

Qualification Pack



Location Manager

QP Code: MES/Q2804

Version: 3.0

NSQF Level: 5

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Qualification Pack

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MES/Q2804: Location Manager

Brief Job Description

Individuals in this job are responsible for filming/ production taking place on location. Their main tasks include evaluating various locations and identifying those that are most suited for filming. The location manager is in charge of set-up, logistics and coordination at the filming location.

Personal Attributes

This job requires the individual to understand production techniques and the implications of various tasks on time, resources and budget. The individual must have a background in film making or content production. The individual must understand the logistics and facilities required during filming and be able to assess a range of locations for their suitability. The individual should have a keen sense of visual imagery and photography, and apply this to location selection. The individual must be an effective communicator and be able to support the production unit in making relevant decisions about the location

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N2806: Assess Suitability of a Filming Location](#)
2. [MES/N2807: Manage Live Program Production](#)
3. [MES/N2809: Coordinate Production Activities](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Advertising
Occupation	Production
Country	India
NSQF Level	5
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2654.0800



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Minimum Educational Qualification & Experience	Graduate with 2 Years of experience OR MBA (PGDM) OR 12th Class with 7 Years of experience
Minimum Level of Education for Training in School	12th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	27/01/2027
NSQC Approval Date	27/01/2022
Version	3.0
Reference code on NQR	2022/ME/MESC/05208
NQR Version	3.0

Remarks:

This QP was approved in 2015 and NSQC Extended it in 2019 without any change in QP. Therefore, NQR code used is of 2019.



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MES/N2806: Assess Suitability of a Filming Location

Description

This OS unit is about identifying possible locations for filming, conducting location surveys (recces) and assessing suitability

Elements and Performance Criteria

Assess suitability of filming location

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

- PC1.** determine the total space/ floor area requirements based on the script and creative brief and identify appropriate location options, across studios/sound stages, buildings, parking lots and other covered spaces, and outdoor locations
- PC2.** conduct a location survey (recce) and evaluate suitability on various factors (typically using a pre-agreed checklist)
- PC3.** prioritize locations with regard to their suitability for filming, and support decision-making/ selection of an appropriate location
- PC4.** contact film commissions/ other bodies to obtain necessary permissions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the vision and motivations of the creative team (scriptwriter, director, production designer among others)
- KU2.** production limitations such as constraints on budget, resources and time availability and any specific limits on shooting locations
- KU3.** the role and contribution of key departments during filming, interdependencies and reporting structures
- KU4.** how to interpret the script and identify location requirements (based on the space required, mood, historical context, natural backdrop etc.)
- KU5.** how to identify 4-5 options for each type of location (based on available databases, prior experience and independent research)
- KU6.** how to conduct a location survey (recce) typically using a pre-agreed checklist of factors that need to be assessed
- KU7.** how to assess the accessibility of a location including availability of public/ private transport and parking space
- KU8.** how to check for adequate power supply (either through the grid or generators), and corresponding requirements for wires and cables
- KU9.** how to check the location for facilities including availability of food and water, rest areas, garbage disposal etc.
- KU10.** how to check the location for lighting, direction of sunlight, appropriate times of day to shoot and requirements for artificial lighting

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- KU11.** how to identify relevant frames and backdrops at the location (based on the script and requirements for specific shots/ scenes)
- KU12.** how to check the location for ambient sound (recordings may be made to assess sound level in a studio)
- KU13.** how to check the suitability of the location for transporting heavy equipment (e.g. lights, grips and cameras) e.g. the height, dimensions and any obstacles that need removal
- KU14.** how to assess the location for weather patterns and any potential disruption to filming due to rain, snow, extreme heat or other conditions
- KU15.** how to check the location for adequate storage space for safe and secure storage of equipment and materials required for filming
- KU16.** how to identify relevant approvals and permissions (from local, state or central authorities) required for filming at that location
- KU17.** how to maintain a record of all production-related documents including non disclosure agreements (nda), legal permissions, proposals, insurance contracts, team lists etc.

Generic Skills (GS)

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

- GS1.** take notes and mark-up the script for location requirements
- GS2.** prepare a checklist to undertake the location survey (recce), take notes and mark-up the checklist with findings from the recce
- GS3.** use hand drawing and computer design techniques to create floor plans (i.e. parking, sound stage, storage space, facilities etc.)
- GS4.** interpret the script/ creative brief/ production concept/ schedule/ budget or any other type of written material
- GS5.** correctly read background information on the location, floor plans, documentation regarding approvals and permissions etc.
- GS6.** understand the creative vision of the director/ script writer and producer
- GS7.** understand the brief from the financier and any constraints/ limitations that affect the location selection (e.g. time, people, materials, budget)
- GS8.** communicate effectively with the key heads of department, propose alternatives and agree on key decisions
- GS9.** make relevant decisions related to the area of work e.g. choice of location based on suitability across a range of factors
- GS10.** how to prepare a work schedule/ sequence of activities to help plan the location survey (recce) effectively
- GS11.** identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit
- GS12.** how to assess the impact of selecting a particular location on the time and budget of the production

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assess suitability of filming location</i>	60	40	-	-
PC1. determine the total space/ floor area requirements based on the script and creative brief and identify appropriate location options, across studios/sound stages, buildings, parking lots and other covered spaces, and outdoor locations	20	10	-	-
PC2. conduct a location survey (recce) and evaluate suitability on various factors (typically using a pre-agreed checklist)	20	10	-	-
PC3. prioritize locations with regard to their suitability for filming, and support decision-making/ selection of an appropriate location	10	10	-	-
PC4. contact film commissions/ other bodies to obtain necessary permissions	10	10	-	-
NOS Total	60	40	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N2806
NOS Name	Assess Suitability of a Filming Location
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Advertising
Occupation	Production
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	26/11/2014
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



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MES/N2807: Manage Live Program Production

Description

This OS unit is about coordinating activities and resources during the production of live events and during live studio programming

Elements and Performance Criteria

Manage live production

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

- PC1.** understand, discuss and agree upon the objectives of a live programme, in conjunction with with key technical and creative personnel
- PC2.** correctly estimate production requirements (software, equipment, crew) that meet said objectives across: live events (sporting events, cultural events, political events, business events, conferences and seminars and other events of local, regional, national or international importance) live studio programming (news bulletins, sports commentary and studio interviews)
- PC3.** conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made
- PC4.** co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the vision and motivations of the creative team (scriptwriter, director, production designer among others)
- KU2.** production limitations including details of the location where the event will take place and any constraints on budget, resources and time availability
- KU3.** the role and contribution of key departments involved in production, interdependencies and reporting structures
- KU4.** how to assess live production requirements and create a list of equipment, materials and other resources required
- KU5.** how to estimate the human resource requirements for live programme production
- KU6.** how to assess the suitability of equipment for live production and the required technical specifications (e.g. high speed cameras for production of sporting events)
- KU7.** how to assess ambient sound at the location and make appropriate arrangements for sound recording
- KU8.** how to operate (or instruct someone to operate) a video mixer to switch between different visual streams
- KU9.** how to operate (or instruct someone to operate) an audio mixer to switch between different audio streams

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- KU10.** how to operate (or instruct someone to operate) graphics software and machines that allow for on screen graphics, live updates etc.
- KU11.** available file formats for music/ content, specific requirements for hd production or other specialized programmes and what file formats are acceptable for the current event
- KU12.** available connectivity options (e.g. satellite, leased lines etc.) to receive audio-visual feeds from various sources
- KU13.** available play-out equipment and software for broadcasting live events
- KU14.** how to ensure that all production activities minimize risks, including those to the individuals own health and safety and of the production cast and crew

Generic Skills (GS)

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

- GS1.** take notes and mark-up scripts/ concepts to identify equipment, material and people requirements for live programme production
- GS2.** prepare call sheets, task lists and other types of check lists
- GS3.** interpret the script/ creative brief/ production concept/ schedule/ budget or any other type of written material
- GS4.** correctly read user manuals for software and specialized equipment required for live programme production (e.g. mixers, on screen graphics, playout etc.)
- GS5.** understand the creative vision and objective behind capturing the live event
- GS6.** identify any constraints/ limitations that affect the production (e.g. time, people, materials, location, budget)
- GS7.** communicate effectively with the entire production unit, propose alternatives and agree on key decisions
- GS8.** make relevant decisions related to the area of work e.g. sequencing of activities, choice of equipment, production techniques, choice of location, vendor selection etc.
- GS9.** how to prepare a work schedule/ sequence of activities to help the entire production unit plan their work during the event
- GS10.** how to build a contingency plan based on knowledge of similar live events and production risks
- GS11.** identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage live production</i>	50	50	-	-
PC1. understand, discuss and agree upon the objectives of a live programme, in conjunction with with key technical and creative personnel	10	10	-	-
PC2. correctly estimate production requirements (software, equipment, crew) that meet said objectives across: live events (sporting events, cultural events, political events, business events, conferences and seminars and other events of local, regional, national or international importance) live studio programming (news bulletins, sports commentary and studio interviews)	20	20	-	-
PC3. conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made	10	10	-	-
PC4. co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event	10	10	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N2807
NOS Name	Manage Live Program Production
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Radio, Gaming, Advertising
Occupation	Production
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	20/03/2018
Next Review Date	27/01/2027
NSQF Clearance Date	27/01/2022

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MES/N2809: Coordinate Production Activities

Description

This OS unit is about coordinating production activities and resources for filming, monitoring progress and highlighting variances to the schedule and budget

Elements and Performance Criteria

Coordinating production activities

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

- PC1.** break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming
- PC2.** lead, or support, the production unit toward successful completion of their tasks
- PC3.** track progress of filming against the production schedule and budget, in line with ones role
- PC4.** anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the vision and motivations of the creative team (scriptwriter, director, production designer among others)
- KU2.** production limitations including details of shooting locations and any key constraints on budget, resources and time availability
- KU3.** the role and contribution of key departments during filming, interdependencies and reporting structures
- KU4.** how to break down the production schedule into a daily task list with details of personnel, equipment and materials required on set, as necessary in the context of the role
- KU5.** available options for transporting equipment and material securely to the location and ensuring safe storage
- KU6.** how to coordinate, or support in coordinating, logistics for the cast and crew including travel, ground transport, accommodation, facilities on set including rest areas and catering
- KU7.** how to coordinate, or support in coordinating, logistics for child artistes and their accompanying adults including travel, ground transport, accommodation, facilities on set including rest areas and catering
- KU8.** how to coordinate, or support in coordinating, logistics for any animals being used for filming including the number of wranglers/ handlers required, their travel, ground transport, accommodation, facilities on set including rest areas and catering and any permissions required from local, state or central authorities for principal photography
- KU9.** how to confirm if all approvals and permissions (from local, state or central authorities) required for filming have been taken, and the points of contact in case of any last minute issues

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- KU10.** how to confirm, or support in confirming, if duties and any other applicable charges on equipment and material have been paid to the revenue authorities
- KU11.** how to confirm, or support in confirming, if all required insurance policies have been purchased (e.g. fire insurance, theft insurance and insurance for unintentional damage to equipment)
- KU12.** how to liaise with the location manager/ floor manager/ unit production manager to ensure that all elements required for filming are in place, as necessary in the context of the role
- KU13.** in case of damage to or non availability of resources, identify alternatives/ substitutes that can be used without compromising on the production objectives
- KU14.** prepare a daily progress report at the end of each day and track completion against the production schedule and budget, as necessary in the context of the role
- KU15.** anticipate potential delays/ overruns and highlight them to the respective departments
- KU16.** check against the production schedule that all tasks have been delivered, , as necessary in the context of the role
- KU17.** observe inventory vs. delivery trends (in fields such as animation and gaming), or planned vs. actual and make required changes to make the process of scheduling and delivery more effective
- KU18.** act as a central point of contact for all teams and resolve any interdependency issues that could affect smooth functioning of the unit
- KU19.** how to ensure that all production activities minimize risks, including those to the individuals own health and safety and of the production cast and crew

Generic Skills (GS)

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

- GS1.** take notes and mark-up production schedules and budgets to identify potential areas of concern
- GS2.** prepare daily call sheets, task lists and other types of check lists, in line with ones role
- GS3.** prepare a daily progress report (on paper or using a computer) and highlight variance against the production schedule and budget, in line with ones role
- GS4.** interpret the script/ creative brief/ production concept/ schedule/ budget or any other type of written material, in line with ones role
- GS5.** correctly read vendor and supplier bills to ensure that expenses are aligned to the production budget
- GS6.** understand the creative vision of the director/ script writer and producer, as appropriate
- GS7.** understand the brief from the financier and any constraints/ limitations that affect the production (e.g. time, people, materials, location, budget), as appropriate
- GS8.** communicate effectively with some/entire production unit, propose alternatives and agree on key decisions
- GS9.** make relevant decisions related to the area of work e.g. sequencing of activities, choice of cast and crew, production techniques, choice of location, vendor selection etc.
- GS10.** how to prepare a work schedule/ sequence of activities to help the entire production unit plan their work on a daily basis, if appropriate



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- GS11.** how to build a contingency plan based on knowledge of typical areas of delays/ overruns and production risks
- GS12.** identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit
- GS13.** how to assess the impact of selecting production techniques, cast, crew, vendors and suppliers on the time, location and budget of the production, if appropriate

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Coordinating production activities</i>	50	50	-	-
PC1. break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming	15	15	-	-
PC2. lead, or support, the production unit toward successful completion of their tasks	15	15	-	-
PC3. track progress of filming against the production schedule and budget, in line with ones role	10	10	-	-
PC4. anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them	10	10	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N2809
NOS Name	Coordinate Production Activities
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Advertising
Occupation	Production
NSQF Level	6
Credits	3
Version	1.0
Last Reviewed Date	26/11/2014
Next Review Date	27/01/2027
NSQF Clearance Date	27/01/2022



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

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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>	15	15	-	-
PC1. understand and comply with the organizations current health, safety and security policies and procedures	5	5	-	-
PC2. understand the safe working practices pertaining to own occupation	5	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	3	2	-	-
PC4. 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>	10	10	-	-
PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	5	5	-	-
PC6. 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>	18	17	-	-
PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety	5	5	-	-
PC8. ensure own personal health and safety, and that of others in the workplace through precautionary measures	5	5	-	-
PC9. 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
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	5	5	-	-
<i>Complying with procedures in the event of an emergency</i>	7	8	-	-
PC11. follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

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

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.



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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/N2806.Assess Suitability of a Filming Location	60	40	-	-	100	30
MES/N2807.Manage Live Program Production	50	50	-	-	100	30
MES/N2809.Coordinate Production Activities	50	50	-	-	100	30
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	210	190	-	-	400	100



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Acronyms

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

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Glossary

Sector	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.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	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.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	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.
Knowledge and Understanding (KU)	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.

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Organisational Context	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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
Electives	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.
Options	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.
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Continuity	Continuity represents the seamless transition from one shot to another
Copyright Laws	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
Financer	An entity (individual or organization) that provides financing for a project
Labour Laws	Legal norms governing the relationship between workers, employers, trade unions and the government
Post-production	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.
Props	A property, commonly shortened to prop (plural)
Screenplay	Screenplay is the script coupled with key characteristics of the scene and directions for acting
Script	Script is a structured narrative of a story
Set	The background/ scenery visible through the camera (for video production) or directly to the spectator (for theatrical production)

Qualification Pack

Set Etiquette	A set of guidelines that dictate how cast and crew should behave on set and interact with each other
Target Audience	Group of people at whom content/ advertising is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters (e.g. Females, aged 25-40, average monthly household income INR 25,000-50,000, from Hindi speaking states in North India)
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed
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.

Qualification 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.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an alphanumeric™.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	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.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	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.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.