

## 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- Script Editor

**SECTOR:** MEDIA AND ENTERTAINMENT

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

**OCCUPATION:** Script Editor

**REFERENCE ID:** MES/Q3001

**ALIGNED TO:** NCO-2015/2641.0302

**Script Editor in the Media & Entertainment Industry is also known as a Story Editor**

**Brief Job Description:** Individuals at this job read and assess the script for the merit of the story, its dramaturgy and overall competence and offer feedback and notes for improvement to make the script production worthy.

**Personal Attributes:** This job requires the individual to have a sound understanding of the craft of screenwriting. The individual must be able to read a script and understand the premise and intention embedded in the story. The individual must be able to assess the script and narrative style and identify areas of improvement to enhance the impact and quality of the script. The individual must be well-versed with script-writing elements, principles, norms, guidelines and techniques.



Job Details	<b>Qualifications Pack Code</b>	<b>MES/Q3001</b>		
	<b>Job Role</b>	<b>Script Editor</b> This job role is applicable in both national and international scenarios		
	<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>16/07/2018</b>
	<b>Sub-sector</b>	<b>Film, Television, Animation, Gaming, Advertising</b>	<b>Last reviewed on</b>	<b>20/03/2019</b>
	<b>Occupation</b>	<b>Screen/Script writing</b>	<b>Next review date</b>	<b>22/06/2021</b>
	<b>NSQC Clearance on</b>	<b>22/08/2019</b>		

<b>Job Role</b>	<b>Script Editor</b>
<b>Role Description</b>	Assess the script to improve/ make it suitable for production
<b>NSQF level</b>	7
<b>Minimum Educational Qualifications</b>	Graduate
<b>Maximum Educational Qualifications</b>	Post Graduate in Creative Writing / Literature
<b>Prerequisite License or Training</b>	Script-writing/Creative-writing, Psychology
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	5-7 Years of work experience 3-5 Years of work experience for Junior Editors
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">MES/N3001 (Understand and detail the concept)</a></li> <li><a href="#">MES/N3004 (Adapt the script to production requirements)</a></li> <li><a href="#">MES/N3006 (Manage the relationship between script writer and producers)</a></li> <li><a href="#">MES/N0104 (Maintain workplace health and safety)</a></li> </ol> <p><b>Optional:</b> N.A.</p>
<b>Performance Criteria</b>	As described in the relevant OS units

Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
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
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
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.
Target Audience	Group of people at who content/ adverting is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters
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.

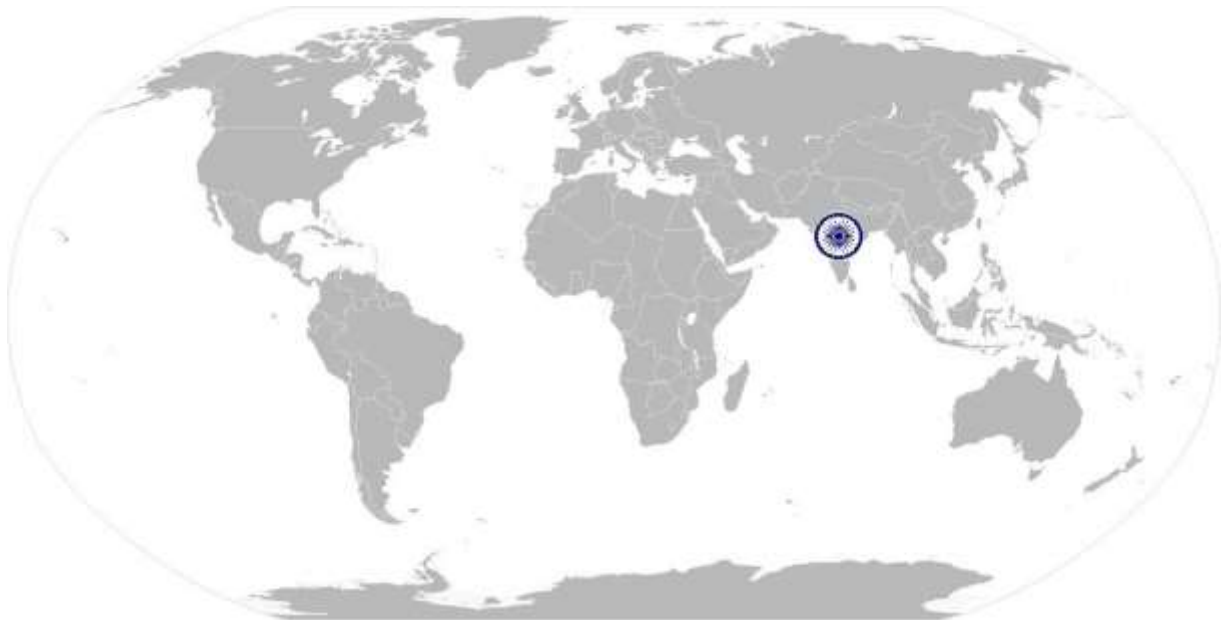
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify 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.
<b>Keywords /Terms</b>	<b>Description</b>
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

MES/N3001

Understand and detail the concept

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# National Occupational Standard



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## Overview

This unit is about understanding and detailing the concept

MES/N3001

Understand and detail the concept

Unit Code		MES/N3001
Unit Title (Task)		Understand and detail the concept
Description	This OS unit is about understanding and detailing the concept	
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Understanding the concept</li> <li>Detailing out the concept</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>Concepts may be developed by the individual him/herself or communicated by Directors/Producers, production houses, clients etc. Therefore, understanding of the concept may be an internal or external process.</li> <li>Detailing out the concept is likely to be a requirement for Scriptwriters, but may be an informal process/optional for Script Editors or Script Researchers.</li> </ul>	
Performance Criteria (PC) w.r.t. the Scope		
Element	Performance Criteria	
Understanding the concept	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. understand the artistic and communication goals of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc.)</p> <p>PC2. be aware of the intended medium (eg: feature film, short film, serialized tv series, miniseries, documentary), and evaluate how this affects viewer engagement with the concept</p> <p>PC3. be aware of the intended target audience, and evaluate how this affects the concept (eg: language, pacing, maturity of themes etc.)</p> <p>PC4. be aware of any relevant cultural, social or political issues that need to be taken into account</p> <p>PC5. identify, research and understand key elements of the concept, including:</p> <ul style="list-style-type: none"> <li>Premise</li> <li>Setting</li> <li>Genre</li> <li>Central themes</li> <li>Primary mood/tone</li> <li>Broad character arcs</li> <li>Major narrative/plot points</li> <li>Structure</li> <li>Light and sound</li> </ul>	
Detailing out the concept	<p>PC6. outline key elements of the concept, along with additional notes, critiques and development ideas in various formats, which may include:</p> <ul style="list-style-type: none"> <li>Taglines</li> <li>Loglines</li> <li>Pitches</li> <li>One page synopsis</li> <li>Exposés</li> <li>Running diary/annotations</li> <li>Storyboards</li> </ul>	

MES/N3001

Understand and detail the concept

Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. the objective/outcomes of the production (e.g. audience engagement with commercial success in view for feature films, public service, information dissemination and spreading awareness etc.)
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. how to assess concepts and their artistic and communication goals KB2. how to extract and interpret relevant information regarding the concept's vision from concept briefs KB3. how to discuss and understand relevant information regarding the concept's vision from relevant personnel (Director, Executive Producer etc.) KB4. the effect of different mediums (eg: feature film, short film, serialized TV series, miniseries, documentary) on viewer engagement KB5. the culture and literary capacity of the target audience and how the concept intends to engage them KB6. the basic principles of story-telling and character psychology KB7. elements of the concept, including premise, setting, genre, central themes, mood, tone, character arcs, narrative, structure etc. KB8. the norms and practices of concepts and concept development followed by different production houses KB9. the basic principles of concept detailing, and how to use timing, pacing, characterization and the teasing of compelling ideas effectively KB10. how to specify details of a concept in various formats (eg: taglines, loglines, pitches, synopsis, exposes etc.) and the different objectives of each KB11. how to research and tap into the sources for procuring information/ background material that will enhance understanding of the concept KB12. how to work on word processing software and scriptwriting, formatting software like Final Draft, Movie Magic and Caltex KB13. how to type in regional languages using Unicode KB14. applicable copyright norms and intellectual property rights
Skills (S) (Optional)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. how to specify a concept using taglines, loglines, synopsis, exposes, storyboards and understand the differing purposes for each SA2. detail out concepts complying with norms and guidelines specific to the industry/genre/region/language/culture SA3. use correct grammar, spelling, punctuation and phonetics for the language in which the concept is being developed
	<b>Reading Skills</b>

MES/N3001

Understand and detail the concept

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. read and understand any concept briefs, notes or other materials with information on the concept</p> <p>SA2. research the profile and characteristics of the target audience, genre, region and culture to better understand the concept's objectives</p> <p>SA3. research key elements of the concept to improve understanding, as appropriate</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. discuss the goals and creative vision of the concept with the Producer/ Director/ Client, as required</p>
<p><b>B. Professional Skills</b></p>	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. ensure that understanding of the concept is at a sufficient level for further tasks, and that this is achieved within timelines</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. identify any problems with successful execution of the task and resolve them in consultation with the producer and director</p>
	<p><b>Decision making</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. make relevant decisions related to the area of work</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB4. the consumption patterns and preferences of the target audience (end user/ viewer/ listener)</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. foresee technical issues that may arise during production/post-production of the idea/concept and explore options to modify script/ resolve issues proactively</p>
	<p><b>Critical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. how to assess the suitability of production concepts/ scripts for the intended target audience</p>



MES/N3001

Understand and detail the concept

## NOS Version Control

<b>NOS Code</b>	MES/N3001		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/07/2018
<b>Sub-sector</b>	Film, Television, Animation, Gaming, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Screen/Script writing	<b>Next review date</b>	22/06/2021



MES/N3004

Adapt the script to production requirements

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# National Occupational Standard



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## Overview

This unit is about assessing the script to identify areas of improvement and adapting/ re-writing/refining the script to make it suitable for production

MES/N3004

Adapt the script to production requirements

<b>Unit Code</b>	<b>MES/N3004</b>
<b>Unit Title (Task)</b>	<b>Adapt the script to production requirements</b>
<b>Description</b>	This OS unit is about assessing the script to identify areas of improvement and adapting/re-writing/refining the script to make it suitable for production
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>assessing and editing scripts for a range of productions and genres <ul style="list-style-type: none"> <li>productions could include animation, advertisements/commercials, documentaries, feature films, short films, television series, theatre</li> <li>genres could include action, children, comedy, crime, drama, family, history, horror, romance, science fiction, teens, thriller</li> </ul> </li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Assessing and editing scripts for a range of productions and genres	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. analyze the script to identify areas where the creative merit of the story is not emerging, keeping commercial success and the requirements of the production house in view</p> <p>PC2. assess and analyze the different script-writing elements (such as premise, plot, character, structure, scene design) to ensure that they are all woven together into a seamless whole</p> <p>PC3. relate the script to the genre in which it is set and confirm the consistency of mood maintained therein</p> <p>PC4. develop a plan for re-writing and refining the script to make it production- ready</p> <p>PC5. re-write/refine the script and narrative in a timely manner following feedback, liaise with colleagues to resolve contradictory comments, and finalize it for production (Optional)</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the objective/outcomes of the production e.g. audience engagement with commercial success in view for feature films, public service, information dissemination and spreading awareness</p> <p>KA2. the timelines and budget within which the final script would need to be delivered</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to assess scripts and narrative styles, diagnose weaknesses and identify changes required</p> <p>KB2. principles of story-telling and character psychology</p> <p>KB3. how to locate the scripts premise, assess it for its dramatic strength and clarity and match it to the version approved by the production house</p> <p>KB4. how to assess the unity of the script i.e. to ensure that all key sequences draw their dramatic energy from the central idea/ premise</p> <p>KB5. how to confirm the integrity between the character and the plot</p> <p>KB6. how to assess if the screenplay's structure is in line with requirements and if</p>

MES/N3004

**Adapt the script to production requirements**

	<p>there is accessible clarity to the narrative’s progression</p> <p>KB7. how to assess every scene to confirm if the division is correct vis-à-vis time and location and to evaluate its placement in the progression of the screenplay</p> <p>KB8. how to examine dialogues for their rhythm, uniqueness of voice, economy of style and assess if they serve in driving the narrative forward and in revealing the characters</p> <p>KB9. concepts relating to general topics (like history, mythology, politics, technology) to identify gaps in logic, authenticity and credibility</p> <p>KB10. elements of the script i.e. character, conflict, premise, story, narrative structure, causality, turning points, story development, story set-ups in opening sequence, genre, plot and story, setting, structure and theme</p> <p>KB11. how to work on word processing software and scriptwriting, formatting software like Final Draft, Movie Magic and Celtx</p> <p>KB12. how to type in regional languages using Unicode</p> <p>KB13. applicable copyright norms and intellectual property rights to protect work and sign contracts</p> <p>KB14. applicable health and safety guidelines</p>
<p><b>Skills (S) (Optional)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/individual on the job needs to know and understand how to: SA1. diagnose changes and identify areas of improvement in the script</p> <p>SA2. crystalize the premise, summarize the script and give detailed and relevant notes for revising/ redrafting the script</p> <p>SA3. use correct grammar, spelling, punctuation and phonetics for the language in which the script is being developed</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. read and understand the production premise, and check for its dramatic strength and clarity</p> <p>SA5. read and assess the script keeping in mind aspects such as the genre, target audience, region, culture and time period</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. discuss/negotiate and agree on the areas of improvement on the script with the Director, Producer and Script-writer</p> <p>SA7. present versions of edited scripts with the Director, Producer and Script- writer to finalize the script</p> <p>SA8. be well-networked within the industry</p>
<p><b>B. Professional Skills</b></p>	<p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. ensure that the script is ready for production and is completed within timelines and budget requirements</p> <p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand how to:</p>

MES/N3004

**Adapt the script to production requirements**

	SB2. identify any problems with successful execution of the task and resolve them in consultation with the producer and director
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB3. envision the impact of the script on the production budget, requirements and process
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB4. critically review the script to identify areas of improvement SB5. provide constructive criticism without hurting someone or killing an idea SB6. appraise the quality of own work to ensure it is in line with the expected quality standards
	<b>Decision making</b>
	The user/individual on the job needs to know and understand how to: SB7. make relevant decisions related to the area of work
	<b>Customer Centricity</b>
The user/individual on the job needs to know and understand how to: SB8. adapt the script to the different disciplines of TV, film and theatre	

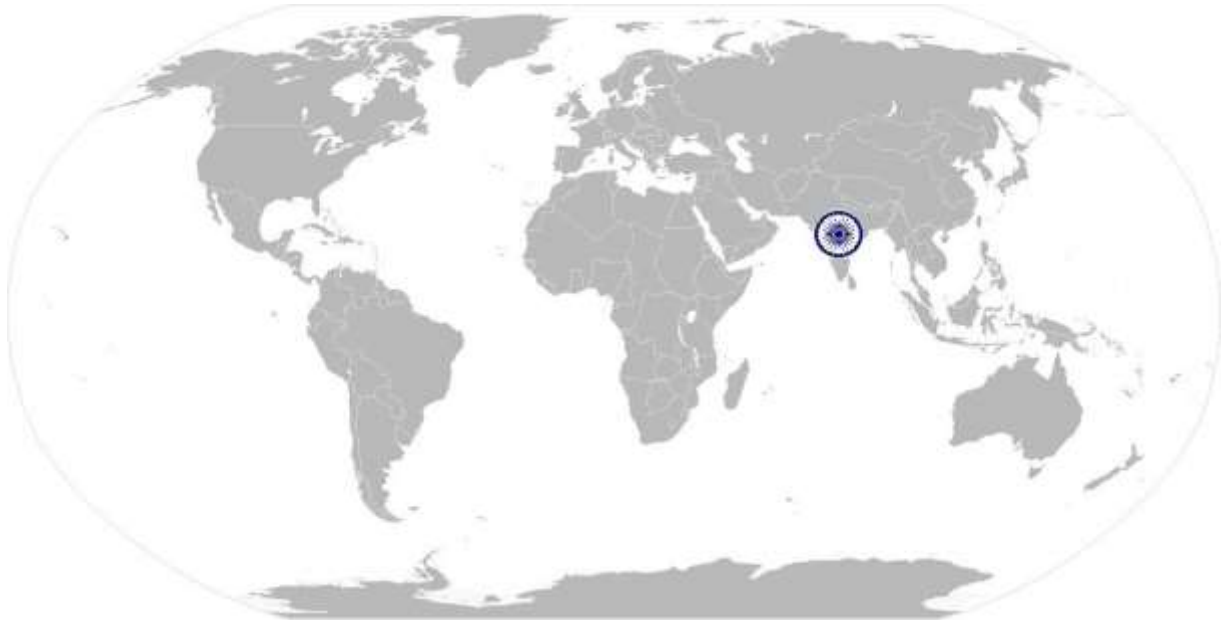


MES/N3004

Adapt the script to production requirements

## NOS Version Control

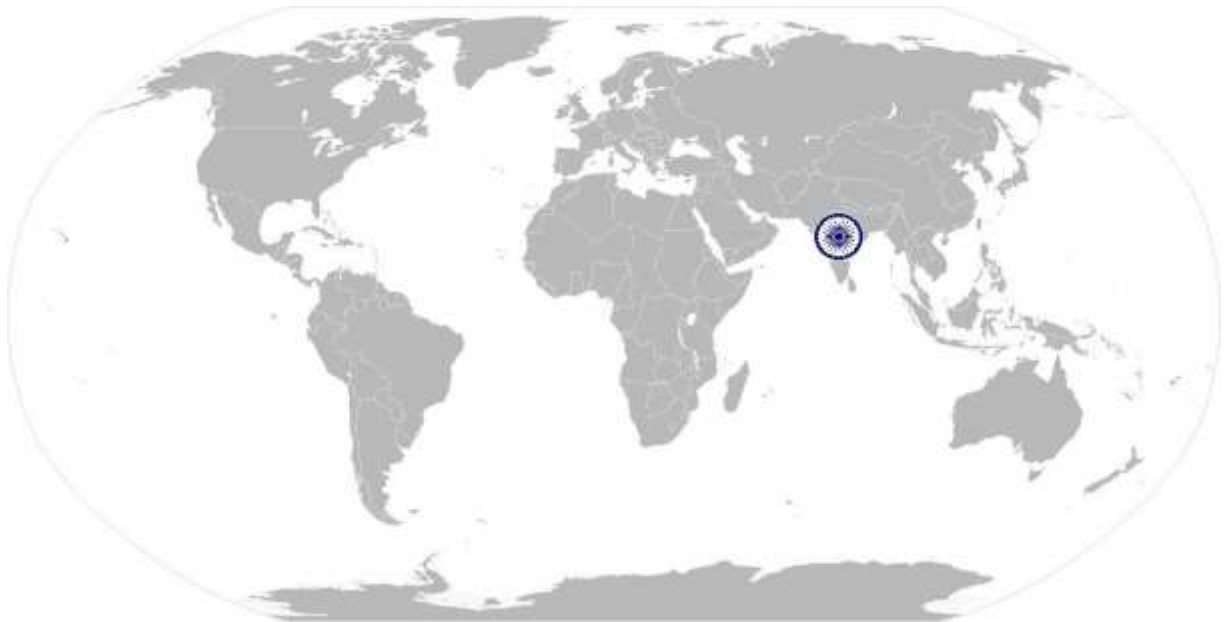
<b>NOS Code</b>	MES/N3004		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/07/2018
<b>Sub-sector</b>	Film, Television, Animation, Gaming, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Screen/Script writing	<b>Next review date</b>	22/06/2021



MES/N3006

Manage the relationship between script writer and producers

# National Occupational Standard



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## Overview

This unit is about managing the relationship between the script writer and producers

**MES/N3006      Manage the relationship between script writer and producers**

<b>Unit Code</b>	<b>MES/N3006</b>
<b>Unit Title (Task)</b>	<b>Manage the relationship between script writer and producers</b>
<b>Description</b>	This OS unit is about managing the relationship between the script writer and producers
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Managing the relationship between the script writer and producers</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Managing the relationship between the script writer and producers	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. ensure that the script writer is sufficiently aware of the financial and production implications of editorial decisions</li> <li>PC2. provide the writers with sufficient information to enable the editorial brief to be met in respect of style, content, form and any other special conditions</li> <li>PC3. arrange for periodic meetings/discussions with the script writer and producers to encourage dialogue and feedback, as appropriate</li> <li>PC4. co-ordinate and communicate any changes to the production brief or script to those concerned</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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"> <li>KA1. the creative vision of the production, as well as any technical, budgetary or scheduling constraints</li> <li>KA2. how to work sensitively with script writers to foster their script writing abilities</li> <li>KA3. policies and regulations of the organization</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. anticipate and highlight potential differences in the creative vision and production requirements</li> <li>KB2. how to liaise and communicate with the script writer and producers to ensure that the creative vision is being achieved in line with production requirements (budgets, timelines etc.)</li> <li>KB3. how to serve as an intermediary between two viewpoints that may be opposed (creative and production), and sensitively balance the needs of production with those of the script writer</li> <li>KB4. the financial consequences of editorial decisions</li> <li>KB5. how to assist writers to turn good ideas into creative writing for film and television</li> <li>KB6. how a script should be structured and presented</li> <li>KB7. the legal implications of the production process, including copyright law and agreements</li> </ul>
<b>Skills (S) (Optional)</b>	



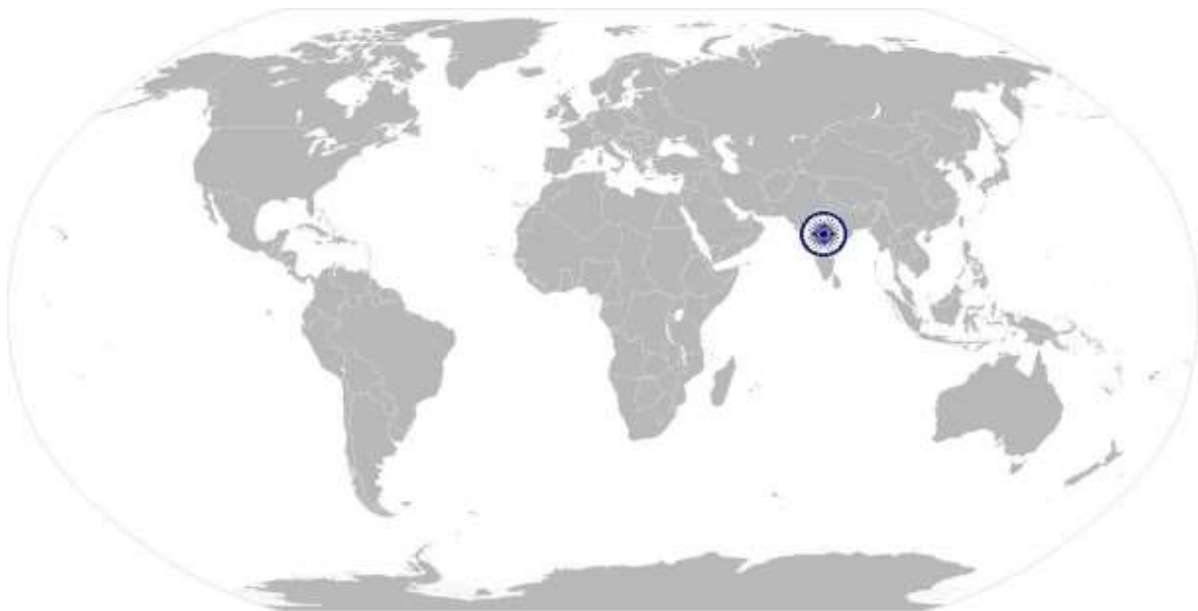
MES/N3006 Manage the relationship between script writer and producers

<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. document notes while reviewing the script, brief, production requirements and specifications, in order to refer to them during discussions with the script writer or producers SA2. log the minutes of meetings and discussions, and highlight actionable points, as appropriate
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read and understand interim scripts and production briefs SA4. research any production specifications, where necessary
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA5. understand the vision of the script writer and requirements of the producers
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. schedule meetings/discussions in line with estimated timelines, so as to manage the allotted work and achieve it in the given schedule
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB2. identify any creative or personal differences that may arise during the production and find solutions to address them
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB3. how to evaluate the revenue potential of a production across platforms SB4. how to assess the impact of selecting production techniques, cast, crew, vendors and suppliers on the time, location and budget of the production
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB5. how to assess the suitability of production concepts/ scripts for the intended target audience
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB6. make relevant decisions related to the area of work e.g. choice of cast and crew, production techniques, vendor selection etc. as per the script demand/requirements.
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to: SB7. the consumption patterns and preferences of the target audience (end user/viewer/ listener)	

MES/N3006 Manage the relationship between script writer and producers

## NOS Version Control

<b>NOS Code</b>	MES/N3006		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/07/2018
<b>Sub-sector</b>	Film, Television, Animation, Gaming, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Screen/Script writing	<b>Next review date</b>	22/06/2021



MES/N0104

Maintain workplace health and safety

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# National Occupational Standard



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## Overview

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

**MES/N0104**

**Maintain workplace health and safety**

<b>Unit Code</b>	<b>MES/N0104</b>
<b>Unit Title (Task)</b>	<b>Maintain workplace health and safety</b>
<b>Description</b>	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Understanding the health, safety and security risks prevalent in the workplace</li> <li>Knowing the people responsible for health and safety and the resources available</li> <li>Identifying and reporting risks</li> <li>Complying with procedures in the event of an emergency</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
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 organization'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 organizational procedures and warn other people who may be affected</p>
Complying with procedures in the event of an emergency	<p>PC11. follow organization'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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization'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>

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<p><b>B. Technical Knowledge</b></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 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, systems and/or machines</p>
<p><b>Skills (S) (Optional)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></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 SA2. how to write and highlight potential risks or report a hazard to the concerned people</p> <p><b>Reading Skills</b></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><b>Oral Communication (Listening and Speaking skills)</b></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 SA5. listen and communicate information with all anyone concerned or affected</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision making</b></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><b>Plan and Organize</b></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><b>Problem Solving</b></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><b>Critical Thinking</b></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 SB5. apply balanced judgments in different situations</p> <p><b>Customer Centricity</b></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><b>Analytical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. analyze data and activities</p>

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## NOS Version Control

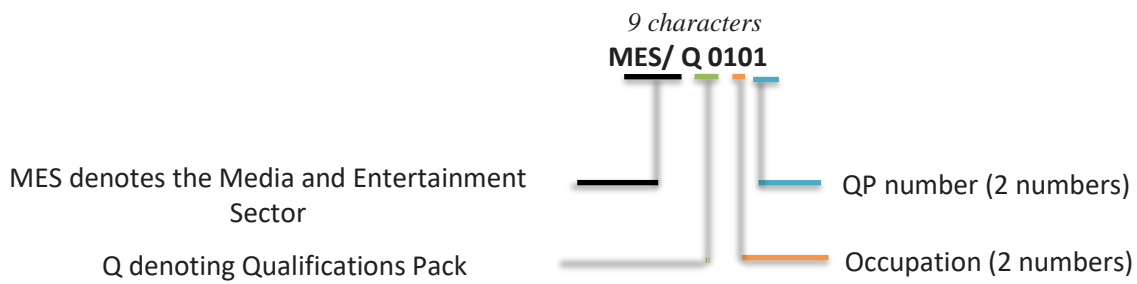
<b>NOS Code</b>	MES / N 0104		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/07/2018
<b>Sub-sector</b>	Film, Television, Animation, Gaming, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Screen/Script writing	<b>Next review date</b>	22/06/2021



## Annexure

### Nomenclature for QP and NOS

#### Qualifications Pack



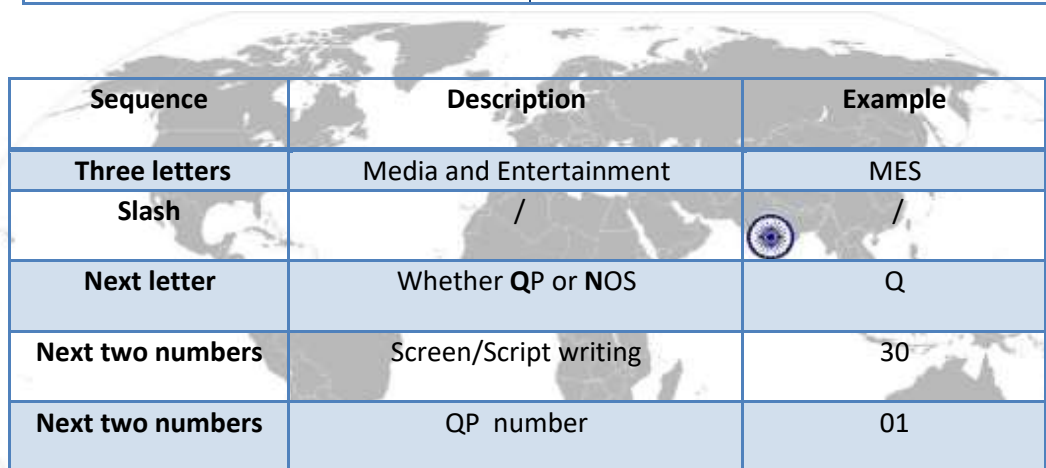
#### Occupational Standard



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

Sub-sector	Range of Occupation numbers
Film	01-30
Television	31-40
Print	41-45
Animation	46-55
Gaming	56-65
Radio	66-70
Digital	71-80
OOH	81-90
Advertising	91-99



Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Screen/Script writing	30
Next two numbers	QP number	01



## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role:** Script Editor

**Qualification Pack:** MES/Q3001

**Sector Skill Council:** Media and Entertainment Skills Council

<b>Guidelines for Assessment:</b>
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	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
<b>MES/N3001 (Understand and detail the concept)</b>	PC1.Understand the artistic and communication goals of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc.)	100	15	10	50
	PC2.Be aware of the intended medium (eg: feature film, short film, serialized tv series, miniseries, documentary), and evaluate how this affects viewer engagement with the concept		10	5	
	PC3.Be aware of the intended target audience, and evaluate how this affects the concept (eg: language, pacing, maturity of themes etc.)		15	5	
	PC4.Be aware of any relevant cultural, social or political issues that need to be taken into account		20	10	
	PC5.Identify, research and understand key elements of the concept, including: Premise, Setting Genre Central themes, Primary mood/tone Broad character arcs, Major narrative/plot points Structure, Light and sound		20	10	

	PC6.Outline key elements of the concept, along with additional notes, critiques and development ideas in various formats, which may include: Taglines, Loglines, Pitches, One page synopsis, Exposés		20	10	
		Total	100	50	50
<b>MES/N3004 (Adapt the script to production requirements )</b>	PC1. Analyse the script to identify areas where the creative merit of the story is not emerging, keeping commercial success and the requirements of the production house in view	100	20	10	50
	PC2. Assess and analyse the different script-writing elements (such as premise, plot, character, structure, scene design) to ensure that they are all woven together into a seamless whole		20	10	
	PC3. Relate the script to the genre in which it is set and confirm the consistency of mood maintained therein		20	10	
	PC4. Develop a plan for re-writing and refining the script to make it production-ready		20	10	
	PC5. Re-write/refine the script and narrative in a timely manner following feedback, liaise with colleagues to resolve contradictory comments, and finalise it for production (Optional)		20	10	
		Total	100	50	50
<b>MES/N3006 (Manage the relationship between script writer and producers)</b>	PC1.Ensure that the script writer is sufficiently aware of the financial and production implications of editorial decisions	100	30	20	50
	PC2. Provide the writers with sufficient information to enable the editorial brief to be met in respect of style, content, form and any other special conditions		25	10	
	PC3.Arrange for periodic meetings/discussions with the script writer and producers to encourage dialogue and feedback, as appropriate		25	10	
	PC4.Co-ordinate and communicate any changes to the production brief or script to those concerned		20	10	
		Total	100	50	50
<b>MES/N0104 (Maintain workplace health and safety)</b>	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



## Qualifications Pack For Script Editor

