

## Qualification Pack



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# Assistant Costume Designer

QP Code: MES/Q0508

Version: 1.0

NSQF Level: 3

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,  
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## Qualification Pack

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### MES/Q0508: Assistant Costume Designer

#### Brief Job Description

Assistant Costume Designer assists the Costume designer who designs costumes for a film, stage, production or television shout. The assistant costume designer is to make the characters' outfits/costumes as per the direction of Costume designer.

#### Personal Attributes

Assistant Costume designer is a fashion professional who is tasked to develop wardrobes, footwear, accessories and other fashion apparels that will be used in theatre, film, and television. It also possess the artistic ability to draw freehand and oftentimes with computer aids. The blueprint for every costume is generally a hand drawn sketch that the designer creates and is seen as an essential skill for costume designers. Coordinates elements for fittings including all pulled and purchased items. Creates dressing lists as needed for wardrobe and maintains production bible. Attends production meetings and rehearsals as needed. Performs other duties as assigned by the Costume Designer. Acts as liaison between Costume Designer and costume shop when the Costume Designer is unavailable.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [MES/N0515: Costume design and construction](#)
2. [MES/N0516: Costume maintenance and storage](#)
3. [MES/N0517: Scene continuity and follow up](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Live Performance, Advertising
<b>Occupation</b>	Art and Design
<b>Country</b>	India
<b>NSQF Level</b>	3



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<b>Credits</b>	20
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/5142.0500
<b>Minimum Educational Qualification &amp; Experience</b>	10th Class with NA of experience OR 8th Class (ITI) with NA of experience
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	30/12/2026
<b>NSQC Approval Date</b>	30/12/2021
<b>Version</b>	1.0
<b>Reference code on NQR</b>	2021/ME/MESC/04864
<b>NQR Version</b>	1.0

### Remarks:

14th NSQC Meeting December 2021



## Qualification Pack

### MES/N0515: Costume design and construction

#### Description

This OS unit is about assisting the costume designer in costumes design process and costume construction.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- recognize the creative brief from Costume designer
- sourcing and buying costumes for characters
- taking measurements and making costumes

#### Elements and Performance Criteria

##### *Recognise the creative brief from Costume designer*

To be competent, the user/individual on the job must be able to:

- PC1.** • break down scripts scene by scene to work out how many characters are involved and what costumes are required
- PC2.** • interpret the brief or detailed drawings and specifications given by the Costume Designer
- PC3.** use own design skills to interpret Designers' rough basic sketch
- PC4.** • support with the design of, and research into costumes and helping to make and adapt them
- PC5.** • carry out research into period costumes to correctly reproduce the detail of the garment and to consider whether traditional or alternative fabrics and methods of construction should be used
- PC6.** • design costumes for a character as costumes define the attitude and feel which may change according to the scenes, setting or development

##### *Sourcing and buying costumes for characters*

To be competent, the user/individual on the job must be able to:

- PC7.** ensure final designs are done in desired color and they show the style, silhouette, textures, accessories and unique features of each costume
- PC8.** elaborate sourcing and buying costumes and accessories
- PC9.** networking with Costumiers about costume hire and prepare inventory
- PC10.** support costume designer in managing the wardrobe budget to buy costumes, clothing rails, washing machines, etc.

##### *Taking measurements and making costumes*

To be competent, the user/individual on the job must be able to:

- PC11.** take artists' measurements.
- PC12.** demonstrate expertise in fabric qualities and clothing cuts and fits.



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- PC13.** • assist in making costumes, including pattern cutting, ageing and distressing,  
• etc.  
•
- PC14.** • ensure readiness (making, fitting and altering) of all costumes that cannot be  
• bought or hired.

### *Taking measurements and making costumes*

To be competent, the user/individual on the job must be able to:

- PC15.** • assist in conducting the Costume workshops, Pattern cutters and costume  
• makers.
- PC16.** • participate in rehearsals to understand how the garment will be used and to  
• ensure that stylistic choices made in initial discussions will still work as the  
• production develops.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** constraints such as budget, time, logistics and skills-sets
- KU2.** • the capabilities of the resources that could potentially be employed on the  
• project
- KU3.** idea of film Production process.
- KU4.** identifying improvements.
- KU5.** • completing work according to the schedule with attention to detail without  
• damage to goods and equipments
- KU6.** about film production, theatre and fashion design
- KU7.** how to estimate the cost, number of resources required and skill-sets that would be required  
to develop and design the costumes.
- KU8.** in adapting at pattern drafting and making, textile dyeing and printing, drawing, draping,  
toile making, hand sewing, machining and bead work.
- KU9.** wide-ranging cultural knowledge base.
- KU10.** about period costume, corsetry and hosiery
- KU11.** relevant copyright norms and intellectual property rights.
- KU12.** relevant production software and hardware relating to costume designing.
- KU13.** ageing costume and distressing techniques.
- KU14.** • sewing Basics and Techniques, Cutting Tips, Hand Stitching Techniques,  
• Fabric Know How, Pattern making, wardrobe remake, sew technology and  
• alterations.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document the pros and cons for each production idea
- GS2.** • digitally scan all of design sketches and print out scene groupings to take a  
• look at colour schemes and silhouettes.



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- GS3.** • break down the script into costume plots and detail costume requirements  
• and changes in the continuity book
- GS4.** • study scripts and story lines to get an idea on how to conceptualize the  
• appropriate costume style
- GS5.** do overall plot, the director's focus and intent, as well as the personalities, roles and relationships various characters have throughout the production
- GS6.** • know about costume history and modern fashion industry trends and  
• developments.
- GS7.** If the production is set in a specific historical era, the fashions of this period will need to be researched.
- GS8.** do research on the Internet and access museum sites with photographs of actual historical garments, old magazines, old cutting and tailoring books and vast collections
- GS9.** creative collaboration with the director and the cinematographer ensuring that the costumes are smoothly integrated into the production as a whole.
- GS10.** work across departments within film production.
- GS11.** discuss costume and character ideas with director, producer, cameraman, make-up man, hair-stylist and performers.
- GS12.** break down scripts in terms of costume plots.
- GS13.** distinguish between major and minor characters.
- GS14.** have a creative feel for how to dress to particular faces or physiques in order to create characters
- GS15.** break down scripts in terms of costume plots to be used during production
- GS16.** • able to communicate the costume plots requirements analysed with the  
• production team
- GS17.** able to solve creative and production issues while creating costume plots
- GS18.** communicate the costume plots analysed with the production team.
- GS19.** foresee the costume plots to be developed as per the script updations

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Recognise the creative brief from Costume designer</i>	<b>12</b>	<b>26</b>	-	-
<b>PC1.</b> • break down scripts scene by scene to work out how many characters are involved and what costumes are required	2	3	-	-
<b>PC2.</b> • interpret the brief or detailed drawings and specifications given by the Costume Designer	2	1	-	-
<b>PC3.</b> use own design skills to interpret Designers' rough basic sketch	2	3	-	-
<b>PC4.</b> • support with the design of, and research into costumes and helping to make and adapt them	2	3	-	-
<b>PC5.</b> • carry out research into period costumes to correctly reproduce the detail of the garment and to consider whether traditional or alternative fabrics and methods of construction should be used	2	8	-	-
<b>PC6.</b> • design costumes for a character as costumes define the attitude and feel which may change according to the scenes, setting or development	2	8	-	-
<i>Sourcing and buying costumes for characters</i>	<b>8</b>	<b>22</b>	-	-
<b>PC7.</b> ensure final designs are done in desired color and they show the style, silhouette, textures, accessories and unique features of each costume	2	8	-	-
<b>PC8.</b> elaborate sourcing and buying costumes and accessories	2	8	-	-
<b>PC9.</b> networking with Costumiers about costume hire and prepare inventory	2	3	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> support costume designer in managing the wardrobe budget to buy costumes, clothing rails, washing machines, etc.	2	3	-	-
<i>Taking measurements and making costumes</i>	<b>8</b>	<b>12</b>	-	-
<b>PC11.</b> take artists' measurements.	2	3	-	-
<b>PC12.</b> demonstrate expertise in fabric qualities and clothing cuts and fits.	2	3	-	-
<b>PC13.</b> <ul style="list-style-type: none"> <li>assist in making costumes, including pattern cutting, ageing and distressing,</li> <li>etc.</li> <li></li> </ul>	2	3	-	-
<b>PC14.</b> <ul style="list-style-type: none"> <li>ensure readiness (making, fitting and altering) of all costumes that cannot be</li> <li>bought or hired.</li> </ul>	2	3	-	-
<i>Taking measurements and making costumes</i>	<b>4</b>	<b>8</b>	-	-
<b>PC15.</b> <ul style="list-style-type: none"> <li>assist in conducting the Costume workshops, Pattern cutters and costume</li> <li>makers.</li> </ul>	2	4	-	-
<b>PC16.</b> <ul style="list-style-type: none"> <li>participate in rehearsals to understand how the garment will be used and to</li> <li>ensure that stylistic choices made in initial discussions will still work as the</li> <li>production develops.</li> </ul>	2	4	-	-
<b>NOS Total</b>	<b>32</b>	<b>68</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0515
<b>NOS Name</b>	Costume design and construction
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Live Performance, Advertising
<b>Occupation</b>	Art and Design
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/12/2026
<b>NSQC Clearance Date</b>	30/12/2021

## Qualification Pack

### MES/N0516: Costume maintenance and storage

#### Description

This OS unit is about procedures and process to be followed for maintaining and storing the costumes ready for shoot over different schedules and time period.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- get ready the costumes for shoot
- wardrobe maintenance

#### Elements and Performance Criteria

##### *get ready the costumes for shoot*

To be competent, the user/individual on the job must be able to:

- PC1.** ensure that all clothes are labelled and laid out for dressing and that accurate lists are kept of costume accessories such as jewelry, hats, gloves, etc.
- PC2.** ensure packing of costumes for overseas shipment to other locations or units, when applicable.
- PC3.** oversee continuity, keeping up to date with any last-minute changes in schedules or scripts
- PC4.** follow overall production schedules, as well as directing the day-to-day breakdowns of responsibilities.
- PC5.** ensuring that the right outfits are ready for the characters throughout the shooting day

##### *wardrobe maintenance*

To be competent, the user/individual on the job must be able to:

- PC6.** maintain wardrobe of all shooting units.
- PC7.** ensure fittings are proper and helping on set when costumes are first worn
- PC8.** manage crowd fittings, dancers, Stunt and dressing performers and any other standby work.
- PC9.** ensure accessories such as hats and gloves are properly kept, and keep a record of all jewelry used by Actors/performers.
- PC10.** coordinate with supporting artist to find the right costumes to suit particular faces or physiques
- PC11.** ensure proper maintenance and cleaning of costumes during breaks and between shooting days.
- PC12.** Conduct laundry, ironing, steaming, adapting garments, dyeing, hand and machine wash, alterations, etc.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** dress performers, explain their costumes to them and check they match continuity requirements.
- KU2.** act as Standbys on set, dressing the costumes to camera by referring to a monitor, and making sure that changes of clothes are always available in case of wet weather on locations.
- KU3.** be familiar with call sheets and schedules.
- KU4.** organise the costumes within the Department and make sure that everything is running to schedule.
- KU5.** supervise practical issues, such as departmental budgets and schedules, the organization of running wardrobes, and costume continuity.
- KU6.** to have good foundation skills in ironing, steaming, adapting garments, dyeing, hand and machine sewing, alterations, pattern cutting and drawing.
- KU7.** monitor the costumes for damage, making any last-minute alterations, or sending garments to the workrooms for specialist treatment.
- KU8.** ensure the costumes look as fabulous on stage as they do on the sewing table, with enough time to make changes if necessary.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document the project budget including a break-up of the key components.
- GS2.** labels/tags all costume craft items before they leave the fitting room.
- GS3.** Research/delve into specific areas of the production to help detail out the proposal
- GS4.** Read and interpret contractual terms
- GS5.** communicate with all of costume department and the production team on behalf of the Designer.
- GS6.** respond positively to others' requests.
- GS7.** manage the return of hired outfits and the sale or disposal of any remaining costumes after filming is completed.
- GS8.** plan and organize in designing, creating, acquiring and hiring all costumes for Actors and extras.
- GS9.** put others at ease, when working closely with Actors to dress them.
- GS10.** know how to dress Actors in different types of clothes.
- GS11.** organise the costume department, in ordering supplies and assisting in setting up any workrooms needed for productions.
- GS12.** manage the transportation of the wardrobe to sets or locations
- GS13.** evaluate the scale of the production in relation to the budget
- GS14.** aware of the correct etiquette on set.
- GS15.** focus/maintain budget control and logistics of costume department.
- GS16.** care for and maintain costumes.

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>get ready the costumes for shoot</i>	<b>10</b>	<b>25</b>	-	-
<b>PC1.</b> ensure that all clothes are labelled and laid out for dressing and that accurate lists are kept of costume accessories such as jewelry, hats, gloves, etc.	2	3	-	-
<b>PC2.</b> ensure packing of costumes for overseas shipment to other locations or units, when applicable.	2	3	-	-
<b>PC3.</b> oversee continuity, keeping up to date with any last-minute changes in schedules or scripts	2	3	-	-
<b>PC4.</b> follow overall production schedules, as well as directing the day-to-day breakdowns of responsibilities.	2	8	-	-
<b>PC5.</b> ensuring that the right outfits are ready for the characters throughout the shooting day	2	8	-	-
<i>wardrobe maintenance</i>	<b>14</b>	<b>51</b>	-	-
<b>PC6.</b> maintain wardrobe of all shooting units.	2	8	-	-
<b>PC7.</b> ensure fittings are proper and helping on set when costumes are first worn	2	8	-	-
<b>PC8.</b> manage crowd fittings, dancers, Stunt and dressing performers and any other standby work.	2	6	-	-
<b>PC9.</b> ensure accessories such as hats and gloves are properly kept, and keep a record of all jewelry used by Actors/performers.	2	8	-	-
<b>PC10.</b> coordinate with supporting artist to find the right costumes to suit particular faces or physiques	2	8	-	-
<b>PC11.</b> ensure proper maintenance and cleaning of costumes during breaks and between shooting days.	2	8	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> Conduct laundry, ironing, steaming, adapting garments, dyeing, hand and machine wash, alterations, etc.	2	5	-	-
<b>NOS Total</b>	<b>24</b>	<b>76</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0516
<b>NOS Name</b>	Costume maintenance and storage
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Live Performance, Advertising
<b>Occupation</b>	Art and Design
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/12/2026
<b>NSQC Clearance Date</b>	30/12/2021

## Qualification Pack

### MES/N0517: Scene continuity and follow up

#### Description

This unit is about how to organize costumes ready for shooting and planning for scene continuity and follow-up.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Assemble multiple costumes for performers
- Follow scene continuity for change in costumes
- ways to follow and oversee continuity issues during the shoot.

#### Elements and Performance Criteria

##### *Assemble multiple Costumes for performers*

To be competent, the user/individual on the job must be able to:

- PC1.** ensure availability of appropriate outfits are ready for all the Actors and performers during the shoot
- PC2.** assign lockers and dressing rooms to performers, and ensure all costumes are in the dressing rooms before show time with every piece accounted for
- PC3.** keep detailed records that state where wardrobe pieces are at all times and hand out costumes and props to each performer
- PC4.** ensure costumes are ready for changes during the filming of scene/show
- PC5.** ensure changes of clothes available in case of wet weather on locations.

##### *Follow scene continuity for change in costumes.*

To be competent, the user/individual on the job must be able to:

- PC6.** analyse requirements for day-to-day use of the wardrobe on set (the 'running wardrobe')
- PC7.** arrange all costumes in the order they will be worn to facilitate fast, flawless costume changes for upcoming scene
- PC8.** ensure changes of clothes available in case of wet weather on locations

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** carrying out a range of tasks from ordering accessories, overseeing fittings and helping with continuity.
- KU2.** know how to dress Actors
- KU3.** call sheets and schedules
- KU4.** dress in line with characters requirements and check that the costumes match continuity requirements.





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- KU5.** act as Standbys, dressing the costumes to camera by referring to a monitor.
- KU6.** gauge clothing sizes at a glance
- KU7.** use of costume plot which shows which characters appear in each scene, what they are wearing and their overall movement throughout the play.
- KU8.** take photographs of the costumes for continuity

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document the creative vision and key aspects from the research undertaken for circulation to the costume team.
- GS2.** create organized spreadsheets that lists detail dressing and costume lists and checks to be used during continuity
- GS3.** read and understand the script
- GS4.** check the continuity book for details of which costumes are needed for each scene
- GS5.** how many changes are required in a shooting day and whether Costume should be hired as per schedule
- GS6.** have the self-confidence to point out any continuity errors or plot mismatching.
- GS7.** carrying out a range of tasks from organising schedules and arranging transport to checking continuity.
- GS8.** plan the costume design and development as per the production schedule and available call sheets of the performers
- GS9.** deal proactively with last-minute changes
- GS10.** be creative and imaginative as per the changes or updations in the story or characters
- GS11.** Foresee technical issues that may arise during production of the idea and explore options to modify/resolve issues proactively
- GS12.** Plan and organize your work to achieve schedule requirements and meet time constraints.
- GS13.** demonstrate leadership and managerial skills when overseeing Assistants and Dailies during crowd fittings.
- GS14.** appraise the quality of own work to ensure it is in line with the expected quality standards

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assemble multiple Costumes for performers</i>	<b>22</b>	<b>48</b>	-	-
<b>PC1.</b> ensure availability of appropriate outfits are ready for all the Actors and performers during the shoot	2	8	-	-
<b>PC2.</b> assign lockers and dressing rooms to performers, and ensure all costumes are in the dressing rooms before show time with every piece accounted for	5	10	-	-
<b>PC3.</b> keep detailed records that state where wardrobe pieces are at all times and hand out costumes and props to each performer	5	10	-	-
<b>PC4.</b> ensure costumes are ready for changes during the filming of scene/show	5	10	-	-
<b>PC5.</b> ensure changes of clothes available in case of wet weather on locations.	5	10	-	-
<i>Follow scene continuity for change in costumes.</i>	<b>6</b>	<b>24</b>	-	-
<b>PC6.</b> analyse requirements for day-to-day use of the wardrobe on set (the 'running wardrobe')	2	8	-	-
<b>PC7.</b> arrange all costumes in the order they will be worn to facilitate fast, flawless costume changes for upcoming scene	2	8	-	-
<b>PC8.</b> ensure changes of clothes available in case of wet weather on locations	2	7	-	-
<b>NOS Total</b>	<b>28</b>	<b>72</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0517
<b>NOS Name</b>	Scene continuity and follow up
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Live Performance, Advertising
<b>Occupation</b>	Art and Design
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/12/2026
<b>NSQC Clearance Date</b>	30/12/2021



## Qualification Pack

### MES/N0104: Maintain Workplace Health & Safety

#### Description

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

#### Elements and 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.** understand and comply with the organizations current health, safety and security policies and procedures
- PC2.** understand the safe working practices pertaining to own occupation
- 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
- PC4.** participate in organization health and safety knowledge sessions and drills

##### *Knowing the people responsible for health and safety and the resources available*

To be competent, the user/individual on the job must be able to:

- PC5.** identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency
- PC6.** identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms

##### *Identifying and reporting risks*

To be competent, the user/individual on the job must be able to:

- PC7.** identify aspects of your workplace that could cause potential risk to own and others health and safety
- PC8.** ensure own personal health and safety, and that of others in the workplace through precautionary measures
- PC9.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC10.** report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected

##### *Complying with procedures in the event of an emergency*

To be competent, the user/individual on the job must be able to:

- PC11.** follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard
- PC12.** identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** Organizations norms and policies relating to health and safety
- KU2.** Government norms and policies regarding health and safety and related emergency procedures
- KU3.** Limits of authority while dealing with risks/ hazards
- KU4.** The importance of maintaining high standards of health and safety at a workplace
- KU5.** The different types of health and safety hazards in a workplace
- KU6.** Safe working practices for own job role
- KU7.** Evacuation procedures and other arrangements for handling risks
- KU8.** Names and contact numbers of people responsible for health and safety in a workplace
- KU9.** How to summon medical assistance and the emergency services, where necessary
- KU10.** Vendors or manufacturers instructions for maintaining health and safety while using equipment, systems and/or machines

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** how to write and provide feedback regarding health and safety to the concerned people
- GS2.** how to write and highlight potential risks or report a hazard to the concerned people
- GS3.** read instructions, policies, procedures and norms relating to health and safety
- GS4.** highlight potential risks and report hazards to the designated people
- GS5.** listen and communicate information with all anyone concerned or affected
- GS6.** make decisions on a suitable course of action or plan
- GS7.** plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS8.** apply problem solving approaches in different situations
- GS9.** understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority
- GS10.** apply balanced judgments in different situations
- GS11.** How to write and provide feedback regarding health and safety to the concerned people
- GS12.** How to write and highlight potential risks or report a hazard to the concerned people
- GS13.** Read instructions, policies, procedures and norms relating to health and safety
- GS14.** Highlight potential risks and report hazards to the designated people
- GS15.** Listen and communicate information with all anyone concerned or affected
- GS16.** Make decisions on a suitable course of action or plan
- GS17.** Plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS18.** Apply problem solving approaches in different situations
- GS19.** build and maintain positive and effective relationships with colleges and customers
- GS20.** analyze data and activities
- GS21.** Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority



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**GS22.** Apply balanced judgments in different situations

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the health, safety and security risks prevalent in the workplace</i>	<b>15</b>	<b>15</b>	-	-
<b>PC1.</b> understand and comply with the organizations current health, safety and security policies and procedures	5	5	-	-
<b>PC2.</b> understand the safe working practices pertaining to own occupation	5	5	-	-
<b>PC3.</b> 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	3	2	-	-
<b>PC4.</b> participate in organization health and safety knowledge sessions and drills	2	3	-	-
<i>Knowing the people responsible for health and safety and the resources available</i>	<b>10</b>	<b>10</b>	-	-
<b>PC5.</b> identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	5	5	-	-
<b>PC6.</b> identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	5	5	-	-
<i>Identifying and reporting risks</i>	<b>18</b>	<b>17</b>	-	-
<b>PC7.</b> identify aspects of your workplace that could cause potential risk to own and others health and safety	5	5	-	-
<b>PC8.</b> ensure own personal health and safety, and that of others in the workplace through precautionary measures	5	5	-	-
<b>PC9.</b> identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected	5	5	-	-
<i>Complying with procedures in the event of an emergency</i>	<b>7</b>	<b>8</b>	-	-
<b>PC11.</b> follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
<b>PC12.</b> identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-





## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0104
<b>NOS Name</b>	Maintain Workplace Health & Safety
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Animation, Gaming, Radio, Advertising
<b>Occupation</b>	Ad sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	24/02/2027
<b>NSQC Clearance Date</b>	24/02/2022

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

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 part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student



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at each examination/training centre based on this criterion.

6. To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.

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

### Minimum Aggregate Passing % at QP Level : 50

**(Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N0515.Costume design and construction	32	68	0	0	100	30
MES/N0516.Costume maintenance and storage	24	76	0	0	100	30
MES/N0517.Scene continuity and follow up	28	72	0	0	100	30
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
<b>Total</b>	<b>134</b>	<b>266</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>100</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>NOS</b>	National Occupational Standard(s)
<b>QP</b>	Qualifications Pack
<b>NSQF</b>	National Skill Qualifications Framework
<b>NVEQF</b>	National Vocational Education Qualifications Framework

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### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	Scope is a 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 quality of performance required.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

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<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
<b>NVQF</b>	National Vocational Qualifications Framework
<b>Accessories</b>	Anything carried or worn on top of the basic costume for decorative purposes, e.g. a shawl, a purse.
<b>Apparel</b>	Means clothing in general, apparel is just another word for what you wear
<b>Budget</b>	Budget is an estimate of the total cost of production that may include a break-up of cost components
<b>Call sheet</b>	a daily schedule of filming for a movie or television show
<b>Computer-generated effects</b>	Computer-generated effects is the process of creating illusionary images for use in productions
<b>Continuity</b>	Continuity represents the seamless transition from one shot to another
<b>Costume</b>	Distinctive style of dress of an individual or group that reflects their class, gender, profession, ethnicity, nationality, activity or epoch.
<b>Costume design</b>	Envisioning of clothing and the overall appearance of a character or performer

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<b>Costume plot</b>	A list or chart made by the costume designer showing the characters appearing in each scene and what they are wearing
<b>Costumier</b>	A person or company that makes or supplies theatrical or fancy-dress costumes
<b>Copyright Laws</b>	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
<b>Creative Brief</b>	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc
<b>Digital Intermediate</b>	Digital Intermediate is the process of altering the colour characteristics of a digital version of the production
<b>Draping</b>	Creating a pattern by draping muslin on a dress form, pinning and tucking to get the desired shape, and transferring that shape to craft paper
<b>Editing</b>	Editing is the process of cutting, organising and putting together audio, visual footage to prepare an accurate, condensed and consistent final output
<b>Financer</b>	An entity (individual or organization) that provides financing for a project
<b>Function</b>	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.
<b>Ingest</b>	Ingest is the process of importing the relevant audio visual files and/or images to the computer's hard disk and uploading them to the editing software
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
<b>National Occupational Standard</b>	NOS are Occupational Standards which apply uniquely in the Indian context
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
<b>Occupational Standards (OS)</b>	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.

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<b>Performance Criteria</b>	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
<b>Qualifications Pack Code</b>	Qualifications Pack Code is a unique reference code that identifies a qualifications pack
<b>Qualifications Pack</b>	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.
<b>Quick change</b>	any costume change completed when an actor has a limited amount of time, sometimes as few as twenty seconds
<b>Rehearsal</b>	A practice or trial performance of a play or scene.
<b>Script</b>	Script is a structured narrative of a story
<b>Sector</b>	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.
<b>Shooting schedule</b>	Is a project plan of each day's shooting for a film production.
<b>Silhouette</b>	A figure whose outline indicates the shape of clothing in a particular historical period.
<b>Sound editing</b>	Sound editing
<b>Sub-functions</b>	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Target Audience</b>	Group of people at whom content/ advertising is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters.
<b>Timelines</b>	Timelines is a listing of dates by which the production milestones/stages need to be completed.
<b>Vertical</b>	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
<b>Wardrobe</b>	Costumes of a theatre or theatre troupe, also the room or department in which they are made, and in some cases, stored.