

## Qualification Pack



# Spot Boy

QP Code: MES/Q2810

Version: 1.0

NSQF Level: 3

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



## Qualification Pack

### Contents

MES/Q2810: Spot Boy .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
MES/N2836: Analyse the film production process and duty of spot boy .....	5
MES/N2837: Taking care of the shooting spot technicians, artists & actor .....	9
MES/N2838: Carryout backstage work to be handled in co-ordination .....	13
MES/N0104: Maintain Workplace Health & Safety .....	17
Assessment Guidelines and Weightage .....	22
<i>Assessment Guidelines</i> .....	22
<i>Assessment Weightage</i> .....	23
Acronyms .....	24
Glossary .....	25



## Qualification Pack

### MES/Q2810: Spot Boy

#### Brief Job Description

Individual at this job role is liable to assist in film production in every team like camera, set preparation, get location ready for shooting for film, TV serial, advertisement etc. This role is backbone for the film industry and all shooting preparation Spot boys are the helping hand / assisting for filming, or similar kind of shootings.

#### Personal Attributes

Spot boy needs to have Generic Skills of writing, Oral and Communication Skills. Follow instructions, interpret production schedules and maintain and keep ready the equipment as needed.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [MES/N2836: Analyse the film production process and duty of spot boy](#)
2. [MES/N2837: Taking care of the shooting spot technicians, artists & actor](#)
3. [MES/N2838: Carryout backstage work to be handled in co-ordination](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Radio, Advertising, Media and Entertainment
<b>Occupation</b>	Production, Set Crafts
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	NA
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/2654.0600



## Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	10th Class OR 8th Class (with ITI )
<b>Minimum Level of Education for Training in School</b>	Ability to read and write
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	30/03/2027
<b>NSQC Approval Date</b>	31/03/2022
<b>Version</b>	1.0
<b>Reference code on NQR</b>	2022/ME/MESC/05703
<b>NQR Version</b>	1.0

Remarks:



## Qualification Pack

### MES/N2836: Analyse the film production process and duty of spot boy

#### Description

This NOS covers the film production process and duty of spot boy, understanding about studios, locations and work environment

#### Scope

The scope covers the following :

- Explain the whole film production process
- Analyse the duty of spot boy

#### Elements and Performance Criteria

##### *Explain the whole film production process*

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

- PC1.** Explain the film production process and routine task involved into it.
- PC2.** Demonstrate the understanding about studios, locations and work environment
- PC3.** Adoptive of assignments in every stage of filming

##### *Analyse the duty of spot boy*

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

- PC4.** Analyse the film industry and importance of the job Spot Boy
- PC5.** Display patience behaviors with coworkers / teammates
- PC6.** Be attentive to take direction from superiors
- PC7.** Display punctuality while attending the job
- PC8.** Keep attentive and not disclose about filming out of shooting area, maintain confidentiality
- PC9.** Analyse importance of respective union / association and get its membership

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU2.** Relevant organizational processes for return of items, collecting security refunds, disposal/ sale of items etc.
- KU3.** The requirement for different types of set furnishings and props and their intended use
- KU4.** How to prepare a to-do-list/ schedule for striking the seat (based on the script and production schedule)
- KU5.** How to determine whether items need to be (1) returned, (2) retained/ stored for later, (3) disposed of/ discarded or (4) sold to other parties



## Qualification Pack

- KU6.** How to ensure that any items required for continuity are correctly stored and transported to the next set/ location
- KU7.** How to arrange for packing and moving staff to remove items from set and transport them onward (to suppliers, disposal facilities, buyers etc.)
- KU8.** How to correctly load and unload (or supervise loading and unloading) items to ensure that items are not damaged
- KU9.** Applicable health and safety guidelines, and ensuring that the removal and dismantling of set furnishings and props from the location minimizes any risks to the individual's own health and safety as well as those of the production cast and crew

## Generic Skills (GS)

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

- GS1.** Prepare a to-do list/ schedule for striking the set
- GS2.** Record details of return/ sale/ disposal against each item on the inventory list
- GS3.** Read the production schedule and item lists
- GS4.** Read receipts from vendors and buyers that take back set items to ensure that the information captured is correct
- GS5.** Understand any constraints/ limitations that could affect the schedule for striking the set (e.g. time, people, materials, budget)
- GS6.** Communicate effectively with the others, propose alternatives and agree on decision
- GS7.** Make relevant decisions related to the area of work e.g. methods for removal and dismantling of items, etc.
- GS8.** Plan his/her work according to the requirements and agreed timelines
- GS9.** Identify any problems with successful execution of the task

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Explain the whole film production process</i>	<b>12</b>	<b>70</b>	-	-
<b>PC1.</b> Explain the film production process and routine task involved into it.	5	-	-	-
<b>PC2.</b> Demonstrate the understanding about studios, locations and work environment	4	-	-	-
<b>PC3.</b> Adoptive of assignments in every stage of filming	3	-	-	-
<i>Analyse the duty of spot boy</i>	<b>18</b>	-	-	-
<b>PC4.</b> Analyse the film industry and importance of the job Spot Boy	3	-	-	-
<b>PC5.</b> Display patience behaviors with coworkers / teammates	3	-	-	-
<b>PC6.</b> Be attentive to take direction from superiors	3	-	-	-
<b>PC7.</b> Display punctuality while attending the job	3	-	-	-
<b>PC8.</b> Keep attentive and not disclose about filming out of shooting area, maintain confidentiality	3	-	-	-
<b>PC9.</b> Analyse importance of respective union / association and get its membership	3	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N2836
<b>NOS Name</b>	Analyse the film production process and duty of spot boy
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Advertising
<b>Occupation</b>	Production, Ad Sales/Account Management/Scheduling/Traffic, Set Crafts
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/03/2027
<b>NSQC Clearance Date</b>	31/03/2022



## Qualification Pack

### MES/N2837: Taking care of the shooting spot technicians, artists & actor

#### Description

This NOS covers set up/ assist in setting up, background action as directed by concerned people and to assist crew member, production manager, location manager, artists, Lighting artist, Camera Operator etc. while shooting the Movie or Serial

#### Scope

The scope covers the following :

- Oversee shooting spot technicians, artists and actor
- Take care of shooting conditions

#### Elements and Performance Criteria

##### *Oversee shooting spot technicians, artists and actor*

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

- PC1.** Take care of the Shooting Setting Helper & Actors
- PC2.** Assist crew member, production manager, location manager, artists, Lighting artist, Camera Operator etc. while shoot the Movie or Serial
- PC3.** Assist the staff as a helper or assistant in every shot at the studio
- PC4.** Relay clear cues from assistant directors to artists
- PC5.** Make aware the superior / production about the shot progress, and of potential delays and changes to the schedule

##### *Take care of shooting conditions*

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

- PC6.** Load and unload Shooting Equipment or Conveyance used to shoot the Movie or Serial.
- PC7.** Set up, or assist in setting up, background action as directed by assistant directors and relevant departments
- PC8.** Maintain cleanliness at the shooting location
- PC9.** Inform challenges / concern which affect the shooting location to the superiors

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU2.** Relevant organizational processes for return of items, collecting security refunds, disposal/ sale of items etc.
- KU3.** The requirement for different types of set furnishings and props and their intended use
- KU4.** How to prepare a to-do-list/ schedule for striking the set (based on the script and production schedule)



## Qualification Pack

- KU5.** How to determine whether items need to be (1) returned, (2) retained/ stored for later, (3) disposed of/ discarded or (4) sold to other parties
- KU6.** How to ensure that any items required for continuity are correctly stored and transported to the next set/ location
- KU7.** How to arrange for packing and moving staff to remove items from set and transport them onward (to suppliers, disposal facilities, buyers etc.)
- KU8.** How to correctly load and unload (or supervise loading and unloading) items to ensure that items are not damaged
- KU9.** Applicable health and safety guidelines, and ensuring that the removal and dismantling of set furnishings and props from the location minimizes any risks to the individual's own health and safety as well as those of the production cast and crew

## Generic Skills (GS)

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

- GS1.** Prepare a to-do list/ schedule for striking the set
- GS2.** Record details of return/ sale/ disposal against each item on the inventory list
- GS3.** Read the production schedule and item lists
- GS4.** Read receipts from vendors and buyers that take back set items to ensure that the information captured is correct
- GS5.** Understand any constraints/ limitations that could affect the schedule for striking the set (e.g. time, people, materials, budget)
- GS6.** Communicate effectively with the others, propose alternatives and agree on decision
- GS7.** Make relevant decisions related to the area of work e.g. methods for removal and dismantling of items, etc.
- GS8.** Plan his/her work according to the requirements and agreed timelines
- GS9.** Identify any problems with successful execution of the task

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Oversee shooting spot technicians, artists and actor</i>	<b>16</b>	<b>70</b>	-	-
<b>PC1.</b> Take care of the Shooting Setting Helper & Actors	4	-	-	-
<b>PC2.</b> Assist crew member, production manager, location manager, artists, Lighting artist, Camera Operator etc. while shoot the Movie or Serial	3	-	-	-
<b>PC3.</b> Assist the staff as a helper or assistant in every shot at the studio	3	-	-	-
<b>PC4.</b> Relay clear cues from assistant directors to artists	3	-	-	-
<b>PC5.</b> Make aware the superior / production about the shot progress, and of potential delays and changes to the schedule	3	-	-	-
<i>Take care of shooting conditions</i>	<b>14</b>	-	-	-
<b>PC6.</b> Load and unload Shooting Equipment or Conveyance used to shoot the Movie or Serial.	3	-	-	-
<b>PC7.</b> Set up, or assist in setting up, background action as directed by assistant directors and relevant departments	5	-	-	-
<b>PC8.</b> Maintain cleanliness at the shooting location	3	-	-	-
<b>PC9.</b> Inform challenges / concern which affect the shooting location to the superiors	3	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N2837
<b>NOS Name</b>	Taking care of the shooting spot technicians, artists & actor
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Advertising
<b>Occupation</b>	Production, Ad Sales/Account Management/Scheduling/Traffic, Set Crafts
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/03/2027
<b>NSQC Clearance Date</b>	31/03/2022



## Qualification Pack

### MES/N2838: Carryout backstage work to be handled in co-ordination

#### Description

This NOS covers preparing work area for proper shooting and to take care of location and crew preproduction

#### Scope

The scope covers the following :

- Coordinate with different members in the team
- Carry out backstage work

#### Elements and Performance Criteria

##### *Coordinate with different members in the team*

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

- PC1.** Do necessary take care of location and crew pre-production
- PC2.** Prepare check list for basic preparation or get it from the superior
- PC3.** Take direction from superior to get ready the basic pre-production requirements
- PC4.** Support / assist to superior for preparing the shooting location
- PC5.** Assist while pre-production, during production and postproduction for film or TV series
- PC6.** Attentive and polite with the team to work with each team.

##### *Carry out backstage work*

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

- PC7.** Analyse the work area carefully and prepare it for proper shooting
- PC8.** Ensure location safety and keep eyes on visitors movement
- PC9.** Maintain and keep at appropriate place all the shooting equipment

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The key expectations from the shoot, specifics of the location and any key limitations on budget, resources and time availability
- KU2.** Relevant organizational processes for return of items, collecting security refunds, disposal/ sale of items etc.
- KU3.** The requirement for different types of set furnishings and props and their intended use
- KU4.** How to prepare a to-do-list/ schedule for striking the set (based on the script and production schedule)
- KU5.** How to determine whether items need to be (1) returned, (2) retained/ stored for later, (3) disposed of/ discarded or (4) sold to other parties



## Qualification Pack

- KU6.** How to ensure that any items required for continuity are correctly stored and transported to the next set/ location
- KU7.** How to arrange for packing and moving staff to remove items from set and transport them onward (to suppliers, disposal facilities, buyers etc.)
- KU8.** How to correctly load and unload (or supervise loading and unloading) items to ensure that items are not damaged
- KU9.** Applicable health and safety guidelines, and ensuring that the removal and dismantling of set furnishings and props from the location minimizes any risks to the individual's own health and safety as well as those of the production cast and crew

## Generic Skills (GS)

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

- GS1.** Prepare a to-do list/ schedule for striking the set
- GS2.** Record details of return/ sale/ disposal against each item on the inventory list
- GS3.** Read the production schedule and item lists
- GS4.** Read receipts from vendors and buyers that take back set items to ensure that the information captured is correct
- GS5.** Understand any constraints/ limitations that could affect the schedule for striking the set (e.g. time, people, materials, budget)
- GS6.** Communicate effectively with the others, propose alternatives and agree on decision
- GS7.** Make relevant decisions related to the area of work e.g. methods for removal and dismantling of items, etc.
- GS8.** Plan his/her work according to the requirements and agreed timelines
- GS9.** Identify any problems with successful execution of the task

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Coordinate with different members in the team</i>	<b>19</b>	<b>70</b>	-	-
<b>PC1.</b> Do necessary take care of location and crew pre-production	4	-	-	-
<b>PC2.</b> Prepare check list for basic preparation or get it from the superior	3	-	-	-
<b>PC3.</b> Take direction from superior to get ready the basic pre-production requirements	3	-	-	-
<b>PC4.</b> Support / assist to superior for preparing the shooting location	3	-	-	-
<b>PC5.</b> Assist while pre-production, during production and postproduction for film or TV series	3	-	-	-
<b>PC6.</b> Attentive and polite with the team to work with each team.	3	-	-	-
<i>Carry out backstage work</i>	<b>11</b>	-	-	-
<b>PC7.</b> Analyse the work area carefully and prepare it for proper shooting	5	-	-	-
<b>PC8.</b> Ensure location safety and keep eyes on visitors movement	3	-	-	-
<b>PC9.</b> Maintain and keep at appropriate place all the shooting equipment	3	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N2838
<b>NOS Name</b>	Carryout backstage work to be handled in co-ordination
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Radio, Advertising
<b>Occupation</b>	Production, Set Crafts, Ad Sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/03/2027
<b>NSQC Clearance Date</b>	31/03/2022





## Qualification Pack

### 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 through 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:



## Qualification Pack

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



## Qualification Pack

**GS22.** Apply balanced judgments in different situations

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> 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	-	-
<i>Complying with procedures in the event of an emergency</i>	<b>7</b>	<b>8</b>	-	-
<b>PC11.</b> follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
<b>PC12.</b> identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0104
<b>NOS Name</b>	Maintain Workplace Health & Safety
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Animation, Gaming, Radio, Advertising
<b>Occupation</b>	Ad sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	27/01/2027
<b>NSQC Clearance Date</b>	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 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 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 this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.



## 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/N2836. Analyse the film production process and duty of spot boy	30	70	0	0	100	25
MES/N2837. Taking care of the shooting spot technicians, artists & actor	30	70	0	0	100	30
MES/N2838. Carryout backstage work to be handled in co-ordination	30	70	0	0	100	30
MES/N0104. Maintain Workplace Health & Safety	50	50	-	-	100	15
<b>Total</b>	<b>140</b>	<b>260</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>100</b>



## Qualification Pack

### Acronyms

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



## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.