

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

Media & Entertainment Skills Council
522-524, DLF Tower-A,
Jasola District Centre,
New Delhi, India –
110001
Email:
info@mescindia.org
www.mescindia.org



Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5
5. Nomenclature for QP & NOS.....P.21
6. Criteria For Assessment of Trainees.....P.23

Introduction

Qualifications Pack: Music Producer

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Film, Television, Music, Radio, Animation, Gaming, Advertising

OCCUPATION: Music Production

REFERENCE ID: MES/Q1502

ALIGNED TO: NCO- 2015/2654.0700

Brief Job Description: The role of the Music Producer is to arrange music under the direction of the Music Director / Composer and to lead and manage the production of original music based on the music arrangements approved by the Music Director/Composer.

Personal Attributes: A Music Producer must be proactive in taking initiatives to constantly expand his/her professional domain awareness. The person must adapt quickly to rapidly changing music industry trends, and demonstrate resilience and motivation to consistently deliver high quality creative work in a demanding and competitive environment. The music producer must assume full responsibility for delivering agreed work outputs, and must maintain honesty and reliability while dealing with clients, musicians and technicians.

Qualifications Pack Code	MES/Q1502		
Job Role	Music Producer		
Credits (NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	13/09/2018
Sub-sector	Film, Television, Music, Radio, Animation, Gaming, Advertising	Last reviewed on	11/03/2019
Occupation	Music Production	Next review date	10/03/2022
NSQC Clearance on	22/08/2019		

Job Role	Music Producer
Role Description	The role of the music producer is to create finished music tracks according to the creative direction set by the music composer /director. The music producer works with music programmers, session musicians and sound engineers to accomplish music production tasks.
NSQF level	6
Minimum Educational Qualifications Maximum Educational Qualifications	Class XII and Certified Music Programmer (NSQF Level 5) NA
Prerequisite License or Training	Knowledge of Digital Audio Workstations. Familiarity with western and Indian music theory and performance.
Minimum Job Entry Age	18 years
Experience	For Class XII pass candidates - 1-2 years' experience in arranging and producing music using commonly available music production systems / No experience desired from Music Programmer (NSQF Level 5) Certified.
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> MES/N1505 Notate and prepare music scores MES/N1506 Arrange music in a range of styles MES/N1507 Produce recordings MES/N0104 Maintain workplace health and safety
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar / related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards(OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OSs, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal within carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual need to perform to the required standard.
Organisational Context	Organisational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core skills or generic skills area group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. In the context of the OS, these include communication related skills that are applicable to most job roles.
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components.
Copyright Laws	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts.

Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the music arrangement including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
Music concept	Music concept is a description of the overall musical experience for the production / composition
Script	Script is a structured narrative of a story and or the spoken word/ narrative that accompanies a programme.
Arranging	The process of structuring music harmonies and rhythmic elements for an existing composition (melody, theme, etc.) using various instrumentation and adhering to the stylistic characteristics of a music genre.
Acoustics	Acoustics is the science that studies the properties of sound, transmission of sound in different medium, and the properties or qualities of a room or building that determine how sound is transmitted in it.
Music Score	Is a document that contains written music notation of compositions, lyrics, and performance parameters that musicians use.
DAW	Digital Audio Workstation is a computer-based system used for composing, arranging, sequencing and producing music and audio.
Target Audience	Group of people at whom content/ advertising is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters.
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

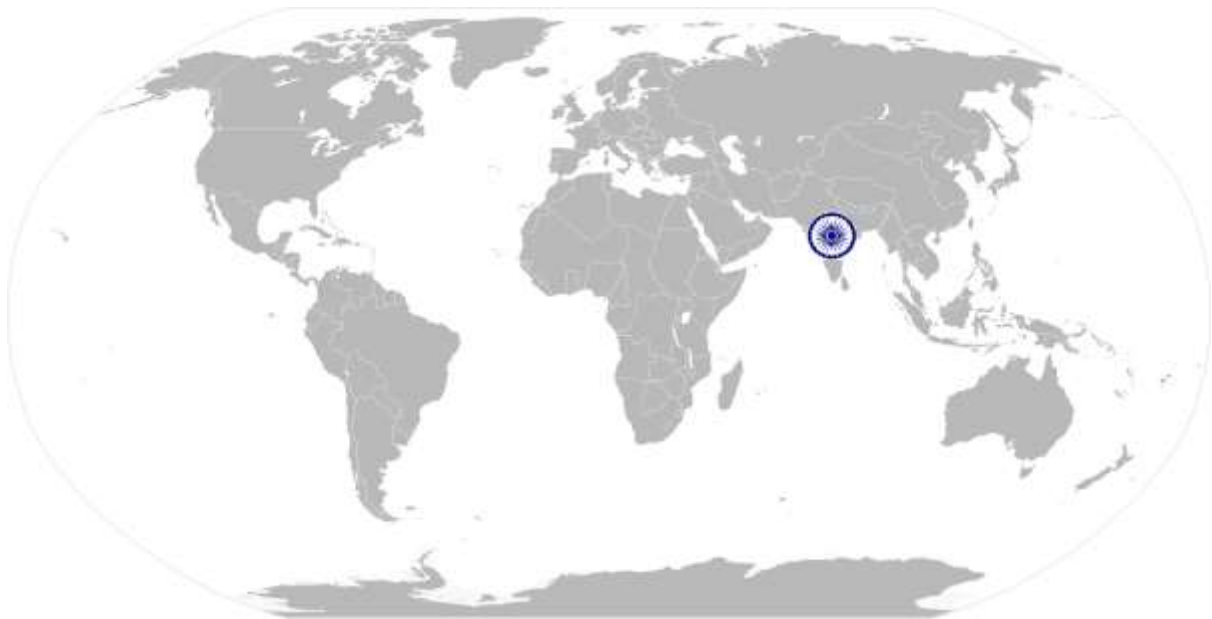
Acronyms

Keywords/Terms	Description
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

MES/N1505

Notate and prepare music scores

National Occupational Standard



Overview

This OS unit covers notating music arrangements for various instruments, and the preparation and outputting of professional music scores using globally accepted symbols, terminology and format.

MES/N1505

Notate and prepare music scores

Unit Code	MES/N1505
Unit Title (Task)	Notate and prepare music scores
Description	This OS unit covers notation of music material and preparation of professional music scores to guide the session musicians during music recording.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Notating music for various instruments • Preparing music scores using notation software
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Notating music for various instruments	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. transcribe music arrangements (melody, harmony & rhythm) using standard music notation. PC2. choose appropriate music clef to notate each instrument. PC3. notate the different musical parameters for every instrument (key signature, meter, tempo, rhythm, chords and notes) accurately. PC4. notate the required playing techniques (dynamics, bowing, pizzicato, arco, palm mute, slide, breath marks, etc.) for each instrument on the score. PC5. transpose the music score correctly while arranging for instruments requiring transposition (trumpet in bb, horn in f, clarinet in a etc.)
Preparing music scores using notation software	<ul style="list-style-type: none"> PC6. design music score templates using music notation software. PC7. prepare master scores showing all instruments and voices used in the music arrangement. PC8. supervise the creation of individual instrument/voice notation from the master score for individual musicians by the music programmer/arranger. PC9. approve scores prepared by the music programmer/arranger for recording sessions (without repetitions, attention to turning pages, etc.) PC10. supervise the export and import of music notation files (Musical Instrument Digital Interface (MIDI) or Music Extensible Mark-up Language (XML)) between the notation software and the Digital Audio Workstation (DAW).
Knowledge and Understanding (K)	

MES/N1505

Notate and prepare music scores

<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. how to prepare for pre-production and production meetings with music composers, music programmers, session musicians, etc.</p> <p>KA2. the roles and responsibilities of the team members involved in music score preparation.</p> <p>KA3. the budget and timelines associated with the project.</p> <p>KA4. how to allocate resources efficiently to prepare music scores.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. music notation functions available in the Digital Audio Workstation.</p> <p>KB2. technical parameters, operational settings and functions of music notation software.</p> <p>KB3. how to set-up a MIDI keyboard to enter notes efficiently to the notation software.</p> <p>KB4. how to assign suitable sound banks / patches to the music score for reference playback.</p> <p>KB5. how to export music XML, MIDI and printable files of music scores with the correct settings.</p>
<p>Skills (S)</p>	
<p>A. Core Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. take detailed and specific notes about the music arrangement during discussions in order to prepare scores correctly.</p> <p>SA2. provide clear written guidelines, expectations and feedback to assistants, music programmers and session musicians.</p> <p>SA3. document and communicate approval of music scores and parts.</p> <hr/> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. interpret music and creative briefs received from the music composer/director or clients.</p> <p>SA5. interpret technical specifications, features, functions, and operational guidelines of music notation software, Digital Audio Workstation (DAW) and any related hardware from their user guides or operation manuals</p> <hr/> <p>Oral Communication (Listening and Speaking skills)</p>

MES/N1505

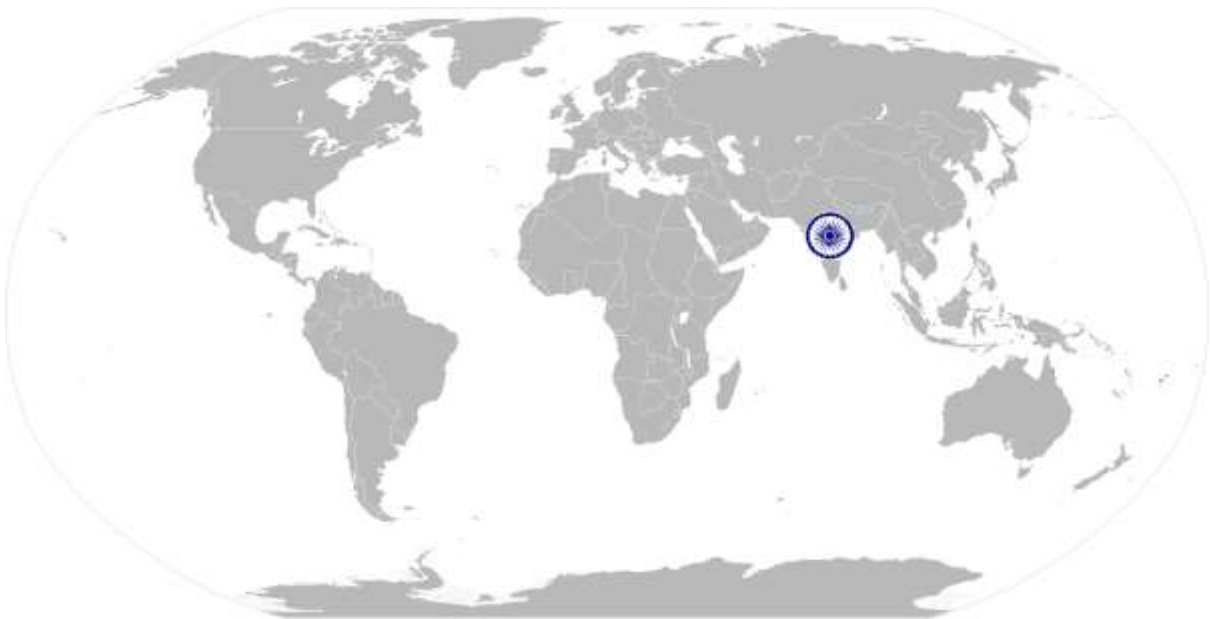
Notate and prepare music scores

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. identify music score requirements during discussions with music composers/directors, music programmers and session musicians.</p> <p>SA7. use the correct music notation and score terminologies while giving instructions to assistants, music programmers and session musicians.</p> <p>SA8. present/solicit feedback on work and identify the modifications required.</p>
<p>B. Professional Skills</p>	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan score templates and file organization structure according to the production requirements.</p> <p>SB2. plan the work allocation and schedule for the team to meet agreed deliverables.</p> <p>SB3. manage the completion of all music scores within the agreed budget and schedule.</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. assess the impact of the information included in music scores on the actual recording or programming of music.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. guide the team to identify and resolve technical and creative challenges while preparing music scores.</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. evaluate the quality of music scores using established criteria and recommend enhancements where required.</p>
<p>Decision Making</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. choose the correct conventions of music notation while notating each instrument.</p> <p>SB8. assess and approve music scores for use by session musicians to program and record music.</p>	
<p>Customer Centricity</p>	

MES/N1505

Notate and prepare music scores

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SB9. review music scores at every stage to ensure that they fully meet the requirements laid out by the music composer/director.SB10. ensure that the music scores contain all necessary details to guide session musicians during recording.
--	---

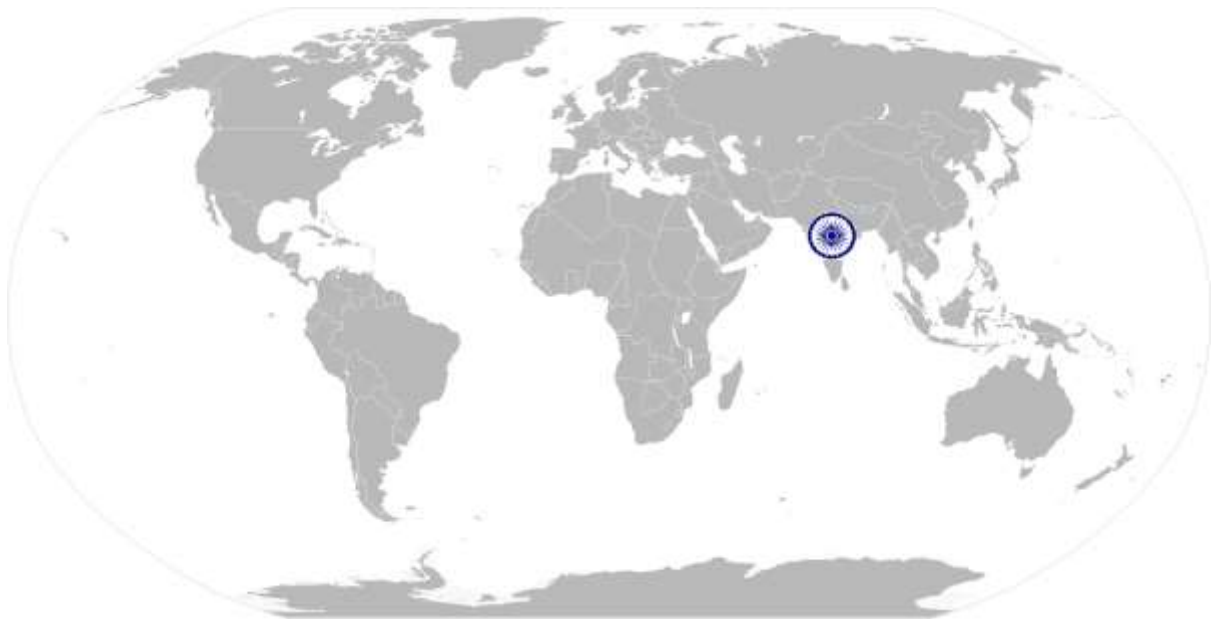


MES/N1505

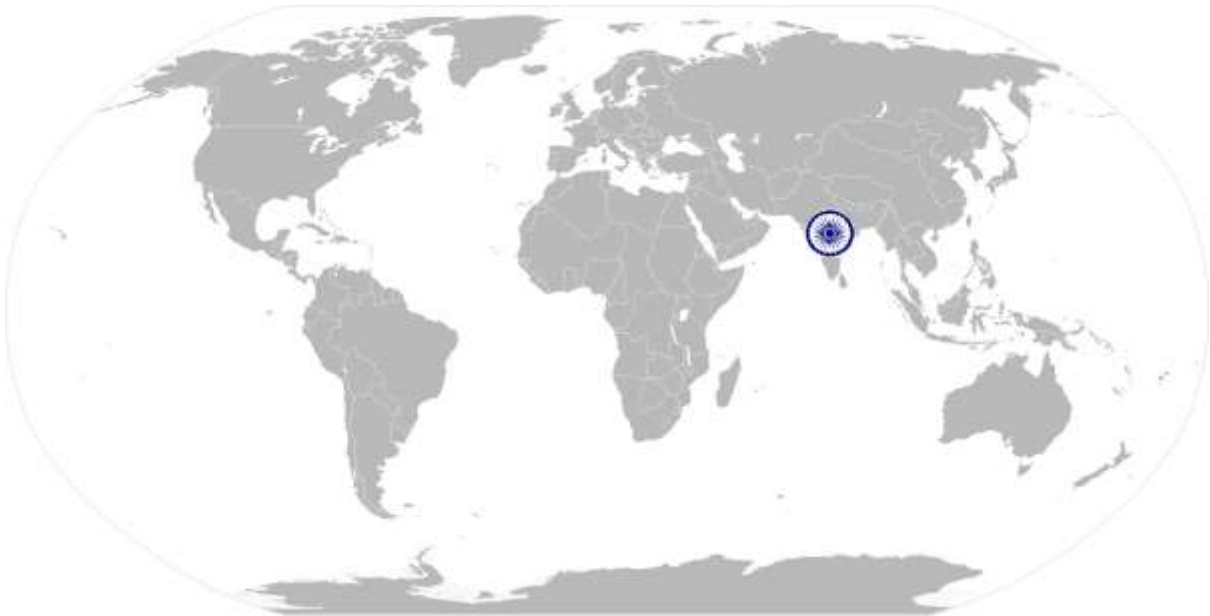
Notate and prepare music scores

NOS Version Control

NOS Code	MES/N1505		
Credits (NSQF)	TBD	Version number	1.0
Industry	Media & Entertainment	Drafted on	21/09/2018
Sub-sector	Film, Television, Music, Radio, Animation, Gaming, Advertising	Last reviewed on	11/03/2019
Occupation	Music Production	Next review date	10/03/2022



National Occupational Standard



Overview

This OS unit covers arrangement of music compositions in different genres and styles with the help of music technology.

MES/N1506

Arrange music in a variety of styles

National Occupational Standard

Unit Code	MES/N1506
Unit Title (Task)	Arrange music in a variety of styles
Description	This OS unit covers arrangement of music compositions (songs, themes, etc.) in different genres and styles using music technology and the knowledge of stylistic and socio-cultural characteristics of music.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Arranging music compositions. • Use of instruments in arrangements • Arranging music using technology
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Arranging music compositions	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. arrange music using appropriate style elements (instrumentation, rhythm, sounds, etc.) according to the creative direction set by the music director/composer. PC2. apply musical elements of cultural and historical relevance (instruments, performance styles, rhythmic patterns, vocal styles, etc.) in music arrangements to meet the creative requirements. PC3. determine the most appropriate key (pitch) for a song arrangement that suits the chosen singers and the mood of the composition. PC4. add harmonies to melodies using chords that suit the style of the composition. PC5. arrange or compose original melodies based on a specified chord progression. PC6. approve the form and structure of music compositions (intro, verse, chorus, reprise, etc.) prepared by the music programmer/arranger in accordance with the creative requirements.
Use of instruments in arrangements	<ul style="list-style-type: none"> PC7. supervise the arrangement of music for a rhythm section (drums/percussions, keys/guitar and bass) based on a given melody. PC8. arrange music for acoustic instruments and instrument groups (e.g. strings, woodwinds, brass, etc.) adhering to their useable range and performance techniques.

MES/N1506

Arrange music in a variety of styles

<p>Arranging music using technology</p>	<p>PC9. use Musical Instrument Digital Interface (MIDI) keyboards or controllers to arrange music on a Digital Audio Workstation (DAW)</p> <p>PC10. supervise the simulation / mock-up of music arrangements on a Digital Audio Workstation (DAW) by the music programmer for review and reference.</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. budget and timelines available for arranging music according to requirements.</p> <p>KA2. Intellectual Property Rights, copyright, fair use and confidentiality policies applicable to the organisation's business.</p> <p>KA3. roles and responsibilities of the music arranging team.</p> <p>KA4. how to present arrangements for review and approval by music composer/director or clients when necessary.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the format and limitations of the playback or distribution medium for which the music arrangement is made.</p> <p>KB2. the playable range, limitations and physical properties of musical instruments used in the arrangements.</p> <p>KB3. technical parameters and settings of Digital Audio Workstations, virtual instruments, etc. required to arrange music efficiently.</p> <p>KB4. how to export high quality demo audio files of music arrangements for review.</p> <p>KB5. how to use tools such as video conferencing, screen sharing, etc. to present/review music arrangements remotely with composers, musicians and clients.</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. prepare detailed notes during discussions with the music composer/director, clients, etc. to aid the arrangement of music.</p> <p>SA2. provide clear written guidelines, expectations, deliverables and feedback to the arranging team.</p> <p>SA3. write detailed descriptions and creative context of the music arrangements while sending them for review and approval.</p>

MES/N1506

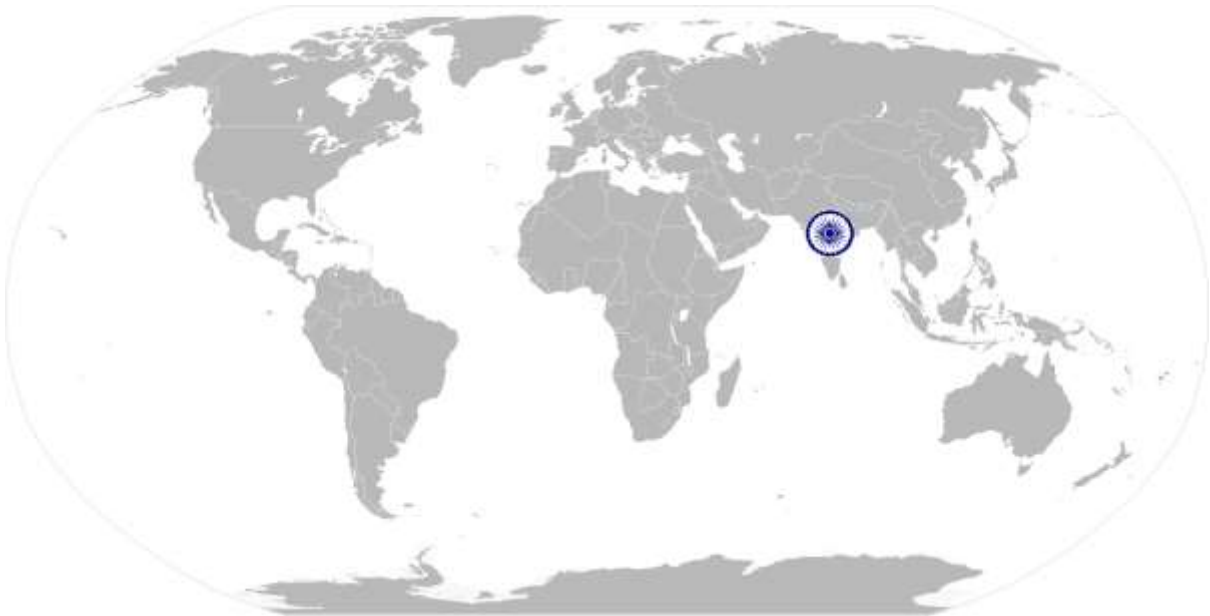
Arrange music in a variety of styles

	<p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA4. interpret creative briefs, scripts, storyboards, etc. to determine the requirements for music arrangement. SA5. research and gather relevant stylistic, cultural and genre specific details required to arrange music according to the creative needs.
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA6. identify specific music requirements and preferences during discussions with the music composer/director, clients, etc. SA7. use the correct terms, terminologies and references to articulate the creative vision for the music arrangement to the music team. SA8. provide clear, concise and actionable feedback while reviewing music arrangements with the team, composer/director, clients, etc.
B. Professional Skills	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. schedule own work to meet agreed music arrangement deliverables. SB2. organise the work of the team according to the project schedule. SB3. conduct regular reviews with the various stakeholders to ensure timely work progress meeting quality standards and budget.
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB4. analyse the impact of instrumentation, harmony and performance style on the music arrangement while making creative choices.
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB5. guide the team to identify and resolve any technical issues with music technology resources used for arranging music. SB6. address any potential music arrangement delays adequately to minimize its impact on the overall project.
	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB7. appraise the quality of music arrangements objectively using established criteria to ensure that they meet expectations. SB8. provide constructive feedback for improvement when necessary.

MES/N1506

Arrange music in a variety of styles

	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. allocate budget and resources to complete music arrangements on schedule.</p> <p>SB10. assess and approve music arrangements for production.</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. relate to, and incorporate musical preferences of target audience and clients while arranging music.</p>

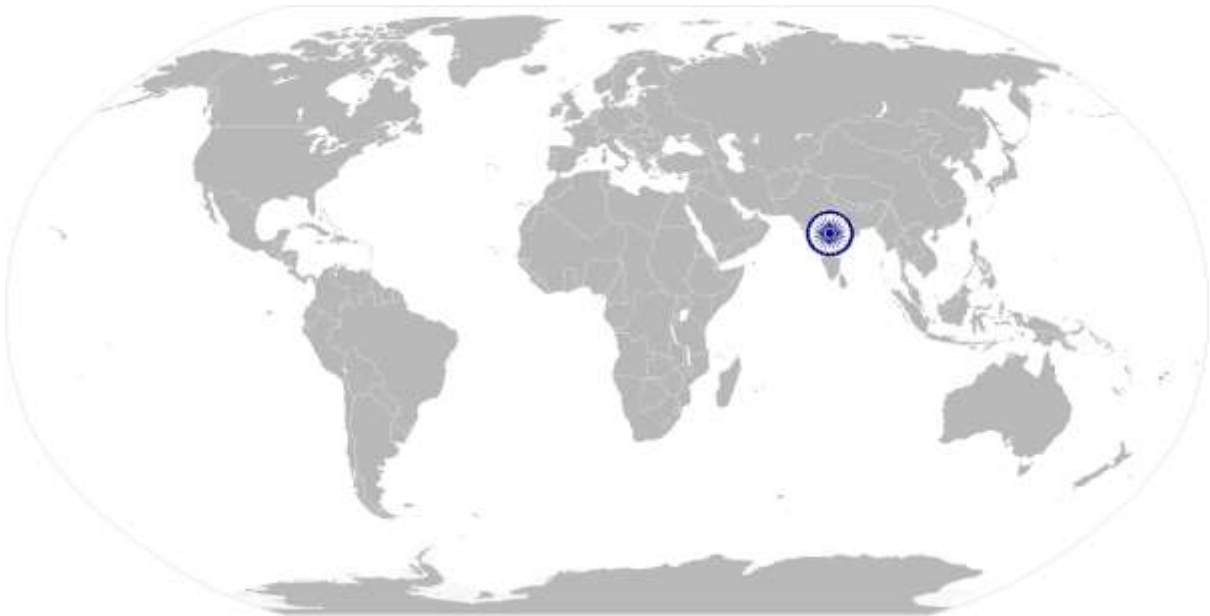


MES/N1506

Arrange music in a variety of styles

NOS Version Control

NOS Code	MES/N1506		
Credits (NSQF)	TBD	Version number	1.0
Industry	Media & Entertainment	Drafted on	21/09/2018
Industry Sub-sector	Music, Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	11/03/2019
Occupation	Music Production	Next review date	10/03/2022





MES/N1507

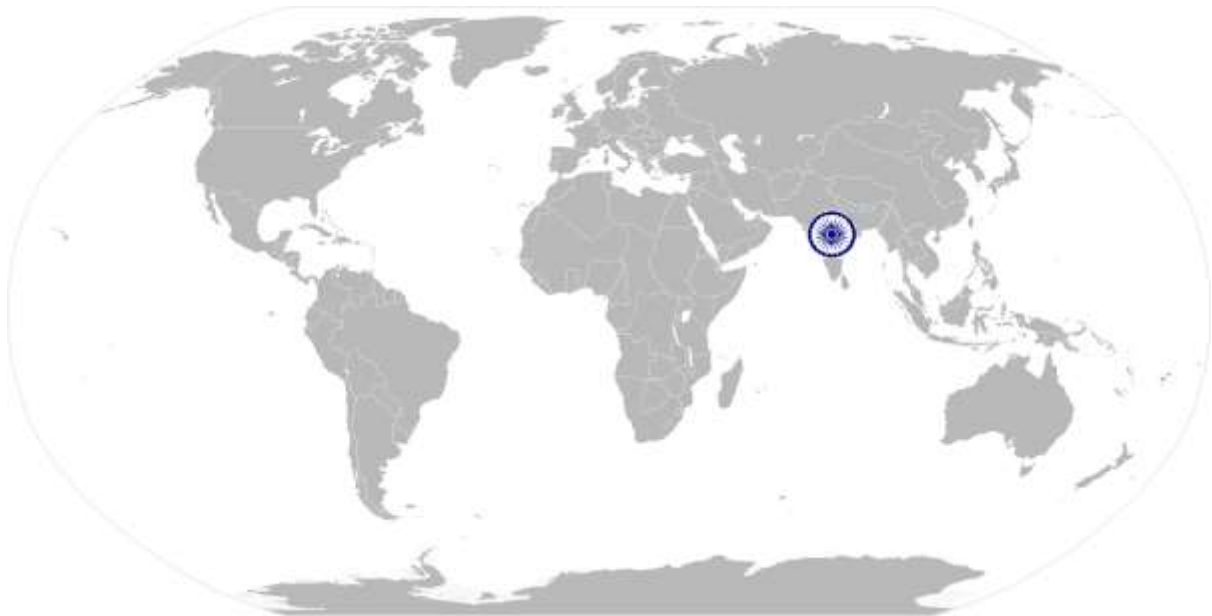
NOS

National Occupational Standards

Produce recordings



National Occupational Standard



Overview

This OS unit covers programming, recording, mixing and mastering of music and the planning, organization and managerial skills necessary to accomplish these tasks efficiently.

MES/N1507

Produce recordings

National Occupational Standard

Unit Code	MES/N1507
Unit Title (Task)	Produce Recordings
Description	This OS unit defines the skills required to produce recordings using techniques such as electronic programming, live recording, mixing of multitrack material and mastering of the final mix. The unit also covers the development of planning, organization and managerial skills necessary to lead and accomplish music production tasks efficiently.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Scheduling and managing music production. • Producing music using a digital audio workstation. • Producing music in a recording studio • Mixing and mastering music for release
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Scheduling and managing music production	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. recommend and/or select suitable programmers, musicians, and sound engineers to meet the production requirements. PC2. schedule music programming and recording sessions. PC3. manage the different stages of the music production process .
Producing music using Digital Audio Workstations (DAW)	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC4. determine appropriate production techniques (synthesis, sampling, layering, etc.) according to the music genre and stylistic needs. PC5. approve appropriate sounds or samples used for programming the different instruments in the music arrangement. PC6. employ music performance techniques and attributes included in the arrangement while programming music tracks. PC7. apply sound processing techniques to make digitally programmed music sound as close as possible to real instruments.
Producing music in a recording studio	<ul style="list-style-type: none"> PC8. operate professional sound recording equipment (microphones, mixers, multitrack recording systems, etc.) to record music. PC9. determine appropriate techniques to record instruments and voices according to the stylistic considerations of the music genre. PC10. direct and guide the performance of musicians during recording sessions according to the music arrangement.

MES/N1507

Produce recordings

<p>Mixing and mastering music for release</p>	<p>PC11. supervise the mix-down of multi-track music recordings.</p> <p>PC12. perform mastering of demo mixes for presentation to the music composer/director, clients, etc. for review.</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. budget and timelines for producing music according to client’s requirements.</p> <p>KA2. the roles and responsibilities of the music production team.</p> <p>KA3. how to appoint programmers, musicians, and sound engineers to produce music.</p> <p>KA4. the process of releasing demo and final material to clients.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the use of planning and scheduling tools such as calendars, to-do-lists, Google docs, etc.</p> <p>KB2. the formats, specifications and limitations of the playback or distribution medium for which the music is produced.</p> <p>KB3. the operational settings and workflow of digital audio workstations, virtual instruments, samplers, etc.</p> <p>KB4. the operational parameters of sound recording equipment, recording studio workflow, connections, and signal flow.</p> <p>KB5. audio processing technologies and file formats commonly used in the music industry.</p> <p>KB6. the technical specifications and operational limitations of computing systems used for music production.</p>
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. make detailed notes during discussions with the music composer/director, clients, etc. regarding production requirements.</p> <p>SA2. provide written guidelines, expectations, deliverables and feedback to music programmers, musicians and sound engineers.</p> <p>SA3. maintain accurate and clear log of recording studio usage, musicians’ time, etc. for each track.</p>
	<p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. interpret creative briefs, scripts, storyboards, etc. to determine the production requirements for each music piece.</p>

MES/N1507

Produce recordings

	<p>SA5. interpret music arrangements by reading music scores.</p> <p>SA6. research and gather relevant cultural, stylistic and genre specific details required to produce music according to the creative needs.</p> <p>SA7. research and gather consumer preferences and trends in the consumption of commercial music to aid production decisions.</p> <p>SA8. interpret feedback received through email, text messages, etc. from the music composer/director and clients.</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. identify stylistic requirements of music during discussions with the music composer/director, clients, etc.</p> <p>SA10. give clear instructions and feedback to musicians during recording sessions.</p> <p>SA11. provide clear and actionable feedback to music programmers and sound engineers while reviewing music tracks.</p>
<p>B. Professional Skills</p>	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan production tasks for each music piece according to the music arrangement.</p> <p>SB2. organise the work of the music production team according to the production schedule.</p> <p>SB3. schedule and manage recording sessions according to the production plan.</p> <p>SB4. conduct regular reviews with the various stakeholders to ensure timely work progress meeting quality standards and budget.</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. analyse the impact of sounds and samples, recording techniques, performance styles, and sound processing and mixing decisions on music while making creative choices.</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. address any unforeseen issues with the music arrangement that are identified during the recording session.</p> <p>SB7. devise innovative solutions to any music performance challenges or limitations that arise during the recording.</p> <p>SB8. resolve any technical issues associated with programming, recording, mixing and mastering of music.</p>

MES/N1507

Produce recordings

	<p>SB9. address any potential delays or schedule conflicts adequately to minimize its impact on the overall production.</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. ascertain the quality of programmed and recorded music using established criteria to ensure that they meet agreed quality standards.</p> <p>SB11. suggest corrective actions where necessary to enhance the quality of the music being produced.</p>
	<p>Decision making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. choose musicians, singers and technicians according to the production needs.</p> <p>SB13. allocate sufficient budget and resources to achieve the music production objectives.</p> <p>SB14. determine appropriate music production techniques that help meet the creative requirements.</p> <p>SB15. assess and approve programmed music tracks, recordings and final mixes.</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. incorporate innovative musical elements that appeal to the current and emerging preferences of a diverse range of target audience.</p> <p>SB17. maintain authenticity and originality while adhering closely to customer preferences of musical styles and sounds.</p>

MES/N1507

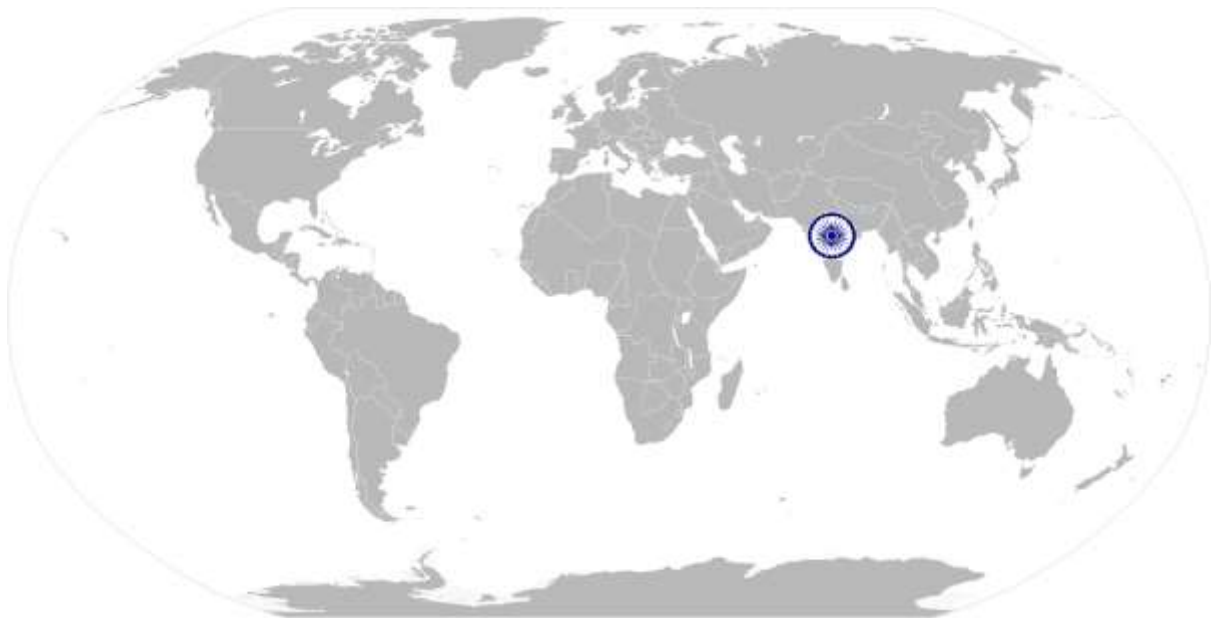
Produce recordings

NOS Version Control

NOS Code	MES/N1507		
Credits (NSQF)	TBD	Version number	1.0
Industry	Media & Entertainment	Drafted on	13/09/2018
Industry Sub-sector	Music, Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	11/03/2019
Occupation	Music Production	Next review date	10/03/2022



National Occupational Standard



Overview

This unit is about contributing towards maintaining a healthy, safe and secure working environment.

MES/N0104

Maintain workplace health and safety

National Occupational Standard

Unit Code	MES/N 0104
Unit Title (Task)	Maintain workplace health and safety
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • understanding the health, safety and security risks prevalent in the workplace • knowing the people responsible for health and safety and the resources available • identifying and reporting risks • complying with procedures in the event of an emergency
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding the health, safety and security risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain one's posture and position to minimize fatigue and the risk of injury</p> <p>PC2. maintain first aid kit and keep oneself updated on the first aid procedures</p> <p>PC3. identify and document potential risks like sitting postures while using computer, eye fatigue and other hazards in the workplace</p> <p>PC4. accurately maintain accident reports</p> <p>PC5. report health and safety risks/ hazards to concerned personnel</p> <p>PC6. participate in organization health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC7. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</p> <p>PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</p>
Identifying and reporting risks	<p>PC9. identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC10. ensure own personal health and safety, and that of others in the workplace through precautionary measures</p> <p>PC11. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC12. 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</p>

MES/N0104

Maintain workplace health and safety

<p>Complying with procedures in the event of an emergency</p>	<p>PC13. follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC14. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organisation's norms and policies relating to health and safety</p> <p>KA2. government norms and policies regarding health and safety and related emergency procedures</p> <p>KA3. limits of authority while dealing with risks/ hazards</p> <p>KA4. the importance of maintaining high standards of health and safety at a workplace</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the different types of health and safety hazards in a workplace</p> <p>KB2. safe working practices for own job role</p> <p>KB3. evacuation procedures and other arrangements for handling risks</p> <p>KB4. names and contact numbers of people responsible for health and safety in a workplace</p> <p>KB5. how to summon medical assistance and the emergency services, where necessary</p> <p>KB6. vendors' or manufacturers' instructions for maintaining health and safety while using equipment, systems and/or machines</p>
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write and provide feedback regarding health and safety to the concerned people</p> <p>SA2. write and highlight potential risks or report a hazard to the concerned people</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read instructions, policies, procedures and norms relating to health and safety</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. highlight potential risks and report hazards to the designated people</p>

MES/N0104

Maintain workplace health and safety

	SA5. listen and communicate information with all concerned or affected
B. Professional Skills	Decision making
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions on a suitable course of action or plan
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB3. build and maintain positive and effective relationships with colleagues and customers
Problem Solving	
The user/individual on the job needs to know and understand how to:	
SB4. apply problem solving approaches in different situations	
Analytical Thinking	
The user/individual on the job needs to know and understand how to:	
SB5. analyse data and activities	
Critical Thinking	
The user/individual on the job needs to know and understand how to:	
SB6. understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority	
SB7. apply balanced judgements in different situations	

MES/N0104

Maintain workplace health and safety

NOS Version Control

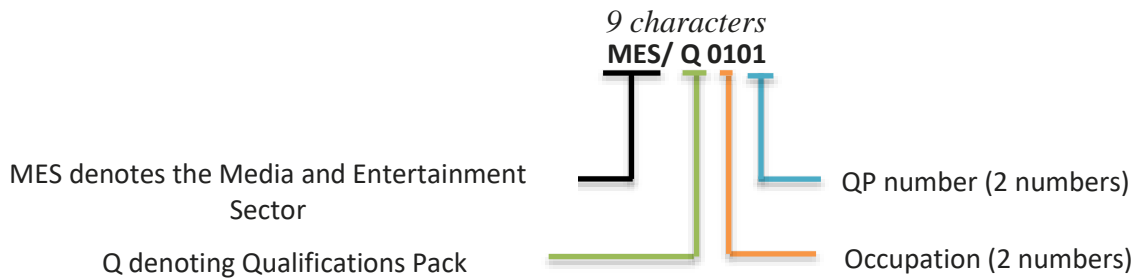
NOS Code	MES/N0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	13/09/2018
Sub-sector	Music, Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	11/03/2019
Occupation	Music Production	Next review date	10/03/2022



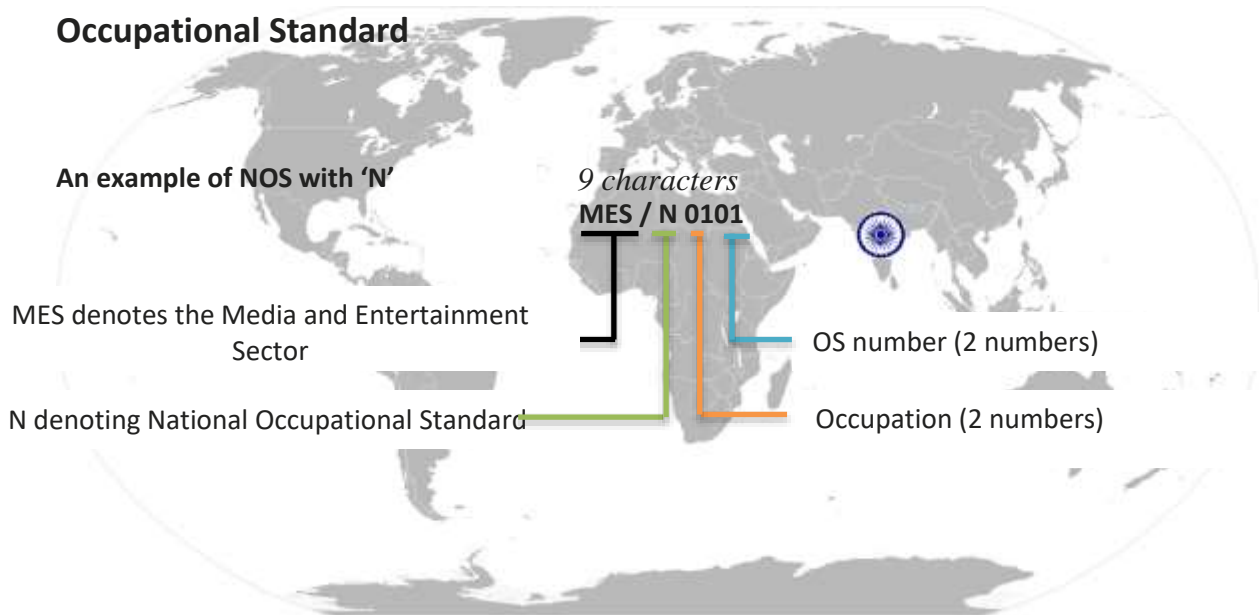
Annexure

Nomenclature for QP and NOS

Qualifications Pack



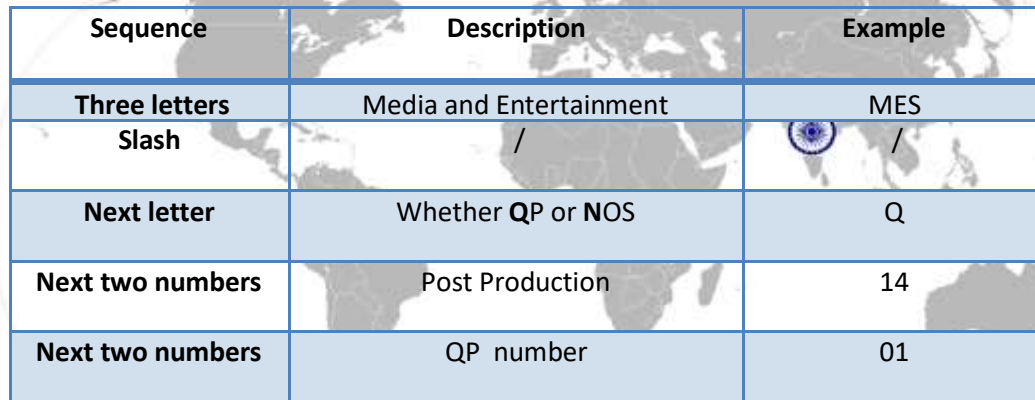
Occupational Standard



[Back to top...](#)

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Film	01-30
Television	31-40
Print	41-45
Animation	46-55
Gaming	56-65
Radio	66-70
Digital	71-80
OOH	81-90
Advertising	91-99



Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Post Production	14
Next two numbers	QP number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Music Producer

Qualification Pack: MES/Q1502

Sector Skill Council: Media and Entertainment Skills 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 part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS			Marks Allocation		
Total Marks: 400					
Assessment Outcome	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Practical Skills
MES/N1505 (Notate and prepare music scores)	PC1. transcribe music arrangements (melody, harmony & rhythm) using standard music notation.	100	10	4	6
	PC2. choose appropriate music clef to notate each instrument.		10	4	6
	PC3. notate the different musical parameters for every instrument (key signature, meter, tempo, rhythm, chords and notes) accurately.		10	4	6
	PC4. notate the required playing techniques (dynamics, bowing, pizzicato, arco, palm mute, slide, breath marks, etc.) for each instrument on		10	4	6

	the score.				
	PC5. transpose the music score correctly while arranging for instruments requiring transposition (trumpet in bb, horn in f, clarinet in a etc.)	10	4	6	
	PC6. design music score templates using music notation software.	10	4	6	
	PC7. prepare master scores showing all instruments and voices used in the music arrangement.	10	4	6	
	PC8. supervise the creation of individual instrument/voice notation parts from the master score for individual musicians by the music programmer/arranger.	10	4	6	
	PC9. approve scores prepared by the music programmer/arranger for recording sessions (without repetitions, attention to turning pages, etc.).	10	4	6	
	PC10. supervise the export and import of music notation files (Musical Instrument Digital Interface (MIDI) or Music Extensible Mark-up Language (XML)) between the notation software and the Digital Audio Workstation (DAW).	10	4	6	
	Total	100	40	60	
MES/N1506 (Arrange music in a range of styles)	PC1. arrange music using appropriate style elements (instrumentation, rhythm, sounds, etc.) according to the creative direction set by the music director/composer.	100	10	4	6
	PC2. apply musical elements of cultural and historical relevance (instruments, performance styles, rhythmic patterns, vocal styles, etc.) in music arrangements to meet the creative requirements.		10	4	6
	PC3. determine the most appropriate key (pitch) for a song arrangement that suits the chosen singers and the mood of the composition.		10	4	6
	PC4. add harmonies to melodies using chords that suit the style of the composition.		10	4	6

	PC5. arrange or compose original melodies based on a specified chord progression.		10	4	6
	PC6. approve the form and structure of music compositions (intro, verse, chorus, reprise, etc.) prepared by the music programmer/arranger in accordance with the creative requirements.		10	4	6
	PC7. supervise the arrangement of music for a rhythm section (drums/percussions, keys/guitar and bass) based on a given melody.		10	4	6
	PC8. arrange music for acoustic instruments and instrument groups (e.g. strings, woodwinds, brass, etc.) adhering to their useable range and performance techniques.		10	4	6
	PC9. use Musical Instrument Digital Interface (MIDI) keyboards or controllers to arrange music on a Digital Audio Workstation (DAW).		10	4	6
	PC10. supervise the simulation / mock-up of music arrangements on a Digital Audio Workstation (DAW) by the music programmer for review and reference.		10	4	6
		Total	100	40	60
MES/N1507 (Produce recordings)	PC1. recommend and/or select suitable programmers, musicians, and sound engineers to meet the production requirements.		5	2	3
	PC2. schedule music programming and recording sessions.		5	2	3
	PC3. manage the different stages of the music production process.		5	2	3
	PC4. determine appropriate production techniques (synthesis, sampling, layering, etc.) according to the music genre and stylistic needs.	100	5	2	3
	PC5. approve appropriate sounds or samples used for programming the different instruments in the music arrangement.		10	4	6
	PC6. employ music performance techniques and attributes included in the arrangement while programming music tracks.		10	4	6
	PC7. apply sound processing techniques to make		10	4	6

	digitally programmed music to sound as close as possible to real instruments				
	PC8. operate professional sound recording equipment (microphones, mixers, multitrack recording systems, etc.) to record music.		10	4	6
	PC9. determine appropriate techniques to record instruments and voices according to the stylistic considerations of the music genre.		10	4	6
	PC10. direct and guide the performance of musicians during recording sessions according to the music arrangement.		10	4	6
	PC11. supervise the mix-down of multi-track music recordings.		10	4	6
	PC12. perform mastering of demo mixes for presentation to the music director, clients, etc. for review.		10	4	6
	Total		100	40	60
MES/N0104 (Maintain workplace health and safety)	PC1. maintain one's posture and position to minimize fatigue and the risk of injury		10	5	5
	PC2. maintain first aid kit and keep oneself updated on the first aid procedures		10	5	5
	PC3. identify and document potential risks like sitting postures while using computer, eye fatigue and other hazards in the workplace		5	2	3
	PC4. accurately maintain accident reports		5	2	3
	PC5. report health and safety risks/ hazards to concerned personnel	100	10	5	5
	PC6. participate in organization health and safety knowledge sessions and drills		10	5	5
	PC7. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	5
	PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	5
	PC9. identify aspects of workplace that could cause potential risk to own and others health and		5	2	3

safety				
PC10. ensure own personal health and safety, and that of others in the workplace through precautionary measures		5	2	3
PC11. identify and recommend opportunities for improving health, safety, and security to the designated person		5	2	3
PC12. 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		5	2	3
PC13. follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		5	2	3
PC14. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	3
	Total	100	46	54