

Qualification Pack



Studio Manager

QP Code: MES/Q2812

Version: 1.0

NSQF Level: 5

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,
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MES/Q2812: Studio Manager

Brief Job Description

Studio Manager in the Media & Entertainment Industry are able to work in multiple industries and settings such as music, graphic design or television studios. Studio managers are responsible for overseeing film projects, creating effective marketing campaigns, and reviewing daily resource and workload schedules.

Personal Attributes

Individuals in this job must be able to manage people and time. Studio Managers are well-organized multitaskers who have a habit of accomplishing all the responsibilities that face them. They are well-spoken, have excellent organizational and communication skills and able to motivate their team by showing good leadership.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

- [1. MES/N2859: Analyse the requirements of the studio](#)
- [2. MES/N2860: Team building and resource planning](#)
- [3. MES/N2861: Install and maintain technical equipment](#)
- [4. MES/N2862: Supervise team members and oversee daily operations](#)
- [5. MES/N0104: Maintain Workplace Health & Safety](#)
- [6. MES/N2863: Work in collaboration with the performer, artists, operators and other technicians](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Advertising
Occupation	Production
Country	India
NSQF Level	5
Credits	28



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Aligned to NCO/ISCO/ISIC Code	NCO 2015- 1431.0100; Production
Minimum Educational Qualification & Experience	Graduate with 2 Years of experience OR 12th Class/I.T.I (After 10th) Pass) with 5 Years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	30/06/2027
NSQC Approval Date	30/06/2022
Version	1.0
Reference code on NQR	2022/ME/MESC/06030
NQR Version	1.0

Remarks:

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MES/N2859: Analyse the requirements of the studio

Description

This NOS covers the day-to-day responsibilities of the studio managers centering around operations, human resources, and internal initiatives.

Scope

The scope covers the following :

- oversee, support and manage the delivery of design projects
- managing all aspects of the budget for each project, along with financial tracking and controls

Elements and Performance Criteria

Identify and manage Studio Requirements

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

- PC1.** analyse in-house and third-party production workflows.
- PC2.** Drive cross-functional creative projects from concept to completion
- PC3.** Intake and audit project briefs from marketing partners
- PC4.** Plan and Process strategies to help drive the overall creative for the Clients
- PC5.** Develop project plans, timelines, deliverables, and production schedules
- PC6.** Provide expert advice and leadership regarding upgrades, installations and procurement of technical facilities, including the submission of business cases, budget bids and event proposals

Manage staffing and daily operations

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

- PC7.** Communicate risks, opportunities and solutions to partners and stakeholders
- PC8.** co-ordinate the development of key performance indicators for staff
- PC9.** carry out staffing and monitor the performance of the key executives and staff
- PC10.** Overseeing the scheduling and booking of all recording, filming, streaming and event technical support requirements
- PC11.** manage the daily operations of the studio such as budgeting, production planning, inventory management
- PC12.** communicate the client and project needs to the design team to ensure that the work meets the agreed brief.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of developing key performance goals for functions and direct reports
- KU2.** the process of staffing and ensuring staff with the required skills are assigned work of appropriate levels

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- KU3.** the process of identifying knowledge and skills gaps among the various departments in the organisation through internal audits and surveys
- KU4.** the importance of arranging regular training for the workforce and mentoring them
- KU5.** how to carry out budgeting, production planning, and maintain inventory levels
- KU6.** the process of devising strategies for business growth
- KU7.** the importance of analysing the expenditure to ensure compliance with the set budget
- KU8.** the process of carrying out risk assessment and contingency planning
- KU9.** the importance of ensuring control on the distribution of information among the client, internal departments and sub-contractors
- KU10.** how to streamline business processes and develop effective operations plans to achieve the organisational objectives
- KU11.** the process of developing and executing strategies to identify and connect with potential clients
- KU12.** Providing audio and audio-visual technical support for performances including recording final recitals
- KU13.** Recording, filming, editing and streaming events
- KU14.** Post production, archiving and distribution of recordings
- KU15.** how to Maintain a high standard of recording production, equipment and facilities
- KU16.** Providing and operating live sound (PA) and video systems needed for Concerts and events
- KU17.** Managing content creation, and virtual & physical experience creation.
- KU18.** All necessary procedures, systems and working environments to comply with legal requirements
- KU19.** best practice on health, safety, wellbeing and environmental management as they relate to the work of the Studio
- KU20.** documentation and related procedures applicable in the context of work

Generic Skills (GS)

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

- GS1.** plan and organize the work to achieve targets and deadlines
- GS2.** analyze needs, requirements and dependencies in order to meet the work requirements
- GS3.** make note of work-related observations and prepare the relevant reports
- GS4.** communicate clearly and respectfully
- GS5.** listen attentively to understand the client instructions
- GS6.** take quick decisions to deal with workplace emergencies and accidents
- GS7.** plan and prioritise tasks for effective time-management
- GS8.** read instructions, guidelines, procedures, rules and service level agreements
- GS9.** identify possible disruptions to work and take appropriate preventive measures
- GS10.** follow rule-based decision-making processes
- GS11.** provide opinions on work in a detailed and constructive way
- GS12.** deliver consistent and reliable service to clients



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- GS13.** work effectively in a team environment
- GS14.** use information technology effectively, to input and/or extract data accurately
- GS15.** Contribute to teaching, research and learning activities in relevant fields

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify and manage Studio Requirements</i>	30	40	-	-
PC1. analyse in-house and third-party production workflows.	5	-	-	-
PC2. Drive cross-functional creative projects from concept to completion	5	-	-	-
PC3. Intake and audit project briefs from marketing partners	5	-	-	-
PC4. Plan and Process strategies to help drive the overall creative for the Clients	5	-	-	-
PC5. Develop project plans, timelines, deliverables, and production schedules	5	-	-	-
PC6. Provide expert advice and leadership regarding upgrades, installations and procurement of technical facilities, including the submission of business cases, budget bids and event proposals	5	-	-	-
<i>Manage staffing and daily operations</i>	30	-	-	-
PC7. Communicate risks, opportunities and solutions to partners and stakeholders	5	-	-	-
PC8. co-ordinate the development of key performance indicators for staff	5	-	-	-
PC9. carry out staffing and monitor the performance of the key executives and staff	5	-	-	-
PC10. Overseeing the scheduling and booking of all recording, filming, streaming and event technical support requirements	5	-	-	-
PC11. manage the daily operations of the studio such as budgeting, production planning, inventory management	5	-	-	-
PC12. communicate the client and project needs to the design team to ensure that the work meets the agreed brief.	5	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	60	40	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N2859
NOS Name	Analyse the requirements of the studio
Sector	Media & Entertainment
Sub-Sector	Film, Television, Film, Television, Radio, Advertising, Media and Entertainment
Occupation	Production
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/06/2027
NSQC Clearance Date	30/06/2022



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MES/N2860: Team building and resource planning

Description

This NOS covers communicating a cohesive creative vision across teams and developing a functional action plan to help execute it

Scope

The scope covers the following :

- Interact and communicate in an effective manner
- Support co-workers, superiors, and subordinates to ensure effective execution of the assigned task
- Arrange allocate and manage tools, material and equipment for completion of work, as per the plan

Elements and Performance Criteria

Interact and communicate in an effective manner

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

- PC1.** communicate work related information/ requirement clearly to the team members
- PC2.** inform co-workers and superiors about any kind of deviations from work
- PC3.** Work with regional teams to ensure adoption of marketing plan.
- PC4.** assign responsibilities and commensurate authority to team for speedy decision making and efficient operations

Develop supervisory and operational team

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

- PC5.** develop mechanisms to incorporate and develop ideas from the team
- PC6.** train the team to incorporate feedback received from the customers to consistently improve service standards
- PC7.** explain the team about work output requirements, targets, performance indicators and incentives for all job orders and instructions received from superiors
- PC8.** ensure that the team delivers quality work, on time and report any anticipated reasons for delay

Arrange allocate and manage tools, material and equipment for completion of work, as per the plan

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

- PC9.** determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task
- PC10.** estimate requirement for material, components, fixtures, equipment, tools and accessories
- PC11.** allocate material, equipment and tools to workmen and extract the work as per schedule and work plan
- PC12.** provide clear instructions for optimum use of resources
- PC13.** ensure the work processes adopted are in line with the specified standards and instructions
- PC14.** complete the work with the allocated resources within specified time

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of developing key performance goals for functions and direct reports
- KU2.** the process of staffing and ensuring staff with the required skills are assigned work of appropriate levels
- KU3.** the process of identifying knowledge and skills gaps among the various departments in the organisation through internal audits and surveys
- KU4.** the importance of arranging regular training for the workforce and mentoring them
- KU5.** how to carry out budgeting, production planning, and maintain inventory levels
- KU6.** the process of devising strategies for business growth
- KU7.** the importance of analysing the expenditure to ensure compliance with the set budget
- KU8.** the process of carrying out risk assessment and contingency planning
- KU9.** the importance of ensuring control on the distribution of information among the client, internal departments and sub-contractors
- KU10.** how to streamline business processes and develop effective operations plans to achieve the organisational objectives
- KU11.** the process of developing and executing strategies to identify and connect with potential clients
- KU12.** Providing audio and audio-visual technical support for performances including recording final recitals
- KU13.** Recording, filming, editing and streaming events
- KU14.** Post production, archiving and distribution of recordings
- KU15.** how to Maintain a high standard of recording production, equipment and facilities
- KU16.** Providing and operating live sound (PA) and video systems needed for Concerts and events
- KU17.** Managing content creation, and virtual & physical experience creation.
- KU18.** All necessary procedures, systems and working environments to comply with legal requirements
- KU19.** best practice on health, safety, wellbeing and environmental management as they relate to the work of the Studio
- KU20.** documentation and related procedures applicable in the context of work

Generic Skills (GS)

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

- GS1.** plan and organize the work to achieve targets and deadlines
- GS2.** analyze needs, requirements and dependencies in order to meet the work requirements
- GS3.** make note of work-related observations and prepare the relevant reports
- GS4.** communicate clearly and respectfully
- GS5.** listen attentively to understand the client instructions
- GS6.** take quick decisions to deal with workplace emergencies and accidents



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- GS7.** plan and prioritise tasks for effective time-management
- GS8.** read instructions, guidelines, procedures, rules and service level agreements
- GS9.** identify possible disruptions to work and take appropriate preventive measures
- GS10.** follow rule-based decision-making processes
- GS11.** provide opinions on work in a detailed and constructive way
- GS12.** deliver consistent and reliable service to clients
- GS13.** work effectively in a team environment
- GS14.** use information technology effectively, to input and/or extract data accurately
- GS15.** Contribute to teaching, research and learning activities in relevant fields

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact and communicate in an effective manner</i>	20	30	-	-
PC1. communicate work related information/ requirement clearly to the team members	5	-	-	-
PC2. inform co-workers and superiors about any kind of deviations from work	5	-	-	-
PC3. Work with regional teams to ensure adoption of marketing plan.	5	-	-	-
PC4. assign responsibilities and commensurate authority to team for speedy decision making and efficient operations	5	-	-	-
<i>Develop supervisory and operational team</i>	20	-	-	-
PC5. develop mechanisms to incorporate and develop ideas from the team	5	-	-	-
PC6. train the team to incorporate feedback received from the customers to consistently improve service standards	5	-	-	-
PC7. explain the team about work output requirements, targets, performance indicators and incentives for all job orders and instructions received from superiors	5	-	-	-
PC8. ensure that the team delivers quality work, on time and report any anticipated reasons for delay	5	-	-	-
<i>Arrange allocate and manage tools, material and equipment for completion of work, as per the plan</i>	30	-	-	-
PC9. determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task	5	-	-	-
PC10. estimate requirement for material, components, fixtures, equipment, tools and accessories	5	-	-	-
PC11. allocate material, equipment and tools to workmen and extract the work as per schedule and work plan	5	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. provide clear instructions for optimum use of resources	5	-	-	-
PC13. ensure the work processes adopted are in line with the specified standards and instructions	5	-	-	-
PC14. complete the work with the allocated resources within specified time	5	-	-	-
NOS Total	70	30	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N2860
NOS Name	Team building and resource planning
Sector	Media & Entertainment
Sub-Sector	Film, Television, Film, Television, Radio, Advertising, Media and Entertainment
Occupation	Production
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/06/2027
NSQF Clearance Date	30/06/2022

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MES/N2861: Install and maintain technical equipment

Description

This unit covers knowledge, skills & abilities required to organise/ maintain activities to ensure tools and machines are held and maintained as per norms.

Scope

The scope covers the following :

- Prepare for the maintenance activities
- Carry out the maintenance activities
- Use resource optimally

Elements and Performance Criteria

Understand equipment manual and Installation process

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

- PC1.** study the manual for the equipment and machines
- PC2.** ensure information matches current status of equipment
- PC3.** study the installation process and install the equipment in accordance to the specifications

Prepare for maintenance of the equipment

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

- PC4.** plan the time and schedule for maintenance of the machine and equipment
- PC5.** check on the dates scheduled for the equipment for preventive maintenance
- PC6.** ensure the availability of consumables and replacement spare parts required
- PC7.** verify if the routine check list activities have been conducted by the maintenance personnel

Carry out maintenance activity

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

- PC8.** perform scheduled maintenance and unscheduled repairs as per manufacturers instructions
- PC9.** attend day to day breakdowns
- PC10.** discuss with the operator on any unusual problems detected or noticed on the equipment
- PC11.** • document all activities and update the sheet with respect to regular maintenance,
• replacement, preventive upkeep, breakdown logs, repairs, testing and machine history
- PC12.** ensure the equipment works in accordance to the specifications

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of developing key performance goals for functions and direct reports
- KU2.** the process of staffing and ensuring staff with the required skills are assigned work of appropriate levels

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- KU3.** the process of identifying knowledge and skills gaps among the various departments in the organisation through internal audits and surveys
- KU4.** the importance of arranging regular training for the workforce and mentoring them
- KU5.** how to carry out budgeting, production planning, and maintain inventory levels
- KU6.** the process of devising strategies for business growth
- KU7.** the importance of analysing the expenditure to ensure compliance with the set budget
- KU8.** the process of carrying out risk assessment and contingency planning
- KU9.** the importance of ensuring control on the distribution of information among the client, internal departments and sub-contractors
- KU10.** how to streamline business processes and develop effective operations plans to achieve the organisational objectives
- KU11.** the process of developing and executing strategies to identify and connect with potential clients
- KU12.** Providing audio and audio-visual technical support for performances including recording final recitals
- KU13.** Recording, filming, editing and streaming events
- KU14.** Post production, archiving and distribution of recordings
- KU15.** how to Maintain a high standard of recording production, equipment and facilities
- KU16.** Providing and operating live sound (PA) and video systems needed for Concerts and events
- KU17.** Managing content creation, and virtual & physical experience creation.
- KU18.** All necessary procedures, systems and working environments to comply with legal requirements
- KU19.** best practice on health, safety, wellbeing and environmental management as they relate to the work of the Studio
- KU20.** documentation and related procedures applicable in the context of work

Generic Skills (GS)

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

- GS1.** plan and organize the work to achieve targets and deadlines
- GS2.** analyze needs, requirements and dependencies in order to meet the work requirements
- GS3.** make note of work-related observations and prepare the relevant reports
- GS4.** communicate clearly and respectfully
- GS5.** listen attentively to understand the client instructions
- GS6.** take quick decisions to deal with workplace emergencies and accidents
- GS7.** plan and prioritise tasks for effective time-management
- GS8.** read instructions, guidelines, procedures, rules and service level agreements
- GS9.** identify possible disruptions to work and take appropriate preventive measures
- GS10.** follow rule-based decision-making processes
- GS11.** provide opinions on work in a detailed and constructive way
- GS12.** deliver consistent and reliable service to clients



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- GS13.** work effectively in a team environment
- GS14.** use information technology effectively, to input and/or extract data accurately
- GS15.** Contribute to teaching, research and learning activities in relevant fields

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand equipment manual and Installation process</i>	13	50	-	-
PC1. study the manual for the equipment and machines	4	-	-	-
PC2. ensure information matches current status of equipment	4	-	-	-
PC3. study the installation process and install the equipment in accordance to the specifications	5	-	-	-
<i>Prepare for maintenance of the equipment</i>	16	-	-	-
PC4. plan the time and schedule for maintenance of the machine and equipment	4	-	-	-
PC5. check on the dates scheduled for the equipment for preventive maintenance	4	-	-	-
PC6. ensure the availability of consumables and replacement spare parts required	4	-	-	-
PC7. verify if the routine check list activities have been conducted by the maintenance personnel	4	-	-	-
<i>Carry out maintenance activity</i>	21	-	-	-
PC8. perform scheduled maintenance and unscheduled repairs as per manufacturers instructions	5	-	-	-
PC9. attend day to day breakdowns	4	-	-	-
PC10. discuss with the operator on any unusual problems detected or noticed on the equipment	4	-	-	-
PC11. • document all activities and update the sheet with respect to regular maintenance, • replacement, preventive upkeep, breakdown logs, repairs, testing and machine history	4	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. ensure the equipment works in accordance to the specifications	4	-	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N2861
NOS Name	Install and maintain technical equipment
Sector	Media & Entertainment
Sub-Sector	Film, Television, Film, Television, Radio, Advertising, Media and Entertainment
Occupation	Production
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/06/2027
NSQC Clearance Date	30/06/2022

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MES/N2862: Supervise team members and oversee daily operations

Description

This NOS covers planning and scheduling day to day front office operation. It also includes setting standards for process, overseeing the activities and ensuring positive client experience.

Scope

The scope covers the following :

- Plan and schedule work requirements
- Set standards for office activities
- Monitor the office operation
- Address client complaints

Elements and Performance Criteria

Plan and schedule work requirement

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

- PC1.** Observe and note activities and standards of different sections in the studio
- PC2.** plan for resources periodically based on reservation and other performance operations
- PC3.** ensure the departments are not over / under staffed
- PC4.** interact with subordinates on workload issues and take necessary measures

Set standards for studio related work activities

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

- PC5.** Set and explain studio standards on booking process, payment policies, event planning scheduling etc
- PC6.** inform regulatory requirements and ensure all staffs comply to the regulations
- PC7.** ensure standards are followed in billing, cash handling and payment collection

Monitoring the studio operation

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

- PC8.** oversee the staffs behavior and their level of communication with the clients
- PC9.** ensure professional communication standards are met
- PC10.** coordinate with associates and executives to resolve the client's complaints or queries

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of developing key performance goals for functions and direct reports
- KU2.** the process of staffing and ensuring staff with the required skills are assigned work of appropriate levels

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- KU3.** the process of identifying knowledge and skills gaps among the various departments in the organisation through internal audits and surveys
- KU4.** the importance of arranging regular training for the workforce and mentoring them
- KU5.** how to carry out budgeting, production planning, and maintain inventory levels
- KU6.** the process of devising strategies for business growth
- KU7.** the importance of analysing the expenditure to ensure compliance with the set budget
- KU8.** the process of carrying out risk assessment and contingency planning
- KU9.** the importance of ensuring control on the distribution of information among the client, internal departments and sub-contractors
- KU10.** how to streamline business processes and develop effective operations plans to achieve the organisational objectives
- KU11.** the process of developing and executing strategies to identify and connect with potential clients
- KU12.** Providing audio and audio-visual technical support for performances including recording final recitals
- KU13.** Recording, filming, editing and streaming events
- KU14.** Post production, archiving and distribution of recordings
- KU15.** how to Maintain a high standard of recording production, equipment and facilities
- KU16.** Providing and operating live sound (PA) and video systems needed for Concerts and events
- KU17.** Managing content creation, and virtual & physical experience creation.
- KU18.** All necessary procedures, systems and working environments to comply with legal requirements
- KU19.** best practice on health, safety, wellbeing and environmental management as they relate to the work of the Studio
- KU20.** documentation and related procedures applicable in the context of work

Generic Skills (GS)

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

- GS1.** plan and organize the work to achieve targets and deadlines
- GS2.** analyze needs, requirements and dependencies in order to meet the work requirements
- GS3.** make note of work-related observations and prepare the relevant reports
- GS4.** communicate clearly and respectfully
- GS5.** listen attentively to understand the client instructions
- GS6.** take quick decisions to deal with workplace emergencies and accidents
- GS7.** plan and prioritise tasks for effective time-management
- GS8.** read instructions, guidelines, procedures, rules and service level agreements
- GS9.** identify possible disruptions to work and take appropriate preventive measures
- GS10.** follow rule-based decision-making processes
- GS11.** provide opinions on work in a detailed and constructive way
- GS12.** deliver consistent and reliable service to clients



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- GS13.** work effectively in a team environment
- GS14.** use information technology effectively, to input and/or extract data accurately
- GS15.** Contribute to teaching, research and learning activities in relevant fields

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan and schedule work requirement</i>	20	50	-	-
PC1. Observe and note activities and standards of different sections in the studio	5	-	-	-
PC2. plan for resources periodically based on reservation and other performance operations	5	-	-	-
PC3. ensure the departments are not over / under staffed	5	-	-	-
PC4. interact with subordinates on workload issues and take necessary measures	5	-	-	-
<i>Set standards for studio related work activities</i>	15	-	-	-
PC5. Set and explain studio standards on booking process, payment policies, event planning scheduling etc	5	-	-	-
PC6. inform regulatory requirements and ensure all staffs comply to the regulations	5	-	-	-
PC7. ensure standards are followed in billing, cash handling and payment collection	5	-	-	-
<i>Monitoring the studio operation</i>	15	-	-	-
PC8. oversee the staffs behavior and their level of communication with the clients	5	-	-	-
PC9. ensure professional communication standards are met	5	-	-	-
PC10. coordinate with associates and executives to resolve the client's complaints or queries	5	-	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N2862
NOS Name	Supervise team members and oversee daily operations
Sector	Media & Entertainment
Sub-Sector	Film, Television, Film, Television, Radio, Advertising, Media and Entertainment
Occupation	Production
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/06/2027
NSQC Clearance Date	30/06/2022

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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



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GS22. Apply balanced judgments in different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the health, safety and security risks prevalent in the workplace</i>	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	-	-
<i>Knowing the people responsible for health and safety and the resources available</i>	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	-	-
<i>Identifying and reporting risks</i>	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 through precautionary measures	5	5	-	-
PC9. identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-
<i>Complying with procedures in the event of an emergency</i>	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	-	-

Qualification Pack

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	30/06/2027
NSQC Clearance Date	30/06/2022

Qualification Pack

MES/N2863: Work in collaboration with the performer, artists, operators and other technicians

Description

This NOS covers performance criteria, knowledge and skills required to follow team work, communication and adaptability while working in collaboration with the performer, artists operations and other technicians

Scope

The scope covers the following :

- Teamwork and communication
- Adaptability
- creative freedom

Elements and Performance Criteria

Teamwork, trust and communication

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

- PC1.** contribute to team work as per allocated responsibility to complete the task by using appropriate tools and methods
- PC2.** implement the ideas shared by performer, artists, operators and other technicians after superior's approval
- PC3.** communicate clearly with the team members as per standard protocol
- PC4.** listen effectively to the ideas and concerns of the peers
- PC5.** plan the work-routine within the limits of the responsibility

Demonstrate adaptability skills

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

- PC6.** contribute to create a positive work environment in the team
- PC7.** adapt to work with various members of different ethnicity, gender and PwD without biases
- PC8.** build trust with performer, artists operations and other technicians
- PC9.** consider opinions of performer, artists, operators and other technicians for the assigned task
- PC10.** Avoid and resolve conflict as per the organisation's procedure

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of developing key performance goals for functions and direct reports
- KU2.** the process of staffing and ensuring staff with the required skills are assigned work of appropriate levels
- KU3.** the process of identifying knowledge and skills gaps among the various departments in the organisation through internal audits and surveys

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- KU4.** the importance of arranging regular training for the workforce and mentoring them
- KU5.** how to carry out budgeting, production planning, and maintain inventory levels
- KU6.** the process of devising strategies for business growth
- KU7.** the importance of analysing the expenditure to ensure compliance with the set budget
- KU8.** the process of carrying out risk assessment and contingency planning
- KU9.** the importance of ensuring control on the distribution of information among the client, internal departments and sub-contractors
- KU10.** how to streamline business processes and develop effective operations plans to achieve the organisational objectives
- KU11.** the process of developing and executing strategies to identify and connect with potential clients
- KU12.** Providing audio and audio-visual technical support for performances including recording final recitals
- KU13.** Recording, filming, editing and streaming events
- KU14.** Post production, archiving and distribution of recordings
- KU15.** how to Maintain a high standard of recording production, equipment and facilities
- KU16.** Providing and operating live sound (PA) and video systems needed for Concerts and events
- KU17.** Managing content creation, and virtual & physical experience creation.
- KU18.** All necessary procedures, systems and working environments to comply with legal requirements
- KU19.** best practice on health, safety, wellbeing and environmental management as they relate to the work of the Studio
- KU20.** documentation and related procedures applicable in the context of work

Generic Skills (GS)

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

- GS1.** plan and organize the work to achieve targets and deadlines
- GS2.** analyze needs, requirements and dependencies in order to meet the work requirements
- GS3.** make note of work-related observations and prepare the relevant reports
- GS4.** communicate clearly and respectfully
- GS5.** listen attentively to understand the client instructions
- GS6.** take quick decisions to deal with workplace emergencies and accidents
- GS7.** plan and prioritise tasks for effective time-management
- GS8.** read instructions, guidelines, procedures, rules and service level agreements
- GS9.** identify possible disruptions to work and take appropriate preventive measures
- GS10.** follow rule-based decision-making processes
- GS11.** provide opinions on work in a detailed and constructive way
- GS12.** deliver consistent and reliable service to clients
- GS13.** work effectively in a team environment
- GS14.** use information technology effectively, to input and/or extract data accurately



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GS15. Contribute to teaching, research and learning activities in relevant fields

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Teamwork, trust and communication</i>	25	50	-	-
PC1. contribute to team work as per allocated responsibility to complete the task by using appropriate tools and methods	5	-	-	-
PC2. implement the ideas shared by performer, artists, operators and other technicians after superior's approval	5	-	-	-
PC3. communicate clearly with the team members as per standard protocol	5	-	-	-
PC4. listen effectively to the ideas and concerns of the peers	5	-	-	-
PC5. plan the work-routine within the limits of the responsibility	5	-	-	-
<i>Demonstrate adaptability skills</i>	25	-	-	-
PC6. contribute to create a positive work environment in the team	5	-	-	-
PC7. adapt to work with various members of different ethnicity, gender and PwD without biases	5	-	-	-
PC8. build trust with performer, artists operations and other technicians	5	-	-	-
PC9. consider opinions of performer, artists, operators and other technicians for the assigned task	5	-	-	-
PC10. Avoid and resolve conflict as per the organisation's procedure	5	-	-	-
NOS Total	50	50	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2863
NOS Name	Work in collaboration with the performer, artists, operators and other technicians
Sector	Media & Entertainment
Sub-Sector	Film, Television, Film, Television, Radio, Advertising, Media and Entertainment
Occupation	Production
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/06/2027
NSQC Clearance Date	30/06/2022

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.

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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/N2859.Analyse the requirements of the studio	60	40	0	0	100	20
MES/N2860.Team building and resource planning	70	30	0	0	100	10
MES/N2861.Install and maintain technical equipment	50	50	0	0	100	15
MES/N2862.Supervise team members and oversee daily operations	50	50	0	0	100	15
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
MES/N2863.Work in collaboration with the performer, artists, operators and other technicians	50	50	-	-	100	30
Total	330	270	-	-	600	100



Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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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.

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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.