

Model Curriculum

SECTOR: MEDIA AND ENTERTAINMENT
SUB-SECTOR: Film, Television, Animation, Advertising
OCCUPATION: Acting/Voice- over artist
REF ID: MES/ Q 0101
NSQF LEVEL: 4



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: **'Voice-Over Artist'** QP Ref. No. **'MES/Q0101, NSQF Level 4'**

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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Voice-over Artist

CURRICULUM / SYLLABUS

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

Program Name	Voice-over Artist		
Qualification Pack Name & Reference ID. ID	MES/ Q 0101		
Version No.	4.0	Version Update Date	27-Jan-22
Pre-requisites to Training	<ul style="list-style-type: none"> • Class VIII pass plus ITI (2 years after 8th) three years of relevant experience OR • Class X pass with three years of experience OR • Class XII Pass with one year of experience • Min Age: 18 Year 		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Understand the creative and technical requirements and expectations in terms of quality of deliverables and timelines. • Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow (Supervisor). • Translate expectations into effort estimates for each process and prepare a work plan, keeping in mind the impact on the production budget, timelines and technical viability. • Gather raw footage/material and select relevant material that can be used for post-production. • Ingest the footage/keep the material ready for the post-production process. • Save back-ups for interim work-products in the appropriate file formats. • Ensure final work-products are prepared in appropriate file formats (such as mp4, avi, wmv, mpg and mov) and appropriate medium (such as DVD, film, tape and digital) compatible with intended distribution/exhibition mediums. • Clear logs/data and keep the software and equipment ready for future use. • Use the software to break the content down into individual frames in accordance to requirements. • Ensure that the work-products meet Voice-over objectives and quality standards and are ready for compositing. • 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 		

	<p>own and others health and safety</p> <ul style="list-style-type: none">• Ensure own personal health and safety, and that of others in the workplace through precautionary measures.
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This course encompasses 4 out of 4 National Occupational Standards (NOS) of “voice-over Artist” Qualification Pack issued by “Media & Entertainment Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Audition and qualify for voicing roles</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 90:00</p> <p>Corresponding NOS Code MES/ N 0101</p>	<ul style="list-style-type: none"> Understand the requirements of The audition. Adapt his/her performance to the auditioners’ requirements. Showcase strengths and perform Confidently during auditions. Improvise and provide different Voice interpretations, as required by auditioners 	Laptop, PowerPoint & Hand-outs, posters, film clips, white board, marker, projector
2	<p>Prepare for Voicing performances</p> <p>Theory Duration (hh:mm) 40:00</p> <p>Practical Duration (hh:mm) 110:00</p> <p>Corresponding NOS Code MES/N 0102</p>	<ul style="list-style-type: none"> PC1.Understand and interpret characters in scripts within the Specified. Adapt personality and performance in accordance To the requirements of the role. Become proficient with own and co-actors lines and understand interdependencies between roles 	Laptop, PowerPoint & white board, marker, projector, Laptop, Software like Silhouette, Nuke, Fusion, Combustion, 3DS Max etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<p>Perform voice-overs in accordance to requirements</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 90:00</p> <p>Corresponding NOS Code MES/N 0103</p>	<ul style="list-style-type: none"> Perform convincing interpretations of roles by portraying emotions (using speech, tone etc.) Improvise and adapt (provide Valuations, vary speed, volume pitch etc. dynamically to the demands of the script. Deliver within the shortest possible time-frame with minimum Number of takes. 	Laptop, PowerPoint & white board, marker, projector, Laptop,
4	<p>Maintain Workplace, Health & Safety</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code MES/N 0104</p>	<ul style="list-style-type: none"> Explain the meaning of health List common health issues Follow safety measures during operations to ensure that the health and safety of self or others (including members of the public) is not at risk. Carry out operations as per the manufacturer's and worksite related health and safety guidelines. Handle the transport, storage and disposal of hazardous materials and waste in compliance with worksite health, safety and environmental guidelines. Follow safety regulations and procedures about worksite hazards and risks. Operate various grades of fire extinguishers, as applicable. 	Laptop, white board, marker, projector, Work safety and ergonomics chart, Fire Extinguisher, First-Aid Kit
	<p>Total Duration 450:00</p> <p>Theory Duration 125:00</p> <p>Practical Duration 325:00</p>	<p>Unique Equipment Required: Laptop, PowerPoint & white board, marker, projector, Laptop, Sample pictures and videos,</p>	

Grand Total Course Duration: **450 Hours, 0 Minutes**



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

Trainer Prerequisites for Job role: “Voice-over Artist” mapped to Qualification Pack: “MES/ Q 0101, v4.0”

Sr. No.	Area	Details
1	Description	Artist in the Media & Entertainment Industry is also known as an Voice-over Artist/ Dubbing Artist/ Voice Actor. Individuals at this job need to provide the voice for characters in various productions
2	Personal Attributes	This job requires the individual to have the essentials to perform i.e. excellent communication skills, voice-modulation skills, flair for Mimicry and drama, sense of humor, emotional rendering, versatility, language Skills etc. The individual must be able to perform confidently and adapt performance to different emotions and characters in accordance to Requirements. The individual must be able to understand and interpret requirements correctly and be capable of offering suggestions/ alternatives to his/her director during recordings.
3	Minimum Educational Qualifications	Preferable Class X Pass
4a	Domain Certification	Certified for Job Role: “ <u>Voice-over Artist</u> ” mapped to QP: “ <u>MES/ Q 0101, 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/Q0101”. Minimum accepted % as per respective SSC guidelines is 60%.
5	Experience	3 years of experience.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Voice-over Artist
Qualification Pack	MES/ Q 0101
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 0101	Audition and qualify for voicing roles.	20%
2	MES/ N 0102	Prepare for voicing performances.	25%
3	MES/ N 0103	Perform voice-overs in accordance to requirements.	40%
4	MES/ N 0104	Maintain workplace health and safety Description	10%
			100%

Job Role	Voice-over Artist						
	NOS CODE	NOS NAME	Performance Criteria for outcomes	Total Mark	Marks Allocation		
Out Of					Theory	Skills Practical	
MES/ N 0101	Audition and qualify for voicing roles	PC1. Understand the requirements of the audition.	100	25	5	75	
		PC2. Adapt his/her performance to the auditioners' requirements		25	5		
		PC3. Showcase strengths and perform confidently during audition		25	5		
		PC4. Improvise and provide different Voice interpretations, as required by auditioners		25	10		
				Total	100	25	75
MES/ N 0102	Prepare for Voicing performances	PC1. Understand and interpret characters in scripts within the specified time-period (in general, time available is very limited)	100	30	5	75	
		PC2. Adapt personality and performance in accordance to the requirements of the role		40	15		

		PC3.Become proficient with own and co-actors lines and understand interdependencies between roles		30	5	
			Total	100	25	75
MES/ N 0103	Perform voice-overs in accordance to requirements	PC1. Perform convincing interpretations of roles by portraying emotions (using speech, tone etc.)	100	30	10	75
		PC2.Improvise and adapt (provide valuations, vary speed, volume, pitch etc.)dynamically to the demands of the script		40	15	
		PC3.Deliver within the shortest possible time-frame with minimum number of takes.		30	0	
			Total	100	25	75
MES/ N 0104	Maintain workplace health and safety	PC1. Understand and comply with the organization's current health, safety and security policies and procedures		10	5	
		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	100	10	5	50
		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