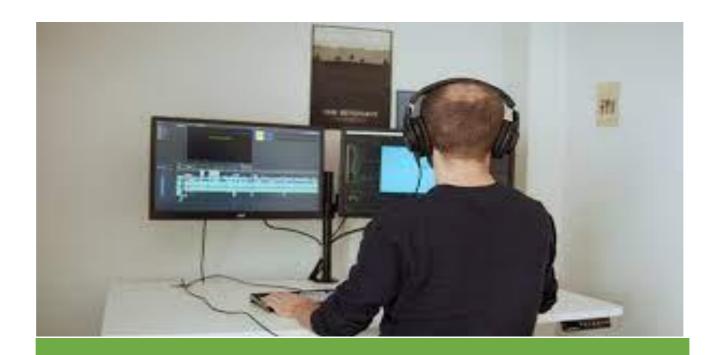QP Name: Desk Editor

QP Code: MES/Q1909

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

Sector	Media and Entertainment
Sub-Sector	
Occupation	Journalism
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2641.9900
Minimum Educational Qualification and Experience	Bachelor's in journalism with one year of relevant experience **OR** Graduate with Two years of relevant experience **OR** Class 12th pass with five years of relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 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	840 Hours
Maximum Duration of the Course	840 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.

- Analyse the job of Desk Editor
- Conduct research for content and relevant links
- Conduct interview and broadcast
- Update the radio station's website with content on upcoming shows
- Comply with Applicable Law and Regulation
- 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/N1923: Generate Ideas for Journalism Projects (Print & Electronics)	50:00	110:00			160:00
MES/N1910: Undertake Research for Journalism Projects	60:00	100:00			160:00
MES/N1913: Write and Edit Copy	60:00	100:00			160:00
MES/N1924: Team management & develop the Editorial Vision	50:00	110:00			160:00
MES/N2817: Comply with Applicable Law and Regulation	80:00	60:00			140:00
MES/N0104: Maintain Workplace Health & Safety	20:00	40:00			60:00
Total	320:00	520:00			840:00

Module Details

Module 1: Generate ideas for Journalism Projects (Print and Electronics)

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

- Gather information from various primary and secondary sources and conduct research
- Prepare news, stories etc. for publication and broadcast.

Duration: *50:00*	**Duration**: *110:00*
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 :**
- List various sources to gather information for research - Explain how to prepare news for publication or broadcast - List the pointers for selecting stories for each edition	- Demonstrate ways to collect information from various primary and secondary sources - Conduct research - Display ways to allocate space for articles photographs, advertisements etc for each edition - Demonstrate ways to collect news - Show how to entail getting all the information such as breaking news etc. to broadcast on the news channel.
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	
Related software	

Module 2: Undertake Research for journalism projects

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

- Gather information through various sources and conduct background research to support story ideas
- Compile the gathered information in a comprehensive manner
- Analyze the implications on budget, time schedule and resource requirements

Duration: *60:00*	Duration: *100:00*
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 :**
• List various sources used to gather information for conducting research • Elaborate on the ways in which information, document facts and research can be compiled. • Discuss the ways to analyze the implications on budget, time schedule and resource requirements	• Demonstrate ways to evaluate story ideas for their suitability • Show how to collect information to support/ develop story ideas using various primary and secondary sources • Conduct background research for a story idea • Present information, document facts and present research in a coherent and comprehensive manner.
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	
Related software	

Module 3: Write and edit copy

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

- Develop and edit story/script after conceptualizing and clarifying ideas.
- Follow legal and regulatory norms for the scripts.

Duration: 60:00	Duration: 100:00
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 :**
• Describe the relevance of sharing the facts, data and information appropriately and coherently with the target audience • Identify the importance of editing a story or a script • Discuss the importance of developing stories that meet the broader creative/editorial objectives of the organization • Enlist ways to ensure that finished scripts meet legal and regulatory norms, and do not pose any risks to the individual and/ or organization	• Present the facts and information to the target audience • Demonstrate the ways in which a story or script can be edited based on the brief and prescribed word/ time limits • Show how to edit items such as: headlines, captions, intros, outros, cues and other types of links • Craft an engaging narrative • Display strong command of the language including correct grammar, spelling, sentence construction, diction and pronunciation skills

Classroom Aids:
Laptop, whiteboard, marker, projector
Tools, Equipment and Other Requirements
Relevant softwares

Module 4: Team management and develop editorial vision

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

- Demonstrate ways to interact with other team members.
- Conduct interviews and successfully manage the flow of the interview.

Duration: *50:00*	Duration: *110:00*
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:**
• List the ways to analyze facts and figures before anchoring them • Discuss ways to identify various verbal and non-verbal cues of the interviewee • Identify various challenges that may come up while conducting interviews.	• Demonstrate ways to interact with other team members including reporters, news team and so on. • Prepare pertinent questions based on the type of interview being conducted and editorial goals across. • Show how to successfully manage the flow of the interview • Demonstrate the ways to challenge/steer the conversation as appropriate to the role in line with the script vision
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	
Related software	

Module 5: Comply with Applicable Law and Regulation

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

- Describe various legal frameworks being applicable at workplace
- Explain the risks of non-compliance for oneself and the organization

Duration: *80:00*	**Duration**: *60:00*
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:**
- 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.	Show how to escalate instances of non-compliance to the concerned authority.
Classroom Aids:	
Laptop, whiteboard, marker, projector	
Tools, Equipment and Other Requirements	
Document on related law and regulation	

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.

Duration: *20:00*	**Duration**: *40:00*

Theory – Key Learning Outcomes
    After the successful completion of this module, the Participant will be ableto:
	Practical – Key Learning Outcomes
	    After the successful completion of this module, the Participant will be able to:

- 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.	- 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	

Trainer Requirements

Trainer Prerequisites					
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	*Specialization*	*Years*	*Specialization*	
Graduate in Journalism	Journalism	5	Relevant experience required in Journalism	3	-	-

Trainer Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "Desk Editor" mappedto 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*	
Graduate in Journalism	Journalism	6	**Relevant experience required in Journalism**	3	-	-

Assessor Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "Desk Editor" mappedto QP: "MES/Q0000", version 1.0. Minimum accepted score as per SSC guidelines is 80%.	**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%.**

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.