

QUALIFICATION FILE

Sub-titling Artist

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: **NSQF Level 4**

Submitted By:

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Section 1: Basic Details

1.	Qualification Name	Sub-titling Artist										
2.	Sector/s	Media & Entertainment										
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved)	Qualification Name of existing/previous version:									
4.	a. OEM Name b. Qualification Name (Wherever applicable)	b. Sub-titling Artist										
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-04-ME-03713-2025-V1-NFDC	6. NCrf/NSQF Level: <i>NSQF Level 4</i>									
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate										
8.	Brief Description of the Qualification	A subtitling artist creates subtitles for audio or video content, ensuring accurate and clear conveyance of spoken dialogue and sounds for audiences who do not understand the source language. They condense spoken words into readable captions while maintaining context and cultural nuances.										
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12th Grade or equivalent</td> <td></td> </tr> <tr> <td>2</td> <td>10th Grade</td> <td>with 3 year experience in Subtitling and Allied roles</td> </tr> </tbody> </table> b. Age: NA		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	12th Grade or equivalent		2	10th Grade	with 3 year experience in Subtitling and Allied roles
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1	12th Grade or equivalent											
2	10th Grade	with 3 year experience in Subtitling and Allied roles										
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrf))	16	11. Common Cost Norm Category (I/II/III) (wherever applicable): II									
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA										

13.	Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	☒ Offline ☐ Online ☐ Blended					
		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
		Classroom (offline)	120	300	60		480
		Online					
		(Refer Blended Learning Annexure for details)					
14.	Aligned to NCO/ISCO Code/s (<i>if no code is available, mention the same</i>)	2431.0300					
15.	Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	Lead Subtitler/Subtitling Supervisor Dubbing artist, voice-over artist, Translation Editor.					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Will be translated into Hindi					
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:					
18.	Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify the applicable type of Disability:					
19.	How Participation of Women will be Encouraged						
20.	Are Greening/ Environment Sustainability Aspects Covered (<i>Specify the NOS/Module which covers it</i>)	☒ Yes ☐ No					
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No					
22.	Name and Contact Details of Submitting / Awarding Body SPOC (<i>In the case of CS or MS, provide details of both Lead AB & and Supporting ABs</i>)	Name: Ms. Sonal Mathur; Shri. D. Ramakrishnan Position in the organization: Head of Skill Development Address if different from above: Tel number(s): 044 – 2819 2506 / 2819 2407 Fax: 044-2819 2408 E-mail address: rama@nfdcindia.com					
23.	Final Approval Date by NSQC: 18/02/25	24. Validity Duration: 3 years			25. Next Review Date 18/02/28		

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases, these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at the NOS/ Module level. For further details, refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Transcribe Source Language Content	NFD/MES/N0801, V1.0	Core	4	2	20	40			60	30	70	-	-	100	20
2.	Create Accurate and Readable Subtitles	NFD/MES/N0802, V1.0	Core	4	3	20	70			90	30	70	-	-	100	20
3.	Synchronize subtitles and adjust subtitle timing for natural flow.	NFD/MES/N0803, V1.0	Core	4	3	20	70			90	30	70	-	-	100	20
4.	Proofread and Edit subtitles.	NFD/MES/N0804, V1.0	Core	4	2	20	40			60	30	70	-	-	100	20
5.	Follow Workplace Health & Safety Protocols	NFD/MES/N0304, V1.0	Non-Core	4	2	20	40			60	30	70	-	-	100	10
6.	Employability Skills (60 Hours)	DGT/VSQ/N0102	Non-Core	4	2	20	40			30	20	30	-	-	50	10
7	OJT							60		60						
Duration (in Hours) / Total Marks					16	120	300	60		480	170	380			550	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50 % (Every Trainee should score a specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 50 % (Every Trainee should score a specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate in Film, Cinematography, or a related field with 3 years of relevant experience with 2 years of training experience
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2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate in Film, Cinematography, or a related field with 5 years of relevant experience with 3 years of training experience
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Bachelor's degree in Film, Cinematography, or a related field with 4 years of relevant experience with 2 years of assessment experience OR Graduate in Film, Cinematography, or a related field of camera operation and cinematography with 6 years of relevant experience with 4 years of assessment experience
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate with proctoring experience of 1 year.
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports, occupational mapping or similar research carried out by Ministry/State/Any other authentic source forecasting the demand for the proposed qualification
3.	Government /Industry initiatives/ requirement (Yes/No):

4.	Number of Industry validations provided:
5.	Estimated nos. of persons to be trained and employed:
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Line Ministry Concurrence is initiated</i> If “No”, why: Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidence

Section 6: Annexure & Supporting Documents Check List

Specify the Annexure Name / Supporting document file name.

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	<i>Annexure 1</i>
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Annexure 2</i>
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Annexure 6</i>
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	<i>Annexure 7</i>
5.	Annexure: Blended Learning <i>(Mandatory, in case the selected Mode of delivery is “Blended Learning”)</i>	<i>Annexure 5</i>
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case of qualification has multiple Entry-Exit)</i>	
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	<i>Annexure 8</i>
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	<i>Model Curriculum</i>
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	
12.	Any other document you wish to submit:	

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	● Transcribe Source Language Content ● Create Accurate and Readable Subtitles ● Synchronize subtitles and adjust subtitle timing for natural flow ● Proofread and Edited subtitles ● Health and safety best practices at the workplace ● Employability Skills	As inferred from the learning outcomes and performance criteria of the Qualification listed in the adjacent cell, the Sub-titling Artist requires well-developed skills with a clear choice of procedures in a familiar context. Hence NSQF level for this descriptor is 4.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	Linguistic Skills: ● Ability to write clear, concise, and grammatically correct subtitles in the target language. ● Fluency in both the language of the original audio and the language the subtitles will be translated into. ● Ability to accurately translate the meaning and intent of the spoken dialogue while considering cultural nuances and maintaining a natural flow in the target language. Technical Skills: ● Skilful use of industry-standard subtitling software to create, edit, and synchronize subtitles with the audio timeline. ● A basic understanding of audio editing software can help clean up audio or isolate specific sounds for clarity in the subtitles. ● Fast and accurate typing skills are essential for keeping pace with the spoken dialogue during transcription. Professional Knowledge:	As can be inferred from the knowledge and understanding of related points mentioned in the adjacent cell, which have been taken from the Sub-titling Artist qualification pack, the job role holder must know facts, principles, processes and general concepts in a field of work or study. Hence NSQF level for this descriptor is 4.	4

	- Understanding cultural references and adapting them for the target audience ensures that the subtitles convey the intended meaning. - Knowledge of subtitling guidelines for readability, including character limitations per line and reading speed considerations. - Familiarity with the subject matter of the video or audio can improve the accuracy and clarity of the subtitles, especially for technical content. - Understanding copyright laws and subtitle licensing procedures is important for professional subtitling work.		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Range of cognitive and practical skills to accomplish tasks Cognitive Skills - Subtitling artists need to be able to meticulously listen to the audio source and capture every word, including slang, accents, and background noises. - Accurately conveying the intended meaning requires a firm grasp of grammar rules, punctuation usage, and sentence structure. - Fluency in the source and target languages is essential for translating subtitles while preserving the original meaning and context. - Understanding cultural references and humour is necessary to create subtitles that resonate with the target audience. - A keen eye for catching errors and inconsistencies in spelling, grammar, and timing is crucial. Practical Skills - Subtitling artists must type quickly and accurately to keep pace with the audio while maintaining high quality.	As can be inferred from the knowledge and understanding of related points mentioned in the adjacent cell, which have been taken from the Sub-titling Artist qualification pack, the job role holder must know facts, principles, processes and general concepts in a field of work or study. Hence NSQF level for this descriptor is 4	4

	● Subtitling Software Proficiency: Skill using subtitling software programs to create, edit, and format subtitles is essential. ● A basic understanding of video editing terminology and file formats is helpful. ● The ability to research unfamiliar terms, cultural references, and technical jargon to ensure accurate captioning. ● Meeting deadlines is essential in this fast-paced industry. Additional Skills ● Subtitling can be tedious and requires close attention to detail. ● Subtitling artists often work remotely and manage their own time. ● Being flexible and able to adjust to different audio and video content types is important.		
Broad Learning Outcomes/Core Skill	● A deep understanding and proficiency in both the source language (the language of the original content) and the target language (the language into which subtitles are translated). This includes grammar, syntax, idiomatic expressions, and cultural nuances. ● Ability to accurately translate dialogue, narration, and text from the source language to the target language while preserving the original content's meaning, context, tone, and intent. ● Proficiency in managing time effectively to meet tight deadlines, as subtitling often requires quick turnaround times. ● Keen attention to detail to ensure accuracy in timing, spelling, punctuation, and formatting of subtitles. Even small errors can significantly	As can be inferred from the knowledge and understanding of related points mentioned in the adjacent cell, which have been taken from the Sub-titling Artist qualification pack, the job role holder must know facts, principles, processes and general concepts in a field of work or study. Hence NSQF level for this descriptor is 4	4

	impact the viewer's understanding and enjoyment of the content. • Familiarity with subtitling software and tools (such as Aegisub, Subtitle Edit, or professional studio systems) to create, edit, synchronize, and format subtitles according to industry standards. • Awareness of cultural sensitivities and context-specific nuances in both the source and target languages to ensure accurate and culturally appropriate translations. • Ability to creatively adapt dialogue and text to fit within the constraints of subtitle length and timing while maintaining fidelity to the original content. • Effective communication skills to collaborate with other production team members, including directors, translators, and editors, to ensure the final product meets the desired quality standards. • Ability to quickly resolve issues during the subtitling process, such as ambiguous dialogue, technical glitches, or formatting inconsistencies. • Flexibility to adapt to different genres, styles, and content formats, ranging from films and television shows to documentaries, online videos, and educational materials.		
Responsibility	Most Responsibilities include: • Listening to audio/video content • Transcribing dialogue while maintaining timing and accuracy • Creating subtitles that fit designated space limitations • Syncing subtitles with on-screen action and dialogue	As can be inferred from the knowledge and understanding of related points mentioned in the adjacent cell, the Sub-titling Artist must take responsibility for their work and learning and some responsibility for others' works and learning.	4

	• Proofreading and editing subtitles for grammar and clarity • Adapting content for cultural sensitivity (optional). Hence, the Sub-titling Artist has much responsibility.	Hence NSQF level for this descriptor is 4	
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Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size:

	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Computer		1 each
2.	Subtitle Editing Software		
3.	video player		1 each
4.	Headphones		
5.	Internet Connection		1
6.	Dictionaries and glossaries		
7.	First Aid Box		3
8.	Fire Extinguishers (water, powder and CO2)		1 each
9.	Personal protective equipment (Hard hat, Boots, Gloves, Apron)		1 each
10.	Projection facilities and equipment		1 each

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Laptops
2. Whiteboards and markers

3. Projector
4. Screen
5. Chart paper
6. AV equipment
7. Stationery
8. Telephone connection

Annexure 3: Industry Validations Summary

Provide the summary information of all the industry validations in the table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Artography Designs	Akbar Khan	Founder	14, Aman Nagar, Indore (M.P.)	8602333707	akbkhan26@gmail.com	
2.	USCI: Unitedworld school of creative intelligence	Atul Jain	Director	Uvarsad-Adalaj Road Uvarsad, District Gandhinagar, Gujarat 382422			
3.	Freelancer	Sabari Varkala	Sound Engineer & Media Creator	Sabari The Traveller, Koorkkenchery Post, Thrissur -680007, Kerala, India	7736688424	sabarivak@gmail.com	
4.	MDS Creative Designs	Gaurav Singh	Founder	Block A, Plot no. 336 Sector 15 Noida	8318611943	mdscreativdesign@gmail.com	
5.	Horizon Skilling	Rashmi Singh	Founder			project@horizonskilling.com	
6.	Innovative Film Academy	Saravana Prasad	Founder and Chairman	Innovative Film Academy, Innovative Multiplex Marathahalli, Bangalore- 560037	9692280337	spasad@innovativefilmacademy.com	
7.	Key elements	Vipul Dwivedi	COO(Chief Operating Officer)	79, Utkarsh Estate, Ashish Nagar Bengali Square, Indore 4520016	9755915552	vipul@keyelements.in	

8.	Shoot School, Thrissur	Joseph Lazar	Photography Faculty	Muringatheri (H),P.O.Viyyur,Padukad,Thrissur -680010,Kerala,India	9447441621	jozeflazar@gmail.com	
9.	ANI MOTION STUDIOS	Vikas Ghavery	Director & CTO	SCF-7, 1st and 2nd Floor, Vikas Vihar Market, Ambala City-134003	73558-95946, 72061-11250	vikasghavery@gmail.com	
10.	Budget VFX	Harsingh Lamay	Co-founder	Mahakali cave road , Andheri east	7033272483	harsingh.century.star@gmail.com	
11.	Pragmatics Learning	Anuradha Kadam	Proprietor	Office No. B-102, Phase 1, Dwarka Suncreast, Park Royal Road, Kokane Chowk, Pimple Saudagar 411027- Pune, Maharashtra, India.	9623702697	anuradha@pragmaticslearning.com	
12.	Lucky Design Hub and Packaging	Lucky Khan	Founder	Lucky Design Hub and Packaging	9893675921	Lucky1112137@gmail.com	
13.	Studio 9	Taranjeet Singh	Head, Marketing & Production		9522536000	taranjeet@studio9.co.in	
14.	Lighthouse Studios	Riya Parekh	Program Head	Lighthouse Studios	9702568226	riya@lighthousestudios.in	
15.	Townhall Films	Rahul Shrivastava	Director	23, Rose CHS Ltd. Jankalyan Nagar, Malad West, Mumbai-95	820747716	th9films@gmail.com , rahuldadad@gmail.com	
16.	CREO Valley	Mr. S Devaraj	Principal	Opposite Adugodi Police Station, 30, Hosur Rd, 7th Block, Adugodi, Bengaluru, Karnataka 560030	9008031065	principal@creovalley.com	
17.	BADAL MEDIA ART VILLAGE	Aswaghoshan T P	Founder & Cinematographer	Badal Media Art Village,Thuruthumpadav,Cherp u West, Kerala 680561	+91 90379 03720	aswaghoshantp@gmail.com	

18.	Naturals Beauty Academy	Deepan Joseph	Founder	No. 51/2116-15, 4th Floor, Fort Palace, PO, Vivekananda Garden, West Fort, Vonginisserly, Aranattukara, Thrissur, Kerala-680004	91 77360 99011	nbathrissur@gmail.com	
19.	Freelancer	Prafull Singh	Actor, Voiceove artist and Writer		+91 96434 17667	prafulls9654@gmail.com	
20.	Freelancer	Yash Singh	Filmmaker, Screenwriter		9113303114	yashconqueror@gmail.com	
21.	Freelance Cinematographer and Editor	Ahmad Raza	Freelance Cinematographer and Editor		+91 85418 50587	ahmadrazarmgrh24@gmail.com	
22.	Freelancer	Adnan Taque Ahmad	Freelance Writer and director		9718534884	adnantaquea@gmail.com	
23.	Krishwaha Technology LLP	Hemant Kushwaha	Director	Krishwaha Technology LLP	9993277781	info@krishwaha.co.in	
24.	Meeran Theatres	Amjath Meeran	Film Writer, Director, Actor, Voice Artist and Producer	Aptech, A,65, MIDC Central Rd, Marol, Andheri East, Mumbai, Maharastra 400093	98400 38583, 9487332119	amjath@meerantheatres.com	
25.	New Initiatives & Emerging Technologies	Abir AICH	EXECUTIVE VICE PRESIDENT-M&E	Sathyam Apartments - VIBA., 2nd Main Road, RA Puram, Chennai - 600028	9819933742	abir@aptech.ac.in	
26.	Click INC	Shankey Bansal	Managing Director	506-507, GOLD PLAZA, Apollo DB City, Nipania, Indore, Madhya Pradesh 452010	78699 95989	shankey@click-inc.in	
27.	Lighthouse Studios	Angela Mondal	Film editor, Voice over Artist, Actor	Lighthouse Studios	9051486648	angela@lighthousestudios.co	
28.	Skills Mantra	Ketan Bindra	Managing Director	304 Balaji corporate 19/1 New Palasia near Janjeerwala	99813 22222	ketan@skillmantra.org	

				Square Indore PIN code 452001.			
29	Edutech Consulting and Innovation Pvt. Ltd.(Intellect Moxie)	Rajeev Singh Baghel	Director	304 Balaji corporate 19/1 New Palasia near Janjeerwala Square Indore PIN code 452001	9826095063	rajeev@intellectmoxie.com	
30	YO MEDIA	Abdul Noushad .K.A	Director	#69/1841, 1st Floor, KP Elzebius Master Rd, SRM Road, Ernakulam, 682 018, Kerala	+91 8078100001	info@shootschool.in	

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023-24	600	425	150	120	18	2023-24

Data to be provided year-wise for the next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for the past 3 years.

List Schemes in which the previous version of Qualification was implemented:

- 1.
- 2.

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available:

NSQC Approved

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer to NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling”, available at:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education.%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	Laptop, Projector, Projecting Screen and LMS.	1:1
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	Laptop, Projector, Projecting Screen and LMS.	1:1
3	☐ Showing Practical Demonstrations to the learners	As per the tool list attached	NA
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	As per the tool list attached	NA
5	☐ Tutorials/ Assignments/ Drill/ Practice	As per the tool list attached	NA
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	As per the tool list attached	NA
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	As per the tool list attached	NA

Annexure 6: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NFD/MES/N0801: Transcribe Source Language Content	<i>Comprehend Spoken Language</i>	15	35		
	PC1. Accurately transcribe spoken dialogue from the source language audio/video content, achieving at least a 95% accuracy rate.				
	PC2. Identify and distinguish between different speakers in the content, accurately attributing dialogue.				
	PC3. Differentiate between background noise, sound effects, and spoken dialogue, transcribing only relevant speech.				
	PC4. Understand spoken language nuances such as accents, dialects, and regional variations.				

	PC5. Comprehend spoken language delivered at different speeds, including fast-paced dialogue and natural pauses.				
	<i>Carry out Content Analysis and Interpretation</i>	15	35		
	PC6. Identify key information and themes conveyed in the spoken dialogue.				
	PC7. Understand the context of the conversation, including the setting, characters, and storyline (if applicable).				
	PC8. Recognize implicit meanings and subtext within the dialogue.				
	PC9. Interpret idiomatic expressions and slang in the source language, finding appropriate equivalents in the target language.				
	PC10. Identify any technical terminology or jargon used in the content and research accurate translations.				
	<i>Follow Cultural Awareness</i>				
	PC11. Recognize cultural references in the source language dialogue that may not translate directly to the target audience.				
	PC12. Understand the social and cultural context of the content to avoid misinterpretations.				
	PC13. Identify potential cultural sensitivities in the source language and adapt the subtitles accordingly. Research and incorporate culturally appropriate language and expressions to ensure a natural flow for the target audience.				
	PC14. Maintain the overall tone and style of the source language content while adapting for cultural understanding.				
	Total Marks	30	70		
NFD/MES/N0802: Create Accurate and Readable Subtitles	<i>Maintain Content Accuracy</i>	10	25		
	PC1. Accurately transcribe spoken dialogue, ensuring all essential information is captured.				
	PC2. Maintain the intended meaning and context of the source language content in the subtitles.				
	PC3. Accurately represent sound effects and non-verbal cues using appropriate notations (e.g., [laughter], [doorbell rings]).				
	PC4. Identify and distinguish different speakers and attribute dialogue accordingly (e.g., Speaker 1: Speaker 2:).				
	<i>Ensure Readability</i>	10	25		
	PC5. Use concise and clear language that is easy for the target audience to understand.				
	PC6. Structure subtitles for readability, considering reading speed and screen limitations (ideally 1-2 lines per caption).				
	PC7. Ensure proper sentence structure and grammar in the target language.				
	PC8. Avoid using overly complex vocabulary or technical jargon, opting for clear and widely				

	understood synonyms.				
	PC9. Maintain consistent terminology throughout the subtitles for recurring concepts or characters.				
	<i>Perform Formatting to guarantee consistent and visually appealing presentation</i>	10	20		
	PC10. Maintain consistent formatting throughout the subtitles, including font size, style, and colour (following industry standards or project guidelines).				
	PC11. Ensure proper placement of subtitles within the designated screen space, avoiding blocking important visuals or overlapping with speaker names.				
	PC12. Synchronize subtitle appearance and disappearance with on-screen action and dialogue flow, ensuring captions appear before spoken words and disappear shortly after.				
	PC13. When necessary, break long sentences into multiple captions for better readability and comprehension.				
	Total Marks	30	70		
NFD/MES/N0803: Synchronize subtitles and adjust subtitle timing for natural flow.	<i>Maintain accuracy of Subtitle Timing</i>	15	35		
	PC1. Place subtitle start times to coincide with the beginning of spoken dialogue or sound effects.				
	PC2. Position subtitle end times to match the conclusion of spoken dialogue or sound effects.				
	PC3. Maintain consistent subtitle duration throughout the content, considering natural speaking paces.				
	PC4. Adjust subtitle duration for overlapping dialogue or fast-paced speech to ensure readability.				
	PC5. Handle silent pauses between dialogues by adjusting subtitle timings or using appropriate indicators.				
	<i>Natural Flow and Comprehension</i>	15	35		
	PC6. Synchronize subtitles with on-screen action for events like character entrances, exits, and physical movements.				
	PC7. Adjust subtitle timing to align with visual cues that complement spoken dialogue (e.g., facial expressions, gestures).				
	PC8. Place subtitle breaks to coincide with scene changes or natural pauses in the audio flow.				
	PC9. Ensure subtitles appear early enough for viewers to read comfortably before the corresponding dialogue occurs.				
	PC10. Utilize subtitle placement within the screen to avoid obstructing on-screen action or visuals.				

NFD/MES/N0804: Proofread and Edited subtitles.	Total Marks	30	70		
	<i>Proofread Subtitles for Accuracy</i>	15	35		
	PC1. Correct grammatical errors (e.g., subject-verb agreement, tense consistency).				
	PC2. Ensure proper punctuation (e.g., commas, periods, question marks).				
	PC3. Correct spelling mistakes (including homophones and typos).				
	PC4. Verify the factual accuracy of information presented in subtitles (e.g., names, dates, places).				
	PC5. Maintain consistency in spelling, capitalization, and hyphenation throughout the subtitles.				
	<i>Edit Subtitles for Clarity and Readability</i>	15	35		
	PC6. Condense overly long sentences while preserving meaning.				
	PC7. Break down complex sentences into shorter, easier-to-read phrases.				
	PC8. Ensure proper sentence structure and word order for clear understanding.				
	PC9. Maintain consistent terminology and phrasing throughout the subtitles.				
	PC10. Verify proper reading speed by considering subtitle length and on-screen display time.				
	PC11. Edit for natural flow and avoid awkward phrasing.				
	PC12. Ensure subtitles accurately reflect the intended tone and style of the source content.				
	PC13. Maintain cultural appropriateness in sentence structure and wording.				
	PC14. Proofread subtitles within designated deadlines.				
	PC15. Effectively communicated identified errors and suggested edits to relevant stakeholders.				
MES/N0104: Maintain Workplace Health & Safety	Total Marks	30	70		
	<i>Follow the health, safety and security risks prevalent in the workplace.</i>	30	70		
	PC1. Follow established safety protocols, report potential hazards, and avoid unsafe practices.				
	PC2. Promote healthy posture and take breaks to prevent work-related injuries.				
	PC3. Practices proper eye care while working on screens and takes regular breaks to prevent eye strain.				
	PC4. Follow 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.				
	PC5. Participates in relevant health and safety training programs to stay informed about best practices in the workplace.				
	PC6. Utilize effective stress management techniques to maintain well-being and productivity.				

	PC7. Identify security signals, e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms.				
	PC8. Follow emergency procedures in case of an accident or fire.				
	PC9. Take proactive measures to address any safety concerns promptly.				
	PC10. Ensure personal health and safety, and that of others in the workplace, through precautionary measures.				
	PC11. Identify and recommend opportunities for improving health, safety, and security to the designated person.				
	PC12. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn others who may be affected.				
	Total Marks	30	70		
DGT/VSQ/N0102: Employability skills	Introduction to Employability skills	1	1		
	PC1. identify employability skills required for jobs in various industries				
	PC2. identify and explore learning and employability portals				
	Constitutional values - Citizenship	1	1		
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				
	PC4. follow environmentally sustainable practices				
	Becoming a professional in the 21st century	2	4		
	PC5. recognize the significance of 21st Century Skills for employment				
	PC6. practice the 21st Century Skills such as self-awareness, behaviour skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life				
	Basic English skills	2	3		
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone				
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English				
	PC9. write short messages, notes, letters, e-mails etc. in English				
	Career Development & Goal Setting	1	2		
	PC10. understand the difference between job and career				
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude				

Communication skills	2	2		
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings				
PC13. work collaboratively with others in a team				
Diversity and inclusion	1	2		
PC14. communicate and behave appropriately with all genders and PwD				
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act				
Financial and legal literacy	2	3		
PC16. select financial institutions, products and services as per requirement				
PC17. carry out offline and online financial transactions, safely and securely				
PC18. identify common components of salary and compute income, expenses, taxes, investments etc				
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation				
Essential digital skills	3	4		
PC20. operate digital devices and carry out basic internet operations securely and safely				
PC21. use e-mail and social media platforms and virtual collaboration tools to work effectively				
PC22. use basic features of word processor, spreadsheets, and presentations				
Entrepreneurship	2	3		
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research				
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
PC25. identify sources of funding, anticipate, and mitigate any financial/legal hurdles for the potential business opportunity				
Customer service	1	2		
PC26. identify different types of customers				
PC27. identify and respond to customer requests and needs in a professional manner.				
PC28. follow appropriate hygiene and grooming standards				
Getting ready for apprenticeship and job	2	3		
PC29. create a professional Curriculum vitae (Résumé)				
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
PC31. apply to identified job openings using offline /online methods as per requirement				
PC32. answer questions politely, with clarity and confidence, during recruitment and				

	selection				
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements				
	Total Marks	20	30		
Grand Total		170	380		

Annexure 7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA-certified Assessor to execute the assessment
- SSC monitors the assessment process and records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size exceeds 30, then there should be 2 Assessors.
- Check that the allotted time for the candidates to complete the Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- The question bank is created by the Subject Matter Experts (SME) are verified by the other SMEs
- Questions are mapped to the specified assessment criteria
- The assessor must be ToA certified, and the trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped and geotagged reporting of the assessor from the assessment location
- Centre photographs with signboards and scheme-specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module will be assessed separately.
2. The candidate must score 70% in each module to complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate has having desired skills and etiquette of dealing with customers, understanding needs and requirements, assessing the customer and performing Soft Skills effectively:
 - Videos of Trainees during OJT

4. Assessment of each Module will ensure that the candidate can:
- Effective engagement with the customers
 - Understand the working of various tools and equipment

Annexure 8: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list what an individual performing that task should know and do.
Qualification	A formal outcome of an assessment and validation process is obtained when a the competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information about a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities based on their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf