

# Model Curriculum

## Script Researcher

**SECTOR: MEDIA AND ENTERTAINMENT**  
**SUB-SECTOR: Television, Print, Radio, Digital,  
Out-of-home**  
**OCCUPATION: Script Writer**  
**REF ID: MES/ Q 3003**  
**NSQF LEVEL: 5**



**COMPLIANCE TO  
QUALIFICATION PACK – NATIONAL OCCUPATIONAL  
STANDARDS**

is hereby issued by the

**Media & Entertainment Skill Council**

for

**SKILLING CONTENT : PARTICIPANT HANDBOOK**

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **"Script Researcher"**      QP No. **"MES/Q 3003, NSQF Level 5"**

Date of Issuance:

Valid up to\*: April 10<sup>th</sup>, 2018

\*Valid up to the next review date of the Qualification Pack or the  
"Valid up to" date mentioned above (whichever is earlier)

Authorised Signatory

(Media & Entertainment Skill Council)



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# Script Researcher

## CURRICULUM / SYLLABUS

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

<b>Program Name</b>	<i>Script Researcher</i>		
<b>Qualification Pack Name &amp; Reference ID. ID</b>	MES/ Q 3003		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	25/11/2016
<b>Pre-requisites to Training</b>	Graduate		
<b>Training Outcomes</b>	<b>After completing this programme, participants will be able to:</b> Understanding the concept Detailing out the concept Researching material that can be used as inputs for scriptwriting Productions could include animation, advertisements/commercials, documentaries, feature films, short films, television series, theatre Genres could include action, children, comedy, crime, drama, family, history, horror, romance, science fiction, teens, thriller Writing drafts and checking the accuracy of final materials for accuracy Understanding 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 “Script Researcher” Qualification Pack issued by “Media & Entertainment Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Introduction to trade</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>Learn about the role of <u>Script Researcher</u> in industry.</li> <li>Identify the minimum requirement to become a certified Script Researcher</li> <li>Describe the work area of Script Researcher</li> <li>Identify the opportunities available for Script Researcher.</li> </ul>	Laptop, PowerPoint & Hand-outs, white board, marker, projector
2	<p><b>Understand and detail the concept</b></p> <p><b>Theory Duration</b> (hh:mm) 40:00</p> <p><b>Practical Duration</b> (hh:mm) 60:00</p> <p><b>Corresponding NOS Code</b> MES /N 3001</p>	<ul style="list-style-type: none"> <li>Understand the artistic and communication goals of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc.)</li> <li>Be aware of the intended medium (e.g.: feature film, short film, serialized tv series, miniseries, documentary), and evaluate how this affects viewer engagement with the concept</li> <li>Be aware of the intended target audience, and evaluate how this affects the concept (e.g.: language, pacing, maturity of themes etc.)</li> <li>Be aware of any relevant cultural, social or political issues that need to be taken into account</li> <li>Identify, research and understand key elements of the concept, including: Premise , Setting Genre , Central themes , Primary mood/ tone , Broad character arcs , Major narrative/plot points, Structure , Light and sound</li> <li>Outline key elements of the concept, along with additional notes, critiques and development ideas in various formats, which may include: Taglines , Loglines , Pitches , One page synopsis, Exposés</li> </ul>	Laptop, white board, marker, projector,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<p><b>Undertake research for scripts</b></p> <p><b>Theory Duration</b> (hh:mm) 72:00</p> <p><b>Practical Duration</b> (hh:mm) 96:00</p> <p><b>Corresponding NOS Code</b> MES /N 3002</p>	<ul style="list-style-type: none"> <li>Identify the research required by analyzing the concept, or by taking a clear brief from relevant personnel (scriptwriter, script editor, Director, Producers)</li> <li>Understand the basics of scriptwriting, story structure, character creation to be able to carry out appropriate research for the scriptwriting process</li> <li>Identify relevant sources of information, and conduct primary (interviews, discussions) or secondary (reports, courses) research</li> <li>Liaise periodically with relevant personnel (scriptwriter, script editor, Director, Producers) to provide updates on research and be made aware of any other research requirements, as appropriate</li> </ul>	Laptop, white board, marker, projector,
4	<p><b>Assist in drafting scripts</b></p> <p><b>Theory Duration</b> (hh:mm) 64:00</p> <p><b>Practical Duration</b> (hh:mm) 80:00</p> <p><b>Corresponding NOS Code</b> MES /N 3005</p>	<ul style="list-style-type: none"> <li>Liaise with the scriptwriter to understand requirements in the script drafting process</li> <li>Prepare a story outline covering aspects such as story plot, structure, theme, setting, character profiles and key turning points, as appropriate</li> <li>Ensure that written contributions and drafts are factually accurate and employ the correct language</li> <li>Understand and explain clearly potential issues (legal, ethical or regulatory) that can arise in the written form, and how to develop scripts that avoid those errors</li> <li>Offer information and advice constructively, and in enough time to allow any changes to the script within deadlines</li> </ul>	Laptop, white board, marker, projector,
5	<p><b>Maintain Workplace, Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>Understand and comply with the organisation's current health, safety and security policies and procedures.</li> <li>Understand the safe working practices pertaining to own occupation.</li> <li>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</li> </ul>	<b>Handbook, White board, marker, computer system, projector, PPTs</b>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p><b>Theory Duration</b> (hh:mm) 18:00</p> <p><b>Practical Duration</b> (hh:mm) 30:00</p> <p><b>Corresponding NOS Code</b> MIN/N 0104</p>	<ul style="list-style-type: none"> <li>Participate in organization health and safety knowledge sessions and drills</li> <li>Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</li> <li>Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</li> <li>Identify aspects of your workplace that could cause potential risk to own and others health and safety</li> <li>Identify and recommend opportunities for improving health, safety, and security to the designated person</li> <li>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</li> <li>Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority.</li> </ul>	
6	<p><b>Entrepreneurship and Soft skills</b></p> <p><b>Theory Duration</b> (hh:mm) 40:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> Additional</p>	<ul style="list-style-type: none"> <li>Discuss tips to prevent common health issues</li> <li>Explain the meaning of hygiene</li> <li>Understand the purpose of Swacch Bharat Abhiyan</li> <li>Recall the functions of basic computer keys</li> <li>Discuss the main applications of MS Office</li> <li>Discuss the benefits of Microsoft Outlook</li> <li>Discuss the different types of e-commerce</li> <li>List the benefits of e-commerce for retailers and customers</li> <li>Discuss how the Digital India campaign will help boost e-commerce in India</li> <li>Explain how you will sell a product or service on an e-commerce platform</li> <li>Discuss the need for CRM</li> <li>Discuss the benefits of CRM</li> <li>Discuss the need for networking</li> <li>Discuss the benefits of networking</li> <li>Understand the importance of setting goals</li> <li>Differentiate between short-term, medium-term and long-term goals</li> <li>Discuss how to write a business plan</li> <li>Explain the financial planning process</li> </ul>	<p><b>Handbook, White board, marker, computer system, projector, PPTs</b></p>



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Total Duration</b> <b>Theory Duration</b> <b>198:00</b>  <b>Practical Duration</b> <b>282:00</b>  <b>Entrepreneurship &amp; Soft Skills</b> <b>40:00</b>	<b>Unique Equipment Required:</b> Laptop, PowerPoint & white board, marker, projector, Laptop, Sample pictures and videos, Cleaning tools, electricity tester, safety and ergonomics chart, Fire Extinguisher, First-Aid Kit	

Grand Total Course Duration: **520 Hours, 0 Minutes**

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





## Trainer Prerequisites for Job role: “Script Researcher” mapped to Qualification Pack: “MES/ Q 3003, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	Script Researcher in the Media & Entertainment Industry is also known as a Story Researcher/ Developer Individuals at this job need to provide research material to the scriptwriter and carry out research/ develop story outlines to identify possible scripts/ stories
2	<b>Personal Attributes</b>	This job requires the individual to research the script subject (with its premise and other elements) as per the brief given by the scriptwriter or the production house. The individual is required to gather information and insights from a variety of sources for potential stories. The individual must possess the ability to accord dramatic interpretations to real life events, so as to formulate a fictional story outline consistent with reality. The individual should be well-versed with script construction, to be able to gauge the audio-video potential of the research material and its placement within the screenplay structure.
3	<b>Minimum Educational Qualifications</b>	Preferable Graduate
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Script Researcher</u> ” mapped to QP: “MES/ Q 3003, v1.0”. Minimum accepted score is 70%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MES/Q 3003”. Minimum accepted % as per respective SSC guidelines is 60%.
5	<b>Experience</b>	Minimum 3 - 5 years of experience as Script Researcher.

## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Script Researcher</b>
<b>Qualification Pack</b>	<b>MES/ Q 3003, v1.0</b>
<b>Sector Skill Council</b>	<b>Media &amp; Entertainment</b>

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 3001	Understand and detail the concept	25%
5	MES/ N 3002	Undertake research for scripts	35%
6	MES/ N 3005	Assist in drafting scripts	30%
7	MES / N 0104	Maintain workplace health and safety	10%
			100%

Job Role	<b>Script Researcher</b>				Marks Allocation	
NOS CODE	NOS NAME	Performance Criteria	Total Mark	Out Of	Theory	Skills Practical
<b>MES/ N 3001</b>	<b>Understand and detail the concept</b>	PC1.Understand the artistic and communication goals of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc.)	100	15	10	50
		PC2.Be aware of the intended medium (e.g.: feature film, short film, serialized tv series, miniseries, documentary), and evaluate how this affects viewer engagement with the concept		10	5	
		PC3.Be aware of the intended target audience, and evaluate how this affects the concept (e.g.: language, pacing, maturity of themes etc.)		15	5	
		PC4.Be aware of any relevant cultural, social or political issues that need to be taken into account		20	10	
		PC5.Identify, research and understand key elements of the concept, including: Premise Setting Genre Central themes Primary mood/tone Broad character arcs Major narrative/plot points Structure Light and sound		20	10	

		PC6.Outline key elements of the concept, along with additional notes, critiques and development ideas in various formats, which may include: Taglines Loglines Pitches One page synopsis Exposés		20	10	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>MES/ N 3002</b>	<b>Undertake research for scripts</b>	PC1.Identify the research required by analyzing the concept, or by taking a clear brief from relevant personnel (scriptwriter, script editor, Director, Producers	100	30	20	50
		PC2.Understand the basics of scriptwriting, story structure, character creation to be able to carry out appropriate research for the scriptwriting process		25	10	
		PC3.Identify relevant sources of information, and conduct primary (interviews, discussions) or secondary (reports, courses) research		25	10	
		PC4.Liaise periodically with relevant personnel (scriptwriter, script editor, Director, Producers) to provide updates on research and be made aware of any other research requirements, as appropriate		20	10	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>

<b>MES/ N 3005</b>	<b>Assist in drafting scripts</b>	PC1.Liaise with the scriptwriter to understand requirements in the script drafting process	100	20	10	50
		PC2.Prepare a story outline covering aspects such as story plot, structure, theme, setting, character profiles and key turning points, as appropriate		20	10	
		PC3.Ensure that written contributions and drafts are factually accurate and employ the correct language		20	10	
		PC4.Understand and explain clearly potential issues (legal, ethical or regulatory) that can arise in the written form, and how to develop scripts that avoid those errors		20	5	
		PC5.Offer information and advice constructively, and in enough time to allow any changes to the script within deadlines		20	10	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>MES/ N 0104</b>	<b>Maintain workplace health and safety</b>	PC1. Understand and comply with the organization's current health, safety and security policies and procedures	100	10	5	50
		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
	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 through 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	
		<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>