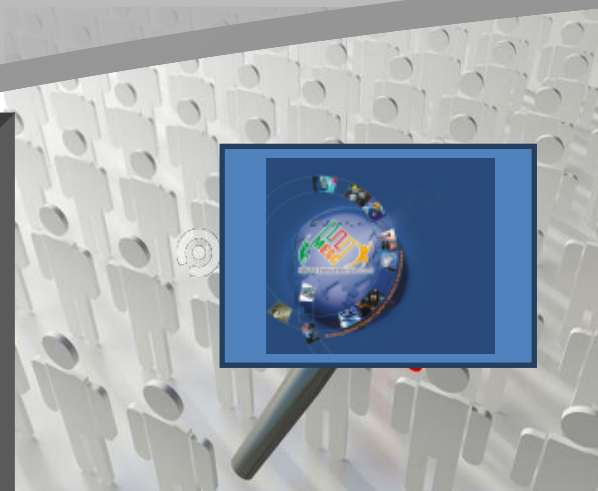## Contents

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

Contact Us:
Media & Entertainment Skills Council

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Introduction

Qualifications Pack- Clean-up artist

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Animation, Gaming

OCCUPATION: Clean-up artist

REFERENCE ID: MES/ Q 0506

ALIGNED TO: NCO-2004/NIL

Clean-up artist in the Media & Entertainment Industry is also known as the Layout clean-up artist/ Character clean-up artist

Brief Job Description: Individuals at this job need to clean-up/ detail-out the designs of the Character designers/ Layout designers and keep them ready for production

Personal Attributes: This job requires the individual to know how to draw, illustrate and finalise designs. The individual must be able to work on image editing software such as Adobe Photoshop, Gimp etc.

Job Details

Qualifications Pack Code	MES/ Q 0506		
Job Role	Clean-up artist This job role is applicable in both national and international scenarios		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	29/10/14
Occupation	Art & Design	Next review date	20/10/16

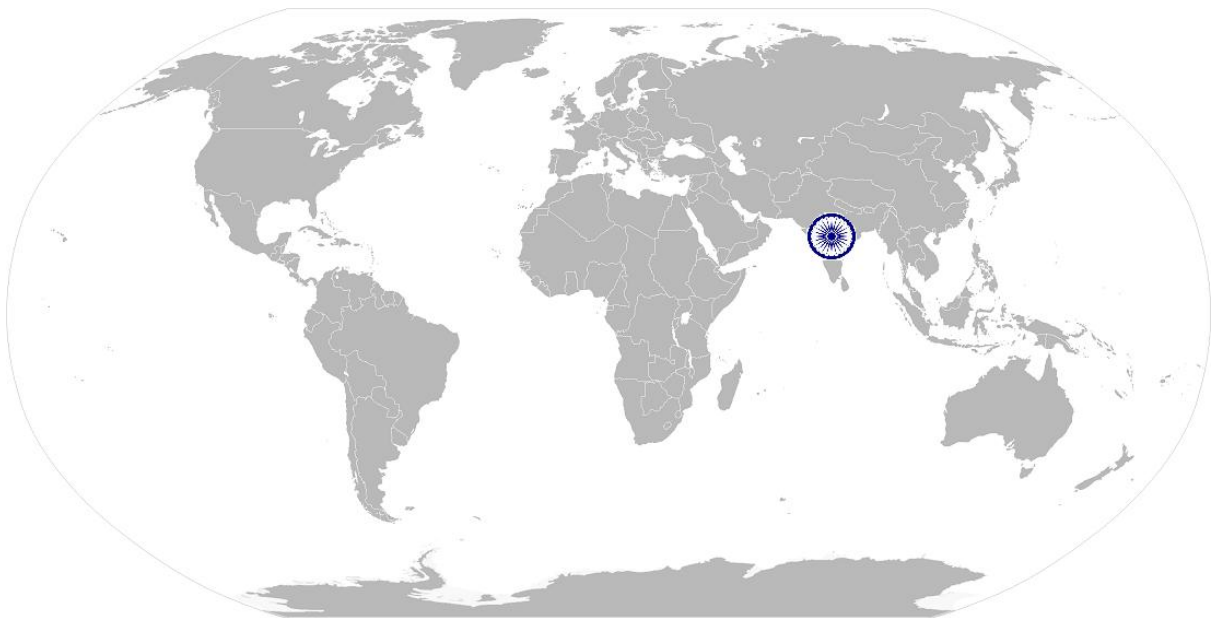| Job Role	Clean-up artist
Role Description	Clean-up designs and artwork for production
NSQF level	3
Minimum Educational Qualifications	Class X
Maximum Educational Qualifications	Class XII and above
Training (Suggested but not mandatory)	Art, Adobe Photoshop
Experience	0-2 Years of work experience
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES / N 0501 (Understanding the script) 2. MES / N 0502 (Ensuring consistency across all scenes) 3. MES / N 0506 (Clean art work) 4. MES / N 0514 (Maintain workplace health and safety) **Optional:** N.A.
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Attitude poses	Attitude poses are used to describe the body language and personality of the characters
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Character line-up	Character line-up is the portrayal of characters side-by-side
Character turnarounds	Character turnarounds are used to depict the characters look from all angles
Clean-up	Refining the interim/rough animation
Color keys	Color keys are used to depict the mood of the production through hues and tones
color theory	Color theory is the art of combining all the colors in the color wheel to create specific color combinations
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.
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.
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.
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.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
Lighting keys	Lighting keys are used to depict the mood of the production through intensity, tine and shadows
Mouth chart	Mouth chart is used to portray the emotions and expressions of the characters
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
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.

Definitions

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Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

National Occupational Standard

<u>Overview</u>

This unit is about interpreting the script/ brief/ storyboard/ concept for the animation process

Unit Code	**MES/ N 0501**
Unit Title (Task)	**Understanding the script**
Description	This OS unit is about interpreting the script/ brief/ storyboard/ concept for the animation and design process
Scope	This unit/task covers the following: - Interpret the script/ brief/ storyboard/concept correctly - Liaise with the team to improve understanding

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Interpret the script/ brief/ storyboard correctly	To be competent, the user/individual on the job must be able to: KA1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role KA2. Be aware of the intended medium and target audience, and how this may affect animation processes KA3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.) KA4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements KA5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements KA6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.) KA7. Understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc
Liaise with the team to improve understanding	KA8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate

| **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: KA1. The creative vision and elements of production relating to the job role KA2. The project pipeline/schedule and timelines with respect to the individual's role KA3. The intended purpose/ end-use of the models/ designs that need to be created by the individual

2

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Principles of animation KB2. How to assess the script and its artistic and communication goals KB3. How to extract and interpret relevant information regarding the script's vision KB4. How to discuss and understand relevant information regarding the concept's vision from relevant personnel (Art Director, Producers, Animation Supervisor etc) KB5. How to research and tap into the sources for procuring information/ background material that will enhance understanding of the concept KB6. Applicable copyright norms and intellectual property rights KB7. Applicable health and safety guidelines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document notes while understanding the brief, requirements and specifications to refer to during the production process
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the script/ brief/ storyboard SA3. Research links, videos, artwork etc. that can be used as references
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Understand the central idea and the concept of the script
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Analyse the tasks required and estimate the time required for each task, so as to manage the allotted work and achieve it in given schedules
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Critically analyse the various elements of the script and the work that may be required in relevance with the individual's role

NOS Version Control

NOS Code	MES / N 0501		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	29/10/14
Occupation	Art & Design	Next review date	20/10/16
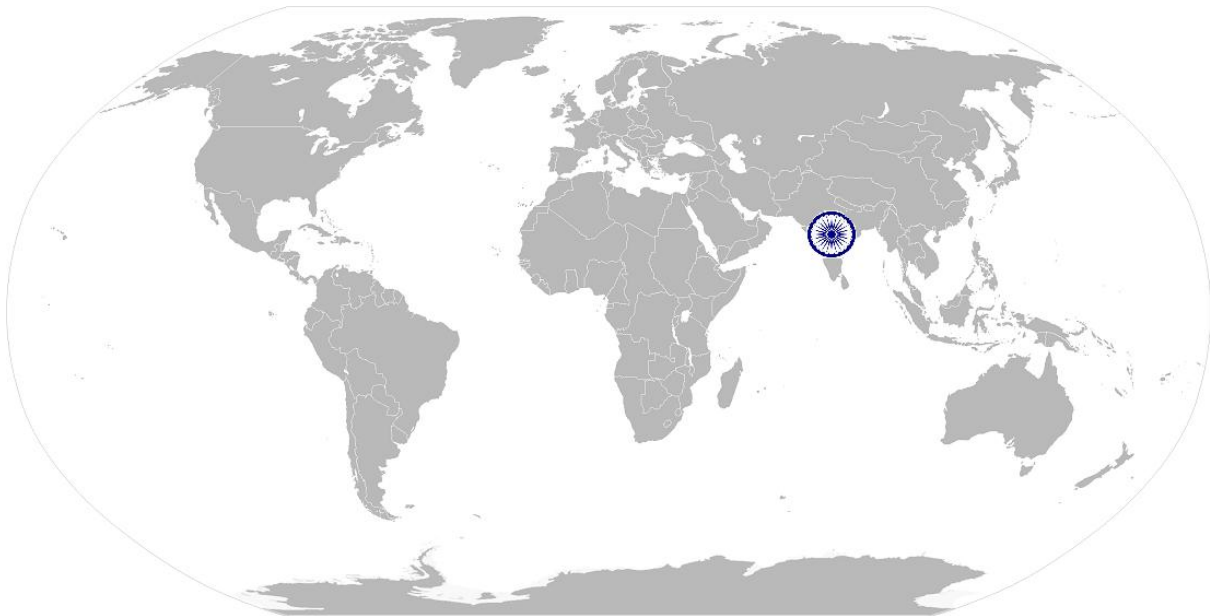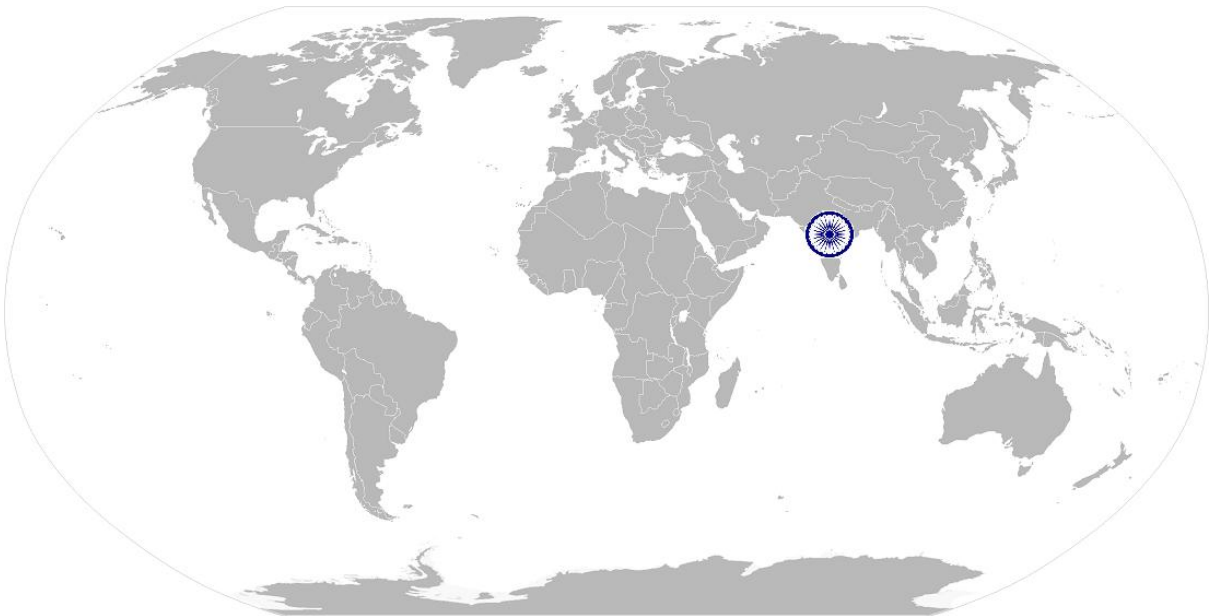
MES/ N 0502

Ensure consistency across all scenes

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National Occupational Standard

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Overview

This unit is about ensuring consistency across scenes in production

National Occupational Standard

Unit Code	MES/ N 0502
Unit Title (Task)	Ensure consistency across all scenes
Description	This OS unit is about ensuring consistency across scenes in production
Scope	This unit/task covers: • Understanding and noting continuity requirements • Maintaining continuity and consistency across scenes

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding and noting continuity requirements	To be competent the user/ individual must be able to: PC1. Record continuity-related details e.g. position, placement, color etc. as required
Maintaining continuity and consistency across scenes	PC2. Ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production PC3. Ensure that designs, layouts and templates are uniform across the production, as required PC4. Ensure that lighting, color formats and effects are consistent across the production PC5. Check the resolution of scenes to ensure that they match the production requirements PC6. Alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate

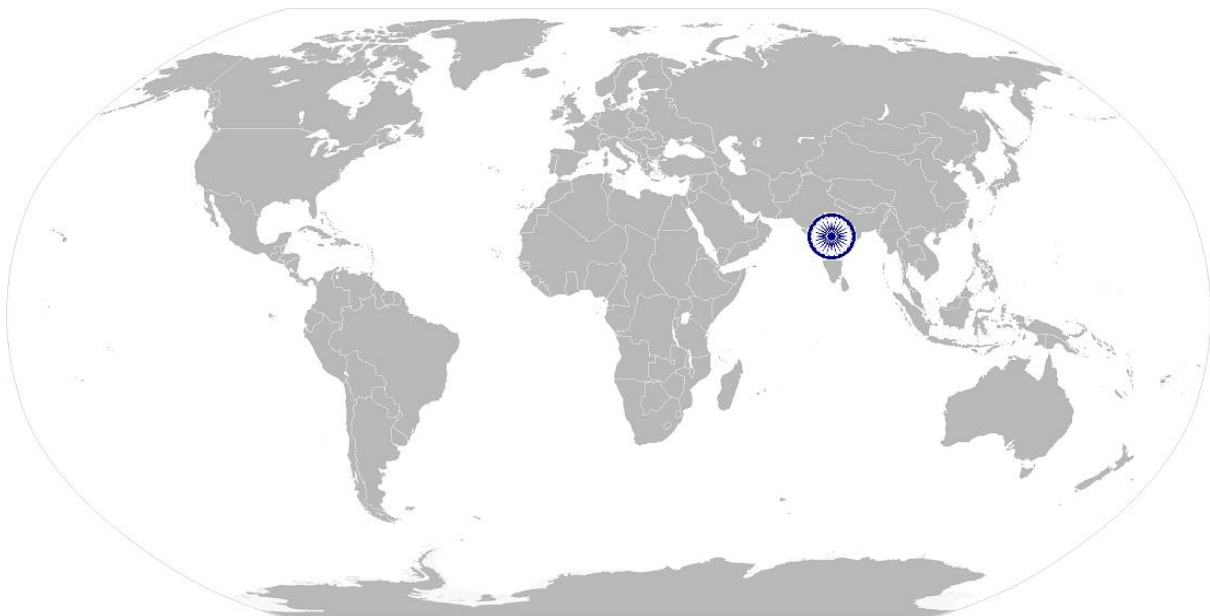| Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The final look of the production, and the implications of this on continuity efforts KA2. The organizational policies regarding the final presentation of the work products
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. How to interpret the script/concept/design brief for continuity requirements KB2. How to note and record continuity details (e.g. the position, placement, color of an object, the manner of interaction with the character – e.g. left hand or right hand) KB3. How to ensure continuity details are correctly recorded KB4. The role of the Script/Continuity Supervisor or other relevant personnel, and coordinating with him/her to ensure that consistency across scenes KB5. The technical requirements of the medium in which the production will be exhibited, and how this may affect the continuity process (eg: templates for animation processes) KB6. Applicable health and safety guidelines

2

Skills (S) (Optional)		
A. Core Skills/ Generic Skills	**Writing Skills**	
	The user/individual on the job needs to know and understand how to:	
	SA1. Record continuity-related details e.g. position, placement, color etc. as required	
	Reading Skills	
	The user/individual on the job needs to know and understand how to:	
	SA2. Read and understand the script to determine continuity requirements	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and understand how to:	
	SA3. Describe and discuss the creative style with the Director, Producer or relevant personnel to understand key concerns regarding consistency	
B. Professional Skills	**Plan and Organize**	
	The user/individual on the job needs to know and understand how to:	
	SB1. Organize continuity details and records to easily use as a reference and spot errors	
	Problem Solving	
	The user/individual on the job needs to know and understand how to:	
	SB2. Identify any continuity errors and take steps to rectify them, or escalate the issue, as appropriate.	

NOS Version Control

NOS Code	MES / N 0502		
Credits(NSQF)	TBD	**Version number**	1.0
Sector	Media and Entertainment	**Drafted on**	21/10/14
Sub-sector	Animation, Gaming	**Last reviewed on**	29/10/14
Occupation	Art & Design	**Next review date**	20/10/16

National Occupational Standard

Overview

This unit is about cleaning all the rough drawings prepared by the character and layout designers and preparing the final assets for production

NOS

National Occupational Standards

National Occupational Standard

Unit Code	MES/ N 0506
Unit Title (Task)	**Clean artwork**
Description	This OS unit is about cleaning all the rough drawings prepared by the character and layout designers and preparing the final assets for production
Scope	This unit/task covers the following: • Cleaning-up and finalizing artwork for production, under supervision • This may include: Character packs, background visuals, architecture, machinery, props, landscapes

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Cleaning-up and finalizing artwork for production, under supervision	To be competent, the user/individual on the job be able to: PC1. Ensure that the drawings and associated material are complete, accurate and comply with the design information and industry technical conventions PC2. Ensure that the drawings clearly show the visual effect at key stages intended by the decision makers for the production PC3. Select methods, media and relevant scale for the drawings PC4. Make sure there is consistency amongst all the drawings in the sequence PC5. Ensure that the drawings contain sufficient information for the intended use and are completed with agreed deadlines

| 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: KA1. The creative vision and elements of production KA2. The final outcome that is expected KA3. Any organizational norms or policies that have to be adhered to while preparing/ cleaning up the art-work
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Life drawing including human anatomy, emotions, actions and expressions KB2. Human mannerisms, behavior, facial expressions, walking style KB3. Different types of landscapes, geographies and architecture KB4. How to draw, paint and clean frame-by-frame layouts KB5. How to represent perspective and three-dimensional spaces KB6. How to work on image editing software such as Flash, Adobe Photoshop, and Gimp etc. KB7. Applicable health and safety guidelines

Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Reading Skills**
	The user/individual on the job needs to know and understand how to: SA1. Read and understand the design brief SA2. Read and understand the character descriptions prepared by the character designers
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. Understand requirements from the character designers and layout designers
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Plan and prioritize own work according to the requirements and timelines agreed upon with a supervisor
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Identify any creative problems that may arise during the production and find solutions to address them with respect to the individual's job description.

NOS Version Control

NOS Code	MES / N 0506		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	29/10/14
Occupation	Art & Design	Next review date	20/10/16
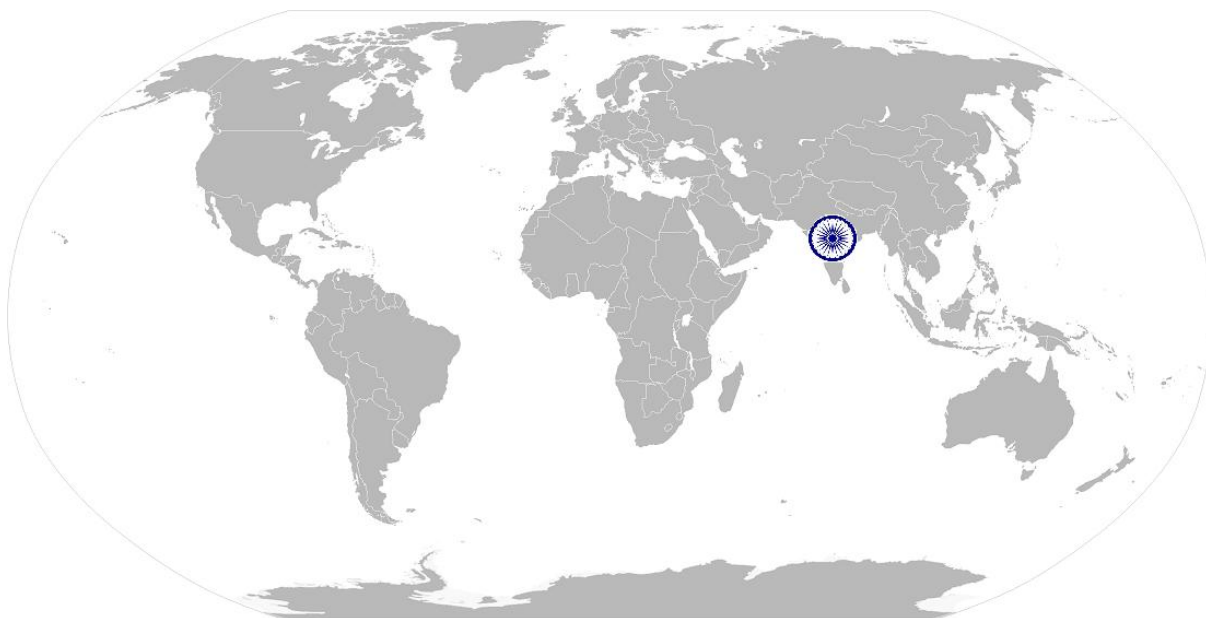
National Occupational Standard
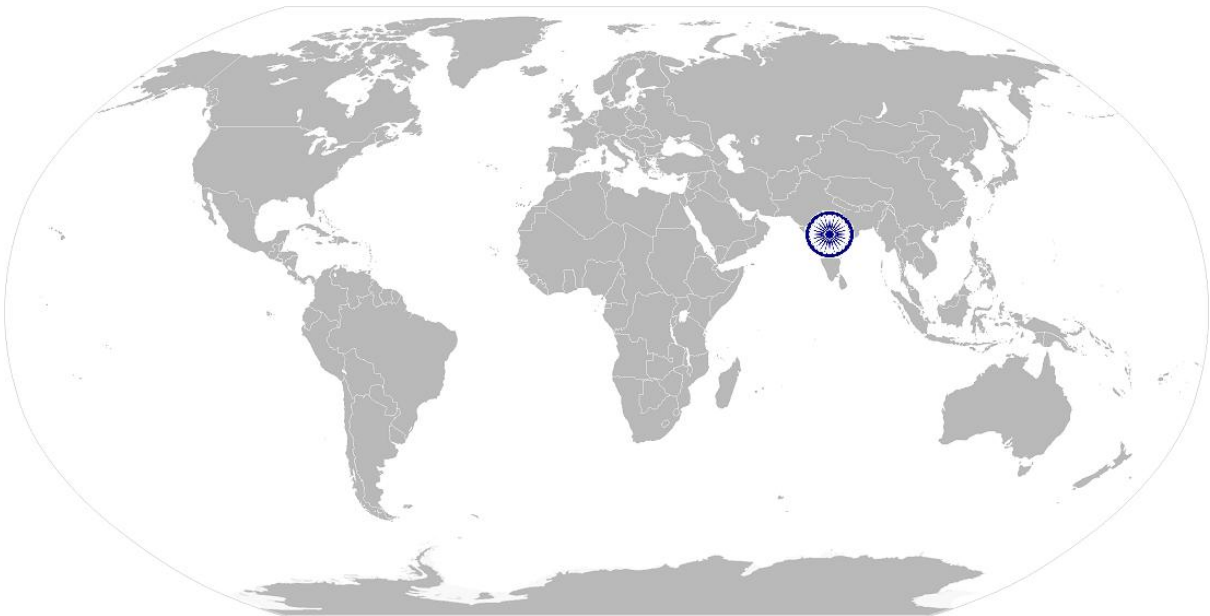
Overview

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

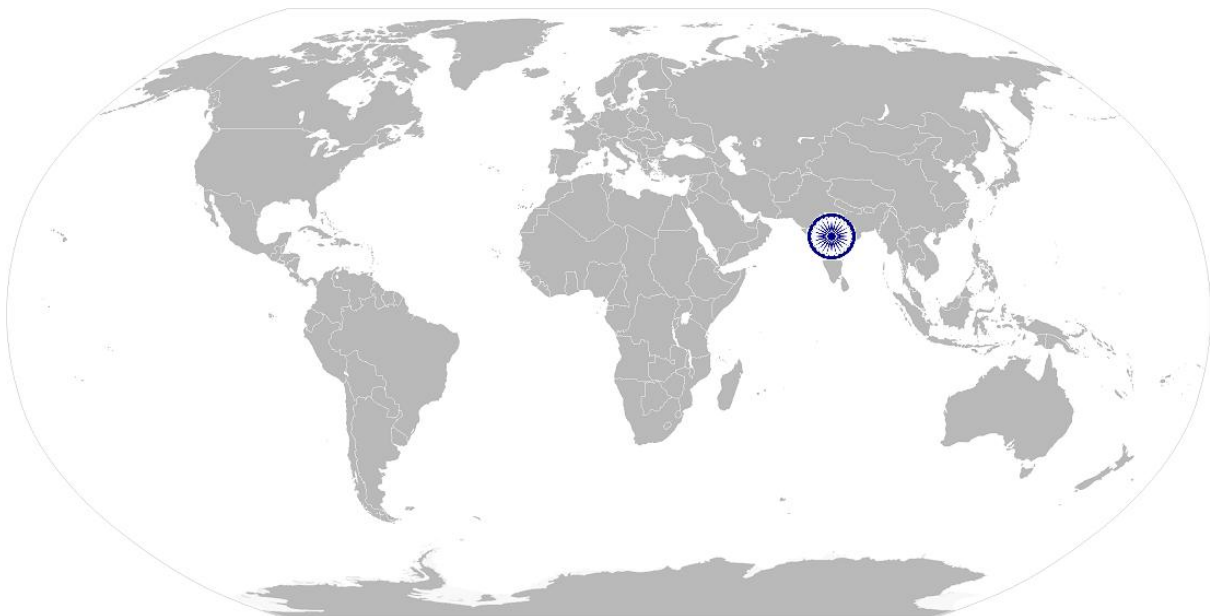| Unit Code	MES/ N 0514
Unit Title (Task)	**Maintain workplace health and safety**
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	This unit/task covers the following: • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Understanding the risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: PC1. Understand and comply with the organization's current health, safety and security policies and procedures PC2. Understand the safe working practices pertaining to own occupation PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises PC4. Participate in organization health and safety knowledge sessions and drills
Knowing the people responsible for health and safety and the resources available	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms
Identifying and reporting risks	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected
Complying with procedures in the event of an emergency	PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority

Knowledge and Understanding (K)

A. Organizational Context (Knowledge of the company /	The user/individual on the job needs to know and understand: KA1. Organization's norms and policies relating to health and safety KA2. Government norms and policies regarding health and safety and related emergency procedures

organization and its processes)	KA3. Limits of authority while dealing with risks/ hazards KA4. The importance of maintaining high standards of health and safety at a workplace
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The different types of health and safety hazards in a workplace KB2. Safe working practices for own job role KB3. Evacuation procedures and other arrangements for handling risks KB4. Names and contact numbers of people responsible for health and safety in a workplace KB5. How to summon medical assistance and the emergency services, where necessary KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipment, systems and/or machines

Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. How to write and provide feedback regarding health and safety to the concerned people SA2. How to write and highlight potential risks or report a hazard to the concerned people
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Read instructions, policies, procedures and norms relating to health and safety
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Highlight potential risks and report hazards to the designated people SA5. Listen and communicate information with all anyone concerned or affected
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand how to: SB1. Make decisions on a suitable course of action or plan
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Apply problem solving approaches in different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority SB5. Apply balanced judgments in different situations

NOS Version Control

NOS Code	**MES / N 0514**		
Credits(NSQF)	TBD	**Version number**	1.0
Sector	**Media and Entertainment**	**Drafted on**	21/10/14
Sub-sector	**Animation, Gaming**	**Last reviewed on**	29/10/14
Occupation	**Art & Design**	**Next review date**	20/10/16

Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters
MES/ Q 0101

MES denotes the Media and Entertainment Sector

Q denoting Qualifications Pack

QP number (2 numbers)

Occupation (2 numbers)
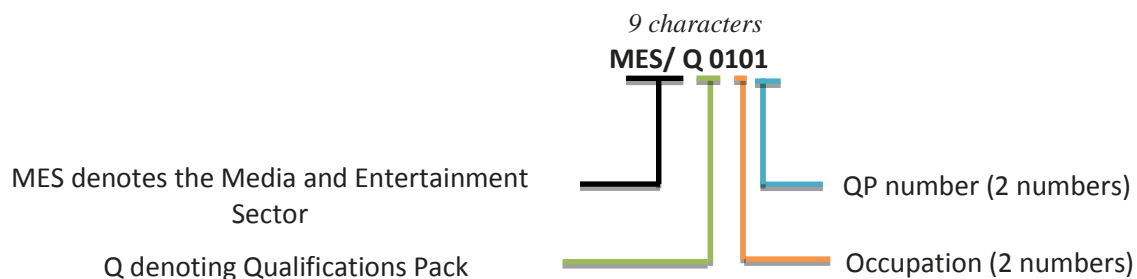
Occupational Standard

An example of NOS with 'N'

9 characters
MES / N 0101

MES denotes the Media and Entertainment Sector

N denoting National Occupational Standard

OS number (2 numbers)

Occupation (2 numbers)
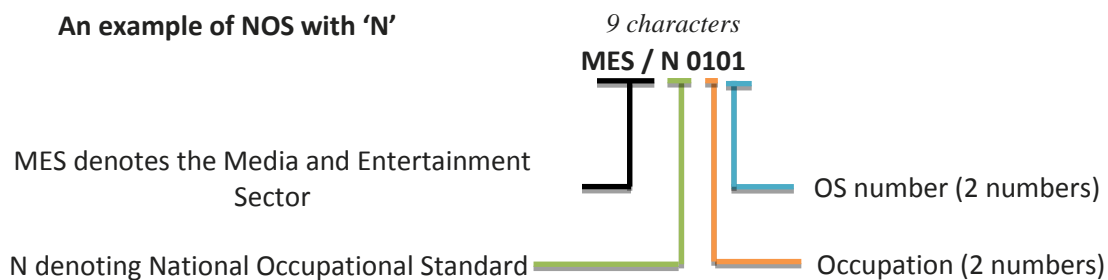
Back to top…

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

Sub-sector	Range of Occupation numbers
…	…

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether **Q**P or **N**OS	Q
Next two numbers	Art & Design	05
Next two numbers	QP number	06

	NOS	NOS NAME	Weightage			
Job Role/Qualification Pack		Clean Up Artist				
QP- ID		MES Q 0506				
	NOS	NOS NAME	Weightage			
1	**MES/ N 0501**	Understanding the script	30%			
2	**MES/ N 0502**	Ensuring consistency across all scenes	30%			
3	**MES/ N 0506**	Clean art work	30%			
4	**MES/ N 0514**	Maintain workplace health and safety	10%			
			100%			

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector 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 Theory and Skills Practical for each PC.

2. The assessment for the theory & Practical part will be based on knowledge bank of questions created by the AA and approved by SSC

3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)

4. Individual assessment agencies will create unique evaulations for skill practical for every student at each examination/training center based on this criteria

5. To pass the Qualification Pack , every trainee should score a minimum of 70% 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.

Job Role	Clean up artist					
NOS CODE	**NOS NAME**	**Performance Criteria**			**Marks Allocation**	
			Total Mark	**Out Of**	**Theory**	**Skills Practical**
MES/ N 0501	**Understanding the script**	PC1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role	100	20	10	50
		PC2. Be aware of the intended medium and target audience, and how this may affect animation processes		10	5	
		PC3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)		10	5	
		PC4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements		20	10	
		PC5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements		10	5	

		PC6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)		10	5	
		PC7. Understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc		10	5	
		PC8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate		10	5	
		Total	**100**	**50**	**50**	
MES/ N 0502	**Ensure consistency across all sectors**	PC1. Record continuity-related details e.g. position, placement, color etc. as required	**100**	**20**	**10**	**50**
		PC2. Ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production		**20**	**10**	
		PC3. Ensure that designs, layouts and templates are uniform across the production, as required		**20**	**10**	
		PC4. Ensure that lighting, color formats and effects are consistent across the production		**20**	**10**	
		PC5. Check the resolution of scenes to ensure that they match the production requirements		**10**	**5**	

		PC6. Alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate		**10**	**5**	
			Total	**100**	**50**	**50**
MES/ N 0506	**Clean art work**	PC1. Ensure that the drawings and associated material are complete, accurate and comply with the design information and industry technical conventions	100	20	10	50
		PC2. Ensure that the drawings clearly show the visual effect at key stages intended by the decision makers for the production		20	10	
		PC3. Select methods, media and relevant scale for the drawings		20	10	
		PC4. Make sure there is consistency amongst all the drawings in the sequence		20	10	
		PC5. Ensure that the drawings contain sufficient information for the intended use and are completed with agreed deadlines		20	10	
			Total	**100**	**50**	**50**
		PC1. Understand and comply with the organisation's current health, safety and security policies and procedures		10	5	

MES/N 0514	Maintain workplace health and safety Description	PC2. Understand the safe working practices pertaining to own occupation	100	10	5	50
		PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	
		PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
		PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
		PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
		PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
		PC8. Ensure own personal health and safety, and that of others in the workplace though 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