Qualification Pack

Sound Engineer

QP Code: MES/Q3402

Version: 2.0

NSQF Level: 4

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

Contents

MES/Q3402: Sound Engineer

Brief Job Description

Individuals at this job are responsible to record and mix sound sources to create end-products that meet the quality standards and requirements of production.

Personal Attributes

This job requires the individual to know how to operate a range of sound equipment and software. The individual must be well-versed with the principles of sound and acoustics. The individual must be able to select sound sources and apply various mixing techniques and treatments to create quality end-products that meet production requirements

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MES/N3405: Prepare sound equipment

2. MES/N3407: Record sound

3. MES/N3412: Mix sound

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	4
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2153.0501

Minimum Educational Qualification & Experience	12th Class with 1 Year of experience OR 10th Class with 3 Years of experience OR Not Applicable (Sound Assistant NSQF Level-3) with 2 Years 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
NSQC Approval Date	27/01/2022
Version	2.0
Reference code on NQR	2022/ME/MESC/05225
NQR Version	2.0

Remarks:

MES/N3405: Prepare sound equipment

Description

This OS unit is about preparing sound equipment prior to recording/ playback to ensure that they are correctly aligned in accordance to requirements

Elements and Performance Criteria

Aligning the sound input and output interfaces
To be competent, the user/individual on the job must be able to:

PC1. understanding the sound requirements of production

PC2. align/synchronise the inputs and output interfaces of sound systems to ensure that the sound signals are sent and received at the correct specifications

PC3. test sound signals for an appropriate duration to ensure that they meet requirements and are free from disturbances and defects

PC4. respond positively to feedback and changes in creative requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the acoustics of the performance area and how they affect sound production requirements (e.g.: the bifurcation of different sound sources)

KU2. the layout and positioning of sound equipment, including the various origin and destination points

KU3. the principles of sound and acoustics

KU4. how to use and handle various types of sound equipment (input and output devices)

KU5. how to create a good signal-to-noise ratio, amplifying certain sounds while limiting ambient noises to a safe and appropriate sound level

KU6. how to align sound equipment to the appropriate polarity, acoustic impedance, frequency etc.

KU7. how to use audio metering devices to meter, monitor and level sound, mitigating sound-quality deviations

KU8. how to place output devices such as amplifiers, speakers, headphones etc. in an optimum way so as to not cause interference with input devices

KU9. how to phone in and out

Generic Skills (GS)

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

GS1. record the technical requirements of sound, to refer to while aligning sound equipment

GS2. read recording schedules to ensure that the sound equipment is aligned and ready for recording/play out ahead of timelines

GS3. read user manuals, handling specifications and safety considerations to aid the correct use and handling of sound equipment

GS4. discuss the sound requirements and the layout of sound equipment with the relevant parties and clarify doubts, if any

GS5. discuss handling guidelines and safety considerations with contributors (artists, commentators, presenters, field journalists etc.)

GS6. plan work according to requirements and agreed timelines

GS7. have a methodical, organized approach to work

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Aligning the sound input and output interfaces	**40**	**60**	-	-
PC1. understanding the sound requirements of production	10	20	-	-
PC2. align/synchronise the inputs and output interfaces of sound systems to ensure that the sound signals are sent and received at the correct specifications	10	20	-	-
PC3. test sound signals for an appropriate duration to ensure that they meet requirements and are free from disturbances and defects	10	10	-	-
PC4. respond positively to feedback and changes in creative requirements	10	10	-	-
NOS Total	**40**	**60**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3405
NOS Name	Prepare sound equipment
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Animation, Gaming, Advertising
Occupation	Sound Creation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	21/11/2014
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N3407: Record sound

Description

This OS unit is about procedures for preparing and making recordings in a variety of styles as per the production requirements

Elements and Performance Criteria

Monitor the recorder line-up

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

PC1. confirm that the recorded line-up meets the standards required of the production (required frequency response, signal-to-noise ratio, free from audible defects, maintains the phase relationship of the line-up signals

PC2. include in the recorded line-up the identifying codes and information for its correct reproduction

PC3. supply, monitor and check the correct line-up tone at either the camera, mixer and/or recorder

PC4. assess locations and report to the appropriate person any problems or potential problems that will prevent the making of an acceptable recording

Make sound recordings

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

PC5. provide, or ensure availability of, suitable equipment for any reasonable audio requirements likely to arise within the expected parameters of the job

PC6. make test recordings, using typical programme material, which are free from audible defects

PC7. make sure the recording medium has sufficient capacity for the expected duration of the recording

PC8. make sure that previously recorded material that may be needed is not lost or recorded over

PC9. make sure that, when synchronisation is required, the recording machine is correctly referenced, and that it runs stably

PC10. where appropriate control background sound levels to be consistent and suitable for the subsequent use of the recording

PC11. produce required sound in the desired format, at the required level, and with the dynamic range appropriate for the recording medium or technology

PC12. record sufficient sound at the beginning and end of the take to allow a smooth transition to adjacent material

PC13. make any additional recordings that are required by the editor or sound editor such as wild tracks of atmosphere, sound effects or dialogue

Maintain documentation

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

PC14. produce documentation and labelling which is accurate, legible, up-to-date, readily accessible and which meets the requirements of the production

PC15. identify and log all recording accurately, and in a way that is acceptable and understandable by subsequent users in editing and post-production

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the technical and creative requirements of sound as laid down in the sound concept

KU2. the expected quality standards for the production and formats in which they need to be stored

KU3. the end-use and likely output devices from which the sound would be heard

KU4. applicable timelines and budget for recording the required sound

KU5. how to assess the acoustic characteristics of the sound stage (interior) or location (exterior)

KU6. the sources of different types of sound that would be required during recordings and the estimated cost of procurement and copyrights for pre-recorded sound tracks (if applicable

KU7. how to use sound recording equipment, including the correct alignment and configuration of recording equipment

KU8. how to record sound onto digital audio tape or hard disk recorders

KU9. the operational and technical limitations of the medium being used (e.g.: the duration/capacity of recording media at the speed or sample rate used

KU10. the application and principles of ADR and Foley recording (if applicable

KU11. the significance of signal-to-noise ratio, signal phase, and control of audio level and headroom

KU12. the types of common recording formats and the compatibility of relevant digital standards/output with different types of playback- and use this to deliver tracks with the appropriate configurations for editing

KU13. the use of timecodes and/or other logging requirements in relevant digital and analogue applications

KU14. the proper use and care of commonly used sound recording equipment

Generic Skills (GS)

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

GS1. prepare notes to use during recording sessions

GS2. read and understand the sound concept

GS3. read and understand the creative and technical requirements for recording

GS4. read the script and understand the context/emotion that would need to be expressed through the sound

GS5. communicate with the sound supervisor, producers or contributors regarding the sound concept, and any other creative/technical requirements

GS6. discuss the possibilities of creating sound with the given sound sources so as to conform to the sound concept

GS7. present/solicit feedback on end-products and identify modifications required

GS8. plan individual work and timelines so as to deliver the end-products required within timelines and within the designated budget

GS9. identify problems with successful execution of the task and resolve them in consultation with the sound supervisor

GS10. critically analyse the end-products to ensure they are of the optimum quality and meet the requirements of post-production

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Monitor the recorder line-up	**8**	**12**	**-**	**-**
PC1. confirm that the recorded line-up meets the standards required of the production (required frequency response, signal-to-noise ratio, free from audible defects, maintains the phase relationship of the line-up signals	2	3	-	-
PC2. include in the recorded line-up the identifying codes and information for its correct reproduction	2	3	-	-
PC3. supply, monitor and check the correct line-up tone at either the camera, mixer and/or recorder	2	3	-	-
PC4. assess locations and report to the appropriate person any problems or potential problems that will prevent the making of an acceptable recording	2	3	-	-
Make sound recordings	**28**	**42**	**-**	**-**
PC5. provide, or ensure availability of, suitable equipment for any reasonable audio requirements likely to arise within the expected parameters of the job	4	6	-	-
PC6. make test recordings, using typical programme material, which are free from audible defects	2	3	-	-
PC7. make sure the recording medium has sufficient capacity for the expected duration of the recording	4	6	-	-
PC8. make sure that previously recorded material that may be needed is not lost or recorded over	4	6	-	-
PC9. make sure that, when synchronisation is required, the recording machine is correctly referenced, and that it runs stably	2	3	-	-
PC10. where appropriate control background sound levels to be consistent and suitable for the subsequent use of the recording	4	6	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. produce required sound in the desired format, at the required level, and with the dynamic range appropriate for the recording medium or technology	4	6	-	-
PC12. record sufficient sound at the beginning and end of the take to allow a smooth transition to adjacent material	2	3	-	-
PC13. make any additional recordings that are required by the editor or sound editor such as wild tracks of atmosphere, sound effects or dialogue	2	3	-	-
Maintain documentation	**4**	**6**	**-**	**-**
PC14. produce documentation and labelling which is accurate, legible, up-to-date, readily accessible and which meets the requirements of the production	2	3	-	-
PC15. identify and log all recording accurately, and in a way that is acceptable and understandable by subsequent users in editing and post-production	2	3	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3407
NOS Name	Record sound
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Animation, Gaming, Advertising
Occupation	Sound Creation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	21/11/2014
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

MES/N3412: Mix sound

Description

This OS unit is about procedures for preparing and making recordings in a variety of styles as per the production requirements

Elements and Performance Criteria

Work with sound sources

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

PC1. select valid criteria and use reliable methods to assess the sources required for the final mix

PC2. confirm that sound sources have the desired intelligibility, position and image in terms of the required sound

PC3. ensure that stereo and multi-channel sound sources have the required compatibility, where appropriate

PC4. control the level of the composite signal within technical limits and within the desired dynamic range

Mix Sound

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

PC5. manipulate sound sources to achieve the level, balance, tonal quality, perspective and dynamic range appropriate to the required sound

PC6. create the sound mix within production constraints

PC7. create a sound mix which is appropriate to the context in which it will be heard

PC8. accurately identify and promptly correct any problems in creating the mix, minimising disruption to contributors and colleagues

PC9. ensure that tracks and mixes are organised in a way that is suitable for later use in editing

PC10. ensure that any paperwork is accurate, legible and conforms with conventions that will be understood by other mixers, sound technicians etc.

Work with Contributors and Colleagues

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

PC11. efficiently communicate with sound or other crew regarding equipment positioning and requirements

PC12. respond to and interpret suggestions from the contributor, colleagues, client or production during sound mixing, clarify any ambiguities or

PC13. explain clearly any problems with the sound mix, and offer realistic options

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the creative and technical requirements of the production/sound concept

KU2. the expected quality standards for the production

KU3. applicable timelines and budget for recording the required sound

KU4. the functional and operating characteristics of commonly used mixing, ancillary and encoding equipment

KU5. the principles of storytelling and the conventions of different genres and styles of film and programme-making

KU6. the requirements for dynamic range and intelligibility, and how to achieve them

KU7. the different kinds of sound treatment and equalisation, and how to achieve them

KU8. the characteristics of tonal quality and perspective, and how to achieve them

KU9. basic principles of pitch, rhythm, melody, harmony and time signatures and how to apply them

KU10. the characteristics, uses and requirements of mono, stereo and surround formats, and how to achieve them

KU11. the principles and styles of music and different musical ensembles (orchestra, string quartet, rock group, jazz quartet, soloist, etc.

KU12. the context in which the mix will be played, what the end-product will be used for and the equipment it will be heard through- and how to take this into account when creating the mix

KU13. the needs of post-production sound and editing, and how the sound will be used in postproduction

KU14. sound editing/mixing software (e.g.: Adobe Audition, Nuendo, Pyramix) w.r.t. both their theoretical and practical components

KU15. the applicable copyright norms and intellectual property rights

Generic Skills (GS)

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

GS1. prepare notes to use during the recording/mixing sessions

GS2. read and understand the sound concept

GS3. read and understand the creative and technical requirements for recording

GS4. read the script and understand the context/emotion that would need to be expressed through the sound

GS5. communicate with the sound supervisor, producers or contributors regarding the sound concept, and any other creative/technical requirements

GS6. discuss the possibilities of creating sound with the given sound sources so as to conform to the sound concept

GS7. present/solicit feedback on end-products and identify modifications required

GS8. plan individual work and timelines so as to deliver the end-products required within timelines and within the designated budget

GS9. identify problems with successful execution of the task and resolve them in consultation with the sound supervisor

GS10. critically analyze the end-products to ensure they are of the optimum quality and meet the requirements of post-production

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Work with sound sources	**12**	**18**	**-**	**-**
PC1. select valid criteria and use reliable methods to assess the sources required for the final mix	4	6	-	-
PC2. confirm that sound sources have the desired intelligibility, position and image in terms of the required sound	4	6	-	-
PC3. ensure that stereo and multi-channel sound sources have the required compatibility, where appropriate	2	3	-	-
PC4. control the level of the composite signal within technical limits and within the desired dynamic range	2	3	-	-
Mix Sound	**20**	**30**	**-**	**-**
PC5. manipulate sound sources to achieve the level, balance, tonal quality, perspective and dynamic range appropriate to the required sound	4	6	-	-
PC6. create the sound mix within production constraints	2	3	-	-
PC7. create a sound mix which is appropriate to the context in which it will be heard	4	6	-	-
PC8. accurately identify and promptly correct any problems in creating the mix, minimising disruption to contributors and colleagues	4	6	-	-
PC9. ensure that tracks and mixes are organised in a way that is suitable for later use in editing	2	3	-	-
PC10. ensure that any paperwork is accurate, legible and conforms with conventions that will be understood by other mixers, sound technicians etc.	4	6	-	-
Work with Contributors and Colleagues	**8**	**12**	**-**	**-**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. efficiently communicate with sound or other crew regarding equipment positioning and requirements	4	6	-	-
PC12. respond to and interpret suggestions from the contributor, colleagues, client or production during sound mixing, clarify any ambiguities or	2	3	-	-
PC13. explain clearly any problems with the sound mix, and offer realistic options	2	3	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N3412
NOS Name	Mix sound
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Animation, Gaming, Advertising
Occupation	Sound Creation
NSQF Level	4
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/N3405.Prepare sound equipment	40	60	-	-	100	30
MES/N3407.Record sound	40	60	-	-	100	30
MES/N3412.Mix sound	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.