**Qualification Pack**

**QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY**

**Contents**

**Introduction**

**Qualifications Pack- Cinematographer**

**SECTOR:** MEDIA AND ENTERTAINMENT

**SUB-SECTOR:** Film, Television, Event management and Advertisement

**OCCUPATION:** Camera Operations, Photography

**REFERENCE ID:** MES/Q0905

**ALIGNED TO:** NCO-2015/7321.1200

**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

# Cinematographer

QP Code: MES/Q0905

Version: 1.0

NSQF Level: 5

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola, New Delhi
110025

# Contents

# MES/Q0905: Cinematographer

## Brief Job Description

A Cinematographer is an artist, using video camera and responsible for transporting or setting up the equipment, shooting, hauling it away, and then creating the movie or film clip/news clip etc. Apart from capturing the clip individual will also be responsible for video editing, inserting closed captions, graphics, or other on-screen text into a video and special effects to a video. These tasks may vary by type of Videographer. For example, a wedding Videographer might spend the day talking to the client and shooting the event while a Newspaper Videographer will be filming scenes of human crisis, political news, etc. in all the cases the responsibility of the individual is behind the camera.

## Personal Attributes

The person must be able to work under the supervision of sponsor, and must have the ability to plan and capture scene in sequence and motion. The role requires excellent communication skills and collaborative abilities. The videographer must be manual dexterity, physical mobility, and some physical strength/stamina, bravery to get the camera shot in risky situations with creativity and attention to detail.

## Applicable National Occupational Standards (NOS)

### Compulsory NOS:

1. MES/N0916: Monitor video editing

2. MES/N0915: Apply Drone cinematography techniques

3. MES/N0914: Carryout shooting

4. MES/N0913: Equipment handling and video capture

5. MES/N0107: Develop and maintain portfolio

6. MES/N0104: Maintain Workplace Health & Safety

## Qualification Pack (QP) Parameters

| | |
|---|---|
| **Sector** | Media & Entertainment |
| **Sub-Sector** | Film, Television, Advertising |
| **Occupation** | Camera Operation |
| **Country** | India |

| NSQF Level | 5 |
|---|---|
| Credits | 20 |
| Aligned to NCO/ISCO/ISIC Code | NCO 2015/7321.1200 |
| Minimum Educational Qualification & Experience | Graduate (Pursuing Graduation (B.Sc./B.Voc. in Cinematography)) with 1 Year of experience<br>OR<br>Diploma with 3 Years of experience<br>OR<br>12th Class with 4 Years of experience |
| Minimum Level of Education for Training in School | Not Applicable |
| Pre-Requisite License or Training | NA |
| Minimum Job Entry Age | 21 Years |
| Last Reviewed On | NA |
| Next Review Date | 30/12/2026 |
| NSQC Approval Date | 30/12/2021 |
| Version | 1.0 |
| Reference code on NQR | 2021/ME/MESC/04868 |
| NQR Version | 1.0 |

**Remarks:**

Nature of qualification is to skill the youth to create Cinematographer (Videographer) for the industry which are in demand. Skilled Cinematographers can be deployed in Film, Advertisement, Event Management, Live Performance etc. sub-sector of the industry. The purpose is to provide job and freelance opportunity in Videography with wide career and entrepreneurship in M&E Industry (This qualification is Short Term Course)

# MES/N0916: Monitor video editing

## Description

This NOS is about monitor and supervise clip/video editing, inserting closed captioning, graphics, or other on-screen text into a video and adding computer graphics and special effects to a video

## Scope

The scope covers the following :

- Edit clip / captured videos
- Apply principle and rule of copyright

## Elements and Performance Criteria

### Edit clip / captured videos

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

**PC1.** compile captured videographic datas in sequence and respective folders

**PC2.** analyse scope for editing / intrusion of effects

**PC3.** edits and assembles final visual/audio program material

**PC4.** ensures consistency and relevancy to production

**PC5.** monitors technical quality of end product

**PC6.** collaborates with a producer/director regarding preconceived ideas and physical realities of production setting and participates in program's visual development in conjunction with a producer

**PC7.** oversees the security, operation and maintenance of equipment utilized in shooting and editing

**PC8.** analyze how a particular shot will impact the mood and intention in a video

**PC9.** create motion effects for both video and audio

**PC10.** interviewing people and creating a film clip via editing raw footage

**PC11.** working in the studio as part of a production team to edit film

**PC12.** inserting closed captioning, graphics, or other on-screen text into a video

**PC13.** adding computer graphics and special effects to a video

### Apply principle and rule of copyright

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

**PC14.** interpret applicable copyright rule

**PC15.** analyse difference between copyrighted material, fair use, intellectual property, and derivative works

**PC16.** uses copyrighted material with written permission from the creator of the material (or from its copyright holder) only

**PC17.** protect material even if it does not display the © symbol

**PC18.** interpret penalties for violating copyright laws

**PC19.** write or send e-mail to the author or creator and ask permission to use the material

**PC20.** investigate whether need of permission to use any of their digital assets

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** story, scene, character age, mood, attitude, behavior, social and economic status.

**KU2.** morning blocking rehearsal to attempt to capture good shots

**KU3.** how to position themselves as close to the film camera as possible, and shoot every scene in detail.

**KU4.** how to observe for continuity issues that may impact actual shoots

**KU5.** how to manage timing: time the shot perfectly according to the scene content.

**KU6.** how to demonstrate and handle variety of formats like digital, manual 35mm and medium format cameras to use for videography

**KU7.** how to use objects like Blimp, which houses the stills camera and cuts out any noise it might make.

**KU8.** • how to use available light, both daylight and artificial lighting, combinations of daylight, free--standing lights and camera-mounted flash,
• both bounce flash and direct flash.

**KU9.** how to maintain a steady image during camera movements

**KU10.** how to maintain continuity for shots taken in a sequence

## Generic Skills (GS)

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

**GS1.** read / understand the script.

**GS2.** • discuss with team (director, art director, cinematographer, effects supervisor, etc.) what colours / visual images/props could be used to
• enhance look and feel of the scene.

**GS3.** communicate and work with the First Assistant Director, before or after a take so that the stills photographer can get 'that shot'

**GS4.** communicate with Hair/Make-up/Wardrobe Stylists - to give actors final checks for still shots making everyone look good.

**GS5.** communicate with Gaffer/Lighting Crew - to set up the lights, make them safe (structurally and electrically) and to create the mood for the scene being shot.

**GS6.** run through the shooting schedule with film PR

**GS7.** • follow the Director's instructions and Being in tune with the Director's creative vision and understanding the compositions and shots that
• appeal to theme and meet the production's needs.

**GS8.** work with the actors to create the desired shots, usually based on a brief from the poster artwork designers.

**GS9.**   • Identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them
    • proactively

**GS10.**  be patient and sensitive when working on set and capturing the scene/shots without affecting actors performance.

**GS11.**  conflict management and negotiation skills

**GS12.**  produce production stills which can/will be used as copyright material in relation to the film concept and theme.

**GS13.**  • ability to analyse and interpret scene in terms of: composition and subject matter, the context in which they will be viewed or used and
    • how images communicate meaning .

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Edit clip / captured videos* | **26** | **39** | **-** | **-** |
| **PC1.** compile captured videographic datas in sequence and respective folders | 2 | 3 | - | - |
| **PC2.** analyse scope for editing / intrusion of effects | 2 | 3 | - | - |
| **PC3.** edits and assembles final visual/audio program material | 2 | 3 | - | - |
| **PC4.** ensures consistency and relevancy to production | 2 | 3 | - | - |
| **PC5.** monitors technical quality of end product | 2 | 3 | - | - |
| **PC6.** collaborates with a producer/director regarding preconceived ideas and physical realities of production setting and participates in program's visual development in conjunction with a producer | 2 | 3 | - | - |
| **PC7.** oversees the security, operation and maintenance of equipment utilized in shooting and editing | 2 | 3 | - | - |
| **PC8.** analyze how a particular shot will impact the mood and intention in a video | 2 | 3 | - | - |
| **PC9.** create motion effects for both video and audio | 2 | 3 | - | - |
| **PC10.** interviewing people and creating a film clip via editing raw footage | 2 | 3 | - | - |
| **PC11.** working in the studio as part of a production team to edit film | 2 | 3 | - | - |
| **PC12.** inserting closed captioning, graphics, or other on-screen text into a video | 2 | 3 | - | - |
| **PC13.** adding computer graphics and special effects to a video | 2 | 3 | - | - |
| *Apply principle and rule of copyright* | **14** | **21** | **-** | **-** |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **PC14.** interpret applicable copyright rule | 2 | 3 | - | - |
| **PC15.** analyse difference between copyrighted material, fair use, intellectual property, and derivative works | 2 | 3 | - | - |
| **PC16.** uses copyrighted material with written permission from the creator of the material (or from its copyright holder) only | 2 | 3 | - | - |
| **PC17.** protect material even if it does not display the © symbol | 2 | 3 | - | - |
| **PC18.** interpret penalties for violating copyright laws | 2 | 3 | - | - |
| **PC19.** write or send e-mail to the author or creator and ask permission to use the material | 2 | 3 | - | - |
| **PC20.** investigate whether need of permission to use any of their digital assets | 2 | 3 | - | - |
| **NOS Total** | **40** | **60** | **-** | **-** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | MES/N0916 |
| **NOS Name** | Monitor video editing |
| **Sector** | Media & Entertainment |
| **Sub-Sector** | Media and Entertainment, Film, Television |
| **Occupation** | Camera Operation |
| **NSQF Level** | 5 |
| **Credits** | TBD |
| **Version** | 1.0 |
| **Last Reviewed Date** | NA |
| **Next Review Date** | 30/12/2026 |
| **NSQC Clearance Date** | 30/12/2021 |

**Qualification Pack**

# MES/N0915: Apply Drone cinematography techniques

## Description

This NOS is about application of latest cinematographic techniques using Drone to capture cinema/clip/wedding shoots etc.

## Scope

The scope covers the following :

- Analyse Drone Technology
- Apply drone technology for shooting

## Elements and Performance Criteria

### *Analyse Drone Technology*

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

**PC1.** describe drone technology and its uses

**PC2.** analyse scope for its uses including legal provisions

**PC3.** demonstrate its resolution, scale and applicable projection

**PC4.** measure location to be used for the purpose including fencing, cable wiring (power and other communication) etc.

**PC5.** monitors technical quality of end product

**PC6.** discuss with Director /Producer / Clients about its application and requirements

**PC7.** oversees the security, operation and maintenance of equipment utilized in shooting and editing

**PC8.** analyze how a particular shot will impact the mood and intention in a video (aerial pan, reveal, flu over, pedestral, tracking shot)

### *Apply Drone technology for shooting*

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

**PC9.** interpret safe operation of drone and its legal measures/restrictions

**PC10.** ensure drone settings like camera, battery, filmware, analyse difference between copyrighted material, fair use, intellectual property, and derivative works

**PC11.** interpret penalties for violating copyright laws

**PC12.** investigate whether need of permission to use any of their digital assets

**PC13.** use fuducial mark before start of shooting wherever desire

**PC14.** define range of shooting area and plan of sequences

**PC15.** interpret instructions given by the director for the required mood, theme and fee

**PC16.** Conduct shooting using drone application/techniques

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** • story, scene, character age, mood, attitude, behavior, social and economic
• status

**KU2.** know how to operate drone

**KU3.** morning blocking rehearsal to attempt to capture good shots.

**KU4.** how to position themselves as close to the film camera as possible, and shoot every scene in detail.

**KU5.** how to observe for continuity issues that may impact actual shoots

**KU6.** Know fly time and legal restrictions

**KU7.** how to manage timing: time the shot perfectly according to the scene content

**KU8.** how to demonstrate and handle variety of formats like digital, manual 35mm and medium format cameras to use for videography.

**KU9.** how to use objects like Blimp, which houses the stills camera and cuts out any noise it might make.

**KU10.** • how to use available light, both daylight and artificial lighting combinations of daylight, free-standing lights and camera-mounted flash,
• both bounce flash and direct flash.

**KU11.** how to maintain a steady image during camera movements

**KU12.** how to maintain continuity for shots taken in a sequence

## Generic Skills (GS)

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

**GS1.** read / understand the script

**GS2.** • discuss with team (director, art director, cinematographer, effects supervisor, etc.) what colours / visual images/props could be used to
• enhance look and feel of the scene.

**GS3.** communicate and work with the First Assistant Director before or after a take so that the stills photographer can get 'that shot'

**GS4.** communicate with Hair/Make-up/Wardrobe Stylists-to give actors final checks for still shots making everyone look good.

**GS5.** • communicate with Gaffer/Lighting Crew- to set up the lights, make them safe (structurally and electrically) and to create the mood for the
• scene being shot

**GS6.** run through the shooting schedule with film PR

**GS7.** • follow the Director's instructions and Being in tune with the Director's creative vision and understanding the compositions and shots that
• appeal to theme and meet the production's needs.

**GS8.** work with the actors to create the desired shots, usually based on a brief from the poster artwork designers.

**GS9.** • carry 4 or 5 different cameras (both manual and digital) and necessary equipment, which enable to shoot concurrently on
• different kind of film stocks, lenses, tripods, etc.

**GS10.** Identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them proactively.

**GS11.** be patient and sensitive when working on set and capturing the scene/shots without affecting actors performance

**GS12.** conflict management and negotiation skills.

**GS13.** produce production stills which can/will be used as copyright material in relation to the film concept and theme.

**GS14.** • ability to analyse and interpret scene in terms of: composition and subject matter, the context in which they will be viewed or used and
• how images communicate meaning .

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Analyse Drone Technology* | **16** | **28** | **-** | **-** |
| **PC1.** describe drone technology and its uses | 2 | 3 | - | - |
| **PC2.** analyse scope for its uses including legal provisions | 2 | 3 | - | - |
| **PC3.** demonstrate its resolution, scale and applicable projection | 2 | 3 | - | - |
| **PC4.** measure location to be used for the purpose including fencing, cable wiring (power and other communication) etc. | 2 | 3 | - | - |
| **PC5.** monitors technical quality of end product | 2 | 3 | - | - |
| **PC6.** discuss with Director /Producer / Clients about its application and requirements | 2 | 3 | - | - |
| **PC7.** oversees the security, operation and maintenance of equipment utilized in shooting and editing | 2 | 5 | - | - |
| **PC8.** analyze how a particular shot will impact the mood and intention in a video (aerial pan, reveal, flu over, pedestral, tracking shot) | 2 | 5 | - | - |
| *Apply Drone technology for shooting* | **16** | **40** | **-** | **-** |
| **PC9.** interpret safe operation of drone and its legal measures/restrictions | 2 | 5 | - | - |
| **PC10.** ensure drone settings like camera, battery, filmware, analyse difference between copyrighted material, fair use, intellectual property, and derivative works | 2 | 5 | - | - |
| **PC11.** interpret penalties for violating copyright laws | 2 | 5 | - | - |
| **PC12.** investigate whether need of permission to use any of their digital assets | 2 | 5 | - | - |
| **PC13.** use fuducial mark before start of shooting wherever desire | 2 | 5 | - | - |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **PC14.** define range of shooting area and plan of sequences | 2 | 5 | - | - |
| **PC15.** interpret instructions given by the director for the required mood, theme and fee | 2 | 5 | - | - |
| **PC16.** Conduct shooting using drone application/techniques | 2 | 5 | - | - |
| **NOS Total** | **32** | **68** | **-** | **-** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | MES/N0915 |
| **NOS Name** | Apply Drone cinematography techniques |
| **Sector** | Media & Entertainment |
| **Sub-Sector** | Media and Entertainment, Film, Television |
| **Occupation** | Camera Operation |
| **NSQF Level** | 5 |
| **Credits** | TBD |
| **Version** | 1.0 |
| **Last Reviewed Date** | NA |
| **Next Review Date** | 30/12/2026 |
| **NSQC Clearance Date** | 30/12/2021 |

# MES/N0914: Carryout shooting

## Description

This NOS is about deciding the shot framing and composition, carryout shooting for film, event, weddings, etc. and marking out the camera positions including rehearsals prior to shoot for film, advertisement etc.

## Scope

The scope covers the following :

- Prepare for shoot
- Verify set/location and other essential
- Manage Crew
- Conduct shooting

## Elements and Performance Criteria

### *Prepare for shoot*

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

**PC1.** analyse the shooting requirements

**PC2.** analyse script, vision of producer / director/ clients

**PC3.** establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production mark

**PC4.** support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg: relationship between width and height)

**PC5.** ensures consistency and relevancy to production

**PC6.** • prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots and report
• potential issues to the Producer and Director and relevant teams for rectification

### *Verify set/location and other essentials*

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

**PC7.** oversees the security, operation and maintenance of equipment utilized in shooting and editing

**PC8.** analyze how a particular shot will impact the mood and intention in a video

**PC9.** ensure perfect motion effects for both video and audio

**PC10.** analyse difference between copyrighted material, fair use, intellectual property, and derivative works

**PC11.** uses copyrighted material with written permission from the creator of the material (or from its copyright holder) only

**PC12.** investigate whether need of permission to use any of their digital assets.

**PC13.** monitors technical quality as expected outcomes

**PC14.** collaborates with a producer/director regarding preconceived ideas and physical realities of production setting and participates in program's visual development in conjunction with a producer

**PC15.** ensure all preparation done for shooting

*Manage Crew*

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

**PC16.** work closely with the director to make decisions on aesthetics and visual representation

**PC17.** arrange required team for the cast/shoot/recording

**PC18.** assign suitable duties across crew in line with DOP

**PC19.** check all equipment are working properly

**PC20.** interviewing team/crew and creating a film clip via editing raw footage

**PC21.** ensure crew are updated with the scene / script demand

*Conduct shooting*

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

**PC22.** write or send e-mail to the author or creator and ask permission to use the material

**PC23.** interpret instructions given by the director for the required mood, theme and feel

**PC24.** relay instructions and describe project-specific demands to the camera operators and production crew as well as and operate camera throughout for shooting advise director on suitable composition and use of lighting, shadow and fill

**PC25.** advise director on suitable composition and use of lighting, shadow and fill

**PC26.** listen to feedback from the camera operators and decide how to improve their performance

**PC27.** protect material even if it does not display the © symbol

**PC28.** interpret penalties for violating copyright laws

**PC29.** .working in the studio as part of a production team to edit film

**PC30.** inserting closed captioning, graphics, or other on-screen text into a video

**PC31.** adding computer graphics and special effects to a video

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** story, scene, character age, mood, attitude, behavior, social and economic status.

**KU2.** morning blocking rehearsal to attempt to capture good shots.

**KU3.** how to position themselves as close to the film camera as possible, and shoot every scene in detail.

**KU4.** how to observe for continuity issues that may impact actual shoots

**KU5.** Strong team management skills

**KU6.** possesses strong technical knowledge of cameras and the film production process

**KU7.** how to manage timing: time the shot perfectly according to the scene content.

**KU8.** how to demonstrate and handle variety of formats like digital, manual 35mm and medium format cameras to use for videography.

**KU9.** how to use objects like Blimp, which houses the stills camera and cuts out any noise it might make.

**KU10.** • how to use available light, both daylight and artificial lighting, combinations of daylight free-standing lights and camera-mounted flash,
  • both bounce flash and direct flash.

**KU11.** how to maintain a steady image during camera movements

**KU12.** how to maintain continuity for shots taken in a sequence

## Generic Skills (GS)

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

**GS1.** read / understand the script.

**GS2.** excellent listening skills

**GS3.** • discuss with team (director, art director, cinematographer, effects supervisor, etc.) what colors / visual images/props could be used to
  • enhance look and feel of the scene

**GS4.** communicate and work with the First Assistant Director, before or after a take so that the stills photographer can get 'that shot'

**GS5.** communicate with Hair/Make-up/Wardrobe Stylists- to give actors final checks for still shots making everyone look good

**GS6.** • communicate with Gaffer/Lighting Crew -to set up the lights, make them safe (structurally and electrically) and to create the mood for the
  • scene being shot.

**GS7.** run through the shooting schedule with film PR

**GS8.** • follow the Director's instructions and Being in tune with the Director's creative vision and understanding the compositions and shots that
  • appeal to theme and meet the production's needs

**GS9.** work with the actors to create the desired shots, usually based on a brief from the poster artwork designers

**GS10.** carry 4 or 5 different cameras (both manual and digital) and necessary equipment, which enable to shoot concurrently on different kind of film stocks, lenses, tripods, etc.

**GS11.** • Identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them
  • proactively.

**GS12.** be patient and sensitive when working on set and capturing the scene/shots without affecting actors performance.

**GS13.** conflict management and negotiation skills.

**GS14.** produce production stills which can/will be used as copyright material in relation to the film concept and theme.

**GS15.** • ability to analyse and interpret scene in terms of: composition and subject matter, the context in which they will be viewed or used and
  • how images communicate meaning .

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Prepare for shoot* | **6** | **7** | **-** | **-** |
| **PC1.** analyse the shooting requirements | 1 | 1 | - | - |
| **PC2.** analyse script, vision of producer / director/ clients | 1 | 1 | - | - |
| **PC3.** establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production mark | 1 | 1 | - | - |
| **PC4.** support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg: relationship between width and height) | 1 | 1 | - | - |
| **PC5.** ensures consistency and relevancy to production | 1 | 1 | - | - |
| **PC6.**<br>• prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots and report<br>• potential issues to the Producer and Director and relevant teams for rectification | 1 | 2 | - | - |
| *Verify set/location and other essentials* | **9** | **16** | **-** | **-** |
| **PC7.** oversees the security, operation and maintenance of equipment utilized in shooting and editing | 1 | 2 | - | - |
| **PC8.** analyze how a particular shot will impact the mood and intention in a video | 1 | 2 | - | - |
| **PC9.** ensure perfect motion effects for both video and audio | 1 | 2 | - | - |
| **PC10.** analyse difference between copyrighted material, fair use, intellectual property, and derivative works | 1 | 2 | - | - |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **PC11.** uses copyrighted material with written permission from the creator of the material (or from its copyright holder) only | 1 | 2 | - | - |
| **PC12.** investigate whether need of permission to use any of their digital assets. | 1 | 1 | - | - |
| **PC13.** monitors technical quality as expected outcomes | 1 | 1 | - | - |
| **PC14.** collaborates with a producer/director regarding preconceived ideas and physical realities of production setting and participates in program's visual development in conjunction with a producer | 1 | 2 | - | - |
| **PC15.** ensure all preparation done for shooting | 1 | 2 | - | - |
| *Manage Crew* | **10** | **16** | **-** | **-** |
| **PC16.** work closely with the director to make decisions on aesthetics and visual representation | 2 | 3 | - | - |
| **PC17.** arrange required team for the cast/shoot/recording | 2 | 3 | - | - |
| **PC18.** assign suitable duties across crew in line with DOP | 2 | 3 | - | - |
| **PC19.** check all equipment are working properly | 2 | 3 | - | - |
| **PC20.** interviewing team/crew and creating a film clip via editing raw footage | 1 | 2 | - | - |
| **PC21.** ensure crew are updated with the scene / script demand | 1 | 2 | - | - |
| *Conduct shooting* | **11** | **25** | **-** | **-** |
| **PC22.** write or send e-mail to the author or creator and ask permission to use the material | 1 | 2 | - | - |
| **PC23.** interpret instructions given by the director for the required mood, theme and feel | 1 | 2 | - | - |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **PC24.** relay instructions and describe project-specific demands to the camera operators and production crew as well as and operate camera throughout for shooting advise director on suitable composition and use of lighting, shadow and fill | 1 | 2 | - | - |
| **PC25.** advise director on suitable composition and use of lighting, shadow and fill | 2 | 3 | - | - |
| **PC26.** listen to feedback from the camera operators and decide how to improve their performance | 1 | 4 | - | - |
| **PC27.** protect material even if it does not display the © symbol | 1 | 4 | - | - |
| **PC28.** interpret penalties for violating copyright laws | 1 | 2 | - | - |
| **PC29.** .working in the studio as part of a production team to edit film | 1 | 2 | - | - |
| **PC30.** inserting closed captioning, graphics, or other on-screen text into a video | 1 | 2 | - | - |
| **PC31.** adding computer graphics and special effects to a video | 1 | 2 | - | - |
| **NOS Total** | **36** | **64** | **-** | **-** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | MES/N0914 |
| **NOS Name** | Carryout shooting |
| **Sector** | Media & Entertainment |
| **Sub-Sector** | Film, Television |
| **Occupation** | Camera Operation |
| **NSQF Level** | 5 |
| **Credits** | TBD |
| **Version** | 1.0 |
| **Last Reviewed Date** | NA |
| **Next Review Date** | 30/12/2026 |
| **NSQC Clearance Date** | 30/12/2021 |

# MES/N0913: Equipment handling and video capture

## Description

This NOS is about use of different equipment, techniques, materials etc. used to capture videos and videography

## Scope

The scope covers the following :

- Equipment handling
- Video capturing

## Elements and Performance Criteria

### Equipment handling

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

**PC1.** interpret role of videographer

**PC2.** figuring out what type of equipment to use like high resolution camera, Drone etc

**PC3.** cleaning and disassembling hardware

**PC4.** setting up and tearing down cameras, audio recorders, lighting, microphones, and props

**PC5.** calibrating, setting of resolution and maintaining equipment

**PC6.** do small repair on broken equipment

**PC7.** check all equipment to determine technical quality of recording, audio and lighting apparatus prior to operation in the field.

### Video capturing

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

**PC8.** assess basics of exposure, white balance, and camera operation of a DSLR

**PC9.** analyse camera movements: Pan, Tilt, dolly, track. Simple shot, complex shot

**PC10.** develop shot, Video camera operation

**PC11.** conduct pre-production activities including concept, script, storyboard, treatment

**PC12.** uses other film-related equipment, including a tripod, slider, glide cam, etc.

**PC13.** uses digital editing software (we will be using Adobe After Effects, Premiere & FCP)

**PC14.** makes technical decisions regarding such elements as appropriate lighting, shooting angle and placement and type of microphone; receives explicit instructions regarding assignment

**PC15.** assists a producer/director regarding preconceived ideas and physical realities of production setting

**PC16.** record important events using camera, lighting, and audio equipment

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** how ideas, feelings, meanings and actions can be conveyed and interpreted in images and artefacts created in the chosen area(s) for videography

**KU2.** how images and artefacts relate to social, environmental, cultural and/or ethical contexts, and to the time and place in which they were created/shot

**KU3.** continuity and change in different styles, genres and traditions relevant to videography

## Generic Skills (GS)

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

**GS1.** the appropriate use of the camera, film, lenses, filters and lighting for work in their chosen area of videography

**GS2.** how different camera angles are used to serve as commentary on the subject matter in the frame

**GS3.** how camera framing methods are related to how close or far a subject is from the camera

**GS4.** have in-depth knowledge of lighting techniques and know how to achieve them

**GS5.** • rule of thirds, The Golden Ratio, Balancing elements, Symmetry and Patterns, Leading lines, Background, Depth of field, Headroom/looking
• room and leading room, Framing, Cropping, Colour, Movement

**GS6.** • refer and conform to the camera technical specifications, accessories overview, software requirements mentioned in the manual or camera
• catalogue.

**GS7.** use the working vocabulary and specialist terminology which is relevant to their chosen area(s) of Photography.

**GS8.** create competitor analysis report with their product / service offerings, customers and target market

**GS9.** decide on which studio / digital channels / event types needs to be targeted based on the past performance and campaign goals

**GS10.** plan and allocate the budgets for different photography session

**GS11.** manage and meet project / task deadlines successfully

**GS12.** identify technical issues related to the photography which affects the visibility and rankings of the website in the search results

**GS13.** analyze the past customer data to identify the ideal target as per event / suit

**GS14.** analyze and understand past records of suiting / event capturing

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Equipment handling* | **14** | **36** | **-** | **-** |
| **PC1.** interpret role of videographer | 2 | 3 | - | - |
| **PC2.** figuring out what type of equipment to use like high resolution camera, Drone etc | 2 | 3 | - | - |
| **PC3.** cleaning and disassembling hardware | 2 | 3 | - | - |
| **PC4.** setting up and tearing down cameras, audio recorders, lighting, microphones, and props | 2 | 3 | - | - |
| **PC5.** calibrating, setting of resolution and maintaining equipment | 2 | 8 | - | - |
| **PC6.** do small repair on broken equipment | 2 | 8 | - | - |
| **PC7.** check all equipment to determine technical quality of recording, audio and lighting apparatus prior to operation in the field. | 2 | 8 | - | - |
| *Video capturing* | **18** | **32** | **-** | **-** |
| **PC8.** assess basics of exposure, white balance, and camera operation of a DSLR | 2 | 8 | - | - |
| **PC9.** analyse camera movements: Pan, Tilt, dolly, track. Simple shot, complex shot | 2 | 3 | - | - |
| **PC10.** develop shot, Video camera operation | 2 | 3 | - | - |
| **PC11.** conduct pre-production activities including concept, script, storyboard, treatment | 2 | 3 | - | - |
| **PC12.** uses other film-related equipment, including a tripod, slider, glide cam, etc. | 2 | 3 | - | - |
| **PC13.** uses digital editing software (we will be using Adobe After Effects, Premiere & FCP) | 2 | 3 | - | - |
| **PC14.** makes technical decisions regarding such elements as appropriate lighting, shooting angle and placement and type of microphone; receives explicit instructions regarding assignment | 2 | 3 | - | - |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **PC15.** assists a producer/director regarding preconceived ideas and physical realities of production setting | 2 | 3 | - | - |
| **PC16.** record important events using camera, lighting, and audio equipment | 2 | 3 | - | - |
| **NOS Total** | **32** | **68** | **-** | **-** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | MES/N0913 |
| **NOS Name** | Equipment handling and video capture |
| **Sector** | Media & Entertainment |
| **Sub-Sector** | Film, Television |
| **Occupation** | Camera Operation |
| **NSQF Level** | 5 |
| **Credits** | TBD |
| **Version** | 1.0 |
| **Last Reviewed Date** | NA |
| **Next Review Date** | 30/12/2026 |
| **NSQC Clearance Date** | 30/12/2021 |

# MES/N0107: Develop and maintain portfolio

## Description

This unit is about exploring the opportunity to work in media & entertainment industry as artistic professional.

## Elements and Performance Criteria

### Create portfolio

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

**PC1.**   prepare portfolio, recording, show reel, etc.,

**PC2.**   choose best headshots and performance shots to showcase

**PC3.**   create unique portfolio which speaks to a range of audiences

**PC4.**   apply social media network like youtube / linkedin for promotional purposes

### Approach industry to avail opportunities

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

**PC5.**   promote themselves through networking

**PC6.**   approach associations for becoming a member

**PC7.**   approach clients (producers /casting directors / dance director etc.) in a professional manner

**PC8.**   be on time and in suggested dress for audition / presentation

**PC9.**   be ready to cold-read as per project requirement(s) in line with the expertise

**PC10.**  be ready for presentation /screen test, voice test etc., wherever required during audition/interviewing

**PC11.**  negotiate for remuneration of contract / work order aligned with the assignments

**PC12.**  recognize common components of an assignment contract including term and duration of project

**PC13.**  collaborate with others to determine technical details of production

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.**   brand value of the business /production houses

**KU2.**   relavent designing / distribution policy of India

**KU3.**   relavent guidelines defined by Government like broadcasting guideline of Ministry of Information and Broadcasting

**KU4.**   legal framework pertaining to design, film, television etc.

**KU5.**   how to familiarize with the content of the assignments (design /script etc.)

**KU6.**   industry personnel and terminology, interview, audition and screen test processes and the role of agents, contracts, payments, insurance.

**KU7.**   how to negotiate a professional contract for his services, including an understanding of payments, taxation, convergence rate and other legal matters

**KU8.** about the risk involved in getting work orders in case of freelancing

**KU9.** how to update of portfolio in line with change in technology vs increase in experience.

**KU10.** relevant industry association / forum whom individual will approach while in professional trouble

**KU11.** role of marketing and distribution in ensuring the chances of commercial success, including the role of individuals involvement

**KU12.** principles and methods for showing, promoting, and selling products or services, including, marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**KU13.** arrangements and equipment for a design / shoot, whether lab or studio set or location, indoors or outdoors, with regard to set, premises, cameras, lighting, set furniture and props, costumes and makeup.

**KU14.** business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources

**KU15.** media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.

**KU16.** principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**KU17.** responsibility of each person on the production floor as they affect the individual performance.

**KU18.** process of dubbing and voice-over work etc. wherever applicable

**KU19.** performance in a local language when required

## Generic Skills (GS)

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

**GS1.** read and study the assignments and remember lines and actions of the task performed / character portrayed

**GS2.** be patient while designing / costuming, makeup and other preparatory work suited the profile for the test

**GS3.** take suggestions from the client to effectively perform the task / portray the character.

**GS4.** respect and consult with other associates on the production floor to ensure each is helping to create their best performances according to the clients vision

**GS5.** developing constructive and cooperative working relationships with others, and maintaining them

**GS6.** understand the creative vision of the clients (Director/ Script writer and Producer) as appropriate

**GS7.** improvise speech and activity when necessary during performance

**GS8.** ability to communicate information and ideas in speaking so others will understand

**GS9.** ability to communicate information and ideas in speaking so others will understand

**GS10.** ability to listen to and understand information and ideas presented through spoken words and sentences

**GS11.** decide on whether to opt for work order or not

**GS12.** plan, prepare and practice performance in accordance to the role being assigned for

**GS13.** work on the areas of improvement identified/highlighted in line with the contract / assignements

**GS14.** assess if the role meets his/her capabilities and skill-sets

**GS15.** critically appraise quality of own performance to identify issues

**GS16.** check that your own work meets customer/project requirements

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Create portfolio* | **8** | **24** | **-** | **-** |
| **PC1.** prepare portfolio, recording, show reel, etc., | 2 | 6 | - | - |
| **PC2.** choose best headshots and performance shots to showcase | 2 | 6 | - | - |
| **PC3.** create unique portfolio which speaks to a range of audiences | 2 | 6 | - | - |
| **PC4.** apply social media network like youtube / linkedin for promotional purposes | 2 | 6 | - | - |
| *Approach industry to avail opportunities* | **18** | **50** | **-** | **-** |
| **PC5.** promote themselves through networking | 2 | 6 | - | - |
| **PC6.** approach associations for becoming a member | 2 | 6 | - | - |
| **PC7.** approach clients (producers /casting directors / dance director etc.) in a professional manner | 2 | 6 | - | - |
| **PC8.** be on time and in suggested dress for audition / presentation | 2 | 6 | - | - |
| **PC9.** be ready to cold-read as per project requirement(s) in line with the expertise | 2 | 6 | - | - |
| **PC10.** be ready for presentation /screen test, voice test etc., wherever required during audition/interviewing | 2 | 6 | - | - |
| **PC11.** negotiate for remuneration of contract / work order aligned with the assignments | 2 | 4 | - | - |
| **PC12.** recognize common components of an assignment contract including term and duration of project | 2 | 6 | - | - |
| **PC13.** collaborate with others to determine technical details of production | 2 | 4 | - | - |
| **NOS Total** | **26** | **74** | **-** | **-** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | MES/N0107 |
| **NOS Name** | Develop and maintain portfolio |
| **Sector** | Media & Entertainment |
| **Sub-Sector** | Film, Television, Radio, Advertising |
| **Occupation** | Acting |
| **NSQF Level** | 4 |
| **Credits** | 2 |
| **Version** | 1.0 |
| **Last Reviewed Date** | 30/12/2021 |
| **Next Review Date** | 30/12/2026 |
| **NSQC Clearance Date** | 30/12/2021 |

# 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 though 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:

**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 activites

**GS21.** Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority

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

## Assessment Criteria

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

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **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 | 5 | 5 | - | - |
| *Complying with procedures in the event of an emergency* | **7** | **8** | **-** | **-** |
| **PC11.** follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard | 5 | 5 | - | - |
| **PC12.** identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority | 2 | 3 | - | - |
| **NOS Total** | **50** | **50** | **-** | **-** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | MES/N0104 |
| **NOS Name** | Maintain Workplace Health & Safety |
| **Sector** | Media & Entertainment |
| **Sub-Sector** | Film, Television, Animation, Gaming, Radio, Advertising |
| **Occupation** | Ad sales/Account Management/Scheduling/Traffic |
| **NSQF Level** | 5 |
| **Credits** | 2 |
| **Version** | 1.0 |
| **Last Reviewed Date** | 30/12/2021 |
| **Next Review Date** | 24/02/2027 |
| **NSQC Clearance Date** | 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 center (as per assessment criteria below).

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.

6. To pass the Qualification Pack, every trainee should score a minimum of 70% 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 : 70**

(**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/N0916.Monitor video editing | 40 | 60 | 0 | 0 | 100 | 20 |
| MES/N0915.Apply Drone cinematography techniques | 32 | 68 | 0 | 0 | 100 | 20 |
| MES/N0914.Carryout shooting | 36 | 64 | 0 | 0 | 100 | 20 |
| MES/N0913.Equipment handling and video capture | 32 | 68 | 0 | 0 | 100 | 20 |
| MES/N0107.Develop and maintain portfolio | 26 | 74 | - | - | 100 | 10 |
| MES/N0104.Maintain Workplace Health & Safety | 50 | 50 | - | - | 100 | 10 |
| **Total** | **216** | **384** | **0** | **0** | **600** | **100** |

## Acronyms

| | |
|---|---|
| **NOS** | National Occupational Standard(s) |
| **NSQF** | National Skills Qualifications Framework |
| **QP** | Qualifications Pack |
| **TVET** | Technical and Vocational Education and Training |
| **NOS** | National Occupational Standard(s) |
| **NSQF** | National Skills Qualification Framework |
| **QP** | Qualifications Pack |
| **NVEQF** | National Vocational Education Qualifications Framework |
| **NVQF** | National Vocational Qualifications Framework |

## Glossary

| | |
|---|---|
| **Sector** | 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. |
| **Sub-sector** | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| **Occupation** | Occupation is a set of job roles, which perform similar/ related set of functions in an industry. |
| **Job role** | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation. |
| **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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| **Performance Criteria (PC)** | Performance Criteria (PC) 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 (QP)** | 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. |
| **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 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. |
| **Knowledge and Understanding (KU)** | 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. |

| | |
|---|---|
| **Organisational Context** | 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. |
| **Technical Knowledge** | Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities. |
| **Core Skills/ Generic Skills (GS)** | 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. |
| **Electives** | 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. |
| **Options** | 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. |
| **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. |
| **Occupation** | Occupation is a set of job roles which performs similar or related set of functions in an industry. |
| **Job role** | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation. |
| **Occupational Standards(OS)** | OS specify the standards of performance that an individual must achieve when carrying out a function at 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 |
| **Aberration** | A distortion of image quality or color rendition in a photographic image caused by optical limitations of the lens used to capture the image. |

| Accessories | Anything carried or worn on top of the basic costume for decorative purposes, e.g. a shawl, a purse. |
|---|---|
| AF Servo | Aka Continuous Focus, AF Servo, is maintained by partially pressing the camera's shutter release button, which enables to continuously maintain focus on a moving subject as the subject moves within the frame. |
| Anti Shake | Also known as Image Stabilization (IS), Vibration Reduction (VR), or simply image stabilization, anti-shake technology is a method of reducing the effects of camera movement on the photographic image. |
| APS-C (APSC) | A term used to describe the size of the digital imaging sensors used in almost all compact DSLRs. Bit A bit (binary digit) is the smallest unit of digital information. |
| Bitmap | A method of storing digital information by mapping out an image bit by bit. |
| Blimp | sound proof enclosure for an SLR stills camera to enable the stills photographer to shoot silently. |
| Blocked Shadows | Term for lack of, or loss of, shadow detail in a photographic image, usually the result of underexposure or images captured by a lower resolution (and less dynamic) imaging sensor. |
| Bokeh | An English transliteration of a Japanese word that means 'haze' or 'blur.' |
| Bracketing | Bracketing involves taking multiple images of the same scene. |
| Budget | Budget is an estimate of the total cost of production that may include a break-up of cost components |
| Burst | Rate The number of consecutive images a digital camera can capture continuously before filling the memory buffer or memory card. |
| Call sheet | A daily schedule of filming for a movie or television show |
| CMYK Color | CMYK (Cyan, Magenta, Yellow, Black) is the color space used for commercial offset printing. |
| Color Calibration | A process by which the image source (digital camera or scanner), monitor and output (printer) are calibrated to use the same or similar color standard. |

| | |
|---|---|
| **Computer-generated effects** | Computer-generated effects is the process of creating illusionary images for use in productions Continuity Continuity represents the seamless transition from one shot to another Costume Is the distinctive style of dress of an individual or group that reflects their class, gender, profession, ethnicity, nationality, activity or epoch. |
| **Copyright Laws** | A legal framework linked to intellectual property and the rights given to creators of original products/ concepts |
| **Creative Brief** | Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc. |
| **Crew Show** | AKA Technical Rehearsal, Stop Start Rehearsal -This is an early rehearsal of a scene for the benefit of the crew. |
| **Digital Negative** | Digital Negative (DNG) is an open raw image format owned by Adobe and used for digital photography |
| **Editing** | Editing is the process of cutting, organising and putting together audio, visual footage to prepare an accurate, condensed, consistent final output |
| **Exposure** | Exposure is the phenomenon of light striking the surface of film or digital imaging sensor. |
| **Financer** | An entity (individual or organization) that provides financing for a project |
| **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. |
| **Hot Shoe** | A 'live' accessory shoe, usually located on the top of the camera prism housing, which enables you to mount and trigger an electronic flash or wireless transmitter. |
| **Job role** | Job role defines a unique set of functions that together form a unique employment opportunity in an organization. |
| **Parallax** | The difference between the image seen by a viewing system and the image recorded by the imaging sensor. |
| **Personal space** | The 'space bubble' around the body, extending as far as the body and body parts can reach, without travelling |
| **Pixel** | Short for picture element, pixels are the tiny components that capture the digital image record in your camera. |

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| **Quick change** | any costume change completed when an actor has a limited amount of time, sometimes as few as twenty seconds. |
| **Rehearsal** | A practice or trial performance of a play or scene |
| **RGB Color (Red Green Blue)** | Computers and other digital devices handle color information as shades of red, green and blue. |
| **Saturation** | Saturation is the depth of the colors within a photographic image. |
| **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. |
| **Shooting schedule** | Is a project plan of each day's shooting for a film production |
| **Shutter** | A mechanism in the camera that controls the duration of transmission the light that reaches the film or sensor. |
| **Silhouette** | The dark shape and outline of someone or something visible in restricted light against a brighter background. |
| **SLR (Single-Lens-Reflex)** | A camera that utilizes a prism and mirror system to project the image seen by the lens onto a focusing screen located below the prism housing. |
| **Sub-functions** | Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function |
| **Target Audience** | Group of people at whom content/ adverting is aimed. |
| **Time Lapse** | A series of photographs captured over a period of time. These images can be captured in variable or set time intervals over the course of seconds, minutes, hours, days, weeks, etc. |
| **Timelines** | Timelines is a listing of dates by which the production milestones/stages need to be completed |
| **Vertical** | Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry. |
| **Vignetting** | Darkening of the edges of a photographic image due to the inability of a lens to distribute light evenly to the corners of the frame. |
| **Visual style** | Visual style comprises the look or appearance of the production including he lighting, colours, shadows, sets, costumes, locations and the way they will be captured on screen. |

| Wardrobe | The costumes of a theatre or theatre troupe, also the room or department in which they are made, and in some cases, stored. |
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| Watermark | a watermark is an image or icon that is embedded into paper for security purposes |
| White Balance | The camera's ability to correct color cast or tint under different lighting conditions including daylight, indoor, fluorescent lighting and electronic flash. |