

Model Curriculum

Set Decorator

SECTOR: MEDIA AND ENTERTAINMENT
**SUB-SECTOR: Television, Print, Radio, Digital,
Out-of-home**
OCCUPATION: Set Carpenter
REF ID: MES/ Q 3109
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: **'Set Decorator'** QP Ref. No. **'MES/Q3109, 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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Set Decorator

CURRICULUM / SYLLABUS

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

Program Name	Set Decorator		
Qualification Pack Name & Reference ID. ID	MES/ Q 3109		
Version No.	3.0	Version Update Date	27-Jan-22
Pre-requisites to Training	Class XII pass with 2 years of relevant experience OR Set carpenter/Set Plasterer NSQF Level - 3 with two years 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"> • Packing-up various items and ensuring they are returned and disposed of correctly • Maintain documentation • Understanding the production brief • Producing sketches/ drawings for woodwork • Estimating material and tool requirements • Interpreting set designs and scale drawings • Producing stencils/ setting out details • Preparing cutting lists • Interpreting scale drawings and cutting lists • Cutting and assembling woodwork components • Interpreting set designs and drawings • Fitting and installing wood work • 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 		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<p>Manage continuity of items</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MES /N 3110</p>	<ul style="list-style-type: none"> Discuss and interpret set designs and scale drawings correctly Producing stencils/ setting out details for any standardized wood items that need to be created, which may include products that are of the same size (e.g. doors, windows, frames etc.) Produce stencils/ setting-out details using appropriate materials/techniques such as rods or pieces of plywood Prepare a cutting list of required components, based on the setting-out 	Laptop, white board, marker, projector,
4	<p>Estimate furnishings set and drawings</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code MES /N 3128</p>	<ul style="list-style-type: none"> Correctly understand and interpret scale drawings and cutting lists Identify appropriate techniques/tools to cut, assemble and join woodwork components to produce the following types of woodwork: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location Use cutting and measuring tools to cut woodwork components to size Assemble these components into the required woodwork products using appropriate carpentry and joining techniques 	Laptop, white board, marker, projector,
5	<p>Procure furnishings set</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code MES /N 3125</p>	<ul style="list-style-type: none"> Identify and discuss cost-effective approaches to meeting the set furnishings requirement Determine the most appropriate method of procurement based on the item required and its significance to the production, including: <ul style="list-style-type: none"> <input type="checkbox"/> Hiring/ leasing/ renting <input type="checkbox"/> Purchase <input type="checkbox"/> Fabrication/ custom-making Explain Procuring set Define furnishings Procure set furnishings – either through purchase, lease or fabrication, Show how to purchase following types of items: <ul style="list-style-type: none"> <input type="checkbox"/> Furniture <input type="checkbox"/> Soft furnishings <input type="checkbox"/> Wallpaper <input type="checkbox"/> Lighting fixtures 	Laptop, white board, marker, projector,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> ☐ Decorative items • Identify appropriate substitutes/ alternatives, if preferred items are not available 	
6	<p>Transport and store set furnishings</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code MES /N 3126</p>	<ul style="list-style-type: none"> • Identify appropriate modes of transport to bring items to the location safely and securely. • Demonstrate loading, unloading and transporting items • Supervise Set Dressers / Set Assistants. • Identify and secure an appropriate storage area • Correctly store items on location and care for them during the shoot, or supervise Set Dressers / Set Assistants to do the same • Maintaining accurate inventory • Prepare a comprehensive inventory list, track movement of items and keep the list up to date, or supervise Set Dressers / Set Assistants to do the same 	Laptop, white board, marker, projector,
7	<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 • Identify and recommend opportunities for improving health, safety, and security to the designated person 	Handbook, White board, marker, computer system, projector, PPTs

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> 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. 	
	<p>Total Duration 540:00</p> <p>Theory Duration 190:00</p> <p>Practical Duration 290:00</p> <p>OJT 60:00</p>	<p>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</p>	

Grand Total Course Duration: **540 Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: “Set Decorator” mapped to Qualification Pack: “MES/ Q 3109, v3.0”

Sr. No.	Area	Details
1	Description	Set Decorator in the Media & Entertainment Industry manufactures wooden structures and items required for filming. Individuals in this job need to understand woodwork requirements, manufacture the items and install them correctly on set.
2	Personal Attributes	This job requires the individual to manufacture wooden structures and items as per the script requirements. The individual should have carpentry and joinery skills – including how to make scale drawings, how to measure and cut pieces of wood and techniques for joining wooden components. The individual should possess basic literacy and numeracy skills, and be able to communicate effectively with the set construction team. The individual must be flexible and innovative, and should be able to contribute in identifying ways to make set construction more cost effective.
3	Minimum Educational Qualifications	Preferable XII
4a	Domain Certification	Certified for Job Role: “ <u>Set Decorator</u> ” mapped to QP: “ <u>MES/ Q 3103, v3.0</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: “MES/Q 3103”. Minimum accepted % as per respective SSC guidelines is 60%.
5	Experience	Minimum 3 years of experience as Set Decorator.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Set Decorator
Qualification Pack	MES/ Q 3003, 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

	NOS	NOS NAME	Weightage
1	MES / N 3127	Wrap-up Set and Return or Dispose of Items	10%
2	MES/ N 3109	Dress Set prior to Shoot	20%
3	MES/ N 3110	Manage Continuity of Items	20%
4	MES/ N 3128	Estimate Set Furnishings Requirement	20%
5	MES/ N 3125	Procure Set Furnishings	10%
6	MES/ N 3126	Transport and Store Set Furnishings	10%
7	MES / N 0104	Maintain workplace health and safety	10%

			100%
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Job Role	<u>Set Decorator</u>					
NOS CODE	NOS NAME	Performance Criteria			Marks Allocation	
			Total Mark	Out Of	Theory	Skills Practical
MES/ N 3105	Wrap-up Set and Return or Dispose of Items	PC1. Based on the script and production schedule prepare a schedule/to-do list of key activities relating to pack-up/ striking the set, as appropriate to the role	100	25	15	50
		PC2. Supervise, or assist, support staff in striking the set, which may include: Furniture, Soft Furnishings, Wallpaper, Lighting Fixtures, Decorative items, Hand Props and featured props, Any other elements of the set that are not being struck by other teams		25	15	
		PC 3.Ensure, personally or in a supervisory capacity, that all set items are returned or disposed of as planned		25	10	
		PC4. Ensure, personally or in a supervisory capacity, that necessary documentation, records, refunds, payments etc. are maintained		25	10	

			Total	100	50	50
MES/ N 3111	Produce Scale for Drawings Woodwork	PC1. Correctly understand the brief provided by the Production Designer/ Art Designer and the corresponding woodwork desired	100	15	5	50
		PC2. Identify the relevant output (scale drawings, sketches, designs) and the appropriate techniques to achieve this (hand, Computer Aided Design)		15	5	
		PC3. Produce scale drawings/sketches/ designs or each item of woodwork, which may include: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs etc.		30	20	
		PC4. Estimate the material and tool requirements to successfully achieve Woodworking requirements and deliver the project		40	20	
			Total	100	50	50
MES/ N 3112	Produce Stencils and Setting-Out Details for Standard Woodwork	PC1. Correctly understand and interpret set designs and scale drawings	100	20	10	50
		PC2. Producing stencils/ setting out details for any standardized wood items that need to be created, which may include products that are of the same size (e.g. doors, windows, frames etc.)		20	10	

		PC3. Produce stencils/ setting-out details using Appropriate materials / techniques such as rods or pieces of plywood		30	15	
		PC4. Prepare a cutting list of required components , based on the setting-out		30	15	
			Total	100	50	50
MES/ N 3113	Manufacture Woodwork	PC1. Correctly understand and interpret scale drawings and cutting lists	100	10	5	50
		PC2. Identify appropriate techniques/tools to cut, assemble and join woodwork components to produce the following types of woodwork: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location		25	10	
		PC3. Use cutting and measuring tools to cut woodwork components to size		25	10	
		PC4. Assemble these components into the required woodwork products using appropriate carpentry and joining techniques		40	25	
		Total		100	50	

MES/ N 3114	Install Woodwork	PC1. Interpret set designs and drawings to identify where and how woodwork needs to be installed	100	10	5	50
		PC2. Identify appropriate techniques/tools to cut, assemble and join woodwork components to produce the following types of woodwork: doors, windows, furniture, frames, panels, staircases, wooden props, large scale wooden sets, other woodwork required on location e.g. stage, platform, stairs, etc.		30	15	
		PC3. Correctly install woodwork products		30	15	
		PC4. Conduct a check to ensure installation is done as per the brief.		30	15	
			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 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,	5	2	

		fires or any other natural calamity safely and within the limits of individual's authority				
			Total	100	50	50