

Qualification Pack



Broadcasting Operation Manager

QP Code: MES/Q2809

Version: 1.0

NSQF Level: 5

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



Qualification Pack

Contents

MES/Q2809: Broadcasting Operation Manager	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
MES/N2831: Develop skills and knowledge in broadcast operations	5
MES/N2832: Oversee broadcast operations staff and activities	9
MES/N2833: Manage broadcast facility, equipment and systems	13
MES/N2834: Budgetary allocation plan	17
MES/N2835: Plan and manage the implementation of broadcast systems	21
MES/N0104: Maintain Workplace Health & Safety	25
Assessment Guidelines and Weightage	30
<i>Assessment Guidelines</i>	30
<i>Assessment Weightage</i>	31
Acronyms	32
Glossary	33



Qualification Pack

MES/Q2809: Broadcasting Operation Manager

Brief Job Description

Individuals at this job are responsible for managing the broadcast operations team and responsible for driving revenue and delivering broadcast services and all other related filming services across the entire arts precinct. Responsible for leading news production staff, executing content strategies, and managing the day-to-day logistics of the newsroom.

Personal Attributes

Individuals at this job are able to Identify complex problems and review related information to develop and evaluate options and implement solutions. Perform routine maintenance on equipment and determine when and what kind of maintenance is needed

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N2831: Develop skills and knowledge in broadcast operations](#)
2. [MES/N2832: Oversee broadcast operations staff and activities](#)
3. [MES/N2833: Manage broadcast facility, equipment and systems](#)
4. [MES/N2834: Budgetary allocation plan](#)
5. [MES/N2835: Plan and manage the implementation of broadcast systems](#)
6. [MES/N0104: Maintain Workplace Health & Safety](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Digital, Media and Entertainment
Occupation	Production, Ad Sales/Account Management/Scheduling/Traffic
Country	India
NSQF Level	5



Qualification Pack

Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3521.0700
Minimum Educational Qualification & Experience	Diploma (after class 12th) with 3 Years of experience OR Graduate with 2 Years of experience OR I.T.I (After 10th) 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	22 Years
Last Reviewed On	NA
Next Review Date	30/03/2027
NSQC Approval Date	31/03/2022
Version	1.0
Reference code on NQR	2022/ME/MESC/05695
NQR Version	1.0

Remarks:



Qualification Pack

MES/N2831: Develop skills and knowledge in broadcast operations

Description

This NOS is about the role of Broadcasting Operation Manager and ways to operate and maintain various systems that are used across the television, radio

Scope

The scope covers the following :

- the role of Broadcasting Operation Manager
- operate and maintain various systems that are used across the television ,radio

Elements and Performance Criteria

Carry out broadcast operations

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

- PC1.** Analyse the role of Broadcasting Operation Manager
- PC2.** liable for working with both the hardware and broadcast systems that are used across the television, radio and new media
- PC3.**
 - Learn and ensure programs are broadcast on time and to the highest level of quality, operating and
 - maintaining the systems, carrying out updates and repairs, carrying out studio, set-work and post-production
 - operations, maintaining specialist equipment for video production, broadcast and satellite transmission
 - and interactive media, installing and testing new facilities, designing and installing customer audio-visual
 - circuits, analyzing and repairing technical faults on equipment and systems, co
- PC4.** Problem-solving skills, attention to detail, great communication skills, and a passion for technology.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of ensuring that the programs are being broadcasted on time
- KU2.** maintain specialist equipment for video production
- KU3.** analyse and repair technical faults on equipment and systems
- KU4.** importance of pre planning for different technical aspects for each shoot
- KU5.** ensure that all the services are running smoothly
- KU6.** importance of ensuring that the operations of the radio station comply to the broadcast standards, policies, and relevant laws and regulations
- KU7.** ways to develop and implement systems to maintain records on station operations, volunteers, equipment, and compliance activities



Qualification Pack

- KU8.** how to coordinate with necessary service provider like Fire System, Power system, Security, Parking etc. to ensure smooth function of multiplex
- KU9.** Develop budget for regular maintenance, procurement, replacement etc

Generic Skills (GS)

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

- GS1.** plan and manage team activities
- GS2.** developing constructive and cooperative working relationships with others, and maintaining them
- GS3.** ability to communicate information and ideas in speaking so others will understand
- GS4.** ability to listen to and understand information and ideas presented through spoken words and sentences
- GS5.** critically appraise quality of own performance to identify issues
- GS6.** Identify the different types of health and safety hazards in a workplace
- GS7.** solve problems that may arise in a project.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out broadcast operations</i>	30	70	-	-
PC1. Analyse the role of Broadcasting Operation Manager	5	-	-	-
PC2. liable for working with both the hardware and broadcast systems that are used across the television, radio and new media	10	-	-	-
PC3. <ul style="list-style-type: none"> Learn and ensure programs are broadcast on time and to the highest level of quality, operating and maintaining the systems, carrying out updates and repairs, carrying out studio, set-work and post-production operations, maintaining specialist equipment for video production, broadcast and satellite transmission and interactive media, installing and testing new facilities, designing and installing customer audio-visual circuits, analyzing and repairing technical faults on equipment and systems, co 	10	-	-	-
PC4. Problem-solving skills, attention to detail, great communication skills, and a passion for technology.	5	-	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2831
NOS Name	Develop skills and knowledge in broadcast operations
Sector	Media & Entertainment
Sub-Sector	Film, Television, Media and Entertainment, Digital
Occupation	Production
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/03/2027
NSQF Clearance Date	31/03/2022

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MES/N2832: Oversee broadcast operations staff and activities

Description

This NOS covers overseeing broadcast operations as a whole. It is about Pre-planning and managing the technical aspects for each shoot, ensuring that the engineers are aware of the schedules and requirements and effectively carry out their tasks and activities

Scope

The scope covers the following :

- Manage team activities
- Support the head of operations in various activities
- Oversee broadcast operations at a whole

Elements and Performance Criteria

Manage team activities

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

- PC1.** Pre-plan and manage the technical aspects for each shoot, ensuring that the engineers are aware of the schedules and requirements and effectively carry out their tasks and activities
- PC2.** Plan and managing team activities and supporting head of broadcast operations
- PC3.** Team scheduling (rosters, overtime etc.), training and management
- PC4.** Support the head of broadcasting in procuring uplinking rights, managing broadcasting deals, accreditations etc.

Oversee broadcast operations

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

- PC5.** Serve as a point of contact for all broadcasting issues, ensuring their resolution through the engineering team, Schedule the rosters of the engineering team and allocate them on specific projects/tasks
- PC6.** Create standard operating procedures and technical training manuals for broadcast engineers
- PC7.** Define key result areas and metrics for broadcast engineers to enable them to benchmark their performance

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of ensuring that the programs are being broadcasted on time
- KU2.** maintain specialist equipment for video production
- KU3.** analyse and repair technical faults on equipment and systems
- KU4.** importance of pre planning for different technical aspects for each shoot
- KU5.** ensure that all the services are running smoothly



Qualification Pack

- KU6.** importance of ensuring that the operations of the radio station comply to the broadcast standards, policies, and relevant laws and regulations
- KU7.** ways to develop and implement systems to maintain records on station operations, volunteers, equipment, and compliance activities
- KU8.** how to coordinate with necessary service provider like Fire System, Power system, Security, Parking etc. to ensure smooth function of multiplex
- KU9.** Develop budget for regular maintenance, procurement, replacement etc

Generic Skills (GS)

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

- GS1.** plan and manage team activities
- GS2.** developing constructive and cooperative working relationships with others, and maintaining them
- GS3.** ability to communicate information and ideas in speaking so others will understand
- GS4.** ability to listen to and understand information and ideas presented through spoken words and sentences
- GS5.** critically appraise quality of own performance to identify issues
- GS6.** Identify the different types of health and safety hazards in a workplace
- GS7.** solve problems that may arise in a project.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage team activities</i>	15	-	-	-
PC1. Pre-plan and manage the technical aspects for each shoot, ensuring that the engineers are aware of the schedules and requirements and effectively carry out their tasks and activities	5	-	-	-
PC2. Plan and managing team activities and supporting head of broadcast operations	-	-	-	-
PC3. Team scheduling (rosters, overtime etc.), training and management	5	-	-	-
PC4. Support the head of broadcasting in procuring uplinking rights, managing broadcasting deals, accreditations etc.	5	-	-	-
<i>Oversee broadcast operations</i>	15	70	-	-
PC5. Serve as a point of contact for all broadcasting issues, ensuring their resolution through the engineering team, Schedule the rosters of the engineering team and allocate them on specific projects/tasks	5	-	-	-
PC6. Create standard operating procedures and technical training manuals for broadcast engineers	5	-	-	-
PC7. Define key result areas and metrics for broadcast engineers to enable them to benchmark their performance	5	-	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2832
NOS Name	Oversee broadcast operations staff and activities
Sector	Media & Entertainment
Sub-Sector	Film, Television, Media and Entertainment, Digital
Occupation	Production, Journalism
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/03/2027
NSQC Clearance Date	31/03/2022



Qualification Pack

MES/N2833: Manage broadcast facility, equipment and systems

Description

This NOS covers managing broadcast facility at a large and ways to manage various broadcast equipment and systems

Scope

The scope covers the following :

- Demonstrate ways to manage broadcast facility at a large
- Display ways to manage various broadcast equipment and systems

Elements and Performance Criteria

Manage broadcast facility at a large

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

- PC1.** Coordinates the continuous, multifaceted daily operations of the radio station, ensuring compliance with broadcast standards, policies, and relevant laws and regulations
- PC2.** Maintains accurate schedules, records, discrepancy reports, and follow-through communications, and ensures that all on-air broadcast programming complies with local rules and regulation
- PC3.**
 - Monitor output and performance to manage and optimise the utilisation of current equipment and facilities
 - Broadcast facilities including permanent facilities such as studios, production floor, control room(s), edit suites
 - Broadcast equipment including broadcast equipment like broadcast cameras, switchers, measurement systems, compression devices, networking, editing systems etc

Coordinate the daily operations of the radio station

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

- PC4.** Develops and implements systems to maintain records on station operations, volunteers, equipment, and compliance activities; prepares regular and ad-hoc reports
- PC5.** Provides advice and assistance to senior station management in the planning, implementation, and evaluation of modification to existing operations, systems, and procedures
- PC6.** Manage relationships with the key vendors of broadcasting equipment and maintenance contracts
- PC7.** Recommend equipment and software vendors for purchases/upgrades sanctioned by the management

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of ensuring that the programs are being broadcasted on time



Qualification Pack

- KU2.** maintain specialist equipment for video production
- KU3.** analyse and repair technical faults on equipment and systems
- KU4.** importance of pre planning for different technical aspects for each shoot
- KU5.** ensure that all the services are running smoothly
- KU6.** importance of ensuring that the operations of the radio station comply to the broadcast standards, policies, and relevant laws and regulations
- KU7.** ways to develop and implement systems to maintain records on station operations, volunteers, equipment, and compliance activities
- KU8.** how to coordinate with necessary service provider like Fire System, Power system, Security, Parking etc. to ensure smooth function of multiplex
- KU9.** Develop budget for regular maintenance, procurement, replacement etc

Generic Skills (GS)

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

- GS1.** plan and manage team activities
- GS2.** developing constructive and cooperative working relationships with others, and maintaining them
- GS3.** ability to communicate information and ideas in speaking so others will understand
- GS4.** ability to listen to and understand information and ideas presented through spoken words and sentences
- GS5.** critically appraise quality of own performance to identify issues
- GS6.** Identify the different types of health and safety hazards in a workplace
- GS7.** solve problems that may arise in a project.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage broadcast facility at a large</i>	15	-	-	-
PC1. Coordinates the continuous, multifaceted daily operations of the radio station, ensuring compliance with broadcast standards, policies, and relevant laws and regulations	5	-	-	-
PC2. Maintains accurate schedules, records, discrepancy reports, and follow-through communications, and ensures that all on-air broadcast programming complies with local rules and regulation	5	-	-	-
PC3. <ul style="list-style-type: none"> Monitor output and performance to manage and optimise the utilisation of current equipment and facilities Broadcast facilities including permanent facilities such as studios, production floor, control room(s), edit suites Broadcast equipment including broadcast equipment like broadcast cameras, switchers, measurement systems, compression devices, networking, editing systems etc 	5	-	-	-
<i>Coordinate the daily operations of the radio station</i>	20	65	-	-
PC4. Develops and implements systems to maintain records on station operations, volunteers, equipment, and compliance activities; prepares regular and ad-hoc reports	5	-	-	-
PC5. Provides advice and assistance to senior station management in the planning, implementation, and evaluation of modification to existing operations, systems, and procedures	5	-	-	-
PC6. Manage relationships with the key vendors of broadcasting equipment and maintenance contracts	5	-	-	-
PC7. Recommend equipment and software vendors for purchases/upgrades sanctioned by the management	5	-	-	-
NOS Total	35	65	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2833
NOS Name	Manage broadcast facility, equipment and systems
Sector	Media & Entertainment
Sub-Sector	Film, Television, Media and Entertainment, Digital
Occupation	Production, Journalism
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/03/2027
NSQF Clearance Date	31/03/2022



Qualification Pack

MES/N2834: Budgetary allocation plan

Description

This NOS covers conducting periodic station inspection and plan budget for resource, maintenance and futuristic operational activities

Scope

The scope covers the following :

- Conduct periodic station inspection
- Carry out budget plan for resource, maintenance and futuristic operational activities

Elements and Performance Criteria

Carry out budget plan for resource, maintenance and futuristic operational activities

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

- PC1.** Conduct periodic station inspection
- PC2.** Schedule all preventive maintenance and routine work and develop budget for regular maintenance, procurement, replacement etc.
- PC3.** Time and Material (T/M) maintenance
- PC4.** Manage Modification to equipment inventory
- PC5.** Carry out budget plan for resource, maintenance and futuristic operational activities.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of ensuring that the programs are being broadcasted on time
- KU2.** maintain specialist equipment for video production
- KU3.** analyse and repair technical faults on equipment and systems
- KU4.** importance of pre planning for different technical aspects for each shoot
- KU5.** ensure that all the services are running smoothly
- KU6.** importance of ensuring that the operations of the radio station comply to the broadcast standards, policies, and relevant laws and regulations
- KU7.** ways to develop and implement systems to maintain records on station operations, volunteers, equipment, and compliance activities
- KU8.** how to coordinate with necessary service provider like Fire System, Power system, Security, Parking etc. to ensure smooth function of multiplex
- KU9.** Develop budget for regular maintenance, procurement, replacement etc

Generic Skills (GS)

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



Qualification Pack

- GS1.** plan and manage team activities
- GS2.** developing constructive and cooperative working relationships with others, and maintaining them
- GS3.** ability to communicate information and ideas in speaking so others will understand
- GS4.** ability to listen to and understand information and ideas presented through spoken words and sentences
- GS5.** critically appraise quality of own performance to identify issues
- GS6.** Identify the different types of health and safety hazards in a workplace
- GS7.** solve problems that may arise in a project.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out budget plan for resource, maintenance and futuristic operational activities</i>	25	75	-	-
PC1. Conduct periodic station inspection	5	-	-	-
PC2. Schedule all preventive maintenance and routine work and develop budget for regular maintenance, procurement, replacement etc.	5	-	-	-
PC3. Time and Material (T/M) maintenance	5	-	-	-
PC4. Manage Modification to equipment inventory	5	-	-	-
PC5. Carry out budget plan for resource, maintenance and futuristic operational activities.	5	-	-	-
NOS Total	25	75	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2834
NOS Name	Budgetary allocation plan
Sector	Media & Entertainment
Sub-Sector	Film, Television, Media and Entertainment, Digital
Occupation	Production, Journalism
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/03/2027
NSQF Clearance Date	31/03/2022



Qualification Pack

MES/N2835: Plan and manage the implementation of broadcast systems

Description

This NOS covers the relevance of confirming that the engineering activities used during the project are appropriate to the defined objective, taking into account factors including set requirements, budgetary constraints, timescales and operational impact

Scope

The scope covers the following :

- Create a plan for the implementation of broadcast systems
- Demonstrate the ways to manage the implementation of broadcast systems

Elements and Performance Criteria

Carryout implementation of broadcast systems

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

- PC1.** Develop a plan for the implementation of broadcast systems
- PC2.** Manage the implementation of broadcast systems
- PC3.** Ensure project's implementation complies with all regulations
- PC4.** Plan and confirm that the engineering activities used during the project are appropriate to the defined objective, taking into account factors including set requirements, budgetary constraints, timescales and operational impact
- PC5.** Provide clear and accurate instructions to the project team
- PC6.** Control the use of project resources to achieve the most effective results

Manage the implementation of broadcast systems

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

- PC7.** Ensure that any problems with the project are identified and solved promptly
- PC8.** Obtain accurate information on the project activities being undertaken and review progress against the project plan and identify any variances
- PC9.** Ensure that the implementation of the project complies with all relevant regulations and guidelines, including health and safety and environmental regulations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of ensuring that the programs are being broadcasted on time
- KU2.** maintain specialist equipment for video production
- KU3.** analyse and repair technical faults on equipment and systems
- KU4.** importance of pre planning for different technical aspects for each shoot
- KU5.** ensure that all the services are running smoothly



Qualification Pack

- KU6.** importance of ensuring that the operations of the radio station comply to the broadcast standards, policies, and relevant laws and regulations
- KU7.** ways to develop and implement systems to maintain records on station operations, volunteers, equipment, and compliance activities
- KU8.** how to coordinate with necessary service provider like Fire System, Power system, Security, Parking etc. to ensure smooth function of multiplex
- KU9.** Develop budget for regular maintenance, procurement, replacement etc

Generic Skills (GS)

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

- GS1.** plan and manage team activities
- GS2.** developing constructive and cooperative working relationships with others, and maintaining them
- GS3.** ability to communicate information and ideas in speaking so others will understand
- GS4.** ability to listen to and understand information and ideas presented through spoken words and sentences
- GS5.** critically appraise quality of own performance to identify issues
- GS6.** Identify the different types of health and safety hazards in a workplace
- GS7.** solve problems that may arise in a project.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carryout implementation of broadcast systems</i>	25	60	-	-
PC1. Develop a plan for the implementation of broadcast systems	5	-	-	-
PC2. Manage the implementation of broadcast systems	-	-	-	-
PC3. Ensure project's implementation complies with all regulations	5	-	-	-
PC4. Plan and confirm that the engineering activities used during the project are appropriate to the defined objective, taking into account factors including set requirements, budgetary constraints, timescales and operational impact	5	-	-	-
PC5. Provide clear and accurate instructions to the project team	5	-	-	-
PC6. Control the use of project resources to achieve the most effective results	5	-	-	-
<i>Manage the implementation of broadcast systems</i>	15	-	-	-
PC7. Ensure that any problems with the project are identified and solved promptly	5	-	-	-
PC8. Obtain accurate information on the project activities being undertaken and review progress against the project plan and identify any variances	5	-	-	-
PC9. Ensure that the implementation of the project complies with all relevant regulations and guidelines, including health and safety and environmental regulations	5	-	-	-
NOS Total	40	60	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2835
NOS Name	Plan and manage the implementation of broadcast systems
Sector	Media & Entertainment
Sub-Sector	Film, Television, Media and Entertainment, Digital
Occupation	Production, Journalism
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/03/2027
NSQF 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	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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/N2831.Develop skills and knowledge in broadcast operations	30	70	0	0	100	20
MES/N2832.Oversee broadcast operations staff and activities	30	70	0	0	100	20
MES/N2833.Manage broadcast facility, equipment and systems	35	65	0	0	100	20
MES/N2834.Budgetary allocation plan	25	75	0	0	100	10
MES/N2835.Plan and manage the implementation of broadcast systems	40	60	0	0	100	20
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	210	390	-	-	600	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.

Qualification Pack

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.
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Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task