

Qualification Pack



Set Painter

QP Code: MES/Q3104

Version: 2.0

NSQF Level: 3

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



Qualification Pack

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MES/Q3104: Set Painter

Brief Job Description

Individuals in this job need to understand painting requirements, paint a variety of surfaces and produce desired effects.

Personal Attributes

This job requires the individual to paint different elements of the set as per the script requirements. The individual should possess painting skills e.g. how to apply paint using brush, roller or spray techniques. The individual may also have specialized painting skills e.g. techniques to produce specific effects, application of wall paper, application of metal leaf etc. The individual should possess basic literacy and numeracy skills, and be able to communicate effectively with the set construction team. The individual must be flexible and innovative, and should be able to contribute in identifying ways to make set construction more cost effective.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N3115: Prepare surfaces for painting](#)
2. [MES/N3116: Apply paint using brush, roller or spray](#)
3. [MES/N3117: Produce finishes and effects](#)
4. [MES/N3118: Produce stencil effects](#)
5. [MES/N3119: Apply wall coverings](#)
6. [MES/N3120: Apply metal leaf](#)
7. [MES/N0104: Maintain Workplace Health & Safety](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
Country	India



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NSQF Level	3
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2166.0111
Minimum Educational Qualification & Experience	10th Class with 1 Year of experience OR 8th Class (with ITI) with 1 Year of experience
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	27/01/2027
NSQF Approval Date	27/01/2022
Version	2.0
Reference code on NQR	2022/ME/MESC/05220
NQR Version	2.0

Remarks:

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MES/N3115: Prepare surfaces for painting

Description

This OS unit is about preparing backgrounds and surfaces for the requisite painting finishes/ effects

Elements and Performance Criteria

Understanding the production brief

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

PC1. understand the productions desired finishes/ effects from the brief provided by the production designer/ art designer, which may include: simple painting, complex painting effects, specialized finishes such as wood or stone finishes, stenciling/ drawing effects

Estimating materials and tools needed

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

PC2. correctly estimate the material/ tool requirements and minimize wastage, which may include paint, solvents and other materials, hand and machine tools, access and working platforms (e.g. ladders, stools, custom-built working platforms etc.)

Treating surfaces

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

PC3. treat surfaces and prepare them for painting as per the required timeframe and plans

PC4. complete the task within the required timeframe and minimize wastage of materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the key elements of the set under construction and the reasons why the identified finish/ effect is required for the surface

KU2. the expectations of the production designer and any key limitations on budget, resources and time availability

KU3. how to check the suitability of a surface for the required finish/ effect

KU4. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them

KU5. how to set-up and take down working platforms required to complete the job

KU6. techniques for preparing previously untreated surfaces

KU7. techniques for preparing previously treated surfaces

KU8. how to remove marks, defects, stickers and other materials that remain on the surface

KU9. techniques for filling and leveling the prepared surface

KU10. application of primers, sealers and other finishing materials before the surface can start to be painted with the required effects

KU11. applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her



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Generic Skills (GS)

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

- GS1.** prepare material lists and rough estimates
- GS2.** read and correctly identify paints, solvents and other materials (e.g. brand, shade/ colour, composition etc.)
- GS3.** understand the requirements from the production design team
- GS4.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS5.** make relevant decisions related to the area of work e.g. choice of materials
- GS6.** plan his/her work according to the requirements and agreed timelines
- GS7.** manage within the agreed budget and minimize wastage
- GS8.** identify any problems with successful execution of the task
- GS9.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the production brief</i>	8	22	-	-
PC1. understand the productions desired finishes/ effects from the brief provided by the production designer/ art designer, which may include: simple painting, complex painting effects, specialized finishes such as wood or stone finishes, stenciling/ drawing effects	8	22	-	-
<i>Estimating materials and tools needed</i>	8	22	-	-
PC2. correctly estimate the material/ tool requirements and minimize wastage, which may include paint, solvents and other materials, hand and machine tools, access and working platforms (e.g. ladders, stools, custom-built working platforms etc.)	8	22	-	-
<i>Treating surfaces</i>	14	26	-	-
PC3. treat surfaces and prepare them for painting as per the required timeframe and plans	7	13	-	-
PC4. complete the task within the required timeframe and minimize wastage of materials	7	13	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3115
NOS Name	Prepare surfaces for painting
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



Qualification Pack

MES/N3116: Apply paint using brush, roller or spray

Description

This OS unit is about applying paint on to prepared surfaces using brushes, rollers or spray techniques

Elements and Performance Criteria

Understanding the production brief

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

- PC1.** understand the productions desired finishes/ effects from the brief provided by the production designer/ art designer
- PC2.** identify the appropriate type of paint, which may include water-based paints, oil-based paints etc
- PC3.** identify the appropriate painting technique, which may include brush painting, rollers, spray-based painting etc

Applying paint through different techniques

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

- PC4.** apply the paint using the identified application technique
- PC5.** complete the task within the required timeframe and minimize wastage of materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key elements of the set under construction and the reasons why the identified finish/ effect is required for the surface
- KU2.** the expectations of the production designer and any key limitations on budget, resources and time availability
- KU3.** what materials and tools would be best suited to achieve the desired results and how to apply/ operate them
- KU4.** how to set-up and take down working platforms required to complete the job
- KU5.** how to measure and mix various paint components (e.g. paint, primer, thinner) to achieve the desired composition
- KU6.** how to cordon off the working area and surface to be painted (using masking tape, plastic sheets etc.) to ensure that paint does not unintentionally reach other surfaces
- KU7.** how to use brushes for applying paint to surfaces (appropriate for clean, sharp edges and around surface transitions)
- KU8.** how to use rollers for applying paint to surfaces (appropriate for wide, flat surfaces and achieving an even painted look)
- KU9.** how to apply spray-based paints on to surfaces (appropriate for wide, flat surfaces and faster turnaround times)
- KU10.** check for any defects, blotches or marks and repair them to achieve a uniformly painted surface



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KU11. applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her

Generic Skills (GS)

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

- GS1.** prepare material lists and rough estimates
- GS2.** read and correctly identify paints, solvents and other materials (e.g. brand, shade/ colour, composition etc.)
- GS3.** understand the requirements from the production design team
- GS4.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS5.** make relevant decisions related to the area of work
- GS6.** plan his/her work according to the requirements and agreed timelines
- GS7.** manage within the agreed material quantities and minimize wastage
- GS8.** identify any problems with successful execution of the task
- GS9.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the production brief</i>	23	47	-	-
PC1. understand the productions desired finishes/ effects from the brief provided by the production designer/ art designer	8	15	-	-
PC2. identify the appropriate type of paint, which may include water-based paints, oil-based paints etc	8	12	-	-
PC3. identify the appropriate painting technique, which may include brush painting, rollers, spray-based painting etc	7	20	-	-
<i>Applying paint through different techniques</i>	7	23	-	-
PC4. apply the paint using the identified application technique	7	13	-	-
PC5. complete the task within the required timeframe and minimize wastage of materials	-	10	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3116
NOS Name	Apply paint using brush, roller or spray
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

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MES/N3117: Produce finishes and effects

Description

This OS unit is about producing a range of basic and complex finishes and effects on painted surfaces

Elements and Performance Criteria

Understanding the production brief

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

- PC1.** understand the productions desired paint finishes/ effects from the brief provided by the production designer/ art designer
- PC2.** identify the appropriate techniques and materials to achieve the following types of finishes/effects on painted surfaces: basic brush graining (for wood) and marbling (for stone) effects replica wood or stone finishes broken colour effects (e.g. bagging, clouding, colourwash, dragging, frottage, mottling, rag-rolling, sponging and stippling) colour blend and multi-colour effects drywall textures (e.g. sand, peel, swirls, slapbrush, comb finishes)

Achieving paintfinishes

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

- PC3.** apply the paint using the identified application technique and materials
- PC4.** complete the task within the required timeframe and minimize wastage of materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key elements of the set under construction and the reasons why the identified finish/ effect is required for the surface
- KU2.** the expectations of the production designer and any key limitations on budget, resources and time availability
- KU3.** how to check the suitability of a surface for the required finish/ effect
- KU4.** what materials and tools would be best suited to achieve the desired results and how to apply/ operate them
- KU5.** how to measure and mix various paint components (e.g. paint, primer, thinner) to achieve the desired composition
- KU6.** how to set-up and take down working platforms required to complete the job
- KU7.** how to cordon off the working area and surface to be painted (using masking tape, plastic sheets etc.) to ensure that paint does not unintentionally reach other surfaces
- KU8.** techniques for producing basic brush graining (for wood) and marbling (for stone) effects
- KU9.** techniques for producing replica wood or stone finishes
- KU10.** techniques for producing broken colour effects (e.g. bagging, clouding, colourwash, dragging, frottage, mottling, rag-rolling, sponging and stippling)
- KU11.** techniques for producing colour blend and multi-colour effects
- KU12.** techniques for producing drywall textures (e.g. sand, peel, swirls, slapbrush, comb finishes)



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- KU13.** check for any defects, blotches or marks and repair them to achieve a uniformly painted finish/ effect all over the surface
- KU14.** applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her

Generic Skills (GS)

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

- GS1.** prepare material lists and rough estimates
- GS2.** read and correctly identify paints, solvents and other materials (e.g. brand, shade/ colour, composition etc.)
- GS3.** understand the requirements from the production design team
- GS4.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS5.** make relevant decisions related to the area of work
- GS6.** manage within the agreed budget and minimize wastage
- GS7.** identify any problems with successful execution of the task
- GS8.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the production brief</i>	16	44	-	-
PC1. understand the productions desired paint finishes/ effects from the brief provided by the production designer/ art designer	8	22	-	-
PC2. identify the appropriate techniques and materials to achieve the following types of finishes/effects on painted surfaces: basic brush graining (for wood) and marbling (for stone) effects replica wood or stone finishes broken colour effects (e.g. bagging, clouding, colourwash, dragging, frottage, mottling, rag-rolling, sponging and stippling) colour blend and multi-colour effects drywall textures (e.g. sand, peel, swirls, slapbrush, comb finishes)	8	22	-	-
<i>Achieving paintfinishes</i>	14	26	-	-
PC3. apply the paint using the identified application technique and materials	7	13	-	-
PC4. complete the task within the required timeframe and minimize wastage of materials	7	13	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3117
NOS Name	Produce finishes and effects
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

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MES/N3118: Produce stencil effects

Description

This OS unit is about producing stencil effects using pre-fabricated and custom-made stencils

Elements and Performance Criteria

Understanding the production brief

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

PC1. understand the productions desired stencil effects from the brief provided by the production designer/ art designer

Producing stencil effects

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

PC2. create customized stencils, where appropriate

PC3. correctly place and apply created, or prefabricated, stencils

PC4. use appropriate techniques (eg: stencil brushes, stencil rollers) to apply paint within cut out areas

PC5. use appropriate techniques (eg: sponges or other specialized materials) to create effects within cut out areas

PC6. complete task within required timeframes and minimize wastage of materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the key elements of the set under construction and the reasons why a stenciled effect is required for the surface

KU2. the expectations of the production designer and any key limitations on budget, resources and time availability

KU3. how to check the suitability of a surface for the required finish/ effect

KU4. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them

KU5. how to measure and mix various paint components (e.g. paint, primer, thinner) to achieve the desired composition

KU6. how to set-up and take down working platforms required to complete the job

KU7. how to cordon off the working area and surface to be painted (using masking tape, plastic sheets etc.) to ensure paint does not unintentionally spread

KU8. techniques for correctly placing and applying pre-fabricated stencils

KU9. techniques for cutting, correctly placing and applying custom-made stencils

KU10. techniques for using paint brushes and rollers to paint within cut out areas

KU11. check for any defects, blotches or marks and repair them to achieve the required stenciled finish/ effect on the surface



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KU12. applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her

Generic Skills (GS)

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

- GS1.** prepare material lists and rough estimates
- GS2.** read and correctly identify paints, solvents and other materials (e.g. brand, shade/ colour, composition etc.)
- GS3.** understand the requirements from the production design team
- GS4.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS5.** make relevant decisions related to the area of work
- GS6.** plan his/her work according to the requirements and agreed timelines
- GS7.** manage within the agreed budget and minimize wastage
- GS8.** identify any problems with successful execution of the task
- GS9.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the production brief</i>	6	14	-	-
PC1. understand the productions desired stencil effects from the brief provided by the production designer/ art designer	6	14	-	-
<i>Producing stencil effects</i>	24	56	-	-
PC2. create customized stencils, where appropriate	6	14	-	-
PC3. correctly place and apply created, or prefabricated, stencils	6	14	-	-
PC4. use appropriate techniques (eg: stencil brushes, stencil rollers) to apply paint within cut out areas	6	14	-	-
PC5. use appropriate techniques (eg: sponges or other specialized materials) to create effects within cut out areas	3	7	-	-
PC6. complete task within required timeframes and minimize wastage of materials	3	7	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3118
NOS Name	Produce stencil effects
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

Qualification Pack

MES/N3119: Apply wall coverings

Description

This OS unit is about applying wall coverings in sheet or cut out form on to identified surfaces

Elements and Performance Criteria

Understanding the production brief

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

- PC1.** understand the productions desired wall coverings from the brief provided by the production designer/ art designer
- PC2.** identify appropriate techniques and tools to apply the following types of wall coverings: cut outs: wall decals, stickers or tattoos sheet: wall paper paper-based, vinyl-based sheet: fabrics

Applying wall coverings

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

- PC3.** apply the wall coverings using the identified application technique and materials
- PC4.** complete the task within the required timeframe and minimize wastage of materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the key elements of the set under construction and the reasons why the identified wall covering is required for the surface
- KU2.** the expectations of the production designer and any key limitations on budget, resources and time availability
- KU3.** how to check the suitability of a surface for the required finish/ effect
- KU4.** what materials and tools would be best suited to achieve the desired results and how to apply/ operate them
- KU5.** how to measure wall coverings and cut them to size
- KU6.** how to set-up and take down working platforms required to complete the job
- KU7.** how to cordon off the working area and surface to be painted (using masking tape, plastic sheets etc.) to ensure that paint does not unintentionally reach other surfaces
- KU8.** how to select the right adhesives based on the identified surface and choice of wall covering
- KU9.** techniques for cutting, trimming, placing and applying wall decals, stickers and tattoos
- KU10.** techniques for cutting, trimming, placing and applying wall papers and covering the surface correctly
- KU11.** techniques for cutting, trimming and covering surfaces with fabric
- KU12.** check for any defects, blotches or marks and repair them to achieve the required stenciled finish/ effect on the surface
- KU13.** applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her



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Generic Skills (GS)

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

- GS1.** prepare material lists and rough estimates
- GS2.** read and correctly identify the packaging of materials and tools required to complete the task (e.g. brand, shade/ colour, composition etc.)
- GS3.** understand the requirements from the production design team
- GS4.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS5.** make relevant decisions related to the area of work
- GS6.** plan his/her work according to the requirements and agreed timelines
- GS7.** manage within the agreed budget and minimize wastage
- GS8.** identify any problems with successful execution of the task
- GS9.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the production brief</i>	16	44	-	-
PC1. understand the productions desired wall coverings from the brief provided by the production designer/ art designer	8	22	-	-
PC2. identify appropriate techniques and tools to apply the following types of wall coverings: cut outs: wall decals, stickers or tattoos sheet: wall paper paper-based, vinyl-based sheet: fabrics	8	22	-	-
<i>Applying wall coverings</i>	14	26	-	-
PC3. apply the wall coverings using the identified application technique and materials	7	13	-	-
PC4. complete the task within the required timeframe and minimize wastage of materials	7	13	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3119
NOS Name	Apply wall coverings
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



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MES/N3120: Apply metal leaf

Description

This OS unit is about applying metal leaf to surfaces to achieve a metallic finish (also known as gilding or foiling)

Elements and Performance Criteria

Understanding the production brief

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

PC1. understand the productions desired metal leaf finishes/effects from the brief provided by the production designer/ art designer

Applying metal leaf

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

PC2. apply adhesive to prepare the surface for gilding/ foiling

PC3. apply metal leaf on flat, raised, even and uneven surfaces

PC4. apply various metal leaf varieties including brass, copper, aluminum as well as leafs containing precious metals

PC5. burnish/polish the surface to achieve a uniform metallic finish

PC6. complete the task within the required timeframe and minimize wastage of materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the key elements of the set under construction and the reasons why the identified metal leaf needs to be applied to the surface

KU2. the expectations of the production designer and any key limitations on budget, resources and time availability

KU3. how to check the suitability of a surface for the required finish/ effect

KU4. what materials and tools would be best suited to achieve the desired results and how to apply/ operate them. (tools specific to metal leaf application include burnishers, buffers, polishers, gilder cushions and gilder tip brushes)

KU5. how to measure sheets of metal leaf and cut them to size

KU6. how to set-up and take down working platforms required to complete the job

KU7. how to select the right adhesives based on the identified surface and choice of metal leaf to be applied

KU8. techniques for correctly placing and applying metal leaf

KU9. techniques for burnishing, buffing and polishing the surface to achieve a uniform metallic finish

KU10. check for any defects, blotches or marks and repair them to achieve the required finish

KU11. applicable health and safety guidelines, and minimizing the risk to the individuals own health and safety as well as those around him/ her



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Generic Skills (GS)

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

- GS1.** prepare material lists and rough estimates
- GS2.** read and correctly identify the packaging of materials and tools required to complete the task (e.g. brand, shade/ colour, composition etc.)
- GS3.** understand the requirements from the production design team
- GS4.** convey the estimated resource requirements (time, people, materials, budget) and any constraints/ limitations
- GS5.** make relevant decisions related to the area of work
- GS6.** plan his/her work according to the requirements and agreed timelines
- GS7.** manage within the agreed budget and minimize wastage
- GS8.** identify any problems with successful execution of the task
- GS9.** communicate these to the production design team and identify solutions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the production brief</i>	6	14	-	-
PC1. understand the productions desired metal leaf finishes/effects from the brief provided by the production designer/ art designer	6	14	-	-
<i>Applying metal leaf</i>	24	56	-	-
PC2. apply adhesive to prepare the surface for gilding/ foiling	6	14	-	-
PC3. apply metal leaf on flat, raised, even and uneven surfaces	6	14	-	-
PC4. apply various metal leaf varieties including brass, copper, aluminum as well as leafs containing precious metals	6	14	-	-
PC5. burnish/polish the surface to achieve a uniform metallic finish	3	7	-	-
PC6. complete the task within the required timeframe and minimize wastage of materials	3	7	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3120
NOS Name	Apply metal leaf
Sector	Media & Entertainment
Sub-Sector	Film, Television
Occupation	Set Crafts
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/02/2015
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



Qualification Pack

MES/N0104: Maintain Workplace Health & Safety

Description

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

Elements and Performance Criteria

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

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

- PC1.** understand and comply with the organizations current health, safety and security policies and procedures
- PC2.** understand the safe working practices pertaining to own occupation
- PC3.** understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises
- PC4.** participate in organization health and safety knowledge sessions and drills

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

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

- PC5.** identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency
- PC6.** identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms

Identifying and reporting risks

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

- PC7.** identify aspects of your workplace that could cause potential risk to own and others health and safety
- PC8.** ensure own personal health and safety, and that of others in the workplace through precautionary measures
- PC9.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC10.** report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected

Complying with procedures in the event of an emergency

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

- PC11.** follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard
- PC12.** identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** Organizations norms and policies relating to health and safety
- KU2.** Government norms and policies regarding health and safety and related emergency procedures
- KU3.** Limits of authority while dealing with risks/ hazards
- KU4.** The importance of maintaining high standards of health and safety at a workplace
- KU5.** The different types of health and safety hazards in a workplace
- KU6.** Safe working practices for own job role
- KU7.** Evacuation procedures and other arrangements for handling risks
- KU8.** Names and contact numbers of people responsible for health and safety in a workplace
- KU9.** How to summon medical assistance and the emergency services, where necessary
- KU10.** Vendors or manufacturers instructions for maintaining health and safety while using equipment, systems and/or machines

Generic Skills (GS)

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

- GS1.** how to write and provide feedback regarding health and safety to the concerned people
- GS2.** how to write and highlight potential risks or report a hazard to the concerned people
- GS3.** read instructions, policies, procedures and norms relating to health and safety
- GS4.** highlight potential risks and report hazards to the designated people
- GS5.** listen and communicate information with all anyone concerned or affected
- GS6.** make decisions on a suitable course of action or plan
- GS7.** plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS8.** apply problem solving approaches in different situations
- GS9.** understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority
- GS10.** apply balanced judgments in different situations
- GS11.** How to write and provide feedback regarding health and safety to the concerned people
- GS12.** How to write and highlight potential risks or report a hazard to the concerned people
- GS13.** Read instructions, policies, procedures and norms relating to health and safety
- GS14.** Highlight potential risks and report hazards to the designated people
- GS15.** Listen and communicate information with all anyone concerned or affected
- GS16.** Make decisions on a suitable course of action or plan
- GS17.** Plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS18.** Apply problem solving approaches in different situations
- GS19.** build and maintain positive and effective relationships with colleges and customers
- GS20.** analyze data and activities
- GS21.** Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority



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GS22. Apply balanced judgments in different situations

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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	-	-

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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 Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N3115.Prepare surfaces for painting	30	70	-	-	100	15
MES/N3116.Apply paint using brush, roller or spray	30	70	-	-	100	15
MES/N3117.Produce finishes and effects	30	70	-	-	100	15
MES/N3118.Produce stencil effects	30	70	-	-	100	15
MES/N3119.Apply wall coverings	30	70	-	-	100	15
MES/N3120.Apply metal leaf	30	70	-	-	100	15
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	230	470	-	-	700	100



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

Qualification Pack

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.
BLUEPRINT	A technical drawing of an architecture or engineering design, typically with measurements and angles of each component
BUDGET	Budget is an estimate of the total cost of production that may include a break-up of cost components
CONSTRUCTION SCHEDULE	A detailed breakdown of activities for a construction project, with the duration of each activity and organized in sequential order
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
DRAFTMAN	(1) A visual artist who specialises in artistic drawings. Or, (2) A person who prepares technical drawings and plans under the direction of an architect or engineer or designer.
DRESS SET	Decorating the set for aesthetic/ visual purposes
LABOUR LAWS	Legal norms governing the relationship between workers, employers, trade unions and the government

Qualification Pack

POST-PRODUCTION	Post-production is the final finishing phase of the production, where the raw footage is edited, special effects are added, music and sound are integrated, colour correction is done etc.
PROPS	A property, commonly shortened to prop (plural)
SCALE DRAWINGS	A drawing that depicts the accurate dimensions of an object, except they have all been reduced or enlarged by a certain fixed percentage (called the scale).
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
SET	The background/ scenery visible through the camera (for video production) or directly to the spectator (for theatrical production)
SETTING OUT (CARPENTRY)	Marking out different sections of a wooden item to full scale on rods/ plywood (this helps create a stencil/ mould to standardize the measurements of an item, and is also known as 'setting out')
SET ETIQUETTE	A set of guidelines that dictate how cast and crew should behave on set and interact with each other
STRIKE SET	Process of dismantling the set (including moveable items and semi-permanent fixtures), and storing, discarding or returning these items
TIMELINES	Timelines is a listing of dates by which the production milestones/stages need to be completed
SECTOR	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
SUB-SECTORS	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
VERTICAL	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
OCCUPATION	Occupation is a set of job roles, which perform similar/related set of functions in an industry
FUNCTION	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.

Qualification Pack

SUB-FUNCTIONS	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 alphanumeric code.
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.



Qualification Pack

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.