

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

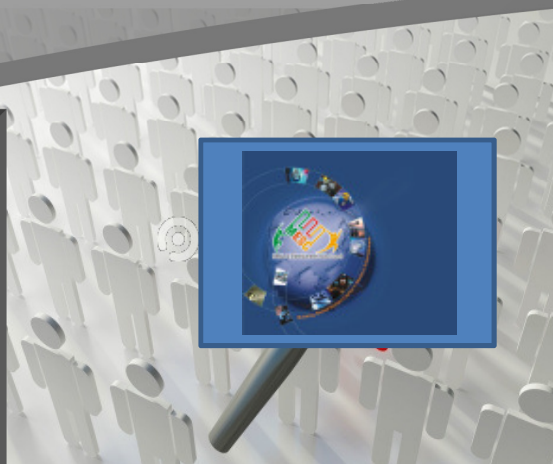
What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Gaffer

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Television, Films, Print (special interest publications like magazines), Animation, Gaming, Advertising

OCCUPATION: Lighting

REFERENCE ID: MES/ Q 2002

ALIGNED TO: NCO-2004/NIL

Gaffer in the Media & Entertainment Industry is the head electrician and is also known as a Chief Lighting Technician/ Lighting Supervisor

Brief Job Description: Individuals on this job are responsible for the design and execution of lighting at the set

Personal Attributes: This job requires the individual to understand the technical aspects of organizing, setting up, operating and dismantling the lighting during production. The concerned person must have the relevant technical skills associated with lighting. Also, the gaffer must be able to guide lighting technicians on the behest of the director/director of photography. The gaffer must ensure that the lighting crew follows safety instructions and does not jeopardize the health and safety of anyone on the location. The individual works closely with the Director of Photography (in Films) and the Lighting Director (in Television channels and production houses).

Job Details	Qualifications Pack Code	MES/ Q 2002		
	Job Role	Gaffer This job role is applicable in both national and international scenarios		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Media and Entertainment	Drafted on	19/09/13
	Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
	Occupation	Lighting	Next review date	24/03/17

Job Role	Gaffer
Role Description	Design and execute lighting at the set
NSQF level	6
Minimum Educational Qualifications	Class X
Maximum Educational Qualifications	Electrical engineering
Training (Suggested but not mandatory)	Qualified electrician training, television lighting technology
Experience	0-2 years
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> MES / N 2002 (Estimate lighting requirements) MES / N 2003 (Procure or arrange lights for shoot) MES / N 2005 (Co-ordinate lighting activities) MES / N 2001 (Provide inputs during pre-production) MES / N 2004 (Recruit lighting crew) MES / N 2006 (Operate lights and lighting console) MES / N 2008 (Maintain workplace health and safety) Optional: N.A
Performance Criteria	As described in the relevant OS units

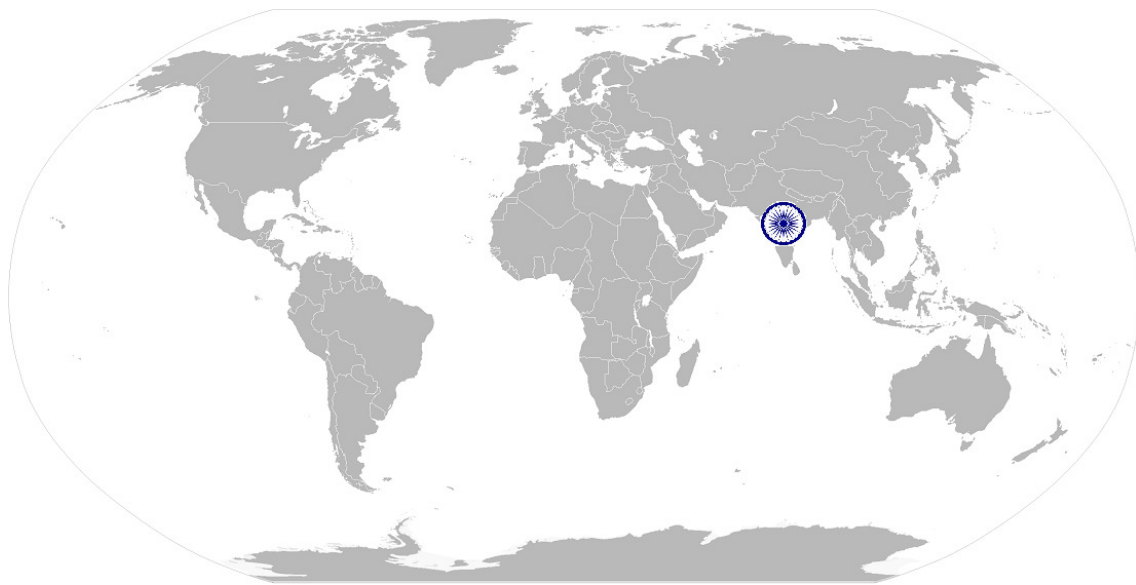
Definitions

Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Campaign	Advertisement effort across media platforms, planned during a specific time period
Colour correction	Process used in stage lighting, photography, television, cinematography and other disciplines, the intention of which is to alter the overall color of the light
Director of Photography	is the chief over the camera and lighting crews working on a film, and responsible for achieving artistic and technical decisions related to the image
Lighting console	is an electronic device used to control multiple lights at once
Power management system	System used to generate electricity in order to power the lights and supporting equipment. For production, it usually consists of a generator.
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.
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.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications 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 '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 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.
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.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Acronyms

National Occupational Standard



Overview

This unit is about estimating the lighting requirements for a shoot

National Occupational Standard	Unit Code	MES/ N 2002
	Unit Title (Task)	Estimate lighting requirements
	Description	This OS unit is about estimating and scheduling the lighting equipment needed for the production, selecting and specifying the electrical equipment from contractors including power management systems and other such machinery
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Planning for lighting requirements for a shoot at a media organization that may operate as television channels, advertising agencies or film/television/photography production houses Using technical expertise and industry knowledge to facilitate identification of lighting and other equipment by understanding clearly the lighting requirements for shoot, based on the discussions in the pre-production planning phase and understanding the production schedule and the logistical nuances of having the lighting equipment present and functioning at the day/s of the shoot
	Performance Criteria (PC) with respect to the scope	
Element		Performance Criteria
Planning for lighting requirements for a shoot		<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand the film-making/photography process, from the perspective of the lighting aspect of a production</p>
Using technical expertise and industry knowledge to facilitate identification of lighting and other equipment		<p>PC2. Understand the different aspects of lighting, including but not limited to, different types of lighting, power supply and management systems, lighting requirements for different settings and locations, process flows of the lighting process and technical specifications attached to the equipment used in lighting</p> <p>PC3. Understand the roles and responsibilities of each member in the lighting department</p> <p>PC4. Understand the budgetary and logistical restrictions in production in order to estimate realistic lighting requirements</p>
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)		<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Technical capabilities of the organization and its people in the lighting department</p> <p>KA2. Current inventory of lights, power management systems and lighting equipment within the organization, if any</p> <p>KA3. Financial resources available to the organization in order to procure lighting equipment and power management systems</p>

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Theory and practice of electrics</p> <p>KB2. How to determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics</p> <p>KB3. Different types of lights (spot, broad, flood, soft, dimmer, etc.)</p> <p>KB4. Different types of bulbs (HMI, Fluorescent, LED, etc.)</p> <p>KB5. The size of crew necessary to undertake the production requirements and comply with the production schedule</p> <p>KB6. The process of film/photography scheduling</p> <p>KB7. How the power management systems for lighting (generators, batteries, inverters, etc.) work</p> <p>KB8. The importance of briefing the best boy, crew & outside contractors fully about the production and its requirements</p> <p>KB9. How to operate and use lighting equipment, including understanding wiring requirements</p> <p>KB10. The documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems</p> <p>KB11. Safety protocols related to handling lighting/power management equipment</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document budget for the lighting equipment/power management systems</p> <p>SA2. Document lighting requirements in order to facilitate the production schedule</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Identify trends in the techniques/processes of lighting</p> <p>SA4. Identify technical specifications relating to lighting equipment and power management systems</p>
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Present technical requirements as per the mandate set by the client/director/director of photography</p> <p>SA6. Translate the mandate set by client/director/director of photography into requirements specific to the lighting team</p>
	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics</p> <p>SB2. Determine the personnel that can bring specialization for a particular task, in case required</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Compile a list of lighting requirements for the production process</p>

	SB4. Contact vendors/associates in order to provide equipment/skills necessary to undertake the production process
	SB5. Schedule the equipment/skills necessary in order to be available at the time of shoot
	SB6. Put in place the documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB7. Meet expectations of the client/director/director of photography from the lighting department
	SB8. Perform techniques/skills required to meet client expectations
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB9. Assist the production team in solving any technical/logistical problems that may arise in the procurement process relating to lighting requirements during production
	SB10. The importance of dealing with problems promptly and seeking agreement on variations and recording the agreements
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. Facilitate/advance production timelines by introducing lighting technologies/equipment in the pre-production stage that may expedite production process
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB12. Balance cost effectiveness of selected lighting protocol with client mandate/expectations

MES/ N 2002

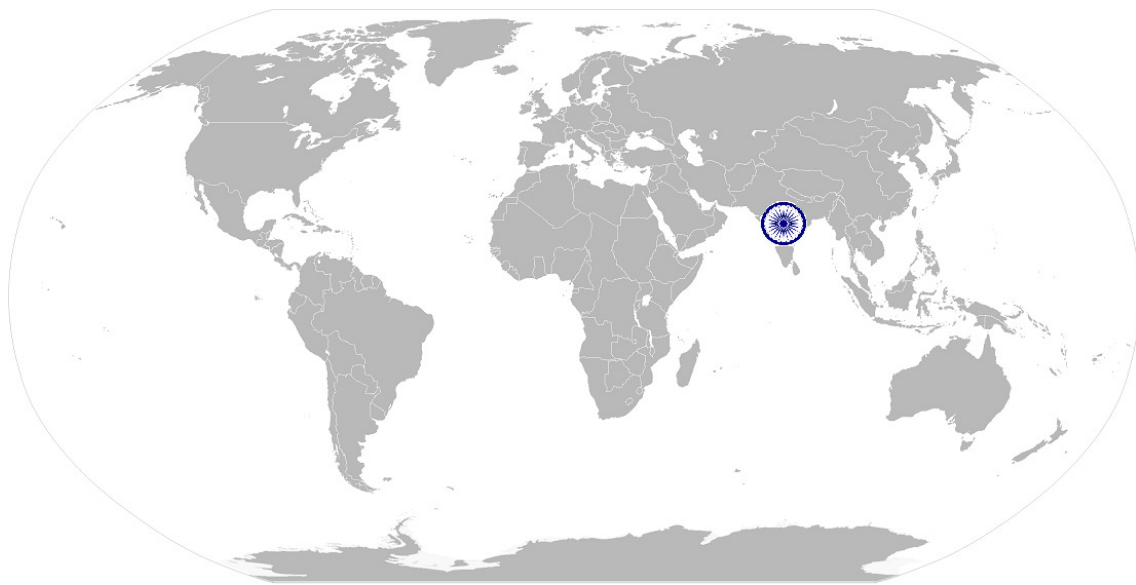
Estimate lighting requirements

NOS Version Control

NOS Code	MES / N 2002		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	19/09/13
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17



National Occupational Standard



Overview

This unit is about procuring or arranging for lights for a shoot

MES/ N 2003

Procure or arrange for lights for shoot

National Occupational Standard	Unit Code	MES/ N 2003
	Unit Title (Task)	Procure or arrange for lights for shoot
	Description	This OS unit is about procuring the lighting equipment needed for the production, and arranging for the electrical equipment from contractors including power management systems and other such machinery
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Procuring lighting equipment like spots, consoles, generators, etc. for a shoot at a media organization that may operate as television channels, advertising agencies or film/television/photography production houses Using industry knowledge to facilitate procurement of lighting and other equipment by understanding the production schedule and the logistical nuances of having the lighting equipment present and functioning at the day/s of the shoot
	Performance Criteria (PC) with respect to the scope	
Element		Performance Criteria
Procuring lighting equipment like spots, consoles, generators, etc. for a shoot		<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand the different aspects of lighting, including but not limited to, different types of lighting, power supply and management systems, lighting requirements for different settings and locations, process flows of the lighting process and technical specifications attached to the equipment used in lighting</p>
Using industry knowledge to facilitate procurement of lighting and other equipment		<p>PC2. Maintain relationships with lighting/equipment vendors in order to facilitate procurement</p> <p>PC3. Facilitate the entire process of production in cohort with the rest of the production team</p>
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)		<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Current inventory of lights, power management systems and lighting equipment within the organization, if any</p> <p>KA2. Financial resources available to the organization in order to procure lighting equipment and power management systems</p> <p>KA3. Current business vendors/associates of the organization</p> <p>KA4. Production schedule and timelines</p>

MES/ N 2003

Procure or arrange for lights for shoot

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Theory and practice of electrics</p> <p>KB2. How to determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics</p> <p>KB3. Different types of lights (spot, broad, flood, soft, dimmer, etc.)</p> <p>KB4. Different types of bulbs (HMI, Fluorescent, LED, etc.)</p> <p>KB5. The size of crew necessary to undertake the production requirements and comply with the production schedule</p> <p>KB6. The process of film/photography scheduling</p> <p>KB7. How the power management systems for lighting (generators, batteries, inverters, etc.) work</p> <p>KB8. The importance of briefing the best boy, crew & outside contractors fully about the production and its requirements</p> <p>KB9. How to operate and use lighting equipment, including understanding wiring requirements</p> <p>KB10. The documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems</p> <p>KB11. Safety protocols related to handling lighting/power management equipment</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document budget for the lighting equipment/power management systems</p> <p>SA2. Document lighting requirements in order to facilitate the production schedule</p> <p>SA3. Complete necessary documentation required for lighting equipment contractors</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read and understand equipment manuals and specifications</p> <p>SA5. Research to determine the technical specifications required for lighting equipment and power management systems</p>
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Contact vendors/associates in order to provide equipment/skills necessary to undertake the production process</p>

	SB3. Schedule the equipment/skills necessary in order to be available at the time of shoot
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB4. Assist the production team in solving any technical/logistical problems that may arise in the procurement process relating to lighting requirements during production
	SB5. Deal with problems promptly and seeking agreement on variations and recording the agreements
	SB6. Communicate any new changes to the schedule to the lighting crew and relevant persons so they can ensure the electrical equipment is adequate for such changes
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB7. Facilitate/advance production timelines by introducing lighting technologies/equipment in the pre-production stage that may expedite production process
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB8. Balance cost effectiveness of selected lighting protocol with client mandate/expectations

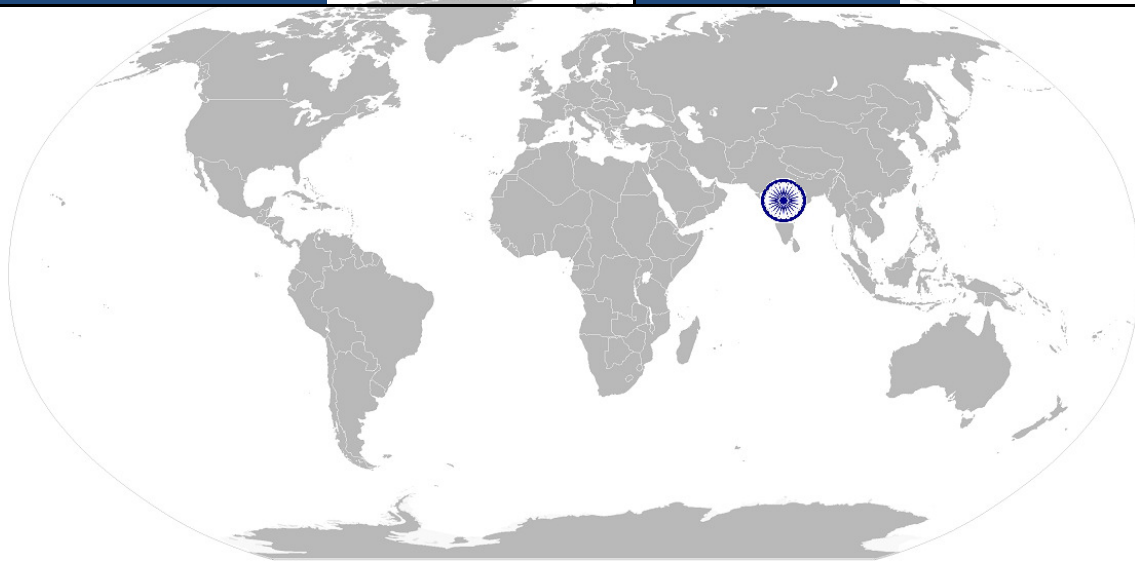


MES/ N 2003

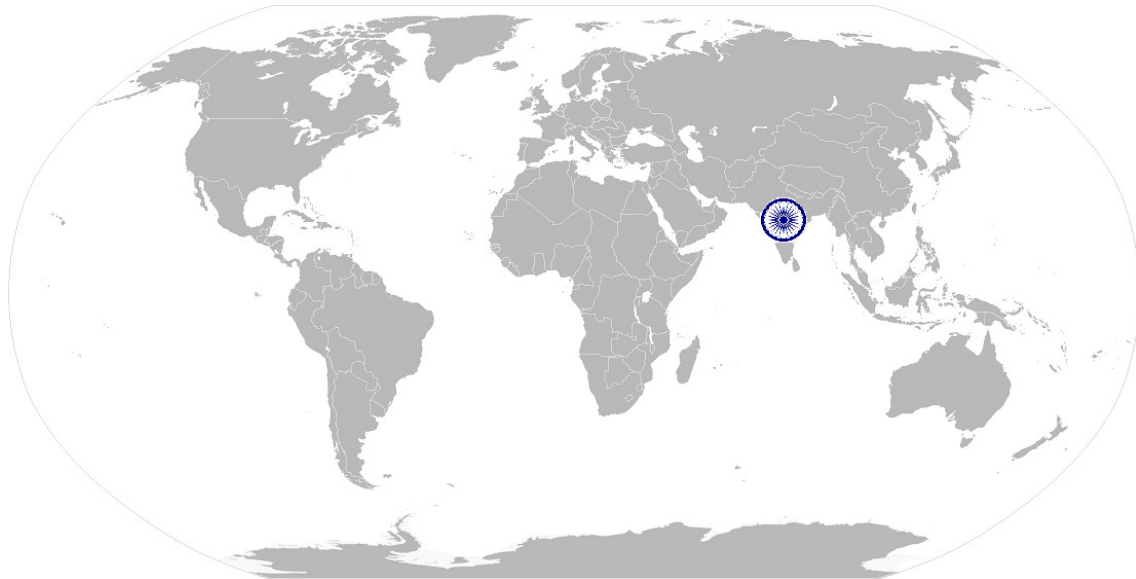
Procure or arrange for lights for shoot

NOS Version Control

NOS Code	MES / N 2003		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	19/09/13
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17



National Occupational Standard



Overview

This unit is about managing and coordinating efforts of lighting team before and during the shoot

MES/ N 2005

Co-ordinate lighting activities

National Occupational Standard	Unit Code	MES/ N 2005
	Unit Title (Task)	Co-ordinate lighting activities
	Description	This OS unit is about communicating and working with colleagues in the lighting team, as well as in the production team (like the director of photography) before and during shoot
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Managing and coordinating efforts of lighting team for a shoot at a media organization that may operate as television channels, advertising agencies or film/television/photography production houses Discussing and agreeing lighting requirements, communicating these to the team and putting forward positive solutions to problems that may crop up during shooting Coordinating activities within the lighting team before and on the day of shooting in order to facilitate the production process and achieve the desired results
	Performance Criteria (PC) with respect to the scope	
Element		Performance Criteria
Managing and coordinating efforts of lighting team		<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify each member of the lighting team and their roles and responsibilities</p> <p>PC2. Identify important members of the production team (in relation to the lighting department) and their roles and responsibilities</p>
Discussing and agreeing lighting requirements and communicating these to the team		<p>PC3. Understand the different aspects of lighting, including but not limited to, different types of lighting, power supply and management systems, lighting requirements for different settings and locations, process flows of the lighting process and technical specifications attached to the equipment used in lighting</p>
Coordinating activities within the lighting team before and on the day of shooting		<p>PC4. Facilitate the entire process of production in cohort with the rest of the production team</p> <p>PC5. Attend pre-production meetings to ensure the electrical requirements are accounted for, and that any change and their implications for lighting are considered</p>
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)		<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Technical capabilities of the organization and its people in the lighting department</p> <p>KA2. Profile of people working in the lighting department, especially the personnel involved in the production process</p> <p>KA3. Current business vendors/associates of the organization</p>

MES/ N 2005

Co-ordinate lighting activities

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. Theory and practice of electrics KB2. How to determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics KB3. Different types of lights (spot, broad, flood, soft, dimmer, etc.) KB4. Different types of bulbs (HMI, Fluorescent, LED, etc.) KB5. The size of crew necessary to undertake the production requirements and comply with the production schedule KB6. The process of film/photography scheduling KB7. How power management systems for lighting (generators, batteries, inverters, etc.) work KB8. The importance of briefing the best boy, crew & outside contractors fully about the production and its requirements KB9. How to operate and use lighting equipment, including understanding wiring requirements KB10. How to coordinate efforts between members of the lighting and production teams in order to facilitate production process KB11. Safety protocols related to handling lighting/power management equipment
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. Document process flows for the lighting equipment/power management systems on the day/s of shoot SA2. Document lighting requirements in order to facilitate the production schedule SA3. Collate and disseminate information to team members about changes in the production plan and its effect on the lighting department
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA4. Identify trends in the techniques/processes of lighting SA5. Identify technical specifications relating to lighting equipment and power management systems
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA6. Present technical requirements as per the mandate set by the client/director/director of photography SA7. Translate the mandate set by client/director/director of photography into requirements specific to the lighting team SA8. Interact with lighting and other production team members on the day/s of shoot to achieve desired results
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. Determine how many items of plant, materials and electrical equipment are required, what types will be required and their logistics SB2. Delegate tasks to team members on the day/s of shoot SB3. Determine the personnel that can bring specialization for a particular task, in

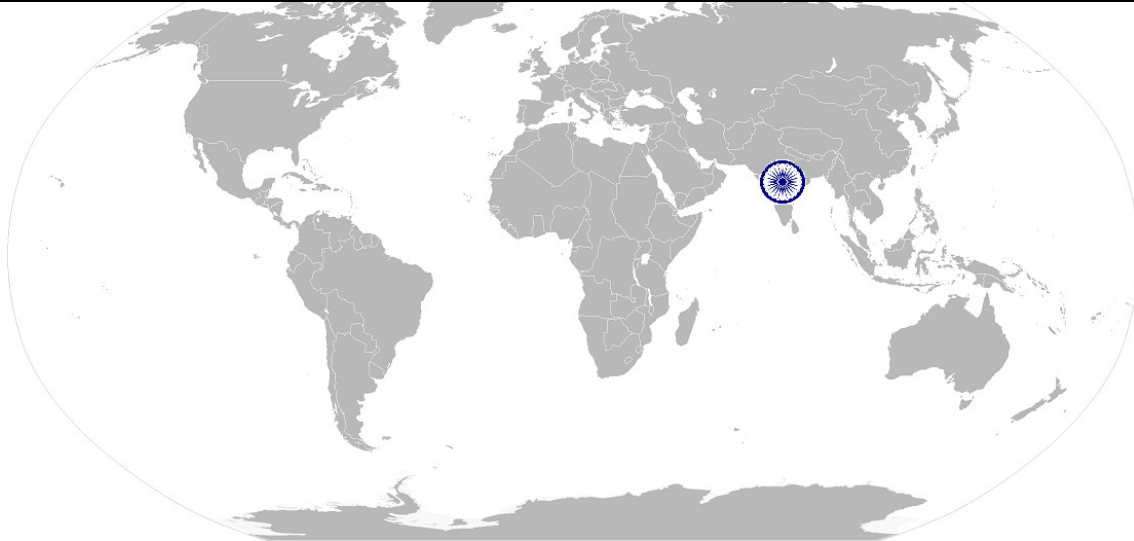
	case required
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB4. Compile a list of lighting requirements for the production process and delegate tasks in the process to team members
	SB5. Contact vendors/associates in order to provide equipment/skills necessary to undertake the production process
	SB6. Schedule the equipment/skills necessary in order to be available at the time of shoot
	SB7. Complete the documentation required for lighting equipment contractors, cost control and alerting to possible production scheduling problems
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB8. Meet expectations of the client/director/director of photography from the lighting department
	SB9. Exhibit techniques/skills required to meet client expectations
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB10. Assist the production team in solving any technical/logistical problems that may arise in the production process relating to lighting requirements
	SB11. Deal with problems promptly and seeking agreement on variations and recording the agreements
	SB12. Communicate any new changes to the schedule to the lighting crew and relevant persons so they can ensure the electrical equipment is adequate for such changes
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB13. Facilitate/advance production timelines by introducing lighting technologies/equipment in the pre-production stage that may expedite production process
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB14. Balance cost effectiveness of selected lighting protocol with client mandate/expectations

MES/ N 2005

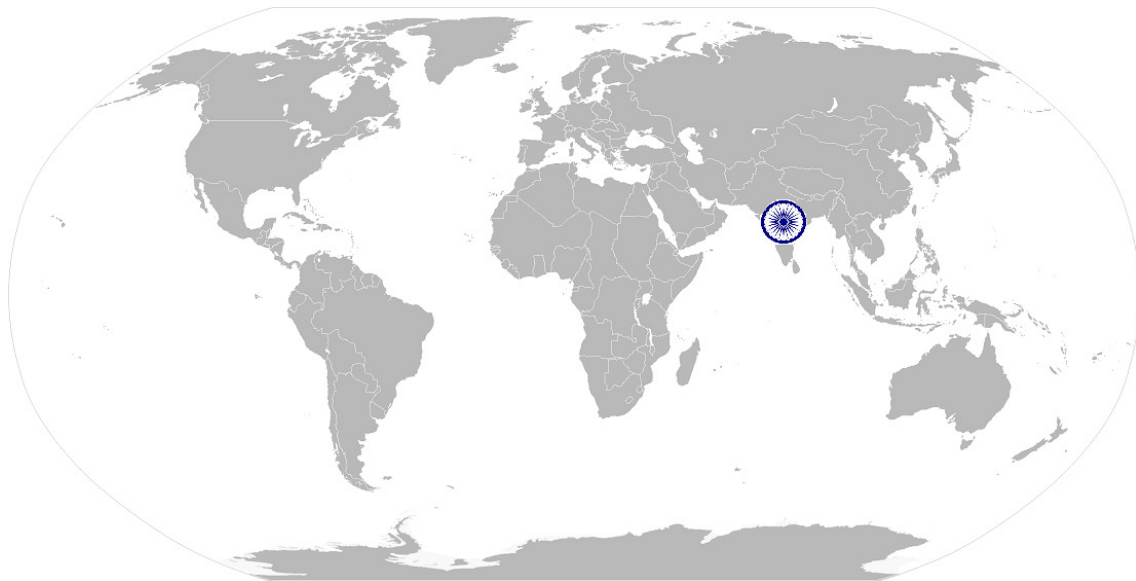
Co-ordinate lighting activities

NOS Version Control

NOS Code	MES / N 2005		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	19/09/13
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17



National Occupational Standard



Overview

This unit is about providing inputs during the pre-production process

MES/ N 2001

Provide inputs during pre-production

National Occupational Standard	Unit Code	MES/ N 2001
	Unit Title (Task)	Provide inputs during Pre-production
	Description	This OS unit is about providing inputs during pre-production, including selection of appropriate equipment according to the script requirements, selection of location, advising on budget and providing logistical guidance
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Carrying out pre-production planning at a media organization that may operate as television channels, advertising agencies or film/television/photography production houses Using technical expertise and industry knowledge to facilitate pre-production planning process by advising on location and setting preferences based upon idea, script, technical requirements and director preferences, identifying lighting requirements in production phase and assisting in budgeting process by estimating cost of lighting requirements
	Performance Criteria (PC) with respect to the scope	
Element		Performance Criteria
Carrying out pre-production planning		<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand the film-making/photography process, and activities involved in the pre-production, production and post-production stages of film-making/photography</p> <p>PC2. Understand the scope, scale and requirements of the production and aspects for which one is responsible</p>
Using technical expertise and industry knowledge to facilitate pre-production planning process		<p>PC3. Understand the different aspects of lighting, including but not limited to, different types of lighting, power supply and management systems, lighting requirements for different settings and locations, process flows of the lighting process and technical specifications attached to the equipment used in lighting</p> <p>PC4. Understand the creative perspective of the Director/DOP and translate that into lighting requirements for production</p>
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)		<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Technical capabilities of the organization and its people in the lighting department</p> <p>KA2. Current inventory of lights and lighting equipment and power management systems within the organization, if any</p> <p>KA3. Financial resources available to the organization in order to procure lighting equipment and power management systems</p>

MES/ N 2001

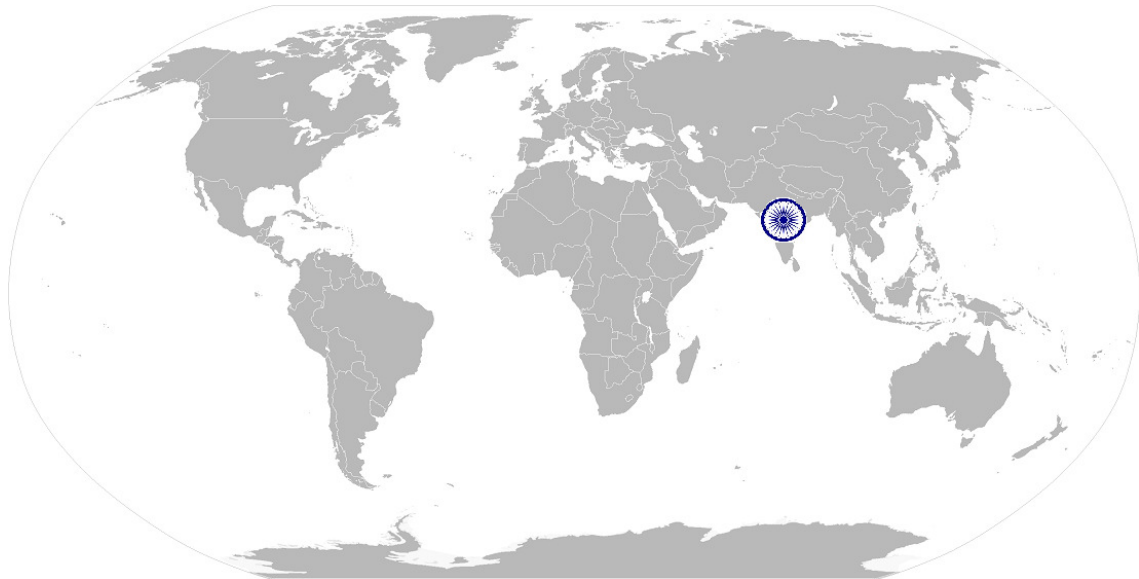
Provide inputs during pre-production

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Theory and practice of electrics</p> <p>KB2. Different types of lights (spot, broad, flood, soft, dimmer, etc.)</p> <p>KB3. Different types of bulbs (HMI, Fluorescent, LED, etc.)</p> <p>KB4. The process of film/photography scheduling</p> <p>KB5. How the power management systems for lighting (generators, batteries, inverters, etc.) work</p> <p>KB6. How to operate and use lighting equipment, including understanding wiring requirements</p> <p>KB7. Safety protocols related to handling lighting/power management equipment</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document lighting requirements in order to facilitate the production schedule</p> <p>SA2. Document budget for the lighting equipment/power management systems</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Research and keep updated on trends in the techniques/processes of lighting</p> <p>SA4. Read and understand the technical specifications relating to lighting equipment and power management systems</p>
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Identify locations/technical requirements that best suit the mandate of the production team</p> <p>SB2. Determine the personnel that can bring specialization for a particular task, in case required</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Compile a list of lighting requirements for the production process</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Assist the production team in solving any technical/logistical problems that may arise in the pre-production process relating to lighting requirements during production</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Facilitate/advance production timelines by introducing lighting</p>

MES/ N 2001

Provide inputs during pre-production

	technologies/equipment in the pre-production stage that may expedite production process
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Balance cost effectiveness of selected lighting protocol with client mandate/expectations

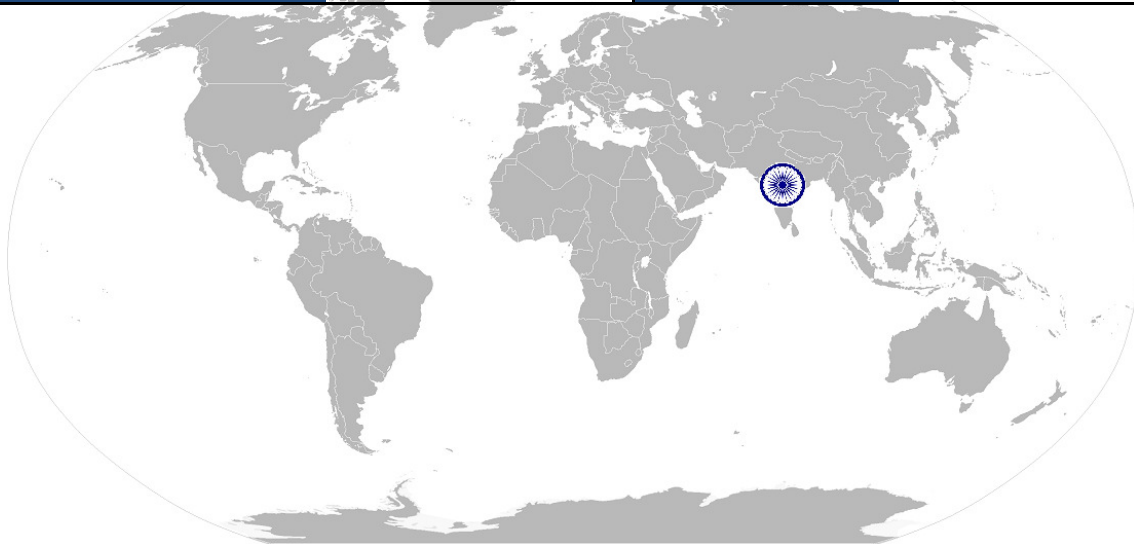


MES/ N 2001

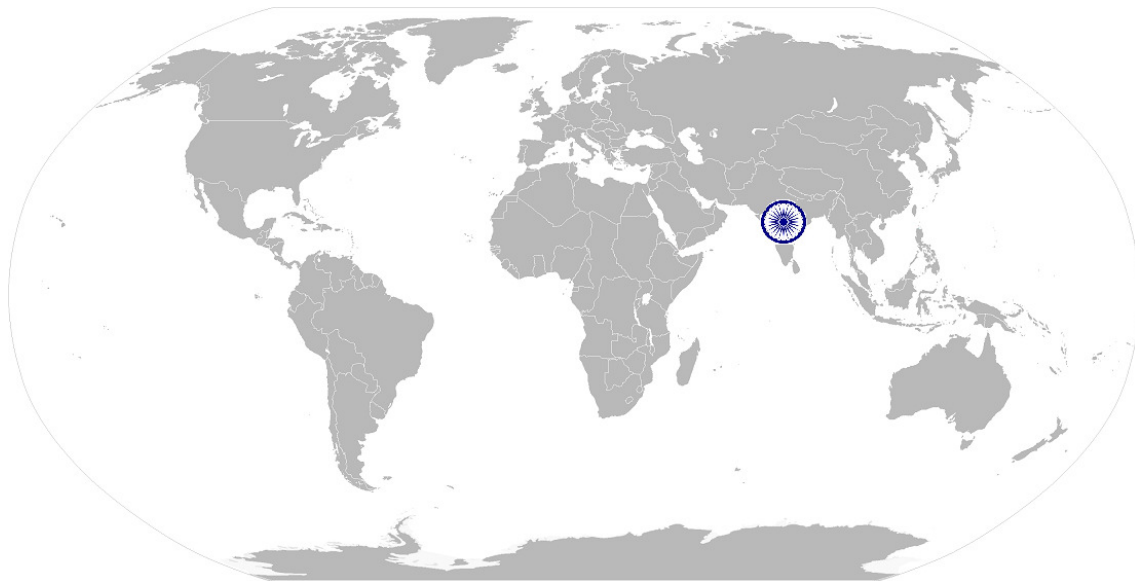
Provide inputs during pre-production

NOS Version Control

NOS Code	MES / N 2001		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	19/09/13
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17



National Occupational Standard



Overview

This unit is about understanding the requirement for personnel during production, and recruiting lighting crew if required

MES/ N 2004

Recruit lighting crew

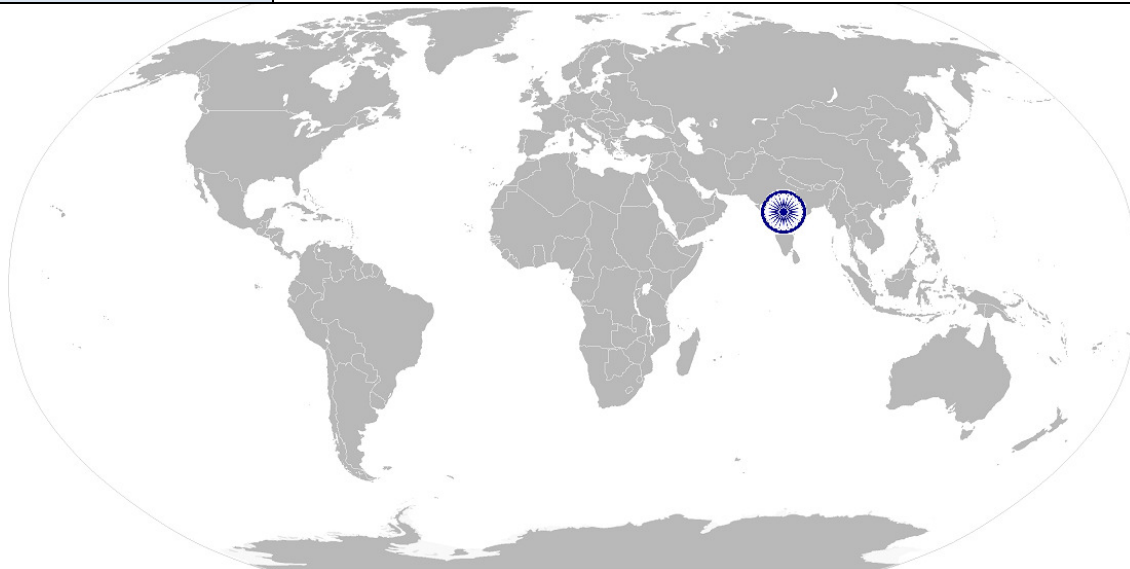
National Occupational Standard	Unit Code	MES/ N 2004
	Unit Title (Task)	Recruit lighting crew
	Description	This OS unit is about understanding the requirement for personnel during production, and recruiting lighting crew if required
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Recruiting lighting crew personnel at a media organization that may operate as television channels, advertising agencies or film/television/photography production houses Set parameters for performance, based on industry standards Allocating work to personnel and monitoring performance against set parameters
	Performance Criteria (PC) with respect to the scope	
	Element	Performance Criteria
	Recruiting lighting crew personnel	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify each member of the lighting team and their roles and responsibilities</p> <p>PC2. Identify any personnel gaps in the lighting crew and take measures to fill those gaps</p>
	Set parameters for performance, based on industry standards	<p>PC3. Agree the details for contracts to be drawn up and allocate duties to those who will be working in the lighting crew that accords with their competence and skills</p>
	Allocating work to personnel and monitoring performance against set parameters	<p>PC4. Inform those who work in the lighting team about their job responsibilities and limitations in a way which promotes good working relationships</p> <p>PC5. Train personnel to operate lights to the satisfaction of the client/director/director of photography</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Technical capabilities of the organization and its people in the lighting department</p> <p>KA2. Profile of people working in the lighting department, especially the personnel involved in the production process</p>
	B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Theory and practice of electrics</p> <p>KB2. Scope of work for each position in the lighting crew</p> <p>KB3. Limit of responsibility for each position in the lighting crew</p> <p>KB4. The importance of communicating responsibilities of the production to your team and any limitations to those responsibilities in a positive manner which promotes good working relationships</p>

	<p>KB5. The importance of involving those who work in the lighting crew in understanding the overall production and its progress</p> <p>KB6. The need to provide feedback to lighting crew personnel on the overall production and its progress</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Identify the scope of work for each position in the lighting crew</p> <p>SA2. Demarcate responsibility for each position in the lighting crew</p> <p>SA3. Brief the team fully on the key details of the production, its requirements and schedule and confirm their full understanding of the same</p> <p>SA4. Agree on the details for contracts to be drawn up and allocate duties to those who will be working for you that accords with their competence and skills</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Identify trends in the techniques/processes of lighting</p> <p>SA6. Keep abreast of latest human resource policies and happenings in the industry</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Provide feedback to lighting crew personnel on the overall production and its progress</p> <p>SA8. Confirm that those who work in the lighting team understand the risk assessment relevant to the production and ensure that is adhered to</p> <p>SA9. Establish practicable and appropriate communications systems</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Determine the personnel that can bring specialization for a particular task, in case required</p> <p>SB2. Determine human resource gaps in the lighting department and take steps to fill those gaps</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Contact vendors/associates in order to provide manpower necessary to undertake the production process</p> <p>SB4. Determine human resource gaps in the lighting department and take steps to fill those gaps</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Meet expectations of the client/director/director of photography from the lighting department</p> <p>SB6. Exhibit techniques/skills required to meet client expectations</p>
	Problem Solving
	The user/individual on the job needs to know and understand how to:

MES/ N 2004

Recruit lighting crew

	SB7. Contact vendors/human resource firms in order to provide manpower necessary to undertake the production process or fill gaps left by outgoing crew personnel
	SB8. Inform those who work in the lighting team about their job responsibilities and limitations in a way which promotes good working relationships
	SB9. Confirm that lighting crew personnel understand the risk assessment relevant to the production and ensure that is adhered to
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Determine future human resource requirements in the lighting team, keeping in mind the production pipeline and status of existing personnel
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Map current compensation structure of the firm vs. the industry, and how this affects the quality of personnel that the organization attracts

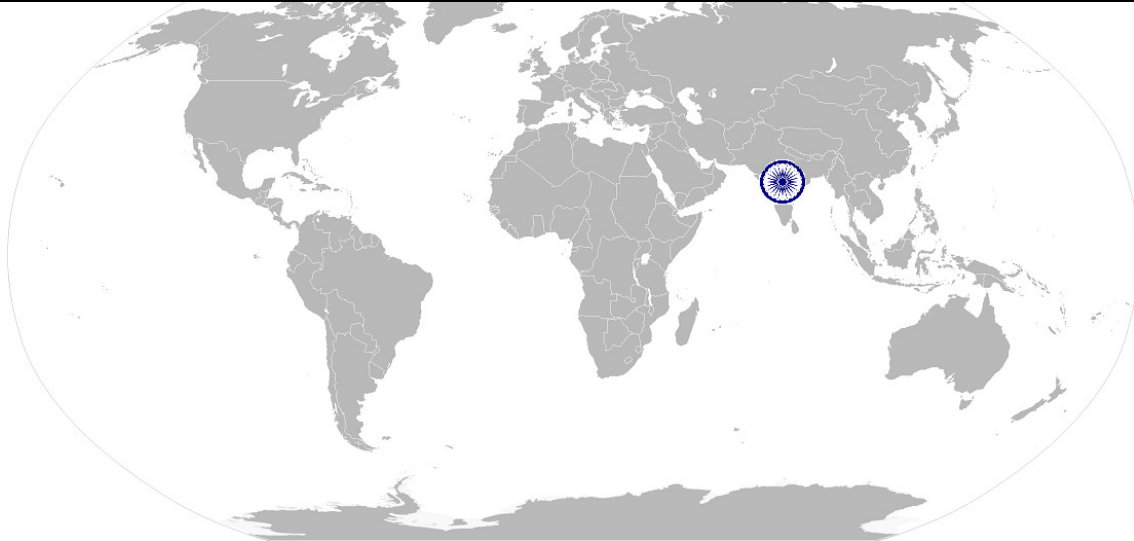


MES/ N 2004

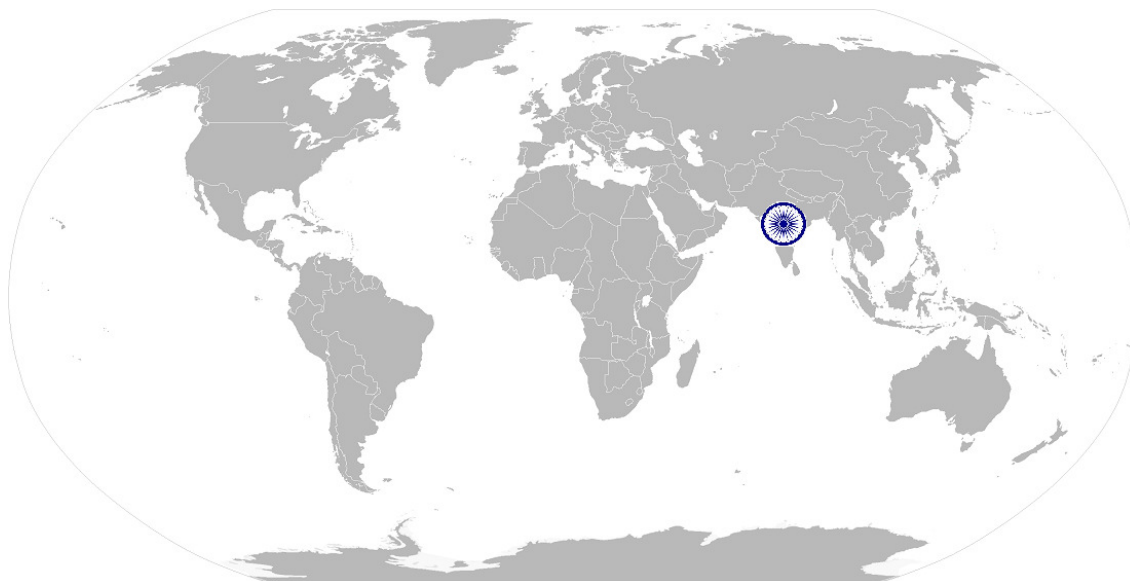
Recruit lighting crew

NOS Version Control

NOS Code	MES / N 2004		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	19/09/13
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17



National Occupational Standard



Overview

This unit is about operating lights and lighting console during the shoot

MES/ N 2006

Recruit lighting crew personnel

National Occupational Standard

Unit Code	MES/ N 2006
Unit Title (Task)	Operate lights and lighting console
Description	This OS unit is about operating lights at the lighting intensity appropriate to the production's requirements. It is about operating the lighting console to obtain the desired direction, quality and color of light and controlling and adjusting the light.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Operating the lights and lighting console for a shoot at a media organization that may operate as television channels, advertising agencies or film/television/photography production houses Adjusting the lighting balance to meet requirements, whether for TV, live event or a corporate/studio shoot, adjusting the changes in lighting consistently, controlling out of sight lighting operations, and maintaining communications with programme staff Coordinating activities within the lighting team on the day of shooting in order to facilitate the production process and achieve the desired results
Performance Criteria (PC) with respect to the scope	
Element	Performance Criteria
Operating the lights and lighting console for a shoot	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Adhere to safety instructions while handling lights/equipment to ensure the safety of everyone on the set/location</p>
Adjusting the lighting balance to meet requirements	<p>PC2. Understand the different aspects of lighting, including but not limited to, different types of lighting, wiring, power supply and management systems, lighting requirements for different settings and locations, process flows of the lighting process and technical specifications attached to the equipment used in lighting</p> <p>PC3. Operate lights to the satisfaction of the client/director/director of photography</p>
Coordinating activities within the lighting team on the day of shooting	<p>PC4. Identify each member of the lighting team and their roles and responsibilities</p> <p>PC5. Identify important members of the production team (in relation to the lighting department) and their roles and responsibilities</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The film-making/photography process, and all the activities involved in the process</p> <p>KA2. The technical capabilities of the organization and its people in the lighting department</p> <p>KA3. The profile of people working in the lighting department, especially the personnel involved in the production process</p>

MES/ N 2006

Recruit lighting crew personnel

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. Theory and practice of electrics KB2. Different types of lights (spot, broad, flood, soft, dimmer, etc.) KB3. Different types of bulbs (HMI, Fluorescent, LED, etc.) KB4. How each type of light and bulb is used in order to obtain a particular result KB5. How to operate the lighting console KB6. The different types of light measuring equipment available, and their uses KB7. How light levels can affect the mood of the production KB8. The different luminaire technologies and their application to the use of effects KB9. The types of ancillary equipment available including, barn doors, dimmer shutters, gobos, flags, stipple boards, filters, diffusion; and the criteria for their safe use KB10. How to produce a range of effects using different luminaires, ancillary equipment and techniques KB11. How the different light sources, diffusion materials, and filters or reflectors used produce the desired results KB12. Colour correction techniques and how their application affects the outcome KB13. The uses of hard and soft sources and how to control them KB14. When and why to use reflected light KB15. How to use par lenses to shape the light beam to meet the desired effect KB16. Wiring requirements for the production process KB17. How the capacity of load bearing lighting grip equipment changes with its orientation KB18. How to operate and move lighting stands or equipment on all different types of terrain KB19. Safety protocols related to handling lighting/power management equipment
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. Document safety protocols to ensure no injuries occur during operating the lights/lights console and related equipment
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA2. Identify trends in the techniques/processes of lighting SA3. Identify technical specifications relating to lighting equipment and power management systems
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA4. Interact with lighting and other production team members on the day/s of shoot to achieve desired results
B. Professional Skills	Decision Making <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. Determine how many items of plant, materials and electrical equipment are

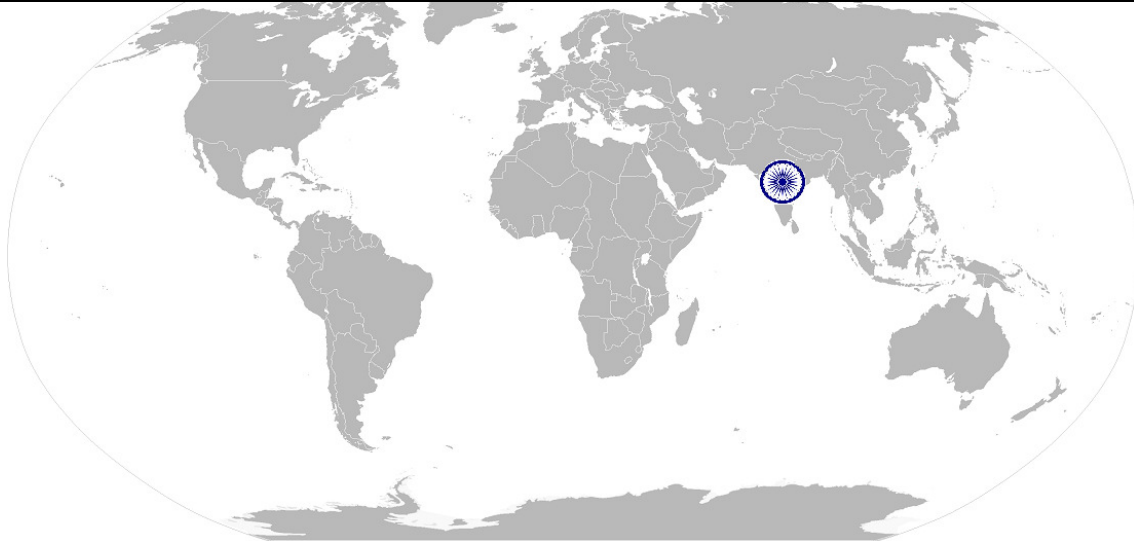
	required, what types will be required and their usage
	SB2. Produce desired results using different light sources, diffusion materials, and filters or reflectors
	SB3. Determine appropriate usage of lighting console in order to get desired effect
	SB4. Determine the personnel that can bring specialization for a particular task, in case required
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB5. Keep handy the tools/instruments required to operate lights, lighting console and supporting equipment
	SB6. Contact vendors/associates in order to provide equipment/skills necessary to undertake the production process
	SB7. Meet expectations of the client/director/director of photography from the desired shoot
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB8. Meet expectations of the client/director/director of photography from the lighting department
	SB9. Exhibit techniques/skills required to meet client expectations
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB10. Assist the production team in solving any technical/logistical problems that may arise during shooting, pertaining to the lights, lighting console or related equipment
	SB11. Deal with problems promptly and seeking agreement on variations and recording the agreements
	SB12. Communicate any new changes to the schedule to the lighting crew and relevant persons so they can ensure the electrical equipment is adequate for such changes
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB13. Facilitate/advance production timelines by introducing lighting technologies/equipment in the pre-production stage that may expedite production process
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB14. Balance cost effectiveness of selected lighting protocol with client mandate/expectations

MES/ N 2006

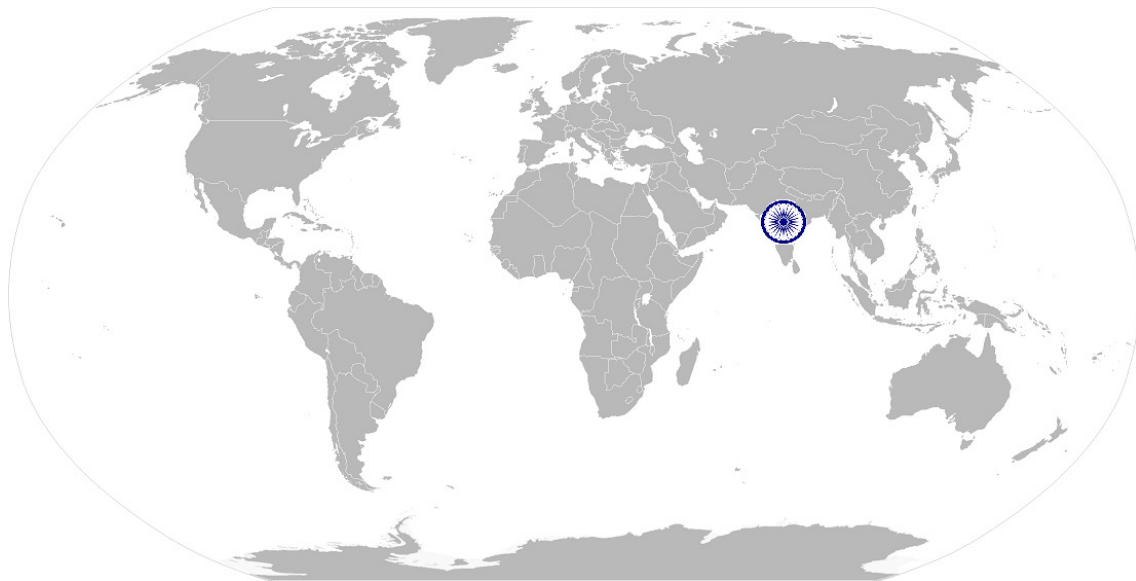
Recruit lighting crew personnel

NOS Version Control

NOS Code	MES / N 2006		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	19/09/13
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17



National Occupational Standard



Overview

This unit is about contributing towards maintaining a healthy, safe and secure working environment

MES/ N 2008

Maintain workplace health and safety

National Occupational Standard

Unit Code	MES/ N 2008
Unit Title (Task)	Maintain workplace health and safety
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> 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
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding the risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand and comply with the organisation's current health, safety and security policies and procedures</p> <p>PC2. Understand the safe working practices pertaining to own occupation</p> <p>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</p> <p>PC4. Participate in organization health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</p> <p>PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</p>
Identifying and reporting risks	<p>PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures</p> <p>PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected</p>
Complying with procedures in the event of an emergency	<p>PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisation's norms and policies relating to health and safety</p> <p>KA2. Government norms and policies regarding health and safety and related emergency procedures</p> <p>KA3. Limits of authority while dealing with risks/ hazards</p>

MES/ N 2008

Maintain workplace health and safety

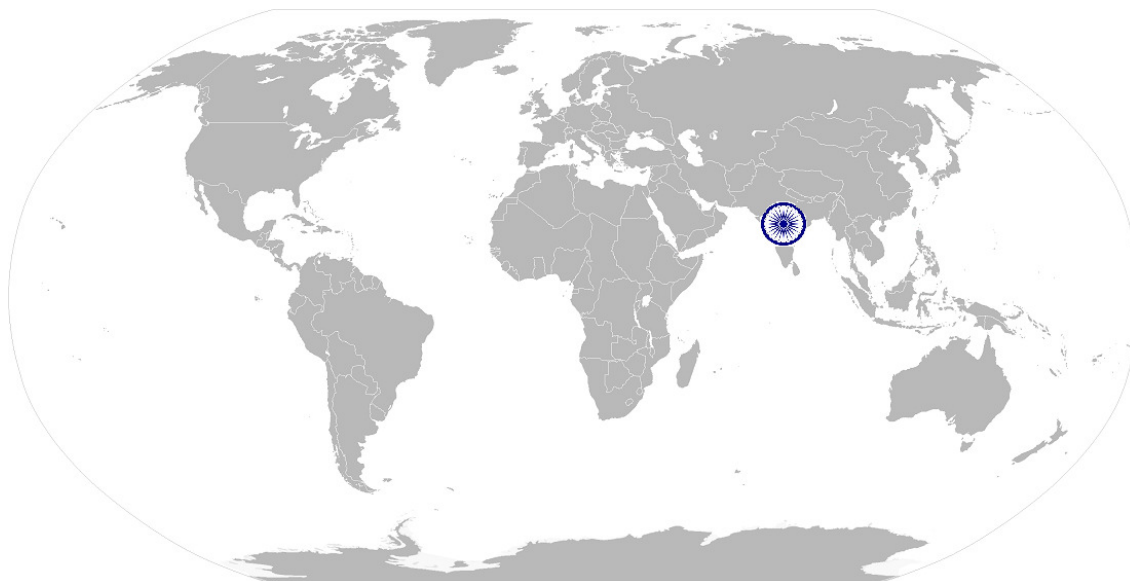
organization and its processes)	KA4. The importance of maintaining high standards of health and safety at a workplace
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of health and safety hazards in a workplace</p> <p>KB2. Safe working practices for own job role</p> <p>KB3. Evacuation procedures and other arrangements for handling risks</p> <p>KB4. Names and contact numbers of people responsible for health and safety in a workplace</p> <p>KB5. How to summon medical assistance and the emergency services, where necessary</p> <p>KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. How to write and provide feedback regarding health and safety to the concerned people</p> <p>SA2. How to write and highlight potential risks or report a hazard to the concerned people</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read instructions, policies, procedures and norms relating to health and safety</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Highlight potential risks and report hazards to the designated people</p> <p>SA5. Listen and communicate information with all anyone concerned or affected</p>
B. Professional Skills	Decision making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions on a suitable course of action or plan</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Apply problem solving approaches in different situations</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority</p> <p>SB5. Apply balanced judgements in different situations</p>

MES/ N 2008

Maintain workplace health and safety

NOS Version Control

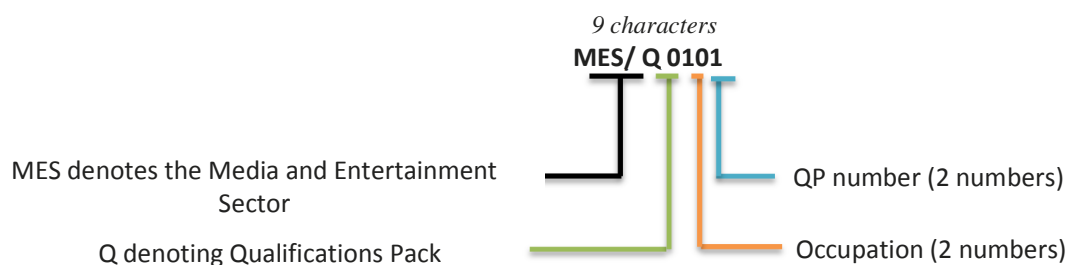
NOS Code	MES / N 2008		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	19/09/13
Sub-sector	Television, Films, Print, Animation, Gaming, Advertising	Last reviewed on	25/03/15
Occupation	Lighting	Next review date	24/03/17



Annexure

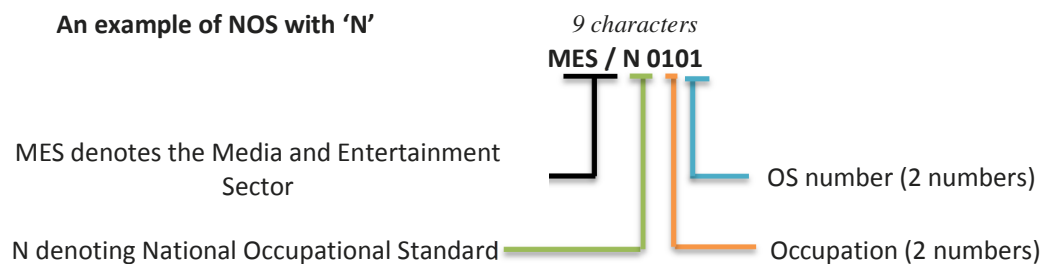
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
...	...

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Lighting	20
Next two numbers	Gaffer	02