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**QP Name: Broadcasting Operation Manager**

**QP Code: MES/Q2809**

**QP Version: 1.0**

**NSQF Level: 5**

**Model Curriculum Version: 1.0**

Media & Entertainment Skills Council, 522-524, DLF Tower-A, Jasola, New Delhi - 110025

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## Training Parameters

<b>Sector</b>	<b>Media and Entertainment</b>
<b>Sub-Sector</b>	
<b>Occupation</b>	<b>Digital Media</b>
<b>Country</b>	<b>India</b>
<b>NSQF Level</b>	<b>5</b>
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3521.0700
<b>Minimum Educational Qualification and Experience</b>	Diploma (after class 12th) with three years of relevant experience OR Graduate with two years of relevant experience OR Class 12th pass with five year of relevant experience OR ITI (After 10th) Pass with five years of relevant experience
<b>Pre-Requisite License or Training</b>	<b>NA</b>
<b>Minimum Job Entry Age</b>	<b>22 Years</b>
<b>Last Reviewed On</b>	
<b>Next Review Date</b>	30/03/2027
<b>NSQC Approval Date</b>	
<b>QP Version</b>	<b>1.0</b>
<b>Model Curriculum Creation Date</b>	
<b>Model Curriculum Valid Up to Date</b>	30/03/2027
<b>Model Curriculum Version</b>	<b>1.0</b>
<b>Minimum Duration of the Course</b>	<b>840 Hours</b>
<b>Maximum Duration of the Course</b>	<b>840 Hours</b>

# Program Overview

This section summarizes the end objectives of the program along with its duration.

## Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Demonstrate skills and knowledge related to broadcast operations
- Oversee broadcast operations staff and activities
- Manage broadcast facility, equipment and systems
- Plan budgetary allocation
- Plan and manage the implementation of broadcast systems
- Maintain workplace health and Safety

## Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
MES/N2831: Develop skills and knowledge in broadcast operations	60:00	60:00			120:00
MES/N2832: Oversee broadcast operations staff and activities	60:00	120:00			180:00
MES/N2833: Manage broadcast facility, equipment and systems	80:00	130:00			210:00
MES/N2834: Budgetary allocation plan	50:00	70:00			120:00
MES/N2835: Plan and manage the implementation of broadcast systems	60:00	90:00			150:00
MES/N0104: Maintain Workplace Health & Safety	20:00	40:00			60:00
<b>Total</b>	<b>330:00</b>	<b>510:00</b>			<b>840:00</b>

# Module Details

## Module 1: Develop skills and knowledge in broadcast operations

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

- Describe and demonstrate the role of Broadcasting Operation Manager
- Demonstrate ways to operate and maintain various systems that are used across the television, radio

<b>Duration:</b> 60:00	<b>Duration:</b> 60:00
<b>Theory – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to:	<b>Practical – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to :
<ul style="list-style-type: none"> <li>• Analyze the role of Broadcasting Operation Manager</li> <li>• Elaborate the importance of ensuring that the programs are being broadcasted on time</li> <li>• Enlist the qualities which should be possessed by Broadcasting Operation Manager</li> <li>• State the relevance of communicating effectively with the members of the team and other colleague</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate working with both the hardware and broadcast systems that are used across the television, radio</li> <li>• Demonstrate ways to operate and maintain the systems, carry out updates and repairs, carry out studio, set-work and post-production operations</li> <li>• Show how to maintain specialist equipment for video production</li> <li>• Demonstrate how to install and test new facilities</li> <li>• Display how to design and install customer audio-visual circuits</li> <li>• Demonstrate how to analyse and repair technical faults on equipment and systems</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector	
<b>Tools, Equipment and Other Requirements</b>	
Related software	

## Module 2: Oversee broadcast operations and staff activities

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

- Manage team activities
- Support the head of operations in various activities
- Oversee broadcast operations at a whole

<b>Duration: 60:00</b>	<b>Duration: 120:00</b>
<b>Theory – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to:	<b>Practical – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to :
<ul style="list-style-type: none"> <li>• Discuss the importance of pre planning for different technical aspects for each shoot</li> <li>• State the importance of ensuring that the engineers are aware of the schedules and requirements and effectively carry out their tasks and activities</li> <li>• List the ways to support head of broadcast operations in various activities</li> <li>• Elaborate how to gather information on operational issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ways to manage the technical aspects for each shoot</li> <li>• Show how to plan and manage team activities</li> <li>• Display how to diagnose and manage the resolution of operational issues</li> <li>• Demonstrate the ways to support the head of broadcasting in procuring uplinking rights, managing broadcasting deals, accreditations etc.</li> <li>• Schedule the rosters of the engineering team and allocate them on specific projects/tasks</li> <li>• Create standard operating procedures and technical training manuals for broadcast engineers</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector	
<b>Tools, Equipment and Other Requirements</b>	
Related software	

## Module 3: Manage broadcast facility, equipment and systems

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

- Demonstrate ways to manage broadcast facility at a large
- Display ways to manage various broadcast equipment and systems

<b>Duration: 80:00</b>	<b>Duration: 130:00</b>
<b>Theory – Key Learning Outcomes</b> <b>After the successful completion of this module, the Participant will be able to:</b>	<b>Practical – Key Learning Outcomes</b> <b>After the successful completion of this module, the Participant will be able to :</b>
<ul style="list-style-type: none"> <li>• Elaborate the importance of ensuring that the operations of the radio station comply to the broadcast standards, policies, and relevant laws and regulations</li> <li>• Enlist different ways to follow-through communications</li> <li>• Discuss the relevance of ensuring that all on-air broadcast programming complies with local rules and regulation</li> <li>• Enlist various broadcast facilities</li> <li>• List down various broadcast equipment</li> <li>• Elaborate various areas to provide advice and assistance to senior station management</li> <li>• Suggest improvements/additions in equipment and technology that are cost effective and are based on best practices being deployed by the industry</li> <li>• Recommend equipment and software vendors for purchases/upgrades sanctioned by the management</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ways to coordinate the continuous, multifaceted daily operations of the radio station</li> <li>• Show how to maintain accurate schedules, records and discrepancy reports</li> <li>• Display how to monitor output and performance to manage and optimise the utilisation of current equipment and facilities</li> <li>• Demonstrate ways to develop and implement systems to maintain records on station operations, volunteers, equipment, and compliance activities</li> <li>• Prepare a regular and ad-hoc report</li> <li>• Demonstrate ways to manage relationships with the key vendors of broadcasting equipment and maintenance contracts</li> </ul>

### Classroom Aids:

Laptop, whiteboard, marker, projector

### Tools, Equipment and Other Requirements

Relevant softwares

## Module 4: Budgetary allocation plan

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

- Conduct periodic station inspection
- Carry out budget plan for resource, maintenance and futuristic operational activities.

<b>Duration: 50:00</b>	<b>Duration: 70:00</b>
<b>Theory – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to:	<b>Practical – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to :
<ul style="list-style-type: none"> <li>• Discuss the importance of scheduling all preventive and routine work.</li> <li>• State the type and relevance of modification required in equipment inventory</li> <li>• Elaborate the relevance of creating an effective budget plan</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to conduct periodic station inspection</li> <li>• Demonstrate ways of maintenance of time and material</li> <li>• Develop budget for regular maintenance, procurement, replacement etc.</li> <li>• Carry out budget plan for resource, maintenance and futuristic operational activities.</li> </ul>

<b>Classroom Aids:</b>
Laptop, whiteboard, marker, projector
<b>Tools, Equipment and Other Requirements</b>
Relevant softwares



## Module 5: Plan and manage the implementation of broadcast systems

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

- Create a plan for the implementation of broadcast systems
- Demonstrate the ways to manage the implementation of broadcast systems

<b>Duration:</b> 60:00	<b>Duration:</b> 90:00
<b>Theory – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to:	<b>Practical – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to:
<ul style="list-style-type: none"> <li>• Illustrate ways to ensure project’s implementation complies with all regulations</li> <li>• Discuss the relevance of confirming that the engineering activities used during the project are appropriate to the defined objective, taking into account factors including set requirements, budgetary constraints, timescales and operational impact</li> <li>• Enlist problems that may come up in a project</li> <li>• Elaborate ways to obtain accurate information on the project activities being undertaken</li> <li>• Identify the ways to ensure that the implementation of the project complies with all relevant regulations and guidelines, including health and safety and environmental regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a plan for the implementation of broadcast systems</li> <li>• Demonstrate the ways to manage the implementation of broadcast systems</li> <li>• Prepare a plan for engineering activities to be used during the project</li> <li>• Show how to give clear and accurate instructions to the project team</li> <li>• Demonstrate how to control the use of project resources to achieve the most effective results</li> <li>• Display how to solve problems that may arise in a project.</li> <li>• Demonstrate ways to review progress against the project plan</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector	
<b>Tools, Equipment and Other Requirements</b>	
Related software	

## Module 6: Maintain Workplace Health and Safety

**Terminal Outcomes:** After the successful completion of this module, the Participant will be able to:

- Discuss the health, safety and security risks prevalent in the workplace and report health and safety issues to the person responsible for health and safety and the resources available.
- Comply with procedures in the event of an emergency
- Discuss the various safety precautions to be taken.

<b>Duration:</b> 20:00	<b>Duration:</b> 40:00
<b>Theory – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to:	<b>Practical – Key Learning Outcomes</b> After the successful completion of this module, the Participant will be able to:
<ul style="list-style-type: none"> <li>• Recall health, safety and security- related guidelines and identify the risks involved.</li> <li>• Maintain correct posture while working and maintain and use the first aid kit whenever required.</li> <li>• report health and safety risks/ hazards to concerned personnel</li> <li>• Recall people responsible for health and safety and able to contact in case of emergency</li> <li>• Illustrate security signals and other safety and emergency signals</li> <li>• Explain the process to identify and report risk.</li> <li>• Enumerate and recommend opportunities for improving health, safety, and security to the designated person</li> <li>• Describe how to report any hazards outside the individual’s authority to the relevant person in line with organisational procedures and warn other people who may be affected</li> <li>• complying with procedures in the event of an emergency</li> <li>• Explain the impact of the violation of safety procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the different types of health and safety hazards in a workplace</li> <li>• Practice safe working practices for own job role</li> <li>• Perform evacuation procedures and other arrangements for handling risks</li> <li>• Perform the reporting of hazard</li> <li>• identify and document potential risks like sitting postures while using the computer, eye fatigue and other hazards in the workplace</li> <li>• Demonstrate the use of Personal Protective Equipment (PPE) appropriately.</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector, Health and Safety Signs and policy	
<b>Tools, Equipment and Other Requirements</b>	
Health and Safety Signs and policy	

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate in relevant field		5	Relevant experience in digital media required	3	-	-

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Broadcasting Operation Manager" mapped to QP: "MES/Q0000", version 1.0. Minimum accepted score as per SSC guidelines is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601, v1.0 Trainer" with the scoring of a minimum of 80%.

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Master in relevant field		4	Relevant experience in digital media is required	2	-	-

Assessor Certification	
Domain Certification	Platform Certification
<p><b>Certified for Job Role: “Broadcasting Operation Manager” mapped to QP: “MES/Q0000”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.</b></p>	<p><b>Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “MEP/Q2701, v1.0 Assessor” with the scoring of a minimum 80%.</b></p>

## Assessment Strategy

This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program.

### Assessment system Overview:-

Assessment will be carried out by MESC affiliated assessment partners. Based on the results of assessment, MESC certifies the learners. Candidates have to pass online theoretical assessment which is approved by MESC. The assessment will have both theory and practical components in 30:70 ratio. While theory assessment is summative and an online written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

### Testing Environment:-

Training partner has to share the batch start date and end date, number of trainees and the job role. Assessment is fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue. Question bank of theory and practical will be prepared by assessment agency and approved by MESC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on theoretical knowledge of the subject. The theory and practical assessments will be carried out on same day. If there are candidates in large number, more assessors and venue will be organized on same day of the assessment.

Assessment			
Assessment Type	Formative or Summative	Strategies	Examples
Theory	Summative	Written Examination	Knowledge of facts related to the job role and functions. Understanding of principles and concepts related to the job role and functions
Practical	Summative	Structured tasks	Presentation
Viva	Summative	Questioning and Probing	Mock interview on topics

### Assessment Quality Assurance framework

Only certified assessor can be assigned for conducting assessment. Provision of 100 % video recording with clear audio to be maintained and the same is to be submitted to MESC. The training partner will intimate the time of arrival of the assessor and time of leaving the venue.

**Methods of Validation:-**

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Aadhar card number is required of registering the candidate for training. This will form the basis of further verification during the assessment. Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role. The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment. Video of the practical session is prepared and submitted to MESC. Random spot checks/audit is conducted by MESC assigned persons to check the quality of assessment. Assessment agency will be responsible to put details in SIP. MESC will also validate the data and result received from the assessment agency.

**Method of assessment documentation and access**

The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by MESC assessment team. After upload, only MESC can access this data. MESC approves the results within a week and uploads it.