

# Model Curriculum

## Unit Production Manager

**SECTOR: MEDIA AND ENTERTAINMENT**  
**SUB-SECTOR: Television, Print, Radio, Digital,  
Out-of-home**  
**OCCUPATION: Unit Production Manager**  
**REF ID: MES/ Q 2803**  
**NSQF LEVEL: 5**



# 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: **'Unit Production Manager'** QP Ref. No. **'MES/Q2803, NSQF Level 5'**

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



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# Unit Production Manager

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “*Unit Production Manager*”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learners

<b>Program Name</b>	<b><i>Unit Production Manager</i></b>		
<b>Qualification Pack Name &amp; Reference ID. ID</b>	MES/ Q 2803		
<b>Version No.</b>	3.0	<b>Version Update Date</b>	27-Jan-22
<b>Pre-requisites to Training</b>	<ul style="list-style-type: none"> <li>Graduate with two years of relevant experience</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Production Assistant NSQF Level-4 with five years of relevant experience</li> <li>Min Age: 21 Year</li> </ul>		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>Understand, research and break down production requirements</li> <li>Develop production schedules , Preparing the budget , Monitoring the budget , Manage live production , Coordinating production activities</li> <li>Understanding the health, safety and security risks prevalent in the workplace</li> <li>Knowing the people responsible for health and safety and the resources available</li> <li>Identifying and reporting risks</li> <li>Complying with procedures in the event of an emergency</li> </ul>		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Unit Production Manager” Qualification Pack issued by “Media & Entertainment Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Develop the Production Schedule</b></p> <p><b>Theory Duration</b> (hh:mm) 40:00</p> <p><b>Practical Duration</b> (hh:mm) 80:00</p> <p><b>Corresponding NOS Code</b> MES /N 2802</p>	<ul style="list-style-type: none"> <li>Interpret a script/ story/idea/ concept for a particular medium and determine the associated production activities</li> <li>Break down the script and be able to describe and establish the scene to scene, and shot to shot requirements</li> <li>Understand various production styles, technologies and methods and corresponding implications on budget, time schedule, cast and crew requirements</li> <li>Prepare a production schedule (either using scheduling software, spreadsheets, other word processing/ tabulation software or by hand) with sequence of tasks, resources required, time taken and contingency plans</li> <li>Solicit feedback on the production schedule from key departments, incorporate their views, finalize the schedule and circulate it to the entire cast and crew</li> <li>For continuous programming genres (e.g. TV or radio), contribute to creating the events plan for the month and quarter</li> <li>For continuous programming genres (e.g. TV or radio), check weekly reports and schedules for senior creative resources (RJs, anchors)</li> </ul>	Laptop, white board, marker, projector,
2	<p><b>Create and Monitor the Production Budget</b></p> <p><b>Theory Duration</b> (hh:mm) 40:00</p> <p><b>Practical Duration</b> (hh:mm) 80:00</p>	<ul style="list-style-type: none"> <li>Interpret the production schedule and sequence of activities in terms of their cost implications and expenses for each item</li> <li>Understand various production styles and methods and corresponding implications on budget, time schedule, cast and crew requirements</li> <li>Prepare a production budget (either using budgeting/ tabulation software or by hand) with details on required expenses for each activity</li> </ul>	Laptop, white board, marker, projector,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Corresponding NOS Code</b> MES /N 2803	<ul style="list-style-type: none"> <li>Ensure that budget reflects realistic achievement of creative and technical production requirements, resource availability and personnel requirements.</li> <li>Manage the cash flow, track the outflow of funds against the budget, highlight variances and escalate issues to key departments (especially the financier) in a coordinated and timely manner</li> </ul>	
3	<b>Manage Programmed Production</b> <b>Live</b>  <b>Theory Duration</b> (hh:mm) 60:00  <b>Practical Duration</b> (hh:mm) 60:00  <b>Corresponding NOS Code</b> MES /N 2807	<ul style="list-style-type: none"> <li>Understand the technical requirements for live programme production and correctly estimate production requirements</li> <li>Conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made</li> <li>Co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event</li> </ul>	Laptop, white board, marker, projector,
4	<b>Coordinate Production Activities</b>  <b>Theory Duration</b> (hh:mm) 40:00  <b>Practical Duration</b> (hh:mm) 80:00  <b>Corresponding NOS Code</b> MES /N 2809	<ul style="list-style-type: none"> <li>Break-down the production schedule into a daily task list and manage day to day activities during filming</li> <li>Lead the full production unit toward successful completion of their tasks</li> <li>Track progress of filming against the production schedule and budget</li> <li>Anticipate potential delays/ budget overruns, escalate these to the relevant departments and identify ways to minimize them</li> </ul>	Laptop, white board, marker, projector,
6	<b>Maintain Workplace, Health &amp; Safety</b>  <b>Theory Duration</b> (hh:mm)	<ul style="list-style-type: none"> <li>Understand and comply with the organisation's current health, safety and security policies and procedures.</li> <li>Understand the safe working practices pertaining to</li> </ul>	<b>Handbook, White board, marker, computer system, projector, PPTs</b>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>20:00 <b>Practical Duration</b> (hh:mm) 40:00</p> <p><b>Corresponding NOS Code</b> MES/N 0104</p>	<p>own occupation.</p> <ul style="list-style-type: none"> <li>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</li> <li>Participate in organization health and safety knowledge sessions and drills</li> <li>Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</li> <li>Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</li> <li>Identify aspects of your workplace that could cause potential risk to own and others health and safety</li> <li>Identify and recommend opportunities for improving health, safety, and security to the designated person</li> <li>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</li> <li>Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority.</li> </ul>	
	<p><b>Total Duration</b> <b>540:00</b></p> <p><b>Theory Duration</b> <b>210:00</b></p> <p><b>Practical Duration</b> <b>330:00</b></p>	<p><b>Unique Equipment Required:</b> Laptop, PowerPoint &amp; 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: **540 Hours, 0 Minutes**

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

## Trainer Prerequisites for Job role: “Unit Production Manager” mapped to Qualification Pack: “MES/ Q 2803, v3.0”

Sr. No.	Area	Details
1	<b>Description</b>	Unit Production Manager in the Media & Entertainment Industry is a key member of the Production Department and is responsible for day to day production activities. This role is most relevant in feature film making and large television projects. These activities may be taken up by other members of the production department in small projects/ organizations. This job need to coordinate daily production tasks and manage the production unit (cast and crew). The unit production is very shoot-oriented and is the main person in charge of logistics, coordination and execution of production activities during shooting.
2	<b>Personal Attributes</b>	This job requires the individual to understand production techniques and the implications of various tasks on time, resources and budget. The individual must have a background in film making or content production. The individual must understand the logistics and facilities required for filming. The individual must be an effective communicator and be able to resolve any conflicts between departments to help meet the budget and timeline.
3	<b>Minimum Educational Qualifications</b>	Preferable Class Graduate, Basic computer Literacy
4a	<b>Domain Certification</b>	Certified for Job Role: <u>“Unit Production Manager”</u> mapped to QP: <u>“MES/ Q 2803, v1.0”</u> . Minimum accepted score is 70%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: <u>“Trainer”</u> , mapped to the Qualification Pack: <u>“MES/Q 2803”</u> . Minimum accepted % as per respective SSC guidelines is 60%.
5	<b>Experience</b>	Minimum 5 years of experience as Unit Production Manager.



## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Unit Production Manager</b>
<b>Qualification Pack</b>	<b>MES/ Q 2803, v3.0</b>
<b>Sector Skill Council</b>	<b>Media &amp; Entertainment</b>

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 2802	Develop the Production Schedule	20%
2	MES / N 2803	Create and Monitor the Production Budget	25%
3	MES/ N 2807	Manage Live Programmed Production	25%
4	MES / N 2809	Coordinate Production Activities	20%
5	MES / N 0104	Maintain workplace health and safety	10%
			100%

Job Role	<u>Unit Production Manager</u>					
NOS CODE	NOS NAME	Performance Criteria			Marks Allocation	
			Total Mark	Out Of	Theory	Skills Practical
MES/ N 2802	Develop the Production Schedule	PC1. Interpret a script/story/idea/ concept for a particular medium and determine the associated production activities	100	15	10	40
		PC2. Break down the script and be able to describe and establish the scene to scene, and shot to shot requirements		15	10	
		PC3. Understand various production styles, technologies and methods and corresponding implications on budget, time schedule, cast and crew requirements		10	5	
		PC4. Prepare a production schedule (either using scheduling software, spreadsheets, other word processing/ tabulation software or by hand) with sequence of tasks, resources required, time taken and contingency plans		10	5	

		PC5. Solicit feedback on the production schedule from key departments, incorporate their views, finalize the schedule and circulate it to the entire cast and crew		15	10	
		PC6. For continuous programming genres (e.g. TV or radio), contribute to creating the events plan for the month and quarter		15	10	
		PC7. For continuous programming genres (e.g. TV or radio), check weekly reports and schedules for senior creative resources (RJs, anchors)		20	10	
			<b>Total</b>	<b>100</b>	<b>60</b>	<b>40</b>
<b>MES/ N 2803</b>	<b>Create and Monitor the Production Budget</b>	PC1. Interpret the production schedule and sequence of activities in terms of their cost implications and expenses for each item	100	20	15	40
		PC2. Understand various production styles and methods and corresponding implications on budget, time schedule, cast and crew requirements		10	5	
		PC3. Prepare a production budget (either using budgeting/ tabulation software or by hand) with details on required expenses for each activity		30	25	

		PC4. Ensure that budget reflects realistic achievement of creative and technical production requirements, resource availability and personnel requirements.		10	5	
		PC5. Manage the cash flow, track the outflow of funds against the budget, highlight variances and escalate issues to key departments (especially the financier) in a coordinated and timely manner		30	10	
			<b>Total</b>	<b>100</b>	<b>60</b>	<b>40</b>
<b>MES/ N 2807</b>	<b>Manage Live program Production</b>	PC1. Understand the technical requirements for live programmed production and correctly estimate production requirements	100	40	25	40
		PC2. Conduct checks prior to the event to ensure that production can take place smoothly and any needed adjustments are made		40	25	
		PC3. Co-ordinate among multiple teams and individuals, sometimes in a high pressure environment and successfully maintain continuity through the event		20	10	
			<b>Total</b>	<b>100</b>	<b>60</b>	<b>40</b>
		PC1. Break-down the production schedule into a daily task list and manage day to day activities during filming	100	30	20	40

MES/ N 2809	Coordinate Production Activities	PC2. Lead the full production unit toward successful completion of their tasks		30	20	
		PC3. Track progress of filming against the production schedule and budget		20	10	
		PC4. Anticipate potential delays/ budget overruns, escalate these to the relevant departments and identify ways to minimize them		20	10	
		<b>Total</b>		<b>100</b>	<b>60</b>	
MES/ N 0104	Maintain workplace health and safety	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	
	<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>