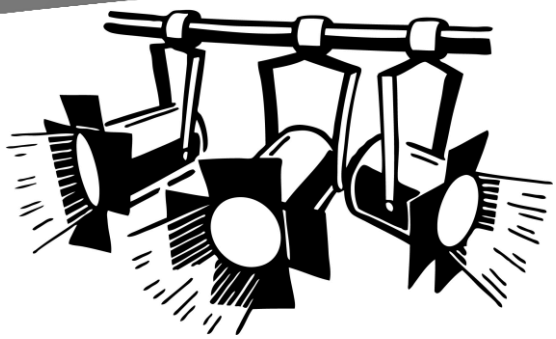
QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY



Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5
5. Nomenclature for QP & NOS P.33
6. Criteria For Assessment of Trainees.P.35

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

Contact Us:
Media &Entertainment Skills Council

E-mail: mesc@ficci.com

Introduction

Qualifications Pack- Lighting Director

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Television, Films, Print (special interest publications like magazines), Animation, Gaming, Advertising

OCCUPATION: Lighting

REFERENCE ID: MES/ Q 2001

ALIGNED TO: NCO-2004/NIL

Lighting Director in the Media & Entertainment Industry is the head of the lighting department

Brief Job Description: Individuals on this job are responsible for leading the lighting efforts of a production team

Personal Attributes: This job requires the individual to understand the technical aspects of lighting in a production team, give guidance to the production team about the various needs of the lighting crew in the pre-production, production and post-production phases. The individual uses technical experience to design the look for each shot and realise it by coordinating the efforts of the lighting team. The individual works closely with the Director, Producer, Camera Team, Gaffers, and the lighting crew/ electricians/ sparks.

Job Details

Qualifications Pack Code	**MES/ Q 2001**		
Job Role	**Lighting Director** 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, Films, Print, Animation, Gaming, Advertising**	**Last reviewed on**	**25/03/15**
Occupation	**Lighting**	**Next review date**	**24/03/17**

Job Role	**Lighting Director**
Role Description	Lead lighting efforts of a production team
NSQF level	6
Minimum Educational Qualifications	Graduate
Maximum Educational Qualifications	Post Graduate in Cinematography, Electrical Engineering
Training (Suggested but not mandatory)	Specialized certifications in lighting
Minimum Job Entry Age	18 years
Experience	4-6 years
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES / N 2001 (Provide inputs during pre-production) 2. MES / N 2002 (Estimate lighting requirements) 3. MES / N 2003 (Procure or arrange for lights for shoot) 4. MES / N 2004 (Recruit lighting crew) 5. MES / N 2005 (Co-ordinate lighting activities) 6. MES / N 0104 (Maintain workplace health and safety) **Optional:** N.A
Performance Criteria	As described in the relevant OS units

Definitions

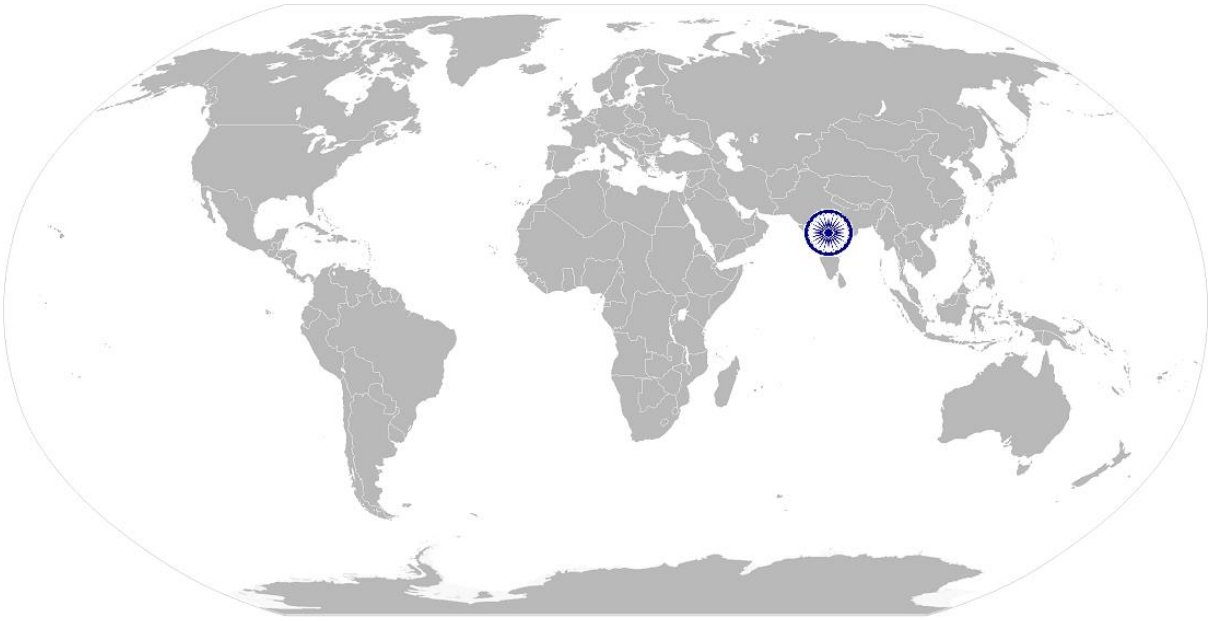
Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Campaign	Advertisement effort across media platforms, planned during a specific time period
Colour correction	Process used in stage lighting, photography, television, cinematography and other disciplines, the intention of which is to alter the overall color of the light
Director of Photography	is the chief over the camera and lighting crews working on a film, and responsible for achieving artistic and technical decisions related to the image
Lighting console	is an electronic device used to control multiple lights at once
Power management system	System used to generate electricity in order to power the lights and supporting equipment. For production, it usually consists of a generator.
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.

Acronyms

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

National Occupational Standard



Overview

This unit is about providing inputs on all lighting-related matters during the pre-production process

National Occupational Standard

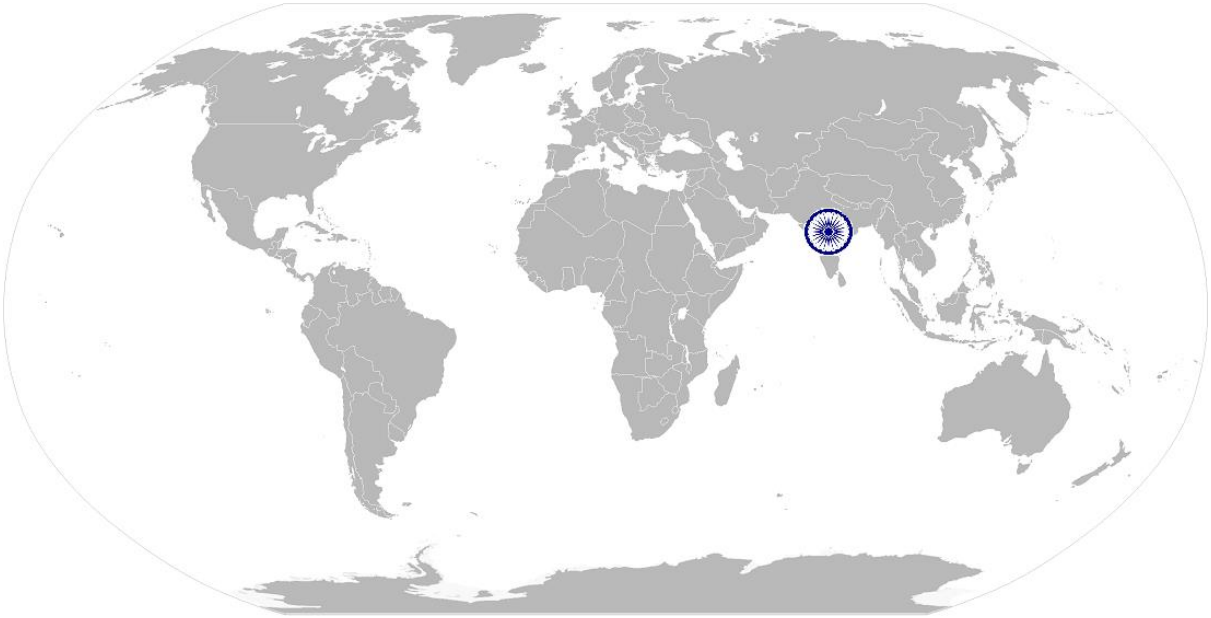
Unit Code	MES/ N 2001
Unit Title (Task)	**Provide inputs during pre-production**
Description	This OS unit is about providing inputs on all lighting-related matters during the pre-production process
Scope	This unit/task covers the following: • Carrying out pre-production planning • May be across media organizations that operate as television channels, advertising agencies or film/television/photography production houses • Using technical expertise and industry knowledge to facilitate pre-production planning
Performance Criteria (PC) with respect to the scope	
Element	**Performance Criteria**
Carrying out pre-production planning	To be competent, the user/individual on the job must be able to: PC1. Understand the film-making/photography process and activities involved in the pre-production, production and post-production stages of film-making/photography PC2. Understand and map out the scope, scale and requirements of the production and all appropriate lighting aspects
Using technical expertise and industry knowledge to facilitate pre-production	PC3. Understand the different aspects of lighting, which may include: • Types of lighting, power supply and management systems • Lighting requirements for different settings and locations • Process flows of the lighting process • Technical specifications attached to the equipment used in lighting PC4. Understand the creative perspective of the Director/Director of Photography and use technical knowledge to: • Contribute to budget plans by offering preliminary costs of lighting requirements • Offer logistical guidance • Advise on location setting preferences based upon idea, script, technical requirements
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. Technical capabilities of the organization and its people in the lighting department KA2. Current inventory of lights and lighting equipment and power management systems within the organization, if any KA3. Financial resources available to the organization in order to procure lighting equipment and power management systems
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Theory and practice of electrics KB2. Different types of lights (spot, broad, flood, soft, dimmer, etc.) KB3. Different types of bulbs (HMI, Fluorescent, LED, etc.) KB4. The process of film/photography scheduling KB5. How the power management systems for lighting (generators, batteries,

	inverters, etc.) work KB6. How to operate and use lighting equipment, including understanding wiring requirements KB7. Safety protocols related to handling lighting/power management equipment
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 lighting requirements in order to facilitate the production schedule SA2. Document budget for the lighting equipment/power management systems
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Research and keep updated on trends in the techniques/processes of lighting SA4. Read and understand the technical specifications relating to lighting equipment and power management systems
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Understand the technical requirements from the client/director/director of photography SA6. Liaise with the lighting team to translate the mandate set by client/director/director of photography into specific requirements
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Identify locations/technical requirements that best suit the mandate of the production team SB2. Determine the personnel that can bring specialization for a particular task, in case required
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Compile a list of lighting requirements for the production process
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Assist the production team in solving any technical/logistical problems that may arise in the pre-production process relating to lighting requirements during production
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Facilitate/advance production timelines by introducing lighting technologies/equipment in the pre-production stage that may expedite production process
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Balance cost effectiveness of selected lighting protocol with client mandate/expectations

NOS Version Control

NOS Code	MES / N 2001		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/03/15
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17

National Occupational Standard



Overview

This unit is about about estimating and scheduling the lighting equipment needed for the production

National Occupational Standard

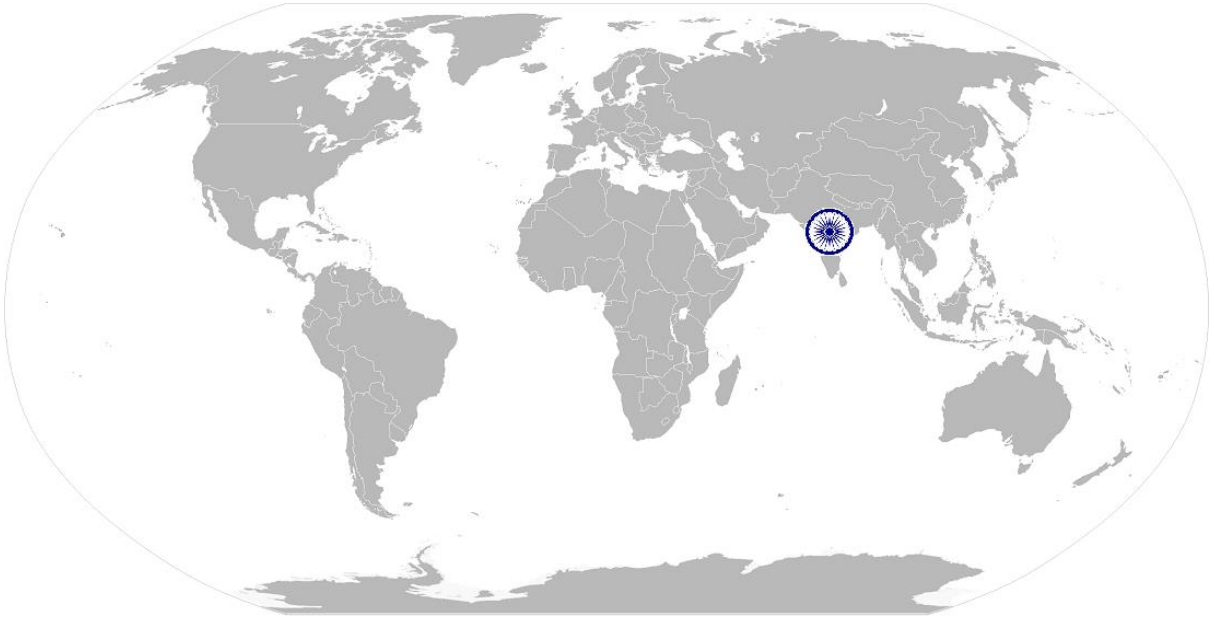
Unit Code	MES/ N 2002
Unit Title (Task)	**Estimate lighting requirements**
Description	This OS unit is about estimating and scheduling the lighting equipment needed for the production.
Scope	This unit/task covers the following: • Understanding lighting objectives • May be across media organizations that operate as television channels, advertising agencies or film/television/photography production houses • Using technical expertise and industry knowledge to facilitate identification of lighting and other equipment Note: • On large productions Lighting Directors, Lighting Managers or Gaffers may be responsible for estimating requirements across the shoot. However, Lighting Technicians may need to provide inputs/estimate requirements relevant to their personal scope of work.
Performance Criteria (PC) with respect to the scope	
Element	**Performance Criteria**
Understanding lighting objectives	To be competent, the user/individual on the job must be able to: PC1. Understand the film-making/photography process and the creative objectives of the production, with regards to lighting aspects, as relevant to the role
Using technical expertise and industry knowledge to facilitate identification of lighting and other equipment	PC2. Understand the different aspects of lighting, which may include: • Types of lighting, power supply and management systems • Lighting requirements for different settings and locations • Process flows of the lighting process • Technical specifications attached to the equipment used in lighting PC3. Understand own, or each member in the lighting department's, roles and responsibilities, and one's own/others' scope for handling lighting equipment PC4. Estimate realistic lighting requirements as appropriate to the role, based upon production schedules, budgetary restructions, logistical nuances of having the lighting equipment present and functioning at the day/s of the shoot, and discussions in the pre-production planning stage (if appropriate)
Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Technical capabilities of the organization and its people in the lighting department, as per role KA2. Current inventory of lights, power management systems and lighting equipment within the organization, if any KA3. Financial resources available to the organization in order to procure lighting equipment and power management systems, as per role

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Theory and practice of electrics KB2. How to determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics KB3. Different types of lights (spot, broad, flood, soft, dimmer, etc.) KB4. Different types of bulbs (HMI, Fluorescent, LED, etc.) KB5. The size of crew necessary to undertake the production requirements and comply with the production schedule KB6. The process of film/photography scheduling KB7. How the power management systems for lighting (generators, batteries, inverters, etc.) work KB8. The importance of briefing the best boy, crew & outside contractors fully about the production and its requirements KB9. How to operate and use lighting equipment, including understanding wiring requirements KB10. The documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems KB11. Safety protocols related to handling lighting/power management equipment
Skills (S) (Optional)	
C. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document budget for the lighting equipment/power management systems SA2. Document lighting requirements in order to facilitate the production schedule
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Identify trends in the techniques/processes of lighting SA4. Identify technical specifications relating to lighting equipment and power management systems
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Present technical requirements as per the mandate set by the client/director/director of photography SA6. Translate the mandate set by client/director/director of photography into requirements specific to the lighting team
D. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics SB2. Determine the personnel that can bring specialization for a particular task, in case required
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Compile a list of lighting requirements for the production process

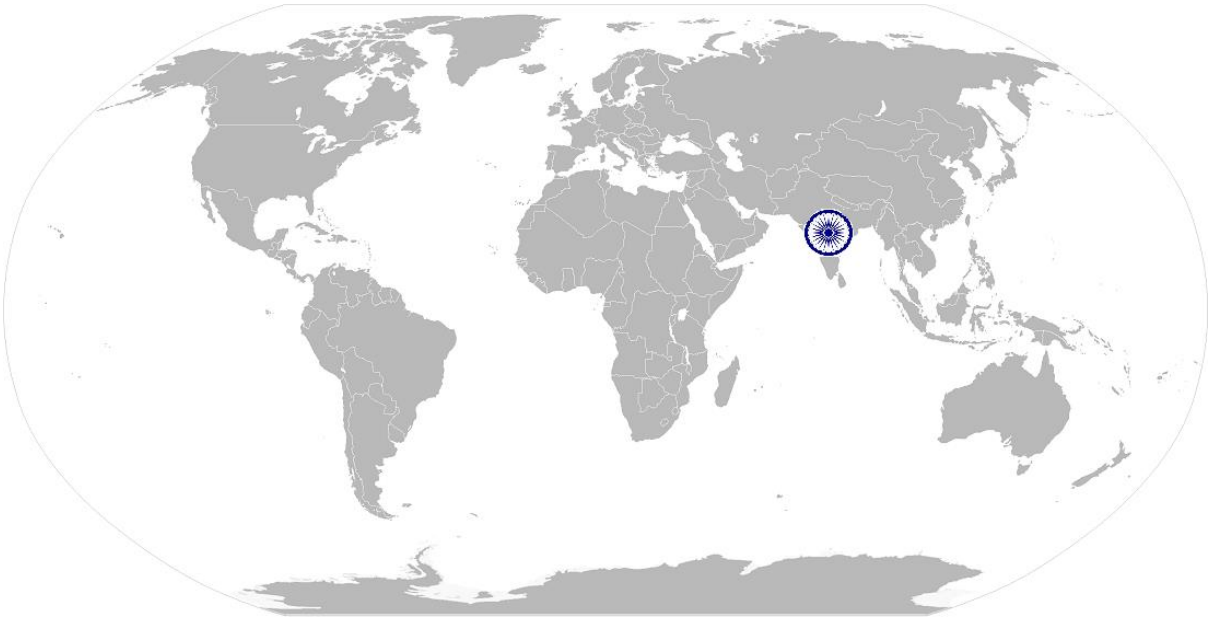
	SB4. Contact vendors/associates in order to provide equipment/skills necessary to undertake the production process SB5. Schedule the equipment/skills necessary in order to be available at the time of shoot SB6. Put in place the documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. Meet expectations of the client/director/director of photography from the lighting department SB8. Perform techniques/skills required to meet client expectations
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. Assist the production team in solving any technical/logistical problems that may arise in the procurement process relating to lighting requirements during production SB10. The importance of dealing with problems promptly and seeking agreement on variations and recording the agreements
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Facilitate/advance production timelines by introducing lighting technologies/equipment in the pre-production stage that may expedite production process
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Balance cost effectiveness of selected lighting protocol with client mandate/expectations

NOS Version Control

NOS Code	MES / N 2002		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/03/15
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17



National Occupational Standard



Overview

This unit is about procuring the lighting equipment needed for the production

National Occupational Standard

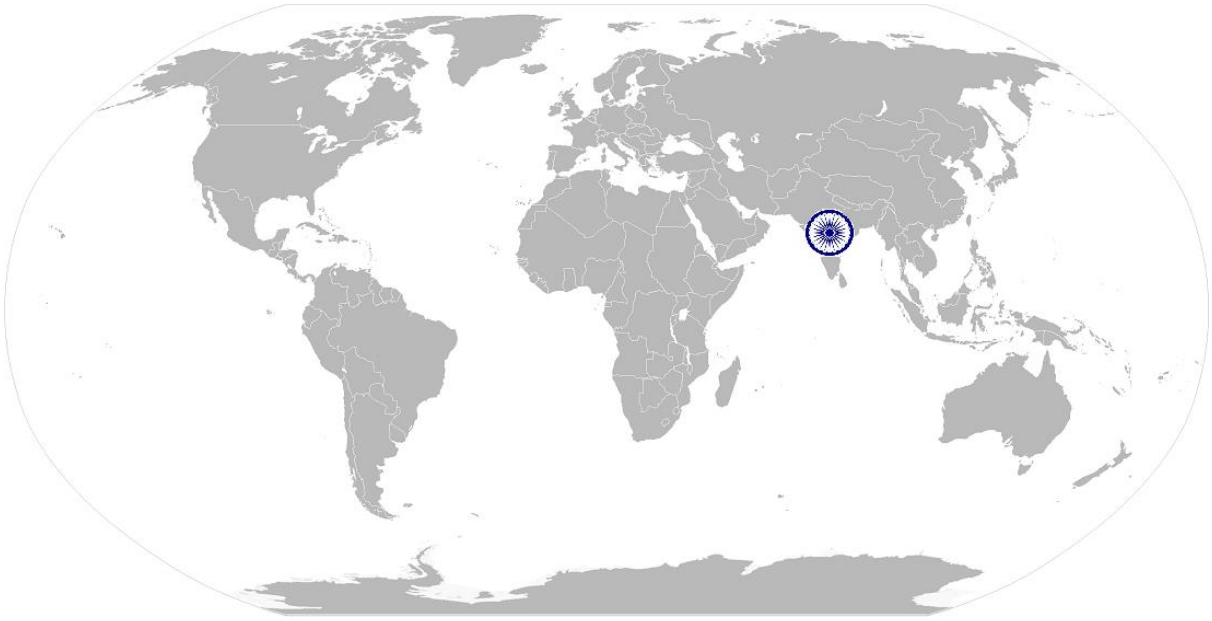
Unit Code	MES/ N 2003
Unit Title (Task)	Procure or arrange for lights for shoot
Description	This OS unit is about procuring the lighting equipment needed for the production.
Scope	This unit/task covers the following: • Determining procurement requirements for lighting • Undertaking procurement for lighting

Performance Criteria (PC) with respect to the scope	
Element	**Performance Criteria**
Determining procurement requirements for lighting	To be competent, the user/individual on the job must be able to: PC1. Discuss and agree on the list of resources/equipment to be procured and the allocated budget with the creative and finance teams
Undertaking procurement for lighting	PC2. Determine the most appropriate method of procurement (hire, purchase or fabricate) based on the item required and its significance to the production PC3. Research and identify appropriate lighting/equipment vendors for procurement, taking into account existing vendor relationships PC4. Negotiate commercial terms effectively with suppliers and vendors and procure the relevant equipment and resources required, which may include spots, consoles, generators, power management systems etc. PC5. Ensure, or supervise others to ensure, that appropriate documentation, insurance, etc is kept, in line with relevant laws and regulations

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. Current inventory of lights, power management systems and lighting equipment within the organization, if any KA2. Financial resources available to the organization in order to procure lighting equipment and power management systems KA3. Current business vendors/associates of the organization KA4. Production schedule and timelines
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Theory and practice of electrics KB2. How to determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics KB3. Different types of lights (spot, broad, flood, soft, dimmer, etc.) KB4. Different types of bulbs (HMI, Fluorescent, LED, etc.) KB5. The size of crew necessary to undertake the production requirements and comply with the production schedule KB6. The process of film/photography scheduling KB7. How the power management systems for lighting (generators, batteries, inverters, etc.) work

	KB8. The importance of briefing the best boy, crew & outside contractors fully about the production and its requirements KB9. How to operate and use lighting equipment, including understanding wiring requirements KB10. The documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems KB11. Safety protocols related to handling lighting/power management equipment
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 budget for the lighting equipment/power management systems SA2. Document lighting requirements in order to facilitate the production schedule SA3. Complete necessary documentation required for lighting equipment contractors
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. Read and understand equipment manuals and specifications SA5. Research to determine the technical specifications required for lighting equipment and power management systems
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. Obtain necessary approvals for equipment purchases from the client/director/director of photography SA7. Explain requirements to equipment vendors as per the mandate set by the client/director/director of photography
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Contact vendors/associates in order to provide equipment/skills necessary to undertake the production process SB3. Schedule the equipment/skills necessary in order to be available at the time of shoot
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Assist the production team in solving any technical/logistical problems that may arise in the procurement process relating to lighting requirements during production SB5. Deal with problems promptly and seeking agreement on variations and recording the agreements SB6. Communicate any new changes to the schedule to the lighting crew and

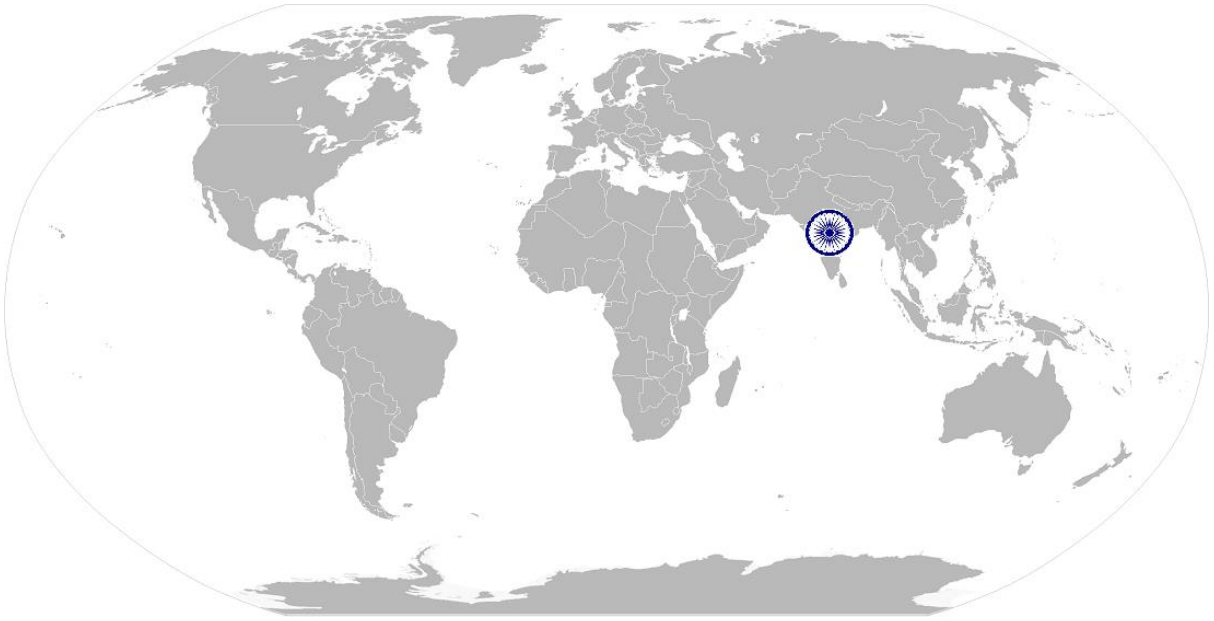
	relevant persons so they can ensure the electrical equipment is adequate for such changes
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. Facilitate/advance production timelines by introducing lighting technologies/equipment in the pre-production stage that may expedite production process
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. Balance cost effectiveness of selected lighting protocol with client mandate/expectations
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB9. check that your own work meets customer/project requirements



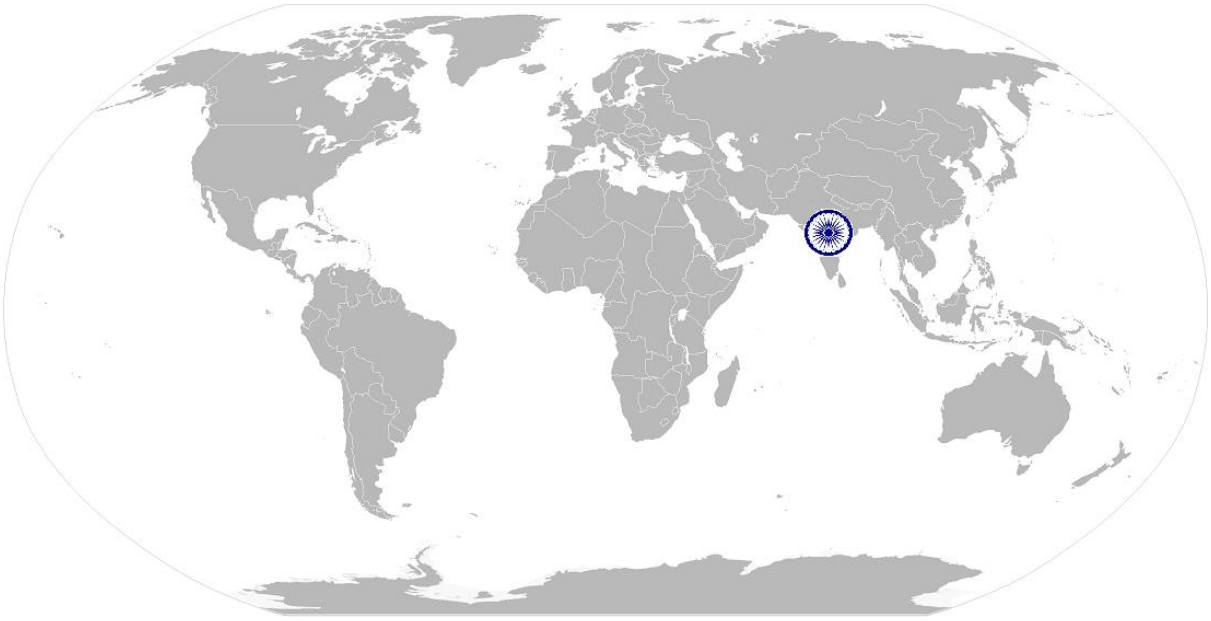
MES/ N 2003 **Procure or arrange for lights for shoot**

NOS Version Control

NOS Code	**MES / N 2003**		
Credits(NSQF)	**TBD**	**Version number**	**1.0**
Sector	**Media and Entertainment**	**Drafted on**	**18/03/15**
Sub-sector	**Television, Films, Print, Animation, Gaming, Advertising**	**Last reviewed on**	**25/03/15**
Occupation	**Lighting**	**Next review date**	**24/03/17**



National Occupational Standard



Overview

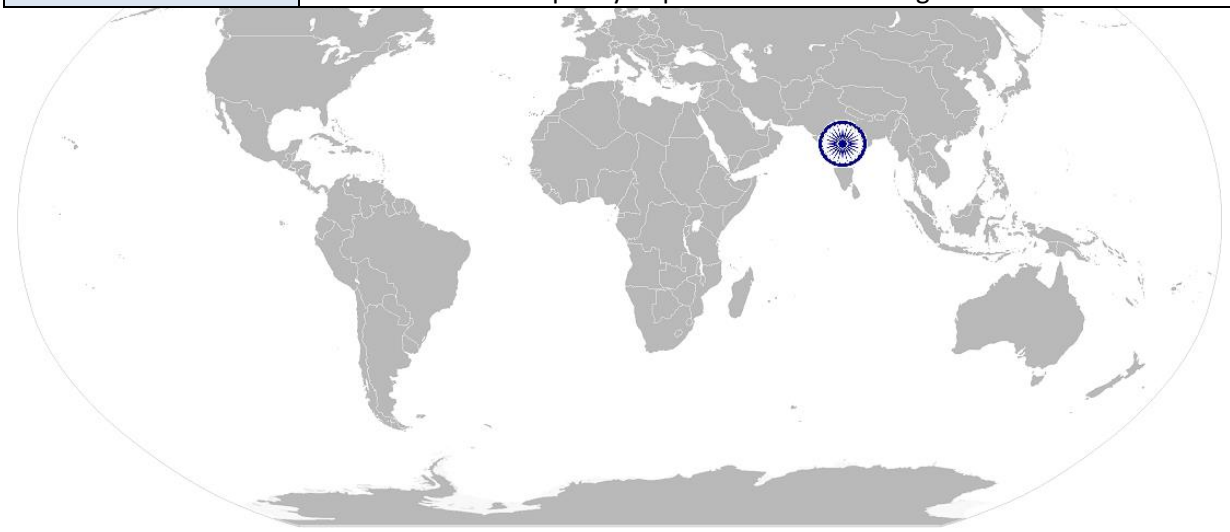
This unit is about understanding the requirement for personnel during production, and recruiting lighting crew as required

National Occupational Standard

Unit Code	MES/ N 2004
Unit Title (Task)	Recruit lighting crew
Description	This OS unit is about understanding the requirement for personnel during production, and recruiting lighting crew as required
Scope	This unit/task covers the following: • Recruiting lighting crew personnel • Defining duties, roles and responsibilities • Training personnel to meet recruitment needs
Performance Criteria (PC) with respect to the scope	
Element	**Performance Criteria**
Recruiting lighting crew personnel	To be competent, the user/individual on the job must be able to: PC1. Identify the number of people required, duration of involvement and job specifications of each role required within the lighting team PC2. Identify any personnel gaps in the lighting crew and take measures to fill those gaps PC3. Shortlist profiles and conduct interviews and/or practical tests to establish a fit for each role PC4. Negotiate and finalise candidate salaries within the hiring budget allocated for the cast and crew
Defining duties, roles and responsibilities	PC5. Agree the details for contracts to be drawn up and allocate duties to those who will be working in the lighting crew, that accords with their competence and skills PC6. Inform those who work in the lighting team about their job responsibilities and limitations in a way which promotes good working relationships
Training personnel to meet recruitment needs	PC7. Train personnel to operate lights to the satisfaction of the client/director/director of photography, and to meet any gaps in personnel if necessary
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. Technical capabilities of the organization and its people in the lighting department KA2. Profile of people working in the lighting department, especially the personnel involved in the production process
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Theory and practice of electrics KB2. Scope of work for each position in the lighting crew KB3. Limit of responsibility for each position in the lighting crew KB4. The importance of communicating responsibilities of the production to your team and any limitations to those responsibilities in a positive manner which

	promotes good working relationships KB5. The importance of involving those who work in the lighting crew in understanding the overall production and its progress KB6. The need to provide feedback to lighting crew personnel on the overall production and its progress
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Identify the scope of work for each position in the lighting crew SA2. Demarcate responsibility for each position in the lighting crew SA3. Brief the team fully on the key details of the production, its requirements and schedule and confirm their full understanding of the same SA4. Agree on the details for contracts to be drawn up and allocate duties to those who will be working for you that accords with their competence and skills
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. Identify trends in the techniques/processes of lighting SA6. Keep abreast of latest human resource policies and happenings in the industry
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. Provide feedback to lighting crew personnel on the overall production and its progress SA8. Confirm that those who work in the lighting team understand the risk assessment relevant to the production and ensure that is adhered to SA9. Establish practicable and appropriate communications systems
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Determine the personnel that can bring specialization for a particular task, in case required SB2. Determine human resource gaps in the lighting department and take steps to fill those gaps
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Contact vendors/associates in order to provide manpower necessary to undertake the production process SB4. Determine human resource gaps in the lighting department and take steps to fill those gaps
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. Meet expectations of the client/director/director of photography from the lighting department SB6. Exhibit techniques/skills required to meet client expectations

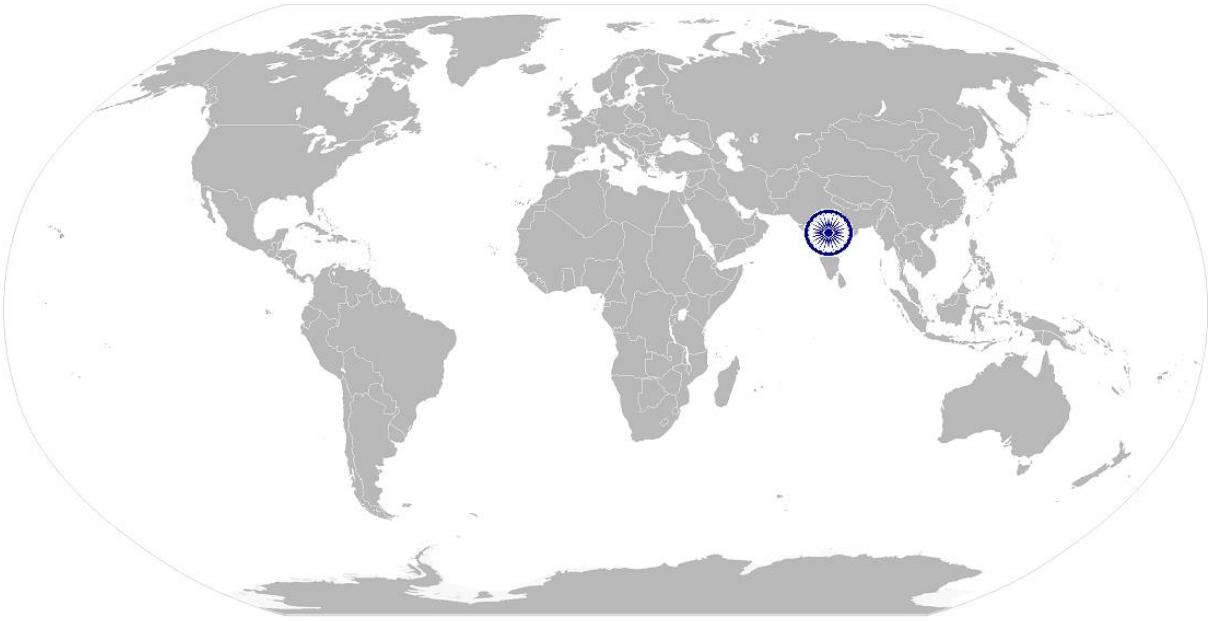
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Contact vendors/human resource firms in order to provide manpower necessary to undertake the production process or fill gaps left by outgoing crew personnel SB8. Inform those who work in the lighting team about their job responsibilities and limitations in a way which promotes good working relationships SB9. Confirm that lighting crew personnel understand the risk assessment relevant to the production and ensure that is adhered to
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Determine future human resource requirements in the lighting team, keeping in mind the production pipeline and status of existing personnel
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Map current compensation structure of the firm vs. the industry, and how this affects the quality of personnel that the organization attracts



NOS Version Control

NOS Code	MES / N 2004		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	19/09/13
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17

National Occupational Standard



Overview

This unit is about managing and coordinating efforts of the lighting team before and during the shoot

National Occupational Standard

Unit Code	MES/ N 2005
Unit Title (Task)	**Co-ordinate lighting activities**
Description	This OS unit is about managing and coordinating efforts of the lighting team before and during the shoot
Scope	This unit/task covers the following: • Understanding and planning lighting activities • Managing and coordinating efforts of lighting team
Performance Criteria (PC) with respect to the scope	
Element	**Performance Criteria**
Understanding and planning lighting activities	To be competent, the user/individual on the job must be able to: PC1. Identify each member of the lighting team and their roles and responsibilities PC2. Identify important members of the production team (in relation to the lighting department) and their roles and responsibilities PC3. Break-down the production schedule relevant to lighting into a daily task list, for oneself or the wider team
Managing and coordinating efforts of lighting team	PC4. Lead, or support, the lighting unit toward successful completion of their tasks, and manage, or support in managing, day to day activities during the shoot PC5. Track progress against the lighting schedule and budget, if appropriate to the role PC6. Anticipate potential delays/ budget overruns, for own work or the wider team's, and escalate these to relevant departments and identify ways to minimize them PC7. Attend relevant production meetings, as appropriate to the role, to ensure the electrical requirements are accounted for, and that any change and their implications for lighting are considered
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. Technical capabilities of the organization and its people in the lighting department KA2. Profile of people working in the lighting department, especially the personnel involved in the production process KA3. Current business vendors/associates of the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Theory and practice of electrics KB2. How to determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics KB3. Different types of lights (spot, broad, flood, soft, dimmer, etc.) KB4. Different types of bulbs (HMI, Fluorescent, LED, etc.) KB5. The size of crew necessary to undertake the production requirements and

	comply with the production schedule KB6. The process of film/photography scheduling KB7. How power management systems for lighting (generators, batteries, inverters, etc.) work KB8. The importance of briefing the best boy, crew & outside contractors fully about the production and its requirements KB9. How to operate and use lighting equipment, including understanding wiring requirements KB10. How to coordinate efforts between members of the lighting and production teams in order to facilitate production process KB11. Safety protocols related to handling lighting/power management equipment
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 process flows for the lighting equipment/power management systems on the day/s of shoot SA2. Document lighting requirements in order to facilitate the production schedule SA3. Collate and disseminate information to team members about changes in the production plan and its effect on the lighting department
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. Identify trends in the techniques/processes of lighting SA5. Identify technical specifications relating to lighting equipment and power management systems
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. Present technical requirements as per the mandate set by the client/director/director of photography SA7. Translate the mandate set by client/director/director of photography into requirements specific to the lighting team SA8. Interact with lighting and other production team members on the day/s of shoot to achieve desired results
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. Determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics SB2. Delegate tasks to team members on the day/s of shoot SB3. Determine the personnel that can bring specialization for a particular task, in case required
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB4. Compile a list of lighting requirements for the production process and delegate tasks in the process to team members SB5. Contact vendors/associates in order to provide equipment/skills necessary to

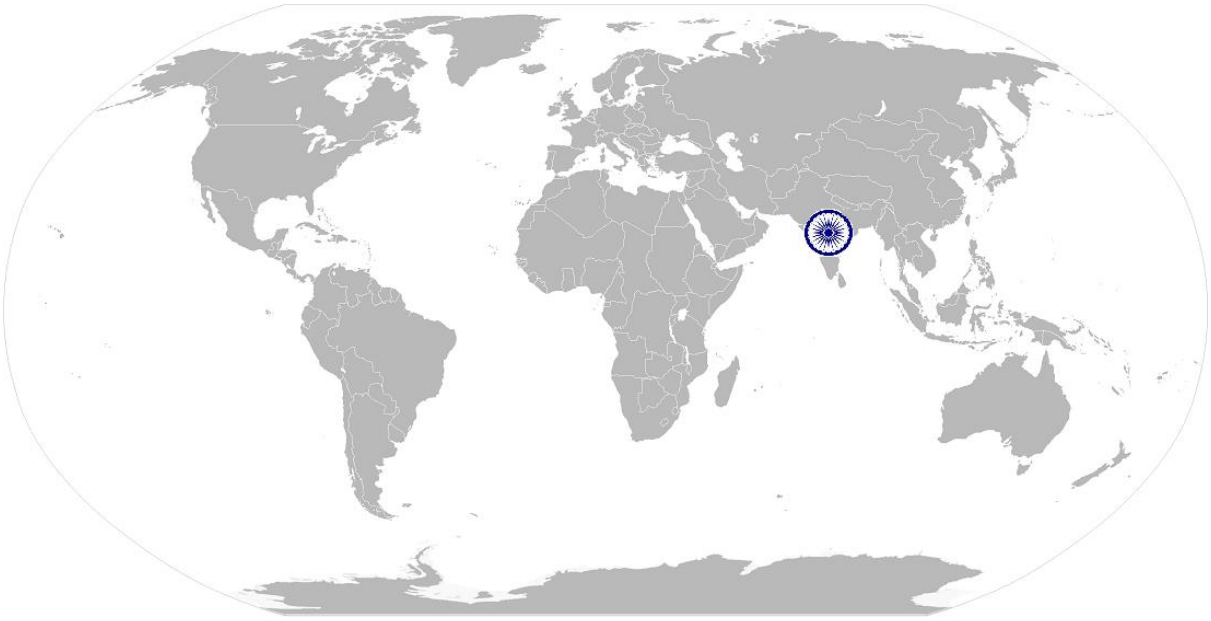
	undertake the production process SB6. Schedule the equipment/skills necessary in order to be available at the time of shoot SB7. Complete the documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. Meet expectations of the client/director/director of photography from the lighting department SB9. Exhibit techniques/skills required to meet client expectations
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB10. Assist the production team in solving any technical/logistical problems that may arise in the production process relating to lighting requirements SB11. Deal with problems promptly and seeking agreement on variations and recording the agreements SB12. Communicate any new changes to the schedule to the lighting crew and relevant persons so they can ensure the electrical equipment is adequate for such changes
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB13. Facilitate/advance production timelines by introducing lighting technologies/equipment in the pre-production stage that may expedite production process
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB14. Balance cost effectiveness of selected lighting protocol with client mandate/expectations

MES/ N 2005 Co-ordinate lighting activities

NOS Version Control

NOS Code	MES / N 2005		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/03/15
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17

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 the relevant person in line with organisational procedures and warn other people who may be affected
Complying with procedures in the event of an emergency	PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority

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. Organisation's norms and policies relating to health and safety KA2. Government norms and policies regarding health and safety and related emergency procedures 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 emergency services, 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
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Apply problem solving approaches in different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority SB5. Apply balanced judgements in different situations
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. build and maintain positive and effective relationships with colleges and customers
	Analytical Thinking
	SB7. analyze data and activites

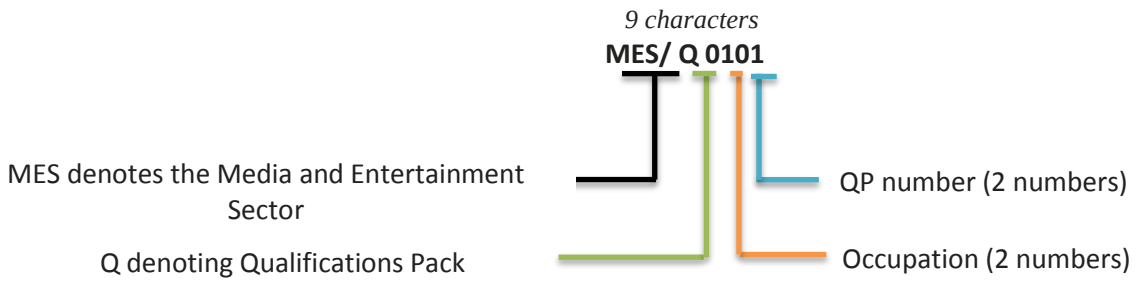
NOS Version Control

NOS Code	MES / N 0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/03/15
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17

Annexure

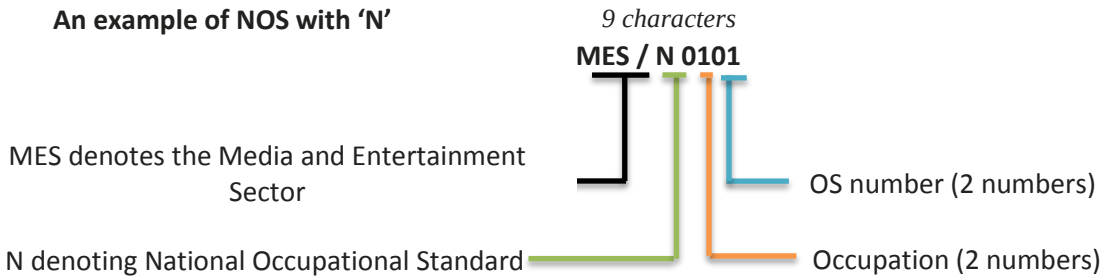
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



Back to top…

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	Lighting	20
Next two numbers	Lighting Director	01

CRITERIA FOR ASSESSMENT OF TRAINEES
Job Role: Lighting Director
Qualification Pack: MES Q 2001
Sector Skill Council: Media and Entertainment Skills Council

	NOS	NOS NAME	Weightage
1	MES/ N 2001	Provide inputs during pre-production	20%
2	MES/ N 2002	Estimate lighting requirements	20%
3	MES/ N 2003	Procure or arrange for lights	20%
4	MES/ N 2004	Recruit lighting crew	10%
5	MES/ N 2005	Co-ordinate lighting activities	20%
6	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 2001 (Provide inputs during pre-production)	PC1. Understand the film-making/photography process and activities involved in the pre-production, production and post-production stages of film-making/photography	100	25	15	50
	PC2. Understand and map out the scope, scale and requirements of the production and all appropriate lighting aspects		25	10	
	PC3. Understand the different aspects of lighting, which may include: • Types of lighting, power supply and management systems • Lighting requirements for different settings and locations • Process flows of the lighting process		25	15	
	PC4. Understand the creative perspective of the Director/Director of Photography and use technical knowledge to: • Contribute to budget plans by offering preliminary costs of lighting requirements • Offer logistical guidance • Advise on location setting preferences based upon idea, script, technical requirements		25	10	
		Total	100	50	50

Assessment Outcomes	Assessment Criteria for Outcomes	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
MES/ N 2002 (Estimate lighting requirements)	PC1. Understand the film-making/photography process and the creative objectives of the production, with regards to lighting aspects, as relevant to the role	100	20	10	50
	PC2. Understand the different aspects of lighting, which may include: • Types of lighting, power supply and management systems • Lighting requirements for different settings and locations • Process flows of the lighting process • Technical specifications attached to the equipment used in lighting		30	20	
	PC3. Understand own, or each member in the lighting department's, roles and responsibilities, and one's own/others' scope for handling lighting equipment		20	10	

	PC4. Estimate realistic lighting requirements as appropriate to the role, based upon production schedules, budgetary restructions, logistical nuances of having the lighting equipment present and functioning at the day/s of the shoot, and discussions in the pre-production planning stage (if appropriate)		30	10	
		Total	100	50	50
Assessment Outcomes	**Assessment Criteria for Outcomes**			**Marks Allocation**	
		Total Mark	**Out Of**	**Theory**	**Skills Practical**
MES/ N 2003 (Procure or arrange for lights)	PC1. Discuss and agree on the list of resources/equipment to be procured and the allocated budget with the creative and finance teams	100	25	15	50
	PC2. Determine the most appropriate method of procurement (hire, purchase or fabricate) based on the item required and its significance to the production		20	10	
	PC3. Research and identify appropriate lighting/equipment vendors for procurement, taking into account existing vendor relationships		20	5	
	PC4. Negotiate commercial terms effectively with suppliers and vendors and procure the relevant equipment and resources required, which may include spots, consoles, generators, power management systems etc.		20	10	
	PC5. Ensure, or supervise others to ensure, that appropriate documentation, insurance, etc is kept, in line with relevant laws and regulations		15	10	
		Total	100	0	50
Assessment Outcomes	**Assessment Criteria for Outcomes**			**Marks Allocation**	
		Total Mark	**Out Of**	**Theory**	**Skills Practical**
MES/ N 2004 (Recruit lighting crew)	PC1. Identify the number of people required, duration of involvement and job specifications of each role required within the lighting team	100	15	5	50
	PC2. Identify any personnel gaps in the lighting crew and take measures to fill those gaps		15	5	
	PC3. Shortlist profiles and conduct interviews and/or practical tests to establish a fit for each role		15	5	
	PC4. Negotiate and finalise candidate salaries within the hiring budget allocated		10	5	

	for the cast and crew				
	PC5. Agree the details for contracts to be drawn up and allocate duties to those who will be working in the lighting crew, that accords with their competence and skills		15	10	
	PC6. Inform those who work in the lighting team about their job responsibilities and limitations in a way which promotes good working relationships		15	10	
	PC7. Train personnel to operate lights to the satisfaction of the client/director/director of photography, and to meet any gaps in personnel if necessary		15	10	
		Total	100	50	50
Assessment Outcomes	**Assessment Criteria for Outcomes**			**Marks Allocation**	
		Total Mark	**Out Of**	**Theory**	**Skills Practical**
MES/ N 2005 (Co-ordinate lighting activities)	PC1. Identify each member of the lighting team and their roles and responsibilities	100	15	5	50
	PC2. Identify important members of the production team (in relation to the lighting department) and their roles and responsibilities		10	5	
	PC3. Break-down the production schedule relevant to lighting into a daily task list, for oneself or the wider team		15	10	
	PC4. Lead, or support, the lighting unit toward successful completion of their tasks, and manage, or support in managing, day to day activities during the shoot		15	10	
	PC5. Track progress against the lighting schedule and budget, if appropriate to the role		20	10	
	PC6. Anticipate potential delays/ budget overruns, for own work or the wider team's, and escalate these to relevant departments and identify ways to minimize them		10	5	
	PC7. Attend relevant production meetings, as appropriate to the role, to ensure the electrical requirements are accounted for, and that any change and their implications for lighting are considered		15	5	
		Total	100	50	50

Assessment outcomes	Assessment criteria for outcomes	Total mark	Out of	Theory	Skills Practical
MES/ N 0104 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures.	**100**	10	5	50
	PC2. Understand the safe working practices pertaining to own occupation.		10	5	
	PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises.		5	3	
	PC4. Participate in organization health and safety knowledge sessions and drills.		5	2	
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency.		10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms.		10	5	
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety.		10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace 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