Script Writer

QP Code: MES/Q3002

Version: 3.0

NSQF Level: 5

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

Contents

MES/Q3002: Script Writer

Brief Job Description

Individuals at this job need to write full length scripts that are production-ready. Note: In the Indian film industry, the script is often constructed as a sum of 3 elements: Story, Screenplay and Dialogue and 3 different individuals usually write these. However, ideally the entire script should be written by 1 writer (or at least the screenplay and dialogue)

Personal Attributes

This job requires the individual to be a storyteller with a developed sense of dramaturgy including the ability to conceptualise the plot, structure it into a narrative with multi-dimensional, empathetic and credible characters. The individual must be well-versed with script-writing elements, principles, norms, guidelines and techniques to be able to develop a full-length script that is production ready. A sense of the Indian story-telling ethos is desirable.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MES/N3007: Understand and detail the concept

2. MES/N3002: Undertake the research for scripts

3. MES/N3003: Develop a full length script

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	5
Credits	NA

Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2641.0601
Minimum Educational Qualification & Experience	Graduate with 3 Years of experience OR 12th Class with 7 Years of experience OR Not Applicable (Script Researcher NSQF Level -4) with 4 Years of experience
Minimum Level of Education for Training in School	12th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 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/05217
NQR Version	3.0

Remarks:

MES/N3007: Understand and detail the concept

Description

This OS unit is about understanding and detailing the concept for a range of productions and genres

Scope

The scope covers the following :

- Understanding the concept
- Detailing the concept

Elements and Performance Criteria

Understanding 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 (e.g.: feature film, short film, serialized TV series, miniseries, documentaries), 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 (e.g.: 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.

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 expos running diary/annotations storyboards

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

GS9. identify any problems with successful execution of the task and resolve themin consultation with the producer and director

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understanding the concept	**35**	**20**	-	-
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)	10	5	-	-
PC2. Be aware of the intended medium (e.g.: feature film, short film, serialized TV series, miniseries, documentaries), and evaluate how this affects viewer engagement with the concept	5	5	-	-
PC3. Be aware of the intended target audience, and evaluate how this affects the concept (e.g.: language, pacing, maturity of themes etc.)	10	5	-	-
PC4. Be aware of any relevant cultural, social or political issues that need to be taken into account	10	5	-	-
Detailing out the concept	**15**	**30**	-	-
PC5. • Identify, research and understand key • elements of the concept.	5	15	-	-
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 exposs running diary/annotations storyboards	10	15	-	-
NOS Total	**50**	**50**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3007
NOS Name	Understand and detail the concept
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Advertising
Occupation	Screen/Script Writing
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N3002: Undertake the research for scripts

Description

This OS unit is about researching material that can be used as inputs for script-writing

Elements and Performance Criteria

Researching material that can be used as inputs for scriptwriting

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

PC1. identify the research required by analyzing the concept, or by taking a clear brief from relevant personnel (scriptwriter, script editor, director, producers)

PC2. understand the basics of scriptwriting, story structure, character creation to be able to carry out appropriate research for the scriptwriting process

PC3. identify relevant sources of information, and conduct primary (interviews, discussions) or secondary (reports, courses) research

PC4. liaise periodically with relevant personnel (scriptwriter, script editor, director, producers) to provide updates on research and be made aware of any other research requirements, as appropriate

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the script-writers requirements about the nature and scope of research

KU2. the genre and timelines for story delivery and budget within which the script would need to be delivered

KU3. script-writing norms and guidelines including style, format, structure and length applicable to different industries, audiences, genres, regions, language and cultures

KU4. the context of the script with reference to other similar existing work

KU5. elements of the story outline including the story plot, structure, theme, setting, character profiles, key turning points in the story

KU6. basic research methodology

KU7. how to work on word processing software and screenwriting, formatting software like final draft, movie magic and celtx

KU8. how to type in regional language using unicode

KU9. narrative templates like the 3-act structure, plot point, blake snyders beat sheet (save the cat) and heros journey

KU10. applicable copyright norms and intellectual property rights

KU11. the sources for procuring information/ background material and research

KU12. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. develop and draft appropriate research briefs to assist in the script writing process

GS2. use correct grammar, spelling, punctuation and phonetics for the language in which the script is being developed

GS3. conduct extensive research across a variety of print and media resources to develop a range of possibilities for the script

GS4. research the profile and characteristics of the target audience, industry, genre, region and culture

GS5. research and confirm factual information used for the storyline to ensure it is accurate and supports the concept oral communication (listening and speaking

GS6. understand the overall production concept and story concept from the director and producer

GS7. present, discuss and solicit feedback on the story outlines from the director and producer

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

GS9. identify any problems with successful execution of the task and resolve them in consultation with the producer and director

GS10. envision the impact of the script on the production budget, requirements and process

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Researching material that can be used as inputs for scriptwriting	**50**	**50**	-	-
PC1. identify the research required by analyzing the concept, or by taking a clear brief from relevant personnel (scriptwriter, script editor, director, producers)	20	10	-	-
PC2. understand the basics of scriptwriting, story structure, character creation to be able to carry out appropriate research for the scriptwriting process	10	15	-	-
PC3. identify relevant sources of information, and conduct primary (interviews, discussions) or secondary (reports, courses) research	10	15	-	-
PC4. liaise periodically with relevant personnel (scriptwriter, script editor, director, producers) to provide updates on research and be made aware of any other research requirements, as appropriate	10	10	-	-
NOS Total	**50**	**50**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3002
NOS Name	Undertake the research for scripts
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Advertising
Occupation	Screen/Script writing
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N3003: Develop a full length script

Description

This OS unit is about writing the complete script for a production according to requirements and in a manner that facilitates production

Elements and Performance Criteria

Preparing or co-writing the script/ screenplay/ dialogue/ lyrics for a range of productions and genres

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

PC1. construct a complete story that is rooted in a central idea/premise, with integrity between the plot and characters.

PC2. develop characters that are interesting, multi-dimensional and credible, with motives that link them to the plot

PC3. develop the story into a complete script with a coherent structure within the requisite timelines.

PC4. break the script into scenes with dialogues, visual elements, gestures and actions that ensure story progression and audience engagement

PC5. prepare pitch presentations for pitching to the production house, if written on speculation, as required

PC6. prepare pitch presentations for pitching it to producers, directors and/or the cast, if written under assignment, as required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

KU3. the norms and practices of script-writing followed by different production houses

KU4. the fundamental principles of story-telling and character psychology

KU5. the principles of action and dialogue writing, and how to use timing, pacing and characterization effectively

KU6. the different genres of scripts and the entertaining elements therein

KU7. script formats and their styles, including script components like scene headings, parenthesis, description, scene transitions, action, dialogue, light and sound

KU8. elements of the script including the story premise, theme, plot, character profiles, structure, scene design, dialogue and key turning points

KU9. the basics of dramaturgy that include the nature of conflict, how characters and plots drive each other, escalating confrontation and a resolution delivering dramatic satisfaction

KU10. indian storytelling traditions, including an awareness of the two indian myths, the ramayana and the mahabharata. an understanding of the rasa theory of bharata and its universal applicability is desirable

KU11. the ability and imagination to convert reality into storylines by drawing inferences from sources such as news reports, interviews, real life characters and events, existing fact-based information, observation and publications or as per client brief

KU12. the culture and literary capacity of the audience and how to design narratives that are meaningfully comprehensible to them

KU13. how to research and tap into the sources for procuring information/ background material that will enhance the dramatic merit of the script

KU14. how to work on word processing software and screenwriting, formatting software like Final Draft, Movie Magic, Screenwriter and Celtx and how to use computers and the internet efficiently

KU15. how to type in regional language using unicode

KU16. the laws and roles relevant for screenwriters, like protecting copyrights, contractual protocols, maintaining membership to the respective writers union and adhering to the rules and protocols for writers protection

KU17. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. how to write a script, treatment, story bible, one page synopsis, paragraph summary and tag line, and understand the differing purposes for each

GS2. develop and draft the complete script 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 script is being developed

GS4. develop pitch presentations (covering key elements such as one line summary, synopsis, characters) for the decision-makers i.e. directors, producers and clients

GS5. be dynamic/flexible when modifying the script during production

GS6. read and understand the story outline and characters

GS7. research and confirm factual information used for the story to ensure it is accurate

GS8. research the profile and characteristics of the target audience, industry, genre, region and culture

GS9. pitch the script to the relevant decision makers i.e. producer, director, client

GS10. discuss development of the narrative with the producer/ director/ client, as required

GS11. ensure that the script is ready for production and is completed within timelines and budget requirements

GS12. identify any problems with successful execution of the task and resolve them in consultation with the producer and director

GS13. envision the impact of the script on the production budget, requirements and process

GS14. evaluate draft scripts against the objectives/outcomes of production to determine whether they successfully meet requirements

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Preparing or co-writing the script/ screenplay/ dialogue/ lyrics for a range of productions and genres	**50**	**50**	-	-
PC1. construct a complete story that is rooted in a central idea/premise, with integrity between the plot and characters.	10	5	-	-
PC2. develop characters that are interesting, multi-dimensional and credible, with motives that link them to the plot	5	5	-	-
PC3. develop the story into a complete script with a coherent structure within the requisite timelines.	10	5	-	-
PC4. break the script into scenes with dialogues, visual elements, gestures and actions that ensure story progression and audience engagement	5	15	-	-
PC5. prepare pitch presentations for pitching to the production house, if written on speculation, as required	10	10	-	-
PC6. prepare pitch presentations for pitching it to producers, directors and/or the cast, if written under assignment, as required	10	10	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3003
NOS Name	Develop a full length script
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Advertising
Occupation	Screen/Script writing
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

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/N3007.Understand and detail the concept	50	50	0	0	100	30
MES/N3002.Undertake the research for scripts	50	50	-	-	100	30
MES/N3003.Develop a full length script	50	50	-	-	100	30
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	**200**	**200**	**-**	**-**	**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.