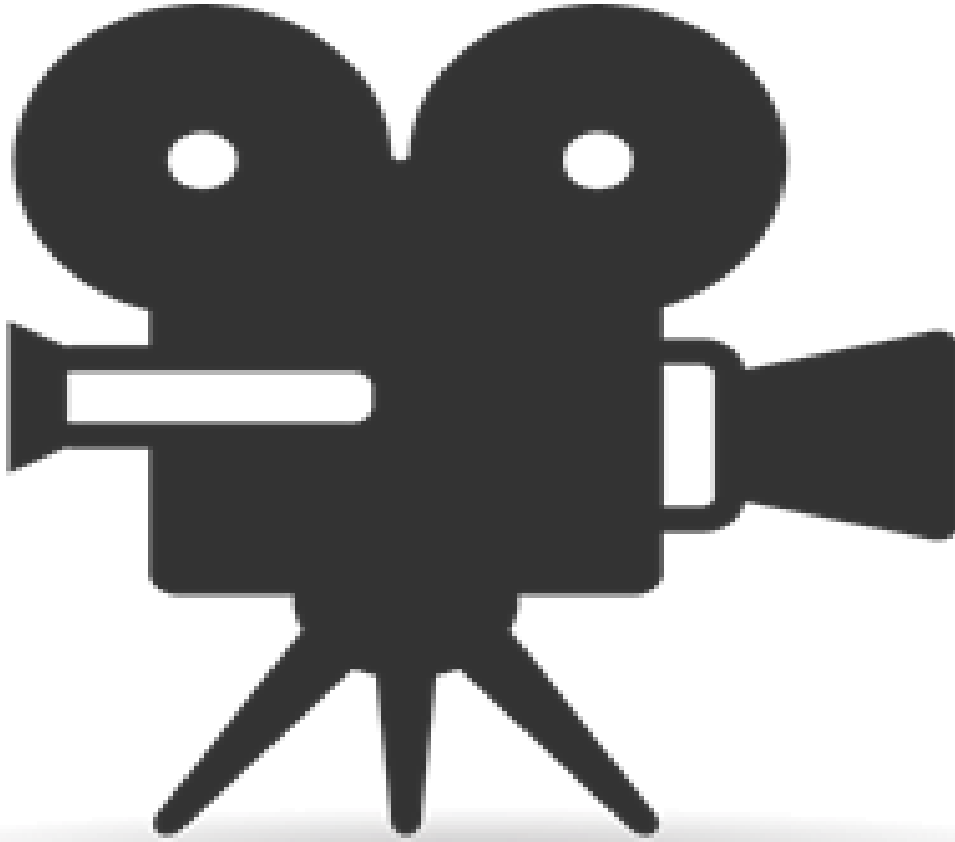# Director Of Photography

QP Code: MES/Q0901

Version: 3.0

NSQF Level: 6

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola, New Delhi
110025

Contents

MES/Q0901: Director Of Photography

Brief Job Description

Individuals at this job need to determine the visual style of the production. They finalise locations and equipment that will be used. During shoots, they guide efforts of the camera crew and collaborate with lighting and grips to capture the desired look for the end-product.

Personal Attributes

This job requires the individual to assess the visual style of the production. The individual must be creative and detail-oriented. The individual must know and keep updated on the various camera equipment, shooting techniques and mediums. The individual must have excellent communication skills and must possess the ability to guide efforts and work collaboratively. The individual must be flexible and able to make key decisions, keeping in mind the impact on cost and timelines.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MES/N0901: Determine the Visual Style and Prepare Shoot Plan

2. MES/N0902: Carry out Location Recces and Finalise Locations

3. MES/N0903: Recruit Camera Team

4. MES/N0904: Estimate and Procure Camera Equipment

5. MES/N0906: Prepare for Shoot

6. MES/N0907: Operate Camera during Shoot

7. MES/N0104: Maintain Workplace Health & Safety

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
Country	India

Qualification Pack

NSQF Level	6
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NOC 2015- 3521.0100
Minimum Educational Qualification & Experience	Graduate with 3 Years of experience OR Certificate-NSQF (Cinematographer NSQF Level-5) with 2 Years of experience
Minimum Level of Education for Training in School	12th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	22 Years
Last Reviewed On	27/01/2022
Next Review Date	27/01/2027
NSQC Approval Date	27/01/2022
Version	3.0
Reference code on NQR	2022/ME/MESC/05201
NQR Version	1.0

Remarks:

This QP was approved in 2015 and NSQC Extended it in 2019 without any change in QP. Therefore, NQR code used is of 2019.

MES/N0901: Determine the Visual Style and Prepare Shoot Plan

Description

This OS unit is about determining the visual style of the production and preparing the shoot plan

Elements and Performance Criteria

Understand the script, production concept and creative brief

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

PC1. interpret the visual style of the end-product through a detailed review of the script and through discussions with the producer and director

Devise creative ways to visually depict the production

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

PC2. devise creative ideas and finalise the visual style of the production

PC3. Identify an appropriate medium for shooting (film, tape or digital)

Prepare and finalise the shoot plan

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

PC4. plan and finalise the day-wise shoot plan while keeping in mind the impact on the production budget, timelines and technical viability- including shoot schedule, coverage on each shoot day, shoot type on each day i.e. single-camera/multi-camera

PC5. prepare continuity guidelines for other departments

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the creative and technical requirements of the production

KU2. the technical, budget and time constraints applicable

KU3. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction

KU4. various camera techniques and shooting medium (digital/tape/film)

KU5. how to assess the visual style of production from the script and through discussions with the producer, director

KU6. how to identify inconsistencies between the story, dialogue and resulting action and apparent continuity issues

KU7. how to break-down the script into sequences and shots and list out detailed characteristics of each shot e.g. day/afternoon/night scene, mood of the shot, special effects required etc.

KU8. how to estimate the cost and time it would take for shoots keeping in mind the intended visual style for production

KU9. how to determine the number of shots that can be covered on each day and detail out the day-wise shoot plan, keeping in mind the production budget, time and technical constraints

KU10. how to modify the camera plan in accordance to production requirements

KU11. applicable health and safety guidelines, and ensuring that the style selected minimizes any risks to the health and safety of the cast and crew

Generic Skills (GS)

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

GS1. document ideas to help present to the producer and director

GS2. document the day-wise shoot schedule including the scenes/shots to be covered, type of shoot and key characteristics for each shoot

GS3. prepare guidelines for other departments to maintain continuity during shoots

GS4. read and understand the script and screenplay thoroughly

GS5. read and understand the production budget and timelines

GS6. research creative ways to visually depict the film by looking at productions worked on in the past, as well as other releases from the public domain

GS7. research innovative shooting styles and techniques that may be applied to the current production, keeping in mind the technical and budgetary constraints

GS8. discuss, clarify and confirm the visual and technical requirements of production with the producer and director

GS9. present ideas and gain consensus on the visual style of the production with the producer and director

GS10. discuss and agree on the shoot plan with the producer and director

GS11. make decisions related to the way the script will be represented visually

GS12. determine the way the script will be represented visually, in conjunction with the producer and director

GS13. create a day-wise shoot plan including the number of shots to be covered on each day

GS14. identify any problems with successful execution of the task and resolve them in consultation with the producer and director

GS15. envision the impact of selecting a particular shoot type on the production budget and key activities

GS16. envision the impact of selecting a particular shoot type on post-production process and implications on colour grading and digital intermediate

GS17. highlight inconsistencies between the story, dialogue and resulting action and apparent continuity issues

GS18. identify the equipment requirements from the production brief which can enhance the agreed visual style and brief

GS19. check that own and/or your peer's work meets customer/project requirements.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understand the script, production concept and creative brief	**10**	**10**	**-**	**-**
PC1. interpret the visual style of the end-product through a detailed review of the script and through discussions with the producer and director	10	10	-	-
Devise creative ways to visually depict the production	**20**	**20**	**-**	**-**
PC2. devise creative ideas and finalise the visual style of the production	10	10	-	-
PC3. Identify an appropriate medium for shooting (film, tape or digital)	10	10	-	-
Prepare and finalise the shoot plan	**20**	**20**	**-**	**-**
PC4. plan and finalise the day-wise shoot plan while keeping in mind the impact on the production budget, timelines and technical viability- including shoot schedule, coverage on each shoot day, shoot type on each day i.e. single-camera/multi-camera	10	10	-	-
PC5. prepare continuity guidelines for other departments	10	10	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0901
NOS Name	Determine the Visual Style and Prepare Shoot Plan
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
NSQF Level	7
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N0902: Carry out Location Recces and Finalise Locations

Description

This OS unit is about assessing the suitability of various locations and finalising the most appropriate location for shoot

Elements and Performance Criteria

Understand requirements of the shoot
To be competent, the user/individual on the job must be able to:

PC1. Understand the requirements of the shoot with respect to the creative look, production requirements, technical infrastructure, power requirements, security needs, ancillary costs etc

Assess the suitability of a location
To be competent, the user/individual on the job must be able to:

PC2. assess the suitability of a studio/location for the shoot in light of the visual style and production needs (it is recommended that the dop personally visits all key locations)

PC3. evaluate the pros and cons of shooting at different locations, create a shortlist and then finalize why a location should be chosen or rejected

PC4. assess any alterations/changes that will be required and expected additional costs that would need to be borne

PC5. communicate the changes required to the production team

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the locations available and/or the sources of finding out suitable locations for shoot

KU2. the relevant production staff to reach out to resolve issues and provide clarifications

KU3. the ancillary costs involved in selecting the location namely, the cost of transportation, accommodation, storage, security, equipment etc.

KU4. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction

KU5. how to assess the pros and cons of a location, in light of the visual style, creative and production requirements

KU6. the type and dimensions (height, width) of equipment required e.g. cranes, grips, lights, cameras, jibs etc. and any specific requirements that need to be catered for at the location

KU7. climate and environmental factors that may impact the shoot and/or production requirements

KU8. security and other safe-keeping arrangements required at the location national occupational

KU9. the technical infrastructure required for camera, lighting and sound and whether provisions are available at the location

KU10. the power needs of production and whether they will be met with at the given location

KU11. applicable health and safety guidelines, and ensuring that the location selected minimizes any risks to the health and safety of the cast and crew

Generic Skills (GS)

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

GS1. document the pros and cons of each location and reasons for choosing/rejecting any location

GS2. document additional technical and equipment needs at the location, for reference of the relevant departments

GS3. read about the location, climate and environment factors during the intended shoot duration and time

GS4. read the production budgets to ensure that the location and ancillary costs stay in line

GS5. liaise with production department to discuss suitability of the location with respect to the production needs, expected problems that might arise, additional requirements, if any

GS6. discuss and confirm the creative and technical requirements of the camera team with the production team

GS7. communicate any health and safety requirements to the production team and assign responsibility for needs to be taken care of

GS8. identify problems with successful execution at the location and resolve them in consultation with the production team

GS9. decide whether the location is of a suitable size and terrain to allow for production requirements or not

GS10. decide that technical facilities on location are sufficient to meet camera requirements

GS11. plan logistics of transportation, access and set-up, and moving from one location to another, are feasible in relation to the production schedule

GS12. check/confirm that the location finalized/selected meets project/ customer requirements

GS13. have a keen eye for detail and maintain an aesthetic sense towards the final output

GS14. analyze of any changes which may impact upon the production

GS15. take into consideration the actual conditions likely to prevail during the scheduled shooting time

GS16. assess the degree of alteration needed to the location

GS17. identify the advantages and disadvantages of locations in conjunction with the production team and other departments as appropriate

GS18. improve work-flow and performance based on feedback received by team members and client

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understand requirements of the shoot	**10**	**10**	-	-
PC1. Understand the requirements of the shoot with respect to the creative look, production requirements, technical infrastructure, power requirements, security needs, ancillary costs etc	10	10	-	-
Assess the suitability of a location	**40**	**40**	-	-
PC2. assess the suitability of a studio/location for the shoot in light of the visual style and production needs (it is recommended that the dop personally visits all key locations)	10	10	-	-
PC3. evaluate the pros and cons of shooting at different locations, create a shortlist and then finalize why a location should be chosen or rejected	10	10	-	-
PC4. assess any alterations/changes that will be required and expected additional costs that would need to be borne	10	10	-	-
PC5. communicate the changes required to the production team	10	10	-	-
NOS Total	**50**	**50**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0902
NOS Name	Carry out Location Recces and Finalise Locations
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
NSQF Level	7
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N0903: Recruit Camera Team

Description

This OS unit is about selecting and hiring the right camera crew for the shoot

Elements and Performance Criteria

Ascertaining the number of people required, duration of involvement and job specifications of each role

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

PC1. ascertain the number of people required, duration of involvement and job specifications for each role, keeping in mind: type of production (feature films, television series, documentaries, advertisements, animated films, short films) type of shoot (single camera or multi-camera) geography (domestic or international) locations (studio, indoor, outdoor) type of equipment that would need to be operated

Shortlist and select appropriate crew

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

PC2. shortlist profiles and conduct interviews and practical tests to establish a fit for each role by looking at various sources (recruitment agencies, industry bodies/associations, industry databases e.g. imdb, prior experience and industry/professional network)

Finalize recruitment of crew

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

PC3. negotiate and finalise candidate salaries within the hiring budget allocated for the camera team

PC4. finalise relevant contractual documentation to complete the hiring process

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the creative requirements of the production

KU2. the technical, budget and time constraints applicable

KU3. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction

KU4. how to identify the skills, competencies and outcomes required for each role from the script and on the basis of the creative and technical requirements of production

KU5. how to assess the pros and cons of a location, in light of the visual style, creative and production requirements

KU6. how to judge the strengths, weaknesses and suitability of candidates against the job specifications of each role

KU7. the types of practical tests that can be conducted to gauge the suitability of candidates for each job role and manner of conducting them

KU8. the current salary range applicable to each role in the market

KU9. how to negotiate on salaries, to ensure the hiring is completed within the budget

KU10. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. document job specifications including the skills, competencies and outcomes of each role

GS2. document records of the hiring process e.g. profiles screened, profiles interviewed, assessments conducted, reasons for selection/rejection

GS3. complete relevant contractual documentation

GS4. read and understand the script and production requirements thoroughly

GS5. screen profiles on the basis of the job specifications established for each role

GS6. discuss and finalise the hiring budget in collaboration with the producer and director

GS7. discuss the requirements and specifications for each role with the producer and director

GS8. discuss the shortlisted profiles with the producer and director to aid final selection and to establish a match with requirements

GS9. maintain a good relationship with various recruitment sources and a strong network within the industry

GS10. make decision on the number of people required

GS11. select people who meet the required skills and competencies expected of each role

GS12. complete hiring according to the requirements and within agreed timelines

GS13. manage within the agreed budget and minimize overruns

GS14. clarify the requirements of the production with director/ producer/ production manager to ensure the correct resources are available at the right time throughout the shoot

GS15. where/when it is necessary, in accordance with production requirements, to arrange the booking/recruitment of camera staff with specific or specialist skills.

GS16. the team recruited meets all the technical and creative project requirements.

GS17. encourage and enable effective liaison between relevant personnel in the camera department and all other relevant personnel to successfully achieve production requirements.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Ascertaining the number of people required, duration of involvement and job specifications of each role	**15**	**15**	**-**	**-**
PC1. ascertain the number of people required, duration of involvement and job specifications for each role, keeping in mind: type of production (feature films, television series, documentaries, advertisements, animated films, short films) type of shoot (single camera or multi-camera) geography (domestic or international) locations (studio, indoor, outdoor) type of equipment that would need to be operated	15	15	-	-
Shortlist and select appropriate crew	**15**	**15**	**-**	**-**
PC2. shortlist profiles and conduct interviews and practical tests to establish a fit for each role by looking at various sources (recruitment agencies, industry bodies/associations, industry databases e.g. imdb, prior experience and industry/professional network)	15	15	-	-
Finalize recruitment of crew	**20**	**20**	**-**	**-**
PC3. negotiate and finalise candidate salaries within the hiring budget allocated for the camera team	10	10	-	-
PC4. finalise relevant contractual documentation to complete the hiring process	10	10	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0903
NOS Name	Recruit Camera Team
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
NSQF Level	7
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N0904: Estimate and Procure Camera Equipment

Description

This OS unit is about estimating the total equipment requirement and procuring the right camera equipment for the shoot

Elements and Performance Criteria

Estimating camera equipment requirements for shoot

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

PC1. identify the type of camera equipment that would be best suited to produce the required visual style of production

PC2. estimate the quantity of equipment required and list out the specifications

Procuring camera equipment for shoot

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

PC3. collaborate with equipment vendors to source the equipment in advance, to meet shoot schedules

PC4. test the equipment for damages/defects and arrange for replacements, if required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the equipment that can be sourced in-house and that needs to be sourced through a vendor

KU2. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction

KU3. how to identify camera equipment and stock requirements that would meet the creative and technical requirements of production

KU4. the right date, time and place for delivery based on the shoot schedules

KU5. how to test the equipment on delivery to ensure that it is in working condition and there are no damages/defects

KU6. how to handle the equipment safely

KU7. any special requirements for the equipment e.g. temperature control, magnetic field control etc. that may be required

KU8. how to select the most appropriate equipment vendor that would provide the equipment with the desired specifications

KU9. applicable health and safety guidelines, and ensuring that the equipment selected minimizes any risks to the health and safety of the cast and crew

Generic Skills (GS)

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

GS1. document, track and monitor the list of camera equipment with desired specifications

GS2. document damages/defects on testing the equipment and complete relevant documentation for replacements, if required

GS3. read the shoot schedules to ensure that the equipment arrives before the shoot dates specified

GS4. keep updated on the various types of cameras, lenses and equipment available in the market and read about the specifications and usage in different shoot situations

GS5. discuss and clarify requirements with the production department, to ensure that the equipment sourced is sufficient and meets production needs

GS6. maintain a good relationship with equipment vendors/suppliers

GS7. select the camera equipment that will be used throughout the duration of the shoot

GS8. procure equipment according to the requirements and within agreed timelines

GS9. manage within the agreed budget and minimize overruns

GS10. identify any problems with successful execution of the task and resolve them in consultation with the production team

GS11. ensure that appropriate camera testing has been carried out

GS12. guide/advise production team as to where the equipment can be supplied from and

GS13. book resources as early as possible

GS14. identifed camera equipment meets the technical and artistic requirements of production and is available within budgetary and time constraints

GS15. determine the impact of the chosen equipment on the production and post-production process.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Estimating camera equipment requirements for shoot	**20**	**20**	**-**	**-**
PC1. identify the type of camera equipment that would be best suited to produce the required visual style of production	10	10	-	-
PC2. estimate the quantity of equipment required and list out the specifications	10	10	-	-
Procuring camera equipment for shoot	**30**	**30**	**-**	**-**
PC3. collaborate with equipment vendors to source the equipment in advance, to meet shoot schedules	15	15	-	-
PC4. test the equipment for damages/defects and arrange for replacements, if required	15	15	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0904
NOS Name	Estimate and Procure Camera Equipment
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
NSQF Level	7
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N0906: Prepare for Shoot

Description

This OS unit is about deciding the shot framing and composition, marking out the camera positions and carrying out rehearsals prior to shoot

Elements and Performance Criteria

Understanding the focus requirements for different types of shots

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

PC1. establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production

Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals

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

PC2. mark, or support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg:relationship between width and height)

Marking out the focus lengths for each position

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

PC3. prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots

PC4. report potential issues to the producer and director and relevant teams for rectification

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. understand the overall style and creative aspects of the production.

KU2. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction

KU3. the principles of cinematography.

KU4. understanding of optical theory

KU5. understanding of still photography would be an added advantage

KU6. principles of composition and continuity

KU7. the focus requirements and camera position(s) for each shot

KU8. the relationship between the distance of the camera from the subject, the height at which the camera is placed and movements and how these effect the shot composition

KU9. the aspect ratio required for each shoot and the aspect ratio in which the final product will be seen by the audience

KU10. how to judge focus lengths to ensure that the shot view will be sharp and achieves the desired framing and composition

KU11. how to frame shots to ensure continuity and seamless transition from one shot to another

KU12. the various types of cameras, lenses and equipment available in the market

KU13. how to update operating skills on new cameras, lenses and equipments in the market

KU14. how to test cameras, lenses and equipment and discover faults, if any

KU15. how to place cameras according to production requirements in case of multi-camera shoots

KU16. how to place set, props and equipment so as to capture the required frame in the shot and ensuring that they do not obstruct the camera view

KU17. the mood of each shot and determine shot requirements accordingly

KU18. how to measure the distance between the artists/objects/subjects and the camera(s) to ensure the shot gets taken correctly

KU19. how to observe for continuity issues that may impact actual shoots

KU20. test focus lengths to ensure they have been set properly

KU21. the limitations on camera movements - based on the positioning of the camera, sets, props and equipment during shoots

KU22. applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised

Generic Skills (GS)

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

GS1. note the specifications for each shot - camera distance, height, focus length, aspects ratios, timing, start and finish points etc. to refer to during the shoot

GS2. notes for the director, DOP and production team that would help them guide the movement of artists, props and equipment during shoot

GS3. read and understand the script in detail

GS4. understand and clarify requirements during production recces and meetings

GS5. discuss the creative and visual requirements of the shot with the DOP and producer

GS6. agree on the positioning of the shot with the DOP, production team and artists

GS7. discuss the camera path and timing with the camera and production teams, discuss problems and modifications required

GS8. communicate any problems that may affect the desired composition

GS9. guide the artists on their movements and timing

GS10. plan work according to the requirements and agreed timelines

GS11. manage within the agreed budget and minimize overruns

GS12. how to discover and resolve any technical problems which may affect composition

GS13. judge the focal distance/lengths required for each shot to ensure that the picture is sharp and captures all the creative elements required in the frame

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understanding the focus requirements for different types of shots	**15**	**15**	**-**	**-**
PC1. establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production	15	15	-	-
Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals	**15**	**15**	**-**	**-**
PC2. mark, or support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg:relationship between width and height)	15	15	-	-
Marking out the focus lengths for each position	**20**	**20**	**-**	**-**
PC3. prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots	10	10	-	-
PC4. report potential issues to the producer and director and relevant teams for rectification	10	10	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0906
NOS Name	Prepare for Shoot
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N0907: Operate Camera during Shoot

Description

This OS unit is about executing camera movements while maintaining the shot framing and composition

Elements and Performance Criteria

Pull focus and operate cameras during shoots

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

PC1. focus and refocus the camera lenses for each shot

PC2. advise actors and performers regarding movement and positions

PC3. make modifications to the focus path, if required, based on any changes in the artists movements

PC4. execute camera movements established during rehearsals according to the instructions received by the dop while maintaining the focus length for each shot

PC5. ensure that the creative and technical quality of the shoot meets the desired production and post production standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. understand the overall style and creative aspects of the production

KU2. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction

KU3. the principles of cinematography

KU4. understanding of still photography would be an added advantage

KU5. principles of composition

KU6. the mood of each shot and determine shot requirements accordingly

KU7. how the camera position, angle, placement and movement affect the perspective and required depth in the shot

KU8. ensure that each shot is in focus

KU9. how to frame the image keeping in mind the visual style, creative and technical requirements of the production

KU10. move the camera on the path charted maintaining the required timing for the shot

KU11. how to maintain a steady image during camera movements

KU12. how to maintain continuity for shots taken in a sequence

KU13. applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised

Generic Skills (GS)

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

GS1. refer and conform to the camera specification notes prepared

GS2. guide actors and artistes during shoot on their movement and timing

GS3. communicate any problem areas and ensure they get resolved by the relevant teams

GS4. collaborate with the different departments, especially with the lighting and grips department, to achieve the desired technical and creative quality of the image

GS5. plan work according to the requirements and agreed timelines

GS6. manage within the agreed budget and minimize overruns

GS7. how to resolve any technical problems during shoot

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Pull focus and operate cameras during shoots	**50**	**50**	**-**	**-**
PC1. focus and refocus the camera lenses for each shot	10	10	-	-
PC2. advise actors and performers regarding movement and positions	5	5	-	-
PC3. make modifications to the focus path, if required, based on any changes in the artists movements	15	15	-	-
PC4. execute camera movements established during rehearsals according to the instructions received by the dop while maintaining the focus length for each shot	10	10	-	-
PC5. ensure that the creative and technical quality of the shoot meets the desired production and post production standards	10	10	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0907
NOS Name	Operate Camera during Shoot
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Camera Operation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N0104: Maintain Workplace Health & Safety

Description

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

Elements and Performance Criteria

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

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

PC1. understand and comply with the organizations current health, safety and security policies and procedures

PC2. understand the safe working practices pertaining to own occupation

PC3. understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises

PC4. participate in organization health and safety knowledge sessions and drills

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

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

PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency

PC6. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms

Identifying and reporting risks

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

PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety

PC8. ensure own personal health and safety, and that of others in the workplace though precautionary measures

PC9. identify and recommend opportunities for improving health, safety, and security to the designated person

PC10. report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected

Complying with procedures in the event of an emergency

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

PC11. follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard

PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Organizations norms and policies relating to health and safety

KU2. Government norms and policies regarding health and safety and related emergency procedures

KU3. Limits of authority while dealing with risks/ hazards

KU4. The importance of maintaining high standards of health and safety at a workplace

KU5. The different types of health and safety hazards in a workplace

KU6. Safe working practices for own job role

KU7. Evacuation procedures and other arrangements for handling risks

KU8. Names and contact numbers of people responsible for health and safety in a workplace

KU9. How to summon medical assistance and the emergency services, where necessary

KU10. Vendors or manufacturers instructions for maintaining health and safety while using equipment, systems and/or machines

Generic Skills (GS)

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

GS1. how to write and provide feedback regarding health and safety to the concerned people

GS2. how to write and highlight potential risks or report a hazard to the concerned people

GS3. read instructions, policies, procedures and norms relating to health and safety

GS4. highlight potential risks and report hazards to the designated people

GS5. listen and communicate information with all anyone concerned or affected

GS6. make decisions on a suitable course of action or plan

GS7. plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority

GS8. apply problem solving approaches in different situations

GS9. understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority

GS10. apply balanced judgments in different situations

GS11. How to write and provide feedback regarding health and safety to the concerned people

GS12. How to write and highlight potential risks or report a hazard to the concerned people

GS13. Read instructions, policies, procedures and norms relating to health and safety

GS14. Highlight potential risks and report hazards to the designated people

GS15. Listen and communicate information with all anyone concerned or affected

GS16. Make decisions on a suitable course of action or plan

GS17. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority

GS18. Apply problem solving approaches in different situations

GS19. build and maintain positive and effective relationships with colleges and customers

GS20. analyze data and activites

GS21. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority

GS22. Apply balanced judgments in different situations

Assessment Criteria

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

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

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0104
NOS Name	Maintain Workplace Health & Safety
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Radio, Advertising
Occupation	Ad sales/Account Management/Scheduling/Traffic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.

2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N0901.Determine the Visual Style and Prepare Shoot Plan	50	50	-	-	100	20
MES/N0902.Carry out Location Recces and Finalise Locations	50	50	-	-	100	15
MES/N0903.Recruit Camera Team	50	50	-	-	100	15
MES/N0904.Estimate and Procure Camera Equipment	50	50	-	-	100	20
MES/N0906.Prepare for Shoot	50	50	-	-	100	10
MES/N0907.Operate Camera during Shoot	50	50	-	-	100	10
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	**350**	**350**	**-**	**-**	**700**	**100**

Acronyms

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

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
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 a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
VISUAL STYLE	Visual style comprises the look or appearance of the production including the lighting, colours, shadows, sets, costumes, locations and the way they will be captured on screen.
CREATIVE BRIEF	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
SHOOT SCHEDULE	Shoot schedule is a listing of the sequences/shots that need to be captured on each shoot day
MULTI CAMERA	Multi-camera is a method of shooting where multiple cameras are used to simultaneously capture different views/images
BUDGET	Budget is an estimate of the total cost of production that may include a break-up of cost components
TIMELINES	Timelines is a listing of dates by which the production milestones/stages need to be completed
CONTINUITY	Continuity represents the seemless transition from one shot to another
SCRIPT	Script is a structured narrative of a story

SCREENPLAY	Screenplay is the script coupled with key characteristics of the scene and directions for acting
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.
COLOUR GRADING	Colour grading is the process of enhancing and correcting the colours of the final production
DIGITAL INTERMEDIATE	Digital intermediate is the process where a film is digitised and the colour and image characteristics are modified
RECCE	Recce is a detailed visual and technical assessment of the attributes and suitability of a particular location for the shoot, usually through a personal visit
GRIPS	Grips is the department that specialises in mounting the camera on to tripods, dollies, cranes and other platforms for shoots
JIB	Jib is a device used for the movement of camera and operates like a see-saw, with the camera at one end and the camera controls at the other
LENSES	Lenses are used to capture images and are attached on to the body of the camera
FILTERS	Filters are used to alter the properties of light entering the camera lens. They are also used to create a number of special effects
DOLLY	Dolly is a platform with wheels on which the camera can be mounted and moved around during the shoots
MAGAZINES	Magazines are compartments within a camera that are used to hold the film tape
CLAPPER BOARDS	Clapper board is a slate that has information pertaining to each shot, used as a guide to mark shots and aid matching image with sounds
FOCUS LENGTH	Focus length is the angle of view from the lens
FRAMING	Framing is how the artists, objects, sets, locations etc. are positioned within the camera view for a single shot
MASTER SHOT	Also known as a cover shot, this shot is a long sequence that establishes an overview and aids assembly of smaller, closer shots with details

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
FUNCTIONS	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.
QUALIFICATION PACK CODE	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
QUALIFICATION 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 isdenoted by an â€˜Nâ€™.
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.