

## 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-Set Painter

**SECTOR:** MEDIA AND ENTERTAINMENT

**SUB-SECTOR:** Film, Television

**OCCUPATION:** Set Crafts

**REFERENCE ID:** MES/Q3104

**ALIGNED TO:** NCO-2015/2166.0111

**Set Painter in the Media & Entertainment Industry is responsible for painting different surfaces and producing specified finishes/ effects.**

**Brief Job Description:** Individuals in this job need to understand painting requirements, paint a variety of surfaces and produce desired effects.

**Personal Attributes:** This job requires the individual to paint different elements of the set as per the script requirements. The individual should possess painting skills e.g. how to apply paint using brush, roller or spray techniques. The individual may also have specialized painting skills e.g. techniques to produce specific effects, application of wall paper, application of metal leaf etc. The individual should possess basic literacy and numeracy skills, and be able to communicate effectively with the set construction team. The individual must be flexible and innovative, and should be able to contribute in identifying ways to make set construction more cost effective.

Job Details

<b>Qualifications Pack Code</b>	<b>MES/Q3104</b>		
<b>Job Role</b>	<b>Set Painter</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>16/07/2018</b>
<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>20/03/2019</b>
<b>Occupation</b>	<b>Set Crafts</b>	<b>Next review date</b>	<b>22/06/2021</b>
<b>NSQC Clearance on</b>	<b>22/08/2019</b>		

<b>Job Role</b>	<b>Set Painter</b>
<b>Role Description</b>	Understand painting requirements, paint a variety of surfaces and produce desired effects
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications</b> <b>Maximum Educational Qualifications</b>	Class X Class XII or above
<b>Prerequisite License or Training</b>	Diploma in Fine Arts (for advanced stencil and painting effects)
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	0-2 Years of work experience (Set Painter) 3-5 Years of work experience (Set Painting Supervisor)
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">MES/N3115 (Prepare surfaces for painting)</a></li> <li><a href="#">MES/N3116 (Apply Paint using brush, roller or spay)</a></li> <li><a href="#">MES/N3117 (Produce finishes and effects)</a></li> <li><a href="#">MES/N3118 (Produce stencil effects)</a></li> <li><a href="#">MES/N3119 (Apply wall coverings)</a></li> <li><a href="#">MES/N3120 (Apply metal leaf)</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
Blueprint	A technical drawing of an architecture or engineering design, typically with measurements and angles of each component
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Construction Schedule	A detailed breakdown of activities for a construction project, with the duration of each activity and organized in sequential order
Continuity	Continuity represents the seamless transition from one shot to another
Copyright Laws	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
Draftsman	(1) A visual artist who specialises in artistic drawings. Or, (2) A person who prepares technical drawings and plans under the direction of an architect or engineer or designer.
Dress Set	Decorating the set for aesthetic/ visual purposes
Labour Laws	Legal norms governing the relationship between workers, employers, trade unions and the government
Metal Leaf	A thin foil used for decorative purposes. Metal leaf can come in many different metallic shades and may or may not contain precious metals
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.
Roller (Painting)	Painting technique that uses a flat, cylindrical tool (roller) to apply paint to large, flat surfaces quickly and evenly
Scale Drawings	A drawing that depicts the accurate dimensions of an object, except they have all been reduced or enlarged by a certain fixed percentage (called the scale).
Screenplay	Screenplay is the script coupled with key characteristics of the scene and directions for acting
Script	Script is a structured narrative of a story
Set	The background/ scenery visible through the camera (for video production) or directly to the spectator (for theatrical production)
Set Etiquette	A set of guidelines that dictate how cast and crew should behave on set and interact with each other
Spray (Painting)	Painting technique that uses air to apply a thin coating of paint on the Surface
Stencil (Painting)	A thin sheet of paper, plastic, or metal, that contains the cut-out of a design in reverse. Used to produce the design on a surface by applying paint through the holes in the stencil.

Strike Set	Process of dismantling the set (including moveable items and semi- permanent fixtures), and storing, discarding or returning these items
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-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.
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

Acronyms

# National Occupational Standard



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## Overview

This unit is about preparing backgrounds and surfaces for the requisite painting finish/ effect

<b>Unit Code</b>	<b>MES/N3115</b>
<b>Unit Title (Task)</b>	<b>Prepare surface for painting</b>
<b>Description</b>	This OS unit is about preparing backgrounds and surfaces for the requisite painting finishes/ effects
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Understanding the production brief</li> <li>• Estimating materials and tools needed</li> <li>• Treating surfaces</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Understanding the production brief</b>	To be competent, the user/individual on the job must be able to: PC1. understand the production's desired finishes/ effects from the brief provided by the Production Designer/ Art Designer, which may include: simple painting, complex painting effects, specialized finishes such as wood or stone finishes, stenciling/ drawing effects
<b>Estimating materials and tools needed</b>	PC2. correctly estimate the material/ tool requirements and minimize wastage, which may include paint, solvents and other materials, hand and machine tools, access and working platforms (e.g. ladders, stools, custom-built working platforms etc.)
<b>Treating surfaces</b>	PC3. treat surfaces and prepare them for painting as per the required timeframe and plans PC4. complete the task within the required timeframe and minimize wastage of materials
<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 key elements of the set under construction and the reasons why the identified finish/ effect is required for the surface KA2. the expectations of the Production Designer and any key limitations on budget, resources and time availability
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. how to check the suitability of a surface for the required finish/ effect KB2. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them KB3. how to set-up and take down working platforms required to complete the job KB4. techniques for preparing previously untreated surfaces KB5. techniques for preparing previously treated surfaces KB6. how to remove marks, defects, stickers and other materials that remain on the surface KB7. techniques for filling and leveling the prepared surface KB8. application of primers, sealers and other finishing materials before the



MES/N3115

Prepare surface for painting

	<p>surface can start to be painted with the required effects</p> <p>KB9. applicable health and safety guidelines, and minimizing the risk to the individual's own health and safety as well as those around him/ her</p>
<b>Skills (S)</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. prepare material lists and rough estimates
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read and correctly identify paints, solvents and other materials (e.g. brand, shade/ color, composition 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 requirements from the production design team SA4. convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
	<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 materials
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan his/her work according to the requirements and agreed timelines SB3. manage within the agreed budget and minimize wastage
	<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 SB5. communicate these to the production design team and identify solutions
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to: SB6. check that surface prepared/ designed meets project requirements	
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB7. have a keen eye for detail and maintain an aesthetic sense towards the final output	
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB8. appraise the quality of the work done/ produced to ensure they are in line with initial concept and quality standards	

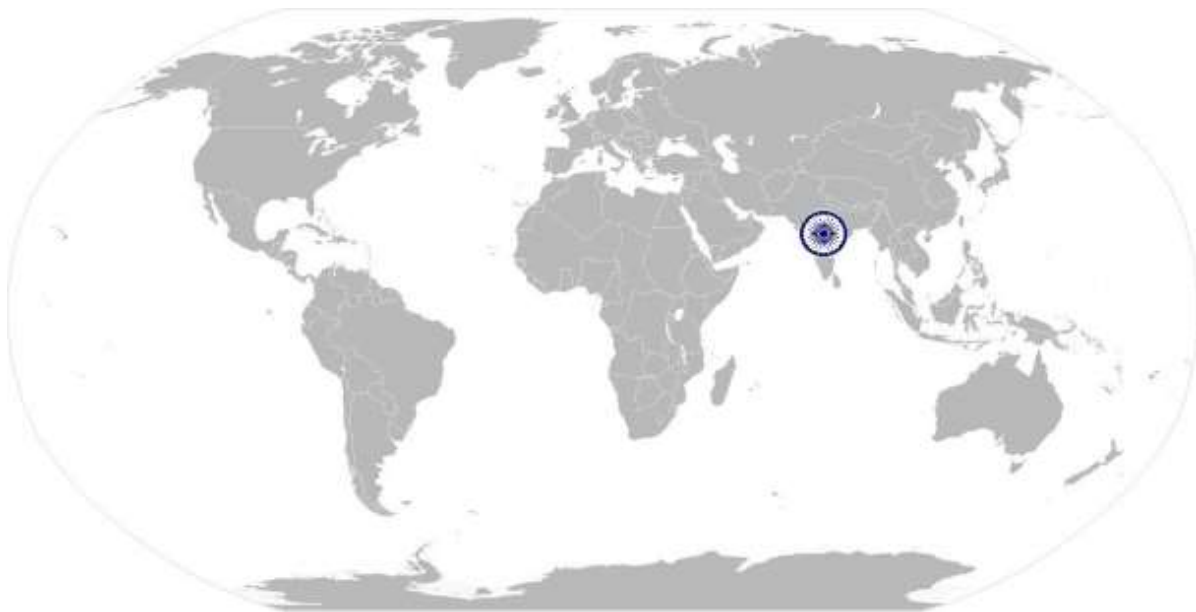


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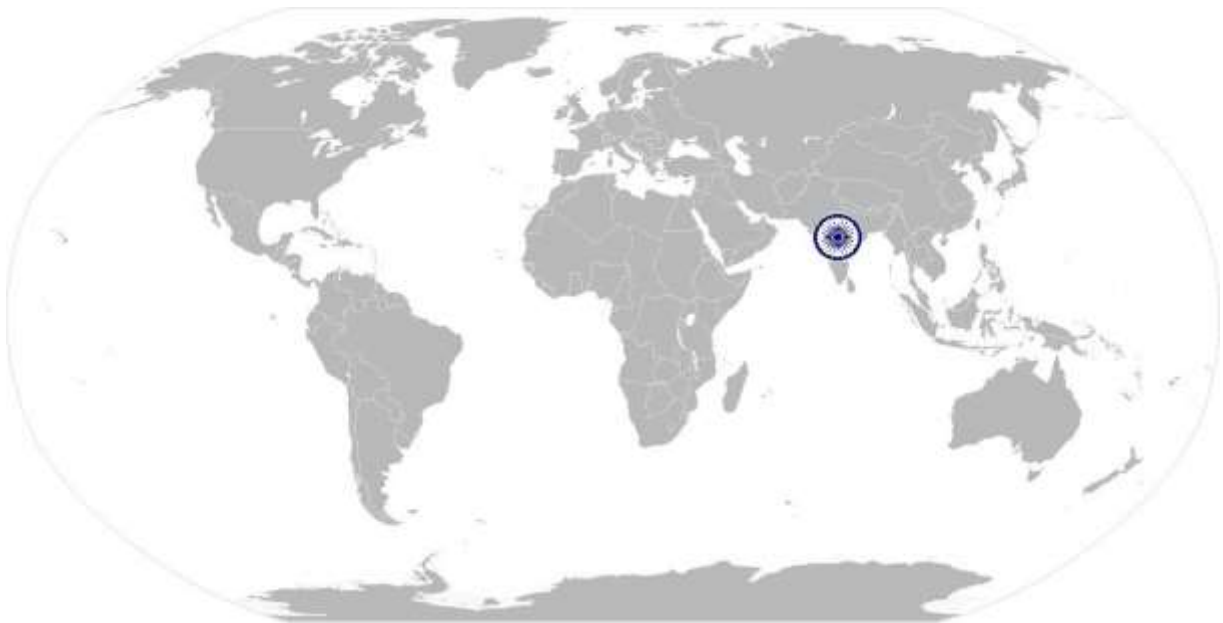
Prepare surface for painting

## NOS Version Control

<b>NOS Code</b>	<b>MES/N3115</b>		
<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>16/07/2018</b>
<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>20/03/2019</b>
<b>Occupation</b>	<b>Set Crafts</b>	<b>Next review date</b>	<b>22/06/2021</b>



# National Occupational Standard



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## Overview

This unit is about applying paint to a variety of surfaces using brushes, rollers or spray techniques

MES/N3116

Apply paint using brush, roller or spray

National Occupational Standard

<b>Unit Code</b>	MES/N3116
<b>Unit Title (Task)</b>	Apply paint using brush, roller or spray
<b>Description</b>	This OS unit is about applying paint on to prepared surfaces using brushes, rollers or spray techniques
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Understanding the production brief</li> <li>Applying paint through different techniques</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding the production brief	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. understand the production's desired finishes/ effects from the brief provided by the Production Designer/ Art Designer</li> <li>PC2. identify the appropriate type of paint, which may include water-based paints, oil-based paints etc.</li> <li>PC3. identify the appropriate painting technique, which may include brush painting, rollers, spray-based painting etc</li> </ul>
Applying paint through different techniques	<ul style="list-style-type: none"> <li>PC4. apply the paint using the identified application technique</li> <li>PC5. complete the task within the required timeframe and minimize wastage of materials</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 key elements of the set under construction and the reasons why the identified finish/ effect is required for the surface</li> <li>KA2. the expectations of the Production Designer and any key limitations on budget, resources and time availability</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. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them</li> <li>KB2. how to set-up and take down working platforms required to complete the job</li> <li>KB3. how to measure and mix various paint components (e.g. paint, primer, thinner) to achieve the desired composition</li> <li>KB4. how to cordon off the working area and surface to be painted (using masking tape, plastic sheets etc.) to ensure that paint does not unintentionally reach other surfaces</li> <li>KB5. how to use brushes for applying paint to surfaces (appropriate for clean, sharp edges and around surface transitions)</li> <li>KB6. how to use rollers for applying paint to surfaces (appropriate for wide, flat surfaces and achieving an even painted look)</li> <li>KB7. how to apply spray-based paints on to surfaces (appropriate for wide, flat</li> </ul>

MES/N3116

**Apply paint using brush, roller or spray**

	<p>surfaces and faster turnaround times)</p> <p>KB8. check for any defects, blotches or marks and repair them to achieve a uniformly painted surface</p> <p>KB9. applicable health and safety guidelines, and minimizing the risk to the individual's own health and safety as well as those around him/ her</p>
<b>Skills (S)</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. prepare material lists and rough estimates
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read and correctly identify paints, solvents and other materials (e.g. brand, shade/ color, composition 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 requirements from the production design team SA4. convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
	<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
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan his/her work according to the requirements and agreed timelines SB3. manage within the agreed material quantities and minimize wastage
	<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 SB5. communicate these to the production design team and identify solutions
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to: SB6. check that work produced meets project requirements	
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB7. have a keen eye for detail and an aesthetic sense towards the final output	
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB8. appraise the quality of the work done to ensure they are in line with initial concept and quality standards	

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Apply paint using brush, roller or spray

## NOS Version Control

<b>NOS Code</b>	MES/N3116		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/07/2018
<b>Sub-sector</b>	Film, Television, Animation, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Set Crafts	<b>Next review date</b>	22/06/2021

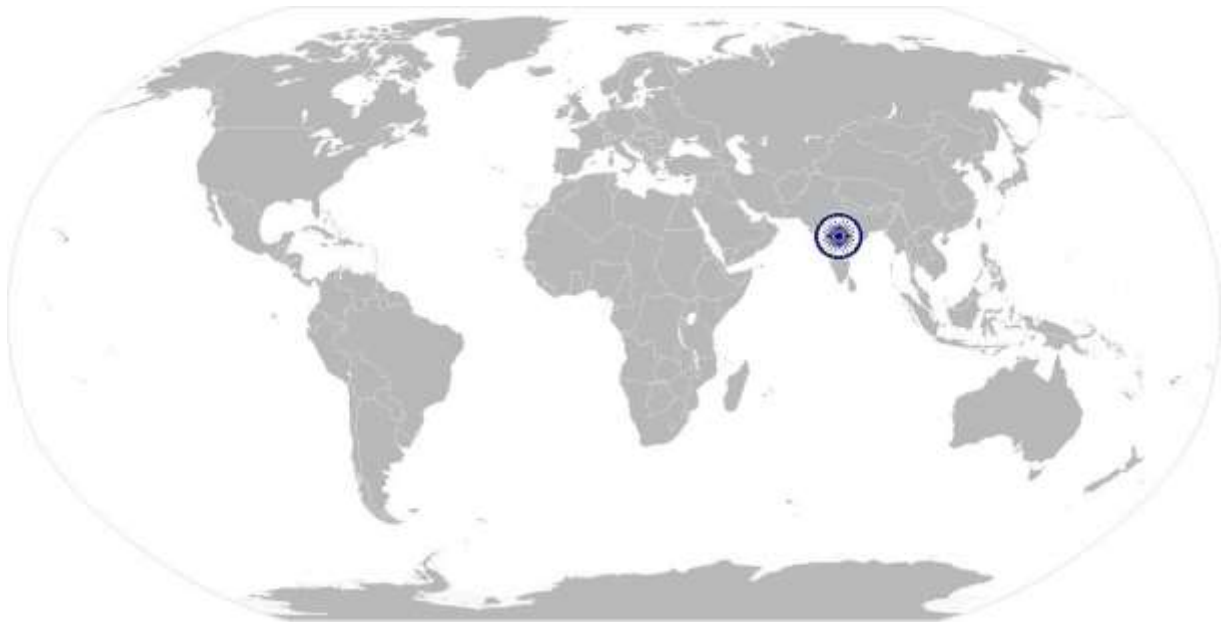


MES/N3117

Produce finishes and effects

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# National Occupational Standard



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## Overview

This unit is about producing a range of basic and complex finishes and effects on painted surfaces

MES/N3117

**Produce finishes and effects**

National Occupational Standard

<b>Unit Code</b>	MES/N3117
<b>Unit Title (Task)</b>	<b>Produce finishes and effects</b>
<b>Description</b>	This OS unit is about producing a range of basic and complex finishes and effects on painted surfaces
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Understanding the production brief</li> <li>• Achieving paint finishes</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding the production brief	To be competent, the user/individual on the job must be able to: <p>PC1. understand the production's desired paint finishes/ effects from the brief provided by the Production Designer/ Art Designer</p> <p>PC2. identify the appropriate techniques and materials to achieve the following types of finishes/effects on painted surfaces:</p> <ul style="list-style-type: none"> <li>• basic brush graining (for wood) and marbling (for stone) effects</li> <li>• replica wood or stone finishes</li> <li>• broken color effects (e.g. bagging, clouding, color wash, dragging, frottage, mottling, rag-rolling, sponging and stippling)</li> <li>• color blend and multi-color effects</li> <li>• drywall textures (e.g. sand, peel, swirls, slap brush, comb finishes)</li> </ul>
Achieving paint finishes	PC3. apply the paint using the identified application technique and materials PC4. complete the task within the required timeframe and minimize wastage of Materials
<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: <p>KA1. the key elements of the set under construction and the reasons why the identified finish/ effect is required for the surface</p> <p>KA2. the expectations of the Production Designer and any key limitations on budget, resources and time availability</p>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <p>KB1. how to check the suitability of a surface for the required finish/ effect</p> <p>KB2. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them</p> <p>KB3. how to measure and mix various paint components (e.g. paint, primer, thinner) to achieve the desired composition</p> <p>KB4. how to set-up and take down working platforms required to complete the job</p> <p>KB5. how to cordon off the working area and surface to be painted (using masking tape, plastic sheets etc.) to ensure that paint does not unintentionally reach other surfaces</p>



MES/N3117

## Produce finishes and effects

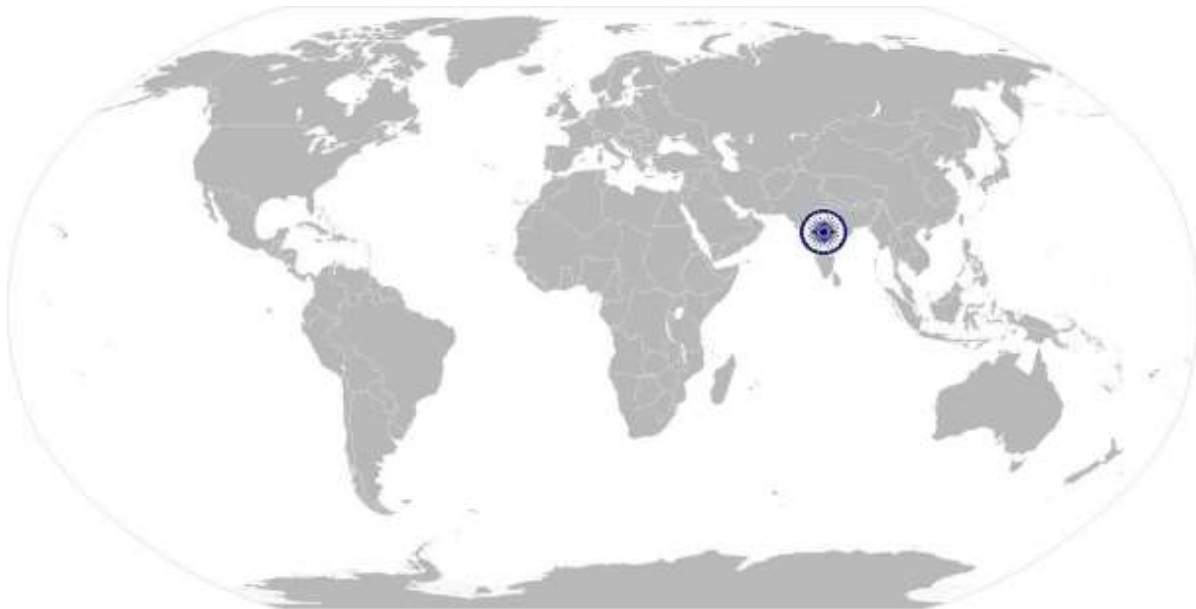
	<p>KB6. techniques for producing basic brush graining (for wood) and marbling (for stone) effects</p> <p>KB7. techniques for producing replica wood or stone finishes</p> <p>KB8. techniques for producing broken color effects (e.g. bagging, clouding, color wash, dragging, frottage, mottling, rag-rolling, sponging and stippling)</p> <p>KB9. techniques for producing color blend and multi-color effects</p> <p>KB10. techniques for producing drywall textures (e.g. sand, peel, swirls, slap brush, comb finishes)</p> <p>KB11. check for any defects, blotches or marks and repair them to achieve a uniformly painted finish/ effect all over the surface</p> <p>KB12. applicable health and safety guidelines, and minimizing the risk to the individual's own health and safety as well as those around him/ her</p>
<b>Skills (S)</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. prepare material lists and rough estimates
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read and correctly identify paints, solvents and other materials (e.g. brand, shade/ color, composition etc.)
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA3. understand the requirements from the production design team SA4. convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
<b>B. Professional Skills</b>	<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
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. manage within the agreed budget and minimize wastage
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB3. identify any problems with successful execution of the task SB4. communicate these to the production design team and identify solutions
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB5. check that the work done meets project requirements
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB6. have a keen eye for detail and maintain an aesthetic sense towards the final output
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB7. appraise the quality of the work done to ensure it is in line with initial concept and quality standards	

MES/N3117

Produce finishes and effects

## NOS Version Control

<b>NOS Code</b>	MES/N3117		
<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, Advertising	<b>Last reviewed on</b>	<b>20/03/2019</b>
<b>Occupation</b>	Set Crafts	<b>Next review date</b>	<b>22/06/2021</b>



MES/N3118

Produce stencil effects

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# National Occupational Standard



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## Overview

This unit is about producing stencil effects using pre-fabricated and custom- made stencils

**MES/N3118**

**Produce stencil effects**

National Occupational Standard

<b>Unit Code</b>	<b>MES/N3118</b>
<b>Unit Title (Task)</b>	<b>Produce stencil effects</b>
<b>Description</b>	This OS unit is about producing stencil effects using pre-fabricated and custom-made stencils
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Understanding the production brief</li> <li>Producing stencil effects</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding the production brief	To be competent, the user/individual on the job must be able to: PC1. understand the production’s desired stencil effects from the brief provided by the Production Designer/ Art Designer
Producing stencil effects	PC2. create customized stencils, where appropriate PC3. correctly place and apply created, or prefabricated, stencils PC4. use appropriate techniques (eg: stencil brushes, stencil rollers) to apply paint within cut out areas PC5. use appropriate techniques (eg: sponges or other specialized materials) to create effects within cut out areas PC6. complete task within required timeframes and minimize wastage of materials
<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 key elements of the set under construction and the reasons why a stenciled effect is required for the surface KA2. the expectations of the Production Designer and any key limitations on budget, resources and time availability
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. how to check the suitability of a surface for the required finish/ effect KB2. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them KB3. how to measure and mix various paint components (e.g. paint, primer, thinner) to achieve the desired composition KB4. how to set-up and take down working platforms required to complete the job KB5. how to cordon off the working area and surface to be painted (using masking tape, plastic sheets etc.) to ensure paint does not unintentionally spread KB6. techniques for correctly placing and applying pre-fabricated stencils KB7. techniques for cutting, correctly placing and applying custom-made stencils KB8. techniques for using paint brushes and rollers to paint within cut out areas KB9. check for any defects, blotches or marks and repair them to achieve the required stenciled finish/ effect on the surface KB10. applicable health and safety guidelines, and minimizing the risk to the individual’s own health and safety as well as those around him/ her

MES/N3118

**Produce stencil effects**

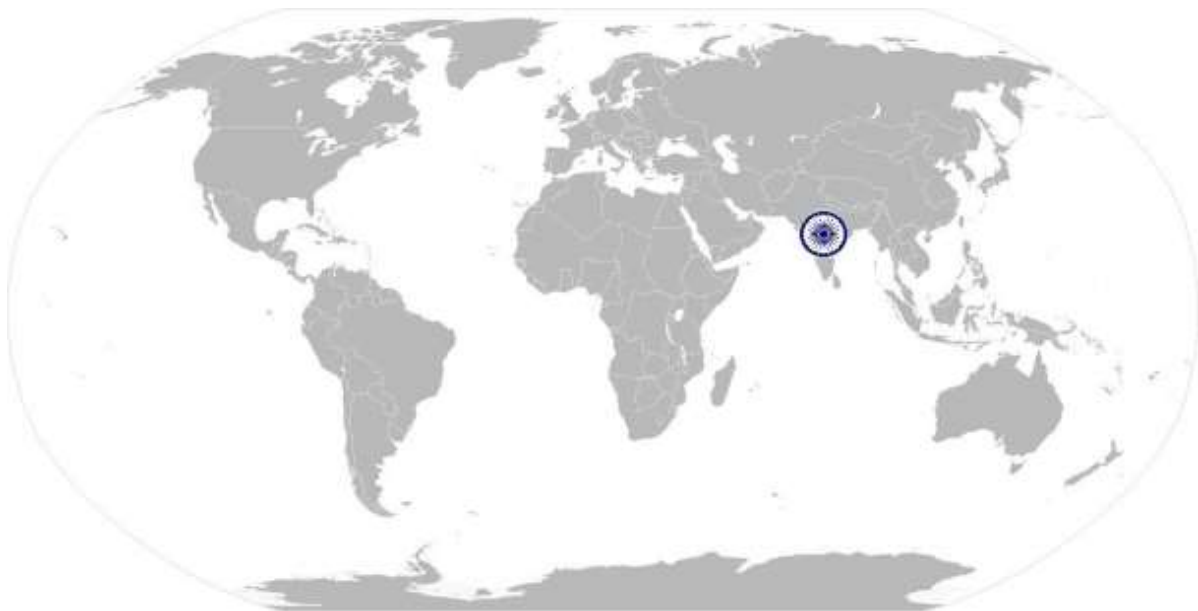
Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. prepare material lists and rough estimates
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read and correctly identify paints, solvents and other materials (e.g. brand, shade/ color, composition etc.)
	<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: SA3. understand the requirements from the production design team SA4. convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
	<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
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan his/her work according to the requirements and agreed timelines SB3. manage within the agreed budget and minimize wastage
	<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 SB5. communicate these to the production design team and identify solutions
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB6. check that the work done meets project requirements
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. have a keen eye for detail and maintain an aesthetic sense towards the final output
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB8. appraise the quality of the work done to ensure it is in line with initial concept and quality standards	

MES/N3118

Produce stencil effects

## NOS Version Control

<b>NOS Code</b>	MES/N3118		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/07/2018
<b>Sub-sector</b>	Film, Television, Animation, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Set Crafts	<b>Next review date</b>	22/06/2021

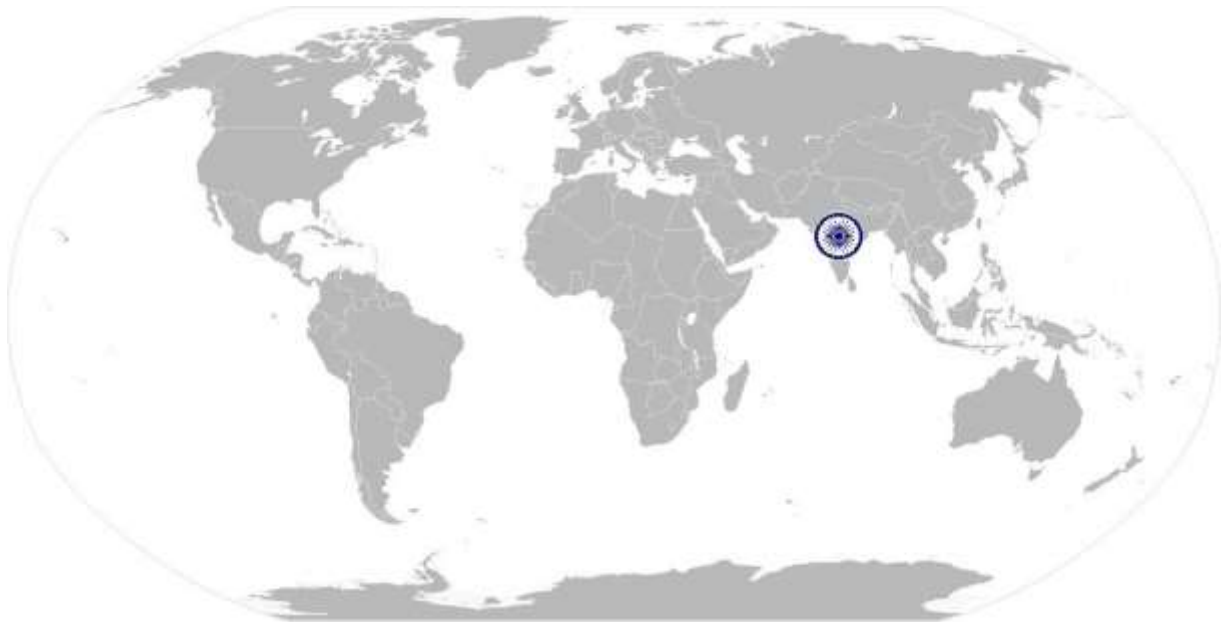


MES/N3119

Apply wall coverings

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# National Occupational Standard



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## Overview

This unit is about applying wall coverings in sheet or cut out form on to identified surfaces



MES/N3119

Apply wall coverings

National Occupational Standard

<b>Unit Code</b>	MES/N3119
<b>Unit Title (Task)</b>	Apply wall coverings
<b>Description</b>	This OS unit is about applying wall coverings in sheet or cut out form on to identified Surfaces
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Understanding the production brief</li> <li>• Applying wall coverings</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding the production brief	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. understand the production's desired wall coverings from the brief provided by the Production Designer/ Art Designer</li> <li>PC2. identify appropriate techniques and tools to apply the following types of wall coverings: <ul style="list-style-type: none"> <li>• Cut outs: Wall decals, stickers or tattoos</li> <li>• Sheet: Wall paper – paper-based, vinyl-based</li> <li>• Sheet: Fabrics</li> </ul> </li> </ul>
Applying wall coverings	<ul style="list-style-type: none"> <li>PC3. apply the wall coverings using the identified application technique and materials</li> <li>PC4. complete the task within the required timeframe and minimize wastage of materials</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 key elements of the set under construction and the reasons why the identified wall covering is required for the surface</li> <li>KA2. the expectations of the Production Designer and any key limitations on budget, resources and time availability</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 check the suitability of a surface for the required finish/ effect</li> <li>KB2. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them</li> <li>KB3. how to measure wall coverings and cut them to size</li> <li>KB4. how to set-up and take down working platforms required to complete the job</li> <li>KB5. how to cordon off the working area and surface to be painted (using masking tape, plastic sheets etc.) to ensure that paint does not unintentionally reach other surfaces</li> <li>KB6. how to select the right adhesives based on the identified surface and choice of wall covering</li> <li>KB7. techniques for cutting, trimming, placing and applying wall decals, stickers</li> </ul>

MES/N3119

Apply wall coverings

	<p>and tattoos</p> <p>KB8. techniques for cutting, trimming, placing and applying wall papers and covering the surface correctly</p> <p>KB9. techniques for cutting, trimming and covering surfaces with fabric</p> <p>KB10. check for any defects, blotches or marks and repair them to achieve the required stenciled finish/ effect on the surface</p> <p>KB11. applicable health and safety guidelines, and minimizing the risk to the individual's own health and safety as well as those around him/ her</p>
<b>Skills (S)</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. prepare material lists and rough estimates
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read and correctly identify the packaging of materials and tools required to complete the task (e.g. brand, shade/ color, composition 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 requirements from the production design team SA4. convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
	<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
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan his/her work according to the requirements and agreed timelines SB3. manage within the agreed budget and minimize wastage
	<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 SB5. communicate these to the production design team and identify solutions
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB6. check that the work done meets project requirements
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB7. have a keen eye for detail and maintain an aesthetic sense towards the final output	
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB8. appraise the quality of the work done to ensure it is in line with initial concept and quality standards	

MES/N3119

Apply wall coverings

## NOS Version Control

<b>NOS Code</b>	MES/N3119		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/07/2018
<b>Sub-sector</b>	Film, Television, Animation, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Set Crafts	<b>Next review date</b>	22/06/2021

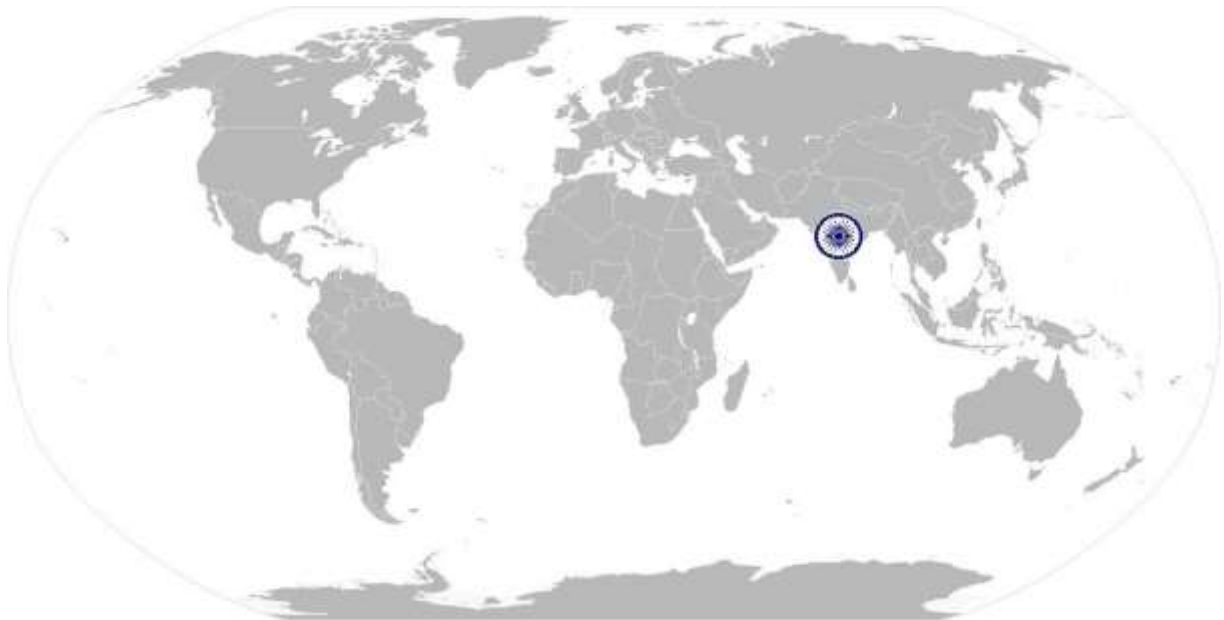


MES/N3120

Apply metal leaf

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# National Occupational Standard



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## Overview

This unit is about applying metal leaf to surfaces to achieve a metallic finish (also known as gilding or foiling)

MES/N3120

Apply metal leaf

<b>Unit Code</b>	MES/N3120
<b>Unit Title (Task)</b>	Apply metal leaf
<b>Description</b>	This OS unit is about applying metal leaf to surfaces to achieve a metallic finish (also known as gilding or foiling)
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Understanding the production brief</li> <li>Applying metal leaf</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding the production brief	To be competent, the user/individual on the job must be able to: PC1. understand the production's desired metal leaf finishes/effects from the brief provided by the Production Designer/ Art Designer
Applying metal leaf	PC2. apply adhesive to prepare the surface for gilding/ foiling PC3. apply metal leaf on flat, raised, even and uneven surfaces PC4. apply various metal leaf varieties including brass, copper, aluminum as well as leaf's containing precious metals PC5. burnish/polish the surface to achieve a uniform metallic finish PC6. complete the task within the required timeframe and minimize wastage of materials
<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 key elements of the set under construction and the reasons why the identified metal leaf needs to be applied to the surface KA2. the expectations of the Production Designer and any key limitations on budget, resources and time availability
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. how to check the suitability of a surface for the required finish/ effect KB2. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them. (Tools specific to metal leaf application include burnishers, buffers, polishers, gilder cushions and gilder tip brushes) KB3. how to measure sheets of metal leaf and cut them to size KB4. how to set-up and take down working platforms required to complete the job KB5. how to select the right adhesives based on the identified surface and choice of metal leaf to be applied KB6. techniques for correctly placing and applying metal leaf KB7. techniques for burnishing, buffing and polishing the surface to achieve a uniform metallic finish KB8. check for any defects, blotches or marks and repair them to achieve the required finish KB9. applicable health and safety guidelines, and minimizing the risk to the individual's own health and safety as well as those around him/ her

MES/N3120

Apply metal leaf

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. prepare material lists and rough estimates
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read and correctly identify the packaging of materials and tools required to complete the task (e.g. brand, shade/ colour, composition 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 requirements from the production design team SA4. convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
	<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
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan his/her work according to the requirements and agreed timelines SB3. manage within the agreed budget and minimize wastage
	<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 SB5. communicate these to the production design team and identify solutions
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB9. check that the work done meets project requirements
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB10. have a keen eye for detail and maintain an aesthetic sense towards the final output
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB11. appraise the quality of the work done to ensure it is in line with initial concept and quality standards



MES/N3120

Apply metal leaf

## NOS Version Control

<b>NOS Code</b>	MES/N3120		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/07/2018
<b>Sub-sector</b>	Film, Television, Animation, Advertising	<b>Last reviewed on</b>	20/03/2019
<b>Occupation</b>	Set Crafts	<b>Next review date</b>	22/06/2021



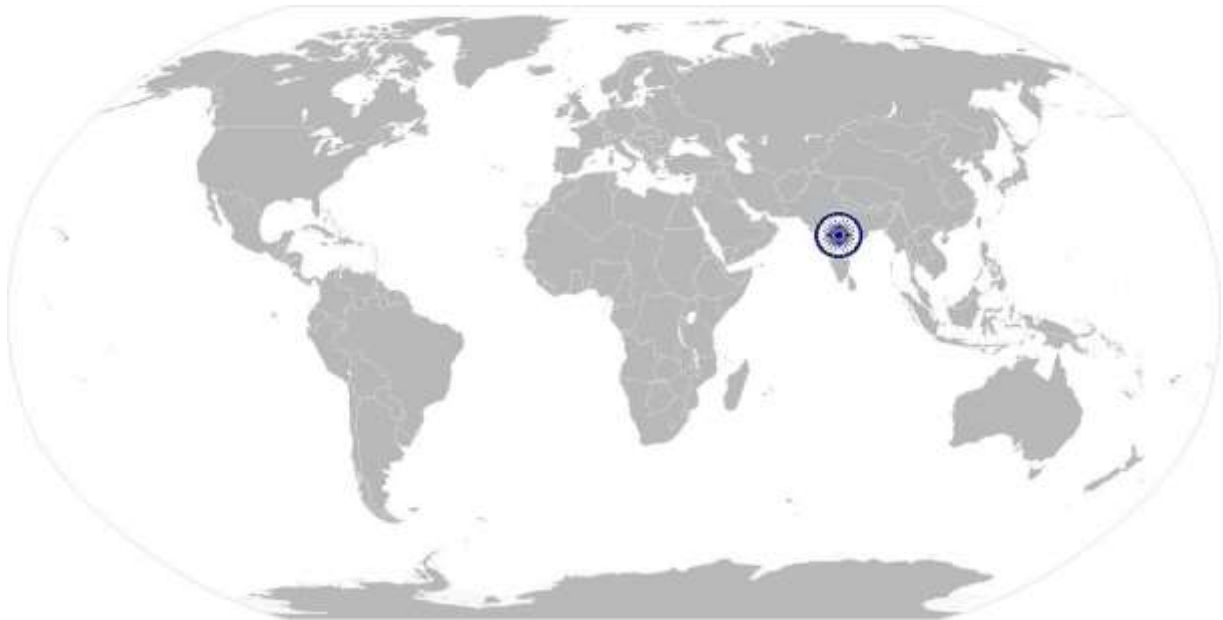


MES/N0104

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

MES/N0104

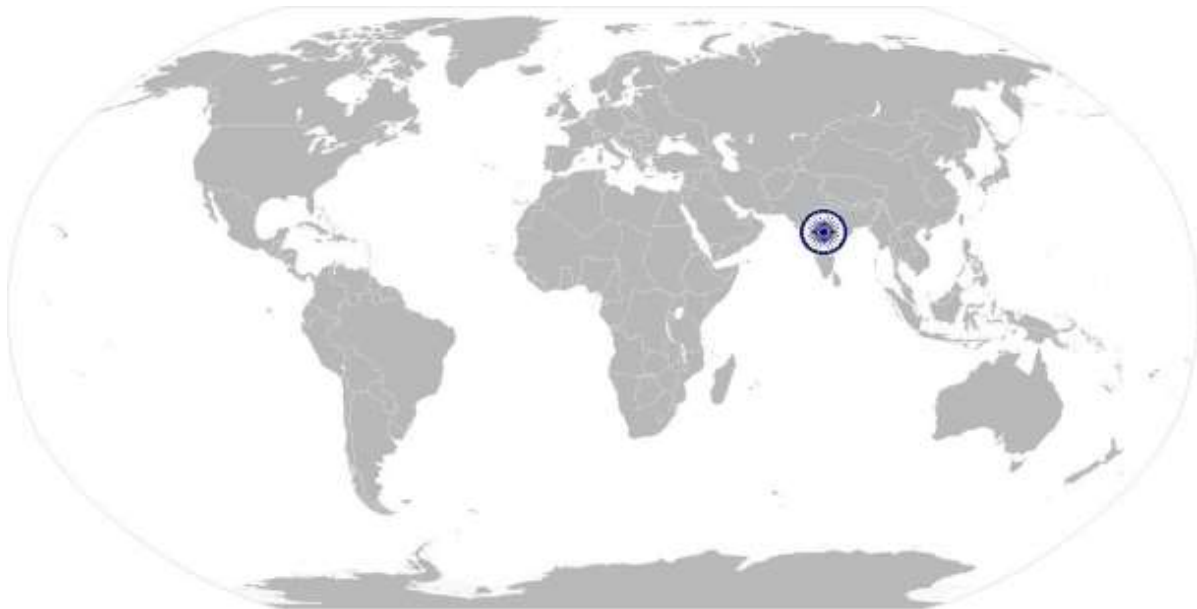
**Maintain workplace health and safety**

<b>Complying with procedures in the event of an emergency</b>	<p>PC13. follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC14. 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 / organization and its processes)	<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> <p>KA4. the importance of maintaining high standards of health and safety at a workplace</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the different types of health and safety hazards in a workplace</p> <p>KB2. safe working practices for own job role</p> <p>KB3. evacuation procedures and other arrangements for handling risks</p> <p>KB4. names and contact numbers of people responsible for health and safety in a workplace</p> <p>KB5. how to summon medical assistance and the emergency services, where necessary</p> <p>KB6. vendors' or manufacturers' instructions for maintaining health and safety while using equipment's, systems and/or machines</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. how to write and provide feedback regarding health and safety to the concerned people</p> <p>SA2. how to write and highlight potential risks or report a hazard to the concerned people</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read instructions, policies, procedures and norms relating to health and safety</p>
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. highlight potential risks and report hazards to the designated people</p> <p>SA5. listen and communicate information with all anyone concerned or affected</p>
	<b>Decision making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions on a suitable course of action or plan</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. apply problem solving approaches in different situations</p>

MES/N0104

## Maintain workplace health and safety

	<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 judgements in different situations
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB6. analyze data and activities
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB7. build and maintain positive and effective relationships with colleges and customers

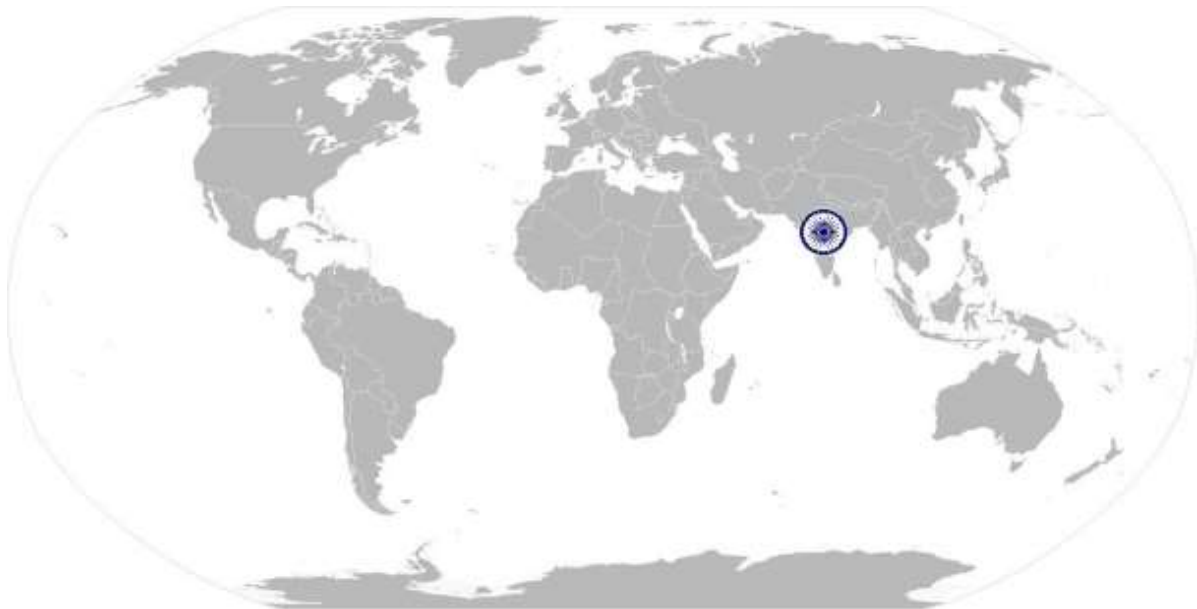


MES/N0104

Maintain workplace health and safety

## NOS Version Control

<b>NOS Code</b>	<b>MES/N0104</b>		
<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>16/07/2018</b>
<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>20/03/2019</b>
<b>Occupation</b>	<b>Set Crafts</b>	<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)

[Back to top...](#)

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	Lighting	20
Next two numbers	Lighting Director	01



## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role:** Set Painter

**Qualification Pack:** MES/Q3104

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

### **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 criterion.
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/N3115 (Prepare Surfaces for Painting)</b>	PC1. Understand the production's desired finishes/effects from the brief provided by the Production Designer/ Art Designer, which may include: simple painting, complex painting effects, specialized finishes such as wood or stone finishes, stenciling/ drawing effects	100	30	8	22
	PC2. Correctly estimate the material/ tool requirements and minimize wastage, which may include paint, solvents and other materials, hand and machine tools, access and working platforms (e.g. ladders, stools, custom-built platforms etc.)		30	8	22
	PC3. Treat surfaces and prepare them for painting as per the required timeframe and plans		20	7	13
	PC4. Complete the task within the required timeframe and minimize wastage of materials		20	7	13
			100	30	70
<b>MES/N3116 (Apply Paint using Brush,</b>	PC1. Understand the production's desired finishes/effects from the brief provided by the Production Designer/Art Designer	100	30	8	22

### Assessment Criteria for Set Painter

Roller or Spray)	PC2. Identify the appropriate type of paint, which may include water-based paints, oil-based paints, etc. Applying wet plaster directly to the surface"		30	8	22
	PC3. Apply the paint using the identified application technique		30	8	22
	PC4. Apply the paint using the identified application technique		10	6	4
			100	30	70
MES/N3117 (Produces Finishes and Effects)	PC1. Understand the production's desired paint finishes/ effects from the brief provided by the Production Designer/ Art Designer	100	30	8	22
	PC2. Identify the appropriate techniques and materials to achieve the following types of finishes/effects on painted surfaces: Basic brush graining (for wood) and marbling (for stone) effects, Replica wood or stone finishes, broken color effects (e.g. bagging, clouding, color wash, dragging, frottage, mottling, rag-rolling, sponging, stippling)		30	8	22
	PC3. Apply the paint using the identified application technique and materials		20	7	13
	PC4. Complete the task within the required timeframe and minimize wastage of materials		20	7	13
			100	30	70
MES/N3118 (Produce Stencil Effects)	PC1. Understand the producer's desired stencil effects from the brief provided by the Production Designer/Art Designer	100	20	6	14
	PC2. Create customized stencils, where appropriate		20	6	14
	PC3. Correctly place and apply created, or prefabricated, stencils		20	6	14
	PC4. Use appropriate techniques(e.g: stencil, brushes) to apply paint within cut out areas		20	6	14
	PC5. Use appropriate techniques (e.g. sponges or other specialized materials) to create effects within cut out areas		10	3	7
	PC6. Complete task within required timeframes and minimize wastage of materials		10	3	7
		Total	100	30	70
MES/N3119 (Apply Wall Coverings)	PC1. Understand the production's desired wall coverings from the brief provided by the Production Designer/Art Designer	100	30	8	22
	PC2. Identify appropriate techniques and tools to apply the following types of wall coverings: cut outs (wall decals, stickers, tattoos), sheet (wall paper- paper-based, vinyl-based), sheet (fabrics)		30	8	22
	PC3. Apply the wall coverings using the identified application technique and materials		20	7	13
	PC4. Complete the task within the required timeframe and minimize wastage of materials		20	7	13
			100	30	70
	PC1. Understand the production's desired metal leaf finishes/effects from the brief provided by the Production Designer/ Art Designer		20	6	14

### Assessment Criteria for Set Painter

<b>MES/N3120 (Apply Metal Leaf)</b>	PC2. Apply adhesive to prepare the surface for gilding/ foiling	100	20	6	14
	PC3. Apply metal leaf on flat, raised, even and uneven surfaces		20	6	14
	PC4. Apply various metal leaf varieties including brass, copper, aluminum as well as leafs containing precious metals		20	6	14
	PC5. Burnish/polish the surface to achieve a uniform metallic finish		10	3	7
	PC6. Complete the task within the required timeframe and minimize wastage of materials		10	3	7
	<b>Total</b>		<b>100</b>	<b>30</b>	<b>70</b>
<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	5
	PC2. maintain first aid kit and keep oneself updated on the first aid procedures		10	5	5
	PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace		5	3	2
	PC4. accurately maintain accident reports		5	3	2
	PC5. report health and safety risks/ hazards to concerned personnel		10	5	5
	PC6. participate in organization's health and safety knowledge sessions and drills		10	5	5
	PC7. identify the people, responsible for health and safety at the workplace, including those to contact in case of an emergency		10	5	5
	PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	5
	PC9. identify aspects of workplace that could cause potential risk to own and others health and safety		5	3	2
	PC10. ensure own personal health and safety, and that of others in the workplace though precautionary measures		5	3	2
	PC11. identify and recommend opportunities for improving health, safety, and security to the designated person		5	2	3
	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	3
	PC13. follow organisation's emergency procedures for accidents, fire or any other natural calamity in case of a hazard		5	2	3
	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	3
<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>		