

Qualification Pack



Unit Production Manager

QP Code: MES/Q2803

Version: 3.0

NSQF Level: 5

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,
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Qualification Pack

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MES/Q2803: Unit Production Manager

Brief Job Description

Individuals in this job need to coordinate daily production tasks and manage the production unit (cast and crew). The unit production is very shoot-oriented and is the main person in charge of logistics, coordination and execution of production activities during shooting.

Personal Attributes

This job requires the individual to understand production techniques and the implications of various tasks on time, resources and budget. The individual must have a background in film making or content production. The individual must understand the logistics and facilities required for filming. The individual must be an effective communicator and be able to resolve any conflicts between departments to help meet the budget and timeline.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N2802: Develop the Production Schedule](#)
2. [MES/N2803: Create and monitor the production budget](#)
3. [MES/N2807: Manage Live Program Production](#)
4. [MES/N2809: Coordinate Production Activities](#)
5. [MES/N0104: Maintain Workplace Health & Safety](#)

Qualification Pack (QP) Parameters

| | |
|-------------------|---|
| Sector | Media & Entertainment |
| Sub-Sector | Film, Television, Animation, Radio, Gaming, Advertising |
| Occupation | Production |
| Country | India |
| NSQF Level | 5 |
| Credits | 18 |



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| | |
|---|---|
| Aligned to NCO/ISCO/ISIC Code | NCO 2015- 2654.0800 |
| Minimum Educational Qualification & Experience | Graduate with 2 Years of experience OR Certificate-NSQF (Production Assistant NSQF Level-4) with 5 Years of experience |
| Minimum Level of Education for Training in School | 12th Class |
| Pre-Requisite License or Training | NA |
| Minimum Job Entry Age | 21 Years |
| Last Reviewed On | NA |
| Next Review Date | 27/01/2027 |
| NSQC Approval Date | 27/01/2022 |
| Version | 3.0 |
| Reference code on NQR | 2022/ME/MESC/05228 |
| NQR Version | 3.0 |

Remarks:

This QP was approved in 2015 and NSQC Extended it in 2019 without any change in QP. Therefore, NQR code used is of 2019.



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MES/N2802: Develop the Production Schedule

Description

This OS unit is about breaking down the production concept into a sequence of activities and compiling them into a time-bound production schedule

Elements and Performance Criteria

Understand, research and break down production requirements

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

- PC1.** interpret a script/ story/ idea/ concept for a particular medium and determine the associated production activities, across productions such as feature films, television series, documentaries, advertisements, animated films, short films, live events, field reporting, interviews and other non-scripted programming (on television or radio), and any other forms of audio-visual production
- PC2.** understand and research various production styles, technologies and methods, and their corresponding implications on budget, time schedule, cast and crew requirements
- PC3.** break down the script and be able to describe and establish the scene to scene, and shot to shot requirements

Develop production schedules

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

- PC4.** prepare a production schedule (either using scheduling software, spreadsheets, other word processing/ tabulation software or by hand) with sequence of tasks, resources required, time taken and contingency plans
- PC5.** for continuous programming genres (e.g. tv or radio), contribute to creating the events plan for the month and quarter
- PC6.** for continuous programming genres (e.g. tv or radio), check weekly reports and schedules for senior creative resources (rjs, anchors)
- PC7.** solicit feedback on the production schedule from key departments, incorporate their views, finalize the schedule and circulate it to the entire cast and crew

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the vision and motivations of the creative team (scriptwriter, director, production designer among others)
- KU2.** the target audience for the content and/or the organization/ individual that is commissioning the content
- KU3.** production limitations including details of shooting locations and any key constraints on budget, resources and time availability
- KU4.** how to interpret a script and determine the associated production effort
- KU5.** available production techniques and implications for selecting a particular technique on resources, time and budget

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- KU6.** how to break down a production concept into a clear sequence of activities and tasks by department/ responsibility centre
- KU7.** how to estimate the time taken by/ duration of each activity
- KU8.** the resources that will be required to successfully complete each activity (including location, cast, crew, equipment, materials and any other resources)
- KU9.** how to operate scheduling software (specialized production scheduling software, where available, or software like MS Excel or MS Project) to capture all required aspects of the production schedule. In the radio sector knowledge of scheduling software could include RCS, VEGAS and the TELOS machine. Scheduling in television is usually undertaken by a separate channel operations team, and not by individual producers
- KU10.** the types of approvals and permissions (from local, state or central authorities) that would be required to successfully undertake the activities in the schedule, and how to correctly account for the time taken to secure these approvals
- KU11.** the typical areas of delays/ overruns and production risks, and how to build in adequate contingency into the production schedule
- KU12.** how to present the production schedule to key departments, understand their concerns and modify the schedule accordingly
- KU13.** how to check material (concepts, proposals, scripts etc.) for veracity, ethical concerns, copyright, legal issues and any other potential conflicts
- KU14.** how to evaluate a production schedule for risks and minimize these risks, including those to the individuals own health and safety and of the production cast and crew

Generic Skills (GS)

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

- GS1.** take notes and mark-up scripts/ production concepts/ pitches to identify the associated production activities
- GS2.** prepare a production schedule with tasks/ activities and associated timelines, locations, resources and budgetary requirements (on paper or using a computer)
- GS3.** interpret the script/ creative brief/ production concept/ pitch or any other type of written material
- GS4.** undertake background research and collect information required to develop the production schedule
- GS5.** understand the creative vision of the director/ script writer and producer
- GS6.** understand the brief from the financier and any constraints/ limitations that affect the production (e.g. time, people, materials, location, budget)
- GS7.** communicate effectively with the entire production unit, propose alternatives and agree on key decisions
- GS8.** make relevant decisions related to the area of work e.g. sequencing of activities, choice of cast and crew, production techniques, choice of location, vendor selection etc.
- GS9.** how to prepare a work schedule/ sequence of activities to help the entire production unit plan their work and corresponding deadlines
- GS10.** how to build a contingency plan based on knowledge of typical areas of delays/ overruns and production risks

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Understand, research and break down production requirements</i> | 25 | 20 | - | - |
| PC1. interpret a script/ story/ idea/ concept for a particular medium and determine the associated production activities, across productions such as feature films, television series, documentaries, advertisements, animated films, short films, live events, field reporting, interviews and other non-scripted programming (on television or radio), and any other forms of audio-visual production | 10 | 5 | - | - |
| PC2. understand and research various production styles, technologies and methods, and their corresponding implications on budget, time schedule, cast and crew requirements | 5 | 10 | - | - |
| PC3. break down the script and be able to describe and establish the scene to scene, and shot to shot requirements | 10 | 5 | - | - |
| <i>Develop production schedules</i> | 25 | 30 | - | - |
| PC4. prepare a production schedule (either using scheduling software, spreadsheets, other word processing/ tabulation software or by hand) with sequence of tasks, resources required, time taken and contingency plans | 10 | 5 | - | - |
| PC5. for continuous programming genres (e.g. tv or radio), contribute to creating the events plan for the month and quarter | 5 | 10 | - | - |
| PC6. for continuous programming genres (e.g. tv or radio), check weekly reports and schedules for senior creative resources (rjs, anchors) | 5 | 10 | - | - |
| PC7. solicit feedback on the production schedule from key departments, incorporate their views, finalize the schedule and circulate it to the entire cast and crew | 5 | 5 | - | - |
| NOS Total | 50 | 50 | - | - |



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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | MES/N2802 |
| NOS Name | Develop the Production Schedule |
| Sector | Media & Entertainment |
| Sub-Sector | Film, Television, Animation, Radio, Gaming, Advertising |
| Occupation | Production |
| NSQF Level | 6 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 20/03/2018 |
| Next Review Date | 27/01/2027 |
| NSQC Clearance Date | 27/01/2022 |



Qualification Pack

MES/N2803: Create and monitor the production budget

Description

This OS unit is about estimating the cost of activities in the production schedule, developing a formal budget and monitoring it once production commences

Elements and Performance Criteria

Preparing the budget

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

- PC1.** interpret the production schedule and sequence of activities in terms of their cost implications and expenses for each item
- PC2.** understand various production styles and methods and corresponding implications on budget, time schedule, cast and crew requirements
- PC3.** prepare a production budget (either using budgeting/ tabulation software or by hand) with details on required expenses for each activity
- PC4.** ensure that budget reflects realistic achievement of creative and technical production requirements, resource availability and personnel requirements

Monitoring the budget

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

- PC5.** manage the cash flow, track the outflow of funds against the budget, highlight variances and escalate issues to key departments (especially the financier) in a coordinated and timely manner

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the vision and motivations of the creative team (scriptwriter, director, production designer among others)
- KU2.** the target audience for the content and/or the organization/ individual that is commissioning the content
- KU3.** production limitations including details of shooting locations and any key constraints on budget, resources and time availability
- KU4.** how to interpret a script/ production concept/ production schedule and determine the associated costs
- KU5.** available production techniques and implications for selecting a particular technique on resources, time and budget
- KU6.** any limitations on the total budget of the production and/ or the budget for specific cost centers
- KU7.** how to break down each task/ activity in the production schedule into cost heads (e.g. salaries, contractual staff, equipment hire, location costs, perishables and materials, cost of licenses/ approvals etc.)

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- KU8.** the expected, realistic outflow against each activity cost head (using a combination of prior experience, discussions with potential suppliers/ vendors and any specificities of the location where the expenses will be incurred)
- KU9.** how to compile each activity cost head into a consolidated budget, with summary sheets by type of cost, type of activity, stage of production and any other key summaries that are required
- KU10.** the typical areas of delays/ overruns and production risks, and how to build in adequate contingency into the production budget
- KU11.** the need for purchasing insurance to manage risk (fire insurance, theft insurance and insurance for unintentional damage to equipment)
- KU12.** how to present the production budget to key departments, understand their concerns and modify the schedule accordingly
- KU13.** if required assess and comment on the overall viability of the project (revenue, costs, returns)
- KU14.** if required prepare pitch presentations to help secure finances
- KU15.** how to assess potential for cost saving through bulk buying or better negotiation with vendors, in order to develop a cost-effective budget
- KU16.** applicable procurement methods and vendor/ supplier contracts that would need to be used for various cost heads
- KU17.** how to track the production budget once filming commences, and anticipate if any activities are likely to exceed their budget. this needs to be highlighted to the relevant departments to limit overruns
- KU18.** how to document any variances to the budget that do occur (either on the expense incurred or the timing of the expense). this needs to be escalated to the financier and resolved in consultation with other departments
- KU19.** how to evaluate if items provided for in the production budgeted pose a risk to the individuals own health and safety and/ or of the production cast and crew, and how to minimize these risks

Generic Skills (GS)

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

- GS1.** take notes and mark-up scripts/ production concepts/ pitches to identify the associated production costs
- GS2.** prepare a production budget for each task/ activity in the production schedule (on paper or using a computer)
- GS3.** interpret the script and creative brief
- GS4.** undertake background research and collect information on expense items
- GS5.** understand the creative vision of the director/ script writer and producer
- GS6.** understand the brief from the financier and any constraints/ limitations that affect the production (e.g. time, people, materials, location, budget)
- GS7.** communicate effectively with the entire production unit, propose alternatives and agree on key decisions



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- GS8.** make relevant decisions related to the area of work e.g. vendor selection , procurement methods, choice of location etc.
- GS9.** how to plan expenses and outflow of finances in a manner that is cost effective
- GS10.** how to track the production budget, ensure activities stay within the agreed budget and minimize overruns
- GS11.** identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit
- GS12.** how to assess the impact of selecting production techniques, cast, crew, vendors and suppliers on the time, location and budget of the production

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Preparing the budget</i> | 40 | 40 | - | - |
| PC1. interpret the production schedule and sequence of activities in terms of their cost implications and expenses for each item | 10 | 10 | - | - |
| PC2. understand various production styles and methods and corresponding implications on budget, time schedule, cast and crew requirements | 10 | 10 | - | - |
| PC3. prepare a production budget (either using budgeting/ tabulation software or by hand) with details on required expenses for each activity | 10 | 10 | - | - |
| PC4. ensure that budget reflects realistic achievement of creative and technical production requirements, resource availability and personnel requirements | 10 | 10 | - | - |
| <i>Monitoring the budget</i> | 10 | 10 | - | - |
| PC5. manage the cash flow, track the outflow of funds against the budget, highlight variances and escalate issues to key departments (especially the financier) in a coordinated and timely manner | 10 | 10 | - | - |
| NOS Total | 50 | 50 | - | - |



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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | MES/N2803 |
| NOS Name | Create and monitor the production budget |
| Sector | Media & Entertainment |
| Sub-Sector | Film, Television, Animation, Radio, Gaming, Advertising |
| Occupation | Production |
| NSQF Level | 6 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 20/03/2018 |
| Next Review Date | 27/01/2027 |
| NSQF Clearance Date | 27/01/2022 |



Qualification Pack

MES/N2807: Manage Live Program Production

Description

This OS unit is about coordinating activities and resources during the production of live events and during live studio programming

Elements and Performance Criteria

Manage live production

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

- PC1.** understand, discuss and agree upon the objectives of a live programme, in conjunction with with key technical and creative personnel
- PC2.** correctly estimate production requirements (software, equipment, crew) that meet said objectives across: live events (sporting events, cultural events, political events, business events, conferences and seminars and other events of local, regional, national or international importance) live studio programming (news bulletins, sports commentary and studio interviews)
- PC3.** conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made
- PC4.** co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the vision and motivations of the creative team (scriptwriter, director, production designer among others)
- KU2.** production limitations including details of the location where the event will take place and any constraints on budget, resources and time availability
- KU3.** the role and contribution of key departments involved in production, interdependencies and reporting structures
- KU4.** how to assess live production requirements and create a list of equipment, materials and other resources required
- KU5.** how to estimate the human resource requirements for live programme production
- KU6.** how to assess the suitability of equipment for live production and the required technical specifications (e.g. high speed cameras for production of sporting events)
- KU7.** how to assess ambient sound at the location and make appropriate arrangements for sound recording
- KU8.** how to operate (or instruct someone to operate) a video mixer to switch between different visual streams
- KU9.** how to operate (or instruct someone to operate) an audio mixer to switch between different audio streams

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- KU10.** how to operate (or instruct someone to operate) graphics software and machines that allow for on screen graphics, live updates etc.
- KU11.** available file formats for music/ content, specific requirements for hd production or other specialized programmes and what file formats are acceptable for the current event
- KU12.** available connectivity options (e.g. satellite, leased lines etc.) to receive audio-visual feeds from various sources
- KU13.** available play-out equipment and software for broadcasting live events
- KU14.** how to ensure that all production activities minimize risks, including those to the individuals own health and safety and of the production cast and crew

Generic Skills (GS)

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

- GS1.** take notes and mark-up scripts/ concepts to identify equipment, material and people requirements for live programme production
- GS2.** prepare call sheets, task lists and other types of check lists
- GS3.** interpret the script/ creative brief/ production concept/ schedule/ budget or any other type of written material
- GS4.** correctly read user manuals for software and specialized equipment required for live programme production (e.g. mixers, on screen graphics, playout etc.)
- GS5.** understand the creative vision and objective behind capturing the live event
- GS6.** identify any constraints/ limitations that affect the production (e.g. time, people, materials, location, budget)
- GS7.** communicate effectively with the entire production unit, propose alternatives and agree on key decisions
- GS8.** make relevant decisions related to the area of work e.g. sequencing of activities, choice of equipment, production techniques, choice of location, vendor selection etc.
- GS9.** how to prepare a work schedule/ sequence of activities to help the entire production unit plan their work during the event
- GS10.** how to build a contingency plan based on knowledge of similar live events and production risks
- GS11.** identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Manage live production</i> | 50 | 50 | - | - |
| PC1. understand, discuss and agree upon the objectives of a live programme, in conjunction with with key technical and creative personnel | 10 | 10 | - | - |
| PC2. correctly estimate production requirements (software, equipment, crew) that meet said objectives across: live events (sporting events, cultural events, political events, business events, conferences and seminars and other events of local, regional, national or international importance) live studio programming (news bulletins, sports commentary and studio interviews) | 20 | 20 | - | - |
| PC3. conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made | 10 | 10 | - | - |
| PC4. co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event | 10 | 10 | - | - |
| NOS Total | 50 | 50 | - | - |



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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | MES/N2807 |
| NOS Name | Manage Live Program Production |
| Sector | Media & Entertainment |
| Sub-Sector | Film, Television, Animation, Radio, Gaming, Advertising |
| Occupation | Production |
| NSQF Level | 6 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 20/03/2018 |
| Next Review Date | 27/01/2027 |
| NSQC Clearance Date | 27/01/2022 |

Qualification Pack

MES/N2809: Coordinate Production Activities

Description

This OS unit is about coordinating production activities and resources for filming, monitoring progress and highlighting variances to the schedule and budget

Elements and Performance Criteria

Coordinating production activities

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

- PC1.** break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming
- PC2.** lead, or support, the production unit toward successful completion of their tasks
- PC3.** track progress of filming against the production schedule and budget, in line with ones role
- PC4.** anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the vision and motivations of the creative team (scriptwriter, director, production designer among others)
- KU2.** production limitations including details of shooting locations and any key constraints on budget, resources and time availability
- KU3.** the role and contribution of key departments during filming, interdependencies and reporting structures
- KU4.** how to break down the production schedule into a daily task list with details of personnel, equipment and materials required on set, as necessary in the context of the role
- KU5.** available options for transporting equipment and material securely to the location and ensuring safe storage
- KU6.** how to coordinate, or support in coordinating, logistics for the cast and crew including travel, ground transport, accommodation, facilities on set including rest areas and catering
- KU7.** how to coordinate, or support in coordinating, logistics for child artistes and their accompanying adults including travel, ground transport, accommodation, facilities on set including rest areas and catering
- KU8.** how to coordinate, or support in coordinating, logistics for any animals being used for filming including the number of wranglers/ handlers required, their travel, ground transport, accommodation, facilities on set including rest areas and catering and any permissions required from local, state or central authorities for principal photography
- KU9.** how to confirm if all approvals and permissions (from local, state or central authorities) required for filming have been taken, and the points of contact in case of any last minute issues

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- KU10.** how to confirm, or support in confirming, if duties and any other applicable charges on equipment and material have been paid to the revenue authorities
- KU11.** how to confirm, or support in confirming, if all required insurance policies have been purchased (e.g. fire insurance, theft insurance and insurance for unintentional damage to equipment)
- KU12.** how to liaise with the location manager/ floor manager/ unit production manager to ensure that all elements required for filming are in place, as necessary in the context of the role
- KU13.** in case of damage to or non availability of resources, identify alternatives/ substitutes that can be used without compromising on the production objectives
- KU14.** prepare a daily progress report at the end of each day and track completion against the production schedule and budget, as necessary in the context of the role
- KU15.** anticipate potential delays/ overruns and highlight them to the respective departments
- KU16.** check against the production schedule that all tasks have been delivered, , as necessary in the context of the role
- KU17.** observe inventory vs. delivery trends (in fields such as animation and gaming), or planned vs. actual and make required changes to make the process of scheduling and delivery more effective
- KU18.** act as a central point of contact for all teams and resolve any interdependency issues that could affect smooth functioning of the unit
- KU19.** how to ensure that all production activities minimize risks, including those to the individuals own health and safety and of the production cast and crew

Generic Skills (GS)

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

- GS1.** take notes and mark-up production schedules and budgets to identify potential areas of concern
- GS2.** prepare daily call sheets, task lists and other types of check lists, in line with ones role
- GS3.** prepare a daily progress report (on paper or using a computer) and highlight variance against the production schedule and budget, in line with ones role
- GS4.** interpret the script/ creative brief/ production concept/ schedule/ budget or any other type of written material, in line with ones role
- GS5.** correctly read vendor and supplier bills to ensure that expenses are aligned to the production budget
- GS6.** understand the creative vision of the director/ script writer and producer, as appropriate
- GS7.** understand the brief from the financier and any constraints/ limitations that affect the production (e.g. time, people, materials, location, budget), as appropriate
- GS8.** communicate effectively with some/entire production unit, propose alternatives and agree on key decisions
- GS9.** make relevant decisions related to the area of work e.g. sequencing of activities, choice of cast and crew, production techniques, choice of location, vendor selection etc.
- GS10.** how to prepare a work schedule/ sequence of activities to help the entire production unit plan their work on a daily basis, if appropriate



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- GS11.** how to build a contingency plan based on knowledge of typical areas of delays/ overruns and production risks
- GS12.** identify any problems with successful execution of the task and resolve them in consultation with the relevant members of the production unit
- GS13.** how to assess the impact of selecting production techniques, cast, crew, vendors and suppliers on the time, location and budget of the production, if appropriate

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Coordinating production activities</i> | 50 | 50 | - | - |
| PC1. break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming | 15 | 15 | - | - |
| PC2. lead, or support, the production unit toward successful completion of their tasks | 15 | 15 | - | - |
| PC3. track progress of filming against the production schedule and budget, in line with ones role | 10 | 10 | - | - |
| PC4. anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them | 10 | 10 | - | - |
| NOS Total | 50 | 50 | - | - |



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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--------------------------------------|
| NOS Code | MES/N2809 |
| NOS Name | Coordinate Production Activities |
| Sector | Media & Entertainment |
| Sub-Sector | Film, Television, Radio, Advertising |
| Occupation | Production |
| NSQF Level | 6 |
| Credits | 3 |
| Version | 1.0 |
| Last Reviewed Date | 26/11/2014 |
| Next Review Date | 27/01/2027 |
| NSQF Clearance Date | 27/01/2022 |



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:

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- 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 | 24/02/2027 |
| NSQC Clearance Date | 24/02/2022 |

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.



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/N2802.Develop the Production Schedule | 50 | 50 | - | - | 100 | 30 |
| MES/N2803.Create and monitor the production budget | 50 | 50 | - | - | 100 | 20 |
| MES/N2807.Manage Live Program Production | 50 | 50 | - | - | 100 | 20 |
| MES/N2809.Coordinate Production Activities | 50 | 50 | - | - | 100 | 20 |
| MES/N0104.Maintain Workplace Health & Safety | 50 | 50 | - | - | 100 | 10 |
| Total | 250 | 250 | - | - | 500 | 100 |



Qualification Pack

Acronyms

| | |
|-------------|---|
| NOS | National Occupational Standard(s) |
| NSQF | National Skills Qualifications Framework |
| QP | Qualifications Pack |
| TVET | Technical and Vocational Education and Training |

Qualification Pack

Glossary

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| 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. |

Qualification Pack

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| 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. |
| BUDGET | Budget is an estimate of the total cost of production that may include a break-up of cost components |
| CONTINUITY | Continuity represents the seamless transition from one shot to another |
| COPYRIGHT LAWS | A legal framework linked to intellectual property and the rights given to creators of original products/ concepts |
| FINANCER | An entity (individual or organization) that provides financing for a project |
| LABOUR LAWS | Legal norms governing the relationship between workers, employers, trade unions and the government |
| POST-PRODUCTION | Post-production is the final finishing phase of the production, where the raw footage is edited, special effects are added, music and sound are integrated, colour correction is done etc. |
| PROPS | A property, commonly shortened to prop (plural) |
| SCREENPLAY | Screenplay is the script coupled with key characteristics of the scene and directions for acting |
| SCRIPT | Script is a structured narrative of a story |

Qualification Pack

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| SET | The background/ scenery visible through the camera (for video production) or directly to the spectator (for theatrical production) |
| SET ETIQUETTE | A set of guidelines that dictate how cast and crew should behave on set and interact with each other |
| TARGET AUDIENCE | Group of people at whom content/ advertizing is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters |
| TIMELINES | Timelines is a listing of dates by which the production milestones/stages need to be completed |
| 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. |
| VERTICAL | Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry. |
| OCCUPATION | Occupation is a set of job roles, which perform similar/related set of functions in an industry |
| 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. |
| SUB-FUNCTION | Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function. |
| JOB ROLE | Job role defines a unique set of functions that together form a unique employment opportunity in an organization. |
| 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. |
| PERFORMANCE CRITERIA | Performance Criteria 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. |

Qualification Pack

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|------------------------------------|--|
| QUALIFICATION PACK CODE | Qualifications Pack Code is a unique reference code that identifies a qualifications pack. |
| QUALIFICATION PACK (QP) | Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code. |
| UNIT CODE | Unit Code is a unique identifier for an Occupational Standard , which is denoted by an "NS"™ . |
| 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 the 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 the quality of performance required. |
| 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. |
| ORGANIZATIONAL CONTEXT | Organizational Context includes the way the organization 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 | 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. |