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Media & Entertainment Skills Council

Facilitator Guide



Sector
Media and Entertainment

Sub-Sector
Film, Television

Occupation
Production Assistant

Reference ID: MES/ Q 2805, Version 1.0

Production Assistant



Shri Narendra Modi

Prime Minister of India

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

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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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



Demonstrat



Exercise



Team Activity



Facilitation Notes



Learning Outcomes



Say



Resources



Activity



Summary



Role Play



Example



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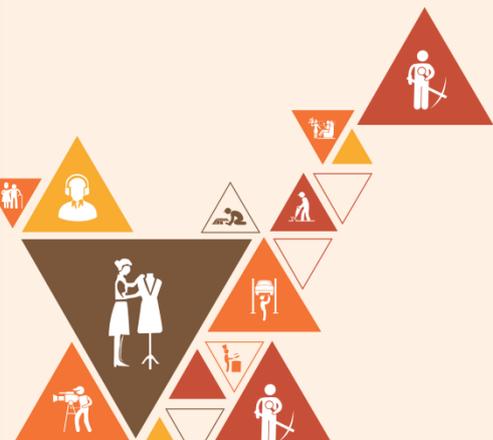
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1. Introduction

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.



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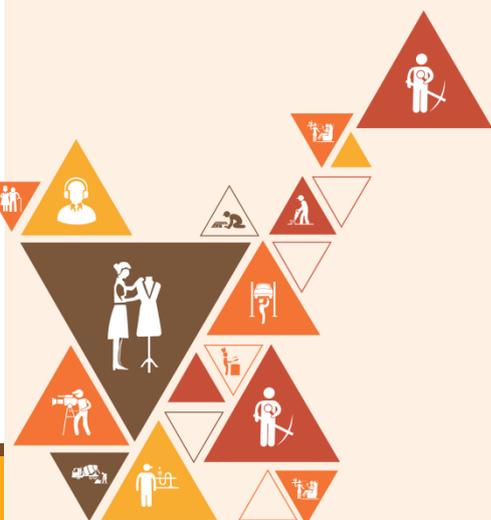
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2. Production Activities and Coordination

Unit 2.1 – Production Activities and Coordination



MES/N 2809

Key Learning Outcomes



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.



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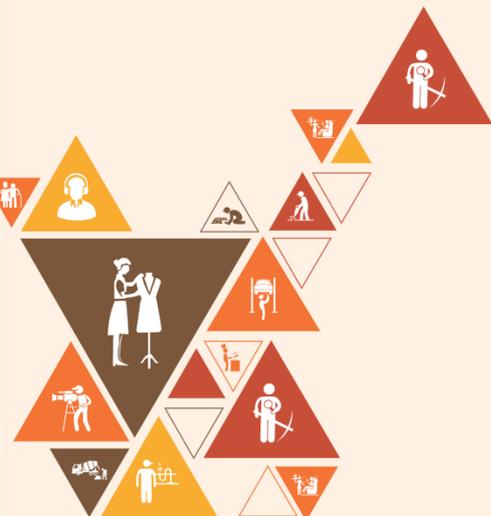
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3. Managing Content

Unit 3.1 – Archiving raw footage & final records



MES/ N 2812

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.





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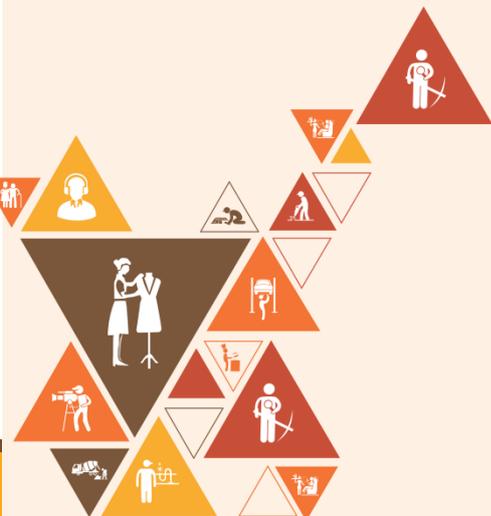
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4. Assisting Production Staff

Unit 4.1 – Liaising & Supporting Production Staff & Artist



MES/ N 2815

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 4.1: Liaising & Supporting Production Staff & Artist

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.

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.

Unit5.1: 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 device used to extinguish or control small fires.

Explain



- Explain the types of fire extinguishers.
- Explain the use of different type 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.

Skill Practice	Time	Resources
Use of different type of Fire Extinguisher	6 hours	Fire Extinguisher, wood, plastic, electric supply and arrangement for short circuit, petrol to set mock fire

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.

Skill Practice	Time	Resources
Providing First Aid	8 hours	First Aid kit, notebook
		First Aid kit, notebook

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.



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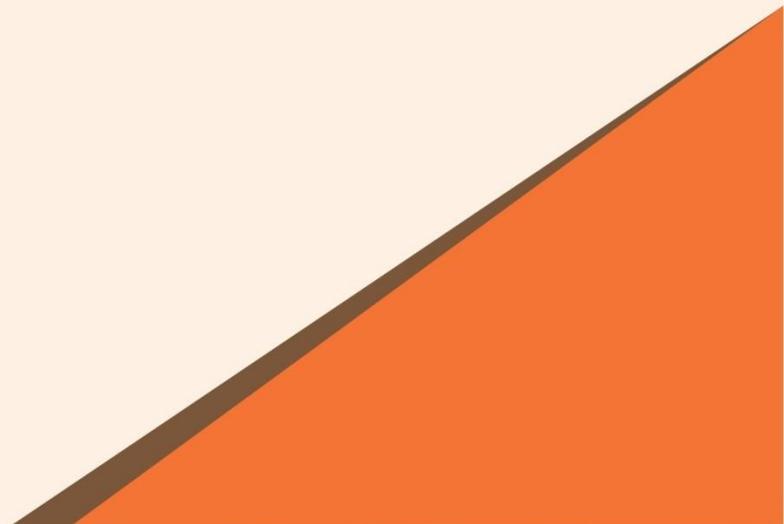


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7. Annexures

Annexure I: Training Delivery Plan

Annexure II: Assessment Criteria



Annexure I

Training Delivery Plan

Training Delivery Plan			
Program Name:	Production Assistant		
Qualification Pack Name & Ref. ID	Production Assistant & Ref ID: MES/ Q 2805		
Version No.	1.0	Version Update Date	20/03/2020
Pre-requisites to Training	Experience: Class XII to Graduate or Diploma in Film Production		
Training Outcomes	<p>By the end of this program, the participants would have achieved the following competencies:</p> <ul style="list-style-type: none"> • 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 • Identify content that needs to be archived (this usually includes the finished product and in certain cases raw footage and older versions) • Convert content (or supervise conversion of content) into the required format and according to accepted file naming conventions • Ensure interim and final outputs meet quality standards • Tag and store archived content in a manner that allows for easy access and retrieval • Set up, or assist in setting up, background action as directed by assistant directors and relevant departments • Liaise with assistant directors to ensure that there is adequate transport as required at key points during the filming day • Keep assistant directors informed of shot progress, and of potential delays and changes to the schedule • Distribute call sheets and other paperwork promptly and efficiently • Coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required • Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency. • Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms. • Ensure own personal health and safety, and that of others in the workplace through precautionary measures 		

S. No.	Module	Sessions	Session Objectives	NOS Reference	Methodology	Training Tools/Aids	Hr
1	Introduction to Trade	Introduction to Production Assistant Course	<ul style="list-style-type: none"> 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. 		<ul style="list-style-type: none"> Instructor Led Training Demonstration 	Laptop, PowerPoint & Hand-outs, posters, film clips, white board, marker, projector	4 Hr
		Practical Session	Group Discussion on benefits of becoming Production Assistant. Also, discuss about the foreign job opportunities.		<ul style="list-style-type: none"> Group Discussion Visit to an animation studio 	-	8Hr
2	Production Activities and Coordination	Production Activities and Coordination	<ul style="list-style-type: none"> 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,KA1,KA2,KA3,KB1,KB2,KB3,KB4,KB5,KB6,KB7,KB8,KB9,KB10,KB11,KB12,KB13,KB14,KB15, KB16	<ul style="list-style-type: none"> Instructor Led Training Group Discussion Demonstration 	Laptop, PowerPoint & white board, marker, projector	12 Hr
		Practical Session 1	<ul style="list-style-type: none"> 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, Notebook	16 Hr
		Practical Session 2	<ul style="list-style-type: none"> 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

				SA7,SA8,SB1,SB2,SB3,SB4,SB5,SB6,SB7			
3	Managing Content	Archiving Raw Footage & Final Records	<ul style="list-style-type: none"> Interpreting the requirements of the script to understand the colour keys required with respect to the individual's job role Maintaining consistency across all production elements Add colour to line drawings in accordance with the colour keys established, under supervision Check that the colour keys picked out and added to the drawings match the production requirements Ensure consistency amongst all the characters 	MES/ N 2812 PC1,PC2,PC3,PC4,KA1,KA2,KB1,KB2,KB3,KB4,KB5,KB6,KB7,KB8,KB9	<ul style="list-style-type: none"> Instructor Led Training Group Demonstration Multimedia 	Laptop, PowerPoint & white board, marker, projector, raw footages, archives, storage racks and bins	16 Hr
		Practical Session	Perform archiving of footages and records of a production house	MES/N 2812 PC1,PC2,PC3,PC4,SA1,SA2,SA3,SA4,SA5,SB1,SB2,SB3,SB4,SB5,SB6,SB7, SB8	<ul style="list-style-type: none"> Hands on Practical Individually 	Laptop, PowerPoint & white board, marker, projector, raw footages, archives, storage racks and bins	24 Hr
4	Assisting Production Staff	Liaising & Supporting Production Staff & Artist	<ul style="list-style-type: none"> Relay clear cues from assistant directors to artists Set up, or assist in setting up, background action as directed by assistant directors and relevant departments Liaise with assistant directors to ensure that there is adequate transport as required at key points during the filming day Keep assistant directors informed of shot progress, and of potential delays and changes to the schedule Maintain accurate records of artists on set, and of lunch and wrap time Liaise sensitively with artists of differing temperaments 	MES/N2815 PC1,PC2,PC3,PC4,PC5,PC6,PC7,PC8,PC9,KA1,KA2,KB1,KB2,KB3,KB4,KB5,KB6,KB7	<ul style="list-style-type: none"> Instructor Led Training Group Demonstration 	Laptop, PowerPoint & white board, marker, projector	16 Hr

			<ul style="list-style-type: none"> 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 				
		Practical Sessions	<ul style="list-style-type: none"> Perform quality checks on color keying earlier done and amend them accordingly 	MES/N2815 PC1,PC2,PC3,PC4,PC5,PC6,PC7,PC8,PC9,SA1,SA2,SA3,SA4,SB1,SB2,SB3,SB4,SB5,SB6,SB7,SB8	<ul style="list-style-type: none"> Hands on Practical Group Discussion 	Laptop, PowerPoint & white board, marker, projector	16 Hr
5	Importance of Safety, Health & Hygiene	Safety, Health and Hygiene	<ul style="list-style-type: none"> 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 	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	<ul style="list-style-type: none"> Instructor Led Training Demonstration Multimedia Group Discussion 	Laptop, white board, marker, projector, Work safety and ergonomics chart, Fire Extinguisher First-Aid Kit	8 Hr

		<ul style="list-style-type: none"> Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned 				
	Quiz Test	Quiz on Personal health management and Group Discussion on Personal Protective Equipment (PPE)	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	Quiz Group Discussion	Quiz sheet with questions and answers, PPE	8 Hr
	First Aid	<ul style="list-style-type: none"> Report hazards and potential risks/ threats to supervisors or other authorized personnel Participate in mock drills/ evacuation procedures organized at the workplace Undertake first aid, fire-fighting and emergency response training, if asked to do so Take action based on instructions in the event of fire, emergencies or accidents Follow organisation procedures for evacuation when required 	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	<ul style="list-style-type: none"> Instructor Led Training Demonstration 	PPTs, Handbook, PPE, Fire Extinguisher, First-Aid Kit	8 Hr
	Practical Session 1	Practical on use of Fire Extinguisher on different type of fires	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,	<ul style="list-style-type: none"> Hands on Practical in group 	Fire Extinguisher	8 Hr

				SB1,SB2,SB3,SB4,SB5,SB6,SB7,SA1,SA2,SA3,SA4,SA5			
		Practical Session 2	Role Play on First Aid and Group Discussion	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	<ul style="list-style-type: none"> Hands on Practical in group Group Discussion 	First-Aid Kit	8 Hr
6	Entrepreneurship and Softskills	<ul style="list-style-type: none"> Personal Strengths & Value Systems Digital Literacy: A Recap Money Matters Preparing for Employment & Self Empl 	<ul style="list-style-type: none"> 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 Swacch 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 		<ul style="list-style-type: none"> Instructor Led Training Demonstration 	Handbook, White board, marker, computer system, projector, PPTs	40 Hr

		oyme nt <ul style="list-style-type: none"> • Understanding Entrepreneurship • Preparing to be an Entrepreneur 	<ul style="list-style-type: none"> • Discuss the benefits of networking • Understand the importance of setting goals • Differentiate between short-term, medium-term and long-term goals • Discuss how to write a business plan • Explain the financial planning process 				
		Practice sessions	<ul style="list-style-type: none"> • 1 Project under trainer guidance on archive management and production coordination 		Hands on Practical under guidance of instructor	All used in previous sessions	24 Hr

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria	
Job Role	Production Assistant
Qualification Pack	MES/ Q 2805, v1.0
Sector Skill Council	Media & Entertainment

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Media and Entertainment Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2	Each NOS will be assessed both for theoretical knowledge and practical
3	The assessment for the theory & Practical part will be based on knowledge bank of questions created by the AA and approved by SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

	NOS	NOS NAME	Weightage
1	MES/ N 2809	Coordinate Production Activities	30%
2	MES/ N 2812	Manage Content Archival	30%
3	MES/ N 2815	Assist performers, contributors and crew	30%
4	MES/ N 0104	Maintain workplace health and safety Description	10%
			100%

Job Role	Production Assistant				
Assessment Outcomes	Assessment criteria for outcomes	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
MES/N 2809 (Coordinate Production Activities)	PC1. Break-down the production schedule into a daily task list and manage day to day activities during filming	100	30	20	40
	PC2. Lead the full production unit toward successful completion of their tasks		30	20	
	PC3. Track progress of filming against the production schedule and budget		20	10	
	PC4. Anticipate potential delays/ budget overruns, escalate these to the relevant departments and identify ways to minimize them		20	10	
		Total	100	60	40
Assessment Outcomes	Assessment criteria for outcomes	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
MES/N 2812	PC1. Identify content that needs to	100	40	25	40

(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		30	15	
	PC3. Ensure interim and final outputs meet quality standards		20	10	
	PC4. Tag and store archived content in a manner that allows for easy access and retrieval		10	10	
		Total	100	60	40
Assessment Outcomes	Assessment criteria for outcomes		Marks Allocation		
		Total Mark	Out Of	Theory	Skills Practical
MES/N 2815 (Assist performers, contributors and crew)	PC1. Relay clear cues from assistant directors to artists	100	10	2	70
	PC2. Set up, or assist in setting up, background action as directed by assistant directors and relevant departments		10	4	
	PC3. Liaise with assistant directors to ensure that there is adequate transport as required at key points during the filming day		10	2	
	PC4. Keep assistant directors informed of shot progress, and of potential delays and changes to the schedule		20	6	
	PC5. Maintain accurate records of artists on set, and of lunch and wrap time		10	6	
	PC6. Liaise sensitively with artists of differing temperaments		10	2	
	PC7. Brief artists and contributors on studio or location codes of practice		10	2	
	PC8. Liaise between relevant people to ensure the swift and effective movement of performers and contributors between the set and unit base		10	2	
	PC9. Distribute call sheets and other paperwork promptly and efficiently		10	4	
		Total	100	30	70
Assessment Outcomes	Assessment criteria for outcomes		Marks Allocation		
		Total Mark	Out Of	Theory	Skills Practical
MES/N0104 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures	100	10	5	50
	PC2. Understand the safe working practices pertaining to own occupation		10	5	
	PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires		5	3	

	or others which may involve evacuation of the premises				
	PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures		10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected		10	5	
	PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5	
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	
		Total	100	50	50

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.



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