

Model Curriculum

Location Manager

SECTOR: MEDIA AND ENTERTAINMENT
**SUB-SECTOR: Television, Print, Radio, Digital,
Out-of-home**
OCCUPATION: Location Manager
REF ID: MES/ Q 2804
NSQF LEVEL: 5



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Media and Entertainment Skill Council

for

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: '**Location Manager**' QP Ref. No. '**MES/Q2804, NSQF Level 5**'

Date of Issuance: 27th January 2022

Valid up to: 25th January 2027

* Valid up to the next review date of the Qualification Pack

Authorized Signatory
Media and Entertainment Skill Council

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Location Manager

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Location Manager”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	<i>Location Manager</i>		
Qualification Pack Name & Reference ID. ID	MES/Q2804		
Version No.	3.0	Version Update Date	27-Jan-22
Pre-requisites to Training	Graduate with two years of relevant experience OR PGDM/MBA OR Class XII Pass with seven years of relevant experience Min Age: 21 Year		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Assess suitability of filming location • Manage live production • Coordinating production activities • Understanding the health, safety and security risks prevalent in 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 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Location Manager” Qualification Pack issued by “Media & Entertainment Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Assess Suitability of a Filming Location</p> <p>Theory Duration (hh:mm) 60:00</p> <p>Practical Duration (hh:mm) 90:00</p> <p>Corresponding NOS Code MES/N2806</p>	<ul style="list-style-type: none"> Determine the total space/ floor area requirements based on the script and creative brief and identify appropriate location options Conduct a location survey (recce) and evaluate suitability on various factors (typically using a pre-agreed checklist) Prioritize locations with regard to their suitability for filming, and support decision making/ selection of an appropriate location Contact film commissions/ other bodies to obtain necessary permissions 	Laptop, white board, marker, projector,
2	<p>Manage Live Programmed Production</p> <p>Theory Duration (hh:mm) 60:00</p> <p>Practical Duration (hh:mm) 90:00</p> <p>Corresponding NOS Code MES /N 2807</p>	<ul style="list-style-type: none"> Understand the technical requirements for live program production and correctly estimate production requirements Conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made Co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event Co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event 	Laptop, white board, marker, projector,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<p>Coordinate Production Activities</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 90:00</p> <p>Corresponding NOS Code MES /N 2809</p>	<ul style="list-style-type: none"> Break-down the production schedule into a daily task list and manage day to day activities during filming Lead the full production unit toward successful completion of their tasks Track progress of filming against the production schedule and budget Anticipate potential delays/ budget overruns, escalate these to the relevant departments and identify ways to minimize them 	Laptop, white board, marker, projector,
4	<p>Maintain Workplace, Health & Safety</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code MES/N 0104</p>	<ul style="list-style-type: none"> Understand and comply with the organisation's current health, safety and security policies and procedures. Understand the safe working practices pertaining to own occupation. 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 Participate in organization health and safety knowledge sessions and drills Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms Identify aspects of your workplace that could cause potential risk to own and others health and safety Identify and recommend opportunities for improving health, safety, and security to the designated person Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected 	Handbook, White board, marker, computer system, projector, PPTs

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority. 	
	<p>Total Duration 480:00</p> <p>Theory Duration 200:00</p> <p>Practical Duration 280:00</p>	<p>Unique Equipment Required:</p> <p>Laptop, PowerPoint & white board, marker, projector, Laptop, Sample pictures and videos, Cleaning tools, electricity tester, safety and ergonomics chart, Fire Extinguisher, First-Aid Kit</p>	

Grand Total Course Duration: **480 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Media and Entertainment Skill Council](#))

Trainer Prerequisites for Job role: “Location Manager” mapped to Qualification Pack: “MES/ Q 2804, v3.0”

Sr. No.	Area	Details
1	Description	Location Manager in the Media & Entertainment Industry is the person responsible identifying a suitable location for filming and managing any production requirements at the location. The job holder are responsible for filming/ production taking place on location. Their main tasks include evaluating various locations and identifying those that are most suited for filming. The location manager is in charge of set-up, logistics and coordination at the filming location.
2	Personal Attributes	This job requires the individual to understand production techniques and the implications of various tasks on time, resources and budget. The individual must have a background in film making or content production. The individual must understand the logistics and facilities required during filming and be able to assess a range of locations for their suitability. The individual should have a keen sense of visual imagery and photography, and apply this to location selection. The individual must be an effective communicator and be able to support the production unit in making relevant decisions about the location.
3	Minimum Educational Qualifications	Preferable Class Graduate,
4a	Domain Certification	Certified for Job Role: “ <u>Location Manager</u> ” mapped to QP: “ <u>MES/Q2804, v1.0</u> ”. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MES/Q 2804”. Minimum accepted % as per respective SSC guidelines is 60%.
5	Experience	Minimum 4 -6 years of experience as Location Manager.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Location Manager
Qualification Pack	MES/ Q 2804, v1.0
Sector Skill Council	Media & Entertainment

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Media and Entertainment 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 each PC.
2	Each NOS will be assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

	NOS	NOS NAME	Weightage
1	MES / N 2806	Assess Suitability of a Filming Location	50%
5	MES/ N 2807	Manage Live Program Production	35%
6	MES/ N 2809	Coordinate Production Activities	10%
7	MES / N 0104	Maintain workplace health and safety	5%
			100%

NOS NAME	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 2806 Assess Suitability of a Filming Location	PC1. Determine the total space/ floor area requirements based on the script and creative brief and identify appropriate location options	100	30	15	50
	PC2. Conduct a location survey (recce) and evaluate suitability on various factors (typically using a pre agreed checklist)		30	15	
	PC3. Prioritize locations with regard to their suitability for filming, and support decision making/ selection of an appropriate location		20	10	
	PC4. Contact film commissions/ other bodies to obtain necessary permissions		20	10	
		Total	100	50	50
MES/ N 2807 Manage Live program Production	PC1. Understand the technical requirements for live programmed production and correctly estimate production requirements	100	30	15	40
	PC2. Conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made		30	15	
	PC3. Co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event		20	10	
	PC4. Co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event		20	10	

		Total	100	60	40
MES/ N 2809 Coordinate Production Activities	PC1. Break-down the production schedule into a daily task list and manage day to day activities during filming	100	30	15	50
	PC2. Lead the full production unit toward successful completion of their tasks		30	15	
	PC3. Track progress of filming against the production schedule and budget		20	10	
	PC4. Anticipate potential delays/ budget overruns, escalate these to the relevant departments and identify ways to minimize them		20	10	
		Total	100	50	50
MES/ N 0104 Maintain workplace health and safety	PC1. Understand and comply with the organization's current health, safety and security policies and procedures	100	10	5	50
	PC2. Understand the safe working practices pertaining to own occupation		10	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		5	3	

	PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures		10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected		10	5	
	PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5	
	PC12. 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