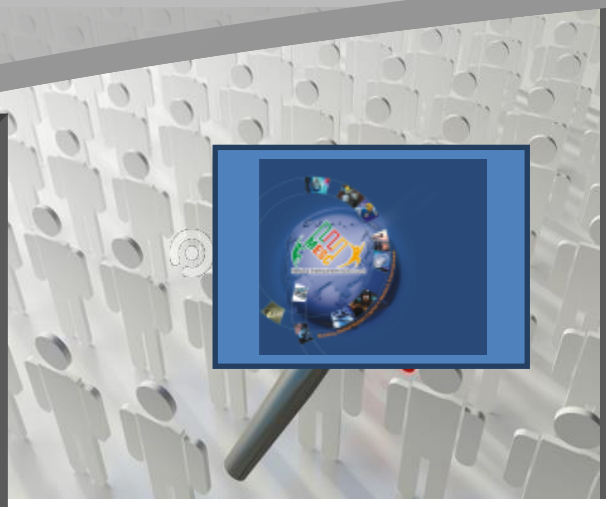
QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY



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What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack-Compositor

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Film, Television, Animation, Advertising

OCCUPATION: Compositor

REFERENCE ID: MES/ Q 3505

ALIGNED TO: NCO-2004/NIL

Compositor in the Media & Entertainment Industry is also known as a CG Compositor/ Compositing artist

Brief Job Description: Individuals at this job need to merge the various layers/elements created during post-production into a final product

Personal Attributes: This job requires the individual to have a good understanding of the process of filmmaking and the principles of animation and visual effects. The individual must also know the theory and principles of light, shadows, exposure and colour space. The individual must have a good working knowledge of compositing software such as Nuke, Fusion, Combustion, After Effects, Flame, Inferno and Shake.

Job Details

Qualifications Pack Code	**MES/ Q 3505**		
Job Role	**Compositor** This job role is applicable in both national and international scenarios		
Credits(NSQF)	**TBD**	**Version number**	**1.0**
Sector	**Media and Entertainment**	**Drafted on**	**16/11/14**
Sub-sector	**Film, Television, Animation, Advertising**	**Last reviewed on**	**26/11/14**
Occupation	**VFX and DI**	**Next review date**	**25/11/16**

Job Role	**Compositor**
Role Description	Merge various layers/elements created during post-production
NSQF level	4
Minimum Educational Qualifications	Class XII
Maximum Educational Qualifications	Graduate
Training (Suggested but not mandatory)	Compositing software such as Nuke, Fusion and Combustion
Experience	1-3 Years of work experience
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES / N 3501 (Understand requirements and plan workflow) 2. MES / N 3502 (Manage equipment & material) 3. MES / N 3507 (Composite productions) 4. MES / N 3508 (Maintain workplace health and safety) **Optional:** N.A
Performance Criteria	As described in the relevant OS units

Definitions

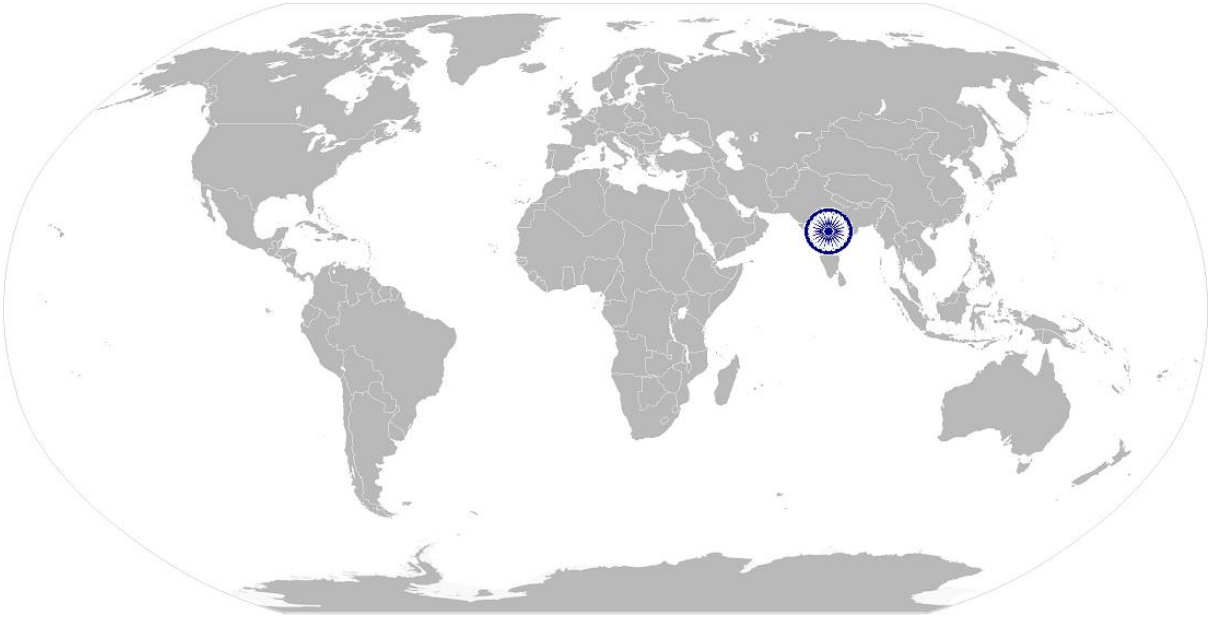
Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Colour grading	Colour grading is the process of modifying/enhancing the colour of productions
Compositing	Compositing is the process of combining layers of images/elements into a single frame
Computer-generated effects	Computer-generated effects is the process of creating illusionary images for use in productions
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.
Digital Intermediate	Digital Intermediate is the process of altering the colour characteristics of a digital version of the production
Editing	Editing is the process of organizing, cutting and putting together audio, visual footage to prepare an accurate, condensed and consistent final output that communicates the expected content
Footage	Recorded medium in any media
Ingest	Ingest is the process of importing the relevant audio visual files and/or images to the computer's hard disk and uploading them to the editing software
Modeling	Modeling is the process of creating three-dimensional models for animation using a specialised software application.
Rendering	Rendering is the process of converting three-dimensional models into two-dimensional images with 3D effects
Rotoscopy	Rotoscopy is the process of breaking down content into individual frames, tracing out individual images and altering content according to requirements
Screen conversion	Screen conversion is the process of conversion from 2D to 3D
Sound editing	Editing of sound materials with/ without visuals
Visual effects	Visual effects is the process of integrating live-action footage with computer-generated effects
Timelines	It is a basic part of editing software to view/ cut material
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique

	employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.

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



Overview

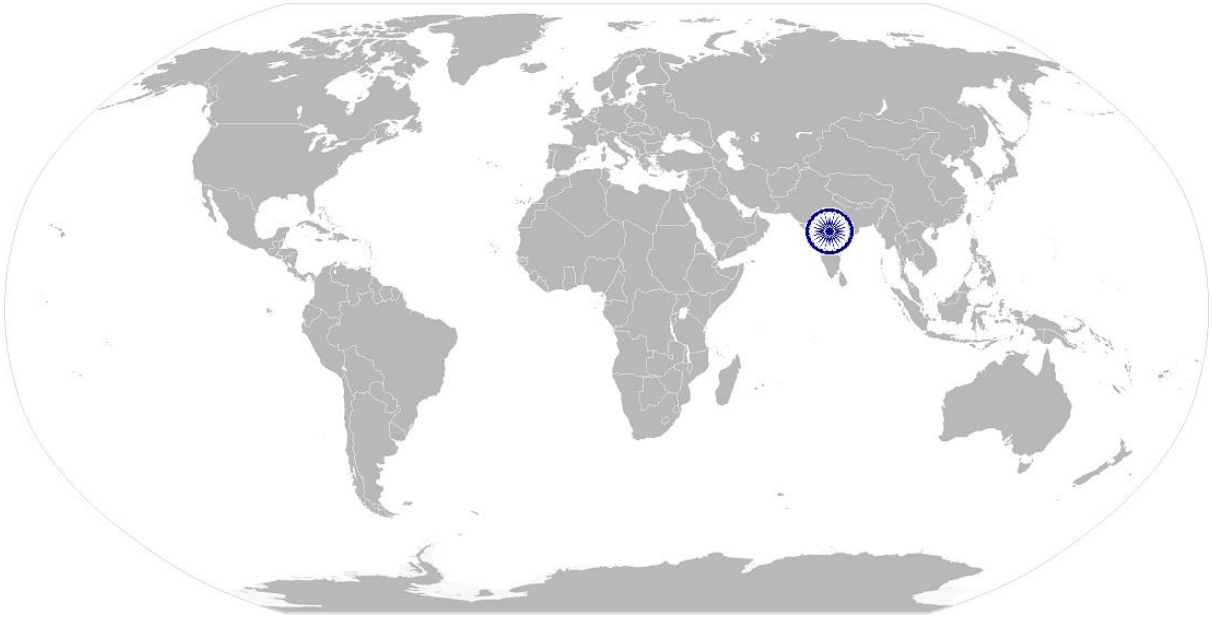
This unit is about understanding the post-production requirements and planning the process and workflow

National Occupational Standard

Unit Code	MES/ N 3501
Unit Title (Task)	**Understand requirements and plan workflow**
Description	This OS unit is about understanding the post-production requirements and planning the process and workflow
Scope	This unit/task covers the following: • Understanding requirements for post-production • Planning the process for post-production. • Preparing and finalising effort estimates and work plan
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding requirements for post-production	To be competent, the user/individual on the job must be able to: PC1. Understand the creative and technical requirements and expectations in terms of quality of deliverables and timelines, as necessary to the role
Planning the process for post-production	PC2. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow, as per role • Key processes could include computer-generated effects, colour grading, digital intermediate, screen conversion, rendering, rotoscopy, keying, match-moving and compositing
Preparing and finalising effort estimates and work plan	PC3. Translate, or support senior personnel in translating, expectations into effort estimates for each process PC4. Prepare a work plan, for oneself or other team members if appropriate, keeping in mind the impact on the production budget, timelines and technical viability
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. Production vision, objectives, expected output, distribution/exhibition channels KA2. Post-production objectives, expected outcomes and quality standards KA3. The technical, budget and time constraints applicable KA4. Established data management and work flow systems KA5. How to maintain quality control as production scales
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Post-production techniques that would apply to the current production, as per role KB2. The relevant equipment and software required e.g. Silhouette, Nuke, Fusion, Combustion, Shake Premier, PF track, After Effects, Renderman, Quantel, Smoke, Flame, Avid, 3DS Max and FCP KB3. How to translate script requirements and post-production objectives into a schedule that could cover the workflow, key activities, deliverables and timelines, as appropriate to the role KB4. The implications of each activity on time, materials, equipment, manpower and budget, as appropriate to the role

	KB5. The impact of each activity on the one's own, or the wider team's, process workflow KB6. How to estimate the cost and time it would take, keeping in mind the intended visual style KB7. Domestic and International post-production best practices prevalent in the industry KB8. Applicable copyright norms and intellectual property rights KB9. 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 post-production requirements that can serve as a reference document for circulation to the team SA2. Document decisions on the processes involved and techniques to be used with reasons thereof SA3. Document the project work-plan including the key deliverables, resources involved and timelines, as required in the role SA4. Document do's and don'ts for different machines and software for reference of the team SA5. Document other areas (e.g. requirements of the target audience, market, end-product, reference links and videos) that may be relevant for the team
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. Read and understand the script and determine requirements, as per role SA7. Read and research about emerging techniques in post-production SA8. Read user manuals for equipment and software SA9. Read about the tastes and preferences of the target audience and the market where the end-product intends to be distributed
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA10. Understand the creative vision of the Director and Producer, and resolve any issues, as necessary to the role SA11. Communicate with team members, relay instructions, collaborate and resolve issues with members of the post-production team handling different aspects/processes to determine the effort involved for the activities that would need to be performed (Supervisor)
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Plan the activities, workflow, resourcing and timelines in accordance to the creative and technical requirements SB2. Create post-production schedules, for oneself or the wider team SB3. Use time management techniques so that the scheduled time is not exceeded SB4. Manage and enforce deadlines successfully--on time SB5. Work well in a fast-paced environment

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB6. Identify any issues that may arise during post-production and find solutions to address them
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. Have a keen eye for detail and maintain an aesthetic sense towards colour grading, vfx components and software capabilities of the final output SB8. Envision the impact of selecting a particular technique/activity on the budget, resourcing and timelines
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Appraise the quality of the raw footage gathered to ensure it is in line with the post-production requirements and quality standards



NOS Version Control

NOS Code	**MES / N 3501**		
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Sector	**Media and Entertainment**	**Drafted on**	**16/11/14**
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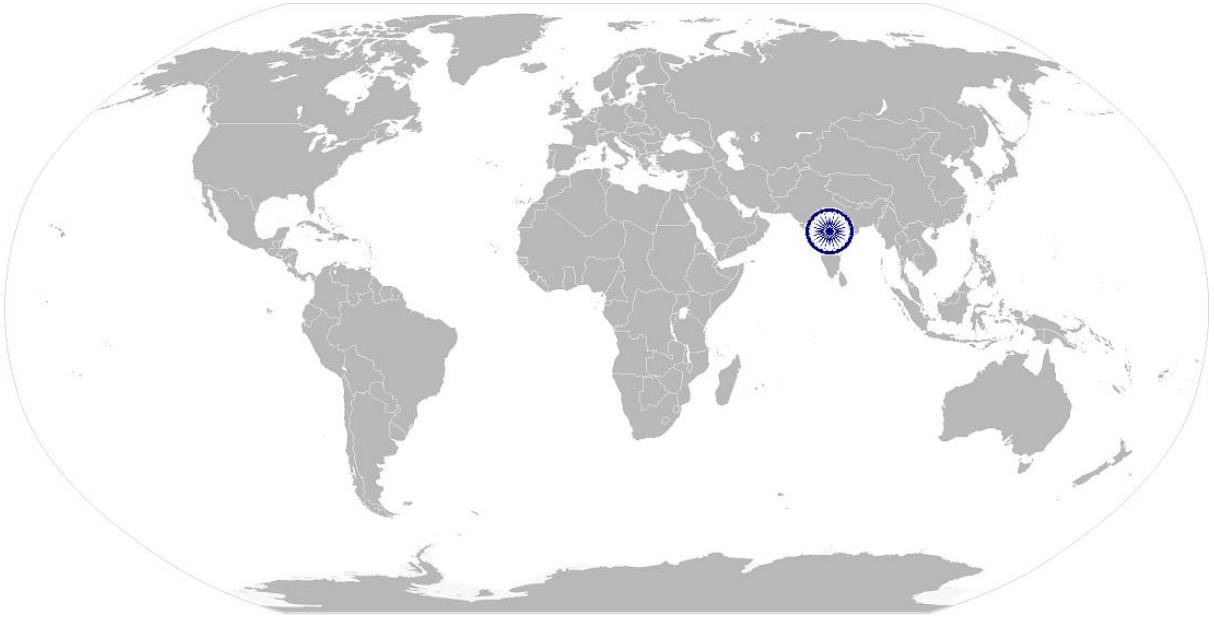
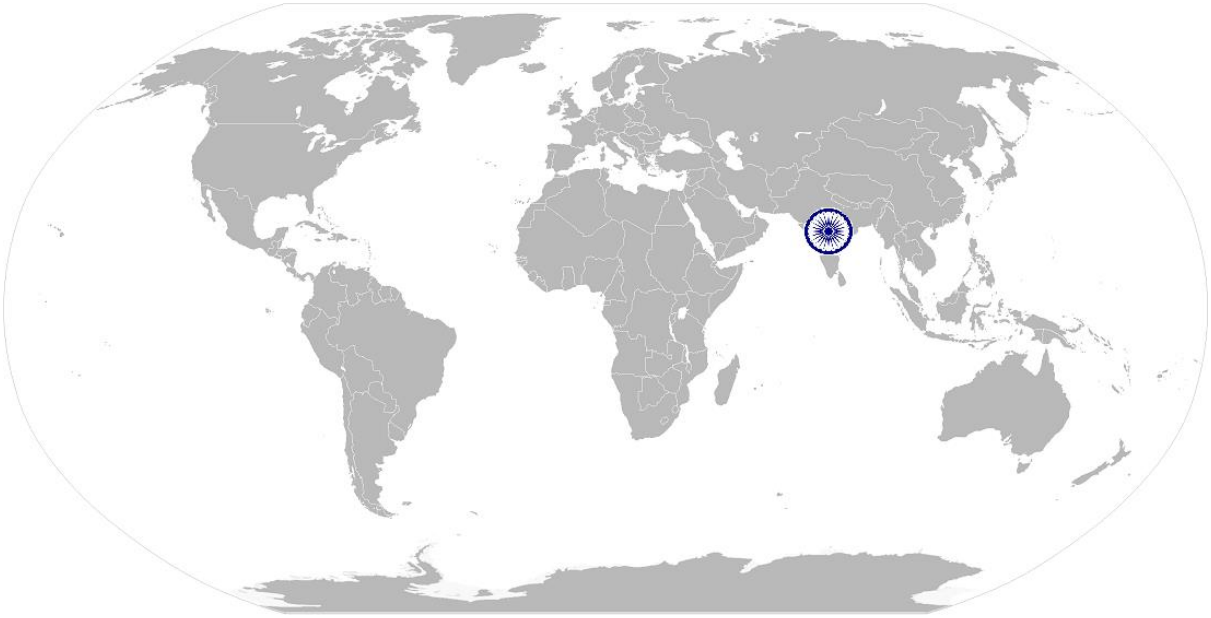


National Occupational Standard



Overview

This unit is about managing equipment and material throughout the post-production process

National Occupational Standard

Unit Code	MES/ N 3502
Unit Title (Task)	**Manage equipment & material**
Description	This OS unit is about managing equipment and material throughout the post-production process
Scope	This unit/task covers the following: • Preparing materials and equipment for the post production process • Managing interim work-products during post-production • Ensuring work-products are distribution/exhibition ready as per the required technical specifications
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Preparing materials and equipment for the post production process	To be competent, the user/individual on the job must be able to: PC1. Gather raw footage/material and select, or assist in selecting, relevant material that can be used for post-production PC2. Ingest, or support in ingesting, the footage and keep the material ready for the post-production process
Managing interim work-products during post-production	PC3. Ensure that back-ups for interim work-products are saved in the appropriate file formats, and take responsibility to manage others' interim work-products as relevant to the role
Ensuring work-products are distribution/exhibition ready as per technical specifications	PC4. Ensure, or supervise others in ensuring, that final work-products are prepared in appropriate file formats (such as mp4, avi, wmv, mpg and mov), appropriate mediums (such as DVD, film, tape and digital), and are compatible with intended distribution/exhibition mediums PC5. Clear logs/data and keep the software and equipment ready for future use
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 purpose and intended use of the end-product KA2. The creative and technical specifications of the work-product, including the quality standards expected of the final output KA3. The intended distribution/exhibition mediums for the production KA4. Established data management and work flow systems KA5. How to maintain quality control as production scales
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. How to work on relevant equipment and software e.g. Silhouette, Nuke, Fusion, Combustion, Shake Premier, PF track, After Effects, Renderman, Quantel, Smoke, Flame, Avid, 3DS Max and FCP KB2. The format, resolution and quality in which the material would need to be ingested, based on the intended final output KB3. How to identify issues with the raw material/footage prior to, or during, the ingest process KB4. The storage media relevant to the type of production KB5. File-naming conventions appropriate to the production KB6. 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. Prepare documentation to accompany the work-product
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the technical specifications of equipment and software SA3. Gather and watch raw footage/material SA4. Gather references of work-products and productions that could provide ideas and help conceptualise possibilities for post-production
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Discuss and understand requirements and specifications from the Producer and Supervisor SA6. Discuss any problems with the footage that could impact the post-production process and solicit suggestions for resolving them
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Plan and prioritise work according to the requirements SB2. Manage and enforce deadlines successfully--on time SB3. Work well in a fast-paced environment
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Highlight any issues (such as visual and sound) with the raw material that may impact the post production process and take pro-active steps to resolve them SB5. Identify and resolve commonly occurring issues in the equipment

NOS Version Control

NOS Code	**MES / N 3502**		
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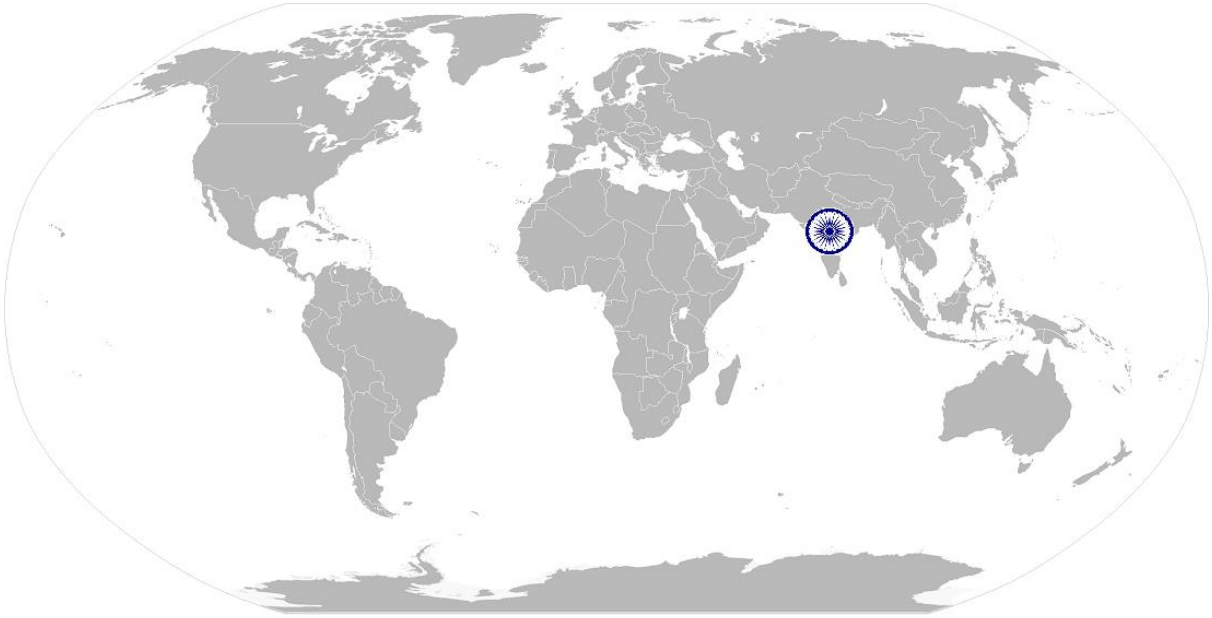
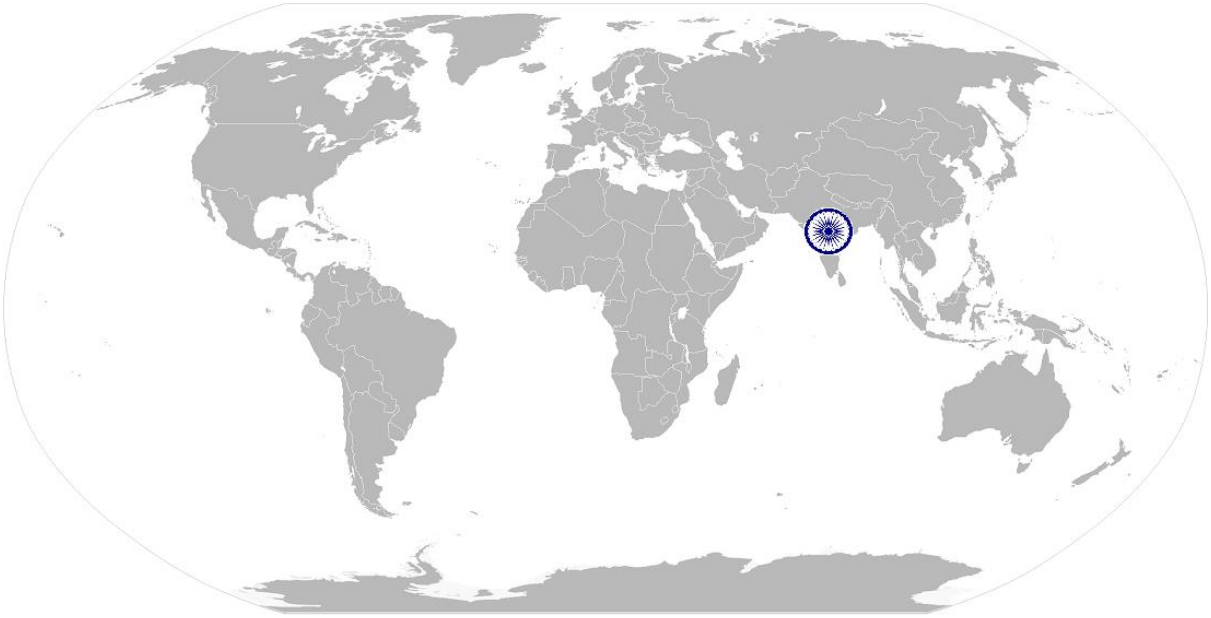
Sub-sector	**Film, Television, Animation, Advertising**	**Last reviewed on**	**26/11/14**
Occupation	**VFX and DI**	**Next review date**	**25/11/16**



National Occupational Standard



Overview

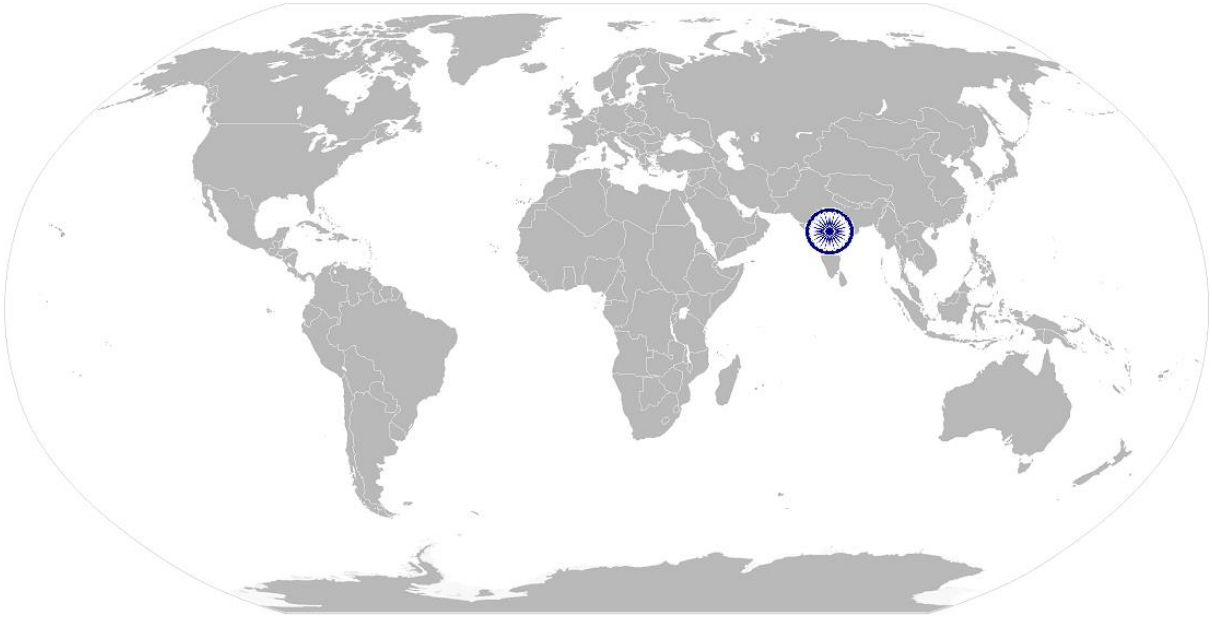
This unit is about creating the final product by merging the various layers/elements created during post-production

National Occupational Standard

Unit Code	MES/ N 3507
Unit Title (Task)	**Composite productions**
Description	This OS unit is about creating the final product by merging the various layers/elements created during post-production
Scope	This unit/task covers the following: • Gathering raw material • Conceptualising ways to enhance the image • Compositing all elements together using software and prepare the final output
Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Gathering raw material	To be competent, the user/individual on the job must be able to: PC1. Analyse briefs, scripts, visual references, technical and production parameters to determine what is needed PC2. Gather the raw material/layers that need to be put together in the final output, which could include characters, layouts, props/objects, effects and layers
Conceptualising ways to enhance the image	PC3. Visualise creative ways of enhancing the image (including lighting, shadows, colours, textures, shading, exposure and additional layers)
Compositing all elements together using software and prepare the final output	PC4. Compile and merge all the layers and enhancements together and ensure that the final work-product meets requirements and is in sync with the creative and quality standards of the production PC5. Ensure continuity in the final output
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 and technical specifications of the work-product, including the quality standards expected of the final output KA2. The roles and responsibilities of key personnel within post-production KA3. Established data management and work flow systems KA4. Details of the preproduction process KA5. How to maintain quality control as production scales KA6. How to maintain flexibility with new directors, creative requirements and technical developments
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The process of film-making and game-development KB2. Principles of animation and visual effects KB3. The fundamentals of rendering and understanding of rendering passes KB4. The theory and principles of lighting, shadows, exposure, natural light, colour space and reflections KB5. Fine arts and drawing techniques KB6. How to work on compositing software such as Nuke, Silhouette, PF track,

	After Effects, Flame, Inferno, Shake and Gimp KB7. How to work on other software such as Adobe Photoshop, Maya, 3DS Max KB8. The impact of technology on production and post-production operations KB9. How to select the appropriate resolution, aspect ratio and pixel ratio based on specifications KB10. How to test the quality of the final output KB11. How to interpret and monitor budgets and cost aspects KB12. The implication of the format on the quality of the end-product KB13. 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 rendering notes and specifications including details of enhancements to be done during compositing, for discussion and personal use during the process SA2. Provide documentation required for the post-production process in an appropriate format and within the requisite timelines
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Interpret the script and creative brief SA4. Keep updated on the technological developments in the industry
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Collaborate with the members of the post-production team to understand specific technical or creative requirements, to gather effects, and to refine layers/elements SA6. Discuss compositing enhancements and output requirements with the Producer and relevant members of the post-production team SA7. Present the final output to the Director and Producer and solicit their feedback SA8. Attend post production evolution sessions to ensure that the final product conforms with the creative, technical and budgetary requirements of the production
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Produce creative solutions within the constraints of budget and resources SB2. Plan and prioritise work according to the requirements SB3. Manage and enforce deadlines successfully--on time SB4. Monitor the complete production process and adjust schedules as needed SB5. Work well in a fast-paced environment SB6. Work effectively as a member of the team and help realise overall timelines
	Problem Solving

	The user/individual on the job needs to know and understand how to: SB7. Identify issues in the process and take necessary steps to resolve them SB8. Address comments on the final work-product and make changes
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Assess the raw footage to determine if it is suitable for compositing SB10. Appraise the quality of the final output to ensure it is in line with the expected quality standards SB11. Evaluate all aspects of completed projects and note the areas of improvement



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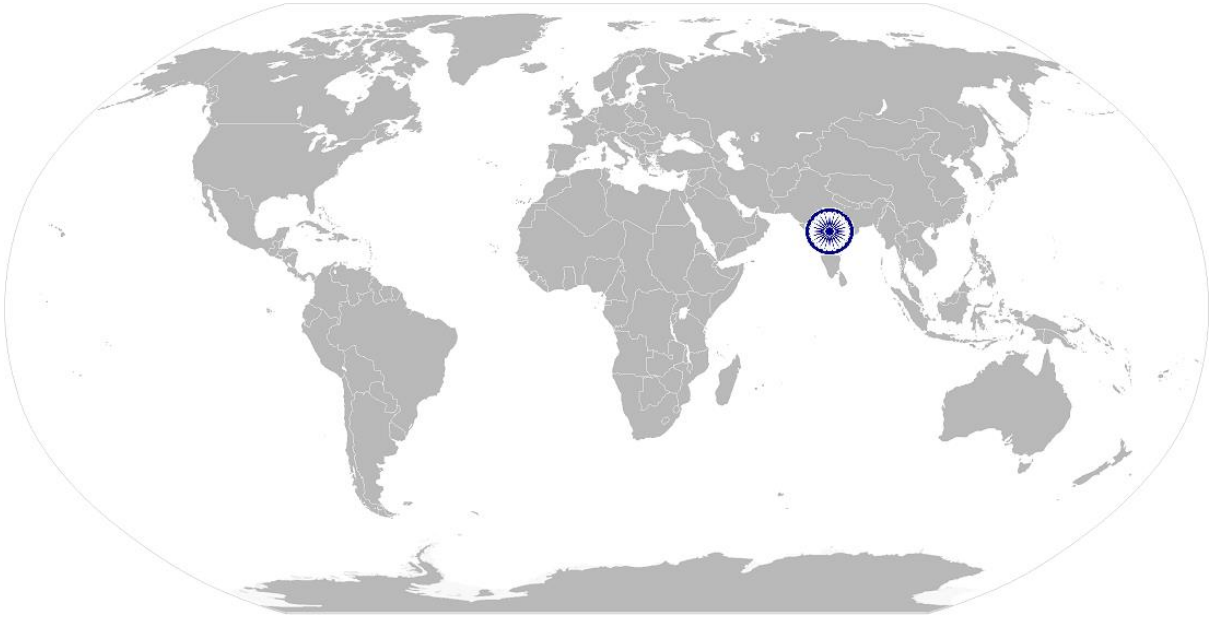
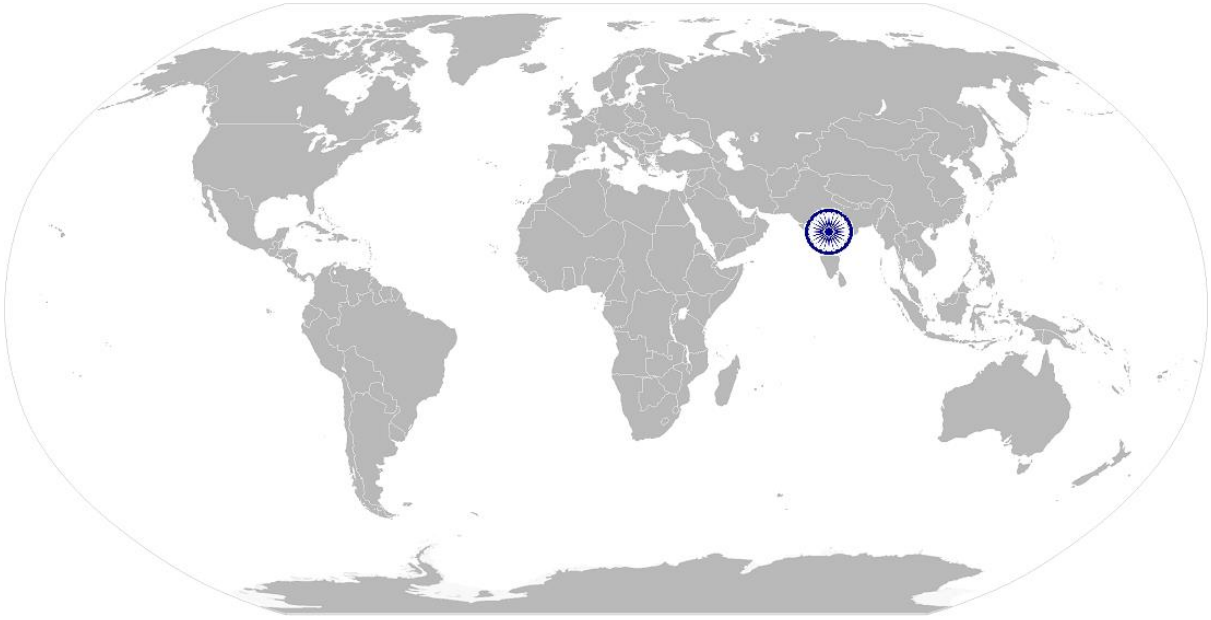


National Occupational Standard



Overview

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

National Occupational Standard

Unit Code	MES/ N 3508
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 health, safety and security risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: PC1. Understand and comply with the organisation'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 organisational procedures and warn other people who may be affected
Complying with procedures in the event of an emergency	PC11. Follow organisation'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 / organization and	The user/individual on the job needs to know and understand: KA1. Organisation's norms and policies relating to health and safety KA2. Government norms and policies regarding health and safety and related emergency procedures KA3. Limits of authority while dealing with risks/ hazards

its processes)	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 equipments, 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 judgements in different situations

NOS Version Control

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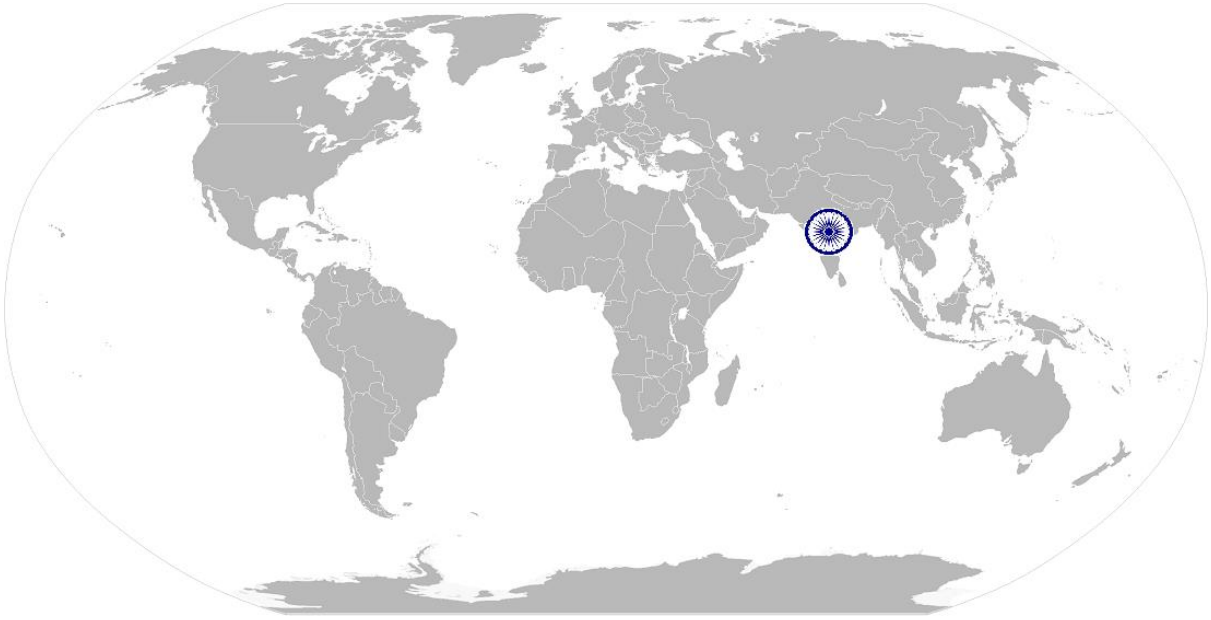
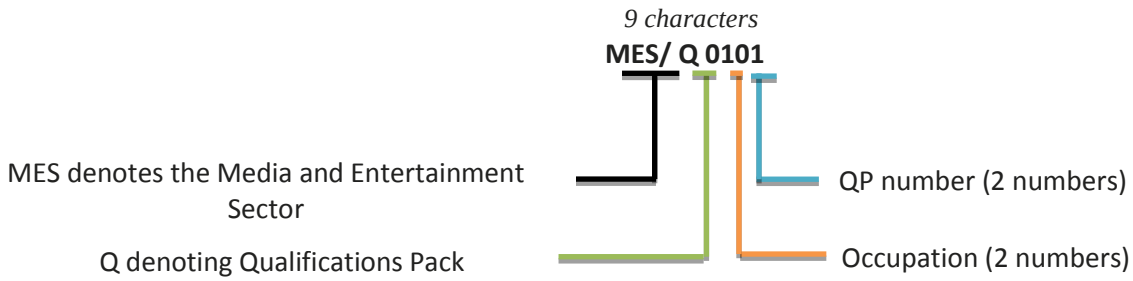
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	26/11/14
Occupation	VFX and DI	Next review date	25/11/16



Annexure

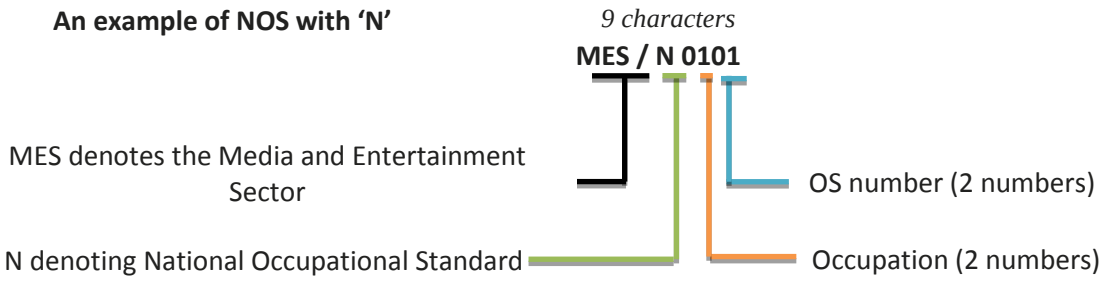
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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

Sub-sector	Range of Occupation numbers
…	…

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether **Q**P or **N**OS	Q
Next two numbers	Post Production	35
Next two numbers	QP number	06

Job Role/Qualification Pack	Compositor
QP- ID	MES Q 3505

	NOS	NOS NAME	Weightage
1	MES/ N 3501	Understand requirements and plan workflow	30%
2	MES/ N 3502	Manage equipment & material	25%
3	MES/ N 3507	Composite productions	40%
4	MES/ N 3508	Maintain workplace health and safety Description	5%
			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% cumulatively (Theory and Practical)

Job Role Compositer

NOS CODE	NOS NAME	Performance Criteria			Marks Allocation	
			Total Mark	Out Of	Theory	Skills Practical
MES/ N 3501	Understand requirements and plan workflow	PC1.Understand the creative and technical requirements and expectations in terms of quality of deliverables and timelines, as necessary to the role	100	30	15	50
		PC2. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow, as per role Key processes could include computer-generated effects, colour grading, digital intermediate, screen conversion, rendering, rotoscopy, keying, match-moving and compositing)		30	15	
		PC3.Translate, or support senior personnel in translating, expectations into effort estimates for each process		20	10	
		PC4. Prepare a work plan, for oneself or other team members if appropriate, keeping in mind the impact on the production budget, timelines and technical viability		20	10	
			Total	100	50	50
MES/ N 3502	Manage equipment & material	PC1. Gather raw footage/material and select relevant material that can be used for post-production	100	20	10	50
		PC2. Ingest, or support in ingesting, the footage and keep the material ready for the post-production process		20	10	
		PC3. Ensure that back-ups for interim work-products are saved in the appropriate file formats, and take responsibility/manage others' interim work-products as relevant to the role		20	10	
		PC4. Ensure, or supervise others in ensuring, that final work-products are prepared in appropriate file formats (such as mp4, avi, wmv, mpg and mov), appropriate mediums (such as DVD, film, tape and digital), and are compatible with intended distribution/exhibition mediums		20	10	
		PC5. Clear logs/data and keep the software and equipment ready for future use		20	10	
			Total	100	50	50
MES/ N 3507	Composite productions	PC1. Analyse briefs, scripts, visual references, technical and production parameters to determine what is needed	100	20	10	50
		PC2. Gather the raw material/layers that need to be put together in the final output, which could include characters, layouts, props/objects, effects and layers		20	10	
		PC3. Visualise creative ways of enhancing the image (including lighting, shadows, colours, textures, shading, exposure and additional layers)		20	10	
		PC4. Compile and merge all the layers and enhancements together and ensure that the final work-product meets requirements and is in sync with the creative and quality standards of the production		20	10	
		PC5. Ensure continuity in the final output		20	10	
			Total	100	50	50
MES/ N 3508	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 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