QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

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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- Location Manager

SECTOR: Media & Entertainment

SUB-SECTOR: Film, Television, Radio, Advertising

OCCUPATION: Production

REFERENCE ID: MES/Q2804

ALIGNED TO: NCO-2015/2654.0100

Location Manager in the Media & Entertainment Industry is the person responsible identifying a suitable location for filming and managing any production requirements at the location.

Brief Job Description: Individuals in this job are responsible for filming/ production taking place on location. Their main tasks include evaluating various locations and identifying those that are most suited for filming. The location manager is in charge of set-up, logistics and coordination at the filming location.

Personal Attributes: This job requires the individual to understand production techniques and the implications of various tasks on time, resources and budget. The individual must have a background in film making or content production. The individual must understand the logistics and facilities required during filming and be able to assess a range of locations for their suitability. The individual should have a keen sense of visual imagery and photography, and apply this to location selection. The individual must be an effective communicator and be able to support the production unit in making relevant decisions about the location.

Job Details

Qualifications Pack Code	**MES/Q2804**		
Job Role	**Location Manager** This job role is applicable in both national and international scenarios		
Credits (NSQF)	TBD	**Version number**	**1.0**
Sector	**Media and Entertainment**	**Drafted on**	**08/11/2014**
Sub-sector	**Film, Television, Radio, Advertising**	**Last reviewed on**	**26/11/2018**
Occupation	**Production**	**Next review date**	**20/06/2021**
NSQC Clearance on	**22/08/2019**		

Job Role	**Location Manager**
Role Description	Key member of the Production Department and responsible for selecting an appropriate location. All activities outlined below must be interpreted in context of "location-driven production" for the Location Manager profile. *Note: It is important to note that given the spread of the activities under production, the size of the department can vary significantly by project. The proposed qualification packs provide a typical hierarchy. Where tasks are common across different profiles – the senior most person would perform the most complex aspects of that task and the junior level persons would perform less complex aspects.*
NSQF	6
Minimum Educational Qualifications **Maximum Educational Qualifications**	Graduate Post-Graduate in Film Production, Film Making
Prerequisite License or Training	Short Course in Film Production
Experience	4-6 Years of work experience
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES/N2806 (Assess suitability of a filming location) 2. MES/N2807 (Manage live programme production) 3. MES/N2809 (Coordinate production activities) 4. MES/N0104 (Maintain workplace health and safety) **Optional:** N/A
Performance Criteria	As described in the relevant OS units

efinitions

Keywords /Terms	Description
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
Financer	An entity (individual or organization) that provides financing for a project
Labour Laws	Legal norms governing the relationship between workers, employers, trade unions and the government
Post-production	Post-production is the final finishing phase of the production, where the raw footage is edited, special effects are added, music and sound are integrated, color correction is done etc.
Props	A property, commonly shortened to prop (plural: props), is an object used on stage or on screen by actors during a performance or screen production. In practical terms, a prop is considered to be anything movable or portable on a stage or a set.
Screenplay	Screenplay is the script coupled with key characteristics of the scene and directions for acting
Script	Script is a structured narrative of a story
Set	The background/ scenery visible through the camera (for video production) or directly to the spectator (for theatrical production)
Set Etiquette	A set of guidelines that dictate how cast and crew should behave on set and interact with each other
Target Audience	Group of people at whom content/ adverting 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.
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.

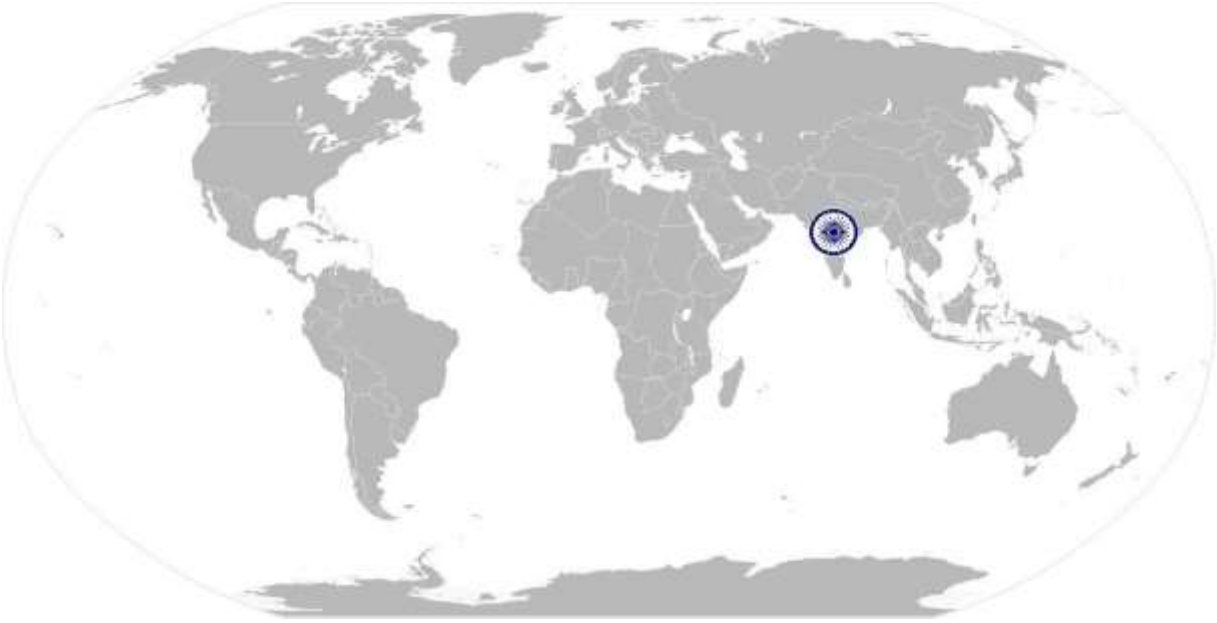
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified 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
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualification Framework

National Occupational Standard



Overview

This unit is about identifying possible locations for filming, conducting location surveys (recces) and assessing suitability

National Occupational Standard

Unit Code	MES/N2806
Unit Title (Task)	**Assess suitability of a filming location**
Description	This OS unit is about identifying possible locations for filming, conducting location surveys (recces) and assessing suitability
Scope	This unit/task covers: • Assess suitability of filming location

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Assess suitability of filming location	To be competent, the user/individual on the job must be able to: PC1. determine the total space/ floor area requirements based on the script and creative brief and identify appropriate location options, across studios/sound stages, buildings, parking lots and other covered spaces, and outdoor locations PC2. conduct a location survey (recce) and evaluate suitability on various factors (typically using a pre-agreed checklist) PC3. prioritize locations with regard to their suitability for filming, and support decision-making/ selection of an appropriate location PC4. contact film commissions/ other bodies to obtain necessary permissions

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. the vision and motivations of the creative team (Scriptwriter, Director, Production Designer among others) KA2. production limitations such as constraints on budget, resources and time availability and any specific limits on shooting locations KA3. the role and contribution of key departments during filming, interdependencies and reporting structures
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how to interpret the script and identify location requirements (based on the space required, mood, historical context, natural backdrop etc.) KB2. how to identify 4-5 options for each type of location (based on available databases, prior experience and independent research) KB3. how to conduct a location survey (recce) – typically using a pre-agreed checklist of factors that need to be assessed KB4. how to assess the accessibility of a location including availability of public/ private transport and parking space KB5. how to check for adequate power supply (either through the grid or generators), and corresponding requirements for wires and cables KB6. how to check the location for facilities including availability of food and water, rest areas, garbage disposal etc. KB7. how to check the location for lighting, direction of sunlight, appropriate times of day to shoot and requirements for artificial lighting KB8. how to identify relevant frames and backdrops at the location (based on the script and requirements for specific shots/ scenes) KB9. how to check the location for ambient sound (recordings may be made to

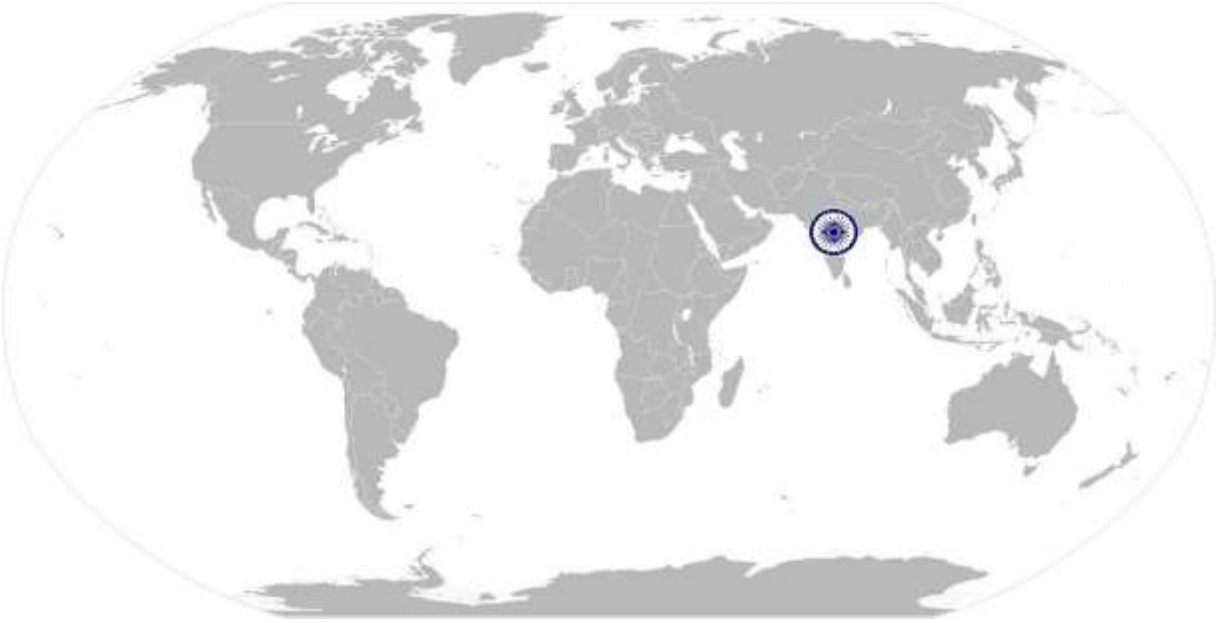
	assess sound level in a studio) KB10. how to check the suitability of the location for transporting heavy equipment (e.g. lights, grips and cameras) – e.g. the height, dimensions and any obstacles that need removal KB11. how to assess the location for weather patterns and any potential disruption to filming due to rain, snow, extreme heat or other conditions KB12. how to check the location for adequate storage space for safe and secure storage of equipment and materials required for filming KB13. how to identify relevant approvals and permissions (from local, state or central authorities) required for filming at that location KB14. how to maintain a record of all production-related documents including Non-Disclosure Agreements (NDA), legal permissions, proposals, insurance contracts, team lists etc. KB15. how to identify the insurance requirements for different types of locations, and work closely with the finance department and other members of the production unit to make sure required insurance is in place KB16. how to ensure that the selected location minimize risks during production, including those to the individual's own health and safety and of the production cast and crew
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. take notes and mark-up the script for location requirements SA2. prepare a checklist to undertake the location survey (recce), take notes and mark-up the checklist with findings from the recce SA3. use hand drawing and computer design techniques to create floor plans (i.e. parking, sound stage, storage space, facilities etc.)
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA1. interpret the script/ creative brief/ production concept/ schedule/ budget or any other type of written material SA2. correctly read background information on the location, floor plans, documentation regarding approvals and permissions etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. understand the creative vision of the Director/ Script writer and Producer SA4. understand the brief from the financer and any constraints/ limitations that affect the location selection (e.g. time, people, materials, budget) SA5. communicate effectively with the key heads of department, propose alternatives and agree on key decisions
A. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. make relevant decisions related to the area of work e.g. choice of location based on suitability across a range of factors

	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. how to prepare a work schedule/ sequence of activities to help plan the location survey (recce) effectively
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB4. how to assess the impact of selecting a particular location on the time and budget of the production

NOS Version Control

NOS Code	MES/N2806		
Credits (NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Advertising	Last reviewed on	26/11/2018
Occupation	Production	Next review date	20/06/2021

National Occupational Standard



Overview

This unit is about coordinating activities and resources during the production of live events and during live studio programming

National Occupational Standard

Unit Code	MES/N2807
Unit Title (Task)	**Manage live programme production**
Description	This OS unit is about coordinating activities and resources during the production of live events and during live studio programming
Scope	This unit/task is specific to producers responsible for live content production in television. It covers: • Manage live production
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Manage live production	To be competent, the user/individual on the job must be able to: PC1. understand, discuss and agree upon the objectives of a live programme, in conjunction with key technical and creative personnel PC2. correctly estimate production requirements (software, equipment, crew) that meet said objectives across: • live Events (sporting events, cultural events, political events, business events, conferences and seminars and other events of local, regional, national or international importance) • live Studio Programming (news bulletins, sports commentary and studio interviews) PC3. conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made PC4. co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. the vision and motivations of the creative team (Scriptwriter, Director, Production Designer among others) KA2. production limitations including details of the location where the event will take place and any constraints on budget, resources and time availability KA3. the role and contribution of key departments involved in production, interdependencies and reporting structures
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how to assess live production requirements and create a list of equipment, materials and other resources required KB2. how to estimate the human resource requirements for live programme production KB3. how to assess the suitability of equipment for live production and the required technical specifications (e.g. high speed cameras for production of sporting events) KB4. how to assess ambient sound at the location and make appropriate arrangements for sound recording

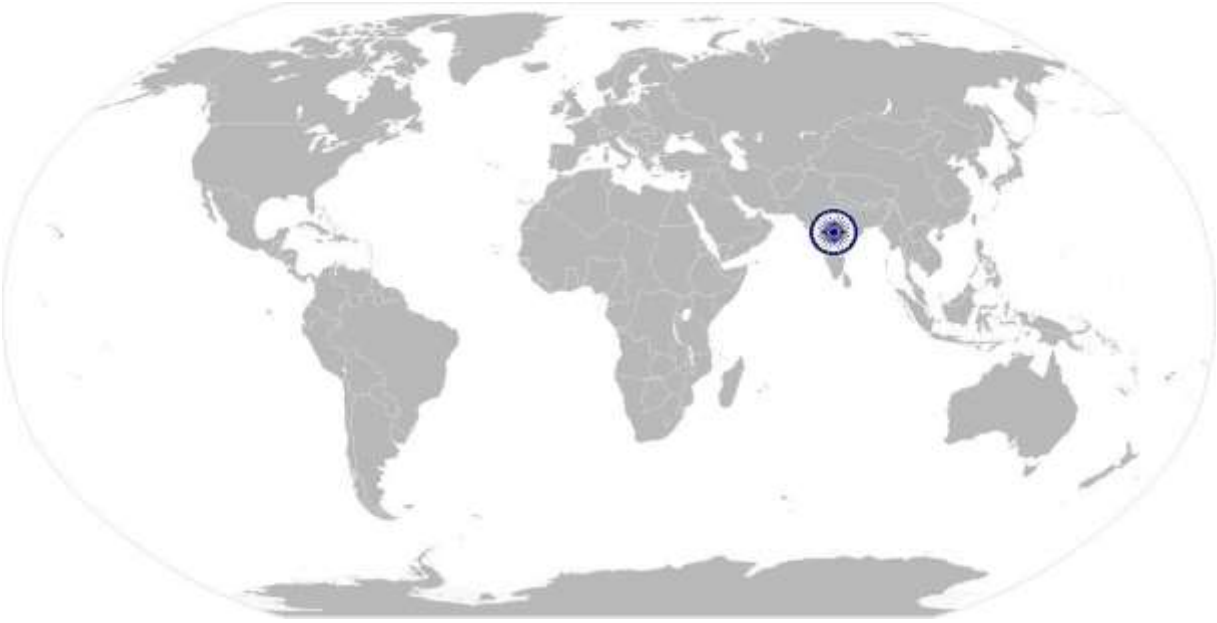
	KB5. how to operate (or instruct someone to operate) a video mixer to switch between different visual streams KB6. how to operate (or instruct someone to operate) an audio mixer to switch between different audio streams KB7. how to operate (or instruct someone to operate) graphics software and machines that allow for on screen graphics, live updates etc. KB8. available file formats for music/ content, specific requirements for HD production or other specialized programmes and what file formats are acceptable for the current event KB9. available connectivity options (e.g. satellite, leased lines etc.) to receive audio-visual feeds from various sources KB10. available play-out equipment and software for broadcasting live events KB11. how to ensure that all production activities minimize risks, including those to the individual's own health and safety and of the production cast and crew
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. take notes and mark-up scripts/ concepts to identify equipment, material and people requirements for live programme production SA2. prepare call sheets, task lists and other types of check lists
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. interpret the script/ creative brief/ production concept/ schedule/ budget or any other type of written material SA4. read user manuals for software and specialized equipment required for live programme production (e.g. mixers, on screen graphics, playout etc.)
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. connect with creative vision and objective behind capturing the live event SA6. identify any constraints/ limitations that affect the production (e.g. time, people, materials, location, budget) SA7. communicate effectively with the entire production unit, propose alternatives and agree on key decisions
B. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. make relevant decisions related to the area of work e.g. sequencing of activities, choice of equipment, production techniques, choice of location, vendor selection etc.
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. how to prepare a work schedule/ sequence of activities to help the entire production unit plan their work during the event SB3. how to build a contingency plan based on knowledge of similar live events and production risks

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB5. how to assess the impact of selecting production techniques, cast, crew, vendors and suppliers on the time, location and budget of the production SB6. how to assess the impact of selecting production techniques, cast, crew, vendors and suppliers on continuity through the event

NOS Version Control

NOS Code	MES/N2807		
Credits (NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Advertising	Last reviewed on	26/11/2018
Occupation	Production	Next review date	20/06/2021

National Occupational Standard



Overview

This unit is about coordinating production activities and resources for filming, monitoring progress and highlighting variances to the schedule and budget

National Occupational Standard

Unit Code	MES/N2809
Unit Title (Task)	**Coordinate production activities**
Description	This OS unit is about coordinating production activities and resources for filming, monitoring progress and highlighting variances to the schedule and budget
Scope	This unit/task covers: • Coordinating production activities

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Coordinating production activities	To be competent, the user/individual on the job must be able to: PC1. break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming PC2. lead, or support, the production unit toward successful completion of their tasks PC3. track progress of filming against the production schedule and budget, in line with one's role PC4. anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. the vision and motivations of the creative team (Scriptwriter, Director, Production Designer among others) KA2. production limitations including details of shooting locations and any key constraints on budget, resources and time availability KA3. the role and contribution of key departments during filming, interdependencies and reporting structures
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how to break down the production schedule into a daily task list with details of personnel, equipment and materials required on set, as necessary in the context of the role KB2. available options for transporting equipment and material securely to the location and ensuring safe storage KB3. how to coordinate, or support in coordinating, logistics for the cast and crew including travel, ground transport, accommodation, facilities on set including rest areas and catering KB4. how to coordinate, or support in coordinating, logistics for child artistes and their accompanying adults including travel, ground transport, accommodation, facilities on set including rest areas and catering KB5. how to coordinate, or support in coordinating, logistics for any animals being used for filming including the number of wranglers/ handlers required, their travel, ground transport, accommodation, facilities on set including rest areas and catering and any permissions required from local, state or central authorities for principal photography KB6. how to confirm if all approvals and permissions (from local, state or central

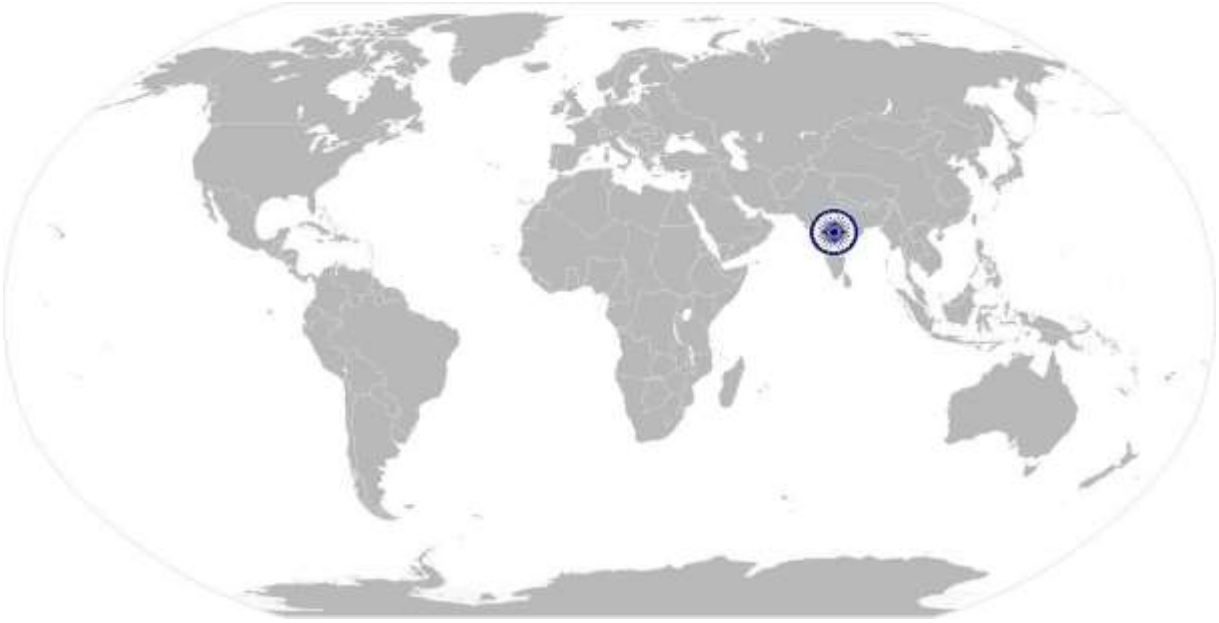
	authorities) required for filming have been taken, and the points of contact in case of any last-minute issues KB7. how to confirm, or support in confirming, if duties and any other applicable charges on equipment and material have been paid to the revenue authorities KB8. how to confirm, or support in confirming, if all required insurance policies have been purchased (e.g. fire insurance, theft insurance and insurance for unintentional damage to equipment) KB9. how to liaise with the Location Manager/ Floor Manager/ Unit Production Manager to ensure that all elements required for filming are in place, as necessary in the context of the role KB10. in case of damage to or non-availability of resources, identify alternatives/ substitutes that can be used without compromising on the production objectives KB11. prepare a daily progress report at the end of each day and track completion against the production schedule and budget, as necessary in the context of the role KB12. anticipate potential delays/ overruns and highlight them to the respective departments KB13. check against the production schedule that all tasks have been delivered, , as necessary in the context of the role KB14. observe inventory vs. delivery trends (in fields such as animation and gaming), or planned vs. actual – and make required changes to make the process of scheduling and delivery more effective KB15. act as a central point of contact for all teams and resolve any interdependency issues that could affect smooth functioning of the unit KB16. how to ensure that all production activities minimize risks, including those to the individual's own health and safety and of the production cast and crew
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills** The user/ individual on the job needs to know and understand how to: SA1. take notes and mark-up production schedules and budgets to identify potential areas of concern SA2. prepare daily call sheets, task lists and other types of check lists, in line with one's role SA3. prepare a daily progress report (on paper or using a computer) and highlight variance against the production schedule and budget, in line with one's role **Reading Skills** The user/individual on the job needs to know and understand how to: SA4. interpret the script/ creative brief/ production concept/ schedule/ budget or any other type of written material, in line with one's role SA5. correctly read vendor and supplier bills to ensure that expenses are aligned to the production budget

	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. understand the creative vision of the Director/ Script writer and Producer, as appropriate SA7. understand the brief from the financer and any constraints/ limitations that affect the production (e.g. time, people, materials, location, budget), as appropriate SA8. communicate effectively with some/entire production unit, propose alternatives and agree on key decisions
A. Professional Skills	**Decision Making**
	The user/individual on the job needs to know and understand how to: SB1. make relevant decisions related to the area of work e.g. sequencing of activities, choice of cast and crew, production techniques, choice of location, vendor selection etc.
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. how to prepare a work schedule/ sequence of activities to help the entire production unit plan their work on a daily basis, if appropriate SB3. how to build a contingency plan based on knowledge of typical areas of delays/ overruns and production risks
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB5. how to assess the impact of selecting production techniques, cast, crew, vendors and suppliers on the time, location and budget of the production, if appropriate

NOS Version Control

NOS Code	MES/N2809		
Credits (NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Advertising	Last reviewed on	26/11/2018
Occupation	Production	Next review date	20/06/2021

National Occupational Standard



Overview

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

National Occupational Standard

Unit Code	MES/N0104
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 at 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

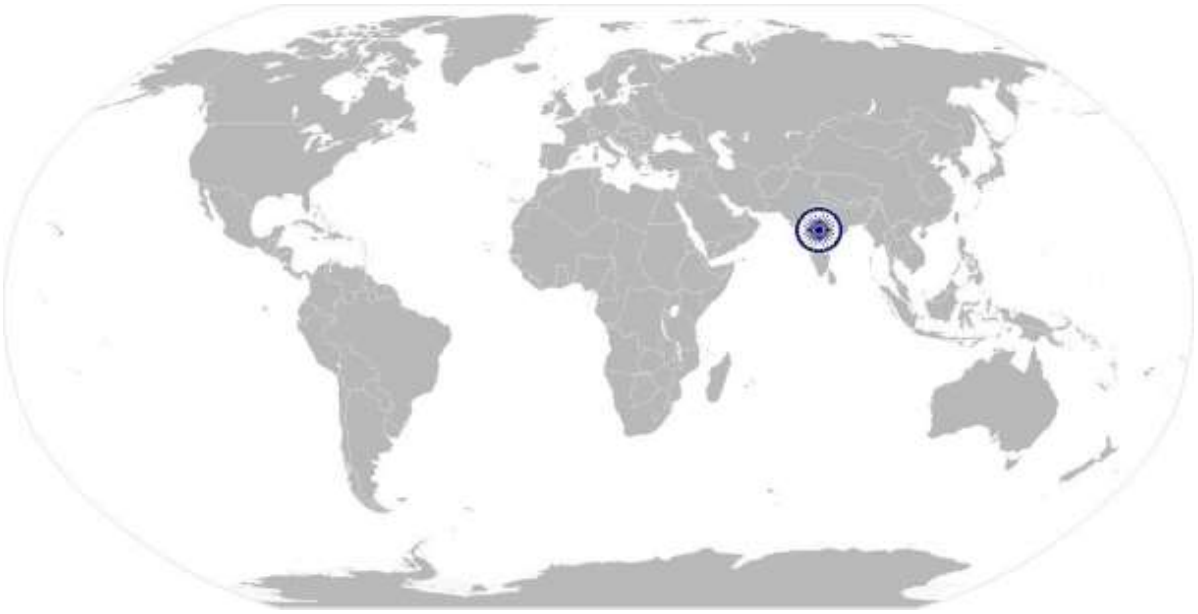
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding the health, safety and security risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: PC1. maintain one's posture and position to minimize fatigue and any risk of injury PC2. maintain first aid kit and keep oneself updated on the first aid procedures PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace PC4. accurately maintain accident reports PC5. report health and safety risks/ hazards to the concerned personnel PC6. participate in organization's health and safety knowledge sessions and drills
Knowing the people responsible for health and safety and the resources available	PC7. identify the people responsible for health and safety at the workplace, including those to contact in case of an emergency PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms
Identifying and reporting risks	PC9. identify aspects of your workplace that could cause potential risk to own and others health and safety PC10. ensure own personal health and safety, and that of others at the workplace through precautionary measures PC11. identify and recommend opportunities for improving health, safety, and security to the designated person PC12. 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	PC13. follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard PC14. 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. organization'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 equipment's, 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

NOS Version Control

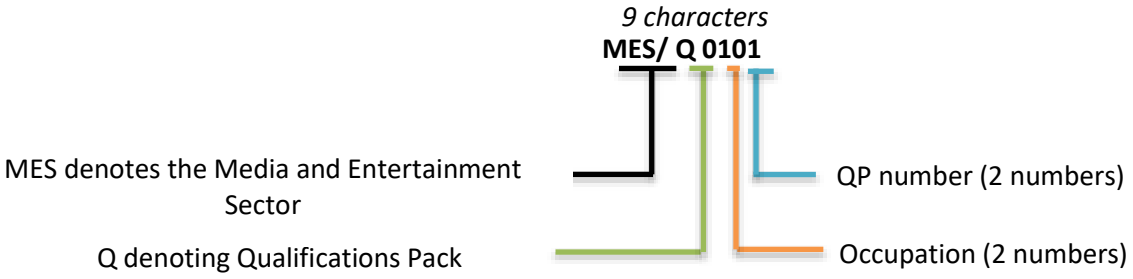
NOS Code	MES/N0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Advertising	Last reviewed on	26/11/2018
Occupation	Production	Next review date	20/06/2021



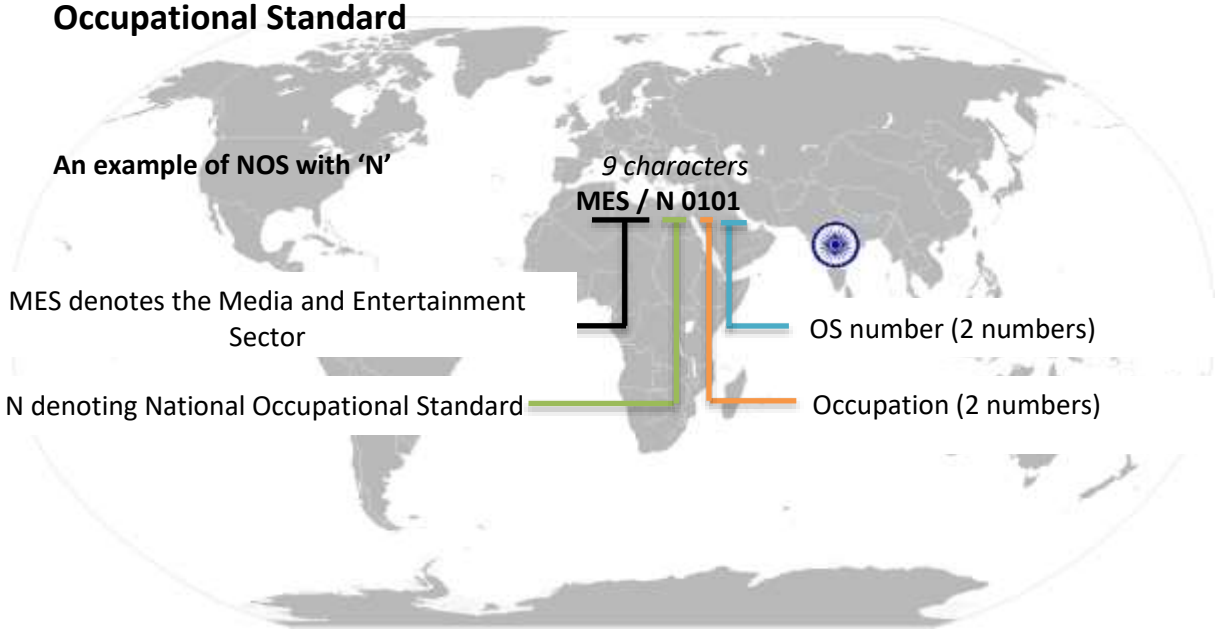
Annexure

Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard



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

Sub-sector	Range of Occupation numbers
Film	01-20
Television	21-30
Print	31-35
Animation	36-45
Gaming	46-55
Radio	56-60
Digital	61-70
OOH / Advertising	71-80
Creative & Performing Art	81-85
Sound & Music	86-90
Theme & Amusement Park	91-95
Event Management	96-99

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether **Q**P or **N**OS	Q
Next two numbers	Asset Creation	25
Next two numbers	QP number	02

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Location Manager
Qualification Pack: MES/Q2804
Sector Skill Council: Media and Entertainment Skills Council

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).
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Assessment outcomes	**Assessment criteria for outcomes**	**Marks Allocation**			
		Total Mark	**Out of**	**Theory**	**Skills Practical**
MES/N2806 Assess Suitability of a Filming Location	PC1. Determine the total space/ floor area requirements based on the script and creative brief and identify appropriate location options	**100**	30	15	15
	PC2. Conduct a location survey (recce) and evaluate suitability on various factors (typically using a pre-agreed checklist)		30	15	15
	PC3. Prioritize locations with regard to their suitability for filming, and support decision- making/ selection of an appropriate location		20	10	10
	PC4. Contact film commissions/ other bodies to obtain necessary permissions		20	10	10
		Total	100	50	50
MES/N2807 Manage Live Programme Production	PC1. Understand the technical requirements for live programme production and correctly estimate production requirements		30	15	15
	PC2. Correctly estimate production requirements (software, equipment, crew) that meet said objectives across:		30	15	15
	PC3. Conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made		20	10	10

	PC4. Co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event		20	10	10
		Total	100	50	50
MES/N2809 Coordinate Production Act	PC1. Break-down the production schedule into a daily task list and manage day to day activities during filming	**100**	30	15	15
	PC2. Lead the full production unit toward successful completion of their tasks		30	15	15
	PC3. Track progress of filming against the production schedule and budget		20	10	10
	PC4. Anticipate potential delays/ budget overruns, escalate these to the relevant departments and identify ways to minimize them		20	10	10
		Total	100	50	50
MES/N0104 Maintain workplace health and safety	PC1. maintain one's posture and position to minimize fatigue and the risk of injury	**100**	10	5	5
	PC2. maintain first aid kit and keep oneself updated on the first aid procedures		10	5	5
	PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace		5	3	2
	PC4. accurately maintain accident reports		5	3	2
	PC5. report health and safety risks/ hazards to concerned personnel		10	5	5
	PC6. participate in organization's health and safety knowledge sessions and drills		10	5	5
	PC7. identify the people, responsible for health and safety at the workplace, including those to contact in case of an emergency		10	5	5
	PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	5
	PC9. identify aspects of workplace that could cause potential risk to own and others health and safety		5	3	2
	PC10. ensure own personal health and safety, and that of others in the workplace though precautionary measures		5	3	2
	PC11. identify and recommend opportunities for improving health, safety, and security to the designated person		5	2	3
	PC12. 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		5	2	3
	PC13. follow organisation's emergency procedures for accidents, fire or any other natural calamity in case of a hazard		5	2	3
	PC14. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	3
		Total	100	50	50