

Qualification Pack



Props Master

QP Code: MES/Q3108

Version: 2.0

NSQF Level: 5

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Qualification Pack

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MES/Q3108: Props Master

Brief Job Description

Individuals in this job need to mark-up the script for set props requirements. They need to procure these items, store them safely during the shoot and ensure continuity.

Personal Attributes

This job requires the individual to purchase or produce any props needed for a production. The individual should ideally have a background in the interior design and a creative bent of mind. The individual must also know available sources for hiring, purchasing or fabricating these items. The individual must know how to manage items during the shoot and make them available based on the script and continuity requirements. The individual must have strong communication skills and must possess the ability to work collaboratively. The individual must be flexible and able to make key decisions, keeping in mind the impact on cost and timelines.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N3105: Wrap up set and return or dispose of items](#)
2. [MES/N3106: Estimate Props Requirement](#)
3. [MES/N3107: Procure props](#)
4. [MES/N3108: Transport and store props](#)
5. [MES/N3109: Dress set prior to shoot](#)
6. [MES/N3110: Manage continuity of items](#)
7. [MES/N0104: Maintain Workplace Health & Safety](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design, Set Crafts
Country	India



Qualification Pack

NSQF Level	5
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2166.0113
Minimum Educational Qualification & Experience	Graduate with 1 Year of experience OR 12th Class with 4 Years of experience OR I.T.I (after 10th) with 5 Years of experience
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	27/01/2027
NSQC Approval Date	27/01/2022
Version	2.0
Reference code on NQR	2022/ME/MESC/05212
NQR Version	2.0

Remarks:

This QP was approved in 2015 and NSQC Extended it in 2019 without any change in QP. Therefore, NQR code used is of 2019.



Qualification Pack

MES/N3105: Wrap up set and return or dispose of items

Description

This OS unit is about packing up items on set after the shoot is over (striking the set) and ensuring items are returned or disposed of correctly

Elements and Performance Criteria

Packing-up various items and ensuring they are returned and disposed of correctly

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

PC1. based on the script and production schedule prepare a schedule or to-do list summarizing key activities relating to pack-up/ striking the set, as appropriate to the role

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU2.** relevant organizational processes for return of items, collecting security refunds, disposal/ sale of items etc.
- KU3.** the requirement for different types of set furnishings and props and their intended use
- KU4.** how to prepare a to-do-list/ schedule for striking the set (based on the script and production schedule)
- KU5.** how to determine whether items need to be (1) returned, (2) retained/ stored for later, (3) disposed of/ discarded or (4) sold to other parties
- KU6.** how to ensure that any items required for continuity are correctly stored and transported to the next set/ location
- KU7.** how to arrange for packing and moving staff to remove items from set and transport them onward (to suppliers, disposal facilities, buyers etc.)
- KU8.** how to personally take down items and/ or supervise support staff in striking the set
- KU9.** how to check the list of struck items against the original inventory list, and account for items that are misplaced or damaged
- KU10.** how to correctly load and unload (or supervise loading and unloading) items to ensure that items are not damaged
- KU11.** how to return, sell or dispose of items as planned, receive payments (e.g. security deposit refunds, proceeds from sale) and submit documents and payments to the finance/ production department
- KU12.** how to update the items list with details of return/ sale/ disposal and submit this to the finance/ production department for closure
- KU13.** applicable health and safety guidelines, and ensuring that the removal and dismantling of set furnishings and props from the location minimizes any risks to the individuals own health and safety as well as those of the production cast and crew



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Generic Skills (GS)

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

- GS1.** prepare a to-do list/ schedule for striking the set
- GS2.** record details of return/ sale/ disposal against each item on the inventory list
- GS3.** read the script, production schedule and item lists
- GS4.** read receipts from vendors and buyers that take back set items to ensure that the information captured is correct
- GS5.** understand any constraints/ limitations that could affect the schedule for striking the set (e.g. time, people, materials, budget)
- GS6.** communicate effectively with the head of department, propose alternatives and agree on key decisions
- GS7.** make relevant decisions related to the area of work e.g. methods for removal and dismantling of items, choice of buyers etc.
- GS8.** plan his/her work according to the requirements and agreed timelines
- GS9.** manage within the agreed budget and minimize overruns
- GS10.** identify any problems with successful execution of the task
- GS11.** communicate these to the head of department and identify solutions
- GS12.** have a keen eye for detail and maintain an aesthetic sense towards the final output
- GS13.** re-use the set properties accordingly.
- GS14.** manage within the agreed budget and minimize overruns



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Packing-up various items and ensuring they are returned and disposed of correctly</i>	7	18	-	-
PC1. based on the script and production schedule prepare a schedule or to-do list summarizing key activities relating to pack-up/ striking the set, as appropriate to the role	7	18	-	-
NOS Total	7	18	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3105
NOS Name	Wrap up set and return or dispose of items
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



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MES/N3106: Estimate Props Requirement

Description

This OS unit is about understanding the script and creative vision and preparing a comprehensive list of items required to furnish the set

Elements and Performance Criteria

Estimating prop requirements

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

- PC1.** understand the production brief and creative vision of the director and producer, as appropriate
- PC2.** read the script and mark up the props requirement for each shot/ scene/ location, across the following types of items: props/ decorative items hand props and featured props (i.e. props that are used by actors and/ or form an integral part of the scrip
- PC3.** identify prop requirements in line with the scope of the productions budget
- PC4.** prepare a bill of quantities (list of items, price, delivery date) in order to procure all props

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the expectations of the director and producer, any key limitations on budget, resources and time availability
- KU2.** the key departments (e.g. locations, wardrobe, finance) to be liaised with and the role and contribution of these departments
- KU3.** how to read and evaluate a script for props
- KU4.** how to mark up the script with the exact props requirement
- KU5.** how to translate the mark up into a comprehensive list of items with prices, delivery dates and other key elements (bill of quantities)
- KU6.** how to estimate the appropriate quantity of perishable/ replaceable items to ensure continuity (e.g. food items, beverages, cigarettes, flowers etc.)
- KU7.** applicable health and safety guidelines, and ensuring that the items selected minimize any risks to the individuals own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** mark up the script with the props requirements
- GS2.** prepare a comprehensive list of items and a bill of quantities
- GS3.** read and evaluate the script to determine the props requirements
- GS4.** understand the creative vision of the director and producer



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- GS5.** understand any constraints/ limitations that could affect the procurement of props (e.g. time, people, materials, budget)
- GS6.** make relevant decisions related to the area of work e.g. choice of items to achieve the desired look, whether items should be hired, purchased or fabricated etc.
- GS7.** plan his/her work according to the requirements and agreed timelines
- GS8.** manage within the agreed budget and minimize overruns
- GS9.** identify any problems with successful execution of the task
- GS10.** communicate these to the head of department and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Estimating prop requirements</i>	30	70	-	-
PC1. understand the production brief and creative vision of the director and producer, as appropriate	7	18	-	-
PC2. read the script and mark up the props requirement for each shot/ scene/ location, across the following types of items: props/ decorative items hand props and featured props (i.e. props that are used by actors and/ or form an integral part of the scrip	8	17	-	-
PC3. identify prop requirements in line with the scope of the productions budget	8	17	-	-
PC4. prepare a bill of quantities (list of items, price, delivery date) in order to procure all props	7	18	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3106
NOS Name	Estimate Props Requirement
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

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MES/N3107: Procure props

Description

This OS unit is about agreeing on the props requirement and procuring these items in line with the production schedule

Elements and Performance Criteria

Determining suitable procurement methods

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

- PC1.** identify and discuss cost-effective approaches to meeting the props requirement
- PC2.** determine the most appropriate method of procurement based on the item required and its significance to the production, including: hiring/ leasing/ renting purchase fabrication/ custom-making

Procuring props

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

- PC3.** procure props either through purchase, lease or fabrication, including the following types of items: props/ decorative items hand props and featured props (i.e. props that are used by actors or form an integral part of the script)
- PC4.** identify appropriate substitutes/ alternatives, if preferred items are not available

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the expectations of the director and producer, any key limitations on budget, resources and time availability
- KU2.** key budgetary approval processes e.g. submission of bills for items procured to the finance department
- KU3.** the requirement for different types of props and their intended use
- KU4.** the use of visual references and sketches to help the creative team agree on the key items that are required on set
- KU5.** applicable copyright laws in order to ensure that any permissions required for use of branded items are taken
- KU6.** the availability of substitutes/ alternatives for different types of items
- KU7.** how to evaluate what method of procurement is best suited for the identified items hire, purchase or made to order (fabrication)
- KU8.** available suppliers for hire and purchase of props
- KU9.** available fabricators for made to order props
- KU10.** how to supervise construction/ fabrication teams in making props to order
- KU11.** how to negotiate effectively with suppliers and fabricators



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- KU12.** applicable health and safety guidelines, and ensuring that the items procured minimize any risks to the individuals own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** prepare lists and rough estimates
- GS2.** prepare cover sheets while submitting bills for approval
- GS3.** correctly read the bill of quantities and delivery dates, in order to ensure that all items are available on time
- GS4.** read supplier/ fabricator bills and ensure that the information captured is correct
- GS5.** understand the creative vision of the director and producer, as appropriate to the role
- GS6.** understand any constraints/ limitations that affect transport and storage of props (e.g. time, people, materials, budget)
- GS7.** communicate effectively with the head of department, propose alternatives and agree on key decisions
- GS8.** make relevant decisions related to the area of work e.g. choice of vendor, appropriate substitutes/ alternatives etc
- GS9.** plan his/her work according to the requirements and agreed timelines
- GS10.** manage within the agreed budget and minimize overruns
- GS11.** identify any problems with successful execution of the task
- GS12.** communicate these to the head of department and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Determining suitable procurement methods</i>	17	43	-	-
PC1. identify and discuss cost-effective approaches to meeting the props requirement	10	20	-	-
PC2. determine the most appropriate method of procurement based on the item required and its significance to the production, including: hiring/ leasing/ renting purchase fabrication/ custom-making	7	23	-	-
<i>Procuring props</i>	13	27	-	-
PC3. procure props either through purchase, lease or fabrication, including the following types of items: props/ decorative items hand props and featured props (i.e. props that are used by actors or form an integral part of the script)	7	13	-	-
PC4. identify appropriate substitutes/ alternatives, if preferred items are not available	6	14	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3107
NOS Name	Procure props
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

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MES/N3108: Transport and store props

Description

This OS unit is about transporting props to the location and storing them correctly before and after the shoot

Elements and Performance Criteria

Transporting props

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

- PC1.** identify appropriate modes of transport to bring items to the location safely and securely
- PC2.** correctly load, unload and transport items, or supervise set dressers / set assistants to do the same

Storing props

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

- PC3.** identify and secure an appropriate storage area
- PC4.** correctly store items on location and care for them during the shoot, or supervise set dressers / set assistants to do the same

Maintaining accurate inventory

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

- PC5.** prepare a comprehensive inventory list, track movement of items and keep the list up to date, or supervise set dressers / set assistants to do the same

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU2.** inventory management processes including receipt, issue and returns and appropriate documentation norms (e.g. delivery challans, receipts, log books etc.)
- KU3.** the requirement for different types of props and their intended use
- KU4.** how to identify the most suitable mode of transport to deliver items to set
- KU5.** how to correctly load and unload (or supervise loading and unloading of) items to ensure that items are not damaged
- KU6.** how to identify and secure an appropriate location on set to store props
- KU7.** how to arrange, stack, store, manage and care for items to enable easy reach and use for the shoot
- KU8.** how to negotiate effectively with transport and security vendors
- KU9.** how to prepare an inventory list with details of items, track issue of items and escalate missing items to head of department
- KU10.** how to propose substitutes/ alternatives to items that have been lost or damaged during shoot



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KU11. applicable health and safety guidelines, and ensuring that the mode of transport and storage minimizes any risks to the individuals own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** prepare inventory lists
- GS2.** prepare cover sheets while submitting transport and security bills for approval
- GS3.** correctly read the inventory list, delivery challans, receipts and log books, in order to ensure that all items are available on schedule
- GS4.** read supplier/ vendor bills and ensure that the information captured is correct
- GS5.** understand the creative vision of the director and producer, as appropriate to the role
- GS6.** understand any constraints/ limitations that affect transport and storage of props (e.g. time, people, materials, budget)
- GS7.** communicate effectively with the head of department, propose alternatives and agree on key decisions
- GS8.** make relevant decisions related to the area of work e.g. choice of vendor, appropriate substitutes/ alternatives etc.
- GS9.** plan his/her work according to the requirements and agreed timelines
- GS10.** manage within the agreed budget and minimize overruns
- GS11.** identify any problems with successful execution of the task
- GS12.** communicate these to the head of department and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Transporting props</i>	12	28	-	-
PC1. identify appropriate modes of transport to bring items to the location safely and securely	6	14	-	-
PC2. correctly load, unload and transport items, or supervise set dressers / set assistants to do the same	6	14	-	-
<i>Storing props</i>	12	28	-	-
PC3. identify and secure an appropriate storage area	6	14	-	-
PC4. correctly store items on location and care for them during the shoot, or supervise set dressers / set assistants to do the same	6	14	-	-
<i>Maintaining accurate inventory</i>	6	14	-	-
PC5. prepare a comprehensive inventory list, track movement of items and keep the list up to date, or supervise set dressers / set assistants to do the same	6	14	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3108
NOS Name	Transport and store props
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



Qualification Pack

MES/N3109: Dress set prior to shoot

Description

This OS unit is about preparing all items required on set and ensuring that they are correctly placed for the shoot

Elements and Performance Criteria

Understanding set dressing requirements

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

PC1. correctly interpret set drawings and the list of items required for the set

PC2. ensure that all items required to dress the set are available

Dressing the set

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

PC3. arrange, or supervise set dressers / set assistants to arrange, items prior to the shoot, which may involve installation of semi-permanent items (set furnishings) and placement of moveable objects (props)

PC4. replenish, or supervise set dressers / set assistants to replenish, perishable items between takes to ensure the set is fully dressed for the next take/ shot/ scene

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability

KU2. set etiquette (how to behave on set) and the role and contribution of other related departments working on the set

KU3. the requirement for different types of items on set and their intended use

KU4. how to interpret set drawings/ designs and item lists to correctly identify items that are required for a specific shoot and their location/ placement. rough drawings/ sketches may be used to mark location/ placement

KU5. how to correctly place and install semi-permanent items (set furnishings) as per set drawings/ design

KU6. how to supervise the construction team/ other support staff to correctly place and install semi-permanent items

KU7. how to correctly place moveable items as per set drawings/ design

KU8. how to supervise support staff to correctly place moveable items

KU9. the process for checking that all items are in place as per the plan (and double-check item placement with script mark up)

KU10. how to replenish perishable items between takes (e.g. food items, beverages, cigarettes, flowers etc.) and ensure that the set is fully dressed for the next take/ shot/ scene

KU11. how to propose substitutes/ alternatives to items that are misplaced or damaged during shoot



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KU12. applicable health and safety guidelines, and ensuring that the installation and placement of set furnishings and props minimizes any risks to the individual's own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** prepare basic to-do lists/ rough sketches to ensure that all elements of dressing the set have been attended to
- GS2.** interpret set drawings/ designs
- GS3.** read item lists and script mark ups
- GS4.** understand the creative vision of the director and producer, as appropriate to the role
- GS5.** understand any constraints/ limitations that affect the installation and placement of set furnishings and props (e.g. time, people, materials, budget)
- GS6.** communicate effectively with the head of department, propose alternatives and agree on key decisions
- GS7.** make relevant decisions related to the area of work e.g. installation methods, placement of items etc.
- GS8.** plan his/her work according to the requirements and agreed timelines
- GS9.** supervise construction team and support staff on installation and placement
- GS10.** identify any problems with successful execution of the task
- GS11.** communicate these to the head of department and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding set dressing requirements</i>	15	35	-	-
PC1. correctly interpret set drawings and the list of items required for the set	7	18	-	-
PC2. ensure that all items required to dress the set are available	8	17	-	-
<i>Dressing the set</i>	15	35	-	-
PC3. arrange, or supervise set dressers / set assistants to arrange, items prior to the shoot, which may involve installation of semi-permanent items (set furnishings) and placement of moveable objects (props)	8	17	-	-
PC4. replenish, or supervise set dressers / set assistants to replenish, perishable items between takes to ensure the set is fully dressed for the next take/ shot/ scene	7	18	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3109
NOS Name	Dress set prior to shoot
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

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MES/N3110: Manage continuity of items

Description

This OS unit is about maintaining continuity between takes/ shots/ scenes and ensuring the availability of items that are key to continuity

Elements and Performance Criteria

Understanding and noting continuity requirements

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

- PC1.** read the script and identify continuity requirements
- PC2.** mark up the script to record continuity-related details e.g. position, placement, direction etc, using rough notes, sketches, photographs etc

Maintaining continuity and consistency

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

- PC3.** maintain continuity between takes/ shots/ scenes and across locations for the following types of items: furniture soft furnishings wallpaper lighting fixtures decorative items hand props and featured props (i.e. props that are used by actors and/ or form an integral part of the script) any other elements of the set that need to be used across locations
- PC4.** alert relevant personnel (script supervisor, art director etc) if continuity is not being maintained, and rectify the situation as appropriate
- PC5.** propose substitutes/ alternatives to items that are required to maintain continuity, but have been misplaced/damaged during the shoot
- PC6.** plan for spares/ duplicates of key items required to maintain continuity

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU2.** set etiquette (how to behave on set) and the role and contribution of other related departments working on the set (e.g. script and continuity supervisor, production etc.)
- KU3.** the requirement for different types of set furnishings and props and their intended use
- KU4.** how to interpret the script for continuity requirements and mark up the script accordingly
- KU5.** how to interpret set drawings/ designs and item lists to ensure that continuity requirements have been accounted for
- KU6.** how to note and record continuity details (e.g. the position, placement and/ or direction of an object, the manner of interaction with the actor e.g. left hand or right hand)
- KU7.** how to photograph and make rough drawings to ensure continuity details are correctly recorded
- KU8.** how to plan for spares/ duplicates of key items required to maintain continuity



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- KU9.** the role of the script and continuity supervisor (direction department) and coordinating with him/her to ensure that all items have been placed correctly and checked against script mark ups
- KU10.** how to propose substitutes/ alternatives to items that are misplaced or damaged during shoot, but are required to maintain continuity
- KU11.** how to correctly pack, store and transport items that are required on a different set/ location to maintain continuity
- KU12.** applicable health and safety guidelines, and ensuring that the placement of set furnishings and props minimizes any risks to the individuals own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** mark up the script for continuity requirements
- GS2.** record continuity details for each item using rough notes, sketches and/ or photographs
- GS3.** read the script, script mark ups and item lists
- GS4.** interpret set drawings/ designs
- GS5.** understand the creative vision of the director and producer, as appropriate to the role
- GS6.** understand any constraints/ limitations that could affect the continuity of items on set (e.g. time, people, materials, budget)
- GS7.** communicate effectively with the head of department, propose alternatives and agree on key decisions
- GS8.** make relevant decisions related to the area of work e.g. installation methods, placement of items etc.
- GS9.** plan his/her work according to the requirements and agreed timelines
- GS10.** manage within the agreed budget and minimize overruns
- GS11.** identify any problems with successful execution of the task
- GS12.** communicate these to the head of department and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding and noting continuity requirements</i>	10	30	-	-
PC1. read the script and identify continuity requirements	5	15	-	-
PC2. mark up the script to record continuity-related details e.g. position, placement, direction etc, using rough notes, sketches, photographs etc	5	15	-	-
<i>Maintaining continuity and consistency</i>	20	40	-	-
PC3. maintain continuity between takes/ shots/ scenes and across locations for the following types of items: furniture soft furnishings wallpaper lighting fixtures decorative items hand props and featured props (i.e. props that are used by actors and/ or form an integral part of the script) any other elements of the set that need to be used across locations	5	10	-	-
PC4. alert relevant personnel (script supervisor, art director etc) if continuity is not being maintained, and rectify the situation as appropriate	5	10	-	-
PC5. propose substitutes/ alternatives to items that are required to maintain continuity, but have been misplaced/damaged during the shoot	5	10	-	-
PC6. plan for spares/ duplicates of key items required to maintain continuity	5	10	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3110
NOS Name	Manage continuity of items
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Art and Design
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



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:



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

Generic Skills (GS)

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

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



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GS22. Apply balanced judgments in different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the health, safety and security risks prevalent in the workplace</i>	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	-	-

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National Occupational Standards (NOS) Parameters

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

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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 these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.



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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/N3105.Wrap up set and return or dispose of items	7	18	-	-	25	15
MES/N3106.Estimate Props Requirement	30	70	-	-	100	15
MES/N3107.Procure props	30	70	-	-	100	15
MES/N3108.Transport and store props	30	70	-	-	100	15
MES/N3109.Dress set prior to shoot	30	70	-	-	100	15
MES/N3110.Manage continuity of items	30	70	-	-	100	15
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	207	418	-	-	625	100



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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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.
BLUEPRINT	A technical drawing of an architecture or engineering design, typically with measurements and angles of each component
BUDGET	Budget is an estimate of the total cost of production that may include a break-up of cost components
CONSTRUCTION SCHEDULE	A detailed breakdown of activities for a construction project, with the duration of each activity and organized in sequential order
CONTINUITY	Continuity represents the seamless transition from one shot to another
COPYRIGHT LAWS	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
DRAFTSMAN	(1) A visual artist who specialises in artistic drawings. Or, (2) A person who prepares technical drawings and plans under the direction of an architect or engineer or designer.
DRESS SET	Decorating the set for aesthetic/ visual purposes
LABOUR LAWS	Legal norms governing the relationship between workers, employers, trade unions and the government

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POST-PRODUCTION	Post-production is the final finishing phase of the production, where the raw footage is edited, special effects are added, music and sound are integrated, colour correction is done etc.
PROPS	A property, commonly shortened to prop (plural)
SCALE DRAWINGS	A drawing that depicts the accurate dimensions of an object, except they have all been reduced or enlarged by a certain fixed percentage (called the scale).
SCREENPLAY	Screenplay is the script coupled with key characteristics of the scene and directions for acting
SCRIPT	Script is a structured narrative of a story
SET	The background/ scenery visible through the camera (for video production) or directly to the spectator (for theatrical production)
SET ETIQUETTE	A set of guidelines that dictate how cast and crew should behave on set and interact with each other
STRIKE SET	Process of dismantling the set (including moveable items and semi-permanent fixtures), and storing, discarding or returning these items
TIMELINES	Timelines is a listing of dates by which the production milestones/stages need to be completed
SECTOR	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
SUB-SECTOR	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
VERTICAL	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
OCCUPATION	Occupation is a set of job roles, which perform similar/related set of functions in an industry
FUNCTION	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
SUB-FUNCTIONS	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.

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JOB-ROLE	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OCCUPATIONAL STANDARDS (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
PERFORMANCE CRITERIA	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
NATIONAL OCCUPATIONAL STANDARDS (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
QUALIFICATION PACK CODE	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
QUALIFICATION PACK (QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
UNIT CODE	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an alphanumeric™.
UNIT TITLE	Unit Title gives a clear overall statement about what the incumbent should be able to do.
DESCRIPTION	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
SCOPE	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
KNOWLEDGE AND UNDERSTANDING	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
ORGANIZATIONAL CONTEXT	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
TECHNICAL KNOWLEDGE	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.



Qualification Pack

CORE SKILLS/GENERIC SKILLS

Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.