

QUALIFICATION FILE

Voice Over Specialist

☒ 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 4.5**

Submitted By:

National Film Development Corporation Ltd.

4th Floor, Soochana Bhawan, CGO Complex, Phase-I,

New Delhi

110003

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Section 1: Basic Details

1.	Qualification Name	Voice Over Specialist																
2.	Sector/s	Media & Entertainment																
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i>	Qualification Name of existing/previous version:															
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	b. Voice Over Specialist																
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-4.5-ME-03712-2025-V1-NFDC	6. NCrF/NSQF Level: <i>NSQF Level 4.5</i>															
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>)	Certificate																
8.	Brief Description of the Qualification	A Voiceover specialist provides professional voice recordings for various purposes such as commercials, documentaries, audiobooks, animations, and more. They must possess exceptional vocal skills and the ability to convey emotions and messages effectively through their voice. Attention to detail, script interpretation, and recording equipment proficiency are essential for this role.																
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 Specialisation - if applicable)</th> <th>Required Experience (with Specialisation - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>UG Certificate or equivalent</td> <td></td> </tr> <tr> <td>2</td> <td>12th Grade</td> <td>with 1.5 year experience in Acting/Voice-overs and allied roles</td> </tr> <tr> <td>3</td> <td>10th Grade</td> <td>with 4.5 year relevant experience in Acting/Voice-overs and allied roles</td> </tr> <tr> <td>4</td> <td>Previous relevant qualification of NSQF Level 4</td> <td>with 1.5 year experience</td> </tr> </tbody> </table> b. Age: NA		S. No.	Academic/Skill Qualification (with Specialisation - if applicable)	Required Experience (with Specialisation - if applicable)	1	UG Certificate or equivalent		2	12th Grade	with 1.5 year experience in Acting/Voice-overs and allied roles	3	10th Grade	with 4.5 year relevant experience in Acting/Voice-overs and allied roles	4	Previous relevant qualification of NSQF Level 4	with 1.5 year experience
S. No.	Academic/Skill Qualification (with Specialisation - if applicable)	Required Experience (with Specialisation - if applicable)																
1	UG Certificate or equivalent																	
2	12th Grade	with 1.5 year experience in Acting/Voice-overs and allied roles																
3	10th Grade	with 4.5 year relevant experience in Acting/Voice-overs and allied roles																
4	Previous relevant qualification of NSQF Level 4	with 1.5 year experience																
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	16	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable): II</i>															
12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																

13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ 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 (if no code is available, mention the same)	2655.0301					
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Voice Over Talent/Artist - Senior Voice Over Artist - Voice Over Director - Production Manager/Coordinator - Creative Director					
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 (Specify the NOS/Module which covers it)	☒ 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 (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Ms. Sonal Mathur; Shri. D. Ramakrishnan Position in the organisation: Head 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 NOS/ Module level. For further details refer to the 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.	Perform Interpretation and Analysis of Script	NFD/ME S/N0901 (v1.0)	Core	4	2	20	40			60	30	70	-	-	100	20
2.	Prepare for Voice-over session.	NFD/ME S/N0903 (v1.0)	Core	4	3	20	70			90	30	70	-	-	100	20
3.	Execute voice-over performances that align with client or director instructions.	NFD/ME S/N0902 (v1.0)	Core	4	3	20	70			90	30	70	-	-	100	20
4.	Follow Workplace Health & Safety Protocols	NFD/ME S/N0304 (v1.0)	Non-Core	4	2	20	40			60	30	70	-	-	100	10
5.	Employability Skills (60 Hours)	DGT/VSQ/N0102	Non-Core	4	2	20	40			60	20	30	-	-	50	10
6	OJT							60		60						
Duration (in Hours) / Total Marks					14	100	260	60		420	140	310			450	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.	Voice Acting for Animation	NFD/MES/N0904 (v1.0)	Elective	4	2	20	40			60	30	70	-	-	100	20
2.	Voice Acting for Audiobooks	NFD/MES/N0905 (v1.0)	Elective	4	2	20	40			60	30	70	-	-	100	20
3.	Dubbing of Regional Language Content	NFD/MES/N0906 (v1.0)	Elective	4	2	20	40			60	30	70	-	-	100	20
Duration (in Hours) / Total Marks					2	20	40			60						

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 specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 50 % (Every Trainee should score 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 <i>with 3 years of relevant experience with 2 years of training experience</i>
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 <i>with 5 years of relevant experience with 3 years of training experience</i>
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)	<i>Bachelor's degree in Film, Cinematography, or a related field with 4 years of relevant experience with 2 years of assessment experience</i> OR <i>Graduate in Film, Cinematography, or a related field camera operation and cinematography with 6 years of relevant experience with 4 years of assessment experience</i>
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: 30-
5.	Estimated nos. of persons to be trained and employed: 600
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 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 selected Mode of delivery is “Blended Learning”)</i>	<i>Annexure 5</i>
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case 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	● Perform Interpretation and Analysis of Script ● Prepare for Voice-over session ● Execute voice-over performances that align with client or director instructions ● Maintain Workplace Health & Safety ● Employability Skills (60 Hours) ● Perform Voice Acting for Animation ● Perform Voice Acting for Audiobooks ● Carry out Dubbing of Foreign Language Content	As can be inferred from the learning outcomes and performance criteria of the Qualification listed in the adjacent cell, the Voice Over Specialist requires well developed skill, with clear choice of procedures in familiar context. Hence NSQF level for this descriptor is 4.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	● Interpretation and Script Analysis: ● Understanding of narrative structure and storytelling techniques ● Knowledge of voice acting principles ● Vocal Technique and Control: ● Understanding of vocal anatomy and physiology ● Mastery of breathing exercises and vocal warm-up routines ● Recording Equipment Operation: ● Familiarity with audio recording software and hardware ● Troubleshooting skills for common recording equipment issues ● Communication and Collaboration: ● Strong interpersonal and communication skills ● Ability to take direction and incorporate feedback effectively ● Industry Knowledge and Trends: ● Awareness of current trends in voiceover industry ● Knowledge of different market segments and their preferences	As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, which have been taken from the Voice Over Specialist qualification pack, job role holder must have a knowledge of facts, principles, processes and general concepts, in a field of work or study. Hence NSQF level for this descriptor is 4.	4

	• Adaptability and Versatility: • Ability to perform different accents, dialects, and character voices • Flexibility in adapting to varying project requirements • Ethics and Professionalism: • Understanding of intellectual property rights and legal obligations • Commitment to delivering professional and ethical voiceover services • Time management skills		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Range of cognitive and practical skills to accomplish tasks Cognitive Skills • Interpretation and Script Analysis: • Understanding of narrative structure and storytelling techniques • Knowledge of voice acting principles • Vocal Technique and Control: • Understanding of vocal anatomy and physiology • Mastery of breathing exercises and vocal warm-up routines • Recording Equipment Operation: • Familiarity with audio recording software and hardware • Troubleshooting skills for common recording equipment issues • Communication and Collaboration: • Strong interpersonal and communication skills • Ability to take direction and incorporate feedback effectively • Industry Knowledge and Trends: • Awareness of current trends in voiceover industry • Knowledge of different market segments and their preferences	As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, which have been taken from the Voice Over Specialist qualification pack, job role holder must have a knowledge of facts, principles, processes and general concepts, in a field of work or study Hence NSQF level for this descriptor is 4	4

	● Adaptability and Versatility: ● Ability to perform different accents, dialects, and character voices ● Flexibility in adapting to varying project requirements		
Broad Learning Outcomes/Core Skill	● Exceptional vocal range and control ● Strong interpretive skills ● Attention to detail ● Creativity and versatility ● Professionalism and reliability ● Ability to take direction well. Interpretation and Script Analysis ● Understanding of intellectual property rights and legal obligations ● Commitment to delivering professional and ethical voiceover services ● Time management skills	As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, which have been taken from the Voice Over Specialist qualification pack, job role holder must have a knowledge of facts, principles, processes and general concepts, in a field of work or study. Hence NSQF level for this descriptor is 4	4
Responsibility	Most Responsibilities include: ● Perform Interpretation and Analysis of Script ● Prepare for Voice-over session ● Execute voice-over performances that align with client or director instructions ● Maintain Workplace Health & Safety ● Perform Voice Acting for Animation ● Perform Voice Acting for Audiobooks ● Carry out Dubbing of Foreign Language	As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, the Voice Over Specialist must take responsibility for own work and learning and some responsibility for others' works and learning. Hence NSQF level for this descriptor is 4	4

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 table. This is not required for OEM qualifications.

S. No	Organisation Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
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1.	Artography Designs	Akbar Khan	Founder	14, Aman Nagar, Indore (M.P.)	8602333707	akbkhan26@gmail.com	NA
2.	USCI: Unitedworld school of creative intelligence	Atul Jain	Director	Uvarsad-Adalaj Road Uvarsad, District Gandhinagar, Gujarat 382422			NA
3.	Freelancer	Sabari Varkala	Sound Engineer & Media Creator	Sabari The Traveller,Koorkkenc hery Post,Thrissur -680007,Kerala,Indi a	7736688424	sabarivak@gmail.com	NA
4.	MDS Creative Designs	Gaurav Singh	Founder	Block A, Plot no. 336 Sector 15 Noida	8318611943	mdscreativdesign@gmail.com	NA
5.	Horizon Skilling	Rashmi Singh	Founder			project@horizonskilling.com	NA
6.	Innovative Film Academy	Saravana Prasad	Founder and Chairman	Innovative Film Academy, Innovative Multiplex Marathahalli, Bangalore- 560037	9692280337	sprasad@innovativefilmacademy.com	NA
7.	Key elements	Vipul Dwivedi	COO(Chief Operating Officer)	79, Utkarsh Estate, Ashish Nagar Bengali Square, Indore 4520016	9755915552	vipul@keyelements.in	NA
8.	Shoot School, Thrissur	Joseph Lazar	Photograp hy Faculty	Muringatheri (H),P.O.Viyyur,Padu kad,Thrissur-68001 0,Kerala,India	9447441621	jozeflazar@gmail.com	NA

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	NA
10.	Budget VFX	Harsingh Lamay	Co-founder	Mahakali cave road , Andheri east	7033272483	harsingh.century.star@gmail.com	NA
11.	Pragmatics Learning	Anuradha Kadam	Proprietor	Office No. B-102, Phase 1, Dwarka Suncreast, Park Royal Road, Kokane Chowk, Pimple Saudagar 411027-Pune, Maharastra, India.	9623702697	anuradha@pragmaticslearning.com	NA
12.	Lucky Design Hub and Packaging	Lucky Khan	Founder	Lucky Design Hub and Packaging	9893675921	Lucky1112137@gmail.com	NA
13.	Studio 9	Taranjeet Singh				taranjeet@studio9.co.in	NA
14.	Lighthouse Studios	Riya Parekh	Program Head	Lighthouse Studios	9702568226	riya@lighthousestudios.in	NA
15.	Townhall Films	Rahul Shrivastava	Director	23, Rose CHS Ltd. Jankalyan Nagar, Malad West, Mumbai-95	820747716	th9films@gmail.com , rahuldadada@gmail.com	NA
16.	CREO Valley	Mr. S Devaraj	Principal	Opposite Adugodi Police Station, 30, Hosur Rd, 7th Block, Adugodi, Bengaluru, Karnataka 560030	9008031065	principal@creovalley.com	NA

17.	BADAL MEDIA ART VILLAGE	Aswaghoshan T P	Founder & Cinematographer	Badal Media Art Village,Thuruthum padav,Cherpu West, Kerala 680561	+9190379 03720	aswaghoshantp@gmail.com	NA
18.	Naturals Beauty Academy	Deepan Joseph	Founder	No. 51/2116-15, 4th Floor, Fort Palace, PO, Vivekananda Garden, West Fort, Vonginisserly,Aran attukara, Thrissur, Kerala-680004	91 77360 99011	nbathrissur@gmail.com	NA
19.	Freelancer	Prafull Singh	Actor, Voiceover artist and Writer		+9196434 17667	prafulls9654@gmail.com	NA
20.	Freelancer	Yash Singh	Filmmaker, Screenwriter		9113303114	yashconqueror@gmail.com	NA
21.	Freelance Cinematographer and Editor	Ahmad Raza	Freelance Cinematographer and Editor		+91 85418 50587	ahmadrazarmgrh24@gmail.com	NA
22.	Freelancer	Adnan Taqee Ahmad	Freelance Writer and director		9718534884	adnantaqee@gmail.com	NA
23.	Krishwaha Technology LLP	Hemant Kushwaha	Director	Krishwaha Technology LLP	9993277781	info@krishwaha.co.in	NA
24.	Meeran Theatres	Amjath Meeran	Film Writer, Director,	Aptech, A,65, MIDC Central Rd, Marol, Andheri	98400 38583, 9487332119	amjath@meerantheatres.com	NA

			Actor, Voice Artist and Producer	East, Mumbai, Maharastra 400093			
25.	New Initiatives & Emerging Technologies	Abir AICH	EXECUTIVE VICE PRESIDENT -M&E	Sathyam Apartments - VIBA., 2nd Main Road, RA Puram, Chennai - 600028	9819933742	abir@apttech.ac.in	NA
26.		Shankey Bansal				shankey@click-inc.in	NA
27.	Lighthouse Studios	Angela Mondal	Film editor, Voice over Artist, Actor	Lighthouse Studios	9051486648	angela@lighthousestudios.co	NA
28.	Skills Mantra	Ketan Bindra				ketan@skillmantra.org	NA
29.	Edutech Consulting and Linnovation Pvt. Ltd.(Intellect Moxie)	Rajeev Singh Baghel	Director			rajeev@intellectmoxie.com	NA
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	NA

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	400

Data to be provided year-wise for 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 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:

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

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

<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 tool list attached	NA
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	As per tool list attached	NA
5	☐ Tutorials/ Assignments/ Drill/ Practice	As per tool list attached	NA
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	As per tool list attached	NA
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	As per 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/N0901: Perform Interpretation and Analysis of Script	Use Script analysis techniques	15	35		
	PC1. Demonstrate the ability to analyse scripts effectively.				
	PC2. Interpret scripts with appropriate tone, pace, and emotion.				
	PC3. Adapt voice delivery to suit the intended audience and purpose of the content.				
	PC4. Use vocal techniques to emphasise key messages and evoke desired emotions.				
	PC5. Recognise and recall key details from the script such as main message, tone (e.g., formal, casual, upbeat), and intended audience demographic.				

	PC6. Identify any specific instructions or requirements outlined in the script.				
	PC7. Demonstrate the distinguishing characteristics of different voicing genres, such as narration, commercials, animation, and character voicing.				
	PC8. Discuss how each genre's tone, pacing, and style vary and how these differences impact voiceover delivery.				
	Prepare effective self-introductions and audition demos and follow proper audition etiquette	15	35		
	PC9. Develop and present a concise self-introduction highlighting relevant experience, skills, and vocal qualities.				
	PC10. Create audition demos that effectively showcase versatility in voicing genres, demonstrating appropriate tone, pacing, and emotional range as required by the script.				
	PC11. Demonstrate awareness of professional audition etiquette, including punctuality, preparedness, and respect for the audition process.				
	PC12. Actively listen to directorial feedback during auditions and demonstrate understanding by implementing suggested adjustments in vocal performance.				
	PC13. Explain the importance of adaptability and responsiveness to feedback in improving audition performance.				
	PC14. 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.				
	PC15. Maintain the overall tone and style of the source language content while adapting for cultural understanding.				
	Total Marks	30	70		
NFD/MES/N0903: Prepare for Voice-over session	Apply Vocal Technique and Control	10	25		
	PC1. Demonstrate proficiency in controlling pitch, tone, volume, and pace.				
	PC2. Maintain consistency and clarity in voice recordings.				
	PC3. Utilise breathing techniques for sustained performance.				
	PC4. Modulate voice to convey different characters or moods effectively.				

	Operate Recording Equipment	10	25		
	PC5. Set up and operate recording equipment efficiently.				
	PC6. Adjust microphone settings for optimal sound quality.				
	PC7. Troubleshoot technical issues during recording sessions.				
	PC8. Ensure proper levels and clarity in recorded audio.				
	Communicate and collaborate effectively with clients and directors	10	20		
	PC9. Communicate effectively with clients and directors to understand project requirements.				
	PC10. Collaborate with other professionals such as directors, sound engineers, and producers.				
	PC11. Incorporate feedback and make adjustments accordingly.				
	PC12. Maintain professionalism and positive working relationships.				
	PC13. Stay updated with industry trends and developments.				
	PC14. Understand the target audience and market preferences.				
	PC15. Research and analyse competitor offerings.				
	PC16. Apply industry insights to enhance voiceover performances.				
	Total Marks	30	70		
NFD/MES/N0902: Execute voice-over performances that align with client or director instructions	Execute voice-over performances that align with client or director instructions	30	70		
	PC1. Adapt voice to suit various genres and formats (e.g., commercials, narration, character voices).				
	PC2. Demonstrate versatility in portraying different age groups, accents, and styles.				
	PC3. Represent oneself and the profession with integrity and professionalism.				
	PC4. Recall specific instructions provided by the client or director regarding tone, pacing, and mood for the voice-over performance.				
	PC5. Interpret the intended message or emotion conveyed in the script based on the provided instructions.				
	PC6. Comprehend any technical requirements or specifications outlined by the client or director for the recording session.				
	PC7. Apply vocal techniques learned during training to match the desired tone, pacing, and emotion outlined in the instructions.				
	PC8. Utilise knowledge of microphone positioning and recording equipment to achieve optimal sound quality.				

	PC9. Analyse the script to identify key elements that need to be emphasised or highlighted based on client or director instructions.				
	PC10. Assess the appropriateness of different vocal delivery styles and techniques for conveying the intended message effectively.				
	PC11. Evaluate the effectiveness of the voice-over performance in meeting the client or director's expectations.				
	PC12. Reflect on areas of improvement and identify any discrepancies between the performance and the provided instructions.				
	PC13. Adapt the voice-over performance creatively to incorporate feedback or suggestions from the client or director.				
	PC14. Generate alternative approaches to delivering the script while maintaining alignment with the provided instructions.				
	PC15. Handle diverse project requirements with flexibility and creativity.				
	PC16. Continuously refine skills to meet evolving industry demands.				
	PC17. Adhere to ethical standards in voiceover work, including copyright and confidentiality agreements.				
	PC18. Respect client deadlines and deliver high-quality work on time.				
	PC19. Maintain confidentiality of sensitive information.				
	Total Marks	30	70		
NFD/MES/N0304: Follow Workplace Health & Safety Protocols	Follow the health, safety and security risks prevalent in the workplace	30	70		
	PC1. Adhere to established safety protocols, promptly reporting any identified hazards to relevant authorities and consistently avoiding unsafe practices				
	PC2. Advocate for and maintain a healthy posture during work activities, incorporating regular breaks to mitigate the risk of work-related injuries.				
	PC3. Prioritize proper eye care by taking regular breaks to prevent eye strain while working on screens, ensuring sustained productivity and well-being.				
	PC4. Comply with government health and safety norms and policies, including familiarity with emergency procedures such as evacuation protocols for illness, accidents, or fires.				
	PC5. Engage in relevant health and safety training programs to				

	remain updated on workplace best practices, ensuring a proactive approach to safety measures.				
	PC6. Implement effective stress management techniques to sustain personal well-being and optimize productivity amidst workplace demands.				
	PC7. Recognize and respond to security signals, such as fire alarms, and familiarize oneself with designated safety locations like staircases, fire warden stations, and medical rooms.				
	PC8. Execute emergency procedures swiftly in the event of an accident or fire, ensuring personal and collective safety.				
	PC9. Take proactive measures to promptly address safety concerns as they arise, contributing to a secure work environment for oneself and others.				
	PC10. Uphold personal health and safety, as well as that of colleagues, through consistent adherence to precautionary measures and safety guidelines.				
	PC11. Demonstrate awareness of and responsiveness to safety-related protocols and instructions, maintaining a vigilant approach to workplace safety.				
	PC12. Contribute to a culture of safety by actively promoting and adhering to established safety practices, fostering a secure and conducive work environment.				
	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		
NFD/MES/N0904: Perform Voice Acting	Create distinct and engaging vocal personalities for animated characters.	15	35		

for Animation	PC1. Recall character descriptions and storyline elements provided by the animation director.				
	PC2. Memorise dialogue lines and cues for the assigned character.				
	PC3. Analyse character descriptions, storyboards, and animation styles to identify key personality traits and vocal characteristics.				
	PC4. Develop unique vocal qualities (e.g., pitch, pace, tone) that embody the personality of each animated character.				
	PC5. Create unique voices and accents for different animated characters.				
	PC6. Create memorable vocal performances that enhance the overall quality of the animation.				
	Utilise vocal techniques to convey emotions, actions, and expressions through voice-overs.	15	35		
	PC7. Apply vocal techniques such as breath control, inflexion, and character voices to create believable and engaging performances.				
	PC8. Apply emotion and expressiveness to match the character's actions and emotions on-screen.				
	PC9. Evaluate voice-over performances in context with the animation to ensure consistency and emotional impact.				
	PC10. Create sound effects and vocalisations (e.g., gasps, laughs) that enhance the animated action.				
	PC11. Apply the principles of lip-syncing and timing voice-overs to match on-screen animation.				
	PC12. Apply breath control and pacing techniques to synchronise voice-overs with animated mouth movements.				
	PC13. Collaborate with animation voice-over and effectively communicate with directors and other voice actors.				
	PC14. Evaluate feedback from directors and adjust vocal performances to achieve the desired character portrayal within the animation.				
	PC15. Evaluate feedback on animation revisions and adapt voice-over performances to match any changes.				
	Total Marks	30	70		
NFD/MES/N0905: Perform Voice Acting	Convey the narrative style and emotional tone of an audiobook script.	10	20		

for Audiobooks	PC1. Analyse the writing style, pacing, and emotional arc of an audiobook script.				
	PC2. Evaluate the target audience and identify the appropriate vocal tone and delivery style for the audiobook.				
	PC3. Recall the plot, characters, and themes of the audiobook being narrated.				
	PC4. Use pronunciations of character names, locations, and specialised terminology.				
	Deliver engaging and impactful voice-over performances that enhance the listening experience.	20	50		
	PC5. Create distinct voices for different characters within the audiobook script while maintaining narrative consistency.				
	PC6. Apply vocal techniques to convey emotions, dialogue, and internal monologue effectively.				
	PC7. Apply clear and articulate diction to ensure comprehension for listeners.				
	PC8. Analyse character development and story arcs to inform vocal characterisations.				
	PC9. Evaluate voice-over recordings and identify areas for improvement in pacing, clarity, and emotional delivery.				
	PC10. Analyse the script to identify areas requiring emphasis, pauses, or changes in pacing to enhance the narrative flow.				
	PC11. Apply pacing techniques and vocal emphasis to highlight key moments and build tension in the audiobook.				
	PC12. Apply basic audio recording and editing principles for audiobooks.				
	PC13. Apply basic editing techniques to address minor audio issues (e.g., breaths, mouth clicks) during self-recording sessions (if applicable).				
	PC14. Evaluate the consistency of character voices and accents throughout the audiobook.				
	PC15. Evaluate the effectiveness of vocal performance in engaging listeners and maintaining their interest.				
	PC16. Create distinct voices and accents for different characters in the audiobook.				
	PC17. Create a compelling and immersive listening experience through vocal performance.				

	PC18. Adapt vocal delivery to match the pacing and tone of different sections of the audiobook.				
	PC19. Adapt to changes in direction or feedback from the audiobook producer or author.				
	PC20. Interpret descriptive passages and dialogue to capture the author's intended imagery and tone.				
	PC21. Interpret feedback from listeners or reviewers to improve future audiobook narrations.				
	PC22. Synthesise vocal performance with ambient sound effects or music to enhance the audiobook experience.				
	PC23. Synthesise feedback from multiple sources to refine vocal delivery and storytelling techniques.				
	PC24. Reflect on the effectiveness of vocal choices and techniques in conveying the themes and emotions of the audiobook.				
	PC25. Reflect on the role of narration in shaping the listener's interpretation and enjoyment of the story.				
	Total Marks	30	70		
NFD/MES/N0906: Carry out Dubbing of Foreign Language Content	Apply understanding of nuances and cultural context of foreign language dialogue in dubbing projects.	15	35		
	PC1. Identify common cultural references and expressions used in the foreign language dialogue.				
	PC2. Recall key cultural differences that may impact the meaning or delivery of the dialogue.				
	PC3. Explain the foreign language dialogue's intended meaning and emotional tone based on context clues.				
	PC4. Differentiate between formal and informal speech patterns used in the foreign language dialogue.				
	PC5. Apply knowledge of cultural context to adapt vocal delivery and avoid unintentional misinterpretations.				
	PC6. Select appropriate synonyms or phrasing to convey the original meaning of the foreign language dialogue within the target language.				
	PC7. Analyse the impact of cultural references and idioms on the overall message of the dubbed content.				
	PC8. Identify potential challenges in translating humour, sarcasm, or wordplay from the foreign language to the target language.				
	PC9. Evaluate the effectiveness of different voice acting choices in				

	conveying the cultural nuances of the foreign language dialogue.				
PC10.	Assess the overall accuracy and cultural sensitivity of the dubbed content.				
PC11.	Develop creative solutions to dub culturally specific references while maintaining the overall flow of the dialogue.				
PC12.	Invent new phrases or wordplay in the target language that capture the original intent of the foreign language dialogue.				
PC13.	Recall basic pronunciation rules and common sound variations in the foreign language.				
PC14.	Apply phonetic transcription skills to accurately pronounce foreign language words and phrases.				
PC15.	Analyse lip movements and timing of the original dialogue to ensure synchronised delivery in the dubbed content.				
PC16.	Evaluate the quality of synchronisation between the dubbed voice-over and the on-screen visuals.				
	Match voice-over performances with on-screen action and lip movements.	15	35		
PC17.	Analyse basic principles of lip reading and identify key mouth shapes associated with different vowel and consonant sounds.				
PC18.	Adjust phrasing and word breaks to match the natural flow of speech seen on screen.				
PC19.	Analyse the emotional state of the characters on screen and adapt vocal delivery to match their expressions.				
PC20.	Identify potential challenges in syncing dialogue with rapid speech, singing, or sound effects.				
PC21.	Evaluate the synchronisation quality throughout the dubbed content, identifying inconsistencies or asynchronicity.				
PC22.	Assess the overall naturalness and believability of the dubbed performance concerning the on-screen visuals.				
PC23.	Develop creative solutions to synchronise dialogue with challenging on-screen action, such as overlapping speech or sound effects.				
PC24.	Invent new phrasing or word order (within reason) to achieve a more natural lip sync without altering the meaning of the dialogue.				

	PC25. Recall the target language's typical syllable structure and speech patterns.				
	PC26. Apply breath control techniques to maintain a consistent pace and avoid asynchronous breathing sounds during voice-over recording.				
	PC27. Analyse the technical specifications of the source material (frame rate, video format) to ensure accurate timing of voice-over delivery.				
	PC28. Identify potential technical issues affecting lip sync accuracy, such as video editing errors or frame rate inconsistencies.				
	PC29. Evaluate communication effectiveness with audio engineers or producers regarding any concerns or adjustments needed for lip sync accuracy.				
	PC30. Collaborate with other voice actors to ensure synchronised dialogue during scenes with multiple characters.				
	PC31. Create voice-over performances that accurately convey the emotional range of the foreign language dialogue while maintaining cultural sensitivity.				
	PC32. Apply basic dubbing techniques to ensure smooth transitions and synchronisation				
Total		30	70		
Grand Total		550			

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 for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

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

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria

- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from 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 successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
4. Assessment of each Module will ensure that the candidate is able to:
 - 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 down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a 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 of 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 on the basis of 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

NSQC Approved