

Revised Application Documentation: Version 5 /22 May, 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Media and Entertainment Skill Council

2nd Floor, FICCI Federation House

Tansen Marg, New Delhi 110001 Marg, New Delhi 110001

Name and contact details of individual dealing with the submission

Name: Sonal Mathur

Position in the organisation: Project Manager

Address if different from above

Same as above.

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List of documents submitted in support of the Qualifications File

- 1. Skill Gap Study**
- 2. Occupational Map**
- 3. Qualification Map**
- 4. Validation of Occupational Standards by Industry**
- 5. Progression matrix**
- 6. Protocol for Affiliation of Assessment**

QUALIFICATION FILE SUMMARY

Qualification Title:	Assistant Cameraman (MES/ Q 0903)		
Body/bodies which will assess candidates	MES – Media & Entertainment Skill Council		
Body/bodies which will award the certificate for the qualification.	MES – Media & Entertainment Skill Council		
Body which will accredit providers to offer the qualification.	MES – Media & Entertainment Skill Council		
Occupation(s) to which the qualification gives access	<p>Assistant Cameraman</p> <p>Individuals at this job are responsible to mark focus lengths based on the required composition and focus and refocus the camera lenses during shoots. They are also responsible to set-up/dismantle camera equipment.</p>		
Proposed level of the qualification in the NSQF.	NSQF Level 4		
Anticipated volume of training/learning required to complete the qualification.	240 Hours		
Entry requirements / recommendations.	<p>Minimum: Class XII</p> <p>Preferred: Graduate</p>		
Progression from the qualification.	Camera Operator		
Planned arrangements for RPL.	RPL with prominent players in the Film, Television, Radio, Gaming, Advertising and Animation industries are in progress.		
International Comparability	Creative Skill Set, United Kingdom & IBSA (Australian Business Skill Council)		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
1. MES / N 0905 (Set up Camera Equipment prior to Shoot)	Mandatory	96	4
2. MES / N 0906 (Prepare for Shoot)	Mandatory	60	4
3. MES / N 0908 (Dismantle and Pack Equipment after Shoot)	Mandatory	60	4
4. MES / N 0909 (Maintain workplace health and safety)	Mandatory	24	4

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

Kindly refer:

- Qualification Pack

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

Aspiring Minds
NavritiTechnologies
Manipal City & guilds

Will the assessment body be responsible for RPL assessment?

The RPL assessment will be carried out through screening, identifying skills gaps through NOS level assessment issuing NOS level scores sheets providing bridge training to cover competency gaps and conduct final assessment of the candidates.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

Assessment is done through third parties who are affiliated to MESC as Assessment Body. Assessors are trained & certified by MESC through Training of Trainers program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- Where the assessment will take place i.e. context of the assessment (workplace/simulation)
- The criteria for decision making i.e. those aspects that will guide judgements and

The assessment is conducted through theory, viva voce and practical

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

Kindly refer

- Protocol for Affiliation of Assessment Bodies and Assessment Framework.
- Validation of Occupational Standards by Industry.

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Assistant Cameraman

MES/ Q 0903

MESC – Media & Entertainment Skill Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector 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 Theory and Skills Practical for each PC.
2. The assessment for the theory & Practical part will be based on knowledge bank of questions created by the AA and approved by SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% cumulatively (Theory and Practical)

Assessment Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
Set up Camera Equipment for Shoots	PC1. Coordinate with logistics players, where required, to have the equipment delivered to the vendor/own facilities as required	100	20	10	50
	PC2. Arrange for security and protection of the equipment during storage and logistics		10	5	
	PC3. Prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc.		30	15	
	PC4. Report any damages to the camera and production teams		20	10	
	PC5. Ensure cameras are		20	10	

	mounted on grips and the locks are fastened securely				
		Total	100	50	50
Prepare for Shoots	PC1. Establish the focus requirements for each shot, based on the creative and technical requirements of production (DOP)	100	30	15	50
	PC2. Mark the focus lengths/angle based on the required composition i.e. positioning of elements within a frame, perspective i.e. point of view and aspect ratio i.e. relationship between width and height (Camera assistant)		30	15	
	PC3. Prepare a focus path for a sequence depending on the movement, timing, start and finish points during shoots (Camera operator and assistant)		20	10	
	PC4. Report potential issues to the Producer and Director and relevant teams for rectification (DOP and Camera operator)		20	10	
		Total	100	50	50
Dismantle and Pack Equipment after Shoot	PC1. Dismantle and pack the equipment properly	100	20	10	50
	PC2. Ensure that all the list of equipment to be dispatched matches the list of equipment received from the vendor and brought by the production team		10	5	
	PC3. Coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required		30	15	
	PC4. Identify and report any equipment that needs repair or replacement, as required		20	10	
	PC5. Ensure that the location and facilities used during shoot are left in their original state		20	10	
		Total	100	50	50
Maintain workplace health and safety Description	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures	100	10	5	50
	PC2. Understand the safe working practices pertaining to own occupation		10	5	

PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	
PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures		10	5	
PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected		10	5	
PC11. Follow organisation'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

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

In early 2013 MESC commissioned E & Y to conduct a survey to understand the various sectorial needs in media and entertainment that is Film, Television, Print , Animation , Gaming, Digital , OOH and Advertising.

After extensive interviewing with the media and entertainment community across India, it was evident that this qualification pack is highly in demand at the entry level.



MESC-Skills-Gap-Study.pdf

What is the estimated uptake of this qualification and what is the basis of this estimate?

There is a demand for ~20,000 Camera professionals across the media industry (Rough estimate)

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

As part of the skilled Gap Survey we have done functional mapping for all the job roles ,ensuring there is no duplications in the in the planned qualifications in NSQF through vertical career progression and horizontal multiskilling.

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

The qualifications will be revised and updated when any one of the below instances occur

1. 24 months from the approval of the NSQC
2. If less than 50% of the certified candidates get employed.
3. When there is significant improvement in technology/ processes for executing the job role.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

<u>ASSISTANT CAMERAMAN (MES/ Q 0903)</u>					
PROCESS REQUIRED	PROFESSIONAL KNOWLEDGE	PROFESSIONAL SKILLS	CORE SKILLS	RESPONSIBIITY	LEVEL
The jobholder is required to arrange for delivery of camera equipment during shoots and monitor its use. The other major tasks include dismantling and packing camera equipment after shoot, deciding the shot framing, marking out the camera positions, carrying out rehearsals. It is also important	Organizational knowledge about the equipment that can be sourced in-house, role and contribution of key departments be liaised with, overall style and creative aspects of the production and norms and policies related to health and safety are crucial for this job. Technical knowledge like how to demarcate and label, testing and handling equipment safely along with the	Planning the work according to the requirements and agreed timelines, organizing people and resources to deal with risks and managing the agreed budget are key requisites to this job. Additionally, identification of problems with successful resolution in consultation with the production team, crew, Producer and Director are essential skills. Apart from these, the	Sufficient level of writing, reading and oral skills are essential as s/he needs to read equipment delivery lists, shoot schedules, script and camera specification notes. Communicating and coordinating with members of the camera and production team, collating feedback from them	Coordinating with logistics players, preparing equipment for shoot and arrangement for its security and protection of the equipment during storage and logistics come under the ambit of this job. Additionally, s/he must ensure the location and facilities used are in their original state, dismantling and packing the equipment properly, establish the focus	4

to ensure a healthy, safe and secure environment.	understanding of principles of cinematography, optical theory and focus requirements.	camera assistant needs to provide feedback on the quality of the equipment used, resources and services provided by the vendor.	and on the services provided by the vendor. S/he also needs to highlight potential risks and report hazards to designated people.	requirements, mark focal lengths, prepare a focus path and report potential issues to the relevant teams for rectification.	
LEVEL 4	LEVEL 4	LEVEL 4	LEVEL 4	LEVEL 4	LEVEL 4

Generic NOS is/are linked to the overall authority attached to the job role.

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used):

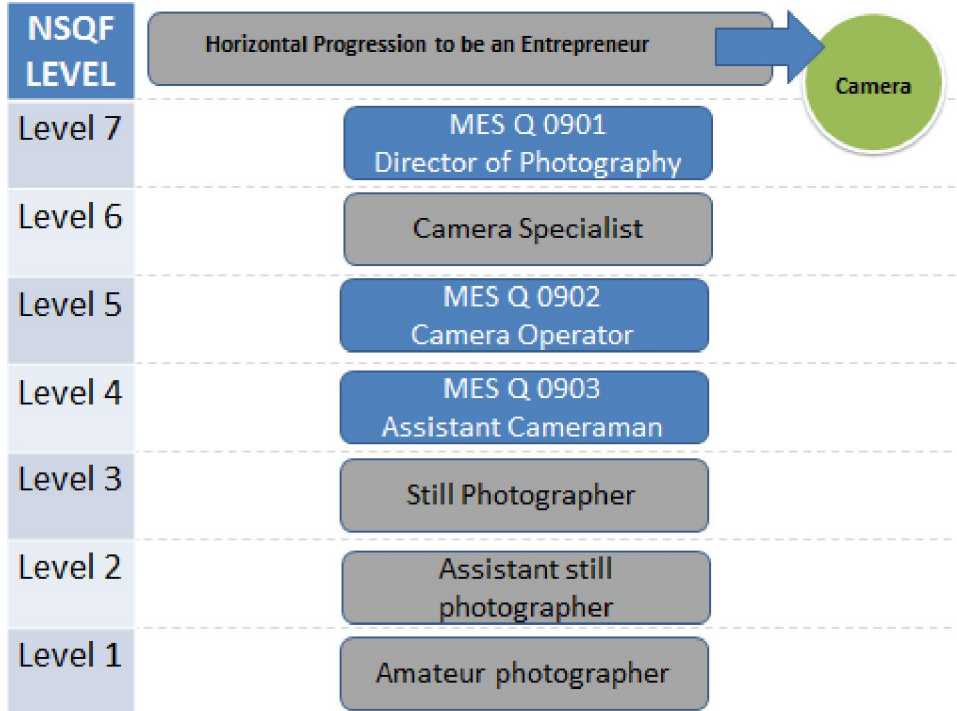
Kindly refer:

- Occupational Map

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?



Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

Kindly refer:

- NSQF Progression Matrices