

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

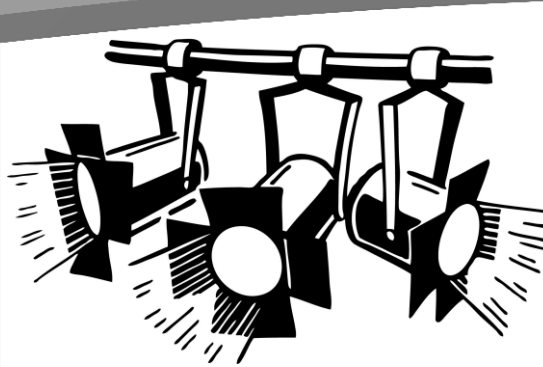
What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Gaffer

SECTOR: MEDIA AND ENTERTAINMENT

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

OCCUPATION: Lighting

REFERENCE ID: MES/ Q 2002

ALIGNED TO: NCO-2004/NIL

Gaffer in the Media & Entertainment Industry is the head electrician and is also known as a Chief Lighting Technician/ Lighting Supervisor

Brief Job Description: Individuals on this job are responsible for the design and execution of lighting at the set

Personal Attributes: This job requires the individual to understand the technical aspects of organizing, setting up, operating and dismantling the lighting during production. The concerned person must have the relevant technical skills associated with lighting. Also, the gaffer must be able to guide lighting technicians on the behest of the director/director of photography. The gaffer must ensure that the lighting crew follows safety instructions and does not jeopardize the health and safety of anyone on the location. The individual works closely with the Director of Photography (in Films) and the Lighting Director (in Television channels and production houses).

Job Details	Qualifications Pack Code	MES/ Q 2002		
	Job Role	Gaffer 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

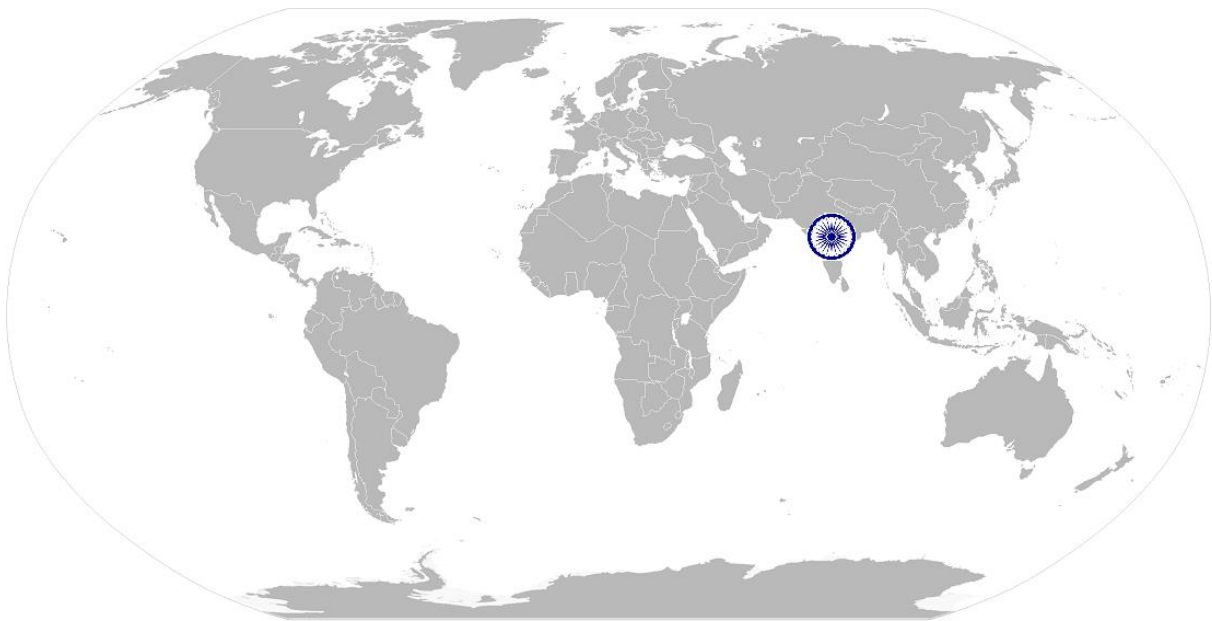
Job Role	Gaffer
Role Description	Design and execute lighting at the set
NSQF level	5
Minimum Educational Qualifications	Graduate
Maximum Educational Qualifications	Post Graduate in Electrical engineering
Training (Suggested but not mandatory)	Qualified electrician training, television lighting technology
Minimum Job Entry Age	18 years
Experience	3-5 years
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> MES / N 2002 (Estimate lighting requirements) MES / N 2003 (Procure or arrange lights for shoot) MES / N 2005 (Co-ordinate lighting activities) MES / N 2006 (Operate lights and lighting console) MES / N 0104 (Maintain workplace health and safety) <p>Optional: N.A</p>
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
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.
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 estimating and scheduling the lighting equipment needed for the production

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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Understanding lighting objectives <ul style="list-style-type: none"> 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 <p>Note:</p> <ul style="list-style-type: none"> 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	<p>PC2. Understand the different aspects of lighting, which may include:</p> <ul style="list-style-type: none"> 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 <p>PC3. Understand own, or each member in the lighting department's, roles and responsibilities, and one's own/others' scope for handling lighting equipment</p> <p>PC4. Estimate realistic lighting requirements as appropriate to the role, based upon production schedules, budgetary restrictions, 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)</p>
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, 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

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

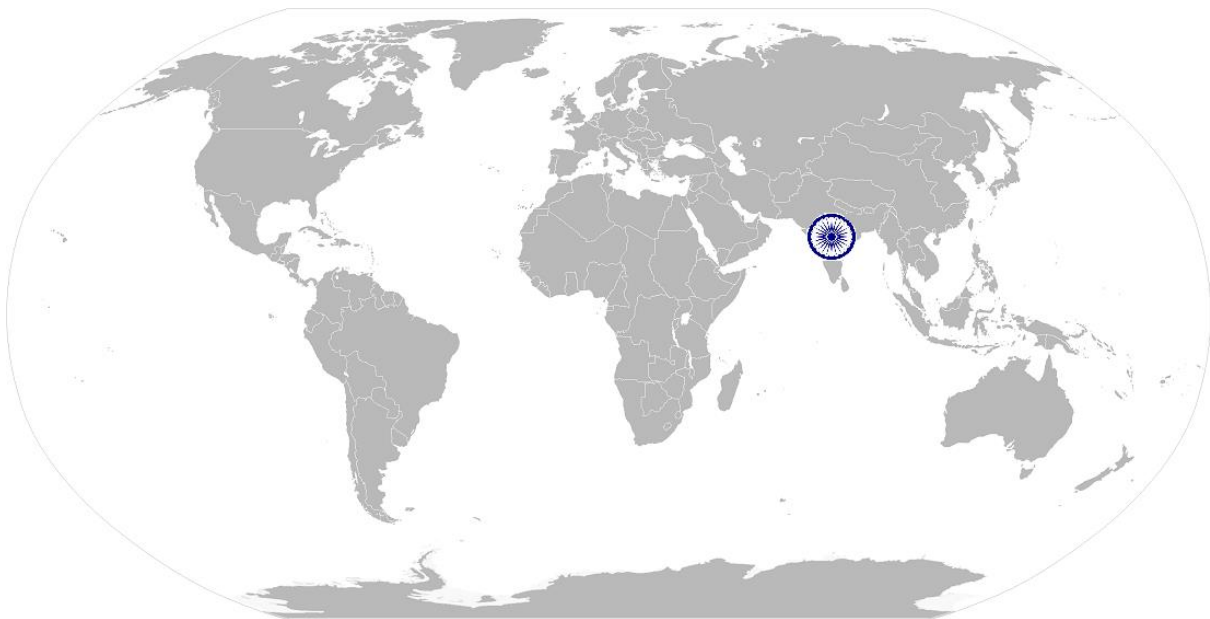
	SB4. Contact vendors/associates in order to provide equipment/skills necessary to undertake the production process
	SB5. Schedule the equipment/skills necessary in order to be available at the time of shoot
	SB6. Put in place the documentation required for lighting equipment contractors, cost control 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	

MES/ N 2002

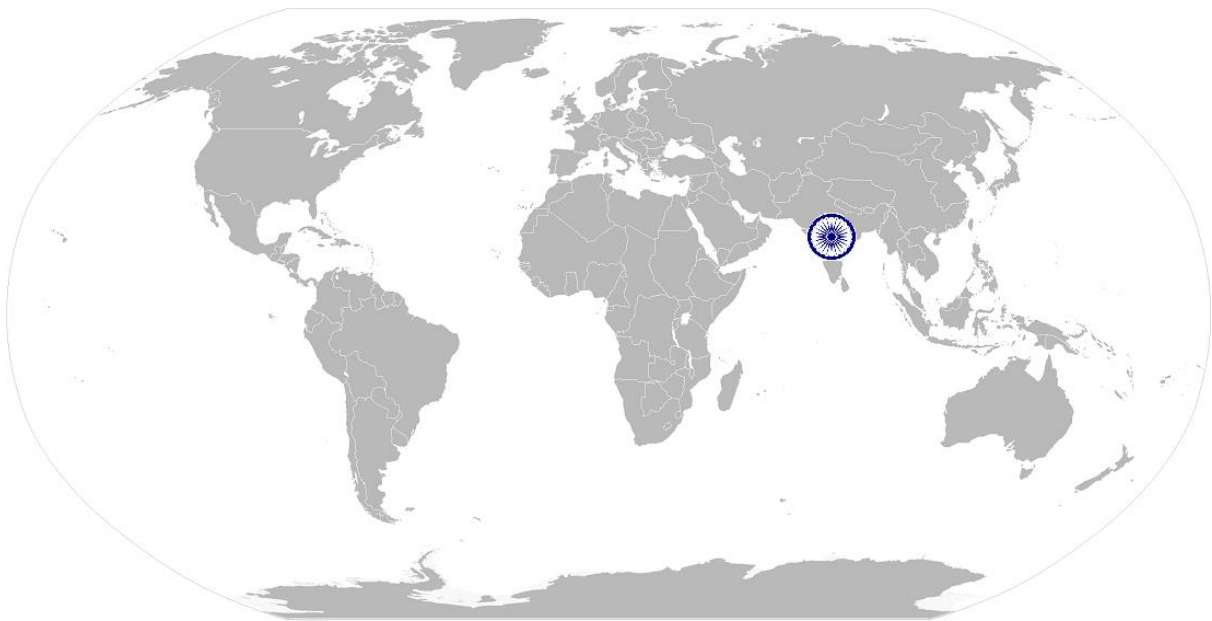
Estimate lighting requirements

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

MES/ N 2003

Procure or arrange for lights for shoot

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: <ul style="list-style-type: none"> • 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

MES/ N 2003

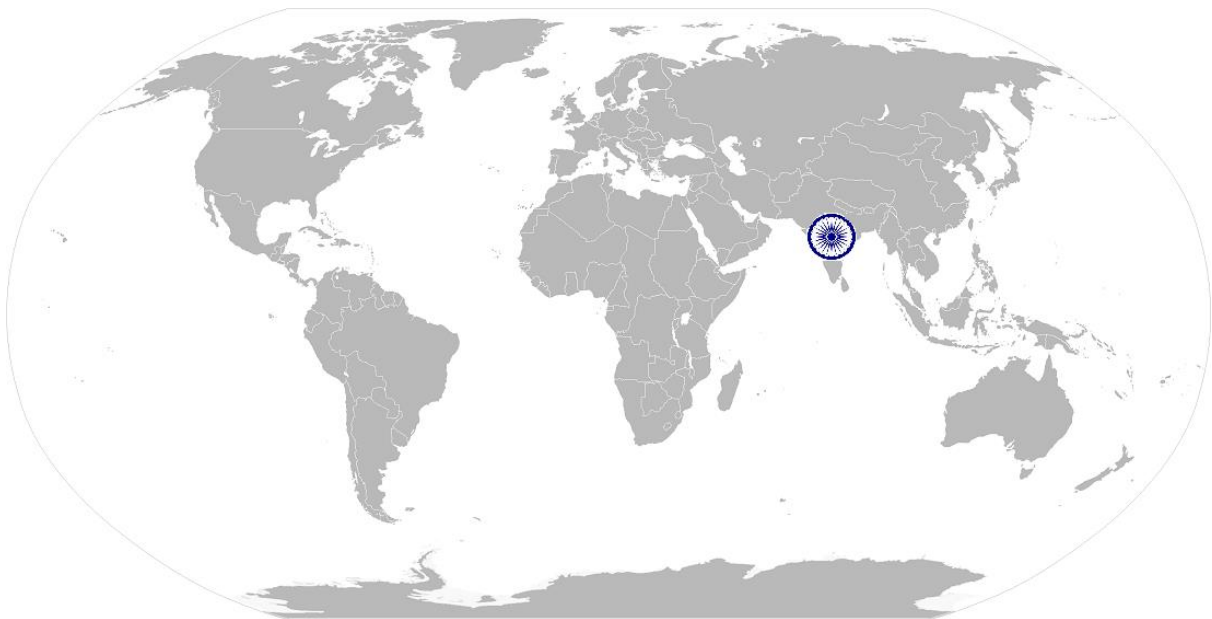
Procure or arrange for lights for shoot

	<p>KB8. The importance of briefing the best boy, crew & outside contractors fully about the production and its requirements</p> <p>KB9. How to operate and use lighting equipment, including understanding wiring requirements</p> <p>KB10. The documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems</p> <p>KB11. Safety protocols related to handling lighting/power management equipment</p>
Skills (S) (Optional)	
<p>A. Core Skills/ Generic Skills</p>	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document budget for the lighting equipment/power management systems</p> <p>SA2. Document lighting requirements in order to facilitate the production schedule</p> <p>SA3. Complete necessary documentation required for lighting equipment contractors</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read and understand equipment manuals and specifications</p> <p>SA5. Research to determine the technical specifications required for lighting equipment and power management systems</p>
<p>B. Professional Skills</p>	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Obtain necessary approvals for equipment purchases from the client/director/director of photography</p> <p>SA7. Explain requirements to equipment vendors as per the mandate set by the client/director/director of photography</p>
	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Contact vendors/associates in order to provide equipment/skills necessary to undertake the production process</p> <p>SB3. Schedule the equipment/skills necessary in order to be available at the time of shoot</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Assist the production team in solving any technical/logistical problems that may arise in the procurement process relating to lighting requirements during production</p> <p>SB5. Deal with problems promptly and seeking agreement on variations and recording the agreements</p> <p>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</p>

MES/ N 2003

Procure or arrange for lights for shoot

	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

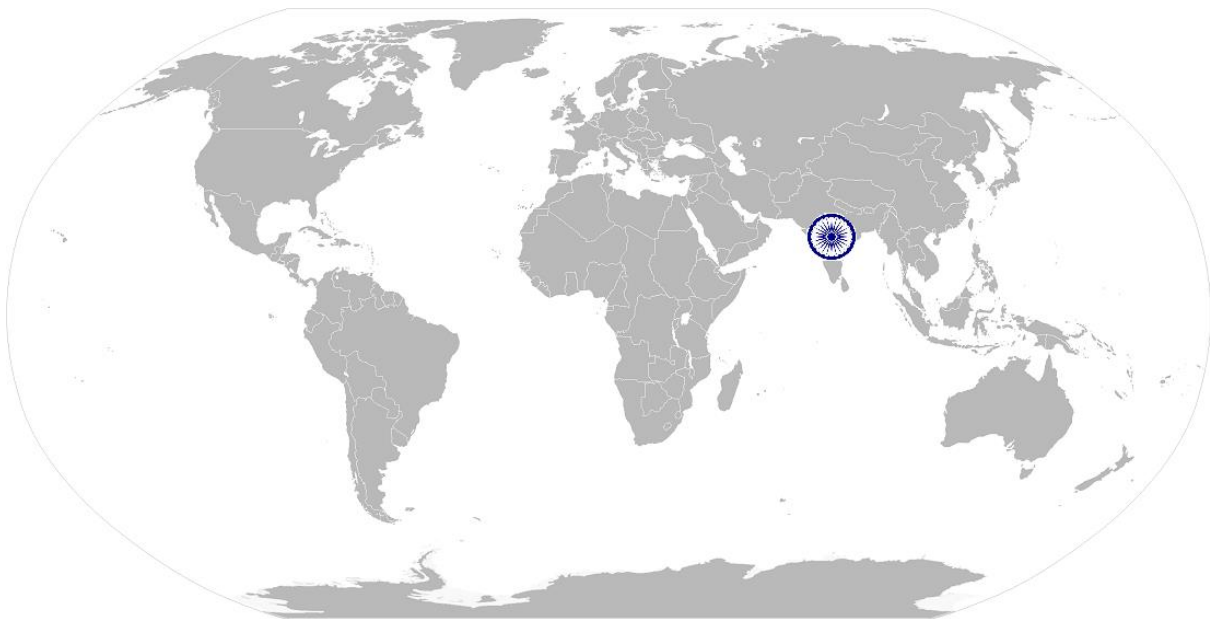


MES/ N 2003

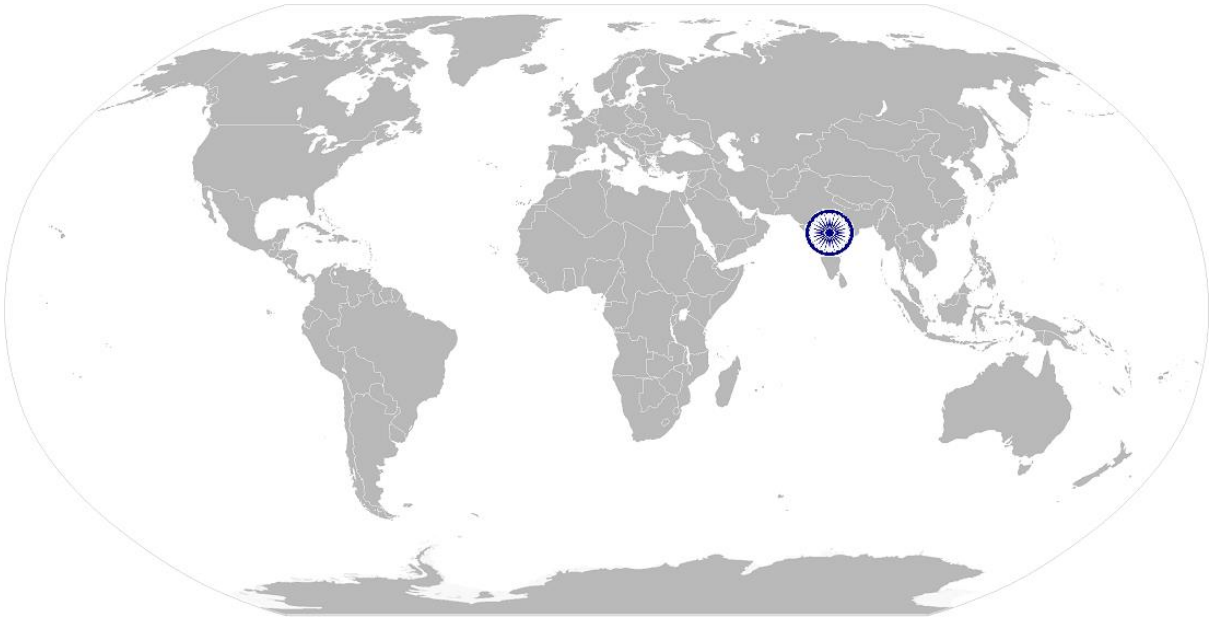
Procure or arrange for lights for shoot

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 managing and coordinating efforts of lighting team before and during the shoot

MES/ N 2005

Co-ordinate lighting activities

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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

	<p>comply with the production schedule</p> <p>KB6. The process of film/photography scheduling</p> <p>KB7. How power management systems for lighting (generators, batteries, inverters, etc.) work</p> <p>KB8. The importance of briefing the best boy, crew & outside contractors fully about the production and its requirements</p> <p>KB9. How to operate and use lighting equipment, including understanding wiring requirements</p> <p>KB10. How to coordinate efforts between members of the lighting and production teams in order to facilitate production process</p> <p>KB11. Safety protocols related to handling lighting/power management equipment</p>
Skills (S) (Optional)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document process flows for the lighting equipment/power management systems on the day/s of shoot</p> <p>SA2. Document lighting requirements in order to facilitate the production schedule</p> <p>SA3. Collate and disseminate information to team members about changes in the production plan and its effect on the lighting department</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Identify trends in the techniques/processes of lighting</p> <p>SA5. Identify technical specifications relating to lighting equipment and power management systems</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Present technical requirements as per the mandate set by the client/director/director of photography</p> <p>SA7. Translate the mandate set by client/director/director of photography into requirements specific to the lighting team</p> <p>SA8. Interact with lighting and other production team members on the day/s of shoot to achieve desired results</p>	
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics</p> <p>SB2. Delegate tasks to team members on the day/s of shoot</p> <p>SB3. Determine the personnel that can bring specialization for a particular task, in case required</p>
	<p>Plan and Organize</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Compile a list of lighting requirements for the production process and delegate tasks in the process to team members</p> <p>SB5. Contact vendors/associates in order to provide equipment/skills necessary to</p>	

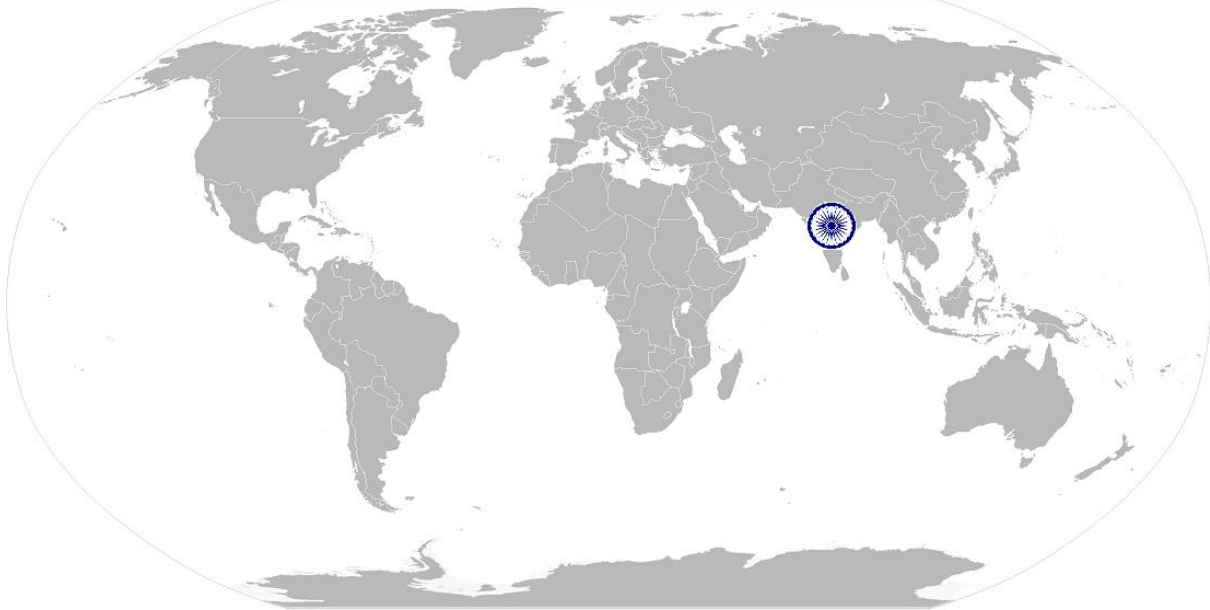
	<p>undertake the production process</p> <p>SB6. Schedule the equipment/skills necessary in order to be available at the time of shoot</p> <p>SB7. Complete the documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems</p>
	<p>Customer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

MES/ N 2005

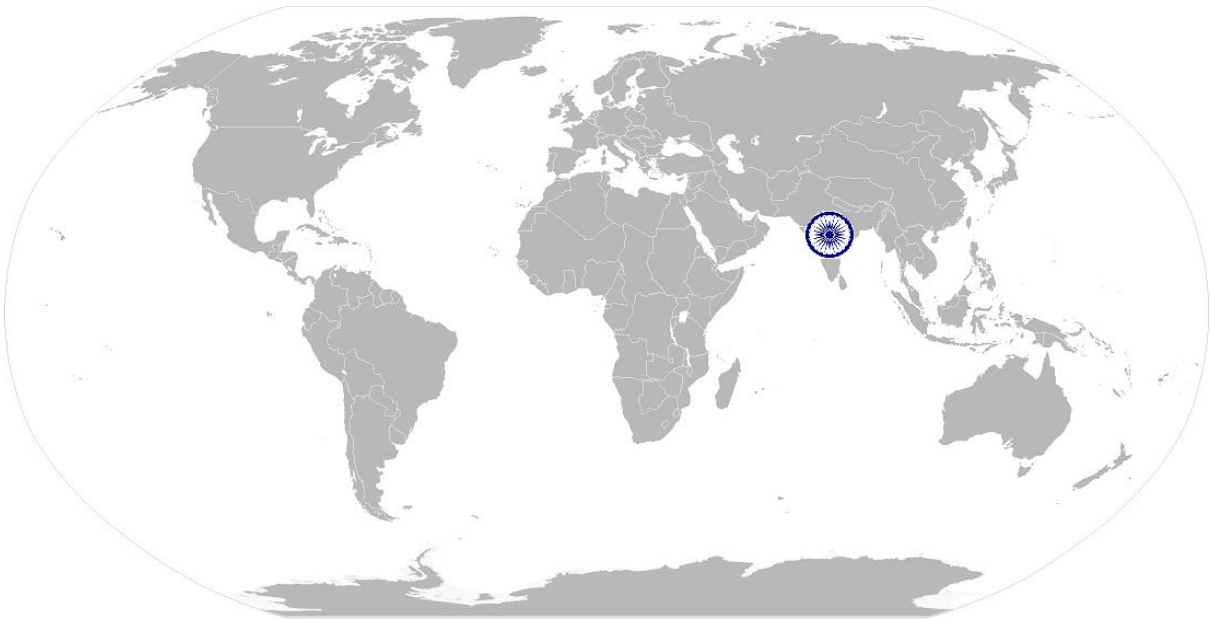
Co-ordinate lighting activities

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 about operating lights, the lighting console and other lighting equipment during the shoot

MES/ N 2006

Operate lights and lighting console

National Occupational Standard

Unit Code	MES/ N 2006
Unit Title (Task)	Operate lights and lighting console
Description	This OS unit is about operating lights, the lighting console and other lighting equipment during the shoot.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Operating lights, lighting consoles and other lighting equipment
Performance Criteria (PC) with respect to the scope	
Element	Performance Criteria
Operating lights, lighting consoles and other lighting equipment	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Operate lights, the lighting console and other equipment such as wiring, power supply and management systems, to meet the desired direction, quality and color of light</p> <ul style="list-style-type: none"> Across mediums such as TV, live events or corporate/studio shoots <p>PC2. Adjust the lighting balance for different settings and locations, to the satisfaction of the client/director/director of photography</p> <p>PC3. Adjust the changes in lighting consistently to manage continuity and control out of sight lighting operations</p> <p>PC4. Adhere to safety instructions while handling lights/equipment to ensure the safety of everyone on the set/location</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The film-making/photography process, and all the activities involved in the process</p> <p>KA2. The technical capabilities of the organization and its people in the lighting department</p> <p>KA3. The profile of people working in the lighting department, especially the personnel involved in the production process</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Theory and practice of electrics</p> <p>KB2. Different types of lights (spot, broad, flood, soft, dimmer, etc.)</p> <p>KB3. Different types of bulbs (HMI, Fluorescent, LED, etc.)</p> <p>KB4. How each type of light and bulb is used in order to obtain a particular result</p> <p>KB5. How to operate the lighting console</p> <p>KB6. The different types of light measuring equipment available, and their uses</p> <p>KB7. How light levels can affect the mood of the production</p> <p>KB8. The different luminaire technologies and their application to the use of effects</p> <p>KB9. The types of ancillary equipment available including, barn doors, dimmer shutters, gobos, flags, stipple boards, filters, diffusion; and the criteria for their safe use</p> <p>KB10. How to produce a range of effects using different luminaires, ancillary equipment and techniques</p>

	<p>KB11. How the different light sources, diffusion materials, and filters or reflectors used produce the desired results</p> <p>KB12. Colour correction techniques and how their application affects the outcome</p> <p>KB13. The uses of hard and soft sources and how to control them</p> <p>KB14. When and why to use reflected light</p> <p>KB15. How to use par lenses to shape the light beam to meet the desired effect</p> <p>KB16. Wiring requirements for the production process</p> <p>KB17. How the capacity of load bearing lighting grip equipment changes with its orientation</p> <p>KB18. How to operate and move lighting stands or equipment on all different types of terrain</p> <p>KB19. Safety protocols related to handling lighting/power management equipment</p>
Skills (S) (Optional)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document safety protocols to ensure no injuries occur during operating the lights/lights console and related equipment</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Identify trends in the techniques/processes of lighting</p> <p>SA3. Identify technical specifications relating to lighting equipment and power management systems</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Interact with lighting and other production team members on the day/s of shoot to achieve desired results</p>	
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Determine how many items of plant, materials and electrical equipment are required, what types will be required and their usage</p> <p>SB2. Produce desired results using different light sources, diffusion materials, and filters or reflectors</p> <p>SB3. Determine appropriate usage of lighting console in order to get desired effect</p> <p>SB4. Determine the personnel that can bring specialization for a particular task, in case required</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Keep handy the tools/instruments required to operate lights, lighting console and supporting equipment</p> <p>SB6. Contact vendors/associates in order to provide equipment/skills necessary to undertake the production process</p> <p>SB7. Meet expectations of the client/director/director of photography from the desired shoot</p>
	<p>Customer Centricity</p>

MES/ N 2006

Operate lights and lighting console

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Meet expectations of the client/director/director of photography from the lighting department</p> <p>SB9. Exhibit techniques/skills required to meet client expectations</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Assist the production team in solving any technical/logistical problems that may arise during shooting, pertaining to the lights, lighting console or related equipment</p> <p>SB11. Deal with problems promptly and seeking agreement on variations and recording the agreements</p> <p>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</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Facilitate/advance production timelines by introducing lighting technologies/equipment in the pre-production stage that may expedite production process</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB14. Balance cost effectiveness of selected lighting protocol with client mandate/expectations</p>

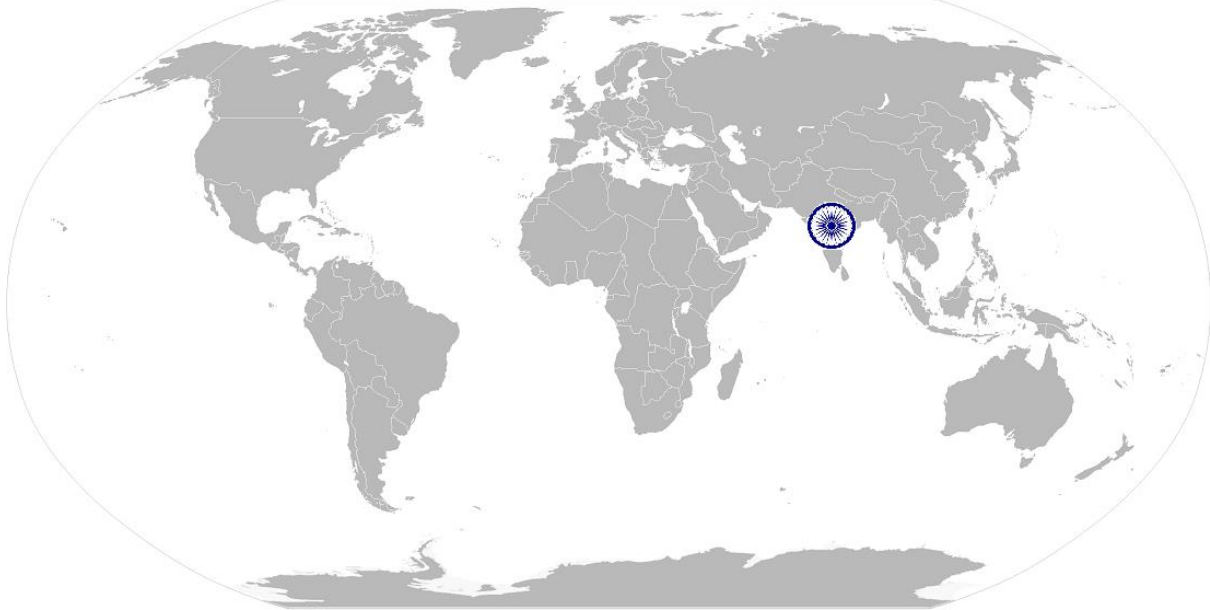


MES/ N 2006

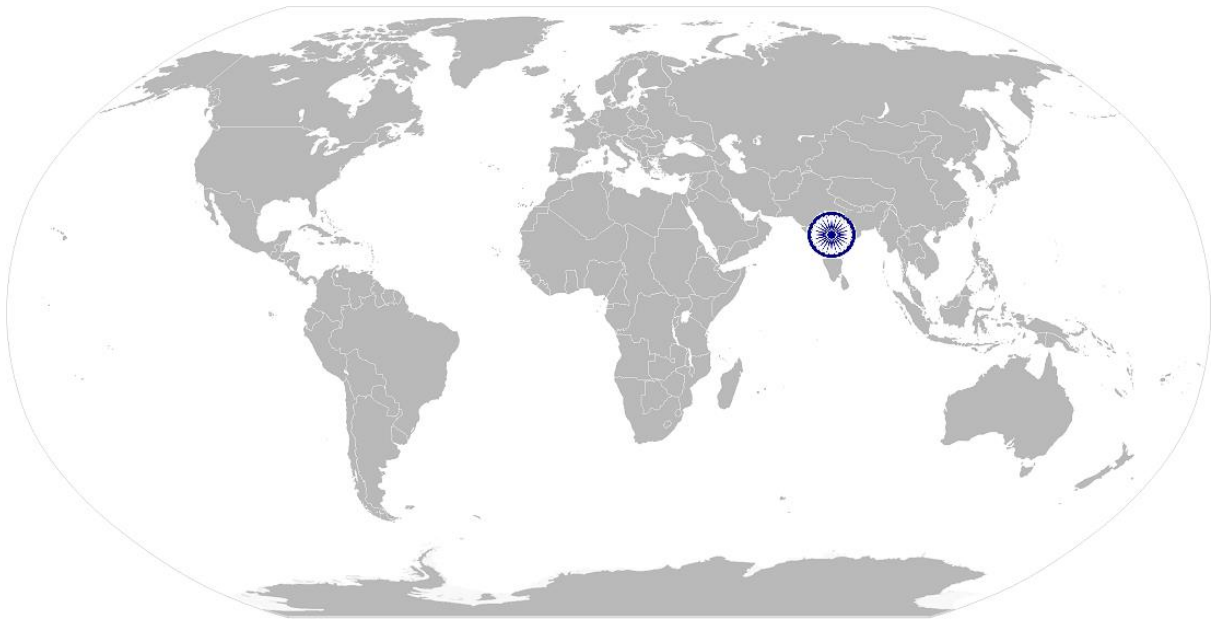
Operate lights and lighting console

NOS Version Control

NOS Code	MES / N 2006		
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

MES/ N 0104

Maintain workplace health and safety

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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding the risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand and comply with the organisation's current health, safety and security policies and procedures</p> <p>PC2. Understand the safe working practices pertaining to own occupation</p> <p>PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises</p> <p>PC4. Participate in organization health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</p> <p>PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</p>
Identifying and reporting risks	<p>PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures</p> <p>PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected</p>
Complying with procedures in the event of an emergency	<p>PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisation's norms and policies relating to health and safety</p> <p>KA2. Government norms and policies regarding health and safety and related emergency procedures</p> <p>KA3. Limits of authority while dealing with risks/ hazards</p> <p>KA4. The importance of maintaining high standards of health and safety at a workplace</p>

MES/ N 0104

Maintain workplace health and safety

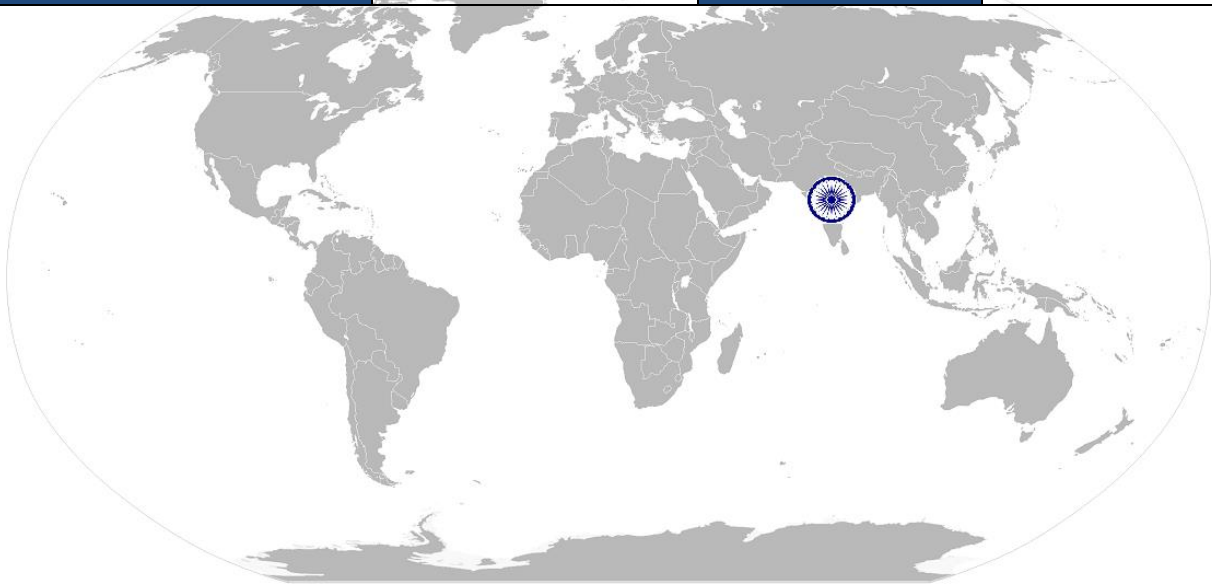
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of health and safety hazards in a workplace</p> <p>KB2. Safe working practices for own job role</p> <p>KB3. Evacuation procedures and other arrangements for handling risks</p> <p>KB4. Names and contact numbers of people responsible for health and safety in a workplace</p> <p>KB5. How to summon medical assistance and the emergency services, where necessary</p> <p>KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines</p>
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. How to write and provide feedback regarding health and safety to the concerned people</p> <p>SA2. How to write and highlight potential risks or report a hazard to the concerned people</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read instructions, policies, procedures and norms relating to health and safety</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Highlight potential risks and report hazards to the designated people</p> <p>SA5. Listen and communicate information with all anyone concerned or affected</p>
<p>B. Professional Skills</p>	<p>Decision making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions on a suitable course of action or plan</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Apply problem solving approaches in different situations</p> <p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority</p> <p>SB5. Apply balanced judgements in different situations</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. build and maintain positive and effective relationships with colleges and customers</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. analyze data and activities</p>

MES/ N 0104

Maintain workplace health and safety

NOS Version Control

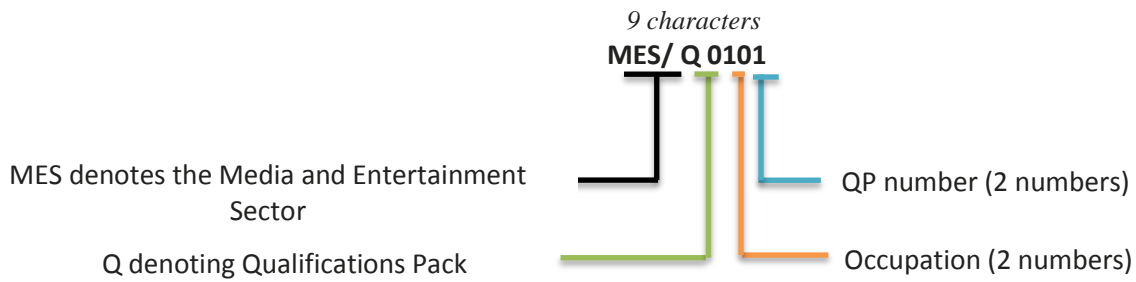
NOS Code	MES / N 0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/03/15
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17



Annexure

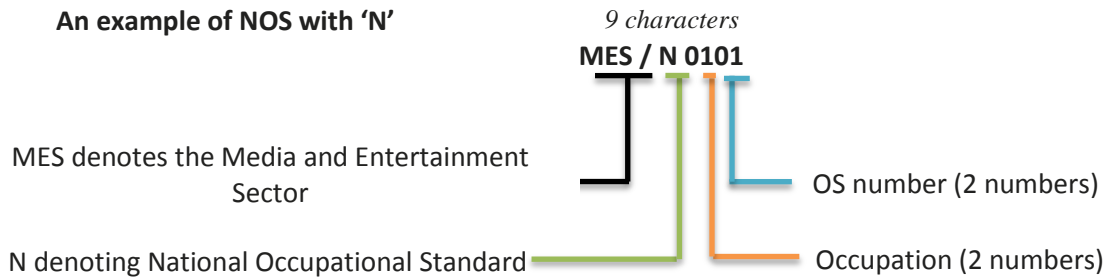
Nomenclature for QP and NOS

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 QP or NOS	Q
Next two numbers	Lighting	20
Next two numbers	Gaffer	02

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Gaffer

Qualification Pack: MES Q 2002

Sector Skill Council: Media and Entertainment Skills Council

	NOS	NOS NAME	Weightage
1	MES/ N 2002	Estimate lighting requirements	15%
2	MES/ N 2003	Procure or arrange for lights	20%
3	MES/ N 2005	Co-ordinate lighting activities	25%
4	MES/ N 2006	Operate lights and lighting console	30%
5	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 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: <ul style="list-style-type: none"> • 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	Total Mark	Out Of	Marks Allocation	
				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 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		Marks Allocation		
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 2006 (Operate lights and lighting console)	PC1. Operate lights, the lighting console and other equipment such as wiring, power supply and management systems, to meet the desired direction, quality and color of light • Across mediums such as TV, live events or corporate/studio shoots	100	25	10	50
	PC2. Adjust the lighting balance for different settings and locations, to the satisfaction of the client/director/director of photography		30	20	
	PC3. Adjust the changes in lighting consistently to manage continuity and control out of sight lighting operations		30	10	
	PC4. Adhere to safety instructions while handling lights/equipment to ensure the safety of everyone on the set/location		15	10	

Assessment outcomes	Assessment criteria for outcomes	Total mark	Out of	Theory	Skills Practical
MES/ N 0104 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures.	100	10	5	50
	PC2. Understand the safe working practices pertaining to own occupation.		10	5	
	PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises.		5	3	
	PC4. Participate in organization health and safety knowledge sessions and drills.		5	2	
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency.		10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms.		10	5	
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety.		10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures.		10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person.		5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected.		10	5	
	PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard.		10	5	
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority.		5	2	
	Total	100	50	50	