangements for handling risks KB4. Names and contact numbers of people responsible for health and safety in a workplace KB5. How to summon medical assistance and the emergencyservices, where necessary KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. How to write and provide feedback regarding health and safety to the concerned people SA2. How to write and highlight potential risks or report a hazard to the concerned people
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Read instructions, policies, procedures and norms relating to health and safety
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Highlight potential risks and report hazards to the designated people SA5. Listen and communicate information with all anyone concerned or affected
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand how to: SB1. Make decisions on a suitable course of action or plan
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. build and maintain positive and effective relationships with colleges and customers
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Apply problem solving approaches in different situations
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. analyze data and activites

	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB6. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority
	SB7. Apply balanced judgements in different situations
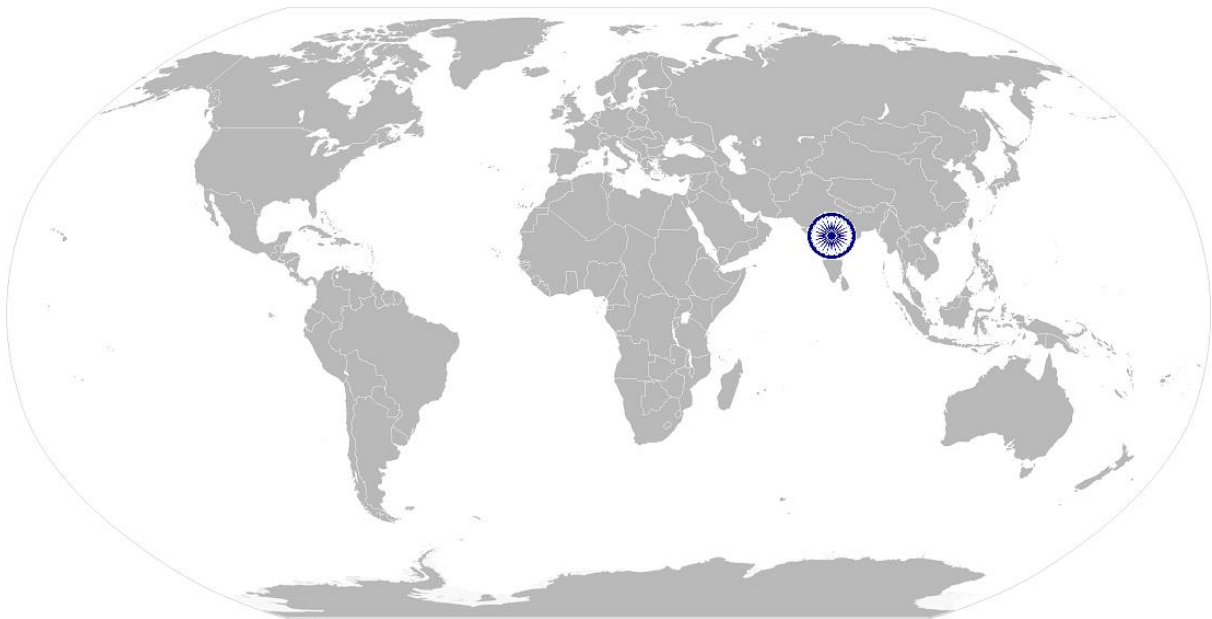
NOS Version Control

NOS Code	MES / N 0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	03/12/15
Sub-sector	Film, Television, Animation, Advertising, Gaming	Last reviewed on	02/01/16
Occupation	Art & Design	Next review date	03/01/18
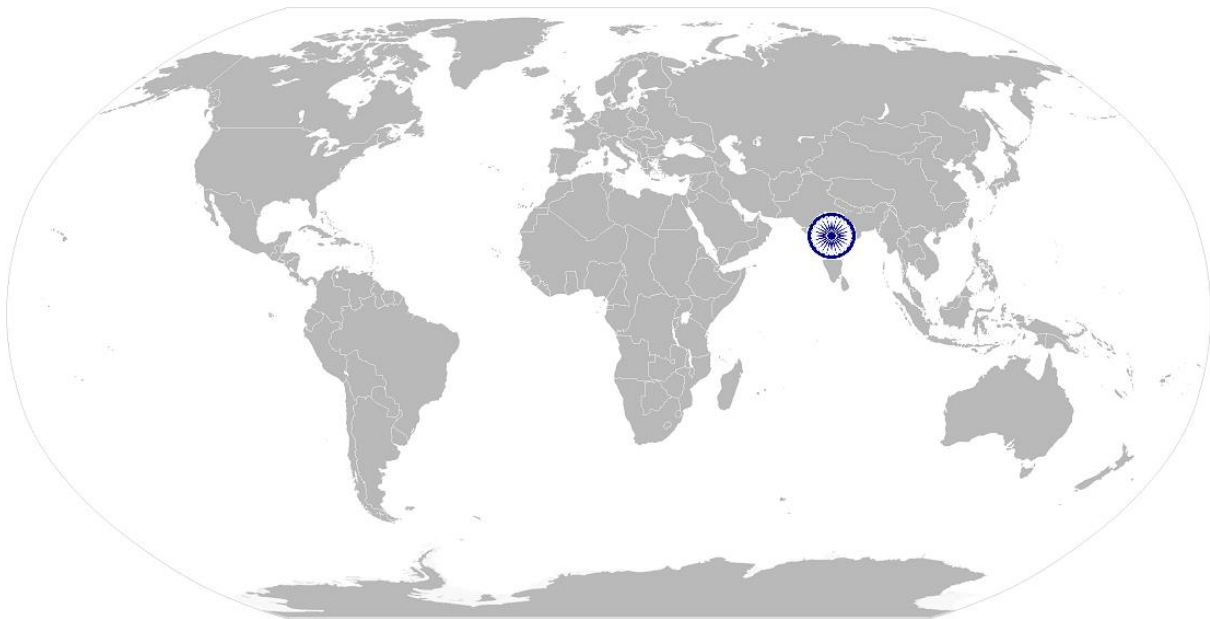
Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters
MES/ Q 0101
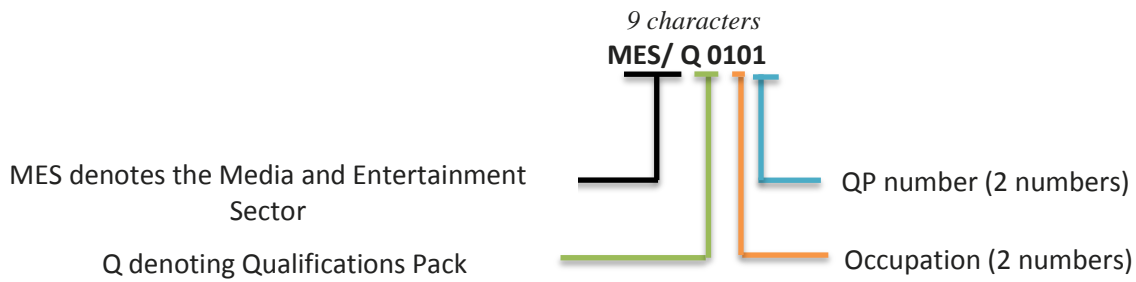
MES denotes the Media and Entertainment Sector

Q denoting Qualifications Pack

QP number (2 numbers)

Occupation (2 numbers)

Occupational Standard

An example of NOS with 'N'

9 characters
MES / N 0101

MES denotes the Media and Entertainment Sector

N denoting National Occupational Standard

OS number (2 numbers)

Occupation (2 numbers)
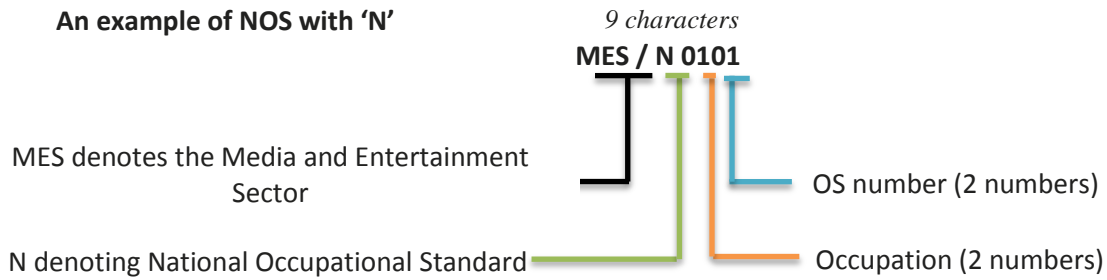
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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
…	…

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether **Q**P or **N**OS	Q
Next two numbers	Post Production	14
Next two numbers	QP number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Junior Graphic Designer
Qualification Pack: MES Q 0602
Sector Skill Council: Media and Entertainment Skills Council

S. No.	NOS	NOS NAME	Weightage
1	MES/ N 0601	Understand & follow Graphic visualization brief.	25%
2	MES/ N 0602	Manage equipment & material.	30%
3	MES/ N 0606	Create/Edit raster and vector graphics.	30%
4	MES/ N 0104	Maintain workplace health and safety.	15%
			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	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/ N 0601 (Understand and follow Graphic visualization brief)	PC1. Understand the Design specification based on job brief (dimensions, operating platforms, etc.)	100	20	10	50
	PC2. Understand the and relate the base idea, theme and concept		20	10	
	PC3. Understand client branding (Colour scheme, Logo, target audience, etc)		20	10	
	PC4. Determine the platform requirements of the project (Television, Film, Print, Gaming. Etc)		20	10	
	PC5. Determine the work requirements of the project relevant to his/her job role (Format, Number, Types, Duplicates etc)		20	10	
	Total	100	50		50
MES/ N 0602 (Manage equipment and material)	PC1. Gather raw stock imageries/ material (e.g. photographs, clipart, image filters) and select relevant material that can be used for production.	100	20	10	50
	PC2. Sort and material ready for the production process.		20	10	
	PC3. Ensure software/equipment is ready for use (e.g. Photoshop, Scanner, etc)		25	10	
	PC4. Save back-ups for interim work-products in the appropriate file formats		20	10	
	PC5. Ensure final work-products are prepared in appropriate file formats (e.g. .PSD, .AI, .CDR, etc) and appropriate medium (e.g. DVD, CD and digital flash drives).		15	10	
	Total	100	50		50
MES/ N 0606 (Create/Edit raster and vector graphics)	PC1. Understand and select graphic elements in accordance to the design idea.	100	30	10	50
	PC2. Determine the color output based on the design idea		10	15	
	PC3. Edit and compose existing images as supervised		10	15	
	PC4. Create digtial artworks (logo, posters, stationery, etc.)		25	5	
	PC5. Create typography designs (movie titles, logo text, etc.).		25	5	
	Total	100	50		50

MES/ N 0104 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures.		10	5	
	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.	100	10	5	50
	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 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