

Model Curriculum

Sound Assistant

SECTOR: MEDIA AND ENTERTAINMENT
**SUB-SECTOR: Television, Print, Radio, Digital,
Out-of-home**
OCCUPATION: Sound Assistant
REF ID: MES/ Q 3403
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Media and Entertainment Skill Council

for

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Sound Assistant'** QP Ref. No. **'MES/Q3403, NSQF Level 3'**

Date of Issuance: 27th January 2022

Valid up to: 25th January 2027

* Valid up to the next review date of the Qualification Pack

Authorized Signatory
Media and Entertainment Skill Council



TABLE OF CONTENTS

1. Curriculum	01	
2. Trainer Prerequisites		05
3. Annexure: Assessment Criteria	06	

Sound Assistant

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Sound Assistant”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Sound Assistant		
Qualification Pack Name & Reference ID. ID	MES/ Q 3403		
Version No.	2.0	Version Update Date	27-Jan-22
Pre-requisites to Training	Class X pass with one-year relevant experience OR Class 8th with ITI with one-year relevant experience Min Age: 18 Year		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Preparing and arranging sound equipment and accessories for use indoors and outdoors, largely under supervision • Equipment can include: Microphones, Amplifiers, Playback and recording equipment, Speakers, Splitters, Wireless communication devices, Batteries and cables, Recording media, Recording equipment, Mixing consoles, Headphones, Storage devices • Handling/moving sound input devices and equipment, including microphones / boom mics, pre-amplifiers, other supports • Capturing sound at a comfortable level above the noise floor using a compatible type of microphone w.r.t. the environment, which may include live music, songs, interviews, dialogues, announcements, commentaries • Matching the interfaces between source and destination level, impedance, polarity and format, and when needed, synchronization. • It is about routing test signals to the correct signal paths, and sending test signals at correct levels, with an appropriate frequency waveform, largely under supervision • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Sound Assistant” Qualification Pack issued by “Media & Entertainment Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Set-up, maintain and disassemble sound equipment</p> <p>Theory Duration (hh:mm) 40:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code MES /N 3404</p>	<ul style="list-style-type: none"> Set-up, operate and disassemble sound equipment and accessories in accordance with requirements and recording schedules and under supervision of the sound supervisor Conduct preliminary tests and technical run-throughs to ensure equipment is in working order (e.g. infiltration from an outdoor recording) Fit microphones to contributors (artists, performers, field reporters, commentators etc.) in a way that optimizes sound input 	Laptop, white board, marker, projector,
2	<p>Capture sound</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code MES /N 3406</p>	<ul style="list-style-type: none"> Handle/move sound input devices and equipment to capture sound in a way that minimizes disturbances and optimizes input Ensure that the captured sound/input matches the production requirements and expected sound quality Ensure documentation and labelling of equipment, where appropriate Troubleshoot at a basic level 	Laptop, white board, marker, projector,
3	<p>Align the sound system</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code MES /N 3410</p>	<ul style="list-style-type: none"> Ensure that interfaces between source and destination are matched in level, impedance, polarity and format Route the test signal to the correct signal path to enable alignment of the system Confirm that the level of test signal is correct for that application Produce test signals which bear the expected phase relationship to each other Correctly identify the origin of the received test signals Assess the test signal accurately for variations in level, phase, and frequency and response, and log 	Laptop, white board, marker, projector,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		them accurately	
4	<p>Maintain Workplace, Health & Safety</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code MES/N 0104</p>	<ul style="list-style-type: none"> Understand and comply with the organisation’s current health, safety and security policies and procedures. Understand the safe working practices pertaining to own occupation. 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 Participate in organization health and safety knowledge sessions and drills Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms Identify aspects of your workplace that could cause potential risk to own and others health and safety Identify and recommend opportunities for improving health, safety, and security to the designated person Report any hazards outside the individual’s authority to the relevant person in line with organizational procedures and warn other people who may be affected Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual’s authority. 	<p>Handbook, White board, marker, computer system, projector, PPTs</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Total Duration 390:00</p> <p>Theory Duration 120:00</p> <p>Practical Duration 210:00</p> <p>OJT 60:00</p>	<p>Unique Equipment Required: Laptop, PowerPoint & white board, marker, projector, Laptop, Sample pictures and videos, Cleaning tools, electricity tester, safety and ergonomics chart, Fire Extinguisher, First-Aid Kit</p>	

Grand Total Course Duration: **390 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Media and Entertainment Skill Council](#))

Trainer Prerequisites for Job role: “Sound Assistant” mapped to Qualification Pack: “MES/ Q 3403, v2.0”

Sr. No.	Area	Details
1	Description	Sound Assistant in the Media & Entertainment Industry is also known as a Sound Technician or Boom operator Brief. This job are responsible for setting-up/ disassembling sound equipment, aligning sound systems and capturing sounds as per production requirements, largely under supervision.
2	Personal Attributes	This job requires the individual to know basic principles of sound and acoustics. The individual must be well-versed with the features and handling specifications of sound equipment to be able to operate them effectively during shoots/audio programmes. The individual must be able to place/move equipment appropriately to ensure that the sound captured meets expected quality standards, largely under supervision. In case of live shoots, the individual must know how to operate the boom mic to capture sound/dialogue unobtrusively with regard to the positioning of the camera/lighting.
3	Minimum Educational Qualifications	Class XII, preferably with a background in physical sciences
4a	Domain Certification	Certified for Job Role: “ <u>Sound Assistant</u> ” mapped to QP: “ <u>MES/ Q 3403, v1.0</u> ”. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MES/Q 3403”. Minimum accepted % as per respective SSC guidelines is 60%.
5	Experience	0-2 Years of work experience, with experience as an apprentice recording on location or in studio

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Sound Assistant
Qualification Pack	MES/ Q 3403, v2.0
Sector Skill Council	Media & Entertainment

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Media and Entertainment Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2	Each NOS will be assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

	NOS	NOS NAME	Weightage
1	MES / N 3404	Set-up, maintain and disassemble sound equipment	45%
2	MES/ N 3406	Capture sound	25%
3	MES/ N 3410	(Align the sound system	25%
4	MES / N 0104	Maintain workplace health and safety	5%
			100%

Job Role	Sound Assistant					
NOS CODE	NOS NAME	Performance Criteria			Marks Allocation	
			Total Mark	Out Of	Theory	Skills Practical
MES/ N 3404	Prepare sound equipment	PC1.Set-up, operate and disassemble sound equipment and accessories in accordance with requirements and recording schedules and under supervision of the sound supervisor	100	40	20	60
		PC2. Conduct preliminary tests and technical run-throughs to ensure equipment is in working order (e.g. infiltration from an outdoor recording)		40	10	
		PC3. Fit microphones to contributors (artists, performers, field reporters, commentators etc.) in a way that optimizes sound input		20	10	
			Total	100	40	60
MES/ N 3406	Capture sound	PC1. Handle/move sound input devices and equipment to capture sound in a way that minimizes disturbances and optimizes input	100	30	10	60
		PC2. Ensure that the captured sound/input matches the production requirements and expected sound quality		20	5	
		PC3. Ensure documentation and labelling of equipment, where appropriate		30	10	
		PC4. Troubleshoot at a basic level		20	10	
			Total	100	40	60

MES/ N 3410	Align the sound system	PC1.Ensure that interfaces between source and destination are matched in level, impedance, polarity and format	100	15	10	60
		PC2. Route the test signal to the correct signal path to enable alignment of the system		10	5	
		PC3.Confirm that the level of test signal is correct for that application		10	5	
		PC4. Produce test signals which bear the expected phase relationship to each other		20	5	
		PC5. Correctly identify the origin of the received test signals		15	5	
		PC6. Assess the test signal accurately for variations in level, phase, and frequency and response, and log them accurately		30	10	
		Total		100	40	
MES/ N 0104	Maintain workplace health and safety Description	PC1. Understand and comply with the organization's current health, safety and security policies and procedures	100	10	5	50
		PC2. Understand the safe working practices pertaining to own occupation		10	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		5	3	
		PC4. Participate in organization health and safety knowledge sessions and drills		5	2	

	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	10	5	
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety	10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures	10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person	5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected	10	5	
	PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard	10	5	
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority	5	2	
	Total	100	50	50