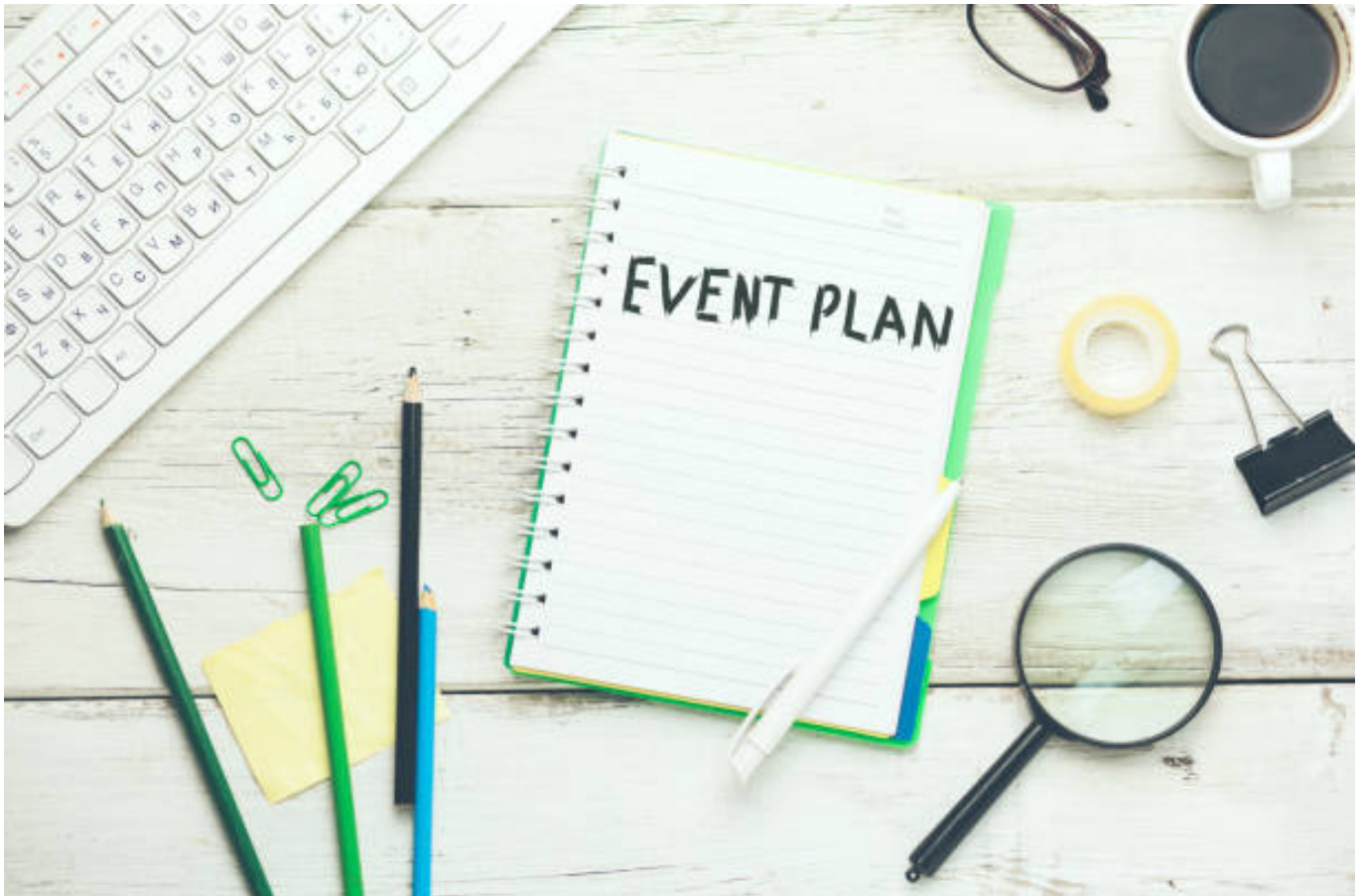


## Qualification Pack



# Event Planner / Event Manager

QP Code: MES/Q0209

Version: 1.0

NSQF Level: 5

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,  
New Delhi  
110025



## Qualification Pack

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## Qualification Pack

### MES/Q0209: Event Planner / Event Manager

#### Brief Job Description

An event planner is the individual responsible for ensuring an event, wedding, conference or festival goes to plan and achieves all of the event objectives originally set. They are responsible for envisioning the dream and thereafter planning the execution to a tee with a checklist of items such as identifying suppliers and execution partners, ensuring all suppliers and partners know what is expected of them and what others are delivering; ensuring suppliers turn up on time and that the presenter/performers are booked and on schedule, to wider items such as ensuring that the event adheres to health and safety or sustainability concerns. An event planner/event manager often works on behalf of a brand/client and is the key person who ensures that the event is planned thoroughly, works within budgets allocated and runs perfectly.

#### Personal Attributes

The individual should possess ethics & integrity; courage & boldness; excellent communication, research, presentation and team leadership skills while interacting with people and also have a genuine interest in people around him/her. He/she must be energetic, flexible, passionate and enthusiastic, and possess leadership skills.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [MES/N0218: Creating and Developing Event](#)
2. [MES/N0220: Structuring an event](#)
3. [MES/N0219: Control and conduct of an event](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Advertising
<b>Occupation</b>	Ad Sales/Account Management/Scheduling/Traffic, Ad Sales/Account Management/Scheduling/Traffic
<b>Country</b>	India



## Qualification Pack

<b>NSQF Level</b>	5
<b>Credits</b>	NA
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3332.21
<b>Minimum Educational Qualification &amp; Experience</b>	Graduate with 1 Year of experience OR 12th Class with 4 Years of experience OR Diploma with 3 Years of experience
<b>Minimum Level of Education for Training in School</b>	12th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	21 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	29/12/2025
<b>NSQC Approval Date</b>	30/12/2021
<b>Version</b>	1.0
<b>Reference code on NQR</b>	2021/ME/MESC/04870
<b>NQR Version</b>	1.0

### Remarks:



## Qualification Pack

### MES/N0218: Creating and Developing Event

#### Description

This unit is about envisioning an event, analyzing its budgets and sourcing venues for the event.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Envisioning an event-idea, scale, target audience, objectives
- Analyzing and working within an event budget
- Sourcing appropriate venues

#### Elements and Performance Criteria

##### *Envisioning an event – idea, scale, target audience, objectives*

To be competent, the user/individual on the job must be able to:

- PC1.** Envision and interpret the idea and concept of event to be conducted
- PC2.** reference historical event budget data.
- PC3.** consider recent trends in event budgeting.
- PC4.** set clear goals and objectives for the event.
- PC5.** get buy-in from clients, all departments and stakeholders.
- PC6.** map out all expenses to enable informed decisions.
- PC7.** incorporate proposed event experience costs

##### *Analysing and working within an event budget*

To be competent, the user/individual on the job must be able to:

- PC8.** Finalise creative and resources to deliver the creative idea
- PC9.** analyse technology and logistics involved; enlist resources needed
- PC10.** determine marketing and promotion plan and expenses
- PC11.** conduct feasibility study
- PC12.** Project event's return on investment
- PC13.** Calculate event's return on investment: outcome
- PC14.** participate in fund raising

##### *Sourcing appropriate venues*

To be competent, the user/individual on the job must be able to:

- PC15.** identify venue for the event (Conference/ Seminar/ Wedding / get together etc.)
- PC16.** identify suitable staff (resource) at surrounding location
- PC17.** Identifying, negotiating and booking venue(s)
- PC18.**
  - make availability of desired equipments such as AV equipment, decorator,
  - infrastructure, etc.



## Qualification Pack

- PC19.** • Identify and book talent for the event: anchors/ presenters, performers,  
• artistes, etc.
- PC20.** arrange to facilitate food & beverage; catering and service;
- PC21.** Arrange clean-up, dismantling and breakdown post event;
- PC22.** Fire safety, Hygiene, sanitation and sustainability measures to be deployed.
- PC23.** Internet, digital technology infrastructure and technical expertise to be available at all times.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** event sponsoring companies
- KU2.** event organizing company
- KU3.** the target audience for the event and/or the organization/ individual participating in the event
- KU4.** resource limitations including any constraints on budget, resource availability and deadlines.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** draft steps involved in conducting events and budget for the event
- GS2.** Issue instruction and guidance notes for all departments/ parties/vendors
- GS3.** study background, gather references and collect information
- GS4.** • read various sources of information of similar events, say for conference,  
• habits / personality of concerned guest(s)
- GS5.** undertake background research and collect information of possible guest /relatives etc.
- GS6.** effectively present and defend ideas to plan the functions step by step
- GS7.** Be able to present eloquently to each party/performer/ vendor/department head involved
- GS8.** make relevant decisions related to the area of work e.g. choice of idea,confirming choice of guest / organiser / sponsors / endors/media /technology used / venue identified / transport utilized / security and registration systems deployed
- GS9.** estimate difficulty and effort associated with executing the event concepts
- GS10.** plan own responsibilities and delegation of work for others including recruitment of additional staff (e.g. photographers, videographers and copy desk) as desired for the event/client/sponsors
- GS11.** the consumption patterns and preferences of the target audience/viewers/guest/ relatives)
- GS12.** how to analyze a range of information sources
- GS13.** distinguish clearly between fact, opinion, and comment for various vendors /suppliers
- GS14.** assess the suitable background concept for the intended target audience
- GS15.** handle crowd / people management / security / registration /other failures or in case of non-delivery /failure by one of the partners/vendors

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Envisioning an event - idea, scale, target audience, objectives</i>	<b>14</b>	<b>21</b>	-	-
<b>PC1.</b> Envision and interpret the idea and concept of event to be conducted	2	3	-	-
<b>PC2.</b> reference historical event budget data.	2	4	-	-
<b>PC3.</b> consider recent trends in event budgeting.	2	2	-	-
<b>PC4.</b> set clear goals and objectives for the event.	2	2	-	-
<b>PC5.</b> get buy-in from clients, all departments and stakeholders.	2	4	-	-
<b>PC6.</b> map out all expenses to enable informed decisions.	2	2	-	-
<b>PC7.</b> incorporate proposed event experience costs	2	4	-	-
<i>Analysing and working within an event budget</i>	<b>12</b>	<b>17</b>	-	-
<b>PC8.</b> Finalise creative and resources to deliver the creative idea	2	3	-	-
<b>PC9.</b> analyse technology and logistics involved; enlist resources needed	2	3	-	-
<b>PC10.</b> determine marketing and promotion plan and expenses	2	3	-	-
<b>PC11.</b> conduct feasibility study	1	-	-	-
<b>PC12.</b> Project event's return on investment	2	3	-	-
<b>PC13.</b> Calculate event's return on investment: outcome	2	3	-	-
<b>PC14.</b> participate in fund raising	1	2	-	-
<i>Sourcing appropriate venues</i>	<b>11</b>	<b>21</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> identify venue for the event (Conference/ Seminar/ Wedding / get together etc.)	1	2	-	-
<b>PC16.</b> identify suitable staff (resource) at surrounding location	1	2	-	-
<b>PC17.</b> Identifying, negotiating and booking venue(s)	2	3	-	-
<b>PC18.</b> • make availability of desired equipments such as AV equipment, decorator, • infrastructure, etc.	2	3	-	-
<b>PC19.</b> • Identify and book talent for the event: anchors/ presenters, performers, • artistes, etc.	1	2	-	-
<b>PC20.</b> arrange to facilitate food & beverage; catering and service;	1	2	-	-
<b>PC21.</b> Arrange clean-up, dismantling and breakdown post event;	1	2	-	-
<b>PC22.</b> Fire safety, Hygiene, sanitation and sustainability measures to be deployed.	1	2	-	-
<b>PC23.</b> Internet, digital technology infrastructure and technical expertise to be available at all times.	1	3	-	-
<b>NOS Total</b>	<b>37</b>	<b>59</b>	-	-





## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0218
<b>NOS Name</b>	Creating and Developing Event
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Advertising
<b>Occupation</b>	Ad Sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/12/2025
<b>NSQC Clearance Date</b>	30/12/2021



## Qualification Pack

### MES/N0220: Structuring an event

#### Description

This unit is about structuring/planning for events-conferences/corporate meetings/weddings etc. in a planned manner.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Create layout - design and styling
- Manage and control supply chain

#### Elements and Performance Criteria

##### *Create layout - design and styling*

To be competent, the user/individual on the job must be able to:

- PC1.** create vision for an event and then design all of the visual details to transform space and tie it all together - from the invitations and decor, to the activities and even the food
- PC2.** make use of innovative design and creative event concept which always combine problem-solving with creative solutions and design
- PC3.** provide a holistic approach
- PC4.** develop the theme of your event
- PC5.** make the stage construction more appealing and engaging
- PC6.** generate fully immersive attendee experiences to preview image and the scheme created for the event
- PC7.** ensure that all the different elements of the event will combine perfectly and transmit coherence

##### *Manage and control supply chain*

To be competent, the user/individual on the job must be able to:

- PC8.** Set goal of the supply chain
- PC9.** identify deviations, minimize their risks and negative impacts
- PC10.** PC10. coordinating all the departments / vendors and handle the the flow of information between them with effective logistics functions during the preevent, on-event and post event activities ware system
- PC11.** interpret the management of supply chain
- PC12.** analyse Logistics and reverse logistics of an Event Management firm.
- PC13.** research about the awareness of SCEM software system
- PC14.** scaling and followup with the vendors
- PC15.** • document details, communication with vendors/ suppliers, measurement of  
• area etc.

## Qualification Pack

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** event sponsoring companies
- KU2.** event organizing company
- KU3.** the target audience for the event and/or the organization/ individual participating in the event
- KU4.** resource limitations including any constraints on budget, resource availability and deadlines.
- KU5.** the mechanism for reporting non-compliance and what to do in the instances where one's direct supervisor may also be non-compliant
- KU6.** local administrative structure (State, District, City etc.), education system, culture, local
- KU7.**
  - local administrative structure (State, District, City etc.), education system,
  - culture, local sports, etc.
- KU8.** the different information sources available-- including daily events and occurrences
- KU9.** how to build and maintain a network of contacts/ sources
- KU10.** vendor management
- KU11.** code of ethics and core values such as impartiality, hospitality, right to express, basic protocol of administration
- KU12.** create awareness among local community and encourage self help group
- KU13.** personal attacks/commentary on an individual and potential litigation risks e.g. defamation, libel and slander
- KU14.** the kind of information, different rituals, choice of food etc.
- KU15.** where the stable information be disclosed /must not be disclosed (e.g. special guest, chief guest, planned announcements etc.)
- KU16.** how to correctly record addresses by individual during the event, its accessibility instructions
- KU17.** desired lighting and appearance
- KU18.** coordination with event planner and coordinator
- KU19.** manage budget and invoicing, cross cutting as per financial approval
- KU20.** liaising with clients and suppliers, handling logistics, and preparing post event reports
- KU21.** how to evaluate any risks of non-compliance to the individual's own health and safety and/ or others around them

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** draft steps involve in conducting events and budget for the event
- GS2.** study background, gather references and collect information
- GS3.** read various sources of information of similar events, say for conference, habits/personality of concern guest (s)
- GS4.** undertake background research and collect information of possible guest /relatives etc.



## Qualification Pack

- GS5.** effectively present and defend ideas to step out the functions
- GS6.** make relevant decisions related to the area of work e.g. choice of idea, confirming choice of guest / organosor / sponsors
- GS7.** estimate the effort associated with realizing the event concepts
- GS8.** plan own work and work for additional staff (e.g. photographers, videographers and copy desk) as desired by sponsors
- GS9.** the consumption patterns and preferences of the target audience/viewers/guest/ relatives)
- GS10.** how to analyze a range of information sources
- GS11.** distinguish clearly between fact, opinion, and comment for various vendors /suppliers

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Create layout - design and styling</i>	<b>14</b>	<b>30</b>	-	-
<b>PC1.</b> create vision for an event and then design all of the visual details to transform space and tie it all together - from the invitations and decor, to the activities and even the food	2	4	-	-
<b>PC2.</b> make use of innovative design and creative event concept which always combine problem-solving with creative solutions and design	2	4	-	-
<b>PC3.</b> provide a holistic approach	2	4	-	-
<b>PC4.</b> develop the theme of your event	2	4	-	-
<b>PC5.</b> make the stage construction more appealing and engaging	2	4	-	-
<b>PC6.</b> generate fully immersive attendee experiences to preview image and the scheme created for the event	2	5	-	-
<b>PC7.</b> ensure that all the different elements of the event will combine perfectly and transmit coherence	2	5	-	-
<i>Manage and control supply chain</i>	<b>16</b>	<b>40</b>	-	-
<b>PC8.</b> Set goal of the supply chain	2	5	-	-
<b>PC9.</b> identify deviations, minimize their risks and negative impacts	2	5	-	-
<b>PC10.</b> PC10. coordinating all the departments / vendors and handle the the flow of information between them with effective logistics functions during the preevent, on-event and post event activities ware system	2	5	-	-
<b>PC11.</b> interpret the management of supply chain	2	5	-	-
<b>PC12.</b> analyse Logistics and reverse logistics of an Event Management firm.	2	5	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> research about the awareness of SCEM software system	2	5	-	-
<b>PC14.</b> scaling and followup with the vendors	2	5	-	-
<b>PC15.</b> • document details, communication with vendors/ suppliers, measurement of • area etc.	2	5	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0220
<b>NOS Name</b>	Structuring an event
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Advertising
<b>Occupation</b>	Ad Sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/12/2025
<b>NSQC Clearance Date</b>	30/12/2021



## Qualification Pack

### MES/N0219: Control and conduct of an event

#### Description

This unit is about controlling factor and conduct of an event to meet the objective of event proposed by sponsored.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Organising marketing and promotion
- Managing onsite deployment and event success
- Reviewing and managing risk
- Post event analysis

#### Elements and Performance Criteria

##### *Organising marketing and promotion*

To be competent, the user/individual on the job must be able to:

- PC1.** identify target audience segment
- PC2.** identify gaps in the events market, research competitor events
- PC3.** create a serial content strategy promotional content
- PC4.** do networking and negotiations
- PC5.** leverage your partners, sponsors and even attendees
- PC6.** use social media platform to create awareness and showcase event colander
- PC7.** segment messaging through networking
- PC8.** use event hashtag every chance
- PC9.** make entry pass / tickets easy to collect / buy
- PC10.** crowdsource marketing material
- PC11.** run competitions and giveaways

##### *Managing onsite deployment and event success*

To be competent, the user/individual on the job must be able to:

- PC12.** use resources and specializations for each events which are diverse and can be sourced from many different suppliers
- PC13.** PC13. deploy resource under direct control of event manager who will coordinate with designer, decorators and F&B
- PC14.** outsource / sub-contract specialist resources like sound contactors, lighting caterers etc.
- PC15.** ensure efficient resources are deployed at respective units and supervise them

##### *Reviewing and managing risk*

To be competent, the user/individual on the job must be able to:





## Qualification Pack

- PC16.** assess all risks with the security/stewarding contractor to reach a conclusion as to the level of service required at the event and ensure all agencies are comfortable with the provision, roles and responsibilities of the contractor
- PC17.** identify deviation in supply chain and minimize risk and negative impacts
- PC18.** distribute work across team with specific tasks / capacity

### *Post event analysis*

To be competent, the user/individual on the job must be able to:

- PC19.** create post event analysis and report thereof
- PC20.** collect information observations and the information provided by the event staff
- PC21.** develop an interpretation about the ways the different components of the event contribute to or detract from its goals.
- PC22.** analyse event met its objective - compare goal vs. achievement
- PC23.** calculate financial outflow

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** event sponsoring companies
- KU2.** event organizing company
- KU3.** the target audience for the event and/or the organization/ individual participating in the event
- KU4.** resource limitations including any constraints on budget, resource availability and deadlines.
- KU5.** the mechanism for reporting non-compliance and what to do in the instances where one's direct supervisor may also be non-compliant
- KU6.** local administrative structure (State, District, City etc.), education system, culture, local sports, etc.
- KU7.** the different information sources available- including daily events and occurrences
- KU8.** how to build and maintain a network of contacts/ sources
- KU9.** vendor management
- KU10.** code of ethics and core values such as impartiality, hospitality, right to express, basic protocol of administration
- KU11.** create awareness among local community and encourage self help group
- KU12.** personal attacks/ commentary on an individual and potential litigation risks e.g. defamation, libel and slander
- KU13.**
  - the kind of information, different rituals, choice of food etc. where the stable information be disclosed /must not be disclosed (e.g. special
  - guest, chief guest, planned announcements etc.)
- KU14.** how to correctly record addresses by individual during the event, its accessibility instructions
- KU15.** desired lighting and appearance
- KU16.** coordination with event planner and coordinator
- KU17.** manage budget and invoicing, cross cutting as per financial approval



## Qualification Pack

**KU18.** Liaising with clients and suppliers, handling logistics, and preparing post event reports

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** draft steps involve in conducting events and budget for the event
- GS2.** study background, gather references and collect information
- GS3.** read various sources of information of similar events, say for conference, habits / personality of concern guest (s)
- GS4.** undertake background research and collect information of possible guest /relatives etc.
- GS5.** effectively present and defend ideas to step out the functions
- GS6.**
  - make relevant decisions related to the area of work e.g. choice of idea,
  - confirming choice of guest / organosor / sponsors
- GS7.** estimate the effort associated with realizing the event concepts
- GS8.** plan own work and work for additional staff (e.g. photographers,videographers and copy desk) as desired by sponsors
- GS9.** the consumption patterns and preferences of the target audience/ viewers/guest/ relatives)
- GS10.** how to analyze a range of information sources
- GS11.** distinguish clearly between fact, opinion, and comment for various vendors /suppliers
- GS12.** assess the suitable background concept for the intended target audience
- GS13.** How to handle crowd / people management
- GS14.** How to avoid disputes and solve disputes on the spot
- GS15.** Must understand the leadership matrix in order to get decisions promptly in difficult situations

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Organising marketing and promotion</i>	<b>14</b>	<b>29</b>	-	-
<b>PC1.</b> identify target audience segment	1	3	-	-
<b>PC2.</b> identify gaps in the events market, research competitor events	1	3	-	-
<b>PC3.</b> create a serial content strategy promotional content	1	3	-	-
<b>PC4.</b> do networking and negotiations	1	1	-	-
<b>PC5.</b> leverage your partners, sponsors and even attendees	1	3	-	-
<b>PC6.</b> use social media platform to create awareness and showcase event colander	1	3	-	-
<b>PC7.</b> segment messaging through networking	1	3	-	-
<b>PC8.</b> use event hashtag every chance	1	3	-	-
<b>PC9.</b> make entry pass / tickets easy to collect / buy	2	3	-	-
<b>PC10.</b> crowdsource marketing material	2	3	-	-
<b>PC11.</b> run competitions and giveaways	2	1	-	-
<i>Managing onsite deployment and event success</i>	<b>7</b>	<b>13</b>	-	-
<b>PC12.</b> use resources and specializations for each events which are diverse and can be sourced from many different suppliers	2	3	-	-
<b>PC13.</b> PC13. deploy resource under direct control of event manager who will coordinate with designer, decorators and F&B	2	3	-	-
<b>PC14.</b> outsource / sub-contract specialist resources like sound contactors, lighting caterers etc.	1	4	-	-
<b>PC15.</b> ensure efficient resources are deployed at respective units and supervise them	2	3	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Reviewing and managing risk</i>	<b>4</b>	<b>9</b>	-	-
<b>PC16.</b> assess all risks with the security/stewarding contractor to reach a conclusion as to the level of service required at the event and ensure all agencies are comfortable with the provision, roles and responsibilities of the contractor	2	3	-	-
<b>PC17.</b> identify deviation in supply chain and minimize risk and negative impacts	1	3	-	-
<b>PC18.</b> distribute work across team with specific tasks / capacity	1	3	-	-
<i>Post event analysis</i>	<b>7</b>	<b>15</b>	-	-
<b>PC19.</b> create post event analysis and report thereof	1	3	-	-
<b>PC20.</b> collect information observations and the information provided by the event staff	1	3	-	-
<b>PC21.</b> develop an interpretation about the ways the different components of the event contribute to or detract from its goals.	1	3	-	-
<b>PC22.</b> analyse event met its objective - compare goal vs. achievement	2	3	-	-
<b>PC23.</b> calculate financial outflow	2	3	-	-
<b>NOS Total</b>	<b>32</b>	<b>66</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0219
<b>NOS Name</b>	Control and conduct of an event
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Advertising
<b>Occupation</b>	Ad Sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/12/2025
<b>NSQC Clearance Date</b>	30/12/2021



## Qualification Pack

### MES/N0104: Maintain Workplace Health & Safety

#### Description

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

#### Elements and 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 organizations 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*

To be competent, the user/individual on the job must be able to:

- 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*

To be competent, the user/individual on the job must be able to:

- 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 through precautionary measures
- PC9.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC10.** report any hazards outside the individuals 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*

To be competent, the user/individual on the job must be able to:

- PC11.** follow organizations 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 individuals authority

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** Organizations norms and policies relating to health and safety
- KU2.** Government norms and policies regarding health and safety and related emergency procedures
- KU3.** Limits of authority while dealing with risks/ hazards
- KU4.** The importance of maintaining high standards of health and safety at a workplace
- KU5.** The different types of health and safety hazards in a workplace
- KU6.** Safe working practices for own job role
- KU7.** Evacuation procedures and other arrangements for handling risks
- KU8.** Names and contact numbers of people responsible for health and safety in a workplace
- KU9.** How to summon medical assistance and the emergency services, where necessary
- KU10.** Vendors or manufacturers instructions for maintaining health and safety while using equipment, systems and/or machines

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** how to write and provide feedback regarding health and safety to the concerned people
- GS2.** how to write and highlight potential risks or report a hazard to the concerned people
- GS3.** read instructions, policies, procedures and norms relating to health and safety
- GS4.** highlight potential risks and report hazards to the designated people
- GS5.** listen and communicate information with all anyone concerned or affected
- GS6.** make decisions on a suitable course of action or plan
- GS7.** plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS8.** apply problem solving approaches in different situations
- GS9.** understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority
- GS10.** apply balanced judgments in different situations
- GS11.** How to write and provide feedback regarding health and safety to the concerned people
- GS12.** How to write and highlight potential risks or report a hazard to the concerned people
- GS13.** Read instructions, policies, procedures and norms relating to health and safety
- GS14.** Highlight potential risks and report hazards to the designated people
- GS15.** Listen and communicate information with all anyone concerned or affected
- GS16.** Make decisions on a suitable course of action or plan
- GS17.** Plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS18.** Apply problem solving approaches in different situations
- GS19.** build and maintain positive and effective relationships with colleges and customers
- GS20.** analyze data and activities
- GS21.** Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority



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**GS22.** Apply balanced judgments in different situations



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the health, safety and security risks prevalent in the workplace</i>	<b>15</b>	<b>15</b>	-	-
<b>PC1.</b> understand and comply with the organizations current health, safety and security policies and procedures	5	5	-	-
<b>PC2.</b> understand the safe working practices pertaining to own occupation	5	5	-	-
<b>PC3.</b> 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	3	2	-	-
<b>PC4.</b> participate in organization health and safety knowledge sessions and drills	2	3	-	-
<i>Knowing the people responsible for health and safety and the resources available</i>	<b>10</b>	<b>10</b>	-	-
<b>PC5.</b> identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	5	5	-	-
<b>PC6.</b> identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	5	5	-	-
<i>Identifying and reporting risks</i>	<b>18</b>	<b>17</b>	-	-
<b>PC7.</b> identify aspects of your workplace that could cause potential risk to own and others health and safety	5	5	-	-
<b>PC8.</b> ensure own personal health and safety, and that of others in the workplace through precautionary measures	5	5	-	-
<b>PC9.</b> identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected	5	5	-	-
<i>Complying with procedures in the event of an emergency</i>	<b>7</b>	<b>8</b>	-	-
<b>PC11.</b> follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
<b>PC12.</b> identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0104
<b>NOS Name</b>	Maintain Workplace Health & Safety
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Animation, Gaming, Radio, Advertising
<b>Occupation</b>	Ad sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	24/02/2027
<b>NSQC Clearance Date</b>	24/02/2022

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment through 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 part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).



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5. Individual assessment agencies will create unique evaluations for skills practical for every student at each

examination/training center based on this criterion.

6. To pass the Qualification Pack , every trainee should score a minimum of 70% of aggregate marks to successfully

clear the assessment.

7. In case of unsuccessful completion, the trainee may seek reassessment as per the Qualification Pack.

### Minimum Aggregate Passing % at QP Level : 70

**(Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N0218.Creating and Developing Event	37	59	0	0	96	30
MES/N0220.Structuring an event	30	70	0	0	100	30
MES/N0219.Control and conduct of an event	32	66	0	0	98	30
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
<b>Total</b>	<b>149</b>	<b>245</b>	<b>-</b>	<b>-</b>	<b>394</b>	<b>100</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.