

Qualification Pack



Correspondent

QP Code: MES/Q1906

Version: 1.0

NSQF Level: 4

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Qualification Pack

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MES/Q1906: Correspondent

Brief Job Description

Correspondents are on-the-scene news reporters or journalists. They contribute news to television stations, newspapers, and radio stations, often working from remote areas and foreign countries.

Personal Attributes

The individual at this job role analyse the responsibility as a correspondent and conduct reporting as per the news/case requirement. It undertakes the whole process acting independently. Individuals at this job role display skills to the research and analysis on a news article conducting interviews of leaders, celebrities, and person of importance and reporting it to relative news media (Print or electronics) or demonstrate the news of importance. Correspondents must be able to strategically use digital storytelling tools to connect with audiences on various platforms. .

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N1909: Generate Ideas for Journalism Projects](#)
2. [MES/N1903: Conduct an interview](#)
3. [MES/N1904: Undertake field reporting](#)
4. [MES/N1912: Analyse Audio Visual Aids](#)
5. [MES/N2817: Comply with Applicable Law and Regulation](#)
6. [MES/N0104: Maintain Workplace Health & Safety](#)
7. [MES/N1929: Undertake Research for Journalism Projects](#)
8. [MES/N1911: Write and Edit Copy](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Print, Film, Television, Radio
Occupation	Journalism, Editing

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Country	India
NSQF Level	4
Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2641.9900
Minimum Educational Qualification & Experience	12th Class with 2 Years of experience OR Diploma (of 3 years after Class 10th) with 1 Year of experience OR I.T.I (after class 10th) with 2 Years 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	31/03/2027
NSQC Approval Date	31/03/2022
Version	1.0
Reference code on NQR	2022/ME/MESC/05686
NQR Version	1.0

Remarks:

Nature of qualification is to teach AR/VR developing process, use of application in designing various module (animation, modelling, texturing and gaming) and purpose is to provide job and entrepreneurship/freelance opportunity as AR-VR Developer in M&E Industry. This qualification is for the training purpose for degree courses (university / colleges) as well as for Short Term Course



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MES/N1909: Generate Ideas for Journalism Projects

Description

This NOS covers carrying out research and collect information from several sources on daily events and occurrences and creating a story/idea or a concept with the help of fact-based reporting, analytical, feature-writing

Scope

The scope covers the following :

- Gather information for news or human interest stories.
- Utilize a number of sources to gain different perspectives and facts.

Elements and Performance Criteria

Create story/idea or a concept

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

- PC1.** Research and collect information from various primary and secondary sources, including daily events and occurrences, other news publications, personal contacts (colleagues, experts, contacts/ network), archives, press releases and newswires
- PC2.**
- Generate a story/ idea/ concept across mediums and formats, including:
 - A specific story – e.g. fact-based reporting, analytical, feature-writing
 - A specific section – e.g. the “edit” or “oped” page of a newspaper or a certain news-based show on TV or radio
 - An entire publication – e.g. the full issue of a magazine

Present story/idea or a concept to the audience

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

- PC3.** Evaluate an idea for its suitability to the particular medium and corresponding implications on budget, time schedule and resource requirements
- PC4.** Identify any constraints to successfully realize the idea – including any ethical, legal, regulatory, organizational or other limitations
- PC5.** Articulate ideas clearly and pitch/ present and defend ideas to an audience (e.g. during an editorial team meeting)
- PC6.** Respond positively to feedback and any changes in creative requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** generating Ideas for Journalism Projects
- KU2.** undertaking Research for Journalism Projects
- KU3.** utilize a number of sources to gain different perspectives and facts.
- KU4.** gather information for news or human interest stories
- KU5.** programming languages to facilitate digital storytelling

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- KU6.** foundational skills in photography, video, design and audio
- KU7.** how to review and revise scripts
- KU8.** how to deliver scripts on air.
- KU9.** meaning of data for news and public interest stories
- KU10.** how to conduct investigation of a given story and verify its authenticity.
- KU11.** which audio visual aid(s) would be most suited - based on the story and/ or the medium
- KU12.** importance of reporting stories in real-time via social media.
- KU13.** the requirements of field reporting, including logistics, and plan accordingly
- KU14.** applicable Law and Regulation related to stories and ideas
- KU15.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU16.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU17.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU18.** importance of managing the safety and security of crew and equipment while on location

Generic Skills (GS)

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

- GS1.** read and write grammatically correct story/ script
- GS2.** write clearly, simplify complex information and adhere to a style guide
- GS3.** write and edit Copy
- GS4.** thinking critically and creatively about the best forms of media to serve the target audience
- GS5.** direct cameraman to capture best angles
- GS6.** meet with government officials and conduct interviews.
- GS7.** analyse Audio Visual Aids
- GS8.** Apply programming languages to facilitate digital storytelling
- GS9.** Take and edit photos
- GS10.** Record and edit audio and video
- GS11.** Publish stories on the go etc
- GS12.** undertake Field Reporting
- GS13.** build own brand as a journalist.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Create story/idea or a concept</i>	15	50	-	-
PC1. Research and collect information from various primary and secondary sources, including daily events and occurrences, other news publications, personal contacts (colleagues, experts, contacts/network), archives, press releases and newswires	5	-	-	-
PC2. <ul style="list-style-type: none"> Generate a story/ idea/ concept across mediums and formats, including: <ul style="list-style-type: none"> A specific story - e.g. fact-based reporting, analytical, feature-writing A specific section - e.g. the “edit” or “oped” page of a newspaper or a certain news-based show on TV or radio An entire publication - e.g. the full issue of a magazine 	10	-	-	-
<i>Present story/idea or a concept to the audience</i>	35	-	-	-
PC3. Evaluate an idea for its suitability to the particular medium and corresponding implications on budget, time schedule and resource requirements	10	-	-	-
PC4. Identify any constraints to successfully realize the idea - including any ethical, legal, regulatory, organizational or other limitations	10	-	-	-
PC5. Articulate ideas clearly and pitch/ present and defend ideas to an audience (e.g. during an editorial team meeting)	10	-	-	-
PC6. Respond positively to feedback and any changes in creative requirements	5	-	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N1909
NOS Name	Generate Ideas for Journalism Projects
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Print
Occupation	Journalism, Editing
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQF Clearance Date	31/03/2022

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MES/N1903: Conduct an interview

Description

This unit is about conducting interviews and gathering relevant information during interviews

Elements and Performance Criteria

Prepare questionnaire

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

- PC1.** identify the objective of the interview and its relevance to the individuals or wider audience and organization, as appropriate to the role
- PC2.** interpret the interview-brief correctly
- PC3.** conduct contextual study of the individual(s) to be interviewed
- PC4.** prepare pertinent questions and be aware of the type of interview being conducted: profiles/ biopics focused on the individual being interviewed news interviews where the interview is used to highlight certain aspects of a larger news story
- PC5.** prepare list of questions relevant to the concept / story / case on which interview is being planned.
- PC6.** get ready with verbal evidences for cross questioning, if applicable

Undertaking set-up activities

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

- PC7.** complete all set-up activities before start of interview (live) or interaction with the surrounding public, across different mode such that live, pre-recorded, face-to-face, over telephone, skype or video call, at an outdoor location (e.g. home, office, hotel, or public space), in studios etc.

Conducting various kind of interviews

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

- PC8.** recognise type of interview planned to be conducted like informal, behavioural, stress interview, panel interview etc.
- PC9.** conduct the interview in a sequential manner with an understanding of roles of individual and corresponding authority i.e. pose questions, receive answers/ information, participate in the conversation and improvise the topics
- PC10.** analyse verbal and non-verbal cues of the interviewee, accomplish the flow of the conversation and challenge/steer the conversation as appropriate to the role

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the target audience for the interview and/or the organization/ individual, commissioning the interview
- KU2.** writing standards followed by the organization/ individual, commissioning the interview (including applicable local, national or international laws)

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- KU3.** resource limitations including any constraints on budget, resources and time availability (i.e. deadlines)
- KU4.** how to define the purpose/ objective of the interview
- KU5.** how to conduct background study on the interviewee and prepare an interviewee profile
- KU6.** how to verify information and confirm the accuracy of any facts that are researched and/ or collected during the interview itself
- KU7.** how to plan for interviews (outdoor or in the studio) including choice of setting, time, budget, resources and equipment required
- KU8.** different interview styles and how to identify the appropriate style for each interview based on the brief/ requirements
- KU9.** how to manage situations where the interviewee chooses to remain anonymous or where his/ her identity needs to be protected

Generic Skills (GS)

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

- GS1.** prepare a list of questions and talking points
- GS2.** write-up interview notes/ transcripts
- GS3.** undertake background research, gather references and collect information
- GS4.** effectively converse with the interviewee and gather information required
- GS5.** use listening skills including paying attention to non-verbal cues/ body language
- GS6.** make relevant decisions related to the area of work e.g. choice of questions, confirming accuracy of information and evaluating risks
- GS7.** prioritize questions and redirect the conversation, if needed
- GS8.** plan in advance for an interview, including resource and equipment requirements
- GS9.** assess the level of research demanded by an interview, and undertake the research as necessary
- GS10.** manage unpredictable situations e.g. change in interviewees attitude or style of answering
- GS11.** deal practically with occasions which could harm oneself or organization, including: the attitude or behavior of interviewees, the information they supply, breaches in legal, ethical or compliance codes
- GS12.** manage interviews so that individual who is interviewed will meet the time limits, and keep to the subject; and recognise, pursue and if necessary clarify relevant issues that arise, and points that need to be followed up later
- GS13.** establish and maintain rapport with interviewees, treat them courteously, listening carefully to their answers, and differentiating between fact and opinion
- GS14.** clearly identify from the organizations brief, the purpose and focus of the interview.
- GS15.** read and analyze various sources of news including wire services and other publications/ channels/ websites/ media

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare questionnaire</i>	18	42	-	-
PC1. identify the objective of the interview and its relevance to the individuals or wider audience and organization, as appropriate to the role	3	7	-	-
PC2. interpret the interview-brief correctly	3	7	-	-
PC3. conduct contextual study of the individual(s) to be interviewed	3	7	-	-
PC4. prepare pertinent questions and be aware of the type of interview being conducted: profiles/ biopics focused on the individual being interviewed news interviews where the interview is used to highlight certain aspects of a larger news story	3	7	-	-
PC5. prepare list of questions relevant to the concept / story / case on which interview is being planned.	3	7	-	-
PC6. get ready with verbal evidences for cross questioning, if applicable	3	7	-	-
<i>Undertaking set-up activities</i>	3	7	-	-
PC7. complete all set-up activities before start of interview (live) or interaction with the surrounding public, across different mode such that live, pre-recorded, face-to-face, over telephone, skype or video call, at an outdoor location (e.g. home, office, hotel, or public space), in studios etc.	3	7	-	-
<i>Conducting various kind of interviews</i>	9	21	-	-
PC8. recognise type of interview planned to be conducted like informal, behavioural, stress interview, panel interview etc.	3	7	-	-
PC9. conduct the interview in a sequential manner with an understanding of roles of individual and corresponding authority i.e. pose questions, receive answers/ information, participate in the conversation and improvise the topics	3	7	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. analyse verbal and non-verbal cues of the interviewee, accomplish the flow of the conversation and challenge/steer the conversation as appropriate to the role	3	7	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N1903
NOS Name	Conduct an interview
Sector	Media & Entertainment
Sub-Sector	Television, Print, Radio, Digital
Occupation	Journalism
NSQF Level	4
Credits	3
Version	1.0
Last Reviewed Date	11/03/2019
Next Review Date	31/03/2027
NSQF Clearance Date	31/03/2022

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MES/N1904: Undertake field reporting

Description

This OS unit is about assessing suitability of locations, preparing for field reporting and relaying information from the community

Elements and Performance Criteria

Undertake reporting at outdoor locations

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

- PC1.** identify and list the requirements of field reporting, including logistics and plan accordingly
- PC2.** gather information from the field through a range of sources, and file stories within timelines
- PC3.** present the facts and information in a manner that is coherent, comprehensible and appropriate for the target audience
- PC4.** communicate effectively when dealing with impromptu or wide-range questions or discussions
- PC5.** identify the risks of reporting in hostile/difficult conditions and ensure that the highest quality of planning is undertaken
- PC6.** handle unpredictable situations e.g. change in external environment, equipment failure or other types of resource limitations
- PC8.** draft a story or script based on the brief and prescribed word/ time limits
- PC10.** ensure that finished scripts meet legal and regulatory norms, and does not pose any risks to the individual and/ or organization
- PC11.** display strong command of the language including spelling and sentence construction etc.

Undertaking set-up activities

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

- PC7.** converse freely with participants (in the case of an anchor/ presenter) or with the anchor/ presenter including the necessary oral communication skills, maintaining eye contact and reading body language

Conducting various kind of interviews

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

- PC9.** write and edit items such as: headlines, captions, introductions, outros, cues and other types of links

Circulating the information gathered

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

- PC12.** compile information, document facts and circulate the case story in a coherent and comprehensive manner to the newsroom
- PC13.** present relevant information using audio visual aids, communicating key points and messages effectively
- PC14.** cooperate with news reader / writer in briefing about the incident
- PC15.** make the community aware about the benefit of reporting and highlighting local topics discuss / publicising various schemes for the benefit of the society.

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the target audience for the content and/or the organization/ individual that is commissioning the content
- KU2.** writing standards followed by the organization/ individual that is commissioning the content (including applicable local, national or international laws)
- KU3.** the target audience for the content and/or the organization/ individual that is commissioning the content
- KU4.** how to define the purpose/ information requirements from the field
- KU5.** how to conduct background research on the location and assess the logistical/ planning requirements
- KU6.** how to evaluate a location for suitability and risks e.g. in the case of video journalism the lighting, ambient sound, space for cameras, parking for news vans etc. play an important role.
- KU7.** about permissions required to report from a certain location e.g. visas, entry permits, photography/ videography permissions, requirements for public vs. private property
- KU8.** how to determine the equipment requirements for field reporting and planning for contingencies e.g. spare batteries, lenses etc.
- KU9.** nearby sources for replacing/ repairing equipment
- KU10.** how to accurately estimate information/ footage requirements and plan for extra footage to minimize return trips
- KU11.** how to anticipate events on the ground and manage situations of conflict, resource limitations etc. (during high pressure environments/ conflict zones etc.)
- KU12.** how to write-up field notes to ensure information is not lost
- KU13.** the applicable legal and regulatory framework for different types of field reporting (e.g. entry requirements, consent, intellectual property/ ownership and possible litigation risks)
- KU14.** how to structure ones thoughts and ideas, and communicate them orally in a clear and coherent manner
- KU15.** vocal skills and concepts such as speed, flow, emphasis, voice modulation, gestures, movement, pauses, breathing etc.
- KU16.** personal attributes and how to make oneself presentable including clothing, hair, make-up, posture, body language and other aspects
- KU17.** how to differentiate between facts and opinion/ point of view and communicate in a manner that makes this distinction evident to the listener/ viewer
- KU18.** the applicable legal and regulatory framework for different types of news presentation and appearances (e.g. disclosure, consent, intellectual property/ ownership and litigation for defamation, libel or slander), and providing information and opinion in a manner that minimizes these risks
- KU19.** any other risks including those to the individuals own health and safety and/ or others around them

Generic Skills (GS)

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

- GS1.** prepare reporting objectives
- GS2.** prepare field notes
- GS3.** undertake background research, gather references and collect information
- GS4.** read and analyze various sources of news including wire services and other publications/ channels/ websites/ media
- GS5.** effectively converse with crew, local authorities and bystanders to gather information and manage potential conflicts
- GS6.** make relevant decisions related to the area of work e.g. choice of location, approach to information gathering and evaluating risks
- GS7.** prioritize questions and redirect the conversation, if needed
- GS8.** plan in advance for field reporting, including resource and equipment requirements and logistical details
- GS9.** manage within the agreed budget and minimize overruns
- GS10.** ensure that all procedures for transmitting and receiving information are followed, and that appropriate records are kept
- GS11.** react and manage in unpredictable situations e.g. change in external environment, equipment failure or other types of resource limitations
- GS12.** be flexible and respond appropriately to unfolding events on location
- GS13.** identify the major responsibilities, stages, and tasks required to report your story within budget and on schedule, identifying factors which may cause delays, and developing contingency plans
- GS14.** various factors might affect the timing and sequence of tasks, including: logistics, contract agreement and compliance, legal requirements, religious and cultural holidays, weather, daylight hours and the appropriate action to take to deal with them
- GS15.** select content that offers the best opportunity for meeting the programme requirements within the time, format, budget and legal constraints of the programme from the field/location

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Undertake reporting at outdoor locations</i>	22	43	-	-
PC1. identify and list the requirements of field reporting, including logistics and plan accordingly	3	7	-	-
PC2. gather information from the field through a range of sources, and file stories within timelines	3	7	-	-
PC3. present the facts and information in a manner that is coherent, comprehensible and appropriate for the target audience	2	3	-	-
PC4. communicate effectively when dealing with impromptu or wide-range questions or discussions	2	3	-	-
PC5. identify the risks of reporting in hostile/difficult conditions and ensure that the highest quality of planning is undertaken	2	3	-	-
PC6. handle unpredictable situations e.g. change in external environment, equipment failure or other types of resource limitations	2	3	-	-
PC8. draft a story or script based on the brief and prescribed word/ time limits	2	3	-	-
PC10. ensure that finished scripts meet legal and regulatory norms, and does not pose any risks to the individual and/ or organization	3	7	-	-
PC11. display strong command of the language including spelling and sentence construction etc.	3	7	-	-
<i>Undertaking set-up activities</i>	2	3	-	-
PC7. converse freely with participants (in the case of an anchor/ presenter) or with the anchor/ presenter including the necessary oral communication skills, maintaining eye contact and reading body language	2	3	-	-
<i>Conducting various kind of interviews</i>	3	7	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. write and edit items such as: headlines, captions, introductions, outros, cues and other types of links	3	7	-	-
<i>Circulating the information gathered</i>	8	12	-	-
PC12. compile information, document facts and circulate the case story in a coherent and comprehensive manner to the newsroom	2	3	-	-
PC13. present relevant information using audio visual aids, communicating key points and messages effectively	2	3	-	-
PC14. cooperate with news reader / writer in briefing about the incident	2	3	-	-
PC15. make the community aware about the benefit of reporting and highlighting local topics discuss / publicising various schemes for the benefit of the society.	2	3	-	-
NOS Total	35	65	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N1904
NOS Name	Undertake field reporting
Sector	Media & Entertainment
Sub-Sector	Television, Print, Radio, Digital
Occupation	Journalism
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	11/03/2019
Next Review Date	31/03/2027
NSQF Clearance Date	31/03/2022

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MES/N1912: Analyse Audio Visual Aids

Description

This NOS covers identifying and using audio visual aid(s) would be most appropriate for the story being told, and to the medium/format being used.

Scope

The scope covers the following :

- Present relevant information using audio visual aids, communicating key points and messages effectively

Elements and Performance Criteria

Present relevant information using audio visual aids

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

- PC1.** Understand the benefits and drawbacks of different audio visual aids available including photographs, illustrations, graphics (text, charts, graphs), audio and video clips, animation and visual effects/VFX
- PC2.** Identify which audio visual aid(s) would be most suited – based on the story and/ or the medium
- PC3.** Collect and verify, if necessary, the information that is planned on being used
- PC4.** Present relevant information using audio visual aids, communicating key points and messages effectively

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** generating Ideas for Journalism Projects
- KU2.** undertaking Research for Journalism Projects
- KU3.** utilize a number of sources to gain different perspectives and facts.
- KU4.** gather information for news or human interest stories
- KU5.** programming languages to facilitate digital storytelling
- KU6.** foundational skills in photography, video, design and audio
- KU7.** how to review and revise scripts
- KU8.** how to deliver scripts on air.
- KU9.** meaning of data for news and public interest stories
- KU10.** how to conduct investigation of a given story and verify its authenticity.
- KU11.** which audio visual aid(s) would be most suited - based on the story and/ or the medium
- KU12.** importance of reporting stories in real-time via social media.
- KU13.** the requirements of field reporting, including logistics, and plan accordingly

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- KU14.** applicable Law and Regulation related to stories and ideas
- KU15.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU16.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU17.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU18.** importance of managing the safety and security of crew and equipment while on location

Generic Skills (GS)

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

- GS1.** read and write grammatically correct story/ script
- GS2.** write clearly, simplify complex information and adhere to a style guide
- GS3.** write and edit Copy
- GS4.** thinking critically and creatively about the best forms of media to serve the target audience
- GS5.** direct cameraman to capture best angles
- GS6.** meet with government officials and conduct interviews.
- GS7.** analyse Audio Visual Aids
- GS8.** Apply programming languages to facilitate digital storytelling
- GS9.** Take and edit photos
- GS10.** Record and edit audio and video
- GS11.** Publish stories on the go etc
- GS12.** undertake Field Reporting
- GS13.** build own brand as a journalist.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Present relevant information using audio visual aids</i>	50	50	-	-
PC1. Understand the benefits and drawbacks of different audio visual aids available including photographs, illustrations, graphics (text, charts, graphs), audio and video clips, animation and visual effects/VFX	15	-	-	-
PC2. Identify which audio visual aid(s) would be most suited – based on the story and/ or the medium	10	-	-	-
PC3. Collect and verify, if necessary, the information that is planned on being used	15	-	-	-
PC4. Present relevant information using audio visual aids, communicating keypoints and messages effectively	10	-	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N1912
NOS Name	Analyse Audio Visual Aids
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Print
Occupation	Journalism, Editing
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQC Clearance Date	31/03/2022

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MES/N2817: Comply with Applicable Law and Regulation

Description

This NOS covers identifying instances where either one's own or someone else's work may not comply fully with the framework and applying the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material

Scope

The scope covers the following :

- Describe various legal frameworks being applicable at workplace
- Explain the risks of non-compliance for oneself and the organization

Elements and Performance Criteria

Ensure legal and regulatory requirements

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

- PC1.** Analyse the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material
- PC2.** Identify instances where either one's own or someone else's work may not comply fully with the framework
- PC3.** Measure the risks of non-compliance for oneself and the organization
- PC4.** Ensure that the legal and regulatory requirements specific to the organization are being adhered to
- PC5.** Escalate instances of non-compliance to one's editorial supervisor and/ or compliance officer as applicable

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** wide range of skills such as fighting, falling, horseback riding and others.
- KU2.** relevance of conducting research on the role to be played.
- KU3.** importance of analyzing the expectation of Stunt Coordinator / Director / Producer
- KU4.** relevance of proper training to perform daring acts
- KU5.** related insurance covered, social security and terms of the filming
- KU6.** ways to adopt changes in stunt requirement
- KU7.** how to identify the character as per the script
- KU8.** importance of working and rehearsing with other actors using background of the role in an artform
- KU9.** how to scale a performance in accordance with the frame of the shot, controlling movement, gesture, voice levels, emotional intensity and energy levels
- KU10.** how to analyze the character background to portray similar role as desired



Qualification Pack

KU11. how to Portray the character based on the script

Generic Skills (GS)

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

- GS1.** prepare portfolio, recording, show reel, etc.,
- GS2.** use different social media platforms for promotion
- GS3.** importance of being punctual and be in suggested dress for audition /presentation
- GS4.** approach clients and associations
- GS5.** negotiate for remuneration of contract / work order aligned with the assignments
- GS6.** Comply with procedures in the event of an emergency
- GS7.** escalate instances of noncompliance to the concerned authority
- GS8.** identify risks of non-compliance for oneself and the organization
- GS9.** Practice safe working practices for own job role
- GS10.** use Personal Protective Equipment (PPE) appropriately

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure legal and regulatory requirements</i>	50	50	-	-
PC1. Analyse the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material	10	-	-	-
PC2. Identify instances where either one's own or someone else's work may not comply fully with the framework	10	-	-	-
PC3. Measure the risks of non-compliance for oneself and the organization	10	-	-	-
PC4. Ensure that the legal and regulatory requirements specific to the organization are being adhered to	10	-	-	-
PC5. Escalate instances of non-compliance to one's editorial supervisor and/ or compliance officer as applicable	10	-	-	-
NOS Total	50	50	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2817
NOS Name	Comply with Applicable Law and Regulation
Sector	Media & Entertainment
Sub-Sector	Film, Television, Advertising, Film, Television, Radio, Advertising
Occupation	Production, Ad Sales/Account Management/Scheduling/Traffic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQC Clearance Date	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>	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	-	-
<i>Knowing the people responsible for health and safety and the resources available</i>	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	-	-
<i>Identifying and reporting risks</i>	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 through precautionary measures	5	5	-	-
PC9. 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
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	-	-
<i>Complying with procedures in the event of an emergency</i>	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	-	-

Qualification Pack

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	2
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	31/03/2027
NSQC Clearance Date	31/03/2022



Qualification Pack

MES/N1929: Undertake Research for Journalism Projects

Description

This NOS covers carrying out research and collecting information from several sources on daily events and occurrences and evaluate story ideas for their suitability to the particular medium

Scope

The scope covers the following :

- Conduct background research and collect information to develop story ideas using various primary and secondary sources

Elements and Performance Criteria

Evaluate and analyse story ideas as per target audience and medium

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

PC1. Evaluate story ideas for their suitability to the particular medium

PC2. Analyze the corresponding implications on budget, time schedule and resource requirements

Undertake Research to support/develop stories

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

PC3. conduct background research and collect information to support/ develop story ideas using various primary and secondary sources, including daily events and occurrences, other news publications, personal contacts (colleagues, experts, contacts/ network), archives, press releases and newswires

PC4. compile information, document facts and present research in a coherent and comprehensive manner

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. generating Ideas for Journalism Projects

KU2. undertaking Research for Journalism Projects

KU3. utilize a number of sources to gain different perspectives and facts.

KU4. gather information for news or human interest stories

KU5. programming languages to facilitate digital storytelling

KU6. foundational skills in photography, video, design and audio

KU7. how to review and revise scripts

KU8. how to deliver scripts on air.

KU9. meaning of data for news and public interest stories

KU10. how to conduct investigation of a given story and verify its authenticity.

KU11. which audio visual aid(s) would be most suited - based on the story and/ or the medium

Qualification Pack

- KU12.** importance of reporting stories in real-time via social media.
- KU13.** the requirements of field reporting, including logistics, and plan accordingly
- KU14.** applicable Law and Regulation related to stories and ideas
- KU15.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU16.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU17.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU18.** importance of managing the safety and security of crew and equipment while on location

Generic Skills (GS)

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

- GS1.** read and write grammatically correct story/ script
- GS2.** write clearly, simplify complex information and adhere to a style guide
- GS3.** write and edit Copy
- GS4.** thinking critically and creatively about the best forms of media to serve the target audience
- GS5.** direct cameraman to capture best angles
- GS6.** meet with government officials and conduct interviews.
- GS7.** analyse Audio Visual Aids
- GS8.** Apply programming languages to facilitate digital storytelling
- GS9.** Take and edit photos
- GS10.** Record and edit audio and video
- GS11.** Publish stories on the go etc
- GS12.** undertake Field Reporting
- GS13.** build own brand as a journalist.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Evaluate and analyse story ideas as per target audience and medium</i>	25	50	-	-
PC1. Evaluate story ideas for their suitability to the particular medium	15	-	-	-
PC2. Analyze the corresponding implications on budget, time schedule and resource requirements	10	-	-	-
<i>Undertake Research to support/develop stories</i>	25	-2	-	-
PC3. conduct background research and collect information to support/ develop story ideas using various primary and secondary sources, including daily events and occurrences, other news publications, personal contacts (colleagues, experts, contacts/ network), archives, press releases and newswires	15	-	-	-
PC4. compile information, document facts and present research in a coherent and comprehensive manner	10	-	-	-
NOS Total	50	50	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N1929
NOS Name	Undertake Research for Journalism Projects
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Print
Occupation	Journalism
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQC Clearance Date	31/03/2022

Qualification Pack

MES/N1911: Write and Edit Copy

Description

This NOS covers crafting an engaging narrative, conceptualize and clarify ideas and develop stories that meet the broader creative/editorial objectives of the organization, if appropriate to the role

Scope

The scope covers the following :

- Edit a story or script based on the brief and prescribed word/ time limits
- Write and edit items such as: headlines, captions, intros, outros, cues and other types of links

Elements and Performance Criteria

Organize and write news/ story ideas

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

- PC1.** Present the facts and information in a manner that is coherent, comprehensible and appropriate for the target audience
- PC2.** . Edit a story or script based on the brief and prescribed word/ time limits
- PC3.** Write and edit items such as: headlines, captions, intros, outros, cues and other types of links

Verify the relevance of news/stories

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

- PC4.** Craft an engaging narrative, conceptualise and clarify ideas and develop stories that meet the broader creative/editorial objectives of the organization, if appropriate to the role
- PC5.** Display strong command of the language including correct grammar, spelling, sentence construction, diction and pronunciation skills
- PC6.** Ensure that finished scripts meet legal and regulatory norms, and do not pose any risks to the individual and/ or organization

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** generating Ideas for Journalism Projects
- KU2.** undertaking Research for Journalism Projects
- KU3.** utilize a number of sources to gain different perspectives and facts.
- KU4.** gather information for news or human interest stories
- KU5.** programming languages to facilitate digital storytelling
- KU6.** foundational skills in photography, video, design and audio
- KU7.** how to review and revise scripts
- KU8.** how to deliver scripts on air.
- KU9.** meaning of data for news and public interest stories

Qualification Pack

- KU10.** how to conduct investigation of a given story and verify its authenticity.
- KU11.** which audio visual aid(s) would be most suited - based on the story and/ or the medium
- KU12.** importance of reporting stories in real-time via social media.
- KU13.** the requirements of field reporting, including logistics, and plan accordingly
- KU14.** applicable Law and Regulation related to stories and ideas
- KU15.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU16.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU17.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU18.** importance of managing the safety and security of crew and equipment while on location

Generic Skills (GS)

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

- GS1.** read and write grammatically correct story/ script
- GS2.** write clearly, simplify complex information and adhere to a style guide
- GS3.** write and edit Copy
- GS4.** thinking critically and creatively about the best forms of media to serve the target audience
- GS5.** direct cameraman to capture best angles
- GS6.** meet with government officials and conduct interviews.
- GS7.** analyse Audio Visual Aids
- GS8.** Apply programming languages to facilitate digital storytelling
- GS9.** Take and edit photos
- GS10.** Record and edit audio and video
- GS11.** Publish stories on the go etc
- GS12.** undertake Field Reporting
- GS13.** build own brand as a journalist.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Organize and write news/ story ideas</i>	25	50	-	-
PC1. Present the facts and information in a manner that is coherent, comprehensible and appropriate for the target audience	15	-	-	-
PC2. . Edit a story or script based on the brief and prescribed word/ time limits	10	-	-	-
PC3. Write and edit items such as: headlines, captions, intros, outros, cues and other types of links	-	-	-	-
<i>Verify the relevance of news/stories</i>	25	-	-	-
PC4. Craft an engaging narrative, conceptualise and clarify ideas and develop stories that meet the broader creative/editorial objectives of the organization, if appropriate to the role	15	-	-	-
PC5. Display strong command of the language including correct grammar, spelling, sentence construction, diction and pronunciation skills	10	-	-	-
PC6. Ensure that finished scripts meet legal and regulatory norms, and do not pose any risks to the individual and/ or organization	-	-	-	-
NOS Total	50	50	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N1911
NOS Name	Write and Edit Copy
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Print
Occupation	Journalism, Editing
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQC Clearance Date	31/03/2022

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/N1909.Generate Ideas for Journalism Projects	50	50	0	0	100	15
MES/N1903.Conduct an interview	30	70	-	-	100	15
MES/N1904.Undertake field reporting	35	65	-	-	100	13
MES/N1912.Analyse Audio Visual Aids	50	50	0	0	100	8
MES/N2817.Comply with Applicable Law and Regulation	50	50	0	0	100	5
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	4
MES/N1929.Undertake Research for Journalism Projects	50	50	-	-	100	30
MES/N1911.Write and Edit Copy	50	50	-	-	100	10
Total	365	435	-	-	800	100



Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standard(s)
NSQF	National Skills Qualification Framework
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Qualification Pack

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.

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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.
Sector	Sector is a conglomeration of different business operations having similar businesses 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 performs similar or 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 that an individual must achieve when carrying out a function at 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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task

Qualification Pack

National Occupational Standard	NOS are the occupational standards which are applied uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OSs, together with the educational training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Electives	Electives are NOS or a 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 or a 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.
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 will be helpful to anyone searching on a database to verify that this is the appropriate OS they have been looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with while carrying out the functions which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs to perform for the required standard.
Organisational Context	Organisational context includes the way the organization is structured and how it operates, including the extent of operative knowledge.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in all the work environments in today's world. In the context of the OS, these include communication related skills that are applicable to most of the job roles.