

# Model Curriculum

## Director of Photography

**SECTOR: MEDIA AND ENTERTAINMENT**  
**SUB-SECTOR: Television, Print, Radio, Digital,  
Out-of-home**  
**OCCUPATION: Director of Photography**  
**REF ID: MES/ Q 0901**  
**NSQF LEVEL: 7**



## Certificate

### 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: "Director of Photography" QP No. "MES/Q 0901, NSQF Level 7"

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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# Director of Photography

## CURRICULUM / SYLLABUS

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

<b>Program Name</b>	<b><i>Director of Photography</i></b>		
<b>Qualification Pack Name &amp; Reference ID. ID</b>	MES/ Q 0901		
<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>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"><li>Understand the script, production concept and creative brief</li><li>Devise creative ways to visually depict the and identify a medium for shooting</li><li>Prepare and finalize the shoot plan</li><li>Understand requirements of the shoot</li><li>Assess the suitability of a location</li><li>Ascertaining the number of people required, duration of involvement and job specifications of each role</li><li>Shortlist and select appropriate crew</li><li>Finalize recruitment of crew</li><li>Estimating camera equipment requirements for shoot</li><li>Procuring camera equipment for shoot</li><li>Understanding the focus requirements for different types of shots</li><li>Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals</li><li>Marking out the focus lengths for each position</li><li>Pull focus and operate cameras during shoots</li><li>Understanding the health, safety and security risks prevalent in the workplace</li><li>Knowing the people responsible for health and safety and the resources available</li><li>Identifying and reporting risks</li><li>Complying with procedures in the event of an emergency</li></ul>		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Director of Photography” 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 Director of Photography in industry.</li> <li>Identify the minimum requirement to become a certified Director of Photography</li> <li>Describe the work area of Director of Photography</li> <li>Identify the opportunities available for Director of Photography.</li> </ul>	Laptop, PowerPoint & Hand-outs, white board, marker, projector
2	<p><b>Determine the Visual Style and Prepare Shoot Plan</b></p> <p><b>Theory Duration</b> (hh:mm) 120:00</p> <p><b>Practical Duration</b> (hh:mm) 148:00</p> <p><b>Corresponding NOS Code</b> MES /N 0901</p>	<ul style="list-style-type: none"> <li>Interpret the visual style of the end product through a detailed review of the script and through discussions with the producer and director</li> <li>Devise creative ideas and finalize the visual style of the production</li> <li>Plan and finalize the day-wise shoot plan, keeping in mind the impact on the production budget, timelines and technical viability</li> <li>Prepare continuity guidelines for other departments</li> </ul>	Laptop, white board, marker, projector,
3	<p><b>Carry out Location Reces and Finalize Locations</b></p> <p><b>Theory Duration</b> (hh:mm) 128:00</p> <p><b>Practical Duration</b> (hh:mm) 160:00</p> <p><b>Corresponding NOS Code</b> MES /N 0902</p>	<ul style="list-style-type: none"> <li>Assess the suitability of a studio/location for the shoot in light of the visual style and production needs (it is recommended that the DOP personally visits all key locations)</li> <li>Evaluate the pros and cons of shooting at the location and reasons why it should be chosen or rejected</li> <li>Assess any alterations/changes that will be required and expected additional costs that would need to be borne</li> <li>Communicate the changes required to the production team</li> </ul>	Laptop, white board, marker, projector,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
4	<p><b>Recruit Camera Team</b></p> <p><b>Theory Duration</b> (hh:mm) 100:00</p> <p><b>Practical Duration</b> (hh:mm) 116:00</p> <p><b>Corresponding NOS Code</b> MES /N 0903</p>	<ul style="list-style-type: none"> <li>Ascertain the number of people required and duration of involvement for each role</li> <li>Shortlist profiles and conduct interviews and practical tests to establish a fit for each role</li> <li>Negotiate and finalize candidate salaries within the hiring budget allocated for the camera team</li> <li>Finalize relevant contractual documentation to complete the hiring process</li> </ul>	Laptop, white board, marker, projector,
5	<p><b>Estimate and Procure Camera Equipment</b></p> <p><b>Theory Duration</b> (hh:mm) 100:00</p> <p><b>Practical Duration</b> (hh:mm) 116:00</p> <p><b>Corresponding NOS Code</b> MES /N 0904</p>	<ul style="list-style-type: none"> <li>Identify the type of camera equipment that would be best suited to produce the required visual style of production</li> <li>Estimate the quantity of equipment required and list out the specifications</li> <li>Collaborate with equipment vendors to source the equipment in advance, to meet shoot schedules</li> <li>Test the equipment for damages/defects and arrange for replacements, if required</li> </ul>	Laptop, white board, marker, projector,
6	<p><b>Prepare for Shoots</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 0906</p>	<ul style="list-style-type: none"> <li>Establish the focus requirements for each shot, based on the creative and technical requirements of production (DOP)</li> <li>Mark the focus lengths/angle based on the required composition i.e. positioning of elements within a frame, perspective i.e. point of view and aspect ratio i.e. relationship between width and height (Camera assistant)</li> <li>Prepare a focus path for a sequence depending on the movement, timing, start and finish points during shoots (Camera operator and assistant)</li> <li>Report potential issues to the producer and Director and relevant teams for rectification (DOP and Camera operator)</li> </ul>	Laptop, white board, marker, projector,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
7	<p><b>Operate Camera during Shoo</b></p> <p><b>Theory Duration</b> (hh:mm) 100:00</p> <p><b>Practical Duration</b> (hh:mm) 116:00</p> <p><b>Corresponding NOS Code</b> MES /N 0907</p>	<ul style="list-style-type: none"> <li>Focus and refocus the camera lenses for each shot (Camera Assistant)</li> <li>Advise actors and performers regarding movement and positions</li> <li>Make modifications to the focus path, if required, based on any changes in the artists movements (Camera Assistant)</li> <li>Execute camera movements established during rehearsals according to the instructions received by the DOP while maintaining the focus length for each shot (Camera Operator)</li> <li>Ensure that the creative and technical quality of the shoot meets the desired production and post production standards (DOP)</li> </ul>	Laptop, white board, marker, projector,
8	<p><b>Maintain Workplace, Health &amp; Safety</b></p> <p><b>Theory Duration</b> (hh:mm) 24:00</p> <p><b>Practical Duration</b> (hh:mm) 48:00</p> <p><b>Corresponding NOS Code</b> MIN/N 0104</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> <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> </ul>	<b>Handbook, White board, marker, computer system, projector, PPTs</b>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <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>	
9	<b>Entrepreneurship and Soft skills</b>  <b>Theory Duration</b> (hh:mm) 40:00  <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> Additional	<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>	<b>Handbook, White board, marker, computer system, projector, PPTs</b>
	<b>Total Duration</b> <b>Theory Duration</b> <b>640:00</b>  <b>Practical Duration</b> <b>800:00</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: **1480 Hours, 0 Minutes**

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



## Trainer Prerequisites for Job role: “Director of Photography” mapped to Qualification Pack: “MES/ Q 0901, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	Director of Photography in the Media & Entertainment Industry is also known as the DoP and is the head of the camera department this job need to determine the visual style of the production. They finalize locations and equipment that will be used. During shoots, they guide efforts of the camera crew and collaborate with lighting and grips to capture the desired look for the end-product.
2	<b>Personal Attributes</b>	This job requires the individual to assess the visual style of the production. The individual must be creative and detail-oriented. The individual must know and keep updated on the various camera equipment, shooting techniques and mediums. The individual must have excellent communication skills and must possess the ability to guide efforts and work collaboratively. The individual must be flexible and able to make key decisions, keeping in mind the impact on cost and timelines.
3	<b>Minimum Educational Qualifications</b>	Preferable Graduate
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Director of Photography</u> ” mapped to QP: “MES/ Q 0901, 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 0901”. Minimum accepted % as per respective SSC guidelines is 60%.
5	<b>Experience</b>	Minimum 5 -7 years of experience as <u>Director of Photography</u> .

## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Director of Photography</b>
<b>Qualification Pack</b>	<b>MES/ Q 0901, 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 0901	Determine the Visual Style and Prepare Shoot Plan	20%
2	MES / N 0902	Carry out Location Recces and Finalize Locations	20%
3	MES/ N 0903	Recruit Camera Team	15%
4	MES/ N 0904	Estimate and Procure Camera Equipment	15%
5	MES/ N 0906	Prepare for Shoots	10%
6	MES/ N 0907	Operate Camera during Shoot	15%
7	MES / N 0104	Maintain workplace health and safety	5%
			100%

Job Role	<b>Director of Photography</b>					
NOS CODE	NOS NAME	Performance Criteria			Marks Allocation	
			Total Mark	Out Of	Theory	Skills Practical
<b>MES/ N 0901</b>	<b>Determine the Visual Style and Prepare Shoot Plan</b>	PC1. Interpret the visual style of the end product through a detailed review of the script and through discussions with the producer and director	100	30	15	50
		PC2. Devise creative ideas and finalize the visual style of the production		30	15	
		PC3. Plan and finalize the day-wise shoot plan, keeping in mind the impact on the production budget, timelines and technical viability		20	10	
		PC4. Prepare continuity guidelines for other departments		20	10	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>MES/ N 0902</b>	<b>Carry out Location Recces and Finalize Locations</b>	PC1. Assess the suitability of a studio/location for the shoot in light of the visual style and production needs (it is recommended that the DOP personally visits all key locations)	100	30	15	50
		PC2. Evaluate the pros and cons of shooting at the location and reasons why it should be chosen or rejected		30	15	

		PC3. Assess any alterations /changes that will be required and expected additional costs that would need to be borne		20	10	
		PC4. Communicate the changes required to the production team		20	10	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>MES/ N 0903</b>	<b>Recruit Camera Team</b>	PC1. Ascertain the number of people required and duration of involvement for each role	100	30	15	50
		PC2. Shortlist profiles and conduct interviews and practical tests to establish a fit for each role		30	15	
		PC3. Negotiate and finalize candidate salaries within the hiring budget allocated for the camera team		20	10	
		PC4. Finalize relevant contractual documentation to complete the hiring Process		20	10	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>MES/ N 0904</b>	<b>Recruit Camera Team</b>	PC1. Identify the type of camera equipment that would be best suited to produce the required visual style of production	100	20	10	50
		PC2. Estimate the quantity of equipment required and list out the specifications		20	10	

		PC3.Collaborate with equipment vendors to source the equipment in advance, to meet shoot schedules		30	15	
		PC4.Test the equipment for damages/defects and arrange for replacements, if required		30	15	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>MES/ N 0906</b>	<b>Recruit Camera Team</b>	PC1.Establish the focus requirements for each shot, based on the creative and technical requirements of production (DOP)	100	30	15	50
		PC2. Mark the focus lengths/angle based on the required composition i.e. positioning of elements within a frame, perspective i.e. point of view and aspect ratio i.e. relationship between width and height (Camera assistant)		30	15	
		PC3.Prepare a focus path for a sequence depending on the movement, timing, start and finish points during shoots (Camera operator and assistant)		20	10	
		PC4.Report potential issues to the Producer and Director and relevant teams for rectification (DOP and Camera operator)		20	10	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>

<b>MES/ N 0907</b>	<b>Recruit Camera Team</b>	PC1.Focus and refocus the camera lenses for each shot (Camera Assistant)	100	20	10	50
		PC2. Advise actors and performers regarding movement and positions		10	5	
		PC3.Make modifications to the focus path, if required, based on any changes in the artists movements (Camera Assistant)		30	15	
		PC4.Execute camera movements established during rehearsals according to the instructions received by the DOP while maintaining the focus length for each shot (Camera Operator)		20	10	
		PC5.Ensure that the creative and technical quality of the shoot meets the desired production and post production standards (DOP)		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>