

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

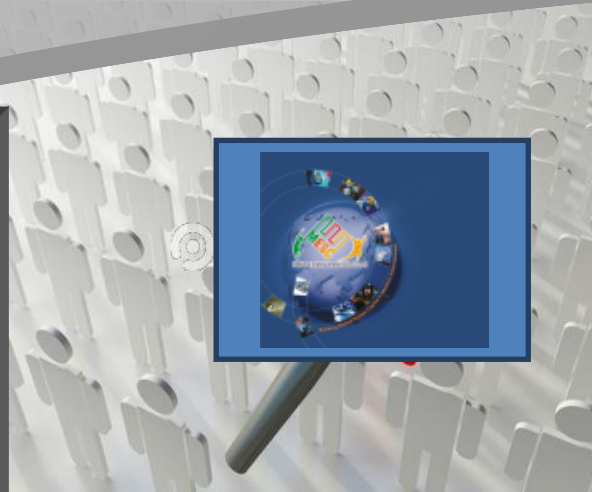
### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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## Introduction

### Qualifications Pack-Character designer

**SECTOR:** MEDIA AND ENTERTAINMENT

**SUB-SECTOR:** Animation, Gaming

**OCCUPATION:** Character designer

**REFERENCE ID:** MES/ Q 0502

**ALIGNED TO:** NCO-2004/NIL

**Character designer in the Media & Entertainment Industry creates the design and personality of the characters for a production**

**Brief Job Description:** Individuals at this job need to design the character pack including the look, expressions, poses, gestures, turnarounds, personality traits of characters for a production

**Personal Attributes:** This job requires the individual to have excellent life drawing skills including an understanding of human anatomy, behavior, facial expressions, emotions, actions etc. The individual must be able to design characters consistent with the creative style of the production using software such as Adobe Photoshop, Gimp etc. The individual must also possess acting skills to differentiate characters e.g. center of gravity

Job Details	<b>Qualifications Pack Code</b>	<b>MES/ Q 0502</b>		
	<b>Job Role</b>	<b>Character designer</b> This job role is applicable in both national and international scenarios		
	<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>21/10/14</b>
	<b>Sub-sector</b>	<b>Animation, Gaming</b>	<b>Last reviewed on</b>	<b>29/10/14</b>
	<b>Occupation</b>	<b>Art &amp; Design</b>	<b>Next review date</b>	<b>20/10/16</b>

<b>Job Role</b>	<b>Character designer</b>
<b>Role Description</b>	Design the character pack for a production
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	Class XII
<b>Maximum Educational Qualifications</b>	Graduate
<b>Training</b> (Suggested but not mandatory)	Art, Adobe Photoshop
<b>Experience</b>	1-3 Years of work experience
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">MES / N 0501 (Understanding the script)</a></li> <li><a href="#">MES / N 0502 (Ensuring consistency across all scenes)</a></li> <li><a href="#">MES / N 0503 (Design Characters)</a></li> <li><a href="#">MES / N 0513 (Manage and store assets)</a></li> <li><a href="#">MES / N 0514 (Maintain workplace health and safety)</a></li> </ol> <p><b>Optional:</b> N.A.</p>
<b>Performance Criteria</b>	As described in the relevant OS units

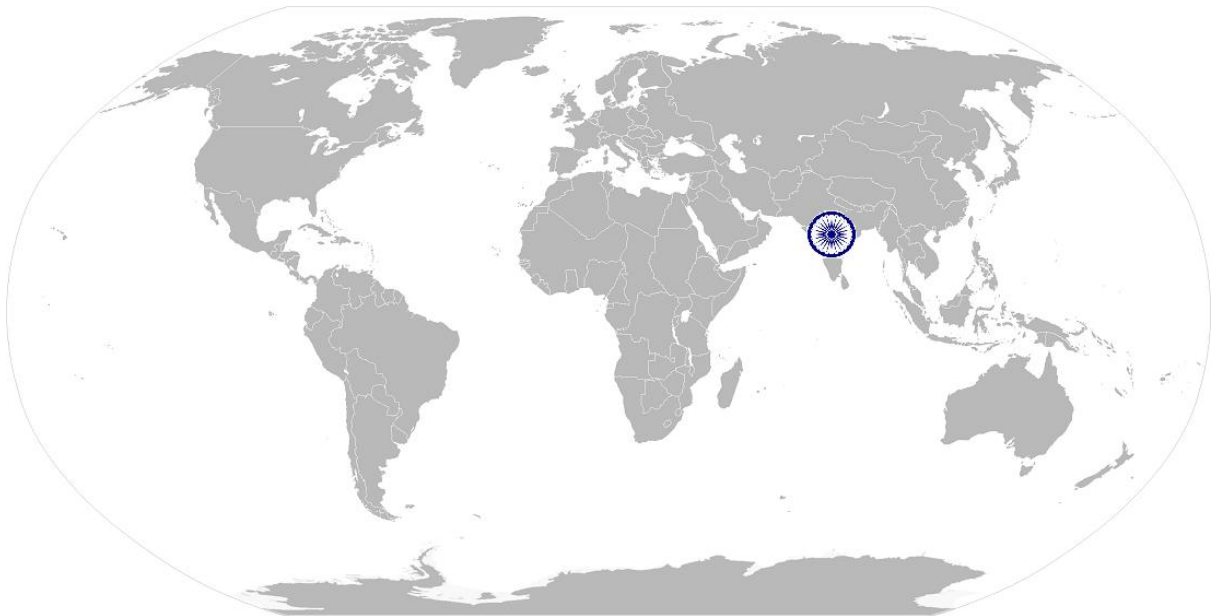
Definitions

Keywords /Terms	Description
Attitude poses	Attitude poses are used to describe the body language and personality of the characters
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Character line-up	Character line-up is the portrayal of characters side-by-side
Character turnarounds	Character turnarounds are used to depict the characters look from all angles
Clean-up	Refining the interim/rough animation
Color keys	Color keys are used to depict the mood of the production through hues and tones
Color theory	Color theory is the art of combining all the colors in the color wheel to create specific color combinations
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.
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.
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.
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.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
Lighting keys	Lighting keys are used to depict the mood of the production through intensity, time and shadows
Mouth chart	Mouth chart is used to portray the emotions and expressions of the characters
National Occupational Standards (NOS)	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.

Acronyms	Keywords /Terms	Description
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NSQF	National Skill Qualifications Framework
	NVEQF	National Vocational Education Qualifications Framework
	NVQF	National Vocational Qualifications Framework

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# National Occupational Standard



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## Overview

This unit is about interpreting the script/ brief/ storyboard/ concept for the animation process

<b>Unit Code</b>	MES/ N 0501
<b>Unit Title (Task)</b>	Understanding the script
<b>Description</b>	This OS unit is about interpreting the script/ brief/ storyboard/ concept for the animation and design process
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Interpret the script/ brief/ storyboard/concept correctly</li> <li>Liaise with the team to improve understanding</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Interpret the script/ brief/ storyboard correctly	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>KA1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role</li> <li>KA2. Be aware of the intended medium and target audience, and how this may affect animation processes</li> <li>KA3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)</li> <li>KA4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements</li> <li>KA5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements</li> <li>KA6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)</li> <li>KA7. Understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc)</li> </ul>
Liaise with the team to improve understanding	KA8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. The creative vision and elements of production relating to the job role</li> <li>KA2. The project pipeline/schedule and timelines with respect to the individual's role</li> <li>KA3. The intended purpose/ end-use of the models/ designs that need to be created by the individual</li> </ul>

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Principles of animation</p> <p>KB2. How to assess the script and its artistic and communication goals</p> <p>KB3. How to extract and interpret relevant information regarding the script's vision</p> <p>KB4. How to discuss and understand relevant information regarding the concept's vision from relevant personnel (Art Director, Producers, Animation Supervisor etc)</p> <p>KB5. How to research and tap into the sources for procuring information/ background material that will enhance understanding of the concept</p> <p>KB6. Applicable copyright norms and intellectual property rights</p> <p>KB7. Applicable health and safety guidelines</p>
<p><b>Skills (S) (Optional)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document notes while understanding the brief, requirements and specifications to refer to during the production process</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read and understand the script/ brief/ storyboard</p> <p>SA3. Research links, videos, artwork etc. that can be used as references</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Understand the central idea and the concept of the script</p>
<p><b>B. Professional Skills</b></p>	<p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Analyse the tasks required and estimate the time required for each task, so as to manage the allotted work and achieve it in given schedules</p> <p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Critically analyse the various elements of the script and the work that may be required in relevance with the individual's role</p>



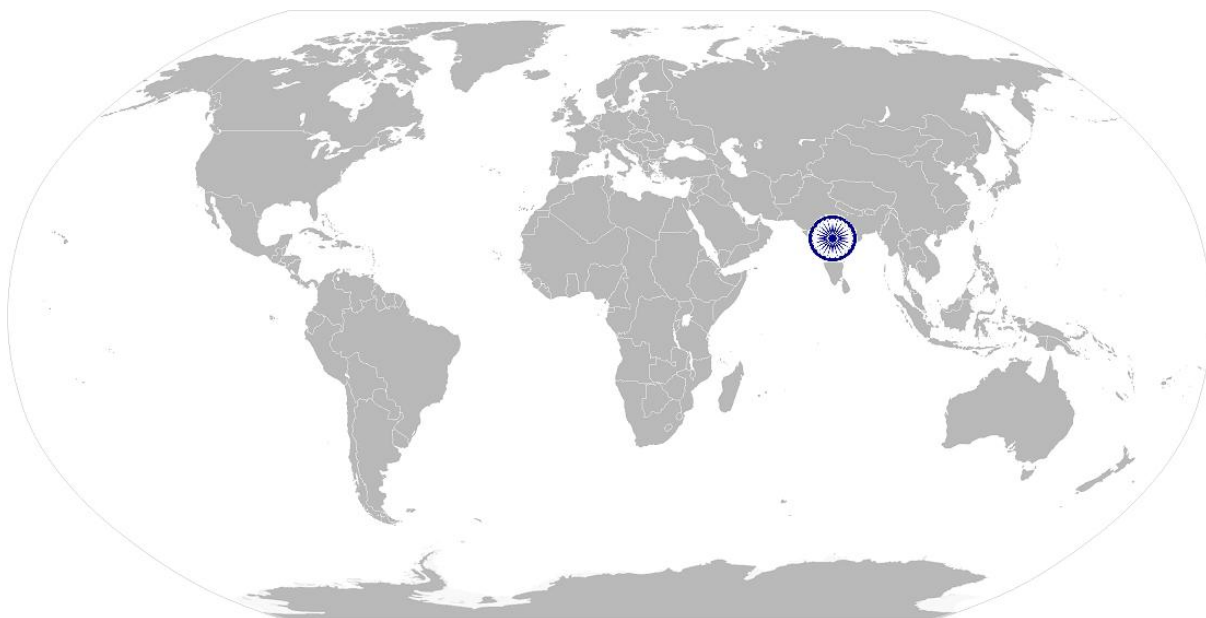
MES/ N 0501



Understanding the script

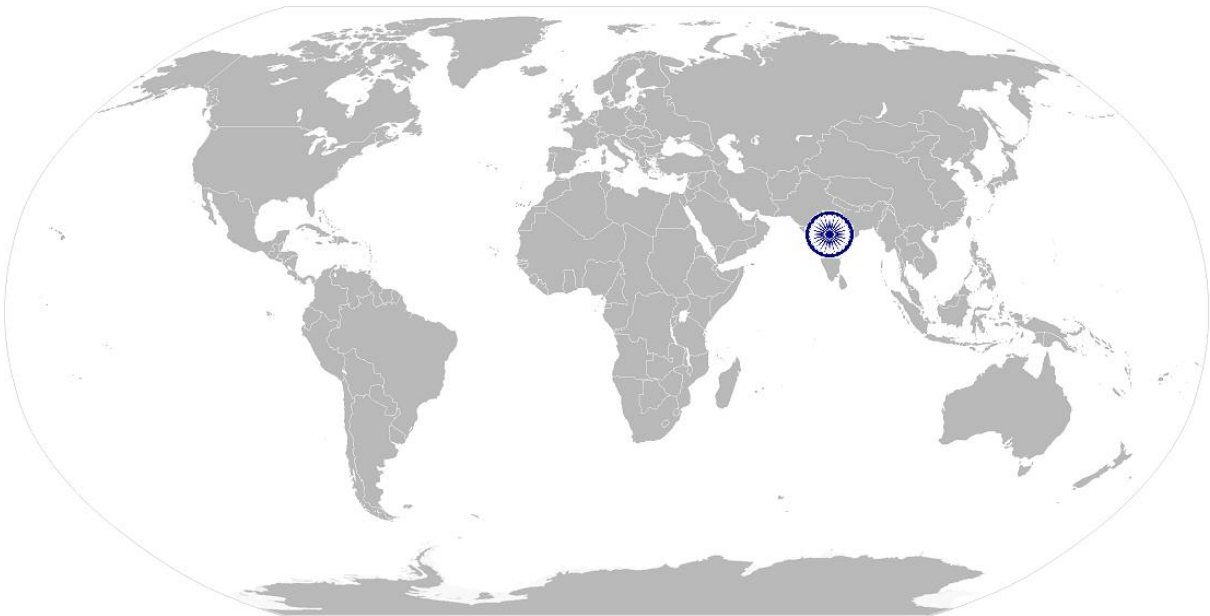
## NOS Version Control

<b>NOS Code</b>	MES / N 0501		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	21/10/14
<b>Sub-sector</b>	Animation, Gaming	<b>Last reviewed on</b>	29/10/14
<b>Occupation</b>	Art & Design	<b>Next review date</b>	20/10/16





# National Occupational Standard



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## Overview

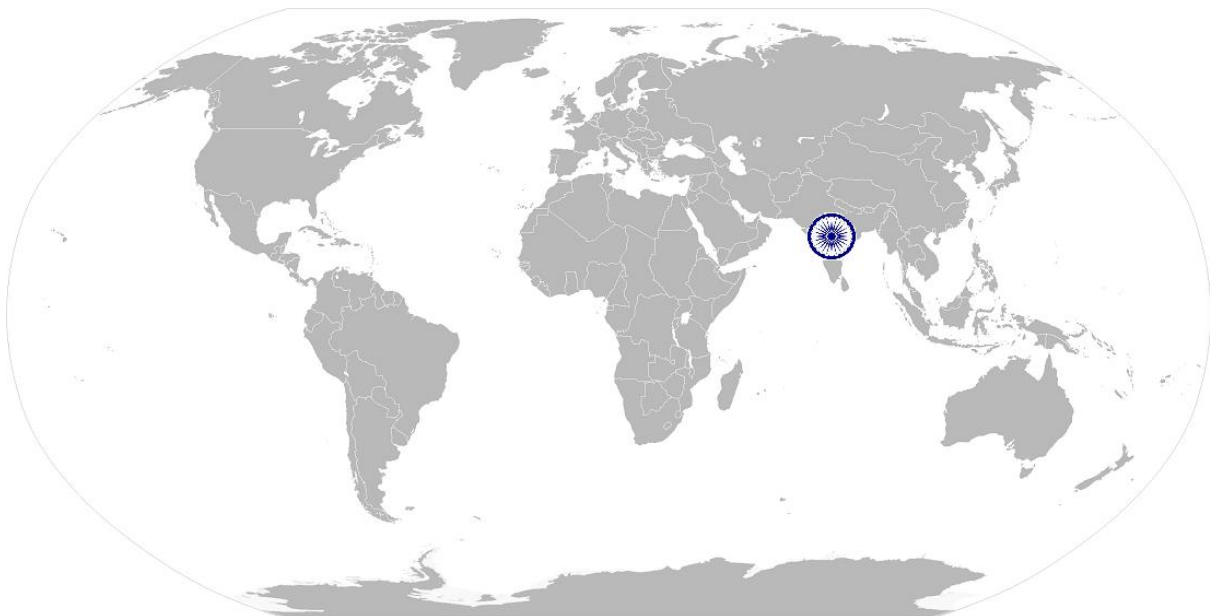
**This unit is about ensuring consistency across scenes in production**

<b>Unit Code</b>	MES/ N 0502
<b>Unit Title (Task)</b>	Ensure consistency across all scenes
<b>Description</b>	This OS unit is about ensuring consistency across scenes in production
<b>Scope</b>	This unit/task covers: <ul style="list-style-type: none"> <li>Understanding and noting continuity requirements</li> <li>Maintaining continuity and consistency across scenes</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding and noting continuity requirements	To be competent the user/ individual must be able to: PC1. Record continuity-related details e.g. position, placement, color etc. as required
Maintaining continuity and consistency across scenes	PC2. Ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production PC3. Ensure that designs, layouts and templates are uniform across the production, as required PC4. Ensure that lighting, color formats and effects are consistent across the production PC5. Check the resolution of scenes to ensure that they match the production requirements PC6. Alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The final look of the production, and the implications of this on continuity efforts KA2. The organizational policies regarding the final presentation of the work products
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. How to interpret the script/concept/design brief for continuity requirements KB2. How to note and record continuity details (e.g. the position, placement, color of an object, the manner of interaction with the character – e.g. left hand or right hand) KB3. How to ensure continuity details are correctly recorded KB4. The role of the Script/Continuity Supervisor or other relevant personnel, and coordinating with him/her to ensure that consistency across scenes KB5. The technical requirements of the medium in which the production will be exhibited, and how this may affect the continuity process (eg: templates for animation processes) KB6. Applicable health and safety guidelines

<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. Record continuity-related details e.g. position, placement, color etc. as required
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. Read and understand the script to determine continuity requirements
	<b>Oral Communication (Listening and Speaking skills)</b>
The user/individual on the job needs to know and understand how to: SA3. Describe and discuss the creative style with the Director, Producer or relevant personnel to understand key concerns regarding consistency	
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. Organize continuity details and records to easily use as a reference and spot errors
	<b>Problem Solving</b>
The user/individual on the job needs to know and understand how to: SB2. Identify any continuity errors and take steps to rectify them, or escalate the issue, as appropriate.	

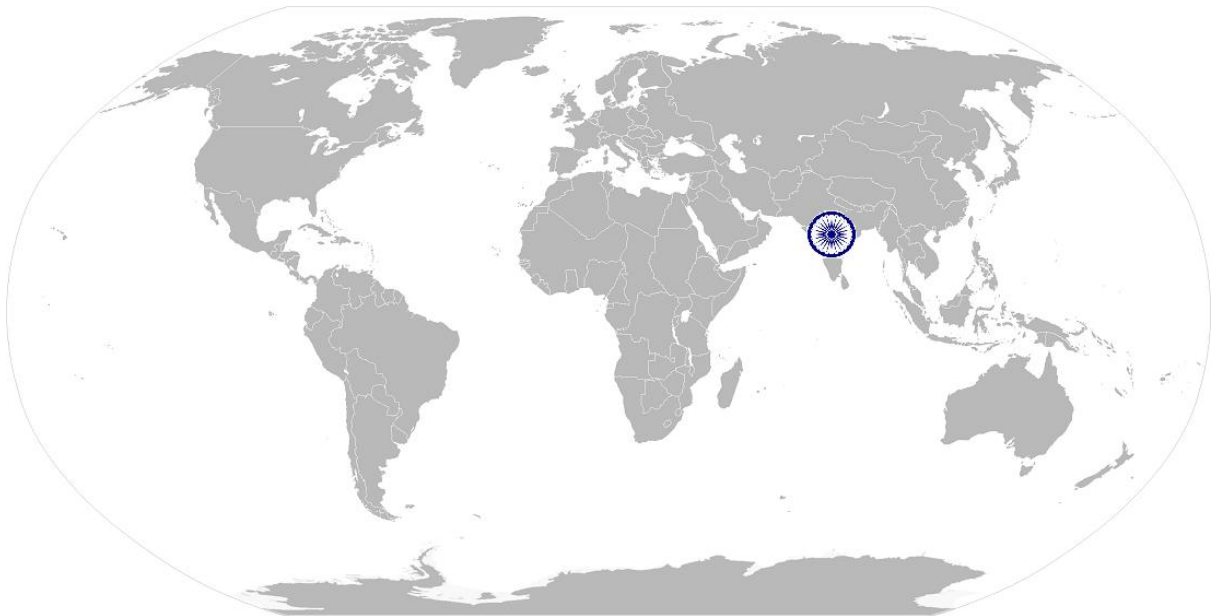
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<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>21/10/14</b>
<b>Sub-sector</b>	<b>Animation, Gaming</b>	<b>Last reviewed on</b>	<b>29/10/14</b>
<b>Occupation</b>	<b>Art &amp; Design</b>	<b>Next review date</b>	<b>20/10/16</b>



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# National Occupational Standard



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## Overview

This unit is about designing the characters in accordance with the requirements of the script and preparing the character pack

<b>Unit Code</b>	MES/ N 0503
<b>Unit Title (Task)</b>	Design Characters
<b>Description</b>	This OS unit is about designing the characters in accordance with the requirements of the script and preparing the character pack
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Gathering visual references that could serve as aids during the animation process</li> <li>Preparing the character pack</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Gathering visual references that could serve as aids during the animation process	To be competent, the user/individual on the job must be able to: PC1. Gather character references to help conceptualize designs for primary and secondary characters <ul style="list-style-type: none"> <li>References may include: Photographs, films, images, paintings, prints, murals, miniature art, sculptures, previously executed animation work-products, animations products available in the public domain, pre-production design work</li> </ul>
Preparing the character pack	PC2. Study the movement of characters and suggest characteristics by shooting videos or acting PC3. Draw out possibilities (simple structure) for each character out on paper along with their clothing, accessories etc. PC4. Develop the character line-up and size relationship chart PC5. Visualize character expressions and attitude poses for each characters and create a character pack in line with requirements <ul style="list-style-type: none"> <li>This may include: construction detail, prop details, character dos and don'ts, attitude, poses, walk poses, turnarounds, facial expressions, mouth chart, character gestures, hand gestures group behavior etc</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative vision and elements of production with respect to the individual's job role KA2. The profile and preferences of the target audience KA3. The production budget and timelines with respect to the individual's job role KA4. The technical requirements of the medium/style in which the character will be exhibited
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Life drawing including human anatomy, emotions, actions, expressions, mannerisms, behavior, facial expressions, walking style, animal anatomy, mannerisms etc. KB2. The basics of theatre – acting and staging

	<p>KB3. How to work on image editing software such as Adobe Photoshop, Gimp etc.</p> <p>KB4. How to design and develop character designs consistent with the creative look of the production and in accordance to the script and design brief</p> <p>KB5. How to prioritize and design what will be seen on screen</p> <p>KB6. How to create perspective drawings from all angles</p> <p>KB7. How to mimic any given character style according to the style suggested by the Director</p> <p>KB8. The sources for research and reference material</p> <p>KB9. Applicable copyright norms and intellectual property rights</p> <p>KB10. Applicable health and safety guidelines</p>
<b>Skills (S) (Optional)</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document character descriptions to help present to the Director and Producer, and guide the production process</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read and understand the design brief with respect to character design</p> <p>SA3. Read and understand the profile and preferences of the target audience and any culture/location-specific attributes that would need to be factored into the design process</p> <p>SA4. Research links, videos, artwork etc. that can be used as references during the production process while keeping animation possibilities in mind</p>
<p><b>B. Professional Skills</b></p>	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Understand the desired creative look of the production from the Art Director</p> <p>SA6. Collaborate with the script team to design the characters</p> <p>SA7. Discuss the character pack with the Director and Producer and solicit their feedback</p>
	<p><b>Plan and Organize</b></p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan and prioritize own work according to the requirements and agreed timelines</p>	
<p><b>Problem Solving</b></p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Identify any creative problems that may arise during the production and find solutions to address them based on the individual's job description</p>	



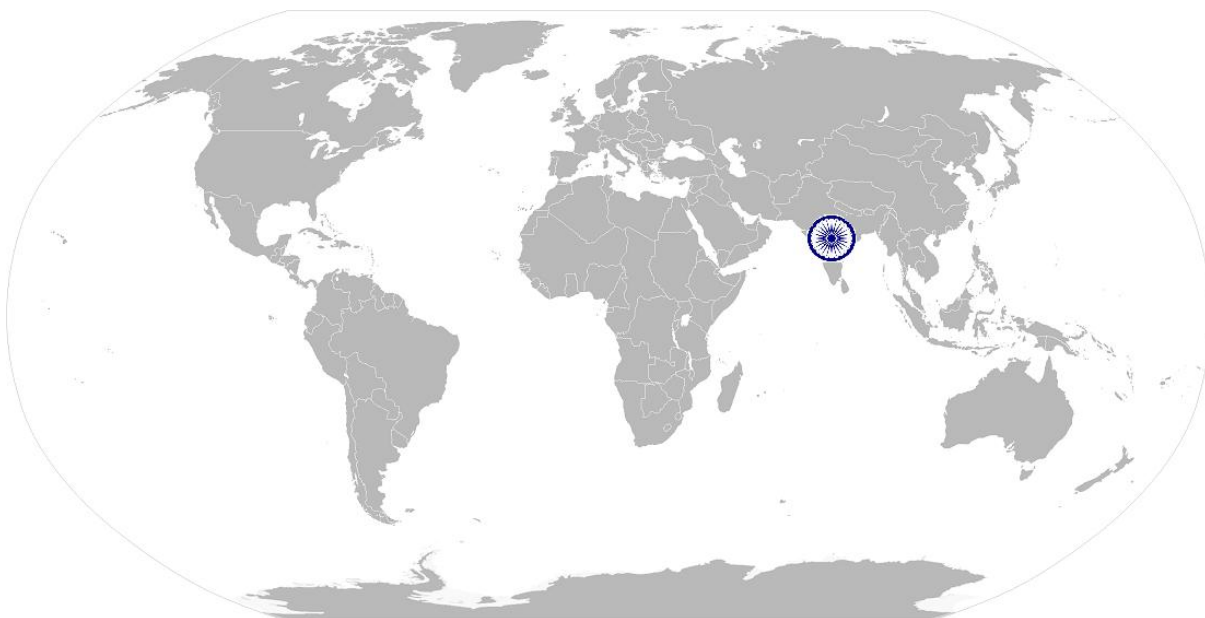
MES/ N 0503



Design Characters

## NOS Version Control

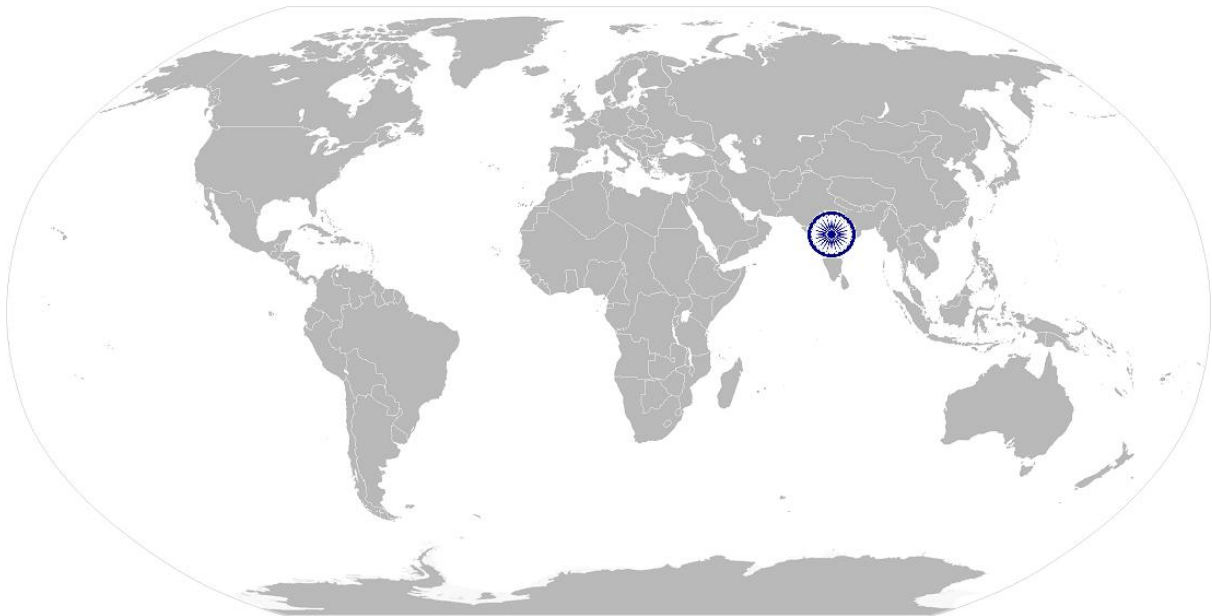
<b>NOS Code</b>	<b>MES / N 0503</b>		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>21/10/14</b>
<b>Sub-sector</b>	<b>Animation, Gaming</b>	<b>Last reviewed on</b>	<b>29/10/14</b>
<b>Occupation</b>	<b>Art &amp; Design</b>	<b>Next review date</b>	<b>20/10/16</b>





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# National Occupational Standard



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## Overview

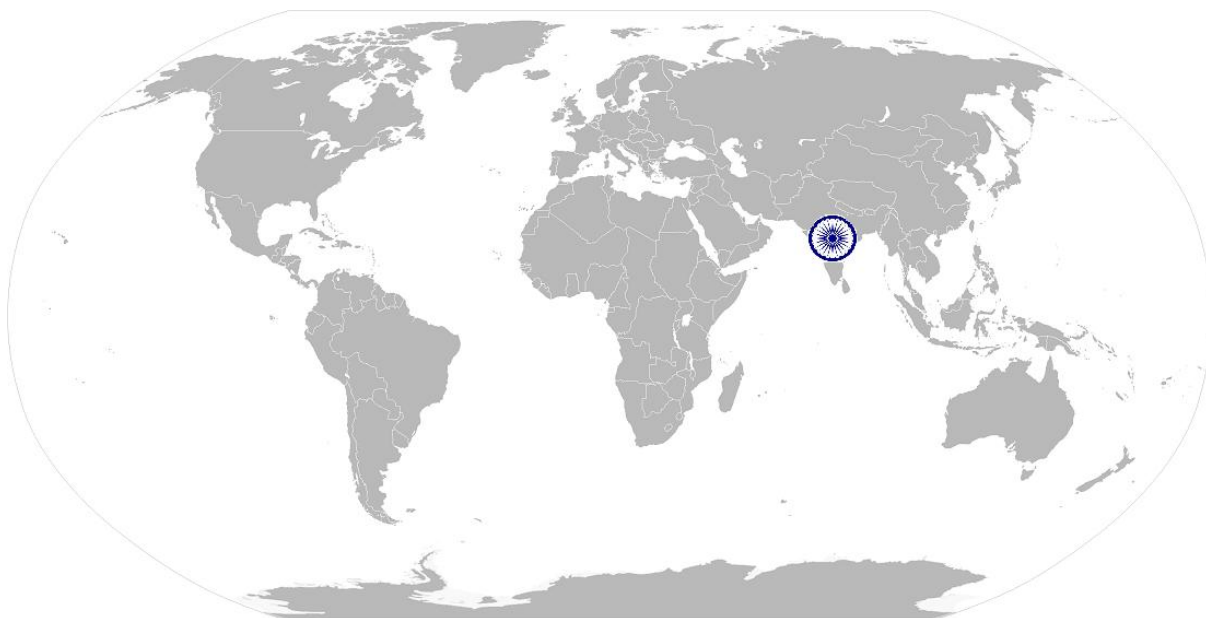
This unit is about organizing and storing the assets used in animation production, and understanding appropriate methods by which to do so

<b>Unit Code</b>	MES/ N 0513
<b>Unit Title (Task)</b>	Manage and store assets
<b>Description</b>	This OS unit is about organizing and storing the assets used in animation production, and understanding appropriate methods by which to do so
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Understanding appropriate asset storage methods</li> <li>Organizing and storing assets</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding appropriate asset storage methods	To be competent, the user/individual on the job must be able to: PC1. Understand and research appropriate tools, techniques, technologies and procedures for effective asset storage
Organizing and storing assets	PC2. Saving the work with appropriate names and/or naming conventions so that it can be identified easily PC3. Storing the work in an appropriate place using appropriate storage techniques to ensure it is protected from damage PC4. Making backup copies at appropriate time intervals of any digital files PC5. Routinely archive any work and store it securely in a second location, if required PC6. identify and retrieve previous work from storage, as required
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Backup procedures of the organization and why they are important KA2. Relevant policies and regulations of the organization relating to asset organization and storage KA3. The types of assets that need to be stored and the organization's policy regarding the same
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. The value and importance of consistent file naming conventions KB2. The technical requirements of the medium in which the production will be exhibited KB3. Appropriate tools, techniques, technologies and procedures for effective asset storage KB4. How to work on software such as Adobe Photoshop, Gimp, Coral Painter KB5. Applicable copyright norms and intellectual property rights KB6. Applicable health and safety guidelines

Skills (S) (Optional)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. Save documents in various styles SA2. Take note of the design brief, or any other document relevant to understanding storage requirements
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. Read any design/production briefs, or any relevant organizational procedures/guidelines to clearly determine the archival requirements of the production
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. Liaise with relevant personnel (Art Director, Producer etc) to clarify any storage requirements
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. Decide the format and location in which assets must be stored and saved, if appropriate SB2. Decide the tools, technologies and methods by which to store assets
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB3. Plan and prioritize archival requirements to meet any agreed timelines
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. Identify any technical problems that may arise during asset storage, and find solutions to address them
	<b>Analytical Thinking</b>
The user/individual on the job needs to know and understand how to: SB5. Envision the impact of the storing a file in a particular manner SB6. Identify the correct manner in which the file needs to be stored so that it can be retrieved in the future as and when required	

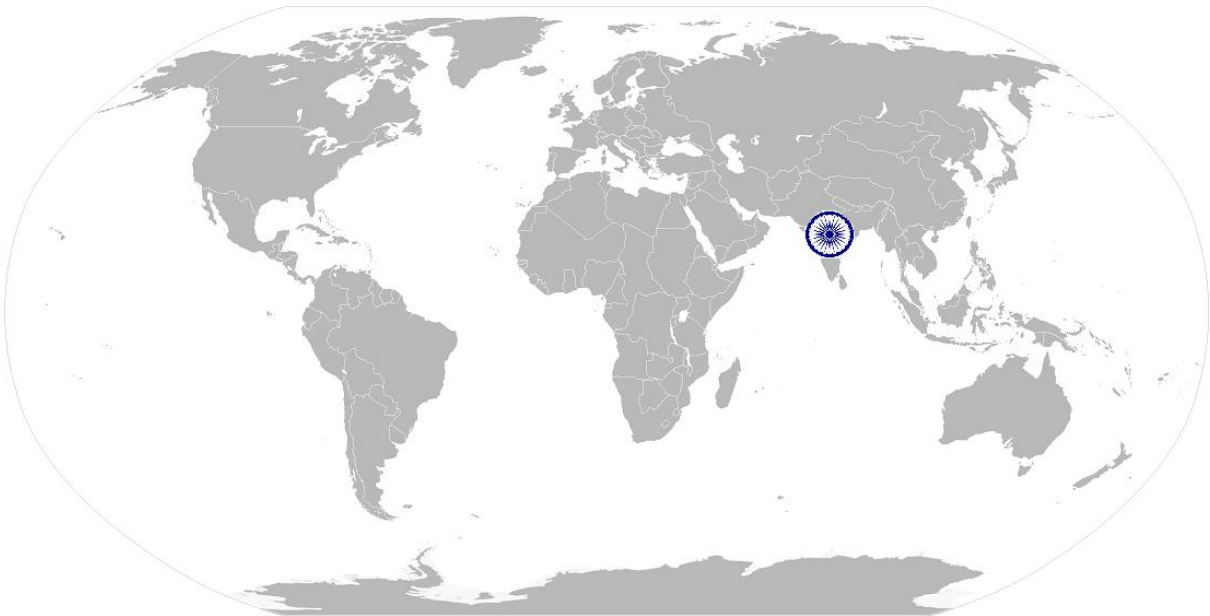
## NOS Version Control

<b>NOS Code</b>	MES / N 0513		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>21/10/14</b>
<b>Sub-sector</b>	<b>Animation, Gaming</b>	<b>Last reviewed on</b>	<b>29/10/14</b>
<b>Occupation</b>	<b>Art &amp; Design</b>	<b>Next review date</b>	<b>20/10/16</b>



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# National Occupational Standard



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## Overview

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

**Maintain workplace health and safety**

<b>Unit Code</b>	<b>MES/ N 0514</b>
<b>Unit Title (Task)</b>	<b>Maintain workplace health and safety</b>
<b>Description</b>	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Understanding the health, safety and security risks prevalent in the workplace</li> <li>• Knowing the people responsible for health and safety and the resources available</li> <li>• Identifying and reporting risks</li> <li>• Complying with procedures in the event of an emergency</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding the health, safety and security risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand and comply with the organization's current health, safety and security policies and procedures</p> <p>PC2. Understand the safe working practices pertaining to own occupation</p> <p>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</p> <p>PC4. Participate in organization health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</p> <p>PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</p>
Identifying and reporting risks	<p>PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures</p> <p>PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected</p>
Complying with procedures in the event of an emergency	<p>PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company /	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organization's norms and policies relating to health and safety</p> <p>KA2. Government norms and policies regarding health and safety and related emergency procedures</p> <p>KA3. Limits of authority while dealing with risks/ hazards</p>

organization and its processes)	KA4. The importance of maintaining high standards of health and safety at a workplace
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. The different types of health and safety hazards in a workplace KB2. Safe working practices for own job role KB3. Evacuation procedures and other arrangements for handling risks KB4. Names and contact numbers of people responsible for health and safety in a workplace KB5. How to summon medical assistance and the emergency services, where necessary KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipment, systems and/or machines
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. How to write and provide feedback regarding health and safety to the concerned people SA2. How to write and highlight potential risks or report a hazard to the concerned people
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. Read instructions, policies, procedures and norms relating to health and safety
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	The user/individual on the job needs to know and understand how to: SA4. Highlight potential risks and report hazards to the designated people SA5. Listen and communicate information with all anyone concerned or affected
	<b>Decision making</b>
	The user/individual on the job needs to know and understand how to: SB1. Make decisions on a suitable course of action or plan
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB3. Apply problem solving approaches in different situations
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand how to: SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority SB5. Apply balanced judgments in different situations	

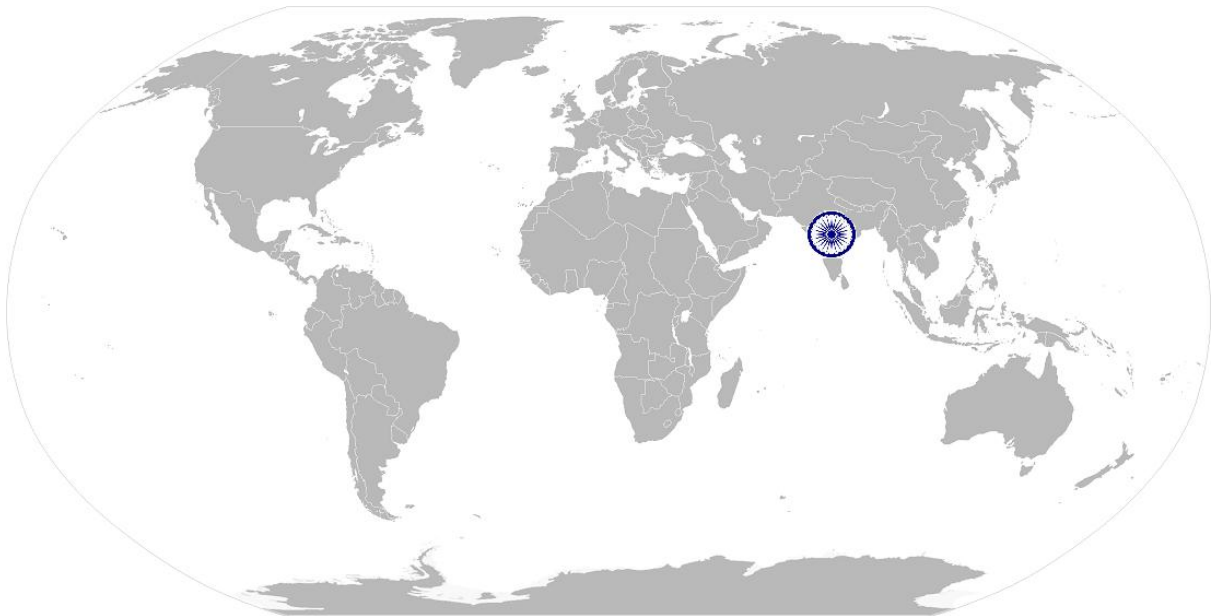


MES/ N 0514

NOS  
National Occupational Standards



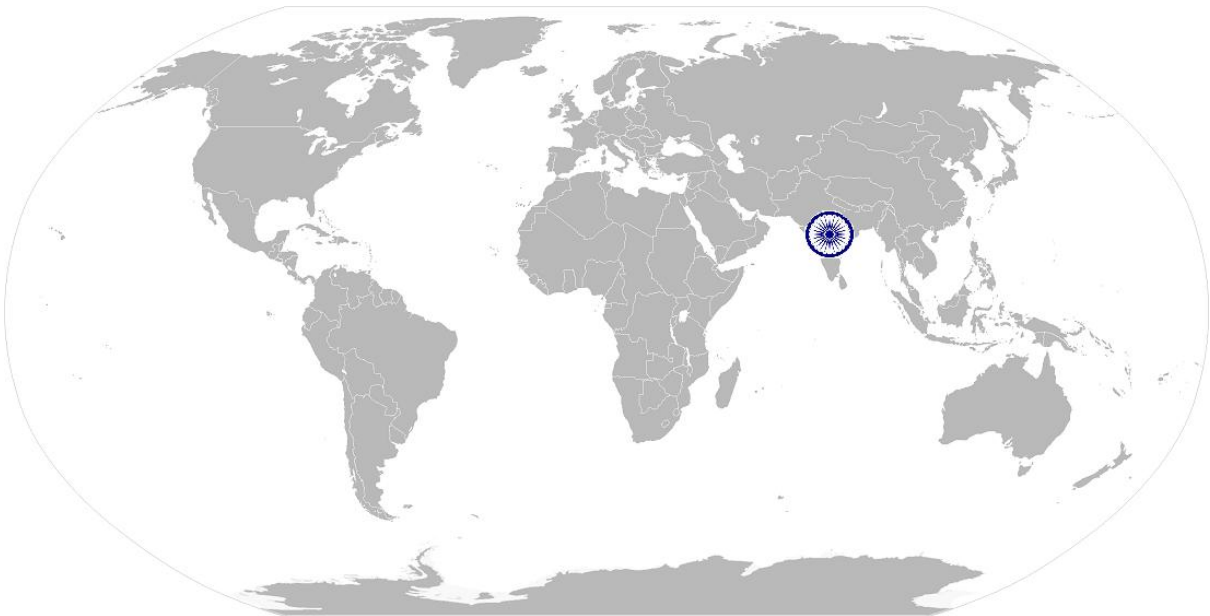
Maintain workplace health and safety





## NOS Version Control

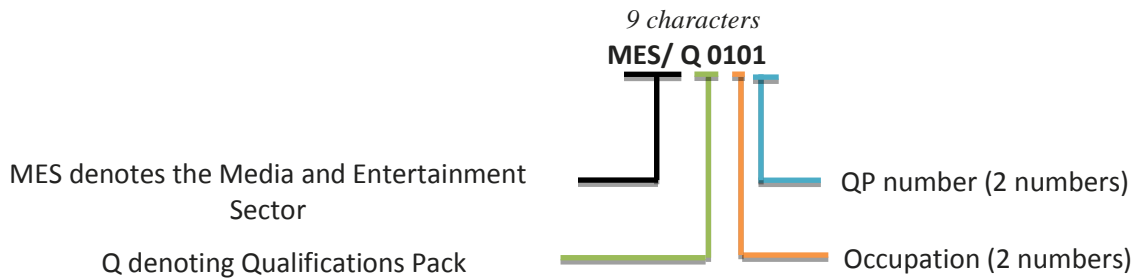
<b>NOS Code</b>	MES / N 0514		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>21/10/14</b>
<b>Sub-sector</b>	<b>Animation, Gaming</b>	<b>Last reviewed on</b>	<b>29/10/14</b>
<b>Occupation</b>	<b>Art &amp; Design</b>	<b>Next review date</b>	<b>20/10/16</b>



## Annexure

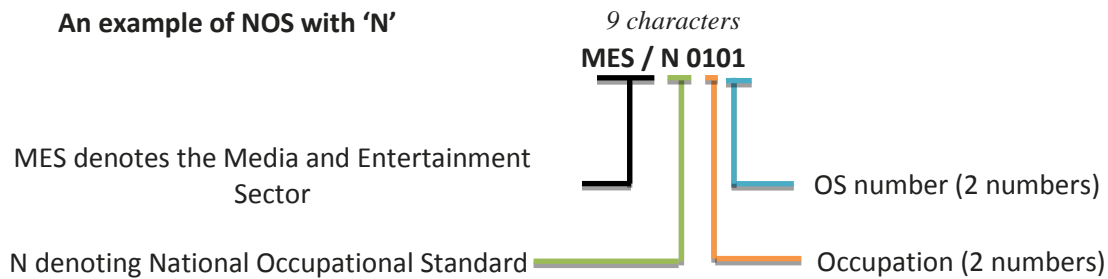
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
...	...

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Art & Design	05
Next two numbers	QP number	02

<b>Job Role/Qualification Pack</b>		<b>Character Designer</b>				
<b>QP- ID</b>		<b>MES Q 0502</b>				
	<b>NOS</b>	<b>NOS NAME</b>	<b>Weightage</b>			
1	<b>MES/ N 0501</b>	Understanding the script	20%			
2	<b>MES/ N 0502</b>	Ensuring consistency across all scenes	20%			
3	<b>MES/ N 0503</b>	Design characters	30%			
4	<b>MES/ N 0513</b>	Manage and store assets	20%			
5	<b>MES/ N 0508</b>	Maintain workplace health and safety	10%			
			100%			

**Guidelines for Assessment:**

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 (Theory and Practical)

<b>Job Role</b>	Character Designer					
NOS CODE	NOS NAME	Performance Criteria	Total Mark	Out Of	Marks Allocation	
					Theory	Skills Practical
MES/ N 0501	Understanding the script	PC1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role	100	20	10	50
		PC2. Be aware of the intended medium and target audience, and how this may affect animation processes		10	5	
		PC3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)		10	5	
		PC4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements		20	10	
		PC5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements		10	5	
		PC6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)		10	5	

		PC7. Understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc		10	5	
		PC8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate		10	5	
			<b>Total</b>	<b>60</b>	<b>30</b>	<b>0</b>
<b>MES/ N 0502</b>	<b>Ensure consistency across all sectors</b>	PC1. Record continuity-related details e.g. position, placement, color etc. as required	<b>100</b>	<b>20</b>	<b>10</b>	<b>50</b>
		PC2. Ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production		<b>20</b>	<b>10</b>	
		PC3. Ensure that designs, layouts and templates are uniform across the production, as required		<b>20</b>	<b>10</b>	
		PC4. Ensure that lighting, color formats and effects are consistent across the production		<b>20</b>	<b>10</b>	
		PC5. Check the resolution of scenes to ensure that they match the production requirements		<b>10</b>	<b>5</b>	
		PC6. Alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate		<b>10</b>	<b>5</b>	
			<b>100</b>	<b>100</b>	<b>50</b>	<b>50</b>

MES/ N 0503	Design Characters	PC1. Gather character references to help conceptualize designs for primary and secondary characters: References may include: Photographs, films, Images, paintings, prints, murals, miniature art, sculptures, previously executed animation work-products, animations products available in the public domain, pre-production design work	100	30	15	50
		PC2. Study the movement of characters and suggest characteristics by shooting videos or acting		20	10	
		PC3. Draw out possibilities (simple structure) for each character out on paper along with their clothing, accessories etc.		10	5	
		PC4. Develop the character line-up and size relationship chart		20	10	
		PC5. Visualize character expressions and attitude poses for each characters and create a character pack in line with requirements This may include: construction detail, prop details, character dos and don'ts, attitude, poses, walk poses, turnarounds, facial expressions, mouth chart, character gestures, hand gestures group behavior etc		20	10	
			100	100	50	50
		PC1. Understand and research appropriate tools, techniques, technologies and procedures for effective asset storage		20	10	

MES/ N 0513	Manage and store assets	PC2. Saving the work with appropriate names and/or naming conventions so that it can be identified easily	100	20	10	50
		PC3. Storing the work in an appropriate place using appropriate storage techniques to ensure it is protected from damage		30	15	
		PC4. Making backup copies at appropriate time intervals of any digital files		10	5	
		PC5. Routinely archive any work and store it securely in a second location, if required		10	5	
		PC6. Identify and retrieve previous work from storage, as required		10	5	
				100	100	
		PC1. Understand and comply with the organisation's current health, safety and security policies and procedures		10	5	
		PC2. Understand the safe working practices pertaining to own occupation		10	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		5	3	
		PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
		PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	



MES/N 0514	Maintain workplace health and safety Description	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	100	10	5	50
		PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
		PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures		10	5	
		PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
		PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected		10	5	
		PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5	
		PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	
		<b>Total</b>			<b>100</b>	