

Model Curriculum

Props Master

SECTOR: MEDIA AND ENTERTAINMENT
**SUB-SECTOR: Television, Print, Radio, Digital,
Out-of-home**
OCCUPATION: Props Master
REF ID: MES/ Q 3108
NSQF LEVEL: 5



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Media and Entertainment Skill Council

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: **'Props Master'** QP Ref. No. **'MES/Q3108, NSQF Level 5'**

Date of Issuance: 27th January 2022

Valid up to: 25th January 2027

* Valid up to the next review date of the Qualification Pack

Authorized Signatory
Media and Entertainment Skill Council

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Props Master

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Props Master”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learners

Program Name	Props Master		
Qualification Pack Name & Reference ID. ID	MES/ Q 3108		
Version No.	2.0	Version Update Date	27-Jan-22
Pre-requisites to Training	Graduate with one year of relevant experience OR XII with four years of experience OR ITI (years after 10th) with five years of relevant experience Min Age: 20 Year		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Packing-up various items and ensuring they are returned and disposed of correctly • Maintain documentation • Estimating prop requirements • Determining suitable procurement methods • Procuring props • Transporting props • Storing props • Maintaining accurate inventory • Understanding set dressing requirements • Dressing the set • Understanding and noting continuity requirements • Maintaining continuity and consistency • Demonstrate the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Props Master” Qualification Pack issued by “Media & Entertainment Skills Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Wrap-up set and return or dispose of items</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code MES /N 3105</p>	<ul style="list-style-type: none"> Based on the script and production schedule prepare a schedule/to-do list of key activities relating to pack-up/ striking the set, as appropriate to the role Supervise, or assist, support staff in striking the set, which may include: Furniture, Soft furnishings Wallpaper, Lighting fixtures, Decorative items, Hand props and featured props, Any other elements of the set that are not being struck by other teams Ensure, personally or in a supervisory capacity, that all set items are returned or disposed of as planned Ensure, personally or in a supervisory capacity, that necessary documentation, records, refunds, payments etc. are maintained 	Laptop, white board, marker, projector,
2	<p>Estimate Props Requirement</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code MES /N 3106</p>	<ul style="list-style-type: none"> Understand the production brief and creative vision of the Director and Producer, as appropriate Read the script and mark up the props requirement for each shot/ scene/ location, across the following types of items: <ul style="list-style-type: none"> Props/ Decorative items <ul style="list-style-type: none"> Hand props and featured props (i.e. props that are used by actors and/ or form an integral part of the script) Identify prop requirements in line with the scope of the production’s budget Prepare a bill of quantities (list of items, price, delivery date) in order to procure all props 	Laptop, white board, marker, projector,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<p>Procure Props</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code MES /N 3107</p>	<ul style="list-style-type: none"> Identify and discuss cost-effective approaches to meeting the props requirement 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" 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) Identify appropriate substitutes/ alternatives, if preferred items are not available" 	<p>Laptop, white board, projector,</p> <p>white marker,</p>
4	<p>Transport and store Props</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code MES /N 3108</p>	<ul style="list-style-type: none"> Identify appropriate modes of transport to bring items to the location safely and securely Correctly load, unload and transport items or supervise Set Dressers/Set Assistants to do the same Identify and secure an appropriate storage area Correctly store items on location and care for them during the shoot, or supervise Set Dressers/Set Assistants to do the same 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 	<p>Laptop, white board, projector,</p> <p>white marker,</p>
5	<p>Dress set prior to shoot</p> <p>Theory Duration (hh:mm) 35:00</p> <p>Practical Duration (hh:mm) 55:00</p>	<ul style="list-style-type: none"> Correctly interpret set drawings and the list of items required for the set Ensure that all items required to dress the set are available 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) 	<p>Laptop, white board, projector,</p> <p>white marker,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code MES /N 3109	<ul style="list-style-type: none"> 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 	
6	Manage Continuity of Items Theory Duration (hh:mm) 35:00 Practical Duration (hh:mm) 55:00 Corresponding NOS Code MES /N 3110	<ul style="list-style-type: none"> Read the script and identify continuity requirements Mark up the script to record continuity-related details e.g. position, placement, direction etc., using rough notes, sketches, photographs etc. 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 Alert relevant personnel (Script Supervisor, Art Director etc.) if continuity is not being maintained, and rectify the situation as appropriate Propose substitutes/ alternatives to items that are required to maintain continuity, but have been misplaced/damaged during the shoot Plan for spares/ duplicates of key items required to maintain continuity 	Laptop, white board, projector, marker,
7	Maintain Workplace, Health & Safety Theory Duration (hh:mm) 30:00	<ul style="list-style-type: none"> Understand and comply with the organisation's current health, safety and security policies and procedures. Understand the safe working practices pertaining to own occupation. Understand the government norms and policies relating to health and safety including emergency 	Handbook, White board, marker, computer system, projector, PPTs

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MES/N 0104</p>	<p>procedures for illness, accidents, fires or others which may involve evacuation of the premises</p> <ul style="list-style-type: none"> • Participate in organization health and safety knowledge sessions and drills • Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency • Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms • Identify aspects of your workplace that could cause potential risk to own and others health and safety • Identify and recommend opportunities for improving health, safety, and security to the designated person • Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected • Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority. 	
	<p>Total Duration 480:00</p> <p>Theory Duration 200:00</p> <p>Practical Duration 280:00</p>	<p>Unique Equipment Required: Laptop, PowerPoint & white board, marker, projector, Laptop, Sample pictures and videos, Cleaning tools, electricity tester, safety and ergonomics chart, Fire Extinguisher, First-Aid Kit</p>	

Grand Total Course Duration: **480 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Media and Entertainment Skill Council](#))

Trainer Prerequisites for Job role: “Props Master” mapped to Qualification Pack: “MES/ Q 3108, v2.0”

Sr. No.	Area	Details
1	Description	Props Master in the Media & Entertainment Industry is the person in-charge of managing props. 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.
2	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.
3	Minimum Educational Qualifications	Preferable Graduate
4a	Domain Certification	Certified for Job Role: “ <u>Props Master</u> ” mapped to QP: “MES/ Q 3108, v1.0”. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MES/Q 3108”. Minimum accepted % as per respective SSC guidelines is 60%.
5	Experience	3-5 Years of work experience

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Props Master
Qualification Pack	MES/ Q 3108, v2.0
Sector Skill Council	Media & Entertainment

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Media and Entertainment 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 each PC.
2	Each NOS will be assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

	NOS	NOS NAME	Weightage
1	MES / N 3105	Wrap-up Set and Return or Dispose of Items	10%
2	MES/ N 3106	Estimate Props Requirement	20%
3	MES/ N 3107	Procure Props	10%
4	MES/ N 3108	Transport and Store Props	10%
5	MES/ N 3109	Dress Set prior to Shoot	20%
6	MES/ N 3110	Manage Continuity of Items	20%
7	MES / N 0104	Maintain workplace health and safety	10%
			100%

Job Role	Props Master					
NOS CODE	NOS NAME	Performance Criteria			Marks Allocation	
			Total Mark	Out Of	Theory	Skills Practical
MES/ N 3105	Wrap-up set and return or dispose of items	PC1. Based on the script and production schedule prepare a schedule/to-do list of key activities relating to pack-up/ striking the set, as appropriate to the role	100	25	10	50
		PC2. Supervise, or assist, support staff in striking the set, which may include: <ul style="list-style-type: none"> ● Furniture ● Soft furnishings ● Wallpaper ● Lighting fixtures ● Decorative items ● Hand props and featured props ● Any other elements of the set that are not being struck by other teams 		25	15	
		PC3. Ensure, personally or in a supervisory capacity, that all set items are returned or disposed of as planned		25	15	
		PC4. Ensure, personally or in a supervisory capacity, that necessary documentation, records, refunds, payments etc. are maintained		25	10	
			Total	100	50	50

MES/ 3106	N Estimate Props Requirement	PC1. Understand the production brief and creative vision of the Director and Producer, as appropriate	100	25	10	50
		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 script)		25	15	
		PC3. Identify prop requirements in line with the scope of the production's budget		25	15	
		PC4. Prepare a bill of quantities (list of items, price, delivery date) in order to procure all props		25	10	
		Total		100	50	
MES/ 3107	N Procure Props	PC1. Identify and discuss cost-effective approaches to meeting the props requirement	100	30	20	50
		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"		30	10	

		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)		20	10	
		PC4. Identify appropriate substitutes/ alternatives, if preferred items are not available"		20	10	
			Total	100	50	50
MES/ N 3108	Transport and store Props	PC1. Identify appropriate modes of transport to bring items to the location safely and securely	100	20	10	50
		PC2. Correctly load, unload and transport items or supervise Set Dressers/Set Assistants to do the same		20	10	
		PC3. Identify and secure an appropriate storage area		20	10	
		PC4. Correctly store items on location and care for them during the shoot, or supervise Set Dressers/Set Assistants to do the same		20	10	
		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		20	10	
			Total	100	50	50

MES/ N 3109	Dress set prior to shoot	PC1. Correctly interpret set drawings and the list of items required for the set	100	25	10	50
		PC2. Ensure that all items required to dress the set are available		25	15	
		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)		25	15	
		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		25	10	
			Total	100	50	50
MES/ N 3110	Manage Continuity of Items	PC1. Read the script and identify continuity requirements	100	20	10	50
		PC2. Mark up the script to record continuity-related details e.g. position, placement, direction etc., using rough notes, sketches, photographs etc.		20	10	
		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		20	10	

		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		20	10	
		PC5. Propose substitutes/alternatives to items that are required to maintain continuity, but have been misplaced / damaged during the shoot		10	5	
		PC6. Plan for spares / duplicates of key items required to maintain continuity		10	5	
			Total	100	50	50
		PC1. Understand and comply with the organization's current health, safety and security policies and procedures	100	10	5	
		PC2. Understand the safe working practices pertaining to own occupation		10	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		5	3	50
		PC4. Participate in organization health and safety knowledge sessions and drills		5	2	

	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	10	5	
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety	10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures	10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person	5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected	10	5	
	PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard	10	5	
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority	5	2	
	Total	100	50	50