

## 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- Production Assistant

**SECTOR:** MEDIA AND ENTERTAINMENT

**SUB-SECTOR:** Film, Television, Radio, Advertising

**OCCUPATION:** Production

**REFERENCE ID:** MES/Q2805

**ALIGNED TO:** NCO-2015/2654.0800

**Production Assistant in the Media & Entertainment Industry is an entry level position in the Production department and the person is responsible for providing support on all production activities.**

**Brief Job Description:** Individuals play an assistive/ supportive role across the production department and undertake with wide a range of activities. This may include logistics, co-ordination, preparing documents and checking that equipment and materials are in place. All the activities outlined below must be read in context of an “assistive” rather than “leading” role.

**Personal Attributes:** This job requires the individual to understand production techniques and the implications of various tasks on time, resources and budget. The individual must have some background in film making or content production. The individual must understand logistics and facilities required during filming. The individual must be able and willing to help on any task that facilitate production/ filming. The person should have good communication skills, be capable of understanding instructions and be able to work well as part of a team.

Job Details

<b>Qualifications Pack Code</b>	<b>MES/Q2805</b>		
<b>Job Role</b>	<b>Production Assistant</b> This job role is applicable in both national and international scenarios		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>08/11/2014</b>
<b>Sub-sector</b>	<b>Film, Television, Animation, Radio, Gaming, Advertising</b>	<b>Last reviewed on</b>	<b>26/11/2018</b>
<b>Occupation</b>	<b>Production</b>	<b>Next review date</b>	<b>20/06/2021</b>
<b>NSQC Clearance on</b>	<b>22/08/2019</b>		

<b>Job Role</b>	<b>Production Assistant</b>
<b>Role Description</b>	<p>Entry level position in the Production Department and responsible for assisting on a range of activities. All the production activities outlined below should be read in context of the “assistive” role that the individual needs to perform.</p> <p><i>Note: It is important to note that given the spread of the activities under production, the size of the department can vary significantly by project. The proposed qualification packs provide a typical hierarchy. Where tasks are common across different profiles – the senior most person would perform the most complex aspects of that task and the junior level persons would perform less complex aspects.</i></p>
<b>NSQF Level</b>	4
<b>Minimum Educational Qualifications</b>	Class XII
<b>Maximum Educational Qualifications</b>	Graduate or Diploma in Film Production
<b>Prerequisite License or Training</b>	Short Course in Film Production
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	0-3 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/N2809 (Coordinate production activities)</a></li> <li><a href="#">MES/N2812 (Manage content archival)</a></li> <li><a href="#">MES/N2815 (Assist performers, contributors and crew)</a></li> <li><a href="#">MES/N0104 (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

Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Continuity	Continuity represents the seamless transition from one shot to another
Copyright Laws	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
Financer	An entity (individual or organization) that provides financing for a project
Labour Laws	Legal norms governing the relationship between workers, employers, trade unions and the government
Post-production	Post-production is the final finishing phase of the production, where the raw footage is edited, special effects are added, music and sound are integrated, colour correction is done etc.
Props	A property, commonly shortened to prop (plural: props), is an object used on stage or on screen by actors during a performance or screen production. In practical terms, a prop is considered to be anything movable or portable on a stage or a set.
Screenplay	Screenplay is the script coupled with key characteristics of the scene and directions for acting
Script	Script is a structured narrative of a story
Set	The background/ scenery visible through the camera (for video production) or directly to the spectator (for theatrical production)
Set Etiquette	A set of guidelines that dictate how cast and crew should behave on set and interact with each other
Target Audience	Group of people at whom content/ 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
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an '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 the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

**Acronyms**

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.
<b>Keywords /Terms</b>	<b>Description</b>
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualification Framework

MES/N2809

Coordinate production activities

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# National Occupational Standard



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## Overview

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

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Coordinate production activities

National Occupational Standard

<b>Unit Code</b>	MES/N2809
<b>Unit Title (Task)</b>	Coordinate production activities
<b>Description</b>	This OS unit is about coordinating production activities and resources for filming, monitoring progress and highlighting variances to the schedule and budget
<b>Scope</b>	This unit/task covers: <ul style="list-style-type: none"> <li>Coordinating production activities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Coordinating production activities	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming</li> <li>PC2. lead, or support, the production unit toward successful completion of their tasks</li> <li>PC3. track progress of filming against the production schedule and budget, in line with one's role</li> <li>PC4. anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them</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: <ul style="list-style-type: none"> <li>KA1. the vision and motivations of the creative team (Scriptwriter, Director, Production Designer among others)</li> <li>KA2. production limitations including details of shooting locations and any key constraints on budget, resources and time availability</li> <li>KA3. the role and contribution of key departments during filming, interdependencies and reporting structures</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. how to break down the production schedule into a daily task list with details of personnel, equipment and materials required on set, as necessary in the context of the role</li> <li>KB2. available options for transporting equipment and material securely to the location and ensuring safe storage</li> <li>KB3. how to coordinate, or support in coordinating, logistics for the cast and crew including travel, ground transport, accommodation, facilities on set including rest areas and catering</li> <li>KB4. how to coordinate, or support in coordinating, logistics for child artistes and their accompanying adults including travel, ground transport, accommodation, facilities on set including rest areas and catering</li> <li>KB5. how to coordinate, or support in coordinating, logistics for any animals being used for filming including the number of wranglers/ handlers required, their travel, ground transport, accommodation, facilities on set including rest areas and catering and any permissions required from local, state or central authorities for principal photography</li> <li>KB6. how to confirm if all approvals and permissions (from local, state or central authorities) required for filming have been taken, and the points of contact in</li> </ul>

MES/N2809

Coordinate production activities

	<p>case of any last-minute issues</p> <p>KB7. how to confirm, or support in confirming, if duties and any other applicable charges on equipment and material have been paid to the revenue authorities</p> <p>KB8. how to confirm, or support in confirming, if all required insurance policies have been purchased (e.g. fire insurance, theft insurance and insurance for unintentional damage to equipment)</p> <p>KB9. how to liaise with the Location Manager/ Floor Manager/ Unit Production Manager to ensure that all elements required for filming are in place, as necessary in the context of the role</p> <p>KB10. in case of damage to or non-availability of resources, identify alternatives/ substitutes that can be used without compromising on the production objectives</p> <p>KB11. prepare a daily progress report at the end of each day and track completion against the production schedule and budget, as necessary in the context of the role</p> <p>KB12. anticipate potential delays/ overruns and highlight them to the respective departments</p> <p>KB13. check against the production schedule that all tasks have been delivered, , as necessary in the context of the role</p> <p>KB14. observe inventory vs. delivery trends (in fields such as animation and gaming), or planned vs. actual – and make required changes to make the process of scheduling and delivery more effective</p> <p>KB15. act as a central point of contact for all teams and resolve any interdependency issues that could affect smooth functioning of the unit</p> <p>KB16. how to ensure that all production activities minimize risks, including those to the individual’s own health and safety and of the production cast and crew</p>
<p><b>Skills (S)</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. take notes and mark-up production schedules and budgets to identify potential areas of concern</p> <p>SA2. prepare daily call sheets, task lists and other types of check lists, in line with one’s role</p> <p>SA3. prepare a daily progress report (on paper or using a computer) and highlight variance against the production schedule and budget, in line with one’s role</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. interpret the script/ creative brief/ production concept/ schedule/ budget or any other type of written material, in line with one’s role</p> <p>SA5. correctly read vendor and supplier bills to ensure that expenses are aligned to the production budget</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p>



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Coordinate production activities

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA6. understand the creative vision of the Director/ Script writer and Producer, as appropriate</li> <li>SA7. understand the brief from the financier and any constraints/ limitations that affect the production (e.g. time, people, materials, location, budget), as appropriate</li> <li>SA8. communicate effectively with some/entire production unit, propose alternatives and agree on key decisions</li> </ul>
<p><b>A. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB1. make relevant decisions related to the area of work e.g. sequencing of activities, choice of cast and crew, production techniques, choice of location, vendor selection etc.</li> </ul>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>SB2. how to prepare a work schedule/ sequence of activities to help the entire production unit plan their work on a daily basis, if appropriate</li> <li>SB3. how to build a contingency plan based on knowledge of typical areas of delays/ overruns and production risks</li> </ul>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB4. identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit</li> </ul>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>SB5. how to assess the impact of selecting production techniques, cast, crew, vendors and suppliers on the time, location and budget of the production, if appropriate</li> </ul>
	<p><b>Customer Centricity</b></p>
<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>SB6. communicate and coordinate properly about project requirements there by facilitating team development</li> </ul>	
<p><b>Critical Thinking</b></p>	
<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>SB7. appraise the quality of the production activities to ensure they are in line with the expected quality standards and suggest areas of improvement.</li> </ul>	

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Coordinate production activities

## NOS Version Control

<b>NOS Code</b>	MES/N2809		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Media and Entertainment	<b>Drafted on</b>	16/07/2018
<b>Industry Sub-sector</b>	Film, Television, Animation, Radio, Gaming, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Production	<b>Next review date</b>	22/06/2021

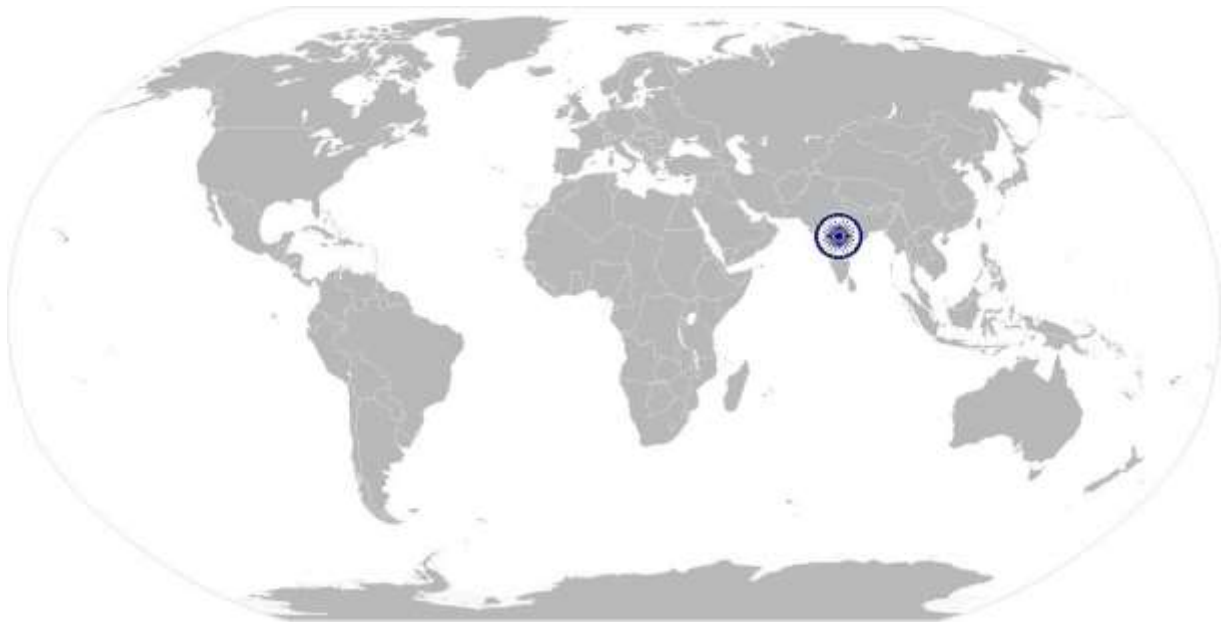


MES/N2812

Manage content archival

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# National Occupational Standard



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## Overview

This unit is about ensuring that content is stored safely after production and that it is archived in a manner that allows for easy retrieval

MES/N2812

Manage content archival

National Occupational Standard

<b>Unit Code</b>	MES/N2812
<b>Unit Title (Task)</b>	Manage content archival
<b>Description</b>	This OS unit is about ensuring that content is stored safely after production and is archived/captured in a manner that allows for easy retrieval.
<b>Scope</b>	<p>This unit/task covers:</p> <ul style="list-style-type: none"> <li>Archiving raw footage and final products</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>On large projects, the post production department (and specifically the post production supervisor) is also responsible for taking and maintaining back-ups of footage.</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Archiving raw footage and final products	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify content that needs to be archived (this usually includes the finished product and in certain cases raw footage and older versions)</p> <p>PC2. convert content (or supervise conversion of content) into the required format and according to accepted file naming conventions</p> <p>PC3. ensure interim and final outputs meet quality standards</p> <p>PC4. tag and store archived content in a manner that allows for easy access and retrieval</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organizational processes for archival and record management, including any interaction with the post production supervisor and other members of the post production department</p> <p>KA2. any constraints on archival including the budget, resources and time availability</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the types of content (finished product, older versions, raw footage) that need to be archived</p> <p>KB2. how to estimate the time, budget and resource requirements for archival</p> <p>KB3. how to convert analog/ tape-based content to digital file formats</p> <p>KB4. how to select the appropriate resolution, aspect ratio and pixel ratio based on the archiving requirements</p> <p>KB5. how to save interim and final deliverables in the required format using appropriate file naming conventions</p> <p>KB6. how to test archived footage to ensure quality standards are met</p> <p>KB7. how to label and mark archived content to ensure easy access and retrieval</p> <p>KB8. appropriate storage methods (including fireproof storage) to ensure that content is stored securely</p> <p>KB9. applicable health and safety guidelines</p>

MES/N2812

Manage content archival

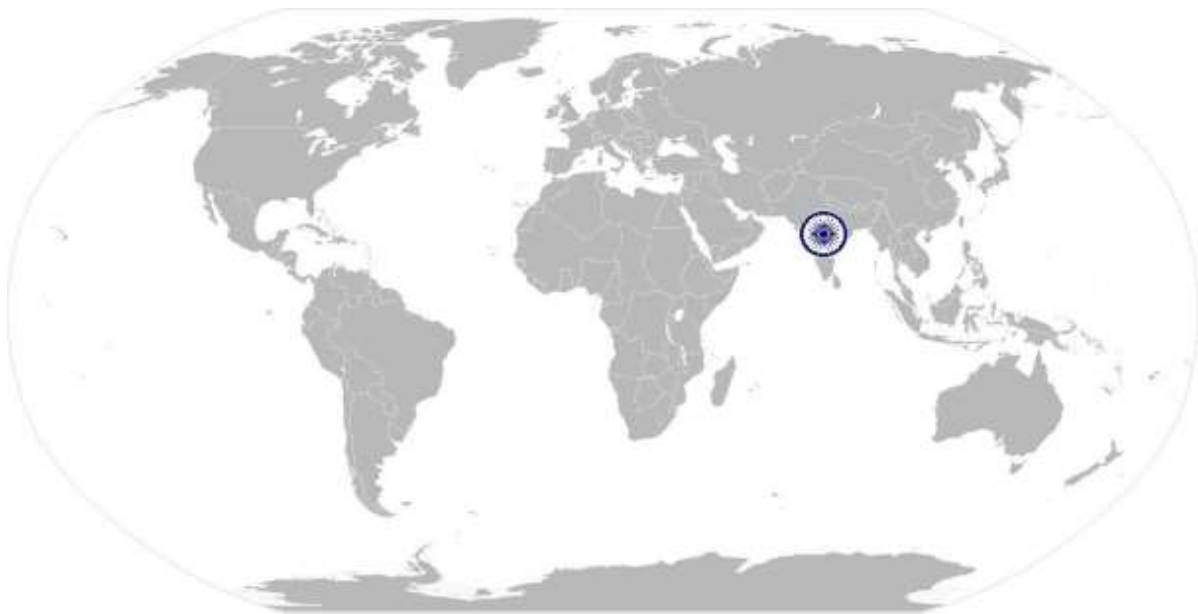
Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. label and mark archived content SA2. prepare schedules and effort estimates for archival
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. correctly identify footage/ content based on information provided
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. understand the archival requirements from the relevant heads of department SA5. communicate effectively with production unit, propose alternatives and agree on key decisions
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make relevant decisions related to the area of work e.g. choice of archival technique, file formats, storage methods etc.
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan own work according to the requirements and agreed timelines SB3. manage within the agreed budget and minimize overruns
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit SB5. identify any technical constraints to successful archival and resolve them in consultation with the relevant members of the production unit
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB6. have an appreciation for accuracy and pay close attention to details while choosing file formats and different storage methods .	
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB7. envision the impact of the storing the contents in a particular manner	
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to: SB8. check that assets stored meets basic technical and creative requirements of a project.	

MES/N2812

Manage content archival

## NOS Version Control

<b>NOS Code</b>	MES/N2812		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	Media and Entertainment	<b>Drafted on</b>	<b>16/07/2018</b>
<b>Industry Sub-sector</b>	Film, Television, Animation, Radio, Gaming, Advertising	<b>Last reviewed on</b>	<b>20/03/2019</b>
<b>Occupation</b>	Production	<b>Next review date</b>	<b>22/06/2021</b>

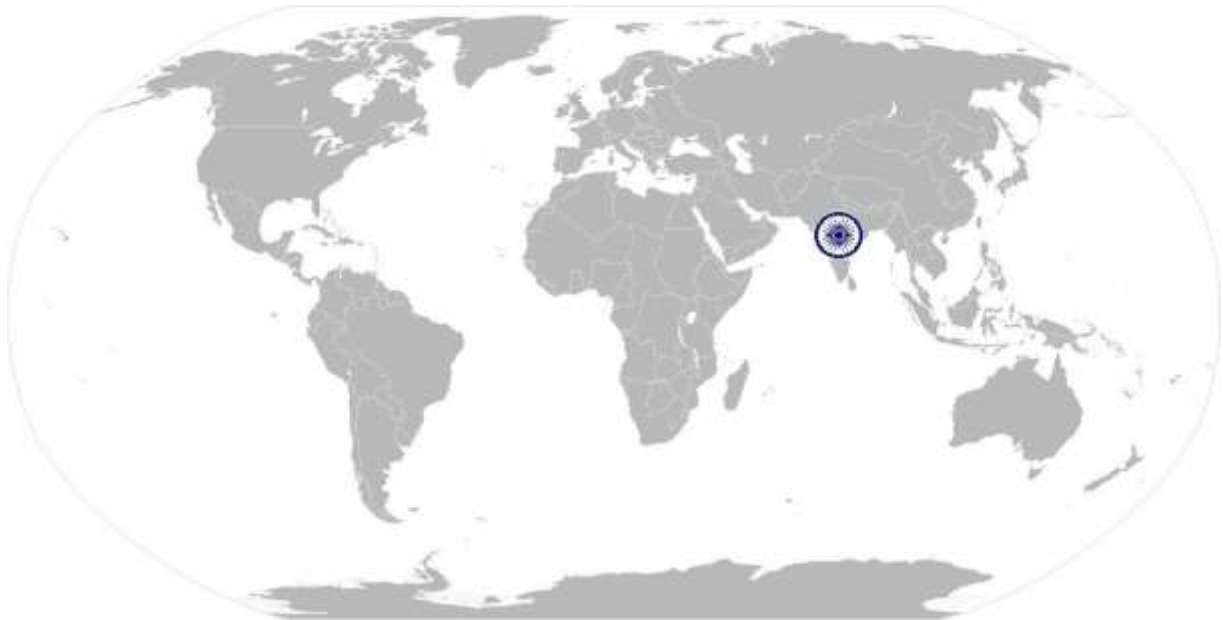


MES/N2815

Assist performers, contributors and crew

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# National Occupational Standard



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## Overview

This unit is about providing the required range of support to performers and contributors on set

MES/N2815

Assist performers, contributors and crew

National Occupational Standard

<b>Unit Code</b>	MES/N2815
<b>Unit Title (Task)</b>	Assist performers, contributors and crew
<b>Description</b>	This OS unit is about providing the required range of support to performers and contributors on set
<b>Scope</b>	This unit/task covers: <ul style="list-style-type: none"> <li>• Liaise with assistant directors and support the production</li> <li>• Support and liaise with artists</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Liaise with assistant directors and support the production	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. relay clear cues from assistant directors to artists</li> <li>PC2. set up, or assist in setting up, background action as directed by assistant directors and relevant departments</li> <li>PC3. liaise with assistant directors to ensure that there is adequate transport as required at key points during the filming day</li> <li>PC4. keep assistant directors informed of shot progress, and of potential delays and changes to the schedule</li> <li>PC5. maintain accurate records of artists on set, and of lunch and wrap time</li> </ul>
Support and liaise with artists	<ul style="list-style-type: none"> <li>PC6. liaise sensitively with artists of differing temperaments</li> <li>PC7. brief artists and contributors on studio or location codes of practice</li> <li>PC8. liaise between relevant people to ensure the swift and effective movement of performers and contributors between the set and unit base</li> <li>PC9. distribute call sheets and other paperwork promptly and efficiently</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: <ul style="list-style-type: none"> <li>KA1. the basic vision of the creative team, as appropriate for the role</li> <li>KA2. the basic specifications of the production brief (shooting locations, time availability, size of crew), as appropriate for the role</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. needs of artists and crew during stand by, rehearsals and takes</li> <li>KB2. the demands placed on a 1st assistant director</li> <li>KB3. the importance of promptly issuing paperwork and passing on information regarding artistes' and contributors' release times</li> <li>KB4. the importance of monitoring the whereabouts of performers, contributors and crew when they are not on set</li> <li>KB5. factors likely to cause delay to production activities</li> <li>KB6. how to relay cues to artists and contributors</li> <li>KB7. what is required in terms of background action</li> </ul>



MES/N2815

Assist performers, contributors and crew

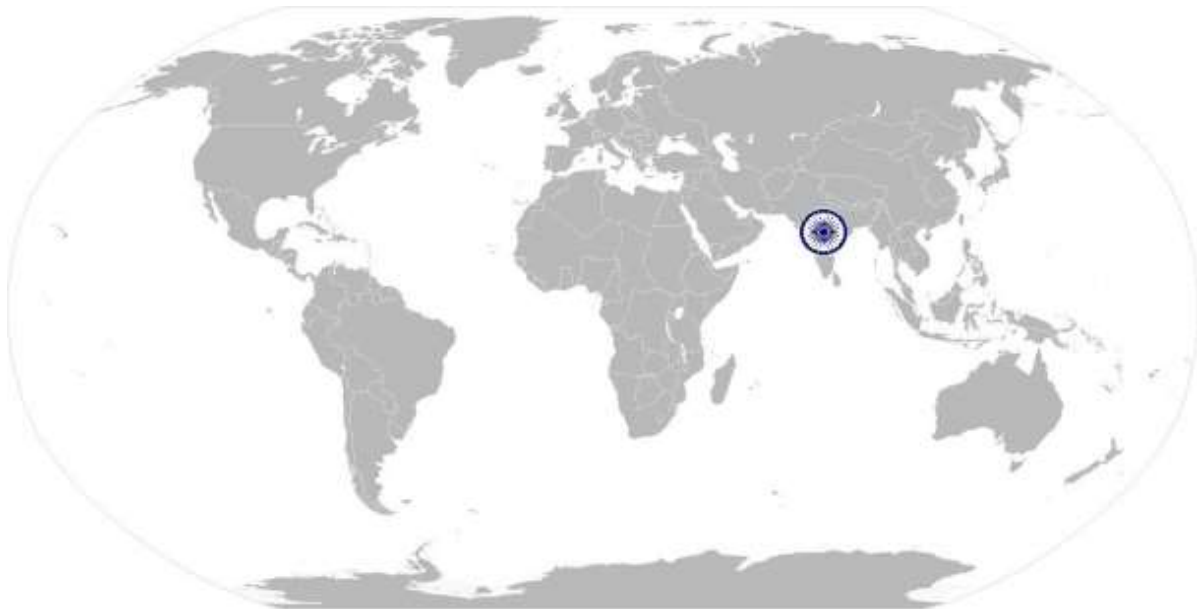
Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. maintain records of artists' call times, presence on sets, lunch and wrap times
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. interpret the parts of the production brief provided (eg: details on background action, details on locations and transport needed etc.)
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA3. understand the vision and instructions of assistant directors SA4. communicate effectively and sensitively with artists of differing temperaments
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. how to prepare a work schedule/ sequence of activities, maintain a record of these activities, and inform relevant personnel regarding any delays or issues SB2. communicate finalized action plans for all teams/crew members
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB3. identify issues that may arise during production/post production and explore options to resolve them proactively
	<b>Decision making</b>
	The user/individual on the job needs to know and understand how to: SB4. manage decision on suitable course of action SB5. interpret managerial decisions and communicate them to the film crew
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to: SB6. communicate and assist properly about project requirements there by facilitating team development	
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB7. help the team balance their creative desires with the requirements of the production	
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB8. the team meets all the technical and creative project requirements.	

MES/N2815

Assist performers, contributors and crew

## NOS Version Control

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<b>Industry Sub-sector</b>	Film, Television, Animation, Radio, Gaming, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Production	<b>Next review date</b>	22/06/2021

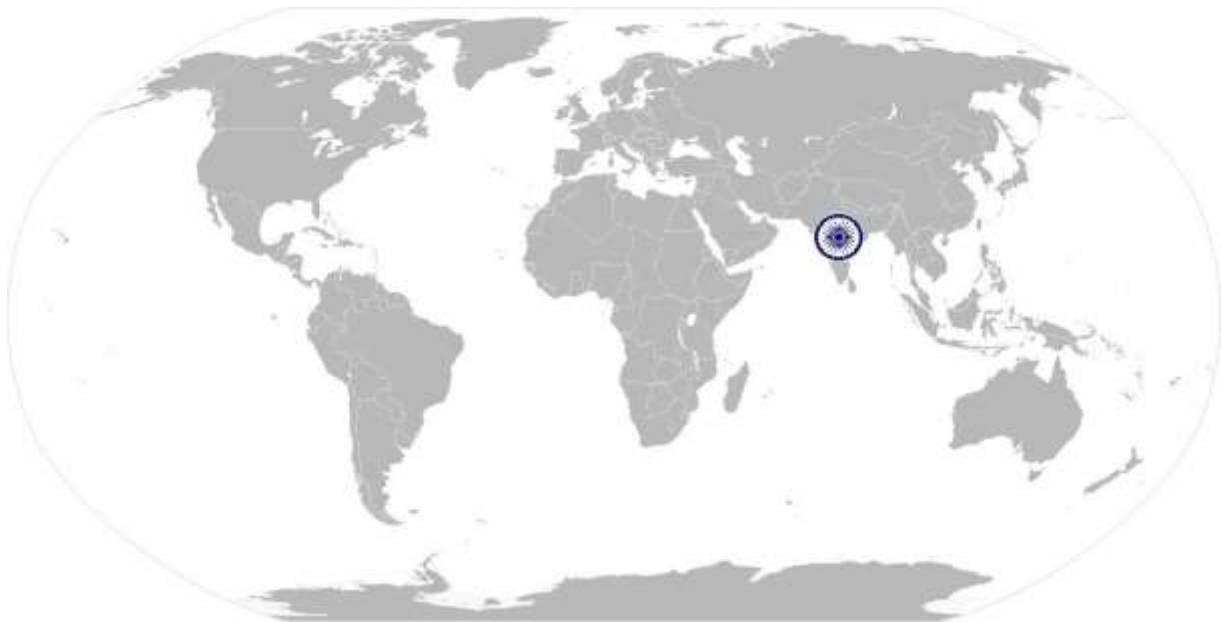


MES/N0104

Maintain Workplace Health and Safety

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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

MES/N0104

**Maintain Workplace Health and Safety**

National Occupational Standard

<b>Unit Code</b>	<b>MES/N0104</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>	This unit/task covers the following: <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>
<b>Understanding the health, safety and security risks prevalent in the workplace</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. maintain one's posture and position to minimize fatigue and any risk of injury</li> <li>PC2. maintain first aid kit and keep oneself updated on the first aid procedures</li> <li>PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace</li> <li>PC4. accurately maintain accident reports</li> <li>PC5. report health and safety risks/ hazards to the concerned personnel</li> <li>PC6. participate in organization's health and safety knowledge sessions and drills</li> </ul>
<b>Knowing the people responsible for health and safety and the resources available</b>	<ul style="list-style-type: none"> <li>PC7. identify the people responsible for health and safety at the workplace, including those to contact in case of an emergency</li> <li>PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</li> </ul>
<b>Identifying and reporting risks</b>	<ul style="list-style-type: none"> <li>PC9. identify aspects of your workplace that could cause potential risk to own and others health and safety</li> <li>PC10. ensure own personal health and safety, and that of others at the workplace through precautionary measures</li> <li>PC11. identify and recommend opportunities for improving health, safety, and security to the designated person</li> <li>PC12. 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</li> </ul>
<b>Complying with procedures in the event of an emergency</b>	<ul style="list-style-type: none"> <li>PC13. follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</li> <li>PC14. identify and correct risks like illness, accidents, fires or any other natural</li> </ul>

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**Maintain Workplace Health and Safety**

	calamity safely and within the limits of individual's authority
<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. organization's norms and policies relating to health and safety KA2. government norms and policies regarding health and safety and related emergency procedures KA3. limits of authority while dealing with risks/ hazards 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's, 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> 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>B. Professional Skills</b>	<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>

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**Maintain Workplace Health and Safety**

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority</p> <p>SB5. apply balanced judgements in different situations</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. build and maintain positive and effective relationships with colleges and Customers</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. analyze data and activates</p>

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**Maintain Workplace Health and Safety**

**NOS Version Control**

<b>NOS Code</b>	MES/N0104		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	<b>16/07/2018</b>
<b>Sub-sector</b>	Film, Television, Animation, Radio, Gaming, Advertising	<b>Last reviewed on</b>	<b>20/03/2019</b>
<b>Occupation</b>	Production	<b>Next review date</b>	<b>22/06/2021</b>



## Annexure

### Nomenclature for QP and NOS

#### Qualifications Pack

9 characters  
MES/ Q 0101

MES denotes the Media and Entertainment Sector

Q denoting Qualifications Pack

QP number (2 numbers)

Occupation (2 numbers)

#### Occupational Standard

An example of NOS with 'N'

9 characters  
MES / N 0101

MES denotes the Media and Entertainment Sector

N denoting National Occupational Standard

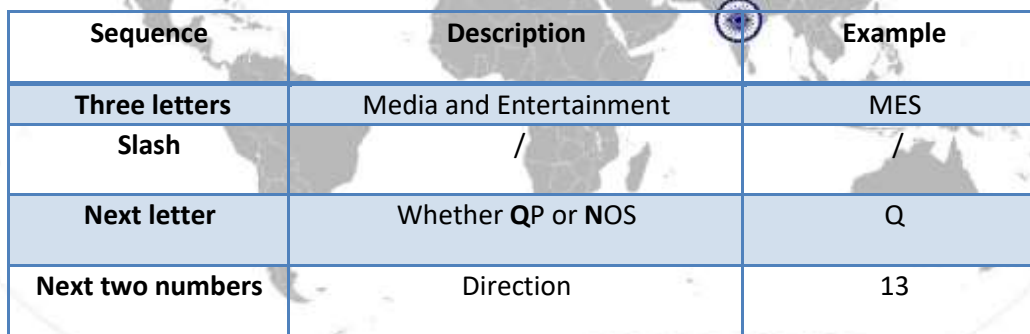
OS number (2 numbers)

Occupation (2 numbers)



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

Sub-sector	Range of Occupation numbers
Film	01-20
Television	21-30
Print	31-35
Animation	36-45
Gaming	46-55
Radio	56-60
Digital	61-70
OOH / Advertising	71-80
Creative & Performing Art	81-85
Sound & Music	86-90
Theme & Amusement Park	91-95
Event Management	96-99



Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Direction	13
Next two numbers	QP number	01

**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role:** Production Assistant

**Qualification Pack:** MES/Q2805

**Sector Skill Council:** Media and Entertainment Skills Council

<b>Guidelines for Assessment:</b>
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).
6 In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Assessment Outcomes	Assessment criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
<b>MES/N2809 (Coordinate Production Activities)</b>	PC1. Break-down the production schedule into a daily task list and manage day to day activities during filming	100	30	20	40
	PC2. Lead the full production unit toward successful completion of their tasks		30	20	
	PC3. Track progress of filming against the production schedule and budget		20	10	
	PC4. Anticipate potential delays/ budget overruns, escalate these to the relevant departments and identify ways to minimize them		20	10	
		Total	100	60	40
<b>MES/N2812 (Manage Content Archival)</b>	PC1. Identify content that needs to be archived (this usually includes the finished product and in certain cases raw footage and older versions)	100	40	25	40
	PC2. Convert content (or supervise conversion of content) into the required format and according to accepted file naming conventions		30	15	
	PC3. Ensure interim and final outputs meet quality standards		20	10	



### Assessment Criteria for Production assistant



	PC4. Tag and store archived content in a manner that allows for easy access and retrieval		10	10	
		Total	100	60	40
<b>MES/N2815 (Assist performers, contributors and crew)</b>	PC1. Relay clear cues from assistant directors to artists	100	10	2	70
	PC2. Set up, or assist in setting up, background action as directed by assistant directors and relevant departments		10	4	
	PC3. Liaise with assistant directors to ensure that there is adequate transport as required at key points during the filming day		10	2	
	PC4. Keep assistant directors informed of shot progress, and of potential delays and changes to the schedule		20	6	
	PC5. Maintain accurate records of artists on set, and of lunch and wrap time		10	6	
	PC6. Liaise sensitively with artists of differing temperaments		10	2	
	PC7. Brief artists and contributors on studio or location codes of practice		10	2	
	PC8. Liaise between relevant people to ensure the swift and effective movement of performers and contributors between the set and unit base		10	2	
	PC9. Distribute call sheets and other paperwork promptly and efficiently		10	4	
		Total	100	30	70
<b>MES/N0104 (Maintain workplace health and safety)</b>	PC1. maintain one's posture and position to minimize fatigue and the risk of injury	100	10	5	50
	PC2. maintain first aid kit and keep oneself updated on the first aid procedures		10	5	
	PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace		5	3	
	PC4. accurately maintain accident reports		5	3	
	PC5. report health and safety risks/ hazards to concerned personnel		10	5	
	PC6. participate in organization's health and safety knowledge sessions and drills		10	5	
	PC7. identify the people, responsible for health and safety at the workplace, including those to contact in case of an emergency		10	5	
	PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
	PC9. identify aspects of workplace that could cause potential risk to own and others health and safety		5	3	
	PC10. ensure own personal health and safety, and that of others in the workplace through precautionary measures		5	3	



### Assessment Criteria for Production assistant



	PC11. identify and recommend opportunities for improving health, safety, and security to the designated person		5	2	
	PC12. 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		5	2	
	PC13. follow organisation's emergency procedures for accidents, fire or any other natural calamity in case of a hazard		5	2	
	PC14. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	
		Total	100	50	50