

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 writer

SECTOR: MEDIA AND ENTERTAINMENT

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

OCCUPATION: Screen / Script writing

REFERENCE ID: MES/Q3002

ALIGNED TO: NCO-2015/2641.0601

Script-writer in the Media & Entertainment Industry is also known as a Screen-writer / Story-writer

Brief Job Description: Individuals at this job need to write full length scripts that are production-ready. Note: In the Indian film industry, the script is often constructed as a sum of 3 elements: Story, Screenplay and Dialogue and three different individuals usually write these. However, ideally the entire script should be written by 1 writer (or at least the screenplay and dialogue)

Personal Attributes: This job requires the individual to be a storyteller with a developed sense of dramaturgy including the ability to conceptualize the plot, structure it into a narrative with multi-dimensional, empathetic and credible characters. The individual must be well-versed with script-writing elements, principles, norms, guidelines and techniques to be able to develop a full-length script that is production ready. A sense of the Indian story-telling ethos is desirable.

Job Details

Qualifications Pack Code	MES/Q3002		
Job Role	Script-writer 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, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Screen/Script writing	Next review date	20/06/2021
NSQC Clearance on	22/08/2019		

Job Role	Script-writer
Role Description	Write full-length scripts for productions
NSQF level	6
Minimum Educational Qualifications	Graduate
Maximum Educational Qualifications	Post Graduate in Creative Writing / Literature
Prerequisite License or Training	Course in Script-writing/Creative-writing (While formal training helps, it is not essential as it is possible to learn the craft of scriptwriting on one's own)
Minimum Job Entry Age	18 years
Experience	4-6 Years of work experience
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> MES/N3001 (Understand and detail the concept) MES/N3002 (Undertake research for scripts) MES/N3003 (Develop a full length script) MES/N0104 (Maintain workplace health and safety) <p>Optional: N.A.</p>
Performance Criteria	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 Qualification 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 includes 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

Acronyms

MES/N3001

Understand and detail the concept

National Occupational Standard



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"> Understanding the concept Detailing out the concept <p>Note:</p> <ul style="list-style-type: none"> 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. 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.
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 (e.g.: 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"> premise setting genre central themes primary mood/tone broad character arcs major narrative/plot points structure light and sound
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"> taglines loglines itches one page synopsis exposés running diary/annotations storyboards

MES/N3001

Understand and detail the concept

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 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. Technical Knowledge	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 (e.g.: 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 (e.g.: 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 Celtx KB13. how to type in regional languages using Unicode KB14. applicable copyright norms and intellectual property rights
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 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
	Reading Skills

MES/N3001

Understand and detail the concept

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. research the profile and characteristics of the target audience, genre, region and culture to better understand the concept's objectives</p> <p>SA5. read and understand any concept briefs, notes or other materials with information on the concept</p> <p>SA6. research key elements of the concept to improve understanding, as appropriate</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. discuss the goals and creative vision of the concept with the Producer/ Director/ Client, as required</p>
<p>B. Professional Skills</p>	<p>Plan and Organize</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>Problem Solving</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>Decision making</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>Customer Centricity</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>Analytical Thinking</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>Critical Thinking</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

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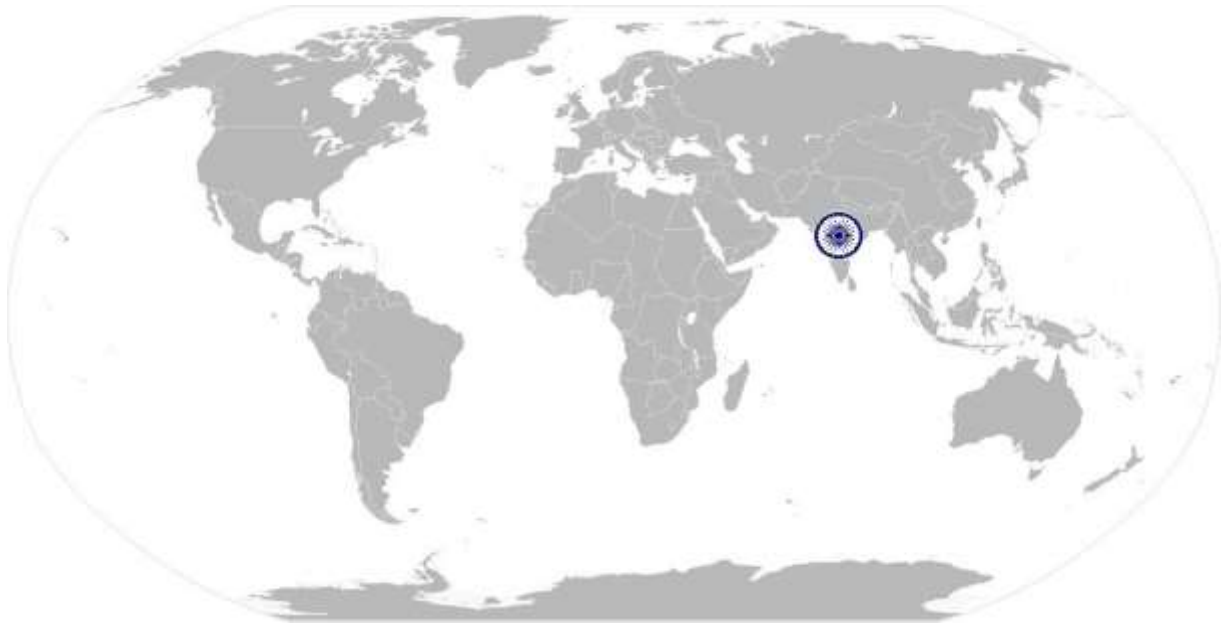
NOS Code	MES/N3001		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Screen/Script writing	Next review date	20/06/2021



MES/N3002

Undertake research for scripts

National Occupational Standard



Overview

This unit is about researching material that can be used as inputs for script- writing

MES/N3002

Undertake research for scripts

Unit Code	MES/N3002
Unit Title (Task)	Undertake research for scripts
Description	This OS unit is about researching material that can be used as inputs for script-writing
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Researching material that can be used as inputs for scriptwriting <ul style="list-style-type: none"> • Productions could include animation, advertisements/commercials, documentaries, feature films, short films, television series, theatre • Genres could include action, children, comedy, crime, drama, family, history, horror, romance, science fiction, teens, thriller
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Researching material that can be used as inputs for scriptwriting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify the research required by analyzing the concept, or by taking a clear brief from relevant personnel (scriptwriter, script editor, Director, Producers)</p> <p>PC2. understand the basics of scriptwriting, story structure, character creation to be able to carry out appropriate research for the scriptwriting process</p> <p>PC3. identify relevant sources of information, and conduct primary (interviews, discussions) or secondary (reports, courses) research</p> <p>PC4. liaise periodically with relevant personnel (scriptwriter, script editor, Director, Producers) to provide updates on research and be made aware of any other research requirements, as appropriate</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 script-writers requirements about the nature and scope of research</p> <p>KA2. the genre and timelines for story delivery and budget within which the script would need to be delivered</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. script-writing norms and guidelines including style, format, structure and length applicable to different industries, audiences, genres, regions, language and cultures</p> <p>KB2. the context of the script with reference to other similar existing work</p> <p>KB3. elements of the story outline including the story plot, structure, theme, setting, character profiles, key turning points in the story</p> <p>KB4. basic research methodology</p> <p>KB5. how to work on word processing software and screenwriting, formatting software like Final Draft, Movie Magic and Celtx</p> <p>KB6. how to type in regional language using Unicode</p> <p>KB7. narrative templates like the 3-act structure, plot point, Blake Snyder's beat sheet (save the cat) and hero's journey</p> <p>KB8. applicable copyright norms and intellectual property rights</p> <p>KB9. the sources for procuring information/ background material and research</p> <p>KB10. applicable health and safety guidelines</p>

MES/N3002

Undertake research for scripts

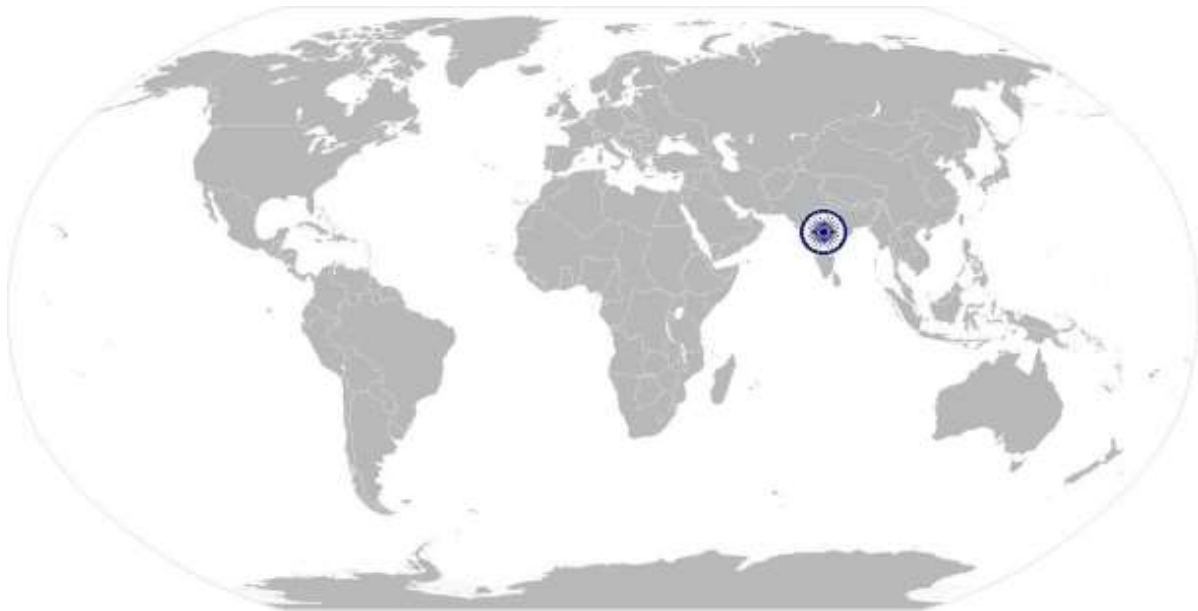
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. develop and draft appropriate research briefs to assist in the script writing process</p> <p>SA2. use correct grammar, spelling, punctuation and phonetics for the language in which the script is being developed</p>
	<p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. conduct extensive research across a variety of print and media resources to develop a range of possibilities for the script</p> <p>SA4. research the profile and characteristics of the target audience, industry, genre, region and culture</p> <p>SA5. research and confirm factual information used for the storyline to ensure it is accurate and supports the concept</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. understand the overall production concept and story concept from the Director and Producer</p> <p>SA7. present, discuss and solicit feedback on the story outlines from the Director and Producer</p>
	<p>B. Professional Skills</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan and prioritize work according to the requirements and agreed timelines</p>
	<p>Problem Solving</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>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. envision the impact of the script on the production budget, requirements and process</p>
	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. decide and Finalize the creative vision of the production depending on the research done</p>
	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. how to assess the suitability of production concepts/ scripts for the intended target audience</p>
	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. the consumption patterns and preferences of the target audience (end user/ viewer/ listener) depending on the genre of the script</p>

MES/N3002

Undertake research for scripts

NOS Version Control

NOS Code	MES/N3002		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Screen/Script writing	Next review date	20/06/2021





MES/N3003

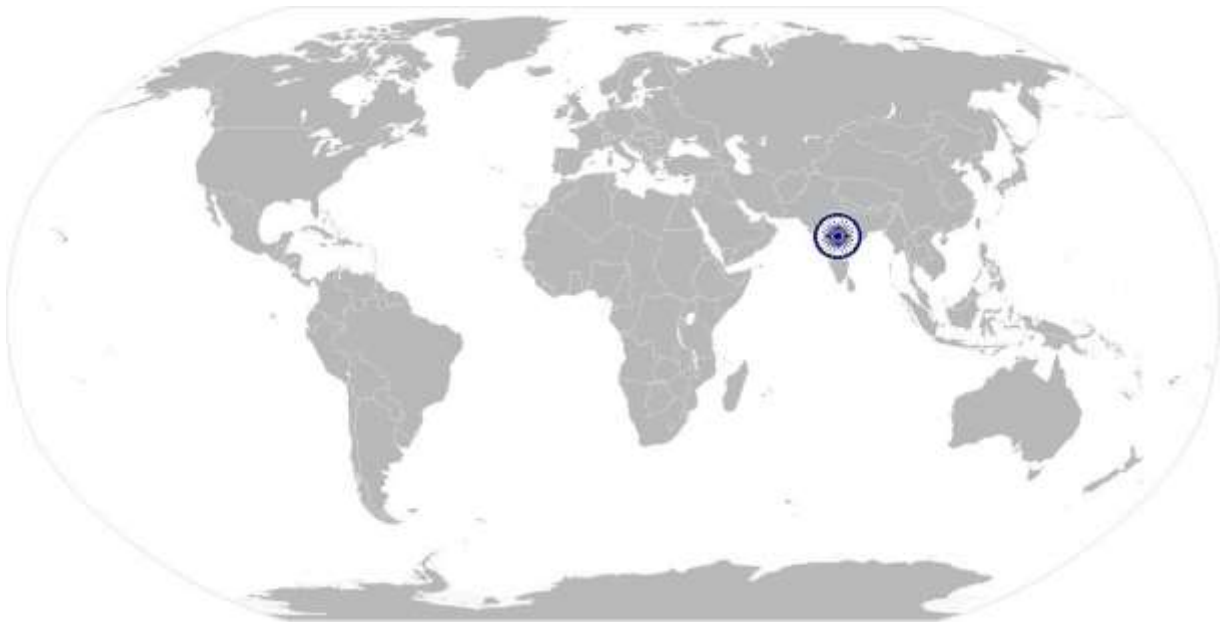
NOS

National Occupational Standards



Develop a full length script

National Occupational Standard



Overview

This unit is about writing the complete script for a production according to requirements and in a manner that facilitates production



MES/N3003

NOS

National Occupational Standards



Develop a full length script

Unit Code	MES/N3003
Unit Title (Task)	Develop a full length script
Description	This OS unit is about writing the complete script for a production according to requirements and in a manner that facilitates production
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing or co-writing the script/screenplay/dialogue/lyrics for a range of productions and genres • Productions could include animation, advertisements/commercials, documentaries, feature films, short films, television series, theatre • Genres could include action, children, comedy, crime, drama, family, history, horror, romance, science fiction, teens, thriller <p>Note:</p> <ul style="list-style-type: none"> • The script can either be written on speculation or brought to a production house for approval, or it can be written under assignment from a production house. For scriptwriting on assignment, a clear brief on the plot on which it is based and the genre and style of the script needs to be established beforehand • Each genre also has sub-genres
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing or co-writing the script/ screenplay/ dialogue/ lyrics for a range of productions and genres	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. construct a complete story that is rooted in a central idea/premise, with integrity between the plot and characters.</p> <p>PC2. develop characters that are interesting, multi-dimensional and credible, with motives that link them to the plot</p> <p>PC3. develop the story into a complete script with a coherent structure within the requisite timelines.</p> <p>PC4. break the script into scenes with dialogues, visual elements, gestures and actions that ensure story progression and audience engagement</p> <p>PC5. prepare pitch presentations for pitching to the production house, if written on speculation, as required</p> <p>PC6. prepare pitch presentations for pitching it to producers, directors and/or the cast, if written under assignment, as required</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 target audience and the objective/outcomes of the production such as audience engagement with commercial success in view for feature films, public service, information dissemination and/or spreading awareness</p> <p>KA2. the timelines and budget within which the script would need to be delivered</p>



<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. the norms and practices of script-writing followed by different production houses KB2. the fundamental principles of story-telling and character psychology KB3. the principles of action and dialogue writing, and how to use timing, pacing and characterization effectively KB4. the different genres of scripts and the entertaining elements therein KB5. script formats and their styles, including script components like scene headings, parenthesis, description, scene transitions, action, dialogue, light and sound KB6. elements of the script including the story premise, theme, plot, character profiles, structure, scene design, dialogue and key turning points KB7. the basics of dramaturgy that include the nature of conflict, how characters and plots drive each other, escalating confrontation and a resolution delivering dramatic satisfaction KB8. Indian storytelling traditions, including an awareness of the two Indian myths, the Ramayana and the Mahabharata. An understanding of the Rasa theory of Bharata and its universal applicability is desirable KB9. the ability and imagination to convert reality into storylines by drawing inferences from sources such as news reports, interviews, real life characters and events, existing fact-based information, observation and publications or as per client brief KB10. the culture and literary capacity of the audience and how to design narratives that are meaningfully comprehensible to them KB11. how to research and tap into the sources for procuring information/background material that will enhance the dramatic merit of the script KB12. how to work on word processing software and screenwriting, formatting software like Final Draft, Movie Magic, Screenwriter and Celtx and how to use computers and the internet efficiently KB13. how to type in regional language using Unicode KB14. the laws and roles relevant for screenwriters, like protecting copyrights, contractual protocols, maintaining membership to the respective writers' union and adhering to the rules and protocols for writers' protection KB15. applicable health and safety guidelines
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. how to write a script, treatment, story bible, one page synopsis, paragraph summary and tag line, and understand the differing purposes for each SA2. develop and draft the complete script 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 script is being developed SA4. develop pitch presentations (covering key elements such as one line summary, synopsis, characters) for the decision-makers i.e. Directors, Producers and clients SA5. be dynamic/flexible when modifying the script during production



MES/N3003

NOS

National Occupational Standards



Develop a full length script

	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. read and understand the story outline and characters SA7. research and confirm factual information used for the story to ensure it is accurate SA8. research the profile and characteristics of the target audience, industry, genre, region and culture
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA9. pitch the script to the relevant decision makers i.e. Producer, Director, Client SA10. discuss development of the narrative with the Producer/ Director/ Client, as Required
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. ensure that the script is ready for production and is completed within timelines and budget requirements
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. identify any problems with successful execution of the task and resolve them in consultation with the producer and director
	Analytical Thinking
	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
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. evaluate draft scripts against the objectives/outcomes of production to determine whether they successfully meet requirements
	Decision making
	The user/individual on the job needs to know and understand how to: SB5. make relevant decisions related to the area of work
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. the consumption patterns and preferences of the target audience (end user/ viewer/ listener) depending on the genre of the script



MES/N3003

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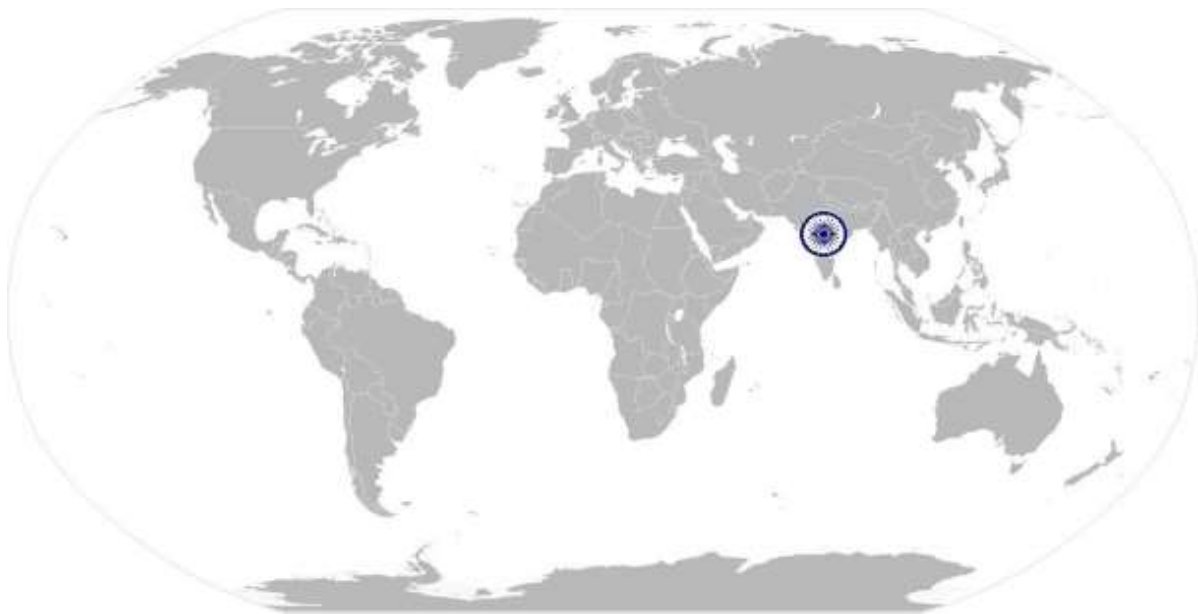
National Occupational Standards



Develop a full length script

NOS Version Control

NOS Code	MES/N3003		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Screen/Script writing	Next review date	20/06/2021





National Occupational Standard



Overview

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



MES/N0104

Maintain workplace health and safety

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	<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 health, safety and security risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain one's posture and position to minimize fatigue and any risk of injury</p> <p>PC2. maintain first aid kit and keep oneself updated on the first aid procedures</p> <p>PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace</p> <p>PC4. accurately maintain accident reports</p> <p>PC5. report health and safety risks/ hazards to the concerned personnel</p> <p>PC6. participate in organization's health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC7. identify the people responsible for health and safety at the workplace, including those to contact in case of an emergency</p> <p>PC8. 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>PC9. identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC10. ensure own personal health and safety, and that of others at the workplace through precautionary measures</p> <p>PC11. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>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</p>
Complying with procedures in the event of an emergency	<p>PC13. follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p>



MES/N0104

Maintain workplace health and safety

	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. organisation's norms and policies relating to health and safety KA2. government norms and policies regarding health and safety and related emergency procedures KA3. limits of authority while dealing with risks/ hazards KA4. the importance of maintaining high standards of health and safety at a workplace
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. the different types of health and safety hazards at 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 at a workplace KB5. how to summon medical assistance and the emergency services, where necessary vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. how to write and provide feedback regarding health and safety to the concerned people SA2. how to write and highlight potential risks or report a hazard to the concerned people
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. read instructions, policies, procedures and norms relating to health and safety
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. highlight potential risks and report hazards to the designated people



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Maintain workplace health and safety

	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 judgments in different situations
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. build and maintain positive and effective relationships with colleges and customers
Analytical Thinking	
The user/individual on the job needs to know and understand how to: SB7. analyze data and activates.	

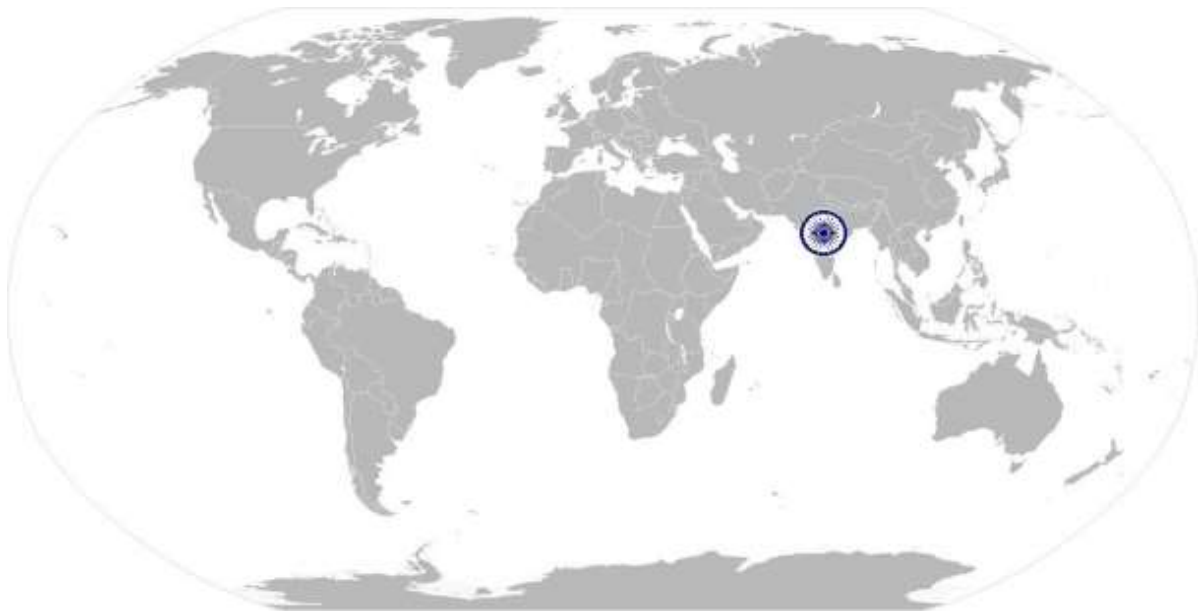


MES/N0104

Maintain workplace health and safety

NOS Version Control

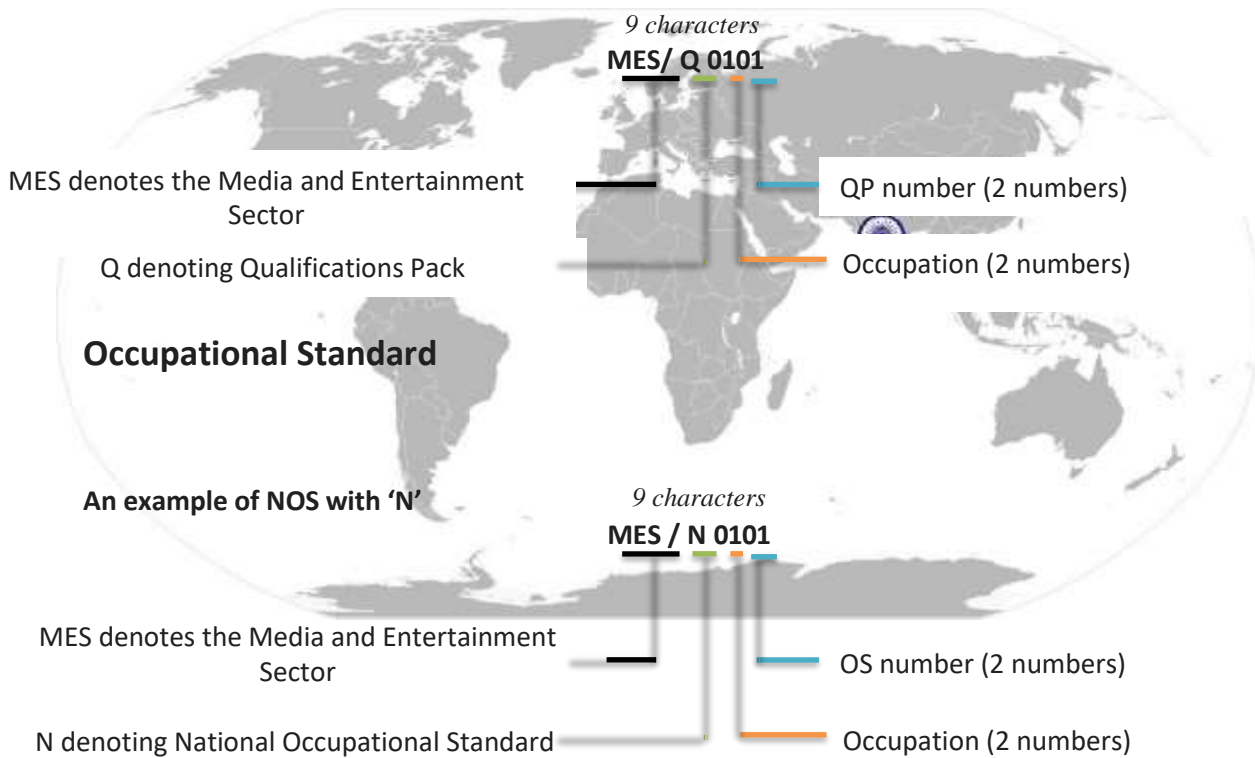
NOS Code	MES/N0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Screen/Script writing	Next review date	20/06/2021



Annexure

Nomenclature for QP and NOS

Qualifications Pack



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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 QP or NOS	Q
Next two numbers	Screen/Script writing	30
Next two numbers	QP number	02

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Script Writer

Qualification Pack: MES/Q3002

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	Total Mark	Out of	Marks Allocation	
				Theory	Skills Practical
MES/N3001 (Understand and detail the concept)	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	5
	PC2.Be aware of the intended medium (e.g.: feature film, short film, serialized TV series, miniseries, documentary), and evaluate how this affects viewer engagement with the concept		10	5	5
	PC3.Be aware of the intended target audience, and evaluate how this affects the concept (e.g.: language, pacing, maturity of themes etc.)		15	10	5
	PC4.Be aware of any relevant cultural, social or political issues that need to be taken into account		20	10	10
	PC5.Identify, research and understand key elements of the concept.		20	5	15
	PC6.Outline key elements of the concept, along with additional notes, critiques and development ideas in various formats.		20	10	15
	Total		100	50	50



MES/N3002 (Undertake research for scripts)	PC1. Identify the research required by analyzing the concept, or by taking a clear brief from relevant personnel (scriptwriter, script editor, Director, Producers)	100	30	20	10
	PC2. Understand the basics of scriptwriting, story structure, character creation to be able to carry out appropriate research for the scriptwriting process		25	10	15
	PC3. Identify relevant sources of information, and conduct primary (interviews, discussions) or secondary (reports, courses) research		25	10	15
	PC4. Liaise periodically with relevant personnel (scriptwriter, script editor, Director, Producers) to provide updates on research and be made aware of any other research requirements, as appropriate		20	10	10
		Total	100	50	50
MES/N3003 (Develop a full length script)	PC1. Construct a complete story that is rooted in a central idea/premise, with integrity between the plot and characters.	100	15	10	5
	PC2. Develop characters that are interesting, multi-dimensional and credible, with motives that link them to the plot		10	5	5
	PC3. Develop the story into a complete script with a coherent structure within the requisite timelines.		15	10	5
	PC4. Break the script into scenes with dialogues, visual elements, gestures and actions that ensure story progression and audience engagement		20	5	15
	PC5. Prepare pitch presentations for pitching to the production house, if written on speculation, as required		20	10	10
	PC6. Prepare pitch presentations for pitching it to producers, directors and/or the cast, if written under assignment, as required		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 through precautionary measures		5	3	2
	PC11. identify and recommend opportunities for		5	2	3



Qualifications Pack For Script-writer



	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		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