Script Editor

QP Code: MES/Q3001

Version: 3.0

NSQF Level: 6

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

Contents

MES/Q3001: Script Editor

Brief Job Description

Individuals at this job read and assess the script for the merit of the story, its dramarurgy and overall competence and offer feedback and notes for improvement to make the script production worthy

Personal Attributes

This job requires the individual to have a sound understanding of the craft of screenwriting. The individual must be able to read a script and understand the premise and intention embedded in the story. The individual must be able to assess the script and narrative style and identify areas of improvement to enhance the impact and quality of the script. The individual must be well-versed with script-writing elements, principles, norms, guidelines and techniques.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MES/N1404: Analyse and detail the concept

2. MES/N3004: Adapt the script to production requirements

3. MES/N3006: Manage the relationship between script writer and producers

4. MES/N0104: Maintain Workplace Health & Safety

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Advertising
Occupation	Screen/Script Writing
Country	India
NSQF Level	6
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2641.0302

Minimum Educational Qualification & Experience	Post Graduate OR Graduate (Film Production) with 1 Year of experience OR Graduate with 3 Years of experience OR Diploma (Three years diploma after Class 12th) with 3 Years of experience OR Certificate-NSQF (Script Writer at NSQF Level-5) with 2 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	24/02/2027
NSQC Approval Date	24/02/2022
Version	3.0
Reference code on NQR	2022/ME/MESC/05439
NQR Version	3.0

Remarks:

MES/N1404: Analyse and detail the concept

Description

This OS unit is about understanding and detailing the concept

Scope

The scope covers the following :

- This unit/task covers the following:
- Understanding the concept
- Detailing out the concept Note:

Elements and Performance Criteria

Analyzing the concept

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

PC1. • understand the artistic and communication goals of the concept, which maybe self-created,
• provided in a brief, or arrived at via discussions with relevant personnel (director, executive
• producer etc)

PC2. • Be aware of the intended medium (eg: feature film, short
• film, serialized tv series, miniseries, documentary), and
• evaluate how this affects viewer engagement with the concept

PC3. • Be aware of the intended target audience, and evaluate
• how this affects the concept (eg: language, pacing, maturity of
• themes etc)

PC4. • Be aware of any relevant cultural, social or political issues
• that need to be taken into account

Detailing out the concept

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

PC5. • .Identify, research and understand key elements of the
• concept, including: Premise Setting Genre Central themes
• Primary mood/tone Broad character arcs Major narrative/plot
• points Structure Light and sound

PC6. • Outline key elements of the concept, along with additional
• notes, critiques and development ideas in various formats,
• which may include: Taglines Loglines Pitches One-page
• synopsis Exposés

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. • the objective/outcomes of the production (e.g. audience engagement withcommercial
• success in view for feature films, public service, informationdissemination and spreading
• awareness etc)

KU2. how to assess concepts and their artistic and communication goals

KU3. • how to extract and interpret relevant information regarding the concepts vision from concept
• briefs

KU4. • how to discuss and understand relevant information regarding the concepts vision from
• relevant personnel (director, executive producer etc)

KU5. • the effect of different mediums (eg: feature film, short film, serialized tv series, miniseries,
• documentary) on viewer engagement

KU6. • the culture and literary capacity of the target audience and how the concept intends to
• engage them

KU7. the basic principles of story-telling and character psychology

KU8. • elements of the concept, including premise, setting, genre, central themes, mood, tone,
• character arcs, narrative, structure etc

KU9. • the norms and practices of concepts and concept development followed by different
• production houses

KU10. • the basic principles of concept detailing, and how to use timing, pacing, characterization and
• the teasing of compelling ideas effectively

KU11. • how to specify details of a concept in various formats (eg: taglines, loglines, pitches,
• synopsis, exposes etc) and the different objectives of each

KU12. • how to research and tap into the sources for procuring information/background material that
• will enhance understanding of the concept

KU13. • how to work on word processing software and scriptwriting, formatting software like final
• draft, movie magic and celtx

KU14. how to type in regional languages using unicode

KU15. applicable copyright norms and intellectual property rights

Generic Skills (GS)

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

GS1. • how to specify a concept using taglines, loglines, synopsis, exposes, storyboards and
• understand the differing purposes for each

GS2. • detail out concepts complying with norms and guidelines specific to the
• industry/genre/region/language/culture

GS3. • use correct grammar, spelling, punctuation and phonetics for the language in which the
• concept is being developed

GS4. • read and understand any concept briefs, notes or other materials with information on the
• concept

GS5. • research the profile and characteristics of the target audience, genre, region and culture to
• better understand the concepts objectives

GS6. research key elements of the concept to improve understanding, as appropriate

GS7. • discuss the goals and creative vision of the concept with the producer/director/ client, as
• required

GS8. • ensure that understanding of the concept is at a sufficient level for further tasks, and that this
• is achieved within timelines

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC6. • Outline key elements of the concept, along with additional • notes, critiques and development ideas in various formats, • which may include: Taglines Loglines Pitches One-page • synopsis Exposés	5	15	-	-
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N1404
NOS Name	Analyse and detail the concept
Sector	Media & Entertainment
Sub-Sector	Television, Print, Radio, Digital, Out-of-home
Occupation	Editing
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

MES/N3004: Adapt the script to production requirements

Description

This OS unit is about assessing the script to identify areas of improvement and adapting/re-writing/refining the script to make it suitable for production

Elements and Performance Criteria

Assessing and editing scripts for a range of productions and genres

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

PC1. analyze the script to identify areas where the creative merit of the story is not emerging, keeping commercial success and the requirements of the production house in view

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

PC2. assess and analyse the different script-writing elements (such as premise, plot, character, structure, scene design) to ensure that they are all woven together into a seamless whole

PC3. relate the script to the genre in which it is set and confirm the consistency of mood maintained therein

PC4. develop a plan for re-writing and refining the script to make it production ready

PC5. re-write/refine the script and narrative in a timely manner following feedback, liaise with colleagues to resolve contradictory comments, and finalize it for production (optional)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the objective/outcomes of the production e.g. audience engagement with commercial success in view for feature films, public service, information, dissemination and spreading awareness

KU2. the timelines and budget within which the final script would need to be delivered

KU3. how to assess scripts and narrative styles, diagnose weaknesses and identify changes required

KU4. principles of story-telling and character psychology

KU5. how to locate the scripts premise, assess it for its dramatic strength and clarity and match it to the version approved by the production house

KU6. how to assess the unity of the script i.e. to ensure that all key sequences draw their dramatic energy from the central idea/ premise

KU7. how to confirm the integrity between the character and the plot

KU8. how to assess if the screenplays structure is in line with requirements and if there is accessible clarity to the narratives progression

KU9. how to assess every scene to confirm if the division is correct vis--vis time and location and to evaluate its placement in the progression of the screenplay

KU10. how to examine dialogues for their rhythm, uniqueness of voice, economy of style and assess if they serve in driving the narrative forward and in revealing the characters

KU11. concepts relating to general topics (like history, mythology, politics, technology) to identify gaps in logic, authenticity and credibility

KU12. elements of the script i.e. character, conflict, premise, story, narrative structure, causality, turning points, story development, story set-ups in opening sequence, genre, plot and story, setting, structure and theme

KU13. how to work on word processing software and scriptwriting, formatting software like Final Draft, Movie Magic and Celtx

KU14. how to type in regional languages using unicode

KU15. applicable copyright norms and intellectual property rights to protect work and sign contracts

KU16. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. diagnose changes and identify areas of improvement in the script

GS2. crystalize the premise, summarize the script and give detailed and relevant notes for revising/ redrafting the script

GS3. use correct grammar, spelling, punctuation and phonetics for the language in which the script is being developed

GS4. read and understand the production premise, and check for its dramatic strength and clarity

GS5. read and assess the script keeping in mind aspects such as the genre, target audience, region, culture and time period

GS6. discuss/negotiate and agree on the areas of improvement on the script with the director, producer and script-writer

GS7. present versions of edited scripts with the director, producer and scriptwriter to finalize the script

GS8. be well-networked within the industry

GS9. ensure that the script is ready for production and is completed within timelines and budget requirements

GS10. identify any problems with successful execution of the task and resolve them in consultation with the producer and director

GS11. envision the impact of the script on the production budget, requirements and process

GS12. critically review the script to identify areas of improvement

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assessing and editing scripts for a range of productions and genres	**10**	**10**	**-**	**-**
PC1. analyze the script to identify areas where the creative merit of the story is not emerging, keeping commercial success and the requirements of the production house in view	10	10	-	-
	40	**40**	**-**	**-**
PC2. assess and analyse the different script-writing elements (such as premise, plot, character, structure, scene design) to ensure that they are all woven together into a seamless whole	10	10	-	-
PC3. relate the script to the genre in which it is set and confirm the consistency of mood maintained therein	10	10	-	-
PC4. develop a plan for re-writing and refining the script to make it production ready	10	10	-	-
PC5. re-write/refine the script and narrative in a timely manner following feedback, liaise with colleagues to resolve contradictory comments, and finalize it for production (optional)	10	10	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3004
NOS Name	Adapt the script to production requirements
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Advertising
Occupation	Screen/Script writing
NSQF Level	7
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

MES/N3006: Manage the relationship between script writer and producers

Description

This OS unit is about managing the relationship between the script writer and producers

Elements and Performance Criteria

Managing the relationship between the script writer and producers

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

PC1. ensure that the script writer is sufficiently aware of the financial and production implications of editorial decisions

PC2. provide the writers with sufficient information to enable the editorial brief to be met in respect of style, content, form and any other special conditions

PC3. arrange for periodic meetings/discussions with the script writer and producers to encourage dialogue and feedback, as appropriate

PC4. co-ordinate and communicate any changes to the production brief or script to those concerned

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the creative vision of the production, as well as any technical, budgetary or scheduling constraints

KU2. how to work sensitively with script writers to foster their script writing abilities

KU3. policies and regulations of the organization

KU4. anticipate and highlight potential differences in the creative vision and production requirements

KU5. how to liaise and communicate with the script writer and producers to ensure that the creative vision is being achieved in line with production requirements (budgets, timelines etc)

KU6. how to serve as an intermediary between two viewpoints that may be opposed (creative and production), and sensitively balance the needs of production with those of the script writer

KU7. the financial consequences of editorial decisions

KU8. how to assist writers to turn good ideas into creative writing for film and television

KU9. how a script should be structured and presented

KU10. the legal implications of the production process, including copyright law and

Generic Skills (GS)

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

GS1. document notes while reviewing the script, brief, production requirements and specifications, in order to refer to them during discussions with the script writer or producers

GS2. log the minutes of meetings and discussions, and highlight actionable points, as appropriate

GS3. read and understand interim scripts and production briefs

GS4. research any production specifications, where necessary

GS5. understand the vision of the script writer and requirements of the producers

GS6. schedule meetings/discussions in line with estimated timelines, so as to manage the allotted work and achieve it in the given schedule

GS7. identify any creative or personal differences that may arise during the production and find solutions to address them

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Managing the relationship between the script writer and producers	**50**	**50**	-	-
PC1. ensure that the script writer is sufficiently aware of the financial and production implications of editorial decisions	20	10	-	-
PC2. provide the writers with sufficient information to enable the editorial brief to be met in respect of style, content, form and any other special conditions	10	15	-	-
PC3. arrange for periodic meetings/discussions with the script writer and producers to encourage dialogue and feedback, as appropriate	10	15	-	-
PC4. co-ordinate and communicate any changes to the production brief or script to those concerned	10	10	-	-
NOS Total	**50**	**50**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3006
NOS Name	Manage the relationship between script writer and producers
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Advertising
Occupation	Screen/Script writing
NSQF Level	7
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

MES/N0104: Maintain Workplace Health & Safety

Description

This OS unit is about contributing towards maintaining a healthy, safe and secure working environment

Elements and Performance Criteria

Understanding the health, safety and security risks prevalent in the workplace

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

PC1. understand and comply with the organizations current health, safety and security policies and procedures

PC2. understand the safe working practices pertaining to own occupation

PC3. understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises

PC4. participate in organization health and safety knowledge sessions and drills

Knowing the people responsible for health and safety and the resources available

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

PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency

PC6. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms

Identifying and reporting risks

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

PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety

PC8. ensure own personal health and safety, and that of others in the workplace though precautionary measures

PC9. identify and recommend opportunities for improving health, safety, and security to the designated person

PC10. report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected

Complying with procedures in the event of an emergency

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

PC11. follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard

PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Organizations norms and policies relating to health and safety

KU2. Government norms and policies regarding health and safety and related emergency procedures

KU3. Limits of authority while dealing with risks/ hazards

KU4. The importance of maintaining high standards of health and safety at a workplace

KU5. The different types of health and safety hazards in a workplace

KU6. Safe working practices for own job role

KU7. Evacuation procedures and other arrangements for handling risks

KU8. Names and contact numbers of people responsible for health and safety in a workplace

KU9. How to summon medical assistance and the emergency services, where necessary

KU10. Vendors or manufacturers instructions for maintaining health and safety while using equipment, systems and/or machines

Generic Skills (GS)

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

GS1. how to write and provide feedback regarding health and safety to the concerned people

GS2. how to write and highlight potential risks or report a hazard to the concerned people

GS3. read instructions, policies, procedures and norms relating to health and safety

GS4. highlight potential risks and report hazards to the designated people

GS5. listen and communicate information with all anyone concerned or affected

GS6. make decisions on a suitable course of action or plan

GS7. plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority

GS8. apply problem solving approaches in different situations

GS9. understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority

GS10. apply balanced judgments in different situations

GS11. How to write and provide feedback regarding health and safety to the concerned people

GS12. How to write and highlight potential risks or report a hazard to the concerned people

GS13. Read instructions, policies, procedures and norms relating to health and safety

GS14. Highlight potential risks and report hazards to the designated people

GS15. Listen and communicate information with all anyone concerned or affected

GS16. Make decisions on a suitable course of action or plan

GS17. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority

GS18. Apply problem solving approaches in different situations

GS19. build and maintain positive and effective relationships with colleges and customers

GS20. analyze data and activites

GS21. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority

GS22. Apply balanced judgments in different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understanding the health, safety and security risks prevalent in the workplace	**15**	**15**	**-**	**-**
PC1. understand and comply with the organizations current health, safety and security policies and procedures	5	5	-	-
PC2. understand the safe working practices pertaining to own occupation	5	5	-	-
PC3. understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises	3	2	-	-
PC4. participate in organization health and safety knowledge sessions and drills	2	3	-	-
Knowing the people responsible for health and safety and the resources available	**10**	**10**	**-**	**-**
PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	5	5	-	-
PC6. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	5	5	-	-
Identifying and reporting risks	**18**	**17**	**-**	**-**
PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety	5	5	-	-
PC8. ensure own personal health and safety, and that of others in the workplace though precautionary measures	5	5	-	-
PC9. identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected	5	5	-	-
Complying with procedures in the event of an emergency	**7**	**8**	**-**	**-**
PC11. follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0104
NOS Name	Maintain Workplace Health & Safety
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Radio, Advertising
Occupation	Ad sales/Account Management/Scheduling/Traffic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.

2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N1404.Analyse and detail the concept	30	70	0	0	100	30
MES/N3004.Adapt the script to production requirements	50	50	-	-	100	30
MES/N3006.Manage the relationship between script writer and producers	50	50	-	-	100	30
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	**180**	**220**	**-**	**-**	**400**	**100**

Acronyms

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

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
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
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
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.
TARGET AUDIENCE	Group of people at who content/ adverting is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters

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 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 â€˜Nâ€™.
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.