

Qualification Pack



Set Carpenter

QP Code: MES/Q3103

Version: 2.0

NSQF Level: 3

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Qualification Pack

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MES/Q3103: Set Carpenter

Brief Job Description

Individuals in this job need to understand woodwork requirements, manufacture the items and install them correctly on set.

Personal Attributes

This job requires the individual to manufacture wooden structures and items as per the script requirements. The individual should have carpentry and joinery skills including how to make scale drawings, how to measure and cut pieces of wood and techniques for joining wooden components. The individual should possess basic literacy and numeracy skills, and be able to communicate effectively with the set construction team. The individual must be flexible and innovative, and should be able to contribute in identifying ways to make set construction more cost effective.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N3127: Wrap up Set and Return or Dispose of Items](#)
2. [MES/N3111: Produce scale drawings for Woodwork](#)
3. [MES/N3112: Produce stencils and setting-out details for standard woodwork](#)
4. [MES/N3113: Manufacture woodwork](#)
5. [MES/N3114: Install woodwork](#)
6. [MES/N0104: Maintain Workplace Health & Safety](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
Country	India
NSQF Level	3



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Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2166.0111
Minimum Educational Qualification & Experience	10th Class with 1 Year of experience OR 8th Class (with ITI) with 1 Year of experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	27/01/2027
NSQC Approval Date	27/01/2022
Version	2.0
Reference code on NQR	2022/ME/MESC/05218
NQR Version	2.0

Remarks:

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MES/N3127: Wrap up Set and Return or Dispose of Items

Description

This OS unit is about packing up items on set after the shoot is over (striking the set) and ensuring items are returned or disposed of correctly

Scope

The scope covers the following :

- preparing a schedule/to-do list of key activities relating to pack-up/ striking the set
- Ensure, personally or in a supervisory capacity, that all set items are returned or disposed of as planned
- Maintain necessary documentation, records, refunds, payments etc.

Elements and Performance Criteria

Packing-up various items and ensuring they are returned and disposed of correctly

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

- PC1.** based on the script and production schedule prepare a schedule or to-do list summarizing key activities relating to pack-up/ striking the set, as appropriate to the role
- PC2.** • PC2. Supervise, or assist, support staff in striking the set, which may include:
- Furniture
 - Soft furnishings
 - Wallpaper
 - Lighting fixtures
 - Decorative items
 - Hand props and featured props
 - Any other elements of the set that are not being struck by other teams
- PC3.** Ensure, personally or in a supervisory capacity, that all set items are returned or disposed of as planned
- PC4.** Ensure, personally or in a supervisory capacity, that necessary documentation, records, refunds, payments etc are maintained

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU2.** relevant organizational processes for return of items, collecting security refunds, disposal/ sale of items etc.
- KU3.** the requirement for different types of set furnishings and props and their intended use
- KU4.** how to prepare a to-do-list/ schedule for striking the seat (based on the script and production schedule)

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- KU5.** how to determine whether items need to be (1) returned, (2) retained/ stored for later, (3) disposed of/ discarded or (4) sold to other parties
- KU6.** how to ensure that any items required for continuity are correctly stored and transported to the next set/ location
- KU7.** how to arrange for packing and moving staff to remove items from set and transport them onward (to suppliers, disposal facilities, buyers etc.)
- KU8.** how to personally take down items and/ or supervise support staff in striking the set
- KU9.** how to check the list of struck items against the original inventory list, and account for items that are misplaced or damaged
- KU10.** how to correctly load and unload (or supervise loading and unloading) items to ensure that items are not damaged
- KU11.** how to return, sell or dispose of items as planned, receive payments (e.g. security deposit refunds, proceeds from sale) and submit documents and payments to the finance/ production department
- KU12.** how to update the items list with details of return/ sale/ disposal and submit this to the finance/ production department for closure
- KU13.** applicable health and safety guidelines, and ensuring that the removal and dismantling of set furnishings and props from the location minimizes any risks to the individuals own health and safety as well as those of the production cast and crew

Generic Skills (GS)

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

- GS1.** prepare a to-do list/ schedule for striking the set
- GS2.** record details of return/ sale/ disposal against each item on the inventory list
- GS3.** read the script, production schedule and item lists
- GS4.** read receipts from vendors and buyers that take back set items to ensure that the information captured is correct
- GS5.** understand any constraints/ limitations that could affect the schedule for striking the set (e.g. time, people, materials, budget)
- GS6.** communicate effectively with the head of department, propose alternatives and agree on key decisions
- GS7.** make relevant decisions related to the area of work e.g. methods for removal and dismantling of items, choice of buyers etc.
- GS8.** plan his/her work according to the requirements and agreed timelines
- GS9.** manage within the agreed budget and minimize overruns
- GS10.** identify any problems with successful execution of the task
- GS11.** communicate these to the head of department and identify solutions
- GS12.** have a keen eye for detail and maintain an aesthetic sense towards the final output
- GS13.** re-use the set properties accordingly.
- GS14.** manage within the agreed budget and minimize overruns

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Packing-up various items and ensuring they are returned and disposed of correctly</i>	30	70	-	-
PC1. based on the script and production schedule prepare a schedule or to-do list summarizing key activities relating to pack-up/ striking the set, as appropriate to the role	8	-	-	-
PC2. <ul style="list-style-type: none"> • PC2. Supervise, or assist, support staff in striking the set, which may include: • <input type="checkbox"/> Furniture • <input type="checkbox"/> Soft furnishings • <input type="checkbox"/> Wallpaper • <input type="checkbox"/> Lighting fixtures • <input type="checkbox"/> Decorative items • <input type="checkbox"/> Hand props and featured props • <input type="checkbox"/> Any other elements of the set that are not being struck by other teams 	8	-	-	-
PC3. Ensure, personally or in a supervisory capacity, that all set items are returned or disposed of as planned	7	-	-	-
PC4. Ensure, personally or in a supervisory capacity, that necessary documentation, records, refunds, payments etc are maintained	7	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3127
NOS Name	Wrap up Set and Return or Dispose of Items
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

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MES/N3111: Produce scale drawings for Woodwork

Description

This OS unit is about producing sketches/ designs/ drawings for woodwork and estimating the requirement of materials

Elements and Performance Criteria

Understanding the production brief

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

- PC1.** correctly understand the brief provided by the production designer/ art designer and the corresponding woodwork desired

Producing sketches/ drawings for woodwork

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

- PC2.** identify the relevant output (scale drawings, sketches, designs) and the appropriate techniques to achieve this (hand, computer aided design)
- PC3.** produce scale drawings/sketches/designs for each item of woodwork, which may include: doors, windows, furniture , frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs etc.

Estimating material and tool requirements

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

- PC4.** estimate the material and tool requirements to successfully achieve woodworking requirements and deliver the project

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key elements of the set under construction and the reasons why the identified woodwork is required
- KU2.** the expectations of the production designer and any key limitations on budget, resources and time availability
- KU3.** how to interpret the script, creative brief and set drawings/ designs for woodwork requirements
- KU4.** how to take measurements at the location where woodwork is expected to be installed
- KU5.** how to prepare scale drawings (by hand or CAD) for each item
- KU6.** what materials and tools would be best suited to achieve the desired results and how to apply/ operate them. specifically, the use of measuring tools (folding rules, steel tape measures, steel rules, angle squares and gauges)
- KU7.** techniques to reduce the cost of producing woodwork, given that set requirements are to create low cost/ fake/ temporary construction
- KU8.** how to translate the woodwork requirements into a list of items, materials and tools (bill of quantities)



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KU9. applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her

Generic Skills (GS)

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

- GS1.** produce scale drawings (by hand or CAD)
- GS2.** prepare material lists and rough estimates
- GS3.** read and interpret the script, creative brief and set designs/ drawings
- GS4.** understand the requirements from the production design team
- GS5.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS6.** make relevant decisions related to the area of work
- GS7.** plan his/her work according to the requirements and agreed timelines
- GS8.** manage within the agreed material quantities and minimize wastage
- GS9.** identify any problems with successful execution of the task
- GS10.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the production brief</i>	5	10	-	-
PC1. correctly understand the brief provided by the production designer/ art designer and the corresponding woodwork desired	5	10	-	-
<i>Producing sketches/ drawings for woodwork</i>	15	30	-	-
PC2. identify the relevant output (scale drawings, sketches, designs) and the appropriate techniques to achieve this (hand, computer aided design)	5	10	-	-
PC3. produce scale drawings/sketches/designs for each item of woodwork, which may include: doors, windows, furniture , frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs etc.	10	20	-	-
<i>Estimating material and tool requirements</i>	10	30	-	-
PC4. estimate the material and tool requirements to successfully achieve woodworking requirements and deliver the project	10	30	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3111
NOS Name	Produce scale drawings for Woodwork
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQF Clearance Date	27/01/2022

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MES/N3112: Produce stencils and setting-out details for standard woodwork

Description

This OS unit is about producing stencils or setting-out details for standard woodwork to ensure that each piece has the same dimensions

Elements and Performance Criteria

Interpreting set designs and scale drawings

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

PC1. correctly understand and interpret set designs and scale drawings

Producing stencils/ setting out details

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

PC2. producing stencils/ setting out details for any standardized wood items that need to be created, which may include products that are of the same size (e.g. doors, windows, frames etc.)

PC3. produce stencils/ setting-out details using appropriate materials/techniques such as rods or pieces of plywood

Preparing cutting lists

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

PC4. prepare a cutting list of required components, based on the setting-out

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the key elements of the set under construction and the reasons why the identified woodwork is required

KU2. the expectations of the production designer and any key limitations on budget, resources and time availability

KU3. how to interpret set designs and scale drawings for standardized woodwork requirements

KU4. techniques to reduce the cost of producing woodwork, given that set requirements are to create low cost/ fake/ temporary construction

KU5. how to take measurements at the location where woodwork is expected to be installed

KU6. how to mark out different sections of the item to full scale on rods/ plywood (this helps create a stencil/ mould to standardize the measurements of an item, and is also known as setting out)

KU7. how to translate the setting out details into a cutting list. the cutting list would provide the dimensions of each component and the number of components of each type required to complete the project

KU8. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them. specifically, the use of measuring tools (folding rules, steel tape measures, steel rules, angle squares and gauges)



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- KU9.** how to translate the woodworking requirements into a list of items, materials and tools (bill of quantities)
- KU10.** applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her

Generic Skills (GS)

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

- GS1.** mark-out measurements for setting out
- GS2.** prepare material lists and rough estimates
- GS3.** read and interpret set designs and scale drawings
- GS4.** understand the requirements from the production design team
- GS5.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS6.** make relevant decisions related to the area of work
- GS7.** plan his/her work according to the requirements and agreed timelines
- GS8.** manage within the agreed material quantities and minimize wastage
- GS9.** identify any problems with successful execution of the task
- GS10.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpreting set designs and scale drawings</i>	5	15	-	-
PC1. correctly understand and interpret set designs and scale drawings	5	15	-	-
<i>Producing stencils/ setting out details</i>	15	30	-	-
PC2. producing stencils/ setting out details for any standardized wood items that need to be created, which may include products that are of the same size (e.g. doors, windows, frames etc.)	5	15	-	-
PC3. produce stencils/ setting-out details using appropriate materials/techniques such as rods or pieces of plywood	10	15	-	-
<i>Preparing cutting lists</i>	10	25	-	-
PC4. prepare a cutting list of required components, based on the setting-out	10	25	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3112
NOS Name	Produce stencils and setting-out details for standard woodwork
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

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MES/N3113: Manufacture woodwork

Description

This OS unit is about cutting woodwork components and assembling them using carpentry and joining techniques

Elements and Performance Criteria

Interpreting scale drawings and cutting lists

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

- PC1.** correctly understand and interpret scale drawings and cutting lists
- PC2.** identify appropriate techniques/tools to cut, assemble and join woodwork components to produce the following types of woodwork: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs etc.

Cutting and assembling woodwork components

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

- PC3.** use cutting and measuring tools to cut woodwork components to size
- PC4.** assemble these components into the required woodwork products using appropriate carpentry and joining techniques

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key elements of the set under construction and the reasons why the identified woodwork is required
- KU2.** the expectations of the production designer and any key limitations on budget, resources and time availability
- KU3.** how to read and interpret the set designs/ drawings to mark out the location of woodwork items
- KU4.** what materials and tools would be best suited to achieve the desired results and how to apply/ operate them. specifically, the use of measuring tools (folding rules, steel tape measures, steel rules, angle squares and gauges) and the use of cutting, shaping and joining tools (hand and power saws, drills, planes, grinding and sanding tools, hammers, nails, screws, hinges and other joining mechanisms)
- KU5.** techniques to reduce the cost of producing woodwork, given that set requirements are to create low cost/ fake/ temporary construction
- KU6.** techniques to cut woodwork components to size based on information provided in scale drawings and cutting lists
- KU7.** techniques to assemble/ join various woodwork components
- KU8.** how to confirm measurements of the finished product with original drawings and make alterations/ modifications if required



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KU9. applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her

Generic Skills (GS)

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

- GS1.** mark-out points for cutting and joining, based on scale drawings and stencils
- GS2.** prepare material lists and rough estimates
- GS3.** read and interpret scale drawings and cutting lists
- GS4.** understand the requirements from the production design team
- GS5.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS6.** make relevant decisions related to the area of work
- GS7.** plan his/her work according to the requirements and agreed timelines
- GS8.** manage within the agreed material quantities and minimize wastage
- GS9.** identify any problems with successful execution of the task
- GS10.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpreting scale drawings and cutting lists</i>	10	25	-	-
PC1. correctly understand and interpret scale drawings and cutting lists	5	5	-	-
PC2. identify appropriate techniques/tools to cut, assemble and join woodwork components to produce the following types of woodwork: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs etc.	5	20	-	-
<i>Cutting and assembling woodwork components</i>	20	45	-	-
PC3. use cutting and measuring tools to cut woodwork components to size	10	15	-	-
PC4. assemble these components into the required woodwork products using appropriate carpentry and joining techniques	10	30	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3113
NOS Name	Manufacture woodwork
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



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MES/N3114: Install woodwork

Description

This OS unit is about installing and fitting various woodwork products on to pre-agreed locations on set

Elements and Performance Criteria

Interpreting set designs and drawings

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

- PC1.** interpret set designs and drawings to identify where and how woodwork needs to be installed
- PC2.** identify appropriate tools/techniques to fit and install the following types of products on to pre-agreed locations: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs etc.

Fitting and installing woodwork

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

- PC3.** correctly install woodwork products
- PC4.** conduct a check to ensure installation is done as per the brief

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key elements of the set under construction and the reasons why the identified woodwork is required
- KU2.** the expectations of the production designer and any key limitations on budget, resources and time availability
- KU3.** how to read and interpret the set designs/ drawings to mark out the location of woodwork items
- KU4.** techniques for installing/ fitting woodwork items into pre-agreed locations. this could include drilling holes, installing frames, using hooks and other fitting techniques to correctly install woodwork items in place
- KU5.** what materials and tools would be best suited to achieve the desired results and how to apply/ operate them. specifically, the use of measuring tools (folding rules, steel tape measures, steel rules, angle squares and gauges) and the use of cutting, shaping and joining tools (hand and power saws, drills, planes, grinding and sanding tools, hammers, nails, screws, hinges and other joining mechanisms)
- KU6.** techniques to reduce the cost of producing woodwork, given the requirements for cheap/ fake/ temporary construction on set
- KU7.** how to confirm measurements of the finished product with original drawings/ location where the product will be installed and make alterations/ modifications if required
- KU8.** techniques for correctly loading, unloading and hoisting woodwork to ensure that the products are installed/ fitted safely and securely
- KU9.** applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her



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Generic Skills (GS)

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

- GS1.** mark-out points for installation and fitting
- GS2.** prepare material lists and rough estimates
- GS3.** read and interpret set drawings and designs
- GS4.** understand the requirements from the production design team
- GS5.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS6.** make relevant decisions related to the area of work
- GS7.** plan his/her work according to the requirements and agreed timelines
- GS8.** manage within the agreed material quantities and minimize wastage
- GS9.** identify any problems with successful execution of the task
- GS10.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpreting set designs and drawings</i>	12	28	-	-
PC1. interpret set designs and drawings to identify where and how woodwork needs to be installed	3	7	-	-
PC2. identify appropriate tools/techniques to fit and install the following types of products on to pre-agreed locations: doors, windows, furniture , frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs etc.	9	21	-	-
<i>Fitting and installing woodwork</i>	18	42	-	-
PC3. correctly install woodwork products	9	21	-	-
PC4. conduct a check to ensure installation is done as per the brief	9	21	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3114
NOS Name	Install woodwork
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



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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	-	-

Qualification Pack

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	-	-



Qualification Pack

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	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

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.



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/N3127.Wrap up Set and Return or Dispose of Items	30	70	0	0	100	10
MES/N3111.Produce scale drawings for Woodwork	30	70	-	-	100	20
MES/N3112.Produce stencils and setting-out details for standard woodwork	30	70	-	-	100	20
MES/N3113.Manufacture woodwork	30	70	-	-	100	20
MES/N3114.Install woodwork	30	70	-	-	100	20
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	200	400	0	0	600	100



Qualification Pack

Acronyms

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

Qualification Pack

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.

Qualification Pack

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.
BLUEPRINT	A technical drawing of an architecture or engineering design, typically with measurements and angles of each component
BUDGET	Budget is an estimate of the total cost of production that may include a break-up of cost components
CONSTRUCTION SCHEDULE	A detailed breakdown of activities for a construction project, with the duration of each activity and organized in sequential order
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
DRAFTMAN	(1) A visual artist who specialises in artistic drawings. Or, (2) A person who prepares technical drawings and plans under the direction of an architect or engineer or designer.
DRESS SET	Decorating the set for aesthetic/ visual purposes
LABOUR LAWS	Legal norms governing the relationship between workers, employers, trade unions and the government

Qualification Pack

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)
SCALE DRAWINGS	A drawing that depicts the accurate dimensions of an object, except they have all been reduced or enlarged by a certain fixed percentage (called the scale).
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)
SETTING OUT (CARPENTRY)	Marking out different sections of a wooden item to full scale on rods/ plywood (this helps create a stencil/ mould to standardize the measurements of an item, and is also known as 'setting out')
SET ETIQUETTE	A set of guidelines that dictate how cast and crew should behave on set and interact with each other
STRIKE SET	Process of dismantling the set (including moveable items and semi-permanent fixtures), and storing, discarding or returning these items
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-SECTORS	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.

Qualification Pack

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.
QUALIFICATION PACK CODE	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
QUALIFICATION 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 code.
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.



Qualification Pack

TECHNICAL KNOWLEDGE	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
CORE SKILLS/GENERIC SKILLS	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.