

## Qualification Pack



# Animation Director

QP Code: MES/Q1302

Version: 3.0

NSQF Level: 6

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

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## Qualification Pack

### MES/Q1302: Animation Director

#### Brief Job Description

Individuals at this job need to support the director and guide efforts of the production team towards achieving the common creative vision

#### Personal Attributes

This job requires the individual to have a good understanding of all animation processes including art & design, pre-production, production (e.g. modeling/rigging, animation, sound design) and post-production. The individual must be able to communicate clear specifics to the team and guide efforts to help achieve them. The individual must be able to provide creative inputs and approve all animation/assets during the making of the film. The individual must also have an understanding of the design and animation software used during production. The individual should be technically qualified and/ or have an understanding of the technical aspects of animation.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [MES/N1304: Communicate requirements to the team](#)
2. [MES/N1306: Direct the animation process](#)
3. [MES/N1307: Direct the post-production process](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Animation, Gaming
<b>Occupation</b>	Direction
<b>Country</b>	India
<b>NSQF Level</b>	6
<b>Credits</b>	NA
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO 2015- 2166.0205



## Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	Graduate with 3 Years of experience OR Certificate-NSQF (Game Artist NSQF Level-5) with 3 Years of experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	22 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	27/01/2027
<b>NSQC Approval Date</b>	27/01/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/ME/MESC/05193
<b>NQR Version</b>	1.0

### Remarks:



## Qualification Pack

### MES/N1304: Communicate requirements to the team

#### Description

This OS unit is about communicating a cohesive creative vision across teams and developing a function-wise action plan to help execute it

#### Elements and Performance Criteria

##### *Communicating the key aspects of production to the teams*

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

- PC1.** communicate the creative vision, project outcomes, functional roles, responsibilities, expectations, requirements, budget and timelines to functional heads prior to the production
- PC2.** receive periodic updates and ensure that any major changes agreed upon are recorded and communicated to the appropriate people
- PC3.** develop a function-wise action plan to help execute the vision, as appropriate
- PC4.** ensure that the teams are aware of their role towards realizing the creative vision of the project
- PC5.** articulate and encourage the need for team work and work standards that are expected to match the productions requirements

#### 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 and cinematography
- KU5.** stage and repertory acting
- KU6.** the various pre-production, production and post-production processes involved in creating animation
- KU7.** how to set and communicate action areas for each team
- KU8.** how to set realistic requirements that would be achievable within the given budget and timelines
- KU9.** how to convey expectations and requirements in a manner that is easy to understand and adapted to each individual person
- KU10.** applicable health and safety guidelines

#### Generic Skills (GS)

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



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- 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 production team
- GS4.** communicate the creative vision and production aspects to the entire production team
- GS5.** discuss and agree on the roles, responsibilities, expectations, requirements, budget and timelines with the functional heads of various departments
- GS6.** solicit feedback and suggestions from the teams
- GS7.** finalise action plans for all teams
- GS8.** prepare a work schedule/ sequence of activities to help the entire production unit plan their work on a daily basis, if appropriate

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicating the key aspects of production to the teams</i>	50	50	-	-
<b>PC1.</b> communicate the creative vision, project outcomes, functional roles, responsibilities, expectations, requirements, budget and timelines to functional heads prior to the production	10	10	-	-
<b>PC2.</b> receive periodic updates and ensure that any major changes agreed upon are recorded and communicated to the appropriate people	10	10	-	-
<b>PC3.</b> develop a function-wise action plan to help execute the vision, as appropriate	10	10	-	-
<b>PC4.</b> ensure that the teams are aware of their role towards realizing the creative vision of the project	10	10	-	-
<b>PC5.</b> articulate and encourage the need for team work and work standards that are expected to match the productions requirements	10	10	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1304
<b>NOS Name</b>	Communicate requirements to the team
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Animation, Gaming
<b>Occupation</b>	Direction
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	29/10/2014
<b>Next Review Date</b>	27/01/2027
<b>NSQC Clearance Date</b>	27/01/2022



## Qualification Pack

### MES/N1306: Direct the animation process

#### Description

This OS unit is about realising the creative vision of the project by guiding efforts of the animation teams towards creating a cohesive end product

#### Elements and Performance Criteria

##### *Understanding the story, script*

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

- PC1.** work with storyboard and previsualisation artist to establish the mood, feel and style of cinematography
- PC2.** plan the descriptions and timing of actions for every scene. provide inputs on action timing, expressions, dialogue as per the storyboard and directors vision
- PC3.** identify where camera technique, lighting and design relate to the theme of the production

##### *Approving the design/assets*

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

- PC4.** provide specifics and approve all design/ animation/ assets during the making of the film (characters, backgrounds, models, layouts, animated shots & sequences)
- PC5.** provide design and creative inputs to help guide the production process

##### *Guiding and managing the animation process*

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

- PC6.** work with the animators to ensure the animation meets the brief
- PC7.** ensure through your direction, that appropriate use is being made of camera and lighting techniques during pre-production and production
- PC8.** liaise with the producer at key points during production

##### *Testing & approving the character rig*

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

- PC9.** test and approve the character rig

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the creative vision of the production
- KU2.** the production budget and timelines
- KU3.** roles and responsibilities of members of the pre-production, production and post-production teams
- KU4.** the fundamentals and principles of animation and film-making
- KU5.** how to enact and emote; and thereby animate characters in accordance to the demands of the script and animatic
- KU6.** principles of movement and timing



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- KU7.** the principles of continuity
- KU8.** the technical aspects of production
- KU9.** design standards and specifications that needs to be complied with to produce the final output
- KU10.** how to guide and motivate the team to realise overall objectives cohesively as a team
- KU11.** how to make decisions and lead a team
- KU12.** relevant copyright norms and intellectual property rights
- KU13.** applicable health and safety guidelines

### Generic Skills (GS)

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

- GS1.** document specific technical guidelines to assist the animation production process e.g. range of movements of mouth, eyes, max min limits and approve expressions on characters
- GS2.** read the script, storyboard and dialogues
- GS3.** understand the creative vision and requirements from the director
- GS4.** communicate requirements to the animation team
- GS5.** manage work according to the requirements and agreed timelines
- GS6.** manage within the agreed budget and minimize overruns
- GS7.** how to resolve any technical problems during the animation process

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the story, script</i>	<b>13</b>	<b>17</b>	-	-
<b>PC1.</b> work with storyboard and previsualisation artist to establish the mood, feel and style of cinematography	5	10	-	-
<b>PC2.</b> plan the descriptions and timing of actions for every scene. provide inputs on action timing, expressions, dialogue as per the storyboard and directors vision	5	5	-	-
<b>PC3.</b> identify where camera technique, lighting and design relate to the theme of the production	3	2	-	-
<i>Approving the design/assets</i>	<b>6</b>	<b>4</b>	-	-
<b>PC4.</b> provide specifics and approve all design/ animation/ assets during the making of the film (characters, backgrounds, models, layouts, animated shots & sequences)	3	2	-	-
<b>PC5.</b> provide design and creative inputs to help guide the production process	3	2	-	-
<i>Guiding and managing the animation process</i>	<b>26</b>	<b>24</b>	-	-
<b>PC6.</b> work with the animators to ensure the animation meets the brief	10	10	-	-
<b>PC7.</b> ensure through your direction, that appropriate use is being made of camera and lighting techniques during pre-production and production	10	5	-	-
<b>PC8.</b> liase with the producer at key points during production	6	9	-	-
<i>esting &amp; approving the character rig</i>	<b>5</b>	<b>5</b>	-	-
<b>PC9.</b> test and approve the character rig	5	5	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1306
<b>NOS Name</b>	Direct the animation process
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Animation, Gaming
<b>Occupation</b>	Direction
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	29/10/2014
<b>Next Review Date</b>	27/01/2027
<b>NSQC Clearance Date</b>	27/01/2022



## Qualification Pack

### MES/N1307: Direct the post-production process

#### Description

This OS unit is about directing and guiding the finalisation of the end-product during post-production

#### Elements and Performance Criteria

##### *Managing and guiding the post production process*

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

**PC1.** guide/direct the entire post-production process to ensure that the final output is in line with the creative vision (can include editing, special effects, colour grading, dubbing, rendering, rotoscoping, compositing, wire removal, chroma, sound design, sound editing, music and sound mixing)

##### *Preparing the final version including correction of the screenplay (if required)*

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

**PC2.** identify any gaps/deficiencies through critical feedback

**PC3.** guide/direct the relevant post-production processes to ensure the final version incorporates all changes

**PC4.** prepare a directors cut of the film (optional)

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** the creative vision of the production

**KU2.** the target audience and their tastes and preferences

**KU3.** the production budget and timelines

**KU4.** roles and responsibilities of members of the post-production team

**KU5.** the technical aspects of post-production

**KU6.** the principles of continuity

**KU7.** the post-production process, techniques and activities

**KU8.** technologies of post production and the various workflows involved in editing, sound post production, color correction, animation, VFX and printing

**KU9.** the impact of each activity on the entire process workflow

**KU10.** how to make decisions and lead a team

**KU11.** how to guide and motivate the post-production team to work cohesively to realise overall production objectives

**KU12.** how to promote and project the film to the right audiences

**KU13.** how to protect the confidentiality of the entire production process

**KU14.** relevant copyright norms and intellectual property rights

**KU15.** applicable health and safety guidelines



## Qualification Pack

### Generic Skills (GS)

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

- GS1.** document notes/links/suggestions to assist the post-production team
- GS2.** track the action plans and schedules during the post-production process
- GS3.** research and gather references from already executed projects/available in the public domain
- GS4.** communicate preferred takes and sequence of activities to the editors to help guide the editing process
- GS5.** manage work according to the requirements and agreed timelines
- GS6.** manage within the agreed budget and minimize overruns
- GS7.** how to resolve any technical problems during post-production
- GS8.** appraise the quality of the final product to ensure it is in line with the expected quality standards and suggest areas of improvement

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Managing and guiding the post production process</i>	<b>15</b>	<b>15</b>	-	-
<b>PC1.</b> guide/direct the entire post-production process to ensure that the final output is in line with the creative vision (can include editing, special effects, colour grading, dubbing, rendering, rotoscoping, compositing, wire removal, chroma, sound design, sound editing, music and sound mixing)	15	15	-	-
<i>Preparing the final version including correction of the screenplay (if required)</i>	<b>35</b>	<b>35</b>	-	-
<b>PC2.</b> identify any gaps/deficiencies through critical feedback	15	15	-	-
<b>PC3.</b> guide/direct the relevant post-production processes to ensure the final version incorporates all changes	20	20	-	-
<b>PC4.</b> prepare a directors cut of the film (optional)	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1307
<b>NOS Name</b>	Direct the post-production process
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Animation, Gaming
<b>Occupation</b>	Direction
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	29/10/2014
<b>Next Review Date</b>	27/01/2027
<b>NSQF Clearance Date</b>	27/01/2022





## Qualification Pack

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

#### Description

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

#### Elements and Performance Criteria

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

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

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

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

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

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

##### *Identifying and reporting risks*

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

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

##### *Complying with procedures in the event of an emergency*

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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

## Generic Skills (GS)

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

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



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

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### Assessment Criteria

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

### Qualification Pack

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



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0104
<b>NOS Name</b>	Maintain Workplace Health & Safety
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Animation, Gaming, Radio, Advertising
<b>Occupation</b>	Ad sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	27/01/2027
<b>NSQC Clearance Date</b>	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.



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

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

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N1304.Communicate requirements to the team	50	50	-	-	100	30
MES/N1306.Direct the animation process	50	50	-	-	100	30
MES/N1307.Direct the post-production process	50	50	-	-	100	30
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
<b>Total</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>100</b>



## Qualification Pack

### Acronyms

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



## Qualification Pack

### Glossary

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

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<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
<b>BUDGET</b>	Budget is an estimate of the total cost of production that may include a break-up of cost components
<b>COLOUR GRADING</b>	Colour grading is the process of modifying/enhancing the colour of productions
<b>COMPOSITING</b>	Compositing is the process of combining layers of images/elements into a single frame
<b>COMPUTER GENERATED EFFECTS</b>	Computer-generated effects is the process of creating illusionary images for use in productions
<b>CONTINUITY</b>	Continuity represents the seamless transition from one shot to another
<b>COPYRIGHT LAWS</b>	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
<b>CREATIVE BRIEF</b>	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
<b>DIGITAL INTERMEDIATE</b>	Digital Intermediate is the process of altering the colour characteristics of a digital version of the production

## Qualification Pack

<b>EDITING</b>	Editing is the process of cutting, organising and putting together audio, visual footage to prepare an accurate, condensed and consistent final output
<b>FINANCER</b>	An entity (individual or organization) that provides financing for a project
<b>FUNCTION</b>	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
<b>INGEST</b>	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
<b>JOB ROLE</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
<b>MODELING</b>	Modeling is the process of creating three-dimensional models for animation using a specialised software application.
<b>NATIONAL OCCUPATION STANDARDS (NOS)</b>	NOS are Occupational Standards which apply uniquely in the Indian context.
<b>OCCUPATION</b>	Occupation is a set of job roles, which perform similar/related set of functions in an industry
<b>OCCUPATIONAL STANDARDS (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>PERFORMANCE CRITERIA</b>	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
<b>QUALIFICATION PACK CODE</b>	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
<b>QUALIFICATION PACK (QP)</b>	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
<b>RENDERING</b>	Rendering is the process of converting three-dimensional models into two-dimensional images with 3D effects
<b>ROSCOPY</b>	Rotoscopy is the process of breaking down content into individual frames, tracing out individual images and altering content according to requirements

## Qualification Pack

<b>SCREEN CONVERSION</b>	Screen conversion is the process of conversion from 2D to 3D
<b>SCRIPT</b>	Script is a structured narrative of a story
<b>SECTOR</b>	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>SOUND EDITING</b>	Sound editing
<b>SUB FUNCTIONS</b>	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
<b>SUB-SECTOR</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>TARGET AUDIENCE</b>	Group of people at whom content/ advertising is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters (e.g. Females, aged 25-40, average monthly household income INR 25,000-50,000, from Hindi speaking states in North India)
<b>TIMELINES</b>	Timelines is a listing of dates by which the production milestones/stages need to be completed
<b>VERTICAL</b>	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
<b>VISUAL EFFECTS</b>	Visual effects is the process of integrating live-action footage with computer-generated effects.