

## Qualification Pack



# Radio Jockey

QP Code: MES/Q1910

Version: 1.0

NSQF Level: 5

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

### Contents

MES/Q1910: Radio Jockey .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
MES/N1925: Analyse the job of RJ .....	5
MES/N1926: Research for content and relevant links .....	9
MES/N1927: Conduct interview and broadcast .....	13
MES/N1928: Update the radio station's website with content on upcoming shows .....	19
MES/N2817: Comply with Applicable Law and Regulation .....	23
MES/N0104: Maintain Workplace Health & Safety .....	27
Assessment Guidelines and Weightage .....	32
<i>Assessment Guidelines</i> .....	32
<i>Assessment Weightage</i> .....	33
Acronyms .....	34
Glossary .....	35



## Qualification Pack

### MES/Q1910: Radio Jockey

#### Brief Job Description

A Radio Jockey (RJ) is responsible for playing music, holding discussions with the listeners, and conducting interviews on the radio. These professionals use specially designed equipment to broadcast a variety of audio content, including songs, news, debates, promo events, among others. An RJ's role is to inform, refresh and entertain. Also known as Radio DJs, their work involves presenting a variety of music programmes and entertaining audiences with other things such as guest interviews of artists, celebrities, music, or film-related work.

#### Personal Attributes

The individual in this job role possesses the exceptional ability to connect with their audience using nothing but their voice. RJ must have clarity of voice, communication skills, and confidence, presence of mind, Interest in Music, available to work on a flexible schedule, adequate General Knowledge

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [MES/N1925: Analyse the job of RJ](#)
2. [MES/N1926: Research for content and relevant links](#)
3. [MES/N1927: Conduct interview and broadcast](#)
4. [MES/N1928: Update the radio station's website with content on upcoming shows](#)
5. [MES/N2817: Comply with Applicable Law and Regulation](#)
6. [MES/N0104: Maintain Workplace Health & Safety](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Radio
<b>Occupation</b>	Journalism
<b>Country</b>	India
<b>NSQF Level</b>	5



## Qualification Pack

<b>Credits</b>	28
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/2656.0200
<b>Minimum Educational Qualification &amp; Experience</b>	Diploma (in Radio Programming and Management (after class 12th)) with 2 Years of experience OR Certificate (in Radio Jockey (after class 12th)) with 4 Years of experience OR 12th Class with 5 Years of experience
<b>Minimum Level of Education for Training in School</b>	12th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	22 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	31/03/2027
<b>NSQF Approval Date</b>	31/03/2022
<b>Version</b>	1.0
<b>Reference code on NQR</b>	2022/ME/MESC/05690
<b>NQR Version</b>	1.0

### Remarks:

Nature of qualification is to teach AR/VR developing process, use of application in designing various module (animation, modelling, texturing and gaming) and purpose is to provide job and entrepreneurship/freelance opportunity as AR-VR Developer in M&E Industry. This qualification is for the training purpose for degree courses (university / colleges) as well as for Short Term Course



## Qualification Pack

### MES/N1925: Analyse the job of RJ

#### Description

This NOS covers the role of the Radio Jockey to manage playlist and keep the listeners enlightened on related updates like traffic reports, weather reports, souvenirs, etc

#### Scope

The scope covers the following :

- Describe and demonstrate the role of Radio Jockey
- Discuss ways to connect with and entertain listeners

#### Elements and Performance Criteria

##### *Prepare for the role of Radio Jockey*

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

- PC1.** Demonstrate the role of Radio Jockey
- PC2.** Prepare daily programme schedule and book broadcast slots

##### *Connect with and entertain listeners*

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

- PC3.** Connect with an audience
- PC4.** Identify topics to entertain listeners
- PC5.** Manage playlist
- PC6.** Keep the listeners enlightened on related updates like traffic reports, weather reports, souvenirs etc.
- PC7.** Analyse equipment to be used to broadcast

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** ways to connect with audience
- KU2.** operating the sound equipment to be used to broadcast
- KU3.** topics to entertain listeners
- KU4.** ways to arrange song in line with the script demand
- KU5.** ways to map out promotional contests.
- KU6.** gather information for news or human interest stories
- KU7.** ways to identify the objectives and relevance of the interview.
- KU8.** how to manage playlist
- KU9.** ways to keep the listeners enlightened on related updates like traffic reports, weather reports, souvenirs etc.
- KU10.** ways to verify the content to be broadcasted.



## Qualification Pack

- KU11.** how to deliver scripts on air.
- KU12.** conduct research on topics and relevant link of the incident /topics
- KU13.** prepare script for the radio shows and verify the track
- KU14.** ways of coordinating with producer to present shows
- KU15.** ways to promote radio station through social media.
- KU16.** applicable Law and Regulation related to stories and ideas
- KU17.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU18.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU19.** ways to arrange applicable content, calendar, show list, contest etc. for updating website
- KU20.** how to regularly update the slot/schedule and manage the time slots for upcoming shows
- KU21.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU22.** importance of managing the safety and security of crew and equipment while on location

## Generic Skills (GS)

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

- GS1.** create an interesting content for listeners
- GS2.** identify sensitive issues
- GS3.** write clearly, simplify complex information and adhere to a style guide
- GS4.** telecast commentary, storytelling and news of importance
- GS5.** popularize shows to attract listeners
- GS6.** thinking critically and creatively about the best forms of media to serve the target audience
- GS7.** coordinate with producer to manage advertisement
- GS8.** identify various verbal and non-verbal cues of the interviewee
- GS9.** update website of radio station
- GS10.** identify various challenges that may come up while conducting interviews
- GS11.** Take and edit photos
- GS12.** give voice over for the advertisements and promos
- GS13.** escalate instances of noncompliance to the concerned authority
- GS14.** apply legal and regulatory framework that apply to one's work

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for the role of Radio Jockey</i>	<b>15</b>	<b>50</b>	-	-
<b>PC1.</b> Demonstrate the role of Radio Jockey	5	-	-	-
<b>PC2.</b> Prepare daily programme schedule and book broadcast slots	10	-	-	-
<i>Connect with and entertain listeners</i>	<b>35</b>	-	-	-
<b>PC3.</b> Connect with an audience	10	-	-	-
<b>PC4.</b> Identify topics to entertain listeners	5	-	-	-
<b>PC5.</b> Manage playlist	5	-	-	-
<b>PC6.</b> Keep the listeners enlightened on related updates like traffic reports, weather reports, souvenirs etc.	10	-	-	-
<b>PC7.</b> Analyse equipment to be used to broadcast	5	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1925
<b>NOS Name</b>	Analyse the job of RJ
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Radio
<b>Occupation</b>	Journalism
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2027
<b>NSQF Clearance Date</b>	31/03/2022

## Qualification Pack

### MES/N1926: Research for content and relevant links

#### Description

This NOS covers the ways to verify the content to be broadcasted by conducting research on topics and relevant link of the incident / topics

#### Scope

The scope covers the following :

- Describe and demonstrate the role of Radio Jockey
- Discuss ways to connect with and entertain listeners

#### Elements and Performance Criteria

##### *Conduct research on relevant topics*

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

- PC1.** Conduct research on topics and relevant link of the incident / topics
- PC2.** Verify the content to be broadcast its relevance and evidence
- PC3.** Compare the topic/content with similar incidents / topics which need to be communicated

##### *Verify and prepare script for radio show*

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

- PC4.** Prepare script for the radio shows and verify the track
- PC5.** Arrange song in line with the script demand
- PC6.** Coordinate with producer to present shows
- PC7.** Being well-versed with audio technology and sound equipment

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** ways to connect with audience
- KU2.** operating the sound equipment to be used to broadcast
- KU3.** topics to entertain listeners
- KU4.** ways to arrange song in line with the script demand
- KU5.** ways to map out promotional contests.
- KU6.** gather information for news or human interest stories
- KU7.** ways to identify the objectives and relevance of the interview.
- KU8.** how to manage playlist
- KU9.** ways to keep the listeners enlightened on related updates like traffic reports, weather reports, souvenirs etc.
- KU10.** ways to verify the content to be broadcasted.



## Qualification Pack

- KU11.** how to deliver scripts on air.
- KU12.** conduct research on topics and relevant link of the incident /topics
- KU13.** prepare script for the radio shows and verify the track
- KU14.** ways of coordinating with producer to present shows
- KU15.** ways to promote radio station through social media.
- KU16.** applicable Law and Regulation related to stories and ideas
- KU17.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU18.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU19.** ways to arrange applicable content, calendar, show list, contest etc. for updating website
- KU20.** how to regularly update the slot/schedule and manage the time slots for upcoming shows
- KU21.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU22.** importance of managing the safety and security of crew and equipment while on location

## Generic Skills (GS)

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

- GS1.** create an interesting content for listeners
- GS2.** identify sensitive issues
- GS3.** write clearly, simplify complex information and adhere to a style guide
- GS4.** telecast commentary, storytelling and news of importance
- GS5.** popularize shows to attract listeners
- GS6.** thinking critically and creatively about the best forms of media to serve the target audience
- GS7.** coordinate with producer to manage advertisement
- GS8.** identify various verbal and non-verbal cues of the interviewee
- GS9.** update website of radio station
- GS10.** identify various challenges that may come up while conducting interviews
- GS11.** Take and edit photos
- GS12.** give voice over for the advertisements and promos
- GS13.** escalate instances of noncompliance to the concerned authority
- GS14.** apply legal and regulatory framework that apply to one's work

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct research on relevant topics</i>	<b>20</b>	<b>50</b>	-	-
<b>PC1.</b> Conduct research on topics and relevant link of the incident / topics	10	-	-	-
<b>PC2.</b> Verify the content to be broadcast its relevance and evidence	5	-	-	-
<b>PC3.</b> Compare the topic/content with similar incidents / topics which need to be communicated	5	-	-	-
<i>Verify and prepare script for radio show</i>	<b>30</b>	-	-	-
<b>PC4.</b> Prepare script for the radio shows and verify the track	5	-	-	-
<b>PC5.</b> Arrange song in line with the script demand	10	-	-	-
<b>PC6.</b> Coordinate with producer to present shows	10	-	-	-
<b>PC7.</b> Being well-versed with audio technology and sound equipment	5	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1926
<b>NOS Name</b>	Research for content and relevant links
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Radio
<b>Occupation</b>	Journalism
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2027
<b>NSQC Clearance Date</b>	31/03/2022



## Qualification Pack

### MES/N1927: Conduct interview and broadcast

#### Description

This NOS covers planning, preparing and conducting interviews of celebrities and other guests and successfully managing the flow of the interviews.

#### Scope

The scope covers the following :

- Identify the objectives and relevance of the interview and prepare questions based on the type of interview
- Conduct interviews of celebrities and other guests and successfully manage the flow of the interview.
- Identify sensitive issues and demonstrate ways to telecast them in appropriate manner.

#### Elements and Performance Criteria

##### *Prepare to conduct and broadcast interview*

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

- PC1.** Mapping out promotional contests, create interesting content for listeners
- PC2.** Interviewing celebrities and other guests (Actors and actresses, local representative, politicians, Govt. Authority etc.) come at show to promote their activities.
- PC3.** Undertake, or supervise, set-up activities to ensure the smooth running of the interview, across different mediums and formats including: • Live, • Pre-recorded • Face-to-face, • Over telephone/ video phone • At an outdoor location (e.g.home, office, hotel or public space) , • In a studio
- PC4.** Identify the objectives of the interview, and its relevance to the wider audience and organization, as appropriate to the role
- PC5.** Prepare pertinent questions, and be aware of the type of interview being conducted and corresponding editorial goals across: • profiles/ biopics – focused on the individual being interviewed • news interviews – where the interview is used to highlight certain aspects of a larger news story

##### *Conduct interview and broadcast*

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

- PC6.** Conduct the interview in a manner appropriate to one's own role and corresponding standing and authority- i.e. pose questions, receive answers/ information, participate in the conversation and develop open topics
- PC7.** Demonstrate verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- PC8.** Editing the interview to be broadcast on air
- PC9.** Hosts outdoors shows or events
- PC10.** Coordinate with producer for advertisement and business strategy
- PC11.** Gives voice over for the advertisements and promos

## Qualification Pack

**PC12.** Telecast the commentary, storytelling and news of importance

**PC13.** Analyse the sensitive issue and telecast in the way no one get disturbed

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** ways to connect with audience
- KU2.** operating the sound equipment to be used to broadcast
- KU3.** topics to entertain listeners
- KU4.** ways to arrange song in line with the script demand
- KU5.** ways to map out promotional contests.
- KU6.** gather information for news or human interest stories
- KU7.** ways to identify the objectives and relevance of the interview.
- KU8.** how to manage playlist
- KU9.** ways to keep the listeners enlightened on related updates like traffic reports, weather reports, souvenirs etc.
- KU10.** ways to verify the content to be broadcasted.
- KU11.** how to deliver scripts on air.
- KU12.** conduct research on topics and relevant link of the incident /topics
- KU13.** prepare script for the radio shows and verify the track
- KU14.** ways of coordinating with producer to present shows
- KU15.** ways to promote radio station through social media.
- KU16.** applicable Law and Regulation related to stories and ideas
- KU17.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU18.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU19.** ways to arrange applicable content, calendar, show list, contest etc. for updating website
- KU20.** how to regularly update the slot/schedule and manage the time slots for upcoming shows
- KU21.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU22.** importance of managing the safety and security of crew and equipment while on location

### Generic Skills (GS)

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

- GS1.** create an interesting content for listeners
- GS2.** identify sensitive issues
- GS3.** write clearly, simplify complex information and adhere to a style guide
- GS4.** telecast commentary, storytelling and news of importance



## Qualification Pack

- GS5.** popularize shows to attract listeners
- GS6.** thinking critically and creatively about the best forms of media to serve the target audience
- GS7.** coordinate with producer to manage advertisement
- GS8.** identify various verbal and non-verbal cues of the interviewee
- GS9.** update website of radio station
- GS10.** identify various challenges that may come up while conducting interviews
- GS11.** Take and edit photos
- GS12.** give voice over for the advertisements and promos
- GS13.** escalate instances of noncompliance to the concerned authority
- GS14.** apply legal and regulatory framework that apply to one's work

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare to conduct and broadcast interview</i>	<b>20</b>	<b>70</b>	-	-
<b>PC1.</b> Mapping out promotional contests, create interesting content for listeners	5	-	-	-
<b>PC2.</b> Interviewing celebrities and other guests (Actors and actresses, local representative, politicians, Govt. Authority etc.) come at show to promote their activities.	5	-	-	-
<b>PC3.</b> Undertake, or supervise, set-up activities to ensure the smooth running of the interview, across different mediums and formats including: • Live, • Pre-recorded • Face-to-face, • Over telephone/ video phone • At an outdoor location (e.g. home, office, hotel or public space) , • In a studio	5	-	-	-
<b>PC4.</b> Identify the objectives of the interview, and its relevance to the wider audience and organization, as appropriate to the role	5	-	-	-
<b>PC5.</b> Prepare pertinent questions, and be aware of the type of interview being conducted and corresponding editorial goals across: • profiles/ biopics - focused on the individual being interviewed • news interviews - where the interview is used to highlight certain aspects of a larger news story	-	-	-	-
<i>Conduct interview and broadcast</i>	<b>10</b>	-	-	-
<b>PC6.</b> Conduct the interview in a manner appropriate to one's own role and corresponding standing and authority- i.e. pose questions, receive answers/ information, participate in the conversation and develop open topics	-	-	-	-
<b>PC7.</b> Demonstrate verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role	-	-	-	-
<b>PC8.</b> Editing the interview to be broadcast on air	5	-	-	-
<b>PC9.</b> Hosts outdoors shows or events	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Coordinate with producer for advertisement and business strategy	5	-	-	-
<b>PC11.</b> Gives voice over for the advertisements and promos	-	-	-	-
<b>PC12.</b> Telecast the commentary, storytelling and news of importance	-	-	-	-
<b>PC13.</b> Analyse the sensitive issue and telecast in the way no one get disturbed	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1927
<b>NOS Name</b>	Conduct interview and broadcast
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Radio
<b>Occupation</b>	Journalism
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2027
<b>NSQF Clearance Date</b>	31/03/2022



## Qualification Pack

### MES/N1928: Update the radio station's website with content on upcoming shows

#### Description

This NOS covers the ways to identify various ways to popularize shows to attract listeners and promote radio station through social media.

#### Scope

The scope covers the following :

- Identify and demonstrate ways to promote radio station.
- Update the website of radio station

#### Elements and Performance Criteria

*Promote radio station through social media.*

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

- PC1.** Promote the radio station through social media networking
- PC2.** Regular update the slot/schedule and manage the time slots for upcoming shows
- PC3.** Coordinate with producer to manage advertisement
- PC4.** Popularise the show to attract listeners
- PC5.** Analyse verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role in line with the script vision

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** ways to connect with audience
- KU2.** operating the sound equipment to be used to broadcast
- KU3.** topics to entertain listeners
- KU4.** ways to arrange song in line with the script demand
- KU5.** ways to map out promotional contests.
- KU6.** gather information for news or human interest stories
- KU7.** ways to identify the objectives and relevance of the interview.
- KU8.** how to manage playlist
- KU9.** ways to keep the listeners enlightened on related updates like traffic reports, weather reports, souvenirs etc.
- KU10.** ways to verify the content to be broadcasted.
- KU11.** how to deliver scripts on air.
- KU12.** conduct research on topics and relevant link of the incident /topics



## Qualification Pack

- KU13.** prepare script for the radio shows and verify the track
- KU14.** ways of coordinating with producer to present shows
- KU15.** ways to promote radio station through social media.
- KU16.** applicable Law and Regulation related to stories and ideas
- KU17.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU18.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU19.** ways to arrange applicable content, calendar, show list, contest etc. for updating website
- KU20.** how to regularly update the slot/schedule and manage the time slots for upcoming shows
- KU21.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU22.** importance of managing the safety and security of crew and equipment while on location

## Generic Skills (GS)

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

- GS1.** create an interesting content for listeners
- GS2.** identify sensitive issues
- GS3.** write clearly, simplify complex information and adhere to a style guide
- GS4.** telecast commentary, storytelling and news of importance
- GS5.** popularize shows to attract listeners
- GS6.** thinking critically and creatively about the best forms of media to serve the target audience
- GS7.** coordinate with producer to manage advertisement
- GS8.** identify various verbal and non-verbal cues of the interviewee
- GS9.** update website of radio station
- GS10.** identify various challenges that may come up while conducting interviews
- GS11.** Take and edit photos
- GS12.** give voice over for the advertisements and promos
- GS13.** escalate instances of noncompliance to the concerned authority
- GS14.** apply legal and regulatory framework that apply to one's work

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Promote radio station through social media.</i>	<b>50</b>	<b>50</b>	-	-
<b>PC1.</b> Promote the radio station through social media networking	10	-	-	-
<b>PC2.</b> Regular update the slot/schedule and manage the time slots for upcoming shows	10	-	-	-
<b>PC3.</b> Coordinate with producer to manage advertisement	10	-	-	-
<b>PC4.</b> Popularise the show to attract listeners	10	-	-	-
<b>PC5.</b> Analyse verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role in line with the script vision	10	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1928
<b>NOS Name</b>	Update the radio station's website with content on upcoming shows
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Radio
<b>Occupation</b>	Journalism
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2027
<b>NSQF Clearance Date</b>	31/03/2022



## Qualification Pack

### MES/N2817: Comply with Applicable Law and Regulation

#### Description

This NOS covers identifying instances where either one's own or someone else's work may not comply fully with the framework and applying the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material

#### Scope

The scope covers the following :

- Describe various legal frameworks being applicable at workplace
- Explain the risks of non-compliance for oneself and the organization

#### Elements and Performance Criteria

##### *Ensure legal and regulatory requirements*

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

- PC1.** Analyse the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material
- PC2.** Identify instances where either one's own or someone else's work may not comply fully with the framework
- PC3.** Measure the risks of non-compliance for oneself and the organization
- PC4.** Ensure that the legal and regulatory requirements specific to the organization are being adhered to
- PC5.** Escalate instances of non-compliance to one's editorial supervisor and/ or compliance officer as applicable

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** wide range of skills such as fighting, falling, horseback riding and others.
- KU2.** relevance of conducting research on the role to be played.
- KU3.** importance of analyzing the expectation of Stunt Coordinator / Director / Producer
- KU4.** relevance of proper training to perform daring acts
- KU5.** related insurance covered, social security and terms of the filming
- KU6.** ways to adopt changes in stunt requirement
- KU7.** how to identify the character as per the script
- KU8.** importance of working and rehearsing with other actors using background of the role in an artform
- KU9.** how to scale a performance in accordance with the frame of the shot, controlling movement, gesture, voice levels, emotional intensity and energy levels
- KU10.** how to analyze the character background to portray similar role as desired



## Qualification Pack

**KU11.** how to Portray the character based on the script

### Generic Skills (GS)

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

- GS1.** prepare portfolio, recording, show reel, etc.,
- GS2.** use different social media platforms for promotion
- GS3.** importance of being punctual and be in suggested dress for audition /presentation
- GS4.** approach clients and associations
- GS5.** negotiate for remuneration of contract / work order aligned with the assignments
- GS6.** Comply with procedures in the event of an emergency
- GS7.** escalate instances of noncompliance to the concerned authority
- GS8.** identify risks of non-compliance for oneself and the organization
- GS9.** Practice safe working practices for own job role
- GS10.** use Personal Protective Equipment (PPE) appropriately

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure legal and regulatory requirements</i>	<b>50</b>	<b>50</b>	-	-
<b>PC1.</b> Analyse the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material	10	-	-	-
<b>PC2.</b> Identify instances where either one's own or someone else's work may not comply fully with the framework	10	-	-	-
<b>PC3.</b> Measure the risks of non-compliance for oneself and the organization	10	-	-	-
<b>PC4.</b> Ensure that the legal and regulatory requirements specific to the organization are being adhered to	10	-	-	-
<b>PC5.</b> Escalate instances of non-compliance to one's editorial supervisor and/ or compliance officer as applicable	10	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N2817
<b>NOS Name</b>	Comply with Applicable Law and Regulation
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Advertising, Film, Television, Radio, Advertising
<b>Occupation</b>	Production, Ad Sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2027
<b>NSQC Clearance Date</b>	31/03/2022



## 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:



## Qualification Pack

- 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



## Qualification Pack

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

## Qualification Pack

### 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	-	-

### Qualification Pack

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>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	27/01/2027
<b>NSQC Clearance Date</b>	27/01/2022

## 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.



## 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/N1925.Analyse the job of Rj	50	50	0	0	100	20
MES/N1926.Research for content and relevant links	50	50	0	0	100	20
MES/N1927.Conduct interview and broadcast	30	70	0	0	100	15
MES/N1928.Update the radio station's website with content on upcoming shows	50	50	0	0	100	20
MES/N2817.Comply with Applicable Law and Regulation	50	50	0	0	100	20
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	5
<b>Total</b>	<b>280</b>	<b>320</b>	<b>0</b>	<b>0</b>	<b>600</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>NSQF</b>	National Skills Qualification Framework
<b>QP</b>	Qualifications Pack
<b>NVEQF</b>	National Vocational Education Qualifications Framework
<b>NVQF</b>	National Vocational Qualifications Framework

## Qualification Pack

### 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.

## Qualification Pack

<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.
<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>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>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 performs similar or 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 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.
<b>Performance Criteria</b>	Performance Criteria are statements that together specify the standard of performance required when carrying out a task

## Qualification Pack

<b>National Occupational Standard</b>	NOS are the occupational standards which are applied uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OSs, together with the educational training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Electives</b>	Electives are NOS or a 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 or a 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>Unit Code</b>	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.
<b>Description</b>	Description gives a short summary of the unit content. This will be helpful to anyone searching on a database to verify that this is the appropriate OS they have been looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with while carrying out the functions which have a critical impact on quality of performance required.
<b>Knowledge and Understanding</b>	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs to perform for the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organization is structured and how it operates, including the extent of operative knowledge.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills</b>	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in all the work environments in today's world. In the context of the OS, these include communication related skills that are applicable to most of the job roles.