## 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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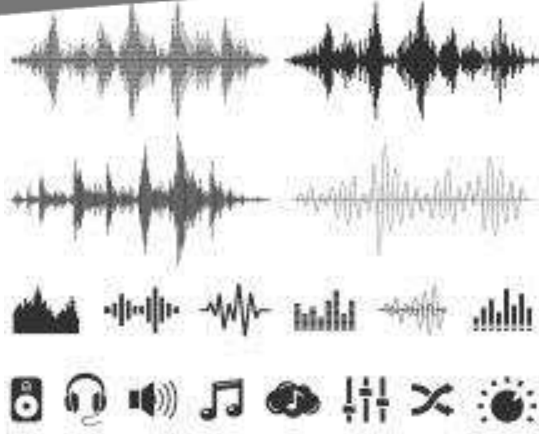
Contents

Introduction

Qualifications Pack- Sound Designer

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Film, Television, Radio, Animation, Gaming, Advertising

OCCUPATION: Sound Creation

REFERENCE ID: MES/Q3401

ALIGNED TO: NCO-2015/2153.0511

Sound designer in the Media & Entertainment Industry is also known as a Sound supervisor or Creative Sound Director

Brief Job Description: Individuals at this job design the sound concept for a production and select the studios/equipment for recordings.

Personal Attributes: This job requires the individual to think creatively and develop a range of sound concepts. The individual must have a good understanding of the various music forms and styles prevalent in the industry. The individual must be aware of the language and principles of sound, acoustics and psychoacoustics. The individual must be able to interpret sound requirements and select the equipment/ studios required for production.

<table>
<tr><td>**Qualifications Pack Code**</td><td colspan="3">**MES/Q3401**</td></tr>
<tr><td>**Job Role**</td><td colspan="3">**Sound designer**
This job role is applicable in both national and international scenarios</td></tr>
<tr><td>**Credits(NSQF)**</td><td>TBD</td><td>**Version number**</td><td>**1.0**</td></tr>
<tr><td>**Sector**</td><td>**Media and Entertainment**</td><td>**Drafted on**</td><td>**08/11/2014**</td></tr>
<tr><td>**Sub-sector**</td><td>**Film, Television, Radio, Animation, Gaming, Advertising**</td><td>**Last reviewed on**</td><td>**26/11/2018**</td></tr>
<tr><td>**Occupation**</td><td>**Sound Creation**</td><td>**Next review date**</td><td>**20/06/2021**</td></tr>
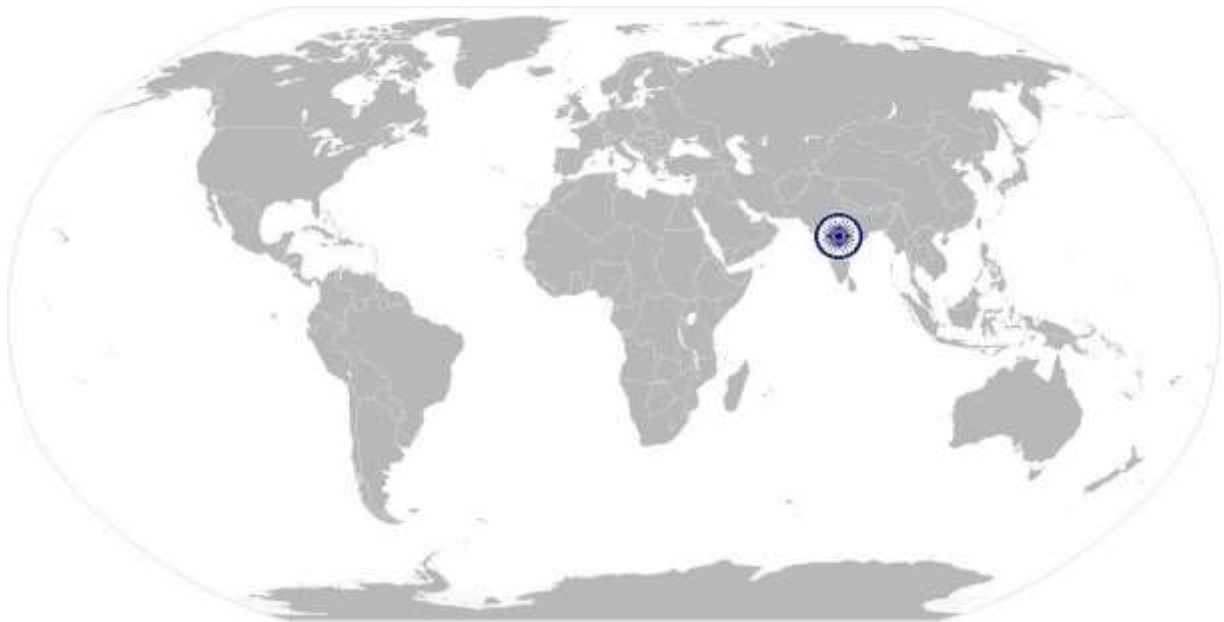<tr><td>**NSQC Clearance on**</td><td colspan="3">**22/08/2019**</td></tr>
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Job Details

Job Role	Sound designer
Role Description	Create appropriate sound concepts for various productions and select sound studios/equipment
NSQF level	5
Minimum Educational Qualifications **Maximum Educational Qualifications**	Graduation - preferably in electronics Post-graduation
Prerequisite License or Training	Training in Sound Recording & Engineering. Additional technical knowledge of film making preferable
Minimum Job Entry Age	18 years
Experience	7+ Years of work experience
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES/N3401 (Conceptualize sound concepts) 2. MES/N3402 (Select sound equipment) 3. MES/N3403 (Select sound studios for recording) 4. MES/N0104 (Maintain workplace health and safety) **Optional:** N.A
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Acoustics	Acoustics is the science of sound production, creation of effects and their transmission
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
Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders
Psychoacoustics	Psychoacoustics is the study of the psychological and physiological responses to sound.
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.
Sound concept	Sound concept is a description of the overall sound experience for the production
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.

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

Acronyms

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National Occupational Standard

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<u>**Overview**</u>

This unit is about conceptualizing creative sound concepts that conform to requirements of the production script and sound brief

NOS
National Occupational Standards

National Occupational Standard

Unit Code	**MES/N3401**
Unit Title (Task)	**Conceptualize sound concepts**
Description	This OS unit is about conceptualizing creative sound concepts that conform to requirements of the production script and sound brief
Scope	This unit/task covers the following: • Understanding sound requirements (from the script and sound brief, including budget, number of tracks, duration, quality, sine and non-sine effects, content – emotion, mood, pitch, technical requirements) • Generating a variety of sound concepts that cater to sound requirements • Shortlisting the most feasible concept

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding sound requirements	To be competent, the user/individual on the job must be able to: PC1. interpret the creative and technical requirements from the script and sound design brief
Generating a variety of sound concepts that cater to sound requirements	PC2. develop sound concepts that conform to requirements
Shortlisting the most feasible concept	PC3. evaluate and shortlist options best suited to the production PC4. prepare a list of tracks that would need to be produced (along with their sound attributes and specifications)

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. the creative and technical requirements of the production KA2. the technical, budget and time constraints applicable
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. the various styles/forms of music and sounds prevalent in the industry and their characteristics KB2. the language and principles of sound, and how they affect tone KB3. the principles of acoustics and psychoacoustics KB4. how to think creatively and develop a range of sound concepts KB5. the parameters for evaluating sound concepts KB6. the balance between fx, music and soundtracks KB7. basic music sequencing KB8. how to break-down the sound concept into specific components that would need to be produced KB9. foley-recording, i.e. the use of everyday sound effects in post-production

	KB10. sound editing/mixing techniques and software, w.r.t. basic film grammar and compatibility with the production KB11. the applicable copyright and intellectual property norms KB12. applicable health and safety guidelines
Skills (S) (<u>Optional</u>)	
A. Core Skills/ **Generic Skills**	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. prepare notes for reference during the conceptualization phase SA2. document the sound concept including specifications for sound/tracks that would need to be produced
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. read and understand the script and the sound design brief SA4. read and identify copyright requirements for procuring sound components SA5. profile the target audience of the production to understand their tastes and preferences SA6. keep updated on industry trends with respect to the types of sound concepts being used across various productions
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. discuss and agree on the sound requirements with the director and producer SA8. present sound concepts and gain consensus on the final concept with the Director and Producer, and agree on modifications required
B. Professional Skills	**Problem Solving**
	The user/individual on the job needs to know and understand how to: SB1. identify any problems with successful execution of the task and resolve them in consultation with the producer and director
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB2. envision the impact of selecting a particular sound concept on the budget and production process
	Decision Making
	The user/individual on the job needs to know and understand how to: SB3. break down scripts in terms of moods to be created with sound.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. communicate the sound concepts analyzed with the production team.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB5. foresee the different sound effects to be developed as per the script updating
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB6. break down scripts in terms of sound concepts to be used during post production

NOS Version Control

NOS Code	MES/N3401		
Credits	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Animation, Gaming ,Advertising	Last reviewed on	26/11/2018
Occupation	Sound Creation	Next review date	20/06/2021

MES/N3402   **Select sound equipment**

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National Occupational Standard

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<u>**Overview**</u>

This unit is about identifying sound equipment requirements and selecting equipment most suited for production

NOS

National Occupational Standards

National Occupational Standard

Unit Code	MES/N3402
Unit Title (Task)	Select sound equipment
Description	This OS unit is about identifying sound equipment requirements and selecting equipment most suited for production
Scope	This unit/task covers the following: • Determining sound equipment required for the production (including microphones, amplifiers, playback equipment, speakers, converters, splitters, routers, wireless communication devices, batteries, recording media, mixing consoles) • Selecting equipment most suited for the production

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Determining sound equipment required for the production	To be competent, the user/individual on the job must be able to: PC1. determine the sound equipment that would be required
Selecting equipment most suited for the production	PC2. select sound equipment best suited to achieve the required sound for the production PC3. obtain permissions/licenses for using the equipment during production

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. the quality and creative standards expected from the final recorded end-products KA2. the technical, budget and time constraints applicable KA3. the production/recording dates
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. the principles of sound, acoustics and psychoacoustics KB2. the performance characteristics and costs of hiring different types of sound equipment KB3. the power requirements for recording and operating equipment (voltage, load, phases), placement of power fittings (distribution, requirements), and techniques for safe testing KB4. the difference between sound formats (5.1, 7.1, compressed) and the appropriate sound equipment for each KB5. radio frequency allocations and requirements KB6. sound editing/mixing techniques, equipment and software (Telos Machines, Yamaha 02R Digital, VEGAS software, RCS radio software) KB7. the permissions and licenses required for operating sound equipment KB8. applicable health and safety considerations

Skills (S) (Optional)	
A. Core Skills/	**Writing Skills**

Generic Skills	The user/individual on the job needs to know and understand how to: SA1. prepare a list of sound equipment that would need to be procured to meet production needs SA2. prepare the sound budget including a detailed breakdown of the equipment and resources that would be required for production SA3. prepare the required documentation to obtain the licenses/permissions for the use of sound equipment	
	Reading Skills	
	The user/individual on the job needs to know and understand how to: SA4. read and understand the sound brief, and be aware of the creative and technical specifications for sound production SA5. keep updated on new technologies and sound equipment used for production SA6. read about the requirements for procuring licenses and permissions required to operate the sound equipment during the production dates	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and understand how to: SA7. liaise with the production department to determine sound requirements SA8. discuss and agree on the sound budget with the Director and Producer	
B. Professional Skills	**Decision Making**	
	The user/individual on the job needs to know and understand how to: SB1. select the sound equipment to be used in line with the budget allocated	
	Plan and Organize	
	The user/individual on the job needs to know and understand how to: SB2. plan equipment selection and hire/procurement in accordance to production schedules and within the budget allocated	
	Analytical Thinking	
	The user/individual on the job needs to know and understand how to: SB3. determine the impact of the chosen sound equipment on the production and post-production requirements of sound	
	Problem Solving	
	The user/individual on the job needs to know and understand how to: SB4. identify potential issues/variations from sound requirements and identify solutions to be able to resolve/correct them proactively	
	Customer Centricity	
	The user/individual on the job needs to know and understand how to: SB5. check that the equipment selected meets project requirements	
	Critical Thinking	
	The user/individual on the job needs to know and understand how to: SB6. have precise attention to all the details	

NOS Version Control

NOS Code	MES/N3402		
Credits	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Sound Creation	Next review date	20/06/2021

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National Occupational Standard

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<u>**Overview**</u>

This unit is about assessing the suitability of sound studios and finalizing the most appropriate studio for recording

Unit Code	MES/N3403
Unit Title (Task)	**Select sound studios for recording**
Description	This OS unit is about assessing the suitability of sound studios and finalising the most appropriate studio for recording
Scope	This unit/task covers the following: • Identifying suitable sound studios and assessing the suitability (in light of availability and quality of sound equipment, sound sources/materials required to produce sound, creative and technical requirements, budget assigned, ancillary costs)

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Identifying suitable sound studios and assessing the suitability	To be competent, the user/individual on the job must be able to: PC1. assess the suitability of a studio for recording in light of the creative and technical requirements of production (it is recommended that the sound designer personally visits all key studios) PC2. evaluate the pros and cons of recording at the studio and reasons why it should be chosen or rejected PC3. assess any additional costs that would need to be borne

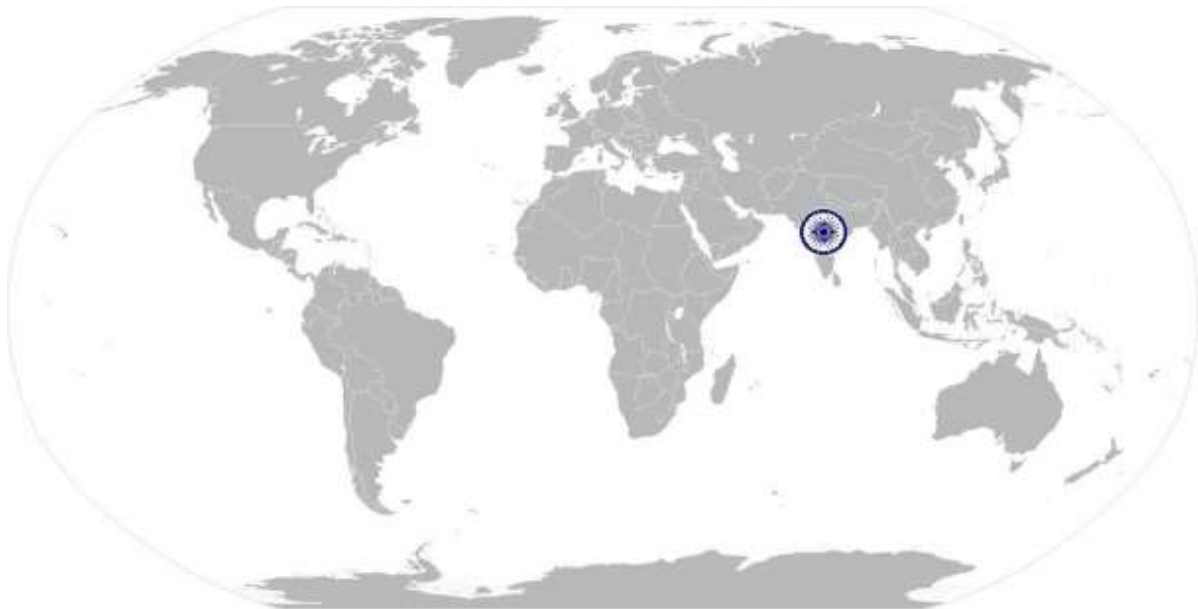| Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. the studios available and/or the sources of finding out suitable studios for recording KA2. the allocated budget and production/recording dates
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how to assess the pros and cons of a studio, w.r.t. the sound concept, line sound recording, voice and effects treatment and other creative or technical requirements KB2. the sound equipment required and whether provisions are available at the studio (microphones, amplifiers, recording media, mixing consoles, speakers, converters, Foley props) KB3. the cost of procuring additional equipment, if required KB4. the power needs for recording and whether they will be met with at the given studio KA3. the ancillary costs involved in selecting the studio (the cost of transportation, accommodation, equipment) KB5. applicable health and safety guidelines

MES/N3403   **Select sound studios for recording**

Skills (S) (Optional)		
A. Core Skills/ Generic Skills	**Writing Skills**	
	The user/individual on the job needs to know and understand how to: SA1. document the pros and cons of each studio and reasons for choosing/rejecting any studio SA2. document additional technical and equipment needs at the studio, for reference of the relevant departments	
	Reading Skills	
	The user/individual on the job needs to know and understand how to: SA3. read the production budgets to ensure that the studio and ancillary costs stay in line	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and understand how to: SA4. liaise with the production department to discuss the studio's suitability w.r.t. production needs, expected problems that might arise or additional requirements, if any SA5. discuss and confirm the creative and technical requirements for recording SA6. communicate any health and safety requirements to the production team and assign responsibility for needs to be taken care of	
B. Professional Skills	**Decision Making**	
	The user/individual on the job needs to know and understand how to: SB1. select the sound equipment to be used in line with the budget allocated	
	Problem Solving	
	The user/individual on the job needs to know and understand how to: SB2. identify problems with successful execution at the studio, and resolve them in consultation with the production team	
	Plan and Organize	
	The user/individual on the job needs to know and understand how to: SB3. procure equipment according to the requirements and within agreed timelines SB4. manage within the agreed budget and minimize overruns	
	Critical Thinking	
	The user/individual on the job needs to know and understand how to: SB5. appraise the quality of the desired product to ensure it is in line with the expected quality standards and suggest areas of improvement	
	Customer Centricity	
	The user/individual on the job needs to know and understand how to: SB6. check that the output meets project requirements	
	Analytical Thinking	
	The user/individual on the job needs to know and understand how to: SB7. monitor the nature and quality of materials, tools and equipment.	

NOS Version Control
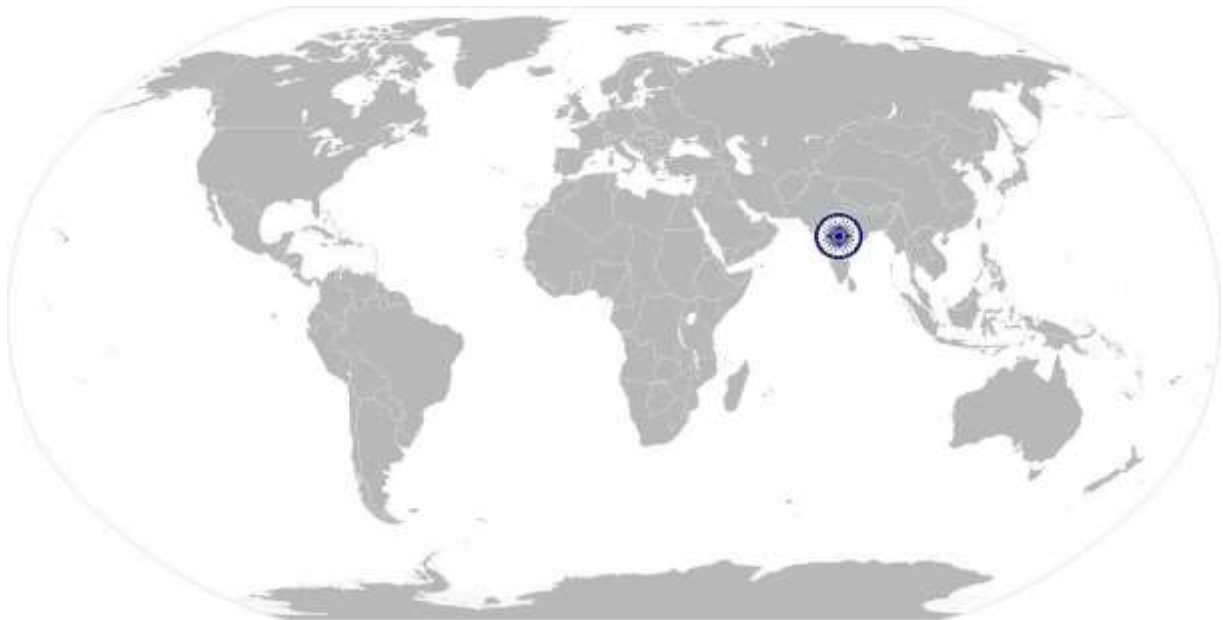
NOS Code	MES/N3403		
Credits	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Sound Creation	Next review date	20/06/2021

National Occupational Standard

<u>**Overview**</u>

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

MES/N0104   **Maintain workplace health and safety**

National Occupational Standard

Unit Code	**MES/N0104**
Unit Title (Task)	**Maintain workplace health and safety**
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	This unit/task covers the following: • understanding the health, safety and security risks prevalent at the workplace • knowing the people responsible for health and safety and the resources available • identifying and reporting risks • complying with procedures in the event of an emergency

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding the health, safety and security risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: PC1. maintain one's posture and position to minimize fatigue and any risk of injury PC2. maintain first aid kit and keep oneself updated on the first aid procedures PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace PC4. accurately maintain accident reports PC5. report health and safety risks/ hazards to the concerned personnel PC6. participate in organization's health and safety knowledge sessions and drills
Knowing the people responsible for health and safety and the resources available	PC7. identify the people responsible for health and safety at the workplace, including those to contact in case of an emergency PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms
Identifying and reporting risks	PC9. identify aspects of your workplace that could cause potential risk to own and others health and safety PC10. ensure own personal health and safety, and that of others at the workplace through precautionary measures PC11. identify and recommend opportunities for improving health, safety, and security to the designated person 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

MES/N0104   **Maintain workplace health and safety**

Complying with procedures in the event of an emergency	PC13. follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard
	PC14. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority

Knowledge and Understanding (K)	
A. Organizational Context (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. Technical Knowledge	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

Skills (S) (Optional)		
A. Core Skills/ Generic Skills	**Writing Skills**	
	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	
	Reading Skills	
	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	
	Oral Communication (Listening and Speaking skills)	
	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. Professional Skills	**Decision making**	
	The user/individual on the job needs to know and understand how to: SB1. make decisions on a suitable course of action or plan	
	Plan and Organize	
	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	
	Problem Solving	
	The user/individual on the job needs to know and understand how to: SB3. apply problem solving approaches in different situations	

	Critical Thinking
	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
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. analyze data and activities
	Customer Centricity
	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

NOS Version Control

NOS Code	MES/N0104		
Credits	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Sound Creation	Next review date	20/06/2021

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 **Q**P or **N**OS	Q
Next two numbers	Sound Effects / Audio Engineers & Technicians	34
Next two numbers	QP number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Sound Designer
Qualification Pack: MES/Q3401
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 related 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 Outcome	Assessment Criteria for outcomes	Total mark	Marks Allocation		
			Out of	Theory	Skills Practical
MES/N3401 (Conceptualize sound concepts)	PC1. Interpret the creative and technical requirements from the script and sound design brief	100	30	10	60
	PC2. Develop sound concepts that conform to requirements		30	10	
	PC3. Evaluate and shortlist options best suited to the production		20	10	
	PC4. Prepare a list of tracks that would need to be produced (along with their sound attributes and specifications)		20	10	
		Total	100	40	60
MES/N3402 (Select sound equipment)	PC1. Determine the sound equipment that would be required	100	30	10	60
	PC2. Select sound equipment best suited to achieve the required sound for the production		40	10	
	PC3. Obtain permissions/licenses for using the equipment during production		40	20	
		Total	100	40	60

MES/N3403 (Select sound studios for recording)	PC1. Assess the suitability of a studio for recording in light of the creative and technical requirements of production (it is recommended that the sound designer personally visits all key studios)	100	30	10	60
	PC2. Evaluate the pros and cons of recording at the studio and reasons why it should be chosen or rejected		40	15	
	PC3. Assess any additional costs that would need to be borne		30	15	
		Total	100	40	60
MES/N0104 (Maintain workplace health and safety)	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 though precautionary measures		5	3	
	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