



# Assistant Cameraman

QP Code: MES/Q0903

Version: 3.0

NSQF Level: 3

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

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## MES/Q0903: Assistant Cameraman

### Brief Job Description

Individuals at this job are responsible to mark focus lengths based on the required composition and focus and refocus the camera lenses during shoots. They are also responsible to set-up/dismantle camera equipment

### Personal Attributes

This job requires the individual to judge distances and mark focus lengths accurately. The individual must be creative and detail-oriented. The individual must know and keep updated on the various camera equipment, shooting techniques and mediums. The individual must have excellent communication skills and must possess the ability to work collaboratively as a part of a team.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [MES/N0905: Set up camera Equipment prior to Shoot](#)
2. [MES/N0906: Prepare for Shoot](#)
3. [MES/N0908: Dismantle and Pack Equipment after shoot](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Radio, Advertising, Print, Digital, Out-of-home
<b>Occupation</b>	Camera Operation, Direction
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	13

## Qualification Pack

<b>Aligned to NCO/ISCO/ISIC Code</b>	NOC 2015- 3521.0201
<b>Minimum Educational Qualification &amp; Experience</b>	9th Class (pass) OR 8th Class ( pass with one year of (NTC/NAC) after 8th)
<b>Minimum Level of Education for Training in School</b>	8th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	16 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	24/02/2027
<b>NSQC Approval Date</b>	24/02/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/ME/MESC/06891
<b>NQR Version</b>	3.0

**Remarks:**

## Qualification Pack

### MES/N0905: Set up camera Equipment prior to Shoot

#### Description

This OS unit is about arranging for the delivery of camera equipment and setting up for shoots

#### Elements and Performance Criteria

##### *Prepare and arrange all the camera equipment for use during shoots*

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

- PC1.** coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock/beta tapes/memory cards)
- PC2.** prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc.

##### *Monitor use of equipment during shoots*

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

- PC3.** arrange for security and protection of the equipment during storage and logistics
- PC4.** report any damages to the camera and production teams
- PC5.** ensure cameras are mounted on grips and the locks are fastened securely

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the equipment that can be sourced in-house and that needs to be sourced through a vendor.
- KU2.** the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction
- KU3.** how to select the most appropriate mode of transport and the most relevant logistics provider
- KU4.** inventory management processes including receipt, issue and returns
- KU5.** appropriate documentation norms (e.g. challans, receipts etc.)
- KU6.** how to protect, pack and secure the equipment for storage
- KU7.** how to label, pack and store the equipment in extreme climatic and rough environmental conditions
- KU8.** how to arrange and label camera equipment so that it is accessible for the entire camera team
- KU9.** how to estimate the quantity of supplies for each shoot day
- KU10.** techniques of handling and maintaining the camera equipment
- KU11.** likely damage that may be caused due to incorrect handling and storage
- KU12.** the safety and security requirements for the equipment, including special requirements, if any

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- KU13.** how to load film stock into magazines, under specific conditions without causing any damage/exposure
- KU14.** how to charge batteries and prevent accidental discharge
- KU15.** how to deal with exposed stock safely and securely
- KU16.** how to clean and test the cameras, lenses and magazines prior to shoot including the appropriate method and material to be used
- KU17.** applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised

## Generic Skills (GS)

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

- GS1.** prepare a log of all the equipment to be used during each shoot day
- GS2.** track status against the checklist on a daily basis and note remarks, where required
- GS3.** label equipment and supplies accurately
- GS4.** read the equipment user-manuals and handling specifications
- GS5.** read the safety considerations for the equipment being used
- GS6.** refer to the shoot schedules to determine how many shots are being covered during a given day to ensure that adequate film stock and batteries are available for use
- GS7.** report damage, if any to the equipment to the camera and production teams
- GS8.** discuss and agree on the list of equipment that needs to be prepared and kept ready for use with the camera team and production head
- GS9.** plan work according to the requirements and agreed timelines
- GS10.** identify any problems with successful execution of the task and resolve them in consultation with the production team

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and arrange all the camera equipment for use during shoots</i>	20	20	-	-
<b>PC1.</b> coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock/beta tapes/memory cards)	10	10	-	-
<b>PC2.</b> prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc.	10	10	-	-
<i>Monitor use of equipment during shoots</i>	30	30	-	-
<b>PC3.</b> arrange for security and protection of the equipment during storage and logistics	10	10	-	-
<b>PC4.</b> report any damages to the camera and production teams	10	10	-	-
<b>PC5.</b> ensure cameras are mounted on grips and the locks are fastened securely	10	10	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0905
<b>NOS Name</b>	Set up camera Equipment prior to Shoot
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television
<b>Occupation</b>	Camera Operation
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/03/2015
<b>Next Review Date</b>	24/02/2027
<b>NSQC Clearance Date</b>	24/02/2022



## Qualification Pack

### MES/N0906: Prepare for Shoot

#### Description

This OS unit is about deciding the shot framing and composition, marking out the camera positions and carrying out rehearsals prior to shoot

#### Elements and Performance Criteria

##### *Understanding the focus requirements for different types of shots*

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

**PC1.** establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production

##### *Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals*

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

**PC2.** mark, or support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg: relationship between width and height)

##### *Marking out the focus lengths for each position*

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

**PC3.** prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots

**PC4.** report potential issues to the producer and director and relevant teams for rectification

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** understand the overall style and creative aspects of the production.

**KU2.** the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction

**KU3.** the principles of cinematography.

**KU4.** understanding of optical theory

**KU5.** understanding of still photography would be an added advantage

**KU6.** principles of composition and continuity

**KU7.** the focus requirements and camera position(s) for each shot

**KU8.** the relationship between the distance of the camera from the subject, the height at which the camera is placed and movements and how these effect the shot composition

**KU9.** the aspect ratio required for each shoot and the aspect ratio in which the final product will be seen by the audience

**KU10.** how to judge focus lengths to ensure that the shot view will be sharp and achieves the desired framing and composition

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- KU11.** how to frame shots to ensure continuity and seamless transition from one shot to another
- KU12.** the various types of cameras, lenses and equipment available in the market
- KU13.** how to update operating skills on new cameras, lenses and equipments in the market
- KU14.** how to test cameras, lenses and equipment and discover faults, if any
- KU15.** how to place cameras according to production requirements in case of multi-camera shoots
- KU16.** how to place set, props and equipment so as to capture the required frame in the shot and ensuring that they do not obstruct the camera view
- KU17.** the mood of each shot and determine shot requirements accordingly
- KU18.** how to measure the distance between the artists/objects/subjects and the camera(s) to ensure the shot gets taken correctly
- KU19.** how to observe for continuity issues that may impact actual shoots
- KU20.** test focus lengths to ensure they have been set properly
- KU21.** the limitations on camera movements - based on the positioning of the camera, sets, props and equipment during shoots
- KU22.** applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised

## Generic Skills (GS)

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

- GS1.** note the specifications for each shot - camera distance, height, focus length, aspects ratios, timing, start and finish points etc. to refer to during the shoot
- GS2.** notes for the director, DOP and production team that would help them guide the movement of artists, props and equipment during shoot
- GS3.** read and understand the script in detail
- GS4.** understand and clarify requirements during production reces and meetings
- GS5.** discuss the creative and visual requirements of the shot with the DOP and producer
- GS6.** agree on the positioning of the shot with the DOP, production team and artists
- GS7.** discuss the camera path and timing with the camera and production teams, discuss problems and modifications required
- GS8.** communicate any problems that may affect the desired composition
- GS9.** guide the artists on their movements and timing
- GS10.** plan work according to the requirements and agreed timelines
- GS11.** manage within the agreed budget and minimize overruns
- GS12.** how to discover and resolve any technical problems which may affect composition
- GS13.** judge the focal distance/lengths required for each shot to ensure that the picture is sharp and captures all the creative elements required in the frame

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the focus requirements for different types of shots</i>	15	15	-	-
<b>PC1.</b> establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production	15	15	-	-
<i>Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals</i>	15	15	-	-
<b>PC2.</b> mark, or support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg: relationship between width and height)	15	15	-	-
<i>Marking out the focus lengths for each position</i>	20	20	-	-
<b>PC3.</b> prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots	10	10	-	-
<b>PC4.</b> report potential issues to the producer and director and relevant teams for rectification	10	10	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0906
<b>NOS Name</b>	Prepare for Shoot
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television
<b>Occupation</b>	Camera Operation
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	24/02/2027
<b>NSQC Clearance Date</b>	24/02/2022

## Qualification Pack

### MES/N0908: Dismantle and Pack Equipment after shoot

#### Description

This OS unit is about dismantling, packing and dispatching equipment after the shoot

#### Elements and Performance Criteria

##### *Dismantling and packing camera equipment after shoot*

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

- PC1.** dismantle and pack the equipment properly (equipment can include cameras, batteries, lenses, filters, tripods, grips, dollies, track, special effects equipment, magazines, clapper boards, unused film stock/beta tapes/memory cards)
- PC2.** ensure that all the list of equipment to be dispatched matches the list of equipment received from the vendor and brought by the production team
- PC3.** coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required
- PC4.** identify and report any equipment that needs repair or replacement, as required
- PC5.** ensure that the location and facilities used during shoot are left in their original state

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the equipment brought by the production team and those sourced by the vendor
- KU2.** the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction
- KU3.** how to demarcate and label equipment owned by vendors and equipment owned by the production team
- KU4.** the type of packaging material appropriate for each piece of equipment
- KU5.** how to handle the equipment safely
- KU6.** how to clean the equipment with appropriate cleaning materials to maintain and avoid damage to the equipment
- KU7.** how to protect, pack and secure the equipment for storage and transport
- KU8.** how to pack and store the equipment in extreme climatic and rough environmental conditions
- KU9.** how to select the most appropriate mode of transport and the most relevant logistics provider
- KU10.** how to test the equipment to ensure that it is in working condition and there are no damages/defects
- KU11.** any special requirements for the equipment e.g. temperature control, magnetic field control etc. that may be required
- KU12.** inventory management processes including receipt, issue and returns
- KU13.** appropriate documentation norms (e.g. challans, receipts etc.)

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- KU14.** applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised

### Generic Skills (GS)

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

- GS1.** prepare equipment dispatch lists and track variations/missing items
- GS2.** note any damage/defects caused during storage and handling and prepare a list of equipment that needs to be repaired/replaced
- GS3.** prepare the required documentation for transportation of the equipment
- GS4.** prepare cover sheets while submitting transport and security bills for approval
- GS5.** read the equipment delivery lists prepared during receipt of the equipment and ensure that the equipment dispatch list matches it
- GS6.** coordinate with members of the camera and production team to gather the equipment in one place
- GS7.** discuss and collate feedback from the camera and production team on the quality of equipment used, and on the services provided by the vendor
- GS8.** maintain a good relationship with equipment vendors/suppliers and logistics providers
- GS9.** plan work according to the requirements and agreed timelines
- GS10.** manage within the agreed budget and minimize overruns
- GS11.** identify any problems with successful execution of the task and resolve them in consultation with the production team
- GS12.** provide feedback on the quality of the equipment used, the resources and services provided by the vendor, and comment on whether the services of the vendor may be continued in the future

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Dismantling and packing camera equipment after shoot</i>	50	50	-	-
<b>PC1.</b> dismantle and pack the equipment properly (equipment can include cameras, batteries, lenses, filters, tripods, grips, dollies, track, special effects equipment, magazines, clapper boards, unused film stock/beta tapes/memory cards)	10	10	-	-
<b>PC2.</b> ensure that all the list of equipment to be dispatched matches the list of equipment received from the vendor and brought by the production team	5	5	-	-
<b>PC3.</b> coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required	15	15	-	-
<b>PC4.</b> identify and report any equipment that needs repair or replacement, as required	10	10	-	-
<b>PC5.</b> ensure that the location and facilities used during shoot are left in their original state	10	10	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0908
<b>NOS Name</b>	Dismantle and Pack Equipment after shoot
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television
<b>Occupation</b>	Camera Operation
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/03/2015
<b>Next Review Date</b>	24/02/2027
<b>NSQC Clearance Date</b>	24/02/2022



## 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

## 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	-	-

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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>	-	-

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### 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>	TBD
<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

## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

**PC1.** understand the significance of employability skills in meeting the job requirements

##### *Constitutional values - Citizenship*

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

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

##### *Basic English Skills*

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

**PC4.** speak with others using some basic English phrases or sentences

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

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### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

### *Essential Digital Skills*

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

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services



## Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

### Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/09/2024
<b>NSQC Clearance Date</b>	30/09/2021

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

## Qualification Pack

### Minimum Aggregate Passing % at QP Level : 60

(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/N0905.Set up camera Equipment prior to Shoot	50	50	-	-	100	20
MES/N0906.Prepare for Shoot	50	50	-	-	100	35
MES/N0908.Dismantle and Pack Equipment after shoot	50	50	-	-	100	25
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
<b>Total</b>	<b>220</b>	<b>230</b>	<b>-</b>	<b>-</b>	<b>450</b>	<b>100</b>



## 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.
<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.

## Qualification Pack

<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.
<b>VISUAL STYLE</b>	Visual style comprises the look or appearance of the production including the lighting, colours, shadows, sets, costumes, locations and the way they will be captured on screen.
<b>CREATIVE BRIEF</b>	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.
<b>SHOOT SCHEDULE</b>	Shoot schedule is a listing of the sequences/shots that need to be captured on each shoot day
<b>MULTI CAMERA</b>	Multi-camera is a method of shooting where multiple cameras are used to simultaneously capture different views/images
<b>BUDGET</b>	Budget is an estimate of the total cost of production that may include a break-up of cost components
<b>TIMELINES</b>	Timelines is a listing of dates by which the production milestones/stages need to be completed
<b>CONTINUITY</b>	Continuity represents the seamless transition from one shot to another
<b>SCRIPT</b>	Script is a structured narrative of a story



## Qualification Pack

<b>SCREENPLAY</b>	Screenplay is the script coupled with key characteristics of the scene and directions for acting
<b>POST-PRODUCTION</b>	Post-production is the final finishing phase of the production, where the raw footage is edited, special effects are added, music and sound are integrated, colour correction is done etc.
<b>COLOUR GRADING</b>	Colour grading is the process of enhancing and correcting the colours of the final production
<b>DIGITAL INTERMEDIATE</b>	Digital intermediate is the process where a film is digitised and the colour and image characteristics are modified
<b>RECCE</b>	Recce is a detailed visual and technical assessment of the attributes and suitability of a particular location for the shoot, usually through a personal visit
<b>GRIPS</b>	Grips is the department that specialises in mounting the camera on to tripods, dollies, cranes and other platforms for shoots
<b>JIB</b>	Jib is a device used for the movement of camera and operates like a see-saw, with the camera at one end and the camera controls at the other
<b>LENSES</b>	Lenses are used to capture images and are attached on to the body of the camera
<b>FILTERS</b>	Filters are used to alter the properties of light entering the camera lens. They are also used to create a number of special effects
<b>DOLLY</b>	Dolly is a platform with wheels on which the camera can be mounted and moved around during the shoots
<b>MAGAZINES</b>	Magazines are compartments within a camera that are used to hold the film tape
<b>CLAPPER BOARDS</b>	Clapper board is a slate that has information pertaining to each shot, used as a guide to mark shots and aid matching image with sounds
<b>FOCUS LENGTH</b>	Focus length is the angle of view from the lens
<b>FRAMING</b>	Framing is how the artists, objects, sets, locations etc. are positioned within the camera view for a single shot
<b>MASTER SHOT</b>	Also known as a cover shot, this shot is a long sequence that establishes an overview and aids assembly of smaller, closer shots with details

## Qualification Pack

<b>SECTOR</b>	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.
<b>SUB-SECTOR</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>VERTICAL</b>	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
<b>OCCUPATION</b>	Occupation is a set of job roles, which perform similar/related set of functions in an industry
<b>FUNCTIONS</b>	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.
<b>SUB-FUNCTIONS</b>	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
<b>JOB ROLE</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
<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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>PERFORMANCE CRITERIA</b>	Performance Criteria 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>QUALIFICATION PACK CODE</b>	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
<b>QUALIFICATION PACK (QP)</b>	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.
<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.

## Qualification Pack

<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 the 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 the quality of performance required.
<b>KNOWLEDGE AND UNDERSTANDING</b>	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.
<b>ORGANIZATIONAL CONTEXT</b>	Organizational Context includes the way the organization 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</b>	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.