Model Curriculum

Script Editor

SECTOR:	**MEDIA AND ENTERTAINMENT**
SUB-SECTOR:	**Television, Print, Radio, Digital, Out-of-home**
OCCUPATION:	**Script Editor**
REF ID:	**MES/ Q 3001**
NSQF LEVEL:	**6**

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: **'Script Editor'** QP Ref. No. **'MES/Q3001, NSQF Level 6'**

Date of Issuance: 24ᵗʰ February 2022

Valid up to: 23ʳᵈ February 2027

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

Authorized Signatory
Media and Entertainment Skill Council

TABLE OF CONTENTS

Script Editor
CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Script Editor*",* in the "Media and Entertainment" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Script Editor		
Qualification Pack Name & Reference ID. ID	MES/ Q 3001		
Version No.	3.0	Version Update Date	24/02/2022
Pre-requisites to Training	Postgraduate OR Graduate (Film Production) with one year of relevant experience) OR Graduate with three years of relevant experience OR Three years diploma after Class 12th with three years of relevant experience OR Script Writer at NSQF Level-5 with two years of experience Min Age: 22 Year		
Training Outcomes	**After completing this programme, participants will be able to:** • Understanding the concept • Detailing out the concept • Assessing and editing scripts for a range of productions and genres • Productions could include animation, advertisements/commercials, • documentaries, feature films, short films, television series, theatre • Genres could include action, children, comedy, crime, drama, family, • history, horror, romance, science fiction, teens, thriller • Managing the relationship between the script writer and producers • 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		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of "Script Editor" Qualification Pack issued by "Media & Entertainment Skill Council".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	**Analyze and detail the concept** **Theory Duration** (hh:mm) 100:00 **Practical Duration** (hh:mm) 140:00 **Corresponding NOS Code** MES /N 1404	● Understand the artistic and communication goals of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc.) ● Be aware of the intended medium (e.g.: feature film, short film, serialized tv series, miniseries, documentary), and evaluate how this affects viewer engagement with the concept ● Be aware of the intended target audience, and evaluate how this affects the concept (e.g.: language, pacing, maturity of themes etc.) ● Be aware of any relevant cultural, social or political issues that need to be taken into account ● Identify, research and understand key elements of the concept, including: Premise , Setting Genre , Central themes , Primary mood/tone , Broad character arcs , Major narrative/plot points, Structure , Light and sound ● Outline key elements of the concept, along with additional notes, critiques and development ideas in various formats, which may include: Taglines , Loglines , Pitches , One page synopsis, Exposés	Laptop, white board, marker, projector,
2	**Adapt the script to production requirements** **Theory Duration** (hh:mm) 100:00 **Practical Duration** (hh:mm) 170:00 **Corresponding NOS Code** MES /N 3004	● Analyze the script to identify areas where the creative merit of the story is not emerging, keeping commercial success and the requirements of the production house in view ● Assess and analyses the different script-writing elements (such as premise, plot, character, structure, scene design) to ensure that they are all woven together into a seamless whole ● Relate the script to the genre in which it is set and confirm the consistency of mood maintained therein	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		● Develop a plan for re-writing and refining the script to make it production-ready ● Re-write/refine the script and narrative in a timely manner following feedback, liaise with colleagues to resolve contradictory comments, and finalize it for production (Optional)	
3	**Manage the relationship between script writer and producers** **Theory Duration** (hh:mm) 100:00 **Practical Duration** (hh:mm) 170:00 **Corresponding NOS Code** MES /N 3006	● Ensure that the script writer is sufficiently aware of the financial and production implications of editorial decisions ● Provide the writers with sufficient information to enable the editorial brief to be met in respect of style, content, form and any other special conditions ● Arrange for periodic meetings/discussions with the script writer and producers to encourage dialogue and feedback, as appropriate ● Co-ordinate and communicate any changes to the production brief or script to those concerned	Laptop, white board, marker, projector,
4	**Maintain Workplace, Health & Safety** **Theory Duration** (hh:mm) 20:00 **Practical Duration** (hh:mm) 40:00 **Corresponding NOS Code** MIN/N 0104	● 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	**Handbook, White board, marker, computer system, projector, PPTs**

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		● 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 ● 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 organizational procedures and warn other people who may be affected ● Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority.	
	Total Duration 840 **Theory Duration 320:00** **Practical Duration 520:00**	**Unique Equipment Required:** Laptop, PowerPoint & white board, marker, projector, Laptop, Sample pictures and videos, Cleaning tools, electricity tester, safety and ergonomics chart, Fire Extinguisher, First-Aid Kit	

Grand Total Course Duration: **840 Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: "Script Editor" mapped to Qualification Pack: "MES/ Q 3001, v3.0"

Sr. No.	Area	Details
1	**Description**	Script Editor in the Media & Entertainment Industry is also known as a Story Editor this job read and assess the script for the merit of the story, its dramaturgy and overall competence and offer feedback and notes for improvement to make the script production worthy.
2	**Personal Attributes**	This job requires the individual to have a sound understanding of the craft of screenwriting. The individual must be able to read a script and understand the premise and intention embedded in the story. The individual must be able to assess the script and narrative style and identify areas of improvement to enhance the impact and quality of the script. The individual must be well-versed with script-writing elements, principles, norms, guidelines and techniques.
3	**Minimum Educational Qualifications**	Preferable Graduate
4a	**Domain Certification**	Certified for Job Role: "Script Editor" mapped to QP: "MES/ Q 3001, v1.0". Minimum accepted score is 70%
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MES/Q 3001". Minimum accepted % as per respective SSC guidelines is 60%.
5	**Experience**	Minimum 5 - 7 years of experience as Script Editor.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Script Editor
Qualification Pack	MES/ Q 3001, v1.0
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

	NOS	NOS NAME	Weightage
1	MES / N 3001	Understand and detail the concept	30%
5	MES/ N 3004	Adapt the script to production requirements	30%
6	MES/ N 3006	Manage the relationship between script writer and producers	30%
7	MES / N 0104	Maintain workplace health and safety	10%
			100%

Job Role	**Script Editor**					
NOS CODE	NOS NAME	Performance Criteria			Marks Allocation	
			Total Mark	Out Of	Theory	Skills Practical
MES/ N 3001	**Understand and detail the concept**	PC1.Understand the artistic and communication goals of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc.)	100	15	10	40
		PC2.Be aware of the intended medium (e.g.: feature film, short film, serialized tv series, miniseries, documentary), and evaluate how this affects viewer engagement with the concept		10	5	
		PC3.Be aware of the intended target audience, and evaluate how this affects the concept (e.g.: language, pacing, maturity of themes etc.)		15	5	
		PC4.Be aware of any relevant cultural, social or political issues that need to be taken into account		20	10	
		PC5.Identify, research and understand key elements of the concept, including: Premise Setting Genre Central themes Primary mood/tone Broad character arcs Major narrative/plot points Structure Light and sound		20	10	

		PC6.Outline key elements of the concept, along with additional notes, critiques and development ideas in various formats, which may include: Taglines Loglines Pitches One page synopsis Exposés		20	10	
		Total	100	50	50
MES/ N 3004	**Adapt the script to production requirements**	PC1. Analyze the script to identify areas where the creative merit of the story is not emerging, keeping commercial success and the requirements of the production house in view	100	20	10	50
		PC2. Assess and analyses the different script-writing elements (such as premise, plot, character, structure, scene design) to ensure that they are all woven together into a seamless whole		20	10	
		PC3. Relate the script to the genre in which it is set and confirm the consistency of mood maintained therein		20	10	
		PC4. Develop a plan for re-writing and refining the script to make it production-ready		20	10	
		PC5. Re-write/refine the script and narrative in a timely manner following feedback, liaise with colleagues to resolve contradictory comments, and finalize it for production (Optional)		20	10	
		Total	100	50	50

				30	20	
MES/ N 3006	**Manage the relationship between script writer and producers**	PC1.Ensure that the script writer is sufficiently aware of the financial and production implications of editorial decisions	100	30	20	50
		PC2. Provide the writers with sufficient information to enable the editorial brief to be met in respect of style, content, form and any other special conditions		25	10	
		PC3.Arrange for periodic meetings/discussions with the script writer and producers to encourage dialogue and feedback, as appropriate		25	10	
		PC4.Co-ordinate and communicate any changes to the production brief or script to those concerned		20	10	
			Total	100	50	50
MES/ N 0104	**Maintain workplace health and safety**	PC1. Understand and comply with the organization'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 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 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