

Model Curriculum

Sound Editor

SECTOR: MEDIA AND ENTERTAINMENT
SUB-SECTOR: Animation, Gaming
OCCUPATION: Sound Editor
REF ID: MES/ Q 3404
NSQF LEVEL: 4



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: **'Sound Editor'** QP Ref. No. **'MES/Q3404, NSQF Level 4'**

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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Sound Editor

CURRICULUM / SYLLABUS

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

Training Delivery Plan			
Program Name:	Sound Editor		
Qualification Pack Name & Ref. ID	MES/ Q 3404		
Version No.	2.0	Version Update Date	27-Jan-22
Pre-requisites to Training	Class XII with one year of relevant experience OR Sound Assistant NSQF Level-3 with two years of relevant experience OR ITI with two years of experience Min Age: 18 Year		
Training Outcomes	By the end of this program, the participants would have achieved the following competencies: <ul style="list-style-type: none">• Edit Sound• Document and store media• Mix Sound• Maintain workplace health and safety		

This course encompasses 2 out of 2 National Occupational Standards (NOS) of “Character Designer” Qualification Pack issued by “Media & Entertainment Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction and Orientation</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Importance of media and entertainment sector in our life. Role and responsibility of Editor. Technical terms associated with sound editing 	<ul style="list-style-type: none"> Laptop, White board, Marker, Projector
2	<p>Sound Editing</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 90:00</p> <p>Corresponding NOS Code MES/ N 3408</p>	<ul style="list-style-type: none"> Recognize the basic terminologies used for sound editing Learn about the software used in sound editing Learn of Audacity 	<ul style="list-style-type: none"> Laptop, White board, Marker, Projector, Appliances Microphone Recording device Speaker Headphone
3	<p>Document and Store Media</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code MES/ N 3411</p>	<ul style="list-style-type: none"> Knowledge of Meta Data Describe naming convention Knowledge of Storage and Retrieval System 	<ul style="list-style-type: none"> Laptop, White board, Marker, Projector, Appliances Microphone Recording device Speaker Headphone Storage devices
4	<p>Sound Mixing</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code MES/ N 3412</p>	<ul style="list-style-type: none"> Identify the Mixing Know about the mixing and export audio. Effectively communicate with colleagues 	<ul style="list-style-type: none"> Laptop, White board, Marker, Projector, Appliances Microphone Recording device Speaker Headphone Storage devices Mixing softwares

Sr. No.	Module	Key Learning Outcomes	Equipment Required
5	<p>Maintain Workplace Health and Safety</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code MES/N0104</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. 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. Ensure own personal health and safety, and that of others in the workplace through precautionary measures. Identify and recommend opportunities for improving health, safety, and security to the designated person. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority. 	<ul style="list-style-type: none"> Laptop, White board, Marker Projector Safety devices Fire Extinguisher
	<p>Total Duration 450:00</p> <p>Theory Duration 125:00</p> <p>Practical Duration 265:00</p> <p>OJT 60:00</p>		

Grand Total Course Duration: **450 Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: “Sound Editor” mapped to Qualification Pack: “MES/Q 3404, v2.0”

Sr. No.	Area	Details
1.	Description	Individuals at this job are responsible for preparing, organizing and editing sound sequences that meet the quality standards and requirements of production.
2.	Personal Attributes	This job requires the individual to know how to operate a range of sound equipment and software. Depending on the size of the production, the individual may have to delegate to/supervise several Sound Editing Assistants or Sound Specialists. The individual must be well-versed in the principles of acoustics, psychoacoustics and aural discrimination. The individual must be able to select sound sources and apply various editing techniques and treatments to create quality end-products that meet production requirements.
3.	Minimum Educational Qualifications	Class XII, preferably with a background in physical sciences Graduation, preferably in Arts/Technology
4.	Domain Certification	Certified for Job Role: “Sound Editor” mapped to Qualification Pack: “MES/ Q3404” Minimum accepted score is 80%
5.	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MES/ Q1801”. Minimum accepted score is 70%.
6.	Experience	5+ Years of work experience, with experience in post-production sound editing

Annexure: Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria

Job Role	Sound Editor
Qualification Pack	MES/ Q 3404, v1.0
Sector Skill Council	Media & Entertainment

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory & Practical part will be based on knowledge bank of questions created by the AA and approved by SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack , every trainee should score a minimum of 70% cumulatively (Theory and Practical).

Assessment Outcome	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
MES/ N 3408 (Edit sound)	PC1. Identify/align/organise unedited sound materials, and check sound equipment/editing facilities in preparation for editing	100	15	10	60
	PC2. Verify the technical/creative quality of sound sources and whether they meet production standards, propose options to resolve issues as required		10	5	
	PC3. Critically listen to sound sources to determine the extent and range of required edits w.r.t. the format of the end-product		10	5	
	PC4. Cut and synchronise the sound sources, removing any extraneous background sounds in preparation for final sound mixing		20	5	
	PC5. Manage the creative/technical quality check of the final sound edit in line with enterprise procedures and production requirements		15	5	
	PC6. Organise the digitisation and transfer of sound sources to appropriate equipment, ensuring that the requirements for digital storage and formatting are met		30	10	
		Total	100	40	60
Assessment Outcome	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
MES/ N 3411 (Document and store media)	PC1. Keep an accurate, concise, legible and up-to-date log in the required format	100	15	10	60
	PC2. Keep a log which accurately and succinctly shows complete details of the set-up and selected takes, and indicates their quality and acceptability.		10	5	
	PC3. Show, the correct title of production, the date when the material was created, and any other relevant details on accurate and up-to-date labels		10	5	
	PC4. Label the recorded medium clearly and confirm that the medium and its container carry identical marks		20	5	
	PC5. Safeguard materials for future use where commercially important		15	5	
	PC6. Store recordings, back-up recordings and related materials securely and safely		30	10	
		Total	100	40	60
Assessment Outcome	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
MES/ N 3412 (Mix sound)	PC1. Select valid criteria and use reliable methods to assess the sources required for the final mix	100	10	4	60
	PC2. Confirm that sound sources have the desired intelligibility, position and image in terms of the required sound		10	4	
	PC3. Ensure that stereo and multi-channel sound sources have the required compatibility, where appropriate		5	2	
	PC4. Control the level of the composite signal within technical limits and within the desired dynamic range		5	2	
	PC5. Manipulate sound sources to achieve the level, balance, tonal quality, perspective and dynamic range appropriate to the required sound		10	4	

	PC6. Create the sound mix within production constraints		5	2	
	PC7. Create a sound mix which is appropriate to the context in which it will be heard		10	4	
	PC8. Accurately identify and promptly correct any problems in creating the mix, minimizing disruption to contributors and colleagues		10	4	
	PC9. Ensure that tracks and mixes are organized in a way that is suitable for later use in editing		5	2	
	PC10. Ensure that any paperwork is accurate, legible and conforms with conventions that will be understood by other mixers, sound technicians etc.		10	4	
	PC11. Efficiently communicate with sound or other crew regarding equipment positioning and requirements		10	4	
	PC12. Respond to and interpret suggestions from the contributor, colleagues, client or production during sound mixing, clarify any ambiguities or misunderstandings, and take appropriate action		5	2	
	PC13. Explain clearly any problems with the sound mix, and offer realistic options		5	2	
		Total	100	40	60
MES/ N 0104 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation'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 through 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 organisational 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	

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/ N 1803 (Prepare for altering the artists' appearance)	PC1. Prepare, organize and keep workstation materials, equipment and on-set kit fully stocked, tidy and hygienic	100	20	5	60
	PC2. Explain hair and/or make up procedures to artists and invite their questions		20	10	
	PC3. Prepare the skin and scalp appropriately for the type of contact material used		20	10	
	PC4. Take measurements of the appropriate head and body areas for preparation of wigs, masks etc.		25	10	
	PC5. Arrange fittings and appointments with artists' within production deadlines		15	5	
	Total		100	40	
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/ N 1804 (Apply make-up and special effects)	PC1. Apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required)	100	25	10	60
	PC2. Assist in the maintenance of continuity of the artist's appearance		25	10	
	PC3. Remove the make-up carefully to reduce artists' discomfort		20	5	
	PC4. Check that the selected make-up is compatible with artists skin type and test for potential adverse skin reactions		15	10	
	PC5. Position artists in the most appropriate position to minimize personal discomfort		15	5	
	Total		100	40	
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/ N 1805 (Trainees/helpers)	PC1. Inform trainees/helpers of the hair and make-up process and of their responsibilities and role in the process	100	15	5	60
	PC2. Ensure that the trainees/helpers know how to find and operate the materials, tools and equipment's that will be required during the process		25	10	
	PC3. Provide clear and precise instructions to trainees/helpers during		20	5	