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QP Name: Correspondent

QP Code: MES/Q1906

QP Version: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0

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

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Training Parameters

Sector	Media and Entertainment
Sub-Sector	Animation and Gaming
Occupation	Game Development
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2641.9900
Minimum Educational Qualification and Experience	Class 12th Pass with two year of relevant experience OR 3 Years Diploma (after Class 10th) with one year of relevant experience OR ITI (after class 10th) with two years of relevant experience
Pre-Requisite License or Training	Familiarity with any one High level Programming Language (Scripting language)
Minimum Job Entry Age	18 Years
Last Reviewed On	
Next Review Date	30/03/2027
NSQC Approval Date	
QP Version	1.0
Model Curriculum Creation Date	
Model Curriculum Valid Up to Date	30/03/2027
Model Curriculum Version	1.0
Minimum Duration of the Course	510 Hours
Maximum Duration of the Course	510 Hours

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.

- Generate new ideas for journalism
- Interact with team
- Conduct interviews of celebrities
- Perform reporting in hostile situation
- Comply with Applicable Law and Regulation

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/N1909: Generate Ideas for Journalism Projects NOS Version No. 1.0 NSQF Level 5	20:00	30:00			60:00
Generate Ideas for Journalism Projects	20:00	30:00			60:00
MES/N1910: Undertake Research for Journalism Projects NOS Version No. 1.0 NSQF Level 5	15:00	35:00			50:00
Undertake Research for Journalism Projects	15:00	35:00			50:00
MES/N1903: Conduct an Interview NOS Version No. 1.0 NSQF Level 5	15:00	35:00			50:00
Conduct an Interview	15:00	35:00			50:00
MES/N1904: Undertake Field Reporting NOS Version No. 1.0 NSQF Level 5	15:00	35:00			50:00

Conduct field reporting	15:00	35:00			50:00
MES/N1913: Write and Edit Copy NOS Version No. 1.0 NSQF Level 5	15:00	35:00			50:00
Write and Edit Copy	15:00	35:00			50:00
MES/N1912: Analyse Audio Visual Aids NOS Version No. 1.0 NSQF Level 5	25:00	45:00			70:00
Analyse Audio Visual Aids	25:00	45:00			70:00
MES/N2817: Comply with Applicable Law and Regulation NOS Version No. 1.0 NSQF Level 5	25:00	45:00			70:00
Comply with Applicable Law and Regulation	25:00	45:00			70:00
MES/N0104: Maintain workplace health and Safety NOS Version No. 1.0 NSQF Level 5	15:00	35:00			50:00
Comply with workplace health and Safety	15:00	35:00			50:00
Total	180:00	270:00	60:00		510:00

Module Details

Module 1: Generate Ideas for Journalism Projects

Terminal Outcomes:

- Perform research and gather information from various sources

Duration: 20:00	Duration: 30:00
Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:	Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to :
<ul style="list-style-type: none"> • Discuss a story/ idea/ concept across mediums and formats, including: • A specific story – e.g. fact-based reporting, analytical, feature-writing • Identify any constraints to successfully realize the idea – including any ethical, legal, regulatory, organizational or other limitations • Articulate ideas clearly and pitch/ present and defend ideas to an audience (e.g. during an editorial team meeting) • Respond positively to feedback and any changes in creative requirements 	<ul style="list-style-type: none"> • Carry out research and collect information from several sources on daily events and occurrences. • Create story/idea or a concept with help of – fact-based reporting, analytical, feature-writing. • Conduct background research and collect information to support/ develop story ideas using various primary and secondary sources, including daily events and occurrences, other news publications, personal contacts (colleagues, experts, contacts/ network), archives, press releases and newswires. • Compile information, document facts and present research in a coherent and comprehensive manner
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	

Module 2: Undertake Research for Journalism Projects

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

- Demonstrate how to interact effectively with the team
- Conduct celebrity interviews

Duration: 15:00	Duration: 35:00
Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:	Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to :
<ul style="list-style-type: none"> • Evaluate story ideas for their suitability to the particular medium • Analyze the corresponding implications on budget, time schedule and resource requirements • Compile information, document facts and present research in a coherent and comprehensive manner. 	<ul style="list-style-type: none"> • Show how to Interact with reporters while on the air. • Conduct live interviews with experts and collect information. • Conduct background research and collect information to develop story ideas using various primary and secondary sources. • Show the process of Verifying information from other sources. • Demonstrate how to conduct live interview of famous people in studio and over the phone. • Prepare interview questions.
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	
Related software	

Module 3: Conduct an Interview

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

- Investigate stories and perform report writing

Duration: 15:00	Duration: 35:00
Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:	Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to :
<ul style="list-style-type: none"> • Discuss the objectives of the interview, and its relevance to the wider audience and organization, as appropriate to the role. • Plan the interview in a manner appropriate to one’s own role and corresponding standing and authority– i.e. pose questions, receive answers/ information, participate in the conversation and develop open topics • Describe verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role • 	<ul style="list-style-type: none"> • supervise, set-up activities to ensure the smooth running of the interview, across different mediums and formats • Conduct investigation of a given story and verify its authenticity. • Conduct live interviews with experts and collect information. • Use standard format for news writing as broadcast news stories are typed, double-spaced, and in uppercase/lowercase. • Prepare interview questions. •

Classroom Aids:

Laptop, whiteboard, marker, projector

Tools, Equipment and Other Requirements

Module 4: Undertake Field Reporting

Terminal Outcomes:

- Review and deliver scripts

Duration: 15:00	Duration: 35:00
Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:	Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:
<ul style="list-style-type: none"> • Understand the requirements of field reporting, including logistics, and plan accordingly • Gather information from the field through a range of sources, and file stories within deadlines (for TV and radio reporters, it may also mean providing footage and audio clips – live or non-live) • Manage the safety and security of crew and equipment while on location • Ensure that field reporting is as risk-free as possible. 	<ul style="list-style-type: none"> • Show how to review and revise scripts. • Demonstrate how to deliver scripts on air.
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	
Related software	

Module 5: Write and Edit Copy

Terminal Outcomes:

- Organize and write news
- Verify the relevance of news

Duration: 25:00	Duration: 45:00
Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:	Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:
<ul style="list-style-type: none"> • Craft an engaging narrative, conceptualise and clarify ideas and develop stories that meet the broader creative/editorial objectives of the organization, if appropriate to the role • Display strong command of the language including correct grammar, spelling, sentence construction, diction and pronunciation skills • Ensure that finished scripts meet legal and regulatory norms, and do not pose any risks to the individual and/ or organization 	<ul style="list-style-type: none"> • Present the facts and information in a manner that is coherent, comprehensible and appropriate for the target audience • Edit a story or script based on the brief and prescribed word/ time limits • Write and edit items such as: headlines, captions, intros, outros, cues and other types of links •
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	
Related software	

Module 6: Analyse Audio Visual Aids

Terminal Outcomes:

- Prepare for commentary.

Duration: 25:00	Duration: 45:00
Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:	Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:
<ul style="list-style-type: none"> • Identify which audio visual aid(s) would be most appropriate for the story being told, and to the medium/format being used 	<ul style="list-style-type: none"> • Demonstrate the benefits and drawbacks of different audio visual aids available including photographs, illustrations, graphics (text, charts, graphs), audio and video clips, animation and visual effects/VFX • Collect and verify, if necessary, the information that is planned on being used • Present relevant information using audio visual aids, communicating key points and messages effectively
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	

Module 7: Comply with Applicable Law and Regulation

Terminal Outcomes:

- Comply with laws and regulations

Duration: 25:00	Duration: 45:30
Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:	Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:
<ul style="list-style-type: none"> • Discuss the applicable legal and regulatory framework that apply to one’s work using the respective source documents and training material • Identify instances where either one’s own or someone else’s work may not comply fully with the framework • List the risks of non-compliance for oneself and the organization. • Explain the legal and regulatory requirements specific to the organization are being adhered to. 	<ul style="list-style-type: none"> • Show how to escalate instances of non-compliance to the concerned authority.
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	
Related software	

Module 8: 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.

Duration: 15:00	Duration: 35:00
Theory – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:	Practical – Key Learning Outcomes After the successful completion of this module, the Participant will be able to:
<ul style="list-style-type: none"> • Recall health, safety and security-related guidelines and identify the risks involved. • Maintain correct posture while working and maintain and use the first aid kit whenever required. • report health and safety risks/ hazards to concerned personnel • Recall people responsible for health and safety and able to contact in case of emergency • Illustrate security signals and other safety and emergency signals • Explain the process to identify and report risk. • Enumerate and recommend opportunities for improving health, safety, and security to the designated person • 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 • complying with procedures in the event of an emergency • Explain the impact of the violation of safety procedures. 	<ul style="list-style-type: none"> • Identify the different types of health and safety hazards in a workplace • Practice safe working practices for own job role • Perform evacuation procedures and other arrangements for handling risks • Perform the reporting of hazard • identify and document potential risks like sitting postures while using the computer, eye fatigue and other hazards in the workplace • Demonstrate the use of Personal Protective Equipment (PPE) appropriately.
Classroom Aids:	
Laptop, whiteboard, marker, projector, Health and Safety Signs and policy	
Tools, Equipment and Other Requirements	
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	
Bachelor in Journalism	Journalism	5		NA	3	

Trainer Certification	
Domain Certification	Platform Certification
<p>Certified for Job Role: "Correspondent" mapped to QP: "MES/Q0000", version 1.0. Minimum accepted score as per SSC guidelines is 80%.</p>	<p>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%.</p>

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
OR						
Bachelor in Journalism	Journalism	5		NA	3	

Assessor Certification	
Domain Certification	Platform Certification
<p>Certified for Job Role: “Correspondent” mapped to QP: “MES/Q0000”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.</p>	<p>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%.</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.