Qualification Pack

Sound Designer

QP Code: MES/Q3401

Version: 2.0

NSQF Level: 5

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

Contents

MES/Q3401: Sound Designer

Brief Job Description

Individuals at this job design the sound concept for a production and select the studios/equipment for recordings

Personal Attributes

This job requires the individual to think creatively and develop a range of sound concepts. The individual must have a good understanding of the various music forms and styles prevalent in the industry. The individual must be aware of the language and principles of sound, acoustics and psychoacoustics. The individual must be able to interpret sound requirements and select the equipment/ studios required for production.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MES/N3401: Conceptualise sound concepts

2. MES/N3402: Select sound equipment

3. MES/N3403: Select sound studios for recording

4. MES/N0104: Maintain Workplace Health & Safety

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Radio, Gaming, Advertising
Occupation	Sound Creation
Country	India
NSQF Level	5
Credits	18
Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2153.0511

Minimum Educational Qualification & Experience	Graduate with 1 Year of experience OR Certificate-NSQF (Sound Editor / Engineer NSQF Level-4) with 3 Years of experience OR 12th Class with 5 Years of experience
Minimum Level of Education for Training in School	
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	2.0
Reference code on NQR	2022/ME/MESC/05223
NQR Version	2.0

Remarks:

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

MES/N3401: Conceptualise sound concepts

Description

This OS unit is about conceptualizing creative sound concepts that conform to requirements of the production script and sound brief

Elements and Performance Criteria

Understanding sound requirements

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

PC1. interpret the creative and technical requirements from the script and sound design brief

Generating a variety of sound concepts that cater to sound requirements

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

PC2. develop sound concepts that conform to requirements

Shortlisting the most feasible concept

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

PC3. evaluate and shortlist options best suited to the production

PC4. prepare a list of tracks that would need to be produced (along with their sound attributes and specifications)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the creative and technical requirements of the production

KU2. the technical, budget and time constraints applicable

KU3. the various styles/forms of music and sounds prevalent in the industry and their characteristics

KU4. the language and principles of sound, and how they affect tone

KU5. the principles of acoustics and psychoacoustics

KU6. how to think creatively and develop a range of sound concepts

KU7. the parameters for evaluating sound concepts

KU8. the balance between fx, music and soundtracks

KU9. basic music sequencing

KU10. how to break-down the sound concept into specific components that would need to be produced

KU11. foley-recording, i.e. the use of everyday sound effects in post-production

KU12. sound editing/mixing techniques and software, w.r.t. basic film grammar and compatibility with the production

KU13. the applicable copyright and intellectual property norms

KU14. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. prepare notes for reference during the conceptualization phase

GS2. document the sound concept including specifications for sound/tracks that would need to be produced

GS3. read and understand the script and the sound design brief

GS4. read and identify copyright requirements for procuring sound components

GS5. profile the target audience of the production to understand their tastes and preferences

GS6. keep updated on industry trends with respect to the types of sound concepts being used across various productions

GS7. discuss and agree on the sound requirements with the director and producer

GS8. present sound concepts and gain consensus on the final concept with the director and producer, and agree on modifications required

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 selecting a particular sound concept on the budget and production process

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understanding sound requirements	**10**	**20**	**-**	**-**
PC1. interpret the creative and technical requirements from the script and sound design brief	10	20	-	-
Generating a variety of sound concepts that cater to sound requirements	**10**	**20**	**-**	**-**
PC2. develop sound concepts that conform to requirements	10	20	-	-
Shortlisting the most feasible concept	**20**	**20**	**-**	**-**
PC3. evaluate and shortlist options best suited to the production	10	10	-	-
PC4. prepare a list of tracks that would need to be produced (along with their sound attributes and specifications)	10	10	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3401
NOS Name	Conceptualise sound concepts
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Animation, Gaming, Advertising
Occupation	Sound Creation
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	21/11/2014
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N3402: Select sound equipment

Description

This OS unit is about identifying sound equipment requirements and selecting equipment most suited for production

Elements and Performance Criteria

Determining sound equipment required for the production

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

PC1. determine the sound equipment that would be required

Selecting equipment most suited for the production

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

PC2. select sound equipment best suited to achieve the required sound for the production

PC3. obtain permissions/licenses for using the equipment during production

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the quality and creative standards expected from the final recorded end-products

KU2. the technical, budget and time constraints applicable

KU3. the production/recording dates

KU4. the principles of sound, acoustics and psychoacoustics

KU5. the performance characteristics and costs of hiring different types of sound equipment

KU6. the power requirements for recording and operating equipment (voltage, load, phases), placement of power fittings (distribution, requirements), and techniques for safe testing

KU7. the difference between sound formats (5.1, 7.1, compressed) and the appropriate sound equipment for each

KU8. radio frequency allocations and requirements

KU9. sound editing/mixing techniques, equipment and software (Telos Machines, Yamaha 02R Digital, VEGAS software, RCS radio software)

KU10. the permissions and licenses required for operating sound equipment

KU11. applicable health and safety considerations

Generic Skills (GS)

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

GS1. prepare a list of sound equipment that would need to be procured to meet production needs

GS2. prepare the sound budget including a detailed breakdown of the equipment and resources that would be required for production

GS3. prepare the required documentation to obtain the licenses/permissions for the use of sound equipment

GS4. read and understand the sound brief, and be aware of the creative and technical specifications for sound production

GS5. keep updated on new technologies and sound equipment used for production

GS6. read about the requirements for procuring licenses and permissions required to operate the sound equipment during the production dates

GS7. liaise with the production department to determine sound requirements

GS8. discuss and agree on the sound budget with the director and producer

GS9. select the sound equipment to be used in line with the budget allocated

GS10. plan equipment selection and hire/procurement in accordance to production schedules and within the budget allocated

GS11. determine the impact of the chosen sound equipment on the production and post-production requirements of sound

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Determining sound equipment required for the production	**10**	**20**	**-**	**-**
PC1. determine the sound equipment that would be required	10	20	-	-
Selecting equipment most suited for the production	**30**	**40**	**-**	**-**
PC2. select sound equipment best suited to achieve the required sound for the production	10	20	-	-
PC3. obtain permissions/licenses for using the equipment during production	20	20	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3402
NOS Name	Select sound equipment
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Animation, Gaming, Advertising
Occupation	Sound Creation
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	21/11/2014
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N3403: Select sound studios for recording

Description

This OS unit is about assessing the suitability of sound studios and finalising the most appropriate studio for recording

Elements and Performance Criteria

Identifying suitable sound studios and assessing the suitability

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

PC1. assess the suitability of a studio for recording in light of the creative and technical requirements of production (it is recommended that the sound designer personally visits all key studios

PC2. evaluate the pros and cons of recording at the studio and reasons why it should be chosen or rejected

PC3. assess any additional costs that would need to be borne

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the studios available and/or the sources of finding out suitable studios for recording

KU2. the allocated budget and production/recording dates

KU3. how to assess the pros and cons of a studio, w.r.t. the sound concept, line sound recording, voice and effects treatment and other creative or technical requirements

KU4. the sound equipment required and whether provisions are available at the studio (microphones, amplifiers, recording media, mixing consoles, speakers, converters, foley props)

KU5. the cost of procuring additional equipment, if required

KU6. the power needs for recording and whether they will be met with at the given studio

KU7. the ancillary costs involved in selecting the studio (the cost of transportation, accommodation, equipment

KU8. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. document the pros and cons of each studio and reasons for choosing/rejecting any studio

GS2. document additional technical and equipment needs at the studio, for reference of the relevant departments

GS3. read the production budgets to ensure that the studio and ancillary costs stay in line

GS4. liaise with the production department to discuss the studios suitability w.r.t. production needs, expected problems that might arise or additional requirements, if any

GS5. discuss and confirm the creative and technical requirements for recording

GS6. communicate any health and safety requirements to the production team and assign responsibility for needs to be taken care of

GS7. select the sound equipment to be used in line with the budget allocated

GS8. identify problems with successful execution at the studio, and resolve them in consultation with the production team

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Identifying suitable sound studios and assessing the suitability	**40**	**60**	**-**	**-**
PC1. assess the suitability of a studio for recording in light of the creative and technical requirements of production (it is recommended that the sound designer personally visits all key studios	10	20	-	-
PC2. evaluate the pros and cons of recording at the studio and reasons why it should be chosen or rejected	15	25	-	-
PC3. assess any additional costs that would need to be borne	15	15	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3403
NOS Name	Select sound studios for recording
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Animation, Gaming, Advertising
Occupation	Sound Creation
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	21/11/2014
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/N3401.Conceptualise sound concepts	40	60	-	-	100	30
MES/N3402.Select sound equipment	40	60	-	-	100	30
MES/N3403.Select sound studios for recording	40	60	-	-	100	30
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	**170**	**230**	**-**	**-**	**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.
ACOUSTICS	Acoustics is the science of sound production, creation of effects and their transmission
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
CREATIVE BRIEF	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders
PSYCHOACOUSTICS	Psychoacoustics is the study of the psychological and physiological responses to sound.
TARGET AUDIENCE	Group of people at whom content/ adverting is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters
TIMELINES	Timelines is a listing of dates by which the production milestones/stages need to be completed

SECTOR	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
SOUND CONCEPT	Sound concept is a description of the overall sound experience for the production
SUB SECTOR	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
VERTICAL	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
OCCUPATION	Occupation is a set of job roles, which perform similar/related set of functions in an industry
FUNCTION	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
SUB-FUNCTION	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
JOB ROLE	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OCCUPATIONAL STANDARDS	OS 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.