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**QP Name: Spot boy**

**QP Code: MES/Q2810**

**QP Version: 1.0**

**NSQF Level: 3**

**Model Curriculum Version: 1.0**

Media & Entertainment Skills Council, 522-524, DLF Tower-A, Jasola, New Delhi - 110025

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## Training Parameters

<b>Sector</b>	<b>Spot Boy</b>
<b>Sub-Sector</b>	Film, TV
<b>Occupation</b>	Production
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/2654.0600
<b>Minimum Educational Qualification and Experience</b>	10th Class pass OR 8th Class pass with ITI
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	15/03/2022
<b>Next Review Date</b>	30/03/2027
<b>NSQC Approval Date</b>	31/03/2022
<b>QP Version</b>	1.0
<b>Model Curriculum Creation Date</b>	18/03/2022
<b>Model Curriculum Valid Up to Date</b>	30/03/2027
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	360 Hours
<b>Maximum Duration of the Course</b>	360 Hours

# Program Overview

This section summarizes the end objectives of the program along with its duration.

## Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Analyse the film production process and duty of spot boy
- Demonstrate how to take care of the shooting spot technicians, artists & actor
- Carryout backstage work to be handled in co-ordination
- Maintain workplace health and Safety

## Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>MES/N2836: Analyse the film production process and duty of spot boy</b> NOS Version No. 1 NSQF Level 3	30:00	30:00			60:00
Analyse the film production process and duty of spot boy	30:00	30:00			60:00
<b>MES/N2837: Taking care of the shooting spot technicians, artists &amp; actor</b> NOS Version No. 1 NSQF Level 3	30:00	60:00			90:00
Taking care of the shooting spot technicians, artists & actor	30:00	60:00			90:00
<b>MES/N2838: Carryout backstage work to be handled in co-ordination</b> NOS Version No. 1 NSQF Level 3	40:00	50:00			90:00
Carryout backstage work to be handled in co-ordination	40:00	50:00			90:00
<b>MES/N0104: Maintain workplace health and Safety</b> NOS Version No. 1 NSQF Level 5	20:00	40:00			60:00
Maintain workplace health and Safety	20:00	40:00			60:00
<b>Total</b>	<b>120:00</b>	<b>180:00</b>	<b>60:00</b>		<b>360:00</b>

# Module Details

## Module 1: Analyse the film production process and duty of spot boy

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

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

<b>Duration:</b> 30:00	<b>Duration:</b> 30:00
<b>Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:</b>	<b>Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to :</b>
<ul style="list-style-type: none"> <li>• Explain the film production process and routine task involved into it.</li> <li>• Analyse the film industry and importance of the job of Spot Boy</li> <li>• Discuss the relevance of being attentive to take direction from superiors</li> <li>• Analyse importance of respective union / association and get its membership</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the understanding about studios, locations and work environment</li> <li>• Demonstrate ways to adopt assignments in every stage of filming</li> <li>• Display patience behaviors with co-workers / teammates</li> <li>• Display punctuality while attending the job</li> <li>• Show how to maintain confidentiality</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector	
<b>Tools, Equipment and Other Requirements</b>	
Related document	

## Module 2: Taking care of the shooting spot technicians, artists & actor

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

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

<b>Duration: 30:00</b>	<b>Duration: 60:00</b>
<b>Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:</b>	<b>Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to :</b>
<ul style="list-style-type: none"> <li>• Discuss the importance of maintaining cleanliness at the shooting environment.</li> <li>• State the relevance of relaying clear cues from assistant directors to artists</li> <li>• Illustrate the importance of Making superior / production aware about the shot progress, and of potential delays and changes to the schedule</li> <li>• Enlist various reasons of potential delays and changes to the schedule</li> <li>• Identify various challenges / concern which affect the shooting</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to set up/ assist in setting up, background action as directed by concerned people</li> <li>• Show ways to take care of the Shooting Setting Helper &amp; Actors</li> <li>• Show how to load and unload Shooting Equipment or Conveyance used to shoot the Movie or Serial</li> <li>• Demonstrate ways to assist crew member, production manager, location manager, artists, Lighting artist, Camera Operator etc. while shooting the Movie or Serial</li> <li>• Demonstrate ways to assist the staff as a helper or assistant in every shot at the studio</li> <li>• Display various ways to maintain cleanliness at the shooting location</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector	
<b>Tools, Equipment and Other Requirements</b>	
Related equipment	

### Module 3: Carryout backstage work to be handled in co-ordination

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

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

<b>Duration: 40:00</b>	<b>Duration: 50:00</b>
<b>Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:</b>	<b>Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to :</b>
<ul style="list-style-type: none"> <li>• Analyse the work area carefully and prepare it for proper shooting</li> <li>• Enlist ways to ensure location safety</li> <li>• Discuss the importance of keeping, at appropriate place, all the shooting equipment</li> <li>• List down various pre-production requirements</li> <li>• State the relevance of attentive and polite with the team</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ways to take care of location and crew pre-production</li> <li>• Prepare check list for basic preparation</li> <li>• Demonstrate ways to ensure location safety</li> <li>• Demonstrate ways to maintain shooting equipment</li> <li>• Show how to get ready the basic pre-production requirements</li> <li>• Display how to support / assist superior for preparing the shooting location</li> <li>• Demonstrate ways to assist while pre-production, during production and postproduction for film or TV series</li> </ul>

<b>Classroom Aids:</b>
Laptop, whiteboard, marker, projector
<b>Tools, Equipment and Other Requirements</b>
<b>Relevant equipment and software</b>

## Module 4: Maintain Workplace Health and Safety

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

- Discuss the health, safety and security risks prevalent in the workplace and report health and safety issues to the person responsible for health and safety and the resources available.
- Comply with procedures in the event of an emergency
- Discuss the various safety precautions to be taken.

<b>Duration: 20:00</b>	<b>Duration: 40:00</b>
<b>Theory – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to:	<b>Practical – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to:
<ul style="list-style-type: none"> <li>• Recall health, safety and security- related guidelines and identify the risks involved.</li> <li>• Maintain correct posture while working and maintain and use the first aid kit whenever required.</li> <li>• report health and safety risks/ hazards to concerned personnel</li> <li>• Recall people responsible for health and safety and able to contact in case of emergency</li> <li>• Illustrate security signals and other safety and emergency signals</li> <li>• Explain the process to identify and report risk.</li> <li>• Enumerate and recommend opportunities for improving health, safety, and security to the designated person</li> <li>• Describe how to report any hazards outside the individual’s authority to the relevant person in line with organisational procedures and warn other people who may be affected</li> <li>• complying with procedures in the event of an emergency</li> <li>• Explain the impact of the violation of safety procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the different types of health and safety hazards in a workplace</li> <li>• Practice safe working practices for own job role</li> <li>• Perform evacuation procedures and other arrangements for handling risks</li> <li>• Perform the reporting of hazard</li> <li>• identify and document potential risks like sitting postures while using the computer, eye fatigue and other hazards in the workplace</li> <li>• Demonstrate the use of Personal Protective Equipment (PPE) appropriately.</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector, Health and Safety Signs and policy	
<b>Tools, Equipment and Other Requirements</b>	
Health and Safety Signs and policy	



## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
10 <sup>th</sup> Pass		2	Experience in Film production required	1		

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Spot Boy" mapped to QP: "MES/Q2810", version 1.0. Minimum accepted score as per SSC guidelines is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601, v1.0 Trainer" with the scoring of a minimum of 80%.

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
10 <sup>th</sup> Pass		4	Experience in Film production required	2		

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Spot Boy" mapped to QP: "MES/Q2810", version 1.0. Minimum accepted score as per SSC guidelines is 80%.	Recommended that the Assessor is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "MEP/Q2701, v1.0 Assessor" with the scoring of a minimum 80%.

## Assessment Strategy

This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program.

### Assessment system Overview:-

Assessment will be carried out by MESC affiliated assessment partners. Based on the results of assessment, MESC certifies the learners. Candidates have to pass online theoretical assessment which is approved by MESC. The assessment will have both theory and practical components in 30:70 ratio. While theory assessment is summative and an online written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

### Testing Environment:-

Training partner has to share the batch start date and end date, number of trainees and the job role. Assessment is fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue. Question bank of theory and practical will be prepared by assessment agency and approved by MESC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on theoretical knowledge of the subject. The theory and practical assessments will be carried out on same day. If there are candidates in large number, more assessors and venue will be organized on same day of the assessment.

Assessment			
Assessment Type	Formative or Summative	Strategies	Examples
Theory	Summative	Written Examination	Knowledge of facts related to the job role and functions. Understanding of principles and concepts related to the job role and functions
Practical	Summative	Structured tasks	Presentation
Viva	Summative	Questioning and Probing	Mock interview on topics

### Assessment Quality Assurance framework

Only certified assessor can be assigned for conducting assessment. Provision of 100 % video recording with clear audio to be maintained and the same is to be submitted to MESC. The training partner will intimate the time of arrival of the assessor and time of leaving the venue.

**Methods of Validation:-**

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Aadhar card number is required of registering the candidate for training. This will form the basis of further verification during the assessment. Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role. The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment. Video of the practical session is prepared and submitted to MESC. Random spot checks/audit is conducted by MESC assigned persons to check the quality of assessment. Assessment agency will be responsible to put details in SIP. MESC will also validate the data and result received from the assessment agency.

**Method of assessment documentation and access**

The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by MESC assessment team. After upload, only MESC can access this data. MESC approves the results within a week and uploads it.