Facilitator Guide

Sector
Media and Entertainment

Sub-Sector
Film, Television

Occupation
Production Assistant

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“Skilling is building a better India. If we have to move India towards development then Skill Development should be our mission.”

Shri Narendra Modi
Prime Minister of India
Acknowledgements

Media & Entertainment Skills Council (MESC) would like to express its gratitude to all the individuals and institutions who contributed in different ways towards the preparation of this “Facilitator Guide”. Without their contribution it could not have been completed. Special thanks are extended to those who collaborated in the preparation of its different modules. Sincere appreciation is also extended to all who provided peer review for these modules.

The preparation of this manual would not have been possible without the Media and Entertainment Industry’s support. Industry feedback has been extremely encouraging from inception to conclusion and it is with their input that we have tried to bridge the skill gaps existing today in the Industry.

This manual is dedicated to the aspiring youth who desire to achieve special skills which will be a lifelong asset for their future endeavors.

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Facilitator Guide

About this Guide

This Facilitator Guide is designed to enable training for the specific Qualification Pack (QP). Each National Occupational (NOS) is covered across Unit/s.

Key Learning Objectives for the specific NOS mark the beginning of the Unit/s for that NOS. The symbols used in this book are described below.

Symbols Used

Steps | Time | Tips | Notes | Objectives | Do
--- | --- | --- | --- | --- | ---
Ask | Explain | Elaborate | Field Visit | Practical | Lab
Demonstrate | Exercise | Team Activity | Facilitation Notes | Learning Outcomes | Say
Resources | Activity | Summary | Role Play | Example
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</table>
1. Introduction

Unit 1.1 - Introduction to the Media and Entertainment
Unit 1.2 - Duties and Responsibilities of a Production Assistant
Key Learning Outcomes

At the end of this module, you will be able to:
1. Explain the key features of the Media and Entertainment sector.
2. Discuss various processes and products of Media & Entertainment sector.
3. Learn about the role of Production Assistant in industry.
4. Identify the minimum requirement to become a certified Production Assistant.
5. Describe the work area of Production Assistant.
6. Identify the opportunities available for Production Assistant.
Icebreaker

Unit Objectives

At the end of this unit, you will be able to:
1. Introduce each other
2. Build rapport with fellow students and the trainer
3. Find the interest of students

Resources to be used

• Available objects such as a duster, pen, notebook etc.
• A small bag to be used as parcel

Do

• Make the students stand in a circle, close enough to the person each side of them that they can pass the parcel quickly.
• Say ‘Stop’ when the when students least expect it. The person who has the parcel at that time should get out.
• Those who get out should introduce themselves by providing their names and a little additional information such as favorite hobbies, likes, dislikes etc.
• The winner of the game should stand and introduce himself/herself at the end of the game.

Say

• Thank the students for their participation.

Notes for Facilitation

• You could ask the students who get out during the game to be the music keepers. They can start and stop the music as the game progresses.
• Encourage shy students to provide information about themselves by prompting them with questions such as ‘what do you enjoy doing the most’, ‘what is your favorite movie or book’ etc.
Unit 1.1: Introduction to Media and Entertainment

Unit Objectives

At the end of this unit, students will be able to:

1. Describe the media and entertainment industry in India
2. Describe the growth expected in the media & entertainment industry
3. Explain the various products and processes of the industry
4. Identify some keywords used in the industry

Notes for Facilitation

• Ask the students to define what media and entertainment is.
• Give the students some time and let them discuss with each other to come up with best definition.
• Ask the students if they can find media and entertainment elements around them.
• Discuss about the media and entertainment industry of India and places where it is in force.
• Discuss the role of Bollywood and advertisement industry in India economy.
• Explain the acts, legislations and key bodies related to Media and Entertainment in India.
• Explain the major sub-sectors of media and entertainment sector.
Unit 1.2: Duties and Responsibilities of Production Assistant

Unit Objectives

At the end of this unit, students will be able to:
1. Learn about the role of Production Assistant in industry.
2. Identify the minimum requirement to become a certified Production Assistant.
3. Describe the work area of Production Assistant.
4. Identify the opportunities available for Production Assistant.

Explain

- Explain the job role of Production Assistant
- Describe the opportunities of Production Assistant
- Explain the key skills to be present in a Production Assistant

Ask

- Ask the students about the job or work of Production Assistant.
- Ask the student about the need of Production Assistant in film and television industry.
2. Production Activities and Coordination

Unit 2.1 – Production Activities and Coordination
At the end of this module, students will be able to:

1. Break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming.

2. Lead, or support, the production unit toward successful completion of their tasks.

3. Track progress of filming against the production schedule and budget, in line with one’s role.

4. Anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them.
UNIT 2.1: Production Activities and Coordination

Unit Objectives

At the end of this unit, students will be able to:

1. Break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming.
2. Lead, or support, the production unit toward successful completion of their tasks.
3. Track progress of filming against the production schedule and budget, in line with one’s role.
4. Anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them.

Explain

- Explain the Production activities.
- Explain the Pre and Post Production.
- Explain the Production schedule and Daily tasks.
- Explain the Process of Coordination with Artists & Support Staff.
- Explain the Documentation.

Practical

- Visit to a Production House

Notes for Facilitation

- Ask the students if they know about the roles of various individuals in Production House.
- Ask your students if they know about the activities processed in Film Production.
3. Managing Content

Unit 3.1 – Archiving raw footage & final records
Key Learning Outcomes

At the end of this module, students will be able to:

1. Identify content that needs to be archived (this usually includes the finished product and in certain cases raw footage and older versions).
2. Convert content (or supervise conversion of content) into the required format and according to accepted file naming conventions.
3. Ensure interim and final outputs meet quality standards.
4. Tag and store archived content in a manner that allows for easy access and Retrieval.
Unit 3.1: Archiving Raw Footage & Final Records

Unit Objectives

At the end of this unit, students will be able to:
1. Identify content that needs to be archived (this usually includes the finished product and in certain cases raw footage and older versions).
2. Convert content (or supervise conversion of content) into the required format and according to accepted file naming conventions.
3. Ensure interim and final outputs meet quality standards.
4. Tag and store archived content in a manner that allows for easy access and retrieval.

Notes for Facilitation

• Explain the types of footage.
• Explain the Basic terms of Video and Audio records.
• Explain the Archiving raw footage and final records.

Explain

• Explain the A Roll, B Roll and A+B Roll Footage.
• Explain the Role of Amplifier, Digital Audio Server and Equalizer.
• Explain the HDR, Aspect Ratio and Codec.
• Explain the Laser Disc, Video Mapping and Contrast.

Ask

• Ask the students, if they know about the Types of Footage.
• Ask the students, if they know about Tools used in Production.

Summarize

• Summarize the process of Production Assistant.
4. Assisting Production Staff

Unit 4.1 – Liaising & Supporting Production Staff & Artist
Key Learning Outcomes

At the end of this module, students will be able to:

1. Liaise with assistant directors and support the production.
2. Support and liaise with artists.
3. Relay clear cues from assistant directors to artists.
4. Set up, or assist in setting up, background action as directed by assistant directors and relevant departments.
Unit Objectives

At the end of this unit, students will be able to:
1. Liaise with assistant directors and support the production.
2. Support and liaise with artists.
3. Relay clear cues from assistant directors to artists.
4. Set up, or assist in setting up, background action as directed by assistant directors and relevant departments.

Notes for Facilitation

• Explain the Production Assistant Job Role with Crew Members.
• Explain the potential delays and changes to the schedule.
• Explain the Liaise between relevant people to ensure the swift and effective movement of performers and contributors between the set and unit base.

Practical

• Visit to a Production House and Record the Activities of Production Assistant.

Summarize

• Activities Performed by Production Assistant.
5. Health & Safety Comply with Workplace

Unit 5.1 : Safety, Health and Hygiene
Unit 5.2 : First Aid
Key Learning Outcomes

At the end of this module, students will be able to:

1. Identify the common safety measures while working in studio.
2. Describe the benefits of health.
3. Describe the measures to be taken to maintain hygiene in workshop.
4. Describe about the common accidents that occur in workshop.
5. Describe the preventive measures to be taken to minimize accidents.
6. Learn the procedure to use fire extinguisher
7. Learn the ingredients of First-Aid Kit.
8. Learn the methods of giving First-Aid in case of accident.
Unit 5.1: Maintain Workplace Health and Safety

Unit Objectives

At the end of this unit, students will be able to:

1. State some common reasons of accidents at site.
2. State common accidents and prevention techniques
3. State ways to stay healthy and hygienic (personal hygiene)
4. Describe the common accidents that occur in studio.
5. Describe the preventive measures to be taken to minimize accidents.
6. Learn the procedure to use fire extinguisher
7. Learn the ingredients of First-Aid Kit.
8. Learn the methods of giving First-Aid in case of accident.

Notes for Facilitation

• Discuss the importance of safety at the workplace. Give some live examples if you have.
• Discuss what PPE (Personal Protective Equipment) is.
• Ask the students to discuss the important things to be taken care of while working in workshop.
• Ask the student what is the definition of health.
• Tell the correct definition of health and discuss its importance.
5.1.1: General Safety Rules

**Say**
- There are some safety rules which are common on every type of manufacturing work. Like, you should never drink liquor when you are on work.
- You should not ignore the safety rules as it may cause injury to you and your colleagues nearby.

**Do**
- Explain to the participants the importance safety rules.
- Divide the class into two groups and ask them to tell general safety rules one by one.
- If first group is not able to suggest safety rule then pass it to other.
- Give points to the groups on each correct safety rule suggested for engraving studio.

**Demonstrate**
- Rearrange the desks in the classroom in random way so that there is very narrow passage to pass through them.
- Ask one student to run through the passage and ask the other student to run behind him to catch.
- Soon the student will get stuck in the passage or hit the desk. Tell the students if the things were arranged properly this should not have happened.

**Steps: General Safety Rules**
- Work intelligently.
- Keep studio space neat and orderly.
- Ensure appropriate ventilation.
- Have proper protective gear and cleaning supplies available.
- Wash hands and other exposed body parts after working, and before eating or using the bathroom.
- Maintain your health and fitness.

**Summarize**
- Summarize the general safety rules.
5.1.2: Health

Say

- There is a famous proverb “Health is Wealth” which means if a person is healthy he/she can do work and earn wealth.
- As defined by World Health Organization (WHO), Health is a "State of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity."
- We should always stay healthy by mind, body and soul.

Explain

- Explain to the participants the importance of health.
- Explain the methods to stay mentally healthy.
- Explain the methods to stay physically healthy.
- Explain why it is important to be healthy by soul means having good thoughts for work as well as your colleagues.

Demonstrate

- Demonstrate the ill effects of bad habits on health via videos and encourage the students to quit bad habits if they have any.

Summarize

- Summarize the methods to stay healthy and fit.
5.1.3: Maintaining Personal Hygiene

Say
- Personal hygiene is a very important aspect of human which differentiate us from animals.
- Personal hygiene involves very basic things like taking bath regularly, brushing teeth etc.

Explain
- Explain the importance of maintaining personal hygiene.
- Explain how we can maintain personal hygiene.

Demonstrate
- Demonstrate the effect of not maintaining personal hygiene with the help of videos.

Summarize
- Summarize the methods to maintain personal hygiene.
5.1.4: What is an Accident?

Say

- An accident is a specific, unpredictable, unusual and unintended external action which occurs in a particular time and place, with no apparent and deliberate cause but with marked effects.

Explain

- Explain the types of accidents.

Demonstrate

- Demonstrate the common occurring accidents through videos or chart.

Summarize

- Summarize the types of accidents and measures to be taken to stop them.
5.1.5: What is a Fire Extinguisher?

**Say**
- Fire extinguishers are fire protection devices used to extinguish or control small fires.

**Explain**
- Explain the types of fire extinguishers.
- Explain the use of different types of fire extinguishers.
- Explain the importance of proper pressure in the fire extinguisher and how to read pressure.

**Demonstrate**
- Demonstrate the types of fire extinguishers.
- Demonstrate the parts of fire extinguisher and use of each part.

**Summarize**
- Summarize the types of accidents and measures to be taken to stop them.
Activity

- Ask the students to assemble together.
- Explain the purpose and duration of the activity.
- Set guidelines pertaining to discipline and expected tasks.

<table>
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<tr>
<th>Skill Practice</th>
<th>Time</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of different type of Fire</td>
<td>6 hours</td>
<td>Extinguisher, wood, plastic, electric supply and arrangement for short circuit, petrol to set mock fire</td>
</tr>
</tbody>
</table>

Do

- Ask the volunteer to come forward for using Fire Extinguisher.
- Ask the rest of students to keep a safe distance from the mock test area and watch very carefully.
- Go around and make sure the distance is safe.
- Handle different type of fire extinguishers to volunteers.
- Charge different type of mock fires in the open area and ask volunteers to extinguish the fire.
5.2 : First Aid and First Aid Kit

**Say**
- First Aid is the assistance given to any person suffering a sudden illness or injury with care provided to preserve life, prevent the condition from worsening, or promote recovery.
- First Aid Kit is an important part of tool kit. Accidents can occur anywhere so First Aid Kit should always be available in the toolbox.

**Explain**
- Explain the importance of First Aid Kit.
- Explain the methods of first aid in different situations.

**Demonstrate**
- Demonstrate the First Aid procedures in different situations.

**Summarize**
- Summarize the items in First Aid kit and the procedure to give first aid in different situations.
**Role Play**

- Ask the students to assemble together.
- Form the groups of 2-2 students.
- Ask one student in a group to provide first aid to other student in a given situation.
- Similarly, give different situations of first aid to each student.

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<thead>
<tr>
<th>Skill Practice</th>
<th>Time</th>
<th>Resources</th>
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</thead>
<tbody>
<tr>
<td>Providing First Aid</td>
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<td>First Aid kit, notebook</td>
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<tr>
<td></td>
<td></td>
<td>First Aid kit, notebook</td>
</tr>
</tbody>
</table>

**Do**

- Note down the performance of each group in providing first-aid.
- Once the role play is over, discuss the good and bad of students’ performance.
4.1.7: Personal Protective Equipment (PPE)

Say

- Personal protective equipment (PPE) refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer’s body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

Explain

- Explain the importance of PPE.

Demonstrate

- Demonstrate the components of personal protective equipment.
7. Annexures

Annexure I: Training Delivery Plan
Annexure II: Assessment Criteria
## Annexure I

### Training Delivery Plan

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<th>Training Delivery Plan</th>
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<tr>
<td>Qualification Pack Name &amp; Ref. ID: Production Assistant &amp; Ref ID: MES/Q 2805</td>
</tr>
<tr>
<td>Version No.</td>
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<tr>
<td>Pre-requisites to Training</td>
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<td>Training Outcomes</td>
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<td>S. No.</td>
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</tbody>
</table>
| 1      | Introduction to Trade | Introduction to Production Assistant Course | • Learn about the role of Production Assistant in industry.  
• Identify the minimum requirement to become a certified Production Assistant.  
• Describe the work area of Production Assistant.  
• Identify the opportunities available for Production Assistant. | MES/N2809 PC1,PC2,PC3,PC4,KA1,KA2,KA3,KB1,KB2,KB3,KB4,KB5,KB6,KB7,KB8,KB9,KB10,KB11,KB12,KB13,KB14,KB15,KB16 |  • Instructor Led Training  
• Demonstration | Laptop, PowerPoint, Handouts, posters, film clips, white board, marker, projector | 4 Hr |
| 1      | Practical Session | Group Discussion on benefits of becoming Production Assistant. Also, discuss about the foreign job opportunities. | • Break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming  
• Lead, or support, the production unit toward successful completion of their tasks  
• Track progress of filming against the production schedule and budget, in line with one’s role  
• Anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them | MES/N2809 PC1,PC2,PC3,PC4,SA1,SA2,SA3,SA4,SA5,SA6,SA7,SA8,SB1,SB2,SB3,SB4,SB5,SB6,SB7 |  • Instructor Led Training  
• Group Discussion  
• Visit to an animation studio | 12 Hr |
<p>| 2      | Production Activities and Coordination | Practical Session 1 | • Visit a production house and record activities of production assistant | MES/N2809 PC1,PC2,PC3,PC4,SA1,SA2,SA3,SA4,SA5,SA6,SA7,SA8,SB1,SB2,SB3,SB4,SB5,SB6,SB7 | Hands on Practical individually | Laptop, PowerPoint, white board, marker, projector | 16 Hr |
| 2      | Production Activities and Coordination | Practical Session 2 | • Perform coordination activities in a production house | MES/N2809 PC1,PC2,PC3,PC4,SA1,SA2,SA3,SA4,SA5,SA6 | Hands on Practical individually | Laptop, PowerPoint, white board, marker, projector | 16 Hr |</p>
<table>
<thead>
<tr>
<th>3</th>
<th>Managing Content</th>
<th>Interpreting the requirements of the script to understand the colour keys required with respect to the individual’s job role.</th>
<th>SA7,SA8,SB1,SB2,SB3,SB4,SB5,SB6,SB7</th>
<th>Laptop, PowerPoint &amp; white board, marker, projector, raw footages, archives, storage racks and bins</th>
<th>16 Hr</th>
</tr>
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<tr>
<td>4</td>
<td>Liasing &amp; Supporting Production Staff &amp; Artist</td>
<td>Relay clear cues from assistant directors to artists</td>
<td>MES/N2815 PC1,PC2,PC3,PC4,PC5,PC6,PC7,PC8,KA1,KA2,KB1,KB2,KB3,KB4,KB5,KB6,KB7,KB8</td>
<td>Laptop, PowerPoint &amp; white board, marker, projector</td>
<td>16 Hr</td>
</tr>
</tbody>
</table>
| Practical Sessions | • Brief artists and contributors on studio or location codes of practice  
• Liaise between relevant people to ensure the swift and effective movement of performers and contributors between the set and unit base  
• Distribute call sheets and other paperwork promptly and efficiently | MES/N2815 PC1,PC2,PC3,PC4,PC5,PC6,PC7,PC8,PC9,SA1,SA2,SA3,SA4,SB1,SB2,SB3,SB4,SB5,SB6,SB7,SB8 | Hands on Practical Group Discussion | Laptop, PowerPoint & white board, marker, projector |
|-------------------|----------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|------------------------------------------------|
| Importance of Safety, Health & Hygiene | • Perform quality checks on color keying earlier done and amend them accordingly | MES/N 0104 PC1,PC2,PC3,PC4,PC5,PC6,PC7,PC8,PC9,PC10,PC11,PC12,KA1,KA2,KA3,KA4,KB1,KB2,KB3,KB4,KB5,KB6,SB1,SB2,SB3,SB4,SB5,SA1,SA2,SA3,SA4,SA5 | • Instruct Led Training  
• Demonstration  
• Multimedia  
• Group Discussion | Laptop, white board, marker, projector, Work safety and ergonomics chart, Fire Extinguisher First-Aid Kit |
| Safety, Health and Hygiene | • Comply with health and safety related instructions applicable to the workplace  
• Use and maintain personal protective equipment as per protocol  
• Carry out own activities in line with approved guidelines and procedures  
• Maintain a healthy lifestyle and guard against dependency on intoxicants  
• Follow environment management system related procedures  
• Store materials and tools in line with manufacturer’s and organizational requirements  
• Safely handle and move waste and debris  
• Minimize health and safety risks to self and others due to own actions  
• Seek clarifications, from supervisors or other authorized personnel in case of perceived risks  
• Monitor the workplace and work processes for potential risks and threats | | | |

16 Hr

8 Hr
<table>
<thead>
<tr>
<th>Quiz Test</th>
<th>• Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MES/ N 0104 PC1,PC2,PC3,PC4,PC5,PC6,PC7,PC8,PC9,PC10,PC11,PC12,KA1,KA2,KA3,KA4,KB1,KB2,KB3,KB4,KB5,KB6,SB1,SB2,SB3,SB4,SB5,SB6,SB7,SA1,SA2,SA3,SA4,SA5</td>
</tr>
<tr>
<td>Quiz on Personal health management and Group Discussion on Personal Protective Equipment (PPE)</td>
<td>Quiz Group Discussion 8 Hr</td>
</tr>
<tr>
<td></td>
<td>• Report hazards and potential risks/ threats to supervisors or other authorized personnel</td>
</tr>
<tr>
<td></td>
<td>• Participate in mock drills/ evacuation procedures organized at the workplace</td>
</tr>
<tr>
<td></td>
<td>• Undertake first aid, fire-fighting and emergency response training, if asked to do so</td>
</tr>
<tr>
<td></td>
<td>• Take action based on instructions in the event of fire, emergencies or accidents</td>
</tr>
<tr>
<td></td>
<td>• Follow organisation procedures for evacuation when required</td>
</tr>
<tr>
<td></td>
<td>• Instructor Led Training</td>
</tr>
<tr>
<td></td>
<td>• Demonstration</td>
</tr>
<tr>
<td></td>
<td>• PPTs, Handbook, PPE, Fire Extinguisher, First Aid Kit 8 Hr</td>
</tr>
<tr>
<td>First Aid</td>
<td>Practical Session 1</td>
</tr>
<tr>
<td>Practical on use of Fire Extinguisher on different type of fires</td>
<td>• Hands on Practical in group</td>
</tr>
<tr>
<td></td>
<td>Fire Extinguisher 8 Hr</td>
</tr>
<tr>
<td></td>
<td>MES/ N 0104 PC1,PC2,PC3,PC4,PC5,PC6,PC7,PC8,PC9,PC10,PC11,PC12,KA1,KA2,KA3,KA4,KB1,KB2,KB3,KB4,KB5,KB6,SB1,SB2,SB3,SB4,SB5,SB6,SB7,SA1,SA2,SA3,SA4,SA5</td>
</tr>
<tr>
<td>Practical Session 2</td>
<td>Role Play on First Aid and Group Discussion</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------</td>
</tr>
</tbody>
</table>
| Entreprneurship and Softskill 6 | • Explain the meaning of health  
• List common health issues  
• Discuss tips to prevent common health issues  
• Explain the meaning of hygiene  
• Understand the purpose of Swach Bharat Abhiyan  
• Recall the functions of basic computer keys  
• Discuss the main applications of MS Office  
• Discuss the benefits of Microsoft Outlook  
• Discuss the different types of e-commerce  
• List the benefits of e-commerce for retailers and customers  
• Discuss how the Digital India campaign will help boost e-commerce in India  
• Explain how you will sell a product or service on an e-commerce platform  
• Discuss the need for CRM  
• Discuss the benefits of CRM  
• Discuss the need for networking | • Hands on Practical in group  
• Group Discussion |
|                      | First Aid Kit 8 Hr | Handbook, White board, marker, computer | 40 Hr |
### Annexure II

**Assessment Criteria**

**CRITERIA FOR ASSESSMENT OF TRAINEES**

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Production Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Role</strong></td>
<td>Production Assistant</td>
</tr>
<tr>
<td><strong>Qualification Pack</strong></td>
<td>MES/ Q 2805, v1.0</td>
</tr>
<tr>
<td><strong>Sector Skill Council</strong></td>
<td>Media &amp; Entertainment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Guidelines for Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Criteria for assessment for each Qualification Pack will be created by the Media and Entertainment Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.</td>
</tr>
<tr>
<td>2</td>
<td>Each NOS will be assessed both for theoretical knowledge and practical</td>
</tr>
<tr>
<td>3</td>
<td>The assessment for the theory &amp; Practical part will be based on knowledge bank of questions created by the AA and approved by SSC.</td>
</tr>
<tr>
<td>4</td>
<td>Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre</td>
</tr>
<tr>
<td>5</td>
<td>To pass the Qualification Pack, every trainee should score a minimum of 60% in every NOS</td>
</tr>
<tr>
<td>6</td>
<td>In case of successfully passing only certain number of NOS’s, the trainee is eligible to take subsequent assessment on the balance NOS’s to pass the Qualification Pack</td>
</tr>
<tr>
<td>NOS</td>
<td>NOS NAME</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>MES/ N 2809 Coordinate Production Activities</td>
</tr>
<tr>
<td>2</td>
<td>MES/ N 2812 Manage Content Archival</td>
</tr>
<tr>
<td>3</td>
<td>MES/ N 2815 Assist performers, contributors and crew</td>
</tr>
<tr>
<td>4</td>
<td>MES/ N 0104 Maintain workplace health and safety Description</td>
</tr>
</tbody>
</table>

**Job Role:** Production Assistant

**Assessment Outcomes**

<table>
<thead>
<tr>
<th>Assessment Outcomes</th>
<th>Assessment criteria for outcomes</th>
<th>Marks Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Mark</td>
<td>Out Of Theory</td>
</tr>
<tr>
<td>MES/N 2809 (Coordinate Production Activities)</td>
<td>PC1. Break-down the production schedule into a daily task list and manage day to day activities during filming</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>PC2. Lead the full production unit toward successful completion of their tasks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PC3. Track progress of filming against the production schedule and budget</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PC4. Anticipate potential delays/ budget overruns, escalate these to the relevant departments and identify ways to minimize them</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

**Assessment Outcomes**

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Mark</td>
<td>Out Of Theory</td>
</tr>
<tr>
<td>MES/N 2812</td>
<td>PC1. Identify content that needs to</td>
<td>100</td>
</tr>
</tbody>
</table>
(Manage Content Archival)

- be archived (this usually includes the finished product and in certain cases raw footage and older versions)

PC2. Convert content (or supervise conversion of content) into the required format and according to accepted file naming conventions
PC3. Ensure interim and final outputs meet quality standards
PC4. Tag and store archived content in a manner that allows for easy access and retrieval

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>MES/N 2815</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Assist performers, contributors and crew)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC1. Relay clear cues from assistant directors to artists</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>PC2. Set up, or assist in setting up, background action as directed by assistant directors and relevant departments</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>PC3. Liaise with assistant directors to ensure that there is adequate transport as required at key points during the filming day</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>PC4. Keep assistant directors informed of shot progress, and of potential delays and changes to the schedule</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>PC5. Maintain accurate records of artists on set, and of lunch and wrap time</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>PC6. Liaise sensitively with artists of differing temperaments</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>PC7. Brief artists and contributors on studio or location codes of practice</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>PC8. Liaise between relevant people to ensure the swift and effective movement of performers and contributors between the set and unit base</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>PC9. Distribute call sheets and other paperwork promptly and efficiently</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>30</td>
</tr>
</tbody>
</table>

Assessment Outcomes

<table>
<thead>
<tr>
<th>Assessment criteria for outcomes</th>
<th>Marks Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MES/N0104</td>
<td></td>
</tr>
<tr>
<td>(Maintain workplace health and safety)</td>
<td></td>
</tr>
<tr>
<td>PC1. Understand and comply with the organisation’s current health, safety and security policies and procedures</td>
<td>10</td>
</tr>
<tr>
<td>PC2. Understand the safe working practices pertaining to own occupation</td>
<td>10</td>
</tr>
<tr>
<td>PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
<tr>
<td>PC4. Participate in organization health and safety knowledge sessions and drills</td>
<td>5</td>
</tr>
<tr>
<td>PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</td>
<td>10</td>
</tr>
<tr>
<td>PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</td>
<td>10</td>
</tr>
<tr>
<td>PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety</td>
<td>10</td>
</tr>
<tr>
<td>PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures</td>
<td>10</td>
</tr>
<tr>
<td>PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person</td>
<td>5</td>
</tr>
<tr>
<td>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</td>
<td>10</td>
</tr>
<tr>
<td>PC11. Follow organisation’s emergency procedures for accidents, fires or any other natural calamity in case of a hazard</td>
<td>10</td>
</tr>
<tr>
<td>PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual’s authority</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Do

- Explain each Guideline for Assessment in detail
- Explain the score that each trainee needs to obtain
- Recapitulate each NOS one-by-one and take participants through the allocation of marks for Theory and Skills Practical.
- Explain the Allocation of Marks. Explain that they will be assessed on Theory and Skills Practical.
- Explain that for the first NOS, <50> marks are allotted for Theory and &<50>for Skills Practical.
Notes

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
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__________________________________________________________________________________
__________________________________________________________________________________