

Model Curriculum

Production Assistant

SECTOR: MEDIA AND ENTERTAINMENT
SUB-SECTOR: Film, Television, Radio, Advertising
OCCUPATION: Production
REF ID: MES/Q2805
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Media and Entertainment Skill Council

for

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'PRODUCTION ASSISTANT'** QP Ref. No. **'MES/Q2805, NSQF Level 4'**

Date of Issuance: 27th January 2022

Valid up to: 25th January 2027

* Valid up to the next review date of the Qualification Pack



Authorized Signatory
Media and Entertainment Skill Council

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Production Assistant

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an “Production Assistant”, in the “Media and Entertainment” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Production Assistant		
Qualification Pack Name & Reference ID. ID	MES/Q2805, Ver. 3.0		
Version No.	3.0	Version Update Date	27-Jan-22
Pre-requisites to Training	Class XII with one year of relevant experience OR ITI (2 years after 10th) with one year of relevant experience Min Age: 18 Year		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming • Lead, or support, the production unit toward successful completion of their tasks • Track progress of filming against the production schedule and budget, in line with one’s role • Anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them • Identify content that needs to be archived (this usually includes the finished product and in certain cases raw footage and older versions) • Convert content (or supervise conversion of content) into the required format and according to accepted file naming conventions • Ensure interim and final outputs meet quality standards • Tag and store archived content in a manner that allows for easy access and retrieval • Set up, or assist in setting up, background action as directed by assistant directors and relevant departments • Liaise with assistant directors to ensure that there is adequate transport as required at key points during the filming day • Keep assistant directors informed of shot progress, and of potential delays and changes to the schedule • Distribute call sheets and other paperwork promptly and efficiently • Coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required • Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency. • Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms. • Ensure own personal health and safety, and that of others in the workplace through precautionary measures 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Production Assistant” Qualification Pack issued by “Media & Entertainment Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Production Activities and Coordination</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 90:00</p> <p>Corresponding NOS Code MES/N 2809</p>	<ul style="list-style-type: none"> Break-down the production schedule into a daily task list and manage, or support in managing, these day to day activities during filming Lead, or support, the production unit toward successful completion of their tasks Track progress of filming against the production schedule and budget, in line with one’s role Anticipate potential delays/ budget overruns, escalate these to relevant departments/superiors and identify ways to minimize them 	Laptop, PowerPoint & white board, marker, projector, Production schedule sample
2	<p>Managing Content</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code MES/N 2812</p>	<ul style="list-style-type: none"> Identify content that needs to be archived (this usually includes the finished product and in certain cases raw footage and older versions) Convert content (or supervise conversion of content) into the required format and according to accepted file naming conventions Ensure interim and final outputs meet quality standards Tag and store archived content in a manner that allows for easy access and retrieval 	Laptop, PowerPoint & white board, marker, projector, raw footages, archives, storage racks and bins
4	<p>Assisting Production Staff</p> <p>Theory Duration (hh:mm) 35:00</p> <p>Practical Duration (hh:mm) 85:00</p> <p>Corresponding NOS Code MES/N 2815</p>	<ul style="list-style-type: none"> Relay clear cues from assistant directors to artists Set up, or assist in setting up, background action as directed by assistant directors and relevant departments Liaise with assistant directors to ensure that there is adequate transport as required at key points during the filming day Keep assistant directors informed of shot progress, and of potential delays and changes to the schedule Maintain accurate records of artists on set, and of lunch and wrap time Liaise sensitively with artists of differing temperaments Brief artists and contributors on studio or location codes of practice Liaise between relevant people to ensure the swift and effective movement of performers and contributors between the set and unit base 	Laptop, PowerPoint & white board, marker, projector

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Distribute call sheets and other paperwork promptly and efficiently 	
5	<p>Maintain Workplace, Health & Safety</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MES/N 0104</p>	<ul style="list-style-type: none"> Understand and comply with the organisation's current health, safety and security policies and procedures Understand the safe working practices pertaining to own occupation 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 Participate in organization health and safety knowledge sessions and drills. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms Identify aspects of your workplace that could cause potential risk to own and others health and safety Ensure own personal health and safety, and that of others in the workplace through precautionary measures Identify and recommend opportunities for improving health, safety, and security to the designated person 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 	Laptop, white board, marker, projector, Work safety and ergonomics chart, Fire Extinguisher, First-Aid Kit
	<p>Total Duration 450:00</p> <p>Theory Duration 125:00</p> <p>Practical Duration 265:00</p> <p>OJT Duration 60:00</p>	<p>Unique Equipment Required: Laptop, PowerPoint & white board, marker, projector, Work safety and ergonomics chart, Fire Extinguisher, First-Aid Kit, raw footages, archives, storage racks and bins, Production schedule sample</p>	

Grand Total Course Duration: **450 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by Media and Entertainment Skill Council)

Trainer Prerequisites for Job role: “Production Assistant” mapped to Qualification Pack: “MES/ Q 2805, v3.0”

Sr. No.	Area	Details
1	Description	Production Assistant in the Media & Entertainment Industry is an entry level position in the Production department and the person is responsible for providing support on all production activities. Individuals play an assistive/ supportive role across the production department and undertake with wide a range of activities. This may include logistics, co-ordination, preparing documents and checking that equipment and materials are in place. All the activities outlined below must be read in context of an “assistive” rather than “leading” role.
2	Personal Attributes	This job requires the individual to understand production techniques and the implications of various tasks on time, resources and budget. The individual must have some background in film making or content production. The individual must understand logistics and facilities required during filming. The individual must be able and willing to help on any task that facilitate production/ filming. The person should have good communication skills, be capable of understanding instructions and be able to work well as part of a team.
3	Minimum Educational Qualifications	Preferable Class XII Pass
4a	Domain Certification	Certified for Job Role: “ <u>Production Assistant</u> ” mapped to QP: “ <u>MES/Q2805, v1.0</u> ”. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted % as per respective SSC guidelines is 60%.
5	Experience	Minimum 3 years of experience as Production Assistant.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Production Assistant
Qualification Pack	MES/ Q 2805, v3.0
Sector Skill Council	Media & Entertainment

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Media and Entertainment 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 each PC.
2	Each NOS will be assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Job Role	Production Assistant				
Assessment Outcomes	Assessment criteria for outcomes			Marks Allocation	
		Total Mark	Out Of	Theory	Skills Practical
MES/N 2809 (Coordinate Production Activities)	PC1. Break-down the production schedule into a daily task list and manage day to day activities during filming	100	30	20	40
	PC2. Lead the full production unit toward successful completion of their tasks			20	
	PC3. Track progress of filming against the production schedule and budget			10	
	PC4. Anticipate potential delays/ budget overruns, escalate these to the relevant departments and identify ways to minimize them			10	
		Total	100	60	40
Assessment Outcomes	Assessment criteria for outcomes			Marks Allocation	
		Total Mark	Out Of	Theory	Skills Practical
MES/N 2812 (Manage	PC1. Identify content that needs to be archived (this usually includes the finished product and in certain cases raw footage and older versions)	100	40	25	40

Content Archival)	PC2. Convert content (or supervise conversion of content) into the required format and according to accepted file naming conventions		30	15	
	PC3. Ensure interim and final outputs meet quality standards		20	10	
	PC4. Tag and store archived content in a manner that allows for easy access and retrieval		10	10	
		Total	100	60	40
Assessment Outcomes	Assessment criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/N 2815 (Assist performers, contributors and crew)	PC1. Relay clear cues from assistant directors to artists	100	10	2	70
	PC2. Set up, or assist in setting up, background action as directed by assistant directors and relevant departments		10	4	
	PC3. Liaise with assistant directors to ensure that there is adequate transport as required at key points during the filming day		10	2	
	PC4. Keep assistant directors informed of shot progress, and of potential delays and changes to the schedule		20	6	
	PC5. Maintain accurate records of artists on set, and of lunch and wrap time		10	6	
	PC6. Liaise sensitively with artists of differing temperaments		10	2	
	PC7. Brief artists and contributors on studio or location codes of practice		10	2	
	PC8. Liaise between relevant people to ensure the swift and effective movement of performers and contributors between the set and unit base		10	2	
	PC9. Distribute call sheets and other paperwork promptly and efficiently		10	4	
		Total	100	30	70
Assessment Outcomes	Assessment criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
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		5	3	

	illness, accidents, fires or others which may involve evacuation of the premises				
	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 though 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