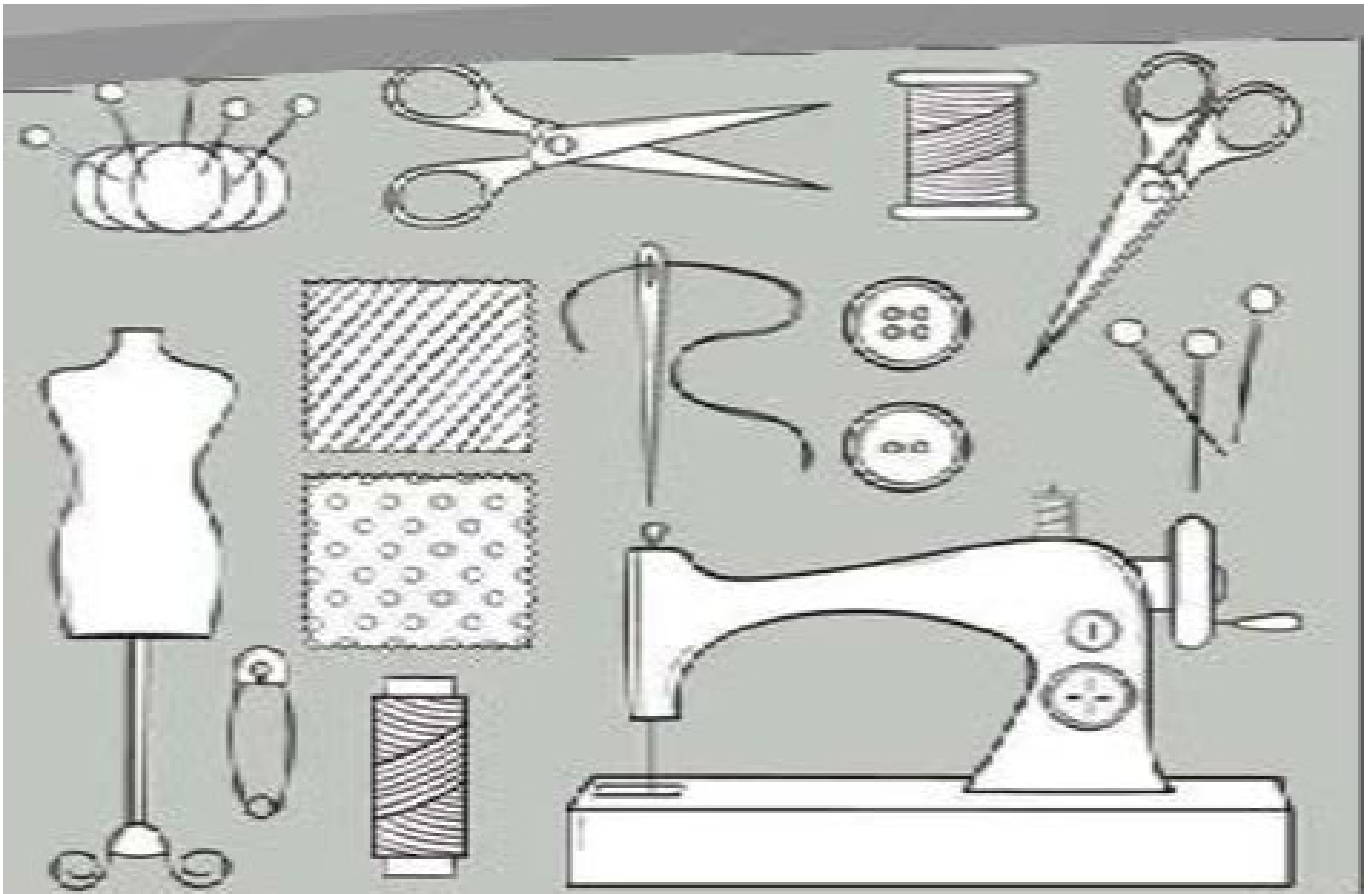


Qualification Pack



Costume Designer

QP Code: MES/Q0106

Version: 1.0

NSQF Level: 4

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



Qualification Pack

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Qualification Pack

MES/Q0106: Costume Designer

Brief Job Description

A costume designer is a person who designs costumes for a film, stage, production or television show. The role of the costume designer is to create the characters out of costumes and balance the scenes with texture and colour, etc. Costume Designer must deliver initial ideas to Directors about the overall costume vision, character plots and original costume designs, using sketches and fabric samples. They also discuss colour palettes with the Director of Photography and Production Designer. The costume designer may also collaborate with hair stylist, wig master, or makeup artist.

Personal Attributes

A costume designer must have a deep knowledge and appreciation of clothing and fashion across history and local. Costume designer is a fashion professional who is tasked to develop wardrobes, footwear, accessories and other fashion apparels that will be used in theatre, film, and television. Costume designers must also possess the artistic ability to draw freehand and oftentimes with computer aids. The blueprint for every costume is generally a hand drawn sketch that the designer creates and is seen as an essential skill for costume designers.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N0518: Analyzing the script](#)
2. [MES/N0519: Planning and Budgeting](#)
3. [MES/N0514: Costume design and development](#)
4. [MES/N0520: Mentor and monitor the costume team](#)
5. [MES/N0104: Maintain Workplace Health & Safety](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television, Live Performance, Advertising
Occupation	Acting/Voice Overs
Country	India



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NSQF Level	4
Credits	21
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5142.0500
Minimum Educational Qualification & Experience	12th Class with 1 Year of experience OR 10th Class + I.T.I with 1 Year of experience
Minimum Level of Education for Training in School	12th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/12/2026
NSQC Approval Date	30/12/2021
Version	1.0
Reference code on NQR	2021/ME/MESC/04865
NQR Version	1.0

Remarks:

NA

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MES/N0518: Analyzing the script

Description

This OS unit is about analyzing the script during pre-production to define the overall 'appearance/look' of characters in the production with costumes and to determine the number of characters and their costume requirements.

Scope

The scope covers the following :

- This unit/task covers the following:
- Analyse script breakdown scene by scene
- Defining costumes for the characters
- Research-based on the style of characters

Elements and Performance Criteria

Scripts break down scene by scene

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

- PC1.** analyse the script and making a careful analysis of the plot, tone, and period of the story being told
- PC2.**
- break down scripts scene by scene to work out how many characters are involved and what costumes are required
- PC3.** check with the sponsor/ director or production manager on the exact number of characters needing costumes, as any non-speaking characters the director plans to include may not have been listed in the script

Defining costumes for characters

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

- PC4.** develop costume plots for each character
- PC5.** check costume colours and styles do not mimic each other in the same scene, unless required.
- PC6.** costumes designed highlight the characters' emotional journeys by varying the intensity and depth of colours
- PC7.** create the look of each character by designing clothes and accessories the actors will wear in performance
- PC8.** ensure individual props and wardrobes created/ designed reflect the story being told and portray the character's personalities, cultures, ages, status and relationships
- PC9.** design costumes such way they depict characters Social position, economic status, occupation, gender, age, sense of style, tendencies towards conformity or individualism, etc.
- PC10.** co-relate each characters as per scene demand

Research based on the style of character

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

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- PC11.** carry out research into the costume styles, designs and construction methods suitable for the time period depicted in the script or era of the story and the production concept
- PC12.** use resources such as libraries, museums and the Internet to design the style.
- PC13.** design costume such a way that they sets mood and establishes setting of the plot
- PC14.** ability and desire to research and continually learn about scenarios, cultures and periods of history which help demonstrate the director's vision

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** constraints such as budget, time, logistics and skills-sets
- KU2.** the capabilities of the resources that could potentially be employed on the project
- KU3.** idea of film Production process.
- KU4.** identifying improvements.
- KU5.** completing work according to the schedule with attention to detail without damage to goods and equipments
- KU6.** about film, production, theatre, marketing, and fashion design.
- KU7.** able to design many costumes for a character as costumes define the attitude and feel which may change according to the scenes, setting or development
- KU8.** how to visualize a story from the script and adapt it to costume design.
- KU9.** how to estimate the cost, number of resources required and skill-sets that would be required to develop and design the costumes.
- KU10.** final designs are done in full color and they show the style, silhouette, textures, accessories and unique features of each costume.
- KU11.** have a wide-ranging cultural knowledge base.
- KU12.** relevant copyright norms and intellectual property rights.
- KU13.** relevant production software and hardware relating to costume designing.
- KU14.** applicable health and safety guidelines

Generic Skills (GS)

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

- GS1.** document the pros and cons for each production idea
- GS2.** study scripts and story lines to get an idea on how to conceptualize the appropriate costume style
- GS3.** has a good feel for the overall plot, the director's focus and intent, as well as the personalities, roles and relationships various characters have throughout the production.
- GS4.** know about costume history and modern fashion industry trends and developments.
- GS5.** if the production is set in a specific historical era, the fashions of this period will need to be researched
- GS6.** creative collaboration with the director and the cinematographer ensuring that the costumes are smoothly integrated into the production as a whole.



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- GS7.** work across departments within film production.
- GS8.** discuss costume and character ideas with director, producer, cameraman, make-up man, hair-stylist and performers.
- GS9.** discuss color palettes with the director of photography and the production designer.
- GS10.** break down scripts in terms of costume plots.
- GS11.** distinguish between major and minor characters.
- GS12.** have a creative feel for how to dress to particular faces or physiques in order to create characters.
- GS13.** break down scripts in terms of costume plots to be used during production
- GS14.** able to communicate the costume plots requirements analyzed with the production team
- GS15.** able to solve creative and production issues will creating costume plots
- GS16.** communicate the costume plots analyzed with the production team.
- GS17.** foresee the costume plots to be developed as per the script updations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Scripts break down scene by scene</i>	6	8	-	-
PC1. analyse the script and making a careful analysis of the plot, tone, and period of the story being told	2	3	-	-
PC2. • break down scripts scene by scene to work out how many characters are involved and what costumes are required	2	2	-	-
PC3. check with the sponsor/ director or production manager on the exact number of characters needing costumes, as any non-speaking characters the director plans to include may not have been listed in the script	2	3	-	-
<i>Defining costumes for characters</i>	16	48	-	-
PC4. develop costume plots for each character	3	7	-	-
PC5. check costume colours and styles do not mimic each other in the same scene, unless required.	3	7	-	-
PC6. costumes designed highlight the characters' emotional journeys by varying the intensity and depth of colours	2	8	-	-
PC7. create the look of each character by designing clothes and accessories the actors will wear in performance	2	7	-	-
PC8. ensure individual props and wardrobes created/ designed reflect the story being told and portray the character's personalities, cultures, ages, status and relationships	2	8	-	-
PC9. design costumes such way they depict characters Social position, economic status, occupation, gender, age, sense of style, tendencies towards conformity or individualism, etc.	2	8	-	-
PC10. co-relate each characters as per scene demand	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Research based on the style of character</i>	8	14	-	-
PC11. carry out research into the costume styles, designs and construction methods suitable for the time period depicted in the script or era of the story and the production concept	2	3	-	-
PC12. use resources such as libraries, museums and the Internet to design the style.	2	3	-	-
PC13. design costume such a way that they sets mood and establishes setting of the plot	2	3	-	-
PC14. ability and desire to research and continually learn about scenarios, cultures and periods of history which help demonstrate the director's vision	2	5	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0518
NOS Name	Analyzing the script
Sector	Media & Entertainment
Sub-Sector	Film, Television, Live Performance, Advertising
Occupation	Art and Design
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021



Qualification Pack

MES/N0519: Planning and Budgeting

Description

This OS unit is about determining the financial resources that would be required for production and pitching the proposal to the producer and director.

Scope

The scope covers the following :

- This unit/task covers the following:
- Preparing the Costume development budget
- Supervise fabric research and purchase
- Maintaining costume workshop

Elements and Performance Criteria

Preparing the costume development budget

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

- PC1.** • prepare production budget accounting for all cost components of costumes
 - department (include costume and props, Travel and stay, Logistics, Equipment, Food and snacks)
- PC2.** • allocate a separate budget for look and feel enhancing/ correction based on
 - critical evaluation (Internal and external)
- PC3.** • prepare and pitch the budget proposal to producer and director, deploying
 - persuasive skill and justifications to finalize and arrive at a final number for the overall production budget
- PC4.** • make costumes depending on the style and complexity, and bought, revamped
 - out of existing stock or rented
- PC5.** identify budget, cost points and timing constraints
- PC6.** • use fabrics, materials, suppliers and production processes are determined as
 - required
- PC7.** • prepare overall production schedules, as well as directing the day-to-day
 - breakdowns of responsibilities

Supervise fabric research and purchase

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

- PC8.** • supervise fabric research and purchase, and ensure that garments are
 - completed to deadlines
- PC9.** • choose and hire appropriate suppliers and Costume Makers, negotiating terms
 - with them, and communicating design requirements
- PC10.** elaborate both the design and the making processes

Maintaining Costume workshop

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

- PC11.** create and scale budgets depending on the numbers of costumes to be decided to create a dedicated Costume Workshop



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- PC12.** interpret cost involved in making an apparel
- PC13.** controlling practical issues, such as departmental budgets and schedules
- PC14.** prepare a docket highlighting the key choices made for production

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the objective and outcomes of the production such as commercial success, public service, information dissemination and/or audience engagement.
- KU2.** the production genre, locations, language, culture and region.
- KU3.** the target audience and how the production would appeal to them
- KU4.** the principles of film-making and the necessary skill sets for executing a project.
- KU5.** costing of created designs / product ensembles with knowledge of product designed.
- KU6.** to do the design by hand sketches or by Computer Aided Design (CAD)
- KU7.** how to calculate the accurate amount of resources that would be required for production and the time that it will take to produce.
- KU8.** general understanding of the various softwares used for scheduling and budgeting productions.
- KU9.** how to put together a proposal in accordance to industry best practices.
- KU10.** the relevant copyright norms and intellectual property rights

Generic Skills (GS)

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

- GS1.** document the project budget including a break-up of the key components.
- GS2.** prepare a pitch presentation, to be used for discussion with key decision makers.
- GS3.** prepare a detailed proposal, that would include a detailed description of key production aspects
- GS4.** research various aspects of production to develop a pitch presentation for the Producer and/or any other key decision makers.
- GS5.** research/delve into specific areas of the production to help detail out the proposal
- GS6.** benchmark the budget with other productions of a similar scale/type executed in the past/available in the public domain.
- GS7.** read and interpret contractual terms
- GS8.** supervise practical issues, such as departmental budgets and schedules, the organization of running wardrobes, and costume continuity
- GS9.** finalize the production budget and its components
- GS10.** plan and organize in designing, creating, acquiring and hiring all costumes for Actors and extras.
- GS11.** organise / maintain costume budgets with in the production budget limits.
- GS12.** foresee and account for contingencies in the production budget



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- GS13.** evaluate the scale of the production in relation to the budget
- GS14.** forecast extra budget requirements

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing the costume development budget</i>	16	39	-	-
PC1. • prepare production budget accounting for all cost components of costumes • department (include costume and props, Travel and stay, Logistics, Equipment, • Food and snacks)	2	3	-	-
PC2. • allocate a separate budget for look and feel enhancing/ correction based on • critical evaluation (Internal and external)	2	3	-	-
PC3. • prepare and pitch the budget proposal to producer and director, deploying • persuasive skill and justifications to finalize and arrive at a final number for the • overall production budget	2	3	-	-
PC4. • make costumes depending on the style and complexity, and bought, revamped • out of existing stock or rented	3	7	-	-
PC5. identify budget, cost points and timing constraints	3	7	-	-
PC6. • use fabrics, materials, suppliers and production processes are determined as • required	2	8	-	-
PC7. • prepare overall production schedules, as well as directing the day-to-day • breakdowns of responsibilities	2	8	-	-
<i>Supervise fabric research and purchase</i>	6	19	-	-
PC8. • supervise fabric research and purchase, and ensure that garments are • completed to deadlines	2	8	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. • choose and hire appropriate suppliers and Costume Makers, negotiating terms • with them, and communicating design requirements	2	8	-	-
PC10. elaborate both the design and the making processes	2	3	-	-
<i>Maintaining Costume workshop</i>	8	12	-	-
PC11. create and scale budgets depending on the numbers of costumes to be decided to create a dedicated Costume Workshop	2	3	-	-
PC12. interpret cost involved in making an apparel	2	3	-	-
PC13. controlling practical issues, such as departmental budgets and schedules	2	3	-	-
PC14. prepare a docket highlighting the key choices made for production	2	3	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0519
NOS Name	Planning and Budgeting
Sector	Media & Entertainment
Sub-Sector	Film, Television, Live Performance, Advertising
Occupation	Art and Design
NSQF Level	4
Credits	4
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021

Qualification Pack

MES/N0514: Costume design and development

Description

This unit is about how a designer designs a clothing range and gets it finalized.

Scope

The scope covers the following :

- This unit/task covers the following:
- Conduct Costume design research
- Determine key criteria for design
- Create designs
- Create a costume plot

Elements and Performance Criteria

Conduct Costume design research

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

- PC1.** interpret the script and conceptualise ways to represent the character creatively through costumes and accessories that particular character wears
- PC2.** conduct research and continually learn about scenarios, cultures and periods of history which help demonstrate the director's vision
- PC3.** conduct research on target materials, designs, processes and marketing materials according to the needs of the character costume design

Determine key criteria for design

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

- PC4.** break down and identify the creative and technical requirements for different creative aspects in a manner that helps in realizing the overall creative vision (eg: Use- storyboard, shooting script, critical sequences and shot breakdown)
- PC5.** ensure that individual props and wardrobes reflect the story being told and portray the character's personalities, cultures, ages, status and relationships
- PC6.** ensure costume requirements with the Director and visual development team
- PC7.** use sketches, drawings and samples to illustrate design requirements, as appropriate

Create designs

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

- PC8.** design and develop many costumes as they may be required for each character as costumes define the attitude and feel which may change with every new scene, setting or development
- PC9.** use the shapes, colours and textures during costume design which make an immediate and powerful visual statement to the audience in accordance to the script
- PC10.** identify Quality standards for designs

Create a costume plot

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

- PC11.** include any accessories such as canes, hats, gloves, shoes, jewelry, or masks,etc.

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- PC12.** add a great deal of visual interest to the overall costume design by using these costume props
- PC13.** use accessories to be objects of beauty in their own right
- PC14.** use costume props as items that truly distinguish one character from another, distinguish between major and minor characters, primary and secondary characters
- PC15.** create a costume plot which follows characters through the progression of the production, changing their attire when appropriate

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the target audience and their tastes and preferences
- KU2.** the production budget and timelines
- KU3.** thorough understanding of film, production, theatre, marketing, and fashion design.
- KU4.** the basic principles of film-making.
- KU5.** how to translate the script into creative aspects that would need to be built into the production such as costume design, makeup and hair style design.
- KU6.** garment construction techniques and processes.
- KU7.** have good garment production skills and knowledge of textiles
- KU8.** detailed knowledge of a range of fabrics and trims.
- KU9.** relevant copyright norms and Knowledge of Intellectual Property Rights with respect to designs.
- KU10.** applicable health and safety guidelines

Generic Skills (GS)

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

- GS1.** document the creative vision and key aspects from the research undertaken for circulation to the costume team
- GS2.** costume plot can include sketches, photographs or computerized images that are presented to the director and production team
- GS3.** draw up the final costume designs once preliminary sketches of character's costume design are approved by director and production team
- GS4.** read and understand the script
- GS5.** research the profile and preferences of the target audience
- GS6.** research creative and innovative ways to represent the script thru costumes
- GS7.** discuss and solicit ideas to refine and finalise the creative vision with the Director, Producer and key members of the Production team
- GS8.** finalise the creative vision of the production
- GS9.** be creative and imaginative
- GS10.**
 - plan the costume design and development as per the production schedule
 - and available call sheets of the performers



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- GS11.** • be creative and imaginative as per the changes or updations in the story or
• characters
- GS12.** foresee technical issues that may arise during production of the idea and explore options to modify/resolve issues proactively
- GS13.** • plan and organize your work to achieve schedule requirements and meet time
• constraints.
- GS14.** conflict management and negotiaton skills.
- GS15.** conflict management and negotiaton skills.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct Costume design research</i>	6	9	-	-
PC1. interpret the script and conceptualise ways to represent the character creatively through costumes and accessories that particular character wears	2	3	-	-
PC2. conduct research and continually learn about scenarios, cultures and periods of history which help demonstrate the director's vision	2	3	-	-
PC3. conduct research on target materials, designs, processes and marketing materials according to the needs of the character costume design	2	3	-	-
<i>Determine key criteria for design</i>	10	30	-	-
PC4. break down and identify the creative and technical requirements for different creative aspects in a manner that helps in realizing the overall creative vision (eg: Use- storyboard, shooting script, critical sequences and shot breakdown)	3	7	-	-
PC5. ensure that individual props and wardrobes reflect the story being told and portray the character's personalities, cultures, ages, status and relationships	3	7	-	-
PC6. ensure costume requirements with the Director and visual development team	2	8	-	-
PC7. use sketches, drawings and samples to illustrate design requirements, as appropriate	2	8	-	-
<i>Create designs</i>	6	14	-	-
PC8. design and develop many costumes as they may be required for each character as costumes define the attitude and feel which may change with every new scene, setting or development	2	8	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. use the shapes, colours and textures during costume design which make an immediate and powerful visual statement to the audience in accordance to the script	2	3	-	-
PC10. identify Quality standards for designs	2	3	-	-
<i>Create a costume plot</i>	10	15	-	-
PC11. include any accessories such as canes, hats, gloves, shoes, jewelry, or masks,etc.	2	3	-	-
PC12. add a great deal of visual interest to the overall costume design by using these costume props	2	3	-	-
PC13. use accessories to be objects of beauty in their own right	2	3	-	-
PC14. use costume props as items that truly distinguish one character from another,distinguish between major and minor characters, primary and secondary characters	2	3	-	-
PC15. create a costume plot which follows characters through the progression of the production, changing their attire when appropriate	2	3	-	-
NOS Total	32	68	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N0514
NOS Name	Costume design and development
Sector	Media & Entertainment
Sub-Sector	Film, Television, Live Performance, Advertising
Occupation	Art and Design
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021



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MES/N0520: Mentor and monitor the costume team

Description

This OS unit is about communicating requirements to the team and guide them in costume design/development process and during the production.

Scope

The scope covers the following :

- This unit/task covers the following:
- Communicating the key aspects of costume design and development
- Managing a team of skilled personnel.

Elements and Performance Criteria

Communicating the key aspects of costume design and development

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

- PC1.** select design development personnel and brief scope of work
- PC2.** develop design as communicated with the team members
- PC3.** construct the prototype and given to concerned department for better understanding on the product, if required
- PC4.** communicate the creative vision, project outcomes, functional roles, responsibilities, expectations, requirements, budget and timelines to functional heads prior to the production
- PC5.** monitor periodic updates and ensure that any major changes agreed upon are recorded and communicated to the appropriate people
- PC6.** develop a function-wise action plan to help execute the vision, as appropriate
- PC7.** ensure that the teams are aware of their role towards realizing the creative vision of the project
- PC8.** articulate and encourage the need for team work and work standards that are expected to match the production's requirements
- PC9.** oversee the construction and running of any servicing rooms needed, e.g., work rooms, dyeing rooms, Costume Workshop etc.

Managing a team of skilled personnel.

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

- PC10.** coordinate with tailors and other costume makers who turn the costume design sketches into real garments or wardrobes
- PC11.**
 - ensure that a continuity book is maintained, including notes on character plots, photographs of individual costumes and instructions on how they should be worn
- PC12.** oversee the work of Assistants, Dailies and Standbys, and schedule their responsibilities for each particular day
- PC13.** drawing up and managing the departmental budgets and schedules



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- PC14.** facilitate dress rehearsals and be on set whenever a new costume is worn for the first time, to make sure that performers are comfortable, to explain special features, and to oversee any alterations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the creative vision of the project
- KU2.** the production budget and timelines
- KU3.** the roles and responsibilities of the production team
- KU4.** the language of film-making .
- KU5.**
 - the various pre-production, production and post-production processes
 - involved in creating film.
- KU6.** how to set and communicate action areas for each team
- KU7.** how to set realistic requirements that would be achievable within the given budget and timelines
- KU8.** how to convey expectations and requirements in a manner that is easy to understand and adapted to each individual person
- KU9.** applicable health and safety guidelines.

Generic Skills (GS)

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

- GS1.**
 - document action plans including functional roles, responsibilities, expectations, requirements, budget and timelines for circulation to functional
 - heads
- GS2.** document issues, feedback and suggestions after discussions with production team
- GS3.** conduct technical readings of the script with the costume team
- GS4.** communicate the creative vision and production aspects to the entire costume team
- GS5.** solicit feedback and suggestions from the teams
- GS6.** assign action plan for all team members as per their skills
- GS7.** plan and organize teams work to achieve targets and deadlines
- GS8.** check that team work meets project creative requirements
- GS9.** apply problem solving approaches in different situations
- GS10.** identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them proactively
- GS11.** apply balanced judgments to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicating the key aspects of costume design and development</i>	20	55	-	-
PC1. select design development personnel and brief scope of work	2	3	-	-
PC2. develop design as communicated with the team members	2	3	-	-
PC3. construct the prototype and given to concerned department for better understanding on the product, if required	2	3	-	-
PC4. communicate the creative vision, project outcomes, functional roles, responsibilities, expectations, requirements, budget and timelines to functional heads prior to the production	3	7	-	-
PC5. monitor periodic updates and ensure that any major changes agreed upon are recorded and communicated to the appropriate people	3	7	-	-
PC6. develop a function-wise action plan to help execute the vision, as appropriate	2	8	-	-
PC7. ensure that the teams are aware of their role towards realizing the creative vision of the project	2	8	-	-
PC8. articulate and encourage the need for team work and work standards that are expected to match the production's requirements	2	8	-	-
PC9. oversee the construction and running of any servicing rooms needed, e.g., work rooms, dyeing rooms, Costume Workshop etc.	2	8	-	-
<i>Managing a team of skilled personnel.</i>	10	15	-	-
PC10. coordinate with tailors and other costume makers who turn the costume design sketches into real garments or wardrobes	2	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<p>PC11.</p> <ul style="list-style-type: none"> ensure that a continuity book is maintained, including notes on character plots, photographs of individual costumes and instructions on how they should be worn 	2	3	-	-
<p>PC12. oversee the work of Assistants, Dailies and Standbys, and schedule their responsibilities for each particular day</p>	2	3	-	-
<p>PC13. drawing up and managing the departmental budgets and schedules</p>	2	3	-	-
<p>PC14. facilitate dress rehearsals and be on set whenever a new costume is worn for the first time, to make sure that performers are comfortable, to explain special features, and to oversee any alterations</p>	2	1	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0520
NOS Name	Mentor and monitor the costume team
Sector	Media & Entertainment
Sub-Sector	Film, Television, Live Performance, Advertising
Occupation	Art and Design
NSQF Level	4
Credits	4
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021



Qualification Pack

MES/N0104: Maintain Workplace Health & Safety

Description

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

Elements and Performance Criteria

Understanding the health, safety and security risks prevalent in the workplace

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

- PC1.** understand and comply with the organizations current health, safety and security policies and procedures
- PC2.** understand the safe working practices pertaining to own occupation
- PC3.** understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises
- PC4.** participate in organization health and safety knowledge sessions and drills

Knowing the people responsible for health and safety and the resources available

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

- PC5.** identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency
- PC6.** identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms

Identifying and reporting risks

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

- PC7.** identify aspects of your workplace that could cause potential risk to own and others health and safety
- PC8.** ensure own personal health and safety, and that of others in the workplace through precautionary measures
- PC9.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC10.** report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected

Complying with procedures in the event of an emergency

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

- PC11.** follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard
- PC12.** identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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

Generic Skills (GS)

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

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



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GS22. Apply balanced judgments in different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the health, safety and security risks prevalent in the workplace</i>	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	-	-



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	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 Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory & Practical part will be based on knowledge bank of questions created by the AA and approved by SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% cumulatively



Qualification Pack

(Theory and Practical).

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/N0518.Analyzing the script	30	70	0	0	100	20
MES/N0519.Planning and Budgeting	30	70	0	0	100	20
MES/N0514.Costume design and development	32	68	0	0	100	30
MES/N0520.Mentor and monitor the costume team	30	70	0	0	100	20
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	172	328	-	-	500	100



Qualification Pack

Acronyms

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

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.
Accessories	Anything carried or worn on top of the basic costume for decorative purposes, e.g. a shawl, a purse.
Apparel	Means clothing in general, apparel is just another word for what you wear
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Call sheet	a daily schedule of filming for a movie or television show
Computer-generated effects	Computer-generated effects is the process of creating illusionary images for use in productions
Continuity	Continuity represents the seamless transition from one shot to another
Costume	Distinctive style of dress of an individual or group that reflects their class, gender, profession, ethnicity, nationality, activity or epoch.
Costume design	Envisioning of clothing and the overall appearance of a character or performer.
Costume plot	A list or chart made by the costume designer showing the characters appearing in each scene and what they are wearing

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Costumier	A person or company that makes or supplies theatrical or fancy-dress costumes
Copyright Laws	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
Digital Intermediate	Digital Intermediate is the process of altering the colour characteristics of a digital version of the production
Draping	Creating a pattern by draping muslin on a dress form, pinning and tucking to get the desired shape, and transferring that shape to craft paper.
Editing	Editing is the process of cutting, organising and putting together audio, visual footage to prepare an accurate, condensed and consistent final output
Financer	An entity (individual or organization) that provides financing for a project
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.
Ingest	Ingest is the process of importing the relevant audio visual files and/or images to the computer's hard disk and uploading them to the editing software
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization
National Occupational Standard	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
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

Qualification Pack

Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Quick change	any costume change completed when an actor has a limited amount of time, sometimes as few as twenty seconds
Rehearsal	A practice or trial performance of a play or scene.
Script	Script is a structured narrative of a story
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.
Shooting schedule	Is a project plan of each day's shooting for a film production.
Silhouette	A figure whose outline indicates the shape of clothing in a particular historical period.
Sound editing	Sound editing
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Target Audience	Group of people at whom content/ adverting is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters.
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Wardrobe	Costumes of a theatre or theatre troupe, also the room or department in which they are made, and in some cases, stored.