NSDC
National Skill Development Corporation
Transforming the skill landscape

Media & Entertainment Skills Council

Still Photographer

QP Code: MES/Q0904

Version: 2.0

NSQF Level: 4

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola, New Delhi
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Contents

MES/Q0904: Still Photographer

Brief Job Description

A Still photographer, is an artist with the camera using a blend of technical skills and an artistic eye to take pictures, who creates film stills, still photographic images specifically intended for use in the marketing and publicity of feature films. Photographers can work as fine artists, wedding and event photographers, or sell their photos to commercial clients.

Personal Attributes

The person must be able to work under the supervision of sponsor, and must have the ability to plan and capture scene in sequence and motion. The role requires excellent communication skills and collaborative abilities. The photographers must be manual dexterity, physical mobility, and some physical strength/stamina, bravery to get the camera shot in risky situations with creativity and attention to detail.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MES/N0909: Use of photographic equipment, technology ,camera techniques.

2. MES/N0910: Produce still Images

3. MES/N0911: Apply drone techniques for still photography

4. MES/N0912: Handle digital image

5. MES/N0107: Develop and maintain portfolio

6. MES/N0104: Maintain Workplace Health & Safety

7. DGT/VSQ/N0102: Employability Skills (60 Hours)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television, Advertising
Occupation	Camera Operation
Country	India

NSQF Level	4
Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7321.1200
Minimum Educational Qualification & Experience	12th Class with 1 Year of experience OR I.T.I (2 years after 10th) with 1 Year of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	24/02/2027
NSQC Approval Date	24/02/2022
Version	2.0
Reference code on NQR	2022/ME/MESC/06911
NQR Version	2.0

Remarks:

Next Review Date 25/01/2027

MES/N0909: Use of photographic equipment, technology ,camera techniques.

Description

This unit is about use of different photographic equipment, techniques, materials and resources.

Scope

The scope covers the following :

- This unit/task covers the following:
- Identify the right photography camera
- Uses of photographic equipment, materials, techniques and resources

Elements and Performance Criteria

Identify the right photography camera

To be competent, the user/individual on the job must be able to:

PC1. identify the right kind of camera / Drone (motionless still photography) for the photography uses such as for film, marriage, or other event.

PC2. handle camera menus and settings in order to set relevant camera functions such as shutter speeds, aperture, white balance and focus.

PC3. handle lens types like Prime vs. zoom, wide angle, standard, telephoto, angle of view, covering power, focal length, format, Lens features, Changing lenses,Focal length.

PC4. use of camera accessories eg. tripod, remote release, cable release, lens hood,filters digital (flash cards, hard drives), digital file formats (RAW, JPEG, TIFF) film (monochrome, colour, negative, transparency) film characteristics (speed, contrast, grain, resolution, colour balance, spectral sensitivity)

PC5. use exposure measurement devices eg. TTL, hand held; lighting eg. wavelength,colour temperature, reflection, refraction, absorption

PC6. use of lighting equipment eg. flash, continuous, fluorescent, reflectors, diffusers, screens, fill-in flash, motion blur, freezing movement, camera movements, panning, differential focus, depth of field etc.

Use of photographic equipment, materials, techniques and resources

To be competent, the user/individual on the job must be able to:

PC7. recognise anatomy of a compact /DSLR / and mobile device camera

PC8. recognise visual language eg. composition, scale, framing, contrast, colour,shape, line, texture

PC9. use exposure measurement methods eg. reflective, incident, subject brightness range, spot and centre weighted, matrix, multi-zone, compensation

PC10. analyses different camera framing methods: Extreme long shot, Long shot, Full shot, Medium shot, Close-up shot, Extreme close up, etc.

PC11. recognise different camera angles : High-angle shot, Low-angle shot, Eye-level shot, Bird's eye view, Canted shot, Tilt Shot, Three-quarter shot, Over-the shoulder shot, etc. as per the requirement of the scene, shot, location, performers expression, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. • how ideas, feelings, meanings and actions can be conveyed and interpreted in
• images and artefacts created in the chosen area(s) of Photography.

KU2. how images and artefacts relate to social, environmental, cultural and/or ethical contexts, and to the time and place in which they were created/shot.

KU3. continuity and change in different styles, genres and traditions relevant to Photography.

KU4. the appropriate use of the camera, film, lenses, filters and lighting for work in their chosen area of Photography

KU5. how different camera angles are used to serve as commentary on the subject matter in the frame

KU6. how camera framing methods are related to how close or far a subject is from the camera

KU7. have in-depth knowledge of lighting techniques and know how to achieve them

KU8. rule of thirds, The Golden Ratio, Balancing elements, Symmetry and Patterns, Leading lines, Background, Depth of field, Headroom/looking room and leading room, Framing, Cropping, Colour, Movement.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. • refer and conform to the camera technical specifications, accessories overview, software requirements mentioned in the manual or camera
• catalogue.

GS2. use the working vocabulary and specialist terminology which is relevant to their chosen area(s) of Photography.

GS3. create competitor analysis report with their product / service offerings,customers and target market

GS4. decide on which studio / digital channels / event types needs to be targeted based on the past performance and campaign goals

GS5. plan and allocate the budgets for different photography session

GS6. plan and allocate the budgets for different photography session

GS7. identify technical issues related to the photography which affects the visibility and rankings of the website in the search results

GS8. analyze the past customer data to identify the ideal target as per event / suit

GS9. analyze and understand past records of suiting / event capturing

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& ENTREPRENEURSHIP

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Identify the right photography camera	**12**	**42**	**-**	**-**
PC1. identify the right kind of camera / Drone (motionless still photography) for the photography uses such as for film, marriage, or other event.	2	7	-	-
PC2. handle camera menus and settings in order to set relevant camera functions such as shutter speeds, aperture, white balance and focus.	2	3	-	-
PC3. handle lens types like Prime vs. zoom, wide angle, standard, telephoto, angle of view, covering power, focal length, format, Lens features, Changing lenses,Focal length.	2	8	-	-
PC4. use of camera accessories eg. tripod, remote release, cable release, lens hood,filters digital (flash cards, hard drives), digital file formats (RAW, JPEG, TIFF) film (monochrome, colour, negative, transparency) film characteristics (speed, contrast, grain, resolution, colour balance, spectral sensitivity)	2	8	-	-
PC5. use exposure measurement devices eg. TTL, hand held; lighting eg. wavelength,colour temperature, reflection, refraction, absorption	2	8	-	-
PC6. use of lighting equipment eg. flash, continuous, fluorescent, reflectors, diffusers, screens, fill-in flash, motion blur, freezing movement, camera movements, panning, differential focus, depth of field etc.	2	8	-	-
Use of photographic equipment, materials, techniques and resources	**12**	**34**	**-**	**-**
PC7. recognise anatomy of a compact /DSLR / and mobile device camera	2	8	-	-
PC8. recognise visual language eg. composition, scale, framing, contrast, colour,shape, line, texture	3	8	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. use exposure measurement methods eg. reflective, incident, subject brightness range, spot and centre weighted, matrix, multi-zone, compensation	2	3	-	-
PC10. analyses different camera framing methods: Extreme long shot, Long shot, Full shot, Medium shot, Close-up shot, Extreme close up, etc.	2	8	-	-
PC11. recognise different camera angles : High-angle shot, Low-angle shot, Eye-level shot, Bird's eye view, Canted shot, Tilt Shot, Three-quarter shot, Over-the shoulder shot, etc. as per the requirement of the scene, shot, location, performers expression, etc.	3	7	-	-
NOS Total	**24**	**76**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0909
NOS Name	Use of photographic equipment, technology ,camera techniques.
Sector	Media & Entertainment
Sub-Sector	Film, Television, Advertising
Occupation	Camera Operation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

MES/N0910: Produce still Images

Description

This OS unit is about producing/capturing stills images in accordance with the concept or theme of the story / event or scene and characterization which will be used during pre-production, production, postproduction of the film / event and for publicity as well.

Scope

The scope covers the following :

- This unit/task covers the following:
- Produce still images relevant to publicizing / marketing / branding
- Capture different types of shots which are directly relevant to publicizing the film /event etc.

Elements and Performance Criteria

Produce still images

To be competent, the user/individual on the job must be able to:

PC1. produces still images for different purpose like wedding ceremony, film shoots,and other events of importance

PC2. produce still images to be used for Hair/Make up and Costume Continuity, Continuity by script supervisor, art department, cinematographer, Dance, Stunt and Direction department.

PC3. capturing series of still images used as visual account reflecting the progression of the work used as Pre-checks for Heads of Department to conclude for opinions on works in progress for later filming.

PC4. capture series of exploratory images used by visual effects department to establish look and feel reference

Capture different types of shots which are directly relevant to publicizing the film / event etc.,

To be competent, the user/individual on the job must be able to:

PC5. capture the Character shot which is going to be central to the marketing campaign and central to recognition of the project's "brand".

PC6. produce character shots through which audience can develop an attachment to the story and/or character and/or the supporting characters.

PC7. ensemble Shot of two characters or majority of the project's cast which can/must establish for the audience the relationships that exist between the characters.

PC8. capture episodic Shot that alludes to the drama, the comedy, the action of the show.

PC9. still images which are used for publicity in the Electronic Publicity Kit, as well as on web sites, in TV and festival guides, on posters, and as cover art for a whole range of film merchandising.

PC10. publicise still images which are used by the production company, publicity designers, the distributors and the broadcasters.

PC11. production stills which are key to the successful marketing of films, television shows, and factual media.

PC12. capture images which reflects lead performer/s attitude, body language, style, expression, movement, performance, timing, etc.

PC13. produce a series of exploratory images which will be used during production, postproduction of the film by various departments.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. story, scene, character age, mood, attitude, behavior, social and economic status.

KU2. morning blocking rehearsal to attempt to capture good shots.

KU3. how to position themselves as close to the film camera as possible, and shoot every scene in detail.

KU4. how to manage timing: time the shot perfectly according to the scene content.

KU5. how to demonstrate and handle variety of formats like digital, manual 35mm and medium format cameras to use for unit stills photography.

KU6. how to use objects like Blimp, which houses the stills camera and cuts out any noise it might make.

KU7. how to maintain a steady image during camera movements

KU8. how to maintain continuity for shots taken in a sequence

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read / understand the script.

GS2. discuss with team (director, art director, cinematographer, effects supervisor, etc.) what colours / visual images/props could be used to enhance look and feel of the scene.

GS3. Communicate and work with the first Assistant Director, before or after a take

GS4. Communicate with Hair/Make-up/ Wardrobe Stylists-to give actors final checks for still shots making everyone look good.

GS5. Communicate with Gaffer/Lighting Crew- to set up the lights, make them safe (structurally and electrically) and to create the mood for the scene being shot.

GS6. run through the shooting schedule with film PR

GS7. Follow the Director's instructions and being in tune with the Directors creative vision and understanding the compositions and shots that appeal to them and meet the productions needs.

GS8. work with the actors to create the desired shots, usually based on a brief from the poster artwork designers.

GS9. carry 4 or 5 different cameras (both manual and digital) and necessary equipment, which enable to shoot concurrently on different kind of film stocks, lenses, tripods, etc.

GS10. Identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them proactively.

GS11. be patient and sensitive when working on set and capturing the scene/shots without affecting actors performance.

GS12. conflict management and negotiation skills.

GS13. produce production stills which can/will be used as copyright material in relation to the film concept and theme.

GS14. ability to analyse and interpret scene in terms of: composition and subject matter, the context in which they will be viewed or used and how images communicate meaning .

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Produce still images	**8**	**21**	**-**	**-**
PC1. produces still images for different purpose like wedding ceremony, film shoots,and other events of importance	2	7	-	-
PC2. produce still images to be used for Hair/Make up and Costume Continuity, Continuity by script supervisor, art department, cinematographer, Dance, Stunt and Direction department.	2	3	-	-
PC3. capturing series of still images used as visual account reflecting the progression of the work used as Pre-checks for Heads of Department to conclude for opinions on works in progress for later filming.	2	8	-	-
PC4. capture series of exploratory images used by visual effects department to establish look and feel reference	2	3	-	-
Capture different types of shots which are directly relevant to publicizing the film / event etc.,	**19**	**52**	**-**	**-**
PC5. capture the Character shot which is going to be central to the marketing campaign and central to recognition of the project's "brand".	2	8	-	-
PC6. produce character shots through which audience can develop an attachment to the story and/or character and/or the supporting characters.	2	7	-	-
PC7. ensemble Shot of two characters or majority of the project's cast which can/must establish for the audience the relationships that exist between the characters.	2	7	-	-
PC8. capture episodic Shot that alludes to the drama, the comedy, the action of the show.	3	7	-	-
PC9. still images which are used for publicity in the Electronic Publicity Kit, as well as on web sites, in TV and festival guides, on posters, and as cover art for a whole range of film merchandising.	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. publicise still images which are used by the production company, publicity designers, the distributors and the broadcasters.	2	7	-	-
PC11. production stills which are key to the successful marketing of films, television shows, and factual media.	2	7	-	-
PC12. capture images which reflects lead performer/s attitude, body language, style, expression, movement, performance, timing, etc.	2	3	-	-
PC13. produce a series of exploratory images which will be used during production, postproduction of the film by various departments.	2	3	-	-
NOS Total	**27**	**73**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0910
NOS Name	Produce still Images
Sector	Media & Entertainment
Sub-Sector	Film, Television, Advertising
Occupation	Camera Operation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

MES/N0911: Apply drone techniques for still photography

Description

This OS unit is about Drone photography used to capture still images (motionless Drone movement).

Scope

The scope covers the following :

- This unit/task covers the following:
- Analyse Drone Techniques for photpgraphy
- Apply drone technology for capturing still images

Elements and Performance Criteria

Analyse Drone Techniques for photpgraphy

To be competent, the user/individual on the job must be able to:

PC1.   describe drone technology and its uses

PC2.   analyse scope for its uses including legal provisions

PC3.   prepare pre-fly checklist like flyzone, weather, surroundings, etc.

PC4.   demonstrate its resolution, scale and applicable projection

PC5.   confirm location for photography and discuss barriers

PC6.   plan in line with the requirement of the events like launch session, weddings,conferences, meeting etc.

PC7.   oversees the security, operation and maintenance of equipment utilized for photography

PC8.   Discuss features available in drone and required drone

Apply drone technology for capturing still images

To be competent, the user/individual on the job must be able to:

PC9.   Demonstrate drive of drone and its stationary (motionless) position and angles to capture image and necessary tools requirements including lightings

PC10.   interpret safe operation of drone and its legal measures/restrictions

PC11.   ensure drone settings like camera, battery, firmware, analyse difference between copyrighted material, fair use, intellectual property, and derivative works

PC12.   investigate whether need of permission to use any of their digital assets

PC13.   define range of shooting area and plan of sequences as well as suitable landing pad

PC14.   interpret instructions given by the clients for the required mood, theme and feel

PC15.   drive drone slowly to take photographs in sequence and in stationary need, motion control

PC16.   use the FPV to frame up the shot

PC17.   capture images which reflects lead performer/s attitude, body language,

PC18.   style, expression, movement, performance, timing, etc

PC19.   produce a series of exploratory images which will be used during production, postproduction of the film by various departments.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. story, scene, character age, mood, attitude, behavior, social and economic status.

KU2. know how to operate drone

KU3. morning blocking rehearsal to attempt to capture good shots.

KU4. how to observe for continuity issues that may impact actual shoots

KU5. Know fly time and legal restrictions

KU6. how to manage timing: time the shot perfectly according to the scene content.

KU7. how to demonstrate and handle variety of formats like digital, manual 35mm and medium format cameras to use for videography.

KU8. how to use objects like Blimp, which houses the stills camera and cuts out any noise it might make.

KU9. how to maintain a steady image during camera movements

KU10. how to maintain continuity for shots taken in a sequence

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read / understand the script.

GS2. • discuss with team (director, art director, cinematographer, effects supervisor,
• etc.) what colours / visual images/props could be used to enhance look and
• feel of the scene.

GS3. communicate with Hair/Make-up/Wardrobe Stylists-to give actors final checks for still shots making everyone look good.

GS4. communicate with Gaffer/Lighting Crew-to set up the lights, make them safe (structurally and electrically) and to create the mood for the scene being shot.

GS5. run through the shooting schedule with film PR

GS6. follow the Director's instructions and Being in tune with the Director's creative vision and understanding the compositions and shots that appeal to theme and meet the production's needs.

GS7. work with the actors to create the desired shots, usually based on a brief from the poster artwork designers.

GS8. carry 4 or 5 different cameras (both manual and digital) and necessary equipment, which enable to shoot concurrently on different kind of film stocks, lenses, tripods, etc.

GS9. Identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them proactively.

GS10. be patient and sensitive when working on set and capturing the scene/shots without affecting actors performance.

GS11. conflict management and negotiation skills.

GS12. produce production stills which can/will be used as copyright material in relation to the film concept and theme.

GS13. ability to analyse and interpret scene in terms of: composition and subject matter, the context in which they will be viewed or used and how images communicate meaning .

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Analyse Drone Techniques for photpgraphy	**13**	**23**	**-**	**-**
PC1. describe drone technology and its uses	1	2	-	-
PC2. analyse scope for its uses including legal provisions	2	3	-	-
PC3. prepare pre-fly checklist like flyzone, weather, surroundings, etc.	1	2	-	-
PC4. demonstrate its resolution, scale and applicable projection	2	3	-	-
PC5. confirm location for photography and discuss barriers	2	3	-	-
PC6. plan in line with the requirement of the events like launch session, weddings,conferences, meeting etc.	1	2	-	-
PC7. oversees the security, operation and maintenance of equipment utilized for photography	2	3	-	-
PC8. Discuss features available in drone and required drone	2	5	-	-
Apply drone technology for capturing still images	**18**	**46**	**-**	**-**
PC9. Demonstrate drive of drone and its stationary (motionless) position and angles to capture image and necessary tools requirements including lightings	2	5	-	-
PC10. interpret safe operation of drone and its legal measures/restrictions	2	5	-	-
PC11. ensure drone settings like camera, battery, firmware, analyse difference between copyrighted material, fair use, intellectual property, and derivative works	2	5	-	-
PC12. investigate whether need of permission to use any of their digital assets	2	5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. define range of shooting area and plan of sequences as well as suitable landing pad	2	5	-	-
PC14. interpret instructions given by the clients for the required mood, theme and feel	2	5	-	-
PC15. drive drone slowly to take photographs in sequence and in stationary need, motion control	2	5	-	-
PC16. use the FPV to frame up the shot	1	3	-	-
PC17. capture images which reflects lead performer/s attitude, body language,	1	2	-	-
PC18. style, expression, movement, performance, timing, etc	1	3	-	-
PC19. produce a series of exploratory images which will be used during production, postproduction of the film by various departments.	1	3	-	-
NOS Total	**31**	**69**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0911
NOS Name	Apply drone techniques for still photography
Sector	Media & Entertainment
Sub-Sector	Film, Television, Advertising
Occupation	Camera Operation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

MES/N0912: Handle digital image

Description

This unit is about how to plan, set up and control the digital workflow to review quality of a wide range of finished images and identify in detail how both visual and technical improvements could be made.

Scope

The scope covers the following :

- This unit/task covers the following:
- Setup digital workflow for optimising, selecting, editing images.
- Implementation, use and maintenance of digital colour management
- procedures.
- Add key metadata and Store images

Elements and Performance Criteria

Setup digital workflow for optimising, selecting, editing images

To be competent, the user/individual on the job must be able to:

PC1. plan, set-up and control digital workflow to maximise effectiveness and efficiency.

Implementation, use and maintenance of digital colour management procedures.

To be competent, the user/individual on the job must be able to:

PC2. import digital images from a camera to a digital workstation and make basic technical adjustments or corrections like adjusting or correcting exposure, colour balance, brightness and contrast, sharpening the image.

PC3. make minor repairs to images or dealing with unwanted effects to the imported images to optimise them for future use.

PC4. assess individual images for their visual and aesthetic qualities, composition and impact in relation to their likely or intended use, for their ability to tell a story or complement each other, when they are intended to be used together as a picture feature or montage.

PC5. implement, use and maintain digital colour management procedures to maintain colour accuracy from image capture to output.

PC6. use creative retouching tools for artistic and commercial purposes like retouching for fashion, beauty or advertising photography, image compositing, the use of CGI and the creation of 3D imaging.

Add key metadata and Store images

To be competent, the user/individual on the job must be able to:

PC7. add key metadata including copyright and other crucial information such as picture number, caption and credit in image files.

PC8. prepare image output and transmission of digital files

PC9. store, conserve and preserve images by using different types of image asset management systems.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1.   production schedule and timelines
KU2.   basics about film, theatre and television production.
KU3.   how same/different images are used in different areas of the photo imaging industry in both print media and online.
KU4.   purpose of the software, its set-up, the compatibility of hardware components, the efficient setting-up and linking of hardware components,and the creation and use of automated procedures for optimising the efficiency of software.
KU5.   the principles of colour theory relating to additive and subtractive systems: RGB, CMYK, colour space and colour gamuts.
KU6.   different methods of image file management within both operating systems and software, and audience.
KU7.   retouching tools, filters, layer masks, layer styles and effects, blend modes, etc.
KU8.   calibrating and profiling hardware to maintain colour accuracy between Cameras, Scanners, Monitors, Proofing devices and Printers.
KU9.   relate between file size, bit depth and resolution.
KU10. applicable health and safety guidelines.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1.   cataloguing digital and physical copies of images in a manner that enables potential users to access images to meet a need.
GS2.   consider the potential usage of an image when assigning a headline and description to an image.
GS3.   assign keywords to classify images including by content, topic and concept.
GS4.   research the profile and preferences of the target audience
GS5.   research creative and innovative ways to represent the contest thru images
GS6.   study new and emerging types of digital imaging and designing softwares
GS7.   communicate and follow instructions from relevant people in a way that supports the production process, such as director, publicity designer, etc.
GS8.   how to deal with:File conversions, File compression and expansion, Transmission of digital files.
GS9.   foresee technical and creative issues that may arise during production/postproduction and resolve issues proactively.
GS10. conflict management and negotiation skills

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Setup digital workflow for optimising, selecting, editing images	**2**	**8**	**-**	**-**
PC1. plan, set-up and control digital workflow to maximise effectiveness and efficiency.	2	8	-	-
Implementation, use and maintenance of digital colour management procedures.	**16**	**44**	**-**	**-**
PC2. import digital images from a camera to a digital workstation and make basic technical adjustments or corrections like adjusting or correcting exposure, colour balance, brightness and contrast, sharpening the image.	2	8	-	-
PC3. make minor repairs to images or dealing with unwanted effects to the imported images to optimise them for future use.	5	10	-	-
PC4. assess individual images for their visual and aesthetic qualities, composition and impact in relation to their likely or intended use, for their ability to tell a story or complement each other, when they are intended to be used together as a picture feature or montage.	5	10	-	-
PC5. implement, use and maintain digital colour management procedures to maintain colour accuracy from image capture to output.	2	8	-	-
PC6. use creative retouching tools for artistic and commercial purposes like retouching for fashion, beauty or advertising photography, image compositing, the use of CGI and the creation of 3D imaging.	2	8	-	-
Add key metadata and Store images	**7**	**23**	**-**	**-**
PC7. add key metadata including copyright and other crucial information such as picture number, caption and credit in image files.	2	8	-	-
PC8. prepare image output and transmission of digital files	3	7	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. store, conserve and preserve images by using different types of image asset management systems.	2	8	-	-
NOS Total	**25**	**75**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0912
NOS Name	Handle digital image
Sector	Media & Entertainment
Sub-Sector	Film, Television, Advertising
Occupation	Camera Operation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

MES/N0107: Develop and maintain portfolio

Description

This unit is about exploring the opportunity to work in media & entertainment industry as artistic professional.

Elements and Performance Criteria

Create portfolio

To be competent, the user/individual on the job must be able to:

PC1. prepare portfolio, recording, show reel, etc.,

PC2. choose best headshots and performance shots to showcase

PC3. create unique portfolio which speaks to a range of audiences

PC4. apply social media network like youtube / linkedin for promotional purposes

Approach industry to avail opportunities

To be competent, the user/individual on the job must be able to:

PC5. promote themselves through networking

PC6. approach associations for becoming a member

PC7. approach clients (producers /casting directors / dance director etc.) in a professional manner

PC8. be on time and in suggested dress for audition / presentation

PC9. be ready to cold-read as per project requirement(s) in line with the expertise

PC10. be ready for presentation /screen test, voice test etc., wherever required during audition/interviewing

PC11. negotiate for remuneration of contract / work order aligned with the assignments

PC12. recognize common components of an assignment contract including term and duration of project

PC13. collaborate with others to determine technical details of production

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. brand value of the business /production houses

KU2. relavent designing / distribution policy of India

KU3. relavent guidelines defined by Government like broadcasting guideline of Ministry of Information and Broadcasting

KU4. legal framework pertaining to design, film, television etc.

KU5. how to familiarize with the content of the assignments (design /script etc.)

KU6. industry personnel and terminology, interview, audition and screen test processes and the role of agents, contracts, payments, insurance.

KU7. how to negotiate a professional contract for his services, including an understanding of payments, taxation, convergence rate and other legal matters

KU8. about the risk involved in getting work orders in case of freelancing

KU9. how to update of portfolio in line with change in technology vs increase in experience.

KU10. relevant industry association / forum whom individual will approach while in professional trouble

KU11. role of marketing and distribution in ensuring the chances of commercial success, including the role of individuals involvement

KU12. principles and methods for showing, promoting, and selling products or services, including, marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

KU13. arrangements and equipment for a design / shoot, whether lab or studio set or location, indoors or outdoors, with regard to set, premises, cameras, lighting, set furniture and props, costumes and makeup.

KU14. business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources

KU15. media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.

KU16. principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

KU17. responsibility of each person on the production floor as they affect the individual performance.

KU18. process of dubbing and voice-over work etc. wherever applicable

KU19. performance in a local language when required

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and study the assignments and remember lines and actions of the task performed / character portrayed

GS2. be patient while designing / costuming, makeup and other preparatory work suited the profile for the test

GS3. take suggestions from the client to effectively perform the task / portray the character.

GS4. respect and consult with other associates on the production floor to ensure each is helping to create their best performances according to the clients vision

GS5. developing constructive and cooperative working relationships with others, and maintaining them

GS6. understand the creative vision of the clients (Director/ Script writer and Producer) as appropriate

GS7. improvise speech and activity when necessary during performance

GS8. ability to communicate information and ideas in speaking so others will understand

GS9. ability to communicate information and ideas in speaking so others will understand

GS10. ability to listen to and understand information and ideas presented through spoken words and sentences

GS11. decide on whether to opt for work order or not

GS12. plan, prepare and practice performance in accordance to the role being assigned for

GS13. work on the areas of improvement identified/highlighted in line with the contract / assignements

GS14. assess if the role meets his/her capabilities and skill-sets

GS15. critically appraise quality of own performance to identify issues

GS16. check that your own work meets customer/project requirements

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Create portfolio	**8**	**24**	**-**	**-**
PC1. prepare portfolio, recording, show reel, etc.,	2	6	-	-
PC2. choose best headshots and performance shots to showcase	2	6	-	-
PC3. create unique portfolio which speaks to a range of audiences	2	6	-	-
PC4. apply social media network like youtube / linkedin for promotional purposes	2	6	-	-
Approach industry to avail opportunities	**18**	**50**	**-**	**-**
PC5. promote themselves through networking	2	6	-	-
PC6. approach associations for becoming a member	2	6	-	-
PC7. approach clients (producers /casting directors / dance director etc.) in a professional manner	2	6	-	-
PC8. be on time and in suggested dress for audition / presentation	2	6	-	-
PC9. be ready to cold-read as per project requirement(s) in line with the expertise	2	6	-	-
PC10. be ready for presentation /screen test, voice test etc., wherever required during audition/interviewing	2	6	-	-
PC11. negotiate for remuneration of contract / work order aligned with the assignments	2	4	-	-
PC12. recognize common components of an assignment contract including term and duration of project	2	6	-	-
PC13. collaborate with others to determine technical details of production	2	4	-	-
NOS Total	**26**	**74**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0107
NOS Name	Develop and maintain portfolio
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Advertising
Occupation	Acting
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

MES/N0104: Maintain Workplace Health & Safety

Description

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

Elements and Performance Criteria

Understanding the health, safety and security risks prevalent in the workplace

To be competent, the user/individual on the job must be able to:

PC1. understand and comply with the organizations current health, safety and security policies and procedures

PC2. understand the safe working practices pertaining to own occupation

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

PC4. participate in organization health and safety knowledge sessions and drills

Knowing the people responsible for health and safety and the resources available

To be competent, the user/individual on the job must be able to:

PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency

PC6. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms

Identifying and reporting risks

To be competent, the user/individual on the job must be able to:

PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety

PC8. ensure own personal health and safety, and that of others in the workplace though precautionary measures

PC9. identify and recommend opportunities for improving health, safety, and security to the designated person

PC10. report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected

Complying with procedures in the event of an emergency

To be competent, the user/individual on the job must be able to:

PC11. follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard

PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Organizations norms and policies relating to health and safety

KU2. Government norms and policies regarding health and safety and related emergency procedures

KU3. Limits of authority while dealing with risks/ hazards

KU4. The importance of maintaining high standards of health and safety at a workplace

KU5. The different types of health and safety hazards in a workplace

KU6. Safe working practices for own job role

KU7. Evacuation procedures and other arrangements for handling risks

KU8. Names and contact numbers of people responsible for health and safety in a workplace

KU9. How to summon medical assistance and the emergency services, where necessary

KU10. Vendors or manufacturers instructions for maintaining health and safety while using equipment, systems and/or machines

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. how to write and provide feedback regarding health and safety to the concerned people

GS2. how to write and highlight potential risks or report a hazard to the concerned people

GS3. read instructions, policies, procedures and norms relating to health and safety

GS4. highlight potential risks and report hazards to the designated people

GS5. listen and communicate information with all anyone concerned or affected

GS6. make decisions on a suitable course of action or plan

GS7. plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority

GS8. apply problem solving approaches in different situations

GS9. understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority

GS10. apply balanced judgments in different situations

GS11. How to write and provide feedback regarding health and safety to the concerned people

GS12. How to write and highlight potential risks or report a hazard to the concerned people

GS13. Read instructions, policies, procedures and norms relating to health and safety

GS14. Highlight potential risks and report hazards to the designated people

GS15. Listen and communicate information with all anyone concerned or affected

GS16. Make decisions on a suitable course of action or plan

GS17. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority

GS18. Apply problem solving approaches in different situations

GS19. build and maintain positive and effective relationships with colleges and customers

GS20. analyze data and activites

GS21. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority

GS22. Apply balanced judgments in different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understanding the health, safety and security risks prevalent in the workplace	**15**	**15**	**-**	**-**
PC1. understand and comply with the organizations current health, safety and security policies and procedures	5	5	-	-
PC2. understand the safe working practices pertaining to own occupation	5	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	3	2	-	-
PC4. participate in organization health and safety knowledge sessions and drills	2	3	-	-
Knowing the people responsible for health and safety and the resources available	**10**	**10**	**-**	**-**
PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	5	5	-	-
PC6. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	5	5	-	-
Identifying and reporting risks	**18**	**17**	**-**	**-**
PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety	5	5	-	-
PC8. ensure own personal health and safety, and that of others in the workplace though precautionary measures	5	5	-	-
PC9. identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected	5	5	-	-
Complying with procedures in the event of an emergency	**7**	**8**	**-**	**-**
PC11. follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
NOS Total	**50**	**50**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0104
NOS Name	Maintain Workplace Health & Safety
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Radio, Advertising
Occupation	Ad sales/Account Management/Scheduling/Traffic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. identify employability skills required for jobs in various industries

PC2. identify and explore learning and employability portals

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.

PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC5. recognize the significance of 21st Century Skills for employment

PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC7. use basic English for everyday conversation in different contexts, in person and over the telephone

PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC9. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

PC10. understand the difference between job and career

PC11. prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings

PC13. work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC14. communicate and behave appropriately with all genders and PwD

PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC16. select financial institutions, products and services as per requirement

PC17. carry out offline and online financial transactions, safely and securely

PC18. identify common components of salary and compute income, expenses, taxes, investments etc

PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC20. operate digital devices and carry out basic internet operations securely and safely

PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively

PC22. use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

PC26. identify different types of customers

PC27. identify and respond to customer requests and needs in a professional manner.

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

GS3. behave politely and appropriately with all

GS4. how to work in a virtual mode

GS5. perform calculations efficiently

GS6. solve problems effectively

GS7. pay attention to details

GS8. manage time efficiently

GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**2**	**4**	**-**	**-**
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
Basic English Skills	**2**	**3**	**-**	**-**
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	**1**	**2**	**-**	**-**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
Communication Skills	**2**	**2**	**-**	**-**
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**2**	**-**	**-**
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**2**	**3**	**-**	**-**
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	**3**	**4**	**-**	**-**
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Entrepreneurship	**2**	**3**	**-**	**-**
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	**1**	**2**	**-**	**-**
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**2**	**3**	**-**	**-**
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	20/11/2025
NSQC Clearance Date	20/11/2020

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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.

Minimum Aggregate Passing % at QP Level : 70

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N0909.Use of photographic equipment, technology ,camera techniques.	24	76	-	-	100	10
MES/N0910.Produce still Images	27	73	-	-	100	10
MES/N0911.Apply drone techniques for still photography	31	69	-	-	100	25
MES/N0912.Handle digital image	25	75	-	-	100	20
MES/N0107.Develop and maintain portfolio	26	74	-	-	100	15
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	**203**	**447**	**-**	**-**	**650**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework

Glossary

Sector	Sector is a conglomeration of different business operations having similar business 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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications 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 a 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 quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation 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 (GS)	Core skills or Generic Skills (GS) are a 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. 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.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Accessories	Anything carried or worn on top of the basic costume for decorative purposes, e.g. a shawl, a purse.
AF Servo	Aka Continuous Focus, AF Servo, is maintained by partially pressing the camera's shutter release button, which enables to continuously maintain focus on a moving subject as the subject moves within the frame.
Anti Shake	Also known as Image Stabilization (IS), Vibration Reduction (VR), or simply image stabilization, anti-shake technology is a method of reducing the effects of camera movement on the photographic image.