

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

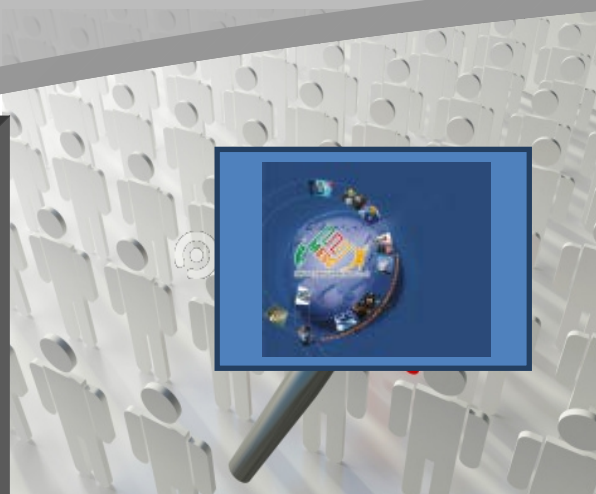
What are Occupational Standards(OS)?

- 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

Contact Us:

Media & Entertainment Skills Council

E-mail:
mesc@ficci.com



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Introduction

Qualifications Pack- Sound Assistant

SECTOR: MEDIA AND ENTERTAINMENT

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

OCCUPATION: Sound Assistant

REFERENCE ID: MES/ Q 3403

ALIGNED TO: NCO-2004/3131.40

Sound Assistant in the Media & Entertainment Industry is also known as a Sound Technician or Boom operator

Brief Job Description: Individuals at this job are responsible for setting-up/ disassembling sound equipment, aligning sound systems and capturing sounds as per production requirements, largely under supervision.

Personal Attributes: This job requires the individual to know basic principles of sound and acoustics. The individual must be well-versed with the features and handling specifications of sound equipment to be able to operate them effectively during shoots/audio programmes. The individual must be able to place/move equipment appropriately to ensure that the sound captured meets expected quality standards, largely under supervision. In case of live shoots, the individual must know how to operate the boom mic to capture sound/dialogue unobtrusively with regard to the positioning of the camera/lighting.

Job Details	Qualifications Pack Code	MES/ Q 3403		
	Job Role	Sound Assistant This job role is applicable in both national and international scenarios		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Media and Entertainment	Drafted on	10/11/14
	Sub-sector	Film, Television, Advertising	Last reviewed on	21/11/14
	Occupation	Sound	Next review date	20/11/16

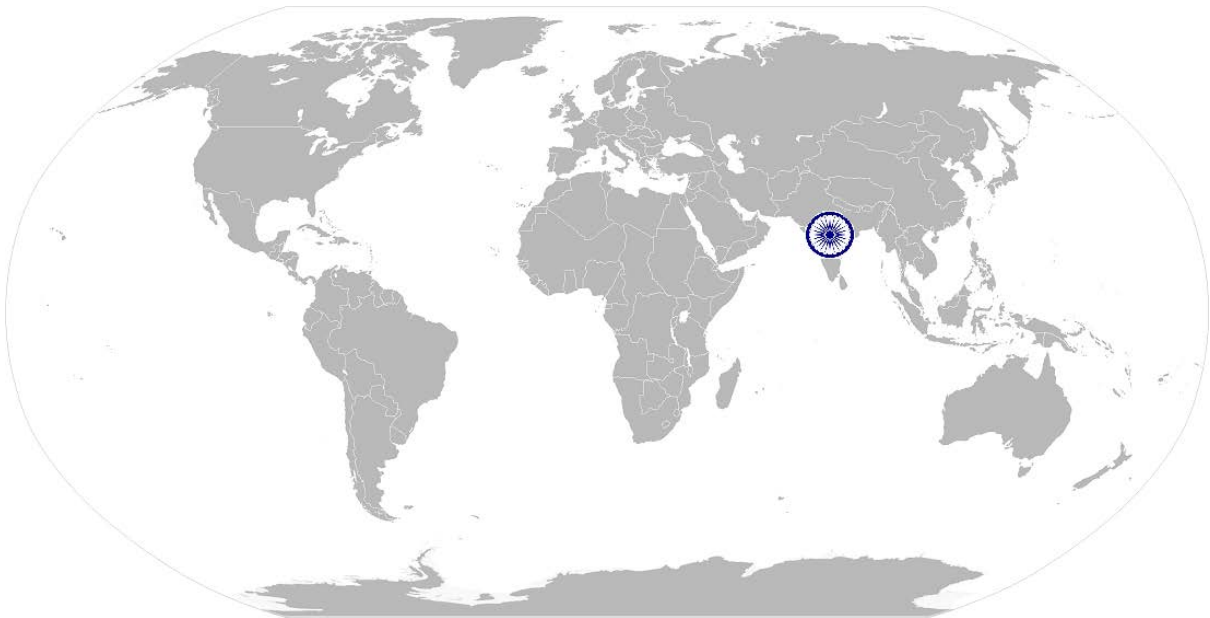
Job Role	Sound Assistant
Role Description	Work with sound equipment and capture sound
NSQF level	3
Minimum Educational Qualifications	Class X, preferably with a background in physical sciences
Maximum Educational Qualifications	Class XII
Training (Suggested but not mandatory)	-
Experience	0-2 Years of work experience, with experience as an apprentice recording on location or in studio
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> MES / N 3404 (Set-up, maintain and disassemble sound equipment) MES / N 3410 (Align the sound system) MES / N 3406 (Capture Sound) MES / N 3409 (Maintain workplace health and safety) Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Acoustics	Acoustics is the science of sound production, creation of effects and their transmission
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Continuity	Continuity represents the seamless transition from one shot to another
Copyright Laws	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
Target Audience	Group of people at whom content/ advertising is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters (e.g. Females, aged 25-40, average monthly household income INR 25,000-50,000, from Hindi speaking states in North India)
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed
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.
Sound concept	Sound concept is a description of the overall sound experience for the production
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 setting up, testing, operating and disassembling sound equipment and accessories

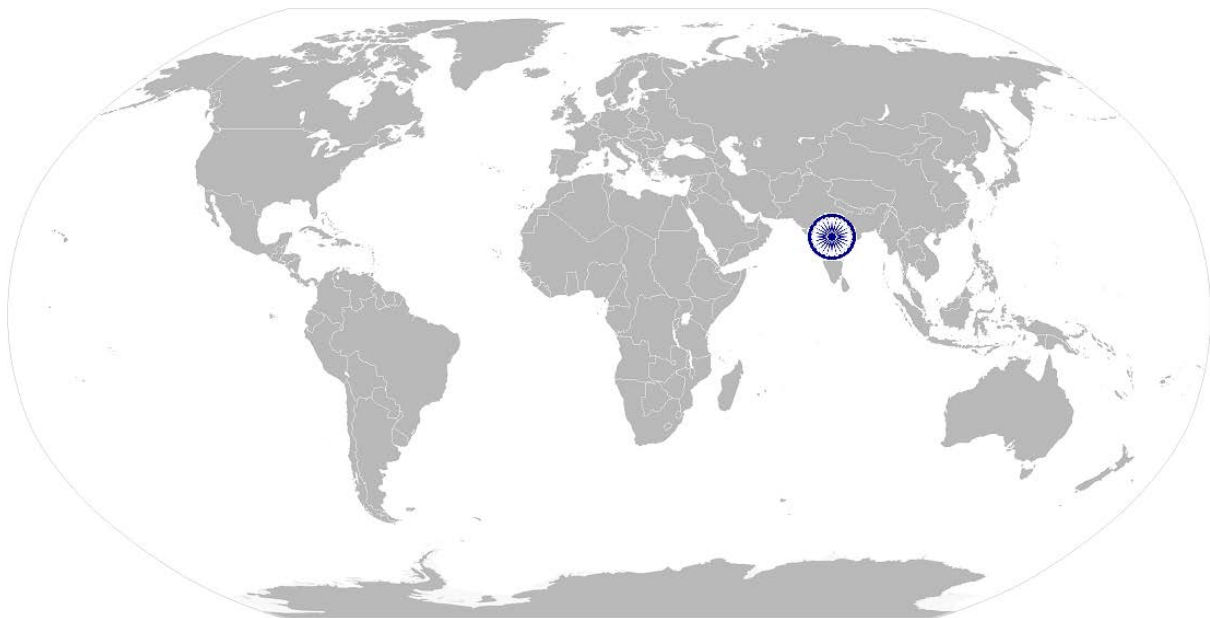
Unit Code	MES/ N 3404
Unit Title (Task)	Set-up, maintain and disassemble sound equipment
Description	This OS unit is about setting up, testing, operating and disassembling sound equipment and accessories
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Preparing and arranging sound equipment and accessories for use indoors and outdoors, largely under supervision Equipment can include: Microphones, Amplifiers, Playback and recording equipment, Speakers, Splitters, Wireless communication devices, Batteries and cables, Recording media, Recording equipment, Mixing consoles, Headphones, Storage devices
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing and arranging sound equipment and accessories	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Set-up, operate and disassemble sound equipment and accessories in accordance with requirements and recording schedules and under supervision of the sound supervisor</p> <p>PC2. Conduct preliminary tests and technical run-throughs to ensure equipment is in working order (e.g. infiltration from an outdoor recording)</p> <p>PC3. Fit microphones to contributors (artists, performers, field reporters, commentators etc.) in a way that optimizes sound input</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 quality and creative standards expected from the end-products and the various forms they take</p> <p>KA2. The production/recording dates to ensure the equipment is set up in advance</p> <p>KA3. The planned layout of sound equipment, including the various origin and destination points</p> <p>KA4: The noise floor of the equipment being used</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic principles of sound, acoustics and equipment signal flow</p> <p>KB2. How to operate a range of sound equipment with regard to electrical and mechanical safety considerations</p> <p>KB3. How to operate outdoor (boom mic) and cordless (wireless communication) sound equipment.</p> <p>KB4. How to test sound equipment, identify issues/interferences and carry out adjustments in accordance with requirements, largely under supervision</p> <p>KB5. The features and handling specifications of microphones w.r.t. moisture, background sound, optimum placement and polarity</p> <p>KB6. How to place microphones, cables and accessories appropriately and unobtrusively, largely under supervision</p> <p>KB7. The power requirements for placement of power fittings (distribution,</p>

Set-up, Maintain and Disassemble Sound Equipment

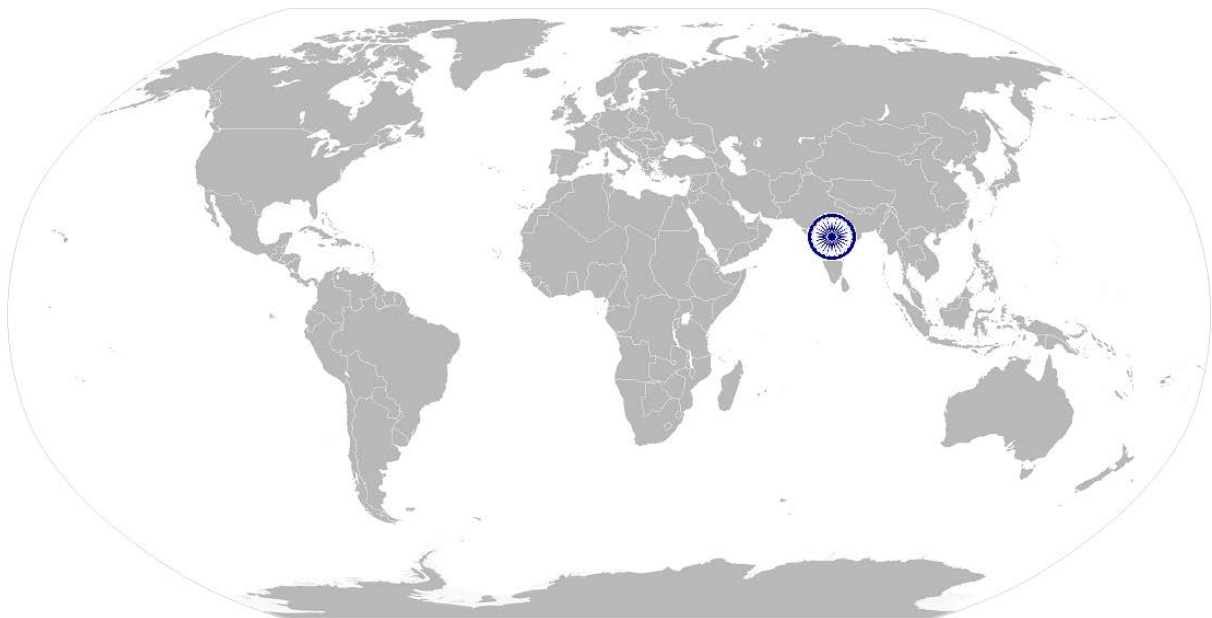
	<p>requirements), recording and operating equipment (voltage, load, phases), and techniques for safe testing</p> <p>KB8. The techniques for installing and disassembling sound equipment safely and in accordance to requirements</p> <p>KB9. The various aesthetics of differing programs (e.g. live show), and how to deliver the appropriate service</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document the need for sound equipment repair, replacement or any special requirement</p> <p>SA2. Label and demarcate sound equipment, where required</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read recording schedules to ensure that equipment is set-up and ready for use in accordance with timelines</p> <p>SA4. Read and understand relevant sound documentation including cue sheets, creative and technical specifications</p> <p>SA5. Read users manuals, handling specifications and safety considerations to aid the correct use and handling of sound equipment</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Collaborate with sound supervisors to understand creative and technical requirements, and the planned layout of sound equipment</p> <p>SA7. Collaborate with sound supervisors to assess the studio/location properties and determine the adequacy and suitability of sound equipment/accessories</p> <p>SA8. Conduct technical run-throughs for sound supervisors, recordists and boom operators to ensure equipment is ready to use</p> <p>SA9. Communicate effectively the correct use of the microphone to contributors including artists, performers, field reporters and commentators</p>
B. Professional Skills	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan own work according to the requirements and agreed timelines</p> <p>SB2. Ensure that equipment repair/replacement is carried out prior to the recording dates</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Identify any problems/faults in the equipment that could impede the successful execution of recordings, and resolve them in consultation with the sound engineers and the production team</p>

NOS Version Control

NOS Code	MES / N 3404		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	10/11/14
Sub-sector	Film, Television, Advertising	Last reviewed on	21/11/14
Occupation	Sound	Next review date	20/11/16



National Occupational Standard



Overview

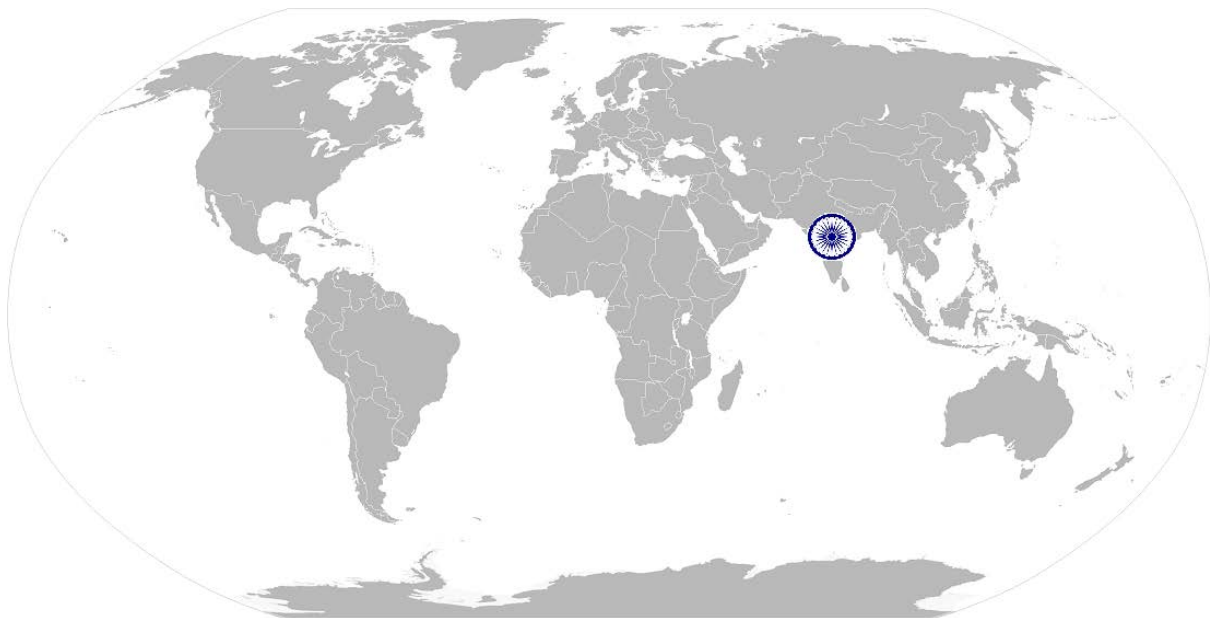
This unit is about aligning the sound systems prior to use in the production.

Unit Code	MES/ N 3410
Unit Title (Task)	Align the sound equipment
Description	This OS unit is about aligning the sound systems prior to use in the production.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Matching the interfaces between source and destination level, impedance, polarity and format, and when needed, synchronization. It is about routing test signals to the correct signal paths, and sending test signals at correct levels, with an appropriate frequency waveform, largely under supervision
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing and arranging sound equipment and accessories	<p>To be competent, the user/individual on the job must be able to: (The below activities are expected to be performed under supervision. However, small projects/ routine activities may be performed independently)</p> <p>PC1. Ensure that interfaces between source and destination are matched in level, impedance, polarity and format</p> <p>PC2. Route the test signal to the correct signal path to enable alignment of the system</p> <p>PC3. Confirm that the level of test signal is correct for that application</p> <p>PC4. Produce test signals which bear the expected phase relationship to each other</p> <p>PC5. Correctly identify the origin of the received test signals</p> <p>PC6. Assess the test signal accurately for variations in level, phase, and frequency and response, and log them accurately</p>
Knowledge and Understanding (K)	
B. 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 quality and creative standards expected from the end-products and the various forms they take</p> <p>KA2. Relevant production dates and timelines, where appropriate</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic principles of sound, acoustics and equipment signal flow</p> <p>KB2. How to operate a range of sound equipment with regard to electrical and mechanical safety considerations</p> <p>KB3. How to operate outdoor (boom mic) and cordless (wireless communication) sound equipment.</p> <p>KB4. How to test sound equipment, identify issues/interferences and carry out adjustments in accordance with requirements</p> <p>KB5. The features and handling specifications of microphones w.r.t. moisture, background sound, optimum placement and polarity</p>

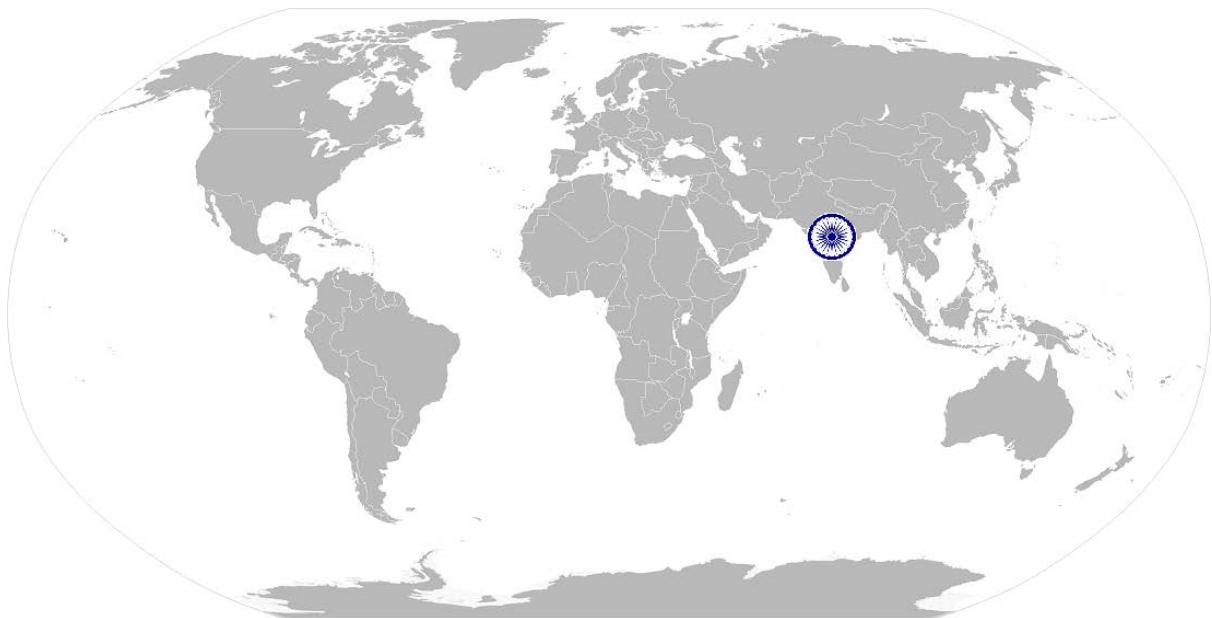
	<p>KB6. How to use different types of test signals and identifying codes</p> <p>KB7. The power requirements for placement of power fittings (distribution, requirements), recording and operating equipment (voltage, load, phases), and techniques for safe testing</p> <p>KB8. The various aesthetics of differing programs (e.g. live show), and how to deliver the appropriate service</p>
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 the requirements for sound alignment, where required
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	<p>SA2. Read recording schedules to ensure that testing, alignment etc. occurs in accordance with timelines</p> <p>SA3. Read and understand relevant sound documentation including cue sheets, creative and technical specifications</p> <p>SA4. Read users manuals, handling specifications and safety considerations to aid the correct use and handling of sound equipment</p>
D. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA5. Collaborate with sound supervisors to understand creative and technical requirements, and production requirements
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB1. Plan work according to the requirements and agreed timelines
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB2. Identify any problems/faults in the equipment that could impede the successful execution of sound alignment, and resolve them in consultation with the sound engineers and the production team

NOS Version Control

NOS Code	MES / N 3410		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	10/11/14
Sub-sector	Film, Television, Advertising	Last reviewed on	21/11/14
Occupation	Sound	Next review date	20/11/16



National Occupational Standard



Overview

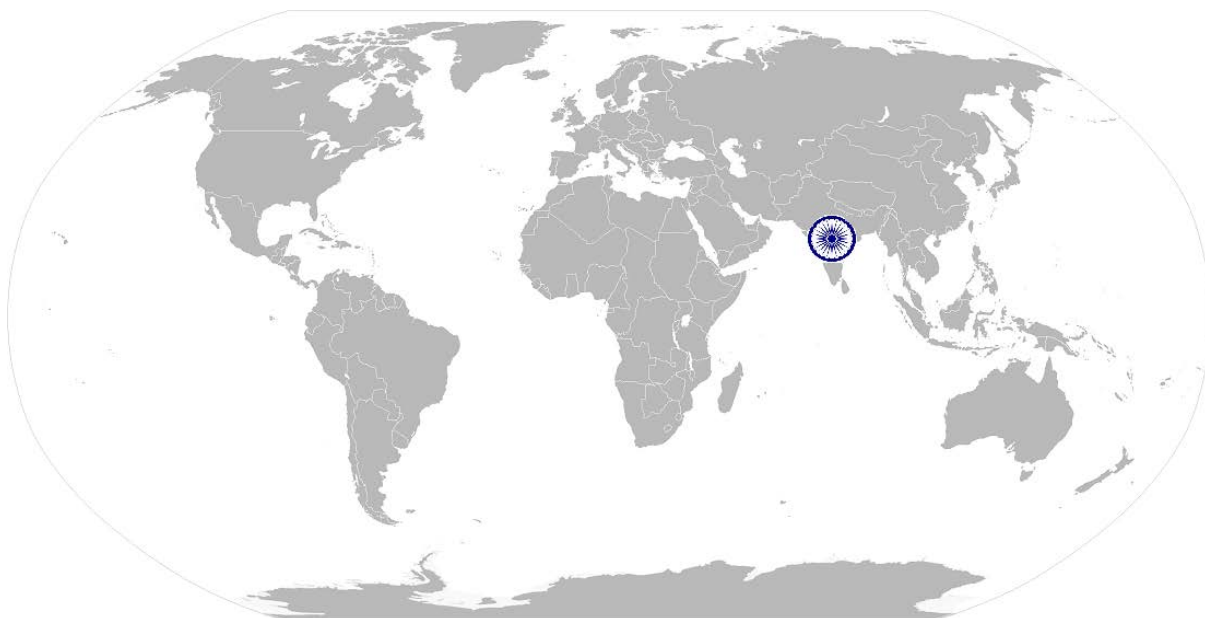
This unit is about capturing sound from various sources in accordance to production requirements

Unit Code	MES/ N 3406
Unit Title (Task)	Capture sound
Description	This OS unit is about capturing sound from various sources in accordance to production requirements
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Handling/moving sound input devices and equipment, including microphones / boom mics, pre-amplifiers, other supports Capturing sound at a comfortable level above the noise floor using a compatible type of microphone w.r.t. the environment, which may include live music, songs, interviews, dialogues, announcements, commentaries
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Handling/moving sound input devices and equipment	<p>To be competent, the user/individual on the job must be able to: (The below activities are expected to be performed under supervision. However, small projects/ routine activities may be performed independently)</p> <p>PC1. Handle/move sound input devices and equipment to capture sound in a way that minimizes disturbances and optimises input</p>
Capturing sound	<p>PC2. Ensure that the captured sound/input matches the production requirements and expected sound quality</p> <p>PC3. Ensure documentation and labelling of equipment, where appropriate</p> <p>PC4. Troubleshoot at a basic level</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 various sound sources / origin points</p> <p>KA2. The sound requirements and quality standards for the production</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic principles of sound, hearing and acoustics</p> <p>KB2. The features and handling specifications of microphones w.r.t. moisture, background sound, optimum placement and polarity</p> <p>KB3. The principles and techniques of recording/synchronising sound</p> <p>KB4. The fundamentals of analog and digital audio technology</p> <p>KB5. How to conduct sound checks to ensure that sound signals are clear and balanced</p> <p>KB6. The basics of software (Adobe Audition, Nuendo, Pyramix) and its compatibility with differing inputs/programs</p>

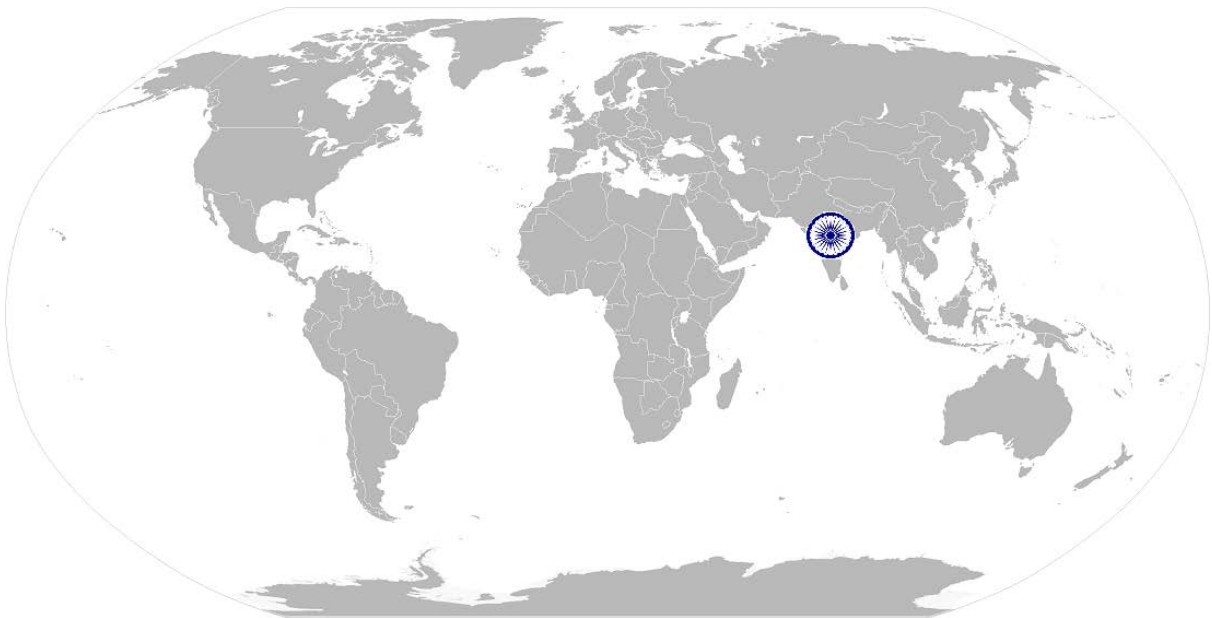
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Document positions and movements to help maneuver the boom/microphone smoothly during recordings/shoots/retakes
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read the script and understand the artist's movements to define the appropriate positioning for the microphone SA3. Keep up-to-date and knowledgeable about the latest equipment
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Understand sound requirements and quality expectations from the Sound Supervisor SA5. Liaise with the camera and lighting team to help define the correct positioning and movement of the boom/microphones SA6. Communicate effectively with contributors
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Plan the movement of the boom/microphone to optimise sound input
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Anticipate obstructions/issues with the movement of the boom/microphone and resolve them proactively SB3. Identify disturbances that may arise during sound capturing and make arrangements to mitigate/eliminate them
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Appraise the quality of the captured sound w.r.t. the expected quality standards for the production

NOS Version Control

NOS Code	MES / N 3406		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	10/11/14
Sub-sector	Film, Television, Advertising	Last reviewed on	21/11/14
Occupation	Sound	Next review date	20/11/16



National Occupational Standard



Overview

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

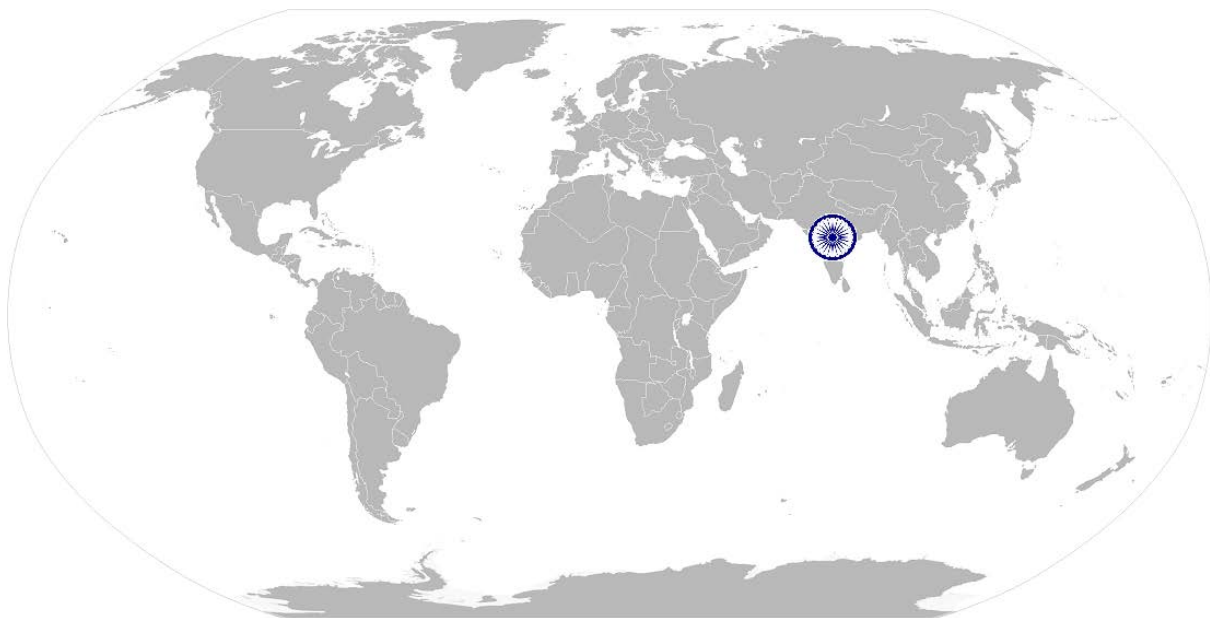
Unit Code	MES/ N 3409
Unit Title (Task)	Maintain workplace health and safety
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Understanding the health, 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	<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</p>

Maintain workplace health and safety

its processes)	workplace
B. Technical Knowledge	<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>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<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>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking skills)
	<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>
B. Professional Skills	Decision making
	<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>
	Plan and Organize
	<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>
	Problem Solving
	<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>
	Critical Thinking
	<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>

NOS Version Control

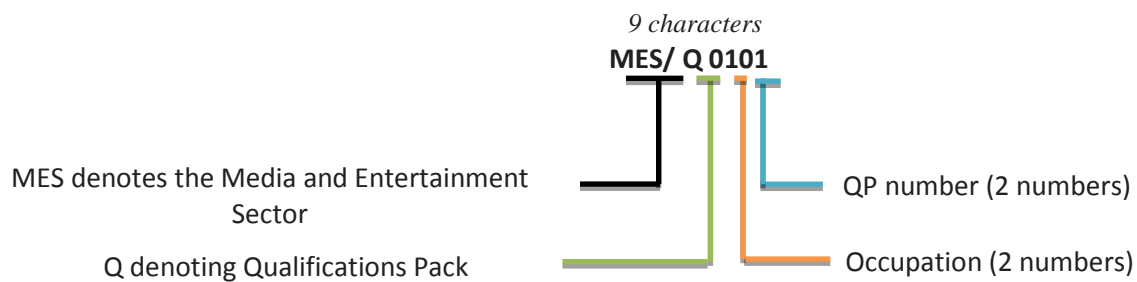
NOS Code	MES / N 3409		
Credits	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	10/11/14
Sub-sector	Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	21/11/14
Occupation	Sound Effects / Audio Engineers & Technicians	Next review date	20/11/16



Annexure

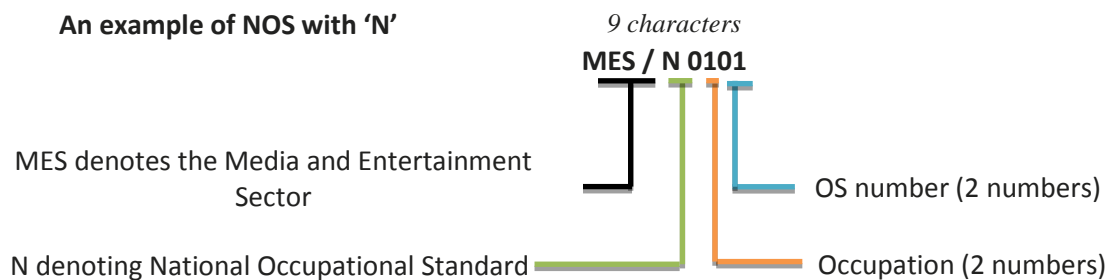
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
...	...

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Sound	34
Next two numbers	QP number	03

Job Role/Qualification Pack		Sound Assistant				
QP- ID		MES Q 3403				
	NOS	NOS NAME	Weightage			
1	MES/ N 3404	Set-up, maintain and disassemble sound equipmen	45%			
2	MES/ N 3410	Align the sound system	25%			
3	MES/ N 3406	Capture sound	25%			
4	MES/ N 3409	Maintain workplace health and safety Description	5%			
			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)

Job Role	Sound Assistant					
NOS CODE	NOS NAME	Performance Criteria		Marks Allocation		
			Total Mark	Out Of	Theory	Skills Practical
MES/ N 3404	Set-up, maintain and disassemble sound equipment	PC1.Set-up, operate and disassemble sound equipment and accessories in accordance with requirements and recording schedules and under supervision of the sound supervisor	100	40	20	60
		PC2. Conduct preliminary tests and technical run-throughs to ensure equipment is in working order (e.g. infiltration from an outdoor recording)		40	10	
		PC3. Fit microphones to contributors (artists, performers, field reporters, commentators etc.) in a way that optimizes sound input		20	10	
			Total	100	40	60
MES/ N 3410	Align the sound equipment	PC1.Ensure that interfaces between source and destination are matched in level, impedance, polarity and format	100	15	10	60
		PC2. Route the test signal to the correct signal path to enable alignment of the system		10	5	
		PC3.Confirm that the level of test signal is correct for that application		10	5	
		PC4. Produce test signals which bear the expected phase relationship to each other		20	5	
		PC5. Correctly identify the origin of the received test signals		15	5	
		PC6. Assess the test signal accurately for variations in level, phase, and frequency and response, and log them accurately		30	10	
			Total	100	40	60
MES/ N 3406	Capture sound	PC1. Handle/move sound input devices and equipment to capture sound in a way that minimizes disturbances and optimises input	100	30	10	60
		PC2. Ensure that the captured sound/input matches the production requirements and expected sound quality		20	10	
		PC3. Ensure documentation and labelling of equipment, where appropriate		30	10	
		PC4. Troubleshoot at a basic level		20	10	
			Total	80	30	60
MES/ N 3409	Maintain workplace health and safety Description	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