

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

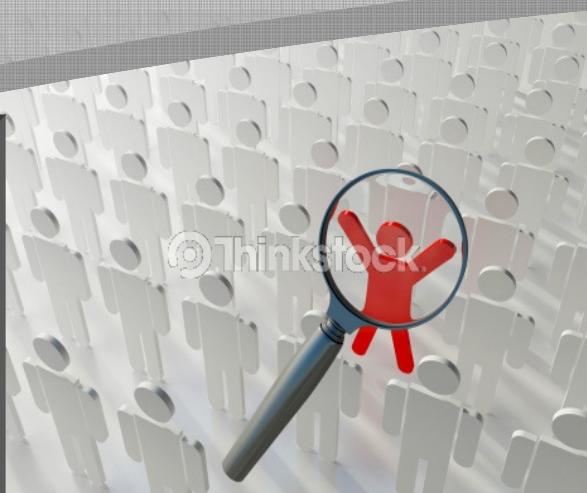
What are Occupational Standards(OS)?

- 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-Director of Photography

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Film, Television

OCCUPATION: Camera

REFERENCE ID: MES/ Q 0601

Director of Photography in the Media & Entertainment Industry is also known as the DoP and is the head of the camera department

Brief Job Description: Individuals at this job need to determine the visual style of the production. They finalise 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.

Personal Attributes: 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.

Job Details	Qualifications Pack Code	MES/ Q 0601		
	Job Role	Director of Photography This job role is applicable in both national and international scenarios		
	Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	01
	Sector	Media and Entertainment	Drafted on	25/04/13
	Sub-sector	Film, Television, Animation	Last reviewed on	Dd/mm/yy
	Occupation	Camera	Next review date	Dd/mm/yy

Job Role	Director of Photography (DOP)
Role Description	Determining the visual style of production and achieving the desired look in the end-product.
NVEQF/NVQF level	
Minimum Educational Qualifications	
Maximum Educational Qualifications	
Training (Suggested but not mandatory)	
Experience	8-10 Years of work experience
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. MES / N 0601 (Determine Visual Style and Prepare Shoot Plan) 2. MES / N 0602 (Carry out Location Recces and Finalise Locations) 3. MES / N 0603 (Recruit Camera Team) 4. MES / N 0604 (Estimate and Procure Camera Equipment) 5. MES / N 0606 (Prepare for Shoot) <p>Optional:</p> <ol style="list-style-type: none"> 6. MES / N 0607 (Operate Camera during Shoot)
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Visual style	Visual style comprises the look or appearance of the production including the lighting, colours, shadows, sets, costumes, locations and the way they will be captured on screen.
Creative brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
Shoot schedule	Shoot schedule is a listing of the sequences/shots that need to be captured on each shoot day
Multi-camera	Multi-camera is a method of shooting where multiple cameras are used to simultaneously capture different views/images
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed
Continuity	Continuity represents the seamless transition from one shot to another
Script	Script is a structured narrative of a story
Screenplay	Screenplay is the script coupled with key characteristics of the scene and directions for acting
Post-production	Post-production is the final finishing phase of the production, where the raw footage is edited, special effects are added, music and sound are integrated, colour correction is done etc.
Colour grading	Colour grading is the process of enhancing and correcting the colours of the final production
Digital intermediate	Digital intermediate is the process where a film is digitised and the colour and image characteristics are modified
Recce	Recce is a detailed visual and technical assessment of the attributes and suitability of a particular location for the shoot, usually through a personal visit
Grips	Grips is the department that specialises in mounting the camera on to tripods, dollies, cranes and other platforms for shoots
Jib	Jib is a device used for the movement of camera and operates like a see-saw, with the camera at one end and the camera controls at the other
Lenses	Lenses are used to capture images and are attached on to the body of the camera
Filters	Filters are used to alter the properties of light entering the camera lens. They are also used to create a number of special effects
Dolly	Dolly is a platform with wheels on which the camera can be mounted and moved around during the shoots
Magazines	Magazines are compartments within a camera that are used to hold the film tape
Clapper board	Clapper board is a slate that has information pertaining to each shot, used as a guide to mark shots and aid matching image with sounds
Focus length	Focus length is the angle of view from the lens
Framing	Framing is how the artists, objects, sets, locations etc. are positioned within the camera view for a single shot

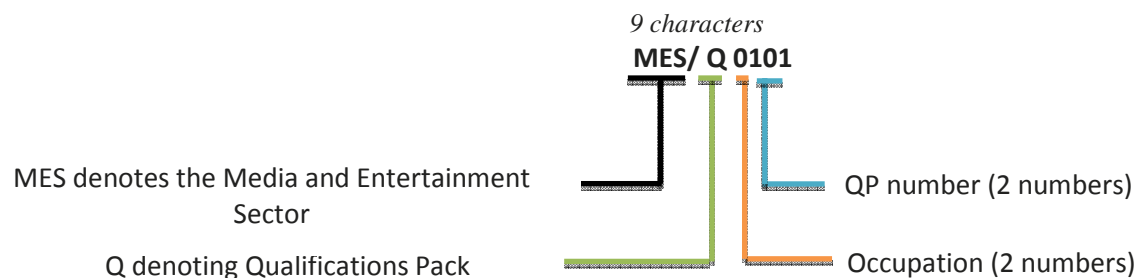
Master shot	Also known as a cover shot, this shot is a long sequence that establishes an overview and aids assembly of smaller, closer shots with details
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset 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
DOP	Director of Photography
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Annexure

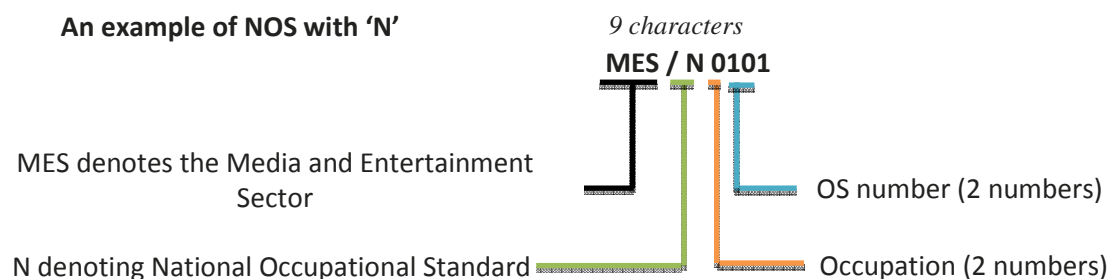
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



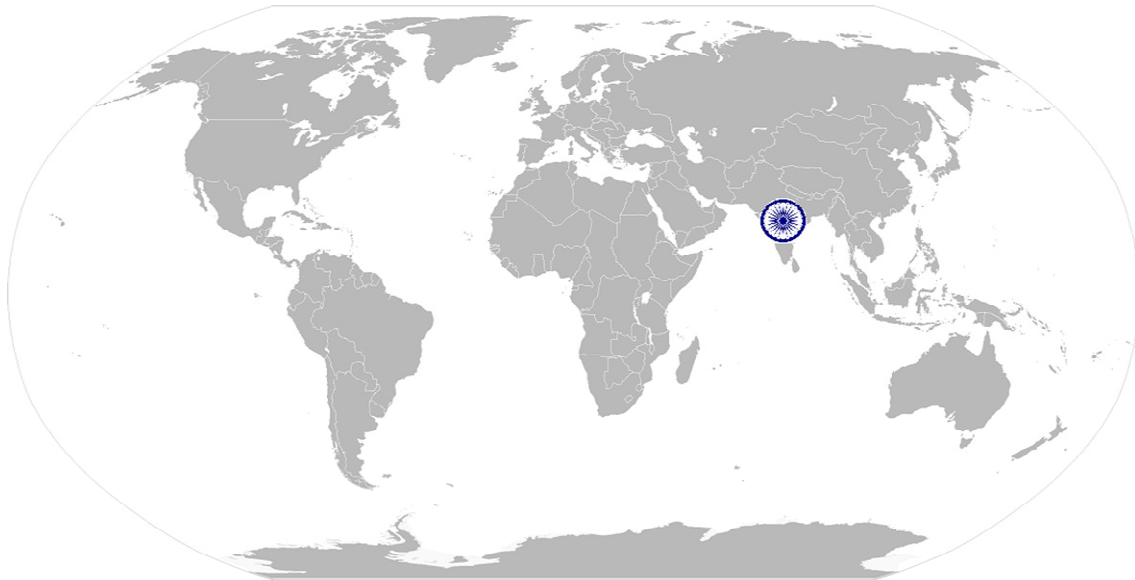
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The following acronyms/codes have been used in the nomenclature above:

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	Camera	06
Next two numbers	QP number	01

National Occupational Standard



Overview

This unit is about determining the visual style of the production and preparing the shoot plan

Unit Code	MES/ N 0601
Unit Title (Task)	Determine the Visual Style and Prepare Shoot Plan
Description	This OS unit is about determining the visual style of the production and preparing the shoot plan
Scope	<p>This unit/task covers the following:</p> <p>Understand the script, production concept and creative brief</p> <p>Devise creative ways to visually depict the production which could be any of the following:</p> <ul style="list-style-type: none"> • Feature films • Television series • Documentaries • Advertisements • Animated Films • Short Films • Live events • Field reporting • Interviews and other non-scripted programming <p>Identify medium for shooting</p> <ul style="list-style-type: none"> • Film • Tape • Digital <p>Prepare and finalise the shoot plan including</p> <ul style="list-style-type: none"> • Shoot schedule • Coverage on each shoot day • Shoot type on each day i.e. Single-camera/Multi-camera • Special requirements 
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Interpret the visual style of the end-product through a detailed review of the script and through discussions with the producer and director</p> <p>PC2. Devise creative ideas and finalise the visual style of the production</p> <p>PC3. Plan and finalise the day-wise shoot plan, keeping in mind the impact on the production budget, timelines and technical viability</p> <p>PC4. Prepare continuity guidelines for other departments</p>

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. The creative and technical requirements of the production KA2. The technical, budget and time constraints applicable KA3. The role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction
	B. Technical Knowledge
The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Various camera techniques and shooting medium (digital/tape/film) KB2. How to assess the visual style of production from the script and through discussions with the producer, director KB3. How to identify inconsistencies between the story, dialogue and resulting action and apparent continuity issues KB4. How to break-down the script into sequences and shots and list out detailed characteristics of each shot e.g. day/afternoon/night scene, mood of the shot, special effects required etc. KB5. How to estimate the cost and time it would take for shoots keeping in mind the intended visual style for production KB6. How to determine the number of shots that can be covered on each day and detail out the day-wise shoot plan, keeping in mind the production budget, time and technical constraints KB7. How to modify the camera plan in accordance to production requirements KB8. Applicable health and safety guidelines, and ensuring that the style selected minimizes any risks to the health and safety of the cast and crew 	
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Document ideas to help present to the producer and director SA2. Document the day-wise shoot schedule including the scenes/shots to be covered, type of shoot and key characteristics for each shoot SA3. Prepare guidelines for other departments to maintain continuity during shoots
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA4. Read and understand the script and screenplay thoroughly SA5. Read and understand the production budget and timelines SA6. Research creative ways to visually depict the film by looking at productions worked on in the past, as well as other releases from the public domain SA7. Research innovative shooting styles and techniques that may be applied to the current production, keeping in mind the technical and budgetary

Determine the Visual Style and Prepare Shoot Plan

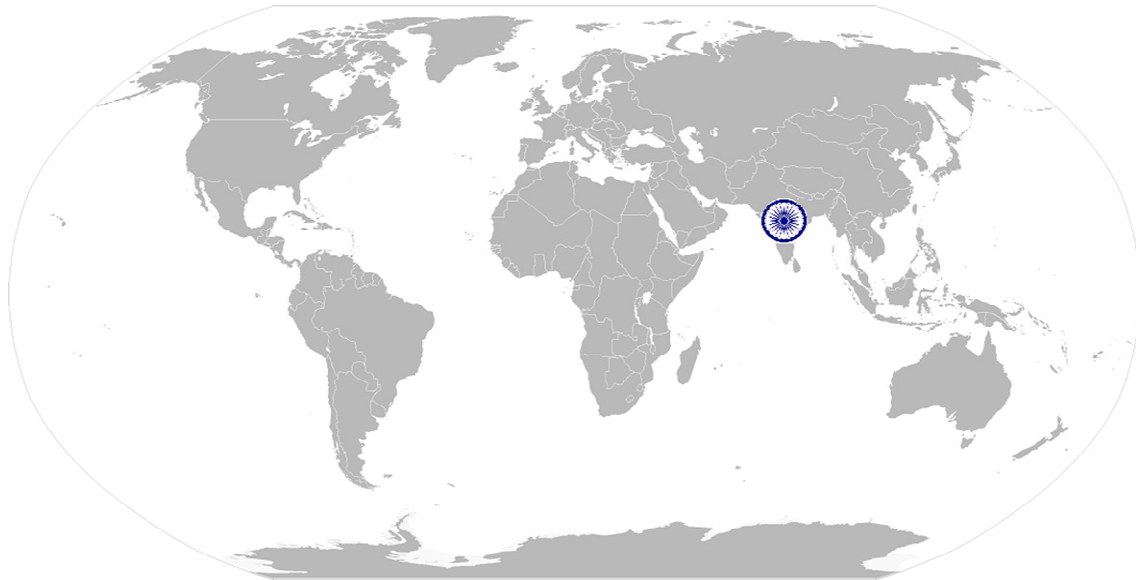
	constraints
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Discuss, clarify and confirm the visual and technical requirements of production with the producer and director</p> <p>SA9. Present ideas and gain consensus on the visual style of the production with the producer and director</p> <p>SA10. Discuss and agree on the shoot plan with the producer and director</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 related to the way the script will be represented visually</p> <p>SB2. Determine the way the script will be represented visually, in conjunction with the producer and director</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Create a day-wise shoot plan including the number of shots to be covered on each day</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Identify any problems with successful execution of the task and resolve them in consultation with the producer and director</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Envision the impact of selecting a particular shoot type on the production budget and key activities</p> <p>SB6. Envision the impact of selecting a particular shoot type on post-production process and implications on colour grading and digital intermediate</p>
	Critical thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Highlight inconsistencies between the story, dialogue and resulting action and apparent continuity issues</p>

MES/ N 0601

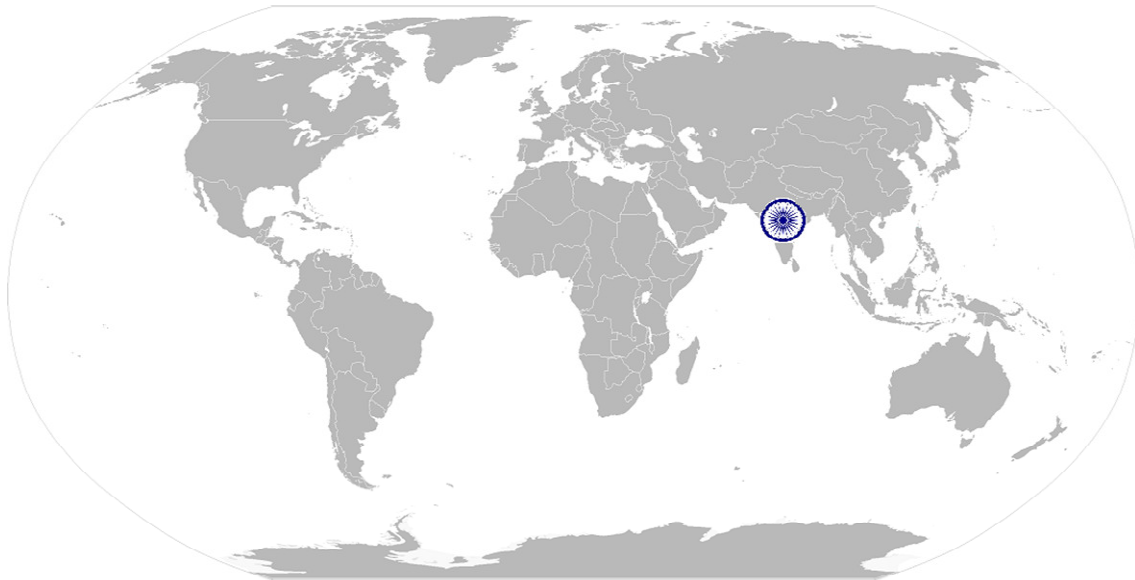
Determine the Visual Style and Prepare Shoot Plan

NOS Version Control

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Industry	Media and Entertainment	Drafted on	19/04/13
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		Next review date	Dd/mm/yy



National Occupational Standard



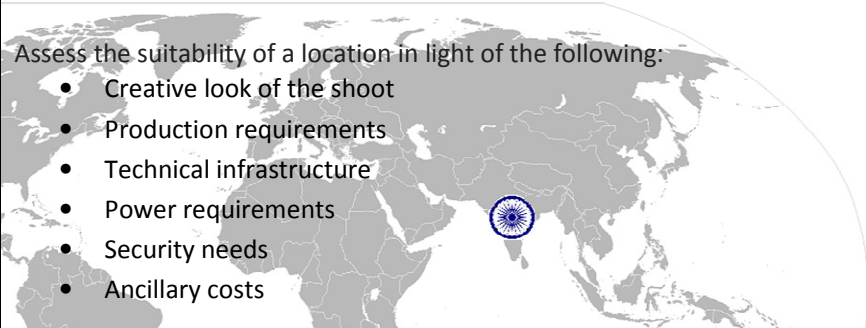
Overview

This unit is about assessing the suitability of various locations and finalising the most appropriate location for shoot

MES/ N 0602

Carry out Location Recces and Finalise Locations

National Occupational Standard

Unit Code	MES / 0602
Unit Title (Task)	Carry out Location Recces and Finalise Locations
Description	This OS unit is about assessing the suitability of various locations and finalising the most appropriate location for shoot
Scope	<p>This unit/task covers the following:</p> <p>Identify suitable locations within the location budget assigned</p> <ul style="list-style-type: none"> • Geography may be: <ul style="list-style-type: none"> ○ Domestic ○ International • Locations may be: <ul style="list-style-type: none"> ○ Studio ○ Indoor ○ Outdoor <p>Assess the suitability of a location in light of the following:</p> <ul style="list-style-type: none"> • Creative look of the shoot • Production requirements • Technical infrastructure • Power requirements • Security needs • Ancillary costs 
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>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)</p> <p>PC2. Evaluate the pros and cons of shooting at the location and reasons why it should be chosen or rejected</p> <p>PC3. Assess any alterations/changes that will be required and expected additional costs that would need to be borne</p> <p>PC4. Communicate the changes required to the production team</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The locations available and/or the sources of finding out suitable locations for shoot</p> <p>KA2. The relevant production staff to reach out to resolve issues and provide clarifications</p> <p>KA3. The ancillary costs involved in selecting the location namely, the cost of</p>

MES/ N 0602

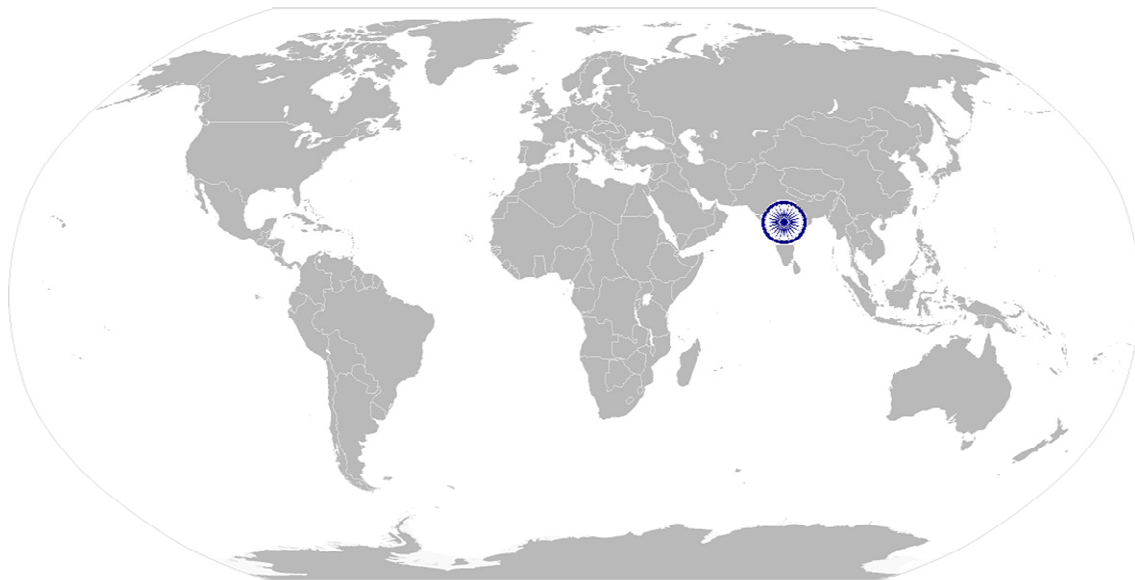
Carry out Location Recces and Finalise Locations

its processes)	transportation, accommodation, storage, security, equipment etc. KA4. The role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to assess the pros and cons of a location, in light of the visual style, creative and production requirements</p> <p>KB2. The type and dimensions (height, width) of equipment required e.g. cranes, grips, lights, cameras, jibs etc. and any specific requirements that need to be catered for at the location</p> <p>KB3. Climate and environmental factors that may impact the shoot and/or production requirements</p> <p>KB4. Security and other safe-keeping arrangements required at the location</p> <p>KB5. The technical infrastructure required for camera, lighting and sound and whether provisions are available at the location</p> <p>KB6. The power needs of production and whether they will be met with at the given location</p> <p>KB7. Applicable health and safety guidelines, and ensuring that the location selected minimizes any risks to the health and safety of the cast and crew</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 the pros and cons of each location and reasons for choosing/rejecting any location</p> <p>SA2. Document additional technical and equipment needs at the location, for reference of the relevant departments</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read about the location, climate and environment factors during the intended shoot duration and time</p> <p>SA4. Read the production budgets to ensure that the location and ancillary costs stay in line</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Liaise with production department to discuss suitability of the location with respect to the production needs, expected problems that might arise, additional requirements, if any</p> <p>SA6. Discuss and confirm the creative and technical requirements of the camera team with the production team</p> <p>SA7. Communicate any health and safety requirements to the production team</p>

MES/ N 0602

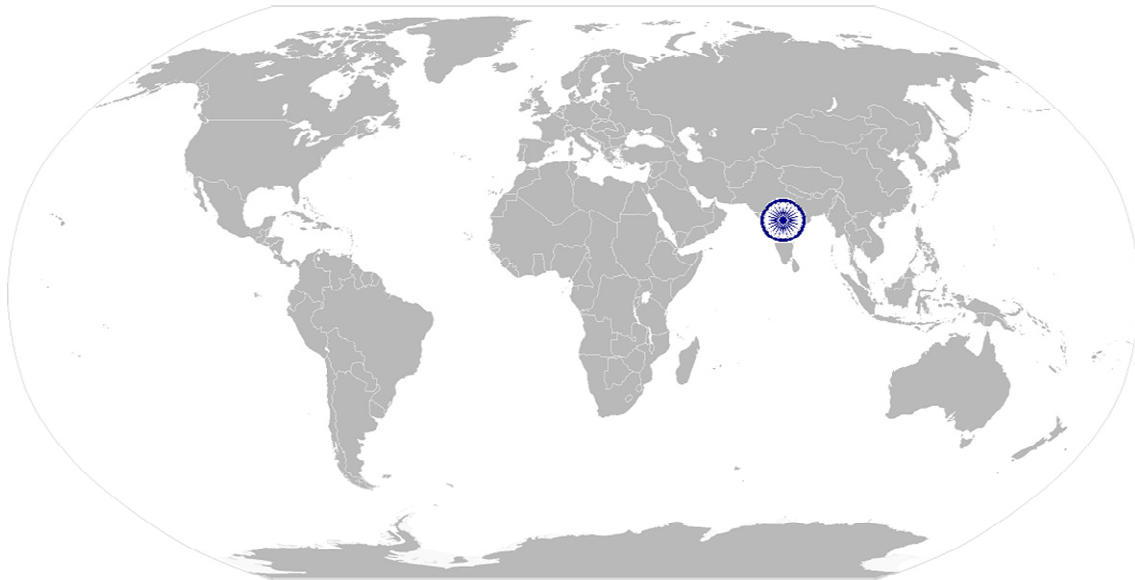
Carry out Location Recces and Finalise Locations

	and assign responsibility for needs to be taken care of
B. Professional Skills	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Identify problems with successful execution at the location and resolve them in consultation with the production team</p>

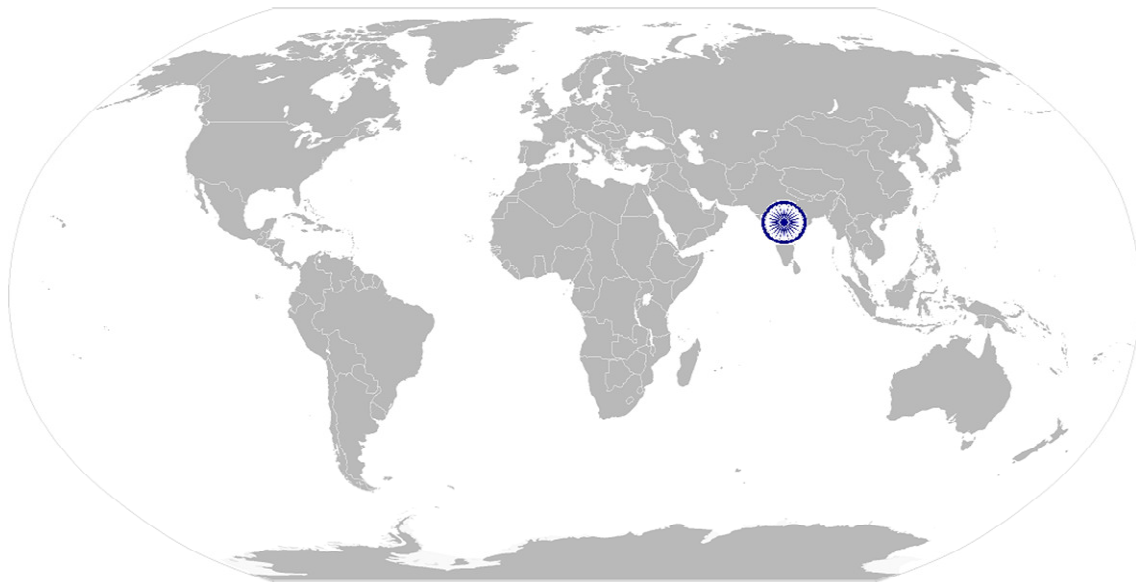


NOS Version Control

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Industry Sub-sector	Film, Television, Animation	Last reviewed on	Dd/mm/yy
		Next review date	Dd/mm/yy



National Occupational Standard




Overview

This unit is about selecting and hiring the right camera crew for the shoot

MES/ N 0603

Recruit Camera Team

National Occupational Standard

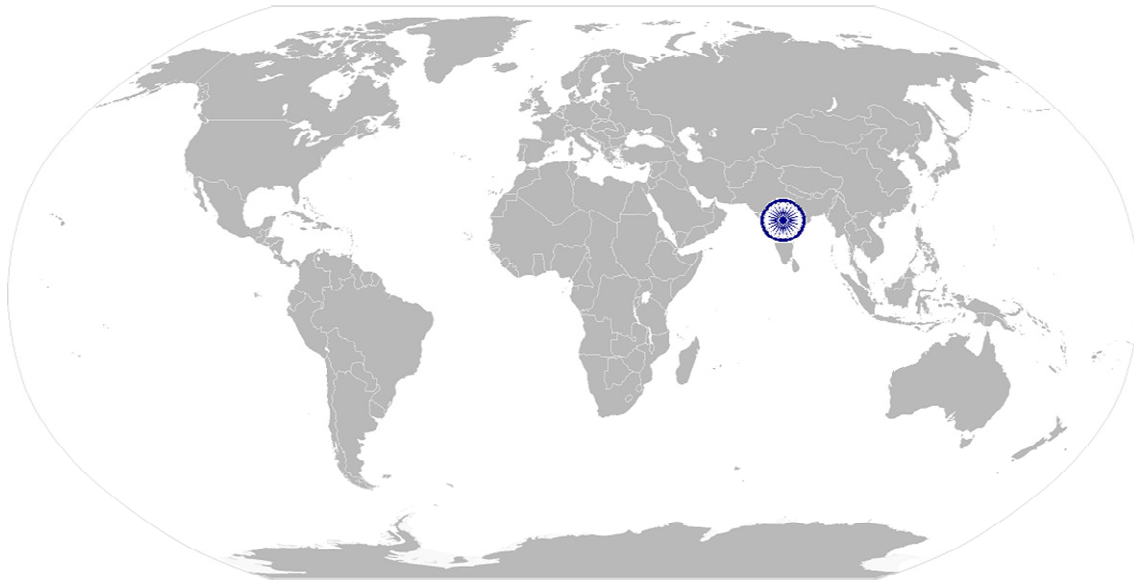
Unit Code	MES / N 0603
Unit Title (Task)	Recruit Camera Team
Description	This OS unit is about selecting and hiring the right camera crew for the shoot
Scope	<p>This unit/task covers the following:</p> <p>Ascertaining the number of people required, duration of involvement and job specifications of each role keeping in mind:</p> <ul style="list-style-type: none"> Type of production: <ul style="list-style-type: none"> Feature films Television series Documentaries Advertisements Animated Films Short Films Type of shoot: <ul style="list-style-type: none"> Single Camera Multi-Camera Geography: <ul style="list-style-type: none"> Domestic International Locations: <ul style="list-style-type: none"> Studio Indoor Outdoor Type of equipment that would need to be operated Special requirements, if any  <p>Selecting appropriate sources of recruitment:</p> <ul style="list-style-type: none"> Recruitment agencies Industry bodies/associations Industry databases e.g. IMDB Prior experience Industry/professional network <p>Selecting the right camera crew based on the size of the production. This could include the following roles:</p> <ul style="list-style-type: none"> Camera Operator Assistant Cameramen <ul style="list-style-type: none"> First Assistant Second Assistant Camera attendants

Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <ul style="list-style-type: none"> PC1. Ascertain the number of people required and duration of involvement for each role PC2. Shortlist profiles and conduct interviews and practical tests to establish a fit for each role PC3. Negotiate and finalise candidate salaries within the hiring budget allocated for the camera team PC4. Finalise relevant contractual documentation to complete the hiring process
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> <ul style="list-style-type: none"> KA1. The creative requirements of the production KA2. The technical, budget and time constraints applicable KA3. The role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. How to identify the skills, competencies and outcomes required for each role from the script and on the basis of the creative and technical requirements of production KB2. How to evaluate and select the most suitable source(s) for recruitment KB3. How to judge the strengths, weaknesses and suitability of candidates against the job specifications of each role KB4. The types of practical tests that can be conducted to gauge the suitability of candidates for each job role and manner of conducting them KB5. The current salary range applicable to each role in the market KB6. How to negotiate on salaries, to ensure the hiring is completed within the budget KB7. Applicable health and safety guidelines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. Document job specifications including the skills, competencies and outcomes of each role SA2. Document records of the hiring process e.g. profiles screened, profiles interviewed, assessments conducted, reasons for selection/rejection SA3. Complete relevant contractual documentation

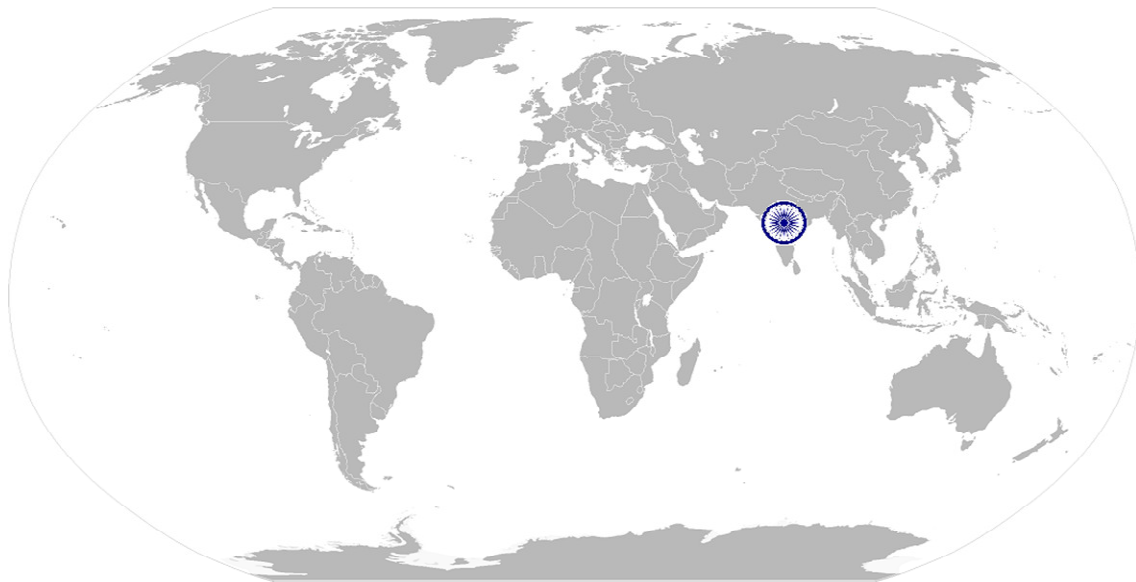
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Read and understand the script and production requirements thoroughly</p> <p>SA5. Screen profiles on the basis of the job specifications established for each role</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Discuss and finalise the hiring budget in collaboration with the Producer and Director</p> <p>SA7. Discuss the requirements and specifications for each role with the Producer and Director</p> <p>SA8. Discuss the shortlisted profiles with the Producer and Director to aid final selection and to establish a match with requirements</p> <p>SA9. Maintain a good relationship with various recruitment sources and a strong network within the industry</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decision on the number of people required</p> <p>SB2. Select people who meet the required skills and competencies expected of each role</p>
	Plan and Organise
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Complete hiring according to the requirements and within agreed timelines</p> <p>SB4. Manage within the agreed budget and minimize overruns</p>

NOS Version Control

NOS Code	MES / N 0603		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	01
Industry	Media and Entertainment	Drafted on	19/04/13
Industry Sub-sector	Film, Television, Animation	Last reviewed on	Dd/mm/yy
		Next review date	Dd/mm/yy



National Occupational Standard



Overview

This unit is about estimating the total equipment requirement and procuring the right camera equipment for the shoot

Estimate and Procure Camera Equipment

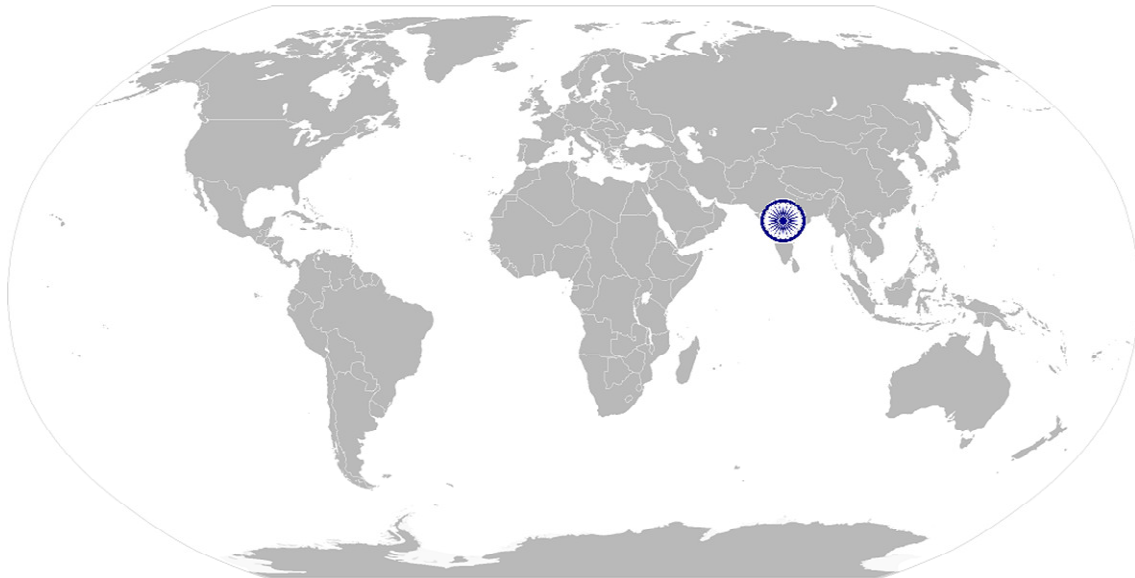
Unit Code	MES / N 0604
Unit Title (Task)	Estimate and Procure Camera Equipment
Description	This OS unit is about estimating the total equipment requirement and procuring the right camera equipment for the shoot
Scope	<p>This unit/task covers the following:</p> <p>Estimating and procuring camera equipment for shoot including:</p> <ul style="list-style-type: none"> • Cameras • Batteries • Lenses • Filters • Tripods • Grips • Dollies • Track • Special effects equipment • Magazines • Clapper boards • Film Stock/Beta Tapes/Memory cards
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify the type of camera equipment that would be best suited to produce the required visual style of production</p> <p>PC2. Estimate the quantity of equipment required and list out the specifications</p> <p>PC3. Collaborate with equipment vendors to source the equipment in advance, to meet shoot schedules</p> <p>PC4. Test the equipment for damages/defects and arrange for replacements, if required</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 equipment that can be sourced in-house and that needs to be sourced through a vendor</p> <p>KA2. The role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction</p>

Estimate and Procure Camera Equipment

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. How to identify camera equipment and stock requirements that would meet the creative and technical requirements of production KB2. The right date, time and place for delivery based on the shoot schedules KB3. How to test the equipment on delivery to ensure that it is in working condition and there are no damages/defects KB4. How to handle the equipment safely KB5. Any special requirements for the equipment e.g. temperature control, magnetic field control etc. that may be required KB6. How to select the most appropriate equipment vendor that would provide the equipment with the desired specifications KB7. Applicable health and safety guidelines, and ensuring that the equipment selected minimizes any risks to the health and safety of the cast and crew
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, track and monitor the list of camera equipment with desired specifications SA2. Document damages/defects on testing the equipment and complete relevant documentation for replacements, if required
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA3. Read the shoot schedules to ensure that the equipment arrives before the shoot dates specified SA4. Keep updated on the various types of cameras, lenses and equipment available in the market and read about the specifications and usage in different shoot situations
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"> SA5. Discuss and clarify requirements with the production department, to ensure that the equipment sourced is sufficient and meets production needs SA6. Maintain a good relationship with equipment vendors/suppliers
	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. Select the camera equipment that will be used throughout the duration of the shoot

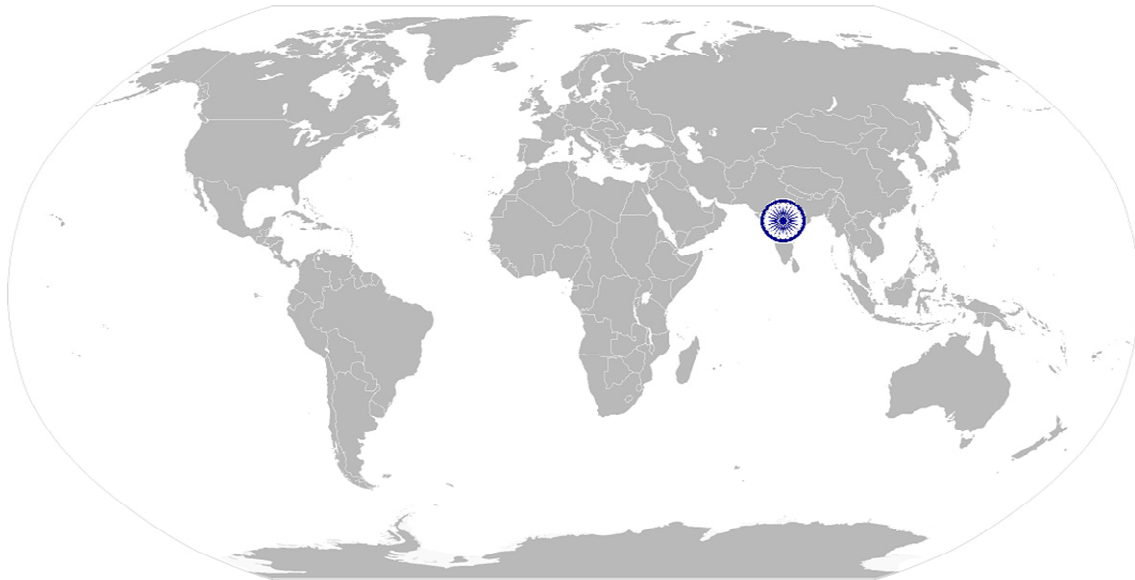
Estimate and Procure Camera Equipment

	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB2. Procure equipment according to the requirements and within agreed timelines
	SB3. Manage within the agreed budget and minimize overruns
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB4. Identify any problems with successful execution of the task and resolve them in consultation with the production team

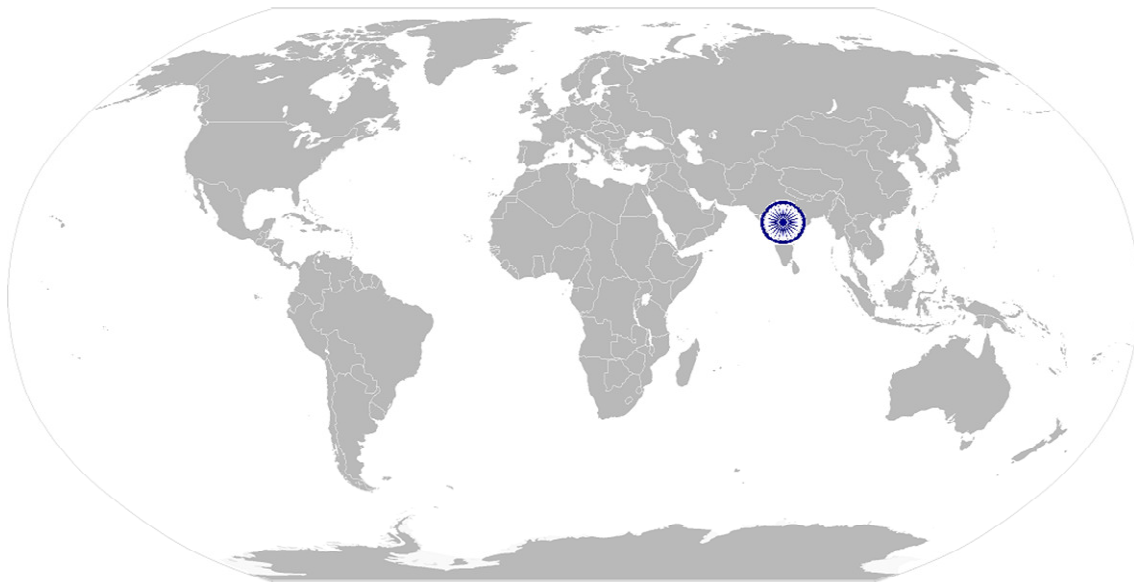


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Industry Sub-sector	Film, Television, Animation	Last reviewed on	Dd/mm/yy
		Next review date	Dd/mm/yy



National Occupational Standard



Overview

This unit is about deciding the shot framing and composition, marking out the camera positions and carrying out rehearsals prior to shoot

MES/ N 0606

Prepare for Shoots

National Occupational Standard

Unit Code	MES/ N 0606
Unit Title (Task)	Prepare for Shoots
Description	This OS unit is about deciding the shot framing and composition, marking out the camera positions and carrying out rehearsals prior to shoot
Scope	<p>This unit/task covers the following:</p> <p>Understanding the focus requirements for different types of shots:</p> <ul style="list-style-type: none"> • Pan • Tilt • Tracking • Static • Zoom • Close-up • Wide-Shot • Master shot • High/low angle shot • Long shot • Mid shot <p>Lay out marks on the set/props/floor to define the path that the artists will take during each shot</p> <p>Marking out the focus lengths for each position based on the distance between the reference points and the camera</p> <p>Refining camera positions and focus lengths during rehearsals</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Establish the focus requirements for each shot, based on the creative and technical requirements of production (DOP)</p> <p>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)</p> <p>PC3. Prepare a focus path for a sequence depending on the movement, timing, start and finish points during shoots (Camera operator and assistant)</p> <p>PC4. Report potential issues to the Producer and Director and relevant teams for rectification (DOP and Camera operator)</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. Understand the overall style and creative aspects of the production</p> <p>KA2. The role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The principles of cinematography</p> <p>KB2. Understanding of optical theory</p> <p>KB3. Understanding of still photography would be an added advantage</p> <p>KB4. Principles of composition and continuity</p> <p>KB5. The focus requirements and camera position(s) for each shot</p> <p>KB6. The relationship between the distance of the camera from the subject, the height at which the camera is placed and movements and how these effect the shot composition</p> <p>KB7. The aspect ratio required for each shoot and the aspect ratio in which the final product will be seen by the audience</p> <p>KB8. How to judge focus lengths to ensure that the shot view will be sharp and achieves the desired framing and composition</p> <p>KB9. How to frame shots to ensure continuity and seamless transition from one shot to another</p> <p>KB10. The various types of cameras, lenses and equipment available in the market</p> <p>KB11. How to update operating skills on new cameras, lenses and equipments in the market</p> <p>KB12. How to test cameras, lenses and equipment and discover faults, if any</p> <p>KB13. How to place cameras according to production requirements in case of multi-camera shoots</p> <p>KB14. How to place set, props and equipment so as to capture the required frame in the shot and ensuring that they do not obstruct the camera view</p> <p>KB15. The mood of each shot and determine shot requirements accordingly</p> <p>KB16. How to measure the distance between the artists/objects/subjects and the camera(s) to ensure the shot gets taken correctly</p> <p>KB17. How to observe for continuity issues that may impact actual shoots</p> <p>KB18. Test focus lengths to ensure they have been set properly</p> <p>KB19. The limitations on camera movements - based on the positioning of the camera, sets, props and equipment during shoots</p> <p>KB20. Applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Note the specifications for each shot - camera distance, height, focus length,</p>

MES/ N 0606

Prepare for Shoots

	aspects ratios, timing, start and finish points etc. to refer to during the shoot
	SA2. Notes for the director, DOP and production team that would help them guide the movement of artists, props and equipment during shoot
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA3. Read and understand the script in detail
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA4. Understand and clarify requirements during production reces and meetings (DOP)
	SA5. Discuss the creative and visual requirements of the shot with the DOP and producer
	SA6. Agree on the positioning of the shot with the DOP, production team and artists
	SA7. Discuss the camera path and timing with the camera and production teams, discuss problems and modifications required
	SA8. Communicate any problems that may affect the desired composition
	SA9. Guide the artists on their movements and timing
B. Professional Skills	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB1. Plan work according to the requirements and agreed timelines
	SB2. Manage within the agreed budget and minimize overruns
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB3. How to discover and resolve any technical problems which may affect composition
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB4. Judge the focal distance/lengths required for each shot to ensure that the picture is sharp and captures all the creative elements required in the frame

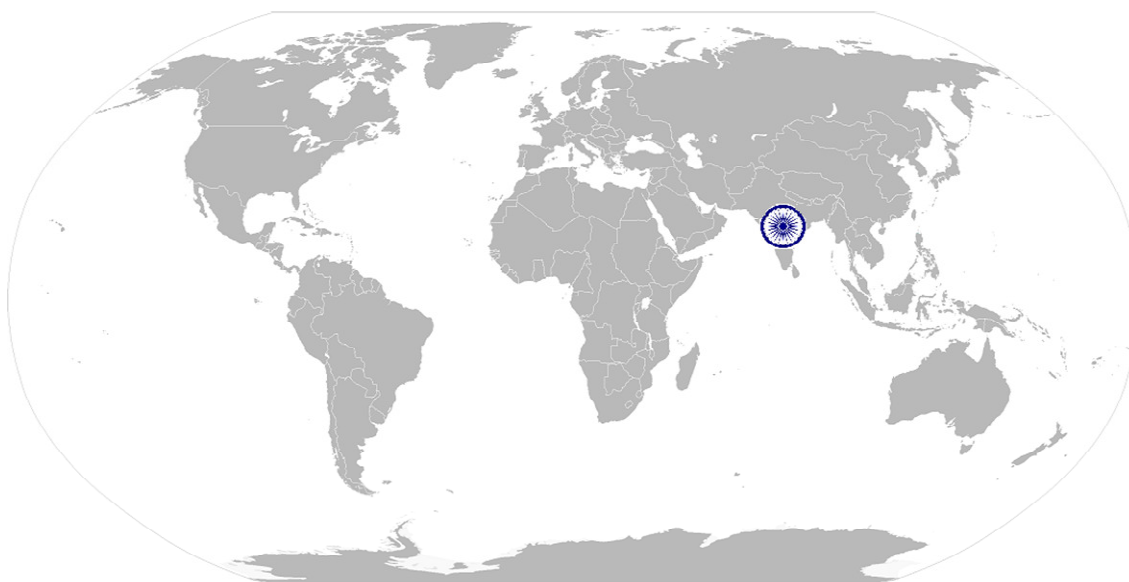


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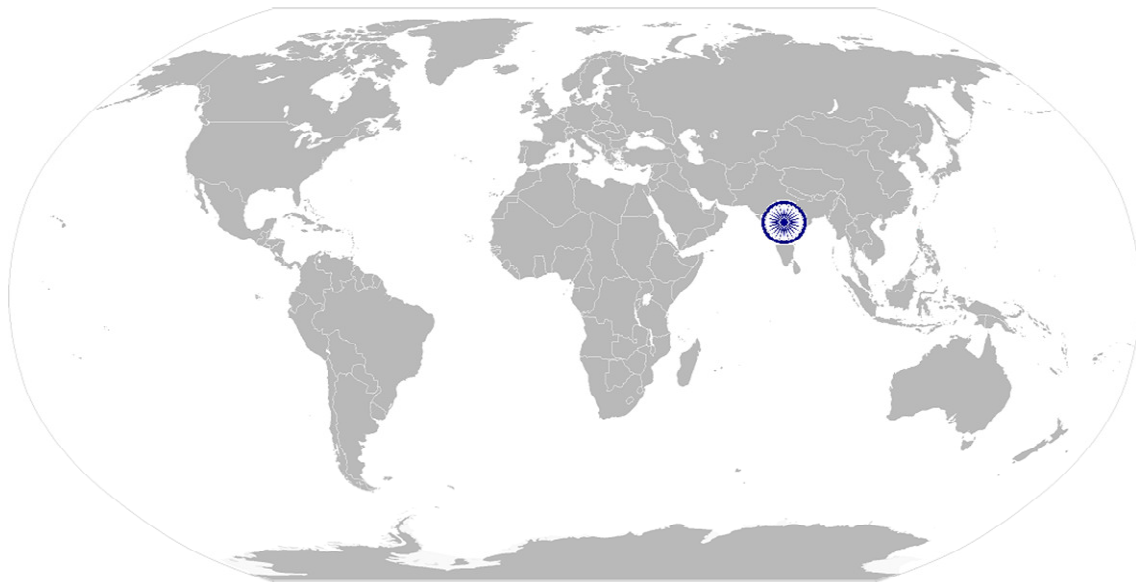
NOS Version Control

Prepare for Shoots

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Industry	Media and Entertainment	Drafted on	19/04/13
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National Occupational Standard



Overview

This unit is about executing camera movements while maintaining the shot framing and composition

MES/ N 0607

Operate Camera during Shoot

National Occupational Standard

Unit Code	MES/ N 0607
Unit Title (Task)	Operate Camera during Shoot
Description	This OS unit is about executing camera movements while maintaining the shot framing and composition
Scope	<p>This unit/task covers the following:</p> <p>Pull focus and operate cameras during shoots based on the focus lengths established for each shot, including the following:</p> <ul style="list-style-type: none"> • Pan • Tilt • Tracking • Static • Zoom • Close-up • Wide-Shot • Master shot • High/low angle shot • Long shot • Mid shot
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Focus and refocus the camera lenses for each shot (Camera Assistant)</p> <p>PC2. Advise actors and performers regarding movement and positions</p> <p>PC3. Make modifications to the focus path, if required, based on any changes in the artists movements (Camera Assistant)</p> <p>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)</p> <p>PC5. Ensure that the creative and technical quality of the shoot meets the desired production and post production standards (DOP)</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. Understand the overall style and creative aspects of the production</p> <p>KA2. The role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction</p>

MES/ N 0607

Operate Camera during Shoot

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. The principles of cinematography KB2. Understanding of still photography would be an added advantage KB3. Principles of composition KB4. The mood of each shot and determine shot requirements accordingly KB5. How the camera position, angle, placement and movement affect the perspective and required depth in the shot KB6. Ensure that each shot is in focus KB7. How to frame the image keeping in mind the visual style, creative and technical requirements of the production KB8. Move the camera on the path charted maintaining the required timing for the shot KB9. How to maintain a steady image during camera movements KB10. How to maintain continuity for shots taken in a sequence KB11. Applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. Refer and conform to the camera specification notes prepared
	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"> SA2. Guide actors and artistes during shoot on their movement and timing SA3. Communicate any problem areas and ensure they get resolved by the relevant teams SA4. Collaborate with the different departments, especially with the lighting and grips department, to achieve the desired technical and creative quality of the image
B. Professional Skills	Plan and Organise
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. Plan work according to the requirements and agreed timelines SB2. Manage within the agreed budget and minimize overruns
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB3. How to resolve any technical problems during shoot

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