

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

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Introduction

Qualifications Pack-Camera Operator

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Film, Television

OCCUPATION: Camera Operations

REFERENCE ID: MES/Q0902

ALIGNED TO: NCO-2015/3521.0200

Camera Operator in the Media & Entertainment Industry supports the head of the camera department

Brief Job Description: Individuals at this job need to operate the camera during shoots in accordance to instructions provided by the Director of Photography (DoP). They also need to coordinate efforts of the camera crew during shoots.

Personal Attributes: The individual must be creative and have a good understanding of composition, perspective and movement. The individual must know and keep updated on the various camera equipment, shooting techniques and mediums. The individual must have excellent communication skills and must possess the ability to guide efforts and work collaboratively.

Job Details

Qualifications Pack Code	MES/Q0902		
Job Role	Camera Operator This job role is applicable in both national and international scenarios		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/03/2015
Sub-sector	Film, Television, Animation	Last reviewed on	20/06/2019
Occupation	Camera Operations	Next review date	20/06/2021
NSQC Clearance on	22/08/2019		

Job Role	Camera Operator
Role Description	Operating the camera and coordinate efforts of the camera crew during shoots
NSQF level	5
Minimum Educational Qualifications	Graduate
Maximum Educational Qualifications	Post-Graduate Degree in Fine Arts, Film
Prerequisite License or Training	Course in Cinematography
Minimum Job Entry Age	18 years
Experience	3-5 Years of work experience
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> MES/N0905 (Set up camera equipment prior to shoot) MES/N0906 (Prepare for shoot) MES/N0907 (Operate camera during shoot) MES/N0104 (Maintain workplace health and safety) <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Visual style	Visual style comprises the look or appearance of the production including the lighting, colours, shadows, sets, costumes, locations and the way they will be captured on screen.
Creative brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
Shoot schedule	Shoot schedule is a listing of the sequences/shots that need to be captured on each shoot day
Multi-camera	Multi-camera is a method of shooting where multiple cameras are used to simultaneously capture different views/images
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed
Continuity	Continuity represents the seamless transition from one shot to another
Script	Script is a structured narrative of a story
Screenplay	Screenplay is the script coupled with key characteristics of the scene and directions for acting
Post-production	Post-production is the final finishing phase of the production, where the raw footage is edited, special effects are added, music and sound are integrated, colour correction is done etc.
Colour grading	Colour grading is the process of enhancing and correcting the colours of the final production
Digital intermediate	Digital intermediate is the process where a film is digitised and the colour and image characteristics are modified
Recce	Recce is a detailed visual and technical assessment of the attributes and suitability of a particular location for the shoot, usually through a personal visit
Grips	Grips is the department that specialises in mounting the camera on to tripods, dollies, cranes and other platforms for shoots
Jib	Jib is a device used for the movement of camera and operates like a see-saw, with the camera at one end and the camera controls at the other
Lenses	Lenses are used to capture images and are attached on to the body of the camera
Filters	Filters are used to alter the properties of light entering the camera lens. They are also used to create a number of special effects
Dolly	Dolly is a platform with wheels on which the camera can be mounted and moved around during the shoots
Magazines	Magazines are compartments within a camera that are used to hold the film tape
Clapper board	Clapper board is a slate that has information pertaining to each shot, used as a guide to mark shots and aid matching image with sounds

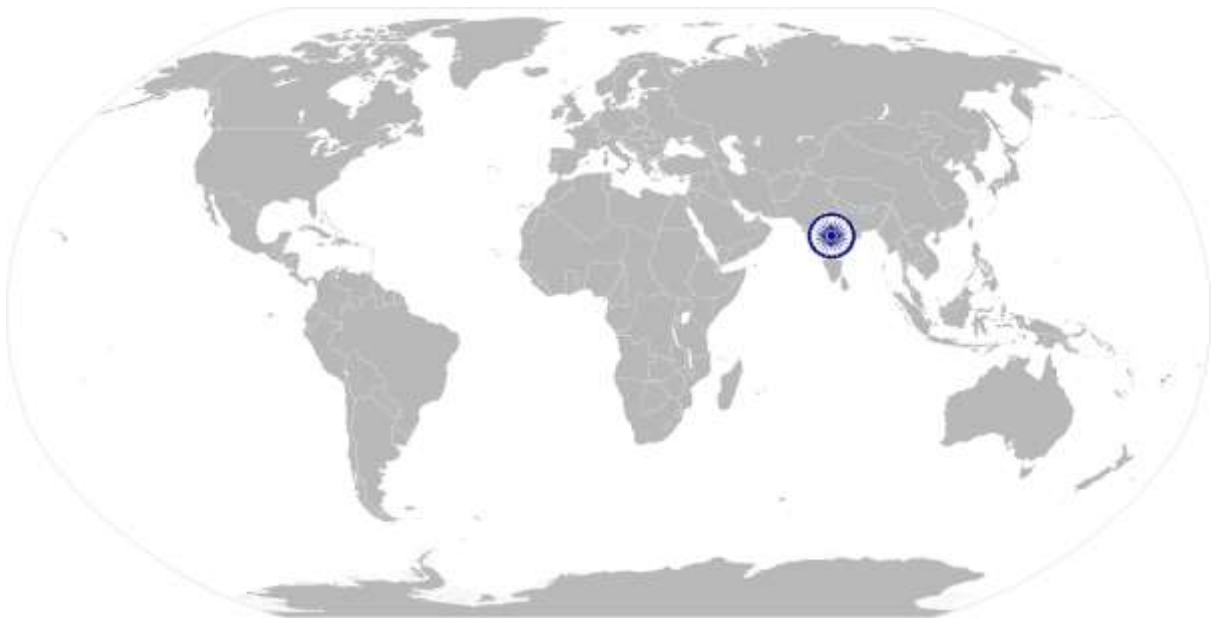
Focus length	Focus length is the angle of view from the lens
Framing	Framing is how the artists, objects, sets, locations etc. are positioned within the camera view for a single shot
Master shot	Also known as a cover shot, this shot is a long sequence that establishes an overview and aids assembly of smaller, closer shots with details
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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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 Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
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 the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the 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 needs in order to perform to the required standard.
Organizational Context	Organizational 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 are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

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

National Occupational Standard



Overview

This unit is about arranging for the delivery of camera equipment and setting up for shoots



MES/N0905

NOS

National Occupational Standards



Set up camera equipment prior to shoot

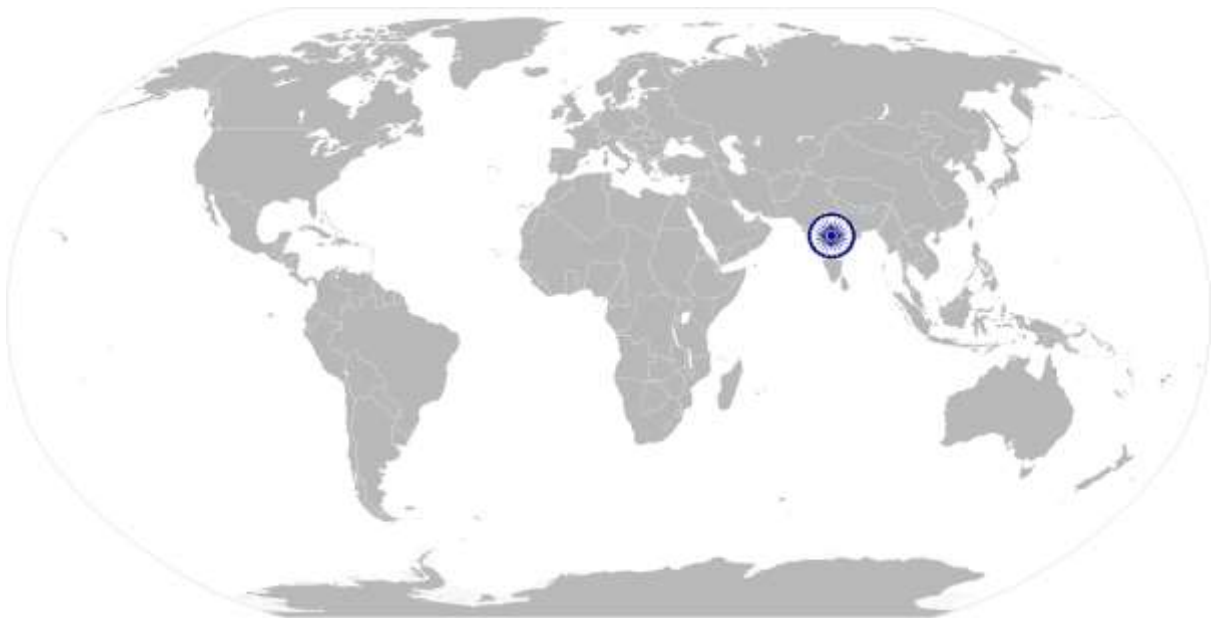
National Occupational Standard

Unit Code	MES/N0905
Unit Title (Task)	Set up camera equipment prior to shoot
Description	This OS unit is about arranging for the delivery of camera equipment and setting up for shoots
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare and arrange all the camera equipment for use during shoots • Monitor use of equipment during shoots
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Prepare and arrange all the camera equipment for use during shoots	To be competent, the user/individual on the job must be able to: <p>PC1. coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock/beta tapes/memory cards)</p> <p>PC2. prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc.</p>
Monitor use of equipment during shoots	<p>PC3. arrange for security and protection of the equipment during storage and logistics</p> <p>PC4. report any damages to the camera and production teams</p> <p>PC5. ensure cameras are mounted on grips and the locks are fastened securely</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <p>KA1. the equipment that can be sourced in-house and that needs to be sourced through a vendor</p> <p>KA2. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction</p>
B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. how to select the most appropriate mode of transport and the most relevant logistics provider</p> <p>KB2. inventory management processes including receipt, issue and returns</p> <p>KB3. appropriate documentation norms (e.g. challans, receipts etc.)</p> <p>KB4. how to protect, pack and secure the equipment for storage</p> <p>KB5. how to label, pack and store the equipment in extreme climatic and rough environmental conditions</p> <p>KB6. how to arrange and label camera equipment so that it is accessible for the entire camera team</p> <p>KB7. how to estimate the quantity of supplies for each shoot day</p> <p>KB8. techniques of handling and maintaining the camera equipment</p> <p>KB9. likely damage that may be caused due to incorrect handling and storage</p> <p>KB10. the safety and security requirements for the equipment, including special requirements, if any</p> <p>KB11. how to load film stock into magazines, under specific conditions without causing any damage/exposure</p> <p>KB12. how to charge batteries and prevent accidental discharge</p>

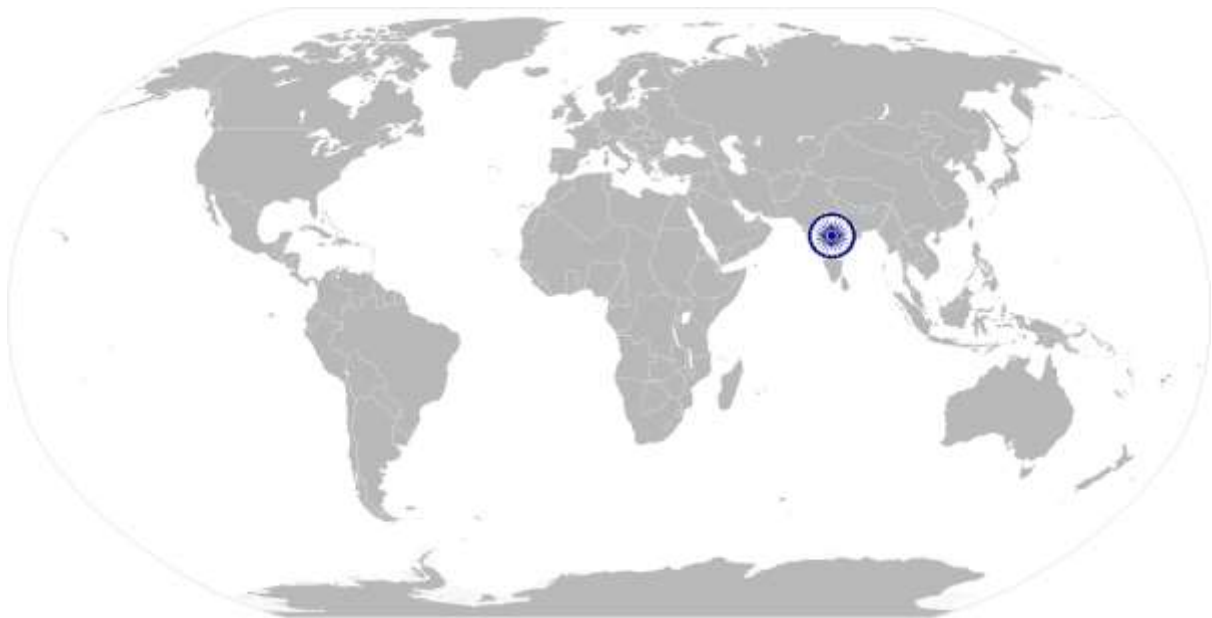
	<p>KB13. how to deal with exposed stock safely and securely</p> <p>KB14. how to clean and test the cameras, lenses and magazines prior to shoot including the appropriate method and material to be used</p> <p>KB15. applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. prepare a log of all the equipment to be used during each shoot day</p> <p>SA2. track status against the checklist on a daily basis and note remarks, where required</p> <p>SA3. label equipment and supplies accurately</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. read the equipment user-manuals and handling specifications</p> <p>SA5. read the safety considerations for the equipment being used</p> <p>SA6. refer to the shoot schedules to determine how many shots are being covered during a given day to ensure that adequate film stock and batteries are available for use</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>SA7. report damage, if any to the equipment to the camera and production teams</p> <p>SA8. discuss and agree on the list of equipment that needs to be prepared and kept ready for use with the Camera team and Production Head</p>
B. Professional Skills	<p>Plan and Organise</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan work according to the requirements and agreed timelines</p> <p>SB2. lay out Camera shooting equipment, including Camera Heads, magazines and batteries, in an appropriate and accessible manner</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. identify any problems with successful execution of the task and resolve them in consultation with the production team</p> <p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. identify and establish a base on which to build the camera</p> <p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. use any special requirements to ensure the safety and security of equipment when left unattended or in use.</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. ensure that all necessary equipment and materials available meets the technical and artistic requirements of production.</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. determine the impact of the chosen equipment on the production.</p>

NOS Version Control

NOS Code	MES/N0905		
Credits(NSQF)	TBD	Version number	01
Sector	Media and Entertainment	Drafted on	18/03/15
Sub-sector	Film, Television, Animation	Last reviewed on	20/06/2019
Occupation	Camera Operations	Next review date	20/06/2021



National Occupational Standard



Overview

This unit is about deciding the shot framing and composition, marking out the camera positions and carrying out rehearsals prior to shoot



MES/N0906

NOS

National Occupational Standards



Prepare for shoot

National Occupational Standard

Unit Code	MES/N0906
Unit Title (Task)	Prepare for shoot
Description	This OS unit is about deciding the shot framing and composition, marking out the camera positions and carrying out rehearsals prior to shoot
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Understanding the focus requirements for different types of shots Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals Marking out the focus lengths for each position
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding the focus requirements for different types of shots	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production</p>
Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals	<p>PC2. mark, or support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg: relationship between width and height)</p>
Marking out the focus lengths for each position	<p>PC3. prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots</p> <p>PC4. report potential issues to the Producer and Director and relevant teams for rectification</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. understand the overall style and creative aspects of the production</p> <p>KA2. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the principles of cinematography</p> <p>KB2. understanding of optical theory</p> <p>KB3. understanding of still photography would be an added advantage</p> <p>KB4. principles of composition and continuity</p> <p>KB5. the focus requirements and camera position(s) for each shot</p> <p>KB6. the relationship between the distance of the camera from the subject, the height at which the camera is placed and movements and how these effect the shot composition</p>

	<p>KB7. the aspect ratio required for each shoot and the aspect ratio in which the final product will be seen by the audience</p> <p>KB8. how to judge focus lengths to ensure that the shot view will be sharp and achieves the desired framing and composition</p> <p>KB9. how to frame shots to ensure continuity and seamless transition from one shot to another</p> <p>KB10. the various types of cameras, lenses and equipment available in the market</p> <p>KB11. how to update operating skills on new cameras, lenses and equipments in the market</p> <p>KB12. how to test cameras, lenses and equipment and discover faults, if any</p> <p>KB13. how to place cameras according to production requirements in case of multi-camera shoots</p> <p>KB14. how to place set, props and equipment so as to capture the required frame in the shot and ensuring that they do not obstruct the camera view</p> <p>KB15. the mood of each shot and determine shot requirements accordingly</p> <p>KB16. how to measure the distance between the artists/objects/subjects and the camera(s) to ensure the shot gets taken correctly</p> <p>KB17. how to observe for continuity issues that may impact actual shoots</p> <p>KB18. test focus lengths to ensure they have been set properly</p> <p>KB19. the limitations on camera movements - based on the positioning of the camera, sets, props and equipment during shoots</p> <p>KB20. applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. note the specifications for each shot - camera distance, height, focus length, aspects ratios, timing, start and finish points etc. to refer to during the shoot SA2. notes for the director, DOP and production team that would help them guide the movement of artists, props and equipment during shoot
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. read and understand the script in detail
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA4. understand and clarify requirements during production reces and meetings SA5. discuss the creative and visual requirements of the shot with the DOP and producer SA6. agree on the positioning of the shot with the DOP, production team and artists SA7. discuss the camera path and timing with the camera and production teams, discuss problems and modifications required SA8. communicate any problems that may affect the desired composition SA9. guide the artists on their movements and timing
	Plan and Organise
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. plan work according to the requirements and agreed timelines SB2. manage within the agreed budget and minimize overruns

	SB3. understand shot break up and plan effort and time required for each element of the shot
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. how to discover and resolve any technical problems which may affect composition
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. judge the focal distance/lengths required for each shot to ensure that the picture is sharp and captures all the creative elements required in the frame
	Decision making
	The user/individual on the job needs to know and understand how to: SB6. make decisions in order to be able to work collectively and independently, where required
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. plan and prioritise work as per the client/project requirements.
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. identify the requirements of the production to ensure the correct resources are available at the right time throughout the shoot	





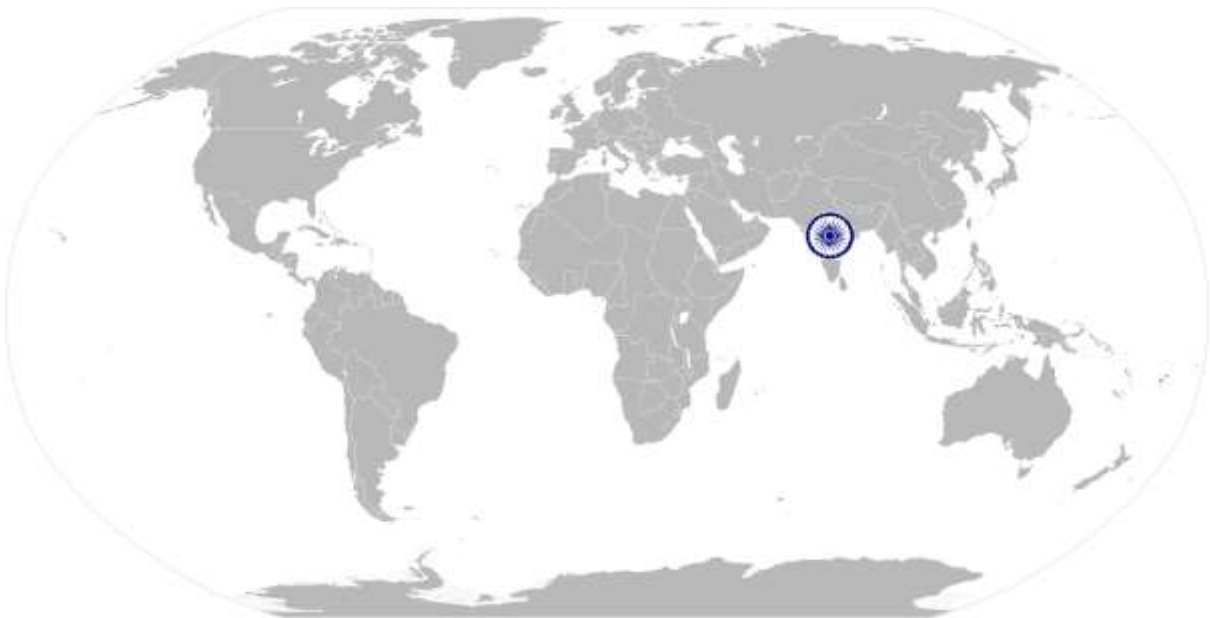
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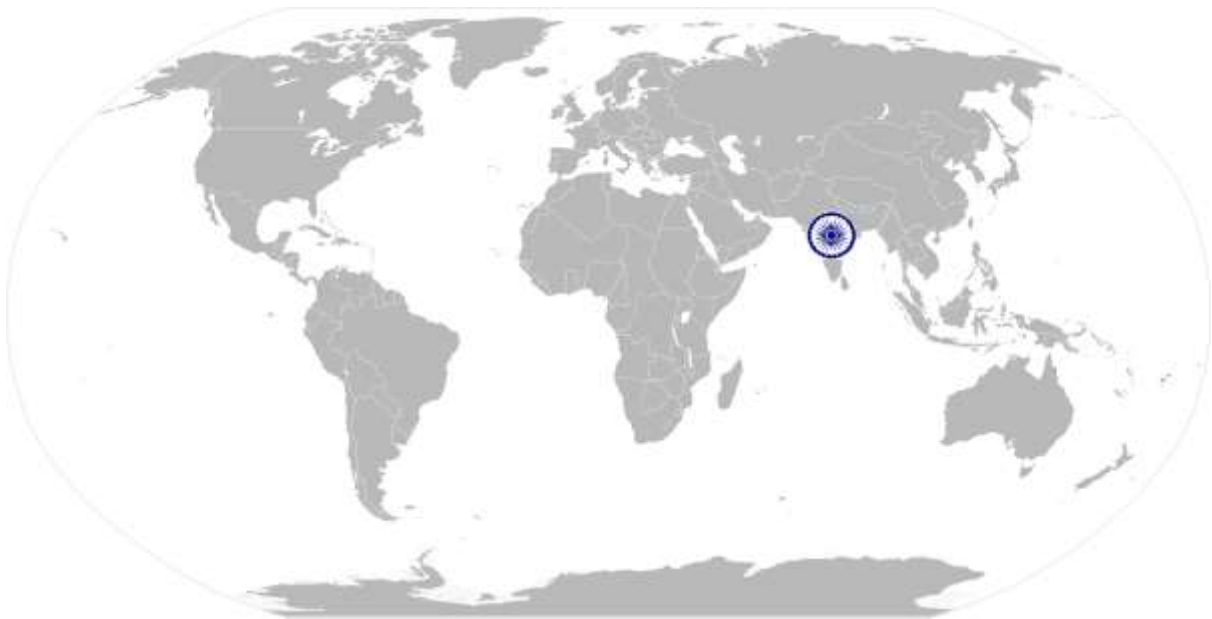
Prepare for shoot

NOS Version Control

NOS Code	MES/N0906		
Credits(NSQF)	TBD	Version number	01
Sector	Media and Entertainment	Drafted on	18/03/2015
Sub-sector	Film, Television, Animation	Last reviewed on	20/06/2019
Occupation	Camera Operations	Next review date	20/06/2021



National Occupational Standard



Overview

This unit is about executing camera movements while maintaining the shot framing and composition

MES/N0907

Operate camera during shoot

National Occupational Standard

Unit Code	MES/N0907
Unit Title (Task)	Operate camera during shoot
Description	This OS unit is about executing camera movements while maintaining the shot framing and composition
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Pull focus and operate cameras during shoots
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Pull focus and operate cameras during shoots	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. focus and refocus the camera lenses for each shot PC2. advise actors and performers regarding movement and positions PC3. make modifications to the focus path, if required, based on any changes in the artists movements PC4. execute camera movements established during rehearsals according to the instructions received by the DOP while maintaining the focus length for each shot PC5. ensure that the creative and technical quality of the shoot meets the desired production and post production standards
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. understand the overall style and creative aspects of the production KA2. the role and contribution of key departments be liaised with, especially lighting and grips where the camera team has the maximum interaction
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. the principles of cinematography KB2. understanding of still photography would be an added advantage KB3. principles of composition KB4. the mood of each shot and determine shot requirements accordingly KB5. how the camera position, angle, placement and movement affect the perspective and required depth in the shot KB6. ensure that each shot is in focus KB7. how to frame the image keeping in mind the visual style, creative and technical requirements of the production KB8. move the camera on the path charted maintaining the required timing for the shot KB9. how to maintain a steady image during camera movements KB10. how to maintain continuity for shots taken in a sequence KB11. applicable health and safety guidelines, and ensuring that any risks to the health and safety of the cast and crew are minimised

MES/N0907

Operate camera during shoot

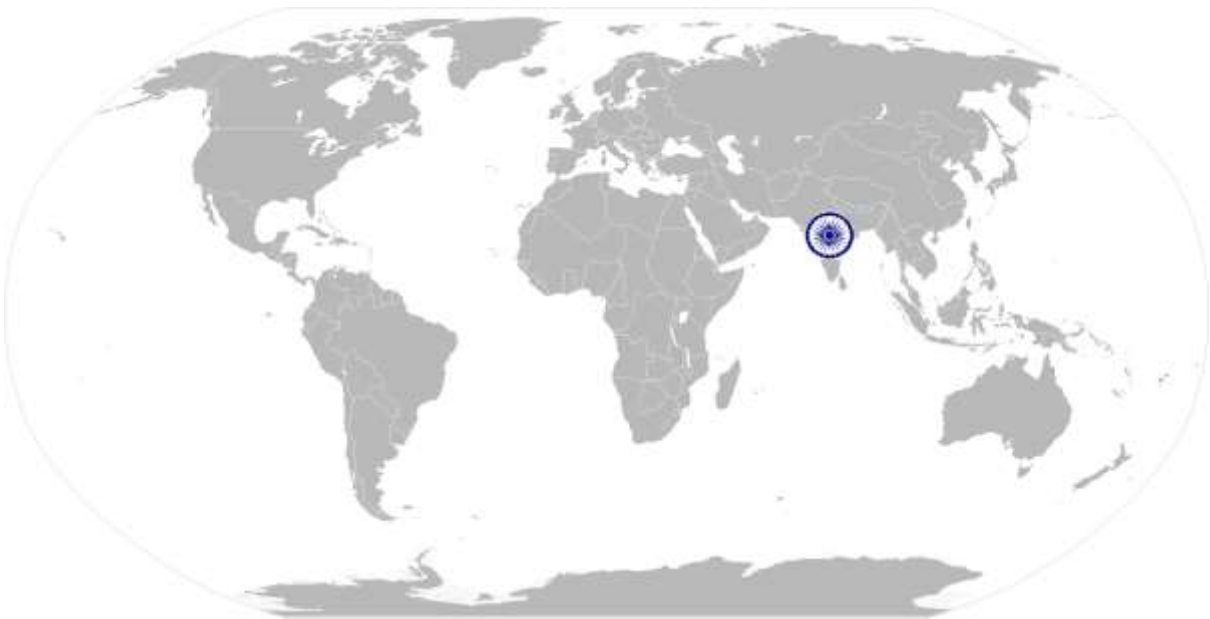
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Reading Skills
	The user/individual on the job needs to know and understand how to: SA1. refer and conform to the camera specification notes prepared
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA2. guide actors and artistes during shoot on their movement and timing SA3. communicate any problem areas and ensure they get resolved by the relevant teams SA4. collaborate with the different departments, especially with the lighting and grips department, to achieve the desired technical and creative quality of the image
B. Professional Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA5. maintain records on script of exact start and stop points for each take SA6. maintain records of all comments, mistakes, and inconsistencies, and if applicable the reasons for curtailing takes
	Plan and Organise
	The user/individual on the job needs to know and understand how to: SB1. plan work according to the requirements and agreed timelines SB2. manage within the agreed budget and minimize overruns
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. How to resolve any technical problems during shoot
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB4. resolve any conflicts of interest between members of the team and give feedback and advice to members of the crew
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Every shot meets the aesthetic and technical requirements of the production
Decision making	
The user/individual on the job needs to know and understand how to: SB6. seek effective solutions when natural lighting conditions are causing problems	
Customer Centricity	
The user/individual on the job needs to know and understand how to: SB7. monitor the programme output to ensure that the overall result is compatible and consistent with the agreed style of the production	

MES/N0907

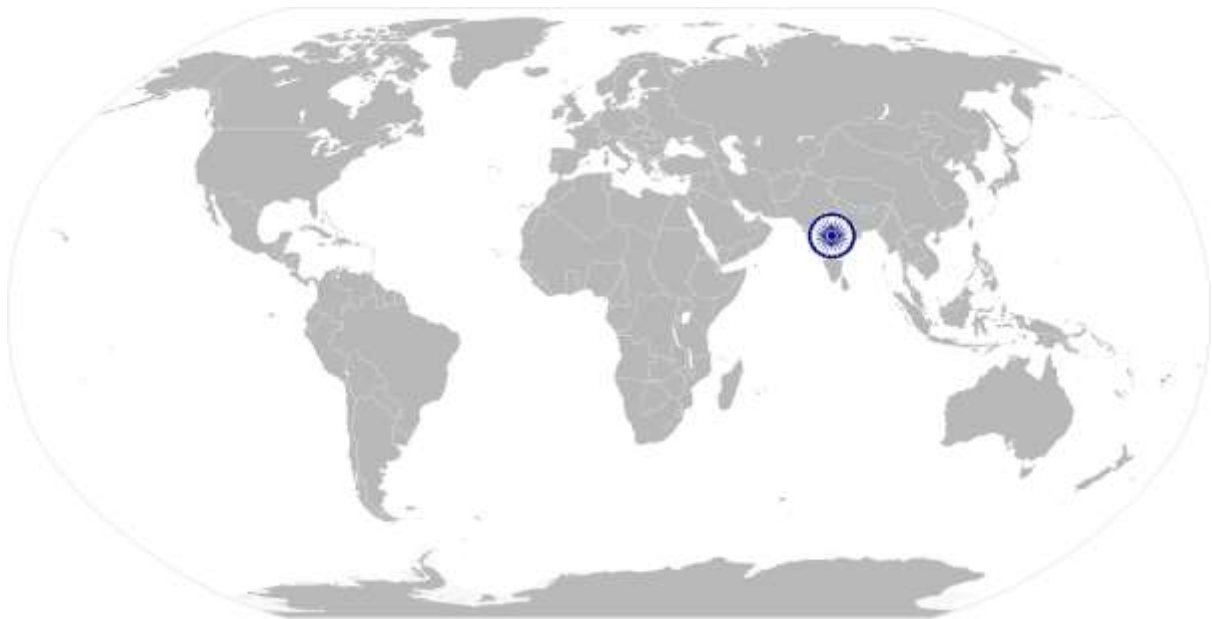
Operate camera during shoot

NOS Version Control

NOS Code	MES/N0907		
Credits(NSQF)	TBD	Version number	01
Sector	Media and Entertainment	Drafted on	18/03/2015
Sub-sector	Film, Television, Animation	Last reviewed on	20/06/2019
Occupation	Camera Operations	Next review date	20/06/2021



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/N0104
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 risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. understand and comply with the organisation's current health, safety and security policies and procedures</p> <p>PC2. understand the safe working practices pertaining to own occupation</p> <p>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</p> <p>PC4. participate in organization health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</p> <p>PC6. 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>PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC8. ensure own personal health and safety, and that of others in the workplace through precautionary measures</p> <p>PC9. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>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</p>
Complying with procedures in the event of an emergency	<p>PC11. follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p>
Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and	<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>

MES/N0104

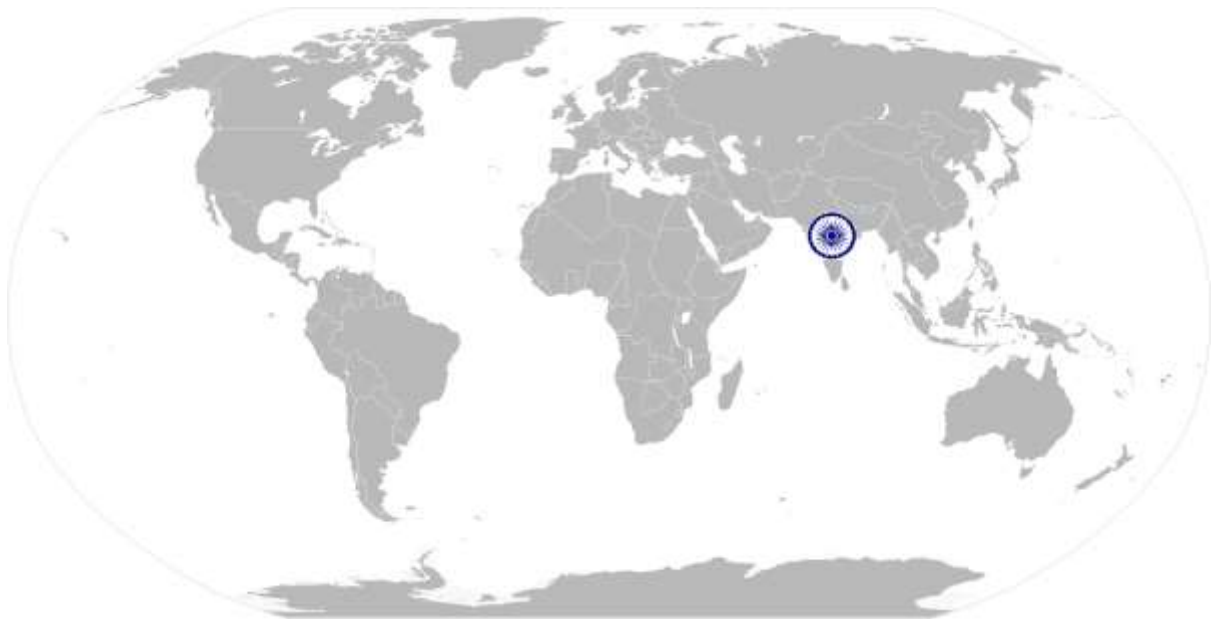
Maintain workplace health and safety

its processes)	KA4. the importance of maintaining high standards of health and safety at a workplace
B. Technical Knowledge	<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 equipments, systems and/or machines</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. how to write and provide feedback regarding health and safety to the concerned people</p> <p>SA2. how to 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> <p>SA5. listen and communicate information with all anyone concerned or affected</p>
B. Professional Skills	<p>Decision making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions on a suitable course of action or plan</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. apply problem solving approaches in different situations</p> <p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority</p> <p>SB5. apply balanced judgements in different situations</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. understand build and maintain positive and effective relationships with colleges and customers</p>

MES/N0104

Maintain workplace health and safety

	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. analyze data and activities

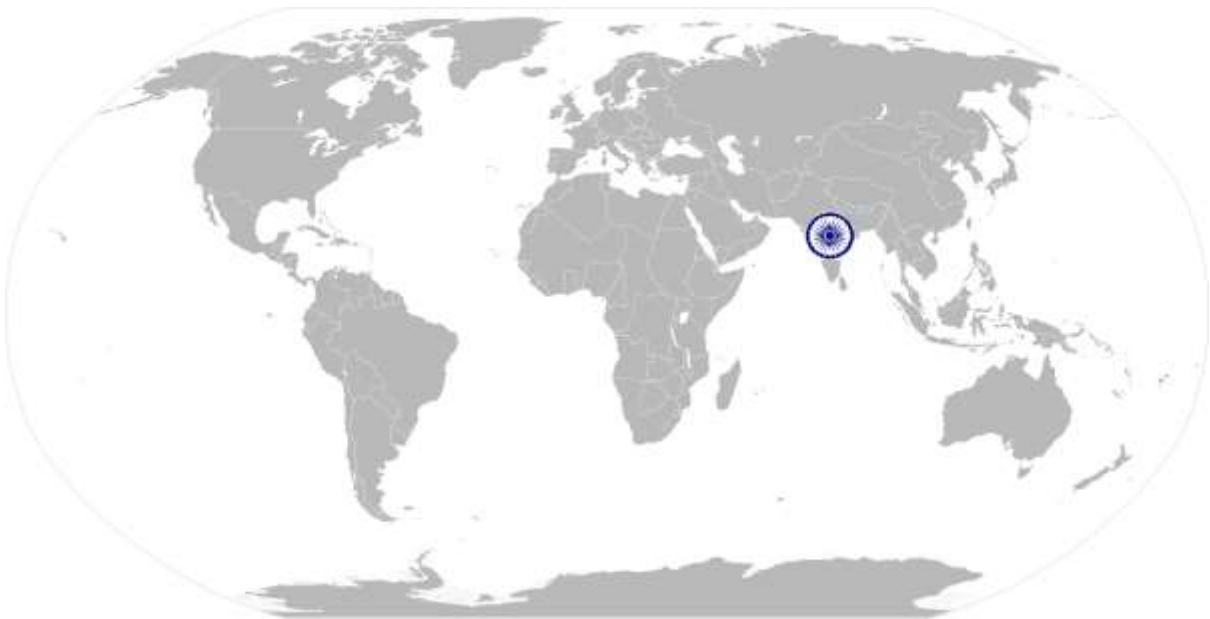


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Maintain workplace health and safety

NOS Version Control

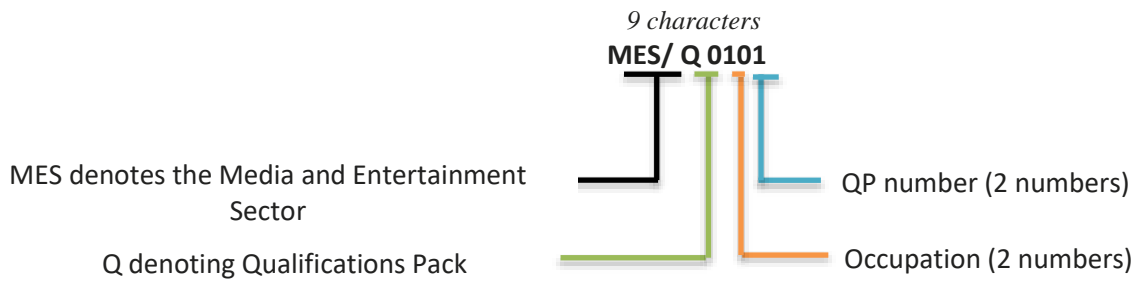
NOS Code	MES/N0104		
Credits(NSQF)	TBD	Version number	01
Sector	Media and Entertainment	Drafted on	18/03/2015
Sub-sector	Film, Television, Animation	Last reviewed on	20/06/2019
Occupation	Camera Operations	Next review date	20/06/2021



Annexure

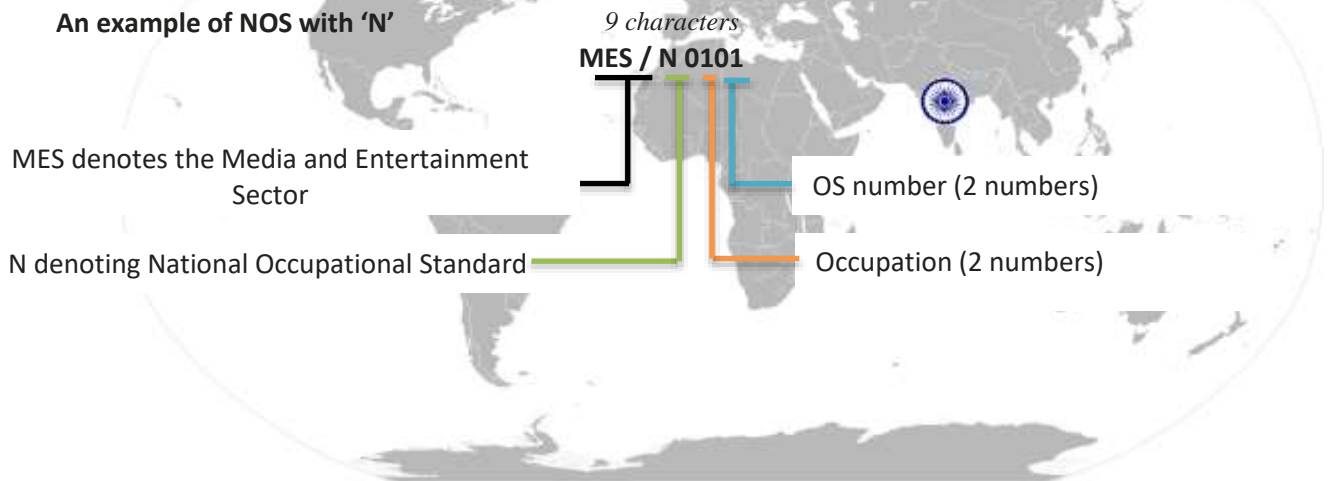
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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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	Camera	06
Next two numbers	QP number	02

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Camera Operator

Qualification Pack: MES/Q0902

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 & 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).
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/N0905 (Set up camera equipment for shoots)	PC1.Coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock/beta tapes/memory cards)	100	20	10	50
	PC2. Prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc.		20	10	
	PC3. Arrange for security and protection of the equipment during storage and logistics		20	10	
	PC4. Report any damages to the camera and production teams		20	10	
	PC5. Ensure cameras are mounted on grips and the locks are fastened securely		20	10	
	Total	100	50	50	

Assessment	Assessment Criteria for outcomes	Marks Allocation
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Outcomes		Total Mark	Marks Allocation		Skills Practical
			Out Of	Theory	
MES/N0906 (Prepare for shoot)	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

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		Skills Practical
			Out Of	Theory	
MES/N0907 (Operate camera during shoot)	PC1. Focus and refocus the camera lenses for each shot (Camera Assistant)	100	20	10	50
	PC2. Advise actors and performers regarding movement and positions		10	5	
	PC3. Make modifications to the focus path, if required, based on any changes in the artists movements (Camera Assistant)		30	15	
	PC4. Execute camera movements established during rehearsals according to the instructions received by the DOP while maintaining the focus length for each shot (Camera Operator)		20	10	
	PC5. Ensure that the creative and technical quality of the shoot meets the desired production and post production standards (DOP)		20	10	
		Total	100	50	50

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		Skills Practical
			Out Of	Theory	
MES/N0104 (Maintain workplace health and safety)	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 organizational procedures and warn other people who may be affected		10	5	
PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5	
PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	
	Total	100	50	50