Qualification Pack

Layout Designer

QP Code: MES/Q0503

Version: 2.0

NSQF Level: 4

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

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MES/Q0503: Layout Designer

Brief Job Description

Individuals at this job need to design and create the digital layouts, backgrounds, architecture and props for a production

Personal Attributes

This job requires the individual to have excellent drawing skills including an understanding of landscapes, geographies, architecture, machinery etc. The individual must be able to design layouts consistent with the creative style of the production using software such as Adobe Photoshop, Gimp etc.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MES/N0528: Analyse script

2. MES/N0502: Ensure consistency across all scenes

3. MES/N0504: Design Layouts

4. MES/N0513: Manage and store assets

5. MES/N0104: Maintain Workplace Health & Safety

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Animation, Gaming
Occupation	Asset Creation, Editing
Country	India
NSQF Level	4
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2166.0501

Minimum Educational Qualification & Experience	12th Class with 1 Year of experience OR I.T.I (2 years after 10th) with 1 Year of experience
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	25/01/2027
NSQC Approval Date	27/01/2022
Version	2.0
Reference code on NQR	2022/ME/MESC/05204
NQR Version	1.0

Remarks:

MES/N0528: Analyse script

Description

This OS unit is about interpreting the script/ brief/ storyboard/ concept for the animation and design process

Scope

The scope covers the following :

- Interpret the script/ brief/ storyboard/concept correctly
- Liaise with the team to improve understanding

Elements and Performance Criteria

Interpret the script/ brief/ storyboard correctly

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

PC1. understand the artistic and communication goals of the script, brief or storyboard with respect to the individuals role

PC2. be aware of the intended medium and target audience, and how this may affect animation processes

PC3. understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)

PC4. understand the requirements according to the scripts (number, types, duplicates etc.) based on the individuals role and its requirements

PC5. understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individuals role and its requirements

PC6. understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)

PC7. understand the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc

Liaise with the team to improve understanding

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

PC8. liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the creative vision and elements of production relating to the job role

KU2. the project pipeline/schedule and timelines with respect to the individuals role

KU3. the intended purpose/ end-use of the models/ designs that need to be created by the individual

KU4. principles of animation

KU5. how to assess the script and its artistic and communication goals

KU6. how to extract and interpret relevant information regarding the scripts vision

KU7. how to discuss and understand relevant information regarding the concepts vision from relevant personnel (Art Director, Producers, Animation Supervisor etc)

KU8. how to research and tap into the sources for procuring information/ background material that will enhance understanding of the concept

KU9. applicable copyright norms and intellectual property rights

KU10. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. document notes while understanding the brief, requirements and specifications to refer to during the production process

GS2. read and understand the script/ brief/ storyboard

GS3. research links, videos, artwork etc. that can be used as references

GS4. understand the central idea and the concept of the script

GS5. analyse the tasks required and estimate the time required for each task, so as to manage the allotted work and achieve it in given schedules

GS6. critically analyse the various elements of the script and the work that may be required in relevance with the individuals role

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Interpret the script/ brief/ storyboard correctly	**27**	**68**	**-**	**-**
PC1. understand the artistic and communication goals of the script, brief or storyboard with respect to the individuals role	6	-	-	-
PC2. be aware of the intended medium and target audience, and how this may affect animation processes	3	-	-	-
PC3. understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)	3	-	-	-
PC4. understand the requirements according to the scripts (number, types, duplicates etc.) based on the individuals role and its requirements	6	-	-	-
PC5. understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individuals role and its requirements	3	-	-	-
PC6. understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)	3	-	-	-
PC7. understand the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc	3	-	-	-
Liaise with the team to improve understanding	**3**	**-**	**-**	**-**
PC8. liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate	3	-	-	-
NOS Total	**30**	**68**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0528
NOS Name	Analyse script
Sector	Media & Entertainment
Sub-Sector	Animation, Gaming
Occupation	Art and Design
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	25/01/2027
NSQC Clearance Date	27/01/2022

MES/N0502: Ensure consistency across all scenes

Description

This OS unit is about ensuring consistency across scenes in production

Elements and Performance Criteria

Understanding and noting continuity requirements

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

PC1. record continuity-related details e.g. position, placement, color etc. as required

Maintaining continuity and consistency across scenes

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

PC2. ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production

PC3. ensure that designs, layouts and templates are uniform across the production, as required

PC4. ensure that lighting, color formats and effects are consistent across the production

PC5. check the resolution of scenes to ensure that they match the production requirements

PC6. alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the final look of the production, and the implications of this on continuity efforts

KU2. the organizational policies regarding the final presentation of the work products

KU3. how to interpret the script/concept/design brief for continuity requirements

KU4. how to note and record continuity details (e.g. the position, placement, color of an object, the manner of interaction with the character e.g. left hand or right hand)

KU5. how to ensure continuity details are correctly recorded

KU6. the role of the script/continuity supervisor or other relevant personnel, and coordinating with him/her to ensure that consistency across scenes

KU7. the technical requirements of the medium in which the production will be exhibited, and how this may affect the continuity process (eg: templates for animation processes)

KU8. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. record continuity-related details e.g. position, placement, color etc. as required

GS2. read and understand the script to determine continuity requirements

GS3. describe and discuss the creative style with the director, producer or relevant personnel to understand key concerns regarding consistency

GS4. organize continuity details and records to easily use as a reference and spot errors

GS5. identify any continuity errors and take steps to rectify them, or escalate the issue, as appropriate.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understanding and noting continuity requirements	**15**	**15**	-	-
PC1. record continuity-related details e.g. position, placement, color etc. as required	15	15	-	-
Maintaining continuity and consistency across scenes	**35**	**35**	-	-
PC2. ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production	5	5	-	-
PC3. ensure that designs, layouts and templates are uniform across the production, as required	10	10	-	-
PC4. ensure that lighting, color formats and effects are consistent across the production	10	10	-	-
PC5. check the resolution of scenes to ensure that they match the production requirements	5	5	-	-
PC6. alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate	5	5	-	-
NOS Total	**50**	**50**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0502
NOS Name	Ensure consistency across all scenes
Sector	Media & Entertainment
Sub-Sector	Animation, Gaming
Occupation	Art and Design
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

MES/N0504: Design Layouts

Description

This OS unit is about designing the layouts, backgrounds, architecture and props for production in accordance to the script requirements

Elements and Performance Criteria

Gathering visual references that could serve as aids during the animation process

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

PC1. gather useful visual references, which may include: photographs of architectures from old to contemporary, paintings from modern masters to contemporary, previously executed animation work-products, animations products available in the public domain, artwork

Creating layouts for production

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

PC2. create layouts for production, which may include: background visuals, architecture, machinery, props, landscapes

PC3. conceptualize backgrounds, architecture, machinery and props designs and draw out on different possibilities out on paper, including turnarounds, if required

PC4. visualize the shot composition and assemble the assets characters and backgrounds for each scene as per the storyboardbe aware of the cinematographers point of view, and create layouts from different camera angles, if appropriate

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the creative vision and elements of production relating to the job role

KU2. the profile and preferences of the target audience

KU3. the production budget and timelines with respect to the individuals job role

KU4. the technical requirements of the medium/style in which the character will be exhibited

KU5. the location required for the story

KU6. how to work on image editing software such as adobe photoshop, gimp etc.

KU7. different types of landscapes, geographies and architecture

KU8. how to mark and measure sets, camera, lighting

KU9. how to photograph in high resolution for references

KU10. how to design and develop designs consistent with the creative look of the production and in accordance to the design brief

KU11. properties and operating characteristics for different types of machinery e.g. guns, cars, planes etc.

KU12. to create contemporary and historical architecture, furniture in various styles as per requirements

KU13. the composition and differences in still and in moving images e.g. in textures, surfaces, edges, depth, existence, numbers etc.

KU14. how to draw, paint and clean frame-by-frame layouts

KU15. how to represent perspective and three-dimensional spaces

KU16. how to create at least 6 applications of aspects/ aesthetics of an art

KU17. the sources for research and reference material available in the market

KU18. applicable copyright norms and intellectual property rights

KU19. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. document descriptions, to help present to the director and producer, and to guide the production process

GS2. read and understand the design brief with respect to layout design

GS3. read and understand the camera angles, shot selection, character staging etc. from the storyboard before providing the ideal layout

GS4. read and understand the profile and preferences of the target audience and any culture/location-specific attributes that would need to be factored into the design process

GS5. research links, videos, artwork etc. that can be used as references during the production process

GS6. research various textures, chemicals, physical and biological materials to enable presentation of the layouts in an effective manner

GS7. collaborate with the script team to design the backgrounds

GS8. plan and prioritize work according to the requirements and agreed timelines

GS9. identify any creative problems that may arise during the designing of layouts and find solutions to address them as appropriate

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Gathering visual references that could serve as aids during the animation process	**15**	**15**	-	-
PC1. gather useful visual references, which may include: photographs of architectures from old to contemporary, paintings from modern masters to contemporary, previously executed animation work-products, animations products available in the public domain, artwork	15	15	-	-
Creating layouts for production	**35**	**35**	-	-
PC2. create layouts for production, which may include: background visuals, architecture, machinery, props, landscapes	15	15	-	-
PC3. conceptualize backgrounds, architecture, machinery and props designs and draw out on different possibilities out on paper, including turnarounds, if required	10	10	-	-
PC4. visualize the shot composition and assemble the assets characters and backgrounds for each scene as per the storyboardbe aware of the cinematographers point of view, and create layouts from different camera angles, if appropriate	10	10	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0504
NOS Name	Design Layouts
Sector	Media & Entertainment
Sub-Sector	Animation, Gaming
Occupation	Art and Design
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	25/01/2027
NSQC Clearance Date	27/01/2022

MES/N0513: Manage and store assets

Description

This OS unit is about organizing and storing the assets used in animation production, and understanding appropriate methods by which to do so

Elements and Performance Criteria

Understanding appropriate asset storage methods

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

PC1. understand and research appropriate tools, techniques, technologies and procedures for effective asset storage

Organizing and storing assets

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

PC2. saving the work with appropriate names and/or naming conventions so that it can be identified easily

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

PC3. storing the work in an appropriate place using appropriate storage techniques to ensure it is protected from damage

PC4. making backup copies at appropriate time intervals of any digital files

PC5. routinely archive any work and store it securely in a second location, if required

PC6. identify and retrieve previous work from storage, as required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. backup procedures of the organization and why they are important

KU2. relevant policies and regulations of the organization relating to asset organization and storage

KU3. the types of assets that need to be stored and the organizations policy regarding the same

KU4. the value and importance of consistent file naming conventions

KU5. the technical requirements of the medium in which the production will be exhibited

KU6. appropriate tools, techniques, technologies and procedures for effective asset storage

KU7. how to work on software such as Adobe Photoshop, Gimp, Coral Painter

KU8. applicable copyright norms and intellectual property rights

KU9. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. save documents in various styles

GS2. take note of the design brief, or any other document relevant to understanding storage requirements

GS3. read any design/production briefs, or any relevant organizational procedures/guidelines to clearly determine the archival requirements of the production

GS4. liaise with relevant personnel (art director, producer etc) to clarify any storage requirements

GS5. decide the format and location in which assets must be stored and saved, if appropriate

GS6. decide the tools, technologies and methods by which to store assets

GS7. plan and prioritize archival requirements to meet any agreed timelines

GS8. identify any technical problems that may arise during asset storage, and find solutions to address them

GS9. envision the impact of the storing a file in a particular manner

GS10. identify the correct manner in which the file needs to be stored so that it can be retrieved in the future as and when required

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understanding appropriate asset storage methods	**10**	**10**	**-**	**-**
PC1. understand and research appropriate tools, techniques, technologies and procedures for effective asset storage	10	10	-	-
Organizing and storing assets	**10**	**-**	**-**	**-**
PC2. saving the work with appropriate names and/or naming conventions so that it can be identified easily	10	-	-	-
	30	**30**	**-**	**-**
PC3. storing the work in an appropriate place using appropriate storage techniques to ensure it is protected from damage	10	10	-	-
PC4. making backup copies at appropriate time intervals of any digital files	10	10	-	-
PC5. routinely archive any work and store it securely in a second location, if required	5	5	-	-
PC6. identify and retrieve previous work from storage, as required	5	5	-	-
NOS Total	**50**	**40**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0513
NOS Name	Manage and store assets
Sector	Media & Entertainment
Sub-Sector	Animation, Gaming
Occupation	Art and Design
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

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/N0528.Analyse script	30	68	0	0	98	20
MES/N0502.Ensure consistency across all scenes	50	50	-	-	100	25
MES/N0504.Design Layouts	50	50	-	-	100	25
MES/N0513.Manage and store assets	50	40	-	-	90	20
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	**230**	**258**	**-**	**-**	**488**	**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.
ATTITUDE POSES	Attitude poses are used to describe the body language and personality of the characters
BUDGET	Budget is an estimate of the total cost of production that may include a break-up of cost components
CHARACTER LINE-UP	Character line-up is the portrayal of characters side-by-side
CHARACTER TURNAROUND	Character turnarounds are used to depict the characters look from all angles
CLEAN-UP	Refining the interim/rough animation
COLOR KEY	Color keys are used to depict the mood of the production through hues and tones
COLOR THEORY	Color theory is the art of combining all the colors in the color wheel to create specific color combinations
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.

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.
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.
FUNCTION	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.
JOB ROLE	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
LIGHTING KEYS	Lighting keys are used to depict the mood of the production through intensity, tine and shadows
MOUTH CHART	Mouth chart is used to portray the emotions and expressions of the characters
NATIONAL OCCUPATIONAL STANDARDS (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
OCCUPATION	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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.